



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, AUGUST 26, 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 – July 8, 2025
 - (b) Special Meeting Minutes – July 24, 2025
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) 5:30 p.m. Dale Krasnow, Barrhead Elks
 - (b) 5:45 p.m. Andrew Riley and Linda Ruth from Alberta Municipalities
 - (c) 6:00 p.m. Lindsay Juke Turnbull, Executive Director, Barrhead Public Library
6. Old Business
 - (a) No old business to review
7. New Business
 - (a) Monthly Bank Statement Month Ended June 30, 2025
 - (b) Monthly Bank Statement Month Ended July 31, 2025
 - (c) 2nd Quarter Financial Statement
 - (d) Request to Approve 2026 Capital Budget Item (ERP Solution)
 - (e) Tax Sale Results
 - (f) FCSS Accessibility Grant
 - (g) RFD Proposed Concession Agreements
 - (h) CAO Bi-Annual Report
8. Reports

- (a) Council Reports
- 9. Minutes
 - (a) No minutes to review
- 10. Bylaw
 - (a) Amended Rates and Fees Bylaw 07-2025
- 11. Correspondence Item
- 12. For the Good of Council
- 13. Tabled Items
 - (a) Organizations under Town Utilities (Motion 197)
 - (b) Lift Conference Funding (Motion 210)
- 14. Closed Session
- 15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, JULY 8, 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 Sandy Doucet, Barrhead Leader

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

AGENDA The agenda was reviewed.

207-25 Moved by Cr. Klumph that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES The Minutes of the Town Council Regular Meeting of June 24, 2025, were reviewed.

208-25 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of June 24, 2025, be approved as presented.

CARRIED UNANIMOUSLY

LIFT CONFERENCE

Jenny Bruns presented details to Council to consider financially contributing to the 2025 LIFT Business Conference to be held tentatively November 6, 2025.

209-25 Moved by Cr. Assaf that Council approves the funding request of \$5,000.00 for the 2025 LIFT Business Conference with the money to come from Grants to Community Organizations Miscellaneous fund.

CARRIED UNANIMOUSLY

210-25 Moved by Cr. Assaf that Council direct Administration to confirm partnership for a tradeshow component at the conference, and report back to Council with a request for additional funding, contingent upon the inclusion of the tradeshow.

CARRIED UNANIMOUSLY

TRIATHLON ROAD & PARKING LOT CLOSURE

Shallon Touet presented to Council to approve road closure requests and parking lot closure subject to the necessary Provincial approvals and approvals from Emergency Services agencies for the 2025 Triathlon to be held on August 24, 2025.

211-25 Moved by Cr. Sawatzky that Council approve the road closures of 49 street from 54 Avenue to 57 Avenue and 54th Avenue from 49th Street to 48th Street for the Triathlon Event to be held on August 24, 2025, between 7:00 a.m. to 2:00 p.m. subject to any necessary Provincial and Emergency Service agency approvals being received by the Triathlon committee.

CARRIED UNANIMOUSLY

212-25 Moved by Cr. Assaf that Council approve the parking lot closure as identified in the map from 8:00 p.m. on August 23rd to 2:00 p.m. on August 24th, 2025 subject to any necessary Provincial and Emergency Service agency approvals being received by the Triathlon committee.

CARRIED UNANIMOUSLY

EXITED Shallon Touet, Director of Parks and Recreation left the meeting at 6:00 p.m.

**ASSOCIATED AMBULANCE
INFORMATION REQUEST & UPDATE**

Collin Steffes updated Council on recent discussions between Associated Ambulance and Administration regarding ambulance service levels for the Town of Barrhead, and to seek further direction on the outstanding information request to Alberta Health Services (AHS) regarding their service agreement with Associated Ambulance.

213-25 Moved by Cr. Sawatzky that Council direct Administration to schedule a representative from Alberta Health Services to attend a future Council Meeting.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of July 8, 2025, were reviewed:

(a) Barrhead Exhibition Association & Agricultural Society – Cr. Anthony Oswald

214-25 Moved by Cr. Smith that the following Reports to Council as of July 8, 2025, be accepted as information:

(a) Barrhead Exhibition Association & Agricultural Society – Cr. Anthony Oswald

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ALBERTA CARE CONFERENCE**

For Council to consider sending a delegate to attend the 25th Annual Alberta CARE (Coordinated Action for Recycling Enterprises) Conference September 10-12th at the Westlock Inn and Conference Centre.

215-25 Moved by Cr Klumph that Council accept the correspondence as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

- Cr. Smith reported the Hollywood Memorial Ride and Community will be on July 24, 2025. A committee BBQ at the CO-OP with proceeds going to the Cancer Clinic will be held on the same day.
- Cr. Assaf reported the Town of Barrhead's Canada Day event was one of the best events held by the Town and acknowledged the staff for doing a fantastic job.
- Cr. Smith congratulate the Graduating Class of 2025. The day was a success and a smooth process at the Agrena.

RECESSED

216-25 Moved by Cr. Assaf that Council recess at 6:26 p.m.

CARRIED UNANIMOUSLY

RECONVENED

217-25 Moved by Cr. Klumph that Council reconvened at 7:00 p.m.

CARRIED UNANIMOUSLY

**CLOSED SESSION – LAND MATTER
FOIP ACT SECTION 25**

218-25 Moved by Cr. Sawatzky that Council go into closed session at 7:01 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

219-25 Moved by Cr. Sawatzky that Council come out of closed session at 7:18 p.m.

CARRIED UNANIMOUSLY

220-25 Moved by Cr. Oswald that Council direct Administration to send a letter to the Barrhead Regional Water Commission asking the Commission to agree to an equal (50/50) cost sharing arrangement to fund the necessary road and culvert repairs to the existing access road serving the Commission's Water Plant.

ADJOURN

221-25 Moved by Cr. Klumph that the Council Meeting be adjourned at 7:20 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Collin Steffes

MINUTES OF THE SPECIAL MEETING OF THE BARRHEAD
TOWN COUNCIL HELD THURSDAY, JULY 24, 2025,
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

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

ABSENT D. Smith

CALL TO ORDER Mayor McKenzie called the meeting to order at 12:02 p.m.

**CLOSED SESSION – LEGAL MATTER
ATI ACT SECTION 19**

222-25 Moved by Cr. Assaf that the Council go into closed session at 12:03 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

223-25 Moved by Cr. Kluin that Council come out of closed session at 12:58 p.m.

CARRIED UNANIMOUSLY

224-25 Moved by Cr. Assaf that Council accepts the July 10, 2025 letter regarding FCSS as information and directs it’s FCSS Board representatives to share the July 10, 2025 letter regarding FCSS with the FCSS Board and share feedback as directed by Council In-Camera.

CARRIED UNANIMOUSLY

EXITED Cr. Assaf and Cr. Sawatzky left the meeting at 1:00 p.m.

**RFD – FCSS LAND USE BYLAW
AMENDMENT APPLICATION**

Jenny Bruns presented application to amend the Land Use Bylaw 04-2015 to add Quasi-Public Use as a discretionary use within the M-I Industrial District and add Community and Support Services to the examples within the definition of Quasi-Public Use.

225-25 Moved by Cr. Klumph to deny the application to amend the Land Use Bylaw.

CARRIED UNANIMOUSLY

ADJOURN

226-25 Moved by Cr. Oswald that the Council Meeting be adjourned at 1:14 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Collin Steffes

REQUEST FOR DECISION

To: Town Council
From: Collin Steffes
Date: July 8, 2025
Re: Standing Council Meeting Calendar Amendment

1.0 PURPOSE:

To amend Budget Workshop dates on the Standing Council Meeting Calendar.

2.0 BACKGROUND AND DISCUSSION:

On June 24, 2025, Council approved the Standing Council Calendar template for the remainder of 2025 that is to be brought forward during December Council Budget Meetings, where administration will be directed by Council to set dates for the following year.

In consideration of this fall's municipal election, and the scheduled dates for the Alberta Municipalities' Fall Conference, the following new dates have been proposed for budget deliberations:

- Thursday, October 30th and
- Saturday, November 1st, 2025.

These new dates will accommodate Council Orientation, Alberta Muni's Conference, and Council Budget approval meetings.

3.0 ALTERNATIVES:

Council could propose alternative dates.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

None

8.0 ATTACHMENTS:

None

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve the amended 2025 Standing Council Meeting Schedule Calendar.

10.0 PROPOSED MOTION:

That Council approve the amended 2025 Standing Council Meeting Schedule Calendar.

(original signed by the CAO)
Collin Steffes, CAO

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Council Meeting
Conferences



Holidays / Stats - Offices Closed (Dec 24 closed 1/2 day)

(May 29-June 1: FCM, June 26: AB Munis' Leaders Caucus, & Nov 12-14: AB Munis Conference)



Budget Meetings
Advance/Election

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: August 26, 2025

Re: Monthly Bank Statement to June 30, 2025

1.0 PURPOSE:

For Council to accept the Monthly Bank Statement to June 30, 2025, as presented.

2.0 BACKGROUND AND DISCUSSION:

It has been the practice of Administration to provide Council with Monthly Bank Statements as financial information to provide some insight on the Town's financial activities.

3.0 ALTERNATIVES:

3.1 Council receives the Monthly Bank Statement to June 30, 2025, as information.

3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to June 30, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement to June 30, 2025

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accepts the Monthly Bank Statement, to June 30, 2025, as information.

10.0 PROPOSED MOTION:

That Council accepts the Monthly Bank Statement, to June 30, 2025, as information.

(original signed by the CAO)
Collin Steffes
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED JUNE 30, 2025**

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	4,683,284.34	4,500,000.00
Receipts	4,560,945.77	
Interest	14,800.19	
Transfers from/to Term Deposits	0.00	2,000,000.00
Cancelled Cheques	0.00	
SUBTOTAL	9,259,030.30	6,500,000.00
Disbursements	991,371.33	
Debentures/Interest	0.00	
School Requisition	356,393.95	
Transfers from/to General	0.00	2,000,000.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	7,911,265.02	4,500,000.00

PER BANK:		
Balance at end of month	7,124,983.03	4,500,000.00
Outstanding Deposits	818,467.29	
SUBTOTAL	7,943,450.32	4,500,000.00
Outstanding Cheques	32,185.30	
NET BALANCE AT END OF MONTH	7,911,265.02	4,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED JUNE 30, 2025

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Scotiabank	\$	2,000,000.00	3.08	09-Jun-25	Maturity Date Dec. 9, 2025
Servus	\$	2,500,000.00	3	14-May-25	Maturity Date Aug. 12, 2025

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: August 26, 2025

Re: Monthly Bank Statement to July 31, 2025

1.0 PURPOSE:

For Council to accept the Monthly Bank Statement to July 31, 2025, as presented.

2.0 BACKGROUND AND DISCUSSION:

It has been the practice of Administration to provide Council with Monthly Bank Statements as financial information to provide some insight on the Town's financial activities.

3.0 ALTERNATIVES:

3.1 Council receives the Monthly Bank Statement to July 31, 2025, as information.

3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to July 31, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement to July 31, 2025

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accepts the Monthly Bank Statement, to July 31, 2025, as information.

10.0 PROPOSED MOTION:

That Council accepts the Monthly Bank Statement, to July 31, 2025, as information.

(original signed by the CAO)
Collin Steffes
CAO

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

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	7,911,265.02	4,500,000.00
Receipts	1,329,306.10	
Interest	20,872.73	
Transfers from/to Term Deposits	0.00	
Cancelled Cheques		
SUBTOTAL	9,261,443.85	4,500,000.00
Disbursements	1,457,951.15	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	7,803,492.70	4,500,000.00

PER BANK:		
Balance at end of month	7,802,250.32	4,500,000.00
Outstanding Deposits	25,347.27	
SUBTOTAL	7,827,597.59	4,500,000.00
Outstanding Cheques	24,104.89	
NET BALANCE AT END OF MONTH	7,803,492.70	4,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED JULY 31, 2025

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Scotiabank	\$	2,000,000.00	3.08	09-Jun-25	Maturity Date Dec. 9, 2025
Servus	\$	2,500,000.00	3	14-May-25	Maturity Date Aug. 12, 2025

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

cc: File

Date: August 26, 2025

Re: Financial Statement Reports to June 30, 2025

1.0 PURPOSE:

For Council to accept the Financial Statement Report to June 30, 2025, as presented.

2.0 BACKGROUND AND DISCUSSION:

It has been the practice of Administration to provide Council with interim financial information to provide some insight on the Town's financial activities for both the operational and capital budgets.

3.0 ALTERNATIVES:

3.1 Council receives the Financial Statement Reports to June 30, 2025, as information.

3.2 Council instructs Administration to provide additional information to the Financial Statement Report to June 30, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Financial Statement Report to June 30, 2025

8.2 Operating Financial Statement by Department for the six months ending June 30, 2025

8.3 Operating Financial Statement by Category for the six months ending June 30, 2025

8.4 Net Municipal Requirements – Operating for the six months ending June 30, 2025

8.5 Assets & Liabilities for the six months ending June 30, 2025

8.6 Capital Financial Statement by Department for the six months ending June 30, 2025

8.7 Capital Financial Statement by Category for the six months ending June 30, 2025

9.0 ADMINISTRATIVE RECOMMENDATION:


Administration recommends that Council accepts the Financial Statement Reports to June 30, 2025, as information.


10.0 PROPOSED MOTION:


That Council accepts the Financial Statement Reports to June 30, 2025, as information.


(original signed by the CAO)


Collin Steffes
CAO


	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Operating Financial Statement by DEPARTMENT			
3		For the Six Months Ending June 30, 2025			
4		Jun	2025		
5		2025	Budget	Variance	Variance %
6	REVENUES				
7	Taxes	-7,790,511.49	-7,521,270	269,241.49	103.58%
8	Franchise, Interest, Tax Penalties	-736,928.52	-1,284,000	-547,071.48	57.39%
9	Council	-4,094.46	-6,000	-1,905.54	68.24%
10	Administration	-45,602.55	-74,980	-29,377.45	60.82%
11	RCMP	-16,500.00	-45,340	-28,840.00	36.39%
12	Fire	-448,820.20	-976,290	-527,469.80	45.97%
13	ERC	-14,350.00	-28,700	-14,350.00	50.00%
14	Town Fire/Town ERC		-1,000	-1,000.00	0.00%
15	Disaster Services		-50	-50.00	0.00%
16	Enforcement Services	-18,478.27	-30,850	-12,371.73	59.90%
17	Public Health	-12,000.00	-10,060	1,940.00	119.28%
18	Common Services	-10,607.80	-22,250	-11,642.20	47.68%
19	Roads	1,641.20	-202,920	-204,561.20	(0.81%)
20	Water	-1,374,929.58	-3,043,280	-1,668,350.42	45.18%
21	BRWC		-50,000	-50,000.00	0.00%
22	Sewer	-374,476.88	-808,500	-434,023.12	46.32%
23	Trade Waste	-119,731.98	-242,410	-122,678.02	49.39%
24	Landfill	-138,551.23	-339,520	-200,968.77	40.81%
25	Recycle	-127,324.70	-244,230	-116,905.30	52.13%
26	New Landfill		-5,050	-5,050.00	0.00%
27	FCSS	-203,383.02	-406,770	-203,386.98	50.00%
28	Cemetery	-10,350.00	-22,650	-12,300.00	45.70%
29	Development	-4,700.22	-34,600	-29,899.78	13.58%
30	Subdivision		-75,000	-75,000.00	0.00%
31	Recreation Administration	-24,728.62	-64,280	-39,551.38	38.47%
32	Arena	-95,112.68	-380,220	-285,107.32	25.02%
33	Pool	-165,417.12	-518,030	-352,612.88	31.93%
34	Parks	-1,589.11	-171,720	-170,130.89	0.93%
35	Rotary Park	-4,428.50	-17,500	-13,071.50	25.31%
36	Bowling Alley	-3,987.20	-4,080	-92.80	97.73%
37	Curling	-3,400.00	-14,750	-11,350.00	23.05%
38	Tourism		-5,500	-5,500.00	0.00%
39	Twinning		-4,350	-4,350.00	0.00%
40	Contingency/General		-40,560	-40,560.00	0.00%
41	Total Revenue	-11,748,362.93	-16,696,710	-4,948,347.07	70.36%
42					
43	EXPENSES				
44	Mayor	28,524.12	65,430	36,905.88	43.59%
45	Council	133,089.78	277,230	144,140.22	48.01%
46	Administration	541,704.88	1,042,460	500,755.12	51.96%
47	Computer	60,216.08	71,750	11,533.92	83.92%
48	RCMP	26,866.37	306,490	279,623.63	8.77%
49	Fire	547,816.27	976,290	428,473.73	56.11%
50	ERC	25,803.53	57,400	31,596.47	44.95%
51	Town Fire/Town ERC	191,096.65	375,470	184,373.35	50.90%
52	Disaster Services		750	750.00	0.00%
53	Enforcement Services	83,210.49	162,510	79,299.51	51.20%
54	Safety	45,608.03	90,390	44,781.97	50.46%
55	Public Health		10,060	10,060.00	0.00%
56	Common Services	252,950.06	552,920	299,969.94	45.75%
57	Roads	471,749.12	1,388,210	916,460.88	33.98%


	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Operating Financial Statement by DEPARTMENT			
3		For the Six Months Ending June 30, 2025			
4		Jun	2025		
5		2025	Budget	Variance	Variance %
58	Airport	12,437.50	24,880	12,442.50	49.99%
59	Storm Sewer	6,107.82	31,450	25,342.18	19.42%
60	Water	873,169.22	2,127,130	1,253,960.78	41.05%
61	BRWC	465,085.65	966,150	501,064.35	48.14%
62	Sewer	123,005.37	808,500	685,494.63	15.21%
63	Trade Waste	83,324.49	242,410	159,085.51	34.37%
64	Landfill	173,614.55	339,520	165,905.45	51.14%
65	Recycle	111,988.89	244,230	132,241.11	45.85%
66	New Landfill		18,630	18,630.00	0.00%
67	FCSS	362,936.16	483,920	120,983.84	75.00%
68	Cemetery	5,629.39	45,150	39,520.61	12.47%
69	Development	71,793.73	182,530	110,736.27	39.33%
70	Communications	77,592.42	166,110	88,517.58	46.71%
71	Economic Development	34,644.08	63,730	29,085.92	54.36%
72	Subdivision #1	1,820.00	75,000	73,180.00	2.43%
73	Recreation Administration	234,238.67	485,450	251,211.33	48.25%
74	Arena	354,119.37	774,580	420,460.63	45.72%
75	Pool	780,957.28	1,741,760	960,802.72	44.84%
76	Parks	139,888.81	325,730	185,841.19	42.95%
77	Sportsground	29,928.44	65,420	35,491.56	45.75%
78	Rotary Park	2,013.88	6,750	4,736.12	29.84%
79	Bowling Alley	5,991.02	8,030	2,038.98	74.61%
80	Curling	18,039.77	28,900	10,860.23	62.42%
81	Walking Trail	3,947.12	43,710	39,762.88	9.03%
82	Museum		300	300.00	0.00%
83	Tourism/Culture	49,753.05	181,970	132,216.95	27.34%
84	Twinning	2,744.26	8,700	5,955.74	31.54%
85	Library	51,840.00	131,700	79,860.00	39.36%
86	Requisition	712,787.89	1,630,480	917,692.11	43.72%
87	Contingency/General	982.33	50,500	49,517.67	1.95%
88	Total Expenses	7,199,016.54	16,680,680	9,481,663.46	43.16%
89					
90	(Surplus)/Deficit	-4,549,346.39	-16,030	4,533,316.39	
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	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Operating Financial Statement by CATEGORY			
3		For the Six Months Ending June 30, 2025			
4		Jun	2025		
5		2025	Budget	Variance	Variance %
6	REVENUES				
7	Taxes	-7790511.49	-7,521,270	269,241.49	103.58%
8	Sales of Goods & Services	-2,226,967.96	-4,929,430	-2,702,462.04	45.18%
9	Penalties and Costs on Taxes	-25,524.04	-49,000	-23,475.96	52.09%
10	Licenses & Fees	-59,437.27	-70,450	-11,012.73	84.37%
11	Concessions and Franchises	-573,903.12	-1,045,000	-471,096.88	54.92%
12	Return on Investments - Operati	-137,501.36	-190,000	-52,498.64	72.37%
13	Rentals	-166,513.16	-371,220	-204,706.84	44.86%
14	Donations	-742.40	-2,850	-2,107.60	26.05%
15	Tipping Fees, Reimbursements	-72,636.41	-229,930	-157,293.59	31.59%
16	Federal Grants	-12,000.00	-2,880	9,120.00	416.67%
17	Provincial Grants	-164,808.52	-687,520	-522,711.48	23.97%
18	Local Government Contributions	-517,817.20	-1,479,350	-961,532.80	35.00%
19	Transfers From Operating Reserve		-117,310	-117,310.00	0.00%
20	Underlevies		-500	-500.00	0.00%
21	Total Revenue	-11,748,362.93	-16,696,710	-4,948,347.07	70.36%
23					
24	EXPENSES				
25	Salaries & Wages	2,165,457.53	4,450,760	2,285,302.47	48.65%
26	Employer Costs/Benefits	538,942.96	1,090,370	551,427.04	49.43%
27	Training & Development	36,681.41	84,100	47,418.59	43.62%
28	Mayor/Council Fees & Per Diems	114,525.00	238,200	123,675.00	48.08%
29	Mayor/Council Travel & Subsistence	12,180.33	42,500	30,319.67	28.66%
30	Election Fees		15,000	15,000.00	0.00%
31	Fire Fighter & Guardian Fees	133,787.42	217,250	83,462.58	61.58%
32	Fire Guardian Mileage	3,855.98	6,500	2,644.02	59.32%
33	Travel & Subsistence	13,376.39	38,940	25,563.61	34.35%
34	Memberships	12,042.53	15,350	3,307.47	78.45%
35	Freight & Postage	16,080.84	39,390	23,309.16	40.82%
36	Telephone & Internet	30,737.81	66,330	35,592.19	46.34%
37	Appreciation/Promotional Events	9,599.00	47,200	37,601.00	20.34%
38	Contracted/Professional Services	1,008,478.96	2,368,440	1,359,961.04	42.58%
39	Repairs & Maintenance General	61,711.87	516,800	455,088.13	11.94%
40	Building Maintenance	74,308.49	179,500	105,191.51	41.40%
41	Equipment & Vehicle Maintenance	155,795.11	417,250	261,454.89	37.34%
42	Leases, Licenses	83,722.57	189,040	105,317.43	44.29%
43	Insurance	324,138.74	334,920	10,781.26	96.78%
44	Materials & Supplies, Chemicals	398,580.02	1,189,990	791,409.98	33.49%
45	Gas, Power, Water	510,190.91	1,262,830	752,639.09	40.40%
46	Asset Retirement Accretion		18,980	18,980.00	0.00%
47	Requisitions/Adjustments	712,787.89	1,630,480	917,692.11	43.72%
48	Contribution to Other Local Government	12,437.50	24,880	12,442.50	49.99%
49	Contribution to Boards & Agencies	619,504.74	1,020,900	401,395.26	60.68%
50	Contribution to Capital		865,030	865,030.00	0.00%
51	Add to Operating Reserve		7,650	7,650.00	0.00%
52	Debenture, Bank Charges, Write-Offs	149,110.21	301,600	152,489.79	49.44%
53	Underlevies	982.33	500	-482.33	196.47%
54	Total Expenses	7,199,016.54	16,680,680	9,481,663.46	43.16%
55					
56	(Surplus)/Deficit	-4,549,346.39	-16,030	4,533,316.39	
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	A	B	C	D	E
1		TOWN OF BARRHEAD			
2		Net Municipal Requirements - Operating			
3		For the Six Months Ending June 30, 2025			
4		Net Municipal	2025		
5		Financial Requirement	Budget	Variance	Variance %
6	DEPARTMENT				
7	Taxes	-7,790,511.49	-7,521,270.00	269,241.49	103.58%
8	Other	-736,928.52	-1,284,000.00	-547,071.48	57.39%
9	Mayor	28,524.12	65,430.00	36,905.88	43.59%
10	Council	128,995.32	271,230.00	142,234.68	47.56%
11	Administration	496,102.33	967,480.00	471,377.67	51.28%
12	Computer	60,216.08	71,750.00	11,533.92	83.92%
13	RCMP	10,366.37	261,150.00	250,783.63	3.97%
14	Fire	98,996.07	0.00	-98,996.07	0.00%
15	ERC	11,453.53	28,700.00	17,246.47	39.91%
16	Town Fire/Town ERC	191,096.65	374,470.00	183,373.35	51.03%
17	Disaster Services		700.00	700.00	0.00%
18	Enforcement Services	64,732.22	131,660.00	66,927.78	49.17%
19	Safety	45,608.03	90,390.00	44,781.97	50.46%
20	Public Health	-12,000.00	0.00	12,000.00	0.00%
21	Common Services	242,342.26	530,670.00	288,327.74	45.67%
22	Roads	473,390.32	1,185,290.00	711,899.68	39.94%
23	Airport	12,437.50	24,880.00	12,442.50	49.99%
24	Storm Sewer	6,107.82	31,450.00	25,342.18	19.42%
25	Water	-501,760.36	-916,150.00	-414,389.64	54.77%
26	BRWC	465,085.65	916,150.00	451,064.35	50.77%
27	Sewer	-251,471.51	0.00	251,471.51	0.00%
28	Trade Waste	-36,407.49	0.00	36,407.49	0.00%
29	Landfill	35,063.32	0.00	-35,063.32	0.00%
30	Recycle	-15,335.81	0.00	15,335.81	0.00%
31	New Landfill		13,580.00	13,580.00	0.00%
32	FCSS	159,553.14	77,150.00	-82,403.14	206.81%
33	Cemetery	-4,720.61	22,500.00	27,220.61	(20.98%)
34	Development	67,093.51	147,930.00	80,836.49	45.35%
35	Communications	77,592.42	166,110.00	88,517.58	46.71%
36	Economic Development	34,644.08	63,730.00	29,085.92	54.36%
37	Subdivision	1,820.00	0.00	-1,820.00	0.00%
38	Recreation Administration	209,510.05	421,170.00	211,659.95	49.74%
39	Arena	259,006.69	394,360.00	135,353.31	65.68%
40	Pool	615,540.16	1,223,730.00	608,189.84	50.30%
41	Parks	138,299.70	154,010.00	15,710.30	89.80%
42	Sportsground	29,928.44	65,420.00	35,491.56	45.75%
43	Rotary Park	-2,414.62	-10,750.00	-8,335.38	22.46%
44	Bowling Alley	2,003.82	3,950.00	1,946.18	50.73%
45	Curling	14,639.77	14,150.00	-489.77	103.46%
46	Walking Trail	3,947.12	43,710.00	39,762.88	9.03%
47	Museum		300.00	300.00	0.00%
48	Tourism	49,753.05	176,470.00	126,716.95	28.19%
49	Twinning	2,744.26	4,350.00	1,605.74	63.09%
50	Library	51,840.00	131,700.00	79,860.00	39.36%
51	Requisition	712,787.89	1,630,480.00	917,692.11	43.72%
52	Contingency/General	982.33	9,940.00	8,957.67	9.88%
53					
54	Total Net Financial Requirement	-4,549,346.39	-16,030.00	4,533,316.39	
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	A	B
1	TOWN OF BARRHEAD	
2	ASSETS & LIABILITIES	
3	For the Six Months Ending June 30, 2025	
4		June
5		2025
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7	ASSETS	
8	Cash & Investments	12,412,565.02
9	Taxes Receivable	1,875,141.28
10	Receivables - Utilities, GST, Other	865,224.90
11	Inventory	48,394.57
12	Engineering Structures - Assets	81,496,565.17
13	Accum. Amort. Engineering Structures	-45,917,975.92
14	Buildings - Assets	28,288,815.59
15	Accum. Amort. Buildings	-7,707,547.84
16	Machinery & Equipment - Assets	13,464,119.62
17	Accum. Amort. Machinery & Equipment	-4,772,225.46
18	Land - Assets	1,389,708.70
19	Land Improvements - Assets	2,925,211.07
20	Accum. Amort. Land Improvements	-1,298,588.13
21	Vehicles - Assets	4,176,062.21
22	Accum. Amort. Vehicles	-1,900,171.27
23	TOTAL ASSETS	85,345,299.51
24		
25	LIABILITIES & EQUITY	
26	Employer Liabilities - Payroll	-237,953.35
27	Deposits & Trusts	-76,569.34
28	Operating Reserves	-1,013,434.29
29	Deferred Revenues & Liabilities	-120,518.40
30	Asset Retirement Obligations	-650,791.84
31	Capital Reserves	-8,339,677.76
32	Payables & Holdbacks	-722,579.12
33	Pool - Long Term Loan Payable	-3,715,818.75
34	Equity in Fixed Assets	-65,777,363.15
35	Accumulated Surplus	-325,725.81
36	TOTAL LIABILITIES	-80,980,431.81
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	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Capital Financial Statement by DEPARTMENT				
3	For the Six Months Ending June 30, 2025				
4		Jun	2025		
5		2025	Budget	Variance	Variance %
6	CAPITAL REVENUES				
7	5-1201 Administration		-80,000	-80,000.00	0.00%
8	5-2301 Fire	-200,000.00	-850,000	-650,000.00	23.53%
9	5-2303 ERC		-11,900	-11,900.00	0.00%
10	5-3101 Common Services		-30,000	-30,000.00	0.00%
11	5-3201 Roads		-48,200	-48,200.00	0.00%
12	5-4101 Water		-408,080	-408,080.00	0.00%
13	5-4201 Sewer		-1,100,430	-1,100,430.00	0.00%
14	5-4301 Trade Waste		-50,000	-50,000.00	0.00%
15	5-4302 Landfill		-75,000	-75,000.00	0.00%
16	5-4303 Recycle		-365,280	-365,280.00	0.00%
17	5-4304 New Landfill		-5,050	-5,050.00	0.00%
18	5-6201 Communications		-55,000	-55,000.00	0.00%
19	5-7202 Arena		-206,900	-206,900.00	0.00%
20	5-7203 Pool		-125,500	-125,500.00	0.00%
21	5-7204 Parks	-17,000.00	-123,000	-106,000.00	13.82%
22	5-7205 Sportsground		-114,700	-114,700.00	0.00%
23	5-7209 Curling Rink		-14,450	-14,450.00	0.00%
24	5-7401 Tourism		-155,000	-155,000.00	0.00%
25	5-9701 Contingency	-258,318.15	-189,500	68,818.15	136.32%
26	5-9702 Offsite		-10,000	-10,000.00	0.00%
27	TOTAL CAPITAL REVENUES	-475,318.15	-4,017,990	-3,542,671.85	11.83%
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30	CAPITAL EXPENDITURES				
31	6-1201 Administration	26,462.97	80,000	53,537.03	33.08%
32	6-2301 Fire	222,440.30	850,000	627,559.70	26.17%
33	6-2303 ERC		11,900	11,900.00	0.00%
34	6-3101 Common Services		30,000	30,000.00	0.00%
35	6-3201 Roads	3,131.10	48,200	45,068.90	6.50%
36	6-4101 Water	74,047.78	408,080	334,032.22	18.15%
37	6-4201 Sewer	34,671.22	1,100,430	1,065,758.78	3.15%
38	6-4301 Trade Waste		50,000	50,000.00	0.00%
39	6-4302 Landfill	26,287.00	75,000	48,713.00	35.05%
40	6-4303 Recycle	5,373.20	365,280	359,906.80	1.47%
41	6-4304 New Landfill		5,050	5,050.00	0.00%
42	6-6201 Communications		55,000	55,000.00	0.00%
43	6-7202 Arena	117,897.14	206,900	89,002.86	56.98%
44	6-7203 Pool	68,020.15	125,500	57,479.85	54.20%
45	6-7204 Parks	59,968.06	123,000	63,031.94	48.75%
46	6-7205 Sportsground	10,631.38	114,700	104,068.62	9.27%
47	6-7209 Curling Rink	10,866.54	14,450	3,583.46	75.20%
48	6-7401 Tourism		155,000	155,000.00	0.00%
49	6-9701 Contingency		189,500	189,500.00	0.00%
50	6-9702 Offsite		10,000	10,000.00	0.00%
51	TOTAL CAPITAL EXPENDITURES	659,796.84	4,017,990	3,358,193.16	16.42%
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	A	B	C	D	E
1	TOWN OF BARRHEAD				
2	Capital Financial Statement by CATEGORY				
3	For the Six Months Ending June 30, 2025				
4		Jun	2025		
5		2025	Budget	Variance	Variance %
6	CAPITAL REVENUES				
7	Return on Investment/Rev. from Own Source		-52,600	-52,600.00	0.00%
8	Sale of Fixed Assets	-17,000.00	-27,000	-10,000.00	62.96%
9	Federal Grants		-332,810	-332,810.00	0.00%
10	Provincial Grants	-458,318.15	-342,500	115,818.15	133.82%
11	County/Other Municipal Contributions		-465,950	-465,950.00	0.00%
12	From Capital Reserves		-1,733,650	-1,733,650.00	0.00%
13	From Operating Function		-865,030	-865,030.00	0.00%
14	From Other Capital Function		-188,450	-188,450.00	0.00%
15	Developers Levy Payments		-10,000	-10,000.00	0.00%
16	TOTAL CAPITAL REVENUE	-475,318.15	-4,017,990	-3,542,671.85	11.83%
17					
18	CAPITAL EXPENDITURES				
19	Engineering Structures	141,198.74	480,500	339,301.26	29.39%
20	Building Additions	92,426.19	514,860	422,433.81	17.95%
21	Equipment Additions	165,710.17	323,500	157,789.83	51.22%
22	Land Improvement Additions	38,021.44	301,000	262,978.56	12.63%
23	Vehicle Additions	222,440.30	1,290,500	1,068,059.70	17.24%
24	To Other Capital Functions		185,000	185,000.00	0.00%
25	Add to Capital Reserves		922,630	922,630.00	0.00%
26	TOTAL CAPITAL EXPENDITURES	659,796.84	4,017,990	3,358,193.16	16.42%
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TOWN OF BARRHEAD FINANCIAL STATEMENT REPORT TO JUNE 30, 2025

Council approved the 2025 Operating and Capital Budgets on January 14, 2025. During the budget process Council reviewed all budget line items, set priorities, and established the municipal property tax rates for 2025. The Operating Budget was approved at \$ 16.6 million and Capital Budget at \$4 million. To continue providing the same level of services and programs for the residents of the Town, Council increased the Municipal portion of the property tax rates for both residential and non-residential properties by 1%.

