



**AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, MAY 27, 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 – May 13, 2025
4. Public Hearings
 - (a) There are no Public Hearings
5. Delegations
 - (a) Delegation at 5:30 Savannah Belyk and Karen Pronishen – Barrhead FCSS
 - (b) Delegation at 5:45 CPO Brandon Johnson – Enforcement Services
6. Old Business
 - (a) None
7. New Business
 - (a) RFD Property Tax Sale and Reserve Bid
 - (b) RFD NJHL Proposal
 - (c) Re-Election Letter to MP Viersen
 - (d) Council Recognition – Lifesaving Teamwork During Medical Emergency
 - (e) Monthly Bank Statement for the Month Ended April 30, 2025
 - (f) Business Survey

8. Reports

- (a) FCSS and Indigenous Committee Reports – Cr. Anthony Oswald

9. Minutes

- (a) Barrhead & District Social Housing Minutes – February 27, 2025
- (b) Barrhead & District Social Housing Minutes – April 24, 2025
- (c) Yellowhead Regional Library Annual Report

10. Bylaw

- (a) None

11. Correspondence Item

- (a) Barrhead Grizzly Trail Fire & Rescue Association
- (b) Stephen Bablitz, Library Board - Resignation

12. For the Good of Council

13. Tabled Items

- (a) None

14. Closed Session

15. Adjourn

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, MAY 13, 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, Jennifer Mantay, Director of Corporate Services and Jodie Lyons, Municipal Coordinator

OTHERS Barry Kerton, Barrhead Leader

CALL TO ORDER Mayor McKenzie called the meeting to order at 5:29 p.m.

AGENDA The agenda was reviewed.

132-25 Moved by Cr. Smith that the agenda be accepted as with the following additions:

- 7(f) Proclamation
- 8(b) Barrhead and District Social Housing Association
- 14(a) Closed Session (Legal)
- 14(b) Closed Session (Land)
- 4(c) Closed Session (Legal)

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES The Minutes of the Town Council Regular Meeting of April 22, 2025, were reviewed.

133-25 Moved by Cr. Klumph that the Minutes of the Town Council Regular Meeting of April 22, 2025 be approved as presented.

CARRIED UNANIMOUSLY

ASSOCIATED AMBULANCE REQUEST FOR INFORMATION

That Council accept the file summary and update regarding the information request with Alberta Health Services, and direct Administration to continue to pursue information regarding severed details from the information request, from The Office of the Privacy Commissioner.

That Council accept the file summary and update regarding the information request with Alberta Health Services.

134-25 Moved by Cr. Sawatzky that Council accept the file summary and update regarding the information request with Alberta Health Services.

CARRIED UNANIMOUSLY

That Council direct Administration to pursue access to the most recent extension amendment to the service agreement between Alberta Health Services and Associated Ambulance.

135-25 Moved by Cr. Assaf that Council direct Administration to pursue access to the most recent extension amendment to the service agreement between Alberta Health Services and Associated Ambulance.

CARRIED UNANIMOUSLY

**APPOINTMENT OF TWINNING
COMMITTEE MEMBERS**

That Council approves the following members to the Twinning Committee.

TABLED

136-25 Moved by Cr. Assaf that Council table to allow for the counting of the votes.

CARRIED UNANIMOUSLY

**ALL WHEELS PARK
ROCK UNVEILING ROAD CLOSURE**

That Council approve the partial road closure of 55A Street from Hwy 18 to 55 Street from 10:00 AM to 4:00 PM on May 31, 2025.

137-25 Moved by Cr. Klumph that Council approve the partial road closure of 55A Street from Hwy 18 to 55 Street from 10:00 AM to 4:00 PM on May 31, 2025.

CARRIED UNANIMOUSLY

**APPOINTMENT OF TWINNING
COMMITTEE MEMBERS**

The tabled item is now brought forward after the votes have been tallied.

138-25 Moved by Cr. Oswald that Council approves the following members to the Twinning Committee.

- 1. Allister Kippen
- 2. Edie Zdrodowski
- 3. Cheryl Callihoo
- 4. Leah Jackson
- 5. Lynn Down
- 6. Dennis Wilkins
- 7. Nadine Quedenbaum

CARRIED UNANIMOUSLY

**APPOINTMENT OF SUBDIVISION
& DEVELOPMENT APPEAL BOARD CLERK**

That Council approves Jamie Johnson as the Subdivision and Development Appeal Board Clerk for the Town of Barrhead.

139-25 Moved by Cr. Kluin that Council approves Jamie Johnson as the Subdivision and Development Appeal Board Clerk for the Town of Barrhead.

CARRIED UNANIMOUSLY

**VACANT FLAG POLES
LEGION MEMORIAL**

That Council direct Administration to replace the 4 vacant flag poles at the Legion Memorial Park with 2 Canadian National Flags, 1 Alberta Provincial Flag, and 1 Town of Barrhead Municipal Flag in accordance with Federal standards regarding the Position of Honour of the National Flag of Canada.

140-25 Moved by Cr. Klumph direct Administration to replace the 4 vacant flag poles at the Legion Memorial Park with 2 Canadian National Flags, 1 Alberta Provincial Flag, and 1 Town of Barrhead Municipal Flag in accordance with Federal standards regarding the Position of Honour of the National Flag of Canada.

CARRIED UNANIMOUSLY

**BILL 20 AND 50
SUMMARIES**

That Council accept the briefing as information.

141-25 Moved by Cr. Smith that Council accept the briefing as information.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of May 13, 2025, were reviewed:

- Agricultural Society
- Barrhead Regional Water Commission
- Family and Community Support Services Society
- Twinning Committee
- Barrhead District Social Housing Association

142-25 Moved by Cr. Sawatzky that the following Reports to Council as of May 13, 2025, be accepted as information:

- Agricultural Society
- Barrhead Regional Water Commission
- Family and Community Support Services Society
- Twinning Committee
- Barrhead District Social Housing Association

CARRIED UNANIMOUSLY

**MINUTES TO
COUNCIL**

The following Minutes to Council were reviewed:

- Barrhead & District Family & Community Support Services – March 20, 2025
- Barrhead & District Family & Community Support Services – Special Board Minutes – March 20, 2025
- Barrhead & District Family & Community Support Services – April 18, 2024

143-25 Moved by Cr. Oswald that the Minutes to Council be accepted as information and as presented.

- Barrhead & District Family & Community Support Services – March 20, 2025
- Barrhead & District Family & Community Support Services – Special Board Minutes – March 20, 2025
- Barrhead & District Family & Community Support Services – April 18, 2024

CARRIED UNANIMOUSLY

CORRESPONDENCE

The following Letters to Council were reviewed:

- Letter from Barrhead Accessibility Coalition
- Ripple Connection Support Centre

144-25 Moved by Cr. Kluin that the Letters to Council be accepted as information and as presented.

CARRIED UNANIMOUSLY

**FINANCIAL SPONSORSHIP REQUEST
LAZY DAZE LIGHT HORSE CLUB**

That Council direct Administration to provide support to the Lazy Daze Light Horse Club in the amount of \$500.

145-25 Moved by Cr. Kluin that Council direct Administration to provide support to the Lazy Daze Light Horse Club in the amount of \$500 as a Silver Sponsor and request our Town of Barrhead banners are posted at the event.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

Cr. Kluin congratulated the Wiesingers for a successful Talent Show
Cr. Oswald congratulated the Legion for the town Veteran’s Luncheon.
Cr. Oswald congratulated McDonalds for hosting its first McHappy Day.
Cr. Klumph attended and congratulated all the business and residents acknowledged at the County’s Business Appreciation Awards.
Cr. Klumph congratulated all the winners at the Volunteer Appreciation Event.
Cr. Thanked the volunteers who participated in the Highway cleanup on May 3rd.
Cr. Klumph Thanked Public Works’ crews for a successful Spring Clean-up.

RECESSED

146-25 Moved by Cr. Smith that Council recess at 6:37 pm.

CARRIED UNANIMOUSLY

RECONVENED

147-25 Moved by Cr. Assaf that Council reconvene at 7:04 pm.

CARRIED UNANIMOUSLY

**CLOSED SESSION – LAND
FOIP ACT SECTION 21 &
LEGAL FOIP ACT SECTION 27**

148-25 Moved by Cr. Assaf that Council go in closed session at 7:44 p.m.

CARRIED UNANIMOUSLY

OUT OF CLOSED SESSION

149-25 Moved by Cr. Sawatzky that the Council come out of closed session at 7:44 p.m.

