AGENDA

REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL

TUESDAY, November 10, 2026, AT 5:30 P.M.

IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

1. Call to Order

2. Consideration of Agenda (Additions - Deletions)

3. Confirmation of Minutes

   (a) Regular Meeting Minutes – October 27, 2026
   (b) Organizational Meeting Minutes – October 27, 2026
   (c) Special Meeting Minutes – November 4, 2026

4. Public Hearing

   (a) None

5. Delegations

   (a) Barrhead Fire Services – Chief Gary Hove

6. Old Business

   (a) None

7. New Business

   (a) Municipal Grave Opening and Closing Services
   (b) Intermunicipal Library Agreement
   (c) Enhancing Council & Administrative Practices
   (d) NRED Grant Land

8. Reports

(a) Council Reports

9. Minutes

(a) Barrhead Airport Committee – October 26, 2026

(b) Barrhead Regional Fire Services Committee – October 27, 2026

(c) Barrhead Regional Landfill Committee – October 21, 2026

10. Bylaw

(a) None

11. Correspondence Items

(a) Barrhead Regional Fire Services (BRFS) October Report

12. For the Good of Council

13. Tabled Items

(a) None

14. Closed Session

(a) Reserve Usage
Section 29 Access to Information Act (ATIA - Advice from Officials)

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL HELD TUESDAY, OCTOBER 27, 2026, IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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

ABSENT

OTHERS Barry Kerton, Barrhead Leader

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

AGENDA The agenda was reviewed.

305-26 Moved by Cr. Smith that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

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

306-26 Moved by Cr. Botros that the Minutes of the Regular Town Council Meeting of October 13, 2026, be approved as presented.

CARRIED UNANIMOUSLY

PUBLIC HEARING

BYLAW 08-2026 CALL TO ORDER

Public Hearing for Bylaw 08-2026 – Non-Residential Tax Incentive Bylaw, to hear testimony by directly obtaining thoughts, suggestions, and comments before taking action related to Bylaw 08-2026 – Non-Residential Tax Incentive Bylaw.

Mayor Ty Assaf commenced the Public Hearing to hear testimony by directly obtaining thoughts, suggestions, and comments before taking action on Bylaw 08-2026 – Non-Residential Tax Incentive Bylaw at 5:32 p.m.

BYLAW 08-2026 NON-RESIDENTIAL TAX INCENTIVE BYLAW

Jenny Bruns, Director of Planning, Economic Development & Legislative Services presented background information on Bylaw 08-2026 – Non-Residential Tax Incentive Bylaw that provides a short description of the proposed changes.

PUBLIC PRESENTATIONS

No members of the public were in attendance, either in person or virtually.

Mayor Assaf declared the Public Hearing for Bylaw 08-2026 – Non-Residential Tax Incentive Bylaw closed at 5:37 p.m.

RECESSED

307-26 Moved by Cr. Kluin that the Council Meeting be recessed to hold the Organizational Meeting at 5:38 p.m.

CARRIED UNANIMOUSLY

RECONVENE

314-26 Moved by Cr. Oswald that the Regular Council Meeting reconvene at 6:07 p.m.

CARRIED UNANIMOUSLY

DELEGATION

PUBLIC WORKS UPDATE

Mayor Assaf welcomed Kelly Kelly from Public Works and Sheldon Flett, Director of Public Works, to the meeting at 6:07 p.m.

Sheldon Flett and Kelly Kelly presented information and gave a 2026 Project Update for the Public Works department.

EXITED Mayor Assaf and Council thanked Sheldon Flett and Kelly Kelly; they exited the meeting at 6:43 p.m.

315-26 Moved by Cr. Sawatzky that Council accept the Public Works 2026 Project Update as information presented.

CARRIED UNANIMOUSLY

BARRHEAD PUBLIC LIBRARY

Mayor Assaf welcomed Lindsey Juke Turnbull, Director, and David Rowe, Chairman of the Board, from the Barrhead Public Library to the meeting at 6:43 p.m.

Lindsey Juke Turnbull provided Council with a budget presentation for the Barrhead Public Library Board.

EXITED Mayor Assaf and Council thanked Lindsey Juke Turnbull, Director and David Rowe, Chairman; they exited the meeting at 7:20 p.m.

316-26 Moved by Cr. Kluin that Council accept the budget presentation for the Barrhead Public Library Board as information presented.

CARRIED UNANIMOUSLY

RECESSED

317-26 Moved by Cr. Kluin that the Council Meeting be recessed at 7:20 p.m.

CARRIED UNANIMOUSLY

RECONVENE

318-26 Moved by Cr. Sawatzky that the Regular Council Meeting reconvene at 7:41 p.m.

CARRIED UNANIMOUSLY

NEW BUSINESS

BARRHEAD PUBLIC LIBRARY BUDGET

Jennifer Mantay, Director of Corporate Services, reviewed the Barrhead Public Library Board proposed 2027 Operating Budget for Council's consideration.

319-26 Moved by Cr. Kluin that Council approves the 2027 Barrhead Public Library Operating Budget as presented.

CARRIED UNANIMOUSLY

CAO CORPORATE PROJECTS UPDATE

Collin Steffes, CAO, presented the 2026 Corporate Work Plan to provide Council with a consolidated overview of significant corporate projects and initiatives currently underway or recently completed.

320-26 Moved by Cr. Botros that Council accept the CAO Report – 2026 Corporate Projects Update, dated October 27, 2026, as information.

CARRIED UNANIMOUSLY

ENHANCING COUNCIL AND ADMINISTRATIVE PRACTICES

Jodie Lyons, Municipal Coordinator, provided an information briefing of proposed enhancements to Council and Administrative governance practices to be brought forward at an upcoming Council meeting for decision.

321-26 Moved by Cr. Smith that Council accept this briefing as information and endorse in principle the proposed enhancements to Council and Administrative governance practices to be brought forward at an upcoming Council meeting for decision.

CARRIED UNANIMOUSLY

COUNCIL REPORTS

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

(a) Chamber of Commerce – Cr. Oswald
(b) Barrhead Regional Landfill Committee – Cr. Kluin
(c) Barrhead Regional Airport Committee – Cr. Kluin
(d) Barrhead & Area Regional Crime Coalition (BARCC) – Cr. Kluin
(e) Barrhead Regional Fire Services Committee – Cr. Sawatzky
(f) Community Futures Yellowhead East – Cr. Botros
(g) Barrhead Library Board – Cr. Botros
(h) Twinning Committee – Cr. Botros
(i) Barrhead Regional Airport Committee – Cr. Botros
(j) Barrhead & District Social Housing Authority – Cr. Smith

322-26 Moved by Cr. Fylyshtan that the following Reports to Council as of October 27, 2026 be accepted as information:

(a) Chamber of Commerce – Cr. Oswald
(b) Barrhead Regional Landfill Committee – Cr. Kluin
(c) Barrhead Regional Airport Committee – Cr. Kluin
(d) Barrhead & Area Regional Crime Coalition (BARCC) – Cr. Kluin
(e) Barrhead Regional Fire Services Committee – Cr. Sawatzky
(f) Community Futures Yellowhead East – Cr. Botros
(g) Barrhead Library Board – Cr. Botros
(h) Twinning Committee – Cr. Botros
(i) Barrhead Regional Airport Committee – Cr. Botros
(j) Barrhead & District Social Housing Authority – Cr. Smith

CARRIED UNANIMOUSLY

FOR THE GOOD OF COUNCIL

Cr. Botros sent out a kudos to the Lift Conference committee for putting on a good event.

BYLAW

NON-RESIDENTIAL TAX INCENTIVE BYLAW 08-2026

Jenny Bruns, Director of Planning, Economic Development & Legislative Services, presented for Council to consider the Non-Residential Tax Incentive Bylaw that provides a short-term municipal property tax incentive for new or expanded commercial and industrial development within the Town of Barrhead.

323-26 Moved by Cr. Fylyshtan that Council give Bylaw 08-2026, Non-Residential Tax Incentive Bylaw, second reading.

CARRIED UNANIMOUSLY

324-26 Moved by Cr. Sawatzky that Council give Bylaw 08-2026, Non-Residential Tax Incentive Bylaw, third and final reading.

CARRIED UNANIMOUSLY

IN-CAMERA

ORGANIZATIONAL ADMINISTRATION UPDATE
ATIA SECTION 29

FCSS TRANSITION UPDATE
ATIA SECTION 29

325-26 Moved by Cr. Kluin that Council move in-camera pursuant to Section 29 of the Access to Information Act to discuss two topics; Organizational Administration Update and FCSS Transition update, at 8:36 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

326-26 Moved by Cr. Sawatzky that the Regular Council Meeting move out of closed session at 9:53 p.m.

CARRIED UNANIMOUSLY

FCSS TRANSITION UPDATE

327-26 Moved by Cr. Smith that Council direct Administration to take action as discussed in Closed Session.

CARRIED UNANIMOUSLY

ADJOURN

328-26 Moved by Cr. Sawatzky that the Council Meeting be adjourned at 9:54 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

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Mayor, Ty Assaf

_____
CAO, Collin Steffes

**MINUTES OF THE ORGANIZATIONAL MEETING
OF THE BARRHEAD TOWN COUNCIL
HELD TUESDAY, OCTOBER 27, 2026
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

PRESENT

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

Officials: Collin Steffes, CAO, Jennifer Mantay, Director of Corporate Services, Jenny Bruns, Director of Planning and Economic Development and Legislative Services, and Jodie Lyons, Municipal Coordinator

Others: Barry Kerton, Barrhead Leader

CALL TO ORDER

Mayor Assaf called the meeting to order at 5:39 p.m.

CONSIDERATION OF AGENDA

The Agenda was reviewed.

308-26 Moved by Cr. Kluin that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

DEPUTY MAYOR APPOINTMENTS

The Deputy Mayor appointments for 2026-2027 were reviewed.

309-26 Moved by Cr. Smith that the Deputy Mayor appointments for 2026-2027 be as follows:

Dates	**Appointed as Deputy**
November – December 2026:	Cr. Oswald
January – February 2027:	Cr. Smith
March – April 2027:	Cr. Kluin
May – June 2027:	Cr. Sawatzky
July – August 2027:	Cr. Fylyshtan
September – October 2027:	Cr. Botros

CARRIED UNANIMOUSLY

2027 COUNCIL STANDING MEETING CALENDAR

Collin Steffes, CAO presented to Council to consider and approve the proposed 2027 Council Standing Meeting Calendar.

310-26 Moved by Cr. Sawatzky that Council approve the proposed 2027 Council Standing Meeting Calendar as amended.

CARRIED UNANIMOUSLY

PROPOSED 2027 SCHEDULED DELEGATIONS

Jodie Lyons, Municipal Coordinator, presented to Council to consider and approve the proposed community board and agency delegations to speak at regular Council meetings in 2027.

311-26 Moved by Cr. Botros that Council approve the 2027 Scheduled Delegations.

CARRIED UNANIMOUSLY

COUNCIL APPOINTMENTS TO STANDING COMMITTEES, BOARDS COMMISSIONS & OTHER APPOINTMENTS

Council reviewed the list of Standing Committees, Boards, Commissions and Other Appointments.

