

AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, FEBRUARY 10, 2026 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 – January 27, 2026
4. Public Hearings
 - (a) None
5. Delegations
 - (a) None
6. Old Business
 - (a) AHS FOIP Request
7. New Business
 - (a) Review and Award of Loader Supplier
 - (b) RCMP Priorities
 - (c) Local Assessment Review Board and the Composite Assessment Review Board Appointments

8. Reports
 - (a) Council Reports

9. Minutes
 - (a) None

10. Bylaw
 - (a) Bylaw 03-2026 – Designated Manufactured Home Supplementary Assessment

11. Correspondence Items
 - (a) Australia Pin Presentation
 - (b) Barrhead Regional Fire Services January 2026 Report

12. For the Good of Council

13. Tabled Items
 - (a) AHS Advocacy Options

15. Adjourn

PRESENT Mayor Assaf, S. Fylyshtan, D. Kluin, A. Oswald, D. Smith, and D. Sawatzky

ABSENT C. Botros

Officials: Collin Steffes, CAO; Jenny Bruns, Director of Planning, Economic Development & Legislative Services; Jennifer Mantay, Director of Corporate Services; Shallon Touet, Director of Parks and Recreation; and Jodie Lyons, Municipal Coordinator.

OTHERS Barry Kerton, Barrhead Leader, Walter Preugschas and Cindy Day of the Northwest of 16 Regional Tourism Association; Lindsey Juke Turnbull, Director, from the Barrhead Public Library; and Jade Munk, Community Volunteer and Claudette MacLean, and Kim Messmer representing the Barrhead Artist Showcase Committee. Jeff McCammon from McCammon Realty Advisors.

CALL TO ORDER Mayor Assaf called the meeting to order at 5:32 p.m.

AGENDA The agenda was reviewed.

026-26 Moved by Cr. Smith that the agenda be accepted as amended.

Move item 14(c) before 14(b)

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Regular Town Council Meeting of January 13, 2026, were reviewed.

027-26 Moved by Cr. Kluin that the Minutes of the Regular Town Council Meeting of January 13, 2026, be approved as presented.

CARRIED UNANIMOUSLY

DELEGATIONS

NORTHWEST OF 16 REGIONAL TOURISM ASSOCIATION

ENTERED Mayor Assaf and Council welcomed Walter Preugschas and Cindy Day from the Northwest of 16 Regional Tourism Association at 5:34 p.m.

Walter Preugschas and Cindy Day of the Northwest of 16 Regional Tourism Association presented information on who the association is and what they have to offer. They provided a progress update and requested Council consider joining the membership, collaborate in promoting the region and economic development support.

EXITED Mayor Assaf and Council thanked Walter Preugschas and Cindy Day from the Northwest of 16 Regional Tourism Association and they exited Chambers at 5:51 p.m.

028-26 Moved by Cr. Oswald that Council accept the presentation from Northwest of 16 Regional Tourism Association.

CARRIED UNANIMOUSLY

BARRHEAD PUBLIC LIBRARY

ENTERED Mayor Assaf and Council welcomed Lindsey Juke Turnbull, Director, from the Barrhead Public Library at 5:52 p.m.

Lindsey Juke Turnbull, Director, from the Barrhead Public Library presented an information update on facility updates, enhanced programming and projects with the community. She also spoke about the continued work on expanding the library's collection and administrative updates to guiding documents and the annual report.

EXITED Mayor Assaf and Council thanked Lindsey Juke Turnbull, Director from the Barrhead Public Library and she exited Chambers at 6:14 p.m.

029-26 Moved by Cr. Sawatzky that Council accept the presentation from The Barrhead Public Library as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

**PUBLIC APPOINTMENTS –
BARRHEAD PUBLIC LIBRARY BOARD**

Jodie Lyons, Municipal Coordinator presented for Council to consider Public Members: Margaret Krikke, Jane Kusal, and David Rowe as recommended appointments to the Barrhead Library Board

030-26 Moved by Cr. Sawatzky that Council re-appoint Jane Kusal as a member-at-large to the Barrhead Public Library Board, for a final three-year term from January 27, 2026 to December 31, 2028.

CARRIED UNANIMOUSLY

031-26 Moved by Cr. Fylyshtan that Council appoint David Rowe as a member-at-large to the Barrhead Public Library Board, for second three-year term from January 27, 2026 to December 31, 2028.

CARRIED UNANIMOUSLY

032-26 Moved by Cr. Oswald that Council appoint Margaret Krikke as a member-at-large to the Barrhead Public Library Board, for a second three-year term from January 27, 2026 to December 31, 2028.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT –
TO DECEMBER 31, 2025**

Jennifer Mantay, Director of Corporate Services presented the Monthly Bank Statement to December 31, 2025.

033-26 Moved by Cr Oswald that Council accepts the Monthly Bank Statement to December 31, 2025 as presented.

CARRIED UNANIMOUSLY

**REQUEST FOR SILENT
AUCTION DONATION**

Jennifer Mantay, Director of Corporate Services presented to Council a letter from Rosie's Best Friends Farm Sanctuary Society requesting a donation for a silent auction item.

034-26 Moved by Cr. Oswald that Council deny the request for donation and add discussion item of monetary and auction donation requests to the agenda at the spring budget meeting.

CARRIED UNANIMOUSLY

ENTERED: Jade Munk, Community Volunteer and Claudette MacLean, and Kim Messmer representing the Barrhead Artist Showcase Committee entered chambers at 6:20 p.m.

**BARRHEAD ARTIST SHOWCASE
COMMITTEE REQUEST
FOR SUBSIDY**

Jenny Bruns, Director of Planning, Economic Development & Legislative Services presented to Council a request for a \$2,000.00 subsidy to offset the cost of production of the Pembina Arts Festival.

Jade Munk, shared information and media clips showcasing the upcoming festival. The presentation included the proposed scheduling of events during the week of March 16th. She also spoke about the cultural, economic and other community benefits of having the Festival in Barrhead.

035-26 Moved by Cr. Oswald that Council approve the request for subsidy to offset the cost of production of the Pembina Arts Festival in the amount of \$2,000.00.

CARRIED UNANIMOUSLY

EXITED: Jade Munk, Community Volunteer and Claudette MacLean, and Kim Messmer representing the Barrhead Artist Showcase Committee exited chambers at 6:32 p.m.

**MEETING OPPORTUNITY
COUNCIL WITH MINISTER WILLIAMS**

Collin Steffes, CAO presented to Council for consideration a meeting request with Minister Williams at the upcoming 2026 Spring Municipal Leaders' Caucus.

036-26 Moved by Cr. Kluin that Council direct Administration to prepare and submit a meeting request with the Honourable Dan Williams, Minister of Municipal Affairs, to occur at the 2026 Spring Municipal Leaders' Caucus to discuss two topics as directed by Council.

CARRIED UNANIMOUSLY

COUNCIL MEMBER MOTION

**LETTER OF SUPPORT FOR
WASHROOM ACCESSIBILITY
AT BARRHEAD HOSPITAL**

Cr. Kluin presented to Council for consideration to write a letter of support for improved accessibility at Barrhead Hospital.

037-26 Moved by Cr. Kluin that Council direct Administration to prepare a letter from Council advocating the need for accessibility improvements to the public washrooms at Barrhead Hospital, as discussed by Council.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of January 27, 2026, were reviewed:

- (a) Barrhead Chamber of Commerce – Cr. Oswald
- (b) Barrhead Exhibition Assoc. & Agricultural Society – Cr. Oswald
- (c) Accessibility Coalition – Cr. Kluin
- (d) Barrhead & District Social Housing Authority – Cr. Smith
- (e) Barrhead Cares Coalition – Mayor Assaf

038-26 Moved by Cr. Oswald that the following Reports to Council as of January 27, 2026 be accepted as information:

- (a) Barrhead Chamber of Commerce – Cr. Oswald
- (b) Barrhead Exhibition Assoc. & Agricultural Society – Cr. Oswald
- (c) Accessibility Coalition – Cr. Kluin
- (d) Barrhead & District Social Housing Authority – Cr. Smith
- (e) Barrhead Cares Coalition – Mayor Assaf

CARRIED UNANIMOUSLY

MINUTES TO COUNCIL

The following Minutes to Council were reviewed:

- Community Futures Yellowhead East – November 20, 2025
- Barrhead & District Family & Community Support Services – November 20, 2025

039-026 Moved by Cr. Smith that the Minutes to Council be accepted as information and as presented.

