



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, FEBRUARY 25, 2025 AT 5:30 P.M.**  
**IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

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

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
  - (a) Regular Meeting Minutes – February 11, 2025
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) In-Camera Delegation – Housing: FOIP Section 16(1) -Third Party Business Interests
6. Old Business
  - (a) There is no Old Business
7. New Business
  - (a) Elevator Road Streetlights
  - (b) Monthly Bank Statement for the month ending January 31, 2025
  - (c) Hotel Feasibility Study
  - (d) Lemonade Day Proclamation, June 14, 2025
8. Reports
  - (a) Council Reports
9. Minutes
  - (a) Barrhead Social Housing Association Minutes, November 29, 2024
10. Bylaw
  - (a) There are no Bylaws

11. Correspondence Items

(b) FCSS – Volunteer Appreciation Event, February 11, 2025

12. For the Good of Council

13. Tabled Items

14. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, FEBRUARY 11, 2025,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

**PRESENT** Mayor McKenzie, Crs: T. Assaf, D. Kluin, R. Klumph, A. Oswald and D. Smith

Administration: Jennifer Mantay, Director of Corporate Services and Jenny Bruns,  
Director of Planning, Economic Development & Legislative Services

**ABSENT** Cr. D. Sawatzky, Collin Steffes, CAO

**CALL TO ORDER** Mayor McKenzie called the meeting to order at 5:30 p.m.

**AGENDA**

041-25 Moved by Cr. Klumph that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

042-25 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of January 28, 2025 be approved as presented.

CARRIED UNANIMOUSLY

**DELEGATION PARKS & RECREATION UPDATE**

For Council to receive information on Parks and Recreation updates within the Town of Barrhead.

**ENTERED** Shallon Touet, Director of Parks and Recreation entered the Chambers at 5:30 pm.

**EXITED** Shallon Touet, Director of Parks and Recreation exited the Chambers at 5:44 pm.

043-25 Moved by Cr. Kluin that Council accepts Parks and Recreation updates as information.

CARRIED UNANIMOUSLY

**APPOINTMENT TO THE LOCAL ASSESSMENT BOARD AND COMPOSITE REVIEW BOARD**

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

044-25 Moved by Cr. Klumph that Council appoints Darlene Chartrand, Sheryl Exley, Tina Groszko, Richard Knowles, Marcel LeBlanc and Raymond Ralph to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

CARRIED UNANIMOUSLY

045-25 Moved by Cr. Assaf that Council appoints Raymond Ralph as the Chairman of the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

CARRIED UNANIMOUSLY

046-25 Moved by Cr. Klumph that Council appoints Gerryl Amarin as the Assessment Review Board Clerk to the Town of Barrhead's Local Assessment Review Board and the Composite Assessment Review Board.

CARRIED UNANIMOUSLY

**POLICY  
32-010**

For Council to approve the revised Policy 32-010, Road Closures.

047-25 Moved by Cr. Smith that Council approves Policy 32-010, Road Closures, with the following amendment:

- Change wording of Antique Car Run to delete "Clarahans" and change to "Cooperators".

CARRIED UNANIMOUSLY

**TRIATHLON  
EVENT**

For Council to consider supporting triathlon event on August 24, 2025 including facility use and staff time.

048-25 Moved by Cr, Klumph that Council support the event with staff support, and allow facility use with a rental fee, and offset costs with the Gants to Community Organizations funds, to sponsor the rental of the facilities.

CARRIED UNANIMOUSLY

**BARRHEAD  
ACCESSIBILITY  
COALITION**

For Council to consider supporting the accessibility coalition event May 5, 2025 including facility rental.

049-25 Moved by Cr. Klumph that Council considers using funds from Grants to Community Organizations to sponsor the rental of the facility.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

The following Reports to Council as of February 11, 2025, were reviewed:

- Agricultural Society
- Barrhead Regional Water Commission
- Twinning Committee

050-25 Moved by Cr. Assaf that the Reports to Council as of February 11, 2025, be accepted as information and as presented.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Mayor MacKenzie thanked Public Works for doing such a good job keeping roads clear.

**BARRHEAD & DISTRICT  
SOCIAL HOUSING**

For Council to receive as information

051-25 Moved by Cr. Oswald that Council receive the invitation from Barrhead & District Social Housing, as information.

CARRIED UNANIMOUSLY

**ADJOURN**

052-25 Moved by Cr. Oswald that the Council Meeting be adjourned at 6:20 p.m..

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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Acting CAO, Jenny Bruns

# REQUEST FOR DECISION

**To:** Town Council

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

**Date:** February 25, 2025

**Re:** Elevator Road Lighting Upgrade

## 1.0 PURPOSE:

To discuss the options regarding the lighting upgrade on Elevator Road.

## 2.0 BACKGROUND AND DISCUSSION:

Council previously discussed the inadequate lighting on elevator road and the need for additional streetlights. Fortis has provided two quotes (attached) for Council's review.

The summary of the quotes is as follows:

	Option #1	Option #2
	One new light pole, plus 9 new streetlights with brackets	7 new streetlights with brackets
<b>Town's Cost</b>	<b>\$9,657.93</b>	<b>\$7,618.34</b>

## 3.0 ALTERNATIVES:

3.1 That Council approve the installation of one new light pole along with nine new streetlights with brackets to be installed along Elevator Road at a cost of \$9,657.93 plus GST, with the funds coming out of the 2025 General Operating Reserve.

3.2 That Council approve the installation of seven new streetlights with brackets to be installed along Elevator Road at a cost of \$7,618.34 plus GST, with the funds coming out of the 2025 General Operating Reserve.

3.3 That Council tables the Elevator Road Lighting Upgrade and instructs Administration to provide further information at the next regular Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

The total cost of either \$9,657.93 plus GST or \$7,618.34 plus GST would be derived from the 2025 General Operating Reserves.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 Fortis Quote #1 for installation of new services along Elevator Road.

8.2 Fortis Quote #2 for installation of new services along Elevator Road.

**9.0 RECOMMENDATION:**

That Council discuss the options for the Elevator Road Lighting Upgrade and direct Administration accordingly.

(original signed by the CAO)

Collin Steffes

CAO



February 4, 2025

Town of Barrhead  
Attn: Jennifer Mantay  
5014 50 Avenue  
P.O. Box 4189  
Barrhead, Alberta  
T7N 1A2

Billing Customer: Town of Barrhead  
Service Location: NE-20-59-03-5  
Existing Site Identification Number: 0040408997111  
Request Number: 500127112-01

Dear Jennifer Mantay,

**Subject: Street Light - New Service**

At FortisAlberta, our purpose is to deliver the electricity that empowers Albertans, like you, to succeed and we do this with respect and integrity. Operational excellence is of utmost importance, and our focus is to get you connected and maintain your power 24/7. Our team is always working to build, maintain, and upgrade our system to be safe and reliable.

Our centralized Control Centre in Airdrie provides visibility of the 240 communities in our service territory, the ability to predict many problems before they occur and, in many cases, the ability to remotely restore your power in a matter of seconds. The necessary people and equipment are always available – primed and ready to respond in your local area. We work together to get you connected and keep the power on, not just because it is our job, but because we care about the people we serve. As a valued FortisAlberta customer, if it matters to you, it matters to us.

In this quotation package, the words and phrases which are defined in FortisAlberta's Customer Terms and Conditions shall have the same meaning assigned to them in this quotation package. This quotation package for a new Street Light electrical service (the "Project") includes the following documents:

- Customer Acceptance to Proceed, which will require Customer's signature
- Estimate Print specific to the Project, which will require Customer's signature
- Schedule "A" for services that details FortisAlberta's [Customer Terms and Conditions](#), and
- Rate Sheet that explains a Retailer's invoice.