312-26 Moved by Cr. Oswald that Council approve the list of Committees, Boards and Commissions with appointments for a one- term year expiring October 19, 2027 as follows:

Committee, Boards, Commissions	Council Appointments
Barrhead Accessibility Coalition	Cr. Kluin
Barrhead Attraction & Retention Committee	Cr. Botros Cr. Fylyshtan
Barrhead & Area Regional Crime Coalition (BARCC)	Cr. Kluin
Barrhead & District Social Housing Authority	Cr. Smith
Barrhead & District Historical Society	Cr. Fylyshtan
Barrhead Exhibition Association & Agricultural Society	Cr. Oswald Alt.: Cr. Sawatzky
Barrhead Library Board	Cr. Botros
Barrhead Regional Airport Committee	Cr. Kluin Cr. Botros
Barrhead Regional Fire Services Committee	Cr. Smith Cr. Sawatzky
Barrhead Regional Landfill Committee	Cr. Kluin Cr. Fylyshtan
Barrhead Regional Water Commission	Cr. Smith Cr. Oswald Alt.: Cr. Fylyshtan
Capital Region Assessment Services Commission	Cr. Fylyshtan
Chamber of Commerce	Cr. Oswald
Community Futures Yellowhead East	Cr. Botros

Family & Community Support Services Society	Cr. Oswald Cr. Fylyshtan
Intermunicipal Collaboration Framework Committee	Cr. Sawatzky Cr. Smith Alt.: Cr. Kluin
Municipal Planning Commission	Cr. Sawatzky Cr. Oswald Cr. Fylyshtan Alt.: Cr. Botros
Subdivision & Development Appeal Board	Cr. Smith
Twinning Committee	Cr. Botros
Yellowhead Regional Library Board	Cr. Botros Alt.: Cr. Fylyshtan

CARRIED UNANIMOUSLY

ADJOURN

313-26 Moved by Cr. Sawatzky that Council adjourn the Organizational Meeting at 6:06 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

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Mayor, Ty Assaf

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CAO, Collin Steffes

MINUTES OF THE SPECIAL MEETING OF THE BARRHEAD TOWN COUNCIL HELD WEDNESDAY, NOVEMBER 4, 2026, IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor Assaf, D. Kluin, A. Oswald, D. Sawatzky, D. Smith and S. Fylyshtan
C. Botros (via Microsoft Teams)
Officials: Collin Steffes, CAO, Jenny Bruns, Director of Planning, Economic Development & Legislative Services, and Jodie Lyons, Municipal Coordinator

ABSENT

OTHERS Barry Kerton, Barrhead Leader

CALL TO ORDER Mayor Assaf called the special meeting pursuant to Section 194 of the *Municipal Government Act* to order at 4:37 p.m.

IN-CAMERA

FCSS TRANSITION ATIA SECTION 29

329-26 Moved by Cr. Smith that Council move in-camera pursuant to Section 29 of the Access to Information Act to discuss FCSS Transition, at 4:37 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

330-26 Moved by Cr. Sawatzky that the Special Council Meeting move out of closed session at 5:25 p.m.

CARRIED UNANIMOUSLY

FCSS TRANSITION

331-26 Moved by Cr. Oswald that Council authorize the Mayor to issue, on behalf of the Town of Barrhead, formal notice to the Barrhead FCSS Society confirming the Town's intention and readiness to assume responsibility for FCSS operations effective November 17, 2026, substantially in the form presented.

CARRIED UNANIMOUSLY

332-26 Moved by Cr. Fylyshtan that Council approve, in principle, an indemnification and release agreement associated with the transfer of FCSS operations, limited to the scope and terms reviewed by legal counsel, and authorize the Mayor and Chief Administrative Officer to execute the final agreement.

CARRIED UNANIMOUSLY

333-26 Moved by Cr. Sawatzky that Council direct Administration to pursue the transfer or reconciliation of the proportionate remaining 2026 FCSS funding, together with the records, contracts and operational arrangements necessary to maintain continuity of service, and report back on any material unresolved risks or required financial authorizations.

CARRIED UNANIMOUSLY

ADJOURN

334-26 Moved by Cr. Oswald that the Council Meeting be adjourned at 5:30 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

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Mayor, Ty Assaf

_____
CAO, Collin Steffes

TOWN OF BARRHEAD ALBERTA

REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Director of Parks and Recreation

Date: November 10, 2026

Re: Municipal Grave Opening and Closing Services

1.0 PURPOSE:

To present Council the delivery of grave opening and closing services at the Town of Barrhead cemetery and to seek Council's direction on transitioning these services from the current external contractor arrangement to direct municipal operation.

The proposed change would provide the Town with direct operational control over grave location verification, excavation, grave liner installation, interment preparation, grave closing, site restoration and post-interment inspection.

The proposed service model is intended to improve accountability, consistency, cemetery record accuracy, protection of monuments and adjacent graves, operational standards, long-term cemetery stewardship and cost recovery.

2.0 BACKGROUND AND DISCUSSION:

2.1 Current Service Delivery

The Town operates and maintains a municipal cemetery and is responsible for the orderly, respectful and appropriate operation of the cemetery, including cemetery records and the long-term integrity of burial locations.

Currently, the funeral home arranges for an external contractor to open and close graves. While this arrangement provides a means of delivering the service, it separates the Town's responsibility for the cemetery from direct control of one of the most important physical activities occurring within it.

The Town is responsible for the cemetery property, physically locating the burial site, and managing records, while the external contractor is responsible for excavating and closing the grave.

This identifies an opportunity to bring this work under direct municipal control so that the Town can establish, implement and monitor a consistent standard for every interment.

2.2 Operational Concerns

Recent cemetery operations have identified concerns relating to:

1. Inadequate cleanup following grave excavation;
2. Disturbance or damage to headstones and monuments; and
3. Instances where graves have been excavated or used in a location different from the intended grave location.

Although previous grave-location incidents did not result in an occupied adjacent grave being disturbed and the affected family was able to approve the alternate location, these incidents represent significant near-misses from a cemetery-management perspective.

An error involving an occupied neighbouring grave could have substantially more serious consequences, including investigation, survey work, correction of cemetery records and potentially disinterment and reinterment.

Administration concludes that the Town should not rely on the absence of a more serious consequence from previous incidents as evidence that the existing process provides an adequate level of operational control.

2.3 Municipal Control of Grave Opening and Closing

Bringing grave opening and closing services in-house would allow the Town to establish a formal and consistent procedure for every interment.

This procedure would establish a documented chain of responsibility for each interment and directly connect the Town's cemetery records with the physical grave location.

2.4 Protection of Monuments and Adjacent Graves

A cemetery is not a conventional excavation site. Municipal staff would be working around permanent monuments, headstones, foundations, established graves, landscaping and restricted working areas.

Damage to a monument or headstone can involve significant financial, historical and emotional value to a family.

Under a municipal service model, the Town would establish an excavation procedure detailing equipment, operator, and site requirements to meet an established municipal standard before the grave is considered complete.

2.5 Grave Liner Standard

We recommend that the Town consider establishing a standardized durable grave-liner requirement for conventional casket burials.

The preferred materials for consideration are concrete or fiberglass/fiberglass-reinforced polymer.

Alberta legislation requires concrete or fiberglass liners. Rather, Alberta's regulatory framework recognizes substantial grave liners, while Canadian municipal cemetery practice provides examples of municipalities using concrete and fiberglass products.

A standardized liner would provide greater consistency in excavation, installation and long-term cemetery maintenance.

2.6 Cemetery Records and Grave Location

Accurate cemetery records and physical grave locations are fundamental to responsible cemetery management.

Under the proposed municipal process, each grave opening would be directly connected to the Town's cemetery records. Municipal staff would verify the grave location before excavation and again before interment. Following the burial, the exact location would be confirmed and the cemetery records updated.

This process would reduce the risk of an error becoming a long-term records problem and would provide future municipal staff with a stronger historical record of the cemetery.

2.7 Division of Responsibilities

The proposed service model would provide a clear division of responsibility between funeral homes and the Town.

Funeral Homes	Town of Barrhead
coordinating with the family	verifying the grave location;
arranging the funeral service	opening the grave;
providing the casket	supplying and installing the approved grave liner;
transportation; and	preparing the grave for interment;
coordinating timing of interment.	closing the grave and restore the site
	completing cemetery records and inspections.

This division would provide greater clarity regarding who is responsible for the cemetery operation while allowing funeral homes to continue performing their professional funeral-service responsibilities.

2.8 Occupational Health and Safety

Grave excavation involves heavy equipment, excavation hazards, lifting, uneven ground, winter conditions and working around other people.

If the Town assumes responsibility for the work, appropriate training, equipment, safe-work procedures and occupational health and safety practices will be required.

2.9 Financial Considerations and Cost Recovery

The decision to municipalize grave opening and closing should not be based solely on whether the Town can perform the work for less than the current contractor.

It would be based on accountability, operational control, risk management, cemetery record accuracy, protection of monuments and long-term cemetery stewardship.

Rose Garden Chaple	**Adult Plot**		**Town of Barrhead**	**Adult Plot**
Open and close	$1600		Open and close	$570
Casket Liner	$800		Casket Liner	$400
Plot	$700		Plot	$700
			Lowering Device and Greens	$2000
Total	**$3,100**		**Total**	**$3,670**

2.10 Western Canadian Cemeteries Association

The Town's membership in the Western Canada Cemetery Association provides access to cemetery industry knowledge, operational practices and professional resources.

The proposed municipal service model is consistent with the Association's emphasis on public interest, cemetery operations, occupational health and safety, applicable legislation, sustainability and best practices.

3.0 ALTERNATIVES:

3.1 Council may choose to approve the recommended municipal service model

Council may direct Administration to proceed with developing a transition plan to bring grave opening and closing services under direct municipal control.

The transition plan would include a detailed review of staffing, equipment, training, occupational health and safety, procedures, grave liners, fees and implementation requirements.

Advantages:

- Establishes direct municipal accountability;
- Improves control over grave locations;
- Provides greater protection for monuments and adjacent graves;
- Creates standardized operating procedures;
- Improves consistency of site restoration;
- Strengthens cemetery records;
- Establishes a clear division of responsibility between the Town and funeral homes; and
- Provides an opportunity for transparent municipal cost recovery.

3.2 Council may choose to maintain the current service model

Council may direct Administration to continue using the existing external contractor arrangement.

This option avoids immediate implementation costs but would maintain the existing separation between the Town's responsibility for the cemetery and the contractor's responsibility for grave excavation and closing.

The operational concerns identified would remain.

3.3 Council may choose to direct Administration to undertake further analysis

Council may direct Administration to undertake additional financial, operational and equipment analysis before making a final decision.

This would provide additional information but would delay implementation of a standardized municipal grave-opening and closing process.

4.0 FINANCIAL IMPLICATIONS:

There will be initial and ongoing financial implications associated with bringing grave opening and closing services in-house.

Any required equipment purchases or capital expenditures should be incorporated into the appropriate municipal budgeting and capital-planning processes.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Implementation will require coordination between the departments responsible for cemetery administration, Parks and Recreation/Public Works, and Administration.

Operational staff will be responsible for the physical grave-opening and closing activities within their assigned responsibilities.