- Community Futures Yellowhead East – November 20, 2025
- Barrhead & District Family & Community Support Services – November 20, 2025

CARRIED UNANIMOUSLY

BYLAW

AMENDMENT TO COUNCIL PROCEDURAL BYLAW 06-2025

Jodie Lyons, Municipal Coordinator presented Bylaw 04-2026 – a bylaw to amend the Council Procedural Bylaw No. 06-2025. The amendments include a new delegation form and the process to proceed with notices of motion.

040-26 Moved by Cr. Sawatzky that Bylaw 04-2026, Amendment to Council Procedural Bylaw 06-2025, be given first reading.

CARRIED UNANIMOUSLY

041-26 Moved by Cr. Fylyshtan that Bylaw 04-2026, Amendment to Council Procedural Bylaw 06-2025, be given second reading.

CARRIED UNANIMOUSLY

042-26 Moved by Cr. Smith that Bylaw 04-2026, Amendment to Council Procedural Bylaw 06-2025, be presented for third reading.

CARRIED UNANIMOUSLY

043-26 Moved by Cr. Sawatzky that Bylaw 04-2026, Amendment to Council Procedural Bylaw 06-2025, be given third reading.

CARRIED UNANIMOUSLY

CORRESPONDENCE

The following report to Council was reviewed:

- Barrhead Regional Fire Services December 2025 Report

044-026 Moved by Cr. Oswald that the report to Council be accepted as information and as presented.

CARRIED UNANIMOUSLY

RECESSED:

045-26 Moved by Cr. Smith that the Council Meeting be recessed at 7:15 p.m.

CARRIED UNANIMOUSLY

RECONVENED:

046-26 Moved by Cr. Kluin that the Council Meeting reconvene at 7:38 p.m.

CARRIED UNANIMOUSLY

IN-CAMERA SESSION

047-26 Moved by Cr. Smith that Council go in to closed session at 7:39 p.m.

CARRIED UNANIMOUSLY

**SECTION 19, ATIA –
3RD PARTY BUSINESS INTERESTS
OFFER TO SELL – AGREEMENT
EXTENSION: LOT 1, BLOCK 1, PLAN 1323264**

ENTERED: Jeff McCammon from McCammon Realty Advisors entered chambers at 8:17 p.m.

EXITED: Jeff McCammon from McCammon Realty Advisors exited chambers at 8:38 p.m.

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

ENTERED: Shallon Touet, Director of Parks and Recreation entered chambers at 8:41 p.m.

EXITED: Shallon Touet, Director of Parks and Recreation exited chambers at 8:51 p.m.

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

OUT OF IN-CAMERA SESSION

048-26 Moved by Cr. Kluin that Council come out of in-camera session at 9:18 p.m.

CARRIED UNANIMOUSLY

**OFFER TO SELL – AGREEMENT
EXTENSION: LOT 1, BLOCK 1, PLAN 1323264**

049-26 Moved by Cr. Fylyshtan that Council allow the existing agreement to lapse and further, direct Administration to draft a new agreement with McCammon Realty Advisors for consideration with more rigorous conditions that allow the Town to pivot if opportunities arise, and work with McCammon Realty Advisors on outlining responsibilities relating to engineering and planning work required to move the project forward.

CARRIED UNANIMOUSLY

**BARRHEAD EXHIBITION ASSOC.
AND AGRICULTURAL SOCIETY AGREEMENTS**

050-26 Moved by Cr. Oswald that Council direct Administration to finalize the changes to the five-year Agrena & Facility Use (Wildrose Rodeo Finals) Agreement with the Barrhead Exhibition Association and Agricultural Society on facility and bring it back to a future Council meeting for approval.

CARRIED UNANIMOUSLY

051-26 Moved by Cr. Oswald that Council direct Administration to finalize changes of the six-year Support Services Agreement with the Barrhead Exhibition Association and Agricultural Society and bring it back to a future Council meeting for approval.

CARRIED UNANIMOUSLY

**INTERGOVERNMENTAL RELATIONS
BARRHEAD FCSS**

052-26 Moved by Cr. Kluin that Council approved the attached letter to be signed by Mayor Assaf and sent to Barrhead Regional FCSS Board.

CARRIED UNANIMOUSLY

ADJOURN

053-26 Moved by Cr. Kluin that the Council Meeting be adjourned at 9:23 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: February 10, 2026

Re: AHS FOIP Request and Request for Extension Amendment

1.0 PURPOSE:

That Council consider a recommendation to withdraw FOIP Request 2023-G-331, including the related request to submit an additional request for a current agreement. Administration is also presenting an alternative recommendation to engage directly with the Province in order to advocate for improved ambulance service levels in Barrhead.

2.0 BACKGROUND AND DISCUSSION:

Since November 2023, when Council directed Administration to submit a Freedom of Information and Protection of Privacy (FOIP) request to Alberta Health Services (AHS), the Town has not received a complete disclosure or a final response regarding the requested Service Agreement between AHS and Associated Ambulance.

Throughout this period, Administration has actively engaged with both AHS and Associated Ambulance to gain a clearer understanding of ambulance deployment, service levels, and the System Status Management (SSM) process. Most recently, the Barrhead and District Fire Chief provided Council with a first-hand account of the operational challenges faced by local first responders under the current ambulance service model.

1) History of FOIP Request:

- a. November 10, 2023 – FOIP Request submitted to Alberta Health Services,
- b. January 12, 2024 – AHS provided 3rd party notice to Associated Ambulance of the FOIP Request.
- c. January 31, 2024 – Associated Ambulance exercised their right under the Act to request a review of sections of the agreement containing sensitive business information by the Office of the Information and Privacy Commissioner. AHS was to supply access to the remaining records.
- d. May 29, 2024 – Following a status inquiry, the OIPC advised AHS to provide access to the remaining records.
- e. April 23, 2025 - The Town received copies of the severed Service Agreement, including amendments and extensions.

2) Meeting with Associated Ambulance:

- a. On June 5th, Administration met with representatives of Associated Ambulance to gain a better understanding of their service delivery model and regional ambulance deployment practices as directed by the Province.

3) Emergency Health Services Presentation:

- a. On September 23, 2025, Council received a presentation from Jamie Pollock, Director, EHS Operations North Zone. Mr. Pollock outlined recent changes to the organizational structure within Acute Care Alberta and provided data and insights about the System Status Management process.

4) Barrhead & District Emergency Services Briefing:

- a. At the October 14, 2025 Council meeting, Fire Chief Gary Hove presented as a delegation, offering further context on the presentation from EHS. He highlighted the challenges local first responders face and expressed concerns regarding ambulance availability and response times.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1 Council may choose to direct Administration to continue to pursue information regarding severed details from the FOIP request, and continue to move forward with a request for the most recent and current service agreement.
- 3.2 Council may choose to work with Administration to prepare a letter of concern and requested changes to the current ambulance service model to Minister Matt Jones, Minister of Hospital and Surgical Health Services OR Jade Yu, Manager Acute Care Quality and Performance, Emergency Health Services Branch, Ministry of Hospital and Surgical Health Services.

4.0 FINANCIAL IMPLICATIONS:

- 4.1 None.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

- 5.1 None.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

- 6.1 If Council chooses the alternative approach to engage with the Province, the Town could benefit by increasing our visibility with the Province.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

- 7.1 Recognizing that continuing with the existing FOIP request, as well as a subsequent request for a current service agreement, is unlikely to provide additional insight into the reasons Barrhead is experiencing limited ambulance service — it would further strain the time and resources of both AHS and the Office of the Information and Privacy Commissioner, which is already managing a backlog of requests. Instead, pursuing direct dialogue with the Province demonstrates Council's commitment to accountability and its intent to have these service challenges appropriately addressed.

8.0 ATTACHMENTS:

- 8.1 None.

9.0 ADMINISTRATIVE RECOMMENDATION:

- 9.1 Administration recommends that Council consider the information from Associated Ambulance, Acute Care Alberta – Emergency Health Services (EHS), and the Barrhead and District Fire Chief, and recommend Administration withdrawal of FOIP Request 2023-G-331 and rescind Resolution 135-25.

Further, that Council work with Corporate Communications to prepare a letter to the Emergency Health Services Branch outlining Council's concerns regarding current ambulance service levels.

10.0 PROPOSED MOTIONS:

- 10.1 That Council direct Administration to withdraw FOIP Request 2023-G-331 to obtain a copy of the service agreement between AHS and Associated Ambulance (between the dates 1/1/1990 – 11/10/2023).
- 10.2 That Council rescind Resolution 135-25 to pursue access to the most recent extension amendment to the service agreement between Alberta Health Services and Associated Ambulance.
- 10.3 That Council direct Administration to work with Council to create the Town's advocacy strategy to call for a change in ambulance service levels.

