AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, SEPTEMBER 08, 2026 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

1. Call to Order

2. Consideration of Agenda (Additions - Deletions)

3. Confirmation of Minutes

   (a) Regular Meeting Minutes – August 25, 2026

4. Public Hearing

   (a) None

5. Delegations

   (a) Barrhead & District Social Housing Association– Mira Agnew and Tyler Batdorf

6. Old Business

   (a) None

7. New Business

   (a) Economic Development Update – Jenny Bruns and Gwen O'Mahony

   (b) Community Grant Funding Recommendation – Jennifer Mantay

   (c) Rescheduling of September 22 Regular Council Meeting – Jodie Lyons

8. Reports

   (a) Council Reports

9. Minutes

   (a) None

10. Bylaw

   (a) Non-Residential Tax Incentive Bylaw – Jenny Bruns

11. Correspondence Items

   (a) Barrhead Regional Fire Services – August Report
   (b) Minister Assisted Living & Social Services - ADAP

12. For the Good of Council

13. Tabled Items

   (a) None

14. Closed Session

   (a) Section 19 *Access to Information Act (ATIA* - Business Interests of a Third Party
   (b) TSI Consulting - Barrhead & District Family Community Support Services
   Section 29 *Access to Information Act (ATIA)* – Advice from Officials

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL HELD TUESDAY, AUGUST 25, 2026, IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Officials: Collin Steffes, CAO, Jennifer Mantay, Director of Corporate Services, and Jodie Lyons, Municipal Coordinator

ABSENT Jenny Bruns, Director of Planning, Economic Development & Legislative Services

OTHERS Barry Kerton, Barrhead Leader

CALL TO ORDER

Mayor Assaf called the meeting to order at 5:30 p.m.

AGENDA

The agenda was reviewed.

243-26 Moved by Cr. Botros that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Regular Town Council Meeting of July 14, 2026, were reviewed.

244-26 Moved by Cr. Sawatzky that the Minutes of the Regular Town Council Meeting of July 14, 2026, be approved as presented.

CARRIED UNANIMOUSLY

DELEGATION

PARKS AND RECREATION UPDATE

Mayor Assaf welcomed Stacy Irwin, Sydney Miller and Jonathan Hynes from the Town of Barrhead Parks and Recreation Department to the meeting at 5:31 p.m.

Stacy Irwin, Sydney Miller and Jonathan Hynes provided a Parks and Recreation update to Council.

EXITED Mayor Assaf and Council thanked Stacy Irwin, Sydney Miller and Jonathan Hynes; they exited the meeting at 5:46 p.m.

245-26 Moved by Cr. Kluin that Council accept the Town of Barrhead Parks and Recreation Department information as presented.

CARRIED UNANIMOUSLY

OLD BUSINESS

**RFD SENSORY
EQUIPMENT PLACEMENT**

Shallon Touet, Director of Parks and Recreation, presented Council with options for the placement of four sensory equipment park features and to seek Council's direction regarding the preferred location and configuration.

246-26 Moved by Cr. Kluin that Council approve to direct Administration to distribute the sensory equipment along the Cecile Martin Park walking track, with the understanding that this approach would function more as a sensory walking trail than a centralized inclusive recreation area.

In Favour: Cr. Kluin, Cr. Oswald, Cr. Fylyshtan, Cr. Smith, Cr. Botros
Opposed: Mayor Assaf, Cr. Sawatzky

MOTION IS CARRIED

NEW BUSINESS

**BRIEFING NOTE:
BRWC WATER TREATMENT
PLANT CULVERT PROJECT**

Sheldon Flett, Director of Public Works, provided an update to Council on the Water Treatment Plant Culvert Project.

247-26 Moved by Cr. Oswald that Council accept the briefing as information.

CARRIED UNANIMOUSLY

**COMMUNITY GRANT
SELECTION COMMITTEE**

Jennifer Mantay, Director of Corporate Services, requested for Council to appoint two members of Council and two members of Administration to the Community Grant Committee established under the Community Grants Program.

248-26 Moved by Cr. Smith that Council appoint Cr. Sawatzky and Cr. Botros, to join Administration representatives Jennifer Mantay, Director Corporate Services and Shallon Touet, Director of Parks and Recreation to the Community Grant Committee.

CARRIED UNANIMOUSLY

249-26 Moved by Cr. Smith to destroy ballots used to vote for the Community Grant Selection Committee Elected Representatives.

CARRIED UNANIMOUSLY

**MONTHLY BANK
STATEMENT**

Jennifer Mantay, Director of Corporate Services, requested for Council to accept the Monthly Bank Statement to June 30, 2026, as presented.

250-26 Moved by Cr. Oswald that Council accepts the Monthly Bank Statement, to June 30, 2026, as information.

CARRIED UNANIMOUSLY

MONTHLY BANK STATEMENT

Jennifer Mantay, Director of Corporate Services, requested for Council to accept the Monthly Bank Statement to July 31, 2026, as presented.

251-26 Moved by Cr. Oswald that Council accepts the Monthly Bank Statement, to July 31, 2026, as information.

CARRIED UNANIMOUSLY

FINANCIAL STATEMENT REPORT

Jennifer Mantay, Director of Corporate Services, requested for Council to approve the Financial Statement Report ending June 30, 2026, as presented.

252-26 Moved by Cr. Botros that approve the Financial Statement Report to June 30, 2026, as presented.