On June 30th actuals would typically be at approximately 50% levels, however total property tax revenues are accounted for when levied in May, so they are at just over 100%, and entries for transfers to capital for projects and reserves are done at year end so they are at 0%.

The June 30, 2025, Financial Statements indicate that all departments are doing very well with the various budget items.

A summary of the Operating and Capital Budgets on June 30, 2025 follows.

A. **OPERATING FINANCIAL STATEMENT BY DEPARTMENT** (See Attached A-1, A-2)

The Operating Financial Statement by Department provides summarized details by each department (Administration, Roads, Arena, etc.), with total operating revenues followed by total operating expenses.

On average many of the revenues by department are currently less than 50%, with an overall total of 70.36% of the 2025 budgeted revenues. Property Taxes were levied in May, so they are at 103.58% (Line 7). Bowling Alley Revenues on Line 36 are at 97.73% of budget due to the invoice for their annual insurance already being processed. Public Health revenues on Line 17 are at 119.28% due to the receipt of an Accessibility Grant related to the Tactile Paving program. Roads and Parks Revenues are low at this time because the main source of revenue for those departments is the MSI Operating Grant, which is generally received in the third quarter. All Transfers from Operating Reserves are completed at Year End.

Expenses are on par with where we would expect them to be in the second quarter, for an overall total of 43.16% of the 2025 budgeted expenses. Computer expenses, shown on Line 47, are 83.92% already due to our annual software costs being paid in the first quarter of the year. RCMP Contracted Services will be paid in the third quarter in 2025 so that will be reflected on the next financial statement report, which is why Line 48 is only 8.77%. The third payment to FCSS occurred in the second quarter, which is why FCSS expenses (line 67) are at 75%. Bowling Alley expenses on Line 79 are at 74.61% mainly due to their annual insurance payment being paid in the first quarter.

Entries for the various departmental contributions to capital for projects and reserves are completed at the end of the year.

OPERATING FINANCIAL STATEMENT BY CATEGORY (See Attached B-1)

The Operating Financial Statement by Category provides the same information as in (A-1, A-2) but is summarized by the various categories (Taxes, Sales of Goods & Services, Grants, Salaries, Contracted Services, Equipment Maintenance, Insurance, Utilities, etc.), with total operating revenues followed by total operating expenses.

Upon a review of this operating report on June 30, 2025, many of the revenue categories are close to 50%, keeping in mind that the full taxes are recorded when levied in May. The Federal Grant revenues on Line 16 are at 416.67% due to the receipt of the Accessibility Grant related to the Tactile Paving program. Other operating grants are generally received later in the year, and Transfers from Operating Reserves are completed at year end.

For the expense section, many expense categories are close to the 50% mark. Some items are paid for early in the year so they will be at a higher %, such as insurance (line 43).

As noted, the Contribution to Capital of \$ 865,030, as listed on line 50 of the report, is done at the end of the year so it will be 0% at this time.

Overall, all Departments are doing very well keeping within their budgets.

B. NET MUNICIPAL REQUIREMENTS – OPERATING (See Attached C-1)

The Net Municipal Requirements – Operating provides similar information as in Sections A and B; however, it provides more specific details for each department. Column A (Net Municipal Financial Requirement) indicates the Net Operating Surplus/Deficit on June 30, 2025, for each Department. Column B (2025 Budget) is the Net Budget required for the full year (Revenues less Expenses), while Columns C and D are the Variance columns.

As most of the Net Municipal Financial Requirements are at close to 50% of the total 2025 budget, this report indicates that most departments are on track to stay within their allocated budgets in 2025.

As previously noted, entries for contributions to capital and reserves are completed at year end.

C. ASSETS & LIABILITIES (See Attached D-1)

The Assets report lists the Cash & Investments of \$ 12.4 million (line 8) as of June 30, 2025. A portion of these funds will be utilized during the year for operations and for capital projects that have been undertaken in 2025.

The Taxes Receivable of \$1.8 million (line 9) lists the actual amount of taxes that were outstanding at June 30, 2025. This number will continue to decline throughout the year due to the substantial number of people currently on the pre-authorized tax payment plan.

The Receivables of \$ 865,225 (line 10) is the amount owing for any outstanding utility bills, invoicing for Landfill fees, bulk water, licenses, and GST to be recovered from the government.

The Liabilities & Equity section shows the various operating and capital reserves as well as the deferred revenues which is for government grants that have been received but not expended yet.

The Pool debenture of \$3.7 million (line 33) is the total on December 31, 2024, with the 2025 payment amounts to be applied at the end of the year.

D. **CAPITAL FINANCIAL STATEMENT BY DEPARTMENT** (See Attached E-1)

The Capital Financial Statement by Department shows all the capital revenues and expenditures by Department (Fire, Water, Sewer, Arena, Pool, etc.). The revenues are listed first, followed by the expenditures.

Most Capital Revenues will come from reserves, grants, or contributions from operating. The entries for most of these will be completed at the 2025 year-end, so it is not unusual for many of these revenues to be at 0% on this report. The MSI Capital Grant has been received and a large portion of it was transferred into Contingency (Line 25) for future project determination.

The Capital Expenditures show the expenses to June 30, 2025. Several of the capital projects are in progress and will be completed in 2025 and will be reflected in future quarterly financial statements.

E. **CAPITAL FINANCIAL STATEMENT BY CATEGORY** (See Attached F-1)

The Capital Financial Statement by Category lists the same information as in E-1 but by category (Grants, From Capital Reserves, From the Operating Function, Engineering Structures Addition, Equipment Additions). Capital Revenues are listed, followed by Capital Expenditures.

As noted previously, most Capital Revenues will be recorded later in the year, and the Capital Expenditures are based on the payments that have been made to date as many projects are still in progress for this year.

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: August 26, 2025

Re: Request for Approval of Replacement Enterprise Resource Planning (ERP) Solution in the 2026 Capital Budget

1.0 PURPOSE:

For Council to consider approving the replacement of the Town's Enterprise Resource Planning (ERP) Solution in the 2026 Capital Budget.

2.0 BACKGROUND AND DISCUSSION:

The Town of Barrhead currently utilizes Diamond Municipal Solutions to manage core municipal functions including finance, taxation, utilities, fixed assets, payroll, and other administrative processes. This ERP software has been in use since 2019 and will no longer be supported after 2029.

Although the current system will still be supported until 2029, there are several reasons not to wait until 2029 to replace it. Some of these reasons include:

- Support with Diamond Municipal Solutions is lacking. Depending on the issues we are facing, staff are sometimes waiting weeks for assistance, resulting in a negative impact on operations.
- There are currently several municipalities with Diamond that will be transitioning to a new software platform prior to 2029. Catalis, for example, is already scheduling implementations into 2026 and 2027. Waiting until 2029 significantly increases the risk of limited capacity, rushed onboarding, compressed timelines, operational risk, and reduced access to the experienced implementation resources required for a successful project.
- Diamond Municipal Solutions is an on-premise ERP solution, which means that flexibility is limited, and staff are required to be onsite to complete core tasks. When system updates are required, Diamond requires access to our system with the help of our IT department, resulting in costs for Diamond and IT. Not only are the costs high, but staff are also required to stay out of the system while these updates are taking place, resulting in a negative impact on our operations. Transitioning to a cloud-based system would be a successful solution that would address flexibility, costs and operations.

Administration undertook a competitive procurement process, issuing a formal Request for Proposals for modern ERP options tailored for municipalities. Multiple vendors submitted proposals, which were thoroughly reviewed and evaluated by Town Administration. A summary of all proposals is attached for Council's information.

Following the evaluation process, **Catalis (Canada)** was selected as the preferred vendor. Administration feels that this is the best fit for the Town's technical, functional and operational needs. Administration is recommending that Council authorize the replacement process to begin in 2026 to ensure continuity and operational effectiveness.

In summary, some of the significant reasons that Catalis stood out in the evaluation process are as follows:

- Both the implementation and support costs are significantly lower than competing companies.
- The Town already has an excellent working relationship with Catalis, as they provide services for several of our operating functions, including:
 - GIS Web mapping
 - Asset Management
 - Cemetery Management
 - Planning and Development
- Transitioning to Catalis aligns with the Town's broader technology renewal plans, including the upcoming renewal of our permitting solution and web mapping. Proceeding with Catalis enables strategic integration planning and long term system alignment across departments.
- Catalis is offering substantial cost savings if we sign up in 2025, including a \$9,500 immediate savings through a bundled ERP and permitting solution and savings of \$47,500 in support over five years.
- Catalis is completely Canadian-cloud based. Therefore, any required updates will have limited disruption in general operations.
- Catalis ERP Cloud is specifically designed for small and mid-sized Canadian municipalities. It supports municipal workflows, provincial reporting requirements and local regulatory needs with out-of-the-box functionality.
- Catalis offers a dedicated Alberta-based implementation and customer success team, including project managers, solution consultants, trainers and post-go-live support staff who are familiar with local municipal challenges and systems.
- Staff have significant experience migrating municipalities from legacy financial systems (Diamond included). The Catalis team has already delivered over 15 successful migrations from Diamond Municipal Solutions in municipalities with comparable staffing, budget structures and ERP maturity.
- Catalis does not outsource implementation or support. All services are delivered by experienced in-house staff who specialize in small to mid-sized municipalities. This ensures alignment from discovery through post go-live, with no third parties involved.
- Catalis is very adaptable to the Town's operational priorities during implementation.

In order to lock in pricing with Catalis, Administration would be required to sign a contract prior to the 2026 budget deliberations.

3.0 ALTERNATIVES:

- 3.1 Council approves the replacement of the Town's ERP system in 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).

3.2 Council tables and asks for further information.

3.3 Council defers the replacement of the Town's ERP system to a future year.

4.0 FINANCIAL IMPLICATIONS:

2026 Capital Budget of \$95,000.00

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

None

8.0 ATTACHMENTS:

8.1 ERP Proposal Summary

8.2 Catalis Response to Request for Proposal

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approves the replacement of the Town's ERP system in 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).

10.0 PROPOSED MOTIONS:

That Council approves the replacement of the Town's ERP system in the 2026 Capital Budget for a total capital cost of \$95,000.00, to be funded by _____ Reserves.

and

That Council award the Town's new ERP system to Catalis (Canada).

(original signed by the CAO)
Collin Steffes, CAO

Summary of Enterprise Resource Planning Solution Proposals

<u>Company Name</u>	<u>ERP Solution</u>	<u>Implementation Cost</u>	<u>Annual Support Cost</u>
Catalis (Canada)	Catalis ERP Cloud	85,000	41,000
Encore Business Solutions	SylogistGov	218,250	58,656
Endeavour	SylogistGov	350,150	54,240
MNP Digital	SylogistGov	236,970	81,075
Brightpoint Infotech	SylogistGov	350,000	55,957
Townsuite	Townsuite Municipal Software	357,000	82,355
The Prolific Consultants	Microsoft Dynamics 365	10,000	200,000
Evolvous	Microsoft Dynamics 365	469,980	Unknown
Gems	Microsoft Dynamics 365	80,000	16,000
Papillon Consulting	Microsoft Dynamics 365	528,920	Varies
Envincible Solutions	Microsoft Dynamics 365	270,000	40,000
Novamodus Consulting	Oracle	908,000	379,350
Heavenkeys	Heavenkeys ERP	200,000	80,000
Bridge Zones	Bridge Zones	600,000	Unknown
GovSense	GovSense	399,287	115,379



Town of Barrhead, AB

Request for Proposals

Enterprise Resource Planning (ERP) Software Solution

Proposal Prepared By:

Trish Kendall

Regional Sales Manager



Jennifer Mantay, Director of Corporate Services
5014-50 Avenue, Box 4189, Barrhead, Alberta T7N 1A2
Barrhead, Alberta T7N 1A2

June 13, 2025

Re: RFP for Enterprise Resource Planning (ERP) Software Solution

Dear Jennifer,

On behalf of Catalis Technologies Canada Ltd. (Catalis), thank you for the opportunity to respond to the Town of Barrhead's Request for Proposals for an Enterprise Resource Planning (ERP) Software Solution.

Catalis has proudly served the Town of Barrhead since 2008, beginning with our GIS Webmap solution. Over the years, we've built a strong and lasting partnership with the Town, currently supporting you with GIS Webmap, Infrastructure Management, PD, Website Management, Mass Notification, and CAMA lot. Our commitment to innovation and service has enhanced the Town's digital services, improving operational efficiency and community engagement.

As the only 100% Alberta-based Cloud ERP provider, Catalis brings unmatched local expertise and support to our municipal partners—because we don't just understand Alberta municipalities, we're built for them.

Catalis delivers modern, cloud-optimized software solutions purpose-built for local government, designed to eliminate silos, streamline workflows, and improve transparency across all departments.

We recommend that the Town of Barrhead transition from its current on-premise Microsoft Dynamics GP (Diamond) system to Catalis ERP Cloud solution. With your existing Catalis software renewal approaching, this is an ideal time to adopt a future-ready platform aligned with the Town's goals and priorities.

Catalis ERP Cloud is an all-in-one system built on best practices for Canadian municipalities. It centralizes data, facilitates collaboration, and integrates seamlessly with your existing Catalis solutions—including GIS Webmap and CAMA lot—ensuring continuity and minimizing redundancy.

Backed by experienced professionals in municipal finance and technology, our solution supports everything from rate setting and development charges to long-range financial planning. You'll also benefit from responsive, Edmonton-based support familiar with the Town's unique needs.

We are thrilled at the opportunity to continue and expand our strong relationship with the Town of Barrhead. Catalis is committed to delivering a solution that evolves with your needs and provides lasting value to your community. Please review the attached proposal and don't hesitate to reach out with any questions or to schedule a demonstration.

Sincerely,



Trish Kendall, Regional Sales Manager
Trish.Kendall@catalisgov.com | 416-568-9520



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COMPANY OVERVIEW

Company Information	
Company Name:	Catalis Technologies Canada, Ltd.
Address:	10328 81 Ave NW, Ste 203 Edmonton, AB T6E 1X2
Phone:	888-403-424
Website:	https://catalisgov.com/

Catalis is the transformational software provider powering small to medium sized municipalities across Canada. Our deep expertise, proven track record, and thoughtfully configured digital solutions have helped public servants to deliver at their highest ability on behalf of their communities.

Catalis is a recognized leader in providing tailored solutions for municipalities, with **over 45 years of experience** partnering with local governments to streamline operations and enhance service delivery. As a trusted software provider, we've empowered **over 800 government entities** across Canada to improve citizen engagement, automate workflows, and boost operational efficiency.

Key aspects of Catalis' expertise include:



Experience in Canada: Since our inception, we have been dedicated to helping Canadian communities.



Focus on Municipal Governments: We specialize in small urban and rural-based municipalities.



Trusted Advisors: Catalis' goal is to connect and simplify municipal information to help municipalities do more with their data.

Catalis understands and honors the rich history and cultural heritage cherished by progressive communities. We are dedicated to supporting the evolving needs of historic municipalities across Canada, seamlessly integrating tradition with innovation. Based in Edmonton, Catalis specializes in delivering fully integrated digital solutions that empower government agencies to streamline workflows, save time, and enhance public engagement.

As a trusted provider of government software solutions, Catalis prides itself on forging enduring partnerships. Together, we can enable your town to leverage cutting-edge technology, connecting citizens directly with local government. Our commitment is evidenced not only by returning customers but also by collaborative efforts that have shaped the robust functionalities of our products today. We engage closely with our clients throughout the development process, ensuring our solutions meet their evolving needs.



Our expertise spans a wide spectrum of municipal functions, including meeting management, request handling, asset management, GIS web mapping, permitting, and licensing. Catalis equips municipalities with advanced tools tailored to address their unique challenges, fostering better communication and resource optimization.

At Catalis, collaboration and continuous improvement are paramount. By centralizing data and automating workflows, we empower municipalities to make informed, data-driven decisions that drive efficiency across departments. Our team of local government experts provides ongoing training and support, ensuring clients maximize the value of our solutions and streamline operations.

With a proven track record of successful, timely, and cost-effective implementations, Catalis is committed to cultivating enduring partnerships built on trust and reliability. As we innovate, Catalis remains a trusted partner in advancing municipal operations and improving citizen services.

EXPERIENCE & QUALIFICATIONS

Catalis is a leading provider specializing in ERP and Public Works solutions for small to mid-sized municipal governments across Canada. With a legacy dating back to 1978, we have helped over 800 municipalities—including more than 200 in Alberta—enhance their operations through innovative digital solutions. Formed in 2022 through the consolidation of MuniSight, MuniWare, All-Net, Townfolio, and CAMAlot, Catalis has grown from 15 to over 70 employees, primarily based in Edmonton.

We are excited to deepen our partnership with the Town of Barrhead and bring our proven expertise to the deployment of its ERP software. With a deep understanding of municipal operations and a commitment to innovation, Catalis continues to empower local governments with purpose-built solutions that enhance efficiency, collaboration, and citizen engagement.

Conversions from Microsoft Dynamics GP/Diamond

Catalis has extensive experience converting from Microsoft Dynamics GP and Diamond systems, having successfully completed over 15 migrations. Our proven expertise in data migration and system integration ensures a seamless transition, enabling clients to enhance efficiency and streamline operations. By securely migrating critical financial and operational data into Catalis' advanced, browser-based platform, we deliver tailored solutions that support smooth implementation and optimized functionality. A sample of municipalities that have migrated from Microsoft Dynamics GP/Diamond to Catalis include:

- Municipal District of Spirit River, AB
- RM of St. Francois Xavier, MB
- Town of Rainbow Lake, AB

Project Key Personnel Qualifications

Catalis will assign the Town of Barrhead a dedicated team for implementation and support of the ERP solution. The designated Catalis team consists of experts in municipal administration, finance, operations, and technology. Members of this team include:

Name	Title
Shelley Marsh	Director of Business Services
Matt Pors	Director of Implementation
Donald Boone	Development Manager – ERP
Keith McLennan	Project Coordinator
Melanie Ho	Technical Implementation Manager
Joel Mazurkewich	Director of Customer Success
Rafia Moazam	Director of Software Support

Catalis has provided biographies for our key team members below.

Shelley Marsh, Director of Business Services

Shelley has 30 years of municipal experience, including various positions in Alberta Municipalities from Tax Clerk, Secretary Treasurer, Assistant CAO, CAO, and contract CAO. This hands-on field experience led to a position at MuniWare (now Catalis), where she currently holds the position of Director of Business Services. In her nearly 25 years with MuniWare and Catalis, she has further broadened her expertise by complementing her municipal field experience with software design, release management, project management, quality assurance, marketing, client software support, implementation, training, and team leadership skills.

Matt Pors, Director of Implementation

Matt joined Catalis in 2020 and has been the Director of Implementations since October 2022. He holds a Bachelor of Science in Chemical Engineering and a Professional Certificate in Asset Management Planning (IPWEA). Bringing a wealth of experience and expertise to the table, he has successfully administered more than 100 project implementations with Catalis so far. Matt's unwavering commitment to excellence and his ability to navigate complex challenges have made him a trusted advisor, ensuring successful outcomes for his clients.

Donald Boone, Development Manager – ERP

Donald leads a team of developers in supporting the Catalis ERP solution, as well as the ERP's E-Gov public ratepayer portal. He has decades of experience in application development and information technology. Recently, his team has undertaken the project of rewriting E-Gov as a multi-tenant cloud based application, using modern technologies and data interfaces.

Keith McLennan, Project Coordinator

As a Project Coordinator for Catalis, Keith oversees the implementation and delivery of municipal software and websites. He works closely with municipal representatives across Canada and the United States, specializing in the implementation of web-based solutions. Keith manages over 150 concurrent projects while organizing deliverables based on client schedules and internal capabilities.

Melanie Ho, Technical Implementation Manager

In her role as Technical Implementation Manager, Melanie oversees the team of Implementation Specialists. She also configures and sets up Catalis software systems for clients, acting as a go-to-resource for ERP implementations. Melanie continuously aims to streamline and improve the onboarding process, searching for efficiencies, removing any roadblocks, and escalating issues as required.

Joel Mazurkewich, Director of Customer Success

Joel is an experienced customer success and account management specialist, and he leads Catalis' dedicated team of Customer Success Managers. The Customer Success team serves as trusted advisors for our customers across Canada, guiding municipalities to best leverage our solutions as an integral part of day-to-day administrative activities.

Rafia Moazam, Director of Software Support

Rafia leads our Support team and has managed the data, implementation, and data maintenance for over 150 Canadian municipalities. Her key responsibilities include driving and implementing strategic initiatives, fostering collaboration with cross-functional departments to optimize software performance, and cultivating a culture of professional development within the team. Rafia's team's overarching goal is to deliver an exceptional customer experience for our municipal clients in utilizing our suite of software solutions to effectively serve the needs of their ratepayers.

Subcontractor Use

For avoidance of doubt, Catalis will not be utilizing any subcontractors for this project.

CLIENT REFERENCES

City of Chestermere, AB		Population 24,649
Address	105 Marina Road, Chestermere, AB T1X 1V7	
Contact Name	Ann Thai, Senior Finance Manager	
Phone	403-207-7056	
Email	athai@chestermere.ca	
Customer Since	1991	
Description of Services	ERP inclusive of Taxation, Utilities, and GIS Webmap. Data conversion, implementation, project management, and training.	

Town of Bruderheim, AB		Population 1,405
Address	5017 Queen Street, Bruderheim, Alberta T0B 0S0	
Contact Name	Phyllis Forsyth, CAO	
Phone	780-796-3731	
Email	phyllis.forsyth@bruderheim.ca	
Customer Since	2002	
Description of Services	ERP inclusive of Taxation and Utilities. Data conversion, implementation, project management, and training. GIS Webmap, Infrastructure Management, and Website Management.	

Town of Crossfield, AB		Population 3,377
Address	1005 Ross Street, Box 500, Crossfield , AB, T0M 0S0	
Contact Name	Amber Ouellette	
Phone	403-946-5565 ext. 225	
Email	ambero@crossfieldalberta.com	
Customer Since	2006	
Description of Services	The Town of Crossfield, Alberta, has been a valued customer since the early 2000s, using our on-premises ERP solution to manage its municipal operations and support its commitment to efficient, community-focused service delivery.	

CORE SOLUTIONS

Catalis ERP Cloud

A powerful, highly adaptable software suite, **Catalis ERP Cloud** is a results-driven solution that equips municipalities with customized, relevant, and user-friendly financial tools. Catalis ERP Cloud is designed to accommodate the size and needs of your organization.

Catalis ERP Cloud offers a full suite of modules for the Town of Barrhead to accomplish all municipal accounting functions in one place, including reporting features and complex tax calculations. Our system is the home of all the Town's financial information. It integrates with multiple Catalis and third-party solutions, providing the Town with a central hub to find all financial information.

Key benefits of Catalis ERP Cloud include:

- Substantial reduction of the cost and time associated with maintaining solutions from multiple vendors.
- A user-friendly online portal for residents to look up information linked to their account, and more.
- An intuitive platform that makes the process seamless for Town staff.
- Improved security and accessibility. Data is securely stored on Canadian cloud servers, eliminating the need for the town to maintain a costly on-prem server. As a web-based solution, ERP cloud can be accessed from any device via secure login.

Catalis ERP Cloud provides an integrated, comprehensive, and cost-effective software system that is expandable to the Town's needs and includes all modules relating to functionality as listed.

System Modules

General Ledger

Municipal organizations require robust tools to maintain accurate records, generate insightful reports, and ensure compliance with financial regulations. The General Ledger (GL) module is a cornerstone of this effort, providing the foundation for financial integrity and transparency.

GL includes flexible journal entry, allowing the Town's to record, adjust, and track financial transactions with precision, catering to the unique needs of various departments.

The GL module also offers a full series of budgeting features, including financial reports and exports. Custom report building allows users to create their own reports that can be easily shared with stakeholders, auditors, or external systems, ensuring transparency and accountability.

The GL module is equipped with security features that protect the integrity of financial data. These safety checks include access controls and audit trails, ensuring that only authorized personnel can make changes to critical financial information. This level of security is essential for maintaining compliance with financial regulations and protecting the organization's financial assets.

Features include:

- Fund accounting
- Recurring JE batches
- GL file imports

- Attach supporting documentation such as PDFs to journal entries
- Annual, monthly, or quarterly budget entry OR copy a prior year Actual or Budgets to another year
- Financial Statements and Custom Report Writer
- Supports Funds

GL Number	Status	Description	Account Type	Fund GL X-Reference	GST Type	ITC Split Percent	Action
10000000		YEAR END CLOSING ACCOUNT	Revenue Operating		Excluded	0%	Edit
10111000		GEN- PROPERTY TAXES	Revenue Operating		Excluded	0%	Edit
10117000		GEN- SCHOOL FOUNDATION FUND	Revenue Operating		Excluded	0%	Edit
10118000		GEN- COUNTY LAMONT FOUNDATION	Revenue Operating		Excluded	0%	Edit
10124000		GEN- GRANTS - IN - LIEU	Revenue Operating		Excluded	0%	Edit
10151000		GEN- TAX PENALTIES & COSTS	Revenue Operating		Excluded	0%	Edit
10154000		GEN- FRANCHISES	Revenue Operating		Rebate	0%	Edit
10155000		GEN- INTEREST REVENUE	Revenue Operating		Excluded	0%	Edit
10155200		GEN- MSI OPERATING GRANT	Revenue Operating		Excluded	0%	Edit
10155300		GEN - CAO GRANT STRATHCONA COUNTY	Revenue Operating			0%	Edit

Above: The Setup/Change Accounts page within the General Ledger module

Cash Receipts

Allow users to apply received payments on taxes, utilities, accounts receivable, licenses, & more.

Features include:

- Payment types are user definable to simplify the bank process.
- Users can change the payment type or transfer the payment to another batch.
- Capability to connect our Cash Receipt Importer to financial institutions, including the ability to create EFT files to be uploaded.
- Cash receipts can be emailed, printed, and reprinted if required with ease.

Tax System

Keep taxes fully integrated with General Ledger, Utilities, Physical Asset, Accounts Receivable for Tax Certificates, and Accounts Payable for tax refunds. Communicate with your citizens by creating user defined letter templates that you can print or email and save those communications on individual rolls.

Within Catalis Tax Certificates, users can choose to display utility data as well as the ability to enter other outstanding amounts to be included in the tax certificate. The Tax Certificate will also include whether the Property Roll is enrolled in the Town's preauthorized payment program.



Features include:

- EFT and email capability
- Ability to create user defined letter templates and saves on individual rolls
- Multiple built-in reports, as well as a Trial Balance report that displays the sub-ledger and general ledger balance.
- User defined billing districts and rate classes.
- Preauthorized payments, including EFT.
- Assessment notices, Tax notices, Consolidated tax and assessment, Combined Tax and Assessment notices, as well as Supplemental notices.
- Penalty application and reversal.
- Email billing to ratepayers.
- Apply discounts.
- Create Tax Certificates and invoice the requester through Accounts Receivable.
- Import assessment files.
- Tax caveats processing and reporting.

Roll Number	Customer Name	Joint Owners	Extended Owners	Status	Civic Address	Legal Urban	Legal Rural	PID/Linc Number	Action
565656	David Smith	TALENT BUREAU		Active	32, BOX 280, PO Box 1234	343, 2342, 0421995	90, 91, 92, 93, 95, west	2324242	Edit Delete
1111	BS Test SBS	Grey Smith		Inactive	11, 12, 13	1, 2		1111	Edit Delete
868686	Steve Waugh			Active	32, 11, 45 STREET	343, 2342, 0424991		325352	Edit Delete
908989	Jayden L			Active				112029	Edit Delete
30713000	WOLFGANG HOFFMAN	AMY HOFFMAN		Active	0, 4550, 56 AVENUE	13, 7, 7820346	, 0, 0,		Edit Delete
41918000	MATTHEW VOGELI	MICHAEL VOGELI		Active	0, 5114, 56 STREET	18, 19, 1520337	, 0, 0,		Edit Delete
30242000	BRANDON ACKERT	NATALIE ACKERT, CHRISTOPHER ACKERT		Active	0, 4621, 54 AVENUE	42, 2, 7820346	, 0, 0,		Edit Delete
41946000	JOSH DUNCAN REID	SARALYNN MARIE REID		Active	0, 5137, 56 STREET	46, 19, 0740003	, 0, 0,		Edit Delete
30226000	KYLE ISNOR	INTERLOAD SERVICES LTD., 1315571 ALBERTA LTD		Active	0, 5337, 47 STREET	26, 2, 7820346	, 0, 0,		Edit Delete
30436000	ERIC CLARK	EMILY CLARK		Active	0, 5317, 46 STREET	36, 4, 7820346	, 0, 0,		Edit Delete

Above: The Tax Master page within the Tax System module



Utility System

Utility billing is a user definable billing cycle. Utility rates can be based on flat, consumption, or combination calculations. Water, Sewer, Solid Waste, Storm Drainage, Recycling, and more.

Features include:

- Unmetered, meter replacement, meter testing, and other miscellaneous charges.
- Supports remote water meter reading.
- Utility Bills can be printed, emailed, or viewed on our E-Gov (citizen portal) module.

Business Licensing

The Business Licensing module will let the Town easily set up and maintain important customer information. Business Licensing integrates with Cash Receipting and can be linked to the tax roll. The Town can also use the North American Industry Classification Systems (NAICS).

Accounts Payable

Within the Accounts Payable (AP) module, the Town can maintain CPS-compliant vendor information with search tools and integrate with numerous modules. The Town can also create recurring invoice batches. AP can be linked with Purchase Order to support workflows, reduce errors, and increase process efficiency.

Features include:

- Set up and configure cheque printing settings, including margins, logos, and digital signatures.
- Specify payment type, including EFT and cheques.
- Attach scanned invoices to the invoice transaction.
- Identify duplicate invoice numbers at entry from previously entered invoices.

Accounts Receivable

The Accounts Receivable (AR) module will help you meet your full cycle accounting needs. AR integrates with the general ledger, cash receipting, taxation, project costing, and physical asset modules.

AR invoices can be emailed, and EFT files can be created to send to your financial institution for collection. Invoices and statements can be printed or emailed.

Features include:

- Automatic account number assignment for new AR accounts.
- AR invoices can be integrated with project costing and/or TCA.
- Ability to reverse an AR invoice.
- Transfer unpaid balances to a tax account, in accordance with Alberta Municipal Government Act (MGA) s.553.1 requirements.
- Penalty options based on applying penalties to specific customers.



ERP
TOWN OF BRUDERHEIM

Customer Setup/Change Accounts Receivable Maintenance Programs Customer Setup Changes

Customer Number	AR Account Number	Customer Name	Address 1	Address 2	Address 3
4026	469	ABSA	9410 - 20 AVENUE NW	N/A	N/A
2409	468	AIR CHEK	8213 - 19 AVE	N/A	N/A
8994	467	Dave Batista	123 fake street	N/A	N/A
8995	466	David Smith	11th Ocean Avenue	Cross roads	Flat-321
8990	465	BS Test SBS	13 Avenue	N/A	N/A
8988	462	Elizabeth L	Address1	Address2	Address3
8986	461	Steve Waugh	11th Ocean Avenue	Street-2	town
8985	460	Steve smith	11th Ocean Avenue	Street-2	cross roads
8984	459	Jay L	Avenue	N/A	adres3
8983	458	Jayden L	Avenue	N/A	N/A

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Above: The Customer Setup/Change view within the Accounts Receivable module

[Automation Toolkits](#) (uploads; taxes, cash receipts, meter reads, vendor invoices)

Catalis ERP Cloud currently integrates with multiple meter reader systems, enabling the upload of meter readings into the system. Our robust API allows us to integrate with other systems to facilitate the uploading of other documents and information, including taxes, cash receipts, and vendor invoices.

ERP Cloud includes a General Ledger (GL) importer, allowing users to upload financial data in bulk directly into the GL module. This tool streamlines journal entry uploads and improves efficiency in managing financial transactions.

[System Profile](#)

The systemwide profile provides accessibility and security for employees.

Features include:

- Multiple bank accounts
- Dynamic General Ledger setup
- GST/PST configuration
- Systemwide configurations
- Daily and important messages



Central Name

Central Name provides simplicity in one-time setup and maintenance of customer/vendor information across modules. This creates an easy workflow for users to manage accounts and vendors within Catalis ERP.

Features include:

- Set customer up one time to assign to sub-systems
- Quick Joint Owner set up
- City, province, municipal district set up for consistent data
- E-Gov citizen portal enrollment – Ratepayers in Central Name can auto-enroll online to access any or all areas of E-Gov
- Email address entry for billing and communications (letters, notices, etc.)
- Allows multiple addresses per customer

Cemetery Management

Within the Cemetery module, the Town can maintain plot ownership and records with multiple occupancy features and access to receipting & receivables. The Town can also run reports and queries on any information within the module. Users can attach pictures and/or PDFs to individual plots. Data can also be viewed on additional modules, including E-Gov (citizen portal).

Purchase Orders

The Purchase Orders (PO) module was designed specifically for purchasing departments. Analyze and control purchases, define approval levels, and integrate with accounts payable to create workflows. The system will display a message if a GL is overbudgeted.

