

Agenda

Village of Barons Regular Council Meeting Monday, December 9, 2025 At 7:00 p.m.

1. Call to Order
2. Guests: none
3. Approval of Agenda
4. Approval of November 10, 2025 Regular Council Meeting Minutes
5. Business Arising:
 - a. Policy #083 – Council Devices Policy
 - b. Bylaw #773 – Remuneration Bylaw
6. Village Foreman Report
7. Administrator Report
8. Correspondence
9. Financial Report
10. Committee Reports
 - a. ORRSC (Oldman River Regional Services Commission)
 - b. Green Acres
 - c. CFLR (Community Futures Lethbridge Region)
 - d. FCSS (Family and Community Support Services)
 - e. Mayors and Reeves
 - f. Chinook Arch Library System
 - g. AG Society
 - h. Emergency Advisory Committee
 - i. Carmangay Library
11. New Business
 - a. Utility Relief Application
 - b. Interim Budget
 - c. Village Holiday Schedule
 - d. Bylaw # 774 – Updated Assessment Review Board Bylaw
12. Closed Session
 - a. AB Food Rescue – ATIA Section 19 (1)(c)(i)
 - b. Wages and Christmas Bonuses – ATIA Sections 29 (1)(a)
13. Adjournment

**MINUTES OF REGULAR MEETING OF COUNCIL
of the Village of Barons
November 10, 2025**

Present: Kyle Prince, Mayor
Belinda Rempel, Deputy Mayor
Robert Baird, Councillor
Jen Durell, Administrator

Absent: None

Recording Secretary: Jen Durell, Recording Secretary

Call to Order: Call to order at 7:00 p.m.

Guests: **Michelle Tarditi – Street Party Request**
Wants to do a Christmas event between 1-4 pm on December 20.
Requests to block off the part of Main Street in front of the gazebo during the event. No concerns from neighbouring properties as per Ms. Wobick. Requests the use of Village barricades for the street. Will have event insurance. No monetary donation requested from Council.

Councillor Baird asks if Ms. Wobick is going to ask any of the service clubs if they want to be involved. Ms. Wobick wants to contact the Ag Society if they would like to donate their time.

Motion made by Deputy Mayor Rempel to approve the request by Michelle Wobick for a street closure in conjunction with the Christmas party.

Carried Unanimously

Approval of Agenda: **Motion made by Mayor Prince to approve the agenda as presented.** **Carried Unanimously**

Minutes: To accept the minutes of the September 9, 2025 Regular Council Meeting minutes as presented.

Motion made by Councillor Baird to accept the minutes of the September 9, 2025 Regular Council meeting as presented.
Carried Unanimously

To accept the minutes of the October 9, 2025 Special Council Meeting minutes as presented.

Motion made by Mayor Prince to accept the minutes of the October 9, 2025 Special Council meeting as presented.
Carried Unanimously

To accept the minutes of the October 23, 2025 Special Council Meeting minutes as presented.

**Motion made by Deputy Mayor Rempel to accept the minutes of the October 23, 2025 Special Council meeting as presented.
Carried Unanimously**

To accept the minutes of the October 28, 2025 Organizational Meeting minutes as presented.

**Motion made by Deputy Mayor Rempel to accept the minutes of the October 28, 2025 Organizational meeting as presented.
Carried Unanimously**

To accept the minutes of the November 4, 2025 Special Council Meeting minutes as presented.

**Motion made by Mayor Prince to accept the minutes of the November 4, 2025 Special Council meeting as presented.
Carried Unanimously**

Business Arising:

a) Alberta Municipalities Convention Attendance
Council was presented with a Request for Decision regarding Councillor Baird's attendance at the Alberta Municipalities Convention.

Motion made by Mayor Prince to table discussion of Councillor Baird's attendance until after item 11(b) is discussed.

