



**AGENDA  
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL  
TUESDAY, SEPTEMBER 23, 2025 AT 5:30 P.M.  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

*Barrhead....a quality community....giving a quality lifestyle*

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – September 9, 2025
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) Pembina Hills School Division – Brett Cooper
  - (b) Alberta Health Services – Jamie Pollock, Director, and Rob Barone, Associate Executive Director, of EMS North Zone
6. Old Business
  - (a) None
7. New Business
  - (a) FCSS Request to waive rental fee
  - (b) BRWC Culvert Repair Engineering Recommendation
  - (c) Monthly Bank Statement
  - (d) Utility Shut-off Policy
  - (e) Barrhead Attraction and Retention Donation Request

8. Reports
  - (a) Council Reports
9. Minutes
  - (a) County of Barrhead Council Highlights
10. Bylaw
11. Correspondence Item
  - (a) None
12. For the Good of Council
13. Tabled Items
  - (a) Payroll Software Recommendation
14. Closed Session
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, SEPTEMBER 9, 2025  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT	Mayor McKenzie, Crs: T. Assaf , D. Kluin, R. Klumph, A. Oswald, and D. Smith  Officials: Collin Steffes, CAO; Jennifer Mantay, Director of Corporate Services; Jenny Bruns, Director of Planning, Economic Development & Legislative Services; Shallon Touet, Director of Parks and Recreation; and Jodie Lyons, Municipal Coordinator
ABSENT	Cr. D. Sawatzky
OTHERS	Barry Kerton, Barrhead Leader; Chad Thomson and Jodi Chase, Blue Fin Swim Club.
CALL TO ORDER	Mayor McKenzie called the meeting to order at 5:30 p.m.
AGENDA	
258-25	Moved by Cr. Smith that the agenda be accepted with the following additions.  ADDITIONS TO THE AGENDA: <ul style="list-style-type: none"><li>7(e) New Business - Blue Fin Swim Club</li><li>14(a) In-Camera – Personnel Item (ATIA Section 20)</li></ul>
	CARRIED UNANIMOUSLY
CONFIRMATION OF MINUTES	
	The Minutes of the Town Council Regular Meeting of August 26, 2025 were reviewed.
259-25	Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of August 26, 2025, be approved with corrections.
	CARRIED UNANIMOUSLY
DELEGATION BLUE FIN SWIM CLUB	
	Mayor McKenzie and Council welcomed Chad Thomsen and Jodi Chase from the Barrhead Blue Fin Swim Club at 5:32 p.m.  Chad Thomsen and Jodi Chase provided information about the Blue Bin Swim Club; the value it brings to the community, its operations, and increasing membership numbers. Mr. Thomsen presented the need for additional lanes. If six lanes is not possible this year, he requested the opportunity to work with the Town to accommodate the number of swimmers safely.
260-25	Moved by Cr. Smith that the presentation from Barrhead Blue Fin Swim Club is accepted as presented.
	CARRIED UNANIMOUSLY
BLUE FIN SWIM CLUB REQUEST FOR SIXTH LANE	
	Shallon Touet, Director of Parks and Recreation presented to Council a request from the Blue Fin Swim Club to access all six swim lanes during their scheduled training sessions at the Barrhead Aquatic Centre.
261-25	Moved by Cr. Smith that Council direct Administration to work with the Blue Fin Swim Club to accommodate their need for more access to swim lanes this year and revisit their request for six lanes well in advance of next swim season and program scheduling.
	CARRIED UNANIMOUSLY
EXITED	Mayor McKenzie and Council thanked Chad Thomsen and Jodi Chase for their presentation and they exited Chambers at 5:49 p.m.

**NEW BUSINESS  
PROPOSED POLICIES**

Jodie Lyons, Municipal Coordinator presented to Council three (3) new policies for Council to consider approving for Administration to follow when addressing concerns pertaining to Domestic Animal Remains, Acts of Condolence, and Flag Lowering.

262-25                      Moved by Cr. Oswald that Council approve the new Policy template.

CARRIED UNANIMOUSLY

263-25                      Moved by Cr. Assaf that Council approve Policy # 43-002 Domestic Animal Remains Management.

CARRIED UNANIMOUSLY

264-25                      Moved by Cr. Klumph that Council approve Policy # 12-030 Acts of Condolence.

CARRIED UNANIMOUSLY

265-25                      Moved by Cr. Klumph that Council approve Policy # 12-031 Flag Lowering with amendments.

CARRIED UNANIMOUSLY

**FUTURE PARTICIPATION IN  
AAIP – RURAL RENEWAL  
STREAM PROGRAM**

Jenny Bruns, Director of Planning, Economic Development and Legislative Services presented to Council to consider whether they wish to withdraw from participation, or remain with the Advantage Alberta Immigration Program – Rural Renewal Stream.

266-25                      Moved by Cr. Assaf that Council allow Barrhead’s community designation under AAIP’s Rural Renewal Stream to expire on November 4, 2025, and not proceed with a new community designation extension request.

CARRIED UNANIMOUSLY

**RECESSED**

267-25                      Moved by Cr. Smith that the Council Meeting be recessed at 6:39 p.m.

CARRIED UNANIMOUSLY

**RECONVENED**

268-25                      Moved by Cr. Oswald that the Council Meeting be reconvened at 7:05 p.m.

CARRIED UNANIMOUSLY

**PUMPKIN WALK  
REQUEST FOR FUNDING**

Jennifer Mantay, Director of Corporate Services presented to Council to consider contributing \$500 in additional funding to the 2025 Pumpkin Walk.

269-25                      Moved by Cr. Klumph That Council grant the request of the Barrhead Pumpkin Walk Committee and contribute an additional \$500 towards the 2025 Pumpkin Walk event.

IN FAVOR:      Mayor McKenzie, Crs.: A. Oswald,  
R. Klumph, D. Kluin, D. McKenzie,  
and D. Smith.

OPPOSED:      Cr. T. Assaf

**ADVANTI PAYROLL  
SOFTWARE APPROVAL**

Jennifer Mantay, Director of Corporate Services presented to seek Council’s approval for adopting Avanti Payroll Software, an enhanced payroll and HR management software.

270-25                      Moved by Cr. Kluin that Council table this item to allow for additional information.

CARRIED UNANIMOUSLY

**COUNCIL REPORTS**

The following reports to Council as of September 9, 2025, were reviewed:

- Indigenous Committee – Cr. A. Oswald
- Barrhead Exhibition Association and Agricultural Society – Cr. A. Oswald

271-25                      Moved by Cr. Kluin that Council accept the following reports to Council as of September 9, 2025:

- Barrhead & District Indigenous Committee – Cr. A. Oswald
- Barrhead Exhibition Association and Agricultural Society – Cr. A. Oswald

CARRIED UNANIMOUSLY

**MINUTES TO COUNCIL  
COUNTY OF BARRHEAD**

The following Minutes to Council were reviewed:

- County of Barrhead Council Highlights – August 19, 2025
- County of Barrhead Council Highlights – September 2, 2025

272-25                      Moved by Cr. Klumph that the Minutes to Council be accepted as information and as presented.

- County of Barrhead Council Highlights – August 19, 2025
- County of Barrhead Council Highlights – September 2, 2025

CARRIED UNANIMOUSLY

**BYLAWS  
INTERMUNICIPAL RELATIONS COMMITTEE**

Collin Steffes, CAO, presented to Council to consider a recommendation received from the County of Barrhead & Town of Barrhead ICF Committee to form an Intermunicipal Relations Committee (IRC) that includes all elected officials from both municipalities. The ICF Committee has approved the attached Draft Bylaw, and is providing it to both Councils, for consideration, to allow for the establishment of a joint IRC.

273-25                      Moved by Cr. Smith that Council give Bylaw 08-2025, Intermunicipal Relations Committee, first reading.

CARRIED UNANIMOUSLY

274-25                      Moved by Cr. Oswald that Council give Bylaw 08-2025, Intermunicipal Relations Committee, second reading.

CARRIED UNANIMOUSLY

275-25                      Moved by Cr. Klumph that Council present Bylaw 08-2025, Intermunicipal Relations Committee, third reading.

CARRIED UNANIMOUSLY

276-25                      Moved by Cr. Assaf that Council give Bylaw 08-2025, Intermunicipal Relations Committee, third reading.

CARRIED UNANIMOUSLY

**CORRESPONDENCE  
COMMUNITY FUTURES**

Council reviewed the letter from Community Futures Yellowhead East regarding the launch of the ExitNavigator, a New Pathway for Alberta Rural Business Owners to Buy and Sell.

277-25                      Moved by Cr. Assaf that Council accept the letter dated July 4, 2025 from Community Futures Yellowhead East.

CARRIED UNANIMOUSLY

**TRANSPORTATION &  
ECONOMIC CORRIDORS**

Council reviewed the correspondence from Alberta Transportation and Economic Corridors regarding the approved future installation of chirpers at the Highway 33 and 50<sup>th</sup> Avenue Crosswalk.

278-25                      Moved by Cr. Smith that Council accept the correspondence dated August 27, 2025 from Alberta Transportation and Economic Corridors regarding the approved future installation of chirpers at the Highway 33 and 50<sup>th</sup> Avenue crosswalk.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Mayor McKenzie congratulated the Parks and Recreation department for their exceptional work maintaining the flower displays. There have been many compliments received by visitors and residents.

Cr. R. Klumph also congratulated the Parks and Recreation department on their work maintaining the flowers throughout town.

Cr. R. Klumph recognized the success of the Barrhead Chariots Car Club - Antique/Custom Vehicle 2025 Show and Shine – they had a total of 37 vehicles and he thanked Public Works and the Parks and Recreation departments for their assistance.

Cr. T. Assaf shared kudos to the “Make the Connection” event and was impressed to see all of the organizations in attendance.

**TABLED ITEM  
BARRHEAD EXHIBITION ASSOC.  
& AGRICULTURAL SOCIETY  
FACILITY REQUEST**

Jennifer Mantay, Director of Corporate Services presented updated information to Council to consider the Barrhead Exhibition Association and Agricultural Society’s (the Ag Society) request for the free use of the Curling Rink, Dr. Charles Godberson Rotary Room, and Agrena Boardroom in support of their upcoming Trade Show and Rodeo event.

279-25                      Moved by Cr. Klumph that Council approve the Barrhead Exhibition Association and Agricultural Society’s request for additional waived fees for the Curling Rink, Dr. Charles Godberson Rotary Room and Agrena Boardroom during the 2025 Wildrose Rodeo to be funded by Miscellaneous Grants to Organizations.

CARRIED UNANIMOUSLY

**TABLED ITEM  
ENABLING ACCESSIBILITY  
FUND – SMALL PROJECTS**

Jennifer Mantay, Director of Corporate Services presented updated information to Council to confirm the Town’s contribution towards the Enabling Accessibility Fund – Small Projects Component Grant Approval.

280-25                      Moved by Cr. Klumph that Council provide confirmation to the Enabling Accessibility Fund – Small Projects Component Grant Authority that the Town will assume responsibility for any project costs exceeding the grant amount of \$125,000.00, with the Town’s contribution of \$41,900.00 to be funded from the 2026 Parks Capital Reserve.

CARRIED UNANIMOUSLY

**CLOSED SESSION – PERSONNEL MATTER  
ATIA SECTION 20**

281-25                      Moved by Cr. Assaf that the Council go into closed session at 8:13 p.m.

CARRIED UNANIMOUSLY

**OUT OF CLOSED SESSION**

282-25                      Moved by Cr. Smith that Council come out of closed session at 8:31 p.m.