(the "Quotation Package")



The Customer, or Customer's representative, is to thoroughly review the Quotation Package and confirm acceptance of same.

The Customer Distribution Contribution Cost (payable amount) required for this project is \$9,657.93 plus \$482.90 GST for a total of \$10,140.83. A detailed breakdown of the Customer Distribution Contribution is in the table below.

<b>Project Costs</b>	<b>\$23,329.93</b>
Construction (Labour, Equipment & Services)	\$14,944.53
Materials	\$5,401.61
Engineering, Project Management and Administrative	\$5,549.58
FortisAlberta Contribution for system costs	\$2,565.78
<b>FortisAlberta investment*</b>	<b>(\$13,672.00)</b>
<b><u>Customer Distribution Contribution (before tax)</u></b>	<b><u>\$9,657.93</u></b>
<b><u>GST (5%)</u></b>	<b><u>\$482.90</u></b>
<b><u>Customer Distribution Contribution</u></b>	<b><u>\$10,140.83</u></b>

\*FortisAlberta's Investment level has been calculated in accordance with the [Customer Contributions Schedules](#) and FortisAlberta's Customer Terms and Conditions which can be found on [FortisAlberta's website](#).

FortisAlberta's current investment level for streetlight has been calculated in accordance with the Customer Contributions Schedules in FortisAlberta's Customer Terms and Conditions. (Appendix "B")

The Non-Refundable portion of the Customer Contribution is \$9,657.93 plus \$482.90 GST for a total of \$10,140.83.

## DESIGN DETAILS

The Customer, or the Customer's representative, is required to carefully review the attached Estimate Print. Following the Customer's approval of the design details of the Project, the Customer is required to sign and return the Estimate Print along with the Customer Acceptance to Proceed document to FortisAlberta. For more information or to discuss the design details further, contact your FortisAlberta representative, Aron Jones at 403-514-4662.

## CUSTOMER RESPONSIBILITIES

The Customer, or the Customer's representative shall be responsible for ensuring adherence to FortisAlberta's metering standards as per FortisAlberta's Service and Metering Guide.

The Customer acknowledges and agrees that the Customer shall be responsible for any and all costs incurred by FortisAlberta installing facilities not included in the attached Estimate Print, including but not limited to secondary lines at the Service Location.

Following the Customer's review and acceptance of this Quotation Package, Customer to complete and return the following documents:

- A signed Customer Acceptance to Proceed document;
- A signed Estimate Print;

The above signed documents must be returned to FortisAlberta no later than Friday, April 4, 2025 via:

- DocuSign to FortisAlberta Inc.
- E-mail to [acceptance@fortisalberta.com](mailto:acceptance@fortisalberta.com) or
- Fax to (403) 514-4415 or
- Mail to FortisAlberta Inc., 320 17 Ave SW, Calgary, Alberta, T2S 2V1.

## **PAYMENT DETAILS**

Once Fortis Alberta's construction is complete, an invoice will be issued.

Payment is accepted by:

- Telephone Banking,
- Internet Banking or
- By Mail, to FortisAlberta Inc., c.o C25010 PO Box Stn M, Calgary, Alberta, T2P 5P9
  - Cheque or money order can be made payable to FortisAlberta Inc.
  - Please include the FortisAlberta Request Number 500127112-01 on the cheque or money order

Interest charges will be applied on accounts unpaid over 30 days from the invoice date.

## **BILLING FOR YOUR SERVICE**

FortisAlberta directly invoices the Retailer, as selected by the Customer, for monthly distribution charges incurred. The Customer's Retailer invoices the Customer for those same monthly distribution charges.

The current Street Light Service (Rate 31 - Street Lights) has a service charge of approximately \$29.24/month.

The Customer is to understand and appreciate that the foregoing Rate Minimum amount does not include energy consumption costs, riders, local fees, and GST. The Rate Minimum is calculated based off the costs to have facilities in place and ready to serve the Customer, even in the event the Customer is not consuming energy. As a result, the Customer's invoice may reflect service charges 30 days after construction has been completed, regardless of whether the Customer is using the service or not.

For more information related to invoicing, please see the attached Rate Sheet, or call 310-WIRE (9473) to speak with a FortisAlberta Customer Service Representative.

**FOR MORE INFORMATION**

For more information about your electrical service, electrical upgrade and/or your quotation package, please view our website at [www.fortisalberta.com](http://www.fortisalberta.com).

If you have further questions, please contact me directly at: 403-514-4662 or Toll Free at: 1-866-352-5980.

Yours truly,



Aron Jones  
Quotation Analyst

Attachments:

- Quotation Acceptance/Notification to Proceed
- Estimate Print
- Schedule "A"
- Rate Sheet
- Streetlight Waiver Form (if applicable)



## CUSTOMER ACCEPTANCE TO PROCEED

To proceed with the Project, the Customer is to **sign and return** this Customer Acceptance to Proceed document, along with a signed Estimate Print, to FortisAlberta before Friday, April 4, 2025.

By signing and returning this Customer Acceptance to Proceed document, the Customer is acknowledging and accepting all terms within this Quotation Package and FortisAlberta's [Customer Terms and Conditions](#).

Following receipt by FortisAlberta of the signed documents and payment of the Customer Distribution Contribution, as applicable, FortisAlberta will proceed with the Project.

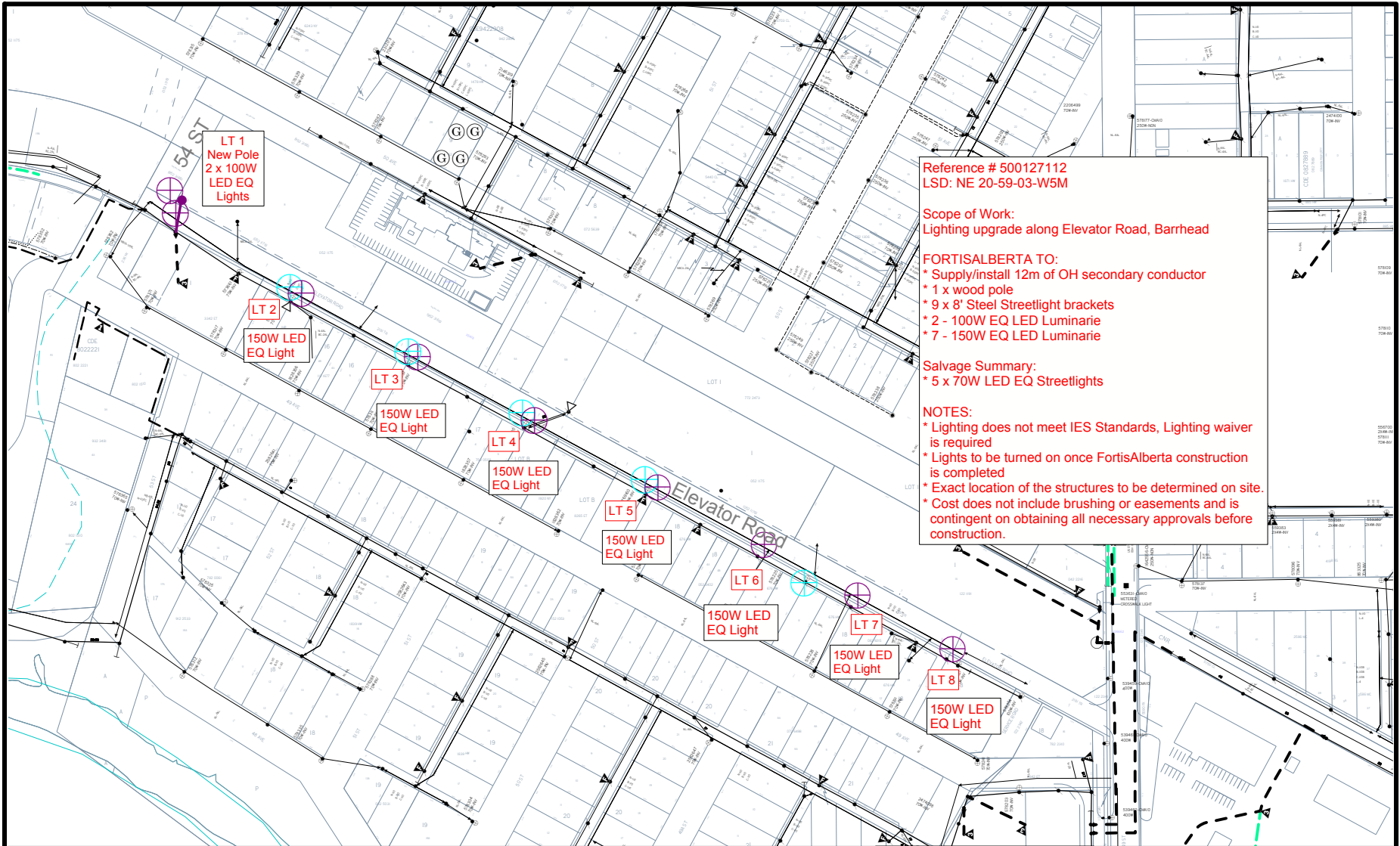
Notwithstanding the foregoing, FortisAlberta reserves the right to **requote** or **cancel** the Quotation