Administration will be responsible for developing and maintaining the required procedures, records and agreements with funeral homes.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The Town's cemetery operations must comply with the *Alberta Cemeteries Act*, associated regulations and applicable provincial guidance.

The Town must ensure that any municipal grave-opening and closing procedures are consistent with applicable cemetery, occupational health and safety and other provincial requirements.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Cemetery services are highly personal and sensitive municipal services. Families expect interments to be conducted accurately, respectfully and with appropriate care.

The transition to municipal grave opening and closing should therefore be communicated carefully to funeral homes, families and the public.

The proposed change is an improvement to municipal accountability, consistency, cemetery stewardship and service quality rather than as a criticism of an individual contractor.

A standardized municipal process would provide families with greater confidence that grave locations, monuments, surrounding graves and cemetery records are being managed through a consistent municipal procedure.

8.0 ATTACHMENTS:

8.1 Photos of Graves Site Restoration by Contractor
8.2 Legislative, Regulatory and Industry References

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve the transition to a municipally operated grave opening and closing service at the Town of Barrhead cemetery;

10.0 PROPOSED MOTION(S):

That Council approve the transition of grave opening and closing services at the Town of Barrhead Cemetery from the current external contractor arrangement to direct municipal operation.

(original signed by the CAO)

Collin Steffes

CAO

Examples of Grave Site Restoration by Contractor






12
13





LEGISLATIVE, REGULATORY AND INDUSTRY REFERENCES

1. Government of Alberta – Cemeteries Act

The Cemeteries Act is the primary provincial legislation governing cemeteries in Alberta. Unless otherwise specified, the Act applies to cemeteries, crematories, columbaria and mausoleums throughout Alberta.

2. Government of Alberta – Cemeteries General Regulation

The Cemeteries General Regulation establishes additional requirements applicable to cemetery operations and provides the regulatory framework supporting the Cemeteries Act.

3. Government of Alberta – Operation and Maintenance Guidelines for Cemetery Owners and Operators

The Operation and Maintenance Guidelines for Cemetery Owners and Operators provide guidance to cemetery owners and operators regarding compliance with the Cemeteries Act and Cemeteries General Regulation.

4. Government of Alberta – Cemetery Registration

The Province of Alberta identifies municipalities as entities that may establish and operate cemeteries. The provincial registration process also establishes requirements concerning cemetery plans, health authority recommendations, subdivision approval and cemetery site approvals.

5. Government of Alberta – Cemeteries and Burials in Alberta

The Government of Alberta publication Cemeteries and Burials in Alberta provides additional information regarding cemetery maintenance, burial and disposition of human remains, cemetery responsibilities and related provincial requirements.

6. Alberta Funeral Services Regulatory Board

The Alberta Funeral Services Regulatory Board provides information regarding the legislation and regulations governing funeral services and cemetery-related activities in Alberta.

7. Western Canada Cemetery Association

The Western Canada Cemetery Association (WCCA) is an industry association representing municipal, private and religious cemeteries throughout Alberta, Saskatchewan and Manitoba.

The WCCA provides a forum for education, professional development and the exchange of information and operational practices among cemetery professionals.

8. Relevance to the Proposed Municipal Operating Model

Collectively, these legislative, regulatory and industry references support the principle that cemetery operations should be managed through consistent, documented and accountable procedures.

Item No. 7(b)

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: November 10, 2026

Re: Barrhead Public Library Intermunicipal Agreement - Approval

1.0 PURPOSE:

To seek Council approval of the updated Intermunicipal Agreement between the Town of Barrhead and the County of Barrhead respecting the Barrhead Public Library.

2.0 BACKGROUND AND DISCUSSION:

The Town and County are parties to a 2012 Intermunicipal Agreement respecting the Barrhead Public Library. On January 8, 2026, the Library Director advised that the Barrhead Library Board, following consultation with Alberta Public Library Services Branch (PLSB), proposed updates to address changes to the *Libraries Regulation* and related governance matters.

The primary reason identified for the amendment is a 2024 change to section 17.1(n) of the *Libraries Regulation* concerning a process through which participating municipal councils may disallow library board bylaws. The Library Director also identified proposed clarifications regarding municipalities joining or leaving the agreement, rights and obligations related to assets and liabilities, financial review, and administrative housekeeping amendments.

2.1 Review and Consultation Process

Following receipt of the proposed agreement on January 8, 2026, Town Administration undertook a review and exchanged correspondence with the Barrhead Public Library throughout February and March regarding the proposed amendments and whether to amend or replace the existing agreement.

In August 2026, Administration sought legal advice on the appropriate approach. Based on this advice, a revised agreement was prepared to replace and supersede the 2012 agreement, incorporating the proposed amendments. The Town's legal counsel reviewed the revised draft and confirmed on August 5, 2026, that there were no concerns with the proposed changes.

The revised agreement was subsequently provided to the Library on August 5, 2026, and forwarded to the County for review on August 7, 2026. Following further amendments proposed by the County on September 10, 2026, Town Administration confirmed its acceptance of the changes on September 11, 2026.

On October 29, 2026, the Library Director confirmed that proposed changes from both the Town and County had been incorporated into the updated agreement dated October 28, 2026. The Library Board had reviewed and approved that version and requested the municipalities proceed with approval and signing.

The Director further advised that library board bylaws do not require ratification by participating municipalities; rather, relevant bylaws are transmitted to those municipalities and may be disallowed according to the process established in the agreement.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

3.1 Council may approve the updated Intermunicipal Agreement and authorize its execution.

3.2 Council may direct Administration to obtain further clarification or bring forward proposed changes for consideration.

4.0 FINANCIAL IMPLICATIONS:

No new financial commitment.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Administration will coordinate execution with the County of Barrhead and maintain the fully executed agreement in the Town’s records.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

The updated agreement was initiated following consultation with PLSB and is intended, in part, to address changes to the *Libraries Regulation*. No implications to note.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

No political or public implications are foreseen.

8.0 ATTACHMENTS:

8.1 Barrhead Public Library Intermunicipal Agreement - Updated October 28, 2026

8.2 2012 Library Intermunicipal Agreement

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve the updated Intermunicipal Agreement respecting the Barrhead Public Library.

10.0 PROPOSED MOTION(S):

That Council approve the updated Barrhead Public Library Intermunicipal Agreement between the Town of Barrhead and the County of Barrhead, as presented, and authorize the Town's designated signing authorities to execute the agreement.

(original signed by the CAO)
Collin Steffes
CAO

AGREEMENT TO ESTABLISH an INTERMUNICIPAL LIBRARY BOARD

Memorandum of an agreement made this___day of_____A.D. 2025

Between:
County of Barrhead No. 11
A Municipal Corporation

of the first part

And

The Town of Barrhead
A Municipal Corporation

of the second part

WHEREAS the *Libraries Act, R.S.A. 2000, c.L-11 as amended,* and *Libraries Regulation, A.R. 141/1998 as amended,* make provisions whereby such Council(s) may, with the consent of the Minister, enter into an agreement relating to the provision of a library service and,

WHEREAS the Parties entered into an Intermunicipal Library Board Agreement dated February 14, 2012 (the "Original Agreement") establishing the Barrhead Intermunicipal Library Board pursuant to the *Libraries Act*, RSA 2000, c.L-11.

WHEREAS: the Intermunicipal Library Board known as the Barrhead Library Board (hereafter referred to as the Board) was endorsed and established by order on March 19, 2012, by the Minister responsible for libraries.

AND WHEREAS: the Parties wish to amend the Original Agreement, and to replace and supersede the Original Agreement with the Agreement set out herein as of the Effective Date of this Agreement:

NOW THEREFORE, the parties hereto covenant and agree as follows:

1. That the parties hereto agree to establish jointly an Intermunicipal Library Board.

2. That the Intermunicipal Library Board be known as the Barrhead Library Board (hereafter referred to as the Board).

3. That the management and operation of the Barrhead Public Library and Neerlandia Public Library, be delegated to the Board whose membership shall be constituted as follows:

    a. One (1) Elected Councillor from County of Barrhead No. 11 Council.
    b. One (1) Elected Councillor from Town of Barrhead Council.
    c. Seven (7) Members at Large who may be residents of either the County of Barrhead or the Town of Barrhead, one of which shall be from the Neerlandia Library Society

4. The Members at Large and Neerlandia Library Society representative appointments shall be recommended by the Board, and these recommendations shall be ratified by the respective Councils.

5. Elected Official appointments shall be for the term as dictated by the respective Councils. Members at Large appointments and Neerlandia Library Society Representative Appointments shall be for a term of not more than three (3) years.

6. Should an additional municipality become a party to this Agreement by bylaw, subject to the regulations and the terms of the intermunicipal agreement, the Minister may, by order add or remove a municipality as a party to the intermunicipal agreement, and the appointment of one Board member from that municipality shall be made. Within the first year of that appointment, the Board shall replace this Agreement with a revised Agreement that reflects changes to Board financing and Board structure.

7. For each municipality that becomes party to the intermunicipal agreement, the rights, assets and liabilities that it has will transfer to the intermunicipal library board on formation of the board, as well as for each municipality becoming a party to the intermunicipal agreement after the starting date of the agreement.

8. That the Board shall keep accounts of its receipts, payments, credits and liabilities.

9. The Board shall prepare and deliver to a meeting of the councils of the County of Barrhead and the Town of Barrhead, prior to November 1 of each year, a budget and an estimate of the money required from the County of Barrhead and the Town of Barrhead during the ensuing fiscal year to operate and manage the Board.

    a. These monies shall be due to the Board in quarterly payments beginning January 1 of the operating year pending final operating budget approvals of both parties.

    b. The per capita rate shall be based on the most recent federal census numbers available.

    c. Twenty-two percent (22%) of the monies received from the County of Barrhead in the per capita contribution shall be directed to the Neerlandia Public Library operations by the Board.

    d. Of the monies received from the provincial government for operating, twenty-two percent (22%) of the amount based on the population of the County of Barrhead, shall be directed to the Neerlandia Public Library operations by the Board.

    e. The Board may ask for special funding from time to time and that special funding will not be part of the per capita contribution.

10. The Board shall appoint a person who has been approved by the Councils of the County of Barrhead and the Town of Barrhead to conduct a review of the accounts of the Board and prepare an annual financial report. Upon completion the Board shall submit a copy of the annual financial report to the Councils of the County of Barrhead and the Town of Barrhead.

11. The person appointed to conduct a review of the accounts and prepare the annual financial report shall be certified as at least a Registered Public Accountant. The appointee may not be a Library employee, Board member, or a Councillor of a municipality that is party to this agreement.

12. After initial appointment of the person conducting the review of the accounts, the reviewer remains valid. In the event of a change in reviewer, the Board must re-appoint and seek Council re-approval.

13. The Board or any party to this agreement may propose amendments to this agreement. Requests for amendments to this agreement shall be forwarded to all parties of this agreement and shall be considered at a meeting of the Councils of the County of Barrhead and the Town of Barrhead and these amendments shall be ratified by their respective Councils.

14. Approved amendments will be submitted to the Minister responsible for libraries for final approval.

15. Steps in resolving disputes between the parties to this agreement:

    Step 1 In general, plans are adhered to as adopted, unless all parties agree otherwise.