CARRIED UNANIMOUSLY

COUNCIL REPORTS

The following Reports to Council as of August 25, 2026, were reviewed:

(a) Barrhead Library Board – Cr. Botros
(b) Barrhead Attraction & Retention Committee – Cr. Botros
(c) Barrhead & District Social Housing Authority – Cr. Smith

253-26 Moved by Cr. Kluin that the following Reports to Council as of August 25, 2026 be accepted as information:

(a) Barrhead Library Board – Cr. Botros
(b) Barrhead Attraction & Retention Committee – Cr. Botros
(c) Barrhead & District Social Housing Authority – Cr. Smith

CARRIED UNANIMOUSLY

CORRESPONDENCE

The following correspondence to Council was reviewed:

- Barrhead Regional Fire Services – July Report
- RCMP Q1 Provincial Community Report

254-26 Moved by Cr. Sawatzky that correspondence to Council is accepted as information.

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

Cr. Kluin wanted to congratulate the Barrhead Ag Society and the volunteers for their work with the Fair Days and Parade.

Cr. Fylyshtan wanted to give a shout out to the businesses and community groups who decorated floats and participated in the parade.

ADJOURN

255-26 Moved by Cr. Sawatzky that the Council Meeting be adjourned at 6:46 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

____
Mayor, Ty Assaf

____
CAO, Collin Steffes

COUNCIL DELEGATION REQUEST

TOWN OF BARRHEAD ALBERTA

Item: 5(a)

CONTACT INFO	CONTACT INFO (Alternate)
Tyler Batdorf	Mira Agnew
(NAME)	(NAME)
780-674-2787	780-674-2787
(TELEPHONE NUMBER)	(TELEPHONE NUMBER)
tbatdorf@bdsha.org	mira@bdsha.org
(EMAIL ADDRESS)	(EMAIL ADDRESS)
MAILING ADDRESS	MAILING ADDRESS
4321 52 Ave	
(STREET OR BOX ADDRESS)	(STREET OR BOX ADDRESS)
Barrhead, AB. T7N 1M6	
(CITY, ALBERTA, POSTAL CODE)	(CITY, ALBERTA, POSTAL CODE)

REPRESENTING

(BUSINESS, RESIDENT, INDIVIDUAL, COMMITTEE, GROUP, OR BOARD)

Barrhead & District Social Housing Association

PLEASE INDICATE THE DATE YOU WISH TO PRESENT TO THE TOWN OF BARRHEAD COUNCIL

Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting

(DAY)	(MONTH)	(YEAR)		(DAY)	(MONTH)	(YEAR)
08	September	2026	OR			

PURPOSE OF THE DELEGATION IS TO PRESENT THE FOLLOWING:(A COPY OF ALL INFORMATION REGARDING THE TOPIC MUST ACCOMPANY THE APPLICATION)

Providing an updated presentation to provide awareness of BDSHA's role in the community to Council.

☑ INFORMATION SHARING ☐ OTHER (PROVIDE DETAILS)

HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS? YES ☑ NO ☐

DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)? YES ☑ NO ☐

IF YES, PLEASE INDICATE WHAT IS REQUIRED:

Powerpoint Presentation

Please note: Council reserves the right to decline someone's request to appear as a delegation. Matters involving legal issues, personnel, private property, or other sensitive or confidential concerns may be addressed through an alternative method of communication with Council and/or Administration.

I/WE ACKNOWLEDGE THAT ONLY THE ABOVE MATTER WILL BE DISCUSSED DURING THE DELEGATION.

SIGNED	DATE (MM/DD/YY)	SIGNED	DATE (MM/DD/YY)
TB	Sept 4th, 2026		

The personal information collected on this form is to process your delegation to Council. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact jlyons@barrhead.ca or 780-665-8226 or at 4406 – 62A Avenue, Barrhead, AB. T7N 1A2

FOR OFFICE USE ONLY

☐ ADDED TO AGENDA	IN CAMERA: YES ☐ NO ☐	REFERRED TO:
OTHER DEPARTMENTS REQUIRED TO BE IN ATTENDANCE?		
APPROVED: YES ☐ NO ☐	CAO'S APPROVAL	MAYOR'S APPROVAL
ADDITIONAL COMMENTS/NOTES:		

APPEARING BEFORE COUNCIL AS A DELEGATION

1. Persons or organizations wishing to appear before Council as a delegation must submit this completed form at least 10 business days prior to the date of the requested Council meeting.
2. Include all pertinent background and related documents. This information will be included in the Council agenda package for consideration. The information provided should clarify the purpose of the delegation for Council.
    a. Delegation Request Form and related documents become part of the public record, however, only your name will be made available, and the other contact information (sensitive information will be excluded).
3. Delegations are limited to fifteen (15) minutes.
4. Delegations are to present information to Council. Council will not discuss or debate the information but after the presentation is concluded, Council members are permitted to ask questions of the delegation for clarification of that information.
5. Following your presentation, Council will acknowledge your presentation, and Council may or may not take future action on the information presented at a future meeting.

PROTOCOL WHILE AT COUNCIL

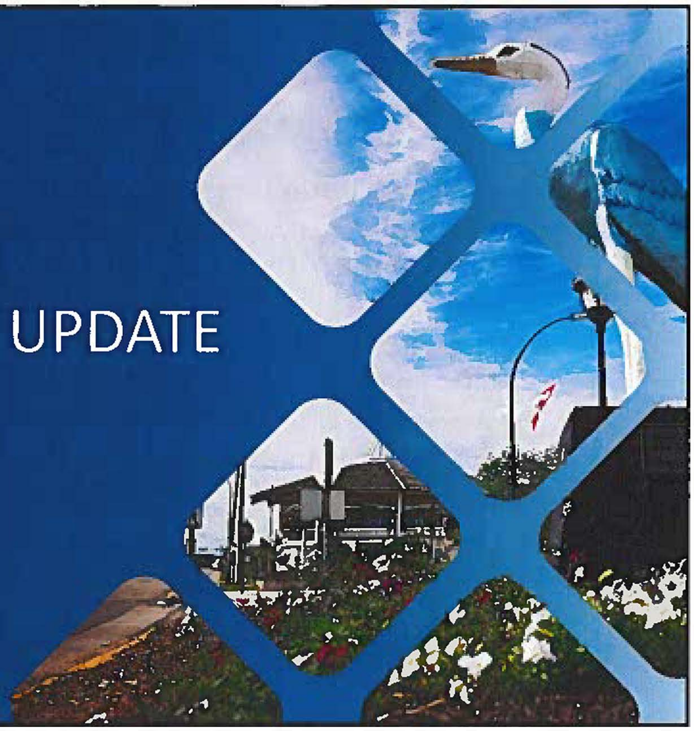
1. When asked to come forward, sit at the table provided, facing Council.
2. State your name, who you are representing and your position (i.e. manager, resident).
3. The Delegation may only speak directly to the presiding officer Mayor (or Council member):
4. You may only answer to the Mayor and take questions at the permission of the Mayor.