CARRIED UNANIMOUSLY

**ADJOURN**

283-25                      Moved by Cr. Klumph that the Council Meeting be adjourned at 8:31 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

\_\_\_\_\_  
Mayor, David McKenzie

\_\_\_\_\_  
CAO, Collin Steffes

# COUNCIL DELEGATION SCHEDULED REPORT

Item: 5(a)

CONTACT INFO	
(NAME)	
Brett Cooper	
(TELEPHONE NUMBER)	
780-674-8525	
(EMAIL ADDRESS)	
brett.cooper@pembinahills.ca	
MAILING ADDRESS	
(STREET OR BOX ADDRESS)	
Barrhead, Alberta	
(CITY, ALBERTA, POSTAL CODE)	

CONTACT INFO	
(NAME)	
(TELEPHONE NUMBER)	
(EMAIL ADDRESS)	
MAILING ADDRESS	
(STREET OR BOX ADDRESS)	
(CITY, ALBERTA, POSTAL CODE)	

REPRESENTING	
(BUSINESS, COMMITTEE, GROUP, OR BOARD)	
Pembina Hills School Division	
PLEASE INDICATE THE DATE YOU WISH TO PRESENT TO THE TOWN OF BARRHEAD COUNCIL	
<i>Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting</i>	
09	September
(Day)	(MONTH)
2025	OR
(YEAR)	23
	September
	(MONTH)
	2025
	(YEAR)
<b>PURPOSE</b> OF THE DELEGATION IS TO PRESENT THE FOLLOWING: (A COPY OF ALL INFORMATION REGARDING THE TOPIC MUST ACCOMPANY THE APPLICATION)	
To provide reoccurring update and an opportunity for discussion.	
<input checked="" type="checkbox"/> INFORMATION SHARING <input type="checkbox"/> REQUEST FOR ACTION, FUNDS, OR CONSIDERATION. <input type="checkbox"/> OTHER (PROVIDE DETAILS)	
HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS?	YES <input type="checkbox"/> NO <input type="checkbox"/>
DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)?	YES <input type="checkbox"/> NO <input type="checkbox"/>

FOR OFFICE USE ONLY		
<input checked="" type="checkbox"/> ADDED TO AGENDA	IN CAMERA: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REFERRED TO: Reports to Council Delegation Calendar
OTHER DEPARTMENTS REQUIRED TO BE IN ATTENDANCE?		
APPROVED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	CAO'S APPROVAL Verbal	MAYOR'S APPROVAL
ADDITIONAL COMMENTS/NOTES:		
Added as Item 5(a) on Council Agenda – <b>SEPTEMBER 23, 2025 MEETING</b>		

## SUBMISSION INFORMATION

Completed applications may be submitted electronically to [info@barrhead.ca](mailto:info@barrhead.ca), in person or by mail to Box 4189, 5014 50 Ave, Barrhead AB T7N 1A2. Please direct any questions to the Municipal Coordinator's office @780-674-3301 or to [jlyons@barrhead.ca](mailto:jlyons@barrhead.ca)



# COUNCIL DELEGATION – BY RESOLUTION

Item: 5(b)

CONTACT INFO	
(NAME)	Jamie Pollock, Director of EMS North Zone
(TELEPHONE NUMBER)	780-512-5285
(EMAIL ADDRESS)	Jamie.Pollock@albertahealthservices.ca
MAILING ADDRESS	
(STREET OR BOX ADDRESS)	
(CITY, ALBERTA, POSTAL CODE)	

CONTACT INFO	
(NAME)	Cale Holmstrom, Manager of EMS Operations, EHS – Alberta, North Zone.
(TELEPHONE NUMBER)	
(EMAIL ADDRESS)	
MAILING ADDRESS	
(STREET OR BOX ADDRESS)	
(CITY, ALBERTA, POSTAL CODE)	

REPRESENTING	
(BUSINESS, COMMITTEE, GROUP, OR BOARD)	
Alberta Health Services – EMS North Zone	
PLEASE INDICATE THE DATE YOU WISH TO PRESENT TO THE TOWN OF BARRHEAD COUNCIL	
<i>Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting</i>	
23 (DAY)	September (MONTH)
2025 (YEAR)	OR
14 (DAY)	October (MONTH)
2025 (YEAR)	

PURPOSE OF THE DELEGATION IS TO PRESENT THE FOLLOWING: (A COPY OF ALL INFORMATION REGARDING THE TOPIC MUST ACCOMPANY THE APPLICATION)	
To provide information about ambulance allocation, scheduling, jurisdiction and service levels.	
<input checked="" type="checkbox"/> INFORMATION SHARING <input type="checkbox"/> REQUEST FOR ACTION, FUNDS, OR CONSIDERATION. <input type="checkbox"/> OTHER (PROVIDE DETAILS)	
HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS?      YES <input type="checkbox"/> NO <input type="checkbox"/>	
DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)?      YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF YES, PLEASE INDICATE WHAT IS REQUIRED:	

FOR OFFICE USE ONLY		
<input checked="" type="checkbox"/> ADDED TO AGENDA	IN CAMERA: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REFERRED TO: Resolution: 213-25
OTHER DEPARTMENTS REQUIRED TO BE IN ATTENDANCE?		
ADDITIONAL COMMENTS/NOTES:		
Added as Item 5(b) on Council Agenda – SEPTEMBER 23, 2025 MEETING		

SUBMISSION INFORMATION
Completed applications may be submitted electronically to <a href="mailto:info@barrhead.ca">info@barrhead.ca</a> , in person or by mail to Box 4189, 5014 50 Ave, Barrhead AB T7N 1A2. Please direct any questions to the Municipal Coordinator's office @780-674-3301 or to <a href="mailto:jlyons@barrhead.ca">jlyons@barrhead.ca</a>

# REQUEST FOR DECISION

---

**To:** Town Council  
**From:** Shallon Touet, Director Parks and Recreation  
**Date:** September 23, 2025  
**Re:** FCSS Request to Waive Rotary Room Rental Fees

---

## 1.0 **PURPOSE:**

For Council to consider a request from Barrhead & District FCSS to waive the Rotary Room rental fees in support of a weekly Zumba program designed for community seniors (55+).

## 2.0 **BACKGROUND AND DISCUSSION:**

Barrhead & District FCSS has submitted a request for rental fee relief for the Rotary Room, to be used for a Zumba exercise class beginning October 15th. The program is targeted at seniors (55+) and is intended to foster physical health, mental well-being, and social connectedness.

- Program sessions will run weekly on Wednesdays, 11:00 am – 12:00 pm.
- Programming pauses during December, July, and August.
- Expected attendance: 10–20 participants (may fluctuate as program builds).
- Participants will bring their own equipment (indoor shoes, water bottles, towels).
- Facilitators will ensure the space is left clean and ready for the next user.

FCSS notes that even a nominal rental fee (e.g., \$5 per session) can create barriers for community members living at or below the Low-Income Cut Off (LICO), including those on AISH, Senior's Pension, Employment Insurance, or unemployed. As such, FCSS is requesting full fee waiver to maintain accessibility.

The stated benefits of the program include:

- Reducing social isolation among seniors.
- Supporting physical mobility and overall wellness.
- Encouraging inclusive participation across cultural, cognitive, and physical backgrounds.
- Aligning with municipal goals of promoting healthy aging and preventative wellness.

### **3.0 ALTERNATIVES:**

Council may consider the following alternatives:

- 3.1 Council may choose not to approve the waiving of rental fees.
- 3.2 Council may choose to provide grant funding in the amount of \$375.00 to offset the rental of the Rotary Room in 2025; and revisit the approval for grant funding for the remaining \$1,340.00 in 2026; if FCSS does not require confirmation the remaining fees will be offset in 2026 to move forward with their program.

### **4.0 FINANCIAL IMPLICATIONS:**

If approved, FCSS would hold 1-hour Zumba classes starting on Wednesday, October 15th for the remainder of 2025 into 2026 with the exception of December, July, and August.

Total classes:

2025	7 Classes	\$375.00
2026	25 Classes	\$1,340.00
	<b>In-kind Contribution:</b>	<b>\$1,715.00</b>

The direct financial impact is limited to the waived fees, with no additional staffing or operational expenses identified.

To date there is a total of \$2,247.35 remaining in the Grants to Organizations – Miscellaneous Budget.

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None identified. Facility use will remain consistent with existing operational practices.

### **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None identified.

### **7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Approving a grant to cover the fees may be viewed positively as a demonstration of Council's support for seniors, accessibility, and community wellness. Conversely, approval may create precedent for other groups requesting fee waivers.

### **8.0 ATTACHMENTS:**

- 8.1 Letter of request from Barrhead & District FCSS.

**9.0     ADMINISTRATIVE RECOMMENDATION:**

Administration recommends that Council consider the request from Barrhead & District FCSS to waive Rotary Room rental fees for the Zumba 55+ program.

**10.0   PROPOSED MOTION(S):**

That Council approve the request from Barrhead & District FCSS to provide an operating grant in the amount of \$1,715.00 to offset the rental costs the rental of the Rotary Room, with the funds to be derived from the Tourism – Grants to Organizations miscellaneous account.

(original signed by the CAO)  
Collin Steffes  
CAO



Town of Barrhead  
Box 4112  
5609 – 47 Street  
Barrhead, AB T7N 1A1

September 12, 2025

Attention Shallon Touet, Director of Parks and Recreation;

I am writing to respectfully request the rental fees for the Rotary Room, to be used by FCSS for programming purposes, be waived. As a non-profit organization, we are committed to keeping the cost of our programming as low as possible to ensure accessibility to all members of our community. Even a nominal fee of \$5 per session can be a huge barrier for those in our community living at or below the Low-Income Cut Off (LICO), including those living on AISH, Senior's Pension, Employment Insurance, or those who are currently unemployed.

While FCSS fully understands the cost of maintaining municipal facilities and would otherwise make efforts to adhere to the standard rental fee structure, we are seeking support from the Town of Barrhead to help ensure inclusivity and accessibility.

The program in question is a Zumba exercise class, designed for members of our 55+ community. This call would welcome all backgrounds in our community, including varying physical and cognitive abilities, ethnicities, and beliefs. Participants will bring their own indoor shoes, water bottles, and towels if needed. Program facilitators will ensure the space is clean and tidy after every session, to ensure it is ready for the next user.

**We believe this program will bring tangible benefits to the Town of Barrhead by promoting physical health, mental well-being, and social connection among seniors — all key elements of aging well in place.** Group fitness and social activities like this have been shown to reduce isolation, improve mobility, and foster a stronger sense of community. By supporting this initiative, the Town of Barrhead would be directly investing in preventative health and senior wellness — both of which align with community priorities and long-term municipal goals.

This program proposed start date is Wednesday, October 15<sup>th</sup>, and sessions will run weekly on Wednesdays from 11:00 am - 12:00 pm. FCSS does not offer programming in December, July, or August.

We anticipate the average number of participants to be between 10-20, though as this is a new program, attendance may fluctuate as the program builds momentum.

Thank you for your time and thoughtful consideration of this request. We would be grateful for the Town of Barrhead's support in making this program accessible for those who need it most.

5103-51 St, Box 4616 Barrhead, AB T7N 1A5  
780-674-3341



Sincerely,

Crystal Jacobson  
55+ Program Coordinator

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Sheldon Flett, Director of Public Works

**Date:** September 23, 2025

**Re:** Bridge Culvert Replacement at the Water Treatment Plant

---

## **1.0 PURPOSE:**

For Council to consider a recommendation to hire SAMENG Inc., from four submitted consultant proposals to provide services to support the replacement of the culvert on the Barrhead Regional Water Commission (BRWC) Road.

## **2.0 BACKGROUND AND DISCUSSION:**

In mid-June, the culvert beneath the BRWC road collapsed, resulting in the washout of the access road. Barricades were immediately installed to restrict vehicle and public access to the affected section. The road is primarily used by water plant operators, as well as garbage and delivery trucks that service the Water Commission, and it also forms part of the Town's trail system.

To maintain transport access, a temporary road was constructed for Commission use, while the washed-out section was barricaded to divert the public and ensure pedestrian safety. Over the past three (3) months, Administration has undertaken the following action to find the best and most cost-effective solution to repair this unexpected road failure. This has included:

1. Initial meetings to assess and scope the necessary repairs, including the road replacement, and storm water culvert replacement, while also considering both Provincial and Federal requirements governing the work to be done. Initial discussions with the BRWC's engineering consultant resulted in an estimate of approximately \$500K for the repair.
2. Discussion with the BRWC occurred to determine responsibility for the repair. The Town acknowledged that because the failed culvert was part of the Town's Storm Water Management System, the Town should share in the cost for repair. A representative from the BRWC contended that the Town should be fully responsible for the full cost, because the property with the access road was not included in the property lease between the Town and the BRWC. Council directed administration to propose a 50/50 cost share of the expense to the BRWC. The Committee ultimately approved a 25% cost contribution (up to \$125,000) from the BRWC towards the cost of repairs.
3. Given the significant and unexpected cost of the repair, the Town pursued additional pricing from 3 other engineering firms and firms to obtain the most cost-effective proposal. Summary comparison of their pricing is noted below.