Carried Unanimously

Village Foreman Report:

Continue to trim or remove alley and boulevard trees and bushes. Repaired a leaking valve in the wet well at the Sewer Lagoon which was still under warranty. Shuffled summer equipment into storage and staged winter equipment ready for operation. Conducted all maintenance on winter equipment in preparation for the season. Water plant chlorine room heater parts to be here Thursday or Friday. A quote was given for replacement of the heater of \$30,000.00, but parts were purchased for \$300.00 – hopefully we can repair the heater rather than conduct a full replacement. New furnace at shop was installed; this was replaced to do a failure of the old furnace and replacement parts not being able to be sourced. Met with engineers for an orientation of the water plant and lift station control panels. Autodialler for the water plant to be installed later this week. Had sand delivered in preparation for winter.

Administrators Report: Attended the LGAA Zone 1 meeting in September which was a great networking and learning opportunity. The Village Auditors are booked for pre-audit on November 18 and 19 and work is underway to ensure that all requested documents are prepared for them. The Village's IT professional was on site November 5-7 to attend to the upgrading on the Villages hardware. The change over from the summer rates to the winter rates for water has been completed. Documents were submitted to ATB for the change in signing authority, however we are still awaiting the signature cards from ATB. Work is underway to upgrade the internet connection at the Village Office in support of the Council Meeting Streaming Strategy, with the goal of being able to stream meetings to the public. Work is underway to update the permanent electors register as is required post-election for submission back to Elections Alberta.

Correspondence:

- Chinook Arch Board Report
- June Bank Reconciliation
- APS Compliance Report for 2024 Annual Pension Year
- Bylaw Enforcement – June Monthly Report
- Bylaw Enforcement – July Monthly Report
- Green Acres Foundation - Municipal Requisition Fact Sheet
- Service Alberta and Red Tape Reduction - Proclamation of the Access to Information Act and Regulations
- Service Alberta and Red Tape Reduction - Proclamation of the Protection of Privacy Act and Regulations
- Royal Canadian Mounted Police - Change of Command
- Town of Picture Butte - Jamboree Days Invitation
- Town of Coalhurst - Miners Days Invitation
- FCSS - All Councils Thank You
- Village of Carmangay - Parade Invitation
- Town of Nobleford - Heritage Days Invitation
- July Bank Reconciliation
- August Bank Reconciliation
- Breea Tamminga, Regional Emergency Management Coordinator – ICS 300 Training

Motion made by Mayor Prince to accept the correspondence as presented. **Carried unanimously.**

Financial Reports: Council was presented with the accounts payable and monthly statement for the month of September and October, 2025.

Motion made by Councillor Baird to approve the accounts payable for the months of September and October, 2025.
Carried unanimously

Motion made by Deputy Mayor Rempel to approve the monthly statement for September and October, 2025.

Carried unanimously

Committee Reports:

- a) **ORRSC**
Nothing to report at this time.
- b) **Green Acres**
Nothing to report at this time.
- c) **CFLR (Community Futures Lethbridge Region)**
Nothing to report at this time.
- d) **FCSS (Family Community and Social Services)**
Changes to programming upcoming as mandated by provincial government. FCSS wanting to narrow the scope of programming to fit into the reporting requirements. Prentice Institute Study is still underway; they are still needing folks to fill out the online survey. FCSSAA is starting at the end of the month. Annual conference in Edmonton upcoming; Mayor Prince was asked to attend their conference.
- e) **Mayors and Reeves**
Fairly quiet meeting due to snowstorm. Chair and vice chair were elected. Mayors and Reeves is trying to bring in presentations. Seniors long term care compliance is the next presentation. MLA Hunter from Taber-Warner spoke on Bill 6 – Testing framework for children K-3, as well as Bill 7 which is protecting wetlands.
- f) **Chinook Arch Library System**
Nothing to report at this time.
- g) **AG Society**
Nothing to report at this time.
- h) **Emergency Advisory Committee**
The regional partnership has a tabletop exercise planned for November 26th at the County Office. Emails also went out regarding the Elected Officials training being hosted at the County Office in December. Administration has also requested that the Regional Director of Emergency Management come to the Village to provide an overview of the program to Council. Date to be determined.
- i) **Carmangay Library**

Nothing to report at this time.