FURTHER INFORMATION

1. Be consistent in your message.
2. Be patient with the process and be respectful of the formality of the process and the time allotted.
3. Council may request more information if necessary.

TOWN OF
BARRHEAD
ALBERTA

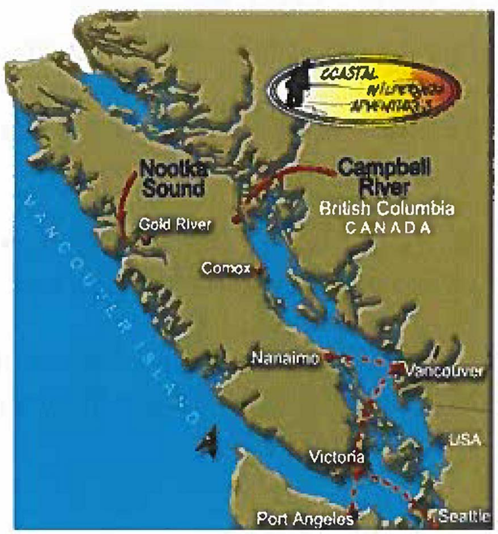
ECONOMIC DEVELOPMENT UPDATE



1

WELCOME to Gwen O'Mahony

- Introduction to Gwen and background.



TOWN OF
BARRHEAD
ALBERTA

2

ECONOMIC DEVELOPMENT INITIATIVES

a) **Business Retention & Expansion** – helping existing businesses remain viable, grow and invest.
b) **Investment & Development Attraction** – attracting new businesses, developers and capital.
c) **Housing & Community Readiness** – ensuring housing, land, infrastructure and approvals support growth.
d) **Workforce & Talent Development** – connecting employers with workers, students, training and recruitment.

TOWN OF BARRHEAD ALBERTA

3

ECONOMIC DEVELOPMENT INITIATIVES CONT.

e) **Entrepreneurship & Business Support** – providing businesses with information, tools, connections and programming.
f) **Tourism & Destination Development** – bringing outside spending into the community and building Barrhead's profile.
g) **Regional Partnerships & Marketing** – working collaboratively to increase the region's reach and investment profile.

TOWN OF BARRHEAD ALBERTA

4

BUSINESS RETENTION AND EXPANSION

a) Annual Business Survey
b) Business Visitation Program
c) Connecting businesses to resources
d) Facilitate opportunities for connection
e) LIFT Business Conference

Barrhead Chamber

L.I.F.T.
Business Conference & Trade Show

TOWN OF BARRHEAD ALBERTA

5

INVESTMENT AND DEVELOPMENT ATTRACTION

a) Business Visitations
b) Building Developer and Industry Relations
c) Marketing to region and province
d) RAIMS (developing value propositions)

Community Futures Yellowhead East

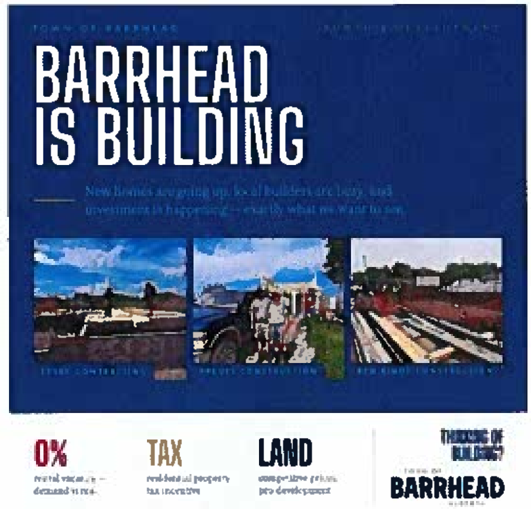
RIAMS
REGIONAL INVESTMENT AND ATTRACTION MARKETING STRATEGY

TOWN OF BARRHEAD ALBERTA

6

HOUSING AND COMMUNITY READINESS

a) Housing Strategy
b) Incentives
c) Infrastructure
d) Bylaw modernization
e) Marketing (Barrhead is Building)



TOWN OF
BARRHEAD
ALBERTA

7

WORKFORCE DEVELOPMENT

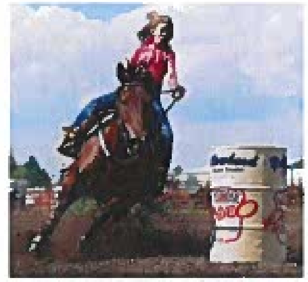
a) Career Fair organization
b) Connecting employers with workers
c) Training and recruitment

TOWN OF
BARRHEAD
ALBERTA

8

TOURISM DEVELOPMENT

a) Better in Barrhead
b) Tourism Industry Engagement (NW 16)
c) Bringing visitors via elevated events (Canada Day)



BETTER IN BARRHEAD

NORTHWEST OF 16 EXPLORE THE REAL ALBERTA

TOWN OF BARRHEAD ALBERTA

9

REGIONAL PARTNERSHIPS & MARKETING

a) RAIMS Project with CFYE
b) Alberta Innovates, RINS, REDS and Invest Alberta relations
c) Marketing for needs (labor, investment, tourism)

ALBERTA INNOVATES

Innovate Northwest REGIONAL INNOVATION NETWORK

InvestAlberta

TOWN OF BARRHEAD ALBERTA

10

THE STORY – PLANNING & ECONOMIC DEVELOPMENT

- Employers cannot expand without employees.
- Employees are difficult to recruit without housing.
- Housing developers need confidence that demand exists.
- New residents create customers for existing businesses.
- Businesses and amenities attract visitors and additional investment.
- Circular - **builds an economic ecosystem.**

TOWN OF BARRHEAD ALBERTA

11

TOWN OF BARRHEAD ALBERTA

Thank you

COMMENTS?