4. The Town also investigated the possibility of grant funding through the Province's Strategic Transportation Infrastructure Program. The Town learned early in September that this work would not be eligible for this grant funding, because the culvert is within a service road that doesn't seem to be available to the public. In addition, the culvert/road does not have an associated bridge file – criteria that was required under the grant.
5. It is worth noting that this is a complex repair, as it:
  - Will need to accommodate multi-ton loads,
  - Will need to comply with all Provincial and Federal government regulations (including the Water Act), and
  - Will have to achieve an extended service life.
6. Administration has asked the engineering consultants to investigate other options to reduce cost, including prefab industrial bridges, or relocation of the access road from the west. None have been recommended or suggested as they will likely require the same funding, and result in a less desirable finished product.

### **3.0 ALTERNATIVES:**

Given the need to ensure there is reliable access to the Water Plant for operation and maintenance, no other alternatives are being recommended.

### **4.0 FINANCIAL IMPLICATIONS:**

- 3.1 The majority of this project will be funded through the Town's Water Capital Reserve, while up to \$125,000 will be provided by the BRWC.
- 3.2 Some of the engineering firms have provided estimates for the construction component of this project to be approximately \$450,000.

3.3

Road Culvert Engineering Quotes		
Engineering Firm	Price	Contingency
MPA	\$ 90,000-\$110,000	
MPE	\$ 68,800	10%
Associated	\$101,737	25%
Sameng Inc.	\$ 49,681	



## **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

- 4.1 If the road is not repaired before winter:
- 4.1.1 The Commission will require the continued use of West boundary temporary road access.
  - 4.1.2 Snow removal will be required with the following consequences:
    - 4.1.2.1 Heavy equipment on the walking trail causing potential damage to trail and landscaping.
    - 4.1.2.2 Additional Public Works' resources will be required to remove snow.
  - 4.1.3 Public works will require additional time to clear the walking trail with a skid steer.
  - 4.1.4 Waste Commission workers will need to continue to deliver Commission garbage to the Public Works shop.
  - 4.1.5 Chemical Orders will continue to be pallet trucked in separately to the Commission using Public Works resources.
- 4.2 A generator is scheduled to be delivered in 2026; which will be an additional cost to get it from the shop to the water plant at a later date.

## **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None.

## **7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Positive Implications:

- Once complete, the public can access the walking trail around the Water Treatment Plant
- Completing the work sooner, will reduce any damages to the trail along the South side of the cells, helping to preserve its quality.

Negative Implications:

- Safety concerns for residents using the walking trail with the heavy traffic

## **8.0 ATTACHMENTS:**

None.

## **9.0 ADMINISTRATIVE RECOMMENDATION:**

Administration recommends that Council approve Sameng Inc. to provide the engineering services to include project management, data collection, detailed design, construction drawings, construction tender support and construction support services.

## **10.0 PROPOSED MOTION(S):**

That Council authorize Administration to proceed with Sameng Inc. for the Barrhead Regional Water Commission – Access Road Repair Proposal for Engineering Services in the amount of \$49, 681.00 to be funded from the Water Capital Reserve Budget.

(original signed by the CAO)  
Collin Steffes  
CAO

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Jennifer Mantay, Director of Corporate Services

**Date:** September 23, 2025

**Re:** Monthly Bank Statement to August 31, 2025

---

**1.0 PURPOSE:**

For Council to accept the Monthly Bank Statement to August 31, 2025, as presented.

**2.0 BACKGROUND AND DISCUSSION:**

It has been the practice of Administration to provide Council with Monthly Bank Statements as financial information to provide some insight on the Town's financial activities.

**3.0 ALTERNATIVES:**

3.1 Council receives the Monthly Bank Statement to August 31, 2025, as information.

3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to August 31, 2025, and report back to the next Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0     ATTACHMENTS:**

8.1     Monthly Bank Statement to August 31, 2025

**9.0     ADMINISTRATIVE RECOMMENDATION:**

Administration recommends that Council accepts the Monthly Bank Statement, to August 31, 2025, as information.

**10.0    PROPOSED MOTION:**

That Council accepts the Monthly Bank Statement, to August 31, 2025, as information.

(original signed by the CAO)  
Collin Steffes  
CAO

**TOWN OF BARRHEAD  
MONTHLY BANK STATEMENT  
FOR MONTH ENDED AUGUST 31, 2025**

<b>PER TOWN OF BARRHEAD:</b>	<b>SERVUS GENERAL ACCT</b>	<b>TERM DEPOSITS</b>
Net Balance - Previous Month	7,803,492.70	4,500,000.00
Receipts	1,199,732.14	
Interest	14,392.00	
Transfers from/to Term Deposits	0.00	
Cancelled Cheques		
<b>SUBTOTAL</b>	<b>9,017,616.84</b>	<b>4,500,000.00</b>
Disbursements	5,221,346.70	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>3,796,270.14</b>	<b>4,500,000.00</b>
*****		
<b>PER BANK:</b>		
Balance at end of month	4,598,901.42	4,500,000.00
Outstanding Deposits	37,098.96	
<b>SUBTOTAL</b>	<b>4,636,000.38</b>	<b>4,500,000.00</b>
Outstanding Cheques	839,730.24	
<b>NET BALANCE AT END OF MONTH</b>	<b>3,796,270.14</b>	<b>4,500,000.00</b>

**TERM DEPOSIT SUMMARY**  
**FOR MONTH ENDED JULY 31, 2025**

<b><u>Financial Institution</u></b>		<b><u>Term Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>Term Started</u></b>	<b><u>Investment Details</u></b>
<b>Scotiabank</b>	\$	2,000,000.00	3.08	09-Jun-25	Maturity Date Dec. 9, 2025
<b>Servus</b>	\$	3,000,000.00	3.2	12-Aug-25	Maturity Date Nov. 10, 2025

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Jennifer Mantay, Director of Corporate Services

**Date:** September 23, 2025

**Re:** Revised Policy 41-002, Utility Shut Off

---

**1.0 PURPOSE:**

For Council to consider revising Policy 41-002, the Utility Shut Off Policy.

**2.0 BACKGROUND AND DISCUSSION:**

Administration, in collaboration with the Water Treatment Department, has revised the Utility Shut-Off Procedures by eliminating the door-hanger notification process. This step was removed because it is resource-intensive and has proven ineffective. Streamlining the process will allow utility officers to dedicate their time and efforts to more critical responsibilities.

**3.0 ALTERNATIVES:**

- 3.1 Council may recommend changes to Policy 41-002, the Utility Shut Off Policy, before approval.
- 3.2 Council may direct Administration to make changes and/or do further work on the policy and bring back to a future Council meeting.

**4.0 FINANCIAL IMPLICATIONS:**

Not Applicable.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

The revised policy will be distributed to all departments. The policy will provide consistent direction for Administration and the Water Treatment Department.

A Communications campaign will be required to inform the public of the discontinuation of the doorhanger notifications. In addition, scheduled shut-off reminders will be posted on social media.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

Not applicable.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Any Utility Account Holders with utility arrears will be affected by this policy. Although this RFD proposes to eliminate the door-hanger notification process, Utility Account Holders will continue to receive a written notification via mail or email, as well as a phone call to business owners and customers in good standing before any shut-offs occur. In addition, reminders will be posted on social meeting. These three (3) methods offered over a number of days is a fair opportunity for account holders to rectify their account back into good standing before a potential shut-off occurs.

**8.0 ATTACHMENTS:**

Policy 41-002, the Utility Shut Off Policy.

**9.0 ADMINISTRATIVE RECOMMENDATION:**

Administration recommends that Council pass revised Policy 41-002, the Utility Shut Off Policy.

**10.0 PROPOSED MOTION:**

That Council approve revised Policy # 41-002, the Utility Shut Off Policy.

(Original signed by the CAO)  
Collin Steffes  
CAO

## POLICY # 41-002

### UTILITY SHUT-OFF

<b>Resolution Number:</b>	TBA
<b>Original Approval Date:</b>	January 13, 1997
<b>Review Due Date:</b>	September 2028
<b>Revised Policy Date:</b>	September 23, 2025

---

#### **POLICY STATEMENT:**

Administration will ensure that a fair, efficient and effective system for discontinuing utility services on delinquent utility accounts is in place.

#### **PURPOSE:**

This policy establishes how Administration shall be responsible for and maintain a system for discontinuing utility services on delinquent utility accounts.

#### **SCOPE:**

This policy applies to all utility account holders in the Town that are in arrears on their Town utility bills.

Responsible Parties include Town Administration and Utility Account Holders.

This policy applies to all utility account holders in the Town of Barrhead.



# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Collin Steffes, CAO

**Date:** September 23, 2025

**Re:** Barrhead Attraction and Retention Committee Funding Request

---

## **1.0 PURPOSE:**

For Council to consider a request to provide funding to the Barrhead Attraction and Retention Committee for the upcoming event to attract new healthcare professionals to our rural community - October 24-25, 2025.

## **2.0 BACKGROUND AND DISCUSSION:**

The Barrhead Attraction and Retention Committee have organized an event to host approximately 30 medical students while they are in Barrhead attending training sessions at the Barrhead Healthcare Centre.

During the event, the students will be shown a variety of community highlights and activities in an effort to promote the vitality of our community and to encourage the students to consider a career in Barrhead following the completion of their studies.

### **1) Current Funding:**

- a. The Alberta Rural Health Professions' Action Plan is funding a majority of the event, while the Committee is responsible for hosting the Saturday barbeque.
- b. Confirmation from the County of Barrhead to request Council to fund of \$940.00 (half of the projected costs of \$1,880.00)
- c. Request to the Town of Barrhead to fund the remaining half for a total of \$940.00

## **3.0 ALTERNATIVES:**

Council may consider the following alternatives:

- 3.1 Council may choose not to provide funding.
- 3.2 Council may choose to provide funding in a different amount.

#### **4.0 FINANCIAL IMPLICATIONS:**

If Council chooses to approve the requested funding of \$940.00, they may choose to fund the event from one of two budgets:

- Promotion – Appreciation Events budget of \$1,200.00 (currently notes “Physician Appreciation”),
- Grants to Organizations – Miscellaneous with a current balance of \$2,247.35.

#### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Finance will prepare a cheque for delivery to the Barrhead Attraction and Retention Committee.

#### **6.0 SENIOR GOVERNMENT IMPLICATIONS:**

The Town’s contribution toward this event demonstrates the Town’s commitment toward the Province’s Alberta Rural Health Professions’ Action Plan.

#### **7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Council’s decision to support and fund the event highlights to Barrhead residents and healthcare community our partnership with the County and the Attraction and Retention Committee to increase the number of physicians in our community.

#### **8.0 ATTACHMENTS:**

8.1 Barrhead Attraction and Retention Committee event correspondence.

#### **9.0 ADMINISTRATIVE RECOMMENDATION:**

Administration recommends that Council support the Barrhead Attraction and Retention Committee by contributing the requested \$940.00 towards the event to attract new healthcare professionals in rural communities.

#### **10.0 PROPOSED MOTION(S):**

That Council approve the request from the Barrhead Attraction and Retention Committee to contribute \$940.00 towards the Saturday evening BBQ event in an effort to attract new healthcare professionals, with funding to come from the Promotion – Appreciation Events account.