CARRIED UNANIMOUSLY

ADJOURN

150-25 Moved by Cr. Kluin that the Council Meeting be adjourned at 7:44 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, David McKenzie

CAO, Collin Steffes

BRIEFING NOTE

To: Town Council

From: CPO, Brandon Johnson Reg. #15700

Date: May 27, 2025

Re: January – May Reporting

New Files: (Generated from January 3rd 2025 – May 20th 2025)

Total: 81

Enforcement Type	Number of Files
Animal Control matters/Miscellaneous:	15
Traffic Enforcement: (speeding, distracted driving, etc)	23
Bylaw Issues:	40

Unresolved Files: (carried over from previous reporting period)

Total: 1

Enforcement Type	Number of Files
Animal Control matters/Miscellaneous:	0
Traffic Enforcement: (speeding, distracted driving, etc)	1
Bylaw Issues:	0



ENFORCEMENT SERVICES– Information & Updates

Council Meeting – May 27, 2025



■ PURPOSE OF A COMMUNITY PEACE OFFICER

- Ensure Community Safety (secure places where we can live, work and raise families)
- To enforce various laws
- Provide security to public facilities
- Respond to emergency situations
- Provide assistance to local Police and Fire Services



■ ENFORCEMENT AUTHORITY

Community Peace Officer Appointments grant authority to enforce the following Provincial Acts, in addition to our various Municipal Bylaws:

- Animal Protection Act
- Dangerous Dogs Act
- Environment Protection and Enhancement Act Part 9, Division 2
- Fuel Tax Act
- Gaming, Liquor and Cannabis Act
- Innkeepers Act

Petty Trespass Act

Provincial
Administrative
Penalties Act

Provincial
Offences and
Procedures Act

Tobacco , Smoking
and Vaping
Reduction Act

Traffic Safety Act

Trespass to
Premises Act

■ OUT OF SCOPE

Community Peace Officers do not have the jurisdiction to enforce the following legislation:

Federal Legislation

Criminal Code of Canada

Immigration and Refugee Protection Act

Controlled Drugs and Substances Act



PEACE OFFICER **VS.** POLICE OFFICER

COMMUNITY PEACE OFFICER

Training 12 weeks

Enforce only the Acts that are
granted in appointment

Do not have the same tools
for Officer Safety

POLICE OFFICER

Training 26 weeks

Enforce Federal Legislation &
Criminal Code

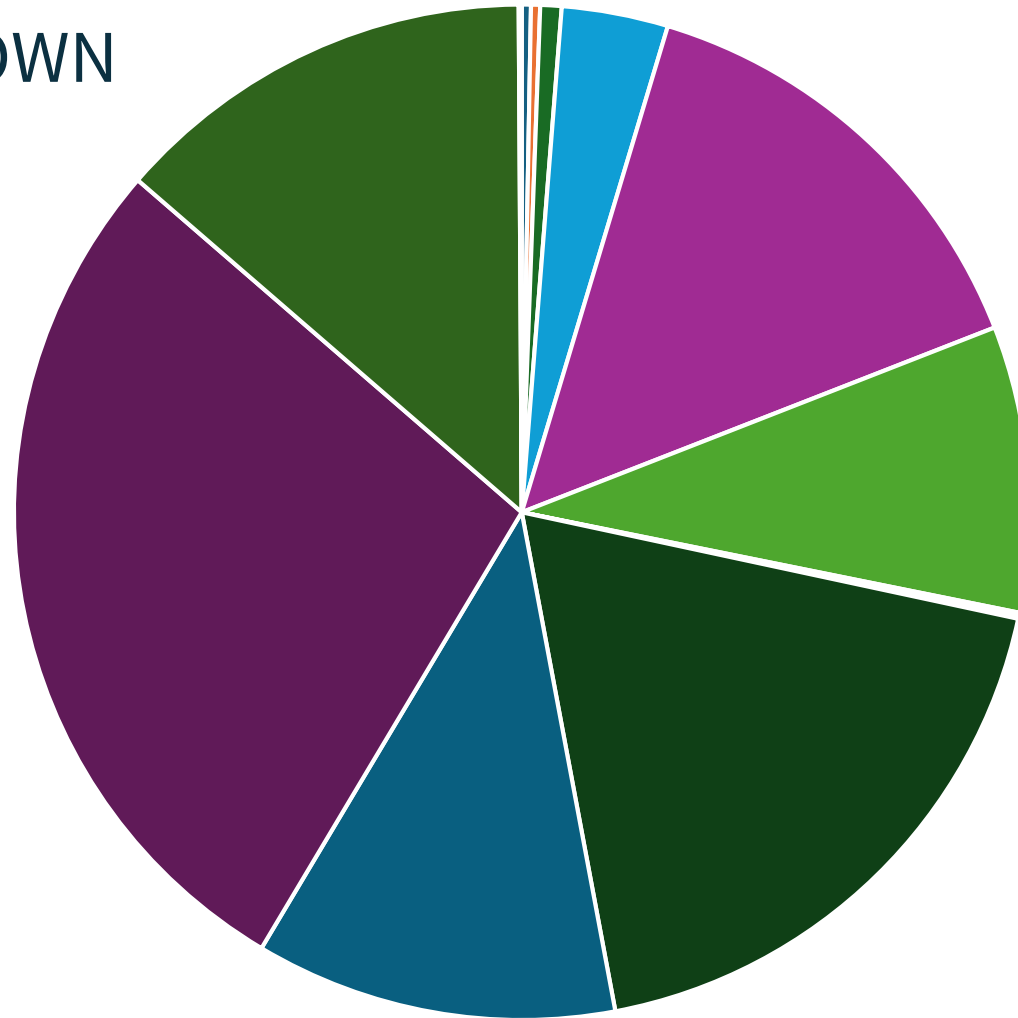
More tools for Officer Safety
ex. Side arm/CEW/Conducted Energy Weapon

■ OFFICER SAFETY

Peace Officers rely on the Police of jurisdiction to respond to emergency calls for assistance when need

Law Enforcement is inherently dangerous work – likelihood of serious injury to an Officer is three times higher at night.

■ ENFORCEMENT BREAKDOWN



- ASSIST RCMP
- COURT
- FOOT PATROLS
- MEETINGS
- OFFICE WORK
- OFFICER ON SCENE
- OTHER
- PARK PATROL
- PATROL
- RADAR
- REPORT WRITING (CASE REPORT)

■ YTD BREAKDOWN OF SERVICES



Enforcement Breakdown	Number of Events
ASSIST RCMP	3
COURT	3
FOOT PATROLS	7
MEETING	35
OFFICE WORK	149
OFFICER REQUIRED INVOLVEMENT/ON SCENE	94
OTHER	1
PARK PATROL	1
PATROL	193
RADAR	119
REPORT WRITING (CASE REPORT)	287
VEHICLE MAINTENANCE	140
VEHICLE REPAIRS	1
Grand Total	1033

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: May 27, 2025

Re: Property Tax Sale and Reserve Bid Amount

1.0 PURPOSE:

That Council set a Property Tax Sale date and reserve bid for the property located at Plan 0725639, Block 8, Lot 1B in the Town of Barrhead.

2.0 BACKGROUND AND DISCUSSION:

The property located at Plan 0725639, Block 8, Lot 1B, 5104-50 Avenue, has property tax arrears dating back to 2022 and now is subject to the Tax Recovery Process. The Town is required to advertise that the property will be subject to a Property Tax Sale by Public Auction if the taxes remain unpaid. A professional appraisal was conducted by Knight and Company Appraisals Ltd. and the property was appraised at \$108,000.00 (MGA s.419).

It is recommended that Wednesday, August 13, 2025, at 10:00 a.m. in the Town Council Chambers be set for the Property Tax Sale. The required advertising will be done in the Alberta Gazette and the Barrhead Leader. Council must set the date, time and location of the auction, reserve bid and any conditions of sale, if applicable.

3.0 ALTERNATIVES:

1. Council sets the public auction for the Property Tax Sale of Plan 0725639, Block 8, Lot 1B for Wednesday, August 13, 2025, at 10:00 a.m., in the Town Council Chambers, with a reserve bid of \$108,000.00, with payment terms being cash, bank draft or certified cheque only, with payment of a non-refundable deposit of 10% of accepted bid due at the time of the sale, and the remaining balance paid in full within 30 days from the date of sale and that GST will apply to all applicable lands sold at the auction.
2. Council tables the Property Tax Sale decisions and instructs Administration to provide additional information and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

If the property auctions for the reserved bid amount, the property taxes will be paid in full and any remaining funds, if any, will be transferred into a trust account for 10 years, as per Section 428 of the Municipal Government Act.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Property Tax Sale Process is legislated by the Municipal Government Act.

8.0 ATTACHMENTS:

None

9.0 RECOMMENDATION:

Council sets the public auction for the Property Tax Sale of Plan 0725639, Block 8, Lot 1B for Wednesday, August 13, 2025, at 10:00 a.m., in the Town Council Chambers, with a reserve bid of \$108,000.00, with payment terms being cash, bank draft or certified cheque only, with payment of a non-refundable deposit of 10% of accepted bid due at the time of the sale, and the remaining balance paid in full within 30 days from the date of sale and that GST will apply to all applicable lands sold at the auction.

(original signed by the CAO)

Collin Steffes
CAO

REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Director of Parks and Recreation

Date: May 27, 2025

Re: Proposal to Host a Self-Sanctioned Tier 2 Jr. A “Pay-to-Play” Hockey Team in Barrhead

1.0 PURPOSE:

To seek Council direction on whether to approve a request from the Northern Junior Hockey League (NJHL) to host a self-sanctioned, pay-to-play Tier 2 Junior A hockey team in Barrhead, using the Town's recreation facilities.

2.0 BACKGROUND AND DISCUSSION:

In 2019, the Town of Barrhead was approached by the Western Provinces Hockey Association Ltd. with a similar request to establish a pay-to-play Junior A team. While initial facility assessments were positive, Town Administration conducted due diligence by consulting with other municipalities involved with the league. Concerns emerged regarding unpaid invoices, dissatisfied stakeholders (players, families, and sponsors), and inconsistent team management practices.

Based on these findings, Council passed a resolution on June 11, 2019, declining to enter into a user agreement with the Western Provinces Hockey Association. Instead, an agreement was signed on July 27, 2019, with the Western States Hockey League Inc.

Subsequently, on July 3, 2019, despite no formal agreement being in place, a representative from the Western Provinces Hockey Association Ltd. filed a Judicial Review against the Town of Barrhead and its Chief Administrative Officer at the time. This matter significantly impacted staff resources and administrative capacity with no outcome.