Package under the following conditions:

- The customer has not returned a signed copy of this Customer Acceptance to Proceed and a signed Estimate Print to FortisAlberta before Friday, April 4, 2025;
- There are changes to the scope of the Project as outlined in Schedule “A” under “About Construction,” after FortisAlberta receives the signed Customer Acceptance to Proceed document and Estimate Print; and/or
- FortisAlberta has received the signed Customer Acceptance to Proceed document and Estimate Print, however construction on the Project has not started **for any reason** within six (6) months following receipt by FortisAlberta of this Customer Acceptance to Proceed document and the Estimate Print.

If the Project is cancelled by either the Customer or by FortisAlberta, for reasons outside the reasonable control of FortisAlberta, at any time after this Quotation Package has been accepted, the Customer may be responsible for any and all costs incurred by FortisAlberta up to the date of cancellation.

Date of Quotation	February 4, 2025
FortisAlberta Request/Reference #	500127112-01
Customer Distribution Contribution ( <i>before tax</i> )	\$9,657.93
GST	\$482.90
<b>Customer Distribution Contribution</b>	<b>\$10,140.83</b>
Quoted By	Aron Jones
<b>Company/Customer Name (Please Print):</b>	Town of Barrhead
<b>Customer Signature:</b>	
<b>Date:</b>	



Reference # 500127112  
 LSD: NE 20-59-03-W5M

Scope of Work:  
 Lighting upgrade along Elevator Road, Barrhead

FORTISALBERTA TO:  
 \* Supply/install 12m of OH secondary conductor  
 \* 1 x wood pole  
 \* 9 x 8' Steel Streetlight brackets  
 \* 2 - 100W EQ LED Luminarie  
 \* 7 - 150W EQ LED Luminarie

Salvage Summary:  
 \* 5 x 70W LED EQ Streetlights

NOTES:  
 \* Lighting does not meet IES Standards, Lighting waiver is required  
 \* Lights to be turned on once FortisAlberta construction is completed  
 \* Exact location of the structures to be determined on site.  
 \* Cost does not include brushing or easements and is contingent on obtaining all necessary approvals before construction.

NOTES:

Please review, Thanks!

CONTACT FORTISALBERTA TO CONFIRM ON-SITE ALIGNMENTS AND POWER SOURCE LOCATION



LEGEND:	
RED	NEW PRIMARY
PURPLE	NEW SECONDARY
BLUE	SALVAGE
GREEN	BRUSHING
BLACK	EXISTING FACILITIES

Preliminary Not For Construction

LAND ONLY TO SCALE 1:3,500  
 Print Estimate Print

Designer: Aron Jones  
 Customer: Town of Barrhead  
 Location: NE 20-59-03-W5M

Date: 2/3/2025  
 WO#/OI#: 500127112



February 6, 2025

Town of Barrhead  
Attn: Jennifer Mantay  
5014 50 Avenue  
P.O. Box 4189  
Barrhead, Alberta  
T7N 1A2

Billing Customer: Town of Barrhead  
Service Location: NE-20-59-03-5  
Existing Site Identification Number: 0040408997111  
Request Number: 500127112-02

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**Subject: Street Light - New Service**

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(the "Quotation Package")

The Customer, or Customer's representative, is to thoroughly review the Quotation Package and confirm acceptance of same.

The Customer Distribution Contribution Cost (payable amount) required for this project is \$7,618.34 plus \$380.92 GST for a total of \$7,999.26. A detailed breakdown of the Customer Distribution Contribution is in the table below.

<b>Project Costs</b>	<b>\$14,454.34</b>
Construction (Labour, Equipment & Services)	\$7,656.11
Materials	\$4,092.76
Engineering, Project Management and Administrative	\$4,590.40
FortisAlberta Contribution for system costs	\$1,884.94
<b>FortisAlberta investment*</b>	<b>(\$6,836.00)</b>
<b><u>Customer Distribution Contribution (before tax)</u></b>	<b><u>\$7,618.34</u></b>
<b><u>GST (5%)</u></b>	<b><u>\$380.92</u></b>
<b><u>Customer Distribution Contribution</u></b>	<b><u>\$7,999.26</u></b>

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Yours truly,



Aron Jones  
Quotation Analyst

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- Estimate Print
- Schedule "A"
- Rate Sheet
- Streetlight Waiver Form (if applicable)



