

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD  
TOWN COUNCIL HELD TUESDAY, DECEMBER 09, 2025,  
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

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

Officials: Collin Steffes, CAO; Jenny Bruns, Director of Planning, Economic Development & Legislative Services; Jennifer Mantay, Director of Corporate Services; Shallon Touet, Director of Parks and Recreation; Mario Acevedo, Utility Operator; and Jodie Lyons, Municipal Coordinator.

**OTHERS** Barry Kerton, Barrhead Leader; and Ed LeBlanc, Manager of Barrhead Regional Water Commission

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

**AGENDA** The agenda was reviewed.

364-25 Moved by Cr. Sawatzky that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

**CONFIRMATION OF MINUTES**

The Minutes of the Town Council Organizational Meeting of November 25, 2025, were reviewed.

365-25 Moved by Cr. Smith that the Minutes of the Town Council Organizational Meeting of November 25, 2025, be approved as amended.

CARRIED UNANIMOUSLY

**IN-CAMERA SESSION  
BUSINESS INTERESTS OF 3<sup>RD</sup> PARTY  
SECTION 19, ACCESS TO INFORMATION ACT**

366-25 Moved by Cr. Sawatzky that Council go in to closed session at 5:31 p.m.

CARRIED UNANIMOUSLY

**OUT OF IN-CAMERA SESSION**

367-25 Moved by Cr. Smith that Council come out of closed session at 6:26p.m.

CARRIED UNANIMOUSLY

**NEW BUSINESS**

**2026 COUNCIL MEETING CALENDAR**

Collin Steffes, CAO presented to Council to consider and approve the proposed 2026 Council Standing Meeting Calendar.

368-25 Moved by Cr. Oswald that Council approve the proposed 2026 Council Standing Meeting Calendar as presented

CARRIED UNANIMOUSLY

**2026 FINAL OPERATING &  
CAPITAL BUDGETS**

Jennifer Mantay, Corporate Services Director presented to Council to approve the 2026 Final Operating and Capital Budgets as presented.

369-25 Moved by Cr. Kluin that Council adopt the 2026 Operating Budget with Revenues of \$17,515,050.00 and Expenses of \$17,498,700.00, plus the amortization expense budget of \$2,166,600.00, for a surplus of \$16,350.00, as presented which includes an increase of 1% to the municipal portion of the residential, non-residential, farmland and machinery and equipment property tax rates for 2026.

CARRIED UNANIMOUSLY

370-25 Moved by Cr. Botros that Council adopt the 2026 Capital Budget with Revenues and Expenses Budgets totaling \$4,858,690.00 as amended.

CARRIED UNANIMOUSLY

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

Jennifer Mantay, Corporate Services Director presented to Council to accept the Financial Statement Report to September 30, 2025.

371-25 Moved by Cr. Oswald that Council accepts the Financial Statement Reports to September 30, 2025, as information.

CARRIED UNANIMOUSLY

**CANCELLATION OF UTILITY  
RECEIVABLE ACCOUNTS**

Jennifer Mantay, Corporate Services Director presented to Council to review the potential cancellation of Utility Receivable Accounts.

372-25 Moved by Cr. Smith that Council authorizes Administration to cancel the outstanding Utility Receivable Accounts in the amount of \$613.78, as indicated on the listing provided.

CARRIED UNANIMOUSLY

**CANCELLATION OF TRADE  
RECEIVABLE ACCOUNTS**

Jennifer Mantay, Corporate Services Director presented to Council to review the potential cancellation of Trade Receivables Accounts.

373-25 Moved by Cr. Sawatzky that Council authorizes Administration to cancel the outstanding Trade Receivable Accounts in the amount of \$78.24, as indicated on the listing provided.

CARRIED UNANIMOUSLY

**ENTERED**

Mr. Ed Leblanc, Manager of the Barrhead Regional Water Commission and Mario Acevedo, Utility Operator entered the meeting at 6:28 p.m.

**OPERATING AGREEMENT WITH  
BARRHEAD REGIONAL WATER COMMISSION**

Ed Leblanc, Manager of the Barrhead Regional Water Commission and Mario Acevedo, Utility Operator were present for Council to consider approving a new Operational Agreement between the Town of Barrhead and the Barrhead Regional Water Commission, as endorsed by the Commission on November 24, 2025, subject to final approval by Town Council.

374-25 Moved by Cr. Oswald that Council approve the new Operational Agreement between the Town of Barrhead and the Barrhead Regional Water Commission, as endorsed by the Commission on November 24, 2025, and authorize the Mayor and CAO to execute the Agreement on behalf of the Town.