(original signed by the CAO)  
Collin Steffes  
CAO

## Jodie Lyons

---

**From:** Dave McKenzie  
**Sent:** Saturday, August 23, 2025 5:27 PM  
**To:** Collin Steffes  
**Subject:** Fwd: [EXTERNAL] - Grant Application from the Barrhead Attraction and Retention Committee  
**Attachments:** Grant application for Town.docx; Community Engagement Outline for Application.docx; Town Projected Budget.docx; Laura Rose Catering Menu.pdf; Laura Rose Catering Estimate.pdf; FR10720 Donation Bhd Att Comm.pdf

Hi Collin,

Find attached a letter from our Physician Recruitment & Retention committee with a funding request. I mentioned this event to council at a previous meeting. This funding is for an evening supper for the students, physicians and other community members as part of this initiative. If this request could be put before council maybe at our first September meeting.... Dave

**Dave McKenzie**  
 Mayor



Town of Barrhead  
 Box 4189, 5014-50 Avenue Barrhead, AB T7N 1A2  
 T 780-305-9843 | [barrhead.ca](http://barrhead.ca)  
[dmckenzie@barrhead.ca](mailto:dmckenzie@barrhead.ca)

Begin forwarded message:

**From:** Annette Driessen <mymeowtown@gmail.com>  
**Date:** August 23, 2025 at 12:41:00 PM MDT  
**To:** Dave McKenzie <DMcKenzie@barrhead.ca>  
**Cc:** "Shelly Pusch (bspusch@xplornet.com)" <bspusch1@gmail.com>  
**Subject:** [EXTERNAL] - Grant Application from the Barrhead Attraction and Retention Committee

Dear Mayor McKenzie

Attached please find an application from the Barrhead Attraction and Retention Committee for funding assistance from the Town of Barrhead. Included in the application is a full description of the proposed event being hosted by the Committee in an effort to attract new health professionals to our rural community. The event will be hosted on October 25 and 26, 2025. Approximately 30 medical students from Edmonton post-secondary educational institutions will be in Barrhead to attend training sessions in the Barrhead Healthcare Centre and engage with local physicians and health professionals. These students will also be shown a variety of community highlights and activities, all in an effort to promote the vitality of a rural community, and to encourage these students to consider a career in rural Alberta following the completion of their studies.

The majority of the event is covered through funding provided by RhPAP (Alberta's Rural Health Professions' Action Plan). The Barrhead Attraction and Retention Committee is responsible for hosting the Saturday barbecue and related costs not covered through RhPAP. As you are aware, the Barrhead Attraction and Retention Committee is solely dependent on grant funding and donations. The Committee

is therefore requesting a total of \$1,880.00 in funding assistance from the Town of Barrhead to assist in funding this event.

Please reach out to me should there be a need for additional information. Alternatively, you may reach out to Shelly Pusch, Chair of the Barrhead Attraction and Retention Committee, whom I have copied in this email submission.

Our Committee looks forward to a favourable response to this application.

Annette Driessen  
Committee Member  
780-514-9711  
[mymeowtown@gmail.com](mailto:mymeowtown@gmail.com)

# EXPERIENCE LIFE IN RURAL ALBERTA

## TENTATIVE COMMUNITY SHOWCASE OUTLINE

### **Friday, October 24<sup>th</sup>**

Should there be an opportunity to have the students arrive on Friday, the Committee will have them participate in the Annual Pumpkin Walk. Several community organizations will have tables set up along the Pumpkin Walk. The plan would be to have the students dispersed amongst these tables and assist the organizations with distributing treats to the children. The students would be given the opportunity to explore the Pumpkin Walk.

Students will be able to enjoy the fireworks following the Pumpkin Walk.

### **Saturday, October 25<sup>th</sup>**

- Breakfast at the Neighborhood Inn
- Mayor of the Town of Barrhead and Reeve of the County of Barrhead to extend a welcome message to the students

Students at the Barrhead Healthcare Centre (Hospital) from 9:30 am to Noon where they will participate in a facility tour, complete training sessions, and engage with local physicians and professionals.

### **Noon** – Lunch at the Barrhead Family Restaurant

Physicians and others to be invited to attend luncheon with students

Speeches during the luncheon from healthcare professionals, which will include physicians Pharmacist, and RNs. Emphasis of speeches to be on what to expect in a rural practice and what adjustments were made to work in rural Alberta.

### **2:00 to 4:00 p.m.**

- Tour of the Barrhead Agrena – approximately 20 minutes
- Tour of the Barrhead Regional Aquatic Centre – approximately 20 minutes. Students to be provided with one free pass for potential use Saturday evening.
- Tour and activity in the Barrhead Curling Rink – approximately 30 minutes. Community volunteers will be available to demonstrate the sport of curling and allow students to try the sport.
- Tour of the Family Medical Clinic (to be confirmed) – approximately 30 minutes.
- Walk along the Barrhead Downtown – approximately 30 minutes. Students will be free to walk along the main street of downtown for shopping or viewing.

Following this afternoon schedule, the students will be bussed to the Schmidt riding arena.

### **4:30 – 6:30 p.m.**

- Local cowboys will demonstrate a number of rodeo activities and skills in the Schmidt Riding Arena.
- Students will have an opportunity to try lassoing a “dummy steer” or tying the legs of a calf that has been roped by one of the rodeo professionals.
- The Committee and the rodeo professionals will judge and award two individuals who have shown a willingness to compete in these events and demonstrated some ability to conquer the challenges.

**6:30 – 8:00 p.m.**

- Students, rodeo volunteers, Committee members, and invited guests will enjoy a Barbecue catered by a local catering company. This event will be held at the Schmidt Riding Arena.

**8:30 p.m.**

- Free evening for the students.
- Students have the option of using their free pass to the Barrhead Regional Aquatic Centre.

### **Sunday, October 26<sup>th</sup>**

#### **Breakfast at the Neighborhood Inn**

The following activities are being pursued for the morning following breakfast. Some of these activities are yet to be confirmed, therefore the order of the activities may be changed.

- Roxy Theatre – approximately 30 minutes. Students will view a number of short videos produced by the Barrhead community and that of AHS
- Thunder Lake Nature Hike – approximately 45 minutes. Students will be bussed to Thunder Lake where the participants will walk along a trail that follows the edge of the lake.
- Dairy Farm Tour – approximately 30 minutes. Students will be bussed to a local Dairy Farm to view and learn about the various activities and responsibilities of being a dairy farmer.
- During all bus trips, the students will be able to hear local tidbits, stories, and facts about the Barrhead community from various Committee members and guests.

#### **Noon**

- The Sunday luncheon is being planned for DeHerdt’s Garden Centre (yet to be confirmed).
- The Committee will be inviting Linda Wolfram from the Ladies’ Auxiliary to speak at the luncheon.

**1:15 p.m.**

- Students are bussed back to Edmonton.

## EXPERIENCE LIFE IN RURAL ALBERTA

### **Projected Budget**

#### **Projected Costs**

Catering for Saturday barbecue:	\$1649.00
includes full meal, catering services, gratuity, and GST for 60 people	
Venue rental	\$150.00
Volunteer gifts for Saturday event	\$100.00
<b>Total Projected Costs</b>	<b>\$1899.00</b>

#### **Projected Funds**

Requested funds from the Town of Barrhead	\$1880.00
Donated Product (donation of hamburger)	\$120.00
Volunteer Hours: 90 hours at \$20 per hour, based on 15 volunteers	\$1800.00
<b>Total Projected Funds (not including volunteer hours)</b>	<b>\$2000.00</b>

# REQUEST FOR DECISION

---

**To:** Town Council

**From:** Jennifer Mantay, Director of Corporate Services

**Date:** September 23, 2025

**Re:** Avanti Payroll Software

---

## **1.0 PURPOSE:**

For Council to consider adopting Avanti Payroll Software, an enhanced payroll and HR management software.

## **2.0 BACKGROUND AND DISCUSSION:**

At the September 9, 2025 regular Council meeting, Council tabled this item, asking for additional information about Avanti versus UKG. Attached is a table that compares the two platforms.

The annual cost for Avanti includes all the modules they offer. UKG cost is based on selecting only the modules we would like to implement. The \$35,000.00 annual fee from UKG does not include Expense Tracking and the Learning Modules. There would be an additional cost for adding those two modules if we felt they were beneficial.

Both Avanti and UKG offer similar modules and both would be powerful tools for our Payroll/HR department. However, based on the full Canadian support and the lower annual costs, Administration is still recommending Avanti for the Town of Barrhead payroll and HR solution.

The Town of Barrhead currently utilizes Diamond Municipal Solutions to manage payroll. This system lacks electronic timesheet capabilities, requiring manual (paper) input and reconciliation. These limitations increase the risk of errors, reduce efficiency, and restrict reporting flexibility. They also do not provide staff or their supervisors real time information regarding exception time (e.g. vacation, sick time, etc.) balances.

The Town is scheduled to transition away from Diamond to Catalis Municipal ERP system in 2026. While Catalis includes an optional payroll module, it has been reviewed and found to be less comprehensive and less user-friendly compared to other dedicated payroll solutions. If we went with the Payroll module through Catalis, there would be an implementation cost of \$15,000.00 plus an annual subscription fee of \$7,500.00.

Through internal analysis and demonstrations, it was determined that Avanti offers significantly better functionality, reporting, and user experience than the Catalis payroll module. In addition, integrated electronic timesheets and employee self-service features make it a more complete and modern solution. Several municipalities and private



organizations trust Avanti with their payroll and HR needs, including City of Airdrie, Town of Beaumont, Yellowhead County, and Home Hardware.

A comparison was conducted of three potential solutions:

Company Name	Implementation Cost	Annual Software/Support Cost	Estimated Three Year Cost	Details
<b>Avanti</b>	<b>2025:</b> \$15,000 (\$7,500 due 2025)  <b>2026:</b> \$7,500	<b>2025:</b> \$14,070 (\$7,035 due in 2025)  <b>2026:</b> \$7,035, plus approx. \$2,400/month from est. Oct-Dec = \$7,200  <b>2027 and future:</b> +/- \$30,000	<b>\$66,270.00</b> (Oct. 1/25 – Sept. 30/28)	100% Canadian based offering electronic timesheets, flexible payroll management, extensive reporting tools, strong local support, and a user-friendly self-service portal for employees.
<b>UKG</b>	<b>2025:</b> \$9,300	\$35,136	<b>\$88,356.00</b> (Oct. 1/25 – Sept. 30/28)	Robust global platform but expensive, difficult to customize, limited Canadian-specific support.
<b>BambooHR</b>	<b>2025:</b> \$5,750	<b>2025:</b> \$29,911.50  <b>2026 and future:</b> \$35,190.00	<b>\$79,650.00</b> (Oct 1/25 – Sept. 30/28)  <b>*NO PAYROLL</b>	Well-designed HR product, intuitive for smaller teams, but <b>does not support Canadian payroll</b> , making it unviable.

Avanti is specifically designed to comply with Canadian payroll legislation. Key features include:

- Onboarding Module
- Benefits Module
- Workflows
- Performance Management
- Employee Self-Service Tools & Mobile App
- Unrivalled Client Care
- Canadian Expertise
- Year-End Support
- Powerful, Easy-to-use Reporting

We would be required to pay Avanti 50% of the implementation and software costs upon signing the three-year contract in 2025, resulting in a total 2025 cost of \$14,535.00. The remaining 50% cost of \$14,535.00 would be due six months after the contract gets signed (approx. April 2026). After the first year of the contract (approx. October 1, 2026), we would start making monthly payments in the estimated amount of \$2,400.00 per month.

In summary, the annual payment amounts to Avanti would be estimated as follows:

2025: \$14,535.00  
2026: \$21,735.00  
2027 and beyond: \$30,000

Because the cost of \$14,535.00 was not included in the 2025 operating budget, Administration is proposing that the 2025 cost of the Avanti Software be derived from the following budgets:

GL Code	Budget Details	Amount
2-1202-224002	Avanti Software Addition	\$14,535.00
2-1202-251000	Office Computers Postponed to 2026	<\$5,500.00>
2-####-227400 (Dept. Wide)	2025 Insurance Est. Under Budget	<\$8,500.00>
2-1201-221100	Admin – Travel & Subsistence – full budget will not be used in 2025	<\$ 535.00>

### 3.0 **ALTERNATIVES:**

- 3.1 Council tables and requests further information.
- 3.2 Council defers the replacement of the Town's Payroll system to a future year.