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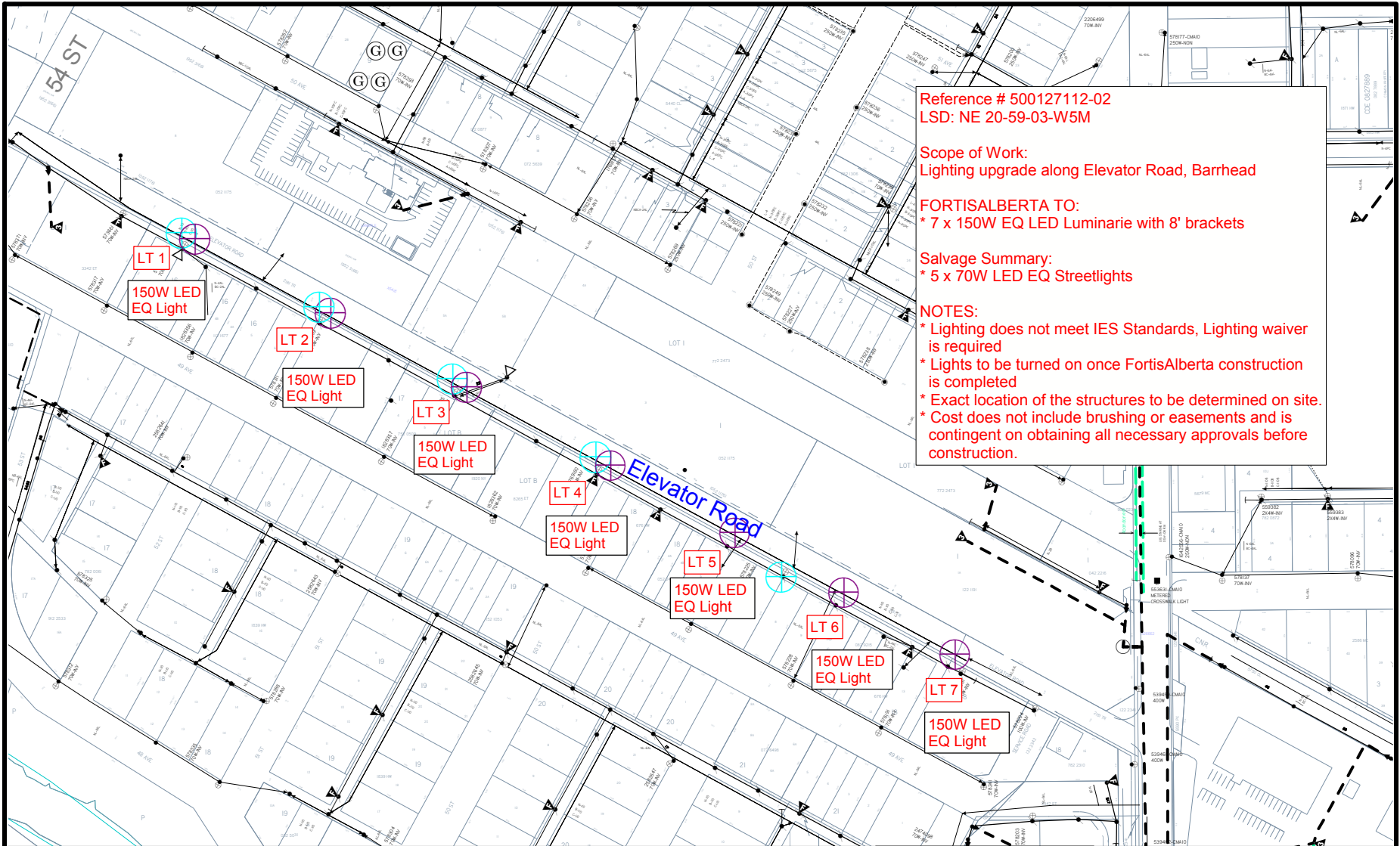
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Date of Quotation	February 6, 2025
FortisAlberta Request/Reference #	500127112-02
Customer Distribution Contribution ( <i>before tax</i> )	\$7,618.34
GST	\$380.92
<b>Customer Distribution Contribution</b>	<b>\$7,999.26</b>
Quoted By	Aron Jones
<b>Company/Customer Name (Please Print):</b>	Town of Barrhead
<b>Customer Signature:</b>	
<b>Date:</b>	



Reference # 500127112-02  
 LSD: NE 20-59-03-W5M

Scope of Work:  
 Lighting upgrade along Elevator Road, Barrhead

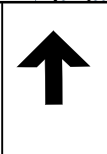
FORTISALBERTA TO:  
 \* 7 x 150W EQ LED Luminarie with 8' brackets

Salvage Summary:  
 \* 5 x 70W LED EQ Streetlights

NOTES:  
 \* Lighting does not meet IES Standards, Lighting waiver is required  
 \* Lights to be turned on once FortisAlberta construction is completed  
 \* Exact location of the structures to be determined on site.  
 \* Cost does not include brushing or easements and is contingent on obtaining all necessary approvals before construction.

NOTES:  
 Please review, Thanks! Option 2

CONTACT FORTISALBERTA TO CONFIRM ON-SITE ALIGNMENTS AND POWER SOURCE LOCATION



LEGEND:	
RED	NEW PRIMARY
PURPLE	NEW SECONDARY
BLUE	SALVAGE
GREEN	BRUSHING
BLACK	EXISTING FACILITIES

Preliminary Not For Construction

LAND ONLY TO SCALE 1:3,000  
 Print Estimate Print 2

Designer: Aron Jones  
 Customer: Town of Barrhead  
 Location: NE 20-59-03-W5M

Date: 2/5/2025  
 WO#/OI#: 500127112

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Collin Steffes, CAO

**cc:** File

**Date:** February 25, 2025

**Re:** Monthly Bank Statement – for month ending January 31, 2025

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**1.0 PURPOSE:**

To approve the Monthly Bank Statement for the month ending January 31, 2025.

**2.0 BACKGROUND AND DISCUSSION:**

None

**3.0 ALTERNATIVES:**

3.1 That Council approves the Monthly Bank Statement for the month ending January 31, 2025, as presented.

3.2 That Council tables the Monthly Bank Statement for the month ending January 31, 2025, and instructs Administration to provide further information at the next regular Council Meeting.

**4.0 FINANCIAL IMPLICATIONS:**

None

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Not Applicable

**8.0 ATTACHMENTS:**

8.1 Monthly Bank Statement for month ending January 31, 2025.

**9.0 RECOMMENDATION:**

That Council approves the Monthly Bank Statement for the month ending January 31, 2025, as presented.

(original signed by the CAO)

Collin Steffes  
CAO

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

<b>PER TOWN OF BARRHEAD:</b>	<b>SERVUS GENERAL ACCT</b>	<b>TERM DEPOSITS</b>
Net Balance - Previous Month	4,106,722.72	4,500,000.00
Receipts	1,205,698.54	
Interest	14,080.09	
Transfers from/to Term Deposits	0.00	0.00
Cancelled Cheques	0.00	
<b>SUBTOTAL</b>	<b>5,326,501.35</b>	<b>4,500,000.00</b>
Disbursements	785,396.28	
Debentures/Interest		
School Requisition	0.00	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
<b>NET BALANCE AT END OF MONTH</b>	<b>4,541,105.07</b>	<b>4,500,000.00</b>
*****		
<b>PER BANK:</b>		
Balance at end of month	4,347,923.57	4,500,000.00
Outstanding Deposits	208,704.37	
<b>SUBTOTAL</b>	<b>4,556,627.94</b>	<b>4,500,000.00</b>
Outstanding Cheques	15,522.87	
<b>NET BALANCE AT END OF MONTH</b>	<b>4,541,105.07</b>	<b>4,500,000.00</b>

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

<b><u>Financial Institution</u></b>		<b><u>Term Amount</u></b>	<b><u>Interest Rate</u></b>	<b><u>Term Started</u></b>	<b><u>Investment Details</u></b>
<b>Scotiabank</b>	\$	2,000,000.00	3.58	09-Dec-24	Maturity Date Jun. 9, 2025
<b>Servus</b>	\$	2,500,000.00	3.85	15-Nov-24	Maturity Date Feb. 15, 2025

# REQUEST FOR DECISION

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**To:** Town Council  
**From:** Collin Steffes, CAO  
**cc:** File  
**Date:** February 25, 2025  
**Re:** Hotel Feasibility Study

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## 1.0 **PURPOSE:**

For Council to provide Administration with direction to authorize a New Hotel Feasibility Study, by an external consultant, to provide necessary analysis to inform future development decisions on the Non-Residential lands located at, and north of, 5902 – 49th Street.

## 2.0 **BACKGROUND AND DISCUSSION:**

The Town has been in discussion, for over a year, with a proponent interested in completing non-residential development on lands located at, and north of, 5902 – 49th Street. The Town has advised the proponent of several desired uses to be contemplated for this area.

The need for a new hotel chain development to occur within the Town of Barrhead has been recognized throughout conceptual design discussions of this site. A proposal for such a study has been obtained by a development proponent. The Town has been a strong advocate of pursuing new hotel development in proximity to these lands. To ensure a new hotel is feasible, obtaining a feasibility study is advised to ensure (1) that the market is suitable to attract a reputable hotel chain, and (2) that a hotel-use in proximity to this location would be viable for a potential developer.

To encourage development and explore hotel chain opportunities, Administration recommends that a hotel feasibility study be obtained to guide future land investments. Notably, having a higher degree of certainty about the market viability of specific uses, such as hotels, encourages development investments. This is because lenders are more likely to view projects with valid viability studies favourably.