On May 13, 2025, Mr. Jacob Hegerfeldt, acting as a spokesperson for the Northern Junior Hockey League (NJHL), submitted a formal request (attached) to establish a new pay-to-play Tier 2 Jr. A hockey team in Barrhead.

The current request includes:

- Regular practice 2-hour ice time slots: Monday to Thursday between 10:00 a.m. to 3:30 p.m.
- Game slots: 21 bookings spread across Friday evenings, Saturday nights, and Sunday afternoons
- Additional facility needs: a dedicated dressing room and equipment storage space

Since receiving the most recent request, Administration has contacted seven of the eight communities previously involved with the NJHL. As of today, only two teams remain active in the league from the 2024–2025 season. Informal reports indicate patterns of unpaid facility fees, shared rosters, and administrative instability continues with these stakeholders.

3.0 ALTERNATIVES (OPTIONS):

Decline the request. This is the recommended course of action based on historical context and reputational risk.

Approve the request, subject to a formal user agreement and Council-imposed conditions (not recommended).

Table the decision, pending further legal review and stakeholder consultation.

4.0 FINANCIAL IMPLICATIONS:

Standard for-profit rental rates at the Barrhead Agrena are:

- \$84.00/hour for practices (Monday–Friday)
 - \$179.90/hour for games
- Note: All rates are inclusive of GST.*

While this initiative may provide some revenue, it may also present financial risks if previous patterns of non-payment reoccur.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None identified at this time.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

7.0 POLITICAL/PUBLIC IMPLICATIONS:

There may be community concern or reputational risk associated with re-engaging with organizations previously linked to legal action and instability. The prior judicial review remains a relevant cautionary example.

Barrhead Minor Hockey Association and Barrhead Fun Hockey have been forced to rent additional ice slots from other communities (Rich Valley, Linaria, and Fort Assiniboine) to accommodate their needs for ice time. Local schools would be impacted during afternoon ice slots. Consideration also needs to be given to Barrhead Figure Skating Club as a user.

8.0 ATTACHMENTS:

Email from Jacob Hegerfeldt requesting an NJHL expansion team in Barrhead

9.0 RECOMMENDATION:

That Council decline the Northern Junior Hockey League's request to operate a self-sanctioned Tier 2 Jr. A hockey team at the Barrhead Agrena.

RECOMMENDED MOTION (Public):

That Council decline the request from the Northern Junior Hockey League to host a pay-to-play Tier 2 Junior A hockey team in Barrhead.

(original signed by the CAO)
Collin Steffes
CAO

Shallon Touet

From: jacob Hegerfeldt <jhegerfeldtgroup@gmail.com>
Sent: May 13, 2025 4:12 PM
To: Shallon Touet
Subject: [EXTERNAL] - Jr A Hockey in Barrhead

You don't often get email from jhegerfeldtgroup@gmail.com. [Learn why this is important](#)

Hi Shallon,

Thank you for your time today, as it was a pleasure to speak with you on the phone. As per our conversation, I have an expansion franchise in the National Junior Hockey League. I am currently looking for a community to establish routes for the upcoming 2025/2026 season, as well as seasons to come!!!

A little bit about our league is that we are a part of a self-sanctioned Tier 2 Jr A hockey league with eight teams, consisting of two divisions. The Northern Division consists of High Prairie, Edson, Lac La Biche, Redwater, and Mayerthorpe. In the southern division, we have Claresholm, Crowsnest Pass, and Vulcan. Our league has consistently been operating for 7 seasons and has grown and gotten stronger year by year. Our players are full-time athletes who come from all over Western Canada, North America, and Europe, aged 16-21 years old. These athletes are serious about their careers, as we get dozens of players advancing to College ranks in the United States, typically ranging from ACHA D1-3, ACAC, and BCIHL(Canadian College), and professionally in the United States and Europe. This year, the league has announced 7 advancements and they are expecting to have 20.

With our phone call, it was brought to my attention that two Junior leagues previously operated in Barrhead that were unsuccessful. I believe, given my business model, we can sustainably operate in Barrhead due to the superior entertainment value we offer, such as we are required to have intermission games and a mascot. Also, we plan to have activities for the kids as well as theme nights to engage the community. In addition, it has worked well in other communities, and we would like to implement this program at our games. What this is when a minor hockey player wears his/her jersey, they get in the games for free.

In addition, our players will be living in Barrhead and will be required to give back to the community. I plan to have our players volunteering around the community, whether that may be participating in a community event with a prominent local business, we will have a program called the "snow angels program" where we have community members who are elderly or immobile sign up on our website to have their driveways shovelled by our players. We also would love to be involved with Barrhead Minor Hockey and help them on the ice if

possible. I think that if we take a business model that's tailored to being present and giving back to the community, Barrhead can be a sustainable location for years to come.

Third, given Barrhead's proximity to Edmonton and our league's growing status, we believe that we will have the ability to acquire higher-quality talent that will give us the ability to showcase high-quality action-packed hockey that will be enjoyable for spectators to watch.

What I am requesting is a lease agreement that grants us 2-hour ice slots between 10 am-3:30 pm on Monday-Thursday for practices. We also need 21 ice slots on the weekend to accommodate 21 home games between 7 pm-8 pm start times on Friday and Saturday nights. We would also be happy with 1-6 pm start times on Sunday. In addition, our team would require a dedicated dressing room or storage space for our players to store their equipment.

Please see our league video that demonstrates the strong support we have where we play in as well as our league website below.

Best Regards,

Jacob Hegerfeldt
587-545-3302

[NJHL League Website](#)



NJHL League Promo Video Preview.mp4



REQUEST FOR DECISION

To: Town Council

From: Collin Steffes

Date: May 27, 2025

Re: Approval of Letter to MP Arnold Viersen – Congratulations and Municipal Priorities

1.0 **PURPOSE:**

To seek Council's approval for a formal letter to be sent to Mr. Arnold Viersen, MP; congratulating him on his re-election and inviting his support on key municipal priorities identified by Council.

2.0 **BACKGROUND AND DISCUSSION:**

Mr. Arnold Viersen, MP was recently re-elected as the Member of Parliament for the Peace River – Westlock riding. A mayoral congratulatory letter has been prepared on behalf of the Town of Barrhead, recognizing his continued service and reaffirming the Town's interest in a collaborative relationship.

Key Priorities Raised in the Letter:

- **Housing:** Need for affordable, safe, and secure housing to support low-income families and economic development.
- **Infrastructure:** Aging and deteriorating infrastructure impacting both quality of life and economic growth.
- **Crime:** Local crime rates 23% higher than the national average, including:
 - 186% increase in fraud reports since 2020.
 - 18% year-over-year increase in motor vehicle thefts in Q4 2024.

3.0 **ALTERNATIVES:**

3.1 Council may choose to adopt the letter as written and authorize its submission.

3.2 Council may choose to direct Administration to revise the letter prior to submission

4.0 **FINANCIAL IMPLICATIONS:**

None.

5.0 **INTERDEPARTMENTAL IMPLICATIONS:**

None.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

This letter aims to strengthen intergovernmental relations and encourages federal alignment and support for local municipal priorities.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Demonstrates Council's proactive engagement with federal representatives and commitment to addressing local challenges through partnership and advocacy.

8.0 ATTACHMENTS:

8.1 Draft letter to MP Viersen dated May 27, 2025

9.0 RECOMMENDATION:

That Council approve the attached letter to MP Arnold Viersen congratulating him on his re-election and requesting support for Council's municipal priorities.

RECOMMENDED MOTION (Public):

That Council approve the letter to MP Arnold Viersen, dated May 27, 2025, congratulating him on his re-election and requesting his active support in addressing Council's identified priorities.

(original signed by the CAO)
Collin Steffes
CAO

May 27, 2025

Mr. Arnold Viersen, MP
5124 50 Street
Barrhead, AB. T7N 1A1

Re: Re-election Letter of Congratulations

Dear MP Viersen;

On behalf of The Town of Barrhead, I would like to extend my congratulations on your re-election as Member of Parliament for Peace River—Westlock riding.

Your continued support from constituents reflects their confidence in your leadership and commitment to serving the needs of the community. We commend your dedication to public service since 2015 and look forward to your ongoing efforts in Parliament on behalf of the people you represent.

As you begin this new term, we wish to reaffirm our interest in working closely with you to address the needs and priorities of our residents. We believe that through strong collaboration between all levels of government, we can make meaningful progress on the issues that matter most to our communities.

We ask that you consider our concerns and actively support Council's priorities:

- Shortage of affordable, safe and secure housing affecting low-income families and stifling economic growth
- Aging and failing infrastructure affecting daily life and economic growth
- 23% higher than national average overall crime rate
 - 186% increase since 2020 in reports of fraud.
 - 18% increase in motor vehicle thefts in the fourth quarter 2024 over same period in 2023

We look forward to continuing our positive and constructive relationship, and we welcome any opportunity to discuss shared goals and initiatives in the near future.

Once again, congratulations on your re-election.

Respectfully,

Mayor Dave McKenzie

May 27, 2025

Recognizing Lifesaving Teamwork During Medical Emergency

The Town of Barrhead would like to formally recognize the swift, courageous, and life-saving actions taken by several individuals during a recent medical emergency that occurred ahead of a community event planning meeting held at the Barrhead Museum.

Blue Heron Support Services member, Trisha Enman, was the first to notice signs of distress. Trisha quickly responded, recognizing that a serious medical event was unfolding.