    Step 2 Should any party to this agreement identify an issue that it wishes to dispute, that party should inform the other parties, in writing, the reasons for its dispute.

    Step 3 Each party to the agreement will appoint a representative, all of whom will constitute an ad hoc Dispute Committee.

    Step 4 The Committee should discuss the issue with the intent to seek a solution by consensus.

    Step 5 Should the Committee be unable to arrive at a consensus, then each Committee representative will contact the respective Chief Administrative Officer to arrange a meeting of the Councils of the municipalities that are parties to this agreement. Councils will then discuss possible solutions.

    Step 6 Should the Councils be unable to reach a solution; any municipality may contact Alberta Municipal Affairs to commence a mediation process under the department's guidance.

    Step 7 In a case where further action under the Act is unavailable, the results of the mediation report will be binding on each municipality.

16. That this agreement shall continue from year to year thereafter, unless notice to terminate is served by either party.

17. Any party may give one year's notice that it will withdraw from the agreement. Notice to withdraw is to be served on or before January 1 of that year, to be effective Dec. 31 of the same year.

18. The assets and liabilities of the current Barrhead Public Library Board shall be transferred to the newly formed Board.

19. If the parties to this agreement wish to dissolve the Board, they shall proceed in accordance with the Libraries Regulations with a minimum of 6 months notice of intent to withdraw. The final dissolution shall be in accordance to the directions, and orders, of the Minister responsible for libraries.

20. Any Bylaw passed by the Board shall be submitted in writing to the Councils of each participating municipality within 30 days of its adoption. A Council may, by resolution, disallow the bylaw within 60 days of receiving notice of it. If a bylaw is disallowed by the Council of any participating municipality, it shall be deemed invalidated and shall no longer have effect. The Board shall be notified of the disallowance in writing, including a copy of the resolution.

21. The Original Agreement and any other amendments thereto are hereby replaced and superseded with this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year first written above, attested by the signatures of the proper officers and affixing of the corporate seals.

County of Barrhead No. 11	**Town of Barrhead**
_____	_____
Reeve	**Mayor**
_____	_____
CAO	**CAO**
_____	_____
Date	**Date**

County of Barrhead No. 11
5306 – 49 STREET
BARRHEAD, ALBERTA T7N 1N5

Phone: (780) 674-3331; Fax: (780) 674-2777
www.countybarrhead.ab.ca
Email: countybarrhead@phrd.ab.ca

February 22, 2012

Honourable Doug Griffiths
Minister of Municipal Affairs
104 Legislature Building
10800 97 Street
Edmonton, Alberta T5K 2B6

Dear Mr. Griffiths

RE: Intermunicipal Library Board Agreement – County of Barrhead and Town of Barrhead

I am writing today to request your endorsement in the establishment of an Intermunicipal Library Board within our municipalities under the Alberta Libraries Act Chapter L-11. The County of Barrhead and the Town of Barrhead have entered into an agreement to establish the Intermunicipal Library Board known as the Barrhead Library Board.

We are fortunate to have a relationship with the Town of Barrhead that facilitates this arrangement as another way to provide to our communities a joint service. Public library service is one of the cornerstones of our community and we are happy to work together in this venture.

I have enclosed a signed and sealed copy of the new agreement along with copies of the By-laws from each municipality.

Yours truly,

Mark Oberg
County Manager

MO/ak

Enclosure

cc: Martin Taylor, Town of Barrhead
Elaine Dickie, Barrhead Public Library

COUNTY OF BARRHEAD NO. 11

PROVINCE OF ALBERTA

BY-LAW NO. 3-2012

Barrhead Library Board

A BY-LAW OF THE COUNTY OF BARRHEAD NO. 11, IN THE PROVINCE OF ALBERTA, authorizing the Municipal Council of the County of Barrhead No. 11 to enter into an agreement with the Town of Barrhead for the establishment of an Intermunicipal Library Board.

WHEREAS the Libraries Act, Chapter L11, of the Revised Statutes of Alberta 2000 as amended, authorizes Municipal Councils, by bylaw, to enter into an agreement respecting the establishment of an intermunicipal library board; and

WHEREAS the Councils for the County of Barrhead No. 11 and the Town of Barrhead have negotiated an agreement for the establishment of an intermunicipal library board; and

WHEREAS the intermunicipal library board shall be known as the Barrhead Library Board.

NOW THEREFORE, the Council of the County of Barrhead No. 11, in the Province of Alberta, duly assembled, enacts as follows:

1. That the Reeve and Chief Administrative Officer of the County of Barrhead No. 11 be and are hereby empowered to execute an agreement, attached hereto as Appendix "A", to establish the Barrhead Library Board.
2. That the said agreement, annexed hereto as Appendix "A", is hereby incorporated and made part of this Bylaw.
3. Bylaw No. 9-97 as amended is hereby repealed.
4. The invalidity of any section, clause, sentence, or provision of this Bylaw shall not affect the validity of any other part of this Bylaw, which can be given effect with such invalid part or parts.
5. This Bylaw comes into force on the final passing thereof.

FIRST READING GIVEN the 7th day of February, 2012.

SECOND READING GIVEN the 7th day of February, 2012.

THIRD READING GIVEN the 7th day of February, 2012.

Reeve

Seal

County Manager

BY-LAW 04-2012

THE INTERMUNICIPAL LIBRARY BOARD BYLAW

A BY-LAW OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT OF AN INTERMUNICIPAL LIBRARY BOARD WITH THE COUNTY OF BARRHEAD.

WHEREAS, the Libraries Act, being Chapter L-11 Part 1.1 makes provisions whereby Municipal Councils may by bylaw enter into an agreement respecting the establishment of an intermunicipal Library Board, and

WHEREAS, it is deemed expedient by Council of the Town of Barrhead and the Council of the County of BarrheadNo.11 to establish a Intermunicipal Library Board to ensure the provision of Library services

WHEREAS, the intermunicipal library board shall be known as the Barrhead Library Board

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

1. That the Mayor and the CAO of the Town of Barrhead are hereby empowered to execute an agreement with the County of Barrhead No.11, attached, hereto as Appendix A to establish the Barrhead Library Board
2. That the said agreement annexed hereto as Appendix A is hereby incorporated and made a part of this bylaw
3. Bylaw 13-2010, the Joint Municipal Bylaw is hereby rescinded
4. That this Bylaw shall take full force and effect on the day of its final passing.

Read a first time this 13th day of February, 2012.

Read a second time this 13th day of February, 2012.

Read a third time this 13th day of February, 2012 and passed.

TOWN OF BARRHEAD

Mayor, Brian Schulz

Martin Taylor, CAO

Appendix A

AGREEMENT TO ESTABLISH an INTERMUNICIPAL LIBRARY BOARD

Pursuant to Section 12 of the Libraries Act

Memorandum of Agreement made in triplicate this 14 day of FEBRUARY A.D. 2012.

Between:

The County of Barrhead No. 11
A Municipal Corporation
Of Barrhead, in the Province of Alberta,

of the first part

And

The Town of Barrhead
A Municipal Corporation
Of Barrhead, in the Province of Alberta,

of the second part

WHEREAS Part 1.1 Section 12 of the Libraries Act makes provisions whereby the Council(s) of a municipality may, by bylaw, authorize the municipality to enter into an agreement with one or two other municipalities respecting the establishment of an Intermunicipal Library Board to provide library services and,

WHEREAS it is deemed expedient by the Council of the County of Barrhead and the Council of the Town of Barrhead, to establish an Intermunicipal Library Board to ensure the provision of Library services.

NOW THEREFORE, the parties hereto covenant and agree as follows:

1. That this agreement shall take effect on the date the Minister responsible for libraries, by order, establishes an Intermunicipal Library Board.

2. That the parties hereto agree to establish jointly an Intermunicipal Library Board.

3. That the Intermunicipal Library Board be known as the Barrhead Library Board (hereafter referred to as the Board).

4. That the management and operation of the Barrhead Public Library and Neerlandia Public Library, be delegated to the Board whose membership shall be constituted as follows:

    a. One (1) Elected Official of the County of Barrhead No. 11 Council,
    b. One (1) Elected Official of the Town of Barrhead Council,
    c. Seven (7) Members at Large who may be residents of either the County of Barrhead or the Town of Barrhead, one of which shall be from the Neerlandia Library Society.

5. The Members at Large and Neerlandia Library Society representative appointments shall be recommended at a meeting of the two Councils of the County of Barrhead and the Town of Barrhead and these recommendations shall be ratified by their respective Councils.

6. Elected Official appointments shall be for the term as dictated by the respective Councils. Members at Large appointments and Neerlandia Library Society Representative Appointments shall be for a term of three (3) years.

7. Should an additional municipality become a party to this Agreement, the appointment of one Board member from that municipality shall be made, and, within the first year of that appointment, the Board shall replace this Agreement with a revised Agreement that reflects changes to Board financing and Board structure.

8. That the Board shall keep accounts of its receipts, payments, credits and liabilities.

9. The Board shall prepare and deliver to a meeting of the two Councils of the County of Barrhead and the Town of Barrhead, prior to November 1 of each year, a budget and an estimate of the money required from the County of Barrhead and the Town of Barrhead during the ensuing fiscal year to operate and manage the Board.

    a. These monies shall be due to the Board in quarterly payments beginning in January of the operating year.

    b. The per capita rate shall be based on the most recent federal census numbers available.

    c. Twenty-two percent (22%) of the monies received from the County of Barrhead in the per capita contribution shall be directed to the Neerlandia Public Library operations by the Board.

    d. Of the monies received from the provincial government for operating, twenty-two percent (22%) of the amount based on the population of the County of Barrhead, shall be directed to the Neerlandia Public Library operations by the Board.

    e. The Board may ask for special funding from time to time and that special funding will not be part of the per capita contribution.

10. The Board shall appoint a person who has been approved by the Councils of the County of Barrhead and the Town of Barrhead to conduct a review of the accounts of the Board and prepare an annual financial report. Upon completion the Board shall submit a copy of the annual financial report to the Councils of the County of Barrhead and the Town of Barrhead.

11. The person appointed to conduct a review of the accounts and prepare the annual financial report shall be certified as at least a Registered Public Accountant. The appointee may not be a Library employee, Board member, or a councillor of a municipality that is party to this agreement.

12. After initial appointment of the person conducting the review of the accounts, the Board will advise the member municipalities in the event of a change to the appointment.

13. The Board or any party to this agreement may propose amendments to this agreement. Requests for amendments to this agreement shall be forwarded to all parties of this agreement and shall be considered at a meeting of the two Councils of the County of Barrhead and the Town of Barrhead and these amendments shall be ratified by their respective Councils.

14. Approved amendments will be submitted to the Minister responsible for libraries for final approval.

15. Steps in resolving disputes between the parties to this agreement:

    Step 1 In general, plans are adhered to as adopted, unless all parties agree otherwise.

Step 2 Should any party to this agreement identify an issue that it wishes to dispute, that party should inform the other parties, in writing, the reasons for its dispute.

Step 3 Each party to the agreement will appoint a representative, all of whom will constitute an ad hoc Dispute Committee.