The Feasibility proposal suggests a multi-phased approach. The TOTAL cost of the approx. 6-week project would be \$7,500 plus project expenses for travel and fieldwork, and gst.

Phase 1 would include 3 steps (considered a needs assessment) taking 3 weeks to complete:

1. Site Evaluation - This evaluation would include an inspection, review and analysis of Barrhead along with the subject site in Christy's Crossing to assess its suitability for hotel use. In doing so, the evaluation would assess such factors as visibility, access,



gress, and proximity to major highways/arterial routes, as well as to key business, tourist, leisure and other important demand generators that would provide overnight support to the hotel.

2. Market Analysis of Area Economy - This would include a review and analysis of economic and tourism data relating to the market area to determine whether the overall environment of the region appears suitable for hotel operation. The area review would concentrate on Alberta, North Central Alberta, and the Greater Edmonton trade area market information. All data obtained would be based on secondary research, as well as personal in-depth interviews with several local and regional planning, economic development and tourism officials.
3. Primary and Secondary Research - Competitive Market Supply and Demand - This would include a review of the historic and current inventory of hotel supply in the region, as well as what, if any, changes are proposed such as other new hotels that may be planned for development, and/or expansions or reductions in any of the existing hotel room inventory. Room's demand, or otherwise known as the Occupancy performance of the hotel market within the region will also be identified from both a historic and current perspective, as will the hotel market's Average Daily Room Rate performance.

Assembling such market statistics would entail an analysis of various hotel industry reports and data bases which gathers this information. It would then include in-depth interviews with hotel owners and/or managers in Barrhead and region, all uncovered through market research.

Additional key research would entail telephone interviews with representatives of approximately 15 to 20 Barrhead and regional/trade area businesses, government agencies, associations, and sports team/tournament officials, in order to assess their potential level of support for hotel use. It will be crucial to gauge the hotel requirements from such "end-user" sources from a historic, current and potential future perspective, and to understand what influences their decision-making process, and what types of overnight accommodation are they ultimately seeking when selecting hotel accommodations in Barrhead and/or the trade area region.

Once this assessment is completed, a projected five-year Occupancy and Average Daily Room Rate curve would be forecasted for the subject hotel.

For Phase 1, an initial retainer fee will be charged - \$1,500. This covers the cost of analysis for Phase 1 but will not provide any specific summary reporting. Should the initial findings of Phase 1 be deemed positive, at the Town's discretion, the remainder of the study, through Phase 2, can be completed for the remaining fee (original cost less retainer).

Phase 2, requiring an additional 3 weeks, will include:

4. Market Share Capture - This entails a projection as to how the subject hotel would compete in the marketplace and/or trade area region in terms of Occupancy and Average Daily Room Rate performance. This in essence involves a detailed strength/weakness analysis, comparing all of the relative advantages and disadvantages of the subject hotel versus its designated competitors. Incorporated into the projections would be a review of the location of the subject site, its proposed concept, branding, market orientation, pricing, as well as its recommended complement of on-site guest facilities and services. Using the results of the research and analysis completed to this point, the next phase of the Study would include a projection of Occupancy, Average Daily Room Rate, Departmental Revenues and

Operating Expenses for the subject hotel over a five-year timeframe. The projection would include all revenues and expenses and result in a "bottom line" of Income Available for Debt Service.

5. Statement of Projected Revenue and Expenses - Using the results of the research and analysis completed to this point, the next phase of the Study would include a projection of Occupancy, Average Daily Room Rate, Departmental Revenues and Operating Expenses for the subject hotel over a five-year timeframe. The projection would include all revenues and expenses and result in a "bottom line" of Income Available for Debt Service.
6. Feasibility Study Report - All of the foregoing information would be presented in a report, fully detailing all research, analysis and conclusions of the Study. The report would be prepared in a suitable format for presentation to any potential investors, lenders, and/or interested stakeholders.

### **3.0 ALTERNATIVES:**

Council may choose to authorize administration to not proceed with a Hotel Feasibility Study, leaving this analysis to be completed by the potential investors.

### **4.0 FINANCIAL IMPLICATIONS:**

The initial cost of the analysis is \$1,500 to determine if additional hotel development is 'promising'. Should initial findings be positive, then the additional cost of the project would be +/- \$6,000 plus project expenses and gst, totaling approx. \$7,500.

Council has approved \$50,000 in the 2025 budget to support development-oriented studies and engineering to help foster non-residential growth.

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None anticipated.

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

None anticipated.

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

None anticipated.

### **8.0 ATTACHMENTS:**

8.1 Rich Eichler Consulting Inc. – Hotel Feasibility Study Proposal

### **9.0 RECOMMENDATION:**

That Council authorize Administration to proceed with contracting a Hotel Feasibility Study, as discussed.

(original signed by the CAO)  
Collin Steffes, CAO



## Rich Eichler

Suite 2602 – 930, 16<sup>th</sup> Ave S.W.  
Calgary, Alberta T2R 1C2

[p] 403.615.7862

[[e] [richeichler@shaw.ca](mailto:richeichler@shaw.ca)

January 23, 2025

Mr. Jeff McCammon, CCIM  
Senior Associate  
Investment Sales, Capital Markets Group  
Cushman & Wakefield  
10088 – 102 Avenue, Suite 2700  
Edmonton, AB T5J 2Z1

Dear Mr. McCammon -

Pursuant to our recent phone conversation, it is my understanding that you, along with the Town of Barrhead are interested in potentially having a Feasibility Study completed for a new hotel to be developed. The site you are considering is within the Christy's Crossing development in Barrhead situated at 5902 – 49<sup>th</sup> Street. The Feasibility Study you may wish to commission would be for you and the Town to assess the need and economic viability of a new hotel being built, with the hope of utilizing the Study to solicit investor support towards its development and to possibly obtaining project financing.

Through my company, Rich Eichler Consulting Inc. (R.E.C.I.), I am pleased to provide you with this proposal, particularly as I have extensive knowledge of the hotel industry throughout Canada and have been involved in several hotel developments in rural regions throughout Alberta. The consulting engagements I have undertaken range from Feasibility Studies and Appraisals for new hotels, capital, operation and asset management assignments for existing hotels, plus numerous hotel purchase and sale investigations. And since being a hotel and tourism consultant for over 35 years now, my assignments have covered a wide range of property types, sizes and locations including smaller communities such as Barrhead.

A copy of my Bio including a summary of the industry work experience I have gained over the years is presented at the end of this proposal in Appendix A.

In undertaking the subject hotel Feasibility Study, a two-phased approach is recommended. The first phase, as described below in Steps 1 through 3 is considered to be a Needs Assessment, which would entail a heavy research program which would lead to a conclusion as to whether or not a market opportunity appears to exist to develop a new hotel.

Should Phase 1 findings be deemed positive, at your discretion, the balance and completion of the Feasibility Study can proceed further into Phase 2, which is described in Steps 4 through 6. Phase 2 uses the basis of findings from Phase 1 to refine and formulate detailed operating projections including a five-year Pro Forma Statement of Revenues & Expenses for the proposed hotel. Phase 2 would also entail a full narrative report, likely in the range of 35 to 40 pages, outlining all research findings, analysis and conclusions of the Study.

A detailed description of Phases 1 and 2 methodology is provided below.

### **1. Site Evaluation**

This evaluation would include an inspection, review and analysis of Barrhead along with the subject site in Christy's Crossing to assess its suitability for hotel use. In doing so, the evaluation would assess such factors as visibility, access, egress, and proximity to major highways/arterial routes, as well as to key business, tourist, leisure and other important demand generators that would provide overnight support to the hotel.