QUESTIONS?

12

Item No. 7(b)

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: September 8, 2026

Re: Community Grant Recipient Awards – August 2026 Intake

1.0 PURPOSE:

To present Council with the Community Grant Committee's recommendations for the awarding of funding to successful applicants from the August 2026 intake.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead Community Grant Program provides financial assistance to eligible community organizations and groups for initiatives that contribute to the social, cultural, recreational, and overall well-being of the community. The available funding during this intake period was $5,250.00.

Applications received for the August 2026 intake were reviewed by the Community Grant Committee in accordance with the eligibility requirements and evaluation criteria established under the Community Grant Program.

Following its review, the Committee developed funding recommendations for Council's consideration.

Council is being asked to consider the Committee's recommendations and approve the awarding of Community Grant funding for the August 2026 intake.

Community Grant Recipient Recommendation	Project/Program Description	Financial Funding Amount Requested	In-Kind Request Details	Committee Recommendation
Barrhead & District FCSS	Make the Connection		Curling Rink Rental - $240.00	Approve In Kind request of $240.00 for Curling Rink Rental
Barrhead Steelers Alumni	2nd Annual Steelers Alumni Tournament	$1,000.00 - $3,000.00		Approve financial funding of $2,000.00
Barrhead Community Garden Society	Dedication and Recognition Event	$1,500.00		Approve financial funding of $1,500.00

3.0 ALTERNATIVES:

3.1 That Council award the August 2026 intake funding as recommended by the Community Grant Committee.

3.2 That Council request additional information from the Community Grant Committee to be brought to a future meeting for discussion.

4.0 FINANCIAL IMPLICATIONS:

The total funding recommended by the Community Grant Committee is $3,740.00. The remaining $1,510.00 will be carried forward to the October 31, 2026 intake, resulting in total available grant funding of $6,760.00 for the October intake.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Approval of the Community Grant funding demonstrates the Town's continued support for local organizations and initiatives that benefit the community. Providing funding through an established application and evaluation process also supports transparency and consistency in the allocation of municipal funds.

8.0 ATTACHMENTS:

None

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council award the August 2026 intake funding to the following recipients:

- Barrhead & District FCSS: In-Kind support of $240.00 for Curling Rink Rental for Make the Connection Event.
- Barrhead Steelers Alumni: Financial funding of $2,000.00 for the 2nd Annual Steelers Alumni Tournament.
- Barrhead Community Garden Society: financial funding of $1,500.00 for the Dedication and Recognition Event.

10.0 PROPOSED MOTION(S):

That Council approve the August 2026 Community Grant funding allocations, as recommended by the Community Grant Committee, as follows:

- Barrhead & District FCSS – Make the Connection: in-kind funding of $240.00 for curling rink rental;
- Barrhead Steelers Alumni – 2nd Annual Steelers Alumni Tournament: financial funding of $2,000.00; and
- Barrhead Community Garden Society – Dedication and Recognition Event: financial funding of $1,500.00.

and further, that the remaining $1,510.00 be carried forward to the October 31, 2026, Community Grant intake.

(original signed by the CAO)
Collin Steffes
CAO

Item No. 7(c)

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: September 8, 2026

Re: Rescheduling of September 22nd Council meeting.

1.0 PURPOSE:

For Council to consider a recommendation to reschedule the September 22nd, 2026, Council meeting to September 29th, 2026.

2.0 BACKGROUND AND DISCUSSION:

The 2026 ABmunis' Convention & Trade Show is Alberta's largest annual municipal gathering taking place at the Edmonton Convention Centre from September 22-25, 2026. Each year council members attend the conference to participate in timely and relevant breakout sessions and plenary panels, conversations with provincial Ministers, networking with fellow delegates, and a Q & A session with the Premier of Alberta.

2.1 AGENDA:

a) Tuesday, September 22nd: Registration, Elected Officials Education Program, and Pre-convention Session – Legal Seminar.
b) Wednesday – Friday: Continued education sessions, addresses, networking, panel discussions, and review of resolutions.

2.2 SCHEDULING CONFLICT:

a) The next scheduled Regular Council Meeting is scheduled for September 22nd. With Council attending the conference on the same day, logistically it would be too difficult to hold the Regular Council meeting on the same day as previously scheduled.

2.3 MUNICIPAL GOVERNMENT ACT (MGA) REQUIREMENT:

a) Section 193(3) of the MGA states if Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change to:
   a. To any Councillors not present at the meeting at which the change was made, and
   b. To the public.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

3.1 Council may choose to adopt an alternative date to reschedule the Regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Legislative Services and Communications will provide appropriate notification to participants and the public via email, website, and social media.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Council's participation at the 2026 ABmunis' Conference demonstrates continued education, and their commitment and active participation in representing the Town of Barrhead.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The Mayor and Council's advocacy for the Town during conversations with provincial ministers and fellow delegates plays a vital role in promoting the best interests of the Town.