New Business:

- a) **Policy #083 – Council Devices Policy Discussion**
Discussion was held.

Motion made by Mayor Prince to instruct administration to amend Policy #083 – Council Devices Policy to remove Standard 1(b).
Carried unanimously

- b) **Bylaw #737 – Remuneration Bylaw Discussion**
Discussion was held.

Motion made by Mayor Prince to amend Bylaw #737 to remove mentions of regular ceremonial or statutory duties within the Bylaw, amend the Elected Officials Allowance to \$125.00 for all members of Council, and amend the accommodation maximum without receipt to \$50.00 per day.
Carried Unanimously

Further discussion was had regarding Councillor Baird's attendance at the Alberta Municipalities Convention Attendance.

Motion made by Mayor Prince to approve Councillor Baird's attendance at Alberta Municipalities Convention.
Carried Unanimously

- c) **Turkey Bingo Donation Request**
Council was presented with an RFD (Request for Decision) relating to the request for donation to the Barons AG Society for their annual Turkey Bingo.

Motion made by Deputy Mayor Rempel to donate \$100.00 to the Barons Ag Society in support of their Turkey Bingo.
Carried unanimously

- d) **Administration Vacation Request**
Council was presented with an RFD for a vacation request from Administration. Administration is requesting Nov 24-27, 2025 inclusive, as well as Dec 15-18, 2025 inclusive.

Motion made by Deputy Mayor Rempel to approve the vacation request from Administration.
Carried unanimously

- e) **Traffic Bylaw Community Engagement Discussion**
Discussion was held.

Motion made by Mayor Prince to instruct Administration to commence a 6 month moratorium on Part 12 of Bylaw #769, and to commence planning for public consultation for proposed bylaw amendments.

Carried unanimously

Closed Session: a) None

Adjournment: Adjournment of the meeting was at 8:26 p.m.

Mayor – Kyle Prince

Administrator – Jen Durell

VILLAGE OF BARONS

Reference: Council Meeting

Adopted By: Resolution

Number: 085

Prepared By: Jen Durell

Date: November 28, 2025

Supersedes: 083

COUNCIL DEVICES POLICY

POLICY STATEMENT

The Council of the Village of Barons recognizes the importance of providing an efficient business system, through the use of an Electronic Device to improve their ability to govern, while limiting the amount of printed material.

PURPOSE

To identify the responsibilities of the Council and the Village of Barons regarding the ownership, maintenance and replacement of Council's laptop computers, iPad or Tablet.

SCOPE

This policy applies to all Elected Officials of the Village of Barons. Elected Officials must meet the duties expected of them as per the Municipal Government Act (MGA), other legislation and Council policies, procedures and bylaws.

DEFINITIONS

Electronic Device(s) means a laptop, iPad, or tablet device.

RESPONSIBILITIES

The Chief Administrative Officer (CAO) and/or designate is responsible for ensuring the standards are performed as set out in this policy.

STANDARDS

1. At the beginning of each new Council term, each elected official has the option to allow the Village to purchase said device up to a certain dollar amount.

All devices shall meet the current Village standards.

2. Ownership of the devices will be term specific. In the event of a councillor not able fulfilling their term of four years, the member of council will be allowed to purchase their device from the Village for a set amount. This amount will be prorated based on the length of time (months of service) on Council.
3. Council Members who are elected in a by-election will have an allowance provided to them to purchase their device for use during the remainder of the term.
4. Council Members may use their device for personal use, understanding that the device is subject to FOIP at any time. Council Members may install personal software

on their devices if it does not conflict with software provided.