### 4.0 **FINANCIAL IMPLICATIONS:**

2025 total cost of \$14,535.00, future costs to be incorporated in future operating budgets.

### 5.0 **INTERDEPARTMENTAL IMPLICATIONS:**

The implications of Avanti Payroll Software will impact multiple departments across the organization:

#### Finance Department:

- Significant reduction in manual data entry, improving accuracy and freeing up staff time for other tasks
- Will benefit from streamlined employee records management, including automated leave tracking and time-off requests
- The self-serve portal will reduce administrative workload by allowing employees to access paystubs, tax forms, and update personal information independently
- Improved onboarding and offboarding processes through integrated workflows

#### All Departments (Supervisors & Managers)

- Supervisors will gain real-time visibility into staff hours, schedules and absences through electronic timesheets and approval workflows
- Time tracking and leave approvals will be centralized, reducing miscommunication and manual follow-ups

Overall, the system will streamline interdepartmental workflows, reduce redundancies, and support better coordination between Finance, HR, and operational departments.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

None

**8.0 ATTACHMENTS:**

- 8.1 Comparison between Avanti and UKG
- 8.2 Avanti Proposal

**9.0 ADMINISTRATIVE RECOMMENDATION:**

Administration recommends that Council approve the signing of the Avanti Payroll Software three-year contract, at a 2025 operating cost of \$14,535.00.

**10.0 PROPOSED MOTION**

That Council approve the signing of the Avanti Payroll Software three-year contract, at a 2025 operating cost of \$14,535.00.

(original signed by the CAO)  
Collin Steffes, CAO

	AVANTI	Notes	UKG	Notes
<b>Modules</b>				
Canadian Payroll	X	Unlimited pay runs, manage diverse compensation types, reduce errors and manual tasks, ensure accuracy and compliance	X	Unlimited pay runs, manage diverse compensation types, reduce errors and manual tasks, ensure accuracy and compliance
Expense Tracking	X	Allows employees to submit expense claims electronically, automates the approval process through workflows.	X	Allows employees to submit expense claims electronically, automates the approval process through workflows.
Time and Attendance	X	Manages employee schedules, faster scheduling with authmated shift requirements, instantly approve or deny shift changes	X	Manages employee schedules, faster scheduling with authmated shift requirements, instantly approve or deny shift changes
Clocks	X	Available if we wanted our employees to punch in and out. This is available through biometric clocks, geofenced punches, and mobile punches.		
People Management	X	Automated document workflows and notifications, tracks employee certificates and eduction, automated employment verification letters	X	Automated document workflows and notifications, tracks employee certificates and eduction, automated employment verification letters
New Employee Onboarding	X	Self service employee onboarding, capture critical data that flows automatically to payroll, company policy sign-off and acknowledgment	X	Self service employee onboarding, capture critical data that flows automatically to payroll, company policy sign-off and acknowledgment
Learning	X	Provides a seamless learning management solution that engages employees and aligns learning to compliance, training and development efforts.	X	Provides a seamless learning management solution that engages employees and aligns learning to compliance, training and development efforts.
Performance Management	X	Capture employee performance appraisals in order to track and reward top performers	X	Capture employee performance appraisals in order to track and reward top performers

	<b>AVANTI</b>	<b>Notes</b>	<b>UKG</b>	<b>Notes</b>
Benefits Administration	X	Benefit calculations, premiums and rules are built via formulas, eliminating the need for manual updates or calculations.	X	Benefit calculations, premiums and rules are built via formulas, eliminating the need for manual updates or calculations.
Talent Acquisition	X	Automatically post vacant positions to our career page, matching openings with qualified applicants	X	Automatically post vacant positions to our career page, matching openings with qualified applicants
Surveys	X	Survey employees and collect/analyze feedback	X	Survey employees and collect/analyze feedback
Accruals Manager	X	Automatically calculates and tracks time-off accruals (vacation, sick, special leave)	X	Automatically calculates and tracks time-off accruals (vacation, sick, special leave)
Reporting	X	175 standard reports, create custom reports at no extra cost	X	Hundreds of reports available, create custom reports, some at extra cost
Employee Self Service	X	Downloadable pay statements and tax forms, access and sign off on documents electronically, view benefits, update profiles, request time off	X	Downloadable pay statements and tax forms, access and sign off on documents electronically, view benefits, update profiles, request time off
AI Assistance	X	Empowers employees and managers to find information with a conversational assistant	X	Empowers employees and managers to find information with a conversational assistant
<b>Service and Support</b>				
Dedicated Canadian Support	X	Supported by certified Canadian payroll specialists		North American Support
<b>Contract Length</b>		3 Years		3 Years



## Your HCM Partner

We've got you covered with integrated payroll and workforce management solutions.

Prepared for: Town of Barrhead

AVANTI

Thank you for supporting  
Canadian businesses



- ✓ 100% of Avanti's employees are in Canada
- ✓ 100% of our client data is hosted in Canada
- ✓ All our customer support employees are local and PCP/CPHR certified

Trusted by hundreds of Canadian companies across 20+ industries.



Proudly serving over 20 Municipalities across Canada





“Avanti has revolutionized our municipal payroll management. Its robust features, seamless functionality, and exceptional customer service have elevated our experience. We wholeheartedly recommend Avanti to any organization seeking to streamline payroll processes and enhance operational efficiencies..

– Jodi Allen, Manager of Human Resources for City of Revelstoke



Project Goals:

1. Reduce manual payroll tasks and eliminate errors
2. Address multiple union contracts
3. Better reporting

The Solution:

1. As a municipal government, staying compliant with Canadian legislation is crucial. To keep compliant year-round, Avanti's biannual tax releases ensures they are meeting legislated jurisdictional and federal requirements and prepared for Year-End. The City of Revelstoke also uses data from reports to make informed business decisions on staffing and audits for duplications and other errors. This helps them stay compliant and ensure they are paying their employees the correct amounts.
2. With Avanti, the City of Revelstoke is easily able to automate collective agreement rules, including pay grades, overtime, and more. They can also automatically bump employees to the next rate with auto-levelling, which saves them a lot of time on manual adjustments. Avanti's Canadian payroll expertise is clear to the Revelstoke payroll team – they can see it in the features and design of the software.
3. The City of Revelstoke spends less time collecting data and more time acting on it with Avanti's Report Designer. They can access critical payroll and HR metrics in ready-to-view reports in minutes, not hours. With access to 175+ standard reports and the ability to build custom reports at no extra cost, their senior leadership team has the insights they need to make important decisions, faster.







Avanti is straightforward and simple to use. I would highly recommend it to anybody that needs their system to do what it's supposed to do. There's no jumping through hoops. I really enjoy using Avanti. Compared to the other systems I've used, I would recommend Avanti in a heartbeat. It's so nice to be able to do everything on your own.

— Melissa Baena, Senior Payroll Specialist for Acera Insurance



#### Project Goals:

1. Growth through acquisition
2. Payroll accuracy & timeliness
3. Better reporting

#### The Solution:

1. Growth through acquisition is easy with Avanti with its flexible in-house payroll, Acera is easily able to add new employees to the system enabling us to scale quickly and efficiently.
2. Advanced payroll features - With Avanti, quarterly balancing is easier and less time-consuming. This change in workload gave the team time back and the opportunity to expand her role with benefits administration. It's also freed up time for the organization's HR team.
3. Report Designer - The customization options and convenient access allow Acera to deliver deeper insights and become more of a strategic partner to the Acera Insurance leadership teams.

#### The Results

30%

Time savings running payroll

407

Employees empowered with self-serve

25%

Time savings for employees to see their online pay statements

## Company Profile

> A Canadian HCM solution

AVANTI

Avanti was founded in 1980 in Calgary. For over four decades, we have successfully implemented hundreds of solutions for diverse organizations across Canada.

Avanti is a privately owned organization and well-funded through its Private Equity investors.

With over 125 employees across Canada, Avanti serves the needs of Canadian organizations and can process payroll in every province and territory across Canada.

Today, over 300 Canadian organizations and 150,000 individual end users trust Avanti Software to manage their people & pay.

Our laser focus on the Canadian market is what differentiates us from the rest. When you partner with Avanti, you get the most powerful, comprehensive, and flexible HCM for your Canadian operations, coupled with tried and tested Canadian expertise.

It's our mission to be the supportive partner you need at every stage of your growth. We truly care about our clients, and we pride ourselves on delivering best-of-the-best in support and product solutions to meet your needs – now and in the future.

Avanti Software Inc. | 9

## Executive Summary: Avanti HCM

AVANTI

### Differentiating Factors:

- Canadian Focus: Avanti HCM understands the unique needs of Canadian businesses and can ensure compliance with local regulations.
- Integrated Platform: Avanti's single database HCM eliminates the need for multiple point solutions, improving data accuracy and streamlining workflows.
- SaaS Model: The cloud-based platform offers scalability, ease of use, and eliminates the need for expensive upfront hardware and software costs.

### Services Overview:

- Payroll: Automate payroll processing, including taxes, deductions, and direct deposit.
- Time & Attendance: Track employee hours accurately and efficiently.
- Human Resources: Manage employee information, benefits, and performance.
- Talent Acquisition: Attract, recruit, and onboard top talent.

Avanti HCM offers a comprehensive and user-friendly HCM solution that can help Canadian businesses improve efficiency, reduce costs, and achieve their HR goals.

Avanti Software Inc. | 10

# Made for Mid-Size Canadian Municipalities

> Everything you need to manage your people & payroll

Out-of-the-box payroll software for small companies	A cost-effective, flexible solution for mid-size Canadian municipalities	Payroll systems for enterprise companies
<ul style="list-style-type: none"><li>✗ Limited features</li><li>✗ Not a scalable solution</li><li>✗ Limited or no support</li></ul>	<ul style="list-style-type: none"><li>✓ A powerful, configurable payroll system</li><li>✓ Custom reports &amp; dashboards</li><li>✓ Automated workflows &amp; notifications</li><li>✓ Advanced permissions &amp; security</li><li>✓ Native time &amp; attendance solution</li><li>✓ Deep accounting &amp; HR integrations</li><li>✓ Knowledgeable, Canadian support</li></ul>	<ul style="list-style-type: none"><li>✗ Manual process still required</li><li>✗ Complex user interface</li><li>✗ Expensive</li></ul>



## Avanti's Product Information

Learn more about Avanti's fully integrated, single database Human Capital Management software solution

# Description of Avanti's Services – Payroll + HRIS

> Features to manage employees from hire to retire

PAYROLL PROCESSING	EMPLOYEE MANAGEMENT	TIME & ATTENDANCE	CORE HR	TALENT ACQUISITION
Payroll processing	Employee directory	Requirements scheduling, shift scheduling & more	Awards & recognition	Applicant profiles
Remittances	Document management & electronic signature	Time tracking & clocks	Appraisal history	Automated templates for job requisitions
Entitlement calculations	Benefit plans & administration	Attendance tracking	Training, development & certification tracking	Branded career page
G/L exports	Employee self-service tools	Absence management	Workforce demographics	Centralized applicant pipeline
Multiple payrolls	Company property management	Shift swapping	Organizational position management	Remote onboarding
Advanced reporting & insights				
Automated workflows & notifications				

# Description of Avanti's Services - Payroll Overview

> Canadian Payroll

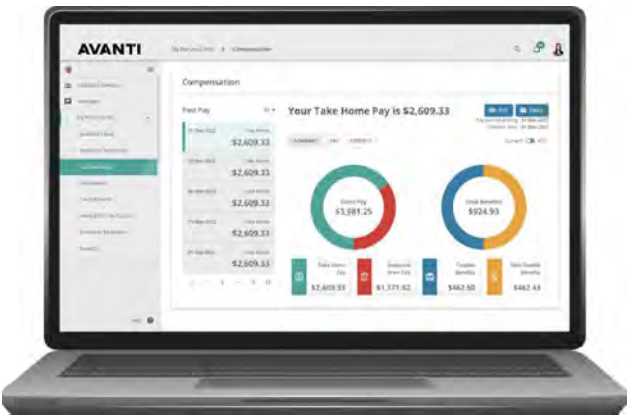
## Canadian Payroll

The most robust payroll platform in North America with over 40 years of development and innovation.