8.0 ATTACHMENTS:

8.1 2026 Alberta Municipalities Convention & Trade Show Agenda Overview

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council reschedule the September 22, 2026, meeting to September 29, 2026, to provide the opportunity for their attendance and remain in Edmonton for the 2026 ABmunis' conference.

10.0 PROPOSED MOTION(S):

That Council adopt that the September 22, 2026, Regular Council meeting is rescheduled to September 29, 2026, at 5:30pm at the Town of Barrhead Council Chambers.

(original signed by the CAO)
Collin Steffes
CAO

7(c) Attach: i

2026 Alberta Municipalites Convention & Trade Show Agenda

Please find below the overview agenda. All scheduled items are subject to change.

Tuesday, September 22	7:00 am – 7:00 pm	Registration
	8:00 am – 4:30 pm	Elected Officials Education Program: Service Delivery
	8:00 am – 4:30 pm	Elected Officials Education Program: Strategic Planning
	8:00 am – 4:30 pm	Elected Officials Education Program: Effective Meetings
	12:00 pm – 4:30 pm	Pre-Convention Session: Legal Seminar, hosted by RMRF LLP
Wednesday, September 23	7:30 – 5:00 pm	Registration
	7:30 – 9:00 am	Breakfast
	9:00 – 9:45 am	Opening Ceremonies
	10:15 – 11:30 am	Breakout Sessions
	12:00 pm – 12:45 pm	Premier's Address with Q & A
	12:45 – 1:55 pm	Lunch
	1:55 – 3:00 pm	Keynote Address
	3:00 – 5:30 pm	Trade Show Opening Reception
	After 6:00 pm	Sponsor Networking Events
Thursday, September 24	7:30 am – 4:00 pm	Registration
	7: 30 – 9:00 am	Breakfast and Trade Show opens
	9:00 am – 12:00 pm	Trade Show
	9:00 – 10:15 am	Breakout Sessions
	10:30 am – 12:00 pm	Resolutions
	12:00 – 1:30 pm	Lunch and Trade Show closing draws
	1:30 – 2:45 pm	Plenary Panel Discussion

	2:45 – 3:00 pm	Elected Officials Education Program celebration
	3:00 – 4:30 pm	Resolutions
	4:30 – 5:30 pm	Women's Networking Reception
	6:00 – 8:00 pm	City of Edmonton Reception *(ticketed event)*
	After 7:00 pm	Sponsor Networking Reception
Friday, September 25	7:00 – 8:30 am	Breakfast
	8:00 am	Welcome Remarks
	8:05 am – 9:30 am	Alberta Municipalities AGM & Board Elections
	9:30 am – 10:00 am	Opposition Leader Address with Q & A
	10:15 – 11:30 am	Minister of Municipal Affairs Remarks & Dialogue Session #1
	11:40 – 12:40 pm	Minister Dialogue Session #2
	12:45 pm	Closing remarks and prizes

Item No. 10(a)

REQUEST FOR DECISION

To: Town Council

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

Date: September 8, 2026

Re: Non-Residential Tax Incentive Bylaw 08-2026

1.0 PURPOSE:

To consider the Non-Residential Tax Incentive Bylaw that provides a short-term municipal property tax incentive for new or expanded commercial and industrial development within the Town of Barrhead.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead continues to explore opportunities to attract new business investment, support local economic development, and expand the non-residential assessment base.

Through ongoing discussions with developers, business owners, and regional partners, it has been identified that financial incentives can play a role in reducing barriers to development, particularly in smaller and rural markets where construction and operating costs can be significant.

In alignment with regional practices, including the County of Barrhead Non-Residential Tax Incentive Bylaw, creating a bylaw would support new construction and significant expansions of commercial and industrial properties, as well as machinery and equipment investments.

Section 347 of the Municipal Government Act (MGA) provides municipalities with the authority to cancel, reduce, refund, or defer property taxes. Many Alberta municipalities utilize this authority to encourage non-residential growth and investment.

The proposed bylaw is designed to:

- Encourage new commercial and industrial development;
- Support business retention and expansion;
- Increase long-term non-residential assessment growth;
- Enhance local employment opportunities and economic diversification.

Proposed Structure:

NEW OR INCREASED ASSESSMENT					
	$20,000-100,000	$100,001-500,00	$500,001-1,000,000	$1,000,001-5,000,000	+$5,000,000
	Exemption Level				
Year One	100%	100%	100%	100%	100%
Year Two	-	50%	75%	75%	100%
Year Three	-	-	25%	50%	100%

Advantages:

- Encourages business attraction and local investment
- Supports job creation and economic diversification
- Increases long-term non-residential tax base
- Improves competitiveness with neighbouring municipalities (including the County)
- Helps offset upfront development costs and risk for investors

Challenges / Risks:

- Short-term reduction in municipal tax revenues
- Risk of limited uptake depending on market conditions
- Potential perception of inequity from existing businesses not receiving incentives
- Requires administrative oversight and tracking

3.0 ALTERNATIVES:

3.1 Council can pass first reading of the bylaw as presented and proceed with setting a public hearing date.

3.2 Council can pass first reading with amendments (adjust incentive duration or percentage).

3.3 Council can defeat the bylaw and take no further action.

3.4 Council can table the discussion and ask Administration to come back with alternative incentive parameters.

4.0 FINANCIAL IMPLICATIONS:

The financial impact will depend on the number, scale, and timing of eligible developments. Under a phased incentive program:

- The Town would forgo a portion of taxes in the early years
- Full taxation is realized after the incentive period
- Exemptions would apply to new and redevelopment of non-residential properties resulting in increased improvements.
- Exemption would apply only to the increase in assessment amount.