(original signed by the CAO)
Collin Steffes
CAO

REQUEST FOR DECISION

To: Town Council

From: Sheldon Flett, Director of Public Works

Date: February 10, 2026

Re: Purchase of a New Wheeled Loader

1.0 PURPOSE:

To present Council with the information received about purchasing a new wheel loader.

2.0 BACKGROUND AND DISCUSSION:

During the 2026 budget deliberations, Council discussed the purchase of a new wheel loader and trade-in of the 2012 John Deere 544K Loader. Council approved a 2026 capital budget of \$375,000 for this purchase, with a trade-in budget of \$50,000.00 for the 2012 loader.

A wheel loader is one of our most vital pieces of equipment, especially during the snow removal season. This piece of equipment attaches to our snow blower and assists when hauling large piles of snow. It also moves sand, gravel, and dirt in the summer. This machine has also assisted in helping the Water Treatment Plant and the Recreation department during various times of year.

This 2012 John Deere 544K loader that we wish to trade in currently has 9,100 hours and is starting to present problems regularly. The problems include:

- Loader pin wear
- Engine trouble
- Problems in the cab

Continuing to use the 2012 loader will result in the need for engine rework and pin and bushing rework.

The following chart summarizes the quotes we have received from three different companies. All companies include a 7-year or 4,000-hour warranty.

Loader Make and Model	Purchase Price	Trade-In Value of 2012 Loader	Net Cost	Town Ranking
John Deere 544P Wheel Loader	\$336,000	\$65,000	\$271,000	1
CAT 930 14A Small Wheel Loader	\$369,900	\$65,000	\$304,900	2
Komatsu WA 320-8 Wheel Loader	\$337,083	\$70,500	\$266,583	3

The Fleet manager highly recommends purchasing the John Deere 544P Loader due to:

- Familiarity with the equipment, both operator and mechanic
- Ability to get parts local if needed
- Already have previous rapport with the company

3.0 ALTERNATIVES:

- 3.1 Council awards the purchase of a new wheel loader to one of the three companies that the Town received quotes from.
- 3.2 Council requests further information regarding the purchase of a new wheel loader to be brought back to a future Council meeting.

4.0 FINANCIAL IMPLICATIONS:

- 4.1 The 2026 capital budget includes \$375,000 for the purchase of a new wheel loader, with a budgeted trade-in value of the 2012 John Deere 544K loader in the amount of \$50,000, leaving a net cost of \$325,000 to be funded by MSI Grant funding and capital reserves. All three loader quotes came in under-budget.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not applicable.

8.0 ATTACHMENTS:

8.1 None

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council award the purchase of the John Deere 544P Wheel Loader from Brandt Tractor for a total cost of \$336,000, with a trade-in value for our 2012 John Deere 544K Loader in the amount of \$65,000, for a net cost of \$271,000.

10.0 PROPOSED MOTION(S):

That Council award the purchase of the John Deere 544P Wheel Loader from Brandt Tractor for a total cost of \$336,000, with a trade-in value for our 2012 John Deere 544K Loader in the amount of \$65,000, for a net cost of \$271,000.

(original signed by the CAO)
Collin Steffes
CAO

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: February 10, 2026

Re: Town Priorities for RCMP – Barrhead Detachment

1.0 PURPOSE:

For Council to discuss and identify priorities they would like to communicate to RCMP for the 2026 year.

2.0 BACKGROUND AND DISCUSSION:

The Royal Canadian Mounted Police (RCMP) plays a vital role in maintaining the safety and well-being of the Town of Barrhead. The Barrhead detachment's consistent presence and community-oriented approach contribute significantly to public confidence and local security.

The Town maintains a strong and cooperative relationship with the RCMP, grounded in open communication, mutual respect, and shared commitment to community safety. Council appreciates the ongoing updates and information sharing provided by Sgt. Hack, which ensure that the Town remains informed about policing activities, local trends, and emerging priorities.

Recently, Sgt. Hack requested that Council identify and share the Town's key policing priorities, enabling the RCMP to align their local resources and strategic focus with the community's expectations and needs.

3.0 ALTERNATIVES:

Council may consider the following options:

- 3.1 Table the item to formally collect resident and business feedback, before deciding on the Town's priorities.

4.0 FINANCIAL IMPLICATIONS:

- 4.1 None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

5.1 None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

6.1 None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

7.1 Providing priorities aligns with Council's commitment to serve the needs of its residents and businesses.

7.2 Sharing the Council's priorities exercises the Town's ability to collaborate with the RCMP.

8.0 ATTACHMENTS:

8.1 None.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council deliberate and identify the Town's key priorities they would like to communicate to the RMCP.

10.0 PROPOSED MOTION(S):

That Council direct Administration to provide Sgt. Hack with the following priorities Council would like the RCMP to focus on during the 2026 fiscal year.

(original signed by the CAO)
Collin Steffes
CAO

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: February 10, 2026

Re: Appointments to the Local Assessment Review Board and the Composite Assessment Review Board

1.0 PURPOSE:

A request from Capital Regional Assessment Services Commission (CRASC) to appoint the Assessment Review Board Members.

2.0 BACKGROUND AND DISCUSSION:

In reference to Bylaw 06-2019, the Capital Regional Assessment Services Commission provides the Town with administrative services for the Local Assessment Review Board (LARB) and the Composite Assessment Review Board (CARB). The Bylaw also states that Council will annually appoint the list of Commission members and the Chair to LARB and CARB, along with the Assessment Review Board Clerk. On February 2, 2026, the Commission submitted the relevant names to our office.

3.0 ALTERNATIVES:

- a) Council requests further information regarding the appointments to the LARB and CARB to be brought back to a future 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 An e-mail from CRASC dated February 2, 2026

9.0 ADMINISTRATIVE RECOMMENDATION:

a) That Council appoint the Board Members, Chairman and Clerk to the Town's Local Assessment Review Board and the Town's Composite Assessment Review Board.

10.0 PROPOSED MOTION(S):

a) Council appoints Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc, Roland Merkosky and Raymond Ralph to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

b) Council appoints Raymond Ralph as the Chairman of the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

c) Council appoints Gerry Amorin as the Assessment Review Board Clerk to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

(Original signed by the CAO)

Collin Steffes
CAO

From: Gerryl Amarin <gerryl@amorinaccounting.com>
Sent: February 2, 2026 2:53 PM
Subject: [EXTERNAL] - Appointment of ARB Officials 2026
Importance: High

Hello All,

As a participant in CRASC's ARB program, please be advised that your council is required to appoint the ARB Officials for 2026 (As per MGA section 454)

(Some of you have already requested this information.)

All municipalities are required to appoint by resolution the following as your ARB officials for 2026.

ARB Chairman - Raymond Ralph
Certified ARB Clerk - Gerryl Amarin
Certified Panelists - Darlene Chartrand
Sheryl Exley
Tina Groszko
Richard Knowles
Marcel LeBlanc
Roland Merkosky
Raymond Ralph

If you have any questions concerning this request, please do not hesitate to contact me.

780 297 8185

Gerryl Amarin, CPA | Manager, Finance Officer

Capital Region Assessment Services Commission (CRASC)
11810 Kingsway Avenue
Edm AB T5G 0X5
Direct: 780 297 8185



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REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: February 10, 2026

Re: Designated Manufactured Home Supplementary Assessment Bylaw

1.0 PURPOSE:

For Council to consider the Designated Manufactured Home Supplementary Assessment Bylaw.

2.0 BACKGROUND AND DISCUSSION:

A supplementary assessment is a tax notice that's sent to property owners in Alberta when the value of their property increases during the year due to new construction. This includes manufactured homes that are completed or placed during the tax year, to allow for pro-rated taxation. This bylaw will apply to designated manufactured homes only.

Municipal Government Act Section 313(1) states:

If a municipality wishes to require the preparation of supplementary assessments for improvements, the council must pass a supplementary assessment bylaw authorizing the assessments to be prepared for the purpose of imposing a tax under Part 10 in the same year.

3.0 ALTERNATIVES:

3.1. No alternatives as this is a legislative requirement.

4.0 FINANCIAL IMPLICATIONS:

Appropriate assessment of manufactured homes.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not applicable.

8.0 ATTACHMENTS:

8.1 Bylaw 03-2026 - Designated Manufactured Home Supplementary Assessment.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council give all three readings to Bylaw 03-2026, the Designated Manufactured Home Supplementary Assessment Bylaw.

10.0 PROPOSED MOTIONS:

- 10.1 That Council give Bylaw 03-2026, the Designated Manufactured Home Supplementary Assessment Bylaw, first reading.
- 10.2 That Council give Bylaw 03-2026, the Designated Manufactured Home Supplementary Assessment Bylaw, second reading.
- 10.3 That Bylaw 03-2026, the Designated Manufactured Home Supplementary Assessment Bylaw be presented for third reading.
- 10.4 That Council give Bylaw 03-2026, the Designated Manufactured Home Supplementary Assessment Bylaw, third reading.

