



**AGENDA**  
**REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL**  
**TUESDAY, APRIL 8, 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 – March 25, 2025
4. Public Hearings
  - (a) There are no Public Hearings
5. Delegations
  - (a) There is no Delegation
6. Old Business
  - (a) No Old Business to Review
7. New Business
  - (a) Joint Election Agreement with Pembina Hills School Division
  - (b) 2025 Municipal Election Special Ballots
  - (c) 2025 Municipal Election Institutional Vote
  - (d) 2025 Municipal Election Advance Vote
8. Reports
  - (a) Council Reports

9. Minutes

- (a) Barrhead & District Family and Community Support Services – December 23, 2024
- (b) Barrhead & District Family and Community Support Services – February 4, 2025
- (c) Barrhead & District Family and Community Support Services – February 20, 2025
- (d) Community Futures Yellowhead East – February 20, 2025

10. Bylaw

- (a) Bylaw 03-2025 – Property Tax Bylaw

11. Correspondence Item

- (a) No correspondence to review

12. For the Good of Council

13. Tabled Items

14. Closed Session – Land: FOIP Section 16(1)

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, MARCH 25, 2025,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Officials: Collin Steffes, CAO, Jenny Bruns, Director of Planning, Economic Development & Legislative Services and Jennifer Mantay, Director of Corporate Services

**OTHERS** Sandy Doucet, Barrhead Leader

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

**AGENDA** The agenda was reviewed.

085-25 Moved by Cr. Klumph that the agenda be accepted as with the following additions to Council Reports:

- Barrhead Regional Crime Coalition
- Twinning Committee
- Barrhead Public Library
- Community Futures Yellowhead East

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Regular Meeting of March 11, 2025, were reviewed.

086-25 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of March 11, 2025 be approved as presented.

CARRIED UNANIMOUSLY

**DELEGATION**

Mayor McKenzie and Council welcomed Fire Chief Gary Hove from Barrhead Fire Services at 5:30 p.m.

Fire Chief Gary Hove discussed and reviewed with Council the Barrhead Regional Fire Services Yearly Report and how ambulance assists were impacting service levels, and the financial impact on the department. CAO Collin Steffes provided a brief update on activities to date by the prior CAO to secure a copy of the contract between AHS and Associated Ambulance, indicating that Associated Ambulance refused to share the information requested.

**EXITED** Mayor McKenzie and Council thanked Fire Chief Gary Hove for his presentation and he exited the Chambers at 6:09 p.m.

087-25 Moved by Cr. Sawatzky that Council accept the presentation from Fire Chief Gary Hove as information.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT**

For Council to approve the Monthly Bank Statement for the month ending February 28, 2025.

088-25 Moved by Cr. Oswald that Council approves the Monthly Bank Statement for the month ending February 28, 2025, as presented.

CARRIED UNANIMOUSLY

**HOUSING  
STRATEGY**

Collin Steffes, CAO and Jenny Bruns, Director of Planning, Economic Development & Legislative Services presented the Draft Barrhead Housing Strategy to Council for consideration of next steps in addressing the housing shortage in the Town of Barrhead.

089-25 Moved by Cr. Assaf that Council adopt the Barrhead Housing Strategy as presented.

CARRIED UNANIMOUSLY

**CULTURE COMMITTEE  
FUNDING DIRECTION**

Collin Steffes, CAO reports on existing funding to community organizations, and requested consideration to reallocate the existing \$20,000 from the 2025 Tourism – Cultural Celebration Budget to the 2025 Recreation Administration - Programs General Budget, to enhance attendance and community engagement in future events.

090-25 Moved by Cr. Oswald that Council authorizes administration to determine the allocation of the \$20,000 budget From Tourism – Cultural Celebrations, towards current Town Cultural Celebrations, with the intent to enhance and expand existing events, to enhance resident experience and enjoyment, and to attract more visitors resulting in local economic benefits.

CARRIED UNANIMOUSLY

**RECESSED**

091-25 Moved by Cr. Assaf that Council recess at 6:48 pm.

CARRIED UNANIMOUSLY

**RECONVENED**

092-25 Moved by Cr. Sawatzky that Council reconvene at 7:20 pm.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

The following Reports to Council as of March 25, 2025, were reviewed:

- Chamber of Commerce
- Family & Community Support Services Society
  - Indigenous Committee
- Barrhead & District Indigenous Committee
- Barrhead and Area Regional Crime Coalition
- Twinning Committee
- Barrhead Public Library
- Community Futures Yellowhead East

093-25 Moved by Cr. Sawatzky that the following Reports to Council as of March 25, 2025, be accepted as information:

- Chamber of Commerce
- Family & Community Support Services Society
  - Indigenous Committee
- Barrhead & District Indigenous Committee
- Barrhead and Area Regional Crime Coalition
- Twinning Committee
- Barrhead Public Library
- Community Futures Yellowhead East

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

Cr. Sawatzky thanked the Career Fair Committee for a very successful event hosting many kids and job seekers, and that the event was excellent, and survey results were very positive.

Cr. Klumph thanked the County for their part in the Japanese Twinning Delegation, and Walter Preugschas for taking the delegation to and from the airport, as well as the County Tour to see the bison and dairy farms. He also commented that the museum tour was great, and that Pembina Hills really stepped up. He also thanked the host families and committee for their help in the success of the visit.

Cr. Oswald thanked the Barrhead Rotary Music Festival for their great work in putting on the Annual Music Festival and that it was a great event.

**ADJOURN**

094-25 Moved by Cr. Klumph that the Council Meeting be adjourned at 7:55 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Collin Steffes

# REQUEST FOR DECISION

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**To:** Town Council

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

**cc:** File

**Date:** April 8, 2025

**Re:** Joint Election Agreement With Pembina Hills School Division

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## **1.0 PURPOSE:**

That Council authorize an Agreement between the Town and Pembina Hills School Division to hold a Joint Election on October 20, 2025

## **2.0 BACKGROUND AND DISCUSSION:**

The Town has been approached by Pembina Hills School Division requesting that the Town conduct the School Board Election in conjunction with the 2025 municipal election.

As per the attached agreement, all costs associated with the School Board Election will be the responsibility of Pembina Hills School Division.

As per Section 3 of the Municipal Government Act, an agreement for a Joint Election must be approved through Council resolution.

## **3.0 ALTERNATIVES:**

1. Council authorize the Agreement between the Town and Pembina Hills School Division to hold a Joint Election on October 20, 2025, in conjunction with the 2025 municipal election.
2. Council tables the Joint Election Agreement with Pembina Hills School Division and instructs Administration to provide additional information and report back to the next Council Meeting.

## **4.0 FINANCIAL IMPLICATIONS:**

All costs related to the School Board Election will be the sole responsibility of Pembina Hills School Division.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

None

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

The resolution to authorize the Joint Agreement will comply with the Municipal Government Act, Section 3.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

The public will be presented with a ballot for School Board Trustee during the municipal election, which has been the case for the past several municipal elections.

**8.0 ATTACHMENTS:**

8.1 Joint Election Agreement With Pembina Hills School Division

**9.0 RECOMMENDATION:**

Council authorize the Agreement between the Town and Pembina Hills School Division to hold a Joint Election on October 20, 2025, in conjunction with the 2025 municipal election.