Features include:

- User-defined department and approval limits
- Create workflows to alert the manager for approval to easily complete the order creation process
- Budget validation on Requisition input
- Saved stock items by vendor for quick ordering
- Reports by PO status
- Receiving departments
- Approved POs are available in Accounts Payable
- Cancelled POs and Requisitions
- Ability to select receiving documents

Department	Description	Actions
Bylaw	Bylaw	[Edit]
campground capital	campground capital	[Edit]
ICEPLANT	ICEPLANT	[Edit]
STREET IMPROVEMENT PROGRAM	STREET IMPROVEMENT PROGRAM	[Edit]
ANNUAL BUILDING REPAIR	ANNUAL BUILDING REPAIR	[Edit]
LEGISLATIVE SERVICES	LEGISLATIVE SERVICES	[Edit]
PARKS	PARKS	[Edit]
PROGRAMS	PROGRAMS	[Edit]
HALL	HALL	[Edit]
ARENA	ARENA	[Edit]

Above: The PO Department management page within the Purchase Orders Module

Bank Reconciliation

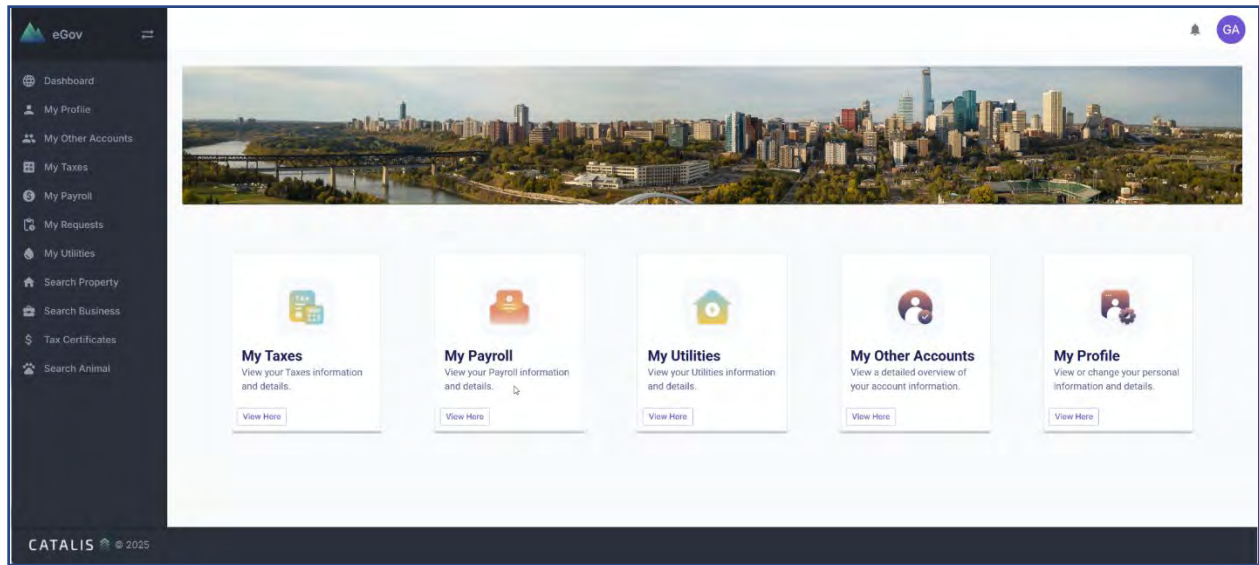
Our Accounts Payable module has built-in Bank Reconciliation, with the ability to reconcile multiple bank accounts.

Online Citizen Portal

With Catalis' online citizen portal, E-Gov, Town residents can easily access and manage their financial and property information. Through the portal, ratepayers can view and download copies of cash receipts, utility bills, tax notices, and transaction history. They can also make online payments for utility bills, property taxes, pet licenses, and permits using the proposed Permitting & Licensing Management (PLM) system. Additional services include requesting tax certificates and more - all from one convenient platform.

Ratepayers can auto-enroll online to access any or all E-Gov subledger interface modules based on utility bill or tax notice client-specific information.

E-Gov can display Accounts Receivable, Accounts Payable, Utility, Taxes, Cemetery, Business Licensing, and Animal Licensing. The Town determines what end users can pay on. Citizens can drill down to utility bill, tax notice, accounts receivable, and accounts payable cheque stubs. Lawyers can order Tax Certificates and get basic information after entering payment type credit card or even invoice through the Accounts Receivable module.



Above: The dashboard of the online eGov portal for members of the public and for staff timesheet submission

Additional Modules

Payroll / Timekeeping

Recommendation: Integrating Payroll/HR Systems with Catalis Cloud ERP

We recommend maintaining your existing or preferred Payroll/HR system (such as Humi, BambooHR, Avanti, or UKG) alongside our ERP solution to maximize both functionality and value.

With an option to integrate these systems using secure flat-file (CSV) transfers, you'll ensure accurate and up-to-date data sharing between HR/payroll and finance.

Benefits of this integrated approach:

- Preserve the full feature set of your HR/payroll system
- Seamless integration of payroll data into financials, reporting, and budgeting
- Improved accuracy and consistency across systems
- Streamlined workflows with no duplicate data entry
- Enhanced security and compliance

Project Costing

Organize and control multiple projects. Project costing allows setting and managing multiple years budgets for different GL accounts within a project and allows for workflow from Accounts Payable, Accounts Receivable, and the General Ledger. Project costing will also show payroll and cash receipting transactions.

Features include:

- Transfer transactions between projects.
- View projects over multiple years and drill down to specific information.
- User defined project numbers
- Multiyear Projects and Budgets
- Integrates with AP, AR, GL, Payroll and Cash Receipting
- Project Reports for Listings, Summaries, and Transactions

Batch	Initials	Actions
30529	SM	[X]
30596	David smith invoice	[X]
30578	AGF TRUST	[X]
30357	SM	[X]
30446	NEWW	[X]
30331	MONTHLY	[X]
30572	SM	[X]
30467	New Batch	[X]
30489	SM	[X]
30456	jay L invoice	[X]

Above: The PC Transaction Transfers page within the Project Costing module

Assessment

CAMAIot is a Catalis solution and is currently used by your property assessment team. CAMAIot seamlessly integrates with our ERP solution, allowing for easy import and export of files between the two systems.

Physical Assets and Equipment Costing

Manage your Fixed Assets and more in this module, which is integrated with the Taxation, Accounts Payable, Accounts Receivable, and General Ledger modules.

Features include:

- Run amortization straight line, declining balance, or unit of out; can use half-year rule.
- Several prebuilt reports including Replacement Cost, Total Cost of Ownership, and all other necessary reports.
- Ability to export data to csv, Excel, and/or Word.

Our ERP Physical Assets and Equipment Costing module allows you to enter any service or mileage maintenance work.



Users can also print reports displaying equipment that requires servicing. Maintenance records can come from Accounts Payable or Payroll modules. Our Catalis ERP solution will produce reports such as total Cost of Ownership and Forecast Replacement Cost displaying all cost recorded as an asset.

Budget

The budgeting within Catalis ERP allows for copying prior year actual or budget, as well as an option to enter percentage change. Excel import/export and/or an integration with budgeting software (e.g., Questica) will also be an option.

Catalis ERP Cloud Integrations

Catalis Solutions

Catalis ERP Cloud has out of the box integrations with other Catalis solutions, including CAMA lot, GIS Webmap, Permitting & Licensing Management, Work Order Management, Inventory Management, and Infrastructure Management.

Non-Catalis Solutions

Catalis ERP Cloud has limitless integration potential. We can integrate with many third-party systems, as well as a general ledger batch import to update financial transactions. We are developing new integrations every day.

Our entire application is API-based. The program uses REST API, meaning the system can use any coding language requested by the Town or its third-party software systems.

We support integrations with major:

- Payment Providers
- Parks and Recreation Systems
- Meter Readers
- Payroll and Budgeting Systems



Permitting & Licensing Management Module

Migration from Catalis PD to Catalis Permitting & Licensing Management

Migrating to the Catalis Permitting and Licensing Management Solution (PLM) offers significant advantages over transitioning to a competitor solution. The PLM solution is specifically designed to enhance efficiency, streamline municipal operations, and maximize the value of the Town's existing investments in the Catalis ecosystem.

Why Choose Catalis PLM?

- **Dedicated Local Support** – Benefit from direct access to our Edmonton-based support team for prompt, expert assistance tailored to your municipality's needs.
- **Automated Notifications** – Keep stakeholders informed at every stage with automated updates, reducing manual follow-ups and improving efficiency.
- **Seamless System Integration** – Benefit from comprehensive integration across multiple Catalis systems—including ERP, GIS Webmap, and Website Management—to unify municipal operations and facilitate better interdepartmental collaboration.
- **Enhanced Public Engagement** – Empower citizens and contractors with intuitive self-service portals for permit applications, tracking, and payments, reducing administrative workload.
- **GIS-Driven Insights** – Leverage integrated permitting data with tax, assessment, utility, and infrastructure information through **Catalis GIS Webmap** for better planning and resource allocation.
- **Cost-Effective Investment** – Maximize your budget with a solution that delivers robust functionality at a competitive price.
- **Expedited Implementation** – Transition quickly with a streamlined deployment process designed to minimize downtime and accelerate adoption.

By migrating from PD to **Catalis Permitting & Licensing Management**, the Town of Barrhead will gain a modern, integrated solution that preserves and extends the value of your current Catalis systems while enhancing efficiency, transparency, and user satisfaction.

Permitting & Licensing Management Overview

Catalis Permitting & Licensing Management is a comprehensive digital solution that streamlines your municipality's permit and license application process. By centralizing all permitting tasks into a single, digital platform, Catalis eliminates the inefficiencies of fragmented systems and paper-based workflows. With this system, municipalities can manage permits, track their progress, and access vital data from one user-friendly interface, improving organization, efficiency, and transparency.

With intuitive tools for tracking, processing, and managing applications, staff can easily access pending permits, monitor approvals, and stay informed on upcoming tasks. Automated workflows, real-time status updates, and seamless collaboration features ensure a transparent and efficient process.

Whether managing development permits, building permits, or other municipal approvals, Catalis Permitting & Licensing Management enhances productivity, reduces administrative burdens, and improves service delivery for both staff and applicants.

- Streamline applications and payments through a public submission portal
- Digitize your workflow for a seamless transition to a modern system.
- Customize workflows to align with your permitting processes.
- Integrate third-party inspectors directly into the system.
- Automate communications and document generation, including adjacent landowner letters, permits, and more.

All data in our Permitting & Licensing Management solution is securely hosted on AWS servers in Canada. The system is accessed through the web and supports unlimited users.

Solution features

»» **Streamlined Permit Management**

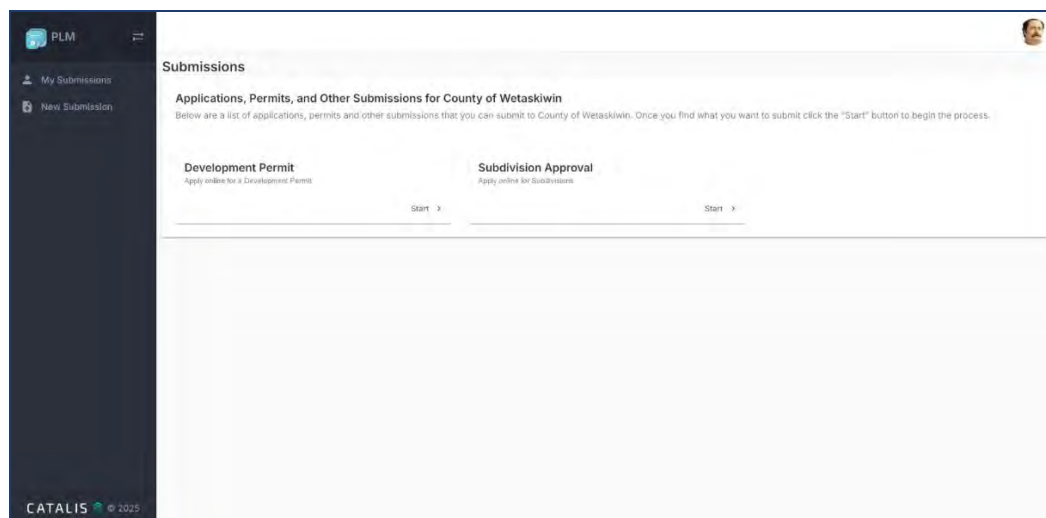
Catalis enables municipalities to manage all aspects of the permitting process in one cohesive system. With Permit Document Management, users can easily store, track, and retrieve permit-related documents, ensuring that all records are easily accessible. The system also provides quick access to citizen and contractor information, enhancing communication and service delivery. With powerful search capabilities, Catalis allows staff to find permits, documents, and applications quickly, eliminating the time spent on manual searches.

»» **Automating & Customizing Workflows**

Catalis helps municipalities automate and digitize their permitting workflows, reducing manual processes and silos between departments. Custom workflows can be tailored to meet specific municipal needs, streamlining permit processing and promoting collaboration. Automation extends to tasks such as document generation, email notifications, and approval statuses, resulting in faster, more accurate processing with fewer errors.

»» **Public Portal & Citizen Engagement**

The Public Portal offers citizens the convenience of applying for permits, making payments, and tracking application statuses online. This reduces the need for in-person visits and increases transparency.

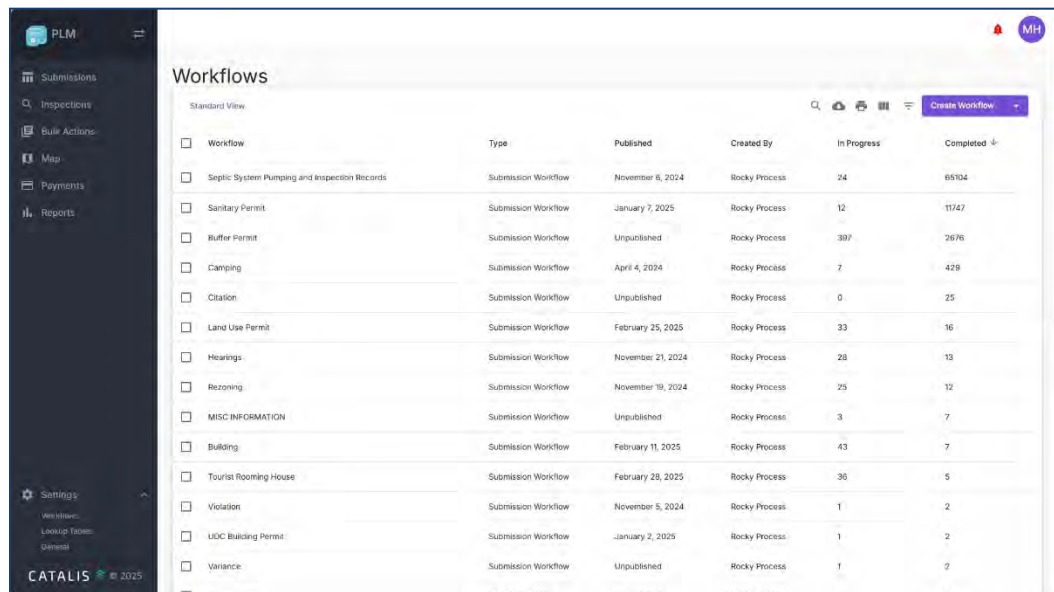


»» **Third-Party Access & Collaboration**

Catalis allows municipalities to extend third-party access to external contractors, inspectors, and other partners, ensuring smooth collaboration. Customizable permissions ensure that each third party has access only to the relevant information, enabling greater efficiency and transparency in the permitting process.

»» **Customizable Workflows for Maximum Efficiency**

The system provides customizable workflows for a wide range of permit applications. These workflows can be specifically tailored to meet the unique requirements of each municipality, improving cross-department collaboration and reducing delays. By streamlining processes and ensuring that all departments work together seamlessly, Catalis enhances overall efficiency.



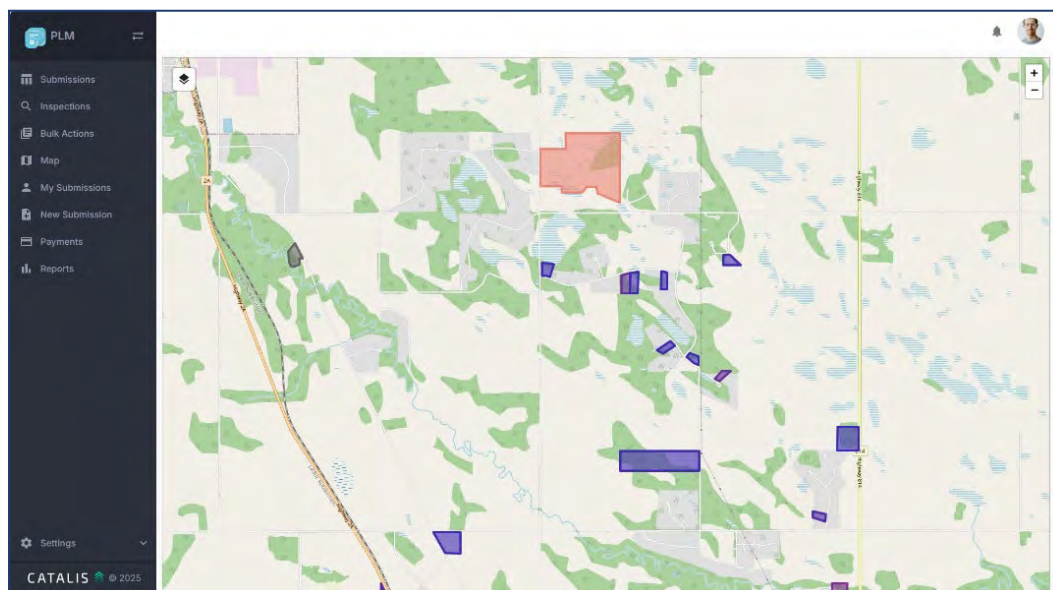
Workflow	Type	Published	Created By	In Progress	Completed
<input type="checkbox"/> Workflow					
<input type="checkbox"/> Septic System Pumping and Inspection Records	Submission Workflow	November 8, 2024	Rocky Process	24	65104
<input type="checkbox"/> Sanitary Permit	Submission Workflow	January 7, 2025	Rocky Process	12	11747
<input type="checkbox"/> Buffer Permit	Submission Workflow	Unpublished	Rocky Process	397	2676
<input type="checkbox"/> Camping	Submission Workflow	April 4, 2024	Rocky Process	7	429
<input type="checkbox"/> Citation	Submission Workflow	Unpublished	Rocky Process	0	25
<input type="checkbox"/> Land Use Permit	Submission Workflow	February 25, 2025	Rocky Process	33	16
<input type="checkbox"/> Hearings	Submission Workflow	November 21, 2024	Rocky Process	28	13
<input type="checkbox"/> Rezoning	Submission Workflow	November 19, 2024	Rocky Process	25	12
<input type="checkbox"/> MISC INFORMATION	Submission Workflow	Unpublished	Rocky Process	3	7
<input type="checkbox"/> Building	Submission Workflow	February 11, 2025	Rocky Process	43	7
<input type="checkbox"/> Tourist Rooming House	Submission Workflow	February 28, 2025	Rocky Process	30	5
<input type="checkbox"/> Violation	Submission Workflow	November 5, 2024	Rocky Process	1	2
<input type="checkbox"/> UDC Building Permit	Submission Workflow	January 2, 2025	Rocky Process	1	2
<input type="checkbox"/> Variance	Submission Workflow	Unpublished	Rocky Process	1	2

»» **Effective Communication & Bulk Actions**

Email notifications automate communication with applicants, landowners, and other stakeholders, keeping everyone informed about application statuses and required actions. The bulk actions feature allows municipalities to quickly generate and send notices to multiple permit holders or landowners, ensuring compliance and saving valuable time on routine tasks.

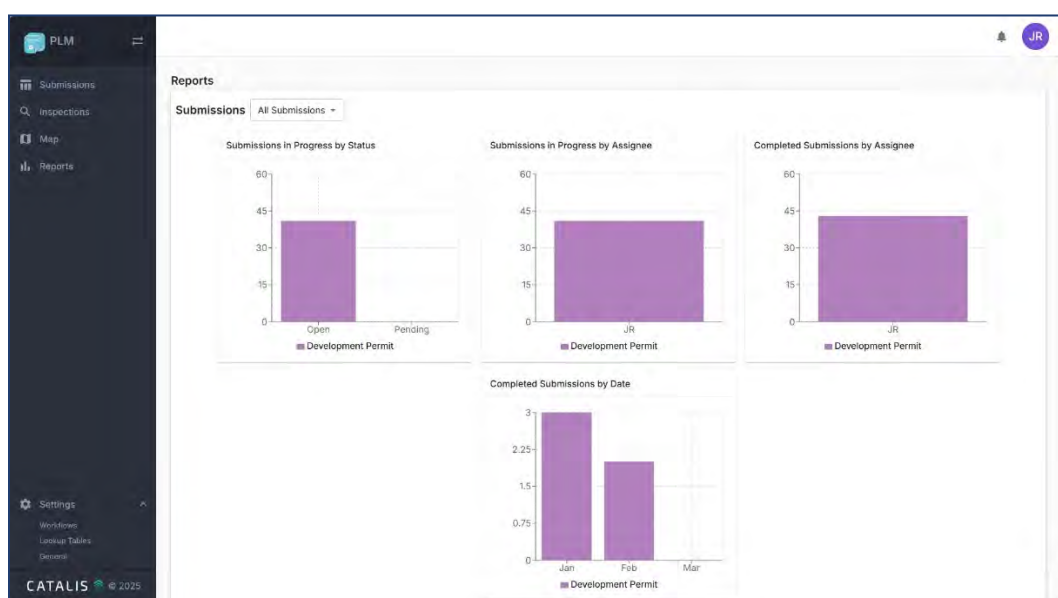
» Multi-Property Applications & Interactive Mapping

For complex projects, multi-property applications allow municipalities to link multiple properties to a single permit. This makes it easier to manage large or multi-faceted projects under one permit, improving efficiency. The interactive permitting map provides a visual representation of permit locations, types, and statuses. Built on Cadastre data, this map empowers staff to make informed decisions and enhances coordination across departments.



» Reporting, Analytics & Mobile Accessibility

Catalis enables municipalities to generate customized reports using powerful filtering and reporting tools. These reports provide valuable insights into permit processing efficiency and help identify areas for improvement. The system's mobile-responsive design ensures that staff can manage permits, track applications, and update records while in the field, maintaining productivity outside the office.



»» **Payment Tracking & Financial Management**

Catalis offers robust payment tracking capabilities, allowing municipalities to easily monitor permit payment transactions and maintain accurate financial records. The system ensures transparency and accuracy by exporting transaction details for analysis and reporting, supporting improved financial oversight and municipal budgeting.

Transaction #	Type	Method	Status	Reference #	Amount	Convenience Fee	Total Paid	Paid By	Transaction Date	Void Date	Description
Dev-00762-2384	Credit Card	Pay online	Complete	060159260011460010	\$350.00	\$0.00	\$350.00	Noshay Matanga, (Public User)	February 28, 2025		
Dev-00761-2363			Outstanding		\$350.00	\$0.00	\$0.00				
Dev-00760-2362		Pay online	Outstanding		\$350.00	\$0.00	\$0.00				
Dev-00759-2341		Pay online	Outstanding		\$350.00	\$0.00	\$0.00				
Dev-00852-2320	Cash	Pay in person	Complete		\$350.00	\$0.00	\$400.00		February 28, 2025		
Dev-00757-2303			Outstanding		\$350.00	\$0.00	\$0.00				
Dev-00755-2280	Cash	Pay in person	Complete		\$350.00	\$0.00	\$350.00		February 13, 2025		
Dev-00753-2278	Cash	Pay in person	Complete	hjt456	\$350.00	\$0.00	\$350.00		January 29, 2025		
Dev-00752-2238	Credit Card	Pay in person	Complete		\$725.00	\$0.00	\$725.00		January 28, 2025		
Dev-00751-2219		Pay online	Outstanding		\$350.00	\$0.00	\$0.00				

Integration Capabilities

Catalis integrates seamlessly with various municipal systems, improving overall functionality.

- The **Catalis GIS Webmap** centralizes all municipal data, including tax, assessment, utility, permit, and property information, into one unified platform. This integration enhances interdepartmental collaboration and improves decision-making by providing staff with all the necessary data in one place.
- Additionally, the system integrates with **Catalis ERP** and other third-party ERP solutions, streamlining data sharing and enhancing municipal management.
- The **third-party API** allows for further integration with external web applications, ensuring that Catalis can adapt to evolving municipal needs.
- Integration with the **Moneris payment gateway** ensures secure online transactions, while the ability for citizens to track their application status in real-time reduces follow-up inquiries and improves satisfaction.

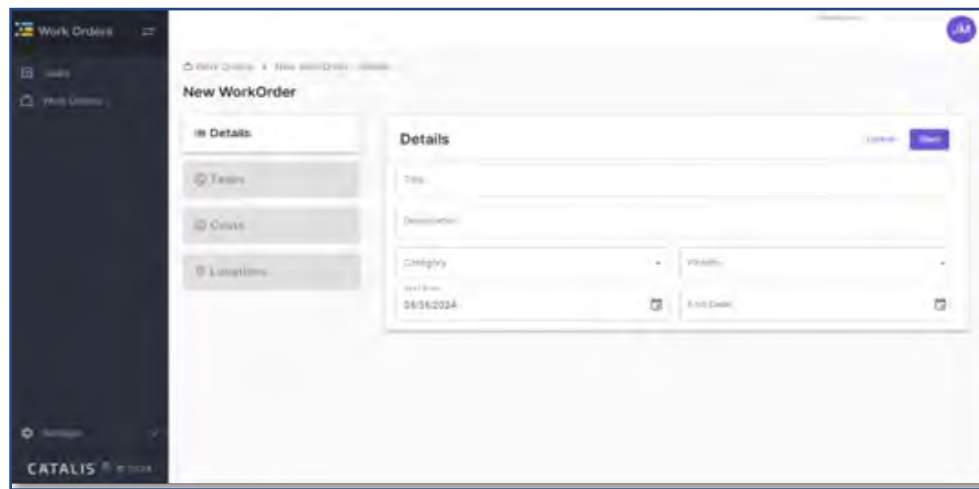


OPTIONAL OFFERINGS

Pricing can be provided upon request.

Work Order Management

Work order management is the process of providing all the information about a maintenance task that outlines the details for completing that task. Work orders can include details on who authorized the job, the scope, who it is assigned to, what is expected, and expenses relating to the work and supplies. Work orders are the engine of your maintenance operation.



Above: Catalis portal for creating a new work order.

Catalis Work Order Management features include:

Tasks

This is the core component of Work Orders and is where all the tasks' details, dates, priority, and categorization take place.

- **Unlimited Tasks:** Add any number of tasks.
- **Map Selection:** Users can visually select an asset on the map when setting work order task locations.
- **Custom Task Types:** Use custom tasks for different work types. For example, with a vehicle inspection, custom task types allow users to add new fields like odometer readings.
- **Auto-assign tasks:** Tasks can be auto-assigned to one or more individuals and/or teams.
- **Worklog & Time Costing:** Track work done on the task. Users can add images and their hours worked, and this evidence can contribute to the task cost.
- **Cost Tracking:** Break down how much tasks cost. Choose from adding equipment, inventory, labour, and miscellaneous costs to gain granular cost insights.

- **Recurring Tasks:** Create recurring tasks to automate the scheduling of routine maintenance activities. Recurring tasks help to reduce planning time and ensure consistency of task completion.

Reporting

- Build custom reports and dashboards.

Mobile Responsive

- Perform tasks in the field. Work Orders adjust to any smartphone or tablet, so tasks can quickly be done remotely.

Additional Benefits

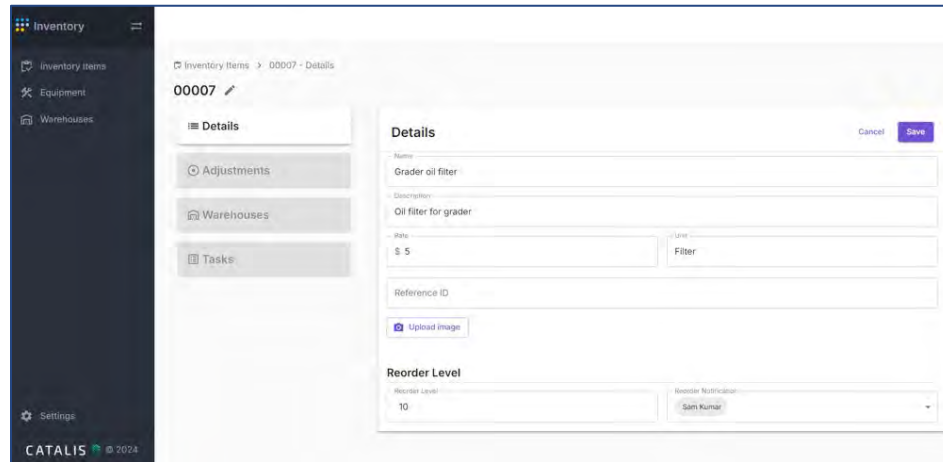
- **Better Asset & Inventory Management:** Municipalities often have numerous inventory items and assets to maintain. A work order system enables effective tracking and management of these assets, ensuring proper maintenance, reducing downtime, and optimizing resource allocation.
- **Data-Driven Decision Making:** Our work order system generates valuable data and insights regarding work orders. Municipalities can leverage this information to identify patterns, analyze trends, and make data-driven decisions to optimize maintenance operations, allocate resources effectively, and plan for future needs.
- **Regulatory Compliance:** Our work order system offers features to support regulatory compliance. They can track and document maintenance activities, generate reports, and facilitate audits, ensuring that municipalities adhere to relevant regulations and standards.
- **Cost Savings:** By improving work efficiency, optimizing maintenance operations, and reducing equipment downtime, a work order system can lead to cost savings for municipalities. It helps minimize emergency repairs, lower maintenance expenses, and extend the useful life of assets, ultimately benefiting the municipal budget.



Above: In this example, a user has built a custom report for Pothole Inspections, including a graph and a list.

Inventory Tracking

Efficiently track raw materials, products, consumables, and general supplies through our all-in-one inventory management software. Catalis Inventory Tracking enables you to track inventory items, purchasing data, quantities, and locations of all of your inventory materials. Knowing how much inventory you have on hand, tracking where it goes, costs, and other pertinent information creates efficiencies that save time and money.



The screenshot displays the 'Inventory Items' section of the Catalis software. On the left is a dark sidebar with navigation options: 'Inventory Items', 'Equipment', 'Warehouses', 'Settings', and 'CATALIS' with a date '2024'. The main content area shows the 'Details' page for item '00007'. It includes a 'Details' tab, a list of other tabs ('Adjustments', 'Warehouses', 'Tasks'), and a 'Details' form. The form contains fields for 'Name' (Grader oil filter), 'Description' (Oil filter for grader), 'Price' (\$ 5), 'Unit' (Filter), 'Reference ID', an 'Upload Image' button, and a 'Reorder Level' section with 'Reorder Level' (10) and 'Reorder Notification' (Set Point).

Inventory Tracking features include:

Inventory Items

- **Unlimited Items:** Add any number of inventory items (consumables).
- **Easy to set up:** Easily set initial inventory counts and add or remove inventory as needed.
- **Inventory Adjustments:** Easily set initial inventory counts and add or remove inventory as needed. The Inventory System makes moving inventory between warehouses simple.
- **Reorder Notifications:** Don't be caught without the right part. Let the right person know when inventory needs to be reordered before it's too late.
- **History:** See where and how your inventory is being used.

Equipment

- **Unlimited Equipment:** Add any amount of equipment.
- **History:** See where and how your equipment is being used.

Warehouses

- Create unlimited warehouses, from physical buildings to equipment yards, gravel pits, mobile workshops, and beyond.
- **Warehouse Inventory:** Track equipment and inventory per warehouse. See what equipment and inventory are available and what's reserved.

Reporting

- Build custom reports and dashboards.

Integrations

- The **Catalis Work Order Management** integration allows municipalities to track inventory items and equipment used for work orders.
- With the **Catalis Infrastructure Management** integration, warehouses and equipment can be linked directory to the assets.

Request Management

Catalis **Request Management** is a dedicated Citizen Request Management tool for citizens and staff to enter, update, and manage service requests, leading to improved citizen service.

Citizens can issue a service request by calling in or visiting the web portal on any computer or mobile device. The multi-channel intake options are just options; you choose how to accept and manage requests the way that works best for your municipality. Functions of RMS are forever customizable, so what you choose to enable day one can be changed at any time.

Staff Tools

- **Automation:** Automatic routing, updates, and notifications (tailored by service request type) to ensure stakeholders stay informed. RMS makes it easy for everyone to be aware of requests and stay in the loop through automatic email updates.
- **Reporting:** Interactive reporting dashboard and real-time data analysis.

Citizen Tools

- **Resident Self-Help Portal:** Residents can accomplish many tasks through the branded web portal. They can search the knowledge base for information, check the status of an existing request, or submit a request for service.

Catalis Request Management Functionality	
Multi-channel engagement	Engage with your citizens through SMS and email.
Website Integration	Your public submission form can be integrated into any website.
Public Submissions	Receive submissions online, by phone, or in person that are tracked and routed to the appropriate staff.
Notifications	Staff are immediately notified of new submissions.
Customizable Request Views	Responding staff members can focus on the issues relevant to themselves and easily prioritize their workload.
Automation	Automatic routing, updates, and notifications (tailored by service request type) to ensure stakeholders stay informed.
Reporting	Interactive reporting dashboard and real-time data analysis.
GIS integration	Leverage GIS data for reporting or routing purposes. Display attribute data so staff can find crucial data in a single application.
Work order and inventory system integration	Create Work Order tasks based on request category routing. See status update of task within request management.
Unlimited users	Create as many users as you need at no extra cost.

IMPLEMENTATION METHODOLOGY

Implementation Approach

Catalis has successfully implemented over 800 solutions to municipal governments in Canada. Based on this experience, Catalis has developed a detailed process to ensure that new clients are onboarded on time and on budget.

Catalis has staff that are dedicated to implementing these products and have significant expertise in implementing these solutions. A Project Manager will be assigned as the main line of communication for Catalis. The Project Managers report to the Director of Implementation, and issues will be escalated to this person when required throughout the project. For communication that is more technical in nature, Subject Matter Experts may be brought in to ensure the information is conveyed as accurately as possible.

Catalis is proud to deliver one of the fastest and highest-quality ERP implementations in Canada. With a timeline of approximately five months, we are well-positioned to meet the Town's schedule. **Our team is fully prepared to initiate the project in February 2026, as outlined in the RFP, and achieve a successful Go Live by July 2026.** These have been laid out in the sample implementation schedule provided in this proposal.