(original signed by the CAO)

Collin Steffes
CAO

BYLAW 03-2026

THE 2026 DESIGNATED MANUFACTURED HOME SUPPLEMENTARY ASSESSMENT BYLAW

A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE PREPARATION OF SUPPLEMENTARY ASSESSMENTS OF DESIGNATED MANUFACTURED HOMES IN THE TOWN OF BARRHEAD.

WHEREAS, Pursuant to the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto, a Council may pass a Bylaw authorizing the preparation of supplementary assessments, and;

WHEREAS, the Council of the Town of Barrhead, has deemed it in the best interests of the Town of Barrhead to pass a Bylaw authorizing the preparation of supplementary assessments of designated manufactured homes located in mobile home parks only;

NOW THEREFORE, duly assembled in a regular meeting, the Council of the Town of Barrhead, in the Province of Alberta, hereby enacts as follows:

1. That this Bylaw shall be referred to as the 2026 Designated Manufactured Home Supplementary Assessment Bylaw.
2. That the Assessor for the Town of Barrhead is hereby authorized and directed to prepare supplementary assessments of designated manufactured homes, located in mobile home parks for the taxation year 2026.
3. That Bylaw 02-2025 is hereby repealed.
4. That this Bylaw shall take full force and effect on the day of its final passing.

Read a first time this ____ day of _____, 2026.

TOWN OF BARRHEAD

Mayor, Ty Assaf

Collin Steffes, CAO

Read a second time this ____ day of _____, 2026.

TOWN OF BARRHEAD

Mayor, Ty Assaf

Collin Steffes, CAO

Read a third time this ____ day of _____, 2026 and passed.

TOWN OF BARRHEAD

Mayor, Ty Assaf

Collin Steffes, CAO

BRIEFING NOTE

Item 11(a)

To: Town Council

From: Jenny Bruns, Director of Planning, Economic Development and Legislative Services

Date: February 10, 2026

Re: Pin Presentation to Council

1.0 **BACKGROUND:**

The Town of Barrhead actively participates in municipal twinning initiatives with international communities. Twinning provides opportunities for communities to work collaboratively to address shared challenges, share new ideas, develop a broader perspective, and foster lasting ties of friendship.

Twinning arrangements may be established between villages, towns, counties, and large cities. These partnerships can focus on a wide range of cultural, educational, and community-based experiences and may involve participants of all ages from two or more twinned communities. A well-structured twinning relationship can generate significant benefits for both the community and the municipality by promoting cross-cultural understanding, encouraging youth involvement, and helping participants build self-confidence through engagement with their counterparts abroad.

The Town of Barrhead currently participates on the Barrhead & District Twinning Committee in partnership with the County of Barrhead. Through this committee, we maintain formal sister-community relationships with:

- Tokoro, Japan
- Drouin, Australia
- Chapala, Mexico

The majority of our activity and connection is with Tokoro Japan, with a delegation coming in March to visit Barrhead, consisting of three students and one teacher. We are coordinating homestays, an itinerary to actively tour within the community and gather cultural knowledge and a friendship supper on March 8th to celebrate our connection.

We're also planning a trip to Japan in August, with 11 delegates going to visit and participate in their Summer celebrations. They will organize homestays and a variety of activities for our group.

We're also lucky to have one of our twinning members, Allister Kippen, now originating from Australia, with ties to Drouin as well!

2.0 RECENT CONNECTION:

During a recent visit to Australia, local resident Mr. Martin Driessen travelled to the Town of Drouin, where he met a resident, Mr. Tim Wills. In conversation, Mr. Driessen identified himself as being from Barrhead, at which point Mr. Wills noted that Barrhead and Drouin are in fact sister towns. In recognition of this connection, Mr. Wills provided Mr. Driessen with seven Australian pins as a gesture of goodwill, with the request that they be presented to the Town of Barrhead Council.

A subsequent review of publicly available information indicates that Mr. Tim Wills of Drouin, Australia is actively engaged in his local community and serves as a member and Secretary of the Drouin Rotary Club.

BRFS Jan 2026

Incidents	Totals	Incident hr	Staff hr
Fire	3	5 h 22 m	38 h 33 m
No alarm fire, not responded to by Fire Dept.	1	0 h 33 m	1 h 6 m
Vehicle accident	1	1 h 56 m	18 h 11 m
Ambulance assist	21	17 h 47 m	66 h 54 m
Public service miscellaneous	1	0 h 51 m	2 h 30 m
Alarm no fire accidental miscellaneous	1	0 h 21 m	0 h 51 m
Alarm no fire miscellaneous	4	1 h 23 m	6 h 4 m
Total	32	28 h 13 m	134 h 9 m

Date	Call type	Before EMS	Locat6ion
Jan 1	17A00 Falls, lift assist	No	Town
Jan 1	10D00 Chest pain	Yes	County
Jan 3	10D00 Chest pain	No	Town
Jan 3	09B01 Cardiac or respiratory arrest death	Yes	County
Jan 3	17A00 Falls, lift assist	Yes	County
Jan 4	10D00 Chest pain	Yes	Town
Jan 4	10D00 Chest pain	No	County
Jan 4	05C00 Back pain	Yes	County
Jan 5	05D00 Back pain	No	Town
Jan 6	10D00 Chest pain	No	Town
Jan 7	10D00 Chest pain	Yes	Town
Jan 7	27D00 Gunshot trauma	Yes	County
Jan 7	30D00 Traumatic injuries	Yes	Town
Jan 11	06D00 Breathing problem	No	Town
Jan 14	38D00 Advanced send, assist police	Yes	Town
Jan 14	17D00 Falls, public service miscellaneous	Yes	Town
Jan 17	06D00 Breathing problems	No	Town
Jan 20	24D00 Pregnancy birth	No	County
Jan 21	26D00 Sick person	No	County
Jan 26	25B00 Psych suicide attempt	No	Town
Jan 27	17A00 Falls, lift assist	No	Town
Jan 31	21D00 Hemorrhage Laceration	No	Town

Training

- Hazmat awareness starts
- 1012 level 1 fire officer starts
- Naloxone overdose training
- Driver training and pre-trip inspections

Other

- Members shoot fireworks for first night
- Members cook hotdogs for first night
- Home school students, 3 hall tours
- Wildfire hazard assessment from Province

Membership, 55, 50 responding, 4 juniors, 1 new recruit, 4 on leave of absence.

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: February 10, 2026

Re: Ambulance Service Advocacy Options

1.0 PURPOSE:

To present Council with options to pursue channels of advocacy to improve the Ambulance Service Levels in the Town of Barrhead

2.0 BACKGROUND AND DISCUSSION:

Subsequent to the AHS/Associate Ambulance FOIP Request RFD presented today and Administration's recommendation to pursue an advocacy strategy to improve ambulance service levels, the following options are presented below:

1) Health Quality Alberta:

- a. Provincial Agency working to improve patient safety, person-centered care, and health service quality. Health Quality Council of Alberta Act. (Contact: Telephone or email)

2) Acute Care Alberta:

- a. Under the Ministry of Hospital and Surgical Health Services
- b. Introduced an Acute Care Action Plan with one of its priorities to modernize EHS to ensure paramedics and ambulances are available to quickly respond to emergency events. (Contact: Telephone or email the Director or Manager of Quality Planning and Performance Branch)

3) Community Engagement & External Relations

- a. Collect community input and feedback to address the health needs of Albertans and bring decision-making to the local level. Hold engagement events. (Contact: Telephone or email)

4) Office of the Alberta Health Advocates

- a. The Advocates refer people to the appropriate programs and services to address complaints. Alberta Health Charter and Alberta Health Act. (Contact: Telephone or mail, or email)

5) Alberta Government

- a. Matt Jones, Minister of Hospital and Surgical Health Services – Acute Care falls under this ministry which oversees Ambulance and Emergency Health Services. (Contact: Telephone or mail, or email)

6) Regional Advisory Council

- a. Established by the Minister of Primary and Preventative Health Services. Members provide advice and recommendations to improve the health care system.
- b. Regional Advisory Councils represent their communities and unique needs.
- c. Barrhead is within Council 6 boundary with an opportunity to apply to sit as a council member. (Contact: email)

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1 Council may choose to accept the advocacy options as information.
- 3.2 Council may choose to table this item for a future date.
- 3.3 Council may choose to direct Administration to draft a message and bring it back to Council.

