

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JANUARY 13, 2026,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor Assaf, S. Fylyshyan, D. Kluin, R. Klumph, A. Oswald, and D. Smith

ABSENT C. Botros, and D. Sawatzky

Officials: Collin Steffes, CAO; Jenny Bruns, Director of Planning, Economic Development & Legislative Services; Jennifer Mantay, Director of Corporate Services; Shallon Touet, Director of Parks and Recreation; Sheldon Flett, Director of Public Works; Stacey Irwin, Health and Safety Coordinator; and Jodie Lyons, Municipal Coordinator.

OTHERS Barry Kerton, Barrhead Leader, and Jackie Miller, President and Neil Branden, Director of the Barrhead Exhibition Association and Agricultural Society.

CALL TO ORDER Mayor Assaf called the meeting to order at 5:31 p.m.

AGENDA The agenda was reviewed.

001-26 Moved by Cr. Smith that the agenda be accepted as amended.

Remove and Replace: 4(a) - Remove Hearings from Item 4 and replace with
Notice of Motion: Letter of Advocacy
Addition: 6(b) - In-Camera FCSS Item – Section 26 of ATIA

CARRIED UNANIMOUSLY

**CONFIRMATION
OF MINUTES**

The Minutes of the Regular Town Council Meeting of December 9, 2025, were reviewed.

002-26 Moved by Cr Kluin that the Minutes of the Regular Town Council Meeting of December 9, 2025, be approved as presented.

CARRIED UNANIMOUSLY

NOTICE OF MOTION

**LETTER OF ADVOCACY TO AHS
RE: ACCESSIBLE WASHROOMS AT
BARRHEAD HOSPITAL**

Councillor Kluin presented a Notice of Motion: Requesting a letter of advocacy to Alberta Health Services for the support for accessible washrooms at Barrhead hospital.

ACCEPTED INTO THE MINUTES

DELEGATIONS

**BARRHEAD EXHIBITION ASSOC.
AND AGRICULTURAL SOCIETY**

Mayor Assaf and Council welcomed Jackie Miller and Neil Branden Barrhead Exhibition Association and Agricultural Society at 5:38 p.m.

Jackie Miller and Neil Branden of the Barrhead Exhibition Association and Agricultural Society provided information on the needed services and requested commitment from the Town of Barrhead

EXITED Mayor Assaf and Council thanked Jackie Miller and Neil Branden from the Barrhead Exhibition Association and Agricultural Society and they exited Chambers at 5:52 p.m.

003-26 Moved by Cr. Smith that Council accept the presentation from Barrhead Exhibition Association and Agricultural society as presented.

CARRIED UNANIMOUSLY

IN-CAMERA

**SECTION 19, ATIA –
3RD PARTY BUSINESS INTERESTS
BARRHEAD EXHIBITION ASSOC.
AND AGRICULTURAL SOCIETY AGREEMENTS**

**SECTION 26, ATIA –
INTERGOVERNMENTAL RELATIONS
BARRHEAD FCSS**

004-26 Moved by Cr. Kluin that Council go in to closed session at 5:52 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

005-26 Moved by Cr. Smith that Council come out of closed session at 7:02 p.m.

CARRIED UNANIMOUSLY

006-25 Moved by Cr. Smith that Council direct Administration to draft a five-year facility use agreement with the Barrhead Exhibition Association and Agricultural Society for facility use and bring it back to the next Council meeting for review.

CARRIED UNANIMOUSLY

007-25 Moved by Cr. Oswald that Council direct Administration to write a letter to FCSS as discussed.

CARRIED UNANIMOUSLY

OLD BUSINESS

**BARRHEAD REGIONAL WATER
COMMISSION ROAD CULVERT
TENDER AWARD**

Sheldon Flett, Director of Public Works presented to Council to review the tenders received for the Water Treatment Plant access road culvert repair and award the contract.

008-26 Moved by Cr. Oswald that Council award the contract for the Water Treatment Plant access road culvert repair to Barsi Enterprises at a cost of \$294,570.00, plus a 20% contingency, for a grand total cost of \$353,484.00.

CARRIED UNANIMOUSLY

EXITED: Sheldon Flett, Director of Public Works exited chambers at 7:06 p.m.

NEW BUSINESS

**WORKPLACE VIOLENCE AND HARRASSMENT
PREVENTION: POLICIES AND PROCEDURE**

Stacey Irwin, Health and Safety Coordinator presented to Council to review and approve the Workplace Violence and Harassment Prevention Policies and corresponding Procedure in compliance with our Health and Safety obligations.

009-26 Moved by Cr. Fylyshyan that Council approve the summary review and adopt the Workplace Violence Prevention Policy, Workplace Harassment Prevention Policy, and the Workplace Violence and Harassment Prevention Procedure, as presented.

CARRIED UNANIMOUSLY

EXITED: Stacey Irwin, Health and Safety Advisor exited chambers at 7:12 p.m.

**SPECIAL EVENT APPLICATION
BARRHEAD BLUE FINS SWIM
CLUB UNOFFICIAL SWIM MEET**

Shallon Touet, Director of Parks and Recreation presented to Council to receive Council approval for the Barrhead Blue Fins Swim Club to host their first unofficial swim meet at the Barrhead Regional Aquatic Centre on February 21, 2026, and to authorize required municipal supports including access to facility equipment (tables, chairs, garbage receptacles, and interior barricades).