A successful implementation of the Catalis ERP system depends on strong collaboration between the Town of Barrhead and the Catalis team. From day one, Catalis brings a hands-on, partnership-driven approach that ensures personalized attention, seamless execution, and measurable results. All services are delivered by our in-house experts—never outsourced—so the Town benefits from consistent communication, full accountability, and high-quality outcomes at every stage.

To ensure a smooth and low-risk transition, Catalis recommends a structured crossover period during which legacy reports, databases, and system information from the Town's current ERP are reviewed and incorporated into the new environment. Our experienced team will guide the Town through every step of this process, maintaining continuity of operations and reducing disruption. Following go-live, Catalis provides an extended three-month hypercare period with elevated support levels, direct access to key implementation personnel, and proactive issue resolution. This ensures the system is fully optimized, staff are confident and well-trained, and the Town is set up for long-term success. Catalis is more than a software provider—we are a trusted partner committed to delivering lasting value.

Implementation Phases

Phase 1: Introduction

A kickoff meeting to cover introductions, expectations, and timelines is the first step in any project. The Catalis team will outline the most important steps in each phase and integral documents required for progression of the project.

After this meeting, your dedicated Project Manager sends a comprehensive list of documents for the Town to complete, including:

- **New Client Questionnaire** – This will go over general questions about the software, including the list of ERP modules selected by the Town.



- **New Client Questionnaire Supplemental Documents** – The questionnaire includes statement pieces requesting specific documents from the Town. These include, but are not limited to:

- Mill Rate Bylaw
- Frontage Details
- Tax Penalty Bylaws
- Tax Certificate
- Tax Notice/Combined Assessment
- List of Mortgage Companies
- List of Property Owners
- Voided Cheque

Phase 2: Introduction Follow-Up

After the Town returns the New Client Questionnaire and all supplemental documents, our Implementations Team will review everything and schedule another meeting to discuss any anomalies, questions, or clarifications.

This includes items such as, but not limited to:

- Having the proper printer for cheques
- Having MICR toner for cheque paper

Catalis recommends setting an ongoing cadence of weekly or biweekly check-in meetings; however, our team is flexible in adjusting to the Town's needs.

Phase 3: Initial Data Pull & Trial Balances

During this phase, Catalis will create a conversion program to convert all your existing data into our solution. We will need a backup of all Town data and the trial balances at the time of data pull. This is to ensure that the conversion program will pull all necessary data from your previous system. Please ensure all batches are updated through all sub-systems.

For this step, Catalis will send the trial balance checklist to the Town. The checklist will ask for many things, including, but not limited to, the following:

- Mortgage Holder List
- Tax Trial Balance ~Full to the date of data pull (All Accounts, both Active & Inactive, including Cash Receipting balances)
- Cheque List for the previous month

Phase 4: Conversion Program

We will take all data and documents provided in Phase 3 and create a conversion program to transfer all data from the Town's previous database to our solution. Your Project Manager will be in touch to provide updates on the conversion program's progression.

Phase 5: Final Data Pull & Trial Balances

Once the conversion program is complete, we will need a final data pull from the Town with updated batches and updated trial balances. It will be the same trial balance list as listed in Phase 3.

After this data pull, all work must be saved separately, as work done after this data pull will not be transferred to the Catalis platform. From the point of the data pull and training, all work that needs to be entered will be used as hands-on material during the training. This process provides Town staff with real-life examples of how to use our software and ensures that no data is left behind during the transfer.

Phase 6: Go-Live Support and Post Implementation Support Strategy

Training will take place after your system goes live. One of our team members will book time with designated Town staff to review various aspects of the software in detail. During this time, the information that needs to be logged from the final data pull to the first day of training will be utilized and put into your new system.

We want to ensure that nothing is missed, so the overall training length can vary but is generally staggered throughout 10-15 days.

After initial training, Catalis' SaaS agreement includes access to our Support Team to assist with ongoing end-user support. Additional training can be requested as required.

Please see the following page for a Gantt chart outlining our typical project timeline for an ERP solution of this scope. The final timeline will be agreed upon by Catalis and the Town and is dependent on many factors, including contract execution date, staff availability, data conversion, integrations, and more.

Training

Catalis is committed to delivering a comprehensive training program that ensures all users become proficient in the new ERP system following implementation and configuration. Our training approach is tailored to different user roles, ensuring that each staff member receives relevant instruction based on their specific responsibilities. Training will be delivered through a combination of online and in-person sessions, with flexible scheduling to accommodate operational needs. All training, implementation, and support is completed by Catalis' Edmonton-based team.

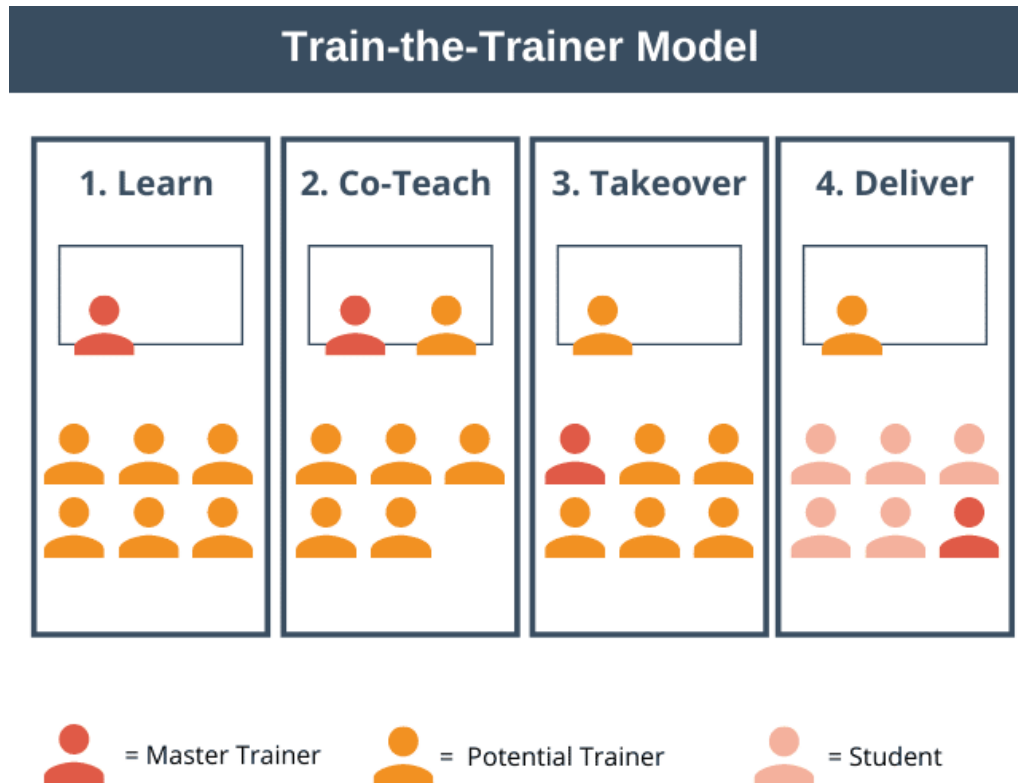
Town of Barrhead - Training Program:

Step 1	Step 2	Step 3	Step 4
Module Training	Workflow Training	Train the trainer	Catalis Academy
2 weeks leading up to Go Live	The week of Go Live	Post Launch	Ongoing Self Serve
All Staff	All Staff	1 SME/module	All Staff
1-2 modules/day Remote training Interactive sessions	4-day intensive	Post Launch	Over 1,000 self help articles, webinars, and videos
Remote	In Person	Remote	Remote

Training Structure

Advanced Training (System/Owner User & Train the Trainer)

- Designed for system administrators, key personnel, and trainers responsible for managing and disseminating ERP knowledge.
- Covers system configuration, user access management, reporting, troubleshooting, and best practices for training other staff.
- Conducted over multiple sessions totaling up to 10 hours, with follow-up support and access to training resources.



Standard Training Session (Day to Day User)

- Focused on routine operational tasks relevant to each department's use of the ERP system.
- Training modules are customized based on department-specific workflows and use cases.
- Initial sessions (up to 30 hours) delivered over four to five days, followed by additional training (10-15 hours) after a few weeks of hands-on experience.
- Ongoing ad-hoc training (10-15 hours) provided over three months for continuous skill development.



Training Materials and Support

To ensure the effectiveness of training, Catalis will provide a suite of materials and ongoing support:

- **User Manuals & Training Guides:** Comprehensive documentation covering all ERP functionalities can be found in Catalis Academy.
- **Recorded Training Sessions:** All Training sessions will be recorded for future reference and internal training use.
- **Self-Serve Training Courses:** Recorded training on specific product functions and use cases can be found in Catalis Academy. Catalis Academy is included with your software subscription.
- **Onsite Training:** Highly recommended for initial training, and available on request for additional sessions, with travel and related expenses invoiced separately.
- **Weekly Touchpoints:** Throughout implementation, regular check-ins with Catalis Staff to address emerging questions and refine user proficiency.
- **Go-Live Support:** Custom training sessions shortly before go-live to ensure all staff are prepared for the transition.
- **Post-launch Support:** After successful implementation, Catalis' support team of municipal experts will continuously be available to support the Town with their ERP needs. Support cases and their status can be viewed through Catalis Academy.
- **Catalis Community:** Users will have access to discuss topics and learn best practices from other ERP users through Catalis Academy.
- **Relationship Management:** A dedicated Executive Customer Success Manager will be assigned to the Town, to serve as an escalation point and to help the municipality get the most out of their existing Catalis solutions.
- **Webinars:** Monthly webinars are hosted free of charge to provide use case and province specific training to all ERP Cloud users. This year alone, we have 16 ERP webinars scheduled. Past webinars can be viewed in Catalis Academy.

Additional Training

All training outlined in this proposal is included within the implementation cost. Additional training is available at an additional cost. We recommend periodic refresher training for current staff and onboarding sessions for new hires, which can be conducted remotely or onsite as needed. Travel-related expenses for onsite training will be quoted separately.

By implementing this structured and flexible training program, Catalis ensures that municipal staff at all levels are equipped to use the ERP system effectively, maximizing adoption and operational efficiency.



Hypercare Program

As part of the White Glove Service offered during an ERP Implementation with Catalis, we provide a Hypercare period on the new ERP system. This Hypercare period is a phase of heightened attention that begins immediately after a project goes live. During this period, designated Catalis Implementations Project members stay actively involved for up to 60 days to facilitate the municipalities transition to steady day-to-day operation. This gives municipal staff a team to lean on as they work through their daily, weekly, and monthly processes for the first time in their new system. Hypercare ensures these staff are readily available to identify and address critical issues, assist the municipal staff in adapting to the new tool, and best support the municipality as they service the community. Once this Hypercare period is complete, the municipality will be transitioned to the Catalis Support team.

Subcontractor Use

At the time this proposal is submitted, Catalis does not anticipate the use of subcontractors to complete this project.

Sample Project Schedule

Catalis has **successfully implemented over 800 solutions** for municipal governments in Canada. Based on this experience, Catalis has developed a detailed implementation process to ensure that new clients are onboarded on time and on budget.

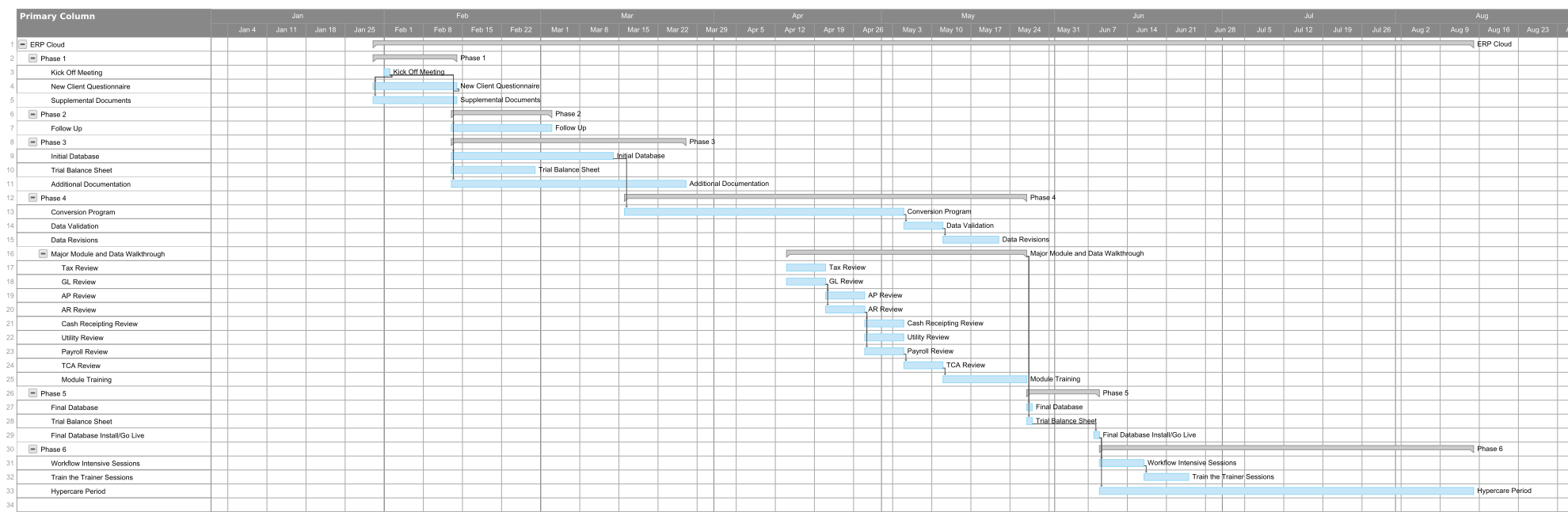
The Catalis ERP solution will be implemented according to Catalis' standard processes. These will be detailed in the implementation schedule. Start dates for these module implementations are flexible and will be determined with the Town during contract negotiations. Project timelines, communication expectations, and information required from the Town will be laid out in the initial kickoff call.

Catalis has staff that are dedicated to implementing these products and have significant expertise in implementing these solutions. A Project Manager will be assigned as the main line of communication for Catalis. The Project Managers report to the Director of Implementation, and issues will be escalated to this person when required throughout the project. For communication that is more technical in nature, Subject Matter Experts may be brought in to ensure the information is conveyed as accurately as possible.

Participation from both the Town of Barrhead and Catalis will be essential to ensure project completion. It is imperative for the Town to produce all necessary reports, databases, and associated information regarding their previous ERP system. Catalis highly recommends a "crossover" period, where the transition from the previous system to Catalis ERP can be done with the supplement of reports, databases, and associated information from the previous system.

Please note, this is a sample implementation timeline. Start dates for these module implementations are flexible and will be determined with the Town during contract negotiations. Project timelines, communication expectations, and information required from the Town will be laid out in the initial kickoff call.

Sample Project Schedule - Town of Barrhead ERP Cloud





ONGOING SUPPORT & MAINTENANCE

Catalis' Support Team maintains robust support processes and implements advanced ticketing and tracking systems to streamline customer inquiries and monitor satisfaction. Our support staff are in-house, and support inquiries do not go to an outsourced third party. This systematic approach ensures that each customer request receives the attention they deserve and is promptly routed to the appropriate team member with the necessary expertise. These processes also enable better tracking of customer interactions, ensuring continuity and providing valuable insights for future product improvements.

The support team can handle a wide variety of technical issues at rapid speed, provide in-depth product knowledge, and offer personalized guidance tailored to each customer's unique needs.

Catalis also invests in continuous training and professional development programs for support staff. This commitment to ongoing learning ensures that the team remains up to date with the latest industry trends, emerging technologies, and best practices. As a result, customers benefit from knowledgeable support agents who can provide informed guidance and resolve their concerns effectively.

Catalis prides itself on providing the best local customer support in the industry. Our commitment to exceptional customer service sets us apart and ensures that our clients receive unparalleled assistance throughout their partnership with us. There are multiple ways of contacting Catalis Support including phone and email. **Catalis support is Alberta based with record breaking CSAT.**

Catalis' Support Team offers several contact methods to best suit the needs of every customer. We also provide support around-the-clock:

- Live Support – 8:30am-5pm Mountain Standard Time, Monday-Friday (excluding holidays)
- Via phone, email, or through our support portal.
- Customer Support Portal (FAQs, tips, news, etc.)

After each support request is resolved, Catalis sends a survey to the customer. Catalis values customer feedback tremendously as it helps us gauge the quality of our support services and identify areas for improvement. These surveys provide an invaluable opportunity for you to share your experience, ensuring that we consistently meet and exceed your expectations. By collecting feedback through surveys, we gain insights into customer satisfaction with the support process, the effectiveness of Catalis solutions, and the overall customer experience. This feedback allows us to assess the support team's performance, identify areas where we excel, and address any shortcomings promptly. Customer input guides us in enhancing our support offerings, streamlining processes, and refining our overall approach to better serve you. Moreover, surveys empower Catalis customers to voice opinions and concerns.

Customer feedback plays a crucial role in shaping Catalis' ongoing efforts to provide exceptional support. It helps us understand each customer's unique needs and preferences, allowing us to tailor our services.

Contacting Catalis Support

There are multiple ways of contacting Catalis Support. Our local Support Team is truly unmatched. Municipalities can call us and speak with a live person at our office. Catalis uses a Salesforce internal service request system, which allows customers to submit queries, feedback, and get general support for new and existing municipal staff via email or phone. The Catalis Support Team and Account Manager will communicate all updates regarding support tickets via email. Catalis follows a step-by-step process for support tickets that prioritizes the needs of the customer and provides a sufficient solution to the problem at hand. The diagram below outlines the typical process Catalis support tickets follow from creation to resolution:

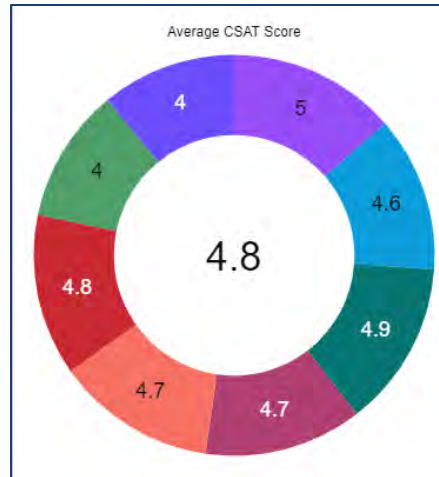


Customer Surveys

After each support request is resolved, Catalis sends a survey to the customer. Catalis values customer feedback tremendously, as it helps us gauge the quality of our support services and identify areas for improvement. These surveys provide an invaluable opportunity for our customers to share their experience, ensuring that we consistently meet and exceed expectations.

Survey results have shown the following:

- Our Customer Satisfaction Score – **4.8** out of 5
 - After a support case is resolved, clients are sent a survey to rate how happy they are on a scale of 1-5. The rating above represents Catalis' average CSAT for the year 2024.
- Our Customer Effort Score – **4.86** out of 5
 - This number represents the average customer rating of ease in contacting Catalis support.



Above: CSAT survey results out of 5 for the last quarter for all Catalis Public Works & Citizen Engagement products.

Survey Comments

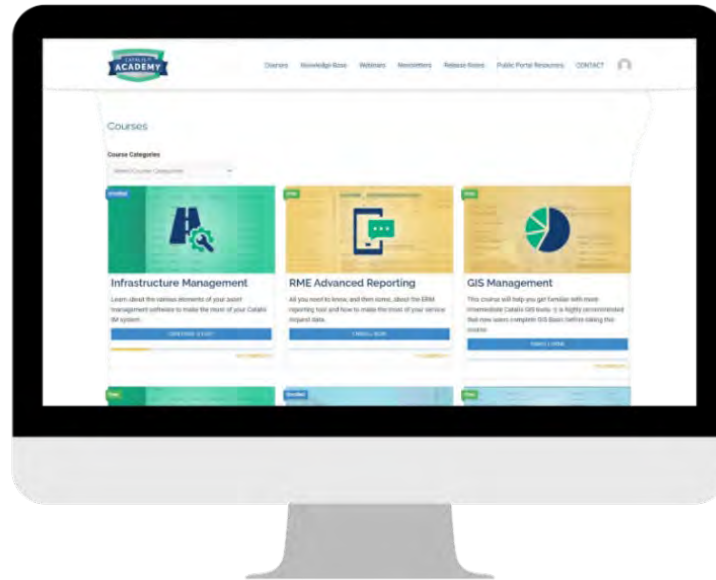
- “Your team is amazing. I would be lost without them!”
- “Each and every employee I dealt with was helpful and amazing. Everyone should have employees like this.”
- “Excellent support, much appreciated. Went out of their way to assist and follow up.”
- “Fantastic help – always so knowledgeable – always available to help and learn.”
- “Always professional and extremely helpful.”
- “Great customer service, representative very knowledgeable and eager to help. Very patient and helpful.”
- “I am super happy that I have the support when it’s needed. The way they explain and show me how to do something makes the problem so much easier. Thank you.”

Catalis also invests in continuous training and professional development programs for support staff. This commitment to ongoing learning ensures that the team remains up to date with the latest industry trends, emerging technologies, and best practices. As a result, customers benefit from knowledgeable support agents who can provide informed guidance and resolve their concerns effectively.

Catalis prides itself on providing the best local customer support in the industry. Our commitment to exceptional customer service sets us apart and ensures that our clients receive unparalleled assistance throughout their partnership with us.

Catalis Academy – Support Materials & Ongoing Training

Catalis designed our training program, Catalis Academy, with the mission to serve all levels of Catalis educational needs within your organization. The programs are designed to train anyone — frontline staff, managers, administrators, and IT staff — increasing your organization's productivity from top to bottom.



On-Site Private Learning Session is a premium education solution for municipalities that wish to offer hands-on session(s) for staff. A Catalis Academy education specialist will design a custom single or multi-day course for your organization with training manuals and then visit your location to guide the training in-person. The Town is responsible for covering all reasonable expenses incurred by Catalis for on-site training services. These expenses include, but are not limited to, travel, accommodation, meals, and any other costs directly associated with the provision of training at the Town of Barrhead.

Online Catalis Academy is an interactive, self-guided study with videos, exercises, and tests designed to rapidly develop the skills required to excel with the Catalis Request Management Enterprise solution.

- Watch – Flash movies that describe on-screen actions.
- Listen – Instructor-led audio narration guides trainees along.
- Interact – Practice actual procedures with mouse clicks and interactive quizzes.
- Learn – Right from your desk with no travel required.

Catalis recognizes additional training sessions may be desired by the Town as the system undergoes updates and new feature introductions. Training sessions can help the Town's users adapt to these changes, ensuring they are taking full advantage of the latest enhancements and improvements.

Product Roadmap, Releases

At Catalis, we are committed to continuous innovation and product refinement to ensure our platforms evolve in step with our customers' changing needs. Over the past year, we've introduced a wide range of meaningful enhancements, each thoughtfully designed to improve performance, usability, and the overall user experience.

To support transparency and collaboration, Catalis maintains a public roadmap that clearly communicates our product vision, upcoming enhancements, and long-term development priorities. This visibility enables our clients to plan ahead, align internal resources, and prepare their teams for new capabilities that drive operational efficiency and service delivery. More importantly, our roadmap is shaped by direct feedback from the municipalities we serve, ensuring that future enhancements are practical, relevant, and grounded in real-world challenges. By openly sharing our development plans, Catalis reinforces its commitment to partnership, innovation, and delivering long-term value well beyond the initial implementation.

- [Launched Features by Product](#)
- [In Progress by Product](#)

PRICING

Core Pricing

Catalis ERP Cloud Pricing

Catalis ERP Cloud Subscription (Loyalty Discount Applied)	Price
<ul style="list-style-type: none"> ■ Unlimited Users ■ Financials: General Ledger, Bank Reconciliation, Budgeting, AP/AR, Electronic Invoicing, EFT, Direct Deposit, Fixed Assets ■ Revenue: Cash Receipting, Property Taxes & Assessment, Utility Billing, Online Payments ■ Licensing & Permits: Business, Animal Licensing, Permitting ■ Reporting: Reporting & Citizen Self Service 	<p>\$46,000 Annual Fee</p> <p>\$41,000 Annual Fee</p>
Implementation Services (One-time)	
<ul style="list-style-type: none"> ■ Transition from Dynamics GP (Diamond) to Catalis Cloud ERP ■ Data migration and system configuration ■ Staff training and go-live support ■ Development permit workflow setup (PD to PLM) ■ Data migration of historical development permits (PD to PLM) 	\$85,000
Year 1 Discount	(\$5,000)
Total Cost	\$126,000

Pricing Notes:

- 5-year subscription term with a 6% annual increase starting in Year 2.
- **Loyalty discount of \$5,000/year**, saving **\$25,000** over the term.
- Bundling your existing **PD permitting software** avoids a separate **\$4,500 annual cost**, adding up to **\$22,500 in additional savings**.

Catalis ERP Cloud Annual Fees:

- Year 1: \$126,000 (SaaS and Implementation Services)
- Year 2: \$43,460 (includes 6% increase)
- Year 3: \$46,068 (includes 6% increase)
- Year 4: \$48,832 (includes 6% increase)
- Year 5: \$51,762 (includes 6% increase)

Above pricing in CAD. Applicable taxes extra

Optional Pricing

Payroll/ Timekeeping Module	Price
■ Included in the ERP Cloud Subscription	\$7,500 Annual Fee
Implementation Services (One-time)	
■ Payroll / Timekeeping Implementation	\$15,000
Total Cost	\$22,500

Above pricing in CAD. Applicable taxes extra



Thank you for taking the time to review our proposal. We are confident that our expertise and dedication to excellence position us as the optimal partner for the Town of Barrhead's Enterprise Resource Planning Software Solution needs. We look forward to the opportunity to continue supporting the Town's ongoing success.

Should the Town have any questions or require further information, please do not hesitate to contact us.



Trish Kendall, Regional Sales Manager
Trish.Kendall@catalisgov.com | 416-568-9520

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: August 26, 2025

Re: Tax Recovery – Unsold Property from August 13, 2025, Public Auction

1.0 **PURPOSE:**

For Council to discuss the result of the recent property tax public auction and make decisions regarding next steps.

2.0 **BACKGROUND AND DISCUSSION:**

Relevant Legislation: Municipal Government Act RSA 2000 c M-26: Part 10, Taxation – Division 8, Recovery of Taxes Related to Land

On August 13, 2025, the Town held a public auction pursuant to Division 8 of the Municipal Government Act, due to unpaid property taxes. The location of this property was Lot 1B, Block 8, Plan 0725639, 5104-50 Avenue in the Town of Barrhead. The minutes from this auction are attached for Council's information.

The property listed for sale did not receive any bids and therefore remains unsold.

Under Section 424(1) of the Municipal Government Act, if a property offered for sale at a public auction is not sold, Council has the following options:

- i) **Proceed with Tax Forfeiture of the Title and Future Sale of the Property.** Council may direct Alberta Land Titles to issue a tax forfeiture title for the property in the name of the municipality. This would transfer ownership to the Town and allow future sale of the property under Section 425 of the MGA, with sale proceeds being used to offset the outstanding property taxes. If the Town chooses to sell the property, it must do so at a price at is “as close as reasonably possible to the market value” of the property.

Pros:

- Minimal cost to the Town.
- Gives the Town control over the property
- Allows for future sale of the property and recovery of outstanding property taxes.
- Property becomes tax exempt which eliminates the accrual of further tax arrears.

Cons: - If the market value of the property is less than the property taxes, the Town will be selling at a loss.

- The Town assumes liability and maintenance responsibility, however, the Town will not be liable for the condition or state of the land, unless after taking possession, it releases or worsens a harmful substance on the property.

- ii) **Proceed with Tax Forfeiture of the Title and Future Municipal Use of the Property.** Council may direct Alberta Land Titles to issue a tax forfeiture title for the property in the name of the municipality. Council would then be required to make a payment as close as possible to market value, and then get clear title of the property, removing tax forfeiture status. Sale proceeds would be used to offset the outstanding property taxes. After the title is clear, the property could be used for any municipal purpose that Council wishes.

Pros:

- Gives the Town control over the property
- Allows for municipal use of the property and the addition of a land asset in a prime commercial zone
- Property becomes tax exempt which eliminates the accrual of further tax arrears.

Cons:

- The Town would be required to pay for the property, at an amount as reasonably possible to the market value of the land. Council previously determined the reasonable possible market value of the property to be \$108,000.00.
- The Town assumes liability and maintenance responsibility.
- There may be unknown liabilities, including environmental hazards or contamination on the lands.

- iii) **Leave the Title in the Current Owner's Name.** The Town can choose not to take title at this time. The property would remain in the owner's name, but the tax arrears would continue to accrue and further enforcement actions could be considered in the future. The Town could leave everything as is for now and then choose to proceed with tax forfeiture at any time in the future.

Pros:

- The Town could, at a later date, take steps in taking tax forfeiture title.
- No immediate responsibility to the Town.
- If the Town waits 15 years from the time of the public auction, and the tax arrears have not been paid, the Town can take clear title to the lands without having to pay any proceeds back to the owner (s.428.2 of the MGA).

Cons:

- Tax arrears will continue to accrue, which are unlikely to be recouped.
- Town has no control over the property.
- The property may become a community nuisance.

3.0 **ALTERNATIVES:**

- 3.1 Council authorizes Administration to proceed with Tax Forfeiture of Lot 1B, Block 8, Plan 0725639, and future sale of the property.
- 3.2 Council authorizes Administration to proceed with Tax Forfeiture of Lot 1B, Block 8, Plan 0725639, payment of \$108,000.00 for clear title of the property, and discuss the future of this property at the 2026 budget retreat.

3.3 Council leave the title in the current owner's name until further notice.

4.0 FINANCIAL IMPLICATIONS:

The financial implications will depend on the direction of Council.

Property taxes of over \$71,000.00 remain outstanding at this time. If we do not transfer title to the Town's name, this amount will continue to grow.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

None

8.0 ATTACHMENTS:

8.1 Minutes from August 13, 2025, Tax Recovery Public Auction

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council authorize Administration to proceed with tax forfeiture of Lot 1B, Block 8, Plan 0725639 and pursue future sale of the property.

10.0 PROPOSED MOTION:

That Council authorize Administration to proceed with tax forfeiture of Lot 1B, Block 8, Plan 0725639 and future sale of the property.

(original signed by the CAO)
Collin Steffes, CAO

**TAX RECOVERY - PUBLIC AUCTION, AUGUST 13, 2025 AT 10:00 A.M. IN
THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

PRESENT Jennifer Mantay, Acting CAO, Jenny Bruns, Director of Planning, Economic Development and Legislative Services, Brandon Johnson, Community Peace Officer, and Jamie Johnson, Tax Clerk

OTHER Jeff Parsons, Auctioneer and Marilyn Parsons, Parsons Auction Administration

CALL TO ORDER Jennifer Mantay opened the Public Auction at 10:00 a.m.

**OTHERS IN
ATTENDANCE**

Ms. Jodie Lyons
Mrs. Jennifer Pederson
Mayor Dave McKenzie
Mr. Charlie Parsons

were in attendance in the gallery.

PUBLIC AUCTION

PROCESS Jennifer Mantay outlined the tax sale public auction process. Jennifer Mantay described the property and stated the following:

The property up for auction was Lot 1B, Block 8, Plan 0725639, 5104 50 Avenue located in the Town site of Barrhead. The Public auction was advertised in the Alberta Gazette and the Barrhead Leader. Jennifer Mantay read the Barrhead Leader advertisement aloud. The reserve bid of \$108,000.00 that was set by Council was announced. Jennifer Mantay advised that a "Qualified" property appraisal was conducted and stated that the "Qualified" appraisal assumed that there are no hidden or unapparent conditions on or near the subject property that might adversely influence its value.

Jennifer Mantay stated that the Purchaser hereby acknowledges that neither the appraiser nor the Town makes any guarantees or warranties whatsoever, expressed or implied, regarding the condition of the property and will not be responsible for any conditions that do exist or for any engineering or testing that might be required to discover whether such conditions exist. Caveat Emptor—Buyer Beware. There is no Real Property Report available nor will one be undertaken by the Town of Barrhead.

Jennifer Mantay advised that should no bids be offered and the property is not sold, the auction will be over after a 3-minute time period. Jennifer Mantay advised that there would be a 1-minute wait after the last bid to determine that no other bids are being offered and that all bidding would cease at that point. Jennifer Mantay advised that bidding would be increments of \$ 1,000.00

Jennifer Mantay asked the gallery if they had any questions.

AUGUST 13, 2025, PUBLIC AUCTION
Page 2 of 2


BIDDING

There were no bids during the 3 minute time period.

ADJOURN Jennifer Mantay declared the Public Auction over at 10:03 a.m.



Jennifer Mantay, Acting CAO



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

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: August 26, 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 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."

Administration has recently been advised that the grant application has been approved for the full \$125,000.00.

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 grant will be used. They have indicated that if the scope of the project, and needed grant funding is reduced, the Town's required contribution of 25% would also be reduced.

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.

The agreement to accept the \$125,000 grant has been extended by Social Development Canada until Council approves \$41,650.00 in Town funding for the project and identifies the source of those funds.

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 the acceptance of the Enabling Accessibility Fund – Small Projects Component Grant in the amount of \$125,000.00, funding the remaining \$41,650.00 of the project from the 2026 Parks Capital Reserve.
- 3.2 Council authorizes the acceptance of the Enabling Accessibility Fund – Small Projects Component Grant in an amount less than \$125,000.00, funding the required 25% municipal contribution from the 2026 Parks Capital Reserve.
- 3.3 Council tables and asks for further information.

4.0 FINANCIAL IMPLICATIONS:

Addition of a 2026 Capital Budget Expense for the Barrier Free Park Project in the amount of \$166,650.00, 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 \$41,650.00.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

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 accept the Enabling Accessibility Fund – Small Projects Component Grant in the amount of \$125,000.00, and incorporate a 2026 Capital Budget expense for the Barrier Free Park Project, at a total cost of \$166,650.00, with offsetting capital revenues of \$125,000.00 to be funded from the Enabling Accessibility Fund – Small Projects Component and \$41,650.00 to be funded from the 2026 Parks Capital Reserve.