Town of Barrhead employee, Baukje Strawson, immediately stepped in, assessing the situation and determining that CPR was required. Without hesitation, she began administering life-saving measures.

Additional support was provided by Cheyenne Tischer with the Barrhead Co-op and Jennifer Pederson with the Town of Barrhead, who followed the direction of Baukje and Trisha to call 9-1-1 and retrieve the AED device from the adjacent Aquatics Centre.

The rapid and coordinated efforts of all involved, along with their preparedness and training, were instrumental in ensuring a life was saved that day.

On behalf of Town Council and the entire community, we extend our gratitude and commendation to Trisha Enman, Baukje Strawson, Cheyenne Tischer, and Jennifer Pederson for their exemplary response under pressure. Their quick thinking and calm action not only exemplify the importance of emergency preparedness – but directly contributed to saving a life. Their efforts made all the difference, and we are proud to recognize each of you for your extraordinary response

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

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	3,643,651.48	4,500,000.00
Receipts	1,183,921.57	
Interest	9,312.74	
Transfers from/to Term Deposits	0.00	0.00
Cancelled Cheques	0.00	
SUBTOTAL	4,836,885.79	4,500,000.00
Disbursements	1,068,704.85	
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	3,768,180.94	4,500,000.00

PER BANK:		
Balance at end of month	3,819,746.75	4,500,000.00
Outstanding Deposits	20,432.81	
SUBTOTAL	3,840,179.56	4,500,000.00
Outstanding Cheques	71,998.62	
NET BALANCE AT END OF MONTH	3,768,180.94	4,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED APRIL 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	3.58	09-Dec-24	Maturity Date Jun. 9, 2025
Servus	\$	2,500,000.00	3.18	13-Feb-25	Maturity Date May 14, 2025

REQUEST FOR DECISION

To: Town Council

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

Date: May 27, 2025

Re: 2025 Business Survey Report

1.0 PURPOSE:

To provide results of the 2025 Business Survey to Council for information.

2.0 BACKGROUND AND DISCUSSION:

In early 2025, Administration distributed a Business Retention & Expansion Survey alongside the annual business license applications. This initiative aimed to collect timely insights on the current state, challenges, and outlook of local businesses. Of the approximately 300 businesses contacted, 30 responded, resulting in a 10% response rate.

The survey was created to gain a deeper understanding of the local business climate. By integrating the survey with the business license renewal process, the Town sought to collect feedback efficiently and directly from active businesses. The responses provide valuable insights into sector representation, trends, expansion plans, and business support needs.

Key trends include a generally stable or growing business environment, strong interest in marketing, grant and support resources, and widespread challenges around staffing and operational costs. The findings will help shape future support initiatives, collaborations, and inform future engagement efforts.

3.0 ALTERNATIVES:

3.1 Council may choose to accept the results as information.

3.2 Council may choose to direct administration to follow up on matters related to the results.

4.0 FINANCIAL IMPLICATIONS:

None anticipated.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None anticipated.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None anticipated.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Future collaborations with external partners may be formed based on this data, such as training opportunities and supports offered by other agencies.

8.0 ATTACHMENTS:

2025 Business Survey Report

9.0 RECOMMENDATION:

That Council accept the 2025 Business Survey Report as information.

RECOMMENDED MOTION (Public):

That Council accept the 2025 Business Survey Report as information.

(original signed by the CAO)
Collin Steffes
CAO

TOWN OF
BARRHEAD
ALBERTA

ANNUAL BUSINESS

SURVEY



I. Executive Summary

In early 2025, the Town of Barrhead distributed a Business Retention & Expansion Survey alongside the annual business license applications. This initiative aimed to collect timely insights on the current state, challenges, and outlook of local businesses. Of the approximately 300 businesses contacted, 30 responded, resulting in a 10% response rate.

Key trends include a generally stable or growing business environment, strong interest in marketing, grant and support resources, and widespread challenges around staffing and operational costs. The findings will help shape future support initiatives, collaborations, and inform future engagement efforts.

II. Introduction

The survey was created to gain a deeper understanding of the local business climate. By integrating the survey with the business license renewal process, the Town sought to collect feedback efficiently and directly from active businesses. The responses provide valuable insights into sector representation, trends, expansion plans, and business support needs.

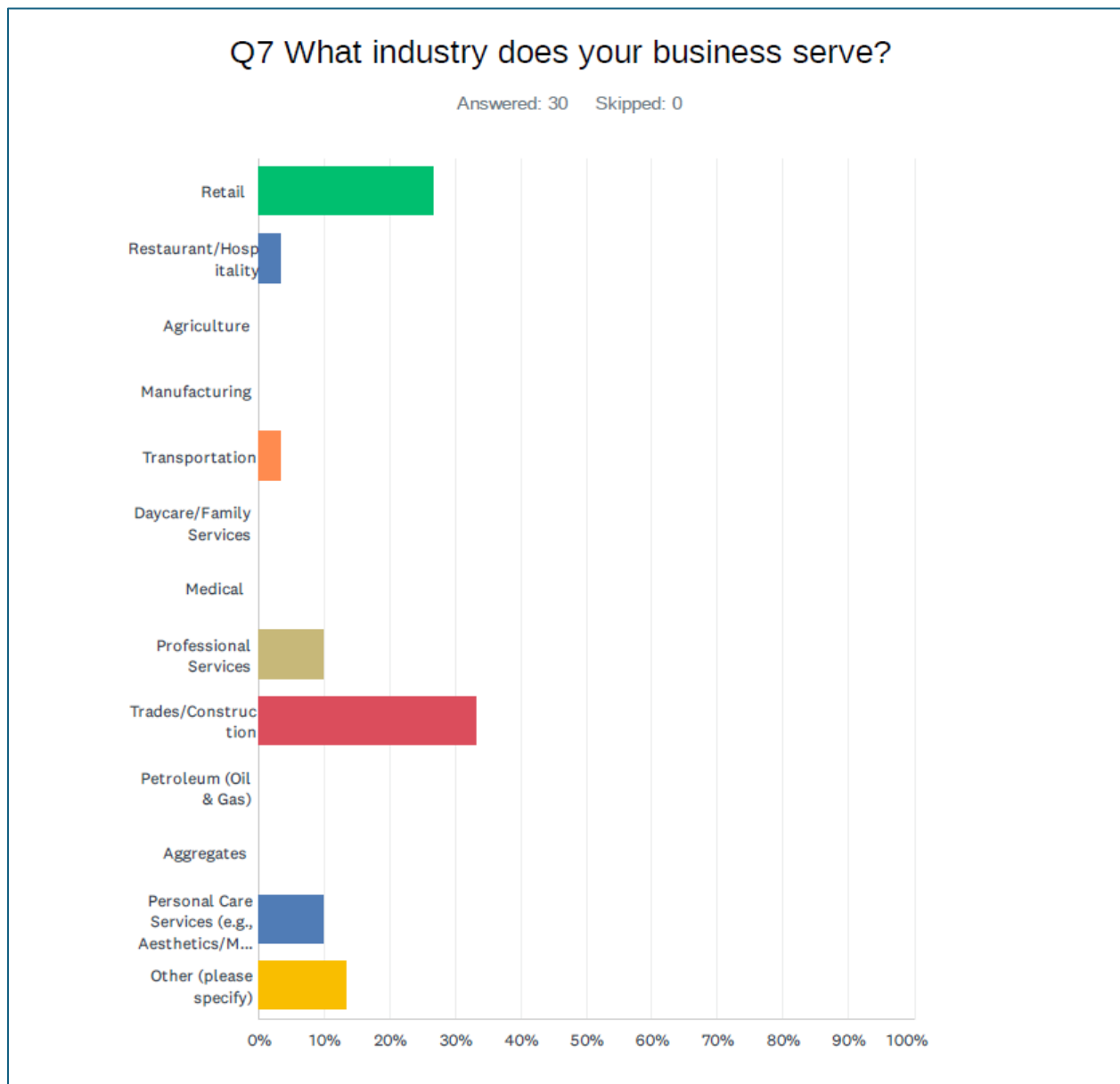
III. Survey Methodology

- Distribution Method: Paper survey sent with business license renewals, with the option to link to an online survey via QR Code (10 out of 30 responded online).
 - Target Group: Approximately 300 active businesses within the Town of Barrhead.
 - Responses Received: 30 (10% response rate).
 - Format: 19 questions, including both quantitative and qualitative formats.
-

IV. Respondent Overview

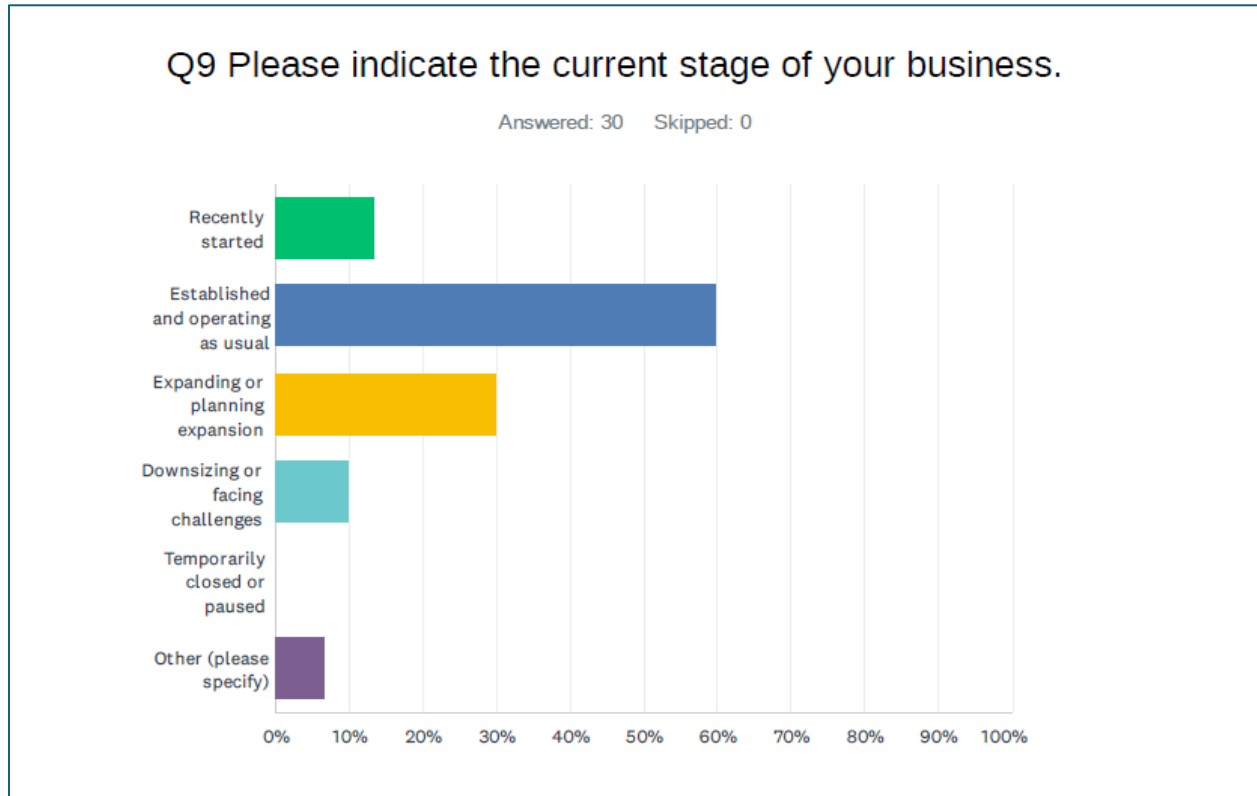
Businesses represented a diverse set of industries:

- Trades/Construction – 33%
- Retail – 27%
- Personal Care Services – 10%
- Professional Services – 10%
- Others included Restaurant/Hospitality, Agriculture, and Medical Services



Business stages:

Very few businesses report downsizing or facing challenges, with one business facing retirement and another unsure due to unanticipated growth.



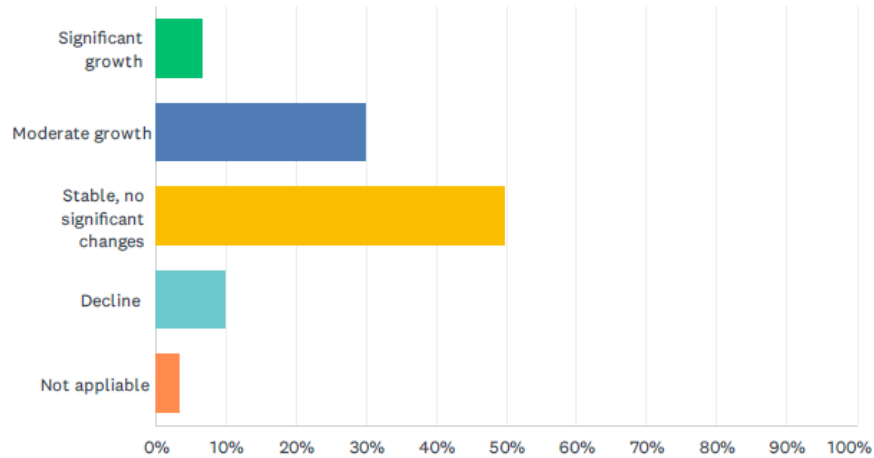
V. Key Trends and Insights

Business Performance:

- 50% reported no significant changes (stable)
- 30% experienced moderate growth
- 10% reported a decline

Q11 Over the past 12 months, how has your business performed? (Select One)

Answered: 30 Skipped: 0

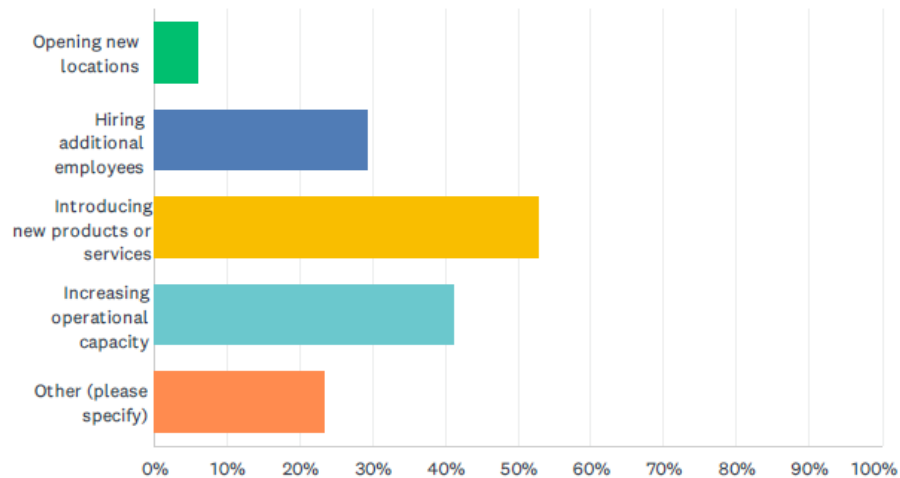


Expansion Plans: *(among 17 growing businesses)*

- 53% Introducing new products/services
- 41% Increasing operational capacity
- 29% Hiring additional employees

Q12 If you've seen growth in your business, what type of expansion are you considering? (Select all that apply)

Answered: 17 Skipped: 13

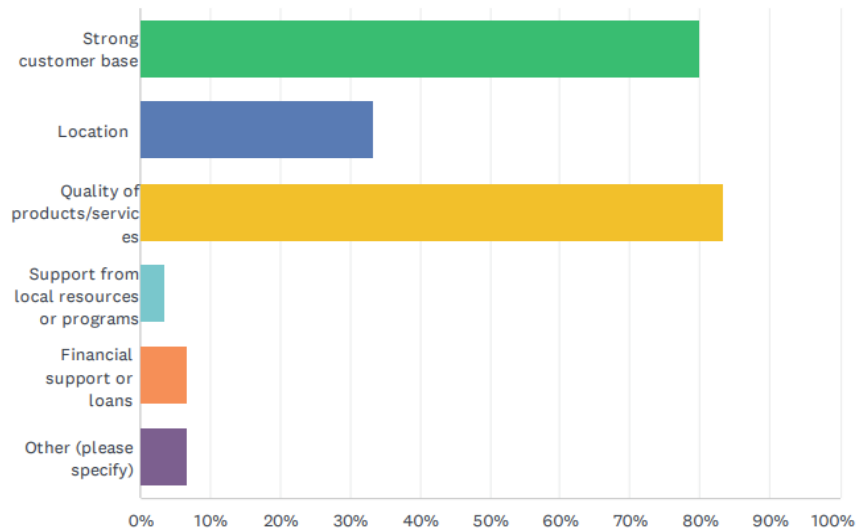


Success Factors:

- 83% Quality of products/services
- 80% Strong customer base
- 33% Favorable location

**Q13 What factors have most contributed to the success of your business?
(Check all that apply)**

Answered: 30 Skipped: 0

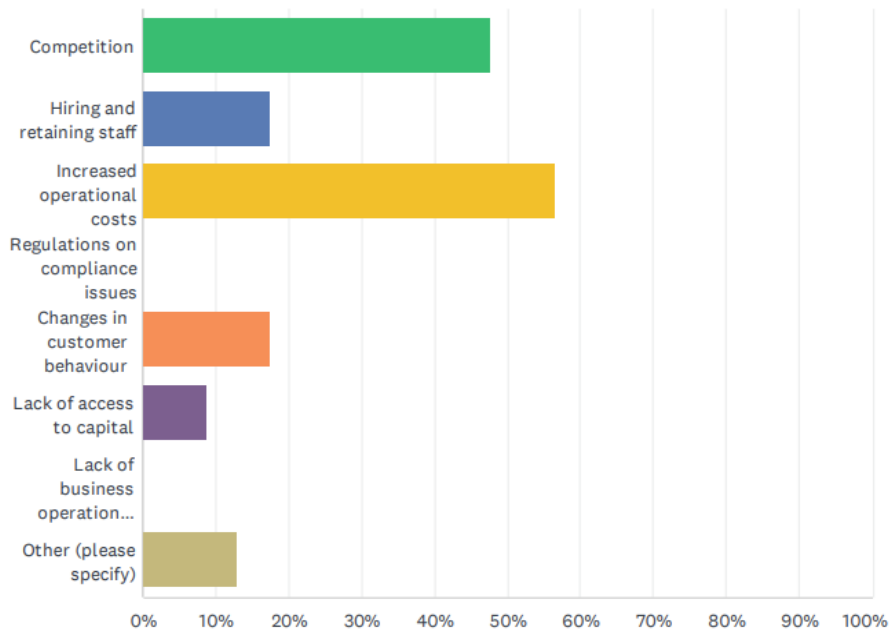


Challenges: (from 23 responses)

- 57% Increased operational costs
- 48% Hiring and staff retention
- 17% Competition
- 17% Customer behavior shifts

Q14 What challenges are you currently facing, if any? (Check all that apply)