(original signed by the CAO)  
Collin Steffes  
CAO

## JOINT ELECTION AGREEMENT

THIS AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025

BETWEEN:

**THE TOWN OF BARRHEAD**  
(“the Town”)

- and -

**THE PEMBINA HILLS SCHOOL DIVISION**  
(the “School Division”)

**WHEREAS**, Section 3 of the *Local Authorities Election Act*, R.S.A. 2000 c L-21 (the “Act”) provides for local authorities to enter into an agreement for the holding of a joint election;

**AND WHEREAS**, the Town contains Pembina Hills West Ward 3 (an electoral ward composed of the Town of Barrhead – the “Ward”) of the School Division;

**AND WHEREAS**, the Town and the School Division wish to enter into an agreement to hold a joint election within the Town on October 20, 2025 (the “Election Day”);

**AND WHEREAS**, the Town shall be responsible for the overall conduct of the Municipal/School Joint Election in accordance with the Act;

**NOW THEREFORE** be it agreed that the School Division and the Town do hereby make provision for the holding of joint election in the School Division’s Ward with each party under the following obligations:

1. The School Division shall:
  - a) receive and retain all nomination papers on file until the term of office to which the papers relate has expired;
  - b) give notice of and accept nominations of school board trustees;
  - c) appoint a returning officer, by resolution, for the internal administration of the School Division election in accordance with the *Education Act*, S.A. 2012, c E-0.3, as amended, the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25, as amended and the Act;
  - d) authorize, by bylaw, that the nominations be accompanied by a criminal record check and child intervention record check;
  - e) provide the Town with the names of nominated candidates for the Ward immediately after noon on Monday, September 22, 2025; and
  - f) report the unofficial and official election results to the Minister of Education.



2. The Returning Officer and/or Substitute Returning Officer on behalf of the Town shall be responsible for the overall conduct of the joint election in accordance with the Act, including but not limited to the following:
  - a) give notice of an election in the prescribed form;
  - b) provide the election officials required to conduct the election;
  - c) provide the necessary training to the election officials to ensure proper fulfillment of statutory requirements;
  - d) provide all the required advertising of the election;
  - e) provide all election materials, ballot boxes and voting booths;
  - f) designate the voting stations and ensure the voting stations comply with the requirements of the Act;
  - g) provide a sufficient number of ballots;
  - h) report to the School Division the unofficial ballot counts for the Ward on election day;
  - i) ensure the ballots for the election conform to the Act and are issued, collected, examined, counted, and recorded in accordance with the Act;
  - j) manage delivery of the sealed ballot box and ballot accounts from the voting station after the close of the voting stations on election day;
  - k) establish rates of remuneration for election officials;
  - l) authorize the conduct of an advance vote; and
  - m) report the official ballot counts for the Ward to the School Division no later than noon on October 24, 2025.
3. As part of this agreement, the Town, as the Elected Authority responsible for the conduct of the municipal/school election and pursuant to Section 3 (5) of the Act, must ensure that the procedures prescribed under the Act for holding an election are complied with, including procedures in respect of the retention and destruction of all election materials.
4. The Returning Officer for the Town shall be responsible for the implementation of the required procedures for the Special Ballot, within the Town of Barrhead jurisdiction only.
5. In the event that no municipal election is required for the Town due to acclamation, and an election is required for the School Division's Ward, the election will be conducted by the Town and 100% of the cost of the election for the School Division's Ward will be borne by the School Division.
6. In the event that school trustees are acclaimed in the Ward and no election is required, the School Division shall pay the Town its share of the total election costs incurred by the Town to nomination day to an amount no greater than \$2,000.00.
7. The School Division shall pay the Town 100% of the expenses for its portion of the election costs directly related to the election of school trustees for the Ward, and incurred by the Town, including the cost of printing the school board trustee ballots for the School Division, plus 50% of the administration costs, materials and supplies, facility rentals, election official costs, and any other costs directly attributable to the conduct of the election.

8. The Town shall invoice the School Division for their portion of the election costs for the School Division's Ward by December 1, 2025. The School Division shall remit payment within 30 days of receipt of the invoice.

**THIS AGREEMENT** shall remain in effect until the conclusion of the 2025 Local Authorities Election.

**IN WITNESS WHEREOF** the parties have hereto duly executed this agreement as of the day and year first above written.

**TOWN OF BARRHEAD**

**PEMBINA HILLS SCHOOL DIVISION**

-----  
Jennifer Mantay,  
Returning Officer

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Heather Nanninga,  
Secretary Treasurer, Returning Officer

# REQUEST FOR DECISION

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**To:** Town Council

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

**cc:** File

**Date:** April 8, 2025

**Re:** 2025 Municipal Election Special Ballots

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## **1.0 PURPOSE:**

For Council to approve the offering of Special Ballots during the October 20, 2025, municipal election.

## **2.0 BACKGROUND AND DISCUSSION:**

The following is an excerpt from the Local Authorities Election Act:

### ***Application for special ballot***

**77.1(1)** *An elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote or at the voting station on election day may apply to vote by special ballot.*

**(1.1)** *An elector whose name is not contained in the permanent electors register and who is unable to vote at an advance vote or at the voting station on election day may apply to be added to the permanent electors register by*

- a) Completing an application in the prescribed form,*
- b) Making a statement in the prescribed form that the person is eligible to vote as an elector,*
- c) Including a copy of the elector's identification that meets the requirements of section 53(1)(b), and*
- d) Providing the information referred to in clauses (a) to (c) to the returning officer of the elector's local jurisdiction.*

**(2)** *An elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:*

- a) in writing;*

- b) by telephone;
- c) by fax;
- d) in person;
- e) by email;
- f) by secure website.

**(2.1)** *If an elected authority has made a resolution described in subsection (2), an elector may apply to the returning officer of the elector's local jurisdiction for a special ballot, by a method provided for in the resolution, and during the period of time specified in the resolution.*

Since the 2004 municipal election, Council has provided the opportunity for residents to apply for a Special Ballot. A Special Ballot is a mail-in vote for those unable to vote in person due to absence from the local jurisdiction on election day and the advance voting days.

Administration is recommending once again that the Special Ballot option be offered to residents unable to vote at the Voting Station during the October 20, 2025, municipal election and the advance voting days.

### **3.0 ALTERNATIVES:**

- 3.1
  - a) That Council approve the offering of Special Ballots during the October 20, 2025, municipal election; and
  - b) That applications for Special Ballot packages be accepted by any of the following methods: in writing, by telephone, by fax, in person, by email; and
  - c) That completed Special Ballot Packages be accepted until closing of the voting station on election day.
- 3.2 That Council choose not to offer Special Ballots during the October 20, 2025, municipal election.
- 3.3 That Council request additional information regarding Special Ballots and table to the next regular Council meeting.

### **4.0 FINANCIAL IMPLICATIONS:**

The 2025 municipal election has been budgeted for in the 2025 operating budget.

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

The 2025 municipal election is governed by the Local Authorities Election Act.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Electors will be provided with as many voting opportunities as available

**8.0 ATTACHMENTS:**

Excerpt from Section 77.1 of LAEA

**9.0 RECOMMENDATION:**

- a) That Council approve the offering of Special Ballots during the October 20, 2025, municipal election; and
- b) That applications for Special Ballot packages be accepted by any of the following methods: in writing, by telephone, by fax, in person, by email; and
- c) That completed Special Ballot Packages be accepted until closing of the voting station on election day.

(original signed by the CAO)

Collin Steffes  
CAO

**Application for special ballot**

**77.1(1)** An elector whose name is contained in the permanent electors register and who is unable to vote at an advance vote or at the voting station on election day may apply to vote by special ballot.