Run your payroll accurately and confidently in less time. Our payroll tools make your days easier with streamlined processes, countless configuration options, and unlimited pay runs.

- ✓ Unlimited pay runs, no extra cost
- ✓ Manage diverse compensation types
- ✓ Reduce errors & manual tasks
- ✓ Ensure accuracy & compliance

Learn more >



## Description of Avanti's Services - Payroll Overview

### > Canadian Payroll – Features Included

AVANTI

#### MULTI-PAY FREQUENCY SUPPORT

Run payroll as often as you need with frequency options for bi-weekly, semi-monthly, monthly, and more.

#### IN-HOUSE PAYROLL

Create your own workflows, make last-minute changes, run payroll when and as often as you want.

#### AUTO-RATE LEVELLING

Set up rules to automatically track and bump employees into the next level or rate.

#### EMPLOYEE PROFILE

Centralized employee profiles enable you to securely collect and access employee personal information.

#### MONTHLY EXPENSE ACCRUAL

Easily track everything that happens within a pay cycle and create a report for a specific accounting period.

#### MULTI-BUSINESS NUMBER SUPPORT

Operate multiple business numbers, including franchisee management or subsidiary organizations.

#### PAY RUNS & RETROACTIVE PAY

Avanti supports processing multiple pay runs such as off-cycle and manual payments at no extra charge.

#### MULTI-UNION SUPPORT

Automatically apply collective agreement rules (pay grades, auto-rate levelling, overtime, etc.) to employees.

#### NET AMOUNT CALCULATOR

Automatically calculate necessary gross and net pay based on rules and codes determined by you.

#### ROLES & PERMISSIONS

Create custom roles and define custom permissions based on seniority, role, or department.

#### REPORT DESIGNER

Automatically schedule and send 175 standard reports. Create custom reports at no extra charge.

#### BENEFITS ADMINISTRATION

Manage employee benefit plans all in one place. Eligibility and balances sync with your employee's profile.

#### BENEFITS RECONCILIATION

Automatically review health insurance and benefit premium invoices against payroll deductions.

#### EMPLOYEE BENEFITS VIEWING

Employees can view coverage and make changes in Avanti without logging into your benefits provider.

#### G/L INTEGRATION

Avanti easily integrates with your financial systems/ERPs through a G/L export file or our open-API.

#### AVANTI SELF-SERVICE PORTAL

Employees can access pay statements, benefits deductions, and other pay-related information.

Avanti Software Inc. | 15

## Description of Avanti's Services – Time & Attendance Overview

### > Time & Attendance

AVANTI

## Time & Attendance

### Integrated Payroll with Time & Attendance

Schedule like a pro with advanced scheduling features that reduce errors and save you time and overtime costs. In Avanti, every hour, schedule change, and clock punch, instantly syncs with payroll.

- ✓ Easily manage employee schedules
- ✓ Faster scheduling with automated shift requirements
- ✓ Instantly approve or deny shift requests
- ✓ Employees can request shift changes anytime, anywhere



Avanti Software Inc. | 16

## Description of Avanti's Services - Clocks Overview

> Clocks

AVANTI

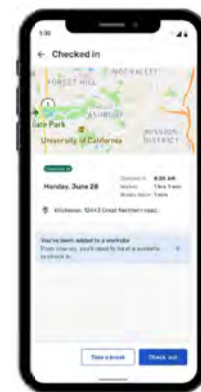
### Time & Attendance

Collect employee time in a way that works for you

Clock Connect is a service that passes information between Avanti and physical clocks employees use to punch in and out. Clock Connect will notify you within 30 seconds of employees clocking in and out. Clock punches are reflected instantly on the backend system without data entry.

There are several ways to track time within Avanti, including:

- ✓ Biometric clocks
- ✓ Geofenced punch
- ✓ Mobile punch



Avanti Software Inc. | 17

## Description of Avanti's Services – Time & Attendance Overview

> Time & Attendance – Features Included

AVANTI

**AVANTI SELF-SERVICE PORTAL**  
Employees can book time off, view remaining vacation hours, managers can approve time off, etc.

**AVANTI GO**  
Employees can check their schedules and swap shifts, Managers can view and approve shift change requests.

**REPORT DESIGNER**  
Automatically schedule and send 175 standard reports. Create custom reports at no extra charge.

**ABSENCE MANAGEMENT**  
Track sick days, PTO, vacation, jury duty, and more to gain a clear picture of attendance patterns.

**ATTENDANCE MANAGEMENT**  
Track employee attendance in real-time from punctuality to absences.

**RULES & RESTRICTIONS**  
Configure work rules for start times, overtime, and other validations. Set up notifications based on these rules.

**SHIFT SCHEDULING**  
Create schedules that account for availability, vacation days, sick days, shift eligibility, skill level and more.

**ROLL FORWARD SCHEDULING**  
Create automated team schedules that repeat every week. Easily adjust for vacation time and schedule requests.

**SHIFT SWAPPING**  
Employees can swap shifts and managers can approve or deny changes the same way.

**EMPLOYEE TIME TRACKING**  
Track and monitor start and stop times, hours worked, overtime, early departures, break duration, and more.

**REQUIREMENTS SCHEDULING**  
Easily create schedules based on a position requirements such as position management requirements.

**FLEXIBLE TIME COLLECTION**  
Collect time and process pay in a way that works for you – from clocks and biometrics to auto-rate levelling.

**CLOCK CONNECT**  
Clock punches are reflected instantly on the backend system without data entry.

Avanti Software Inc. | 18

## Description of Avanti's Services - HR Overview

### > People Management

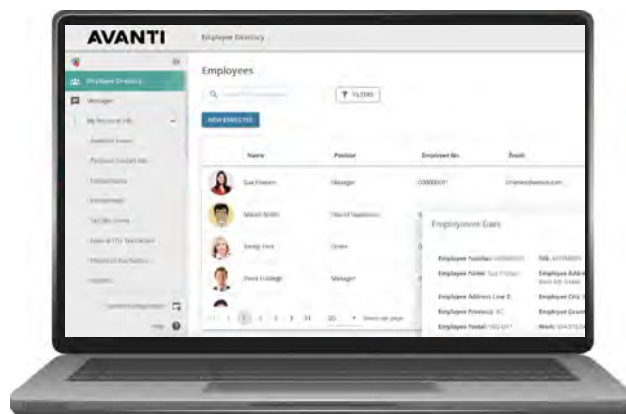
AVANTI

## People Management

### Manage a diverse workforce

From making a great first impression during employee onboarding to guiding their growth, Avanti unifies performance management, document storage, and employee information in one place.

- ✓ Automated document workflows, notifications, and more
- ✓ Company property management
- ✓ Track employee licenses, education, certifications, and more
- ✓ Automate employee verification letters



Avanti Software Inc. | 19

## Description of Avanti's Services - Onboarding

### > People Management

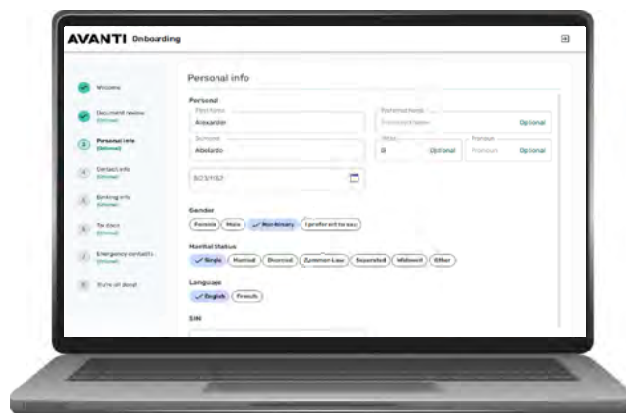
AVANTI

## New Employee Onboarding

### Onboard new employees with ease

From making a great first impression during employee onboarding to guiding their growth. See where applicants are in the process. Get notifications when new hires complete tasks and provide reminders. .

- ✓ Self-service employee onboarding
- ✓ Capture critical data that flows automatically to payroll
- ✓ Validation rules ensure data accuracy
- ✓ Company policy signoff and acknowledgement



Avanti Software Inc. | 20

## Description of Avanti's Services – Performance Management

> People Management

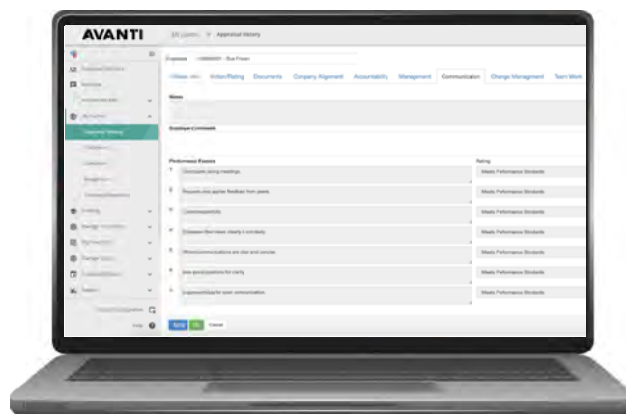
AVANTI

### Performance Management

#### Manage employee performance

Capture employee performance appraisals in order to track and reward top performers and identify key learning and development for employees.

- ✓ Set custom ratings and scoring criteria
- ✓ Enable quarterly, annual, probation type appraisals, and many more
- ✓ Fully reportable in the report designer
- ✓ Create employee manager feedback loops to capture employee sentiment and feedback



Avanti Software Inc. | 21

## Description of Avanti's Services – Benefits Administration

> People Management

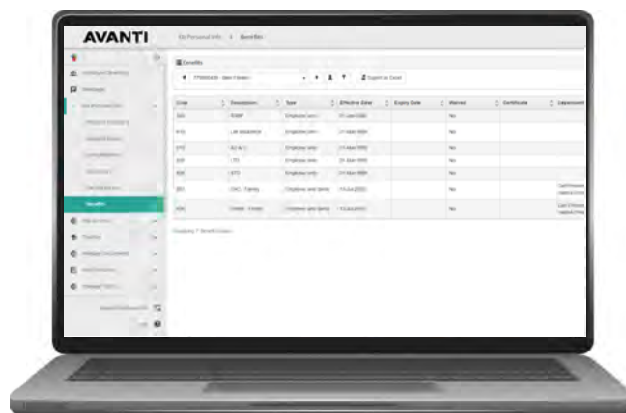
AVANTI

### Benefits Administration

#### Manage benefits with ease

Our benefits module is integrated with the payroll module, meaning calculations, premiums, and rules are built via formulas, eliminating the need for manual updates or calculations. When an employee's rate increases, their premium can automatically increase as well.

- ✓ Benefit Groups Management - Administrators can change benefit groups for employees, including setting effective dates and other relevant details
- ✓ Employees can manage their personal information, such as dependents and beneficiaries.
- ✓ Reporting to Third-Party Vendors: Avanti can facilitate reporting to third-party vendors, such as benefit providers, by generating necessary reports of any employee changes.



Avanti Software Inc. | 22



## Description of Avanti's Services - HR Overview

### > People Management – Features Included

AVANTI

**AVANTI SELF-SERVICE PORTAL**  
Employees and managers can edit personal details, send and submit documents for signature, and more.

**ALERTS & NOTIFICATIONS**  
Easily create push notifications for time off requests, shift swap approvals, pay statements, and more.

**COMPANY PROPERTY MANAGEMENT**  
Keep track of company property and equipment shared with your team.

**DOCUMENT MANAGER**  
Easily distribute and manage documents that require review, a signature, or additional information.

**ELECTRONIC EMPLOYEE FILES**  
Employees can access and store personal files, such as performance reviews and employment letters.

**AWARDS & RECOGNITION**  
Managers can add internal awards, referral program info, and more to employee profiles.

**APPRAISAL HISTORY**  
Create a performance review cadence that works for you and your team.

**TRAINING & DEVELOPMENT**  
Internally track employee licenses, education, certifications, and any other qualifications.