Answered: 23 Skipped: 7

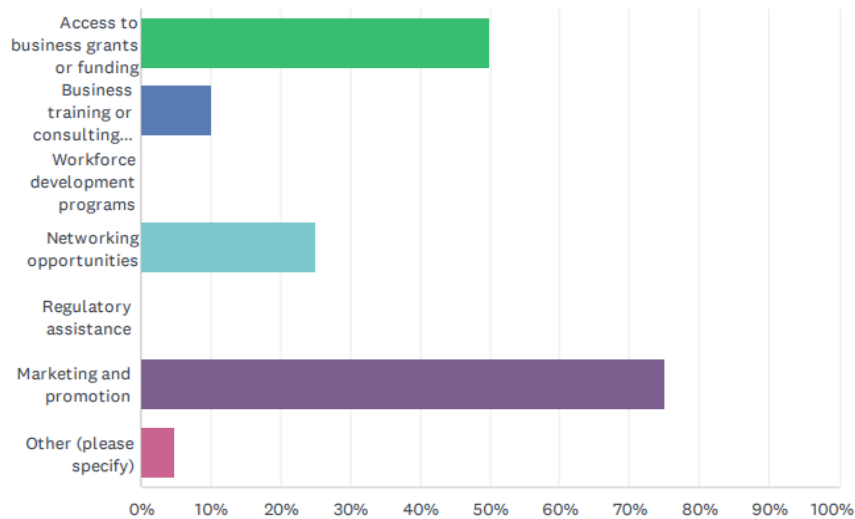


Support Needs: (20 respondents)

- **75% Marketing and promotion support**
- 50% Access to grants/funding
- 25% Networking opportunities
- 25% Business training/consulting services

Q15 What additional support would help your business grow or overcome challenges? (Check all that apply).

Answered: 20 Skipped: 10



Engagement Interest:

- 50% Interested in all available resource communications
- 20% Interested in communications from the Town only
- 30% Not interested in additional communications

Satisfaction with Local Environment:

- 60% Satisfied
- 7% Very satisfied
- 30% Neutral
- 3% Dissatisfied (*notation was about business community not working together)

VI. Limitations

- The 10% response rate limits trends to broad generalizations.
- Some sectors may be over or underrepresented.
- Qualitative feedback was limited, with only a few written responses to open-ended questions.

VII. Next Steps

Short-Term Actions:

- Create distribution list for grant and training information to businesses who opted in.
- Promote awareness of local support services and partner organizations.
- Connect businesses with appropriate supports (CFYE, Chamber, BSN).

Mid-Term Actions:

- Explore workforce development strategies and partnerships to address staffing shortages. (CFYE, Chamber, BSN)
- Support marketing efforts through local campaigns and digital toolkits.
- Create toolkit to go out with Business License renewals with available resources.

Long-Term Actions:

- Plan for a more comprehensive follow-up survey with improved outreach (business visitations)
- Establish industry-specific engagements and projects to address issues such as labor, housing, etc.

VIII. Appendices

A. Survey Questionnaire

B. Full Data Summary and Charts

C. Verbatim Respondent Comments


Appendix A

TOWN OF

BARRHEAD

ALBERTA

SAVE TIME
FILL OUT OUR SURVEY ONLINE!
flowcode.com/p/eiKQLGkdMh?fc=0



LOCAL BUSINESS SURVEY

Thank you for your continued partnership with us! As part of your license renewal process, we ask that you kindly take a few moments to complete this brief survey.

Your responses will help us better understand your business needs, support your growth, and ensure a positive business environment in Barrhead. This information is valuable in assisting us with resource and service development to help your business thrive!

BASIC INFORMATION

***1. Please provide us with some basic information about your business.**

Business Name	
Business Address	
Primary Contact Name	
Primary Contact Phone Number	
Primary Contact Email Address	
Describe your Business	

***2. What industry does your business serve?**

<input type="radio"/> Retail	<input type="radio"/> Professional Services
<input type="radio"/> Restaurant / Hospitality	<input type="radio"/> Trades / Construction
<input type="radio"/> Agriculture	<input type="radio"/> Petroleum (Oil & Gas)
<input type="radio"/> Manufacturing	<input type="radio"/> Aggregates
<input type="radio"/> Transportation	<input type="radio"/> Personal Care Services (e.g., Aesthetics/Massage/Salon, etc.)
<input type="radio"/> Daycare / Family Services	<input type="radio"/> Other (please specify) _____
<input type="radio"/> Medical	

***3. Are you interested in receiving emails regarding grant and funding options, training opportunities, available services, and business related information from the Town of Barrhead and its affiliates (e.g., Government of Alberta, Community Futures Yellowhead East)?**

☐ Yes, Please send me resources from available sources.

☐ Yes, but just from the Town of Barrhead.

☐ No, I'm not interested.

CURRENT BUSINESS STATUS

Help us understand where you currently stand in your business journey.

*** 4. Please indicate the current stage of your business? (Select all that apply)**

- | | |
|---|--|
| <input type="checkbox"/> Recently started | <input type="checkbox"/> Downsizing or facing challenges |
| <input type="checkbox"/> Established and operating as usual | <input type="checkbox"/> Temporarily closed or paused |
| <input type="checkbox"/> Expanding or planning expansion | <input type="checkbox"/> Other (please specify) _____ |

STATUS CHALLENGES

5. If you answered that you're downsizing, facing challenges, or temporarily closed or paused, please share with us why (if you are able).

BUSINESS GROWTH & EXPANSION

*** 6. Over the past 12 months, how has your business performed? (Select one)**

- ☐ Significant Growth
- ☐ Moderate Growth
- ☐ Stable, no significant changes.
- ☐ Decline
- ☐ Not applicable

7. If you've seen growth in your business, what type of expansion are you considering? (Select all that apply)

- ☐ Opening new locations
- ☐ Hiring additional employees
- ☐ Introducing new products or services
- ☐ Increasing operational capacity
- ☐ Other (please specify) _____

RETENTION & CHALLENGES

*** 8. What factors have most contributed to the success of your business (Check all that apply)**

- | | |
|---|---|
| <input type="checkbox"/> Strong customer base | <input type="checkbox"/> Support from local resources or programs |
| <input type="checkbox"/> Location | <input type="checkbox"/> Financial support or loans |
| <input type="checkbox"/> Quality of products/services | <input type="checkbox"/> Other (please specify) _____ |

9. What challenges are you currently facing, if any? (Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Competition | <input type="checkbox"/> Changes in customer behaviour |
| <input type="checkbox"/> Hiring and retaining staff | <input type="checkbox"/> Lack of access to capital |
| <input type="checkbox"/> Increased operational costs | <input type="checkbox"/> Lack of business operation knowledge |
| <input type="checkbox"/> Regulations on compliance issues | <input type="checkbox"/> Other (please specify) _____ |

SUPPORT NEEDS

10. What additional support would help your business grow or overcome challenges? (Select all that apply)

- ☐ Access to business grants or funding
- ☐ Business training or consulting services
- ☐ Workforce development programs
- ☐ Networking opportunities
- ☐ Regulatory assistance
- ☐ Marketing and promotion
- ☐ Other (please specify) _____

***11. How satisfied are you with the local business environment and the resources available to you? (Rate 1 - 5, with one being very dissatisfied and 5 being very satisfied)**

1.	2.	3.	4.	5.
Very dissatisfied	Dissatisfied	Neither satisfied nor dissatisfied	Satisfied	Very satisfied
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. If you answered that you were "very dissatisfied," "dissatisfied," or "neither satisfied nor dissatisfied" with the local business environment and local resources available, why?

FUTURE PLANS AND RECOMMENDATIONS

13. How do you foresee your business evolving in the next 1 - 3 years?

13. Do you have any additional suggestions or feedback to help improve the local business environment in the Town of Barrhead?

Thank you for taking the time to provide this important feedback. We value your business and are here to support you as you grow and succeed.

Please submit your completed survey by February 15, 2025, either in person or via email to jbruns@barrhead.ca

Sincerely,

Jenny Bruns, CGLM

Director of Planning, Economic Development & Legislative Services

Appendix B

Q10

- Facing challenges with slowed sales
- Facing retirement
- We grew so quickly but struggle with staff efficiency among other things that cost us in the long run. would like to minimize the headaches so business runs smoother

Q12

- Will build a new shop in next 1-2 years

Q13

- One of the only maintenance companies around recently

Q14

- Customers that don't pay their bills
- Loss of older customers, death, care homes

Q17

- I do not find there is much of a business owner community and with what there is my store is forgotten.
- I don't really feel that there is a major business environment that we are a part of. Indifferent only because we aren't involved in anything currently.
- People are still finding out I exist
- No concerns
- Sometimes I feel like we're working alone, and in a small town I feel like we should be like WEM, working together to bring customers to our community. We are WEM, we just don't have a roof over our heads!

Q18

- I am hoping for more growth and supplying the community with more products.
- Company is just starting up, I foresee building an initial client base and gaining experience in the industry as a business owner.
- Slow growth although product pricing may get out of control with the current import issues
- Likely staying the same. Maybe increased rates, or more storage units
- Growing, hard work
- Not sure, more customers
- slight growth
- We hope to add additional practitioners and enhanced services
- Expanding operations in to high growth areas, embracing new technology diversifying services and focusing on sustainability
- Growth
- Possible recession, US Relations, Supply/Demand
- Very uncertain due to political world, between states and Canada
- Expanding
- Company will double in size in the next three years providing a new building can be built to allow for increased production
- Fine tuning what we offer so we can excel at them. Get rid of services that others excel at.
- Depends on economy
- Maintain current client base and streamline operations to be able to expand clientele again in another few years
- Just keep up our good service

Q19

- There is little acknowledgment for new and smaller businesses unless you are already connected to the town community somehow.
- Grants or low cost loans.
- Grants to grow my business operationally, thank you!
- Free advertising & news articles about the businesses like they did in Morinville

- Partner with school to encourage young people to start their own business and keep talent in town.
- Love the one on one talks with our new staff members and seeing the growth in our Council, that will bring growth to our business community - helping us network together! Thank you!
- Not that we can think of
- Please repair service roads in the industrial park, dust control is a MUST!