**(1.1)** An elector whose name is not contained in the permanent electors register and who is unable to vote at an advance vote or at the voting station on election day may apply to be added to the permanent electors register by

- (a) completing an application in the prescribed form,
- (b) making a statement in the prescribed form that the person is eligible to vote as an elector,
- (c) including a copy of the elector's identification that meets the requirements of section 53(1)(b), and
- (d) providing the information referred to in clauses (a) to (c) to the returning officer of the elector's local jurisdiction.

**(2)** An elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:

- (a) in writing;
- (b) by telephone;
- (c) by fax;
- (d) in person;
- (e) by e-mail;
- (f) by secure website.

**(2.1)** If an elected authority has made a resolution described in subsection (2), an elector may apply to the returning officer of the elector's local jurisdiction for a special ballot, by a method provided for in the resolution, and during the period of time specified in the resolution.

# REQUEST FOR DECISION

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**To:** Town Council

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

**cc:** File

**Date:** April 8, 2025

**Re:** 2025 Municipal Election – Institutional Voting Stations

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## 1.0 **PURPOSE:**

For Council to establish institutional voting stations for the October 20, 2025, municipal election.

## 2.0 **BACKGROUND AND DISCUSSION:**

The following is an excerpt from the Local Authorities Election Act:

### **Institutional vote location, eligibility and appointments**

**80(1)** *The elected authority by resolution or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election in addition to voting stations designated under section 37.*

**(2)** *An elector who on election day*

*(a) is confined to a treatment centre in the local jurisdiction, or*

*(b) is a resident in a supportive living facility in the local jurisdiction,*

*that is established as an institutional voting station for the election is eligible to vote at that institutional voting station.*

Administration is requesting that Council once again approve the establishment of Institutional Voting Stations during the 2025 municipal election.

### **3.0 ALTERNATIVES:**

3.1 That Council designate the following locations for Institutional Voting Stations for the October 20, 2025, municipal election:

- Shepherd's Care – Time to be determined
- Keir Care Centre – Time to be determined
- Barrhead Healthcare Centre - Time to be determined
- Hillcrest – Time to be determined
- Jubilee Manor – Time to be determined
- Golden Crest - Time to be determined
- Klondike Place - Time to be determined

The times of the institutional votes will be determined by the Town's Returning Officer and coordinated with the various Facility Managers.

3.2 That Council request additional information regarding Institutional Voting Stations and table to the next regular Council meeting.

### **4.0 FINANCIAL IMPLICATIONS:**

The 2025 municipal election has been budgeted for in the 2025 operating budget.

### **5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

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

The 2025 municipal election is governed by the Local Authorities Election Act.

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

Electors will be provided with as many voting opportunities as available

### **8.0 ATTACHMENTS:**

None

### **9.0 RECOMMENDATION:**

9.1 That Council designate the following locations for Institutional Voting Stations for the October 20, 2025, municipal election:

- Shepherd's Care – Time to be determined
- Keir Care Centre – Time to be determined
- Barrhead Healthcare Centre - Time to be determined
- Hillcrest – Time to be determined
- Jubilee Manor – Time to be determined



- Golden Crest - Time to be determined
- Klondike Place - Time to be determined

The times of the institutional votes will be determined by the Town's Returning Officer and coordinated with the various Facility Managers.

(original signed by the CAO)

**Collin Steffes**  
CAO

# REQUEST FOR DECISION

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**To:** Town Council

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

**cc:** File

**Date:** April 8, 2025

**Re:** 2025 Municipal Election – Advance Voting Stations

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## 1.0 **PURPOSE:**

For Council to authorize an advance vote for the October 20, 2025, municipal election.

## 2.0 **BACKGROUND AND DISCUSSION:**

The following is an excerpt from the Local Authorities Election Act:

### ***Advance vote***

**73(2)** *Subject to subsection (3), an elected authority may by resolution provide for holding an advance vote for an election.*

**(3)** *Subject to subsections (4) and (7), a municipality having a population greater than 5000 must provide for holding an advance vote on*

*(a) the election of municipal councillors, including by-elections, and*

*(b) the submission of a bylaw or question to electors under section 7.*

**(5)** *No advance vote shall be held within 24 hours of election day.*

**(6)** *The returning officer must determine the days and hours when the advance vote under subsection (2) or (3) is to be held.*

Administration is requesting that Council once again approve the establishment of Advance Voting Stations during the 2025 municipal election.

**3.0 ALTERNATIVES:**

3.1 That Council authorize Administration to hold an Advance Vote for the October 20, 2025, municipal election.

3.2 That Council request additional information regarding Advance Voting Stations and table to the next regular Council meeting.

**4.0 FINANCIAL IMPLICATIONS:**

The 2025 municipal election has been budgeted for in the 2025 operating budget.

**5.0 INTERDEPARTMENTAL IMPLICATIONS:**

Not Applicable

**6.0 SENIOR GOVERNMENT IMPLICATIONS:**

The 2025 municipal election is governed by the Local Authorities Election Act.

**7.0 POLITICAL/PUBLIC IMPLICATIONS:**

Electors will be provided with as many voting opportunities as available

**8.0 ATTACHMENTS:**

None

**9.0 RECOMMENDATION:**

9.1 That Council authorize Administration to hold an Advance Vote for the October 20, 2025, municipal election.

(original signed by the CAO)

Collin Steffes  
CAO

**COUNCIL REPORTS  
AS OF APRIL 8, 2025**

**Meeting  
(since last council)**

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



**APPROVED**  
Feb 20<sup>th</sup>/25

**Regular Board Meeting Minutes**  
Thursday, December 23rd, 2024

<b>Present</b>	<p>Leslie Penny – Chair          Jean Loitz – Vice Chair          Albert Mast – Secretary/Treasurer          Karen Pronishen – Executive Director          Kay Roberts – Finance          Terese Koch – Recording Secretary</p> <p>Paul Properzi, Anthony Oswald,          Kavitha Kamalahasan, Tom Carroll,          Doug Drozd, Peter Kuelken, Sally Littke,          Dausen Kluin</p>	
<b>Absent/ Regrets</b>		
	<p><b>1) Call to Order:</b>          The regular meeting of the Barrhead &amp; District Family and Community Support Services Society was called to order by Leslie Penny at 9:33 am.</p>	
<b>24/12-01</b>	<p><b>2) Acceptance of Agenda – Additions/Deletions</b></p> <ul style="list-style-type: none"> <li>• Addition to Board Committee Updates – Request to add an additional member to the Personnel Committee</li> </ul> <p>Moved by Paul Properzi to accept the agenda with the above addition.          Seconded by Anthony Oswald.</p>	<b>Carried</b>
	<p><b>3) Board Delegation/Presentation</b></p> <ul style="list-style-type: none"> <li>• None at this meeting.</li> </ul>	
<b>24/12-02</b>	<p><b>4) Items for Approval</b></p> <p>a) Moved by Sally Littke to accept the minutes of the regular Board meeting for Barrhead and District FCSS Society from November 21<sup>st</sup>, 2024.          Seconded by Jean Loitz.</p>	<b>Carried</b>

**Barrhead & District Family and Community Support Services Society  
Regular Board Meeting of December 21<sup>st</sup>, 2024**