Step 4 The Committee should discuss the issue with the intent to seek a solution by consensus.

Step 5 Should the Committee be unable to arrive at a consensus, then each Committee representative will contact his or her chief elected officer to arrange a meeting of the two Councils of the municipalities that are parties to this agreement. Councils will then discuss possible solutions.

Step 6 Should the Councils be unable to reach a solution, any municipality may contact Alberta Municipal Affairs to commence a mediation process under the department's guidance.

Step 7 In a case where further action under the Act is unavailable, the results of the mediation report will be binding on each municipality.

16. That this agreement shall continue until December 31, 2017 and may continue from year to year thereafter, unless notice to terminate is served by either party.

17. Any party may give one year's notice that it will withdraw from the agreement. Notice to withdraw is to be served on or before January 1 of that year, to be effective December 31 of the same year.

18. The assets and liabilities of the current Barrhead Public Library Board shall be transferred to the newly formed Board.

19. If the parties to this agreement wish to dissolve the Board they shall proceed in accordance with the Libraries Regulations with a minimum of 6 months notice of intent to withdraw. The final dissolution shall be in accordance to the directions, and orders, of the Minister responsible for libraries.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year first written above, attested by the signatures of the proper officers and affixing of the corporate seals.

THE COUNTY OF BARRHEAD NO. 11

Reeve

(Seal)

Chief Administrative Officer

Feb 7, 2012
Date

THE TOWN OF BARRHEAD

Mayor

(Seal)

Chief Administrative Officer

Feb 14/12
Date

TOWN OF BARRHEAD ALBERTA

Item No. 7(c)

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: November 10, 2026

Re: Enhancing Council & Administrative Governance Practices

1.0 PURPOSE:

To present Council with the proposed governance templates and procedural practices reviewed at the October 27th Regular Council Meeting for their consideration.

2.0 BACKGROUND AND DISCUSSION:

In May 2026, Todd Brand, Professional Registered Parliamentarian and Certified Parliamentarian-Teacher, completed a review of the Town's Procedural Bylaw and selected governance documents. The review acknowledged strengths in the Town's existing practices while identifying opportunities to improve clarity, organization and procedural efficiency. Administration has considered these recommendations alongside proposed operational enhancements to Council meeting arrangements. The consultant's recommendations and Administration's additional proposals are proposed below:

2.1 Proposed Council document updates (Administration drafts informed by consultant review)

Administration has prepared proposed versions of the Council agenda, minutes, Request for Decision, Delegation request form, and Notice of Motion form. These drafts translate several of the procedural review observations into operational documents, subject to Council direction and final consistency checks:

a. **Agenda**: the draft begins at 6:30 p.m., uses distinct Bylaws, Unfinished Business, New Business, Information Reports and Notices of Motion headings, and provides space for recommended motions under decision items. It also proposes retaining information reports together without requiring routine motions.

b. **Minutes**: the draft is organized around the formal record of attendance, agenda approval, approved minutes, bylaw readings, decisions and vote results; informational reports are grouped rather than routinely followed by motions to receive. Sample inconsistencies in opening time and attendance/mover names will be corrected before use.

c. **Request for Decisio**n: the draft shifts toward an upfront Recommendation; structured Report sections for preceding direction, background and relevant legislation; implications for finances, bylaws/policies, organization and public stakeholders; alternatives; proposed motions; and a Strategic Priority alignment assessment. Editorial headings and placeholder wording require final proofreading.

d. **Delegation request**: the proposed two-page form expressly includes residents and individuals, sets a deadline of 10 business days, identifies a 15-minute presentation limit, limits Council questioning to clarification, and explains that subsequent Council action is discretionary. Privacy notice, approval authority and public agenda disclosure wording should be checked before issuance.

e. **Notice of Motion**: the proposed one-page form has been simplified as recommended by Todd Brand.

2.2 Procedural implications and document coordination

All four proposed documents should be finalized together with the revised Procedural Bylaw. For example, the agenda order, delegated approval authority and notice requirements must match the bylaw; meeting times must agree between agenda and minute templates; and any revised delegation process should remain workable for residents and organizations.

2.3 Implementation and legislative considerations

The COW should have defined terms of reference addressing its mandate, membership, chair, agendas, public notice, minutes and reporting of recommendations to Council. Under the Municipal Government Act, Council and committee meetings are ordinarily open to the public, subject to statutory exceptions; procedural amendments and changes to regular meeting times must follow applicable legislative and Town requirements.

Any proposed bylaw wording should be reviewed for legal compliance, particularly subjects Brand expressly excluded from his parliamentary review, including closed meetings, pecuniary interests and public hearings.

2.4 Upcoming provincial legislative and procedural updates

Bill 28, the Municipal Affairs and Housing Statutes Amendment Act, 2026, received Royal Assent on May 14, 2026, and introduced provisions for a province-wide Councillor Accountability Framework.

Alberta Municipal Affairs has indicated that further regulations and guidance will support implementation of the framework, including expectations relating to Council meeting procedures. Once the applicable provincial regulations and guidance are published, Administration will bring forward an updated Council Procedural Bylaw for Council's consideration, incorporating relevant legislative requirements and applicable recommendations from Todd Brand's May 2026 governance review.

Administration is also proposing that we re-introduce a Committee of the Whole (COW) meeting on Regular Council meeting days from 4:30 to 6:00 p.m.; schedule a dinner break from 6:00 to 6:30 p.m.; and commence the Regular Council meeting at 6:30 p.m.

The Committee of the Whole would provide a dedicated, publicly accessible forum for more exploratory discussion, briefings, early consideration of policy options, strategic issues and questions to Administration before matters proceed for formal Council decisions. Separating discussion-oriented items from decision-oriented business may reduce repetition and permit more focused deliberation during Regular Council meetings. COW should not be treated as a private planning session or a substitute for formal Council approvals.

A scheduled meal break between meetings would provide a predictable opportunity for Council and required staff to eat before Regular Council proceedings, reducing the need for a routine meal interruption during formal business. Recesses would remain available when necessary.

Coordinating these updates will support consistency and reduce the need for successive bylaw amendments.

2.5 eScribe implementation and process integration

The Town is also working to implement eScribe, an agenda and meeting management software solution intended to improve the preparation and compilation of Council agendas, internal review and approval workflows, and the recording and preparation of meeting minutes. This implementation presents an opportunity to align the Town's governance practices, document templates and digital workflows as part of one coordinated improvement initiative.

The proposed agenda format, minute's structure, Request for Decision template and delegation submission process will inform the configuration of eScribe, including agenda sections, standardized templates, review and approval stages, and the capture of meeting proceedings and Council decisions.

Establishing the desired processes before configuration will help avoid replicating outdated practices in the new system and minimize subsequent reconfiguration and staff retraining. Configuration must remain consistent with the Procedural Bylaw in force, with further adjustments undertaken following Council approval of any bylaw amendments and the release of applicable provincial guidance.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

3.1 Direct Administration to proceed with the proposed direction in principle and direct Administration to return with a revised Procedural Bylaw, meeting arrangements and updated governance documents for consideration after update received from the Province..

3.2 Endorse selected components and direct revisions to the remaining proposals.

3.3 Maintain current practices and provide alternative direction.

4.0 FINANCIAL IMPLICATIONS:

Revising governance documents and preparing bylaw amendments can initially be undertaken through existing administrative resources.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Legislative Services would coordinate meeting notices, agendas, minutes, templates and implementation. Senior Leadership and other departments may be requested to attend COW for relevant briefings and to adapt reporting deadlines to the revised meeting schedule.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Administration will monitor Alberta Municipal Affairs regulations and guidance arising from Bill 28, particularly any applicable expectations for Council meeting procedures, and bring forward corresponding Procedural Bylaw amendments for Council's consideration.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

A COW meeting can make early policy discussion more visible and provide residents additional insight into matters under consideration. Separating exploratory discussion from decisions may improve meeting clarity. A 6:30 p.m. Regular Council start may affect public attendance and delegation scheduling; both meeting schedules should be communicated well in advance.

8.0 ATTACHMENTS:

8.1 Proposed Regular Council Meeting Agenda

8.2 Proposed Regular Council Minutes

8.3 Proposed Request for Decision Template

8.4 Proposed Council Delegation Request

8.5 Proposed Notice of Motion

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve proposed enhancements to Council and administrative governance documents as well as direct Administration to bring Procedural Bylaw changes and proposed Council and COW meeting structures forward once updates from the Province are released.

10.0 PROPOSED MOTION(S):

That Council approve proposed enhancements to Council and Administrative governance documents.

(original signed by the CAO)
Collin Steffes
CAO

AGENDA

REGULAR MEETING AGENDA
BARRHEAD TOWN COUNCIL
DAY, **MONTH**, **00**, **YYYY** AT 6:30 P.M.

1. Call to Order

2. Approval of Agenda

3. Approval of Minutes

4. Public Hearings

5. Delegations

6. Bylaws
   6.1 Bylaw 123-2026 Bylaw Name
   Recommended Motion: That Council give first reading to Bylaw 123-2026

7. Unfinished Business
   7.1. Item postponed from previous meeting
   Recommended Motion: That Council…

8. New Business
   8.1. RFD
   Recommended Motion: That Council….
   8.2. BFN
   8.3. BFN

9. Information Reports
   9.1. Banking Statements
   9.2. Council Reports
   9.3. For the Good of Council maybe consider changing the terminology.
   9.4. Department Reports
   9.5. Correspondence
      a) Board Minutes

10. Notice of Motion(s)
    10.1. Notice of Motion for the next or future meeting

11. In-Camera
12. Adjournment

PROPOSED

TOWN OF BARRHEAD
REGULAR COUNCIL MEETING
MINUTES
Weekday, Month , DD, YYYY,

The regular meeting of the council of the Town of Barrhead was held in council chambers in the town office on weekday, month, d, yyyy, commencing at 6:30 P.M.

IN ATTENDANCE
Mayor Assaf
Councillor C. Botros
Councillor S. Fylyshtan
Councillor D. Kluin
Councillor D. Smith

ABSENT
Councillor A. Oswald
Councillor D. Sawatzky

Also in attendance: Collin Steffes, CAO, Jennifer Mantay, Director of Corporate Services, Jenny Bruns, Director of Planning, Economic Development & Legislative Services, and Jodie Lyons, Municipal Coordinator

Others in attendance: Daniel Janson, Barrhead Leader

1.0 CALL TO ORDER

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

2.0 CONSIDERATION OF AGENDA

The agenda was reviewed.

232-26 Moved by Cr. Sawatzky that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

3.0 CONFIRMATION OF MINUTES

The Minutes of the Regular Town Council Meeting of June 23, 2026, were reviewed.

233-26 Moved by Cr. Botros that the Minutes of the Regular Town Council Meeting of June 23, 2026, be approved as presented.

CARRIED UNANIMOUSLY

4.0 PUBLIC HEARINGS

None

5.0 PUBLIC DELEGATIONS

BARRHEAD REGIONAL FIRE SERVICES

~~Mayor Assaf welcomed Gary Hove, Fire Chief, Barrhead Regional Fire Services, to the meeting at 5:31 p.m.~~

PROPOSED

Fire Chief, Gary Hove, presented information about how the deployment process of Barrhead Fire Services personnel and trucks and equipment are provided.