**ENTITLEMENT ADMINISTRATION**  
Automate accrual calculations like vacation time, percentages, sick leave, and other entitlements.

**DOCUMENTS & E-SIGNATURES**  
Employees and managers can upload, host, and share documents that require signatures.

**WORKFORCE DEMOGRAPHICS**  
Gain visibility with pre-defined information on visible minorities, disabilities, etc.

**EMPLOYEE DIRECTORY**  
Access and manage all employee contact information, job-related, and personal information in one place.

**POSITION MANAGEMENT**  
Track and manage employee roles, access role definitions, pay grades, and more.

**ROBUST EMPLOYEE PROFILE**  
Access contact information, skill level, certifications, performance reviews, availability, time-off requests and more.

**EMPLOYEE LIFECYCLE**  
Conveniently send and sign documents, track company property, create ROEs, and more.

Avanti Software Inc. | 23

## Description of Avanti's Services – Talent Acquisition Overview

### > Talent Acquisition

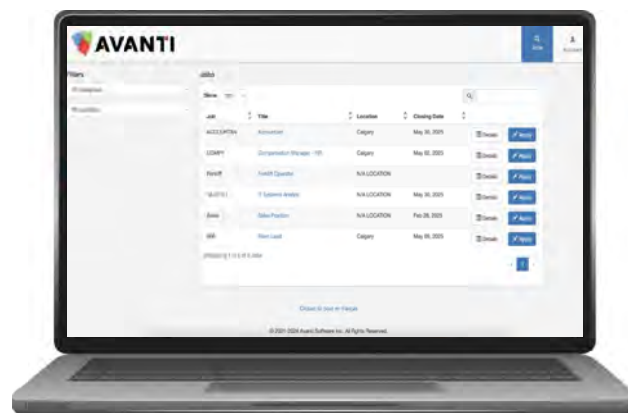
AVANTI

### Talent Acquisition

Make looking for people less work

Roll out the red carpet for new hires with effortless onboarding. Our automated recruiting tools and centralized applicant data help you create engaging experiences without the manual tasks.

- ✓ Automatically post open roles to your career page
- ✓ Match openings with qualified applicants
- ✓ Guide onboarding with auto-assigned tasks
- ✓ Self-serve paperwork for profiles, tax forms, & more



Avanti Software Inc. | 24

## Description of Avanti's Services – Talent Acquisition Overview

### > Talent Acquisition – Features Included

AVANTI

#### APPLICANT PROFILE

Applicants can create a profile to apply for roles and pre-populate applications with just one click.

#### REQUISITIONS & VACANCIES

Make posting a vacant role easier with automated templates for all your job requisitions.

#### BRANDED CAREER PAGE

Build a cohesive experience that assures applicants they're in the right place.

#### CAREER CONNECTOR

Create postings that automatically sync and post to your recruitment website, Career Connector.

#### CENTRALIZED APPLICANT PIPELINE

Attract and track your applicants from one central, easy-to-use applicant tracking system.

#### CATEGORIES & FILTERS

Customize job postings with filters and categories required for the role.

#### REMOTE ONBOARDING

From automated welcome emails and checklists to self-serve paperwork for banking, TD1s, profiles, and more.

#### ONBOARDING & HIRING FLOWS

See where applicants are in the process. Get notifications when new hires complete tasks and provide reminders.

#### SINGLE SYSTEM

Automatically sync employee profiles with their payroll information so they're eligible for payday from day one.

Avanti Software Inc. | 25

## Description of Avanti's Services - Reporting Overview

### > Reporting

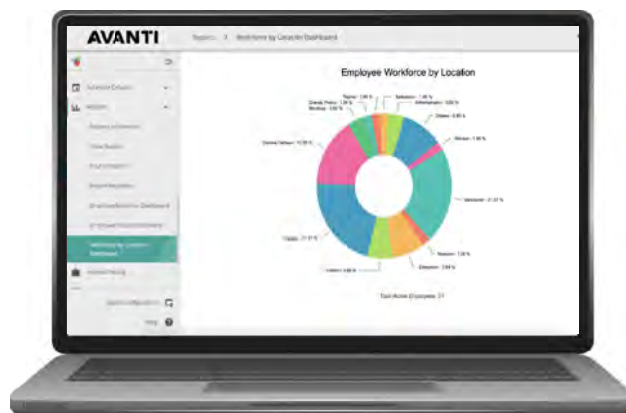
AVANTI

## Reporting

### One Integrated database means robust reporting

Easily generate mission-critical reports in minutes, not hours, with Avanti's Report Designer. Give your team the insights they need to make important decisions, faster.

- ✓ Access 175+ standard reports
- ✓ Create custom reports at no extra cost
- ✓ Automatically send reports to key stakeholders
- ✓ Data remains secure with user-level permissions



Avanti Software Inc. | 26

# Description of Avanti's Services – Employee Self Serve Overview

> Avanti Self-Service Portal (ASSP)

## Employee Self-Service

Self-serve tools your team will want to use

Save yourself time and empower your employees. Avanti's Self-Service Portal (ASSP) gives your team secure and convenient access to the information they need, including pay statements, schedules, and more.

- ✓ Downloadable pay statements & tax forms
- ✓ Access & sign off on documents electronically
- ✓ View benefits, update profile & more
- ✓ Remote clock in & out



# Description of Avanti's Services – Employee Self Serve Overview

> Employee Self-Service – Features Included

<p><b>AVANTI SELF-SERVICE PORTAL</b> Employees can access their pay statements, T4's, benefit balances, manage their profile, and more.</p>	<p><b>DOCUMENTS &amp; E-SIGNATURE</b> Employees and managers can upload, host, and share documents that require signatures.</p>	<p><b>DOWNLOADABLE PAY STATEMENTS</b> Your team can easily access and download their pay statement when they need it.</p>	<p><b>EMPLOYEE BENEFITS VIEWING</b> Employees can view coverage and make changes in Avanti without logging into your benefits provider.</p>
<p><b>ELECTRONIC EMPLOYEE FILES</b> Employees can access and store personal files, such as performance reviews and employment letters.</p>	<p><b>EMPLOYEE PROFILE UPDATES</b> Address change? New number? Employees can update their profile information.</p>	<p><b>REMOTE CLOCK IN &amp; OUT</b> Your team can conveniently log their hours remotely via web punch through our mobile app or ASSP.</p>	<p><b>VIEW SCHEDULES</b> Managers can post schedules and employees can access their schedules.</p>
<p><b>REQUEST TIME OFF</b> Employees can view remaining vacation hours and book time off. Managers can approve time off.</p>			

# Description of Avanti's Services – Mobile App Overview

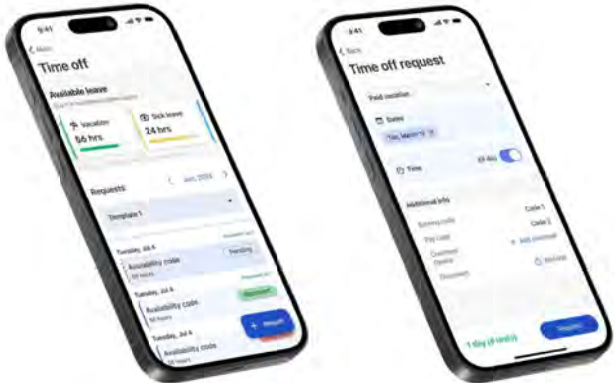
> Avanti GO

## Employee Self-Service

The power of Avanti in your pocket

Employees can easily access their pay statements, see their schedules, swap shifts, and clock in and out with our mobile app, Avanti GO.

- ✓ Edit personal information, access pay statements
- ✓ Request and approve time off
- ✓ Swap & pick up shifts in the schedule pool
- ✓ Clock in & out from your phone



# Description of Avanti's Services – Mobile App Overview

> Avanti GO – Features Included

### CUSTOM PUSH NOTIFICATIONS

Keep your team up to date on any changes or alerts with user-defined workflow notifications.

### DOWNLOADABLE PAY STATEMENTS

Employees can access and download their complete pay statements quickly and conveniently.

### EMPLOYEE PROFILE UPDATES

Address change? New number? Employees can easily access and update their profile information.

### MOBILE APPLICATION ACCESS

Employees can access pay statements, see schedules, swap shifts, and clock in and out.

### REMOTE CLOCK IN & OUT

Employees can conveniently log their hours remotely via web punch through our mobile app.

### SHIFT POOLING

Our shift pooling function lets managers view, approve, and decline shift change requests.

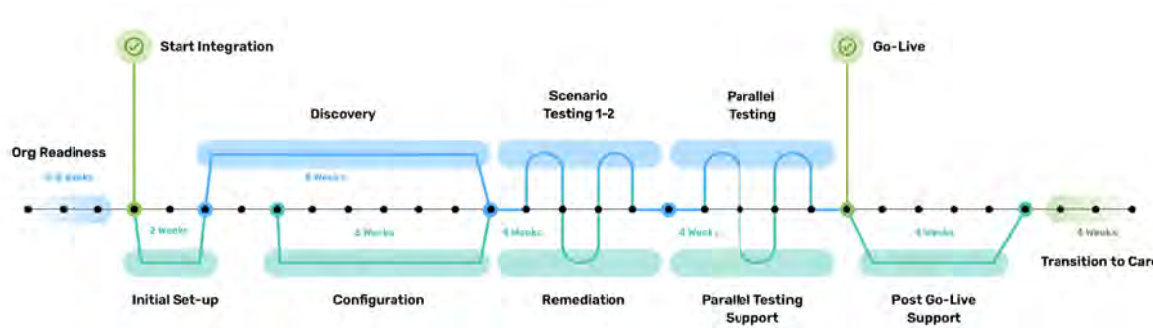
### SHIFT SWAPPING

Employees can easily request to swap shifts and hear back from managers regarding approvals.

# Implementation Process

> Avanti's implementation at a glance

AVANTI



## Initial Set-up

This is where you and your team will get initial access to the system. Your instance will be set-up in the Azure cloud and initial users will be given defined permissions within the platform.

www.avanti.ca

## Discovery

You'll complete a series of workbooks so we can get a better understanding of your organizational needs. This will help us identify and mitigate potential risks or dependencies.

## Configuration

Based on the findings from discovery, our experience, and industry best practices, we set up a production environment designed to meet your specific needs.

## Scenario Testing

To ensure the unique complexities of your product are functioning the way you need them to, we'll conduct several day-in-the-life tests to validate our configuration using a testing environment.

## Parallel Testing

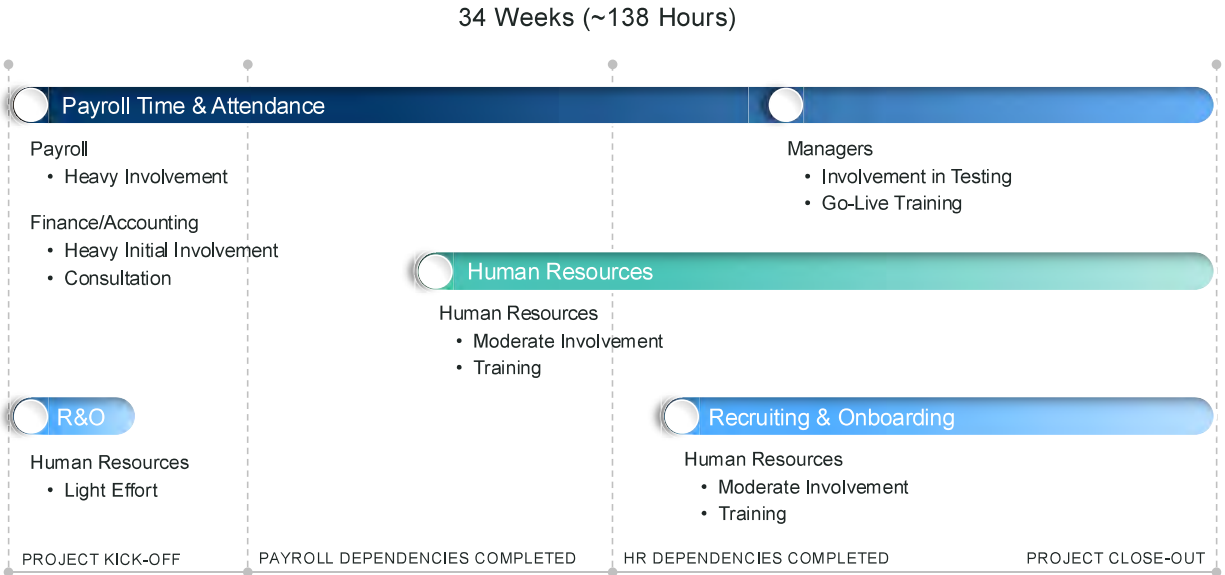
In this testing phase we'll work together with you to ensure your results from previous pay runs are the same as what you've got when processing pay through Avanti.