Julie Perry Chairperson

Leese Koch Recording Secretary

**Special Board Meeting Minutes**  
**Tuesday, February 4, 2025**

<b>Present</b>	<b>Leslie Penny – Chair</b> <b>Jean Loitz – Vice Chair</b> <b>Paul Properzi</b> <b>Anthony Oswald</b> <b>Tom Carroll</b> <b>Doug Drozd</b> <b>Sally Littke</b> <b>Karen Pronishen – Executive Director</b>	
<b>Absent/ Regrets</b>	<b>Dausen Klein, Kavitha Kamalahasan, Albert Mast, Peter Kuelken</b>	
	<b>1) Call to Order:</b> <b>The Special Board meeting of the Barrhead &amp; District Family and Community Support Services Society was called to order by Leslie Penny at 3:01 pm.</b>	
<b>25/02-01</b>	<b>2) In Camera</b> <ul style="list-style-type: none"> <li>Moved by Paul Properzi to go In-Camera at 3:02 pm. Seconded by Jean Loitz.</li> </ul>	<b>Carried</b>
<b>25/02-02</b>	<ul style="list-style-type: none"> <li>Moved by Tom Carroll to go Out of Camera at 3:39 pm. Seconded by Jean Loitz.</li> </ul>	<b>Carried</b>
<b>25/02-03</b>	<b>2) Tenfold HR Solutions</b> <ul style="list-style-type: none"> <li>Moved by Anthony Oswald to Hire Tenfold HR Solutions to be the recruiting firm for the hiring of the new Executive Director. Seconded by Sally Littke.</li> </ul>	<b>Carried</b>
<b>25/02-04</b>	<b>3) In Camera</b> <ul style="list-style-type: none"> <li>Moved by Jean Loitz to go In-Camera at 3:50 pm. Seconded by Anthony Oswald.</li> </ul>	<b>Carried</b>
<b>25/02-05</b>	<ul style="list-style-type: none"> <li>Moved by Sally Littke to go Out of Camera at 4:00 pm. Seconded by Paul Properzi.</li> </ul>	<b>Carried</b>
<b>25/02-06</b>	<b>4) Action Items from In Camera</b> <ul style="list-style-type: none"> <li>Moved by Jean Loitz to direct Administration to proceed with the action items from the discussions held In Camera. Seconded by Sally Littke.</li> </ul>	<b>Carried</b>

25/02-07	<b>12) Adjournment</b> Moved by Sally Littke to adjourn the meeting at 4:05 pm.	Carried
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**Barrhead & District Family and Community Support Services Society  
Special Board Meeting of February 4, 2025**

Lishe Penntz Chairperson

A. Poonshen Recording Secretary





**APPROVED**  
*Mar 17/25*

**Regular Board Meeting Minutes**  
**Thursday, February 20th, 2025**

<b>Present</b>	<p><b>Leslie Penny – Chair</b>  <b>Jean Loitz – Vice Chair</b>  <b>Albert Mast – Secretary/Treasurer</b>  <b>Karen Pronishen – Executive Director</b>  <b>Kay Roberts – Finance</b>  <b>Terese Koch – Recording Secretary</b></p> <p><b>Paul Properzi, Anthony Oswald,</b>  <b>Tom Carroll, Doug Drozd, Sally Littke,</b>  <b>Dausen Kluin</b></p>	
<b>Absent/ Regrets</b>	<p><b>Kavitha Kamalahasan, Peter Kuelken</b></p>	
	<p><b>1) <u>Call to Order:</u></b>  <b>The regular meeting of the Barrhead &amp; District Family and Community Support Services Society was called to order by Leslie Penny at 9:23 am.</b></p>	
<b>25/02-01</b>	<p><b>2) <u>Acceptance of Agenda – Additions/Deletions</u></b></p> <p><b>Moved by Paul Properzi to accept the agenda as presented.</b>  <b>Seconded by Sally Littke.</b></p>	<b>Carried</b>
	<p><b>3) <u>Board Delegation/Presentation</u></b></p> <ul style="list-style-type: none"> <li>• <b>None at this meeting.</b></li> </ul>	
<b>25/02-02</b>	<p><b>4) <u>Items for Approval</u></b></p> <p><b>a) Moved by Tom Carroll to accept the minutes of the regular Board meeting for Barrhead and District FCSS Society from December 23<sup>rd</sup>, 2024.</b>  <b>Seconded by Jean Loitz.</b></p>	<b>Carried</b>
<b>25/02-03</b>	<p><b>b) Moved by Anthony Oswald to accept the minutes of the Special Board Meeting from Tuesday, February 4<sup>th</sup>, 2025.</b>  <b>Seconded by Paul Properzi.</b></p>	<b>Carried</b>

	<b>Seconded by Tom Carroll.</b>	
	<b>11) Next Meeting</b> <b>Thursday, March 20th, 2025</b>	
<b>24/02-10</b>	<b>12) Adjournment</b> <b>Moved by Sally Littke to adjourn the meeting at 10:41 am.</b>	<b>Carried</b>

**Barrhead & District Family and Community Support Services Society  
Regular Board Meeting of February 20th, 2025**

*Julie Penny* Chairperson  
*Leuse Koch* Recording Secretary

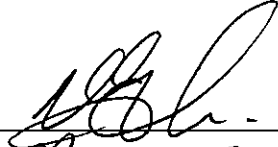
**Community FUTURES YELLOWHEAD EAST**  
**CFYE Regular Board Meeting Minutes**  
**Thursday February 20, 2025**

<p><b>In Attendance :</b></p> <p><b>REGRETS:</b></p>	<p>Nick Gelych , Daryl Weber, Marvin Schatz, Liz Krawiec, Robyn Murray, Anna Greenwood, Ty Assaf, Serena Lapointe. <b>Virtual Attendance:</b> Dave Kusch</p> <p>Jim Hailes</p>
<p><b>1) CALL TO ORDER</b></p>	<p>Meeting called to order: Board Chair Nick Gelych, called meeting to order @: 1:02 pm</p>
<p><b>2) CONSENT AGENDA</b></p>	<p><b>2.0 Adoption of Consent Agenda</b></p> <p><u><b>Motion # 75</b></u> <b>Moved by: Daryl Weber</b></p> <p><i>That the consent agenda items be approved as included</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>3) ADOPTION OF AGENDA</b></p>	<p><b>Adoption of Regular Meeting Agenda</b></p> <p><u><b>Motion # 76</b></u> <b>Moved by: Liz Krawiec</b></p> <p><i>That the agenda be amended to include IRC Loan Meeting Update.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>4) IRC REPORT</b></p>	<p><b>4.1 Delinquent Loan Client Update</b></p> <p><b>a) Delinquent LOC Client Update- Mayerthorpe \$50,000</b>  Lawyer advised to proceed with next steps as per board direction</p> <p><u><b>Motion# 77</b></u> <b>Moved by: Daryl Weber</b></p> <p><i>Motion to accept as Information only</i></p> <p style="text-align: right;"><b>Carried</b></p> <p><b>b) Delinquent LOC Client – Whitecourt \$22,037.29</b>  ○ Lawyer advised to proceed with next steps legal action as per board direction</p> <p><u><b>Motion # 78</b></u> <b>Moved by: Serena Lapointe</b></p> <p><i>Motion to approve having lawyer to move forward with foreclosure process</i></p> <p style="text-align: right;"><b>Carried</b></p> <p><b>c) Delinquent – CGI/Term Loan Client – Whitecourt \$ 34,526.63</b>  ○ Final reminder to client sent indicating we needed to receive new banking information before Feb 1, along with arranging payments. No response received.</p> <p><u><b>Motion # 79</b></u> <b>Moved by: Marvin Schatz</b></p> <p>Motion approved directing administration to have loan written off, and to proceed with foreclosure process through legal council.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><u><b>Motion # 80</b></u> <b>Moved by: Ty Assaf</b></p> <p><i>Motion to approve directing administration to proceed with reporting loan default status with the credit bureau, for all 3 loans currently in default.</i></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>4.2 In House Loan Approval Ratification:</b>  Successful RRRF – Refinancing loan client offered lower interest rate</p>