While there is a short-term revenue reduction, the long-term benefit is sustained assessment growth and increased municipal revenues.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Administration will be required to:

- Develop and manage an application and approval process
- Coordinate with Assessment and Finance for tracking and implementation
- Monitor program uptake and effectiveness

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

This bylaw demonstrates the Town's commitment to economic development and business attraction.
It may:

- Improve the Town's competitiveness relative to neighbouring municipalities
- Be viewed positively by developers and the business community
- Raise questions regarding fairness from existing businesses

8.0 ATTACHMENTS:

Draft Bylaw 08-2026, Residential Tax Incentive Bylaw

9.0 ADMINISTRATIVE RECOMMENDATION:

That Council consider first reading of the Residential Tax Incentive Bylaw No 08-2026 and set a public hearing date.

10.0 PROPOSED MOTIONS:

That Council give Bylaw 08-2026, Residential Tax Incentive Bylaw, first reading.
That Council set a public hearing date for October 27, 2026, at 5:30 p.m.

(original signed by the CAO)
Collin Steffes, CAO

TOWN OF BARRHEAD

BYLAW NO. 08-2026

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, in the province of Alberta, to provide non-residential property tax and/or machinery and equipment tax incentives for new industrial and commercial development and expansions.

WHEREAS, the Council of the Town of Barrhead wishes to provide tax incentives to encourage assessment growth and promote industrial and commercial development and expansion;

AND WHEREAS, the Municipal Government Act, RSA 2000, c. M-26, and amendments thereto, permits municipalities to offer multi-year tax exemptions, reductions, or deferrals for properties to encourage economic growth;

NOW THEREFORE, be it resolved that the Town of Barrhead, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

This bylaw is called the **"Non-Residential Property Tax Incentive Bylaw**".

2. PURPOSE

The purpose of this Bylaw is to:

a. Encourage new development and redevelopment of non-residential properties resulting in improvements within the County of Barrhead.
b. Establish tax exemptions in accordance with MGA s. 364.2 for assessed persons when there is a new project or an expansion project that meets the criteria and requirements set out in this Bylaw.
c. Provide a process for application for tax exemption under this Bylaw.
d. Provide a process for review by Council of the refusal or cancellation of a tax exemption under this Bylaw.

3. DEFINITIONS

a. **Act** means the *Municipal Government Act*, as amended or replaced from time to time.
b. **Applicant** means the owner of the property on which the tax reduction is subject to the application is located, or their designate.
c. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of the Town of Barrhead appointed by Council.
d. **Council** means the duly elected officers of the Town of Barrhead.
e. **Designated Industrial Property** has the same meaning as defined under MGA s. 284(1) (f.01).
f. **Exemption** means the portion of municipal taxes on new residential properties that have been determined exempt in accordance with this Bylaw.
g. **Machinery and Equipment** means the type of property falling within the assessment class specified under MGA s. 297(1) (d).
h. **Non-residential** has the same meaning as defined under MGA s. 297(1)(b).
i. **Project** means the new construction, expansion, or refurbishment of a structure that increases its assessment value.
j. **Property** means a parcel of land described in a Certificate of Title and contained within defined lot lines.
k. **Requisitions Tax** means the tax that is collected by the Town on behalf of the Province of Alberta or housing authorities, including but not limited to education and social housing.
l. **Tax Incentive Agreement** means a written agreement between the Town of Barrhead and the Assessed person setting out the terms and conditions for an exemption under this Bylaw.
m. **Town** means the municipality of the Town of Barrhead.

4. CRITERIA

A property shall be considered eligible for the residential tax incentive if:

a. Development shall conform to the Town's Land Use Bylaw 04-2015 and amendments thereto, and all other applicable provincial legislation.
b. All eligible development shall be of a permanent nature.
c. Benefits under the Non-Residential Tax Incentive Bylaw cannot be combined with any other tax credit policy that may be offered by the Town or the Province of Alberta.
d. Utilities and other fees owed to the Town by the Assessed Person that are associated with the property will be current.
e. Taxes associated with the property are paid by the due date in the Tax Penalty Bylaw as amended from time to time.
f. Assessed Person must not be in bankruptcy or receivership.
g. Only the municipal portion of taxes is eligible for exemption. Requisitioned taxes are excluded from any exemption.
h. (1) Exemptions only apply to:
    a. Assessment Class 2 – Non-Residential and
    b. Assessment Class 4 – Machinery and Equipment.

   (2) Exemptions shall not apply to:

    a. Assessment Class 1 – Residential, Assessment
    b. Assessment Class 3 – Farmland,
    c. Land,
    d. Designated industrial properties including linear properties.
i. New construction or projects and improvements that aligns with Section 4.g and meets the minimum threshold of generating a $20,000 increase to the assessment may be considered for tax exemption under this Bylaw and in accordance with Schedule A – Exemption Levels & Duration.
j. Tax exemption shall only apply to the increased assessment amount.
k. The 2027 taxation year will be the first tax year that a tax exemption may be granted under this Bylaw.
l. Tax exemption may be transferrable to new ownership unless the new owner fails to meet all requirements under this Bylaw.

5. APPLICATION AND PROCESS

a) Applicants will need to apply for this tax exemption using Schedule A – Application of this Bylaw.
b) Applicant shall submit a completed application form to the Town of Barrhead Planning and Development Department for consideration.
c) Applicants are encouraged to apply prior to commencing construction or undertaking a project, or before completion of construction.
d) A complete application must be received no later than April 1 of the year in which a property and Assessed Person would qualify for a tax cancellation.
e) The Town may require any additional information that, in its discretion, is necessary to consider eligibility of the application or to confirm ongoing compliance with the criteria of the cancellation.
f) CAO will consider each application in accordance with this Bylaw and:
    i. Grant the exemption and enter into a Tax Incentive Agreement with the Applicant; or
    ii. Reject the application and advise the Applicant with written reasons as to why, including means to appeal to Council.
g) CAO shall be authorized to enter into a Tax Incentive Agreement with the Applicant if an exemption is granted.

h) Tax exemption will begin in the taxation year following the completion of the construction, development or improvement that generated an increase in assessment pending the Applicant meets all requirements of this Bylaw including but not limited to the execution of the Tax Incentive Agreement.
i) When a Tax Incentive Agreement is breached or the property and Assessed person no longer qualifies for an exemption under this Bylaw the CAO will provide a written decision cancelling or modifying the exemption as appropriate.
j) Change in ownership of a property will not affect a granted exemption unless the new owner(s) are not eligible under the guidelines in Section 4.
k) To maintain eligibility for a granted exemption, the new owner(s) must assume the obligations that arise under the written decision.