4.0 FINANCIAL IMPLICATIONS:

None.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Based on Council's decision, resource time may be required of Administration to work with Council and potential Town stakeholders to draft appropriate messaging and deliver said messaging as directed.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Choosing an advocacy option that creates an opportunity to interact with the Province will increase the Town's visibility and health services needs with decision makers. In addition, a Minister's Dinner is held once a year which serves as an opportunity for the CAO and Council to sit with Ministers. It is highly recommended to attend this event in 2026 as it may provide an additional opening to raise these concerns to the Minister of Hospital and Surgical Health Services and/or the Minister of Primary and Preventative Health Services if they are in attendance.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Continuing to investigate the cause and affect of ambulance service levels paired with a strategy to advocate the Town's needs with the Province demonstrates Council's commitment to the public's needs and to their role as ambassadors for the community.

8.0 ATTACHMENTS:

- 8.1 Summary of Advocacy Options
- 8.2 Premier's Mandate Letter
- 8.3 Regional Advisory Council's Framework
- 8.4 Regional Advisory Council's Terms of Reference.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council review the advocacy options and work with Administration to identify which advocacy channels and strategy would best result in changes and then develop the messaging to be disseminated accordingly.

10.0 PROPOSED MOTION(S):

That Council direct Administration to draft an Ambulance Services Advocacy Strategy with key speaking points and a call to action to be presented at a future Council meeting.

(original signed by the CAO)
Collin Steffes
CAO

Health Services Advocacy Options

1. Health Quality Alberta

210, 811 – 14 Street NW
 Calgary, Alberta, Canada T2N 2A4
<https://hqa.ca>
 T: 403.297.8162 (Toll Free:
 855.508.8162)
 F: 403.297.8258
 E: info@hqa.ca

A provincial Agency that brings together partners from across the healthcare and academia to inspire improvement in patient safety, person-centred care, and health service quality.

- Their responsibilities, set forth in the Health Quality Council of Alberta Act, include:
 - o assist in:
 - the gathering of information and evidence, including by means of research activities and reviews,
 - the evaluation of programs and other initiatives, and
 - the synthesis, dissemination and exchange of knowledge relating to patient safety, person-centred care and health service quality in Alberta;
 - o identify effective practices and make recommendations for the improvement of patient safety, person-centred care and health service quality;
 - o assist in the implementation and evaluation of activities, strategies and mechanisms designed to improve patient safety, person-centred care and health service quality;
 - o engage with Albertans on their experience and satisfaction with patient safety, person-centred care and health service quality;
 - o other activities as provided for in the regulations or required by a directive of the Minister under section 22.1.

2. Acute Care Alberta

Henry, Ryan
 Director
 Quality Planning and Performance Branch
 Hospital and Surgical Health Services
 Phone: 587 335-7609

Yu, Jade
 Manager, Acute Care Quality and Performance
 Quality Planning and Performance Branch
 Phone: 780 231-2792

Ambulance and Emergency Health Services is under the Ministry of Hospital and Surgical Health Services

- Working directly with service providers, the network of hospitals, urgent care centres, and EMS ensures fast access to essential services across Alberta.
- Improved access to high-quality care, whether for emergencies or ongoing treatments, shorter wait times for emergency departments, surgeries and EMS response, and specialized services



3.

Phone: 1-877-275-8830
Email: community.engagement@ahs.ca.

Community Engagement & External Relations

- AHS is committed to engaging with Albertans in a meaningful way. Our five values - compassion, accountability, respect, excellence, and safety - guide how we engage with Albertans and how we make decisions.
- We are dedicated to being visible in communities across Alberta, talking to the right people at the right time and for the right reasons. We develop relationships and engage with Albertans on healthcare issues that matter to them. Community input and feedback helps us address the health needs of Albertans and bring decision-making to the local level.

4. Office of the Alberta Health Advocates

Hours: 8:15 am to 4:30 pm (open Monday to Friday, closed statutory holidays)

Phone: [780-422-1812](tel:780-422-1812)

Toll free: [310-0000](tel:310-0000) before the phone number (in Alberta)

Fax: 780-422-0695

Email: info@albertahealthadvocates.ca

Address:

Office of the Alberta Health Advocates
106th Street Tower – 9th Floor
10055 106 Street
Edmonton AB T5J 2Y2



5.

Jones, Matt
Minister of Hospital and Surgical Health Services
Members of Executive Council
Executive Branch
227 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6
Phone: 780 644-8417

Order in Council 147/2025:

- Separated the department of Health into the department of Primary and Preventative Health Services and the department of Hospital and Surgical Health Services. Acute Care Alberta falls under this Ministry which oversees Ambulance and Emergency Health Services.
- Premier Steele's recently wrote a Mandate letter to the Minister to include the expectation to regularly and proactively reach out to all ministry-related stakeholders in order to take feedback and identify potential solutions on issues of importance to them, including finding ways our government can reduce burdensome and unnecessary red tape and barriers that are hurting their members' ability to grow the economy and improve quality of life for the Albertans they

6. Regional Advisory Council

Advisory Councils Secretariat:
Hours: 8:15 am to 4:30 pm (M to F)
Phone: 780-644-0878
Email: Health.RAC@gov.ab.ca

The Minister of Primary and Preventative Health Services establishes the Regional Advisory Councils. Members provide advice and recommendations to improve the health care system. The minister appoints council members and designates the chair and vice-chair.

The councils support local decision-making by representing the perspectives of the regions they serve. Council members engage with their communities and provide their insights and advice to health ministries.

Regional Advisory Councils represent their communities' perspectives and unique needs. Members will:

- provide local and regional perspectives to advise government on clinical service planning, and capital and workforce planning
- engage with local communities and gather input
- identify health care issues and explore solutions through working with government and health care partners, including relevant government departments, provincial health agencies, service providers and local community representatives
- investigate opportunities for the health care system to better support local decision-making

The councils are not decision-making bodies.

To apply: health.recruitment-rac@gov.ab.ca, provide your resume and contact information

All council members must be 18 years or older and Alberta residents.

Members must:

- be able to engage with their community
- understand the needs of their region
- prepare for, attend, and participate in council meetings
- be willing to consider diverse perspectives
- provide advice to the health ministries on issues affecting their community

Time commitment

4 to 6 meetings per year.

A mix of virtual and in-person meetings.

There may be other commitments outside of council meetings, such as taking part in community engagements and preparing for meetings.



Current members

- Brenda Rebman (Chair) – Pigeon Lake
- Waseem Jabre (Vice-Chair) – Drayton Valley
- Ifrah Anjum – Wetaskiwin
- Nancy Dodds – Drayton Valley
- Kathy Duerr – Whitecourt
- William (Bill) Elliot – City of Wetaskiwin
- Jeff Goebel – Swan Hills
- Jackson Heraid – Beaver County
- Rhonda Lees – Drayton Valley
- Kelly Muir – Alberta Beach
- Randy Rye – Drayton Valley
- Dana Severson – Whitecourt
- John Strong – Wetaskiwin



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

October 8, 2025

The Honourable Matt Jones
Minister of Hospital and Surgical Health Services

Dear Minister:

Thank you for your continued service to the people of Alberta and for your leadership within our government.

Albertans have entrusted us with a clear mandate: to deliver results, strengthen our communities, and build a future rooted in prosperity, opportunity, and responsible governance. Our government was elected to get the job done – and that is exactly what we will do.

Your ministry has had great success and accomplished several important milestones that reflect your commitment to serving Albertans. Some of these include:

- Standing up Acute Care Alberta, the new provincial health agency that will oversee Alberta's acute care system, and the three provincial health corporations – Cancer Care Alberta, Give Live Alberta and the Emergency Health Services corporation. Together, these organizations will improve the accountability and coordination of acute care services, and help ensure all Albertans can access high-quality care, when and where they need it.
- Advancing implementation of the Alberta EMS Provincial Advisory Committee's recommendations, to better support paramedics and strengthen a sustainable Emergency Health Service system for Albertans now and into the future.

These achievements have laid a strong foundation for the work ahead and demonstrate your team's ability to turn vision into action.

Under your leadership as Minister of Hospital and Surgical Health Services, I expect you to work closely with your Cabinet and Caucus colleagues and the public service through the Committee, Cabinet, and legislative processes to deliver on the following commitments to support Albertans, including:

- Fully implement an activity-based funding model for the provision of insured surgical services that ensures a decrease in overall wait times, better value for taxpayer dollars and improves the patient experience. Furthermore, ensure all qualified public and private service providers can compete for the opportunity to perform these services so that innovation and efficiency are rewarded with the opportunity to perform additional surgeries.



Premier of Alberta

Office of the Premier, 307 Legislature Building, Edmonton, Alberta T5K 2B6 Canada

- As lead, and in cooperation with the Ministers of Primary and Preventative Health Services, Assisted Living and Social Services and Mental Health and Addiction, meaningfully improve emergency health services response times and cut emergency room wait times.
- Publicly track and disclose online, wait times for all common surgeries and related health care services.