	<p><b>Motion # 81</b> <span style="float: right;"><b>Moved by Liz Krawiec</b></span>  <i>Motion to ratify the approval of Inhouse loan .</i></p> <p style="text-align: right;"><b>CARRIED</b></p> <p>4.2 <b>In house Loan Decline</b> – Information Attached.  <b>Whitecourt</b> – Entertainment Sector</p> <p><b>Motion # 82</b> <span style="float: right;"><b>Moved by: Ty Assaf</b></span>  <i>Motion to ratify the decision made by administration, to decline the loan.</i></p> <p style="text-align: right;"><b>CARRIED</b></p>
<p><b>5) OLD BUSINESS</b></p>	<p><b>5.0 Old Business</b></p> <p><b>5.1 Policy Review: On Going</b>  <i>No Current Update</i></p> <p><b>5.3 Financial Investment Portfolio:</b>  <i>No Current Update</i></p> <p><b>5.4 CFNC 2025 NATIONAL CONFERENCE UPDATE</b>  Staff working on Per Diem Payout prior to March 31, 2025</p> <p><b>5.5 Prairies Can Operating Plan Report Due January 31, 2025: Attached</b></p> <ul style="list-style-type: none"> <li>○ Plan amended/updated prior to submission</li> <li>○ Change in Budget Dollars as Required</li> <li>○ Change in Percentage of Wage Dollars allocated to Staff</li> </ul> <p><b>Motion # 83</b> <span style="float: right;"><b>Moved by: Robyn Murray</b></span>  <i>Motion to accept amendments made to previously approved 2025/2026 Operational Plan as presented .</i></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>5.6 NRED Grant Project Proposal Submitted – No Response Yet</b></p> <p><b>Meeting recess @2:20 pm</b></p>
<p><b>6) NEW BUSINESS</b></p>	<p><b>Meeting Re-convened- @ 2:30pm</b></p> <p><b>6.1 Prairies Can Quarterly Reports Due: Feb 8, 2025</b>  <b>Q1&amp;Q2 2025 Report - Attached</b></p> <p><b>Motion # 84</b> <span style="float: right;"><b>Moved by: Ty Assaf</b></span>  <i>Motion to accept the Q2 Report as presented</i></p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>6.2 Disaster Recovery Preparedness Project Update:</b></p> <ul style="list-style-type: none"> <li>○ CFWY Regional Round Table Jasper – April 17, 2025 – DATE CONFLICT</li> <li>○ EDA Training – October 29, 2025 10:00 AM Edson – Members welcome</li> <li>○ CFYE Regional Round Table Date: When, Participants</li> </ul> <p><i>Shared as Information Only, board, recommended hosting our regional round table session in Spring, ahead of Forest Fire Season.</i></p> <p><b>6.3 Annual Council Presentations:</b></p> <ul style="list-style-type: none"> <li>• Board requested to provide feedback on ideas for upcoming annual council presentations.</li> </ul>

	<p>Feedback included,</p> <ul style="list-style-type: none"> <li>• continue in person when possible,</li> <li>• create sample questions for board members to ask after presentation,</li> <li>• include information regarding the small business continuity disaster recovery project,</li> <li>• less information contained in formal material provided, more information shared verbally.</li> </ul> <p><b>6.4 Fibre to Homes:</b> Alberta Beach, Val Quentin, Sunset Point- Funding Proposal * information available at meeting <b>Motion # 85</b>                      <b>Moved by Daryl Weber</b> Board made the motion to decline Fiber to homes business proposal, administration advised to inform client.</p> <p style="text-align: right;"><b>CARRIED</b></p> <p><b>6.5 RRRF – Legacy Committee Proposal/CFNA – Prairies Can Update</b> Information Discussed, provided for information only.</p> <p><b>6.6 IRC</b> IRC Chair, provided an overview regarding loan approval for Fox Creek, Hospitality sector loan, \$100,000 Term Loan, and \$50,000 LOC</p>
<p><b>ROUND TABLE</b></p>	<p><b>Daryl Weber, Alberta Beach :</b> Sno Mo days - shut down for safety with the dark sky's, additional report of a tragic accident occurring at the event. Tara Underwood received Kings Coronation Award</p> <p><b>Liz Krawiec, Swan Hills :</b> ABSA/ SwanHills sled Rally this weekend,</p> <p><b>Serena Lapointe, Whitecourt :</b> Trailblazers Event this past Saturday, 200 participants, cold weather impacted previous participation numbers .</p> <p><b>Anna Greenwood, Mayerthorpe :</b> Snow Removal Ongoing, staffing vacancies slowly being filled</p> <p><b>Robyn Murray, Onoway :</b> Seniors Valentines Day Lunch well attended, Presented Ed Gallagher with Kings Coronation Award, Distillery business looking to come to Onoway, Council recommending a tax incentive for non residential improvements with a RE-Bate Program, Industrial Park options being reviewed, Town of Onoway put out a media release regarding the fire dept agreement with Lac Ste Anne.</p> <p><b>Marvin, County of Barrhead:</b> Admin changes included a Director of Rural Development, and Economic Development – Dawn Fedorich, she will also be in charge of hiring a new development officer.</p> <p><b>Ty:</b> shared New CAO hired, council assessing different fees, RCMP finalized their agreement, new building construction planned for this spring.</p> <p><b>DAVE:</b> CAO, working out well, finding his way. Temporary CAO's finished., Small Open House with Chamber of Commerce held regarding, the possibility of Woodlands being selected along with 3 others being considered to host a nuclear reactor site. Open houses in this regard upcoming. Ontario Power and Capital Power will be presenting at the open houses. County still reviewing and providing information before making a formal decision for or against. Drop In - Open Houses next week: Tues, Wednesday 12:00 – 8:00 PM open House – Casino , Wednesday</p>

	<p>at Blueridge Community Hall, Greenview &amp; Big Lakes County's being informed as well.</p> <p><b>Nick, Lac Ste Anne County</b> – shared that one of their department managers, to Woodlands, Council/Admin looking at revamping positions, interim looking at outsourcing planning manager, hired a new corporate services manager.</p>
<b>CORESSPONDENCE</b>	<b>CFNA – Newsletter Update – Attached/shared as Information Only</b>
<b>NEXT MEETING</b>	<p><b>March: 20, 2024</b></p> <p><b>Start at 11:00 – Draft Budget Reviews – LUNCH PROVIDED</b></p> <p>Meeting Adjourned 4:26</p>

Signature: 

Date: MARCH 20/25.

# REQUEST FOR DECISION

**To:** Town Council

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

**cc:** File

**Date:** April 8, 2025

**Re:** Bylaw 03-2025, the Property Tax Bylaw

**1.0 Purpose:**

For Council to pass all three readings to Bylaw 03-2025, the Property Tax Bylaw, for the 2025 taxation year.