6. DECISION ON CANCELLATION AND AGREEMENT

A tax incentive agreement shall be required for all exemption granted. The Tax Incentive Agreement will include the following:

a) Taxation years to which the exemption applies.
b) Percentage of exemption that will apply over the term of the Tax Incentive Agreement.
c) Conditions which if breached will result in the cancellation of the Tax Incentive Agreement.
d) Any other information provided by the Town.
e) Should the CAO not approve the application, the CAO will issue a written decision to the Applicant outlining the reasons the project fails to qualify for exemption and the date which an application for appeal to Council must be submitted.

7. GENERAL PROVISIONS

a) Council retains the discretion under the *Act* to deny, adjust, or revoke any tax incentive granted under this Bylaw.
b) Any misrepresentation or false information in an application shall result in immediate termination of the incentive and repayment of exemption taxes.
c) This Bylaw shall not be interpreted as guaranteeing the right to a tax incentive; participation is conditional upon compliance.

8. TERM

a) Tax exemptions on a new construction or improvement that increases assessment may be granted to a maximum term of three years in accordance with Schedule B – Exemption Levels & Duration.
b) Tax exemptions for subsequent construction and improvements on the same property may be considered as a new application and be granted a further maximum term of three years in accordance with Schedule B – Exemption Levels & Duration.
c) Tax exemptions on a single property may be considered for up to a maximum total of fifteen (15) consecutive taxation years.

9. TAX INCENTIVE AGREEMENT

Tax incentive agreement shall be required for all granted exemptions. The tax Incentive Agreement will include the following:

a) Taxation years to which the exemption applies.
b) Exemption percentages that will apply over the term of the Tax Incentive Agreement.
c) Conditions which if breached will result in the cancellation of the Tax Incentive Agreement.
d) Any other information or conditions provided by the Town.

10. RIGHT TO APPEAL

a) Any dispute regarding the calculation of tax exemption, or any entitlement under this Bylaw shall be referred to Council for resolution.
b) Any applicant may appeal to Council by submitting a written request for appeal to the CAO within thirty (30) days of the initial dispute.
c) Council, after considering the appeal, may uphold or revoke a decision of the CAO with respect to the outcome of an application, cancellation of an application, or tax incentive agreement, or direct the CAO to revise or amend a decision.
d) The decision of Council shall be final and binding upon all parties except where the decision is the subject of an application for judicial review. Such application must be filed with Court of Kings Bench not more than sixty (60) days after the date of decision.
e) Complaints about a decision under this bylaw may not be heard by the Assessment Review Board, according to the *Act, s. 460(7)*.

11. REPEAL, FORCE & EFFECT

a) If any Section or parts of this Bylaw are found in any court of law to be illegal or beyond the power of Council to enact, such Sections or parts shall be deemed to be severable and all other Sections or parts of this Bylaw shall be deemed to be separate and independent there from and to be enacted as such.

b) This bylaw comes into effect on 3rd and final reading.

Read a first time this day of ____________, 2026

Read a second time this day of ___________, 2026.

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

TOWN OF BARRHEAD

____
Mayor, Ty Assaf

____
CAO, Collin Steffes

Schedule A – Application for Non-Residential Property Tax Incentive

Name of Property Owner (as per tax roll):			Date:
Contact Name:		Mailing Address:	
City	Province:		Postal Code
Telephone Number:		Cell Phone Number:	
Email Address:		Fax:	

Legal Description of Land(s) for Tax Exemption:

Roll:	Plan:	Block:	Lot:
Roll:	Plan:	Block:	Lot:

I/We the undersigned, understand the conditions of eligibility and further terms set out in Bylaw 08-2026 (Residential Tax Incentive Bylaw) and acknowledge I/We have authority to request tax exemptions on the above-mentioned properties.

____________________________ ____________________________

Full Name Signature

____________________________ ____________________________

Full Name Signature

Your personal information is collected for the purpose of processing your application to apply a tax incentive and is collected under the authority of Section 4(c) of the Protection of Privacy Act.

For questions or to make an access request, contact: Privacy Officer, Town of Barrhead. Box 4189, 50014 – 50 Avenue, Barrhead, Alberta T7N 1A2. town@barrhead.ca

Office Use Only:

Development Permit No.:	Development Permit Issue Date:	Development Completion Date:
Exemption % Year One	Exemption % Year Two	Exemption % Year Three
Approved by:		

Schedule B – Exemption Levels and Duration

New or Increased Assessment					
	$20,000-100,000	$100,001-500,00	$500,001-1,000,000	$1,000,001-5,000,000	+$5,000,000
	Exemption Level				
Year One	100%	100%	100%	100%	100%
Year Two	-	50%	75%	75%	100%
Year Three	-	-	25%	50%	100%