### **2. Area Economy**

This would include a review and analysis of economic and tourism data relating to the market area to determine whether the overall environment of the region appears suitable for hotel operation. The area review would concentrate on Alberta, North Central Alberta, and the Greater Edmonton trade area market information. All data obtained would be based on secondary research, as well as personal in-depth interviews with several local and regional planning, economic development and tourism officials.

### **3. Primary and Secondary Research - Competitive Market Supply and Demand**

This would include a review of the historic and current inventory of hotel supply in the region, as well as what, if any, changes are proposed such as other new hotels that may be planned for development, and/or expansions or reductions in any of the existing hotel room inventory. Room's demand, or otherwise known as the Occupancy performance of the hotel market within the region will also be identified from both a historic and current perspective, as will the hotel market's Average Daily Room Rate performance.

Assembling such market statistics would entail an analysis of various hotel industry reports and data bases which gathers this information. It would then include in-depth interviews with hotel owners and/or managers in

Barrhead and region, all uncovered through market research.

Additional key research would entail telephone interviews with representatives of approximately 15 to 20 Barrhead and regional/trade area businesses, government agencies, associations, and sports team/tournament officials, in order to assess their potential level of support for hotel use. It will be crucial to gauge the hotel requirements from such "end-user" sources from a historic, current and potential future perspective, and to understand what influences their decision-making process, and what types of overnight accommodation are they ultimately seeking when selecting hotel accommodations in Barrhead and/or the trade area region.

Once this assessment is completed, a projected five-year Occupancy and Average Daily Room Rate curve would be forecasted for the subject hotel.

#### **4. Market Share Capture**

Should Phase 1 proceed into Phase 2, a Market Share Capture analysis would be undertaken. This entails a projection as to how the subject hotel would compete in the marketplace and/or trade area region in terms of Occupancy and Average Daily Room Rate performance. This in essence involves a detailed strength/weakness analysis, comparing all of the relative advantages and disadvantages of the subject hotel versus its designated competitors. Incorporated into the projections would be a review of the location of the subject site, its proposed concept, branding, market orientation, pricing, as well as its recommended complement of on-site guest facilities and services.

#### **5. Statement of Projected Revenue and Expenses**

Using the results of the research and analysis completed to this point, the next phase of the Study would include a projection of Occupancy, Average Daily Room Rate, Departmental Revenues and Operating Expenses for the subject hotel over a five-year timeframe. The projection would include all revenues and expenses and result in a "bottom line" of Income Available for Debt Service.

#### **6. Feasibility Study - Report**

All of the foregoing information would be presented in a report, fully detailing all research, analysis and conclusions of the Study. The report would be prepared in a suitable format for presentation to any potential investors, lenders, and/or interested stakeholders.

## PROJECT ADMINISTRATION

The consulting fee for conducting the entire Phase 1 and 2 Feasibility Study would be \$7,500.00, plus project expenses for travel & fieldwork, as well as the 5.0% GST. The entire Study would require approximately six weeks to complete from the start-up date. An initial retainer of \$1,500.00 plus GST (\$1,575.00) would be required before the project start-up is to begin.

After three weeks into the assignment, indications will be known as to whether or not a new hotel development may find market support. As previously noted, these Phase 1 findings entail market research that would be undertaken in Steps 1 through 3 of this proposal. Should indications be weak, R.E.C.I would discuss its findings with you, and at your discretion, it is understood that the Study may be immediately delayed and/or terminated. Under such a scenario, a brief letter report would be prepared for you, explaining all preliminary findings and conclusions. As research as part of Phase 1 is considered to be \$1,500.00, no additional fees would be invoiced to you, as the \$1,500 retainer would have already been paid.

Should Phase 1 findings however be deemed positive, no interim report or billing would be prepared, and Phase 2 would continue, again on your direction, based on the terms and methodology as outlined in Steps 4 through 6 of this proposal. Under this scenario, prior to releasing the final version of the Study and only after all travel/fieldwork related expenses are paid and any final revisions to the Report have been mutually agreed to, an invoice in the amount of \$6,300.00 would be billed. This would account for the Study Fee of \$7,875.00 (\$7,500.00 plus GST), less the retainer of \$1,575.00 (\$1,500.00 plus GST).

Please also note that until given specific written permission by R.E.C.I, the Study must be for your internal management use only. As well, while R.E.C.I assures that it will undertake the utmost skill, care and competency as possible during the course of this proposed consulting engagement, it cannot guarantee that any projections as to the events that may occur in the future such as Occupancy Rates, Average Daily Room Rates, Operating Revenues, Operating Expenses and the like will be achieved. R.E.C.I therefore expressly disclaims any and all liability relating or resulting from the Feasibility Study projections.

In closing, R.E.C.I hopes that this proposal accurately reflects your requirements as discussed, and that you will provide your signature on the following page as your authorization to proceed. Should you have any questions or desire any further information however, please do not hesitate to contact me at 403.615.7862 or by e-mail, [richeichler@shaw.ca](mailto:richeichler@shaw.ca)

Yours truly,

**Rich Eichler**

**CLIENT AUTHORIZATION**

According to the details of attached proposal (dated January 27, 2025) which pertains to a Phase 1 Needs Assessment and Phase 2 Feasibility Study for a proposed new hotel development in Barrhead, Alberta, the signature below provides authorization for R.E.CI to proceed.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Position

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX A**

**BIO-  
RICH EICHLER**





## **HOTEL AND TOURISM INDUSTRY EXPERIENCE**

Rich Eichler has been working within the hospitality and tourism industry for over 35 years in a number of roles and capacities. Rich began to learn in an official manner the hospitality and tourism industry in 1982 when enrolling in what still today is recognized as Canada's most highly regarded hotel and tourism school, at Ryerson Polytechnic University in Toronto. At Ryerson, Rich successfully completed a four-year Bachelor of Applied Arts Degree in Hospitality and Tourism Management. Throughout the four-year period between 1982 and 1986, he also held various work positions with both Delta and C.P. Hotels (now Fairmont).

Although it has been nearly 35 years since graduating from Ryerson, Rich continues to keep close ties with the Faculty, having served as President of the Hospitality Alumni Association, as well as a Board Member of the School of Hospitality and Tourism Management.

After Ryerson, Rich spent a year abroad in Israel in 1987, working as a management trainee at the King David Hotel in Jerusalem. As part of the Dan Hotel chain, the King David is one of the most prestigious and renowned hotels in the Middle East.

Soon after returning to Toronto in 1988, Rich joined Pannell Kerr Forster (PKF) Consultants, one of the world's largest and prominent management consulting firms that specializes in assignments within the hotel, tourism, foodservice and leisure time industries. Rich spent 12 years with PKF and became a Senior Consultant by 1995. Throughout his time with the company, he acted as project leader for several hotel and tourism consulting assignments throughout Canada. These included engagements for both new and existing hotels and resorts. Projects included single and mixed-use developments in a broad range of locations including urban, suburban, rural and resort communities.

While most of the 12 years spent with PKF was within Canada, Rich was fortunate enough to work on several international hotel consulting projects, and between May and August 1992, spent four months working in PKF's sister office in Hong Kong. During this time, he was project lead for various hotel consulting engagements in Australia, Indonesia and Malaysia.

After being in Toronto for the better part of 18 years, Rich returned home to Calgary in the fall of 2000. Since this time, he has worked within the hotel and tourism industry in a wide and diverse manner. In 2001, he joined Westmont Hospitality/Innvest REIT (head office in Toronto), acting as Asset Manager for their 25 western Canadian hotels, which represented approximately 5,200 guest rooms. The western Canadian portfolio Rich oversaw achieved annual operating revenues of \$130 million. Major responsibilities entailed the monitoring and development of value creation strategies for hotel

expansions, capital and retrofit programs, and re-branding. Rich also participated in annual Budget and Sales & Marketing Plan reviews.