010-26 Moved by Cr. Oswald that Council approve the Special Event Application from the Barrhead Blue Fins Swim Club for an unofficial swim meet to be held on February 21, 2026, at the Barrhead Regional Aquatic Centre, and authorize the Recreation Department to provide the required facility equipment and operational support.

CARRIED UNANIMOUSLY

EXITED: Shallon Touet, Director of Parks and Recreation exited chambers at 7:16 p.m.

RECESSED:

011-26 Moved by Cr. Smith that the Council Meeting be recessed at 7:16 p.m.

CARRIED UNANIMOUSLY

RECONVENED:

012-26 Moved by Cr. Oswald that the Council Meeting reconvene at 7:37 p.m.

CARRIED UNANIMOUSLY

**REVISED POLICY 12-005
PROCUREMENT**

Jennifer Mantay, Corporate Services Director presented to Council to accept revised Policy 12-005, the Procurement Policy.

013-26 Moved by Cr. Oswald that Council approve revised Policy # 12-005, the Procurement Policy.

CARRIED UNANIMOUSLY

**PUBLIC APPOINTMENTS –
COMMITTEES AND BOARDS**

Jodie Lyons, Municipal Coordinator presented for Council to consider Public Member appointments to the following Committees and Boards:

- Barrhead Regional Fire Services
- Barrhead Regional Water Commission
- Barrhead Library Board, and
- Municipal Planning Commission

014-26 That Council appoint Ross Pentney as a member-at-large to the Barrhead Regional Fire Services Committee, for a one-year term from January 13, 2026 to December 31, 2026.

CARRIED UNANIMOUSLY

015-26 That Council appoint Chris Bruns as a member-at-large to the Barrhead Regional Water Commission, for a one-year term from January 13, 2026 to December 31, 2026.

CARRIED UNANIMOUSLY

016-26 That Council appoint Patricia Noble as a member-at-large to the Barrhead Public Library Board, for a three-year term from January 13, 2026 to December 31, 2029.

CARRIED UNANIMOUSLY

017-26 That Council appoint Pia Greig and Craig Plitt as a members-at-large and Liam Sorenson as alternate to the Municipal Planning Commission, for a one-year term from January 13, 2026 to December 31, 2026.

CARRIED UNANIMOUSLY

**PROPOSED 2026 CALENDAR –
SCHEDULED DELEGATIONS**

Jodie Lyons, Municipal Coordinator presented two options for scheduling community board and agency delegations to speak at Council meetings in 2026.

018-26 Moved by Cr. Fylshtan that Council approve option # 1 as the 2026 Calendar of Council Meeting Delegations.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT –
TO NOVEMBER 30, 2025**

Jennifer Mantay, Director of Corporate Services presented the Monthly Bank Statement to November 30, 2025.

019-26 Moved by Cr. Oswald that Council accepts the Monthly Bank Statement to November 30, 2025 as presented.

CARRIED UNANIMOUSLY

COUNCIL REPORTS

The following Reports to Council as of January 13, 2026, were reviewed:

- (a) Family and Community Support Services – Cr. Oswald
- (b) Barrhead Chamber of Commerce – Cr. Oswald
- (c) Barrhead Exhibition Association and Agricultural Society – Cr. Oswald

020-26

Moved by Cr. Kluin that the following Reports to Council as of January 13, 2026 be accepted as information:

- (a) Family and Community Support Services – Cr. Oswald
- (b) Barrhead Chamber of Commerce – Cr. Oswald
- (c) Barrhead Exhibition Association and Agricultural Society – Cr. Oswald

CARRIED UNANIMOUSLY

BYLAWS

ANIMAL CONTROL BYLAW 01-2026 URBAN HEN PROGRAM

Jenny Bruns, Director of Planning, Economic Development and Legislative Services presented a revised Animal Control Bylaw to include Urban Hens as directed by Council.

021-26

Moved by Cr. Smith that Bylaw 01-2026, the Animal Control Bylaw, be given first reading.

CARRIED UNANIMOUSLY

022-26

Moved by Cr. Kluin that Administration set a public hearing for the proposed changes to the Animal Control Bylaw for Tuesday February 24, 2026.

CARRIED UNANIMOUSLY

RESIDENTIAL TAX INCENTIVE BYLAW 02-2026

Jenny Bruns, Director of Planning, Economic Development and Legislative Services presented to Council a Residential New Build Tax Incentive Bylaw that provides a short-term municipal property tax incentive for new residential dwelling units constructed within the Town of Barrhead.

023-26

Moved by Cr. Smith that Bylaw 02-2026, the Tax Incentive Bylaw, be given first reading.

CARRIED UNANIMOUSLY

024-26

Moved by Cr. Oswald that Administration set a public hearing for the proposed Tax Incentive Bylaw for Tuesday February 24, 2026.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

- Cr. Kluin congratulated the Fire Department and Town staff for the fireworks and the organization of the First Night festivities.
- Cr. Kluin congratulated Kolton Schmidt for his second-place performance at the National Finals Rodeo.
- Mayor Assaf commended the Public Works crew for their dedicated work to locate and fix the water break during Christmas and responding to the extreme weather changes and large volume of snow requiring removal on our streets. Everyone is doing a fantastic job.

ADJOURN

25-026

Moved by Cr. Kluin that the Council Meeting be adjourned at 8:33 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes