

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

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

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

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

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

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

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

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

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

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

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

CARRIED UNANIMOUSLY

**DELEGATIONS**

**ALBERTA MUNICIPALITIES**

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

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

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

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

CARRIED UNANIMOUSLY

**BARRHEAD PUBLIC  
LIBRARY**

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

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

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

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

CARRIED UNANIMOUSLY

**OLD BUSINESS**

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

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

CARRIED UNANIMOUSLY

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

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

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

CARRIED UNANIMOUSLY

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

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

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

CARRIED UNANIMOUSLY

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

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

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

CARRIED UNANIMOUSLY

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

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

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

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

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

CARRIED UNANIMOUSLY

**ENABLING ACCESSIBILITY FUND  
SMALL PROJECTS COMPONENT**

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

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

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

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

#### **BI-ANNUAL CAO REPORT**

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

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

CARRIED UNANIMOUSLY

#### **BARRHEAD EXHIBITION ASSOC. & AGRICULTURAL SOCIETY FACILITY REQUEST**

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

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

CARRIED UNANIMOUSLY

#### **COUNCIL REPORTS**

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

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

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

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

CARRIED UNANIMOUSLY

#### **BYLAW 07-2025 RATES AND FEES**

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

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

**FOR THE GOOD  
OF COUNCIL**

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

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

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

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

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

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

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

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

**RECESSED**

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

CARRIED UNANIMOUSLY

**RECONVENED**

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

CARRIED UNANIMOUSLY

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

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

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

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

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

CARRIED UNANIMOUSLY

**LIFT BUSINESS  
CONFERENCE**

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

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

CARRIED UNANIMOUSLY

**ADJOURN**

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

CARRIED UNANIMOUSLY

**TOWN OF BARRHEAD**

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Mayor, David McKenzie

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CAO, Collin Steffes