COUNCIL REPORTS
AS OF May 27, 2025

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



MINUTES

Regular Board Meeting – February 27, 2025

Members Present: Craig Wilson, Don Smith, Roberta Hunt, Bill Lane, Peter Kuelken (via videoconference)

Absent:

Staff Present: Tyler Batdorf, Su Macdonald

1.0 The meeting was called to order at 10:03: a.m.

2.0 Approval of Agenda

Roberta Hunt moved to approve the February 27, 2025, Regular Board Meeting Agenda.

Carried Unanimously

3.0 Adoption of the Minutes

Don Smith moved to adopt the Minutes of the Regular Board Meeting of January 23, 2025.

Carried Unanimously

4.0 Reports

4.1 Financial Report – January 2025

Income Statements for the organization were presented.

Peter Kuelken moved to accept the Financial Reports as presented.

Carried Unanimously

4.2 Cheque Log – January 2025

Roberta Hunt moved to accept the Cheque Log as presented.

Carried Unanimously

- 4.3 CAO Report
Updates were presented on the following departments:
-Activities, Dietary, Administration, Maintenance and Housekeeping.

Bill Lane moved to accept the CAO's Report as presented.

Carried Unanimously

- 4.4 Facilities Manager's Report
A report was presented on behalf of the Facility Manager on all of BDSHA facilities.

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

Carried Unanimously

- 4.5 Resident Services Manger's Report

Vacancy Report:

-Hillcrest Lodge	5 vacancies (4%)
-Klondike Place	1 vacancies (3%)
-Golden Crest Manor	4 vacancies (13%)
-Jubilee Manor	0 vacancies (0%)
-Pembina Court Manor	0 vacancies (0%)
-JDR Manor	0 vacancies (0%)
-Barrhead CH	0 vacancies (0%)
-Swan Hills CH	2 vacancies (25%)

There is a waitlist for Barrhead Community Housing of 28, 9 for Swan Hills, 15 for the Manors and 41 for Lodges.

Roberta Hunt moved to accept the Resident Services Manager's Report as presented.

Carried Unanimously

5.0 Old Business

- 5.1 Discussion – Update on affordable housing
A discussion took place around the future direction of the Association. Various avenues were considered including the old FCSS building. The CAO will continue to explore those avenues.

6.0 New Business

- 6.1 RFD – Cameras and WIFI
Only two bids were received from the five invitations sent out; Aurora Broadband and GPS Security Group. Aurora Broadband is a local company, GPS is from the city and is considerably more expensive. BDSHA will also look into possible grants to assist with the installation of the systems.

Roberta Hunt moved that the contract be awarded to Aurora Broadband for the installation of cameras in all properties and wifi in Klondike Place, Golden Crest and Jubilee Manors, at a cost of \$72,800.

Carried Unanimously

6.2 RFD – Assisted Baths

A request was presented to allow a budget of \$30,000 for a residents' assisted bath program on a fee-for-service basis. Four scenarios were offered at costs of between \$5 per bath to \$33.75 per bath.

Bill Lane moved that a trial program be established at a fee of \$5 per bath, 2 to 3 days per week.

Carried Unanimously

6.3 RFD – Wage, Salary and Benefit Review

Approval was sought on the recommendation of the Salary and Wage Review Committee's decision at the January 23, 2025 meeting.

Peter Kuelken moved that the recommendations of the Salary and Wage Review Committee be accepted.

Carried Unanimously

6.4 RFD – Requisitions

A decision was requested on the amount of requisitioning for the 2025. \$500,000 was the figure requested.

Don Smith moved that requisitioning in the amount of \$500,000 be made for the 2025 year.

Carried 4-1

7.0 Correspondence

None

8.0 In Camera – Board and CAO

Roberta Hunt moved to go into closed session at 11:20 a.m. and Bill Lane moved to come out of closed session at 11:40 a.m.

9.0 In Camera – Board Only and Board & CAO

Not required.

10.0 Date and Time of Next Meeting


To be determined.

11.0

Adjournment

Roberta Hunt moved to adjourn the meeting at 12:00 p.m.


Carried Unanimously



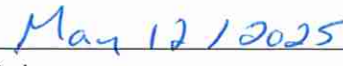
Signature: Craig Wilson, Chairperson
Don Smith



Signature: Tyler Batdorf, CAO



Date



Date



MINUTES

Regular Board Meeting – April 24, 2025

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

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

2.0 Approval of Agenda

Bill Lane moved to approve the Agenda of the April 24, 2025, Regular Board Meeting Agenda with the following addition:

6.5 RFD- Approval of 2025 Budget

Carried Unanimously

8.0 In Camera – Board and CAO

Peter Kuelken moved to go into closed session at 10:01 a.m. and moved to come out of closed session at 10:10 a.m.

As a result of the closed session:

Don Smith moved that the Board demand the immediate resignation of Director Bill Lane from the Board of Director, that the County of Barrhead appoint a replacement representative on the Board and that the Chair is authorized to send correspondence to the County of Barrhead as discussed.

Carried 4-1

10.0 Date and Time of Next Meeting

Tuesday, April 29, 2025, time to be determined

11.0 Adjournment

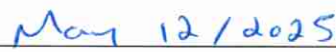
Roberta Hunt moved to adjourn the meeting at 10:12 p.m.

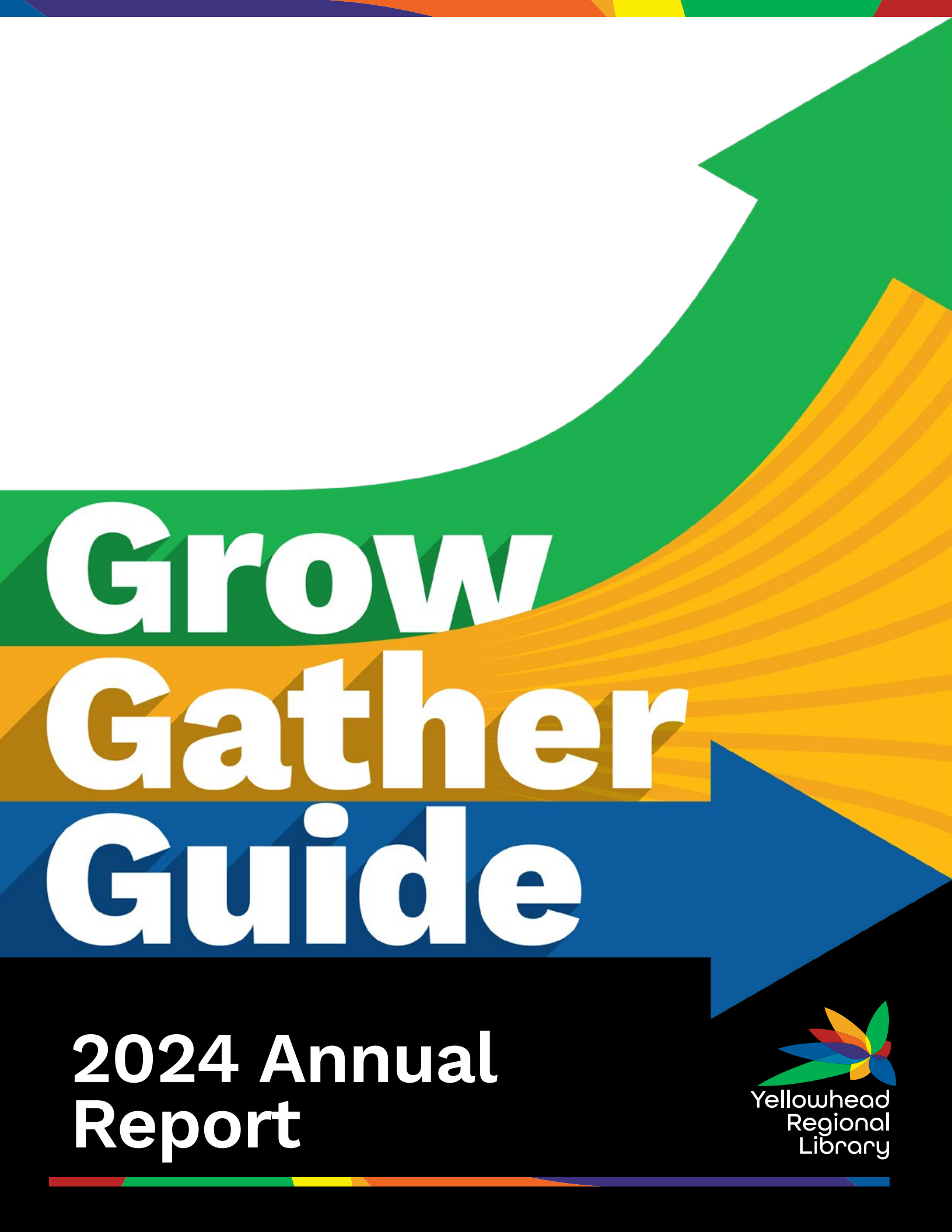
Carried Unanimously


Signature: ~~Craig Wilson~~, Chairperson
Dan Smith

 May 12/2025
Date


Signature: Tyler Batdorf, CAO

 May 12/2025
Date



Grow Gather Guide

2024 Annual
Report



Introduction

2024 was a year for Yellowhead Regional Library to **Grow, Gather** and **Guide**.