**2.0 Background and Discussion:**

The **2025 final property assessments** have been received and recorded. The Town will recognize an overall **increase** in the **taxable** assessments.

2024 TOTAL Taxable Assessment	524,244,180
2025 TOTAL Growth Assessment Changes	7,910,580
2025 TOTAL Market Assessment Change	23,976,350
2025 TOTAL Taxable Assessment	556,131,110
<b>2025 TOTAL TAXABLE ASSESSMENT (INCREASE)</b>	<b>31,886,930</b>

Most **residential single-family assessments** increased by an average of **4.9% (+/-)**.

Most of the **non-residential assessments** increased by an average of **3.7% (+/-)**.

**A breakdown of the 2025 Taxable Assessment values are as follows:**

2024 <b>Residential</b> Taxable Assessment	388,077,570
2025 Growth Assessment Changes	3,473,430
2025 Market Assessment Change	18,997,550
<b>2025 Residential Taxable Assessment (higher)</b>	<b>410,548,550</b>
2024 <b>Non-Residential</b> Taxable Assessment	136,166,610
2025 Growth Assessment Changes	4,437,150
2025 Market Assessment Changes	4,978,800
<b>2025 Non-Residential Taxable Assessment (higher)</b>	<b>145,582,560</b>

<b>Summary of Change in 2025 Taxable Assessments</b>	
Residential Taxable Assessments (higher)	22,470,980
Non-Residential Taxable Assessments (higher)	9,415,950
<b>TOTAL 2025 Taxable Assessments (higher)</b>	<b>31,886,930</b>

**Municipal Taxes**

In order for Council to continue offering the same level of programs and services that our residents have become accustomed to, Bylaw 03-2025, the Property Tax Bylaw, has incorporated a 1% increase to the municipal portion of the property tax rate for both residential and non-residential properties. The 1% increase was incorporated into the 2025 Final Operating Budget.

Following is a further breakdown of the total assessment changes, first by Growth and then by Market. The increase in the taxable assessment shows the increase in Municipal Taxes raised between 2024 and 2025 based on the increased taxable assessments and a 1% municipal tax rate increase.

**Assessment – Based on Growth**

For new construction, any changes to progressive assessments (buildings that were under construction during 2024) with a 1% municipal tax rate increase.

<b>Growth Assessment Changes</b>	<b>New Growth Assessment</b>	<b>Increase in Net Municipal Taxes Raised</b>
2025 Residential	3,473,430	\$30,881
2025 Non-Residential	4,437,150	\$65,569
<b>Total Tax Revenue Based on Growth Only</b>		<b>\$96,450</b>

**Assessment – Based on Market Assessment Changes**

For changes in assessments due to the market and sales in the various areas of the Town, with a 1% municipal tax rate increase.

<b>Market Assessment Changes</b>	<b>New Market Assessment</b>	<b>Increase in Net Municipal Taxes Raised</b>
2025 Residential	18,997,550	\$168,901
2025 Non-Residential	4,978,800	\$ 73,573
<b>Total (Increase) Tax Revenue Based on Market Only</b>		<b>\$242,474</b>

<b>Total Increase in Municipal Tax Revenue Between 2024 and 2025 Based on a 1% municipal tax rate increase</b>	<b>\$338,924</b>
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It is important to note that the municipal portion of the 2025 property taxes are approximately \$161,000 higher than when Council approved the 2025 Operating Budget in January. This increase is due to higher than estimated assessments for both residential and non-residential properties.

It is critical that funds continue to be transferred to capital reserves for future projects; therefore, it would be Administration’s recommendation that any funds resulting from additional tax revenues would be transferred to Capital Reserves at year end.

**Tax Increase Summary**



**A summary of the impact of the 1% municipal property tax rate increase is as follows.**

The **municipal taxes** paid by the property owner would also be affected by any increases or decreases in their specific property assessment values.

**PROPERTY TAX RATE INCREASE OF 1% – RESIDENTIAL TAX ACCOUNTS**

<b>Properties with decrease in municipal taxes \$200.00 to \$300.00</b>	<b>2</b>	<b>694 Properties = 39%</b>
<b>Properties with decrease in municipal taxes \$100.00 to \$200.00</b>	<b>2</b>	
<b>Properties with decrease from \$1.00 to \$100.00</b>	<b>4</b>	
<b>Properties with increase from \$0.00 to \$50.00</b>	<b>362</b>	
<b>Properties with increase from \$50.00 to \$100.00</b>	<b>324</b>	
Properties with increase from \$100.00 to \$200.00	817	
Properties with increase from \$200.00 to \$300.00	174	
Properties with increase from \$300.00 to \$400.00	46	
Properties with increase from \$400.00 to \$500.00	21	
Properties with increase from \$500.00 to \$600.00	9	
Properties with increase from \$600.00 to \$700.00	1	
Properties with increase greater than \$700.00	2	
<b>Total number of Properties</b>	<b>1,764</b>	

**Based on the above summary, 39% of all residential properties will either see a decrease in the municipal portion of their property taxes or an increase of \$100.00 or less. An additional 46% of properties will see an increase of \$100.00 to \$200.00.**

**PROPERTY TAX RATE INCREASE OF 1% –  
NON-RESIDENTIAL TAX ACCOUNTS**

<b>Properties with decrease in municipal taxes \$300.00 to \$400.00</b>	<b>1</b>	<b>182 Properties = 64%</b>
<b>Properties with decrease in municipal taxes \$200.00 to \$300.00</b>	<b>0</b>	
<b>Properties with decrease in municipal taxes \$100.00 to \$200.00</b>	<b>2</b>	
<b>Properties with decrease in municipal taxes \$50.00 to \$100.00</b>	<b>0</b>	
<b>Properties with decrease in municipal taxes \$1.00 to \$50.00</b>	<b>12</b>	
<b>Properties with increase from \$0.00 to \$50.00</b>	<b>93</b>	
<b>Properties with increase from \$50.00 to \$100.00</b>	<b>28</b>	
<b>Properties with increase from \$100.00 to \$200.00</b>	<b>46</b>	
Properties with increase from \$200.00 to \$300.00	26	
Properties with increase from \$300.00 to \$400.00	19	
Properties with increase from \$400.00 to \$500.00	16	
Properties with increase from \$500.00 to \$600.00	8	
Properties with increase from \$600.00 to \$700.00	3	
Properties with increase from \$700.00 to \$800.00	5	
Properties with increase from \$800.00 to \$900.00	4	
Properties with increase from \$900.00 to \$1,000.00	2	
Properties with increase greater than \$1,000.00	21	
<b>Total number of Properties</b>	<b>286</b>	

**Based on the above summary, 64% of all non-residential properties will either see a decrease in the municipal portion of their property taxes or an increase of \$200.00 or less. The majority of the 21 non-residential properties that have increased by greater than \$1,000.00 are properties with assessments of greater than \$1 million.**

## Requisitions & Other Tax Rates

Requisitions are listed as separate tax rates on the property tax notice, in addition to the municipal property tax rates. This portion of taxes are collected and paid directly to the requisitioning authority.

