



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, SEPTEMBER 9, 2025 AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

Barrhead....a quality community....giving a quality lifestyle

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Regular Meeting Minutes – August 26, 2025
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Barrhead Blue Fins Lane Request - Chad Thomsen and Jodi Chase
6. Old Business
 - (a) None
7. New Business
 - (a) New Policies (Deceased Animals, Acts of Condolence, and Flag Lowering)
 - (b) Rural Renewal Immigration Stream
 - (c) Pumpkin Walk request for additional funding
 - (d) Payroll/HR Software Request
8. Reports
 - (a) Council Reports

9. Minutes
 - (a) Barrhead County Highlights
10. Bylaw
 - (a) Intermunicipal Relations Committee – Proposed Bylaw
11. Correspondence Item
 - (a) Community Futures Yellowhead East Exit Navigator
 - (b) Alberta Transportation – Hwy 33 Crosswalk Chirper
12. For the Good of Council
13. Tabled Items
 - (a) Ag Society – Council Contributions
 - (b) Enabling Accessibility Fund Grant
14. Closed Session
15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, AUGUST 26, 2025,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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

OTHERS Barry Kerton, Barrhead Leader; Andrew Riley from Alberta Municipalities and Lindsay Juke Turnbull, Executive Director, Barrhead Public Library.

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

AGENDA The agenda was reviewed with the following additions, corrections and deletions.

- 5(a) Delegations: Deletion - Dale Krasnow, Barrhead Elks
- 6(a) Old Business: Addition - Amended Council Calendar
- 7(f) New Business: Deletion - Remove “FCSS” from title
- 7(g) New Business: Correction - Lease Agreement, Page 2, Clause 2.2, to read from April 1st to September 30st not April 1st to September 1st.
- 7(i) New Business: Addition - Ag Society Facility Request

227-25 Moved by Cr. Klumph that the agenda be accepted as amended.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES

The Minutes of the Town Council Regular Meeting of July 8, 2025, were reviewed. Cr. Smith added a correction; For the Good of Council: Hollywood Memorial Ride and Community BBQ will be held on July 26, 2025.

228-25 Moved by Cr. Smith that the Minutes of the Town Council Regular Meeting of July 8, 2025, be approved with corrections.

CARRIED UNANIMOUSLY

The Minutes of the Town Council Special Meeting of July 24, 2025, were reviewed.

229-25 Moved by Cr. Klumph that the Minutes of the Town Council Special Meeting of July 24, 2025, be approved as presented.

CARRIED UNANIMOUSLY

DELEGATIONS

ALBERTA MUNICIPALITIES

Mayor McKenzie and Council welcomed Andrew Riley from Alberta Municipalities at 5:34 p.m.

Andrew Riley provided information about the utility rates offered by Alberta Municipalities to the Town and any non-profit community related organizations approved under the Town’s umbrella. He spoke about the impact to the Town and the benefits to non-profit organizations when they apply for gas and power under the Town’s umbrella.

EXITED Mayor McKenzie and Council thanked Andrew Riley for his presentation and he exited Chambers at 5:54 p.m.

230-25 Moved by Cr. Klumph that the presentation from Alberta Municipalities is accepted as presented.

CARRIED UNANIMOUSLY

**BARRHEAD PUBLIC
LIBRARY**

Mayor McKenzie and Council welcomed Lindsay Juke Turnball, Executive Director of the Barrhead Public Library at 5:56 p.m.

Lindsay Juke Turnball shared information on her background and library experience. She spoke about the partnership with both the Town and County of Barrhead and the Pembina Hills School Division. She also provided information about the library's efforts to upgrade, cleanup, and modernize the library.

EXITED Mayor McKenzie and Council thanked Lindsay Juke Turnball for her presentation and she exited Chambers at 6:23 p.m.

231-25 Moved by Cr. Klumph that Council accept the presentation from Barrhead Public Library accepted as presented.

CARRIED UNANIMOUSLY

OLD BUSINESS

CAO, Collin Steffes presented to Council a request to amend Budget Workshop dates on the Standing Council Meeting Calendar.

232-25 Moved by Cr. Smith that Council approves the amended 2025 Standing Council Meeting Schedule Calendar.

CARRIED UNANIMOUSLY

**NEW BUSINESS
MONTHLY BANK STATEMENT
MONTH ENDED JUNE 30, 2025**

Jennifer Mantay, Director of Corporate Services presented to Council the Monthly Bank Statement to June 30, 2025, as presented.

233-25 Moved by Cr. Oswald that Council accepts the Monthly Bank Statement, to June 30, 2025, as information.

CARRIED UNANIMOUSLY

**MONTHLY BANK STATEMENT
MONTH ENDED JULY 31, 2025**

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

234-25 Moved by Cr. Oswald that Council accepts the Monthly Bank Statement, to July 31, 2025, as information.

CARRIED UNANIMOUSLY

**FINANCIAL STATEMENT
REPORTS TO JUNE 30, 2025**

Jennifer Mantay, Director of Corporate Services presented to Council the 2nd quarter Financial Statement Report to June 30, 2025.

235-25 Moved by Cr. Assaf that Council accepts the 2nd quarter Financial Statement Report to June 30, 2025, as presented.

CARRIED UNANIMOUSLY

**ERP (FINANCIAL) SOLUTION
CAPITAL BUDGET APPROVAL**

Jennifer Mantay, Director of Corporate Services presented to Council to approve the replacement of the Town's ERP (Financial) system from the 2026 Capital Budget for a total capital cost of \$95,000.00, to be funded by either Administration Equipment or General Capital Reserves, and that the project be awarded to Catalis (Canada).

- 236-25 Moved by Cr. Sawatzky that Council approves the replacement of the Town's ERP (Financial) system in the 2026 Capital Budget for a total capital cost of \$95,000.00, to be funded by General Capital Reserves.

CARRIED UNANIMOUSLY

- 237-25 Moved by Cr. Sawatzky that Council award the Town's new ERP system to Catalis (Canada).

CARRIED UNANIMOUSLY

**TAX RECOVERY – UNSOLD PROPERTY
PUBLIC AUCTION AUGUST 13, 2025**

Council discussed the result of the recent property tax public auction and the next steps to handle the property. Jennifer Mantay, Director of Corporate Services recommended Council authorize Administration to proceed with tax forfeiture of Lot 1B, Block 8, Plan 0725639 and pursue future sale of the property.

- 238-25 Moved by Cr. Assaf that Council authorize Administration to proceed with tax forfeiture of Lot 1B, Block 8, Plan 0725639 and the future sale of the property.

CARRIED UNANIMOUSLY

**ENABLING ACCESSIBILITY FUND
SMALL PROJECTS COMPONENT**

Council discussed the Enabling Accessibility Fund – Small Projects Component Grant Approval. Jennifer Mantay, Director of Corporate Services presented the current status of the submission and shared she is waiting for a response from the Grant Authority. She requested the item be tabled until a response and update can be provided to Council.

- 239-25 Moved by Cr. Klumph that Council accept the Enabling Accessibility Fund – Small Project Components Grant details as information.

CARRIED UNANIMOUSLY

- 240-25 Moved by Cr. Klumph that Council table the item and request Administration to bring updated information to a future Council meeting.

CARRIED UNANIMOUSLY

**PROPOSED NEW AGRENA CONCESSION
POLICY AND RENTAL AGREEMENTS**

Council discussed the proposed policy and agreements for the Agrena Concession rentals and lease. Shallon Touet, Director of Parks and Recreation presented and requested Council approve the new policy and agreements reviewed by the Town's legal counsel and insurance providers.

- 241-25 Moved by Cr. Oswald that Council adopt the Agrena Concession Policy as presented.

CARRIED UNANIMOUSLY

242-25 Moved by Cr. Oswald that Council approve the Agrena Ice-season Concession Lease Agreement providing sole use to a lessee during the ice season, as presented.

CARRIED UNANIMOUSLY

243-25 Moved by Cr. Kluin that Council approve the Agrena Concession Short-Term Rental Agreement including rental terms with community groups or temporary vendors, as presented.

CARRIED UNANIMOUSLY

BI-ANNUAL CAO REPORT

Collin Steffes, CAO presented Council with a status report of the Town's progress and priorities over the first six months of 2025.

244-25 Moved by Cr. Kluin that Council accept the Bi-Annual CAO Report as information.

CARRIED UNANIMOUSLY

BARRHEAD EXHIBITION ASSOC. & AGRICULTURAL SOCIETY FACILITY REQUEST

Shallon Touet, Director of Parks and Recreation presented the request from the Barrhead Exhibition Association and Agricultural Society for the free rental of the Curling Rink, Dr. Charles Godberson Rotary Room, and the Agrena Boardroom in support of the upcoming Trade Show and Wildrose Rodeo Association Finals. Mr. Touet proposed an operating grant in the amount of \$2,236.58 to offset the subsequent rental costs, with the funds to be derived from the Tourism – Grants to Organizations miscellaneous account.

245-25 Moved by Cr. Sawatzky that Council table the request from the Barrhead Exhibition Association and Agricultural Society to be brought forward at the next Council meeting and direct Administration to provide Council with the annual contributions (financially and in-kind) from the County and the Town to the Society for their projects and events.

CARRIED UNANIMOUSLY

COUNCIL REPORTS

The following Report to Council as of August 26, 2025, was reviewed:

(a) Barrhead & District Social Housing – Cr. Smith

246-25 Moved by Cr. Oswald that the following Report to Council as of August 26, 2025, be accepted as information:

(a) Barrhead & District Social Housing – Cr. Smith

CARRIED UNANIMOUSLY

BYLAW 07-2025 RATES AND FEES

Jodie Lyons, Municipal Coordinator presented to Council an amended Rates and Fees Bylaw rescinding Bylaw 05-2025 to reflect the changes made to the new rates within the Concession Lease and Rental Agreements. It was recommended to pass all three readings to the new Bylaw with the amendment to add "off-season" with the new rates.

247-25 Moved by Cr. Smith that Council give Bylaw 07-2025, the Rates and Fees Bylaw as amended for first reading.

CARRIED UNANIMOUSLY

248-25 Moved by Cr. Oswald that Council give Bylaw 07-2025, the Rates and Fees Bylaw as amended for second reading.

CARRIED UNANIMOUSLY

249-25 Moved by Cr. Kluin that Council present Bylaw 07-2025, the Rates and Fees Bylaw as amended for third reading.

CARRIED UNANIMOUSLY

250-25 Moved by Cr. Assaf that Council give Bylaw 07-2025, the Rates and Fees Bylaw as amended for third reading.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Klumph congratulated all participants of the Alberta 55 Plus Summer Games in Leduc held this past August 21-24, 2025

Cr. Klumph gave a shout out to the 2025 County Tour and the Farms who participated in the tour stops.

Cr. Klumph also recognized the success of the Blue Heron Parade held on August 9.

Cr. Klumph participated in Alberta Open Farm Days (August 16-17) by visiting Quedenbaum Farms and gave them a shout out for their great demonstrations.

Cr. Klumph congratulated the Barrhead District Seed Cleaning Co-op Ltd. on their 65th Anniversary on August 20, 2025. The tour of the facility was also of special note.

Cr. Klumph thanked the Province of Alberta for their recent efforts to improve the condition of Highway 33 South of Barrhead.

Cr. Sawatzky gave recognition to the Town staff and volunteers that supported the Triathlon held on August 24, 2025. He added the event was well organized.

Cr. Kluin congratulated the Ag. Society on the success of the Blue Heron Fair and Rodeo and appreciated the new cement pad in the fair grounds.

RECESSED

251-25 Moved by Cr. Klumph that Council recess at 7:33 p.m.

CARRIED UNANIMOUSLY

RECONVENED

252-25 Moved by Cr. Sawatzky that Council reconvened at 7:53 p.m.

CARRIED UNANIMOUSLY

**COMMUNITY RELATED
ORGANIZATIONS – UNDER
TOWN’S UTILITY RATES**

Jennifer Mantay, Director of Corporate Services presented Council with information about Community Related Organizations that are currently under the Town’s rate agreements, and the associated potential risks to the Town. She recommended that

Council allow the current Community Organizations to remain under the Town’s utility umbrella, provided they sign the approved Utility Umbrella Agreement acknowledging that they are fully responsible for their own utility bills, and the Town assumes no responsibility for payment of those utility bills. In addition, all future requests to become an active Community Related Organization under the Town’s utility umbrella will be submitted to Council for approval and be required to enter into the approved agreement.

253-25 Moved by Cr. Sawatzky that Council approve the proposed Utility Umbrella Agreement that allows Community Related Organizations to receive the same gas and power utility rates as those applied to the Town, subject to the terms and conditions within the Agreement.

CARRIED UNANIMOUSLY

254-25 Moved by Cr. Klumph that Council direct Administration to enter into Utility Umbrella Agreements with each of the four existing Community Related Organizations.

CARRIED UNANIMOUSLY

255-25 Moved by Cr. Klumph that Council require all community organizations requesting to be under the Town’s Utility Umbrella to enter into the Utility Umbrella Agreement.

CARRIED UNANIMOUSLY

**LIFT BUSINESS
CONFERENCE**

Jenny Bruns, Director of Planning, Economic Development and Legislative Services presented Council with an update on the changes to the 2025 LIFT Business Conference and Trade Show hosted by the County of Barrhead. She recommended that Council accept the Briefing Note as information.

256-25 Moved by Cr. Kluin that Council accept the Lift Business Conference Briefing Note as information.

CARRIED UNANIMOUSLY

ADJOURN

257-25 Moved by Cr. Assaf that the Council Meeting be adjourned at 8:04 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Collin Steffes

COUNCIL DELEGATION REQUEST

CONTACT INFO <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">KYLEE MEUNIER</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> MAILING ADDRESS <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">BARRHEAD, AB.</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div>	CONTACT INFO <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> MAILING ADDRESS <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">[REDACTED]</div>
REPRESENTING <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">BARRHEAD BLUE FINS</div>	
PLEASE INDICATE THE DATE YOU WISH TO PRESENT TO THE TOWN OF BARRHEAD COUNCIL. <i>Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting</i> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> 09 SEPTEMBER 2025 (DAY) (MONTH) (YEAR) </div> <div style="text-align: center;">OR</div> <div style="text-align: center;"> (DAY) (MONTH) (YEAR) </div> </div>	
PURPOSE OF THE DELEGATION IS TO PRESENT THE FOLLOWING: (A COPY OF ALL INFORMATION REGARDING THE TOPIC MUST ACCOMPANY THE APPLICATION) <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> REQUESTING USE OF ALL SIX LANES OF THE COMPETITIVE POOL @ THE BARRHEAD AQUATICS CENTRE SEPT 15, 2025 - MARCH 03, 2026 </div>	
<input type="checkbox"/> INFORMATION SHARING <input type="checkbox"/> REQUEST FOR ACTION, FUNDS, OR CONSIDERATION. <input type="checkbox"/> OTHER (PROVIDE DETAILS)	
HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS? YES <input type="checkbox"/> NO <input type="checkbox"/> DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)? YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF YES, PLEASE INDICATE WHAT IS REQUIRED:	
<i>Please note: Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Town of Barrhead reserves the right not to hear such delegations.</i>	
I/WE ACKNOWLEDGE THAT ONLY THE ABOVE MATTER WILL BE DISCUSSED DURING THE DELEGATION. <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="text-align: center;"> SIGNED _____ DATE (MM/DD/YY) </div> <div style="text-align: center;"> SIGNED _____ DATE (MM/DD/YY) </div> </div>	
<i>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</i>	

FOR OFFICE USE ONLY		
<input type="checkbox"/> ADDED TO AGENDA	IN CAMERA: YES <input type="checkbox"/> NO <input type="checkbox"/>	REFERRED TO:
OTHER DEPARTMENTS REQUIRED TO BE IN ATTENDANCE?		
APPROVED: YES <input type="checkbox"/> NO <input type="checkbox"/>	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 5 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 (FOIP sensitive info will be excluded).
3. Delegations are limited to fifteen (15) minutes.
4. Delegations are to present information to Council. Council will not debate with the delegations; however, Council may have questions regarding the presentation.
5. Following your presentation, Council may choose to:
 - a. Respond directly to you if they believe they have enough information, or
 - b. Schedule Council discussion later in the same meeting or a future meeting, or
 - c. Refer the topic to a committee or to administration for additional information.

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. Address all remarks to the Mayor using the following phrase(s):
 - a. Your Worship
 - b. Your Worship through to Councillor (last name)
 - c. Mayor (last name)
4. You only answer to the Mayor and take questions at the permission of the Mayor.

MAKE IT A POSITIVE EXPERIENCE

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. Be prepared for a non-answer. Council may request more information if you have not been thorough.
4. Indicate the date and time you require support, and any pertinent deadlines in relation to your request.
5. Ask about next steps.
6. Once a decision has been made, you will be contacted by the Town.

SUBMISSION INFORMATION

Completed applications may be submitted electronically to info@barrhead.ca, in person or by mail to Box 4189, 5014 50 Ave, Barrhead AB T7N 1A2. Please direct any questions to the Municipal Coordinator's office @780-674-3301 or to ilyons@barrhead.ca

Jodie Lyons

From: Kylee Meunier [REDACTED]
Sent: Thursday, September 4, 2025 1:18 PM
To: Shallon Touet
Cc: Jodie Lyons
Subject: [EXTERNAL] - Barrhead Blue Fins Lane Request

Some people who received this message don't often get email from kylee.meunier@hotmail.com. [Learn why this is important](#)

Hi Shallon,

My name is Kylee Meunier and I am writing to you today on behalf of the Barrhead Blue Fins Swim Club, formerly known as the Barrhead Swim Club. We hope that you accept this letter as our official request to begin a conversation regarding the use of all six lanes of the competitive pool at the Barrhead Aquatics Centre beginning on September 15, 2025 through March 3, 2026 on the days Monday thru Thursday during the 6:30pm to 7:30pm time slot.

Growing up, I was a former member of the Barrhead Swim Club (2002-2007) and was coached by Fred Thistle, who is still coaching with us this season. During that time with the team, the membership was 100+ swimmers. Unfortunately, over the last few years, our team has been subject to two hiatus's. The first due to the pool closure for new construction then followed by the Covid 19 lock downs. Both of these set backs drastically reduced our team to less than 25 members as of 2021.

Since then, we have been working diligently as a team to regrow to our membership back to it's former status within our community. Most notably last years membership was 40+ swimmers with an anticipated 50-60+ swimmers this coming season.

As you can imagine, our newest concern is now swimmer safety within this new growth. More specifically, managing the numbers of swimmers per lane during our assigned time. In order for our club to achieve our growth goal safely, we require the use of that sixth as mentioned above.

As a community club, we strive to be as inclusive as possible but we are finding ourselves in a bit of a jam due to facility usage and are fearful of having to turn potential new members away simply because we can not accommodate them space wise. The use of the sixth lane would allow the much needed space for our beginner level swimmers while still allowing our established membership to continue their path towards their individual swimming goals. Those goals range from competing at the provincial level in March, to gaining needed swimming abilities to become a valuable lifeguard at our aquatic facility. To date, there are currently 8 lifeguards on staff that have strong ties to our swim club.

We as a team feel that if our request is granted, it would allow us to grow as needed, while at the same time, cause minimal disruption to the communities full access to our aquatic facility.

We deeply hope that you take our request into consideration to help us expand our club and give our community another healthy option for their kids at an affordable price. If you have additional questions, you can reach out to me at:

1- [REDACTED]

Thank you for your time and we look forward to discussing this further.

Sincerely,

Kylee Meunier
Head Coach Barrhead Blue Fins

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

Date: September 9, 2025

Re: Proposed Policies: Domestic Animal Remains, Acts of Condolence and Flag Lowering.

1.0 **PURPOSE:**

For Council to consider approving three (3) new policies for Administration when addressing concerns pertaining to Domestic Animal Remains, Acts of Condolence, and Flag Lowering.

2.0 **BACKGROUND AND DISCUSSION:**

Over the past year, Town Administration has encountered several situations where staff had no guiding documentation, policy, or procedure to reference. This lack of direction created uncertainty in how to respond and left room for inconsistency.

The three new proposed policies address this gap by:

- **Providing clarity for the public** – clearly stating the Town’s position and commitment to accountability.
- **Guiding staff actions** – outlining consistent steps for Administration to follow when these situations arise.
- **Improving transparency** – ensuring both Council and the community can see how decisions are made and applied.

By adopting these policies, we strengthen public trust, support staff in making consistent decisions, and enhance the Town’s ability to respond appropriately and fairly.

Deceased Animal Remains:

A policy for Administration to follow when working to identify deceased animals, notify its owners, and handle the pets in a humane manner.

Acts of Condolence:

A policy for Administration and Council to follow when expressing condolences and support to individuals or families with close connection to the Town of Barrhead in the event of a death.

Flag Lowering:

A policy and for Administration to follow when determining when the flags will be lowered to half-staff on designated occasions to honor individuals or mark significant national, provincial or municipal events.

Administration has also created new Policy templates to provide documents that are easier to read and understand. The standardized templates reduce confusion and provide consistency to help staff follow correct versions. The new templates will also make new policy development more efficient and make it clear when a policy needs to be reviewed.

Some changes of note include: clear date formats, distinct visual identifiers between policy and procedure documents, and standardized sections and terminology.

A policy is a high-level statement that sets the principles, values and the direction of the Public Body therefore; policy requires Council's oversight (approval).

3.0 ALTERNATIVES:

- 3.1 Council may send the new policy template back to Administration for revisions.
- 3.2 Council may approve the new policy template with minor edits.
- 3.3 Council may recommend changes to any or all policies before approval.
- 3.4 Council may direct Administration to make changes and/or do further work to any or all of the policies and bring back to a future Council meeting.

4.0 FINANCIAL IMPLICATIONS:

No additional cost to the Town.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Approved policies to be distributed to all departments. The policies will provide consistent direction for Administration.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The new templates help demonstrate that the organization is being proactive and not relying on outdated rules. The public can easily see when a policy was last reviewed demonstrating transparency and accountability.

8.0 ATTACHMENTS:

- 8.1 Draft Deceased Animal Remains Policy
- 8.2 Draft Acts of Condolence Policy
- 8.3 Flag Lowering Policy

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council pass all three policies to respond to the need to formalize and guide Administration with future processes involving flag lowering, acts of condolence, and deceased animal remains.

10.0 PROPOSED MOTIONS:

That Council approve the new Policy template.

That Council approve Policy # 43-002 Domestic Animal Remains Management

That Council approve Policy # 12-030 Acts Of Condolence

That Council approve Policy # 12-031 Flag Lowering

(original signed by the CAO)

Collin Steffes
CAO

POLICY # 43-002

DOMESTIC ANIMAL REMAINS MANAGEMENT

Resolution Number: TBA
Original Approval Date: September 9, 2025
Review Due Date: September, 2028
Revised Policy Date:

POLICY STATEMENT:

Administration will work to identify deceased domestic animals, notify the owners, and handle the pets in a humane manner.

PURPOSE:

This policy establishes the process of reporting and the responsibilities of Administration for the removal and disposal of deceased domestic animals from public spaces and the procedure to safely and respectfully handle these animals to maintain public health and community standards within a reasonable timeframe.

DEFINITIONS:

Deceased Domestic Animal: Refers to a dog or cat.

Public Property: Includes all property owned or maintained by the Town such as roads, parks, sidewalks, and municipal buildings.

SCOPE:

This policy applies to all deceased domestic animals (dogs or cats) located on public property within the Town of Barrhead.

Stakeholders include: pet owners, the Town Administration, Veterinary Clinics, Boarding Kennels, and the RCMP.

This policy applies to public roadways, parks, or municipal property of the Town of Barrhead.

EXCLUSIONS:

This policy does not apply to wildlife or livestock.

POLICY # 12-030

ACTS OF CONDOLENCE

Resolution Number: TBA
Original Approval Date: September 9, 2025
Review Due Date: September, 2028
Revised Policy Date:

POLICY STATEMENT:

Administration may express condolences and support to individuals or families with a close connection to the Town of Barrhead in the event of a death.

PURPOSE:

This policy establishes how Administration may express condolences and support in the event of a death involving individuals or families with a close connection to the Town of Barrhead.

DEFINITIONS:

Immediate Family Member: Includes the spouse, partner, child, parent, or sibling.

Community Advocate: Includes individuals who may have been volunteers, community leaders, or made a significant contribution to the Town.

SCOPE:

This policy applies to Town of Barrhead employees, elected officials and community advocates with a direct or significant relationship to the Town of Barrhead.

1. Eligibility for Flowers or Memorial Gesture

Flowers (or, if preferred, a charitable donation in lieu of flowers) will be sent in the following circumstances:

Current Employees

- Death of the employee
- Death of an immediate family member

Elected Officials

- Death of a current council member or their immediate family member
- Death of a former mayor or council member, at the discretion of the Mayor and CAO

Retired Employees

- Death of a retired employee who served 10+ years with the Town, subject to Administration's discretion

Community Advocate

- Death of a community advocate may be considered at the discretion of the Mayor and CAO

2. Type of Gesture

A standard floral arrangement or a memorial donation (to a charity specified by the family).

EXCEPTIONS:

Exceptions may be made in extraordinary circumstances at the discretion of the CAO and Mayor, depending on the impact and relationship to the Town.

POLICY # 12-031

FLAG LOWERING

Resolution Number:	TBA
Original Approval Date:	September 9, 2025
Review Due Date:	September, 2028
Revised Policy Date:	

POLICY STATEMENT:

The flags shall be lowered to half-staff on designated occasions to honor individuals or mark significant national, provincial or municipal events. This display of respect reflects the Town's commitment to recognizing solemn occasions and expressing collective mourning or tribute.

PURPOSE:

This policy establishes a consistent protocol for lowering flags at Town-owned facilities in recognition of mourning, national observances, and other solemn occasions.

SCOPE:

This policy applies to all municipal buildings and properties under the jurisdiction of the Town of Barrhead where the national, provincial, and municipal flags are flown.

Occasions for lowering:

- All Flags:
 - National observances
- Provincial and Town:
 - Provincial observances

- Town
 - Death of a current local dignitary
 - Death of a current Town mayor, councillor, employee or Emergency Services member.
 - Death of a former Mayor or long-servicing Council Member (minimum 2 full terms)
 - Major local tragedy (at the discretion of Mayor or CAO)

EXCEPTIONS:

Exceptions may be made in extraordinary circumstances at the discretion of the Mayor or CAO, depending on the impact and relationship to the Town.

REQUEST FOR DECISION

To: Town Council

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

Date: September 9, 2025

Re: Future Participation in the AAIP – Rural Renewal Stream Program

1.0 PURPOSE:

For Council to consider whether they wish to withdraw from participation, or remain with the Advantage Alberta Immigration Program – Rural Renewal Stream.

2.0 BACKGROUND AND DISCUSSION:

Barrhead (Town and County) have been rural renewal stream communities since November of 2022. The County is the administrator of this program. The program is part of the Provinces Alberta Advantage Immigration Program (AAIP). Our participation in the program expires in November of 2025.

The County of Barrhead took the topic to their Economic & Community Development Committee for review and discussion. They recommended to Council to let the program expire in November 2025 (County administration supports this recommendation).

Since November 2022, 8 people received permanent residency and 32 candidates received provincial nomination out of the 173 candidates endorsed. The majority of positions (57%) enrolled/endorsed were lower skill, lower education, lower responsibility positions. This has improved slightly since the County increased the minimum wage requirement to \$20/hr.

As well, the program changed to focus specifically on Temporary Foreign Workers (TFW) already placed within the Country to speed up processing and assist employers in getting confirmation sooner.

Changes at the provincial level to decrease the number of nomination certificates by 50% from 2024 numbers and move to a ranking system will significantly reduce the likelihood of most positions to be processed. Nomination process is already longer than 1 year, and now based on ranking, some candidates may never be invited to complete the process. The extended waits are not helpful to employers or candidates, often leaving their TFW status expiring before they get processed.

Last, community capacity issues have been cropping up. Overall, FCSS comments that Barrhead's Rural Renewal Stream has been a very positive experience and they remain committed to supporting newcomers, but they recognize the strong need for more sustained resources to match the growing demand and are exploring opportunities to enhance capacity. Please see Attachment 7(b) i - County of Barrhead RFD for further elaboration.

3.0 ALTERNATIVES:

- 3.1 Council can agree to withdraw from the program in tandem with the County of Barrhead.
- 3.2 Council can determine they would like to proceed with a new application to the program independently from the County of Barrhead.

4.0 FINANCIAL IMPLICATIONS:

No financial implications in withdrawing from the program. If Council wishes to continue with the program independently, staff time will have to be allocated to administer the program as it's currently done through the County of Barrhead and their staff.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Need to advise the Province if withdrawing from the program prior to the November expiration.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Existing temporary foreign workers will not have the ability to participate in the program to apply for permanent residency, they will have to use traditional methods.

8.0 ATTACHMENTS:

- 8.1 County of Barrhead RFD: Rural Renewal Immigration Stream – Program Extension.

9.0 ADMINISTRATIVE RECOMMENDATION:

Given the County of Barrhead is withdrawing from participation in the Advantage Alberta Immigration Program – Rural Renewal Stream, Administration recommends that Council also withdraw from the program.

10.0 PROPOSED MOTIONS:

That Council allow Barrhead's community designation under AAIP's Rural Renewal Stream to expire on November 4, 2025, and not proceed with a new community designation extension request.

(original signed by the CAO)
Collin Steffes, CAO



REQUEST FOR DECISION

JULY 30, 2025

TO: ECONOMIC & COMMUNITY DEVELOPMENT COMMITTEE

RE: RURAL RENEWAL IMMIGRATION STREAM – PROGRAM EXTENSION

ISSUE:

Barrhead Community's designation under the Alberta Advantage Immigration Program (AAIP) Rural Renewal Stream expires on November 4, 2025, with the potential to request an extension for an addition 2 years.

BACKGROUND:

- November 7, 2022: "Barrhead Community" (County & Town of Barrhead), approved as designated community under Alberta Advantage Immigration Program (AAIP) Rural Renewal Stream.
- Goal of Barrhead Community's participation in this program was to ***support employers with long-standing difficulties hiring qualified workers, and that they are able to keep these workers long-term.***
- September 1, 2023: Barrhead Community added additional endorsement letter eligibility criteria:
 - Candidates must be already living & working in Canada with a temporary work permit.
- November 19, 2024: Barrhead Community added 2 additional endorsement letter eligibility criteria:
 - Candidate's work permit must be valid for at least 8 months.
 - Candidate must be paid at least \$20.00 per hour.
- To date (November 2022-July 2025), Barrhead Community has:
 - Issued 175 municipal endorsement letters: 40 to candidates outside Canada (before new criteria implemented), and 135 to current Temporary Foreign Workers already in Canada.
 - Supported 41 employers in securing long-term employees.
- Barrhead's community designation is valid for 3 years (**expiring November 4, 2025**), with the option to extend for 2 additional years.
- County of Barrhead has been in communication with enrolled employers, settlement services, and other stakeholders regarding successes & challenges to the Rural Renewal Stream in Barrhead.

ANALYSIS:

Rural Renewal Statistics:

- *See review of statistics in attached presentation.* Highlights include:
 - A wide variety of industries are represented in the Rural Renewal Stream, with primary industries being food services and disability support services.
 - Nearly half of all positions enrolled & endorsed through Rural Renewal Stream in Barrhead are for low skill, low education, or low responsibility positions.
 - Likewise, nearly half of all candidates endorsed are paid less than \$20 per hour, which can be an indicator of a lower or entry level position.

- In general, the goal of Barrhead's participation in the Rural Renewal Stream was to support employers with filling long-term vacancies that couldn't be hired with *qualified/skilled workers* locally. Low-wage or entry-level positions do not help accomplish this goal.
- However, the number of low-wage positions enrolled in the Rural Renewal Stream in Barrhead has been decreasing since the \$20 minimum wage criteria was implemented in November 2024 (before minimum wage criteria was added, 57% of candidates were paid under \$20 per hour. Currently, 49% of candidate are paid less than \$20).
- The majority of employers (82%) are located in the Town of Barrhead, and the majority of endorsed candidates (91%) work for Town employers.

Feedback from Enrolled Employers:

- *See employer survey results in attached presentation.* Highlights from employer survey include:
 - Employers that responded to the survey report that the Rural Renewal Stream has significantly helped with workforce challenges.
 - Many employers are regularly needing to post vacancies for 9+ weeks before finding suitable candidates.
 - Most candidates seem to be staying in the same position in which they were endorsed, rather than moving out of the community or changing positions.
 - This indicates some level of candidate retention, which is a goal of the program (candidates stay long-term). However, most candidates have not yet received permanent residency, and candidate retention may decline when/if residency is received and candidates are freer to move throughout Canada.

Feedback from Settlement Services (FCSS):

- Settlement supports for Rural Renewal candidates in Barrhead are primarily coordinated by Barrhead & District FCSS, which helps candidates with navigating local services and providing referrals, as well as offering guidance related to housing, employment, healthcare, and education. FCSS has also helped connect newcomers with social & cultural activities, and volunteering opportunities.
- FCSS has experienced challenges such as limited transportation & housing opportunities, and some language barriers, but so far has been able to work through these challenges through collaboration with local employers, schools, volunteers, and community groups.
 - However, they have also acknowledged that they experience capacity challenges at times, and at peak volumes, their resources are stretched thin.
 - FCSS has stated that the demand sometimes can exceed what their current structure allows, and key areas like settlement support, housing navigation, and transportation services require more consistent and dedicated resources than they can provide.
- Overall, FCSS comments that Barrhead's Rural Renewal Stream has been a very positive experience and they remain committed to supporting newcomers, but they recognize the strong need for more sustained resources to match the growing demand and are exploring opportunities to enhance capacity.

Recent Challenges:

- Likelihood of candidates receiving nomination (provincial) and permanent residency (federal) continues to decline for the foreseeable future. Regardless of how many candidates we provide a municipal endorsement letter, it is becoming less and less likely that candidates will be successful in the program.
 - Both provincial & federal governments are **decreasing immigration programs** (2025).
 - Alberta: 2025 saw a decrease in provincial nomination certificates allocated to Alberta (2025 allocation was cut by 50% from 2024).
 - Canada: also slowing down immigration intake, including reduction in total number of permanent resident certificates issued (decreasing from 500,000 permanent residents to 365,000 annually by 2027), as well as a reduction in the number of temporary residents (decrease from 6.5% of all residents to 5% by 2026).
 - **Wait times** for provincial nomination continue to increase, with no clear information available regarding the future of wait times.
 - Nomination applicant queue is already over 1 year long. Currently, AAIP is processing applications received June 7, 2024 for candidates with a current work permit.
 - When AAIP moved to Expression of Interest (EOI) format, clarity around wait times decreased further, since it is based on a ranking system and there is no prescribed timeline for when EOI submissions are invited to apply, if they are even invited to apply at all.
 - Many candidates & employers have expressed challenges with lengthy and unclear timelines to receive provincial nomination.
 - To date, the following number of endorsed candidates have informed us that they have made progress in the program:
 - 32 candidates (18% of all endorsed candidates) have received provincial nomination.
 - 8 candidates (5% of all endorsed candidates) have received permanent residency.

Final Analysis:

Challenges:	Comments:
Decreasing provincial & federal immigration programs.	For the foreseeable future, it will be increasingly difficult for candidates to receive permanent residency & stay in Barrhead long term (which was a key reason we engaged in this program).
Strain on settlement services capacity.	Settlement services have indicated difficulty in keeping up with demand for settlement support, especially related to housing navigation. However, FCSS is willing to remain as key settlement service coordinator if community designation extension is requested.

Benefits:	Comments:
Employers report significant support with workforce challenges.	However, at this time the workforce support may only be temporary - there is no clear data to show that employers will be able to keep candidates in positions long-term (as provincial & federal immigration programs decrease capacity).

- A key reason the Barrhead Community signed up to be a Rural Renewal Stream designated community was to support employers with longstanding difficulty hiring qualified workers, **and to help employers keep those qualified workers long-term.**
 - Without more data to show that candidates will be able to receive permanent residency & remain in the community long-term, AAIP's Rural Renewal Stream will not sufficiently accomplish this task.

ADMINISTRATION RECOMMENDS THAT:

Economic & Community Development Committee recommend that Council not proceed with a community designation extension request under AAIP's Rural Renewal Stream, and to allow Barrhead's community designation to expire on November 4, 2025.

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: September 9, 2025

Re: 2025 Pumpkin Walk – Request for Additional Funding

1.0 PURPOSE:

For Council to consider contributing \$500 in additional funding to the 2025 Pumpkin Walk.

2.0 BACKGROUND AND DISCUSSION:

The 2025 operating budget includes an annual contribution of \$1,500 towards the Pumpkin Walk event.

The Barrhead Pumpkin Walk Committee is requesting that Council contribute an additional \$500 towards the 2025 event to offset their insurance costs.

The annual Pumpkin Walk is well-established and highly successful event that draws in approximately 3,000 attendees. It has become a beloved annual tradition in our community, offering a safe, family-friendly event that celebrates community spirit and seasonal festivity.

3.0 ALTERNATIVES:

3.1 Council grant the request of the Barrhead Pumpkin Walk Committee and contribute an additional \$500 towards the 2025 Pumpkin Walk event.

3.2 Council deny the request of the Barrhead Pumpkin Walk Committee.

4.0 FINANCIAL IMPLICATIONS:

The additional \$500 contribution could be funded from the Grants To Organization – Miscellaneous fund. There is currently a balance of \$4,877.45 remaining in this 2025 Grants budget.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not applicable.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Funding towards the annual Pumpkin Walk helps to ensure continued success of the event, which has become a highly anticipated event for residents and visitors alike.

8.0 ATTACHEMENTS:

Letter of request from Barrhead Pumpkin Walk Committee.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council grant the request of the Barrhead Pumpkin Walk Committee and contribute an additional \$500 towards the 2025 Pumpkin Walk event.

10.0 PROPOSED MOTION:

That Council grant the request of the Barrhead Pumpkin Walk Committee and contribute an additional \$500 towards the 2025 Pumpkin Walk event.

(Original signed by the CAO)
Collin Steffes
CAO

Mayor & Council
Town of Barrhead
Re: Barrhead Community Pumpkin Walk
August 27, 2025

Dear Mayor and Council,

I'm proud to say that it has now been eight years since I made the decision to ensure the Pumpkin Walk continued after the Co-op stepped away. Throughout those years, we've faced our share of challenges—trials, tribulations, and even a few naysayers. However, the unwavering support from the Town of Barrhead has never gone unnoticed, and for that, I offer my sincere gratitude.

As part of our request to use the sports grounds for this year's event, I'd like to first highlight the success of last year's Pumpkin Walk. We welcomed over a dozen booths, created an amazing fireworks display and saw close to **3,000** in attendance. All the goals we set for ourselves were achieved, and the level of community support was truly heartwarming.

We're especially grateful to have Jonathan Hynes on the committee again this year. On behalf of the Recreation Department, he has fully endorsed the use of the sports grounds for the event. As in previous years, the department has also kindly committed to providing garbage bins, porta-potties, and fire pits for the evening.

Additionally, we respectfully request that the Town consider providing the same **\$1,500 donation** as last year, and we hopefully request an additional **\$500** if the Town is able to do so. This current contribution covers approximately 75% of our insurance costs, which the last few years approached **\$2,000**. Your support in this regard made it significantly easier for us to move forward with planning and delivering a safe, successful event.

Thank you again for your continued support of this beloved community tradition. I look forward to hearing from you and hope to once again bring a memorable evening to the families of Barrhead.

Warm regards,
Amanda Lambert
Chair
Barrhead Pumpkin Walk Committee

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: September 9, 2025

Re: Avanti Payroll Software

1.0 **PURPOSE:**

To seek Council's approval for adopting Avanti Payroll Software, an enhanced payroll and HR management software.

2.0 **BACKGROUND AND DISCUSSION:**

The Town of Barrhead currently utilizes Diamond Municipal Solutions to manage payroll. This system lacks electronic timesheet capabilities, requiring manual (paper) input and reconciliation. These limitations increase the risk of errors, reduce efficiency, and restrict reporting flexibility. They also do not provide staff or their supervisors real time information regarding exception time (e.g. vacation, sick time, etc.) balances.

The Town is scheduled to transition away from Diamond to Catalis Municipal ERP system in 2026. While Catalis includes an optional payroll module, it has been reviewed and found to be less comprehensive and less user-friendly compared to other dedicated payroll solutions. If we went with the Payroll module through Catalis, there would be an implementation cost of \$15,000.00 plus an annual subscription fee of \$7,500.00.

Through internal analysis and demonstrations, it was determined that Avanti offers significantly better functionality, reporting, and user experience than the Catalis payroll module. In addition, integrated electronic timesheets and employee self-service features make it a more complete and modern solution. Several municipalities and private organizations trust Avanti with their payroll and HR needs, including City of Airdrie, Town of Beaumont, Yellowhead County, Servus Credit Union and Home Hardware.

A comparison was conducted of three potential solutions:

Company Name	Implementation Cost	Annual Software/Support Cost	Details
Avanti	2025: \$15,000 (\$7,500 due in 2025) 2026: \$7,500	2025: \$14,070 (\$7,035 due in 2025) 2026: \$7,035, plus approx.	100% Canadian based offering electronic timesheets, flexible payroll management, extensive reporting tools, strong local support, and a user-friendly

		\$2,400/month from est. Oct-Dec = \$7,200 2027 and future: +/- \$30,000	self-service portal for employees.
UKG	\$9,300	\$35,136	Robust global platform but expensive, difficult to customize, limited Canadian-specific support.
BambooHR	\$5,750	\$35,190	Well-designed HR product, intuitive for smaller teams, but does not support Canadian payroll , making it unviable.

Avanti is specifically designed to comply with Canadian payroll legislation. Key features include:

- Onboarding Module
- Benefits Module
- Workflows
- Performance Management
- Employee Self-Service Tools & Mobile App
- Unrivalled Client Care
- Canadian Expertise
- Year-End Support
- Powerful, Easy-to-use Reporting

We would be required to pay Avanti 50% of the implementation and software costs upon signing the three-year contract in 2025, resulting in a total 2025 cost of \$14,535.00. The remaining 50% cost of \$14,535.00 would be due six months after the contract gets signed (approx. April 2026). After the first year of the contract (approx. October 1, 2026), we would start making monthly payments in the estimated amount of \$2,400.00 per month.

In summary, the annual payment amounts would be estimated as follows:

2025: \$14,535.00

2026: \$21,735.00

2027 and beyond: \$30,000

Because the cost of \$14,535.00 was not included in the 2025 operating budget, Administration is proposing that the 2025 cost of the Avanti Software be derived from the following budgets:

GL Code	Budget Details	Amount
2-1202-224002	Avanti Software Addition	\$14,535.00
2-1202-251000	Office Computers Postponed to 2026	<\$5,500.00>
2-####-227400 (Dept. Wide)	2025 Insurance Est. Under Budget	<\$8,500.00>

2-1201-221100	Admin – Travel & Subsistence – full budget will not be used in 2025	<\$ 535.00>
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3.0 **ALTERNATIVES:**

- 3.1 Council approves the signing of the Avanti Payroll Software three-year contract, at a 2025 operating cost of \$14,535.00.
- 3.2 Council tables and asks for further information.
- 3.3 Council defers the replacement of the Town's Payroll system to a future year.

4.0 **FINANCIAL IMPLICATIONS:**

2025 total cost of \$14,535.00, future costs to be incorporated in future operating budgets.

5.0 **INTERDEPARTMENTAL IMPLICATIONS:**

The implications of Avanti Payroll Software will impact multiple departments across the organization:

Finance Department:

- Significant reduction in manual data entry, improving accuracy and freeing up staff time for other tasks
- Will benefit from streamlined employee records management, including automated leave tracking and time-off requests
- The self-serve portal will reduce administrative workload by allowing employees to access paystubs, tax forms, and update personal information independently
- Improved onboarding and offboarding processes through integrated workflows

All Departments (Supervisors & Managers)

- Supervisors will gain real-time visibility into staff hours, schedules and absences through electronic timesheets and approval workflows
- Time tracking and leave approvals will be centralized, reducing miscommunication and manual follow-ups

Overall, the system will streamline interdepartmental workflows, reduce redundancies, and support better coordination between Finance, HR, and operational departments.

6.0 **SENIOR GOVERNMENT IMPLICATIONS:**

None

7.0 **POLITICAL/PUBLIC IMPLICATIONS:**

None

8.0 ATTACHMENTS:

8.1 Avanti Proposal

9.0 RECOMMENDATION:

That Council approve the signing of the Avanti Payroll Software three-year contract, at a 2025 operating cost of \$14,535.00.

(original signed by the CAO)
Collin Steffes, CAO



Your HCM Partner

We've got you covered with integrated payroll and workforce management solutions.

Prepared for: Town of Barrhead

Thank you for supporting Canadian businesses



- ✓ 100% of Avanti's employees are in Canada
- ✓ 100% of our client data is hosted in Canada
- ✓ All our customer support employees are local and PCP/CPHR certified

Trusted by hundreds of Canadian companies across 20+ industries.



Proudly serving over 20 Municipalities across Canada





Avanti has revolutionized our municipal payroll management. Its robust features, seamless functionality, and exceptional customer service have elevated our experience. We wholeheartedly recommend Avanti to any organization seeking to streamline payroll processes and enhance operational efficiencies..

– Jodi Allen, Manager of Human Resources for City of Revelstoke



Project Goals:

1. Reduce manual payroll tasks and eliminate errors
2. Address multiple union contracts
3. Better reporting

The Solution:

1. As a municipal government, staying compliant with Canadian legislation is crucial. To keep compliant year-round, Avanti's biannual tax releases ensures they are meeting legislated jurisdictional and federal requirements and prepared for Year-End. The City of Revelstoke also uses data from reports to make informed business decisions on staffing and audits for duplications and other errors. This helps them stay compliant and ensure they are paying their employees the correct amounts.
2. With Avanti, the City of Revelstoke is easily able to automate collective agreement rules, including pay grades, overtime, and more. They can also automatically bump employees to the next rate with auto-levelling, which saves them a lot of time on manual adjustments. Avanti's Canadian payroll expertise is clear to the Revelstoke payroll team – they can see it in the features and design of the software.
3. The City of Revelstoke spends less time collecting data and more time acting on it with Avanti's Report Designer. They can access critical payroll and HR metrics in ready-to-view reports in minutes, not hours. With access to 175+ standard reports and the ability to build custom reports at no extra cost, their senior leadership team has the insights they need to make important decisions, faster.

The Results

20%

Time savings running payroll

144

Employees paid accurately and on time, every time

\$12,480

Annual cost savings on payroll wages



“Avanti is straightforward and simple to use. I would highly recommend it to anybody that needs their system to do what it's supposed to do. There's no jumping through hoops. I really enjoy using Avanti. Compared to the other systems I've used, I would recommend Avanti in a heartbeat. It's so nice to be able to do everything on your own.

– Melissa Baena, Senior Payroll Specialist for Acera Insurance



Project Goals:

1. Growth through acquisition
2. Payroll accuracy & timeliness
3. Better reporting

The Solution:

1. Growth through acquisition is easy with Avanti with its flexible in-house payroll, Acera is easily able to add new employees to the system enabling us to scale quickly and efficiently.
2. Advanced payroll features - With Avanti, quarterly balancing is easier and less time-consuming. This change in workload gave the team time back and the opportunity to expand her role with benefits administration. It's also freed up time for the organization's HR team.
3. Report Designer - The customization options and convenient access allow Acera to deliver deeper insights and become more of a strategic partner to the Acera Insurance leadership teams.

The Results

30%

Time savings running payroll

407

Employees empowered with self-serve

25%

Time savings for employees to see their online pay statements

Company Profile

> A Canadian HCM solution

AVANTI

Avanti was founded in 1980 in Calgary. For over four decades, we have successfully implemented hundreds of solutions for diverse organizations across Canada.

Avanti is a privately owned organization and well-funded through its Private Equity investors.

With over 125 employees across Canada, Avanti serves the needs of Canadian organizations and can process payroll in every province and territory across Canada.

Today, over 300 Canadian organizations and 150,000 individual end users trust Avanti Software to manage their people & pay.

Our laser focus on the Canadian market is what differentiates us from the rest. When you partner with Avanti, you get the most powerful, comprehensive, and flexible HCM for your Canadian operations, coupled with tried and tested Canadian expertise.

It's our mission to be the supportive partner you need at every stage of your growth. We truly care about our clients, and we pride ourselves on delivering best-of-the-best in support and product solutions to meet your needs – now and in the future.

Differentiating Factors:

- Canadian Focus: Avanti HCM understands the unique needs of Canadian businesses and can ensure compliance with local regulations.
- Integrated Platform: Avanti's single database HCM eliminates the need for multiple point solutions, improving data accuracy and streamlining workflows.
- SaaS Model: The cloud-based platform offers scalability, ease of use, and eliminates the need for expensive upfront hardware and software costs.

Services Overview:

- Payroll: Automate payroll processing, including taxes, deductions, and direct deposit.
- Time & Attendance: Track employee hours accurately and efficiently.
- Human Resources: Manage employee information, benefits, and performance.
- Talent Acquisition: Attract, recruit, and onboard top talent.

Avanti HCM offers a comprehensive and user-friendly HCM solution that can help Canadian businesses improve efficiency, reduce costs, and achieve their HR goals.

Made for Mid-Size Canadian Municipalities

› Everything you need to manage your people & payroll

AVANTI

Out-of-the-box payroll software for small companies

- ✗ Limited features
- ✗ Not a scalable solution
- ✗ Limited or no support

A cost-effective, flexible solution for mid-size Canadian municipalities

- ✓ A powerful, configurable payroll system
- ✓ Custom reports & dashboards
- ✓ Automated workflows & notifications
- ✓ Advanced permissions & security
- ✓ Native time & attendance solution
- ✓ Deep accounting & HR integrations
- ✓ Knowledgeable, Canadian support

Payroll systems for enterprise companies

- ✗ Manual process still required
- ✗ Complex user interface
- ✗ Expensive



Avanti's Product Information

Learn more about Avanti's fully integrated, single database Human Capital Management software solution

Description of Avanti's Services – Payroll + HRIS

› Features to manage employees from hire to retire

PAYROLL PROCESSING	EMPLOYEE MANAGEMENT	TIME & ATTENDANCE	CORE HR	TALENT ACQUISITION
Payroll processing	Employee directory	Requirements scheduling, shift scheduling & more	Awards & recognition	Applicant profiles
Remittances	Document management & electronic signature	Time tracking & clocks	Appraisal history	Automated templates for job requisitions
Entitlement calculations	Benefit plans & administration	Attendance tracking	Training, development & certification tracking	Branded career page
G/L exports	Employee self-service tools	Absence management	Workforce demographics	Centralized applicant pipeline
Multiple payrolls	Company property management	Shift swapping	Organizational position management	Remote onboarding
Advanced reporting & insights				
Automated workflows & notifications				

Description of Avanti's Services - Payroll Overview

> Canadian Payroll

AVANTI

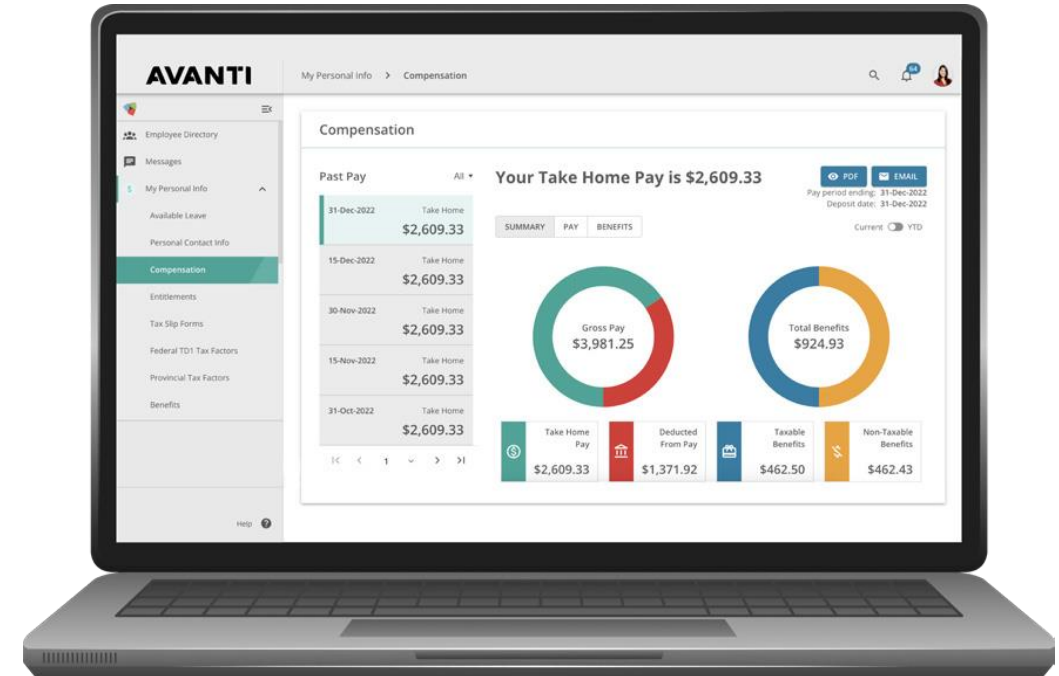
Canadian Payroll

The most robust payroll platform in North America with over 40 years of development and innovation.

Run your payroll accurately and confidently in less time. Our payroll tools make your days easier with streamlined processes, countless configuration options, and unlimited pay runs.

- ✓ Unlimited pay runs, no extra cost
- ✓ Manage diverse compensation types
- ✓ Reduce errors & manual tasks
- ✓ Ensure accuracy & compliance

[Learn more >](#)



Description of Avanti's Services - Payroll Overview

> Canadian Payroll – Features Included

MULTI-PAY FREQUENCY SUPPORT

Run payroll as often as you need with frequency options for bi-weekly, semi-monthly, monthly, and more.

IN-HOUSE PAYROLL

Create your own workflows, make last-minute changes, run payroll when and as often as you want.

AUTO-RATE LEVELLING

Set up rules to automatically track and bump employees into the next level or rate.

EMPLOYEE PROFILE

Centralized employee profiles enable you to securely collect and access employee personal information.

MONTHLY EXPENSE ACCRUAL

Easily track everything that happens within a pay cycle and create a report for a specific accounting period.

MULTI-BUSINESS NUMBER SUPPORT

Operate multiple business numbers, including franchisee management or subsidiary organizations.