BRFS Aug 2026

Incidents	Total	Incident Hrs	Staff Hrs
Rubbish or grass fire	1	0 h 13 m	0 hr 14 m
Vehicle accident	6	6 h 38 m	82 h 42 m
Public service, locked child in car	1	0 h 30 m	2 h 4 m
Ambulance assist	20	14 h 45 m	63 h 22 m
Alarm no fire miscellaneous	2	0 h 21m	0 h 34 m
False alarm miscellaneous	1	0 h 44 m	6 h 54m
Totals	**31**	**23h 11m**	**155h 50 m**

Date	Call type	Before EMS	Location
Aug 2	31C00 Unconscious fainting, lift assist	No	Town
Aug 2	28C00 Stroke	No	Town
Aug 2	25C00 Psych/suicide	No	County
Aug 3	17A00 Fall, lift assist	No	County
Aug 3	10D00 Chest pain	Yes	Town
Aug 4	17D00 Fall	No	County
Aug 7	31D00 Unconscious fainting	Yes	Town
Aug 13	32D00 Man down, unknown problem	No	County
Aug 15	28C00 Stroke	No	County
Aug 21	17A00 fall, lift assist	No	Town
Aug 21	26C00 Sick person, lift assist	No	Town
Aug 21	17D00 Fall, lift assist	No	Town
Aug 23	21D00 Hemorrhage laceration	Yes	Town
Aug 24	19C00 heart problem	Yes	Town
Aug 25	17D00 Fall	Yes	Town
Aug 25	05A00 Back pain, lift assist	No	Town
Aug 27	10D00 Chest pain	No	Town
Aug 27	06D00 Breathing problem	Yes	County
Aug 28	24D00 Pregnancy birth	No	Town
Aug 31	06D00 Breathing problem	No	County

Training

- NFPA 1001 level 1 firefighter
- Pumping, relay, drafting and master streams
- Arieal rescue operations
- Members take WUI training in Westlock

Other

- Members participate in the parade
- Members participate in the Rolling Barrage
- Members participate in the Red Knights Bike Rally
- Members do medical standby for Rodeo
- Members do medical standby for Museum trapper's event
- One member deployed to BC as Task Force Leader
- Grizzly Trail Fire and Rescue Association purchases 2 new thermal imaging cameras with vehicle charging stations.

Membership (55 responding, 2 juniors)

Item: 11(b)

ALBERTA
Assisted Living and Social Services

Office of the Minister

AUG 21 2026

Collin Steffes
Chief Administrative Officer
Town of Barrhead
Box 4189, 5014-50 Avenue
Barrhead, AB T7N 1A2

Dear Collin Steffes:

Thank you for your email on behalf of the Council of the Town of Barrhead regarding the Alberta Disability Assistance Program (ADAP). As Minister of Assisted Living and Social Services, I appreciate the opportunity to respond.

Albertans with disabilities and the organizations that support them have consistently called for social services that better reflect the diverse needs, abilities and goals of people living with disabilities. In response, Alberta's government created ADAP. Offered in addition to the Assured Income for the Severely Handicapped (AISH) program, ADAP expands disability income assistance to thousands of Albertans who need support but who may not be eligible under the previous one-size-fits-all approach.

ADAP was thoughtfully designed, based on the input of Albertans with disabilities, to empower Albertans with disabilities to pursue meaningful employment while continuing to receive the financial, health and personal supports they need. ADAP's core benefit rate is among the highest in the country, providing $300 more per month than most disability programs in Canada. ADAP also allows for the highest level of employment income in the country while receiving financial benefits, meaning Albertans on ADAP can earn more from working while continuing to receive the support they need. These financial benefits are in addition to health and personal benefits valued at $400 per month, on average. Albertans on ADAP continue to receive health benefits, regardless of their employment income, until age 65 when they transition to seniors health benefits.

Additionally, Albertans on ADAP receive customized, one-on-one support and access to the resources they need to gain new skills and work to their full potential. Budget 2026 invests an unprecedented nearly quarter-billion dollars to help Albertans gain and retain meaningful employment.

.../2

This investment strengthens supports that reduce barriers for Albertans with disabilities, providing services such as career planning, assistive technology and supported job placements, as well as resources to help employers break down accessibility barriers in their workplaces.

Protections are built in for AISH recipients who transitioned to ADAP in July 2026, including a transition benefit that will ensure individuals continue receiving their existing AISH benefit amount until December 31, 2027. The province is also covering the cost of one medical reassessment for those who have moved to ADAP and may later seek reconsideration for AISH. Many current AISH recipients have automatically remained on AISH, including those with severe and profound developmental disabilities, individuals with palliative or terminal medical conditions, individuals living in continuing care homes, those eligible for or receiving Persons with Developmental Disabilities services and individuals 60 years of age or older.

Rest assured that disability income assistance will continue to be there for those who rely on it. Alberta has the highest provincial disability benefit rates and most robust disability programs in Canada, and we continue to expand and improve these supports. Through Budget 2026, Alberta's government is investing a historic $3.7 billion to support Albertans with disabilities this year alone — a year-over-year increase of almost $100 million. Since 2019, this represents more than $1 billion in additional investment, an increase of nearly 40 per cent.

Thank you again for writing.

Sincerely,

Honourable Nathan Neudorf
Minister of Assisted Living and Social Services

228 Legislature Building, 10800 – 97 Avenue NW, Edmonton, Alberta T5K 2B6 Canada Telephone 780-643-6210 Fax 780-643-6214

TOWN OF BARRHEAD ALBERTA

In-Camera

Council Agenda Item 14(a)

RE: Canadian Fiber Optics

Jodi Bloomer-Kaput, Co-Founder & President of Development

Severed in line with Section 19, Access to Information Act.

Disclosure harmful to business interests of a third party.

TOWN OF BARRHEAD ALBERTA

In-Camera

Council Agenda Item 14(b)

RE: Barrhead & District Family and Community Support Services

TSI Consulting Update

Doug Lagore

Severed in line with Section 29, Access to Information Act.

Advice from Officials.