In addition, I expect you to provide support on further initiatives overseen by your colleagues:

- Working closely with the Minister of Primary and Preventative Health Services, who is the lead, and the Ministers of Assisted Living and Social Services and Mental Health and Addiction, ensure the completion of the restructuring and refocusing of the provincial health care system into the four new health delivery agencies and support integration of the system.
- Working in cooperation with the Minister of Assisted Living and Social Services, who is the lead, to commence the transition of non-acute patients in hospitals to alternative settings outside of the hospital that are more appropriate to their health status and needs.
- Continue work with the Minister of Technology and Innovation, who is lead, and the Minister of Primary and Preventative Health Services improve effectiveness of the IT systems used throughout Alberta's health system. This should include final implementation of the Mobile Health Card and Alberta Wallet and working with the Minister of Service Alberta and Red Tape Reduction to incorporate personal health numbers onto Albertans' driver's licenses and IDs.

I direct you to work closely with the public service, including your Deputy Minister and other senior officials in your ministry, to support the priorities outlined in this letter with the highest standard of professionalism, integrity, and creativity.

I also expect you to regularly and proactively reach out to all ministry-related stakeholders in order to take feedback and identify potential solutions on issues of importance to them, including finding ways our government can reduce burdensome and unnecessary red tape and barriers that are hurting their members' ability to grow the economy and improve quality of life for the Albertans they serve.

Together with you and our Caucus and Cabinet colleagues, I look forward to continuing the important work we have started and to get the job done.

Sincerely,

TOB Regular Council Agenda Package
Hon. Danielle Smith
Premier of Alberta



Operational Framework Regional Advisory Councils

Operational Framework: Regional Advisory Councils | Alberta Primary and Preventative Health Services

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Introduction

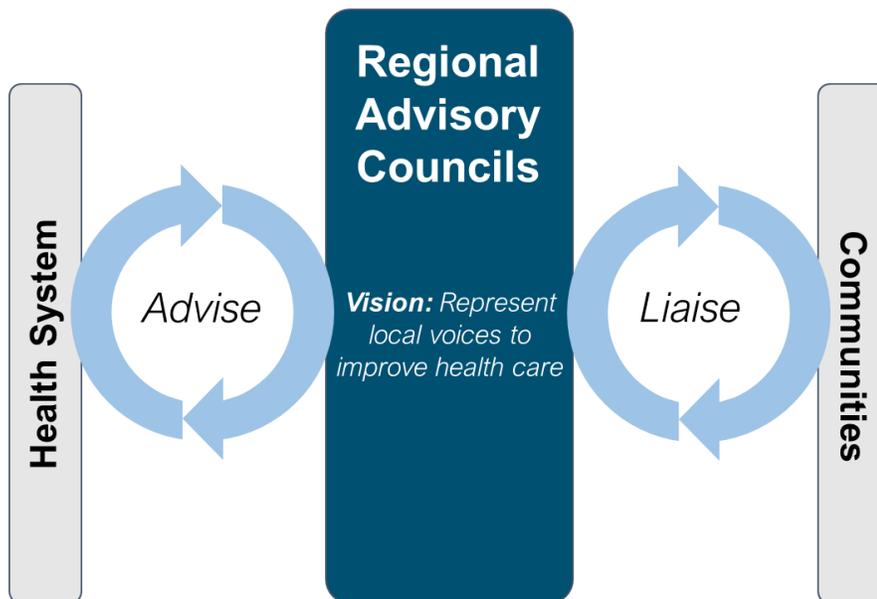
In November 2023, Alberta began to refocus the health care system to improve health outcomes for Albertans and empower health care workers to deliver quality care across the province.

As part of this work, the government committed to having local voices more involved in the process. New regional advisory councils and an Indigenous Advisory Council are ways for these local voices to provide input and advice on health care matters.

Vision

Represent local voices to improve health care.

Purpose



Appendix B Figure 1: Overview of Regional Advisory Council functions

Councils have two key roles: **advise** and **liaise**.

The Councils give **advice** and recommendations, and identify concerns and issues, to government on health care-related matters. This includes the ministries of Primary and Preventative Health Services, Hospitals and Surgical Health Services, Mental Health and Addiction, and Assisted Living and Social Services. Government also includes the Integration Council, which is a formal body of senior leadership in government and the provincial health agencies that works to align and integrate health care services within the system.

Through the government, the Councils may also provide advice or recommendations to the provincial health agencies that deliver health care services. The Advisory Council Secretariat

(Secretariat), a branch within Alberta Primary and Preventative Health Services, supports the linkage between the Councils and government.

The scope of the Councils spans the whole health system, including advice related to clinical service planning, capital planning, and workforce planning. The Councils have opportunities to hear about these areas and provide recommendations to the relevant department or provincial health agency. They can also expect a response from the accountable organization.

Councils also **liaise** with Albertans in their communities to represent the perspectives of their communities. This will happen through purposeful and ad-hoc engagements. Councils will decide on the purpose, topic and engagement activities, while also exploring ways to align engagement with the region's health care priorities. Community members may also bring up issues and provide advice to individual Council members for their consideration.

Regional Advisory Councils and the Indigenous Advisory Council will collaborate and share information as necessary to achieve the objectives of each type of council. This includes potential dual members, which would be individuals who hold a seat on both a regional council and an Indigenous council. More information on the Indigenous Advisory Council is available at alberta.ca/healthcouncils.

Eligibility criteria to become a regional advisory council member and a further description of member responsibilities is available in the [Terms of Reference](#).

Objectives

The objectives of each Council are to:

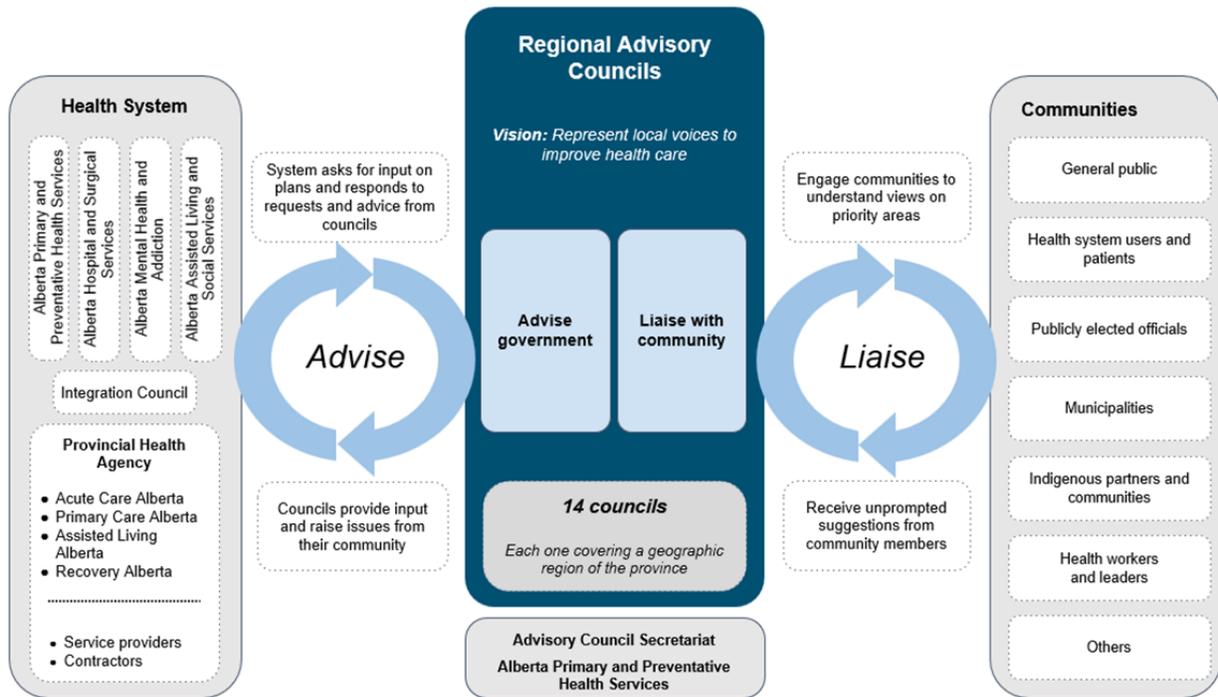
- Bring local and regional perspectives to advise on health clinical service planning, capital planning and workforce planning.
- Engage with local communities and gather community input.
- Identify health care issues and explore solutions, through working with government and health care partners including relevant government departments, provincial health agencies, service providers and local communities.
- Investigate opportunities for the health system to better support local decision making.