PAY RUNS & RETROACTIVE PAY

Avanti supports processing multiple pay runs such as off-cycle and manual payments at no extra charge.

MULTI-UNION SUPPORT

Automatically apply collective agreement rules (pay grades, auto-rate levelling, overtime, etc.) to employees.

NET AMOUNT CALCULATOR

Automatically calculate necessary gross and net pay based on rules and codes determined by you.

ROLES & PERMISSIONS

Create custom roles and define custom permissions based on seniority, role, or department.

REPORT DESIGNER

Automatically schedule and send 175 standard reports. Create custom reports at no extra charge.

BENEFITS ADMINISTRATION

Manage employee benefit plans all in one place. Eligibility and balances sync with your employee's profile.

BENEFITS RECONCILIATION

Automatically review health insurance and benefit premium invoices against payroll deductions.

EMPLOYEE BENEFITS VIEWING

Employees can view coverage and make changes in Avanti without logging into your benefits provider.

G/L INTEGRATION

Avanti easily integrates with your financial systems/ERPs through a G/L export file or our open-API.

AVANTI SELF-SERVICE PORTAL

Employees can access pay statements, benefits deductions, and other pay-related information.

Description of Avanti's Services – Time & Attendance Overview

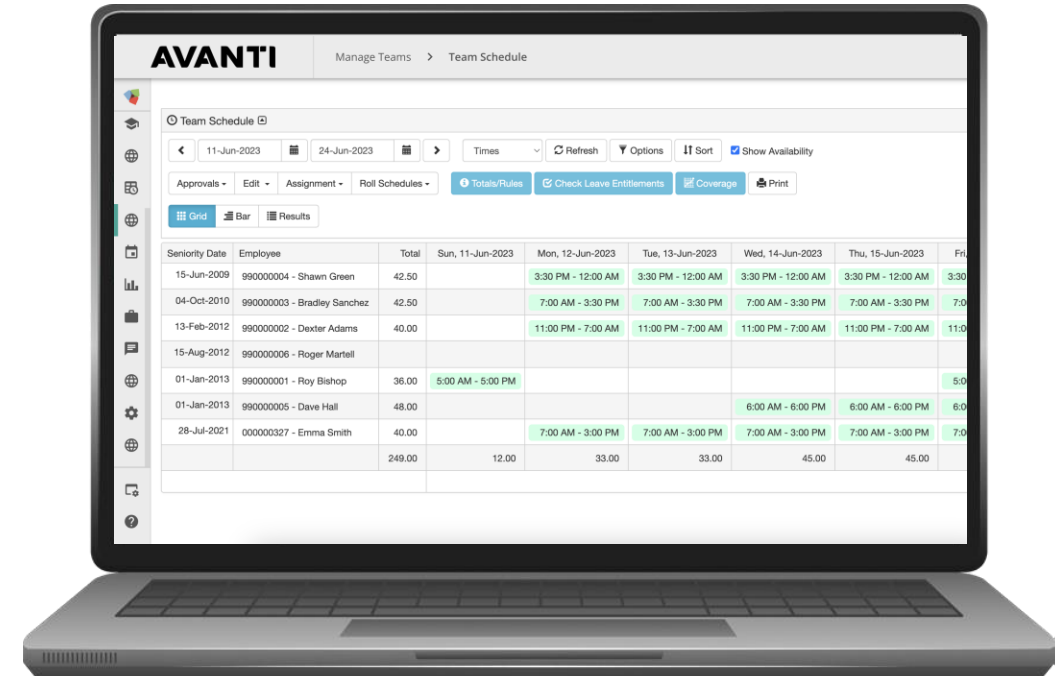
> Time & Attendance

Time & Attendance

Integrated Payroll with Time & Attendance

Schedule like a pro with advanced scheduling features that reduce errors and save you time and overtime costs. In Avanti, every hour, schedule change, and clock punch, instantly syncs with payroll.

- ✓ Easily manage employee schedules
- ✓ Faster scheduling with automated shift requirements
- ✓ Instantly approve or deny shift requests
- ✓ Employees can request shift changes anytime, anywhere



Description of Avanti's Services - Clocks Overview

> Clocks

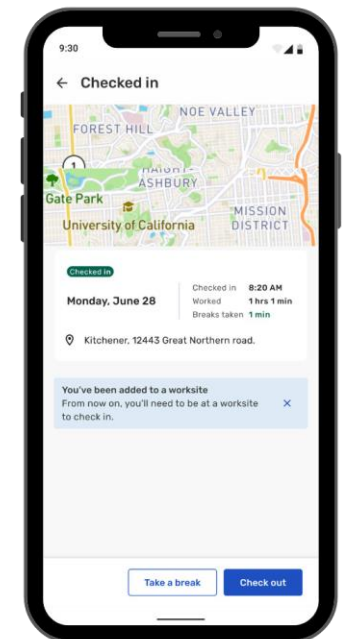
Time & Attendance

Collect employee time in a way that works for you

Clock Connect is a service that passes information between Avanti and physical clocks employees use to punch in and out. Clock Connect will notify you within 30 seconds of employees clocking in and out. Clock punches are reflected instantly on the backend system without data entry.

There are several ways to track time within Avanti, including:

- ✓ Biometric clocks
- ✓ Geofenced punch
- ✓ Mobile punch



Description of Avanti's Services – Time & Attendance Overview

> Time & Attendance – Features Included

AVANTI SELF-SERVICE PORTAL

Employees can book time off, view remaining vacation hours, managers can approve time off, etc.

AVANTI GO

Employees can check their schedules and swap shifts. Managers can view and approve shift change requests.

REPORT DESIGNER

Automatically schedule and send 175 standard reports. Create custom reports at no extra charge.

ABSENCE MANAGEMENT

Track sick days, PTO, vacation, jury duty, and more to gain a clear picture of attendance patterns.

ATTENDANCE MANAGEMENT

Track employee attendance in real-time from punctuality to absences.

RULES & RESTRICTIONS

Configure work rules for start times, overtime, and other validations. Set up notifications based on these rules.

SHIFT SCHEDULING

Create schedules that account for availability, vacation days, sick days, shift eligibility, skill level and more.

ROLL FORWARD SCHEDULING

Create automated team schedules that repeat every week. Easily adjust for vacation time and schedule requests.

SHIFT SWAPPING

Employees can swap shifts and managers can approve or deny changes the same way.

EMPLOYEE TIME TRACKING

Track and monitor start and stop times, hours worked, overtime, early departures, break duration, and more.

REQUIREMENTS SCHEDULING

Easily create schedules based on a position requirements such as position management requirements.

FLEXIBLE TIME COLLECTION

Collect time and process pay in a way that works for you – from clocks and biometrics to auto-rate levelling.

CLOCK CONNECT

Clock punches are reflected instantly on the backend system without data entry.

Description of Avanti's Services - HR Overview

> People Management

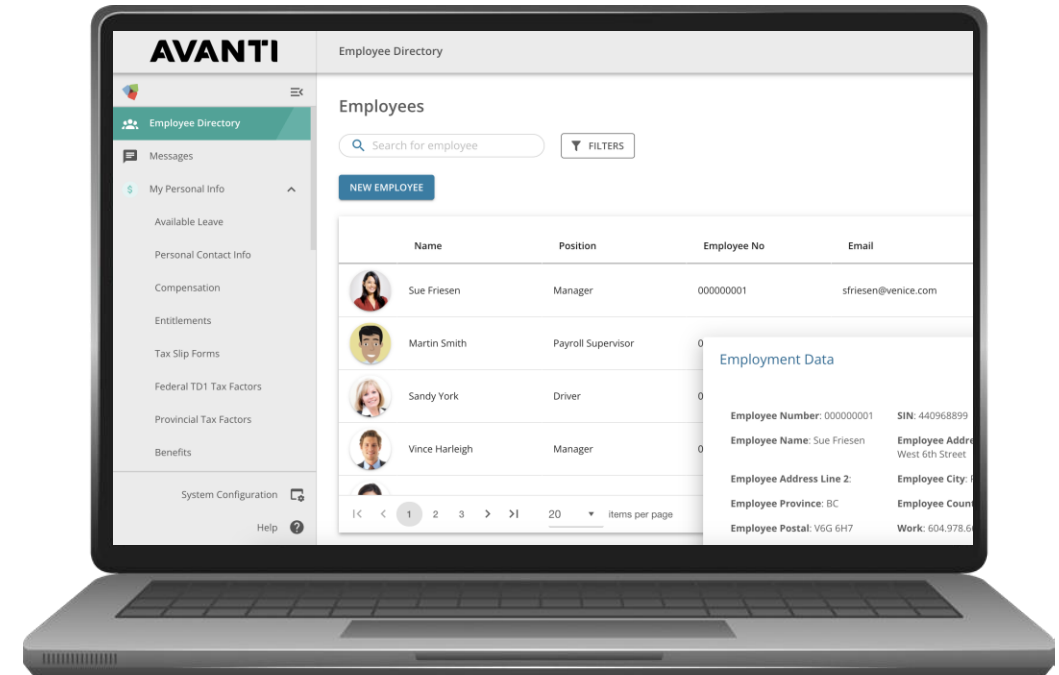
AVANTI

People Management

Manage a diverse workforce

From making a great first impression during employee onboarding to guiding their growth, Avanti unifies performance management, document storage, and employee information in one place.

- ✓ Automated document workflows, notifications, and more
- ✓ Company property management
- ✓ Track employee licenses, education, certifications, and more
- ✓ Automate employee verification letters



Description of Avanti's Services - Onboarding

> People Management

AVANTI

New Employee Onboarding

Onboard new employees with ease

From making a great first impression during employee onboarding to guiding their growth. See where applicants are in the process. Get notifications when new hires complete tasks and provide reminders. .

- ✓ Self-service employee onboarding
- ✓ Capture critical data that flows automatically to payroll
- ✓ Validation rules ensure data accuracy
- ✓ Company policy signoff and acknowledgement

AVANTI Onboarding

Personal info

Personal

First Name
Alexander

Preferred Name
Preferred Name Optional

Surname
Abelardo

Initial
G Optional

Pronoun
Pronoun Optional

8/23/1962

Gender

Female Male ☒ Non-binary I prefer not to say

Marital Status

☒ Single Married Divorced Common-Law Separated Widowed Other

Language

☒ English French

SIN

Description of Avanti's Services – Performance Management

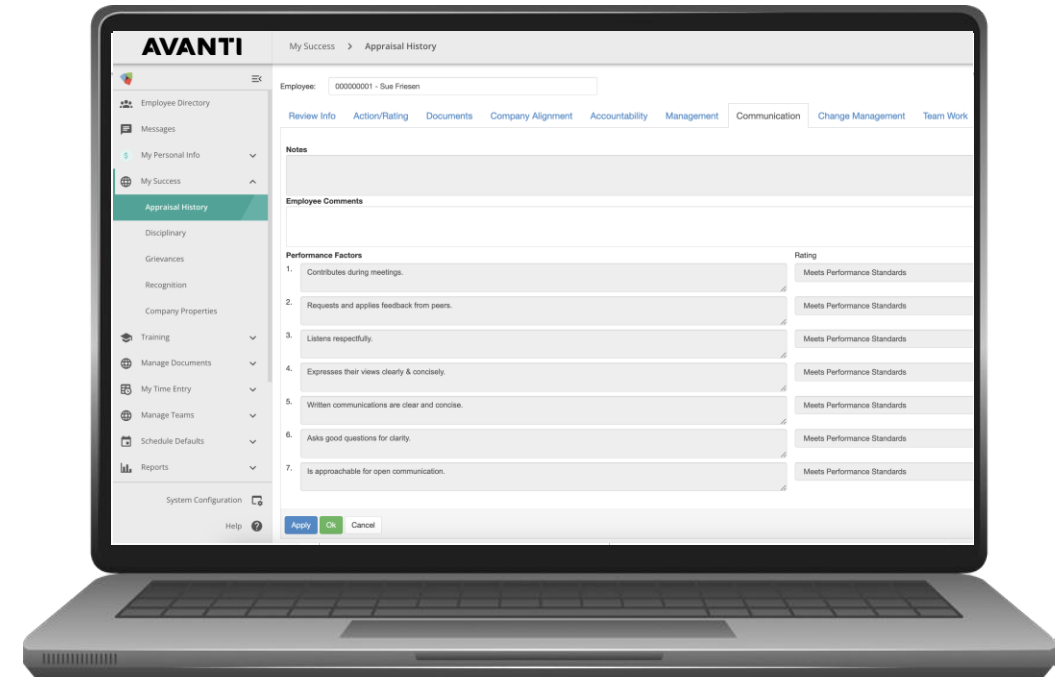
> People Management

Performance Management

Manage employee performance

Capture employee performance appraisals in order to track and reward top performers and identify key learning and development for employees.

- ✓ Set custom ratings and scoring criteria
- ✓ Enable quarterly, annual, probation type appraisals, and many more
- ✓ Fully reportable in the report designer
- ✓ Create employee manager feedback loops to capture employee sentiment and feedback



Description of Avanti's Services – Benefits Administration

> People Management

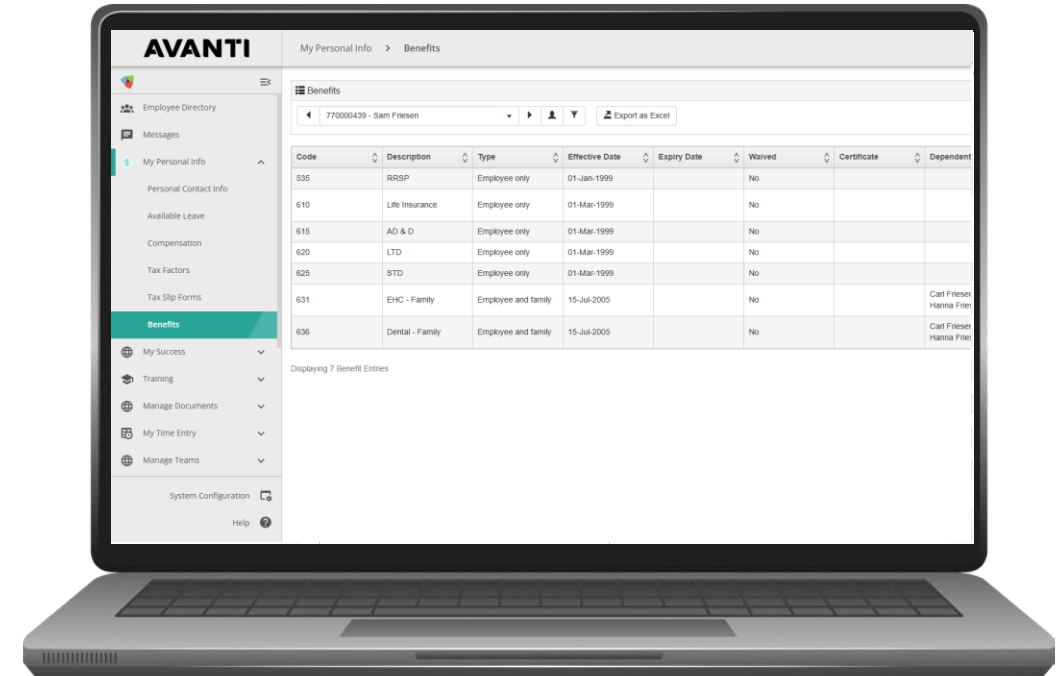
AVANTI

Benefits Administration

Manage benefits with ease

Our benefits module is integrated with the payroll module, meaning calculations, premiums, and rules are built via formulas, eliminating the need for manual updates or calculations. When an employee's rate increases, their premium can automatically increase as well.

- ✓ Benefit Groups Management - Administrators can change benefit groups for employees, including setting effective dates and other relevant details
- ✓ Employees can manage their personal information, such as dependents and beneficiaries.
- ✓ Reporting to Third-Party Vendors: Avanti can facilitate reporting to third-party vendors, such as benefit providers, by generating necessary reports of any employee changes.



Description of Avanti's Services - HR Overview

> People Management – Features Included

AVANTI SELF-SERVICE PORTAL

Employees and managers can edit personal details, send and submit documents for signature, and more.

ALERTS & NOTIFICATIONS

Easily create push notifications for time off requests, shift swap approvals, pay statements, and more.

COMPANY PROPERTY MANAGEMENT

Keep track of company property and equipment shared with your team.

DOCUMENT MANAGER

Easily distribute and manage documents that require review, a signature, or additional information.

ELECTRONIC EMPLOYEE FILES

Employees can access and store personal files, such as performance reviews and employment letters.

AWARDS & RECOGNITION

Managers can add internal awards, referral program info, and more to employee profiles.

APPRAISAL HISTORY

Create a performance review cadence that works for you and your team.

TRAINING & DEVELOPMENT

Internally track employee licenses, education, certifications, and any other qualifications.

ENTITLEMENT ADMINISTRATION

Automate accrual calculations like vacation time, percentages, sick leave, and other entitlements.

DOCUMENTS & E-SIGNATURES

Employees and managers can upload, host, and share documents that require signatures.

WORKFORCE DEMOGRAPHICS

Gain visibility with pre-defined information on visible minorities, disabilities, etc.

EMPLOYEE DIRECTORY

Access and manage all employee contact information, job-related, and personal information in one place.

POSITION MANAGEMENT

Track and manage employee roles, access role definitions, pay grades, and more.

ROBUST EMPLOYEE PROFILE

Access contact information, skill level, certifications, performance reviews, availability, time-off requests and more.

EMPLOYEE LIFECYCLE

Conveniently send and sign documents, track company property, create ROEs, and more.