EXITED Mayor Assaf and Council thanked Fire Chief, Gary Hove~~; he exited the meeting at 6:01 p.m.~~

6.0 BYLAWS

BYLAW 124-26 NEW SAMPLE ITEM

Shallon Touet, Director of Parks and Recreation, presented for Council's consideration and approval of the proposed Surplus Equipment and Asset Disposal Policy. The policy establishes a standardized, transparent, and accountable process for identifying, approving, and disposing of Town-owned surplus assets.

234-26 Moved by Cr. Botros that Bylaw 124-26, The New Sample Item, be given first reading.

CARRIED UNANIMOUSLY

7.0 UNFINISHED BUSINESS

None

8.0 NEW BUSINESS

8.1 RFD – GRASS CUTTING IN PARKS

Shallon Touet, Director of Parks and Recreation, presented for Council's consideration and approval of the proposed Surplus Equipment and Asset Disposal Policy. The policy establishes a standardized, transparent, and accountable process for identifying, approving, and disposing of Town-owned surplus assets.

235-26 Moved by Cr. Sawatzky that Council approve the Surplus Equipment and Asset Disposal Policy as presented.

CARRIED UNANIMOUSLY

8.2 BFN - PARK REHABILITATION

Sheldon Flett, Director of Public Works, requested for Council to review the tenders received for the 50th Avenue Road Rehabilitation in Beaver Brook and award the contract.

PROPOSED

236-26 Moved by Cr. Oswald that Council award the 50th Avenue Rehabilitation project to D&H Concrete Services Ltd. at a cost of $328,467.00 excluding GST.

CARRIED UNANIMOUSLY

BILL 28 AFFECTING PUBLIC LIBRARY SERVICE

Collin Steffes, CAO, presented to advise Council of the recent amendments to the Libraries Act contained within Alberta's Bill 28 – Municipal Affairs and Housing Statutes Amendment Act, 2026, and to seek Council direction for Administration to report back once the Province releases the accompanying regulations outlining the anticipated financial, governance and service impacts to the Barrhead Public Library.

237-26 Moved by Cr. Botros that Council direct Administration to report back to Council, following the release of the Government of Alberta's regulations under the Libraries Act as amended by Bill 28, with an assessment of the anticipated financial, governance and service delivery implications for the Barrhead Public Library and any recommendations for municipal implementation.

CARRIED UNANIMOUSLY

9.0 INFORMATION REPORTS

The following information to Council as of Month DD, 2026, was presented:

9.1 Monthly Bank Statement – Date

9.2 Council Reports
- a) Barrhead Accessibility Coalition – Cr. Klun
- b) Barrhead Library Board – Cr. Botros

9.3 For the Good of Council

9.4 Department Reports – Barrhead Regional Fire Services Monthly Report

9.5 Correspondence
- a) FCSS Board Meeting Minutes – March 19, 2026
- b) Community Futures Yellowhead East – March 19, 2026

PROPOSED

10.0 IN-CAMERA

AG SOCIETY USER AGREEMENT

Closed session pursuant to section 197(2) of the Municipal Government Act and in accordance with Section 19 *Access to Information Act (ATIA)* – 3rd Party Business Interests

238-26 Moved by Cr. Botros that Council move to closed session at 7:36 P.M. to discuss the Ag Society User Agreement.

CARRIED UNANIMOUSLY

239-26 Moved by Cr. Kluin that Council return to open meeting at 7:50 P.M.

CARRIED UNANIMOUSLY

That the meeting be recessed to allow the return of the public at 7:51 P.M.
That the meeting resume at 7:52 P.M. with all those members previously listed

240-26 Moved by Cr. Sawatzky that Council direct Administration to draft agreement as per Council's discussion.

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

MOTION DEFEATED

11.0 ADJOURN

241-26 Moved by Cr. Kluin that the Council Meeting be adjourned at 7:55 P.M.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

_____
Mayor, Ty Assaf

_____
CAO, Collin Steffes

PROPOSED

TOWN OF BARRHEAD ALBERTA

REQUEST FOR DECISION

IN-CAMERA

RFD

TITLE:

PRESENTED BY:

MEETGING DATE:

1.0 RECOMMENDATION:

For Council to consider a recommendation to… direct Administration

2.0 REPORT:

Provide background discussion including what prompted this request, or any previous decisions or actions including Council Motions.

2.1 PRECEDING DIRECTION:

2.1.1 Include any previous Council direction or resolutions.

2.2 BACKGROUND:

2.2.1 Specific, objective points of interest and consideration

2.2.2 Operational Details

2.2.3 Findings from studies or professional advice

2.3 RELVANT LEGISLATION:

2.3.1 Identify the legislation, bylaws, policies, or other governing documents that provide authority for or support this recommendation.

PROPOSED

3.0 IMPLICATIONS OF RECOMMENDATION:

3.1 FINANCIAL:

3.1.1 Any financial implications for the Town or the Public. Include the implications of how the decision will impact the budget.

3.2 BYLAW/POLICY:

3.2.1 Identify any bylaws or policies that would require subsequent amendment to reflect the implications of approving the recommendation.

3.3 ORGANIZATIONAL:

3.3.1 Describe how the decision will impact other departments within the Town.

3.3.2 Will Corporate Communications need to be activated

3.4 POLITICAL & PUBLIC STAKEHOLDERS:

3.4.1 How will Council's decision be scrutinized by the public or advocacy groups. What are the positive and negative implications of the recommendation.

3.4.2 Include any senior government implications associated.

4.0 ALTERNATIVES AND IMPLICATIONS:

Council may consider the following alternatives:

4.1 Alternative One: Council may choose to direct

4.1.1 Implications: Include a summary of implications

4.2 Alternative Two: Council may choose to approve…

4.2.1 Implications: Include a summary of implications

5.0 ATTACHMENTS:

5.1 Include name/title of documents attached.

6.0 PROPOSED MOTION(S):

That Council Adopt/Approve/Declare/Direct…

PROPOSED

STRATEGIC PRIORITY	Aligns	N/A	No Alignment
1.0 **Infrastructure** Establishing effective planning, maintenance, and renewal of municipal infrastructure through proactive asset management and a clear understanding of existing and future capacity.			
Goal 1 – Implement a Corporate Asset Management Program	☐	☐	☐
Goal 2 – Secure Long-Term Water & Wastewater Infrastructure	☐	☐	☐
Goal 3 – Improve Transportation, Facilities, & Public Assets	☐	☐	☐
Goal 4 – Revitalize Downtown & Strengthen Growth-Supporting Infrastructure	☐	☐	☐
Goal 5 – Maximize Infrastructure Funding	☐	☐	☐
2.0 **Fiscal Sustainability** Strengthen the Town's long-term financial health through diversified revenue, responsible cost recovery, and strategic, lifecycle-based capital planning.			
Goal 1 – Strengthen Long-Term Financial Planning	☐	☐	☐
Goal 2 – Strengthen Reserves & Lifecycle Funding	☐	☐	☐
Goal 3 – Improve Cost Recovery & Operational Efficiency	☐	☐	☐
Goal 4 – Diversify Municipal Revenue	☐	☐	☐
Goal 5 – Maintain Predictable & Affordable Taxation	☐	☐	☐
3.0 **Economic Development** Improving the long-term fiscal sustainability of the community through targeted realistic economic development, updated planning tools, and strategic investment in areas that attract growth.			
Goal 1 – Become Investment Ready	☐	☐	☐
Goal 2 – Develop Property Owned by the Town	☐	☐	☐
Goal 3 – Grow Employment & Diversify the Economy	☐	☐	☐
Goal 4 – Strengthen Regional Economic Development Partnerships	☐	☐	☐
Goal 5 – Align Housing, Childcare, Recreation, & Workforce with Growth	☐	☐	☐
4.0 **Social Well-Being** Enhancing the well-being of all residents through sustainable and inclusive community services, meaningful partnerships, and investments in the people and programs that make Barrhead a great place to live.			
Goal 1 – Improve Access to Healthcare Services	☐	☐	☐
Goal 2 – Increase Housing Choice & Affordability	☐	☐	☐
Goal 3 – Support Families, Children, Youth, & Workforce Development	☐	☐	☐
Goal 4 – Support Seniors Ability to Age in Place	☐	☐	☐
Goal 5 – Build a Safe, Healthy, & Inclusive Community	☐	☐	☐
5.0 **Environmental Stewardship** Supporting the preservation of a healthy natural environment through responsible management of land, water, and waste, and the integration of environmentally sound and fiscally responsible practices into municipal decision-making.			
Goal 1 – Establish an Environmental Stewardship & Resilience Framework	☐	☐	☐
Goal 2 – Improve Stormwater Management & Flood Resilience	☐	☐	☐
Goal 3 – Secure & Sustainable Water/Wastewater Systems	☐	☐	☐
Goal 4 – Strengthen Emergency Preparedness & Disaster Resilience	☐	☐	☐
Goal 5 – Landfill	☐	☐	☐
6.0 **Governance** Strengthening transparency and public understanding of municipal governance by establishing a clear framework for communicating municipal operations, decision-making processes, priorities, and financial considerations, supported by accessible information and educational tools that help residents understand how the municipality operates and how decisions are made.			
Goal 1 – Strengthen Good Governance & Accountability	☐	☐	☐
Goal 2 – Ensure Long-Term Financial Sustainability	☐	☐	☐

PROPOSED

COUNCIL DELEGATION REQUEST

TOWN OF BARRHEAD ALBERTA

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

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

REPRESENTING

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

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

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

(DAY) (MONTH) (YEAR) OR (DAY) (MONTH) (YEAR)

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

☐ INFORMATION SHARING ☐ OTHER (PROVIDE DETAILS)

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

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

IF YES, PLEASE INDICATE WHAT IS REQUIRED:

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

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

SIGNED DATE (MM/DD/YY) SIGNED DATE (MM/DD/YY)

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

FOR OFFICE USE ONLY

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

APPEARING BEFORE COUNCIL AS A DELEGATION

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

PROTOCOL WHILE AT COUNCIL

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

FURTHER INFORMATION

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

TOWN OF BARRHEAD ALBERTA

NOTICE OF MOTION

To: Town Council

Presented By: Councillor

Date:

Re:

Submitted in accordance with Section 6.13 of Bylaw 06-2025 Council Procedural Bylaw

This notice of motion is read into the Council record on insert Council Meeting Date.

The motion as read will be debated on insert NEXT Council Meeting Date.

I move to/that:

1.0 Insert Motion.

SIGNATURE: _____ **DATE:** _____

Item No. 7(d)

REQUEST FOR DECISION

To: Town Council

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

Date: November 10, 2026

Re: Barrhead West Outline Plan – Northern and Regional Economic Development Grant Application

1.0 PURPOSE:

To obtain Council's support to apply for the Northern and Regional Economic Development Grant and approval, in principle, of the Town's 50% funding contribution.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead has identified the Highway 33 West corridor as an important opportunity for future commercial development and economic growth. The proposed *Barrhead West* development area encompasses approximately 20 hectares (48 acres) of lands intended primarily for highway commercial development, with consideration for future residential growth.