10.0 PROPOSED MOTION:

That Council accept the Enabling Accessibility Fund – Small Projects Component Grant in the amount of \$125,000.00, and incorporate a 2026 Capital Budget expense for the Barrier Free Park Project, at a total cost of \$166,650.00, with offsetting capital revenues

of \$125,000.00 to be funded from the Enabling Accessibility Fund – Small Projects Component and \$41,650.00 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

REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Parks and Recreation Director

Date: August 26, 2025

Re: Proposed New Agrena Concession Policy and Rental Agreements

1.0 **PURPOSE:**

The purpose of this request is to establish a new agreement for the Agrena concession that safeguards the Town's interests and assets while providing a fair and more practical framework for a contractor operating the concession. Implementing this new agreement will require minor amendments to the Rates and Fees Bylaw.

This initiative is in response to recurring challenges experienced under the previous rental agreement. The new agreement is more robust, and all-inclusive to avoid any question of control or use of the concession. In addition, a separate, rental agreement has been created for offseason casual concession users, ensuring clarity in expectations and operational responsibilities. To provide governance over this new concession use framework, a Policy has also been prepared for your consideration and approval.

2.0 **BACKGROUND AND DISCUSSION:**

The previous concession agreement presented several issues:

- **Exclusive Use Clause:** The previous agreement provided "exclusive" use of the concession, but still permitted other caterers with 14 days' notice, resulting in operational inconsistency for the primary concession operator.
- **Shared Use Provisions:** An inventory of equipment and appliances was only partially defined leading to dispute over ownership and use of items, and the prorated rent calculation for shared months lacked a clear reconciliation process.
- **Ownership & Maintenance:** Ownership of the equipment was not clearly defined creating uncertainty over responsibility for repair or replacement costs.
- **Dispute Resolution:** There was no formal process for resolving disputes.
- **Termination Clause Conflicts:** The agreement contained contradictory termination provisions (both 90-day and 30-day written notice), and the seven-day remediation period for defaults could be insufficient for more complex operational or maintenance issues.

The draft agreements for both the Ice-season concession lease and the off-season casual use—have been reviewed by the Town’s legal counsel and insurance providers to ensure compliance, liability protection, and clear assignment of responsibilities. The Ice-season lease now speaks exclusively to sole use by the lessee during the ice season, eliminating the uncertainty created by the old “exclusive use” wording.

3.0 ALTERNATIVES:

- 3.1 Council may choose to adopt the proposed arena concession policy and approve the new ice-season and off-season agreements with revisions agreed to during the meeting.
- 3.2 Council may choose to direct Administration to further revise the agreements to address additional concerns before adoption.

4.0 FINANCIAL IMPLICATIONS:

Well defined rental rate structures and maintenance responsibilities will reduce unplanned repair or replacement costs to the Town.

Offseason casual rental agreements will allow the concession to generate additional revenue during non-ice months without incurring significant Town expenses.

Minor administrative costs may be incurred for policy updates and agreement roll-out.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Parks and Recreation will oversee daily operational compliance and coordinate with concession operators.

Finance will ensure updated invoicing and tracking to reflect the new rate structures.

Legislative Services will finalize agreement wording, Rates and Fees bylaw amendment, and update procedure related to Policy 72-002.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

There are no direct provincial or federal government implications, although updated agreements will ensure the Town remains compliant with Alberta health and safety standards for food services.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

A transparent and fair agreement can improve relationships between the Town and concession operators, demonstrating the Town’s commitment to fair business practices.

The public will benefit from improved and consistent concession services, particularly during events. The new agreement framework also facilitates easier access for community groups/vendors to rent the concession

8.0 ATTACHMENTS:

Proposed Agrena Concession Use Policy

Proposed Ice-Season Concession Lease Agreement

Proposed Agrena Concession Short Term Rental Agreement

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approve the new policy, along with the Agrena ice-season lease and Agrena off-season rental concession agreements. These agreements have been reviewed by the Town's legal counsel and insurance providers and are designed to safeguard the towns assets and interests

10.0 RECOMMENDED MOTIONS (Public):

That Council adopt the Agrena Concession Policy as presented.

That Council approve the Agrena Ice-season Concession Lease Agreement providing sole use to a lessee during the ice season, as presented.

That Council approve the Agrena Concession Short-Term Rental Agreement including rental terms with community groups or temporary vendors, as presented.

(original signed by the CAO)
Collin Steffes
CAO

POLICY # 072-010

AGRENA CONCESSION USE

Resolution Number:	TBA
Original Approval Date:	August 12, 2025
Review Due Date:	August, 2028
Revised Policy Date:	

POLICY STATEMENT:

The Town will enter into an agreement with a single vendor (Lessee) to operate the concession in the Barrhead Agrena during the annual ice season and will ensure the facility is available for flexible rental use by community groups during the off season.

PURPOSE:

This policy establishes a clear seasonal framework for concession operations at the Agrena, ensuring a consistent concession service provider is on contract during the ice season and there is availability for flexible rental use by community groups during the off season.

SCOPE:

This policy applies to all the Barrhead Agrena concession, Town of Barrhead administration, contractors/vendors, and community groups.



AGRENA CONCESSION LEASE AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2025

BETWEEN:

THE TOWN OF BARRHEAD
(hereinafter called the "Lessor")

AND:

[NAME]
(hereinafter called the "Lessee")

BACKGROUND

WHEREAS the Lessor owns and operates the Barrhead Agrena located at 5607 - 47th Street in Barrhead, Alberta (the "**Agrena**"), wherein there is an opportunity to provide food services through the Concession to athletes and the public;

AND WHEREAS the Lessee is engaged in the business of preparing and serving meals;

AND WHEREAS the Lessee wishes to lease from the Lessor that portion of the Agrena known as the Concession Area for the purpose of operating a food and beverage concession.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Lessor and the Lessee hereby agree as follows:

1. SCOPE:

- 1.1. The Lessor owns a full commercial kitchen within the Agrena (the "**Concession**"). The Concession contains two walk-in industrial coolers, a custodial room, and a storage room. The Concession also has two access doors from the lobby, a separate entrance/exit door leading outside, two internal facing and one external facing serving windows. A seating area is available in the lobby directly adjacent to the Concession

(the “**Seating Area**”). The Concession and the Seating Area are further outlined in Schedule “A” to this Agreement (the “**Concession Area**”).

- 1.2. The Lessor hereby leases to the Lessee the Concession and Seating Area for the purpose of serving food and beverages to the public, maintaining the Concession, and maintaining the Seating Area (collectively, the “**Concession Services**”). The Lessee shall operate the Concession and the Seating Area in a safe, clean, first-class and proper manner as befits a concession within a public recreation facility.

2. TERM AND RENEWAL

- 2.1. The Lessee will provide the Concession Services from October 1 to March 31 each year (the “**Ice Season**”) for a three (3) year term, commencing October 1, 2025 and terminating on March 31, 2028 (the “**Term**”).
- 2.2. The Agreement is not in effect and the Lessee shall have no right to use or occupy the Concession Area from April 1 to September 1 of each year of the Term.
- 2.3. If the Lessee is not in default under the terms of this Agreement, they may request a renewal for an additional three (3) years on the same terms and conditions herein, by written notice at least 90 days before the end of the Term. The Lessor will confirm its decision regarding the request for renewal within 60 calendar days of the request.
- 2.4. This Agreement may only be amended by mutual agreement in writing of both parties.

3. RENT AND PAYMENT TERMS

- 3.1. The Lessor will provide utilities including: water, sewer, electricity, natural gas, and garbage (within customary and reasonable limits); electronic surveillance (excluding after-hours alarm response); and will be responsible for property taxes and building insurance.
- 3.2. Prior to occupancy, the Lessee will pay the Lessor a damage deposit equivalent to one month’s Rent. At the end of Term and subject to the End of Service Inspection by the Lessor, the Lessor will return the deposit to the Lessee less any costs incurred as a result of the End of Service Inspection.
- 3.3. The Lessee shall pay rent using an electronic funds transfer within seven (7) business days following receipt of a monthly rental invoice from the Lessor equal to:

\$ 850.00 + GST per month (the “Rent”).

4. OPERATIONAL RESPONSIBILITIES

- 4.1. The Lessee shall operate the Concession Area safely, cleanly, professionally, and in compliance with all government regulations, applicable laws, health standards, licences, and permits.
- 4.2. The Lessee shall provide and maintain their own equipment, cash/debit machines or point of sale system, internet or cable services, and paper products.
- 4.3. The Lessee shall hire and supervise competent and efficient employees to provide the Concession Services and serve the public promptly in a manner satisfactory to the Lessor. The Lessor shall bear no responsibility for the Lessee's employees and no employee of the Lessee will be considered to be an employee of the Lessor.
- 4.4. The Lessee shall pay all employees all salaries, wages, and remuneration in accordance with Alberta Employment Standards Code and applicable federal legislation.
- 4.5. The Lessee shall collect, remit, and pay all source deductions including but not limited to income tax, Canada Pension contributions, employment insurance premiums, and Workers' Compensation arising from the operation of the Concession.
- 4.6. The Lessee shall refrain from and prevent any willful or voluntary damage or destruction of the Concession Area and any items or equipment therein or thereon.
- 4.7. The Lessee shall offer in the Concession, the menu as provided in their tender submission, as attached at Schedule "X" to this Agreement, or a menu of similar food and beverage options.
- 4.8. The Lessee shall ensure food and beverages served at the Concession meet health standards, including offering a minimum of 25% healthy menu options.
- 4.9. The Lessee shall not sell any goods in glass containers or bottles, chewing gum, or packaged seeds or nuts.
- 4.10. During the Ice Season, the hours of operation shall be as follows:
 - 4.10.1. Monday–Friday: 4:00 pm – 9:00 pm
 - 4.10.2. Saturday: 9:00 am – 9:00 pm
 - 4.10.3. Sunday: 10:00 am – 7:00 pm subject to events and tournaments, during which the Concession must also be operational.
- 4.11. The Concession must operate for special events, provided the Lessor has given the Lessee at least 7 days' notice of the special event and the hours of the event.

- 4.12. The Lessee may be permitted to operate the Concession outside of regular or required operating hours, provided such additional hours have been agreed upon in advance, in writing, between the Lessor and the Lessee.
- 4.13. During closures of the Agrena, the Lessee is not required nor permitted to operate and will not receive compensation or damages for such closures.
- 4.14. The Lessee shall not do, suffer, or permit to be done, any act or thing upon or to or in the Concession Area, which will or would constitute a nuisance to the occupiers of the Agrena or adjoining tenants in the vicinity of the Concession Area, or to the public generally.

5. MAINTENANCE AND REPAIRS

Lessor Responsibilities:

- 5.1. Major repairs, capital improvements, plumbing, heating, and ventilation.
- 5.2. Provide utilities to the Agrena and Concession Area.
- 5.3. Regular operational and cleanliness inspections of the Concession Area.
- 5.4. Fire suppression checks.
- 5.5. Lessor is not responsible for any loss or damage to property or equipment belonging to the Lessee that is left in the Concession Area after the Ice Season.

Lessee Responsibilities:

- 5.6. The Lessee shall maintain and keep at a minimum a CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit in the Concession.
- 5.7. The Lessee shall comply with Schedule "B": Daily and Monthly Concession Maintenance and Cleaning Checklist inline with the Alberta Food Retail and Foodservices Code.
- 5.7.1. The on-site dishwasher is a "dish sanitizer" and does not use dish soap. All eating and cooking utensils, and dishware must first be thoroughly hand washed in the sinks before being placed in the "dish sanitizer".
- 5.8. The Lessee shall maintain the equipment listed in Schedule "C": Barrhead Agrena Concession Main Equipment and any additional equipment as directed by the Lessor.
- 5.9. The Lessee shall notify the Lessor within 48 hours of mechanical issues impeding the use or safe operation of the equipment outlined in Schedule "C".

6. REGULATORY COMPLIANCE

The Lessee must:

- 6.1. Comply with all laws, bylaws, health codes, safety codes, and Lessor policies and directions.
- 6.2. Comply with the Alberta Occupational Health and Safety Act, Regulations and Code.
- 6.3. Maintain WHMIS training and retain Material Safety Data Sheets (MSDS) on site.
- 6.4. Obtain and display all required permits and business licenses.
- 6.5 Immediately notify the Lessor of any Alberta Health Services inspection deficiencies or other regulatory reports and rectify the same within forty-eight (48) hours.
- 6.6 The Lessor will send a delegate to inspect the Concession Area on a monthly basis to ensure it is being maintained to the standards set out in this Agreement. The Lessee will permit the Lessor and its agents and employees to show the Concession Area to prospective tenants during the last six months of this Agreement prior to the expiration of the Agreement.

7. ALTERATIONS AND IMPROVEMENTS

- 7.1. The Lessee must obtain the Lessor's prior written approval before making any alterations or improvements in the Concession Area or to the equipment therein.
- 7.2. At the end of the Term, the Lessee must remove improvements if requested by the Lessor and restore the Concession Area to its original condition, reasonable wear and tear excepted. Any permanent improvements will become the property of the Lessor unless otherwise agreed, in writing.

8. INSURANCE AND LIABILITY

- 8.1. Before commencement of the Term, the Lessee must provide proof of:
 - 8.1.1. Comprehensive general liability insurance of at least \$5,000,000 per occurrence and to cover any damage to the Concession Area, naming the Lessor as an additional insured; and
 - 8.1.2. Environmental impairment liability insurance of at least \$1,000,000.
- All policies must include a waiver of subrogation in favour of the Lessor.

9. INDEMNIFICATION AND WAIVER OF SUBROGATION

- 9.1. The Lessee shall indemnify and hold harmless the Lessor, its officers, employees, agents, and representatives from and against any and all claims, damages, losses,

liabilities, and costs (including legal fees on a solicitor-client basis) arising out of or related to:

- 9.1.1. The Lessee's operation of the Concession Area;
- 9.1.2. The Lessor's exercise of any of its rights under this Agreement;
- 9.1.3. Any breach of this Agreement by the Lessee; and
- 9.1.4. Any injury, death, or damage to persons or property occurring on or about the premises involving the Lessee, its staff, customers, or the public, arising from any cause, including the negligent acts or omissions of the Lessor or its officers, employees, agents, or representatives

9.2. The Lessee further releases the Lessor, its officers, employees, agents, and representatives from any and all liability or responsibility to the Lessee, or to anyone claiming through or under the Lessee, by way of subrogation or otherwise, for any loss or damage to property that is covered (or required to be covered) by insurance under this Agreement, whether or not such loss or damage is caused by the negligence of the Lessor or its officers, employees, agents, or representatives.

9.3. The Lessee covenants that all insurance policies obtained in connection with this Agreement shall include a waiver of subrogation in favour of the Lessor, its officers, employees, agents, and representatives, as their interests may appear.

9.4. This indemnity and waiver shall survive the expiration or earlier termination of this Agreement.

10. TERMINATION AND DEFAULT

10.1. This Agreement may be terminated:

- 10.1.1. By either party by providing three (3) months' written notice.
- 10.1.2. By the Lessor on fifteen (15) days' notice to the Lessee where quality of the Concession Services is unsatisfactory, as determined in the sole discretion of the Lessor; or
- 10.1.3. Immediately by the Lessor, if the Lessee becomes financially unable to provide the Concession Services, or the Lessee defaults as provided for in Section 10.2 of this Agreement.

10.2. Default includes:

- 10.2.1. Failing to pay Rent when due and payable;
- 10.2.2. Breaching Agreement terms; or
- 10.2.3. Vacating or leaving the Concession unoccupied for more than seven (7) days.

10.3. Upon default, the Lessor may terminate the Agreement immediately, re-enter the Concession Area, and retake possession.

10.4. Upon termination or expiry of the Agreement, the Lessor and the Lessee will perform an End of Service Inspection using the Schedule "D" Concession Lease Inspection Checklist. The Lessor and the Lessee will schedule an End of Service Inspection to occur within seven (7) days of the notice of termination being provided by the Lessor.

10.4.1. If the Lessee will not meet within the seven (7) days required, the End of Service Inspection will be performed in their absence.

10.5. Upon termination or expiry of this Agreement, the Lessee must return all keys in its possession for the Concession Area or the Agrena to the Lessor.

11.ACCESS AND SECURITY

11.1. Prior to commencement of the Term, the Lessee and the Lessor will perform a walk through of the Concession Area using the Concession Lease Inspection Checklist (Schedule "D") to document the condition of the Concession, the Seating Area, and the equipment.

11.1.1. Both the Lessee and the Lessor will sign and date the Schedule "D" checklist at the end of the inspection.

11.1.2. Both the Lessee and the Lessor will retain a copy of the inspection for their records.

11.2. The Lessee will receive keys and will:

11.2.1. Pay for replacement locks if keys are lost.

11.2.2. Secure the Concession Area when unoccupied.

11.3. The Lessee's access to the Concession Area is limited to regular Agrena hours, unless otherwise agreed to in writing by the Lessor.

11.4. The Lessee must cover all costs associated with an after-hours alarm response in the event they are responsible for triggering the alarm.

11.5. If the Lessee requires access outside of regular Agrena hours, they must submit their request to the Lessor, and if permitted, will be given after-hours access by an employee of the Lessor.

11.6. The Lessee and its staff may use common areas within the Agrena for entry/exit but may not store goods outside the Concession Area.

NOTICES

11.7. All notices must be in writing and sent to:

Lessor:

TOWN OF BARRHEAD

Attn: Direction, Parks and Recreation

P.O. Box 4189, 5014 – 50 Ave.

Barrhead, Alberta T7N-1A2

E-mail: town@barrhead.ca

and to:

Lessee:

[NAME]

[ADDRESS]

Barrhead, Alberta [POSTAL CODE]

[EMAIL ADDRESS]

- 11.8. Notices are deemed received on the next business day after e-mailing.

12. GENERAL PROVISIONS

- 12.1. This Agreement does not create an employment relationship, partnership or agency relationship between the Lessee and the Lessor.
- 12.2. The Agreement may not be assigned or subleased without the Lessor's written consent.
- 12.3. Any dispute arising under this Agreement shall first be addressed through good-faith discussions between the Lessee and the Parks and Recreation Foreman. If the matter cannot be resolved, it shall be referred to the Chief Administrative Officer (CAO) for a final decision.
- 12.4. The Agreement shall be governed by the laws of the Province of Alberta.
- 12.5. The Lessor shall not be liable for failure to perform any of its obligations hereunder or for damage or loss to the Lessee if such failure, damage or loss is caused by acts of God or of the King's enemies, fire other casualty, war, disaster, riots, strikes, lockouts, force majeure, or any similar circumstances attributable to the Lessee, or any other emergency or cause of whatsoever nature beyond the reasonable control of the Lessor.
- 12.6. Should any provision of this Agreement be illegal or unenforceable, it shall be considered separate and severable from the remainder of this Agreement and the remaining provisions shall remain in force and be binding upon the parties as though the said provision had never been included.
- 12.7. Marginal headings are for convenience only.

12.8. This document is the entire agreement between the parties and replaces any previous drafts, representations, or agreements.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first written above.

LESSOR:

TOWN OF BARRHEAD

Printed Name
Position

Signature

LESSEE:

NAME OF CONTRACTOR

Printed Name

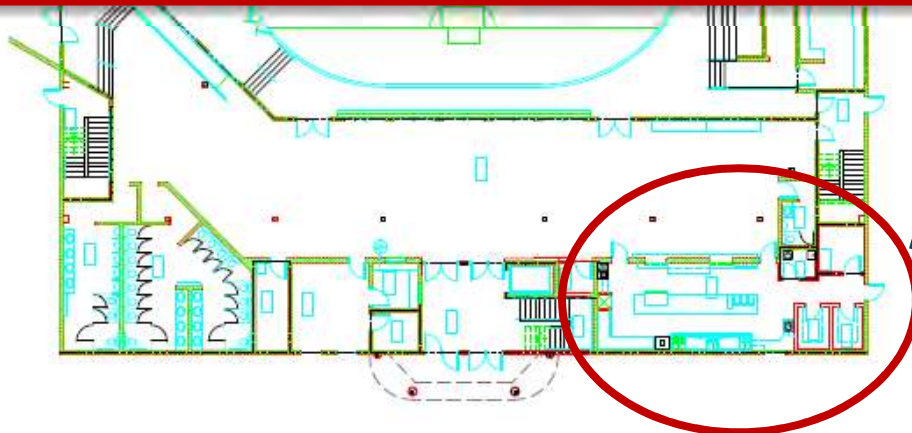
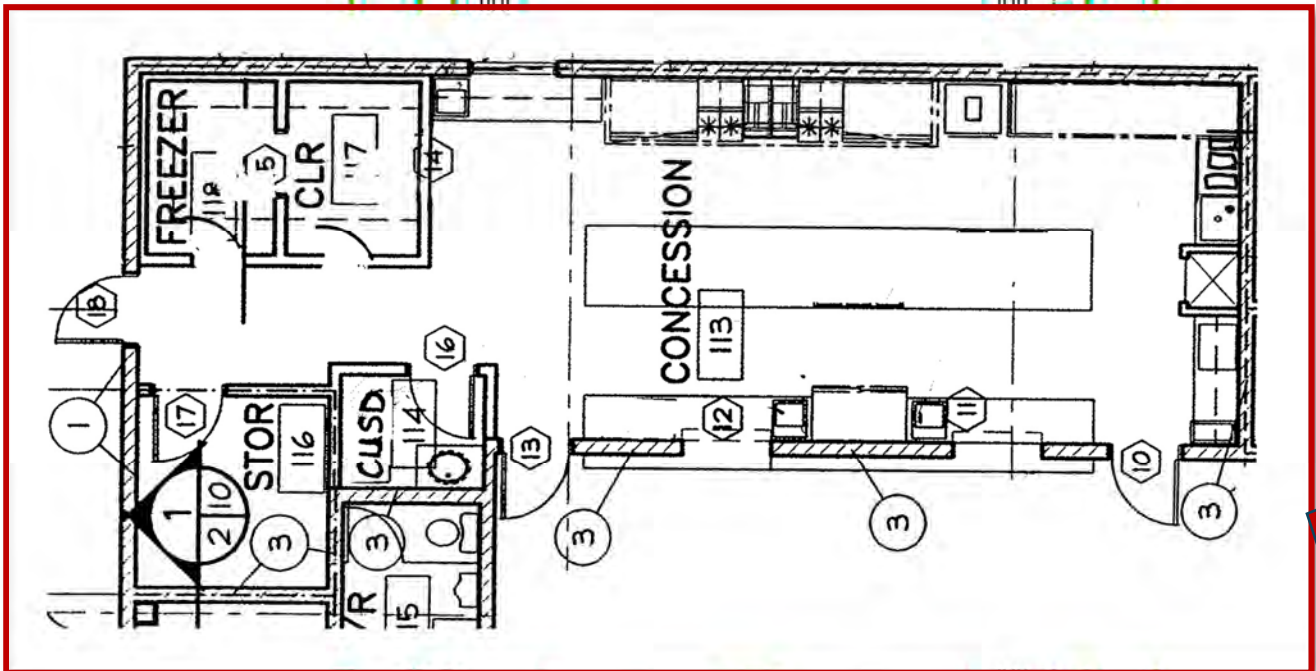
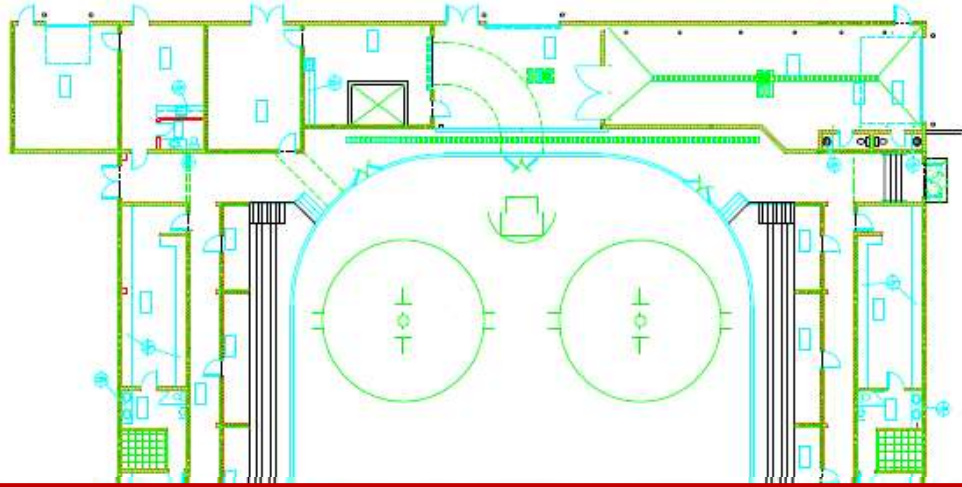
Signature

Printed Name

Signature

SCHEDULE A

Town of Barrhead
Aрена Concession Floor Plan



SCHEDULE B

Town of Barrhead Daily & Monthly Agrena Concession Area Maintenance & Cleaning Checklist

DAILY MAINTENANCE/CLEANING

Date:	
Performed by:	

	Task	Initial	Reportable Findings
1	Wipe and sanitize all food prep surfaces		
2	Sweep and mop all floors		
3	Empty and sanitize trash bins		
4	Clean exterior concession counter		
5	Remove packaging, waste, and debris from lobby tables		
6	Sanitize sink basins and taps		
7	Wash and sanitize utensils, pans, and malware		
8	Clean drain covers and floor drains		
9	Wipe down refrigerator/freezer handles and doors		
10	Check and log refrigeration/freezer temperatures		
11	Clean cooking equipment surfaces (grill, fryer, etc.)		
12	Inspect for visible pests; log findings		
13	Confirm fire exits are clear		

<i>If reportable findings require reporting back to Town of Barrhead, supply a copy of this checklist to the Director of Parks and Recreation within 48 hours.</i>	
Town of Barrhead Use: Corrective Action Taken	

MONTHLY MAINTENANCE/CLEANING

Date:	
Performed by:	

	Task	Initial	Reportable Findings
1	Deep-clean behind and under all equipment		
2	Deep-clean grease Traps		
3	Deep-clean cooking equipment (grill and oven)		
4	Polish stainless-steel surfaces		
5	Clean/sanitize refrigerator and freezer		
6	Sanitize sink basins and taps		
7	Remove and clean drain covers and floor drains		
8	Boil out Deep Fryers (See Procedure)		
9	Wipe down exhaust vents and thoroughly clean		
10	Check and log refrigeration/freezer temperatures		
11	Inspect/calibrate ovens and temperature controls		
12	Clean/sanitize shelves, walls and floors		
13	Inspect for visible pests; log findings		

If reportable findings require reporting back to Town of Barrhead, supply a copy of this checklist to the Director of Parks and Recreation within 48 hours.

Town of Barrhead Use: Corrective Action Taken	
---	--

Deep Clean Using Boil-Out Method Deep Fryer

PROCEDURE

Boiling out a deep fryer is the process of removing old oil, adding water and cleaning solution, and then boiling the water to thoroughly clean the interior of the fryer and remove any hard, stuck-on grime. Follow the steps in the video below to boil out your fryer:

- Ensure the deep fryer is unplugged and completely cooled down before starting the cleaning process.
 - Wear gloves and eye protection to prevent burns from hot water and cleaning solution.
 - If the fryer has a drain valve, ensure it is closed before adding water.
-
1. Drain all of the grease from the fryer and safely discard it via an oil caddy and an approved oil discharge container.
 2. Use a fryer cleaning rod to clean any remaining debris out of the drain line and from the bottom of the fryer.
 3. Rinse the fryer with hot water to remove excess undrained fat and drain.
 4. Fill the fryer with cool water within at least 3-4" below the top.
 5. Then, add deep-fat fryer cleaner.
 1. Check the instructions on the bottle to find the specific amount you need to use.
 6. Boil slowly for 20 minutes.
 7. Use cell phone to capture video of the Boil Out process (while boiling) and email video to info@townofbarrhead.ca as part of the Monthly Maintenance/Cleaning Checklist.
 8. Turn off the fryer and allow the soapy water to cool down.
 9. Open the drain valve.
 10. Allow the fryer to drain slowly. Use a strainer to catch any large debris.
 11. When the water has drained, use a long-handled fryer brush to clean the sides, top, and heating elements of the fryer.
 12. Rinse thoroughly to remove all residue.
 13. Add your new oil.
 1. Optional to add fry powder or oil stabilizer to the fresh oil to make it last longer.

Manual Dishwashing PROCEDURE

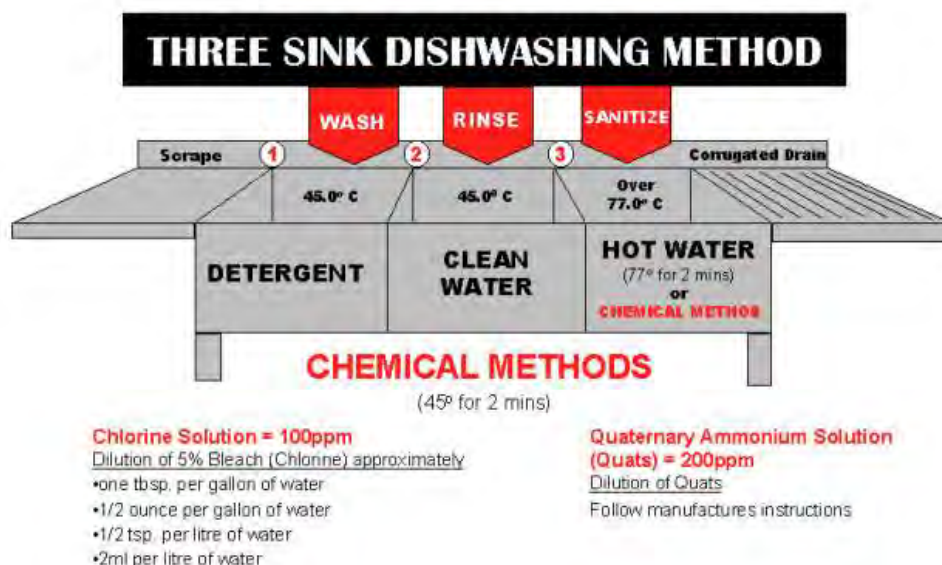
When relying on the manual method for washing and sanitizing dishware and serving/dining utensils, the operator should use a three compartment sink and the following procedure.

Dishes should be:

1. Thoroughly scraped clean of visible foreign materials and food scraps;
2. Washed in the first compartment sink in detergent solution capable of removing grease and food particles and that is maintained at a temperature of not less than 45°C (113°F);
3. Rinsed in the second compartment sink in clean potable water maintained at a temperature of not less than 45°C (113°F); and
4. Sanitized in the third compartment sink by immersion, in one of the following methods:
 - a. for at least 2 minutes in water at a temperature of at least 77°C (171°F);
 - b. for at least 2 minutes in a chlorine solution of 100 - 200 mg/L available chlorine at a temperature of not less than 45°C (113°F);
 - c. for at least 2 minutes in a solution containing a quaternary ammonium compound having a strength of not higher than 200 mg/L consistent with efficacy at a temperature of not less than 45°C (113°F); or
 - d. for at least 2 minutes in a solution containing not higher than 25 mg/L iodine at a temperature of not less than 45°C (113°F).

NOTE: The solutions used for the methods outlined in clause 4 should be completely changed often enough to prevent utensils from becoming soiled and to maintain the bactericidal effect of the solution.

5. The operator should test the temperatures of the water and the sanitizer concentration frequently to ensure that effective sanitizing is occurring.
6. Air-dried, if possible.





SCHEDULE C

Town of Barrhead Agrena Concession EQUIPMENT LIST

Item	Number	START Condition	END Condition	Action Needed
Spoons				
Cutlery				
Tongs				
Mixing Bowls				

SCHEDULE D

Town of Barrhead
Agrena Concession Area Lease Start/End INSPECTION CHECKLIST

DATE OF **START** OF SERVICE INSPECTION: _____

Performed by: Town of Barrhead _____

CONTRACTOR _____

DATE OF **END** OF SERVICE INSPECTION: _____

Performed by: Town of Barrhead _____

CONTRACTOR _____

Storage Room		START Condition	END Condition	Action Needed
Walls				
Lights/fixtures				
Door				
Door Hinges Handle/Mechanism				
Custodial Room		START Condition	END Condition	
Wash Basin				
Sink Taps				
Towel Rack				
Walls				
Lights/fixtures				
Refrigerator Walk-in Cooler		START Condition	END Condition	
Walls				
Lights/Fixtures				
Door				
Door Hinges Handle/Mechanism				
General Operation				
Motor/Fans				
15 Shelves				

Walk-in Freezer		START Condition	END Condition	
Walls				
Lights/Fixtures				
Switch/light				
Door				
Door Hinges				
Handle/Mechanism				
General Operation				
Motor/Fans				
12 Shelves				
Open Kitchen	Additional Parts	START Condition	END Condition	
Shelving/Rack 5 tiers				
Stainless Steel Counter with bottom Shelf				
3 bay Stainless Steel Sink	Taps Sprayer			
Racking 3 tiers	Blue			
Counter Tops				
Cabinets				
Cabinet Handles				
Cabinet Shelving				
Man doors	2			
Hinges/Locks				
Internal Shutters	2			
External Shutter	1			
Stand-Alone Equipment		START Condition	END Condition	
Grill 1	Vent hood			
Oven 1	1 rack			
Stove 1	Vent hood			
Oven 2	2 racks			
Grill 2	Vent hood			
Oven 3	2 racks			
Convection oven	5 shelves			
Deep Fryer 1	2 Baskets			
Deep Fryer 2	2 Baskets			
Dish SANITIZER				
Beverage Cooler 8 shelves	Stand- alone 2 Doors Lights			



AGRENA CONCESSION SHORT-TERM RENTAL AGREEMENT

THIS AGREEMENT made this ____ day of _____, 2025

BETWEEN:

THE TOWN OF BARRHEAD
(hereinafter called the "Lessor")

AND:

[NAME]
(hereinafter called the "Lessee")

BACKGROUND

WHEREAS the Lessor owns and operates the Barrhead Agrena located at 5607 - 47th Street in Barrhead, Alberta (the "**Agrena**"), wherein there is an opportunity to provide food services through the Concession to athletes and the public;

AND WHEREAS the Lessee is engaged in the business of preparing and serving meals;

AND WHEREAS the Lessee wishes to lease from the Lessor that portion of the Agrena known as the Concession Area for the purpose of operating a food and beverage concession on a short-term basis.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Lessor and the Lessee hereby agree as follows:

1. SCOPE:

- 1.1. The Lessor owns a full commercial kitchen within the Agrena (the "**Concession**"). The Concession contains two walk-in industrial coolers, a custodial room, and a storage room. The Concession also has two access doors from the lobby, a separate entrance/exit door leading outside, two internal facing and one external facing serving windows. A seating area is available in the lobby directly adjacent to the Concession

(the "**Seating Area**"). The Concession and the Seating Area are further outlined in Schedule "A" to this Agreement (the "**Concession Area**").

1.2. The Lessor hereby grants the Lessee the right to operate the Concession Area during the following period:

1.2.1. Start Date and Time: _____ @ _____ am/pm

1.2.2. End Date and Time: _____ @ _____ am/pm

(the "**Term**"), unless earlier terminated in accordance with this Agreement.

1.3. The Lessor hereby leases to the Lessee the Concession and Seating Area for the purpose of serving food and beverages to the public, maintaining the Concession, and maintaining the Seating Area (collectively, the "**Concession Services**") for the Term.

1.4. The Lessee shall operate the Concession and the Seating Area in a safe, clean, first-class and proper manner as befits a concession within a public recreation facility.

2. RENT AND PAYMENT TERMS

2.1. The Lessor will provide utilities including: water, sewer, electricity, natural gas, and garbage (within customary and reasonable limits); electronic surveillance (excluding after-hours alarm response); and will be responsible for property taxes and building insurance.

2.2. Prior to occupancy, the Lessee will pay the Town a damage deposit equivalent to \$100.00 (One Hundred Dollars). At the end of Term and subject to the End of Service Inspection by the Lessor, the Lessor will return the deposit to the Lessee less any costs incurred as a result of the End of Service Inspection.

2.3. The Lessee shall pay rent using an electronic funds transfer or by cheque within seven (7) business days following receipt of a rental invoice from the Lessor equal to:

- ☐ Daily \$ 50.00/day
- ☐ Weekly \$ 200.00/week (Monday-Friday)
- ☐ Weekend \$ 85.00/day (Saturday-Sunday)

Total Amount Owing: \$_____ (the "**Rent**").

3. LESSEE RESPONSIBILITIES

- 3.1. The Lessee shall operate the Concession safely, cleanly, professionally, and in compliance with all government regulations, applicable laws, health standards, licences, and permits.
- 3.2. The Lessor shall bear no responsibility for the Lessee's employees and no employee of the Lessee will be considered to be an employee of the Lessor.
- 3.3. The Lessee shall not do, suffer, or permit to be done, any act or thing upon or to or in the Concession Area, which will or would constitute a nuisance to the occupiers of the Agrena or adjoining tenants in the vicinity of the Concession Area, or to the public generally.
- 3.4. The Lessee shall provide and maintain their own equipment, cash/debit machines or point of sale system, internet or cable services, and paper products.
- 3.5. The Lessee shall refrain from and prevent any willful or voluntary damage or destruction of the Concession Area and any items or equipment therein or thereon.
- 3.6. The Lessee shall not sell any goods in glass containers or bottles, chewing gum, or packaged seeds or nuts.
- 3.7. The Lessee shall maintain and keep at a minimum a CSA Standard Z1220-17 Type 3 Intermediate Small First Aid Kit in the Concession.
- 3.8. The Lessee shall comply with Schedule "B": Daily and Monthly Concession Maintenance and Cleaning Checklist in line with the Alberta Food Retail and Foodservices Code.
 - 3.8.1. The on-site dishwasher is a "dish sanitizer" and does not use dish soap. All eating and cooking utensils, and dishware must first be thoroughly hand washed in the sinks before being placed in the "dish sanitizer".
- 3.9. The Lessee shall maintain the equipment listed in Schedule "C": Barrhead Agrena Concession Main Equipment and any additional equipment as directed by the Lessor.
- 3.10. The Lessee shall notify the Lessor within 48 hours of mechanical issues impeding the use or safe operation of the equipment outlined in Schedule "C".
- 3.11. The Lessee shall promptly report any theft, damage, or suspicious activity to the Lessor and, if needed, to local authorities.

4. REGULATORY COMPLIANCE

The Lessee must:

- 4.1. Comply with all laws, bylaws, health codes, safety codes, and Lessor policies and directions.
- 4.2. Comply with the Alberta Occupational Health and Safety Act, Regulations and Code.
- 4.3. Obtain and display all required permits and business licenses.
- 4.4. The Lessor may send a delegate to inspect the Concession Area at any time to ensure it is being maintained and operated to the standards set out in this agreement.
- 4.5. Immediately notify the Lessor of any Alberta Health Services inspection deficiencies or other regulatory reports and rectify the same within forty-eight (48) hours.

5. INSURANCE AND LIABILITY

- 5.1. Before commencement of the Term, the Lessee must provide proof of:
 - 5.1.1. Comprehensive general liability insurance of at least \$2,000,000 CAD per occurrence, and to cover any damage to the Concession Area during the rental period; also naming the Lessor as an additional insured.
- 5.2. The Lessee must provide a valid Certificate of Insurance to the Lessor no later than seven (7) days before the start of the Term, showing that coverage will remain in force throughout the Term.

6. TERMINATION AND DEFAULT

- 6.1. This Agreement may be terminated immediately by the Lessor, if the Lessee becomes unable to provide the Concession Services, or the Lessee defaults as provided for in Section 6.2 of this Agreement.
- 6.2. Default includes:
 - 6.2.1. Failing to pay the Deposit and/or Rent when due and payable; or
 - 6.2.2. Breaching Agreement terms.
- 6.3. Upon default, the Lessor may terminate the Agreement immediately, re-enter the Concession Area, and retake possession.
- 6.4. The Lessor may terminate this Agreement at any time, for any reason, by providing 3 days' written notice to the Lessee.

6.5. Upon termination or expiry of the Agreement, the Lessor and the Lessee will perform an End of Service Inspection using the Schedule "D" Concession Lease Inspection Checklist. The Lessor and the Lessee will schedule an End of Service Inspection to occur within three (3) days of the notice of termination being provided by the Lessor or at the end of the Term.

6.5.1. If the Lessee will not meet within the three (3) days required, the End of Service Inspection will be performed in their absence.

6.6. Upon termination or expiry of this Agreement, the Lessee must return all keys in its possession for the Concession Area or the Agrena to the Lessor.

7. ACCESS AND SECURITY

7.1. Prior to commencement of the Term, the Lessee and the Lessor will perform a walk through of the Concession Area using the Concession Lease Inspection Checklist (Schedule "D") to document the condition of the Concession, the Seating Area, and the equipment.

7.1.1. Both the Lessee and the Lessor will sign and date the Schedule "D" checklist at the end of the inspection.

7.1.2. Both the Lessee and the Lessor will retain a copy of the inspection for their records.

7.2. The Lessee will receive keys and will:

7.2.1. Pay for replacement locks if keys are lost.

7.2.2. Secure the Concession Area when unoccupied.

7.3. The Lessee must cover all costs associated with an after-hours alarm response in the event they are responsible for triggering the alarm.

7.4. If the Lessee requires access outside of regular Agrena hours, they must submit their request to the Lessor, and if permitted, will be given after-hours access by an employee of the Lessor.

7.5. The Lessee and its staff may use common areas within the Agrena for entry/exit but may not store goods outside the Concession Area.

8. NOTICES

8.1. All notices must be in writing and sent to:

Lessor:

TOWN OF BARRHEAD

Attn: Direction, Parks and Recreation

P.O. Box 4189, 5014 – 50 Ave.

Barrhead, Alberta T7N-1A2

E-mail: town@barrhead.ca

and to:

Lessee:

[NAME]

[ADDRESS]

Barrhead, Alberta [POSTAL CODE]

[EMAIL ADDRESS]

8.2. Notices are deemed received on the next business day after e-mailing.

9. RETURN OF PREMISES

9.1. Upon end of term, the Lessee must return the Concession Area clean, tidy, and in good repair (reasonable wear and tear excepted).

9.2. The Lessor and the Lessee will perform an End of Rental inspection using the Agrena Concession Area Rental Inspection Checklist (Schedule "D") containing the Start of Rental status.

9.2.1. The Lessor and the Lessee will sign and date at the end of the inspection.

9.2.2. The Lessor and the Lessee will retain a copy of the inspection checklist for their records.

9.2.3. The Lessor and Lessee will identify item's requiring maintenance or replacement and the Lessor will collect quotes to rectify noted issues at the expense of the Lessee.

10. INDEMNIFICATION AND WAIVER OF SUBROGATION

10.1. The Lessee shall indemnify and hold harmless the Lessor, its officers, employees, agents, and representatives from and against any and all claims, damages, losses, liabilities, and costs (including legal fees on a solicitor-client basis) arising out of or related to:

10.1.1. The Lessee's operation of the Concession Area;

10.1.2. The Lessor's exercise of any of its rights under this Agreement;

10.1.3. Any breach of this Agreement by the Lessee; and

10.1.4. Any injury, death, or damage to persons or property occurring on or about the premises involving the Lessee, its staff, customers, or the public, arising from any cause, including the negligent acts or omissions of the Lessor or its officers,

employees, agents, or representatives

- 10.2. The Lessee further releases the Lessor, its officers, employees, agents, and representatives from any and all liability or responsibility to the Lessee, or to anyone claiming through or under the Lessee, by way of subrogation or otherwise, for any loss or damage to property that is covered (or required to be covered) by insurance under this Agreement, whether or not such loss or damage is caused by the negligence of the Lessor or its officers, employees, agents, or representatives.
- 10.3. The Lessee covenants that all insurance policies obtained in connection with this Agreement shall include a waiver of subrogation in favour of the Lessor, its officers, employees, agents, and representatives, as their interests may appear.
- 10.4. This indemnity and waiver shall survive the expiration or earlier termination of this Agreement.

11. GENERAL PROVISIONS

- 11.1. This Agreement does not create an employment relationship, partnership or agency relationship between the Lessee and the Lessor.
- 11.2. Any dispute arising under this Agreement shall first be addressed through good-faith discussions between the Lessee and the Parks and Recreation Foreman. If the matter cannot be resolved, it shall be referred to the Chief Administrative Officer (CAO) for a final decision.
- 11.3. The Agreement may not be assigned or subleased without the Lessor's written consent.
- 11.4. The Agreement shall be governed by the laws of the Province of Alberta.

11.5. The Lessor shall not be liable for failure to perform any of its obligations hereunder or for damage or loss to the Lessee if such failure, damage or loss is caused by acts of God or of the King's enemies, fire other casualty, war, disaster, riots, strikes, lockouts, force majeure, or any similar circumstances attributable to the Lessee, or any other emergency or cause of whatsoever nature beyond the reasonable control of the Lessor.

11.6. Should any provision of this Agreement be illegal or unenforceable, it shall be considered separate and severable from the remainder of this Agreement and the remaining provisions shall remain in force and be binding upon the parties as though the said provision had never been included.

11.7. Marginal headings are for convenience only.

11.8. This document is the entire agreement between the parties and replaces any previous drafts, representations, or agreements.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date first written above.

LESSOR:

TOWN OF BARRHEAD

Printed Name
Position

Signature

LESSEE:

NAME OF COMMUNITY GROUP OR VENDOR

Printed Name

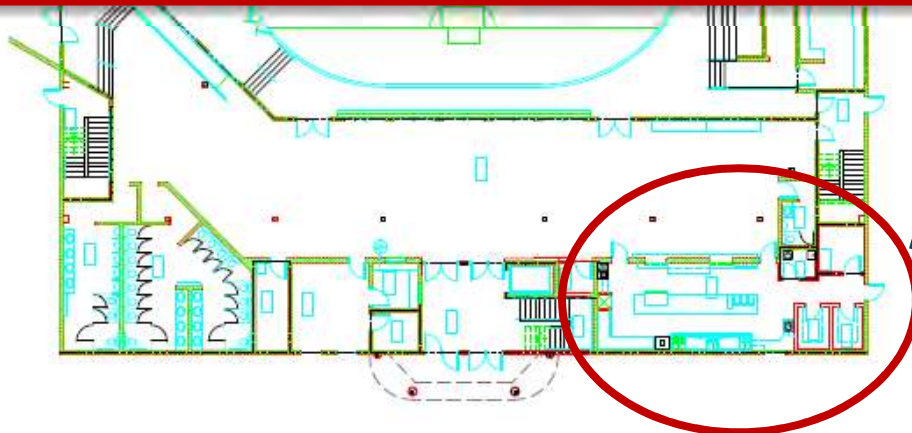
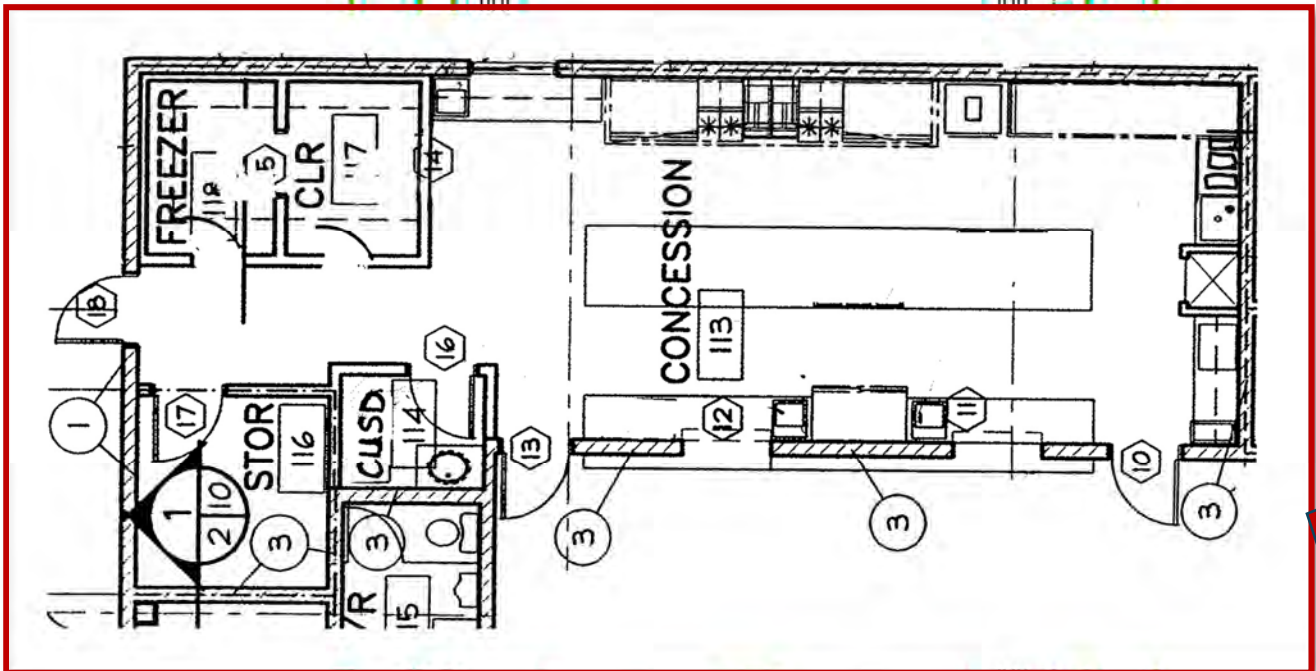
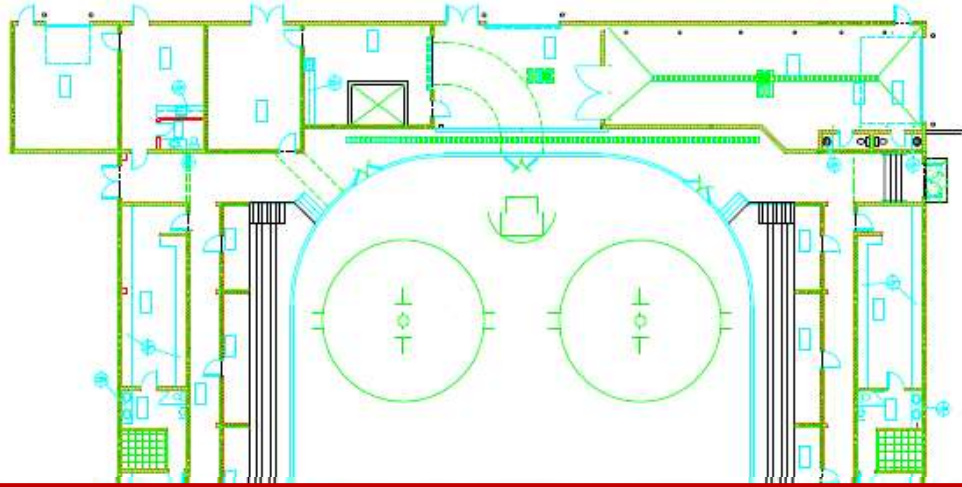
Signature

Printed Name

Signature

SCHEDULE A

Town of Barrhead
Aрена Concession Floor Plan



SCHEDULE B

Agrena Concession Area MAINTENANCE/CLEANING

Date:	
Performed by:	

	Task	Initial	Reportable Findings
1	Wipe and sanitize all food prep surfaces		
2	Sweep and mop all floors		
3	Empty and sanitize trash bins		
4	Clean exterior concession counters		
5	Wash and sanitize utensils, pans, and cookware		
6	Sanitize sink basins and taps		
7	Clean/sanitize refrigerator and freezer		
8	Wipe down refrigerator/freezer handles and doors		
9	Polish stainless-steel surfaces		
10	Clean/sanitize behind and under all equipment		
11	Clean/sanitize cooking equipment (grill and oven)		
12	Clean/sanitize grease traps		
13	Ensure drain covers and floor drains are clean		
14	Wipe down exhaust vents		
15	Wipe down shelves and walls		

<i>Town of Barrhead Use: Corrective Action(s) Taken</i>

Manual Dishwashing PROCEDURE

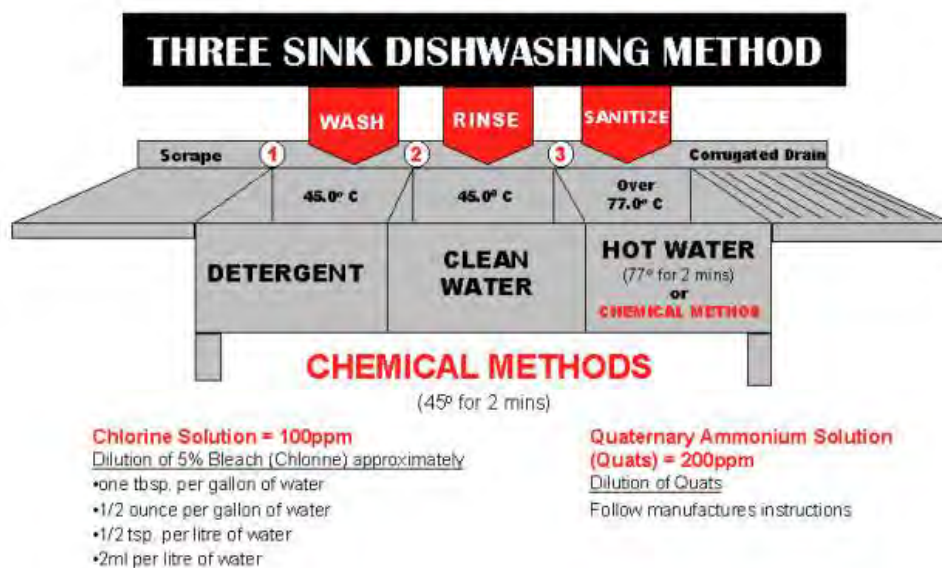
When relying on the manual method for washing and sanitizing dishware and serving/dining utensils, the operator should use a three compartment sink and the following procedure.

Dishes should be:

1. Thoroughly scraped clean of visible foreign materials and food scraps;
2. Washed in the first compartment sink in detergent solution capable of removing grease and food particles and that is maintained at a temperature of not less than 45°C (113°F);
3. Rinsed in the second compartment sink in clean potable water maintained at a temperature of not less than 45°C (113°F); and
4. Sanitized in the third compartment sink by immersion, in one of the following methods:
 - a. for at least 2 minutes in water at a temperature of at least 77°C (171°F);
 - b. for at least 2 minutes in a chlorine solution of 100 - 200 mg/L available chlorine at a temperature of not less than 45°C (113°F);
 - c. for at least 2 minutes in a solution containing a quaternary ammonium compound having a strength of not higher than 200 mg/L consistent with efficacy at a temperature of not less than 45°C (113°F); or
 - d. for at least 2 minutes in a solution containing not higher than 25 mg/L iodine at a temperature of not less than 45°C (113°F).

NOTE: The solutions used for the methods outlined in clause 4 should be completely changed often enough to prevent utensils from becoming soiled and to maintain the bactericidal effect of the solution.

5. The operator should test the temperatures of the water and the sanitizer concentration frequently to ensure that effective sanitizing is occurring.
6. Air-dried, if possible.





SCHEDULE C

Town of Barrhead
Agrena Concession EQUIPMENT LIST

Item	Number	START Condition	END Condition	Action Needed
Spoons				
Cutlery				
Tongs				
Mixing Bowls				

SCHEDULE D

Town of Barrhead Agrena Concession Area INSPECTION CHECKLIST

DATE OF **START** OF RENTAL INSPECTION: _____

Performed by: Town of Barrhead _____

RENTER _____

DATE OF **END** OF RENTAL INSPECTION: _____

Performed by: Town of Barrhead _____

RENTER _____

If specific areas or equipment have not been used or were not included in the rental agreement, simply identify as “NOT APPLICABLE”.

Storage Room	Additional Parts/Items	START Condition	END Condition	Action Needed
Walls				
Lights/fixtures				
Door				
Door Hinges Handle/Mechanism				
Custodial Room	Additional Parts/Items	START Condition	END Condition	Action Needed
Wash Basin				
Sink Taps				
Towel Rack				
Walls				
Lights/fixtures				
Refrigerator Walk-in Cooler	Additional Parts/Items	START Condition	END Condition	Action Needed
Walls				
Lights/Fixtures				
Door				
Door Hinges Handle/Mechanism				
General Operation				
Motor/Fans				
15 Shelves				

Walk-in Freezer	Additional Parts/Items	START Condition	END Condition	Action Needed
Walls				
Lights/Fixtures				
Switch/light				
Door				
Door Hinges				
Handle/Mechanism				
General Operation				
Motor/Fans				
12 Shelves				
Open Kitchen	Additional Parts/Items	START Condition	END Condition	Action Needed
Shelving/Rack 5 tiers				
Stainless Steel Counter with bottom Shelf				
3 bay Stainless Steel Sink	Taps Sprayer			
Racking 3 tiers	Blue			
Counter Tops				
Cabinets				
Cabinet Handles				
Cabinet Shelving				
Man doors	2			
Hinges/Locks				
Internal Shutters	2			
External Shutter	1			
Stand-Alone Equipment	Additional Parts/Items	START Condition	END Condition	Action Needed
Grill 1	Vent hood			
Oven 1	1 rack			
Stove 1	Vent hood			
Oven 2	2 racks			
Grill 2	Vent hood			
Oven 3	2 racks			
Convection oven	5 racks			
Deep Fryer 1	2 Baskets			
Deep Fryer 2	2 Baskets			
Dish SANITIZER				
Beverage Cooler 8 shelves	Stand-alone 2 Doors Lights			

REQUEST FOR DECISION

To: Town Council
From: Collin Steffes
Date: August 26, 2025
Re: Bi-Annual CAO Report

1.0 PURPOSE:

To provide Council with a status report of the Town's progress and priorities over the first six months of 2025.

2.0 BACKGROUND AND DISCUSSION:

Historically the CAO Report provided a volume of general statistics and departmental updates. Understanding the value in keeping Council and our Public informed, we have compiled a more robust bi-annual report.

This Bi-Annual CAO Report aims to provide Council a clear, timely picture of the Town's progress and priorities. This update captures defined scopes of the Town's work — including measurable results and key accomplishments to the major projects currently underway.

Looking ahead, the report also provides a forecast for the second half of the year, outlining upcoming priorities, anticipated challenges, and planned initiatives. As our strategic and corporate plans evolve, we will better identify how these activities connect back to our strategic goals, so you can see exactly how our efforts are driving progress for the community.

Alongside regular presentations from department leaders attending Council as delegations, and through your participation in discussions and decisions on agenda items, this report ensures Council maintains a strong pulse on the work being done across the organization.

3.0 ALTERNATIVES:

None

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Providing Council with this level of information improves transparency and helps to inform sound decision making on future matters.

8.0 ATTACHMENTS:

Bi-Annual CAO Report Jan-June 2025

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accept the Bi-Annual CAO Report as information.

10.0 PROPOSED MOTION:

That Council accept the Bi-Annual CAO Report as information.

(original signed by the CAO)
Collin Steffes, CAO

TOWN OF
BARRHEAD
ALBERTA

CAO BI-ANNUAL REPORT

JAN – JUN 2025



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PROGRESS & ACCOMPLISHMENTS



CORPORATE INITIATIVES

1. PROJECTS

Project Name: Organizational Review

Completion Date: Q2 2026

Impact/Outcome: The review is assessing staff/department structure, service levels, processes, governance, and risk management. Key progress in Q1–Q2 2025 includes:

- Addition of a **Municipal Coordinator** to strengthen Council agenda development and delivery.
- Enhanced **due diligence** on policies and agreements, with legal review as appropriate.
- Formal establishment of a **Senior Leadership Team** (CAO + 4 Directors) to align initiatives, focus on long-term strategy, and empower Directors.
- Implementation of a structured **leadership meeting schedule**: bi-weekly SLT sessions and monthly extended leadership meetings to improve communication, collaboration, and innovation, while empowering more 'leaders' to drive innovation.
- Introduction of **tracking tools** (Agenda Builder, Request Tracker, Resolution Follow-Up, Policy/Procedure Review, Grant Tracker) to improve accountability and reduce missed assignments.
- Use of **cross-departmental working groups** to reduce silos and improve efficiency on major projects (e.g., Canada Day/Blue Heron Festival, maintenance, road closures, service consolidation).

Future Outcomes: External consultant will be retained to assist with comprehensive organizational review, including:

- Assess the Town's current administrative structure, staffing levels, and resourcing against mandated responsibilities and service delivery requirements.
- Identify gaps, overlaps, and inefficiencies within the organizational framework and service delivery systems.
- Review and assess the Town's governance models, practices, and decision-making systems for effectiveness, accountability, and transparency.
- Benchmark both organizational and governance practices against municipalities of comparable size and scope in Alberta.
- Provide a practical, prioritized implementation plan with short-term and long-term recommendations for both governance and administration.

Project Name: Strategic & Corporate Planning Framework Update

Completion: Q1 2026

Impact / Outcomes: Administration is redesigning the Town's planning framework to align the Strategic Plan, 3-year Corporate Plan, and annual Budgets/Capital Plans. The updated framework, targeted for Q1 2026 adoption, will:

- Guide development of a new Town Strategic Plan.
- Introduce Q1 Council workshops to set annual priorities.
- Align Corporate, Capital, and Department Plans with Council's strategic objectives.
- Improve transparency on priorities driving initiatives and spending.
- Ensure departmental alignment with Council's defined direction

Project Name: Enhance Service to Enable Land Development Initiatives

Completion: Ongoing

Impact / Outcomes: Administration is supporting Planning & Development on key non-residential projects by helping resolve issues that stalled progress. Recent work includes:

- Securing AB Transportation approval for commercial access to one development.
- Establishing innovative conditions to finalize a development agreement with another developer.
- Working with 3rd developer (TLA Developments) to determine if joint development opportunity exists in the Town of Barrhead.

Project Name: Overall Waste Management Plan

Completion: Ongoing

Impact / Outcomes: Administration has deferred construction of a \$300K recycling facility pending clarity on the new Extended Producer Responsibility (EPR) program led by Alberta Recycling Management Authority (ARMA), which will shift recycling to third-party collection. A Council presentation is being prepared to review the Town's Waste Management program, including:

- Status of the Landfill Master Plan update.
- Overview of the EPR framework and local service impacts and opportunities.
- Development of a comprehensive Waste Management plan that looks at possibility of integrating all waste management functions.

Project Name: Senior Management Oversight – Key Economic & Infrastructure Projects

Completion: Ongoing

Impact / Outcomes: Senior management is providing high-level support on complex files, including:

- Negotiating funding contributions for the water plant access road and ensuring realistic project cost estimates.
- Exploring alternatives to meet lagoon requirements to meet AB Environment requirements.
- Resolving historic Town Concession contract issues.
- Engaging Pembina Hills School Division on future development opportunities.
- Drafting a new Intermunicipal Relations Committee Bylaw for Council consideration.

2. SUCCESSES

- **H&S BBQ:** Launched first staff-wide event to welcome seasonal staff and reinforce commitment to health and safety.
- **Canada Day:** Cross-department staff collaboration delivered expanded celebrations with strong community feedback.
- **Systems Review:** Implemented process improvements enhancing administrative alignment, accountability, and efficiency.
- **Development Mindset:** Partnered approach with developers resolved historic impediments, while also enabling subdivision and development agreements.

COMMUNICATIONS

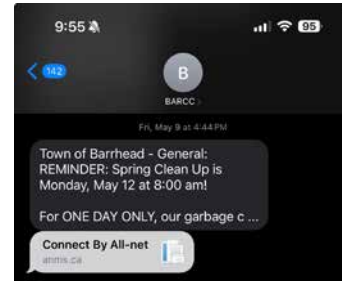
Communications builds rapport and enhances the Town's profile through promotions, advertising, media relations, events, and community participation. It manages public engagement, customer service feedback, and consultation. Responsibilities include producing and distributing publications, media releases, and multi-media content across print, electronic, and online platforms to inform residents about Town programs and services.

1. DEPARTMENT METRICS

METRIC DESCRIPTION	TARGET	ACTUAL	COMMENTS
Facebook page engagement rate (shares, likes)	≥ 5%	6.76%	Exceeded target. Driven by high-interest posts (e.g., Transitional Housing, Canada Day). Continue leveraging timely, relevant topics to sustain engagement.
Average weekly Facebook reach	~6,000 (55% of region population)	13,779	Surpassed target significantly. Success due to increased posting frequency and community group sharing. Maintain momentum by scheduling content around major events.
Social media posting frequency	3/day	1-2/day	Below target due to workload from emergent issues. Action: Shift some post creation to departmental staff to meet 3/day goal.
BARCC Connect subscriber growth	50+	56	Growth linked to active message dissemination during facility closures and emergency updates.
Town of Barrhead Website – Total sessions	37,000	40,280	Exceeded target, indicating strong reliance on website for community information. Action: Continue optimizing high-traffic pages and linking related content to boost session depth.
Better in Barrhead website – Total sessions	11,000	11,835	Ahead of YTD target; surge in May–June from event listings and tourism campaigns. Action: Sustain weekly event refreshes, partner cross posts, and late summer push to stay on track for 22k annual.
Top 3 most visited pages Town of Barrhead Better in Barrhead	N/A	TOB: Home Page, Pool, Employment BIB: Home Page, Events Calendar, Street Festival	Use insights to drive homepage tiles and seasonal banners. Action: Feature Pool quick links and alerts; elevate Jobs in navigation during hiring; highlight Events/Street Festival during tourism peaks.

2. ENHANCED COMMUNICATIONS

1. Spring Cleanup: Strong participation, aided by clear pre-event promotion and instructions. Social media and BARCC reminders reduced confusion and improved compliance.



2. Beyond the Bin Roundup: ARMA grant offset costs for integrated communications and marketing across paid channels. Broad reach ensured high resident awareness and satisfaction.



3. Development Permit Process Communications: Improved transparency and reduced misinformation through clear educational materials and integrated messaging across web, social, and print channels.



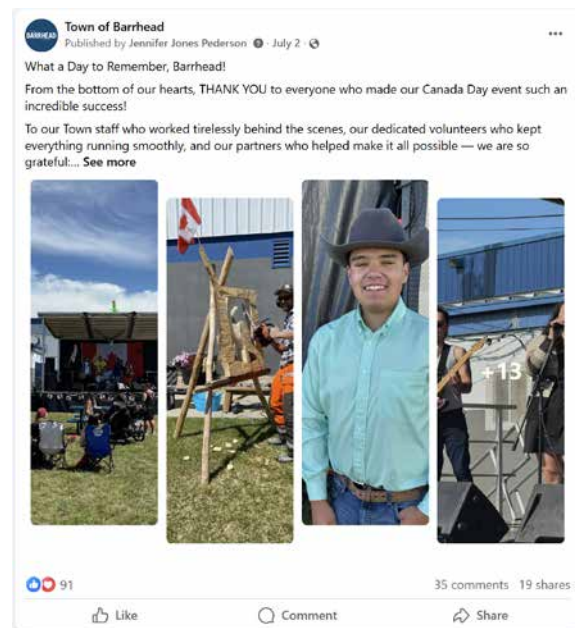
3. PROJECTS

COMPLETED PROJECTS

Project Name: Canada Day Event

Completion Date: July 1

Impact/Outcome: Delivered a highly attended celebration that strengthened community pride and increased visibility for local partners. Comprehensive promotion through print, digital, and social channels drove strong turnout for both daytime activities and evening fireworks. Positive public feedback reflected smooth coordination and a family-friendly atmosphere. Information and observations gathered during this year's event will be used to guide 2026 planning, including staffing requirements, vendor selection, and entertainment programming.



Project Name: Dr Brent M. Wray All-Wheel Park Naming Ceremony

Completion Date: May 31

Impact/Outcome: Supported a well-attended community ceremony organized by the Dr. M. Brent Wray All-Wheel Park Naming Drive, honoring Dr. Wray. Communications collaborated with the group on social and web promotion, ensuring strong awareness and participation, and worked with Parks & Recreation to provide event production support. Positive feedback highlighted the respectful tone and inclusive atmosphere. Lessons learned will inform future milestone event planning, particularly in promotion, partner recognition, and community engagement.