Operational process

As stated in the vision, the Councils “represent local voices to improve health care.” The operational process outlines the main actions councils will take to achieve the vision.

The Councils will collect perspectives and feedback on health care from Albertans who live in the Council's region. Together with the Council members' own experience and knowledge, this information will help form advice and input from the Councils about the health care system. This will be either through a Council's own initiative, or on request from the health care system.

Appendix B Figure 2: a more detailed view of Regional Advisory Council functions



1 | Advise the health care system

1.1 Description

Councils provide input on planning documents that reflect the general views of their region, while also offering advice on health care issues that matter to members and their communities.

1.2 Process

Councils will provide advice as both feedback in response to requests from government and input and raise issues from their community to the health care system.

Requested feedback

Government ministries and provincial health agencies will share items such as clinical services plans, workforce plans, capital plans and other items with councils to seek input, as appropriate.

Council members have a wide range of lived and professional experience and are deeply rooted in their communities. Members will draw on these experiences and reflect on the feedback received through community engagement and interactions to guide their input being solicited by the health care system.

Contributing to system planning represents a collaborative approach for how Council feedback and perspectives will be formally incorporated into system planning.

Regional advice

RACs will identify health care priorities and issues in their region and offer unsolicited information to the health care system – either through advice, recommendations or for awareness. Members will bring together their own knowledge and experience with insights gained through community engagement to guide this type of input.

Councils can also request information from the health care system and/or plan community engagement to help understand regional health issues to support this work.

Community members may seek out council members to share concerns and perspectives. Councils may also raise emerging issues and bring urgent matters to the attention of the health system.

1.3 Council activities

- **Identify local health needs:** prioritize issues and propose desired outcomes.
- **Review plans:** Review plans provided by the system and gather other additional sources of information to inform recommendations.
- **Provide input:** Discuss the system plans and other documentation during Council meetings and provide perspectives and recommendations to improve system planning.
- **Highlight emerging issues:** elevate and report more urgent health service delivery issues.
- **Share information with communities:** Provide communities with updates on recommendations and system responses to issues affecting local regions, where appropriate.

2.1 Description

Council members represent the region in which they live. Understanding the priorities and concerns of the various communities in a council region will lead to input that is more meaningful.

2 | Liaise with the community

2.2 Process

There are two main ways to understand the views of community members. One is to go out and ask community members through planned engagements. The other is when community members reach out to Council members individually to identify challenges, share ideas, and offer suggestions.

For planned engagements, councils will decide on the purpose, topic, and engagement approach. Some examples of planned engagement are:

- Town halls
- Coffee conversations
- Website / email submissions
- Surveys
- Focus groups

Council members will contribute as desired – for example, some members may elect to attend community engagements and observe, others may want to lead or facilitate community dialogue. These engagement sessions may themselves be a Council meeting or occur in addition to the regular schedule of Council meetings.

2.3 Council activities

- **Determine engagement strategy:** Determine appropriate approaches for community engagement that will support Councils in effectively hearing community voices. This involves selecting topics and approaches that align with the Council's Annual Plan and are within the operating budget of a council.
- **Plan engagement activities:** Identify focus topics, desired outcomes, key communities, stakeholders, partners and approaches for engagement.
- **Attend and participate in engagement activities:** Take part in community engagement activities, providing support or leadership as needed.
- **Listen to community members:** Gather feedback from the communities on the issues that are affecting local regions through planned and ad-hoc engagement.
- **Decide what feedback to move forward:** Determine how to action information gathered through community feedback. This would include an accelerated process for handling issues raised by the community as appropriate.

Future

If Councils are successful in their efforts, then:

- Advice is representative of general community views and priorities.
- Councils have appropriate and structured avenues to provide recommendations to the system and to decision makers.
- Councils have awareness of system priorities and constraints, and access to relevant information to provide meaningful advice to improve the system.

Terms of Reference

Regional Advisory Councils

1. Background

Alberta's health care system is evolving towards a unified health care system with sector-based provincial health agencies and a variety of health service providers, as referred to, in part, in the preamble to the *Provincial Health Agencies Act* (PHAA).

As the oversight Minister responsible for the PHAA, the Minister of Primary and Preventative Health Services (Minister) is responsible for the strategic direction of the health care system in Alberta. In order to obtain advice and recommendations with respect to the health care system in Alberta, the Minister is establishing 14 new Regional Advisory Councils (RACs), with members who are able to bring forward local priorities and who reside in the 14 different geographical areas marked on the map attached as Appendix A to these Terms of Reference.

The Minister also intends to establish a new Indigenous Advisory Council (IAC), and the Minister may choose to appoint the same member(s) to both a RAC and the IAC.

2. RACs' Names

The 14 RACs are established geographically across the Province of Alberta, according to the map attached as Appendix A to these Terms of Reference.

For ease of reference, the 14 Advisory Councils are currently named as RAC 1 to RAC 14. However, each RAC may be re-named by the Minister, following receipt and review of any recommendations for the name of each RAC that are provided to the Minister following each such RACs' inaugural meeting.

For clarity, the delineated geographical areas in Appendix A are simply called "regions" solely for the limited purposes of these Terms of Reference, and the term "region" is the physical area and locality in which a member of a RAC (Member) must reside for purposes of being appointed to that area's RAC. The different geographical areas marked as numbers 1 to 14 on Appendix A are not health regions, and these Terms of Reference are not establishing, or purporting to establish, a health region as that term is used in the PHAA.

3. Purpose

The RACs will enable local engagement by sharing community perspectives, bringing forward local priorities and providing input, advice, and recommendations to the oversight Minister on how to improve the health care system.

4. Scope

RACs are advisory bodies only. Each RAC provides advice and recommendations to the oversight Minister relating to the health care system in Alberta which is intended to be representative of general community views of the applicable geographic area and the priorities of such area's local health care system and issues.

Functionally, through the Advisory Council Secretariat (Secretariat), RAC's advice and recommendations may be shared with other relevant Government of Alberta departments (Departments) and provincial health agencies that are responsible for the subject matter being referred to in the RAC's advice or recommendations, as requested or required by the Minister.

For clarity, the RACs only make decisions on advice and recommendations that they provide to the Minister pursuant to, and in accordance with, these Terms of Reference. RACs do not provide any health services as that term is defined in the *Health Information Act*.

5. Objectives

The objectives of each RAC are, for their delineated geographical area, to:

- Bring local and regional perspectives to advise on health clinical service planning, capital planning and workforce planning.
- Engage with local communities and gather community input.
- Identify health care issues and explore solutions, through working with government and health care partners including relevant government departments, provincial health agencies, service providers and local communities.
- Investigate opportunities for the health care system to better support local decision-making.

6. Authority

Section 1.5 of the PHAA authorizes the oversight Minister to establish, by way of ministerial order, advisory councils for the purpose of providing advice and recommendations to the oversight Minister, sector Minister or provincial health agencies.

Section 25(2) of the *Interpretation Act* provides the Minister with the authority to appoint and set the terms and conditions of such appointments for the Members and chair of the RACs being established pursuant to s. 1.5 of the PHAA.

The above provisions are the authorities for establishing the RACs, appointing Members, and setting the terms and conditions of such appointments.

Further, for clarity, the Minister may, at any time, delegate any power, duty and function relating to any and all RACs in writing to any person, except the power to delegate.

7. Membership

(a) General

In these Terms of Reference, the reference to “RAC Members” or “Members” includes the chair and vice-chair, as appropriate.

The Minister appoints all Members. There shall be a minimum of five (5) to a maximum of sixteen (16) Members for each RAC, including the chair and vice-chair. However, no vacancy on a RAC impairs the right of the remaining Members of such RAC to act until any vacancy is filled.

For clarity, the Minister may also appoint any person to be a member of an IAC, as well as a Member of a RAC, for the geographic area in which such person resides and such a Member must act in accordance with the confidentiality and conflicts of interest provisions in these Terms of Reference, the RAC code of conduct approved by the Minister (RAC Code of Conduct), and the IAC code of conduct approved by the Minister (IAC Code of Conduct).

(b) Chair

The Minister appoints and designates the chair of each RAC by way of ministerial order.

(c) Vice-Chair

The Minister appoints and designates the vice-chair of each RAC. The vice-chair will act as the chair of that RAC in the event of that chair’s absence or inability to act as the chair. When so acting as the chair, the vice-chair has the authority and duties of the chair.