Although portions of the area were considered through the 2015 Schneider Lands Area Structure Plan, the plan does not consider current uses and a proposal from a private developer. Updated planning and preliminary engineering are required to establish a coordinated development framework that reflects current infrastructure requirements, transportation considerations and opportunities for future expansion.

In particular, the Town must address the location and capacity of municipal servicing, stormwater management, internal road networks, access to Highway 33 and the potential impacts of changes to existing highway intersections.

Without this work, prospective developers face uncertainty regarding infrastructure requirements, servicing costs and development approvals. This uncertainty can delay investment and limit the Town's ability to actively promote available commercial development opportunities.

Scheffer Andrew Ltd. has submitted a proposal to complete the *Barrhead West* Outline Plan, a Traffic Impact Assessment and supporting preliminary engineering studies. The proposed project is intended to advance the area toward development readiness by establishing a clear planning framework, identifying infrastructure requirements and providing preliminary cost information that can be used by the Town and prospective developers.

2.1 Discussion:

The project represents a proactive approach to economic development. Rather than waiting for individual development proposals to identify infrastructure constraints, the Town would undertake coordinated planning to determine how the area can develop efficiently and how future infrastructure investments should be prioritized.

The work will provide Council and Administration with a clearer understanding of what is required to accommodate new commercial development, including opportunities for phased development where servicing can be provided independently of adjacent properties.

The planning process will also consider future development beyond the immediate commercial lands, helping ensure that roadway connections, stormwater infrastructure and utility corridors are appropriately located and sized.

The primary benefit is the transition from land with development potential to land supported by a coordinated planning and preliminary servicing framework. This will strengthen the Town's ability to respond to development inquiries, attract investment and facilitate private-sector development.

The consultant's proposal identifies the following major deliverables:

Deliverable	Description and benefit
Barrhead West Outline Plan	Establishes the proposed land-use concept, development blocks, road network and planning framework for future commercial and potential residential development.
Servicing Design Report	Identifies preliminary water, sanitary sewer, stormwater, grading and roadway requirements and design, including opportunities for interim servicing and future expansion.
Traffic Impact Assessment	Evaluates Highway 33 access, future traffic volumes, road connections and the potential closure of the 57 Avenue intersection.
Preliminary infrastructure cost estimates	Provides high-level opinions of probable cost for two development layouts to help assess servicing requirements and investment feasibility.
Public and stakeholder engagement	Includes adjacent landowner notifications, one public open house and a What We Heard Report to inform the planning process.

The work is anticipated to commence in December 2026 or when grant funding is approved, with completion of the planning and technical studies throughout the first half of 2027 and Council consideration of the Outline Plan targeted for August 2027.

2.2 Economic development benefits

The proposed project supports the Town's economic development objectives in several key areas:

- **Investment attraction and development readiness:** Establishing a clear development framework will provide prospective investors and developers with better information regarding land uses, servicing opportunities, transportation access and preliminary development costs. This reduces uncertainty and improves the Town's ability to market the area for commercial investment.

- **Business growth and employment opportunities:** Opening additional highway commercial lands for development creates opportunities for new retail, service and other commercial businesses. As development occurs, these investments have the potential to generate construction activity, permanent employment and additional business opportunities for local contractors and suppliers.

- **Expansion of the municipal tax base:** Future commercial development may increase non-residential assessment and diversify municipal tax revenues, supporting long-term financial sustainability and reducing reliance on existing taxpayers.

- **Regional service centre development:** Barrhead serves a broader rural trading area. Additional commercial opportunities along Highway 33 can strengthen the Town's role as a regional service centre by attracting businesses that serve both local residents and surrounding communities.

- **Efficient infrastructure planning:** Coordinated planning will help identify servicing constraints before development occurs, reduce the risk of fragmented infrastructure decisions and support logical, phased development. This can help the Town prioritize future capital investments and avoid unnecessary infrastructure expenditures.

- **Future growth opportunities:** The project considers connections to adjacent lands, ensuring that immediate commercial development does not compromise future residential and commercial expansion.

The NRED program provides an opportunity to advance this foundational work through a cost-sharing arrangement, allowing the Town to leverage provincial funding to improve its competitiveness for future private-sector investment.

3.0 FINANCIAL IMPLICATIONS:

Funding source	Amount
Provincial NRED contribution – 50%	$83,700
Town of Barrhead contribution – 50%	$83,700
Total	**$167,400**

The Town would be responsible for its share of eligible costs and any ineligible or additional project expenditures.

4.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable.

5.0 SENIOR GOVERNMENT IMPLICATIONS:

Application to the Northern Regional Economic Development grant program, and partnership with GOA.

6.0 POLITICAL/PUBLIC IMPLICATIONS:

Public engagement will be required to inform and adopt the outline plan and includes a public hearing process.

7.0 ATTACHMENTS

Figure One: Primary Project Area and a Shadow Plan Area

8.0 ALTERNATIVES

8.1 Option 1 – Support the NRED application (Recommended)

Council authorizes the grant application and approves the Town's conditional funding contribution. This allows the Town to pursue provincial funding to advance the Barrhead West planning and servicing framework.

8.2 Option 2 – Defer the project

Council may defer the project to a future budget year. This would delay the availability of coordinated planning and infrastructure information and could affect the Town's ability to respond to existing developer opportunities.

8.3 Option 3 – Proceed without grant funding

Council may choose to fund the project entirely through municipal resources. This would require the Town to assume the full project cost and would not leverage the available provincial cost-sharing opportunity.

9.0 ADMINISTRATION RECOMMENDATION

That Council:

1. Authorize Administration to submit an application to the Northern and Regional Economic Development (NRED) Program for the Barrhead West Outline Plan and supporting preliminary engineering and transportation studies, with a total proposed project budget of $167,400, excluding GST;

2. Approve in principle the Town of Barrhead's 50% contribution of $83,700, subject to successful grant approval and confirmation of eligible project costs, with the municipal contribution to be funded through the 2027 budget; and

3. Direct Administration to proceed with project implementation and the necessary consulting arrangements upon confirmation of grant funding, subject to approved budgets and applicable procurement requirements.

10.0 PROPOSED MOTION

That Council:

1. Authorize Administration to submit an application to the Northern and Regional Economic Development (NRED) Program for the Barrhead West Outline Plan and supporting preliminary engineering and transportation studies, with a total proposed project budget of $167,400, excluding GST;

2. Approve in principle the Town of Barrhead's 50% contribution of $83,700, subject to successful grant approval and confirmation of eligible project costs, with the municipal contribution to be funded through the 2027 budget; and

3. Direct Administration to proceed with project implementation and the necessary consulting arrangements upon confirmation of grant funding, subject to approved budgets and applicable procurement requirements.

(original signed by the CAO)
Collin Steffes
CAO

Figure 1: Primary Project Area and a Shadow Plan Area



Figure 1 shows the Primary Project Area (solid red outline) and a Shadow Plan Area (hatched red area) which totals approximately 20 ha.

The Project Area is bounded to the east by Highway 33, to the north by existing agricultural operations and a light industrial park, to the west by an existing residential neighborhood, and to the south by highway commercial uses. By providing the planning framework for commercial development in Barrhead, the Highway 33 corridor will provide commercial services to residents and the larger region.

A high-level review of additional lands shown in the hatched red area will be completed in order to provide a background framework for future orderly development. Future development will include a mix of highway commercial services and mixed residential housing types.

MINUTES

OCTOBER 26, 2026

Barrhead Regional Airport Committee

Regular Meeting of the Barrhead Regional Airport Committee held at the Town of Barrhead Council Chambers on October 26, 2026 was called to order at 5:14 PM.

COMMITTEE MEMBER ATTENDANCE

County of Barrhead	Town of Barrhead	Members at Large
Ray Crisler, Councillor	Charmaine Botros, Councillor	Peter Stupniski, Member
Erik Munck, Reeve	Dausen Kluin, Councillor	

OTHER ATTENDEES

Ken Hove, Director of Infrastructure, County of Barrhead

Adam Vanderwekken, Communications & Special Project Coordinator, County of Barrhead

APPROVAL OF AGENDA

Moved by Member Stupniski to approve the Agenda as presented.

Passed 4-0.

APPOINTMENT OF CHAIR

Councillor Botros nominated Councillor Crisler for chair of the Barrhead Regional Airport Committee.

Councillor Crisler accepted nomination.

No further nominations received.

Councillor Botros moved to appoint Councillor Crisler as chair of the committee.

Passed 4-0.

MINUTES OF REGULAR MEETING HELD JUNE 22, 2026

Moved by Councillor Botros that the minutes of the meeting held June 22, 2026, be approved as circulated.

Passed 4-0.

PUBLIC EVENTS AT BARRHEAD JOHNSON AIRPORT

Committee discussed the value of public events at the airport and potential for municipalities to play an increased role in supporting events at this shared municipal facility, especially regarding the Barrhead Flying Club's Fly-In/Drive-In Breakfast.

Reeve Munck joined the meeting at 5:40 PM.

DRAFT

2027 OPERATING BUDGET & 3 YEAR FINANCIAL PLAN

Moved by Councillor Kluin to amend the 2027 Operating Budget & 3 Year Financial Plan to increase "2-2221: Advertising Expense" by $250, for a total of $500.

Carried Unanimously.

Moved by Councillor Kluin to amend the 2027 Operating Budget & 3 Year Financial Plan to increase "2-2510: Goods-Consumables" by $500, for a total of $11,000.

Carried Unanimously.

Moved by Councillor Kluin to recommend the 2027 Operating Budget to respective councils, as amended.

Carried Unanimously.

Moved by Councillor Botros to recommend the 3 Year Financial Plan to respective councils, as amended.

Carried Unanimously.

2027 CAPITAL BUDGET

Moved by Councillor Kluin to recommend the 2027 Capital Budget to respective councils as presented.

Carried Unanimously.

10 YEAR CAPITAL PLAN

Moved by Councillor Kluin to recommend the 10 Year Capital Plan to respective councils as presented.

Carried Unanimously.

NEXT MEETING

Next meeting to be held at the call of the Chair.

ADJOURNMENT

Moved by Councillor Kluin that the meeting be adjourned at 6:14 PM.

Carried Unanimously.

DRAFT

BARRHEAD REGIONAL FIRE SERVICES COMMITTEE
MEETING HELD TUESDAY, OCTOBER 27, 2026
IN THE EMERGENCY RESPONSE CENTRE

These minutes are unofficial until approved by the Committee.

PRESENT Crs.: Don Smith, Dave Sawatzky, Bill Chapman, Chais Ellwein, County Member-at-Large Ivan Kusal

OTHERS Town Chief Administrative Officer Collin Steffes, County Chief Administrative Officer Rodney Boyko, Town Director of Corporate Services Jennifer Mantay, Regional Fire Chief Gary Hove and Deputy Regional Fire Chief Ted Amos

ABSENT Town Member-at-Large Ross Pentney

NOMINATION FOR CHAIRPERSON Cr. Sawatzky nominated Cr. Smith as Chairperson. Cr. Smith accepted.

NOMINATION FOR VICE-CHAIR Ivan Kusal nominated Cr. Chapman for Vice Chairperson. Cr. Chapman accepted.