ONGOING COMMUNICATIONS SUPPORT

1. 2025 Municipal Election

Current Status: 80% complete

Next Steps: Finalize public education materials, coordinate with returning officer to align messaging with election milestones. Incorporating reminders into BARCC, social and print channels. Track engagement and reach of election-related content, refining messaging and channels as needed. Prepare election day communication plan.

2. Summer Recreation Programs

Current Status: 90% complete

Next Steps: Continue tracking engagement on information posts created by the Parks & Recreation. Recommend that staff gather post-program feedback from parents to inform 2026 planning. **3.**

Swimming Programs

Current Status: Ongoing/Recurring

Next Steps: Maintain coordination with Graphic Designer and Aquatics for timely materials. Monitor registration and adjust marketing strategies accordingly.

3. HIGHLIGHTS

SUCCESSFUL EVENTS

Spring Cleanup (May) – communication efforts assisted in ensuring compliance with curbside placement of accepted garbage and quantities.

Dr. Brent M. Wray All-Wheel Park Naming (May) - partnered with community organizers to promote and support a respectful, well-attended ceremony through social, web, and event production assistance.

Beyond the Bin Roundup (June) – government advertising funding assisted in broader reach through use of a integrated media campaign across various paid channels.

Lemonade Day (June) - Completed hosting Lemonade Day in our community, during the Barrhead Street Festival. Provided class space, youth business licenses and judges for the competitions.

Canada Day (July) – drew large attendance, driven by pre-event promotion, new format (concert), and same-day live updates.

4. FORECAST FOR THE REMAINDER OF THE YEAR

UPCOMING INITIATIVES

Fall/Winter Parks & Recreation registration and special event promotion (e.g., Pumpkin Walk, Barrhead Light Up, Polar Parade, community events)

- Website content refresh with a focus on key service areas to improve accessibility, clarity, and overall user experience.
 - Investigate other website providers with a focus on customer service responsiveness, features, workflow capability, page activation scheduling, and forms.
- Finalizing organizational communications plan – alignment with revised strategic and corporate plans when developed.
- Collaborate with Public Works to refine snow removal communications strategy, ensuring residents receive timely, easy-to-understand updates. Seasonal campaigns will also spotlight winter operations.

CHALLENGES ANTICIPATED:

- Political sensitivity: Use fact-based, transparent messaging to reduce misinformation.
- Maintaining engagement while increasing posting frequency to 3 per day
- Increasing workload: Enhanced departmental participation in content development, timely updates, and information sharing will be necessary to maintain effectiveness.

GOAL ALIGNMENT

- **Operational Excellence:** Maintain operational excellence through ongoing assessment, development, and modernization of administrative and governance processes.
- **Service Delivery:** Enhance the well-being and engagement of our community through increased community services and sustainable service delivery.



EMERGENCY SERVICES

Provides emergency services, including building safety inspections, municipal emergency planning, mutual aid programs, and response to incidents that threaten public safety, health, welfare, or cause widespread property damage in the Town and County of Barrhead.

1. DEPARTMENT METRICS

METRIC DESCRIPTION	TOTAL (2025)	TOTAL (2024)	PERSON HOURS (2025)	PERSON HOURS (2024)	COMMENTS
Fires	34	41	665	665	Challenges responding to incidents during regular work hours (8 a.m. - 5 p.m.). On average, only one to two responders are available, as both employers and members are often reluctant or unable to leave work. To reduce the impact on employers, we have divided members into four crews so that each is on-call only one week per month. However, even with this arrangement, alarms or medical calls during working hours still result in just one responder - or sometimes none at all.
Rescues	1	None reported	0.5	0.5	
Vehicle Accidents	13	15	153	153	
Miscellaneous Services	9	6	47.5	47.5	
Police Assist	1	2	8	8	
Ambulance Assist	125	140	364.5	364.5	
Alarm Response	43	39	118	118	

2. PROJECTS

COMPLETED PROJECTS

Project Name: New Electric Positive Ventilation Fans

Completion Date: June 2025

Impact/Outcome: These fans improve conditions inside a structure during and after a fire. Joint purchase with Grizzly Trail Fire and Rescue Association.

Project Name: Alberta Deployment to Swan Hills Fire

Completion Date: June 2025

Impact/Outcome: Provided Task Force Leader for one week, overseeing a command truck and one resource to direct task force operations. A task force consists of personnel and apparatus working together on a specific mission.

Project Name: Red Earth Complex Fire

Completion Date: June 2025

Impact/Outcome: Four-week deployment with Tender 5 (water hauler) and two personnel, including one week as Task Force Leader and one week as Division Leader. The incident, classified as a complex fire due to three active fires in the area, required the crew to operate the tender for 14–16 hours daily, supplying water for sprinklers, fire attack, and mop-up operations. As Division Leader, responsibilities included overseeing an entire section of operations, coordinating with command staff, and directing activities during the demobilization phase.

ONGOING PROJECTS

1. New Wildland Urban Interface Engine

Current Status: 90% complete

Next Steps: Deliver from Red Deer upon completion.

2. Training Grounds

Current Status: 50% complete

Next Steps: Completion of 3rd floor walls and construction of propane props used to complete Job Performance Requirements for the Level 2 Firefighter training and evaluations.



3. HIGHLIGHTS

STAFF ACHIEVEMENTS

Certified Training offered to members: NFPA 1072 Hazmat awareness, NFPA 1001 level 1 Firefighter, Standard First Aid HCP CPR, Oxygen therapy, and Alberta Wildland Urban Interface firefighter.

SUCCESSFUL EVENTS

Emergency Services has been very active in the community offering BBQs, participation at Career Fair, Town Health & Safety BBQ, Senior's Expo, and Local Trade Fair.

FUNDRAISERS

Ball Tournament: \$3,400

Golf Tournament: \$11,500

Street Festival: \$3,600

4. FORECAST FOR THE REMAINDER OF THE YEAR

UPCOMING INITIATIVES

- Training ground completion
- Organization of another Emergency Table Top Exercise.

CHALLENGES ANTICIPATED

- Commitment from personnel to volunteer to construct props and reduction of funding capital due to grants.

GOAL ALIGNMENT

- **Operational Excellence:** Maintain operational excellence through the ongoing assessment, development, and modernization of administrative and governance processes (e.g., Emergency Table Top Exercise).
- **Service Delivery:** Enhance the well-being and engagement of our community through increased community services and sustainable service delivery.
- **Municipal Infrastructure:** Ensure the effective development, planning, and maintenance of municipal infrastructure to support community growth and prosperity (e.g., Training Grounds Construction).



ENFORCEMENT SERVICES

Investigating and enforcing Town bylaws and authorized Provincial Statutes. Participates in public education, awareness, and ongoing cooperative initiatives with the public. The following provincial legislation and all regulations thereunder within the Town are enforced: the *Dangerous Dogs Act*, the *Environmental Protection and Enhancement Act*, Part 9, Division 2, the *Gaming and Liquor Act*, Part 3 and Part 5 as it relates to the enforcement of Part 3, the *Petty Trespass Act*, the *Provincial Offences Procedure Act*, the *Stray Animals Act*, and the *Traffic Safety Act*, as well as all Municipal Bylaws.

1. DEPARTMENT METRICS

METRIC DESCRIPTION	ACTUAL (2025)	ACTUAL (2024)	COMMENTS
RCMP assist	1	1	
Animal control cases	16	12	
Traffic Bylaw cases	15	16	
Unsightly cases	42	115	Includes snow removal
Traffic cases	37	38	Includes <i>Traffic Safety Act</i>
Court appearances	4	0	
Foot patrols	13	N/A	

2. PROJECTS

COMPLETED PROJECTS

Project Name: AXON Video Recording System (Patrol Car and Body Worn)

Completion Date: June 2025

Impact/Outcome: The previous L3 Branded camera system was out of date and no longer supported. With the implementation of the new system, Enforcement now has a front and rear facing camera and a new body worn camera. The system allows Enforcement to access and upload evidence required for e-disclosure packages for Court appearances quickly and easily, saving time versus the old system.



ONGOING PROJECTS

1. Project Name: Animal Control Facility

Current Status: With no animal shelters in the area, the Town lacks adequate animal care facilities. Stray animals cannot be captured, as there is nowhere to house them and no access to euthanization services. As a result, residents are increasingly frustrated by the presence of animals at large.

Next Steps: Working with Director of Planning and Development to reach a new agreement with a different facility. Currently holding conversations with a local vet clinic to negotiate a potential animal care facility.

3. FORECAST FOR THE REMAINDER OF THE YEAR

UPCOMING INITIATIVES

- Pressure Point and Control Tactics (PPCT), Baton, and OC Spray courses.
- Regional working group collaboration with County of Barrhead, Westlock County, Town of Westlock, Athabasca, and the Town of Morinville. Several meetings have been held to discuss best industry standards, training opportunities, emerging trends and threats, etc.
- Preparing a bicycle safety presentation to educate younger residents on how to stay safe on our roads.

CHALLENGES ANTICIPATED

In general, the department has had some challenges this year achieving general compliance. Issues that were at one time resolved through conversation or a letter of warning seem to elicit a more hostile response than in the past. Colleagues from other departments are experiencing the same challenge. This resulted in extra time dealing with complaints and educating the public, specifically about bylaw issues. With new residents, explaining our Town's Bylaws and Policies is also to be expected.

GOAL ALIGNMENT

- **Service Delivery:** Enhance the well-being and engagement of our community through increased community services and sustainable service delivery.

FINANCE

Manages the Town's financial resources, including accounting systems, controls, budgeting, financial planning, reporting, fund management, and revenue from sales and investments, as well as monitoring and analyzing capital projects.

1. DEPARTMENT METRICS

METRIC DESCRIPTION	TARGET	ACTUAL	COMMENTS
Tax Sale	August 13	August 13	No public interest
Tax notices mailed	May 1	May 1	2,016: Canada Post 356: E-mailed 616: Pre-payment plan
Utility billing	Bi-Monthly	Bi-Monthly	1480: Canada Post 490: E-mailed 555: Pre-payment plan
Title changes		68	Property ownership changes
Burial Plot sales		7	
Columbarium sales		8	
Property assessment complaints	0	0	

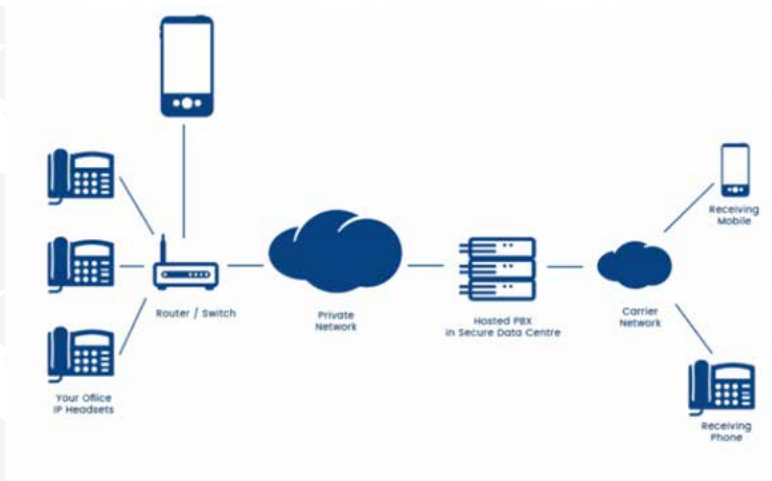
2. PROJECTS

COMPLETED PROJECTS

Project Name: Town Office VOIP System - Voice over Internet Phone System

Completion Date: July 25, 2025

Impact/Outcome: Cost Savings, flexibility and mobility (able to use Teams app from locations other than office to receive and make calls), easy to add and remove lines through portal, as well as upgraded communications between departments. Once Town-wide implementation is complete, it is anticipated an annual cost savings of \$6,000.

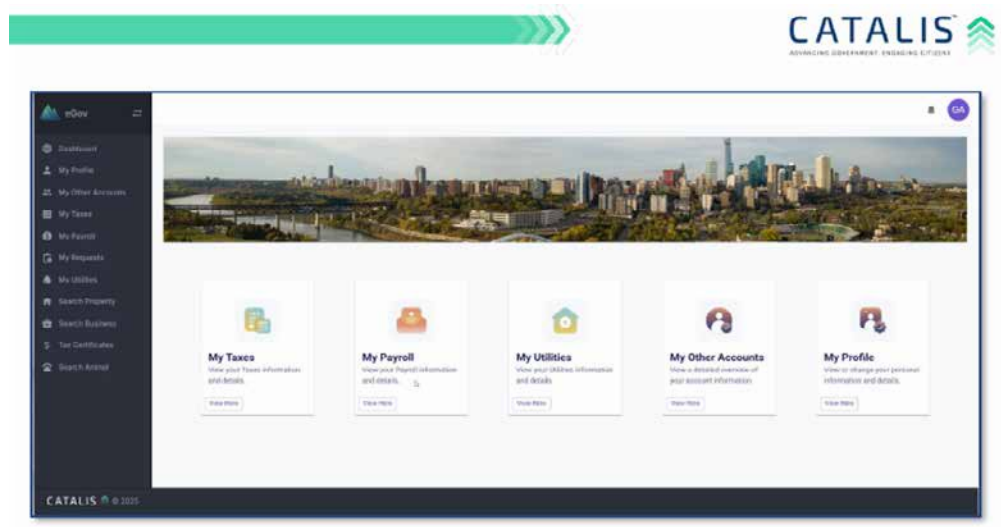


Project Name: Review and Selection of ERP (Enterprise Resource Planning) Solution

Completion Date: August 26, 2026

Impact/Outcome: New ERP software required due to end of life of current software. Administration is proposing Catalis to Council on August 26. Catalis is a cloud-based ERP solution, will integrate with several other programs such as WebMap, Asset Management, etc. Includes modules to support:

- ✓ General Ledger
- ✓ Cash Receipts
- ✓ Property Taxes
- ✓ Utilities
- ✓ Business Licensing
- ✓ Accounts Payable
- ✓ Accounts Receivable
- ✓ Cemetery Management
- ✓ Bank Reconciliation
- ✓ Online Citizen Portal



ONGOING PROJECTS

1. Project Name: VOIP System Implementation in Public Works, Recreation, and Emergency Response Centre

Current Status: Not started

Next Steps: Delivery of the phones to the Public Works department. Once they are implemented, the next department include Recreation and the ERC.

2. Project Name: Research and Selection of HR/Payroll system

Current Status: Initial research commenced.

Next Steps: Will eliminate paper time sheets, leave forms etc. All employees will have access to a portal to allow them to submit time sheets, leave requests, HR complaints, etc. This will improve communication between staff and management and increase efficiency in the payroll department.

3. HIGHLIGHTS

1. Marley Hapienko will be returning to her position on September 8, following an 18-month maternity leave. Leanne Schneider's last day will be September 9.
2. Jennifer Mantay and Stacey Lane attended GFOA conference (Government Finance Officers of Alberta) in June 2025.
3. Gail Hove will be attending a Cemetery conference in September.

4. FORECAST FOR THE REMAINDER OF THE YEAR

UPCOMING INITIATIVES

- Budget 2026 (Operating and Capital)
- 2025 Municipal Election

CHALLENGES ANTICIPATED

- None

GOAL ALIGNMENT

- **Operational Excellence:** Maintain operational excellence through the ongoing assessment, development, and modernization of administrative and governance processes.
- **Service Delivery:** Enhance the well-being and engagement of our community through increased community services and sustainable service delivery.

PARKS & RECREATION SERVICES

The Parks & Recreation Department provides a variety of recreation facilities, amenities, programs, parks, pathways, and leisure opportunities to help maintain a healthy, safe, and engaged community. Our services and facilities strive to facilitate community connectivity and a high quality of life.

METRIC DESCRIPTION	ACTUAL (2025)	ACTUAL (2024)	COMMENTS
Aquatic Centre statistics	12,587 8,403	12,345 9,396	Drop-in Membership scans
Online portal enrolment	932	1,070	Summer program, swimming lessons, any Rec offerings enrolled via the online portal!
Public swimming lessons	143	99	Includes private lessons
School swimming lessons	3 schools 185 children	2 schools ~60 children	Schools included: Rich Valley, Fort Assiniboine, and Neerlandia.
Leadership swimming programs	10	9	First Aid, Bronze Medallion, Bronze Cross, Swim Instructor, and National Lifeguard
Fun school swims	31	35	Each hosting 60 - 110 kids per visit.
Total program registrations	1,540	1,584	Includes events and classes.

GROUP SWIMMING LESSONS



2. PROJECTS

COMPLETED PROJECTS

Project Name: Chemical Controller Upgrade

Completion Date: June 2025

Impact/Outcome: These chemical controllers are used to monitor and regulate the levels of various chemicals in the water and will provide more accurate and precise chemical levels ensuring water is safe, clean and comfortable for swimmers. The updated controllers deliver greater automation and enhanced sensor recalibration extending sensor lifespan by reducing replacement frequency. This upgrade impacts all 3 pools.

Project Name: Concession Equipment Upgrade - Freezer and Cooler Compressors

Completion Date: June 2025

Impact/Outcome: The previous compressors required frequent maintenance visits from HVAC professionals. This upgrade will create efficiencies and result in fewer maintenance calls.

Project Name: Dressing Room Upgrades - Boiler to provide better heat for dressing rooms.

Completion Date: March 2025

Impact/Outcome: Teams will have warm dressing rooms and will be more comfortable when changing.

Project Name: Godbersen Flooring & Room Upgrade

Completion Date: April 2025

Impact/Outcome: Installation of a rubber-based athletic flooring product improves safety, functionality, and comfort for users participating in activities. The upgrade better serves a broader range of use by group fitness, community groups, wellness programs, PD camps, family & seniors' activities, as well as recreational rentals. A fresh coat of paint and new sink and cupboard were also included in this upgrade.



CONCESSION EQUIPMENT UPGRADE



DRESSING ROOM BOILER SYSTEM



GODBERSON ROOM REFRESH

2. PROJECTS

COMPLETED PROJECTS

Project Name: All-Wheels Park Sponsorship Purchases

Completion Date: May 2025

Impact/Outcome: Pre-made forms, poured concrete, installed the all-Wheels Park sign, and helped with the memorial rock placement. We also installed a donations bench from Co-op.

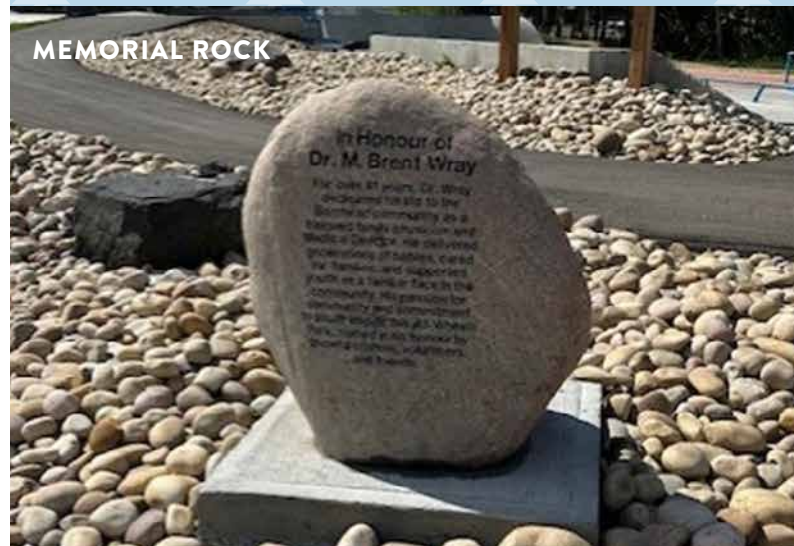
Project Name: Park & Pathway Upgrades

Completion Date: Continuing into 2026

Impact/Outcome: Installation of basketball nets and concrete courts (Cecile & Denthor), picnic tables and garbage units. Note: All picnic tables and garbage units for parks and walking trail were procured from Uline. Parks & Rec also built 6x6 perimeters around four playground areas (wood supplied by Home Hardware).



NEW PARK SIGNAGE



MEMORIAL ROCK



SPONSORSHIP BENCH



ONGOING PROJECTS

1. Project Name: Dog Park Permanent Fence Installation

Current Status: Not started

Next Steps: Contractor delayed.

2. Project Name: Arena Countertops

Current Status: 80% complete.

Next Steps: Work will resume once the Pro-North Hockey camp is finished.

3. Project Name: All-Wheels Bike Skills Area

Current Status: 5% complete.

Next Steps: Design approved, blueprints completed. Waiting for contractor to begin.

4. Project Name: Rotary Park Camp Improvements with On-Site Attendant

Current Status: Proposal started.

Next Steps: The addition of an on-site attendant in 2025 has improved customer satisfaction and resulted in a noticeable decline in enforcement issues. A proposal and budget are being developed to support a permanent attendant during the summer months, with the goal of further increasing facility usage and generating additional revenue.

3. HIGHLIGHTS

STAFF ACHIEVEMENTS

In collaboration with the Safety Advisor, Eva has advanced the pool facility safety through monthly in-services, continuous training, and awareness initiatives. Her contributions include implementing rescue drill silhouettes, promoting guarding best practices, educating on the rationale behind safety protocols, and fostering accountability to build a strong safety culture.

Brittani, Senior Leader, delivered outstanding summer programming that engaged and enriched the community.

SUCCESSFUL EVENTS HELD

Health & Safety BBQ, Summer Program Overnight Camping Trip to Clear Lake and West Edmonton Mall Waterpark day trip. Easter and Canada Day events in addition to Mother/Fathers' Day swimming.

4. FORECAST FOR THE REMAINDER OF THE YEAR

UPCOMING INITIATIVES

- Internal Safety Audit in August. Preparing final budget and report.

CHALLENGES ANTICIPATED

- Donations for programming and projects on steady decline

GOAL ALIGNMENT

- **Operational Excellence:** Maintain operational excellence through the ongoing assessment, development, and modernization of administrative and governance processes.
- **Service Delivery:** Enhance the well-being and engagement of our community through increased community services and sustainable service delivery.
- **Municipal Infrastructure:** Ensure the effective development, planning, and maintenance of municipal infrastructure to support community growth and prosperity.

PLANNING, ECONOMIC DEVELOPMENT & LEGISLATIVE SERVICES

1. DEPARTMENT METRICS

METRIC DESCRIPTION	TARGET	ACTUAL	COMMENTS
Development permits	N/A	9	9 permits processed, including two duplexes, four-plex, two storage sheds, transitional housing project, group home, industrial 40 x 50 shop, placement of a mobile home, and a gazebo. Average processing time was 6 days. Max is 40 days under the MGA.
Compliance letters	N/A	9	Most were processed within 2 days, meeting target of within the week.
Subdivisions	N/A	2	2 started in 2025, still working on completing others from previous years. Both 2025 applications processed within 60 day target as per MGA.
Business licenses	300	337	Sent out annual renewals and survey, dealt with new applications, and followed up with non-compliant businesses. Working on a toolkit for business license applications to connect them to resources such as Chamber and CFYE.
Rezoning	N/A	2	Two rezoning applications - both considered before Council within one month of completion.

2. PROJECTS

COMPLETED PROJECTS

Project Name: Business Survey

Completion Date: May 2025

Impact/Outcome: Of 300 businesses surveyed, 30 responded (10%). Key trends: stable or growing operations, strong interest in marketing grants and support resources, and common challenges with staffing and operational costs. These insights will guide future support initiatives, collaborations, and engagement efforts. Following up on results by connecting businesses to resources and collaborating with support agencies (Chamber, CFYE, Business Link) to provide needed resources through events and other initiatives.

Project Name: Housing Strategy

Completion Date: March 2025

Impact/Outcome: Adopted by Council, the Housing Strategy was developed through extensive community consultation, research, and collaboration. It provides actionable steps and a work plan to create a balanced housing market that meets residents' needs and supports community growth. The work plan includes exploring incentives, reviewing the LUB, and pursuing grants for potential projects.



ONGOING PROJECTS

1. Project Name: Land Use Bylaw Review

Current Status: 10% initial review complete. Baseline conversations had with Planner.

Next Steps: Start public consultation after election is complete. Budget for full project in 2026. Carry over 2025 budget as needed.

2. Project Name: Main Street Revitalization Project

Current Status: Initial review (10%) complete with baseline discussions held with the Planner. Recent improvements include new tree plantings, completed paving, sidewalk repairs, and new planters. Town and volunteer efforts have also elevated events such as parades and the Christmas Light Up.

Next Steps: Ongoing discussions consider whether business revitalization incentives, thematic development, or beautification (e.g., lighting) would boost visitation. These topics will be addressed during Strategic Planning priority setting, in alignment with the Downtown Area Redevelopment Plan (Bylaw 11-93).



3. Project Name: Regional Marketing Strategist Collaboration

Current Status: Three-year term co-funding a regional position in partnership with CFYE to hire RMS. Focus areas include building capacity, investment readiness, business supports, and a regional marketing strategy to position the CFYE region competitively in the absence of REDA supports.

Next Steps: Continue fostering mutually beneficial collaboration, engage in events and workshops, and share community knowledge with regional partners.

4. Project Name: Incentives & Conversations

Current Status: Met with multiple developers to explore housing and industrial opportunities, discuss potential incentives, and identify creative approaches to advance projects.

Next Steps: Present proposed incentives to Council for approval, including a residential and non-residential tax incentive bylaw to encourage investment. Identify developable land and pursue synergies—such as pairing daycare with social housing—in line with the Housing Strategy to advance projects.

5. Project Name: HWY 18 Commercial Development

Current Status: Completed updated Traffic Impact Assessment and meetings with AT and with the developer to drill down process and next steps. AT has provided highway access approvals, and the developer has been working with development and engineering teams to determine best possible designs.

Next Steps: Determine appropriate design and start subdivision process, including engineering verification. Share hotel study.

6. Project Name: Westside Developments

Current Status: Worked with existing engineering reporting and administration to determine best course of action to get the developer first lot out, and allow for land sale and development. Finalized design for roads, public utility lots, and drainage easements. Executed various agreements and Letter of Credit to support same, and minimize risk to Town of Barrhead Awaiting endorsement from Municipal Planning Services to register first lot on title, expected within the week..

Next Steps: Await Phase II trigger, where additional lots and infrastructure will be created.

7. Project Name: TLA Housing Development

Completion Date: 2027

Current Status: Collaborating with TLA to orient them to the community, share insights on challenges and opportunities, and provide infrastructure and engineering expertise for potential development planning. Exploring potential ground-floor tenants to provide community services and identify optimal synergies for the commercial space. The project aligns with the Housing Strategy by addressing the need for both market and affordable housing.

Next Steps: Continue to explore synergies and gain Council final approval on location and vending of land.

8. Project Name: Catalis GIS Organizational Activation

Expected Completion: Ongoing

Current Status: Verified data across Utilities, Public Works, AutoCAD, Planning, and Catalis, ensuring all municipal departments—including Utilities, Parks & Rec (cemetery plots), Public Works, and Enforcement—are actively using the system. Linked external partners such as Municipal Planning Services, Fire Department, and surveyors. Added enforcement and portable sign layers, and enhanced existing layers for greater internal editability. Trained the municipal clerk on automated permitting and notice generation, improving efficiency and accuracy. Finance will also integrate Catalis to strengthen asset management.

Next Steps: Continue to explore Catalis uses and integration with asset management and potentially business licensing and directory online.

9. Project Name: Land Inventory Update

Completion Date: Ongoing

Current Status: Working with various departments, engineering and GIS to determine the best developable land for future expansion within the parameters of the MDP. Land acquisition discussions have occurred with various land owners on potential opportunities, including tax sale properties.

Next Steps: Monitor opportunities for future development and gather more infrastructure data to support. Consider which areas should be developed next based on Strategic Planning outcomes.

3. HIGHLIGHTS

SUCCESSFUL EVENTS HELD

Japan/Barrhead Twinning Delegation (March) – Hosted a week-long cultural exchange with three students, a teacher, and a translator from Tokoro, Japan, featuring community activities and a friendship dinner, strengthening international ties ahead of Barrhead's 2026 return delegation.

Pembina Region Career Fair (March) - In partnership with regional municipalities, schools, agencies, and sponsors, the Town of Barrhead co-hosted a career fair that welcomed over 1,200 students and job seekers, featured 30+ vendors, showcased municipal career opportunities, and fostered strong youth and employer engagement, with planning already underway for the 2026 event in Westlock.



Volunteer Appreciation Event (April) – In partnership with local organizations, the Town of Barrhead co-hosted an annual volunteer appreciation event featuring a meal and entertainment to recognize community volunteers whose contributions support the success of many programs, with planning already underway for 2026.

4. FORECAST FOR THE REMAINDER OF THE YEAR

UPCOMING INITIATIVES

- LIFT Conference & Trade Show (November 2025)
- Post-election orientation in planning
- Organization of Infrastructure Plans
- GIS updates
- Process & Policy improvements (sign permits, business licensing)
- Finalize development incentive offers.
- Review current practices and tools, and develop and implement a Privacy Management Program by June 11, 2026, as required by the repeal of the FOIP Act and the proclamation of two new Access and Privacy Acts.

- Develop and Implement a Records and Information Management System that supports legislative and legal compliance, operational efficiency and accountability, improved decision making and preservation of the Town's knowledge and history.
- Current system software/technology inventory & review.
- Investigating Meeting Management solutions for Council

CHALLENGES ANTICIPATED

Planning initiatives are often met with discontent from ratepayers and perceived as government overreach, making strong and transparent communication essential. Records management, legislative updates, and changes related to the *Access to Information Act (ATIA)* and the *Protection of Privacy Act (POPA)* (replacing *FOIP*), along with system updates, will require significant effort. In addition, a new budget must be developed for Economic Development, as one has not previously been in place.

GOAL ALIGNMENT

- **Economic Development:** Improved the standard of living of our residents and the sustainability of our community through effective and targeted economic development.
- **Environmental Stewardship:** Support the preservation of a healthy, natural environment through the incorporation of environmentally responsible practices.
- **Service Delivery:** Enhance the well-being and engagement of our community through increased community services and sustainable service delivery.
- **Operational Excellence:** Maintain operational excellence through the ongoing assessment, development, and modernization of administrative and governance processes.

PUBLIC WORKS

Manages the construction, maintenance, installation, inspection, reading (meter), repair, removal, closure, or discontinuance of related aspects such as: roads, bridges, waterworks or wastewater systems, trees, sidewalks, signs, seasonal fixtures, facilities, and curbs/gutters. Also includes Waste Management and Recycling.

1. DEPARTMENT METRICS

ROADS, BRIDGES, SIGNS, EQUIPMENT

ACTIVITIES DESCRIPTION	TIMELINE	COMMENTS
Sidewalk Repair/Replacement	June 2 start Aug 30 end	Foam jacking to eliminate low spots (5 locations) Sidewalks being replaced due to major damage and utility digs are approximately 80% complete.
Road Repair/Replacement	June 2 start Sept end	Crack and pot hole filling and line painting.
Public Works Shop Upgrade	June 2 start Sept end	Construction approximately 65% complete.
Sewer Flushing Truck	Est delivery Sept 30	The body is on the chassis as of August 13, 2025. On target to meet estimated delivery date

WATER & WASTEWATER

ACTIVITIES DESCRIPTION	TIMELINE	COMMENTS
Reservoir Industrial Park	Feb 2025 Completed	Leak repair on pipe, divers/underwater welding required.
Pressure Reducing Stations	June start November end	Pipes and valves are currently being prefabricated. The pressure reducing station fills the reservoir so installation can only be completed during low-demand season.
Advanced Water Leak Detection	June 9 start Aug 6 end	Report indicated two minor leaks in the Industrial Park area.
Lagoon Fencing	TBD	Waiting on quote (rolling gate at entrance).
De-sludging Report (Cells 1, 2, 3)	June 26 start July 2 end	Report indicated that de-sludging is not required at this time. Will re-evaluate in 2-4 years during next survey. It was determined that the sludge in the cells is suitable for land application.
Storage Cells 1, 2 (front) Intake pipe inspection, assessment and floating device repairs	May 8 start May 9 end	Inspections show that all piping is good. 80% life remains, which should last a very long time.
Water storage cells Hydra-survey	May 29 start May 30 end	Report determined that storage cells do not require de-sludging at this time.
Water plant generator (Pad and Fencing)	June 2 start	Transfer Switch completed Aug 6. Generator should arrive Feb 2026.

WASTE MANAGEMENT & RECYCLING PROGRAM

ACTIVITIES DESCRIPTION	TIMELINE	COMMENTS
Landfill Site Survey/Reporting/Master Plan	TBD	This has been delayed pending information from AEP regarding non-compliance with the Landfill footprint.
Cardboard Recycle Bins	Completed March 2025	3 bins with 4 lids and hardware.

2. PROJECTS

COMPLETED PROJECTS

Project Name: Replacement of Nano-Membranes

Completion Date: April 5

Impact/Outcome: Test results indicate that lagoon waste water quality has improved substantially.

Project Name: Storm Drain Repair 5003 - 49 Street

Completion Date: July 10

Impact/Outcome: Sinkhole due to erosion on barrel. Replaced barrel and cemented the culvert back into barrel. Ground was packed and leveled.

Project Name: Sewer Dig - Service Repair 4712 - 52 Avenue

Completion Date: May 30

Impact/Outcome: Sewer disruption/replaced resident's service.



ONGOING PROJECTS

1. Project Name: 2025 Hydrant Flushing

Current Status: Approx. 50% complete

Next Steps: Continuing to flush hydrants until 100% completion - September 30



2. Project Name: Cleaning & Inspecting Lagoon Diffusers

Current Status: Approximately 20% are cleaned and inspected

Next Steps: This work must be contracted out to qualified professionals, as it is not feasible for Town staff and has been deemed unsafe for our workers.



3. Project Name: Yuill Park Culvert Repair

Damaged storm drain caused sinkhole due to erosion on culvert bottom. Water was soaking into ground, instead of draining to outflow.

Current Status: Started June 4

Next Steps: Waiting for parts. Install two new joints of culvert length and band together, pack and level ground.

4. Project Name: Water Treatment Plant (WTP) Access Road Culvert Repair

Sinkhole due to erosion on culvert bottom. Water was soaking into ground, instead of draining to outflow.