Description of Avanti's Services – Talent Acquisition Overview

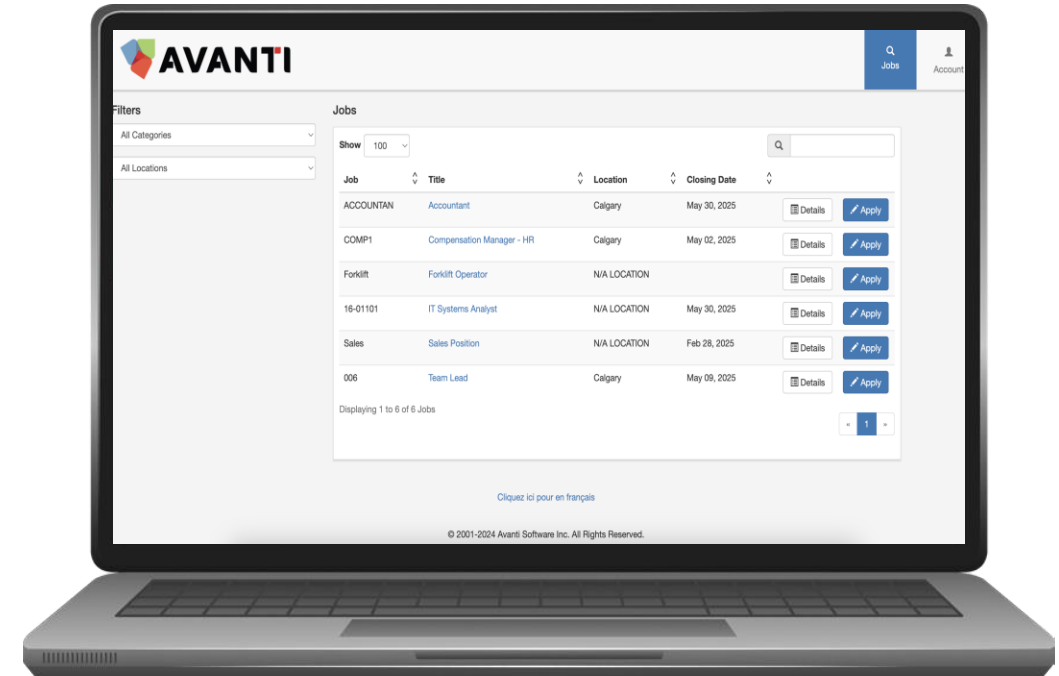
> Talent Acquisition

Talent Acquisition

Make looking for people less work

Roll out the red carpet for new hires with effortless onboarding. Our automated recruiting tools and centralized applicant data help you create engaging experiences without the manual tasks.

- ✓ Automatically post open roles to your career page
- ✓ Match openings with qualified applicants
- ✓ Guide onboarding with auto-assigned tasks
- ✓ Self-serve paperwork for profiles, tax forms, & more



Description of Avanti's Services – Talent Acquisition Overview

> Talent Acquisition – Features Included

APPLICANT PROFILE

Applicants can create a profile to apply for roles and pre-populate applications with just one click.

REQUISITIONS & VACANCIES

Make posting a vacant role easier with automated templates for all your job requisitions.

BRANDED CAREER PAGE

Build a cohesive experience that assures applicants they're in the right place.

CAREER CONNECTOR

Create postings that automatically sync and post to your recruitment website, Career Connector.

CENTRALIZED APPLICANT PIPELINE

Attract and track your applicants from one central, easy-to-use applicant tracking system.

CATEGORIES & FILTERS

Customize job postings with filters and categories required for the role.

REMOTE ONBOARDING

From automated welcome emails and checklists to self-serve paperwork for banking, TD1s, profiles, and more.

ONBOARDING & HIRING FLOWS

See where applicants are in the process. Get notifications when new hires complete tasks and provide reminders.

SINGLE SYSTEM

Automatically sync employee profiles with their payroll information so they're eligible for payday from day one.

Description of Avanti's Services - Reporting Overview

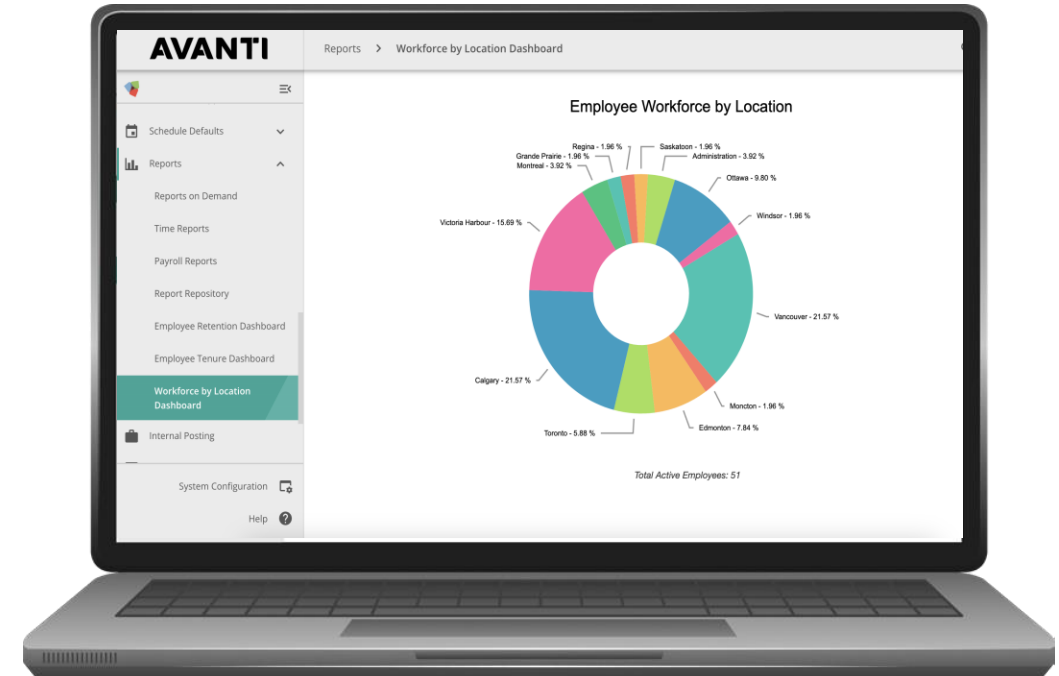
> Reporting

Reporting

One Integrated database means robust reporting

Easily generate mission-critical reports in minutes, not hours, with Avanti's Report Designer. Give your team the insights they need to make important decisions, faster.

- ✓ Access 175+ standard reports
- ✓ Create custom reports at no extra cost
- ✓ Automatically send reports to key stakeholders
- ✓ Data remains secure with user-level permissions



Description of Avanti's Services – Employee Self Serve Overview

> Avanti Self-Service Portal (ASSP)

Employee Self-Service

Self-serve tools your team will want to use

Save yourself time and empower your employees. Avanti's Self-Service Portal (ASSP) gives your team secure and convenient access to the information they need, including pay statements, schedules, and more.

- ✓ Downloadable pay statements & tax forms
- ✓ Access & sign off on documents electronically
- ✓ View benefits, update profile & more
- ✓ Remote clock in & out



Description of Avanti's Services – Employee Self Serve Overview

> Employee Self-Service – Features Included

AVANTI SELF-SERVICE PORTAL

Employees can access their pay statements, T4's, benefit balances, manage their profile, and more.

DOCUMENTS & E-SIGNATURE

Employees and managers can upload, host, and share documents that require signatures.

DOWNLOADABLE PAY STATEMENTS

Your team can easily access and download their pay statement when they need it.

EMPLOYEE BENEFITS VIEWING

Employees can view coverage and make changes in Avanti without logging into your benefits provider.

ELECTRONIC EMPLOYEE FILES

Employees can access and store personal files, such as performance reviews and employment letters.

EMPLOYEE PROFILE UPDATES

Address change? New number? Employees can update their profile information.

REMOTE CLOCK IN & OUT

Your team can conveniently log their hours remotely via web punch through our mobile app or ASSP.

VIEW SCHEDULES

Managers can post schedules and employees can access their schedules.

REQUEST TIME OFF

Employees can view remaining vacation hours and book time off. Managers can approve time off.

Description of Avanti's Services – Mobile App Overview

› Avanti GO

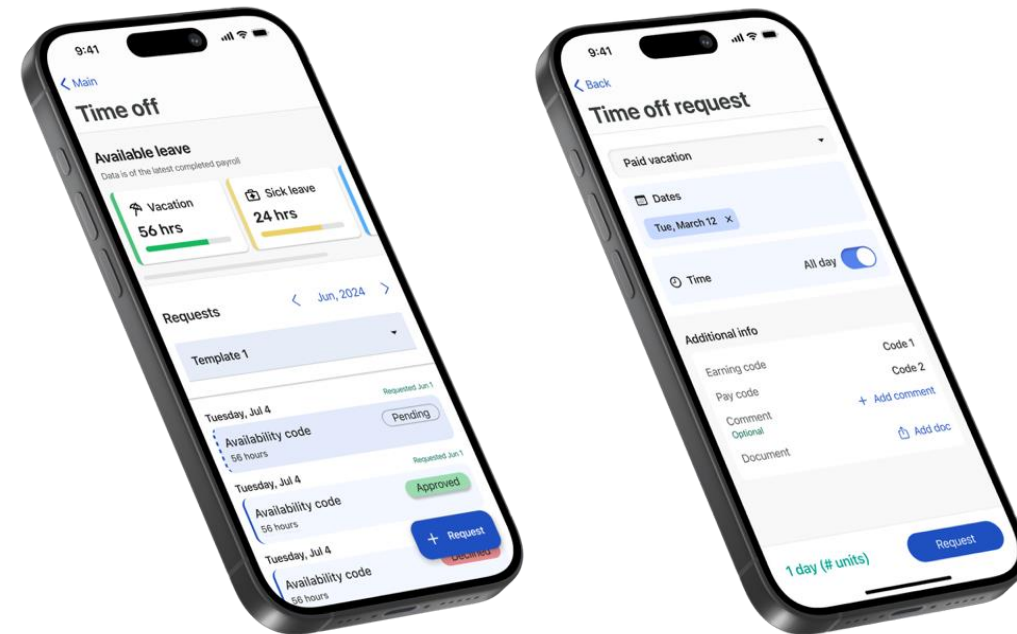
AVANTI

Employee Self-Service

The power of Avanti in your pocket

Employees can easily access their pay statements, see their schedules, swap shifts, and clock in and out with our mobile app, Avanti GO.

- ✓ Edit personal information, access pay statements
- ✓ Request and approve time off
- ✓ Swap & pick up shifts in the schedule pool
- ✓ Clock in & out from your phone



Description of Avanti's Services – Mobile App Overview

> Avanti GO – Features Included

CUSTOM PUSH NOTIFICATIONS

Keep your team up to date on any changes or alerts with user-defined workflow notifications.

DOWNLOADABLE PAY STATEMENTS

Employees can access and download their complete pay statements quickly and conveniently.

EMPLOYEE PROFILE UPDATES

Address change? New number? Employees can easily access and update their profile information.

MOBILE APPLICATION ACCESS

Employees can access pay statements, see schedules, swap shifts, and clock in and out.

REMOTE CLOCK IN & OUT

Employees can conveniently log their hours remotely via web punch through our mobile app.

SHIFT POOLING

Our shift pooling function lets managers view, approve, and decline shift change requests.

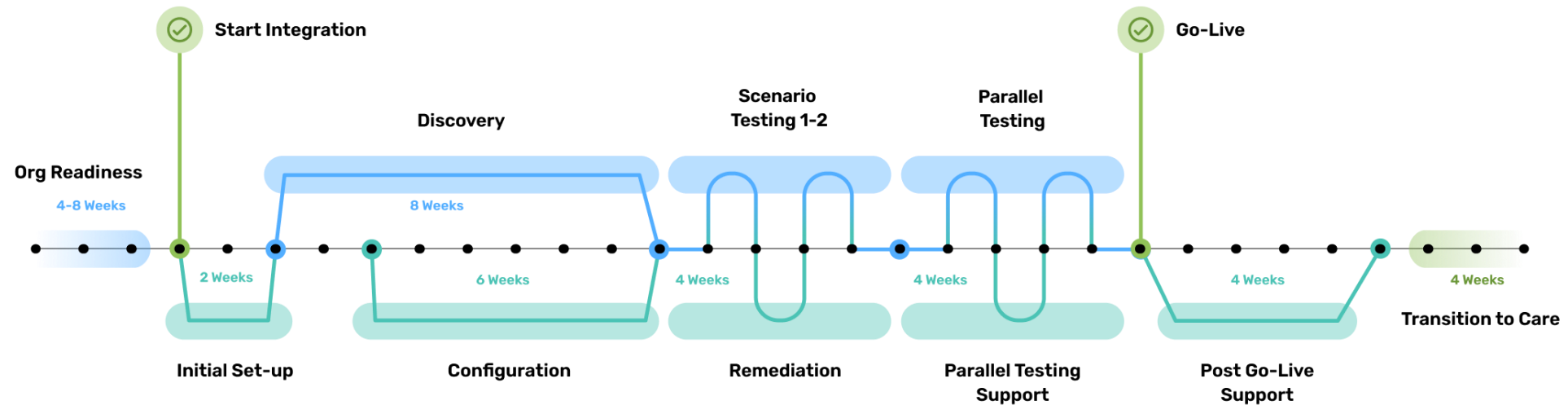
SHIFT SWAPPING

Employees can easily request to swap shifts and hear back from managers regarding approvals.

Implementation Process

› Avanti's implementation at a glance

AVANTI



Initial Set-up

This is where you and your team will get initial access to the system. Your instance will be set-up in the Azure cloud and initial users will be given defined permissions within the platform.

Discovery

You'll complete a series of workbooks so we can get a better understanding of your organizational needs. This will help us identify and mitigate potential risks or dependencies.

Configuration

Based on the findings from discovery, our experience, and industry best practices, we set up a production environment designed to meet your specific needs.

Scenario Testing

To ensure the unique complexities of your product are functioning the way you need them to, we'll conduct several day-in-the-life tests to validate our configuration using a testing environment.

Parallel Testing

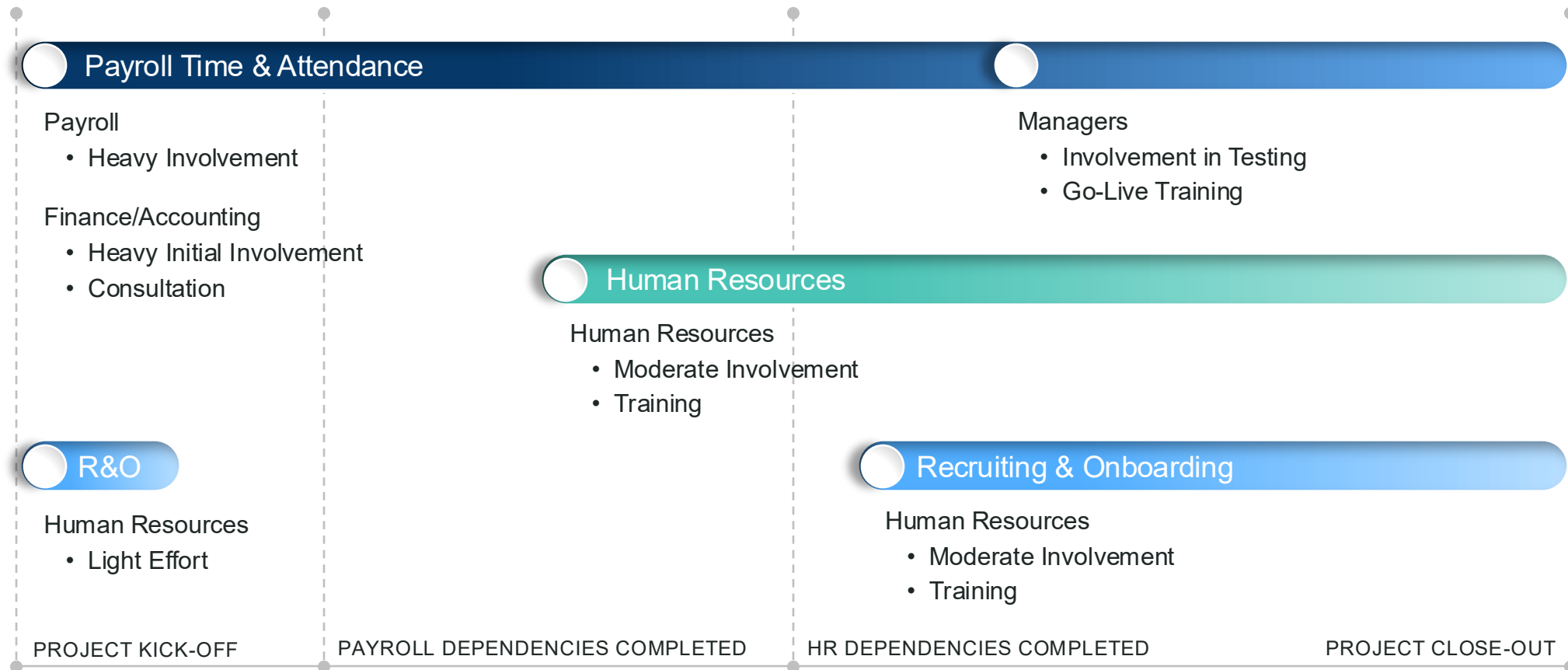
In this testing phase we'll work together with you to ensure your results from previous pay runs are the same as what you've got when processing pay through Avanti.

Implementation Process

> Avanti's implementation at a glance

AVANTI

34 Weeks (~138 Hours)





Save with Avanti

We'll help you **quantify your return with Avanti** & show you how **much you could save by making the switch.**

How much could you save?

Purchasing a new HCM solution is a big decision and investment. We're here to help you in your buying journey. Our team of HCM experts will help you quantify your decision and help you evaluate where you'll save time and money.

We've developed a framework to help you quantify your potential Return on Investment (ROI). We break down the regular tasks and activities for all employees that use the HCM system on a daily, weekly, and yearly basis.

By streamlining processes, automating redundant tasks, and eliminating manual and time-consuming activities, you'll increase efficiency and simplify work across the entire organization, from frontline employees to managers, payroll, and HR.

Working together, we'll collaborate on this project and present a compelling case to make the change.



Business Case

> Annual cost savings summary

SAVINGS CATEGORY	HOURS SAVED/YEAR	DOLLARS SAVED/YEAR
Total Employee Self-Serve/Mobile App Savings*	1,950	\$48,750
Total Time & Attendance Accuracy Savings*	1,950	\$48,750
Total In House Payroll Time Savings*	520	\$21,840
Total Reporting Time Savings*	104	\$4,368
Total Onboarding and HR workflow Savings*	17	\$709
Total Talent Acquisition and Performance Savings *	17	\$709
Total Labour/Cost Savings	4,558	\$125,126

Every hour saved is money saved

Every hour you save on tedious, manual tasks is money that goes back into your organization. It frees up your time so you can focus on the work that really matters – not manual data entry or approving paper time sheets.

This summary shows your potential annual cost savings from automation and efficiencies through Avanti.