(d) Eligibility

To be eligible to be appointed as a RAC Member, a person must:

- be 18 years or older and a resident of Alberta and of the geographic area of the RAC to which they are being appointed; For clarity, for purposes of these Terms of Reference only, a “resident of Alberta” is deemed to include a resident of the City of Lloydminster even if such person resides in an area of Lloydminster that is outside of Alberta;
- be able to take an active role and engage with their community;
- understand the general health care needs of communities in their region;
- prepare for, attend, and participate in RAC meetings;
- be willing to consider diverse perspectives;

- provide input, advice, and recommendations on issues affecting their community; and
- agree to abide by the RAC's Code of Conduct.

(e) Skills and experience

Members must have one or more of the following skills/ experiences:

- volunteer or work experience in their communities;
- basic knowledge and understanding of Alberta's health care system;
- strong communication skills;
- the ability to effectively cultivate respectful relationships and demonstrate integrity, impartiality, collaboration, and inclusiveness;
- the ability to effectively foster respect for the beliefs and traditions of others; and
- the ability to effectively discourage behaviours or practices that may be perceived as unfair, biased, or critical towards others.

8. Roles and Responsibilities

(a) Members:

For the duration of their term as Members, each Member will:

- Prepare for, attend and participate in RAC meetings on a regular basis;
- Attend and participate in applicable RAC training;
- Submit agenda items and supporting documentation/materials as appropriate, which could include items reasonably required or requested by the chair;
- Accept and complete assignments relating to the RAC as reasonably requested and assigned by the chair;
- Support recommendation-making and consensus-building within the RAC;
- Maintain awareness of local health care-related issues and priorities;
- Identify opportunities for the health system to better support local decision-making;
- Participate in community engagement activities relating to the RAC, as necessary and reasonably requested by the chair or Minister;
- Recommend areas for the RAC to focus on and prioritize in delivering on its purpose, scope, and objectives;
- Comply with all applicable laws, the RAC's Code of Conduct, and other applicable policies and processes; and
- Sign a Non-Disclosure Agreement (NDA), as required by the Minister and as provided by the Secretariat.

(b) Chair:

The chair of a RAC has Member responsibilities as well as the following additional duties:

- Co-develop, with the Secretariat, meeting agendas, taking into account input from Members;
- Call and chair their RAC meetings with the support of the Secretariat;
- Provide input to the Secretariat on training opportunities for Members, and attend and participate in applicable RAC training;
- Act as that RAC's representative to the Minister;
- Report their RAC's advice and recommendations (including an annual plan and annual report) to the Minister;
- Meet and engage with the Minister, sector Minister(s), other RAC chairs, IAC chair, the Integration Council, staff from the Ministries of Primary and Preventative Health Services, Hospital and Surgical Health Services, Mental Health and Addiction, and Assisted Living and Social Services, the Secretariat, provincial health agencies, and others, as reasonably requested;
- Invite subject matter experts and other external organizations or individuals to attend meetings, following discussion with the Secretariat and council members; and
- Act as council spokesperson, as needed.

9. Remuneration and Expenses

Members may only receive payment of or reimbursement for expenses incurred while in the course of their duties as Member of a RAC in accordance with the Government of Alberta Travel, Meals and Hospitality Expense Policy, as may be amended from time to time, and subject to review.

For clarity, Members will not be remunerated for the time spent on the business of a RAC, including any time spent travelling to/from any RAC or other RAC-related meeting or event.

10. External Input

Subject to the prior approval of their chair, a RAC may seek input or consultation from subject matter experts and other organizations or individuals, including Departments, having regards to their appropriate and relevant experience and/or expertise (Guests).

Individuals who are invited to attend a RAC meeting or otherwise engage or participate with a RAC may be required by the Minister to sign a NDA, provided by the Secretariat, in advance of their involvement relating to or associated with any RAC.

For clarity, Guests do not participate in determining any consensus, vote on any matter including on any RAC advice or recommendation to be provided to the Minister and/or count towards establishing quorum of any RAC meeting.

11. Term

The term of office for each Member shall be determined upon appointment by the Minister and shall not exceed three years. Members may be eligible for re-appointment and may serve a maximum of six consecutive years.

12. Rescission of Appointment

A Member may be removed at any time without notice at the discretion of the Minister.

13. Meetings / Time Commitment

Each RAC shall be expected to meet four to six times over a full fiscal year, or as reasonably required by the chair. RAC meetings may be conducted either in person or virtually, including by teleconference, at the chair's discretion. However, it is intended that approximately two meetings will be held in person per year.

Members may also be required to participate in some RAC-related functions outside of RAC's regular meetings, such as taking part in community engagements, as may be reasonably requested by the chair.

14. Decision-making

RAC advice and recommendations to the Minister are to be made by consensus amongst the Members of a given RAC who are present at a meeting of such RAC.

However, where consensus cannot be reached (as determined by the chair in their sole discretion), a vote will take place among Members in attendance at a RAC meeting with the majority of those in attendance at such meeting deciding on the RAC advice or recommendation, provided there is quorum. In the event of a tie vote, the chair will make the final decision.

Quorum for a RAC meeting is defined as fifty per cent of the Members appointed to that RAC at the date of such RAC meeting.

For clarity, unless the Minister determines otherwise, all procedural matters relating to a RAC will be decided by such RAC's chair following consultation with the Secretariat.

15. Secretariat Support

Secretariat support and administrative services will be provided by Primary and Preventative Health Services Advisory Councils Secretariat employees and other individuals who have been assigned, from time to time, to perform such duties (Secretariat support staff). For clarity, Secretariat support staff do not participate in determining any consensus, vote on any matter including on any RAC advice or recommendation to be provided to the Minister, and/or count

towards establishing quorum of a RAC meeting. Secretariat support and administrative services include but are not limited to:

- acting as a liaison with the chair and membership of RACs;
- coordinating and arranging for relevant training for RAC members and the chair;
- scheduling meetings, preparing and distributing agendas, minutes, other materials for meetings, and reports and other deliverables from the RACs to the Minister, as requested or required by the chair or the Minister;
- taking minutes, recording advice and recommendations from each meeting;
- scheduling, helping to prepare material, attending and preparing reports for RAC community engagements, as required;
- complying with the *Freedom of Information Protection of Privacy Act* and regulations thereunder and other applicable privacy laws and regulations, as may be made, amended, and/or replaced from time to time;
- maintaining records in accordance with the Records Management Regulation and Government of Alberta's policies and guidelines, including any records disposition schedule, as may apply and/or as may be amended from time to time; and abiding by directions of the Minister relating to RAC information and records, as may be made from time to time;
- together with the chair, establish and implement a privacy management program consisting of documented policies and procedures that promote the RAC's compliance with its duties, as may be required by applicable law;
- collecting, organizing, storing, disclosing, and/or destroying information and materials related to the RACs (including documents and other materials that are returned by any Member or the chair), as is appropriate and in accordance with applicable privacy laws;
- arranging for receipt and payment of Members' expense claims, and other required payments related to the RACs; and
- any other administrative or secretariat support as may be reasonably requested by the chair or the Minister relating to the RACs.

16. Reporting

With the assistance of the Secretariat, and as part of its advice and recommendations to the Minister, each RAC will develop an annual report to be presented to the Minister by June 30 of each year that will cover activities of the RAC during the previous fiscal year.

Further, starting with fiscal year 2025/2026, and prior to the start of the fiscal year, each RAC will also prepare an annual plan covering the upcoming fiscal year outlining its priorities and expected activities. Such plan will then be presented to the Minister by the chair by April 30 or as directed by the Secretariat.

Other updates and reporting may be required as directed by the Minister.

17. Confidentiality

Members must follow confidentiality guidelines outlined in the RAC's Code of Conduct.

In addition, Members will be required to sign and comply with a NDA in respect of confidential information.

All Members, Secretariat staff, and Guests must comply with Alberta's *Freedom of Information and Protection of Privacy Act*, as may be made, amended, and/or replaced from time to time, and any applicable privacy laws that govern the collection, use, disclosure and safeguarding of information.

These confidentiality obligations of a Member survive the expiry of each Member's term (or earlier rescission or termination of their appointment) on the RAC.

18. Conflicts of Interest

All Members must act impartially in carrying out their responsibilities. Recognizing that Members have interests outside the RAC, Members must avoid actual or potential conflicts of interests, and must, at all times, comply with the RAC Code of Conduct, including the conflict of interest provisions therein.

As provided for and as described further in the RAC Code of Conduct, in the course of carrying out Member duties, no Member shall take part in an action or advance any RAC advice or RAC recommendation that may further the Member's Private Interest (as defined in the RAC Code of Conduct) or benefit a person directly associated with the Member.

19. Public communication

Members shall direct any proposed public communications or media inquiries regarding the RAC to the chair of their RAC, through the Secretariat. The chair will obtain prior approval, through the Secretariat, for any proposed public or media communications, including any responses to any media inquiries relating to/associated with the RAC.

Appendix A: Map of Regional Advisory Councils