CALL TO ORDER Cr. Smith called the meeting to order at 12:17 p.m.

AGENDA The agenda was reviewed.

01-26 Moved by Cr. Ellwein that the Agenda be accepted as presented.

CARRIED UNANIMOUSLY

FIRE MINUTES

Minutes of the Barrhead Regional Fire Services Committee meeting held October 8, 2025, were presented.

02-26 Moved by Ivan Kusal that the Minutes of the Barrhead Regional Fire Services Committee meeting held October 8, 2025, be accepted as presented.

CARRIED UNANIMOUSLY

FIRE – PROPOSED 2027 OPERATING BUDGET

The proposed 2027 Barrhead Regional Fire Services Operating Budget was reviewed.

03-26 Moved by Cr. Sawatzky that the Barrhead Regional Fire Services proposed 2027 Regional Fire Operating Budget be accepted in the amount of $1,049,850.00 and be recommended for approval to both the Town Council and County Council.

CARRIED UNANIMOUSLY

FIRE – PROPOSED 2028-2030 OPERATING PLAN

The 2028-2030 Proposed Barrhead Regional Fire Services Operating Plan was reviewed.

04-26 Moved by Ivan Kusal that the Barrhead Regional Fire Services 2028-2030 Proposed Operating Plan be accepted as presented, in the amounts of:

- 2028 - $1,079,570.00
- 2029 - $1,085,920.00
- 2030 - $1,139,730.00

and be recommended for approval to both the Town Council and County Council.

CARRIED UNANIMOUSLY

FIRE - PROPOSED 2027 CAPITAL BUDGET

The Proposed Barrhead Regional Fire Services 2027 Capital Budget was reviewed.

05-26 Moved by Cr. Ellwein that the Barrhead Regional Fire Services Proposed 2027 Capital Budget be accepted in the amount of $125,000.00 and be recommended for approval to both the Town Council and County Council.

CARRIED UNANIMOUSLY

FIRE – THREE-YEAR FINANCIAL SUMMARY

The Fire Three-Year Financial Summary was reviewed.

06-26 Moved by Cr. Sawatzky that the Fire Three-Year Financial Summary be accepted as information.

CARRIED UNANIMOUSLY

ERC – PROPOSED 2027 OPERATING BUDGET

The Proposed 2027 Emergency Response Centre Operating Budget was reviewed.

07-26 Moved by Ivan Kusal that the Proposed 2027 Emergency Response Centre Operating Budget be accepted in the amount of $56,480.00 and be recommended for approval to both the Town Council and County Council.

CARRIED UNANIMOUSLY

ERC - PROPOSED 2028-2030 OPERATING PLAN

The Proposed Emergency Response Centre 2028-2030 Operating Plan was reviewed.

08-26 Moved by Cr. Chapman that the Proposed Emergency Response Centre 2028-2030 Operating Plan be accepted as presented, in the amounts of:

- 2028 - $59,460.00
- 2029 - $62,560.00
- 2030 - $65,760.00

and be recommended for approval to both the Town Council and County Council.

CARRIED UNANIMOUSLY

ERC – PROPOSED 2027 CAPITAL BUDGET

The Proposed 2027 Emergency Response Centre Capital Budget was reviewed.

09-26 Moved by Cr. Ellwein that the Proposed 2027 Emergency Response Centre Capital Budget be accepted in the amount of $0.00 and be recommended for approval to both the Town Council and County Council.

CARRIED UNANIMOUSLY

ERC – THREE-YEAR FINANCIAL SUMMARY

The Emergency Response Centre Three-Year Financial Summary was reviewed.

10-26 Moved by Cr. Sawatzky that the Emergency Response Centre Three-Year Financial Summary be accepted as information.

CARRIED UNANIMOUSLY

FIRE/ERC 10 YEAR CAPITAL PLAN

The Barrhead Regional Fire Services/Emergency Response Centre 10 Year Capital Plan was reviewed.

The Committee directed the addition of a 2028 ERC Capital Item, Training Facility Upgrades, in the amount of $30,000.00, to be added to the 10 Year Capital Plan, along with the removal of the ERC Boilers from the 10 Year Capital Plan.

11-26 Moved by Cr. Chapman that the Barrhead Regional Fire Services/Emergency Response Centre 10 Year Capital Plan be amended and recommended for approval to both the Town Council and County Council.

CARRIED UNANIMOUSLY

NEXT MEETING The next meeting will be at the Call of the Chair.

ADJOURN

12-26 Moved by Cr. Sawatzky that the meeting be adjourned at 1:03 p.m.

CARRIED UNANIMOUSLY

_____
Chairman – Don Smith

_____
Recording Secretary – Jennifer Mantay

These minutes are unofficial until approved by the Committee.

Item: 9(c)

BARRHEAD & DISTRICT REGIONAL LANDFILL COMMITTEE
MEETING WEDNESDAY, OCTOBER 21, 2026, AT 12:00 NOON
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Crs: D. Kluin, S. Fylyshtan, B. Chapman, L. Jespersen, Collin Steffes, Town CAO, Jennifer Mantay, Town Director of Corporate Services, Sheldon Flett, Town Director of Public Works, Ken Hove, County Director of Infrastructure

ABSENT

CALL TO ORDER Chairperson Dausen Kluin called the meeting to order at 12:21 p.m.

CONSIDERATION OF AGENDA

The agenda was reviewed.

009-26 Moved by Cr. Jespersen that the Agenda be accepted with the following additions:

4(e) – Long Term Planning and Site Visits
4(f) – Discussion Regarding Unit of Authority

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Regional Landfill Meeting held on Friday, July 17, 2026, were reviewed.

010-26 Moved by Cr. Fylyshtan that the Minutes of the Regional Landfill Meeting held Friday, July 17, 2026, be accepted as presented.

CARRIED UNANIMOUSLY

PROPOSED LANDFILL OPERATING 2027 BUDGET

The Proposed 2027 Landfill Operating Budget was reviewed and discussed.

Jennifer Mantay, Director of Corporate Services provided an overview.

It was the consensus of the Committee to amend the 2027 budget as follows:

1. Addition of revenue line in the amount of $150,000.00 for Resident Cards, required once scale is installed ($20.00 per card).

2. Addition of expense line in the amount of $10,000.00 for the purchase of two card printers, card stock, etc.

011-26 Moved by Cr. Chapman that the Committee recommends to both Councils the approval of the amended 2027 Landfill Operating Budget with expenditures in the amount of $434,860.00, with each municipality contributing $64,680.00, as presented.

CARRIED UNANIMOUSLY

2028 TO 2030 PROPOSED LANDFILL OPERATING PLAN

The Proposed 2028 to 2030 Landfill Operating Plan was reviewed and discussed.

Jennifer Mantay, Director of Corporate Services provided a general overview.

012-26 Moved by Cr. Jesperson that the Committee recommends to both Councils the approval of the 2028 Landfill Operating Plan with expenditures in the amount of $399,840.00, the 2029 Landfill Operating Plan with expenditures in the amount of $408,940.00 and the 2030 Landfill Operating Plan with expenditures in the amount of $418,380.00, as presented.

CARRIED UNANIMOUSLY

PROPOSED LANDFILL CAPITAL 2027 BUDGET

The Proposed 2027 Landfill Capital Budget was reviewed and discussed.

013-26 Moved by Cr. Kluin that the Committee recommends to both Councils the approval of the 2027 Landfill Capital Budget with expenditures in the amount of $150,000.00, with each municipality contributing $75,000.00, as presented.

CARRIED UNANIMOUSLY

10 YEAR PROPOSED LANDFILL CAPITAL PLAN

The 10 Year Proposed Landfill Capital Plan was reviewed and discussed.

014-26 Moved by Cr. Fylyshtan that the Committee recommends to both Councils the approval of the 10 Year Proposed Landfill Capital Plan, as presented.

CARRIED UNANIMOUSLY

SITE VISITS

The Committee discussed site visits to neighbouring landfill sites in the spring of 2027. Administration will attempt to schedule visits with Westlock and Roseridge in the spring for a tour of their sites.

UNIT OF AUTHORITY

Discussion took place regarding the Unit of Authority for the Barrhead Regional Landfill and whether or not initial steps should be taken to transfer this to the County of Barrhead. County Councillors will brooch this topic with their new CAO and further discussion may take place at the next Intermunicipal Meeting.

NEXT MEETING The next meeting of the Landfill Committee will be at the Call of the Chair.

ADJOURNMENT

015-26 Moved by Cr. Jespersen that the meeting be adjourned at 1:08 p.m.

CARRIED UNANIMOUSLY

_____
Chairperson

_____
Recording Secretary

BRFS Oct 2026

Incident	Totals	Incident Hrs	Staff Hrs
Fire	2	4 h 0 m	51 h 2 m
Rubbish or grass fire	1	0 h 46 m	3 h 8 m
Vehicle accident	1	5 h 38 m	39 h 33 m
Power lines down	1	2 h 58 m	27 h 0 m
CO alarm	1	0 h 31 m	2 h 8 m
Ambulance assist	18	10 h 32 m	41 h 12 m
Alarm no fire accidental miscellaneous	1	0 h 12 m	0 h 13 m
False alarm miscellaneous	1	0 h 11 m	0 h 12 m
Totals	**26**	**24 h 48 m**	**164 h 28 m**

Date	Call Type	Before EMS	Location
Oct 1	30D00 Traumatic injury	No	Town
Oct 7	31D00 Unconscious fainting	No	County
Oct 10	10D00 Chest pain	No	Town
Oct 12	38D00 Advanced send	No	Town
Oct 12	06D00 Breathing problem	Yes	Town
Oct 16	19D00 Heart problem	Yes	Town
Oct 17	26D00 Sick person	Yes	County
Oct 18	17D00 Fall	Yes	Town
Oct 18	10D00 Chest pain	No	Town
Oct 23	13C00 Diabetic problem	No	Town
Oct 24	32D00 Unknown problem, cardiac arrest/death	Yes	Town
Oct 25	31D00 Unconscious fainting	Yes	Town
Oct 25	21D00 Hemorrhage laceration	Yes	Town
Oct 27	10D00 Chest pain	Yes	Town
Oct 27	17D00 Fall	Yes	Town
Oct 28	06D00 Breathing problem, lift assist	No	Town
Oct 28	17A00 Fall, lift assist	No	Town
Oct 28	10D00 Chest pain	No	Town

Training

- Interior firefighting operations, Hose lines, bale out, ventilation
- Interior fire attack, House burn in county
- Ropes and knots
- Vitals and patient care

Other

- Open house on Oct 8th
- Members attend Westlock fireman's ball, 75 anniversary.
- Members donate $1100 from Social club to BES School hot lunch program.
- Members attend the Pumpkin Walk for medical stand by and shoot fire works.
- Members hand out Candy on Halloween Night.
- Members proctor and evaluate Town of Westlock Fire Department 1002 pump course.
- Member attends Westlock Tractor Museum 100 anniversary of Legion and opening of WW1 display.

Membership 50, (49 responding, 2 juniors, 1 new junior, 1 member left due to work, 3 let go due to inactivity).

In-Camera

Council Agenda Item 14(a)

RE: Reserve Usage

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

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

Advice from officials