Notes

*Please see appendix for a detailed breakdown of each line item.

Business Case

> Calculating your ROI

Annual Cost of Current HR Solution & Payroll Software		\$9,436
Cost of Avanti Software		Based on 150 Employees
Full Suite (PEPM)	\$14.80	\$26,640
GL Export		\$1,500
Implementation	One-Time	\$15,000
Average Annual Cost of Avanti	Over 3 Years	\$29,920
Net New Software Cost	New-Old Cost	\$20,484
Total Cost Savings		\$125,126
Return on Investment		611%



Pricing

Our **flexible per-month, per-employee pricing** is designed to scale with your organization as it grows.

Q3 Pricing Estimate – Town of Barrhead

> Full Avanti suite based on 150 employees

Achieve more, doing less

Conquer your workforce challenges with an HCM partner that has the experience, technology, and unwavering support to help transform the way you work.

In addition to the full suite, you get:

- ✓ Onboarding Module
- ✓ Benefits Module
- ✓ Workflows
- ✓ API Usage
- ✓ Performance Management
- ✓ Employee Self-Service Tools and Mobile App
- ✓ Unrivalled Client Care
- ✓ Canadian Expertise
- ✓ Year-End Support
- ✓ Powerful, Easy-to-Use Reporting

<i>Number of Employees</i>	150					
<i>PEPM</i>	\$14.80					
		LIST	PEPM	Year 1	Year 2	Year 3
Payroll & Platform		\$11.00	\$8.80	\$19,800	\$20,790	\$21,830
Time & Attendance		\$4.00	\$3.20	\$7,200	\$7,560	\$7,938
Human Resources		\$2.50	\$2.00	\$4,500	\$4,725	\$4,961
Talent Acquisition		\$1.00	\$0.80	\$1,800	\$1,890	\$1,985
G/L Export			\$125	\$1,500	\$1,575	\$1,654
Total Subscription Cost				\$34,800	\$36,540	\$38,367
PEPM Discount	20.0%			\$6,660	\$6,993	\$7,343
Year 1 Discount	50.0%			\$14,070	\$0	\$0
Total Subscription Cost with Discount				\$14,070	\$29,547	\$31,024
Standard Implementation				\$15,000	\$0	\$0
Custom Implementation Work				\$0	\$0	\$0
Total Annual Cost				\$29,070	\$29,547	\$31,024
						\$89,641

Notes

Pricing provided is based upon purchase of Avanti Full Suite
Annual uplift of 5% would be applied

Pricing

> Implementation & other fees

PACKAGE*	DESCRIPTION	PRICE
Standard Implementation**	Includes implementation of all standard features and functionality	\$15,000
Custom Implementation***	Individually scoped and priced based on client's needs	\$200/hr
Time Clocks	Per clock/per month	\$125
LMS	Learning Management System	\$5.50 PEPM
Customer Support	Dedicated Certified Canadian payroll specialists	Included

Notes

*Implementation timelines vary from 6 months and up depending on the complexity and customizations

**On average, it takes approximately 300 hours for our team to complete a standard implementation.

***Custom Implementation work vary depending on the complexity of the business rules

Learn more

We've helped hundreds of Canadian companies simplify their work and empower their people, and we can help you too.



Watch our on-demand demo video



Read our client success stories



Subscribe to our newsletter, The Avanti Advocate



Check out the latest on our blog

Get in touch

If you have any questions or concerns, please don't hesitate to reach out. We're here to help.



Spencer Malcovich

Senior Account Executive
Avanti Software Inc.

Email: smalcovich@avanti.ca

Phone: 647-492-7790

Appendix

Business Case - The power of Avanti in your pocket

> Calculating your total manager time savings

Save your employees 15 minutes every week with Avanti Self-Serve

Employees spend valuable work hours inquiring about pay stubs, vacation entitlements, benefits coverage, clocking in and out, checking schedule changes, swapping shifts, and more. All of this can add up to about 30 minutes per employee per week

PERSONA	TASK/ACTIVITY	HOURS/WEEK TODAY	HOURS/WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
Employees	Employee Maintaining/requesting personal information (address changes, emergency contacts, pay stubs inquiry, vacation entitlement inquiry, benefit coverage inquiry, company policy review, company policy sign-off, company announcements, updating qualifications), entering, viewing, and reviewing time worked, schedules, shift swapping, vacation request process.	0.5	0.25	\$25.00	150	52	1,950	\$48,750
Total Employee Time Savings							1,950	\$148,750.00

Business Case – Improve Time Accuracy with Avanti



> Avanti reduces time inaccuracies to only 15 minutes per week

Reduce employee time theft and save

Accurately tracking employee working hours can be challenging and time-consuming, especially without fully integrated pay and time systems. According to the American Payroll Association, the average time theft is 2 hours per employee per week. Although there are no official stats for Canada, many of our clients reported 0.5-1.5 hours per week per employee before switching to Avanti. Time theft activities include timesheet fraud, buddy punching, extended breaks, and late arrivals or early departures.

PERSONA	TASK/ACTIVITY	CURRENT TIME THEFT PER WEEK	TIME THEFT WITH AVANTI PER WEEK	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
CFO	Using geofenced app and/or biometric clock for punch in and punch out increases the accuracy of the time worked and reduced time theft by employees. (Average time theft is 2hrs and 2min per week - American Payroll Association)	0.5	0.25	\$25.00	150	52	1,950	\$48,750
Total Time Accuracy Savings							1,950	\$48,750.00

Business Case – Take Control of Payroll

> Process payroll when and how you want

No wait times or hidden fees for payroll updates

With in-house payroll, you’re in the driver’s seat. You get up to 3 more days to finalize payroll each cycle. Never pay or wait to update pay codes, pay groups, earnings codes, deduction codes, vacation groups, location codes, G/L codes, unions codes, position codes, and much more. Run as many pay cycles as you want, on your time. You’re likely paying between \$500 - \$3,500 per year in extra fees for configuration changes to your system.

PERSONA	TASK/ACTIVITY	HOURS/WEEK TODAY	HOURS/WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
Payroll	Gathering time, reviewing, making adjustments, approving, and then processing time, Reconciliation and review of remittances, Setting up new pay codes, entitlements, validations, Preparing and reviewing pay stubs, Setting up a new hire on the payroll side, Processing ROE pay cycles, Preparing and filing year-end tax slips, administering tax slips to employees, and time spent sending tax slips to terminated employees, Paper filing of employee records, Modifying Employee Records (pay changes, position changes, any and all employment data changes), Setting up a backup environment to test payroll changes, rules, etc.	20	15	\$42.00	2	52	520	\$21,840
Total Payroll Savings							520	\$21,840.00

Business Case – Report Designer

> Build Any report you need with a drag and drop editor

Simpler, faster, easier reporting with Avanti

Easily generate mission-critical reports in minutes, not hours, with Avanti’s Report Designer. Give your team the insights they need to make important decisions, faster. You’re in control of your company’s data. With Avanti, your payroll, time, and HR data are securely stored in one spot, so you spend less time pulling information from multiple sources and more time acting on it.

PERSONA	TASK/ACTIVITY	HOURS/WEEK TODAY	HOURS/WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
Payroll	Get the report you need without manually consolidating data across multiple systems and timeframes. HSCIS, Statistical, Healthcare reporting at your fingertips.	2	1	\$42.00	2	52	104	\$4,368
Total Reporting Time Savings							104	\$4,368.00

> Never Scan or Upload a document again

Automate Onboarding & HR Processes with Avanti

Some of the biggest time-wasters for HR teams are day-to-day tasks like sending onboarding documents, chasing employees for documents that need signatures, reminding employees of critical due dates, and manually compiling reports for key stakeholders. The right payroll and HR software can reduce manual tasks by streamlining and automating a lot of these processes. Take onboarding, for example. Avanti cuts the time to onboard a new hire to just one hour, freeing up time so you can concentrate on the work that needs your attention.

PERSONA	TASK/ACTIVITY	HOURS PER WEEK TODAY	HOURS PER WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES PER WEEK	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
HR	Onboarding new employees (signing offer letter, document and policy sign off, benefits enrollment, banking information), automatically create the employee profile, eliminate scanning and uploading, track and maintain certification and other key dates.	1	0.25	\$42.00	0.43	52	17	\$709
Total Workflows Savings							17	\$709.00

Business Case – Attract and Retain the Best Talent

> Spend less time manually hiring and identifying top talent

Make finding the right people easier

Your employees are your top priority, and hiring and retaining the best talent is critical to your organization’s success. But manual tasks and inefficiencies create missed opportunities for hiring the right talent and promoting and recognizing high-performing employees. With Avanti’s performance management and talent acquisition tools, you can keep your team engaged, challenged, and excited to grow. Our automated recruiting tools and centralized applicant tracking streamline processes, eliminating time-consuming manual tasks — so you can spend less time collecting and sorting data and more time analyzing data and hiring the best candidates

PERSONA	TASK/ACTIVITY	HOURS PER WEEK TODAY	HOURS PER WEEK IN AVANTI	AVERAGE HOURLY RATE	NUMBER OF EMPLOYEES	WEEKS/YEAR	LABOUR SAVED IN HOURS ANNUALLY	LABOUR SAVED IN DOLLARS ANNUALLY
HR	Posting new job requisitions and automating approvals, posting job description, reviewing and scoring applicants, tracking progress of successful candidates, resumes, contacting applicants. Increasing employment engagement and productivity with standardized performance reviews, identifying high performing and low performing employees	1	0.25	\$42.00	0.43	52	17	\$709
Total Talent Improvement Savings							17	\$709.00



Regular Meeting of Council Highlights

August 19, 2025 (Unofficial)

ADMINISTRATION

- Council rescheduled the Regular Council meeting and Council Organizational meeting from October 21, 2025 to October 28, 2025 to allow the required time under the MGA to validate the Municipal Election.
- Denied the request to cancel or reduce fire invoice #IVC00004900 in the amount of \$3,000.
- Awarded the Grazing Lease for South ½ of 4-60-4-W5 to Brian Koberstein at a yearly rate of \$15,250 plus property taxes from June 1, 2026 and ending on October 31, 2028.
- Accepted for information the YRL historic appropriations as presented.
- Received a presentation from Shannon Paquette, Donor Relations and Development Officer for STARS which included recognition for 40 years of service.
- Received for information the County Manager's written report (resolution tracking list) and updates on:
 - MLA requested a list of capital projects that would be eligible for targeted grant funding
 - Summary of Committee of the Whole meeting held on July 25, 2025
 - ICF meeting with Town of Barrhead to be held August 21, 2025
 - Election candidate information session on Aug 25, 2025
 - Reviewed the AAIP statistics and provided an update on the program
 - Reviewed the County Tour post event report

CORPORATE SERVICES

- Council approved the Property Tax Penalty Exempt List for the 436 tax rolls as identified.
- Approved the following financial reports: Cash, Investments, & Taxes Receivable Report, Payments Issued Report, YTD Budget Report, YTD Capital Report, and Elected Official Remuneration Report as of July 31, 2025

PLANNING

- Council approved subdivision application 25-SUB-078, to subdivide a developed 5.17 ha (12.8 ac) country residential lot from a previously subdivided quarter section, NE-22-59-02-W5, and further that the approval is subject to the conditions presented.

PUBLIC WORKS

- Council approved an additional 0.5 mile of shoulder pull cost in the 2025 Road Rehabilitation (Shoulder Pull) Program contract to Stuber's Cat Service Ltd. for a total cost of \$5,050.00 with funding coming from the 2025 budget.

Next Regular Council Meeting – Tuesday September 2, 2025, at 9:00 a.m.



Regular Meeting of Council Highlights

September 2, 2025 (Unofficial)

ADMINISTRATION

- Council directed Administration to apply for a funding opportunity from the Federation of Canadian Municipalities' Local Leadership for Climate Adaptation initiative for *"Valuing Natural Assets for Climate Resilience in the County of Barrhead"*.
- Directed Administration to finalize scheduling with the NRCB and ILWG to participate in the ILWG – Stock Talk Initiative, and to include ASB members
- Fire Chief Hove of Barrhead Regional Fire Services presented the quarterly report and gave an update on fires in the area, staffing, and status of new fire truck.
- Received for information the County Manager's written report (resolution tracking list) and updates on:
 - Held 2026 Budget Open House on August 27 & 28, 2025 and 2026 Budget Survey with an increase in participation from previous year, however, still reflecting only approximately 3% of the populace; What We Heard Report to be presented at a future Council meeting
 - AAIP Rural Renewal Stream August 2025 status report
 - ICF meeting with Town of Barrhead held on August 21, 2025, with recommendation on an Intermunicipal Relations Committee Bylaw to go to respective Councils.
 - Election candidate information session held on August 25, 2025, with 12 attendees

PLANNING

- Council approved subdivision application 25-SUB-100, to subdivide a developed 2.12 ha (5.24 ac) country residential lot from a previously subdivided quarter section, NW-17-61-03-W5, and further that the approval is subject to the conditions presented.

PUBLIC WORKS

- Council approved signing the agreements for Crop Damages on Backslope Area, Landscape Borrow Area & Crop Damage on Access Road, and Borrow Area & Crop Damage on Access Road, for 2025 Road Reconstruction Project #25-741 – through 28 and 29-62-3-W5.

Next Regular Council Meeting – Tuesday September 16, 2025, at 9:00 a.m.

REQUEST FOR DECISION

To: Town Council

From: Collin Steffes

Date: September 9, 2025

Re: Intermunicipal Relations Committee Bylaw

1.0 **PURPOSE:**

For Council to consider a recommendation received from the County of Barrhead & Town of Barrhead ICF Committee to form an Intermunicipal Relations Committee (IRC) that includes all elected officials from both municipalities. The ICF Committee has approved the attached Draft Bylaw, and is providing it to both Councils, for consideration, to allow for the establishment of a joint IRC.

2.0 **BACKGROUND AND DISCUSSION:**

In January 2020, the Town of Barrhead passed Bylaw 01-2020 - TOWN OF BARRHEAD INTERMUNICIPAL COLLABORATION FRAMEWORK BYLAW to form an Intermunicipal Collaboration Framework (ICF) Committee between the County and the Town of Barrhead as required by the *Municipal Government Act*.

On August 21, 2024, the ICF Committee met to exchange information on recreation with the following resolution:

"ICF Committee recommends to their respective Councils that an Intermunicipal Affairs Committee (IAC) be formed to provide a forum for elected officials to exchange information of mutual interest between the County of Barrhead and Town of Barrhead."

Discussion regarding the merit of an IAC focussed on recognizing:

- The value of ongoing communications between the County and the Town,
- The importance of keeping both Councils informed on what is important and what is going on in each other's communities, and
- The importance of sharing challenges and opportunities and finding commonalities where the municipalities can advocate for each other and/or work together for the benefit of the region.

It was acknowledged that:

- An IAC would serve in an advisory capacity only and facilitate intermunicipal communication and information sharing,

- An IAC differs from the ICF as it would include all elected officials from each municipality (supported by their respective administration),
- To avoid confusion and ensure alignment between a newly formed IAC and the legislatively required ICF (Bylaw 1-2020), a new and separate bylaw needed to be drafted for the purpose of establishing and clearly defining the functions of an IAC and the relationship between the IAC, the ICF and Council.

On August 21, 2025, a Draft Bylaw was presented to the ICF Committee to establish a joint committee, as suggested. The recommended name of the committee was changed to the 'Intermunicipal Relations Committee' (IRC) to better reflect the spirit and intent of the joint municipal forum. The attached bylaw was approved by the ICF Committee, to be presented to each Council for their respective consideration for approval.

3.0 ALTERNATIVES:

- 3.1 Council may choose to direct the Town's ICF members and the CAO to work through the ICF to revise the bylaw, if desired.
- 3.2 Council may choose to defeat a motion to adopt the bylaw, choosing not to initiate an IRC.

4.0 FINANCIAL IMPLICATIONS:

None.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Establishing an IRC demonstrates a strong willingness for the Town and County to work together in the best interest of the Barrhead Region as a whole. It will provide an accountable and transparent process to explore opportunities for economic growth, more efficient service delivery, and cost sharing.

8.0 ATTACHMENTS:

- 8.1 Draft Bylaw No. xx-2025 Intermunicipal Relations Committee, as approved by the ICF Committee on August 21, 2025.
- 8.2 Proposed Bylaw 08-2025 Intermunicipal Relations Committee

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accepts the recommendation from the ICF Committee to form an Intermunicipal Relations Committee by adopting the proposed Bylaw.

10.0 PROPOSED MOTIONS:

That Council give Bylaw 08-2025, Intermunicipal Relations Committee, first reading.

That Council give Bylaw 08-2025, Intermunicipal Relations Committee, second reading.

That Council present Bylaw 08-2025, Intermunicipal Relations Committee for third reading.

That Council give Bylaw 08-2025, Intermunicipal Relations Committee, third reading.

(original signed by the CAO)
Collin Steffes, CAO



COUNTY OF BARRHEAD NO. 11
Province of Alberta
BYLAW NO. xx-2025
INTERMUNICIPAL RELATIONS COMMITTEE
Page 1 of 5

A BYLAW OF THE COUNTY OF BARRHEAD NO. 11, in the Province of Alberta, to establish an Intermunicipal Relations Committee with the Town of Barrhead.

WHEREAS, the *Municipal Government Act*, RSA 2000, c. M-26, as amended, provides that a Council may pass bylaws to establish Council committees and define their functions and procedures;

AND WHEREAS, the Council of the County of Barrhead No. 11 and the Council of the Town of Barrhead recognize the value of ongoing communication between the 2 municipalities and the importance of having a means to discuss matters of mutual interest;

AND WHEREAS, the Council of the County of Barrhead No. 11 and the Council of the Town of Barrhead desire to establish a joint Council committee to enhance their relationship, and facilitate intermunicipal communications and information sharing;

AND WHEREAS, both municipal Councils are required to each pass a comparable bylaw to establish a Joint Committee;

AND WHEREAS, this agreement is not intended to modify or affect any existing legal or contractual rights or obligations of the municipalities;

AND WHEREAS, the Council of the County of Barrhead No. 11 and the Council of the Town of Barrhead acknowledge that they will continue to leverage the Intermunicipal Collaboration Framework (ICF) Committee as legislated.