In 2003, Rich undertook a one-year contract Asset Manager position with Royal Host Hotels based in Calgary. At the time, Royal Host owned, managed and operated approximately 40 hotels across the country. The 40 hotel portfolio Rich oversaw as Asset Manager included 5,500 guest rooms with annual operating revenues of \$150 million. Responsibilities entailed assisting hotels with capital, renovation and revenue-enhancement projects.

In most recent years through Rich Eichler Consulting Inc., Rich has undertaken several consulting engagements for a wide variety of hotel owners, operators and management companies. Areas of specialty include site selection and feasibility studies for new hotel and resort developments, plus market position studies, operational reviews and purchase investigations for existing hotels and resorts. This has covered a broad range of property types, sizes and locations throughout the country. Through his consulting company, Rich has also been engaged in a number of tourism related studies including strategic planning exercises, and master plan developments. This has included government sector work commissioned by the Alberta Ministry of Tourism Parks and Recreation.

As well, in 2005, through the Alberta Real Estate Association, Rich successfully completed the Real Estate Agent's Program, and soon after became a licensed realtor with First Place Realty in Calgary. With regard to real estate brokerage activities, Rich has been involved in the purchase and sale of several hotel properties including transactions within the Alberta market areas of Calgary, Edmonton, Sherwood Park, Fort Saskatchewan, Banff, Canmore, Lloydminster, Vermilion, as well as in Swift Current Saskatchewan, Winnipeg Manitoba, and in Fernie, British Columbia. Rich has also sold land parcels for hotel development within Calgary, Edmonton and Saskatoon.

One of the most recent, and largest real estate transaction which Rich brokered, was the January 2019 completion of a three-pack hotel deal in the cities of Calgary and Edmonton. Back in 2016, Rich introduced the Siksika First Nations to the original developer of the three hotels, and since this time in which the hotels were being built, Rich acted as an important liaison between the developer and the Siksika First Nations, which was formulated into a 50/50 Joint Venture partnership. Rich continued to be involved in various aspects of the transaction until the completion of the deal in late 2018. All three hotels opened within a month of each other in early 2019. They include the 220-room Westin Calgary Airport, the 140-room Four Points Sheraton Hotel in west Edmonton, and the 80-room Westin Element Hotel in west Edmonton.

Rich also successfully brokered a major real estate transaction in March 2022 related to a downtown Calgary hotel. The 120-room Regency Suites Inn at the intersection of 4<sup>th</sup> Avenue and 5<sup>th</sup> Streets SW, was purchased by Coast Hotels Limited, a fully-owned subsidiary of APA Hotel Canada Inc. and one of North America's fastest-growing and Canada's largest hotel brands. Coast Hotels offers properties throughout British Columbia, Alberta, Saskatchewan, the Yukon, Alaska, California, Hawaii, and Washington State, in cities large and small.

# REQUEST FOR DECISION

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**To:** Town Council

**From:** Jennifer Pederson

**Date:** February 25, 2025

**Re:** Proclamation of Lemonade Day – June 14, 2025

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## 1.0 **PURPOSE:**

Request that Town Council proclaim Saturday, June 14, 2025, as Lemonade Day in the Town of Barrhead and waive the \$10 youth entrepreneur business license fee (per month as listed in the Rates and Fees Bylaw) in favour of a \$1 single-day business license fee for participants.

## 2.0 **BACKGROUND AND DISCUSSION:**

Lemonade Day is a fun and educational youth entrepreneurship program designed to teach children how to start, operate, and manage their own business – a lemonade stand. This program empowers youth with skills in business planning, goal setting, customer service, and financial literacy.

The Town of Barrhead has participated in Lemonade Day for several years. For the past three years, the event has coincided with the annual Street Festival, creating an ideal environment for young entrepreneurs to succeed due to the increased foot traffic and community engagement. Typically, 5 – 7 lemonade stands are set up across Town, with participation from both Town and County youth.

Lemonade Day Northern Alberta is organized through Community Futures, with a standard participation fee of \$500 per municipality. The Town of Barrhead has earmarked \$500 for this initiative in the 2025 operating budget.

In past years, the business license fee for Lemonade Day participants was only \$1 per stand. However, the new youth entrepreneur business license fee of \$10 per month has been added to the Rates and Fees bylaw. To reduce barriers for participants, administration is recommending that Council waive the \$10 fee (per month) and instead approve a \$1 single-day business license fee, specifically for Lemonade Day participants.

More information about the Lemonade Day program is available at <https://lemonadeday.org/northern-alberta/story>

**3.0 ALTERNATIVES:**

1. Approve the proclamation of June 14, 2025, as Lemonade Day in the Town of Barrhead and approve the reduction of the youth entrepreneur business license fee to \$1 for a single-day license for Lemonade Day participants.
2. Approve the proclamation of June 14, 2025, as Lemonade Day in the Town of Barrhead, without changes to the business license fee.
3. Decline the proclamation request.
4. Provide other direction to administration.

**4.0 FINANCIAL IMPLICATIONS:**

The \$500 program fee has already been approved and earmarked in the 2025 operating budget. The reduction for the youth entrepreneur business license fee to \$1 for a single-day license is anticipated to result in minimal revenue loss, as only 5 to 7 licenses are typically issued.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None.

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

None.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Proclaiming Lemonade Day supports youth entrepreneurship and community engagement. Aligning the event with Street Festival enhances community vibrancy and supports local businesses. Reducing the business license fee lowers financial barriers for youth participants. The Town has received positive public feedback from past participation.

**8.0 ATTACHMENTS:**

None.

## 9.0 **RECOMMENDATIONS**

That Council proclaim June 14, 2025, as Lemonade Day in the Town of Barrhead, and waive the \$10 youth entrepreneur business license fee in favour of a \$1 single-day business license fee for Lemonade Day participants.

(Original signed by the CAO)

**Collin Steffes**  
CAO

**COUNCIL REPORTS  
AS OF FEBRUARY 25, 2025**

		Meeting (since last council)
Agricultural Society	Cr. Oswald (Alt. Cr. Kluin)	_____
Barrhead Accessibility Coalition	Cr. Kluin	_____
Barrhead Cares Coalition	Cr. Assaf	_____
Barrhead & Area Regional Crime Coalition (BARCC)	Mayor McKenzie	_____
Barrhead Attraction & Retention Committee	Mayor McKenzie	_____
Barrhead & District Social Housing Association	Cr. Smith	_____
Barrhead Fire Services Committee	Cr. Assaf and Cr. Smith	_____
Barrhead Regional Airport Committee	Mayor McKenzie and Cr. Assaf	_____
Barrhead Regional Landfill Committee	Cr. Sawatzky and Cr. Klumph	_____
Barrhead Regional Water Commission	Mayor McKenzie and Cr. Smith (Alt. Cr. Oswald)	_____
Capital Region Assessment Services Commission	Cr. Klumph	_____
Chamber of Commerce	Cr. Oswald	_____X_____
Community Futures Yellowhead East	Cr. Assaf (Alt. Cr. Kluin)	_____
Economic Development Committee	Committee of the Whole	_____
Enhanced Policing School Resource Officer Committee	Cr. Sawatzky (Alt. Mayor McKenzie)	_____
Family & Community Support Services Society	Cr. Kluin and Cr. Oswald	_____X_____
Intermunicipal Collaboration Framework Committee	Cr. Assaf, Cr. Smith and Mayor McKenzie	_____
Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	_____X_____
Municipal Emergency Advisory Commission	Cr. Assaf, Cr. Kluin and Cr. Smith	_____
Municipal Planning Commission	Cr. Assaf, Cr. Oswald and Cr. Sawatzky (Alt. Cr. Smith)	_____
Subdivision & Development Appeal Board	Cr. Klumph	_____
Twinning Committee	Cr. Klumph	_____
Yellowhead Regional Library Board	Cr. Klumph (Alt. Cr. Sawatzky)	_____