Current Status: Determining sources of funding for repairs and waiting for quotes from multiple engineering firms.

Next Steps: Engineers to get permits and tender a contractor to replace culvert and rebuild access road.

3. HIGHLIGHTS

STAFF ACHIEVEMENTS

Employees received training in Fall Protection, First Aid, landfill courses, water/wastewater, leadership training, WHMIS, confined space, ICS 100. Also completed workplace inspections and audit inspection.

SUCCESSFUL EVENTS HELD

Health & Safety Barbecue

4. FORECAST FOR THE REMAINDER OF THE YEAR

UPCOMING INITIATIVES

- Recycle Operator to replace our landfill Operator upon Retirement
- Budget preparation
- Landfill netting.
- Wastewater Plan (Lagoon) Upgrades
- Master Plan for Landfill
- Review of Recycling Program
- Recycling Building

CHALLENGES ANTICIPATED:

- Succession planning - within 2 - 5 years, we will have the majority of our staff eligible for retirement
- Seasonal Staff will be finished August 29, 2025

GOAL ALIGNMENT

- **Service Delivery:** Enhance the well-being and engagement of our community through increased community services and sustainable service delivery.
- **Environmental Stewardship:** Support the preservation of a healthy, natural environment through the incorporation of environmentally responsible practices.
- **Municipal Infrastructure:** Ensure the effective development, planning, and maintenance of municipal infrastructure to support community growth and prosperity.



ALL-WHEEL PARK RIBBON CUTTING

TOWN OF
BARRHEAD
ALBERTA

Town of Barrhead Main Office

5014-50 Avenue, Box 4189
Barrhead, AB T7N 1A2

Office Hours:

Mon to Fri 8:30am to 4:30 pm

Tel: 780-674-3301

Fax: 780-674-5648

E-mail: town@barrhead.ca

www.barrhead.ca

REQUEST FOR DECISION

To: Town Council

From: Jodie Lyons, Municipal Coordinator

cc:

Date: August 26, 2025

Re: Bylaw 07-2025 – Rates and Fees Bylaw

1.0 PURPOSE:

For Council to consider passing all three readings to the Town's amended Rates and Fees Bylaw 07-2025 (rescinding Bylaw 05-2025).

2.0 BACKGROUND AND DISCUSSION:

Parks and Recreation has recently prepared a new Concession Lease Agreement and a Rental Agreement for the concession at the Agrena.

In addition to changes to the operational and maintenance/inspection terms Agreements, new rates were also proposed. These rates have been amended in the Schedule A of the Rates and Fees Bylaw under Parks and Recreation: Arena Kitchen/Concession.

Proposed changes to Schedule A are seen with a yellow highlighted strikethrough and any new information is bolded in red text.

3.0 ALTERNATIVES:

- 3.1 Council pass all three readings to the Town's new Rates and Fees Bylaw 07-2025, with alternative rates agreed upon by Council.
- 3.2 Council tables proposed Bylaw 07-2025 and instructs Administration to provide further information and bring back the information at the next scheduled Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

Limited increase to revenue to offset costs.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

New rates to be communicated across the organization.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not applicable.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Minimal – The amended rental fees are lower than originally prescribed making rentals more accessible to community groups.

8.0 ATTACHMENTS:

8.1 Draft Bylaw 07-2025, Rates and Fees Bylaw

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council pass all three readings to the Town's new Rates and Fees Bylaw 07-2025, as presented.

10.0 PROPOSED MOTIONS:

That Council give Bylaw 07-2025, the Rates and Fees Bylaw, first reading.

That Council give Bylaw 07-2025, the Rates and Fees Bylaw, second reading.

That Council present Bylaw 07-2025, the Rates and Fees Bylaw for third reading.

That Council give Bylaw 07-2025, the Rates and Fees Bylaw for third reading.

(original signed by the CAO)

Collin Steffes
CAO

BYLAW 07-2025

**A BYLAW OF THE TOWN OF BARRHEAD IN THE PROVINCE OF ALBERTA TO
ESTABLISH FEES AND RATES FOR SERVICES PROVIDED BY THE MUNICIPALITY**

WHEREAS, pursuant to the provisions of the Municipal Government Act, being Chapter M-26, of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council may pass Bylaws for the purpose of establishing fees and rate charges for services provided by the municipality; and,

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

1. This bylaw shall be known as the “Fees and Rates Bylaw”
2. The fees and rates contained and attached as Schedule A shall form part of this bylaw and may be amended from time to time and any such amendment shall form part of this bylaw.
3. This Bylaw shall come into force and have effect from and after the date of third reading thereof.
4. Bylaw 05-2025 is hereby rescinded.

Read a first time this 26 day of August , AD, 2025.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Collin Steffes

Read a second time this 26 day of August , AD, 2025.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Collin Steffes

Read a third time this 26 day of August , AD, 2025 and passed.

TOWN OF BARRHEAD

Mayor, Dave McKenzie

CAO, Collin Steffes

SCHEDULE “A”

ADMINISTRATION SERVICES

Tax Certificate	Description	Fee-Rates
Regular	Within one working day	\$25.00
Priority	Within 2 hours of request	\$50.00
Verbal Property Information request		\$10.00

Assessment Complaints	Description	Rate-Fee
Residential 3 or fewer and farmland		\$50.00
Residential 4 or more dwellings	Variable (as noted below)	
	Assessed Value of up to \$249,999	\$200.00
	Assessed Value of between \$250,000 to \$499,999	\$400.00
	Assessed Value that exceeds \$500,000	\$650.00
Non-Residential	Variable (as noted below)	
	Assessed Value of up to \$249,999	\$200.00
	Assessed Value of between \$250,000 to \$499,999	\$400.00
	Assessed Value that exceeds \$500,000	\$650.00

Miscellaneous	Description	Rates/Fees
Historical record search	Lawyer, Engineer or Environmental request to undertake a historical record search	\$100.00
Photo Copies		\$0.25/copy
Sale of Pins		\$2.50 + tax
Fax Service		\$3.00 + \$1.00/page
Finance Charge	Any Accounts Receivable Invoices outstanding for more than 30 days	1.5% on principal amount
Sale of Maps		
Small maps	11x17	\$2.50
Large maps	2’x3’	\$5.00
Large maps	Larger than 2’x3’	\$5.00 plus \$1.00/per sq ft over
Promotional Items		Rate/fee + tax
Town Flags		\$100.00

ANIMAL CONTROL SERVICES

Description	Rates/Fees
Dog/Cat License -spayed/ neutered (documentation required)	\$8.00
Dog/Cat License- unspayed/unneutered	\$20.00
Service Dog	Nil
Lost/damaged license tag replacement	\$8.00
Animal shelter/impound fee	\$20.00/daily

BUSINESS LICENSE

Description	Rates-Fees
Annual (resident/non-resident)	\$125.00
Home Based Business	\$175.00
Between July 31-October 31 - 50% reduction	
(after November 1 annual fee to Dec 31 of following year)	
Description - Other	
Hawkers-Peddlers-door to door	\$75.00/weekly
Temporary	\$50.00/weekly
Youth Entrepreneur (under 18)	\$10/monthly
Food Vender	\$125.00/yearly
General Contractor	\$500.00

CEMETERY SERVICES

Main Section	Plot Fee	Perpetual Care F	Total Fee + Tax
Single Plot	\$600.00	\$100.00	\$700.00
Double Depth	\$600.00	\$100.00	\$700.00
Single Plot Child under 18	waived	\$100.00	\$100.00
Infant/Child (Eastlawn)			
¼ Plot	waived	\$25.00	\$25.00
½ Plot	waived	\$50.00	\$50.00

COLUMBARIUM NICHE (maximum of two urns per niche)

Niche Location	Cost per Niche Plus GST	Perpetual Care Plus GST	Cover Plate and engraving	Open and Close Fees
Level #1	\$1,000.00	\$100.00	Full Responsibility of purchaser. Must be purchased from and paid in full to Town of Barrhead . Must follow outline in “Inscription Details” which forms part of the Columbarium Niche Sales Contract An Administration Fee of \$100 will be added to cover plate/engraving costs.	Includes opening and closing for first internment
Level #2	\$900.00	\$100.00		Includes opening and closing for first internment
Level #3	\$800.00	\$100.00		Includes opening and closing for first internment
Level #4	\$700.00	\$100.00		Includes opening and closing for first internment
				\$150.00 for each weekday occurrence. + tax
Additional Opening and Closing				\$200.00 for weekend and statutory holidays. + tax

DEVELOPMENT (PLANNING) SERVICES

Development	Description	Rates-Fees
Permit	Residential	\$100.00
Permit	Non-residential (Commercial/Industrial/institutional)	\$150.00
Permit	Shed-fence-garage-deck	\$50.00
Permit	Discretionary-Variance- Residential	\$150.00
Permit	Discretionary-Variance-Non-residential	\$200.00
Permit	Demolition	\$50.00
Sign Permit		\$50.00
Development	Description	Rates-Fees
Appeals	Development Appeals	\$200.00
Rezoning Requests	Land Use Bylaw Amendment	\$800.00

Encroachment Agreements	Description	Assessed age	Up to 152.4m Rate/Fee	Over 152.4m Rate/Fee
Assessed age of building based on a 50-year life span All fees are applied to tax roll	Residential	Under 25%	\$100.00/year	\$150.00
		Between 25% & 50%	\$75.00/year	\$100.00
		Between 50% & 75%	\$50.00/year	\$75.00
		Over 75%	\$25.00/year	\$50.00
	Description	Assessed age	Up to 152.4m	Over 152.4m
	Commercial/Industrial	Under 25%	\$200.00	\$350.00
		Between 25% & 50%	\$150.00	\$300.00
		Between 50% & 75%	\$100.00	\$200.00
		Over 75%	\$50.00	\$100.00
	Description	Rate/Fee		
	Fence	\$25.00/year		
	Garage/Shed	\$25.00/year		

Compliance Certificate (Real Property Report)	Description	Rate/Fee
Regular Service	Within 1 week of request	\$60.00
Priority Service	Within 2 days of request	\$100.00

FIRE PROTECTION SERVICES

Unit	Description	No. Fire Fighters	Hourly Rate	Comments
Command 1	2014-Dodge Power 3/4 Ton	1	\$150.00 \$210.00 for Prov. Highway Right-of-way	Has an enclosed topper and the ability to block, with misc. hand tools and pylons
Command 2	2010 GMC 3/4 Ton	1	\$150.00 \$210.00 for Prov. Highway Right-of-way	Has an enclosed topper and the ability to block, with hand tools and pylons
Tower 6	2009-Pierce 104 Foot Ladder/Platform	4	\$600.00 \$720.00 for Prov. Highway Right-of-way	T-6 is a 2000 GPM Pump with multiple attack lines master streams, Connection Air system and Misc Tools and Fans
Engine-33	2006-Freightliner Rosenbauer 1000 GPM pump	5	\$500.00 \$720.00 Prov. Highway Right-of-way	E-33 is a 1000 GPM pump with pre-connected attack lines and two fixed master streams with misc tools for suppression
Engine-3	1999 Freightliner Fort Gary 1000 GPM pump	5	\$500.00 \$720.00 for Prov. Highway Right-of-way	E-3 is a 1000 GPM pump with pre-connected attack lines and misc tools for suppression
Rescue-8	2011-Freightliner Rosenbauer Heavy rescue	6	\$400.00 \$720.00 for Prov. Highway Right-of-way	R-8 is a Command/Rescue unit with awning light tower Re-hab equipped with Heavy hydraulics and misc Rescue tools
Tender-34	2008-Freightliner Rosenbauer Water Tender 500 GPM pump and 1754 Gal water	2	\$400.00 \$720.00 for Prov. Highway Right-of-way	Tender-34 is a tactical tender that has a bumper mounted monitor. It can be used for Firefighting @ \$400.00 per/hr or transporting water @ \$250.00 per/hr. and one 1800Gal port-o-tank
Tender-5	2013-Kenworth Water Tender 500GPM pump and 3000 Gal Water	2	\$300.00 \$720.00 for Prov. Highway Right-of-way	Tender-5 is a Super Tender with a bumper mounted monitor
Rapid Attack Truck-1	1999 - 1 Ton Bush Truck	4	\$250.00 \$720.00 for Prov. Highway Right-of-way	RAT-1 is equipped with a 300 gal CET bush pack with class A foam and misc wild land tools, including wajax pump and chainsaw
Wildland 1	2012 Polaris Ranger 6x6 off road side by side	2	\$150.00	Wild-1 has a CET skid unit with 65 Gal of water and a 5Hp pump with the ability to secure a patient for remote access. Stored in a 30 foot Aluminum Trailer.
Fire Fighter				
Administrative time	Per/Hrs	N/A	\$75.00	Time use to enter data or perform tasks outside normal duties.
Investigative time	Per/Hrs	N/A	\$100.00	Time use by trained members to search for cause and determination of an incident
Unit	Description	Rate		Comment
Historical Search		\$50.00		Time used to look into property outstanding, orders calls to or changes recommended to the property

Bullex Prop.	Extinguisher Prop.	\$100.00 per day Max. \$500 for 14 days	Proper training and Credit card pre. Authorization for \$2,000.00
K-Size Air bottle fill		\$50.00	All bottles must be within the certified time frame.
E/D-Size Air bottle fill		\$20.00	All bottles must be within the certified time frame.
Floor Dry	Standard Floor Dry	Cost at purchase price plus 10%	Cost Per. Bag
Floor Dry	Special Bio. or Chem. Dry	Cost at purchase price plus 10%	Cost Per Bag, Pail
Foam	Class "A"	Cost at purchase price plus 10%	Cost Per Pail
Foam	Class "B"	Cost at purchase price plus 10%	Cost Per Pail
Foam	Class Fire Aid	Cost at purchase price plus 10%	Cost Per Pail

PUBLIC WORKS SERVICES

Equipment	Description	Hourly Rate- Fee
Grader	670 GP	\$240.00
Sweeper	Global M4 HSF	\$237.00
Loader	544H Deere	\$140.00
Loader	544K Deere	\$165.00
Snow Blower		\$285.00
Loader Backhoe	310 SE Deere	\$128.00
Skid Steer	318D	\$134.00
Gravel Truck	Tandem	\$160.00
Garbage Truck		\$225.00
Recycle Truck		\$100.00
Sand Truck		\$257.00 + Sand \$60/tonne
Karcher Steamer		\$180.00
Sewer Flush Truck		\$230.00
John Deere Tractor		\$140.00
Schulte Mower		\$45.00
Sewer Camera		\$280.00
Power Auger		\$210.00
Air Compressor		\$50.00 \$350/day
Wobble Wheel		\$25.00
Pick up		\$35.00
Landfill Cat		\$280.00
Landfill Compactor		\$320.00
Asphalt Compactor		\$95.00
Line Painter		\$190.00
Chipper	7" to 10"	\$189.00
Supervisory Rate		\$160.00
Mechanic Rate		\$140.00
Labour Rate		\$85.00
JLG Man Lift	450 AJ	\$160.00
**Troy Nimrichter Contract Services		\$95.00 Materials -\$35.00/Tonne
Landfill Tipping Fees	Description	Rate/Fee
	Pickup Truck	\$40.00
	Truck/Trailer	\$60.00
	Large Truck 1 ton & over	\$70.00
	Tandem Truck	\$100.00
	End Dump	\$160.00

RECREATION SERVICES

Facility/ Description	Item	Rate Type	Rate with GST
Arena-Ice	Minor Ice Before 9:00am (Mon-Fri)	Hourly	\$94.30
	Minor Ice 9:00am-4:00pm (Mon-Fri)	Hourly	\$84.00
	Minor Ice After 4:00pm (Mon-Fri)	Hourly	\$107.10
	School Ice Rental	Hourly	\$43.90
	Adult Recreation Ice- Town or County	Hourly	\$179.90
	Adult Recreation Ice- Outside of Town or County	Hourly	\$189.60
	Private Youth Ice	Hourly	\$107.10
	Competitive Hockey- Practice (9-4, Mon.-Fri.)	Hourly	\$84.00
	Competitive Hockey-Games	Hourly	\$179.90
	Summer Ice-Town or County	Hourly	\$160.20
	Summer Ice - Outside of Town or County	Hourly	\$170.90
Arena-Ice (Off Season)	Socials, Graduations, Weddings	Hourly	\$428.40
	Socials, Graduations, Weddings	Half Day	\$696.20
	Socials, Graduations, Weddings	Full Day	\$1,071.00
	Agricultural Shows, Rodeos	Hourly	\$535.50
	Agricultural Shows, Rodeos	Half Day	\$803.30
	Agricultural Shows, Rodeos	Full Day	\$1,285.20
	Commercial Rentals, Trade shows	Hourly	\$642.60
	Commercial Rentals, Trade shows	Half Day	\$1,071.00
	Commercial Rentals, Trade shows	Full Day	\$1,606.50
	Nonprofit Group	Hourly	\$374.90
	Nonprofit Group	Half Day	\$589.10
	Nonprofit Group	Full Day	\$856.80
	Rental - Outside of Town or County	Hourly	\$535.50
	Rental - Outside of Town or County	Half Day	\$803.30
	Rental - Outside of Town or County	Full Day	\$1,285.20
	In-Line Hockey, Ball Hockey/Lacrosse	Hourly/From 8am-10pm	\$69.60
	Off Season BMBA	Hourly	\$26.80
	Youth In-Line Hockey, Ball Hockey/Lacrosse Outside Town or County	Hourly	\$83.52
Arena Kitchen/Concession	Rental	Half Day	\$128.50
	Rental	Full Day	\$250.00
	Concession Lease	Lease	\$633.40
Arena Kitchen/Concession	Rental	Full Day	\$50.00
	Rental	Weekend	\$85.00
	Rental	Weekly	\$200.00
	Concession Lease	Lease/Monthly	\$850.00
Arena Lobby	Lobby	Full Day	\$160.70
	Lobby	Half Day	\$85.70
Charles Godberson Rotary Room	Meetings, socials, etc.	Hourly	\$53.60
	Meetings, socials, etc.	Half Day	\$107.10
	Meetings, socials, etc.	Full Day	\$160.70
	Birthday Parties	First hour with Private Pool Rental	\$32.10
Agrena Second Floor Meeting Room	Meetings, socials, etc.	Hourly	\$25.24
	Meetings, socials, etc.	Half Day	\$67.28

	Meetings, socials, etc.	Full Day	\$101.02
Facility/ Description	Item	Rate Type	Rate with GST
	Birthday Parties	First hour with Private Pool Rental	\$32.10
Minor Ball		Amount per year	\$650.00
All Diamonds - Other Tournaments/Hosting	1 Diamond	Full Day	\$35.00
Non League Teams/Outside of Town or County	Games	Full Day	\$41.08
Ball Leagues	Senior Men's or Ladies	Team Per Season	\$154.20
	Fast Ball	Team Per Season	\$154.20
	Slo-Pitch	Team Per Season	\$154.20
Rotary Park Camping			
	All Sites	Per Night	\$30.00
Cecile Martin/Beaver Brook Soccer Fields	Youth Rate	Field Per 2 Hour Booking	\$16.10
	Adult Rate	Field Per 2 Hour Booking	\$32.10
Misc Items	Tables	Each Per Weekend	\$10.50
	Chairs	Each Per Weekend	\$3.15
	Delivery Fee Outside of Town Working Hours or Statutory Holidays	Hour Per Person	\$78.75
	Delivery Fee Within Town Working Hours	Hour Per Person	\$52.50
	Pick Up Fee Outside of Town Working Hours or Statutory Holidays	Hour Per Person	\$78.75
	Pick Up Fee Within Town Working Hours	Hour Per Person	\$52.50
	Damage Deposit	Flat Rate	\$105.00
Bounce House	Child Drop in	Per Person	\$4.00
	Castle Bounce House	Hourly	\$148.50
	Jungle Combo Bounce House	Hourly	\$148.50
	Obstacle Course Bouncer	Hourly	\$168.50
	Castle Bounce House & Jungle Combo	Hourly	\$208.50
	Obstacle Course & Jungle or Castle Combo	Hourly	\$228.50
	Obstacle Course & Jungle & Castle Combo	Hourly	\$288.50
Bounce House with Pool Rental	Castle Bounce House	Hourly	\$111.40
	Jungle Combo Bounce House	Hourly	\$111.40
	Obstacle Course Bouncer	Hourly	\$126.40
	Castle Bounce & Jungle Combo	Hourly	\$156.40
	Obstacle Course & Jungle or Castle Combo	Hourly	\$171.40
Facility/ Description	Item	Rate Type	Rate with GST
	Obstacle Course & Jungle & Castle Combo	Hourly	\$216.40

Advertising	Zamboni	Per Unit- Price Dependent on Location	\$367.50- \$525.00
	Arena Glass	Per Year	\$315.00
	Dash Boards	Per Year	\$840.00
	Dash Boards	Per multi-year Agreement	\$735.00
	Dressing Room	Per Year	\$1,575.00
	Ice Scooter Advertising	Per Year	\$78.75
	Ice Scooter Advertising	Lifetime	\$267.80
	Centre Ice Logo	Per Year	\$1,575.00
	Ice Logo	Per Season	\$525.00
	Bleacher Risers	Per Year	\$262.50
Clean up Charge	Event Clean Up	Flat Rate	\$321.30
	Concession Clean Up	Per Hour	\$100.00
Curling Rink	Main Floor	Half Day	\$126.00
	Main Floor	Full Day	\$252.00
	Main Floor	Weekend	\$525.00
Misc	Public Skate Sponsorship	Flat Rate	\$107.10
	Re-Key Storage Room	Flat Rate	\$100.00
	Dressing Room	Flat Rate/Per Ice Season	\$630.00
	Under Bleacher Storage Unit Rental	Per Unit/Per Season	\$214.20
Pool Pass	Adult(18-64)	Drop in Rate	\$8.75
		10 Passes	\$74.50
		Monthly Membership	\$56.10
		Corporate Monthly Pass	\$47.68
		3 Month Membership	\$163.20
		3 Month Corporate Pass	\$138.72
		6 Month Membership	\$316.20
		6 Month Corporate Pass	\$268.77
		12 Month Membership	\$479.40
		12 Month Corporate Membership	\$407.49
Pool Pass	Youth(13-17)	Drop in Rate	\$5.50
		10 Passes	\$51.00
		Monthly Membership	\$45.90
		3 Month Membership	\$129.50
		6 Month Membership	\$250.90
		12 Month Membership	\$357.00

Facility/ Description	Item	Rate Type	Rate with GST
		12 Month Corporate Membership	\$303.45
Pool Pass	Child (3-12)	Drop in Rate	\$4.00
		10 Passes	\$35.70
		Monthly Membership	\$28.60
		3 Month Membership	\$79.60
		6 Month Membership	\$158.10
		12 Month Membership	\$244.80
Pool Pass	Tot (0-2)	Drop in Rate	\$0.00
		10 Passes	\$0.00
		Monthly Membership	\$0.00
		3 Month Membership	\$0.00
		6 Month Membership	\$0.00
		12 Month Membership	\$0.00
Pool Pass	Senior(65+)	Drop in Rate	\$6.40
		10 Passes	\$56.10
		Monthly Membership	\$40.80
		3 Month Membership	\$122.40
		6 Month Membership	\$244.80
		12 Month Membership	\$367.20
		12 Month Corporate Membership	\$312.10
Pool Pass	Family	Drop in Rate	\$17.90
		10 Passes	\$163.20
		Monthly Membership	\$147.90
		3 Month Membership	\$428.40
		6 Month Membership	\$637.50
		12 Month Membership	\$1,020.00
	Aqua Spin	Daily Drop in	\$12.90
		Discount on Daily Drop In	\$6.40
		9 Pass Membership	\$96.40
		Discount on 9 Pass	\$48.20
Pool Rentals	Private Pool Rental 1-40 People	In town/county	\$128.50

Facility/ Description	Item	Rate Type	Rate with GST
		Out of town/county	\$257.00
	Private Pool Rental 41-60 People	In town/county	\$176.70
		Out of town/county	\$267.80
	Private Pool Rental 61-80 People	In town/county	\$219.60
		Out of town/county	\$299.90
	Private Pool Rental 81-100 People	In town/county	\$267.80
		Out of town/county	\$362.00
School Pool Rentals	School Rental 1-40 People	In town/county	\$75.00
		Out of town/county	\$128.50
	School Rental 41-60 People	In town/county	\$107.10
		Out of town/county	\$149.90
	School Rental 61-80 People	In town/county	\$139.20
		Out of town/county	\$208.90
	School Rental 81-100 People	In town/county	\$176.70
		Out of town/county	\$251.70
	School Rental 101-120	In town/county	\$214.20
		Out of town/county	\$294.50
School Lessons	One Instructor(No GST)	Per Student	\$33.00
	Additional Instructor (No GST)	Per Student	\$20.00
Lessons	Preschool	Per Set	\$49.00
(No GST for 14 Years and Under)	Swimmer 1-2	Per Set	\$54.10
	Swimmer 3-6	Per Set	\$55.00
	Private Lessons	Per ½ hour Lesson	\$20.00
	Semi- Private Lessons	½ hour Lesson Per Person	\$ 10.00
Swim Club	Lane	Lane Per ½ Hour	\$8.00
	Day	Per 8 Hour Day	\$1,038.90
Pro Shop	Goggles - Adult	Per item	\$20.00
	Goggles- Youth	Per item	\$17.10
	Swim Caps	Per item	\$10.70
	Nose Clips	Per item	\$6.40
	Pool Pants	Per item	\$10.70
	Swim Diapers	Per item	\$2.10
	Shampoo	Per item	\$7
	Conditioner	Per item	\$7
	Ear Plugs	Per Item	\$6.40
Misc.	Lock Replacement Fee	Per item	\$20

UTILITY SERVICES

Water	Description	Rate/Fees
	Flat Fee	\$30.00/Month
	Consumption Rate	\$2.60 per cubic meter
Sanitary Sewage Service		
		40% of water rate usage including flat monthly fee
Bulk Water Sales		
	Account Deposit- commercial accounts	\$200.00 (refundable)
	Account Deposit – residential	\$50.00 (refundable)
	Setup Fee	\$25.00 (Non-refundable)
	Account Holders	\$9.50/m3
	Credit/debit payments	\$12.50/m3
Labor charge – normal working hours	Meter installation	\$50.00
Labor Charge – outside normal hours	Meter installation	\$130.00
	Water Leak Report/Data Log	\$50.00
	5/8” Meter testing	\$300.00 deposit
	Larger than 5/8 meter testing	Quote required
Solid Waste Collection	Description	Rate/Fees
Single Family Residential	65 Gallon Cart	\$15.55
Single Family Residential	95 Gallon Cart	\$24.90
Duplex	Cart provided	\$15.55
Multi-Residential	3 or more units - Bin provided	\$10.95
Mobile home subdivision	Cart provided	\$15.55
Mobile home park	Bin provided	\$10.95
Commercial Light (once a week pickup)	95 Gallon Cart	\$24.90
Commercial Light	65 or 95 Gallon Cart	\$24.90/month plus \$10.95/month for each extra day pickup
Commercial Other (no cart)		\$10.95
Commercial/Industrial/Institutional		\$70.00
Bin/Cart Replacement due to loss or damage		
	65 Gallon Cart	\$100.00
	95 Gallon Cart	\$125.00
	2 yard bin	\$950.00
	4 yard bin	\$1,250.00
	6 yard bin	\$1,500.00
	8 yard bin	\$1,850.00

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: August 26, 2025

Re: Community Related Organizations Under Town's Utility Rates

1.0 PURPOSE:

For Council to discuss Community Related Organizations that are currently under the Town's rate agreements, and the associated potential financial risks to the Town.

2.0 BACKGROUND AND DISCUSSION:

At the June 24, 2025, Council meeting, Council discussed Community Related Organizations being approved under the Town's utility rate umbrella. At that meeting, the following motion was made:

197-25 *Moved by Cr. Assaf that Council table the topic until further information is provided.*

CARRIED UNANIMOUSLY

Council requested additional information regarding the amount of money saved by the Community Related Organizations by being under the Town's plan for their gas and power rates, versus being under their own separate plan, and they also wanted a better understanding of what type of organizations could apply to be a Town Community Related Organization.

Andrew Riley and Linda Ruth from Alberta Municipalities are present to answer questions from Council regarding this program.

There are currently four Community Related Organizations under the Town's utility rate umbrella. A cost savings summary is shown below for gas and power. These savings are based on the Town rate compared to the current Rate of Last Resort for power and the Default Gas Rate for gas. As you can see, all organizations recognize minimal savings on their gas bills; however, some see substantial savings on their power bills.

Community Related Organization	Annual Savings Power	Annual Savings Gas	Total Annual Savings
CRO #1	5,038.55	13.76	5,052.31
CRO #2	81.67	4.72	86.40
CRO #3	5,047.17	16.66	5,063.83
CRO #4	1,374.31	7.98	1,382.28

To give Council a better understanding of exactly which types of organizations may apply to be considered a Community Related Organization, Alberta Municipalities has advised that ANY organization can apply for this, but the Town would ultimately be responsible for any defaults in their payments.

3.0 ALTERNATIVES:

- 3.1 Council may allow the four Community Related Organizations to remain under the Town's utility umbrella without signing a Utility Umbrella Agreement.
- 3.2 Council may allow the four Community Related Organizations to remain under the Town's utility umbrella only upon signing a Utility Umbrella Agreement.
- 3.3 Council may choose to remove the four Community Related Organizations from the Town's utility umbrella.

4.0 FINANCIAL IMPLICATIONS:

Even with a signed agreement in place, there remains a risk of default. In the event that an organization fails to meet its payment obligations, the Town could ultimately still be held responsible for covering any unpaid utility charges.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

This does not impact any other departments.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

Draft Utility Umbrella Agreement

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends 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.

10.0 RECOMMENDED MOTIONS):

Motion1: 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.

Motion 2: That Council direct Administration to enter into Utility Umbrella Agreements with each of the four existing Community Related Organizations.

Motion 3: That Council require all community organizations requesting to be under the Town's Utility Umbrella to enter into the Utility Umbrella Agreement.

Motion 3: That Council direct Administration to remove any Community Related Organizations from the Town's Utility Umbrella. if the Organization(s) choose(s) not to enter into the Utility Umbrella Agreement with the Town.

(original signed by the CAO)
Collin Steffes, CAO

UTILITY UMBRELLA AGREEMENT

This Agreement is made and entered into this ____ day of _____, 2025, by and between:

The Town of Barrhead

(hereinafter referred to as the “Town”),

and

<<Community Related Organization>>

(hereinafter referred to as “#####”).

1. PURPOSE

The purpose of this Agreement is to formalize the inclusion of <<Community Related Organization>> as a **Community Related Organization** under the Town of Barrhead’s utility umbrella. This status will allow ##### to receive the same gas and power utility rates as those applied to the Town, subject to the terms and conditions outlined herein.

2. UTILITY RATE STATUS

The Town agrees to include ##### under its utility umbrella for the sole purpose of receiving Town-equivalent utility rates for gas and power services.

3. PAYMENT RESPONSIBILITY

shall remain **solely and fully responsible** for the payment of all gas and power utility bills issued in connection with their facility. The Town assumes **no liability or responsibility** for any non-payment, late payment, additional fees and charges, or disputes arising from ##### utility accounts.

All utility bills shall continue to be issued directly to #####, and payment shall be made directly by ##### to the applicable utility service provider.

4. TERM AND TERMINATION

This Agreement shall be effective as of the date first written above and shall continue in effect until terminated by either party with thirty (30) days written notice.

The Town reserves the right to revoke ##### status under the utility umbrella at its sole discretion should ##### fail to comply with the terms of this Agreement, including payment obligations.

5. GENERAL PROVISIONS

5.1 This Agreement does not constitute a partnership or joint venture between the parties.

5.2 Any amendments or modifications to this Agreement must be in writing and signed by both parties.

5.3 This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

THE TOWN OF BARRHEAD

<COMMUNITY RELATED ORGANIZATION>

Per: _____
Collin Steffes, CAO

Per: _____

Date: _____

Date: _____

BRIEFING NOTE

To: Town Council

From: Jenny Bruns

Date: August 26, 2025

Re: LIFT Business Conference and Trade Show Update

1.0 **ISSUE**

Provide Council with an update on changes to the 2025 LIFT Business Conference & Trade Show, hosted by the County of Barrhead.

2.0 **BACKGROUND AND DISCUSSION:**

- 2024, the County hosted the inaugural LIFT Conference, which brought together over 100 business leaders and resource agencies. The event was well-received and highlighted regional collaboration. Town of Barrhead supported via in-kind help but did not financially participate.
- For 2025, the County of Barrhead again plans to host the event, with the Town invited to participate as a supporting financial partner along with Community Futures Yellowhead East. Grant funding was not received under the Small Communities Opportunities Grant. Due to the lack of funding, it was suggested that the Trade Show component be dropped due to the high costs associated.
- The Town of Barrhead has committed \$5000 to the event. Council suggested that if the trade show component could be reinstated they would consider sponsoring additional funds.
- The planning committee has determined not to proceed with the Trade Show component, but recognized that a smaller version, where business support agencies such as community futures, banks, Business Link, Chamber of Commerce, and the Alberta Government agencies such as Travel Alberta, and others could host a mini-trade show for businesses to connect to support agencies would be very valuable.
- The event will be held at the Seniors Drop-In Center and accommodate the conference events and mini trade show.
- At this time, the committee is not asking for additional funds to support a trade show component.
- Date is tentatively set for November 6, 2025 with sessions for businesses, mini tradeshow, and networking event for the evening again.

3.0 **ALTERNATIVES:**

- No alternatives provided. Accept as information only.

4.0 FINANCIAL IMPLICATIONS:

Existing commitment is all that is required from Council.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

In kind contributions of staff time to assist with organization, promotion and set up remain the same. Staff time required from Public Works will decrease as the Ag Barn does not have to be prepped with equipment anymore.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None anticipated.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

- Public will not have an opportunity to attend and get to know local businesses attending, however the conference will be very business focused and provide much needed resources and inject motivation into the businesses.

8.0 ATTACHMENTS:

- None.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accept the Briefing Note as information.

10.0 PROPOSED MOTION:

That Council accepts the Briefing Note as information.