Avanti Software Inc. | 31

# Implementation Process

> Avanti's implementation at a glance

AVANTI



www.avanti.ca

Avanti Software Inc. | 32



## Save with Avanti

We'll help you **quantify your return with Avanti** & show you how **much you could save by making the switch**.

## Business Case

> Building a case for a better HCM

### How much could you save?

Purchasing a new HCM solution is a big decision and investment. We're here to help you in your buying journey. Our team of HCM experts will help you quantify your decision and help you evaluate where you'll save time and money.

We've developed a framework to help you quantify your potential Return on Investment (ROI). We break down the regular tasks and activities for all employees that use the HCM system on a daily, weekly, and yearly basis.

By streamlining processes, automating redundant tasks, and eliminating manual and time-consuming activities, you'll increase efficiency and simplify work across the entire organization, from frontline employees to managers, payroll, and HR.

Working together, we'll collaborate on this project and present a compelling case to make the change.



# Business Case

> Annual cost savings summary

AVANTI

SAVINGS CATEGORY	HOURS SAVED/YEAR	DOLLARS SAVED/YEAR
Total Employee Self-Serve/Mobile App Savings*	1,950	\$48,750
Total Time & Attendance Accuracy Savings*	1,950	\$48,750
Total In House Payroll Time Savings*	520	\$21,840
Total Reporting Time Savings*	104	\$4,368
Total Onboarding and HR workflow Savings*	17	\$709
Total Talent Acquisition and Performance Savings *	17	\$709
Total Labour/Cost Savings	4,558	\$125,126

## Every hour saved is money saved

Every hour you save on tedious, manual tasks is money that goes back into your organization. It frees up your time so you can focus on the work that really matters – not manual data entry or approving paper time sheets.

This summary shows your potential annual cost savings from automation and efficiencies through Avanti.

### Notes

\*Please see appendix for a detailed breakdown of each line item.

Avanti Software Inc. | 35

# Business Case

> Calculating your ROI

AVANTI

Annual Cost of Current HR Solution & Payroll Software		\$9,436
Cost of Avanti Software	Based on 150 Employees	
Full Suite (PEPM)	\$14.80	\$26,640
GL Export		\$1,500
Implementation	One-Time	\$15,000
Average Annual Cost of Avanti	Over 3 Years	\$29,920
Net New Software Cost	New-Old Cost	\$20,484
Total Cost Savings		\$125,126
Return on Investment		611%

Avanti Software Inc. | 36



## Pricing

Our **flexible per-month, per-employee pricing** is designed to scale with your organization as it grows.

## Q3 Pricing Estimate – Town of Barrhead

> [Full Avanti suite based on 150 employees](#)

### Achieve more, doing less

Conquer your workforce challenges with an HCM partner that has the experience, technology, and unwavering support to help transform the way you work.

In addition to the full suite, you get:

- ✓ Onboarding Module
- ✓ Benefits Module
- ✓ Workflows
- ✓ API Usage
- ✓ Performance Management
- ✓ Employee Self-Service Tools and Mobile App
- ✓ Unrivalled Client Care
- ✓ Canadian Expertise
- ✓ Year-End Support
- ✓ Powerful, Easy-to-Use Reporting

Number of Employees	150					
PEPM	\$14.80					
		LIST	PEPM	Year 1	Year 2	Year 3
Payroll & Platform		\$11.00	\$8.80	\$19,800	\$20,790	\$21,830
Time & Attendance		\$4.00	\$3.20	\$7,200	\$7,560	\$7,938
Human Resources		\$2.50	\$2.00	\$4,500	\$4,725	\$4,961
Talent Acquisition		\$1.00	\$0.80	\$1,800	\$1,890	\$1,985
G/L Export			\$125	\$1,500	\$1,575	\$1,654
Total Subscription Cost				\$34,800	\$36,540	\$38,367
PEPM Discount	20.0%			\$6,660	\$6,993	\$7,343
Year 1 Discount	50.0%			\$14,070	\$0	\$0
Total Subscription Cost with Discount				\$14,070	\$29,547	\$31,024
Standard Implementation				\$15,000	\$0	\$0
Custom Implementation Work				\$0	\$0	\$0
Total Annual Cost				\$29,070	\$29,547	\$31,024
						\$89,641

#### Notes

Pricing provided is based upon purchase of Avanti Full Suite  
Annual uplift of 5% would be applied



## Pricing

> Implementation & other fees

AVANTI

PACKAGE*	DESCRIPTION	PRICE
Standard Implementation**	Includes implementation of all standard features and functionality	\$15,000
Custom Implementation***	Individually scoped and priced based on client's needs	\$200/hr
Time Clocks	Per clock/per month	\$125
LMS	Learning Management System	\$5.50 PEPM
Customer Support	Dedicated Certified Canadian payroll specialists	Included

### Notes

\*Implementation timelines vary from 6 months and up depending on the complexity and customizations

\*\*On average, it takes approximately 300 hours for our team to complete a standard implementation.


\*\*\*Custom Implementation work vary depending on the complexity of the business rules

Avanti Software Inc. | 39


## Learn more

We've helped hundreds of Canadian companies simplify their work and empower their people, and we can help you too.

 Watch our on-demand demo video

 Read our client success stories

 Subscribe to our newsletter, The Avanti Advocate

 Check out the latest on our blog

## Get in touch

If you have any questions or concerns, please don't hesitate to reach out. We're here to help.



Spencer Malcovich

Senior Account Executive  
Avanti Software Inc.

Email: [smalcovich@avanti.ca](mailto:smalcovich@avanti.ca)  
Phone: 647-492-7790

AVANTI

Avanti Software Inc. | 40

# Appendix

## Business Case - The power of Avanti in your pocket

> Calculating your total manager time savings

### Save your employees 15 minutes every week with Avanti Self-Serve

Employees spend valuable work hours inquiring about pay stubs, vacation entitlements, benefits coverage, clocking in and out, checking schedule changes, swapping shifts, and more. All of this can add up to about 30 minutes per employee per week

PERSONA	TASK/ACTIVITY	HOURS/WEEK TODAY	HOURS/WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
Employees	Employee Maintaining/requesting personal information (address changes, emergency contacts, pay stubs inquiry, vacation entitlement inquiry, benefit coverage inquiry, company policy review, company policy sign-off, company announcements, updating qualifications), entering, viewing, and reviewing time worked, schedules, shift swapping, vacation request process.	0.5	0.25	\$25.00	150	52	1,950	\$48,750
Total Employee Time Savings							1,950	\$148,750.00

## Business Case – Improve Time Accuracy with Avanti

› Avanti reduces time inaccuracies to only 15 minutes per week

AVANTI

### Reduce employee time theft and save

Accurately tracking employee working hours can be challenging and time-consuming, especially without fully integrated pay and time systems. According to the American Payroll Association, the average time theft is 2 hours per employee per week. Although there are no official stats for Canada, many of our clients reported 0.5-1.5 hours per week per employee before switching to Avanti. Time theft activities include timesheet fraud, buddy punching, extended breaks, and late arrivals or early departures.

PERSONA	TASK/ACTIVITY	CURRENT TIME THEFT PER WEEK	TIME THEFT WITH AVANTI PER WEEK	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
CFO	Using geofenced app and/or biometric clock for punch in and punch out increases the accuracy of the time worked and reduced time theft by employees. (Average time theft is 2hrs and 2min per week - American Payroll Association)	0.5	0.25	\$25.00	150	52	1,950	\$48,750
Total Time Accuracy Savings							1,950	\$48,750.00

Avanti Software Inc. | 43

## Business Case – Take Control of Payroll

› Process payroll when and how you want

AVANTI

### No wait times or hidden fees for payroll updates

With in-house payroll, you're in the driver's seat. You get up to 3 more days to finalize payroll each cycle. Never pay or wait to update pay codes, pay groups, earnings codes, deduction codes, vacation groups, location codes, G/L codes, unions codes, position codes, and much more. Run as many pay cycles as you want, on your time. You're likely paying between \$500 - \$3,500 per year in extra fees for configuration changes to your system.

PERSONA	TASK/ACTIVITY	HOURS/WEEK TODAY	HOURS/WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
Payroll	Gathering time, reviewing, making adjustments, approving, and then processing time, Reconciliation and review of remittances, Setting up new pay codes, entitlements, validations, Preparing and reviewing pay stubs, Setting up a new hire on the payroll side, Processing ROE pay cycles, Preparing and filing year-end tax slips, administering tax slips to employees, and time spent sending tax slips to terminated employees, Paper filing of employee records, Modifying Employee Records (pay changes, position changes, any and all employment data changes), Setting up a backup environment to test payroll changes, rules, etc.	20	15	\$42.00	2	52	520	\$21,840
Total Payroll Savings							520	\$21,840.00

Avanti Software Inc. | 44

Simpler, faster, easier reporting with Avanti

Easily generate mission-critical reports in minutes, not hours, with Avanti’s Report Designer. Give your team the insights they need to make important decisions, faster. You’re in control of your company’s data. With Avanti, your payroll, time, and HR data are securely stored in one spot, so you spend less time pulling information from multiple sources and more time acting on it.

PERSONA	TASK/ACTIVITY	HOURS/WEEK TODAY	HOURS/WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
Payroll	Get the report you need without manually consolidating data across multiple systems and timeframes. HSCIS, Statistical, Healthcare reporting at your fingertips.	2	1	\$42.00	2	52	104	\$4,368
Total Reporting Time Savings							104	\$4,368.00

Automate Onboarding & HR Processes with Avanti

Some of the biggest time-wasters for HR teams are day-to-day tasks like sending onboarding documents, chasing employees for documents that need signatures, reminding employees of critical due dates, and manually compiling reports for key stakeholders. The right payroll and HR software can reduce manual tasks by streamlining and automating a lot of these processes. Take onboarding, for example. Avanti cuts the time to onboard a new hire to just one hour, freeing up time so you can concentrate on the work that needs your attention.

PERSONA	TASK/ACTIVITY	HOURS PER WEEK TODAY	HOURS PER WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES PER WEEK	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
HR	Onboarding new employees (signing offer letter, document and policy sign off, benefits enrollment, banking information), automatically create the employee profile, eliminate scanning and uploading, track and maintain certification and other key dates.	1	0.25	\$42.00	0.43	52	17	\$709
Total Workflows Savings							17	\$709.00

# Business Case – Attract and Retain the Best Talent

> Spend less time manually hiring and identifying top talent

## Make finding the right people easier

Your employees are your top priority, and hiring and retaining the best talent is critical to your organization’s success. But manual tasks and inefficiencies create missed opportunities for hiring the right talent and promoting and recognizing high-performing employees. With Avanti’s performance management and talent acquisition tools, you can keep your team engaged, challenged, and excited to grow. Our automated recruiting tools and centralized applicant tracking streamline processes, eliminating time-consuming manual tasks — so you can spend less time collecting and sorting data and more time analyzing data and hiring the best candidates

PERSONA	TASK/ACTIVITY	HOURS PER WEEK TODAY	HOURS PER WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
HR	Posting new job requisitions and automating approvals, posting job description, reviewing and scoring applicants, tracking progress of successful candidates, resumes, contacting applicants. Increasing employment engagement and productivity with standardized performance reviews, identifying high performing and low performing employees	1	0.25	\$42.00	0.43	52	17	\$709
Total Talent Improvement Savings							17	\$709.00