### Alberta School Foundation Fund (ASFF) Requisition:

The **2025 School Requisition** from the Province has been received. The Town of Barrhead is required to collect this requisition from the overall taxable assessments and issue the payment to the Province. The comparison between the 2025 and 2024 School Requisition is as follows:

2025 School Requisition	2024 School Requisition	Difference
\$ 1,585,002	\$ 1,425,576	\$ 159,426 Increase

As the school requisition is divided among the total assessment, the school portion of the **residential** tax rates will be amended as follows:

2025 Residential School Tax Rate	2024 Residential School Tax Rate	Difference	Effect on Each \$100,000 of Residential Assessment Value
2.6563	2.5129	0.1434 Increase	\$14.34 Increase

The school portion of the **non-residential** tax rates will be amended as follows:

2025 Non-Residential School Tax Rate	2024 Non-Residential School Tax Rate	Difference	Effect on Each \$100,000 of Non-Residential Assessment Value
3.6691	3.5725	0.0966 Increase	\$9.66 Increase

### Barrhead District Social Housing Association (B.D.S.H.A) Requisition:

The **2025 B.D.S.H.A Requisition** has been received. The Town of Barrhead is required to collect this requisition from the overall taxable assessments and issue the payment to the B.D.S.H.A. The comparison between the 2025 and 2024 B.D.S.H.A. Requisition is as follows:

2025 BDSHA Requisition	2024 BDSHA Requisition	Difference
\$ 111,937	\$ 111,956	\$19 Decrease

This increase will have the following effect on both **Residential and Non-Residential** Properties.

2025 BDSHA Tax Rate	2024 BDSHA Tax Rate	Difference	Effect on Each \$100,000 of Assessment Value
0.2035	0.2158	0.0123 Decrease	\$1.23 Decrease

### Government of Alberta-Designated Industrial Assessment Fee Requisition:

Starting in 2018, the Town has been requisitioned for the fees associated with the

assessment costs for Designated Industrial properties within our boundaries. This will affect the linear properties being electricity, telecommunications, television, cable and natural gas. Total requisition amount is \$535.47 for 2025.

2025 Non-Residential Linear Tax Rate	2024 Non-Residential Linear Tax Rate	Difference	Effect on Each \$100,000 of Non-Residential Linear Assessment Value
0.0701	0.0765	0.0064 Decrease	\$0.64 Decrease

**Aquatic Centre Debenture Tax Rate:**

Funds are being collected for the Aquatic Centre Debenture payment. The Town has ensured that this is listed as a separate line on the tax notices so all property owners can see exactly what the cost is to them. As there was an increase in overall taxable assessments, there is a decrease in this Tax Rate.

2025 Aquatic Centre Debenture Tax Rate	2024 Aquatic Centre Debenture Tax Rate	Difference	Effect on Each \$100,000 of Assessment Value
0.5225	0.5539	0.0314 Decrease	\$3.14 Decrease

**In summary, total tax rates, including tax rates for Municipal, Aquatic Centre, School and Social Housing, for residential and non-residential properties will see the following increases in 2025. This will also be affected by any increases or decreases to assessed values.**

2025 Total Residential Tax Rate	2024 Total Residential Tax Rate	Difference	Effect on Each \$100,000 of Assessment Value
12.2730	12.0853	0.1877 Increase	\$18.77 Increase

2025 Total Non-Residential Tax Rate	2024 Total Non-Residential Tax Rate	Difference	Effect on Each \$100,000 of Assessment Value
19.1724	18.9732	0.1992 Increase	\$19.92 Increase

Attached is the summary of the Residential and Non-Residential historical tax rates from 2019 to 2025 (**Attachment #1**).

**3.0 Alternatives:**

- 3.1 Council pass all three readings of Bylaw 03-2025, the Property Tax Bylaw, as presented.
- 3.2 Council instructs Administration to amend the proposed Bylaw 03-2025, the Property Tax Bylaw, as directed and pass all three readings.
- 3.3 Council tables proposed Bylaw 03-2025, the Property Tax Bylaw, and instructs Administration to provide further information and bring back the information at the next Council Meeting.

**4.0 Financial Implications:**

The majority of the property tax revenues will be received by June 30, 2025.

**5.0 Interdepartmental Implications:**

Not applicable.

**6.0 Senior Government Implications:**

Not applicable.

**7.0 Political/Public Implications:**

Property Tax due date for all tax accounts is June 30, 2025.

**8.0 Attachments:**

8.1 Historical Tax Rates from 2019 to 2025

8.2 Draft Bylaw 03-2025

**9.0 Recommendations**

Council pass all three readings to Bylaw 03-2025, the Property Tax Bylaw as presented.

(Original signed by the CAO)  
Collin Steffes  
CAO

**TOWN OF BARRHEAD PROPERTY TAX RATES  
2019 to 2025 Proposed**

<b><u>RESIDENTIAL &amp; FARMLAND</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b>Proposed <u>2025</u></b>
<b>MUNICIPAL</b>							
General Operations of Council	8.4775	8.4775	8.4775	8.4775	8.6301	8.8027	8.8907
Aquatic Centre Debenture	<u>0.5683</u>	<u>0.5782</u>	<u>0.5964</u>	<u>0.5874</u>	<u>0.5756</u>	<u>0.5539</u>	<u>0.5225</u>
<b>TOTAL MUNICIPAL</b>	<b>9.0458</b>	<b>9.0557</b>	<b>9.0739</b>	<b>9.0649</b>	<b>9.2057</b>	<b>9.3566</b>	<b>9.4132</b>
<b>REQUISITIONS</b>							
Alberta School Foundation Fund	2.6349	2.6763	2.6831	2.6747	2.6011	2.5129	2.6563
Barrhead & Dist. Social Housing	<u>0.1146</u>	<u>0.1221</u>	<u>0.0435</u>	<u>0.1255</u>	<u>0.1212</u>	<u>0.2158</u>	<u>0.2035</u>
<b>TOTAL REQUISITIONS</b>	<b>2.7495</b>	<b>2.7984</b>	<b>2.7266</b>	<b>2.8002</b>	<b>2.7223</b>	<b>2.7287</b>	<b>2.8598</b>
<b>TOTAL TAX RATES</b>	<b>11.7953</b>	<b>11.8541</b>	<b>11.8005</b>	<b>11.8651</b>	<b>11.9280</b>	<b>12.0853</b>	<b>12.2730</b>
<b><u>NON-RESIDENTIAL</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b>Proposed <u>2025</u></b>
<b>MUNICIPAL</b>							
General Operations of Council	14.0905	14.0905	14.0905	14.0905	14.3441	14.6310	14.7773
Aquatic Centre Debenture	<u>0.5683</u>	<u>0.5782</u>	<u>0.5964</u>	<u>0.5874</u>	<u>0.5756</u>	<u>0.5539</u>	<u>0.5225</u>
<b>TOTAL MUNICIPAL</b>	<b>14.6588</b>	<b>14.6687</b>	<b>14.6869</b>	<b>14.6779</b>	<b>14.9197</b>	<b>15.1849</b>	<b>15.2998</b>
<b>REQUISITIONS</b>							
Alberta School Foundation Fund	3.7474	3.9823	4.0989	4.0129	3.6459	3.5725	3.6691
Barrhead & Dist. Social Housing	<u>0.1146</u>	<u>0.1221</u>	<u>0.0435</u>	<u>0.1255</u>	<u>0.1212</u>	<u>0.2158</u>	<u>0.2035</u>
<b>TOTAL REQUISITIONS</b>	<b>3.8620</b>	<b>4.1044</b>	<b>4.1424</b>	<b>4.1384</b>	<b>3.7671</b>	<b>3.7883</b>	<b>3.8726</b>
<b>TOTAL TAX RATES</b>	<b>18.5208</b>	<b>18.7731</b>	<b>18.8293</b>	<b>18.8163</b>	<b>18.6868</b>	<b>18.9732</b>	<b>19.1724</b>