These three words form the theme of this year's annual report and reflect YRL's 2023-2025 Strategic Plan direction: **YRL is a Verb**. They capture how we support member libraries by growing resources and skills, gathering insights and collaboration, and guiding effective service and growth.

Behind the scenes, YRL staff enhanced day-to-day member library operations through advice, support, technology, and policy guidance. This helped local library staff build skills and deliver efficient, responsive service grounded in best practices and community needs.

Strategic direction from the YRL Board continued to shape our work. In 2024, the Board approved several new policies that strengthened governance and long-term sustainability. These actions reinforce our commitment to intellectual freedom, equity and access, advocating for professional and independent public library service across Alberta.

Together, these efforts reflect a deep commitment to strong public and school libraries and the communities they serve. As we look ahead, YRL remains a reliable, responsive partner, living the spirit of **Grow. Gather. Guide**. every step of the way.





Grow

In 2024, YRL supported member libraries in growing access to collections and resources and growing community impact, key priorities outlined in our 2023–2025 Strategic Plan. We invested in cataloguing improvements, delivered focused training, and supported programming that reflected local needs. These efforts helped libraries grow where it counts: in their services, staff, and relationships with the people they serve.

Growing Access to Collections and Resources

- ➔ Transitioned our larger member public libraries to OCLC WorldShare, improving cataloging speed and helping libraries circulate timely, community-relevant materials to patrons faster.
- ➔ Established team item sorting procedures at headquarters, improving delivery times between libraries and ensuring patrons received their holds quickly.
- ➔ Introduced new cataloging standards to support the growth of Library of Things collections, allowing member libraries to expand core collections and give patrons access to more creative, non-traditional items.
- ➔ Launched two new databases, ComicsPlus and The Athletic, helping public libraries meet community demand for diverse, accessible online resources.

Growing Community Impact

- ➔ Improved the delivery of monthly usage statistics, giving public libraries clearer insights into local needs and helping them adapt services to better support their communities.
- ➔ Launched seven new kits, enabling public and school libraries to deliver creative, cost-effective programs that reflect community interests and expand access to informal learning opportunities.

Gather

In 2024, YRL focused on gathering and sharing knowledge, relationships and support, and gathering tools to stay connected, priorities that align with our 2023–2025 Strategic Plan. We responded to thousands of staff inquiries, on-boarded new managers, and shared tools, resources and ideas to help libraries solve problems, stay connected and deliver high-quality service. These efforts helped libraries gather the knowledge, connections and tools they need to collaborate, adapt and deliver consistent, high-quality services to their communities.

Gathering and Sharing Knowledge, Relationships and Support

- ➔ Shared over **190 intranet resources**, including 17 new public library documents and a new 11-page school library hub, giving staff access to up-to-date tools that support efficient, community-focused service.
- ➔ Fulfilled **23 curriculum support requests** and **37 material selection projects** for school libraries, sourcing 169 borrowed items and hundreds of new acquisitions at reduced cost.
- ➔ Strengthened our commitment to diversity, equity and inclusion by welcoming an **Indigenous Initiatives Librarian** to help build respectful relationships with First Nations in our region, including Alexis Nakota Sioux Nation and Paul First Nation.
- ➔ On-boarded **eight new managers** across five public libraries, supported by updated orientation resources to promote confident leadership transitions.

Gathering Tools to Stay Connected

- ➔ Installed **60 new wireless access points** at member public libraries, to improve service continuity, internet reliability, and patron access to online resources.
- ➔ Improved meeting and training spaces at YRL headquarters with **new, comprehensive audiovisual equipment** to support virtual board meetings, staff development and planning, making it easier for library staff and trustees to connect, learn and collaborate.



Guide

In 2024, YRL supported member libraries in guiding technology and systems improvements, and guiding library governance, both of which are core priorities in our 2023–2025 Strategic Plan. YRL also worked on internal policies and procedures to guide organizational strength and culture. Through targeted consulting, infrastructure improvements and policy development, we helped libraries operate with greater stability, transparency and strategic focus.

Guiding Technology and Systems Improvements

- ➔ Implemented a reboot-to-restore software solution to protect public access computers and user privacy.
- ➔ Introduced cybersecurity awareness training to member public libraries, allowing library staff to mitigate cyber risks and protect patron data.

Guiding Library Governance

- ➔ Conducted 26 outreach visits and/or presentations to municipal councils and library boards, and school division boards to strengthen partnerships and share information on YRL services.
- ➔ Participated in and distributed the provincial 2023-24 System Salary Wages and Compensation Report to provide public libraries with accurate data for decision-making.

Guiding Organizational Strength and Culture

- ➔ Introduced new human resources policies to support our commitment to a healthy work environment, including a Disconnect from Work policy and a Reduced Scent policy.
- ➔ Introduced new policies on Information Technology, Use of Artificial Intelligence, and Video Camera Surveillance, and a new bylaw on Public Attendance and Presentation at Board Meetings to support transparency, security, and alignment with governance best practices.
- ➔ Updated the Collection Development Policy to reinforce YRL's commitment to intellectual freedom and guide collection development support that helps libraries build relevant, balanced collections that serve diverse community needs.

A Year in Review

By the Numbers



Conclusion

As libraries continue to evolve, YRL remains committed to responsive, forward-thinking support that helps member libraries thrive. Grounded in our 2023–2025 Strategic Plan and guided by the belief that YRL is a Verb, we will continue to grow capacity, gather insight, and guide sustainable service. With this plan now in its final year, we've already begun shaping our next strategic direction—ensuring that our work continues to meet the needs of libraries and the communities they serve, now and into the future.

Yellowhead Regional Library

Mailing Address

Box 4270, Spruce Grove, AB T7X 3B4

Building Location

433 King Street, Spruce Grove, AB T7X 2C6

Phone

780-962-2003

Toll-free

1-877-962-2003

yrl.ab.ca

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay

Date: May 27, 2025

Re: Financial Sponsorship Request from Barrhead Grizzly Trail Fire & Rescue Association

1.0 PURPOSE:

For Council to consider the request to donate the use of Ball Diamonds 1 and 2 at the Barrhead Sports Grounds from June 20 – to June 22, 2025 from the Barrhead Grizzly Trail Fire & Rescue Association for their upcoming slo-pitch tournament.

2.0 BACKGROUND AND DISCUSSION:

Administration received a letter from Hayden Sabiston who is organizing a slo-pitch tournament in support of the Barrhead Regional Fire Services. The event is a fundraiser for the Grizzly Trail Fire & Rescue, a non-profit organization dedicated to purchasing essential tools and equipment to help our fire services operate.

Event details: Slo-Pitch tournament at the Barrhead Sports Grounds
June 20 – June 22, 2025
Utilizing two ball diamonds

ADMINISTRATIVE RECOMMENDATION:

Administration recommends supporting the non-for-profit community group using the funds available through the Grants to Community Organizations Funds. The tournament will contribute to tourism and activities occurring in the community, as well as drawing visitors.

3.0 ALTERNATIVES (OPTIONS):

3.1 Council may direct Administration to donate the use of the two ball diamonds as requested.

3.2 Council may accept the request as information and provide no support to the tournament.

4.0 FINANCIAL IMPLICATIONS:

The total cost to book two diamonds for two days will cost a total of \$200 in rental fees. This cost would be compensated from the Grants to Community Organizations fund.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

If approved, Parks and Recreation will need to inform Barrhead Grizzly Trail Fire & Rescue Association and book the ball diamonds accordingly.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Public perception of supporting local events that draw visitors to the community.

8.0 ATTACHMENTS:

8.1 Request for funding.

9.0 RECOMMENDATION:

That Council directs Administration to donate the use of Ball Diamonds 1 and 2 at the Barrhead Sports Grounds from June 20 – to June 22, 2025 from the Barrhead Grizzly Trail Fire & Rescue Association for their upcoming slo-pitch tournament.

(original signed by the CAO)

Collin Steffes
CA



Barrhead Grizzly Trail Fire & Rescue Association

Dear Council Members,

My name is Hayden Sabiston, and I am organizing a slo-pitch tournament in support of Barrhead Regional Fire Services. This event will serve as a fundraiser for *Grizzly Trail Fire & Rescue*, a non-profit organization dedicated to purchasing essential tools and equipment to help our fire services continue delivering high-quality emergency response to our community.

I am writing to respectfully request the donation of time for the use of Ball Diamonds 1 and 2 at the Barrhead Sports Grounds from **June 20 to 22, 2025**. Your support in providing access to these facilities would significantly contribute to the success of our fundraiser and, in turn, help enhance the resources available to our local fire services.

Thank you for considering this request. I would be happy to provide any further details or discuss the event at your convenience.

Sincerely,
Hayden Sabiston

RECEIVED

MAY 20 2025

May 20, 2025

To Whom it May Concern:

Re: Stephen Bablitz - Resignation from the Library Board.

It is with sincere misgiving that I must tender my resignation from the Library Board. I have enjoyed serving with you all. However, due to time constraints and personal commitments, I feel I can no longer continue to serve on the board effectively.

Best regards,

A handwritten signature in black ink, appearing to read "Stephen D. Bablitz", written over a horizontal line.

Stephen D. Bablitz