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

1.0 TITLE

1.1 This Bylaw may be referred to as “Intermunicipal Relations Committee (IRC).”

2.0 PURPOSE

Purpose of this Bylaw is to:

- 2.1** Establish and set the procedures and function of a joint Council Committee named the Intermunicipal Relations Committee – County of Barrhead & Town of Barrhead.
- 2.2** Facilitate ongoing communications between the 2 municipalities and provide a forum to discuss matters of mutual interest.

3.0 DEFINITIONS

In this Bylaw:

- 3.1** “**ATIA**” means the *Access to Information Act* as amended.
- 3.2** “**Chief Administrative Officer**” or “**CAO**” means the person appointed to the position by Council respectively in the County of Barrhead and the Town of Barrhead and in accordance with the *MGA*, or a person to whom the CAO has delegated the responsibilities, power or function of the CAO;
- 3.3** “**Chief Elected Official**” or “**CEO**” means the individual who leads Council, serves as primary spokesperson for the municipality and presides over meetings. CEO is the Reeve for the County of Barrhead and the Mayor for the Town of Barrhead.



COUNTY OF BARRHEAD NO. 11
Province of Alberta
BYLAW NO. xx-2025
INTERMUNICIPAL RELATIONS COMMITTEE

Page 2 of 5

-
- 3.4** “**Committee**” or “**IRC**” means the joint Council committee named the Intermunicipal Relations Committee – County of Barrhead & Town of Barrhead established under this bylaw
- 3.5** “**Council**” means the elected governing body of the County of Barrhead No. 11 or the Town of Barrhead, who continue to hold office;
- 3.6** “**Councillor**” means a duly elected member of Council
- 3.7** “**County**” means the municipal corporation known as the County of Barrhead No. 11;
- 3.8** “**Host Municipality**” means the municipality that is hosting the meeting of the Committee on a rotational basis or initiates a Special meeting as described in this bylaw;
- 3.9** “**Mayor**” means the chief elected official or CEO of the Town of Barrhead
- 3.10** “**MGA**” means the *Municipal Government Act*, RSA 2000, c. M-26 as amended
- 3.11** “**Reeve**” means the chief elected official or CEO of the County of Barrhead;
- 3.12** “**Town**” means the municipal corporation known as the Town of Barrhead;

4.0 ESTABLISHMENT & MANDATE

- 4.1** County and Town jointly establish a Council committee named the Intermunicipal Relations Committee (IRC).
- 4.2** Mandate of the IRC is to preserve and enhance the relationship between the municipalities through effective communication regarding municipal issues of common interest.

5.0 MEMBERS, TERM & CHAIR

- 5.1** Voting members shall consist of all Councillors holding office on County Council and Town Council.
- 5.2** Non-voting members include the CAO, and/or their designate or any support staff as determined by the CAO, from each of the County and the Town
- 5.3** CEO of the host municipality will chair the IRC meeting and decide on all points of order that may arise
- a) In the absence of the CEO of the host municipality, the Deputy CEO or another Councillor from the host municipality will preside
- 5.4** Term of the IRC commences upon 3rd and final reading of corresponding bylaws of the County and the Town and continues until either member exercises their discretion to terminate under section 9.0



COUNTY OF BARRHEAD NO. 11
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INTERMUNICIPAL RELATIONS COMMITTEE
Page 3 of 5

6.0 AUTHORITY

- 6.1** IRC is a standing committee of each Council.
- 6.2** Role of the IRC is advisory only.
- 6.3** Voting members may pass the following types of motions:
- Simple majority
- a) Procedural motions
 - b) Recommendations to respective Councils
- Consensus
- a) Request to CAOs for additional information
 - b) Direct a topic or issue to the ICF Committee for further discussion or analysis
- 6.4** CEOs serve as the official spokespersons for the IRC
- 6.5** Motions shall not bind either municipality until considered by the respective Councils.
- 6.6** IRC has no authority to expend funds
- 6.7** Councillors will be compensated by their respective municipality in accordance with their Elected Officials Remuneration Policy

7.0 MEETINGS

- 7.1** Regular Committee Meetings:
- a) IRC will meet at least 2 times per year, either in-person or electronically
 - b) IRC will select 2 months of the year in which the regular Committee meetings are to be held with CAOs collaborating to determine dates, times and locations.
 - c) IRC may change these pre-determined months by resolution of the IRC
- 7.2** Special Committee Meetings:
- a) CEO of either the County or the Town may request a Special Committee meeting by providing reasonable notice which shall include the reason for calling a Special Committee meeting, agenda and supporting information.
 - b) CEOs of both the County and Town must agree to holding a Special Committee meeting.
- 7.3** CAOs will work together to share the responsibility of hosting the IRC meetings on a rotational basis, or in the event of a Special IRC meeting, the CAO of the municipality initiating the meeting will be responsible for hosting.
- a) Hosting municipality will be responsible for any costs associated with holding the IRC meeting.
- 7.4** Agenda and agenda packages for a regular IRC meeting will be established by the host municipality in collaboration with the non-host CAO and distributed to the



COUNTY OF BARRHEAD NO. 11
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IRC members through the CAO of each municipality at least 2 weeks in advance of the IRC meeting

7.5 Quorum

Quorum will be 8 members and shall include a minimum of 4 voting members from each municipality.

Although non-voting, quorum also requires the presence of the CAOs from both municipalities.

7.6 Minutes

- a) Minutes shall be adopted by the IRC at its next meeting and signed by the chair and host CAO for the IRC meeting in which they are adopted.
- b) Signed copies of the minutes shall be provided to both CAOs.
- c) Draft, unadopted meeting minutes will be prepared by the host municipality and distributed within 10 business days of the meeting to the CAO of the non-host municipality.
- d) CAO's will be responsible for distribution of minutes to their respective elected officials

7.7 IRC meetings will be held in public unless the IRC meeting is closed (incamera) for reasons permitted by the MGA and/or ATIA.

7.8 IRC may invite others to attend IRC meetings to address a specific item on the IRC agenda; these individuals shall be non-voting.

7.9 IRC meetings will be conducted in accordance with this bylaw and Robert's Rules of Order. In the event of a conflict between this bylaw and Robert's Rules, this bylaw shall prevail.

8.0 ADMINISTRATIVE SUPPORT

8.1 CAOs will provide

- a) Technical support including the preparation of reports, collection of data, analysis of data, etc. to support the IRC in having robust discussions
- b) Meeting management and other support for effective and efficient meetings
- c) Any other administrative support and resources as determined by the CAOs that is typical for supporting committees of Council.

9.0 REPEAL, FORCE & EFFECT

9.1 If either the County or Town Council intends to no longer participate in the IRC, they will give written notice to the other at least 30 days in advance of the meeting of Council in which a repealing bylaw will be considered.

9.2 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.

9.3 Amendments to the bylaw require a consensus through resolution of the IRC with



COUNTY OF BARRHEAD NO. 11
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formal adoption through a comparable amending bylaw by both municipalities.

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

FIRST READING GIVEN THE _____, 2025.

SECOND READING GIVEN THE _____, 2025.

THIRD READING GIVEN THE _____, 2025.

Reeve

County Manager

TOWN OF BARRHEAD

BYLAW NO. 08-2025

A BYLAW OF THE COUNCIL OF THE TOWN OF BARRHEAD, IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN INTERMUNICIPAL RELATIONS COMMITTEE WITH THE COUNTY OF BARRHEAD.

WHEREAS, the *Municipal Government Act*, RSA 2000, c. M-26, as amended, provides that a Council may pass bylaws to establish Council committees and define their functions and procedures;

AND WHEREAS, the Council of the Town of Barrhead and the Council of the County of Barrhead No. 11 recognize the value of ongoing communication between the 2 municipalities and the importance of having a means to discuss matters of mutual interest;

AND WHEREAS, the Council of the Town of Barrhead and the Council of County of Barrhead No. 11 desire to establish a joint Council committee to enhance their relationship, and facilitate intermunicipal communications and information sharing;

AND WHEREAS, both municipal Councils are required to each pass a comparable bylaw to establish a Joint Committee;

AND WHEREAS, this agreement is not intended to modify or affect any existing legal or contractual rights or obligations of the municipalities;

AND WHEREAS, the Council of the Town of Barrhead and the Council of the County of Barrhead No. 11 acknowledge that they will continue to leverage the Intermunicipal Collaboration Framework (ICF) Committee as legislated.

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

SHORT TITLE

- 1.0 This bylaw is called “**Intermunicipal Relations Committee (IRC)**”.

DEFINITIONS

- 2.0 In this bylaw:

- 2.1 “**ATIA**” means the *Access to Information Act* as amended.
- 2.2 “**Chief Administrative Officer**” or “**CAO**” means the person appointed to the position by Council respectively in the Town of Barrhead and the County of Barrhead and in accordance with the *MGA*, or a person to whom the CAO has delegated the responsibilities, power or function of the CAO.
- 2.3 “**Chief Elected Official**” or “**CEO**” means the individual who leads Council, serves as primary spokesperson for the municipality and presides over meetings. CEO is the Mayor for the Town of Barrhead and the Reeve for the County of Barrhead.
- 2.4 “**Committee**” or “**IRC**” means the joint Council committee named the Intermunicipal Relations Committee –Town of Barrhead & County of Barrhead established under this bylaw.
- 2.5 “**Council**” means the elected governing body of the Town of Barrhead or the County of Barrhead No. 11, who continue to hold office.
- 2.6 “**Councillor**” means a duly elected member of Council.
- 2.7 “**County**” means the municipal corporation known as the County of Barrhead No. 11.

- 2.8 “**Host Municipality**” means the municipality that is hosting the meeting of the Committee on a rotational basis or initiates a Special meeting as described in this bylaw.
- 2.9 “**Mayor**” means the chief elected official or CEO of the Town of Barrhead.
- 2.10 “**MGA**” means the *Municipal Government Act*, RSA 2000, c. M-26 as amended.
- 2.11 “**Reeve**” means the chief elected official or CEO of the County of Barrhead.
- 2.12 “**Town**” means the municipal corporation known as the Town of Barrhead.

PURPOSE

- 3.0 Purpose of this Bylaw is to:
 - 3.1 Establish and set the procedures and function of a joint Council Committee named the Intermunicipal Relations Committee – County of Barrhead & Town of Barrhead.
 - 3.2 Facilitate ongoing communications between the 2 municipalities and provide a forum to discuss matters of mutual interest.

ESTABLISHMENT & MANDATE

- 4.0 In this Bylaw:
 - 4.1 Town and County jointly establish a Council committee named the Intermunicipal Relations Committee (IRC).
 - 4.2 Mandate of the IRC is to preserve and enhance the relationship between the municipalities through effective communication regarding municipal issues of common interest.

MEMBERS, TERM & CHAIR

- 5.0 Of the Committee:
 - 5.1 Voting members shall consist of all Councillors holding office on Town Council and County Council.
 - 5.2 Non-voting members include the CAO, and/or their designate or any support staff as determined by the CAO, from each of the Town and the County.
 - 5.3 CEO of the host municipality will chair the IRC meeting and decide on all points of order that may arise
 - 5.3.1 In the absence of the CEO of the host municipality, the Deputy CEO or another Councillor from the host municipality will preside.
 - 5.4 Term of the IRC commences upon 3rd and final reading of corresponding bylaws of the Town and the County and continues until either member exercises their discretion to terminate under section 9.0.

AUTHORITY

- 6.0 The following rules of Authority:
 - 6.1 IRC is a standing committee of each Council.
 - 6.2 Role of the IRC is advisory only.
 - 6.3 Voting members may pass the following types of motions:

- 6.3.1 Simple majority
 - 6.3.1.1 Procedural motions.
 - 6.3.1.2 Recommendations to respective Councils.
- 6.3.2 Consensus
 - 6.3.2.1 Request to CAOs for additional information.
 - 6.3.2.2 Direct a topic or issue to the ICF Committee for further discussion or analysis.
- 6.4 CEOs serve as the official spokespersons of the IRC.
- 6.5 Motions shall not bind either municipality until considered by the respective Councils.
- 6.6 IRC has no authority to expend funds.
- 6.7 Councillors will be compensated by their respective municipality in accordance with the Elected Officials Remuneration Policy.

MEETINGS

- 7.0 This bylaw covers:
 - 7.1 Regular Committee Meetings:
 - 7.1.1 IRC will meet at least 2 times per year, either in-person or electronically.
 - 7.1.2 IRC will select 2 months of the year in which the regular Committee meetings are to be held with CAOs collaborating to determine dates, times and locations.
 - 7.1.3 IRC may change these pre-determined months by resolution of the IRC.
 - 7.2 Special Committee Meetings:
 - 7.2.1 CEO of either the Town or the County may request a Special Committee meeting by providing reasonable notice which shall include the reason for calling a Special Committee meeting, agenda and supporting information.
 - 7.2.2 CEOs of both the Town and County must agree to hold a Special Committee meeting.
 - 7.3 CAOs will work together to share the responsibility of hosting the IRC meetings on a rotational basis, or in the event of a Special IRC meeting, the CAO of the municipality initiating the meeting will be responsible for hosting.
 - 7.3.1 Hosting municipality will be responsible for any costs associated with holding the IRC meeting.
 - 7.4 Agenda and agenda packages for a regular IRC meeting will be established by the host municipality in collaboration with the non-host CAO and distributed to the IRC

members through the CAO of each municipality at least 2 weeks in advance of the IRC meeting.

7.5 Quorum:

7.5.1 Quorum will be 8 members and shall include a minimum of 4 voting members from each municipality.

7.5.2 Although non-voting, quorum also requires the presence of the CAOs from both municipalities.

7.6 Minutes:

7.6.1 Minutes shall be adopted by the IRC at its next meeting and signed by the chair and host CAO for the IRC meeting in which they are adopted.

7.6.2 Signed copies of the minutes shall be provided to both CAOs.

7.6.3 Draft, unadopted meeting minutes will be prepared by the host municipality and distributed within 10 business days of the meeting to the CAO of the non-host municipality.

7.6.4 CAO's will be responsible for distribution of minutes to their respective elected officials.

7.7 IRC meetings will be held in public unless the IRC meeting is closed (incamera) for reasons permitted by the MGA and/or ATIA.

7.8 IRC may invite others to attend IRC meetings to address a specific item on the IRC agenda; these individuals shall be non-voting.

7.9 IRC meetings will be conducted in accordance with this bylaw and Robert's Rules of Order. In the event of a conflict between this bylaw and Robert's Rules, this bylaw shall prevail.

ADMINISTRATIVE SUPPORT

8.0 CAOS will provide:

8.1 Technical support including the preparation of reports, collection of data, analysis of data, etc. to support the IRC in having robust discussions

8.2 Meeting management and other support for effective and efficient meetings

8.3 Any other administrative support and resources as determined by the CAOs that is typical for supporting committees of Council.

REPEAL, FORCE & EFFECT

9.0 Repeal, force & effect:

9.1 If either the County or Town Council intends to no longer participate in the IRC, they will give written notice to the other at least 30 days in advance of the meeting of Council in which a repealing bylaw will be considered.

- 9.2 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.
- 9.3 Amendments to the bylaw require a consensus through resolution of the IRC with formal adoption through a comparable amending bylaw by both municipalities.
- 9.4 This bylaw comes into effect on 3rd and final reading.

Read a first time this 9 day of September, 2025

Read a second time this 9 day of September, 2025.

Read a third time this 9 day of September, 2025 and passed.

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Collin Steffes



Community Futures Yellowhead East
#1, 5023-50, Whitecourt, AB
mjones@albertacf.com
780-791-0966

FOR IMMEDIATE RELEASE: 04.07.25

Community Futures Launches ExitNavigator, a New Pathway for Alberta Rural Business Owners to Buy and Sell

Funded by PrairiesCan through the 2.0 Rural Opportunities Fund, Community Futures Yellowhead East in partnership with other Community Futures offices across Alberta, are proud to announce the launch of ExitNavigator, a new initiative designed to support rural Alberta business owners seeking to sell or transition their company. With seven out of 10 Canadian entrepreneurs expected to transition the ownership or leadership of their company in the next three to five years, the time is now to provide critical support to business owners.

ExitNavigator is a collaborative effort between Alberta Community Futures organizations and the social enterprise VentureConnect. Additionally, it will also serve Alberta entrepreneurs who would like to purchase an existing business. Services include business consultations, valuations, mediation, business loans, and other transition-related support for companies located outside the major metropolitan areas of Calgary and Edmonton.

“With the growing number of business owners looking to retire, the time is right for Community Futures to provide a service supporting both current business owners and prospective buyers,” said Michelle Jones, Executive Director, Community Futures Yellowhead East

“Adding ExitNavigator to our current suite of services will position Community Futures as a lead resource in regional business transitioning through purchase and sale. The continued viability of these businesses will add significant value to business economies and provide a sustainable quality of life to both the entrepreneur and the region which it operates.”

“Many business owners and entrepreneurs have spent decades focusing on growth and profitability, and haven’t planned for their exit - what do they do with their business when it’s time for them to take a step back?” Jones continued. “ExitNavigator provides guidance to ensure viable businesses can continue operating and serving their community, while also taking the needs of the outgoing business owners into account.”

For rural Albertans looking to sell, transition or purchase a business, Alberta Community Futures associations are ready to help. From entrepreneur to happily retired, or business-savvy to business owner, the ExitNavigator service can help along the way.



Current or prospective business owners interested in exploring ExitNavigator's services can visit exitnavigator.ca, or contact the ExitNavigator Project Coordinator, Ardis, at the Community Futures Highwood office at 403-995-4151 ext. 5 for more information.

Media Contact:

Michelle Jones, Executive Director
Community Futures Yellowhead East
mjones@albertacf.com
780-791-0966

Jodie Lyons

From: Paula Campbell <Paula.Campbell@gov.ab.ca>
Sent: Wednesday, August 27, 2025 1:37 PM
To: Jodie Lyons
Cc: Collin Steffes
Subject: Re: [EXTERNAL] - RE: Request for Hwy 33 Crosswalk Enhancement (APS)

Some people who received this message don't often get email from paula.campbell@gov.ab.ca. [Learn why this is important](#)

Thanks Jodie. I have asked Brent to get our maintenance contractor to make the arrangements. It may take a bit as they have to order the material and hire a subcontractor to install it.