**BYLAW 03-2025  
PROPERTY TAX BYLAW**

**A BYLAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF BARRHEAD FOR THE 2025 TAXATION YEAR.**

**WHEREAS**, the Municipal Government Act, being Chapter M-26 of the Statutes of Alberta, 2000, and amendments thereto, authorizes Council to pass a property tax Bylaw annually, and

**WHEREAS**, the Town of Barrhead, in the Province of Alberta has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on January 14, 2025, and

**WHEREAS**, the assessor has assigned the assessment classes to the property on the Town of Barrhead Assessment Roll as;

- Class 1 - Residential,
- Class 2 - Non-Residential, and Non-Residential Linear
- Class 3 - Farm Land,
- Class 4 - Machinery and Equipment, and

**WHEREAS**, property tax rate in this Bylaw shall be referred to as the tax rate, as defined in Section 355 of the Municipal Government Act, times 1,000, and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than property taxation is estimated at \$8,906,313, and the balance of \$7,790,397, is to be raised by general municipal taxation, and

**WHEREAS**, the estimated municipal expenditures (excluding non-cash items of \$2,120,800) and transfers set out in the budget for the Town of Barrhead for 2025 are estimated at \$ 16,680,680, and

**WHEREAS**, the estimated amount required to repay principal debt to be raised by general municipal taxation is \$174,780, and

**WHEREAS**, the estimated amount required for current year capital expenditures to be raised by general municipal taxation is \$865,030, and

**WHEREAS**, the current year capital revenues and expenditures are estimated as \$4,017,990, and

**WHEREAS**, the Requisitions, including underlevies and overlevies, to create the total 2025 requisition levies are:

<b>ALBERTA SCHOOL FOUNDATION FUND (ASFF)</b>	
Residential and Farmland	\$ 1,089,796
Non-Residential/Linear	\$ 496,115
<b>BARRHEAD &amp; DISTRICT SOCIAL HOUSING ASSOCIATION</b>	<b>\$ 112,010</b>
<b>GOVERNMENT ALBERTA DESIGNATED INDUSTRIAL PROPERTY</b>	<b>\$ 535</b>

**WHEREAS** the total taxable assessment of all property in the Town of Barrhead as shown on the assessment roll is:

Residential	410,424,750
Farmland	123,800
Non-Residential	133,105,780
Linear, Designated Industrial	7,638,720
Machinery and Equipment	4,838,060
<b>TOTAL TAXABLE ASSESSMENT</b>	<b>556,131,110</b>

**BYLAW 03-2025**

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Barrhead, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on all taxable property as shown on the assessment roll of the Town of Barrhead:

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
<b>General Municipal</b>			
Residential/Farmland	\$ 3,650,064	\$ 410,548,550	8.89070
Non-Residential	\$ 1,966,944	\$ 133,105,780	14.77730
Linear	\$ 112,880	\$ 7,638,720	14.77730
Machinery & Equipment	\$ 71,493	\$ 4,838,060	14.77730
<b>Total</b>	<b>\$ 5,801,381</b>	<b>\$ 556,131,110</b>	
<b>Aquatic Centre Debenture</b>			
Residential/Farmland	\$ 214,512	\$ 410,548,550	0.52250
Non-Residential	\$ 69,548	\$ 133,105,780	0.52250
Linear	\$ 3,991	\$ 7,638,720	0.52250
Machinery & Equipment	\$ 2,528	\$ 4,838,060	0.52250
<b>Total</b>	<b>\$ 290,579</b>	<b>\$ 556,131,110</b>	
<b>Alberta School Foundation Fund (ASFF)</b>			
Residential/Farmland	\$ 1,089,796	\$ 410,268,450	2.65630
Non-Residential	\$ 468,088	\$ 127,575,660	3.66910
Linear	\$ 28,027	\$ 7,638,720	3.66910
<b>Total</b>	<b>\$ 1,585,911</b>	<b>\$ 545,482,830</b>	
<b>Barrhead &amp; District Social Housing</b>			
Residential/Farmland	\$ 83,490	\$ 410,268,450	0.20350
Non-Residential	\$ 25,962	\$ 127,575,660	0.20350
Linear	\$ 1,554	\$ 7,638,720	0.20350
Machinery & Equipment	\$ 985	\$ 4,838,060	0.20350
<b>Total</b>	<b>\$ 111,990</b>	<b>\$ 550,320,890</b>	
<b>Gov't Alberta Designated Industrial</b>			
Non-Residential Linear	\$ 535	\$ 7,638,720	0.07010
<b>Total</b>	<b>\$ 535</b>	<b>\$ 7,638,720</b>	
<b>GRAND TOTAL</b>	<b>\$ 7,790,396</b>		

A summary of tax rates for all assessed value of lands, buildings and improvements shown on the Assessment and Tax Roll of the Town of Barrhead for the year 2025 are as follows:

<u>Municipal:</u>	<u>Residential</u>	<u>Non-Residential</u>	<u>Farmland</u>	<u>Machinery &amp; Equipment</u>	<u>Non-Residential Linear</u>
General Operations of Council	8.8907	14.7773	8.8907	14.7773	14.7773
Aquatic Centre Debenture	<u>0.5225</u>	<u>0.5225</u>	<u>0.5225</u>	<u>0.5225</u>	<u>0.5225</u>
<b>TOTAL MUNICIPAL</b>	<b>9.4132</b>	<b>15.2998</b>	<b>9.4132</b>	<b>15.2998</b>	<b>15.2998</b>
<b>Requisitions:</b>					
Alberta School Foundation Fund	2.6563	3.6691	2.6563	0.0000	3.6691
Barrhead & Dist. Social Housing	0.2035	0.2035	0.2035	0.2035	0.2035
Gov't Alberta Desig. Industrial	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0000</u>	<u>0.0701</u>
<b>TOTAL REQUISITIONS</b>	<b><u>2.8598</u></b>	<b><u>3.8726</u></b>	<b><u>2.8598</u></b>	<b><u>0.2035</u></b>	<b><u>3.9427</u></b>
<b>TOTAL TAX RATES</b>	<b><u>12.2730</u></b>	<b><u>19.1724</u></b>	<b><u>12.2730</u></b>	<b><u>15.5033</u></b>	<b><u>19.2425</u></b>

**BYLAW 03-2025**

2. That a penalty of twelve percent (12%) shall be added on all unpaid current year taxes, including local improvement taxes, remaining unpaid after June 30, 2025 and shall be added on July 2, 2025.
3. That a penalty of twelve percent (12%) shall be added on all outstanding taxes and related costs that remain unpaid after December 31, 2025, and shall be added on the second (2<sup>nd</sup>) day of January 2026.
4. That payment must be made by cash, debit, money order, internet banking, telephone banking, accepted cheque or draft (draft payable at par), Barrhead, Alberta.
5. That the assessment notice and the tax notice relating to the same property shall be combined on one notice.
6. That any complaint regarding the assessment notice must be lodged by July 8, 2025.
7. Should any provision of this bylaw be deemed to be invalid then such invalid provision will be severed from this bylaw and such severance will not affect the validity of the remaining portions of this bylaw, except to the extent necessary to give effect to such severance.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2025.

**TOWN OF BARRHEAD**

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

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

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2025.

**TOWN OF BARRHEAD**

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

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

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2025 and passed.

**TOWN OF BARRHEAD**

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

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