CARRIED UNANIMOUSLY

**EXITED:** Mr. Ed Leblanc, Manager of the Barrhead Regional Water Commission and Mario Acevedo, Utility Operator exited the meeting at 6:34 p.m.

**BARRHEAD JOHNSON AIRPORT  
COMMITTEE 2026 BUDGETS**

Jennifer Mantay, Corporate Services Director presented to Council to approve the Barrhead Johnson Airport Committee's proposed 2026 Operating Budget, 2027-2029 Operating Plan, the 2026 proposed Capital Budget and the 10 Year Capital Plan.

375-25 Moved by Cr. Kluin that Council approves the Barrhead Johnson Airport Committee's proposed 2026 Operating Budget with a financial contribution of \$20,315.00 from both the Town of Barrhead and County of Barrhead, as presented and recommended by the Barrhead Johnson Airport Committee.

CARRIED UNANIMOUSLY

376-25 Moved by Cr. Oswald that Council approves the Barrhead Johnson Airport Committee's proposed 2027-2029 Financial Plan, as presented and recommended by the Barrhead Johnson Airport Committee.

CARRIED UNANIMOUSLY

377-25 Moved by Cr. Smith that Council approves the Barrhead Johnson Airport Committee's proposed 2026 Capital Budget with zero capital expenditures as presented and recommended by the Barrhead Johnson Airport Committee.

CARRIED UNANIMOUSLY

378-25 Moved by Cr. Fylyshtan that Council approves the Barrhead Johnson Airport Committee's 10 Year Capital Plan, as presented and recommended by the Barrhead Johnson Airport Committee.

CARRIED UNANIMOUSLY

**COUNCIL  
REPORTS**

The following Reports to Council as of December 9, 2025, were reviewed:

- (a) Barrhead District and Social Housing – Cr. Smith
- (b) Barrhead & Area Regional Crime Coalition – Cr. Kluin
- (c) Barrhead Exhibition Association and Agricultural Society – Cr. Oswald
- (d) Community Futures Yellowhead East – Cr. Botros
- (e) Yellowhead Regional Library Board – Cr. Botros

379-25 Moved by Cr. Kluin that the following Reports to Council as of December 9, 2025, be accepted as information:

- (a) Barrhead District and Social Housing – Cr. Smith
- (b) Barrhead & Area Regional Crime Coalition – Cr. Kluin
- (c) Barrhead Exhibition Association and Agricultural Society – Cr. Oswald
- (d) Community Futures Yellowhead East – Cr. Botros
- (e) Yellowhead Regional Library Board – Cr. Botros

CARRIED UNANIMOUSLY

**MINUTES TO  
COUNCIL**

The following Minutes to Council were reviewed:

- Community Futures Yellowhead East – October 16, 2025

380-25 Moved by Cr. Smith that Council accept the minutes as information.

CARRIED UNANIMOUSLY

**BYLAW 09-2025  
MUNICIPAL PUBLIC  
UTILITIES BYLAW**

Jennifer Mantay, Corporate Services Director presented to Council to review and approve Bylaw 09-2025, the Municipal Public Utilities bylaw.

381-25 Moved by Cr. Smith that Bylaw 09-2025, the Municipal Public Utilities Bylaw, be given first reading.

CARRIED UNANIMOUSLY

382-25 Moved by Cr. Oswald that Bylaw 09-2025, the Municipal Public Utilities Bylaw, be given second reading.

CARRIED UNANIMOUSLY

383-25 Moved by Cr. Kluin that Bylaw 09-2025, the Municipal Public Utilities Bylaw, be presented for third reading.

CARRIED UNANIMOUSLY

384-25 Moved by Cr. Sawatzky that Bylaw 09-2025, the Municipal Public Utilities Bylaw, be given third reading.

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

- Cr. Oswald acknowledged the success of the Polar Parade. Although the weather was cold, it was very good and well attended.
- Cr. Kluin shared the International Day of Persons with Disabilities Pancake Breakfast held on December 3<sup>rd</sup> was a successful event where they made connections and saw approximately 120 people attend.
- Cr. Botros wished to commend the organizers for hosting a well-attended Festival of Trees evening event and the International Day of Persons with Disabilities Breakfast for their successful event.

**ADJOURN**

385-25

Moved by Cr. Oswald that the Council Meeting be adjourned at 6:46 p.m.

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, Ty Assaf

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CAO, Collin Steffes