Thanks,
Paula

Paula Campbell, P. Eng.
Operations Manager
Athabasca and Fort McMurray Districts
Construction and Maintenance Division
Transportation and Economic Corridors
Government of Alberta

Tel 780-675-2624
Cell 780-689-8240
Paula.Campbell@gov.ab.ca

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Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)



Classification: Protected A

From: Jodie Lyons <jlyons@barrhead.ca>
Sent: Thursday, August 21, 2025 1:58 PM
To: Paula Campbell <Paula.Campbell@gov.ab.ca>
Cc: Collin Steffes <csteffes@barrhead.ca>
Subject: RE: [EXTERNAL] - RE: Request for Hwy 33 Crosswalk Enhancement (APS)

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good afternoon Paula,

Thank you for the follow up. I am attaching a letter that came in today from the Accessibility Coalition. I hope that their letter will help substantiate the need for the audio enhancement at the requested crosswalk.

I look forward to hearing back from you,

Sincerely,

Jodie

Jodie Lyons
Municipal Coordinator



Town of Barrhead
4406 - 62A Avenue Barrhead, AB T7N 1A2
jlyons@barrhead.ca

D – 780-665-8226
T – 780-674-3301 | barrhead.ca

From: Paula Campbell <Paula.Campbell@gov.ab.ca>
Sent: Monday, July 14, 2025 12:38 PM
To: Brent Churla <brent.churla@gov.ab.ca>; Jodie Lyons <jlyons@barrhead.ca>
Subject: [EXTERNAL] - RE: Request for Hwy 33 Crosswalk Enhancement (APS)

You don't often get email from paula.campbell@gov.ab.ca. [Learn why this is important](#)
Hi Jodie

Brent forwarded your email over to me to review. Usually we do require the town to justify the need for audio enhancement. Keeping in my that they do cost almost \$6K to install. As such, we do want to ensure there is a need.

So, on that note, it is good to know what is driving the request such as if you have been requested by someone that needs such devices for example and/or aware of some that need it. If you could provide a bit more information and unput on the request, I'd appreciate it.

Thanks,
Paula

Classification: Protected A

From: Brent Churla <brent.churla@gov.ab.ca>
Sent: Friday, June 20, 2025 8:04 AM
To: Paula Campbell <Paula.Campbell@gov.ab.ca>
Subject: FW: Request for Hwy 33 Crosswalk Enhancement (APS)

Good morning Paula,

Email below with request from Town of Barrhead.

Let me know if this would be something we could move forward with.

Brent Churla

MCI (Maintenance Contract Inspector)
Construction and Maintenance Division
Alberta Transportation and Economic Corridors
Government of Alberta

Tel 780-674-8228

Cell 780-284-2941

Brent.Churla@gov.ab.ca

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Classification: Protected A

From: Jodie Lyons <jlyons@barrhead.ca>

Sent: Wednesday, June 18, 2025 4:33 PM

To: Brent Churla <brent.churla@gov.ab.ca>

Cc: Collin Steffes <csteffes@barrhead.ca>

Subject: Request for Hwy 33 Crosswalk Enhancement (APS)

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good afternoon Brent,

Highway 33 runs through the Town of Barrhead.

Currently, there is an Audible Pedestrian Signal (APS) installed at the intersection of Highway 18 and Highway 33 to assist pedestrians who are blind or visually impaired in safely crossing the street.

We would like to inquire about the process for requesting the installation of a second APS at the signalized crosswalk located further south, at the intersection of Highway 33 and 50th Avenue.

I look forward to hearing back from you.

Sincerely,

Jodie

Jodie Lyons

Municipal Coordinator



Town of Barrhead

4406 - 62A Avenue Barrhead, AB T7N 1A2

jlyons@barrhead.ca



Barrhead Accessibility Coalition

RECEIVED

AUG 21 2025

Our Vision: To Have an Inclusive Community without Barriers

Our Mission: To work together with the community of Barrhead to increase awareness and reduce accessibility barriers

To whom it may concern,

We are writing this letter on behalf of Barrhead Accessibility Coalition to express the importance of the audible pedestrian signals at the intersection on Highway 33(50th Ave and 49th Street- the crosswalk between A&W and Kal tire) in Barrhead Alberta.

Our recent Accessibility Surveys have generated valuable discussion and feedback from the community about how accessible Barrhead is and where we can improve. One recurring theme was the benefit of audible pedestrian signals, with many residents specifically requesting a chirping signal at this intersection.

Barrhead is a small rural community with multiple service agencies and dedicated families who support vulnerable children, youth, and adults with unique needs. We have a large and growing population of seniors, with several facilities located in the east-side residential areas. Many residents from these facilities also frequent this intersection.

This intersection is an important connector for our community - and for some, it is an essential link between east-side homes, seniors' facilities, and the hospital, and the downtown core, grocery stores, and west-side services. Every day, children, seniors, and residents with mobility or sensory needs cross here, yet current conditions create unnecessary barriers. Installing an audible pedestrian signal is a reasonable, practical step to make this route safer and more accessible for everyone.

We feel that it is very important that our community is as accessible as possible. The safety of the residents of Barrhead is one of our top priorities. We would encourage Alberta transportation, and the town of Barrhead to work together on making this improvement for the citizens of Barrhead and the people that visit the town.

Thank you for your attention to this matter.

Dausen Kluin

Barrhead Accessibility Coalition Member

Nancy Madsen

Barrhead Accessibility Coalition Member

REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Parks and Recreation Director

Date: September 9, 2025

Re: Barrhead Exhibition Association and Agricultural Society Request for Free Use of the Town's Facilities for WRA Finals & Trade Show

1.0 PURPOSE:

The purpose of this request is to consider the Barrhead Exhibition Association and Agricultural Society's (the Ag Society) request for the free use of the Curling Rink, Dr. Charles Godberson Rotary Room, and Agrena Boardroom in support of their upcoming Trade Show and Rodeo event.

2.0 BACKGROUND AND DISCUSSION:

This item was tabled at the August 26, 2025, Council meeting. At that time, Council asked for a breakdown of all the annual contributions (financially and in-kind) made to the Barrhead Exhibition and Agricultural Society, from both the Town and County, for their annual projects and events.

The 2025 in-kind contributions made by the County of Barrhead consist of the following:

- Dirt Work (2 full days of staff and equipment) - \$13,486.00
- Snow Plowing Lot, etc - \$2,500.00
- **TOTAL 2025 COUNTY CONTRIBUTION: \$15,986.00**

Details on the 2025 contributions made by the Town (monetary and in-kind) are attached for Council's information. **The 2025 Town contribution for both monetary and in-kind is \$66,799.23.**

For their upcoming rodeo weekend and trade show, the Ag Society has requested additional free access to:

- Curling Rink for Trade Show activities. (Sept. 18 - 21)
- Dr. Charles Godberson Rotary Room for event-related activities. (Sept 17 - 21)
- Agrena Boardroom for planning, volunteers, and administration. (Sept. 18 - 21)

Current Facility Rental Rates (incl. GST):

- Curling Rink: \$525 per weekend / \$252 per day (2 days + 1 wknd = \$1,029)
- Dr. Charles Godberson Rotary Room: \$160.70 per day (5 days = \$803.50)
- Agrena Boardroom: \$101.02 per day (4 days = \$404.08)

If approved, this would represent a total in-kind contribution of **\$2,236.58** in waived fees.

Last year, Council approved an operating grant to the Ag Society equal to the rental rate it charged for use of the Curling Rink for the Trade Show held last September.

3.0 ALTERNATIVES:

- 3.1 Council may choose to deny the request, requiring the Ag Society to pay regular rental fees.
- 3.2 Council may choose to approve partial support, waiving some but not all fees.
- 3.3 Council may choose to provide an operating grant to the Ag Society equal to the rental rates for the Curling Rink, Dr. Charles Godberson Rotary Room and Agrena Boardroom.

4.0 FINANCIAL IMPLICATIONS:

The in-kind contribution equals \$ 2,236.58 in waived facility rental fees:

- Curling Rink: \$1,029.00
- Dr. Charles Godberson Rotary Room: \$ 803.50
- Agrena Boardroom: \$ 404.08

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Facility scheduling, custodial, and maintenance teams will need to coordinate to ensure availability, readiness, and cleaning services of spaces.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Public support is expected, as the event provides cultural and economic benefits to Barrhead. The decision may generate expectations for equal treatment among other community organizations requesting similar in-kind contributions.

8.0 ATTACHMENTS:

- 8.1 Summary of 2025 Town contributions (monetary and in-kind) to the Barrhead Exhibition Association and Agricultural Society

9.0 ADMINISTRATIVE RECOMMENDATION:

Given the combined value of the grant and in-kind contributions, Administration recommends that Council deny the Barrhead Exhibition Association and Agricultural Society's request for additional waived fees for the Curling Rink, Dr. Charles Godberson Rotary Room and Agrena Boardroom during the 2025 Wildrose Rodeo.

RECOMMENDED MOTION (Public):

That Council deny the Barrhead Exhibition Association and Agricultural Society's request for additional waived fees for the Curling Rink, Dr. Charles Godberson Rotary Room and Agrena Boardroom during the 2025 Wildrose Rodeo.

(original signed by the CAO)
Collin Steffes
CAO

Town of Barrhead – Agricultural Society Events and Services (2025 Season)

2025 TOWN MONETARY CONTRIBUTION: \$5,000.00

1. Demo Derby – July 26, 2025

The Town has historically provided “in-kind” support under the existing agreement with the Barrhead Agricultural Society. This agreement remains in effect until September 30, 2025.

For the 2025 Demo Derby, the Town provided:

- Two staff members on-site from 1:00 p.m. to 8:30 p.m., plus three staff putting up road closure signs, barricades, garbage bins for 1 hour
- Wages: \$502.56
- Statutory Requirements: \$125.64
- **Total In-Kind Contribution: \$628.20**

2. Blue Heron Fair Days – August 9–10, 2025

The Town provides **in-kind support** through staffing and maintenance, as outlined in the agreement with the Agricultural Society.

For the 2025 Blue Heron Fair Days, the Town provided:

- Two staff members each day, on-site from 12:30 p.m. to 8:00 p.m., plus three staff putting up road closure signs, barricades, garbage bins for 1 hour
- One staff member dedicated solely to dragging the ball fields, called in at a three-hour rate, both Saturday and Sunday.
- Wages: \$1,257.62
- Statutory Requirements: \$314.41
- **Total In-Kind Contribution: \$1,572.03**

3. Wildrose Rodeo 2025 (Estimated)

- Use of Arena Floor Surface September 12 – 22 (11 days), \$1,224/day: \$13,464.00
- Preparation and Building of Ice Surface: \$2,400.00
- Cleaning ice after event and preparing for future ice use: \$4,200.00
- Staffing 16 hours per day for 4 days during event: \$4,800.00
- Three staff putting up road closure signs, barricades, garbage bins for 1 hour, plus 1 staff member moving chips in arena: \$325.00
- Loader Rate for 4 Hours: \$660.00
- Staffing for Cleanup after rodeo: \$8,500.00
- Ag Society Contribution to Cleanup after rodeo: <2,500.00>
- Miscellaneous Expenses (ie Sharpening Ice Knives, Equipment usage, replenishment of supplies, etc): \$4,450.00
- **Total In Kind Contribution: \$36,299.00**

4. Turf Maintenance – 2025 Service Summary

The Town of Barrhead also plays an ongoing role in maintaining the Agricultural Society lands through a seasonal mowing and trimming program. This work provides safe, well-kept grounds for community events such as the Demo Derby, Fair Days, and the Wild Rose Rodeo.

Mowing Schedule and Workload:

- Service runs annually from May 1 to the end of September (approximately 153 days).
- Work follows an 8-day mowing cycle, resulting in roughly 20 complete mowings per season.
- Each cycle takes about 8 hours to complete, including preliminary garbage pickup.
- Work is completed by a six-person crew, earning an average wage of \$24.00/hour in 2025.

Cost Calculations:

- Per cycle wages: \$1,152.00
- Full season wages: \$23,040.00
- Full Season Statutory Requirements: \$5,760.00
- Ag Society Contribution: <\$5,500.00>
- **Total Seasonal Mowing Contribution: \$23,300.00**

Costs Not Covered by the Fee:

- Supplies such as trimmer line and fuel
- Repairs and maintenance to equipment (mowers and trimmers)
- Extra cleanup for special events (e.g., garbage removal following the Demo Derby or Fair Days), which must be completed before mowing

This situation highlights the gap between actual service costs and the fee recovered. While the Town remains proud to support community events, there is a clear financial imbalance in this agreement.

Summary of Staffing Commitments and Costs (2025 Season)

Event/Service	Staff Required	Frequency	Town Cost
Monetary Contribution to All Events	-	-	\$5,000.00
Turf Maintenance (Mowing)	6 staff	20 cycles	\$23,300.00
Demo Derby	2 staff	1 event	\$628.20
Fair Days	5 staff	1 event	\$1,572.03
Wildrose Rodeo	Varies by day	1 event	\$36,299.00
Total (Season)	—	—	\$66,799.23

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: September 9, 2025

Re: Enabling Accessibility Fund – Small Projects Component

1.0 **PURPOSE:**

For Council to discuss the Enabling Accessibility Fund – Small Projects Component Grant Approval.

2.0 **BACKGROUND AND DISCUSSION:**

On June 25, 2024, Council was presented with a Request For Decision regarding an application under the Enabling Accessibility Fund – Small Projects Component. A copy of this RFD is attached for Council's review. The project being applied for at that time was to create a Barrier Free Park at the Barrhead Splash Park by providing concrete walkways throughout the park, rubberized matting as the ground cover below the playground structure, and barrier free access to the washroom facilities.

On June 25, 2024, Council made the following motion:

"Moved by Cr. Kluin that Council instruct Administration to submit an application to Employment and Social Development Canada for the maximum grant amount of \$125,000.00 under the Enabling Accessibility Fund Small Projects Component."

The project scope and budget has recently been amended as follows:

Washroom Upgrades	\$15,100.00
Concrete Installation	43,150.00
Wheelchair Accessible Swing	43,750.00
Rubberized Ground Cover	<u>64,900.00</u>
Total Budget	\$166,900.00

Administration has recently been advised that the grant application has been approved, based on the amended budget information, for the full \$125,000.00. This is just under 75% of the total project cost.

In 2024, Council was advised that if the grant was approved, the Town would have to invest at least \$41,650.00, being 25% of the total project cost.

Social Development Canada is looking for confirmation that the Town will cover additional costs beyond the grant amount of \$125,000.00. **They require this confirmation no later than September 11, 2025.** Based on the above noted budget, the Town contribution would be \$41,900.00.

The motion made at the June 25, 2024, Council meeting did not identify the Town's funding source should the grant be approved. Therefore, Administration is now requesting clarification on this.

According to the agreement, the project must be completed by March 31, 2027, so this project may be incorporated into the 2026 Capital Budget.

3.0 ALTERNATIVES:

- 3.1 Council authorizes confirmation to the Enabling Accessibility Fund – Small Projects Component Grant Authority that the Town will assume responsibility for any project costs exceeding the grant amount of \$125,000.00, with the Town's contribution of \$41,900.00 to be funded from the 2026 Parks Capital Reserve.
- 3.2 Council tables and asks for further information, with the understanding that the deadline to provide confirmation to Social Development Canada is September 11, 2025.

4.0 FINANCIAL IMPLICATIONS:

Addition of a 2026 Capital Budget Expense for the Barrier Free Park Project in the amount of \$166,900.00, to be funded from the Enabling Accessibility Fund – Small Projects Component in the amount of \$125,000.00 and Parks Capital Reserve in the amount of \$41,900.00.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Enabling Accessibility Fund – Small Projects Component grant in the amount of \$125,000.00.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

None

8.0 ATTACHMENTS:

- 8.1 Request For Decision dated June 25, 2024

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council provide confirmation to the Enabling Accessibility Fund – Small Projects Component Grant Authority that the Town will assume responsibility for any project costs exceeding the grant amount of \$125,000.00, with the Town's contribution of \$41,900.00 to be funded from the 2026 Parks Capital Reserve.

10.0 PROPOSED MOTION:

That Council provide confirmation to the Enabling Accessibility Fund – Small Projects Component Grant Authority that the Town will assume responsibility for any project costs exceeding the grant amount of \$125,000.00, with the Town's contribution of \$41,900.00 to be funded from the 2026 Parks Capital Reserve.

(original signed by the CAO)
Collin Steffes, CAO

REQUEST FOR DECISION

To: Town Council

From: Edward LeBlanc, CAO

cc: File

Date: June 25, 2024

Re: Funding Application – Enabling Accessibility Fund Small Projects Component

1.0 PURPOSE:

For Council to discuss the details of submitting a federal grant application for improving accessibility.

2.0 BACKGROUND AND DISCUSSION:

On Tuesday June 18th, the Town's Director of Parks and Recreation along with the Executive Director of FCSS, Karen Pronishen and myself participated in a webinar hosted by the Employment and Social Development Canada to learn about a newly announced federal grant that provides funding for the construction renovations or retrofit that will increase accessibility in Canadian communities.

Some examples of eligible projects are:

- Building ramps, accessible doors and accessible washrooms
- Creating an accessible playground

Municipalities and non-for-profit organizations are eligible applicants.

The maximum grant amount for any one project is \$125,000.00 with a minimum of 25% cash contribution from the applicant.

It is important to note that the Federal Department has prioritize the following types of projects:

- Shelters for those experiencing violence and gender-based violence and/or are at risk of homelessness.
- Food Banks
- Clothing Banks
- Indigenous projects

The deadline for grant submission is no later than July 23, 2024.

Administration has scheduled a meeting with the Accessibility Coalition on June 24th to obtain their thoughts on a potential project that would be share with Town Council.

The successful applicants will be contacted by the Federal Department this Fall.

3.0 ALTERNATIVES:

3.1 Council instruct Administration to submit an application to Employment and Social Development Canada for the maximum grant amount of \$125,000.00 under the enabling Accessibility Fund Small Projects Component.

3.2 Council tables a grant application to Employment and Social Development Canada under the Enabling Accessibility Fund Small Projects Component and instruct Administration to bring further information at the next regular Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Should the Town be successful in its application, the Town will have to invest at least \$41,650.00 (25% of the total cost of the project).

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

As previously noted, the grant program is administered by the Federal Government.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATION:

Council instruct Administration to submit an application to Employment and Social Development Canada for the maximum grant amount of \$125,000.00 under the enabling Accessibility Fund Small Projects Component.

(original signed by the CAO)
Edward LeBlanc
CAO