**Barrhead & District Social Housing Association  
Minutes  
Regular Board Meeting – November 29, 2024**

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Members Present: Craig Wilson, Don Smith, Roberta Hunt (via videoconference), Peter Kuelken  
Absent: Bill Lane  
Staff Present: Tyler Batdorf, Su Macdonald

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**1.0 The meeting was called to order at 10:00: a.m.**

**2.0 Approval of Agenda**

*Peter Kuelken moved to approve the November 29, 2024, Regular Board Meeting Agenda.*

*Carried Unanimously*

**3.0 Adoption of the Minutes**

*Peter Kuelken moved to adopt the Minutes of the Organizational Meeting of October 31, 2024 with the following amendment:*

*Remove Don Smith's name from "Members Present"*

*Carried Unanimously*

*Roberta Hunt moved to adopt the Minutes of the Regular Board Meeting of October 31, 2024 with the following amendment:*

*Remove Don Smith's name from "Members Present"*

*Carried Unanimously*

## 4.0 Reports

- 4.1 Financial Report – October 2024  
Income Statements for the organization were presented together with a statement of investments for information.

*Don Smith moved to accept the Financial Reports as presented.*

*Carried Unanimously*

- 4.2 Cheque Log – October 2024

*Peter Kuelken moved to accept the Cheque Log as presented.*

*Carried Unanimously*

- 4.3 CAO Report

Updates were presented on the following topics:

-Activities, Dietary, Administration, and Housekeeping.

-Network Issues: Due to residents using the office wi-fi, administration had been experiencing wi-fi instability. A contractor was called in to create a separate network for residents and guests.

-Physician Attraction and Retention: A representative visited Hillcrest Lodge. BARC is looking for temporary accommodation for healthcare workers and students. If BARC indicates interest in Hillcrest, discussions will take place at that time.

-Alberta Living Wage: The Alberta Living Wage Network study was presented for information only.

-Resident Survey: Results of the surveys were presented for information only.

*Roberta Hunt moved to accept the CAO's Report as presented.*

*Carried Unanimously*

- 4.4 Facilities Manager's Report

No major issues to report. Seasonal work is continuing as well as ongoing suite maintenance and renovation.

*Don Smith moved to accept the Facilities Manager's Report as presented.*

*Carried Unanimously*

- 4.5 Resident Services Manger's Report

Vacancy Report:

-Hillcrest Lodge	6 vacancies (4%)
-Klondike Place	1 vacancies (3%)
-Golden Crest Manor	2 vacancies (6%)
-Jubilee Manor	0 vacancies (0%)
-Pembina Court Manor	2 vacancies (8%)
-JDR Manor	1 vacancies (17%)



- Barrhead CH                      0 vacancies (0%)
- Swan Hills CH                    2 vacancies (25%)

There is a waitlist for Barrhead Community Housing of 25, 7 for Swan Hills, 16 for the Manors and 36 for Lodges.

*Peter Kuelken moved to accept the Resident Services Manager's Report as presented.*

*Carried Unanimously*

**5.0            Old Business**

- 5.1      Discussion – Update on affordable housing  
No further developments at this time.

**6.0            New Business**

- 6.1      RFD – Rental Rates  
The Board was asked for a decision on raising the Lodge rates which had not been done since 2017.

*Peter Kuelken moved that Lodge rates be increased by \$100 per month and that cable charges be included in the new rental rate, effective January 1, 2025.*

*Carried Unanimously*

- 6.2      RFD – Rent Structure  
The Board was asked to review the current rental structure (Rent RGI + service charge) and consider changing it to a maximum rent only (removing the service charge), based on income and respecting the 357 Rule. Current residents will have the old rent structure “grandfathered in” for the remainder of their residency.

*Peter Kuelken moved that the new rent structure as outlined in the RFD be adopted for all new residents, effective January 1, 2025.*

*Carried Unanimously*

- 6.3      RFD – Committee Meeting Dates  
The Board was requested to set dates for the Salary & Wage Review Committee Meeting and the Policy Review Committee Meeting.

*Peter Kuelken moved that the Salary & Wage Review Committee meet on January 23, 2025, following the Regular Board Meeting and that the Policy Review Committee Meeting date be determined at the January 2025 Board Meeting*

*Carried Unanimously*

**7.0 Correspondence**

Move to closed session

**8.0 In Camera – Board and CAO**

*Don Smith moved to go "in camera" at 11:11 a.m. and Peter Kuelken moved to come out of closed session at 11:32*

*Roberta Hunt moved that the Board follow-up on the concerns that were raised during the closed session. Carried Unanimously*

**9.0 In Camera – Board Only and Board & CAO**

Not required.


**10.0 Date and Time of Next Meeting**

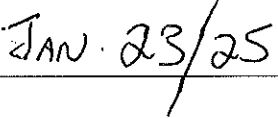
Thursday, January 23, 2025 at 10:00 a.m.

**11.0 Adjournment**

*Peter Kuelken moved to adjourn the meeting at 11:34 a.m.*

*Carried Unanimously*

  
\_\_\_\_\_  
Signature: Craig Wilson, Chairperson

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature: Tyler Batdorf, CAO

  
\_\_\_\_\_  
Date



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

February 11, 2025

Mayor Dave Mckenzie and Town Council,  
Town of Barrhead  
5014 - 50 Ave  
Barrhead, AB T7N 1A2

Dear Mayor Mckenzie,

Barrhead & District Volunteer Appreciation Planning Committee is pleased to coordinate the Volunteer Appreciation Event for 2025. This event recognizes and celebrates the immeasurable contributions of volunteers in our community. This community wide celebration is also a chance for a variety of community groups to formally thank their volunteers. This year our Volunteer Appreciation Celebration will be held on April 29, 2025 at Bethel Pentecostal Church Family Life Centre. We are looking forward to local entertainment, speakers, a pancake breakfast, and an awards ceremony.

Annual funds for this event have traditionally been provided by the Town of Barrhead, County of Barrhead, Barrhead & District FCSS Society, Volunteer Alberta, and local service groups. We appreciate our partnerships and financial support from our community, as this much anticipated event would not be possible without them. Therefore, once again we are requesting assistance from those listed above. The Town has set aside funding for this event in the past, and by doing so again will ensure it continues to be an annual highlight for many people in our community.

We were very pleased at last years unanticipated In-Kind donations from our local grocery stores (Freson Bros., Pembina West Coop and Neerlandia Coop) that our grocery expenses were less than budgeted. At the end of the event, we wrote to you to make you aware of this and to see if we should return a portion of the funds that you had given to the 2024 event. We received a letter from Jennifer Mantay, Director of Corporate Services, in June informing us to keep the \$600 for the 2025 event and that the Town of Barrhead would reduce their 2025 budget by that much. Thus, we are requesting funds of \$1200.00, rather than the \$1800.00 like last year.

Our projected cost for this year's celebration is estimated to be approximately \$5200.00 including donations and in-kind donations. Further budget details can be forwarded to you if needed. The Planning Committee appreciates the support of Town Council in considering this request, and we look forward to your reply.

We also look forward to seeing Members of Town Council at the event this year. Formal invitations will follow. Thank you for your continued support of volunteer initiatives in our community.

Sincerely,



Leah Jackson  
Chair, Volunteer Appreciation Committee  
FCSS Program Coordinators  
[program.coordinator@barrheadfcss.org](mailto:program.coordinator@barrheadfcss.org)  
780-674-3341 ext. 103



Karen Pronishen  
Executive Director  
Barrhead & District FCSS Society  
[executive.director@barrheadfcss.org](mailto:executive.director@barrheadfcss.org)  
780-674-3341 ext. 102