5. Council Members shall take all reasonable steps and precautions to protect their assigned laptop computer, iPad or tablet from damage, harm or theft.
6. The Village shall only be responsible for costs incurred for the maintenance and repair of the device if purchased or subsidized by the Village of Barons.
7. Council members will own their device at the end of the four-year term. If the Councillor is re-elected, a new allowance will be supplied for the Councillor to use during the next four-year term.
8. The current device allowance per term is \$1,000.00 per Elected Official.
9. Any device purchased must have the capability of being able to utilize emails, Teams or other virtual communication programs, have access to email and any other program needed to be able to fully perform their duties of Councillor.

** This policy is subject to any specific provisions of the Municipal Government Act, the Local Authorities Board Act or other relevant legislation.

**Village of Barons
IN THE PROVINCE OF ALBERTA
BYLAW #773**

**A BYLAW OF THE VILLAGE OF BARONS IN THE PROVINCE OF ALBERTA, TO AMEND
BYLAW NO. 737,**

WHEREAS, it is expedient to make provisions for the remuneration, allowances, expenses and benefits of the Mayor, Council, Chief Administrative Officer, Public Works, Emergency Management Committee, Municipal Planning Committee and other Village Employees and to reimburse the expenses incurred while carrying out the functions on behalf of the municipality or when authorized to do so.

NOW THEREFORE, the Council of the Village of Barons, in the Province of Alberta, duly assembled, hereby enacts as follows:

PURSUANT to section 7, (a), (c) of the Alberta Municipal Government act, Chapter M-26, the Village of Barons, in the Province of Alberta has deemed it necessary to make the following amendments to Bylaw #737:

- to amend and remove “Regular ceremonial or statutory duties” as a paid expense under remuneration and allowances;
- to amend Schedule “A” to reflect all members of council to receive \$125.00 for the monthly stipend, regardless of position held; and
- to amend Schedule “A” to state that Accommodations to be paid with no receipt required be reduced to \$50.00.
- to amend Schedule “A” to remove “Regular ceremonial or statutory duties.

This Bylaw comes into force upon the date of passing of the third and final reading thereof.

Read a first time this _____ day of _____, 2025

Read a second time this _____ day of _____, 2025

Presented for Consideration for a third and final reading this _____ day of _____, 2025

Read a third and final time this _____ day of _____, 2025

Mayor

Administrator

Village of Barons
THE MONTH November, 2025
2025 Monthly Statement Ending: November 30, 2025

	<u>Revenue</u>	<u>Expenses</u>
Taxes	\$3,938.81	
General Administrative	\$150.00	\$9,631.60
Council		\$1,007.20
Old Fire Hall Building		\$46,995.64
Bylaw Enforcement	\$75.00	\$1,861.44
Shop		\$2,726.25
Roads and Streets		\$946.27
Water/Sewer/Garbage	\$21,969.04	\$16,191.18
Green Acres Requisition		
Recreation Facilities/Parks		
Casual Wages/STEP		\$2,303.00
Legal		\$680.31
Election		
Chinook Arch		
Requisition - School		
Bulk Water		
Auditor		
Xplorner	\$600.00	
Carwash		
Insurance		
ORRSC		
FortisAlberta Franchise	\$1,017.02	
Assessor		
MPC		
Sewer Lift Project		
Grants		
ATCO Gas Franchise Fee	\$992.16	
FCSS Requisition		
Treated Water - Nobleford		\$14,986.80
Disaster Services		
Total	\$28,742.03	\$97,329.69

Bank Balance - as of November 30, 2025	\$328,965.67
Outstanding Cheques as of October 31, 2025	\$16,642.69
GIC	\$340,461.49

2025 Taxes Owing	\$58,615.13
Outstanding Taxes - Prior to 2025	\$6,954.48
Total Outstanding Taxes	\$66,260.75



Village of Barons Non-Profit Utility Relief Program

Application For Non-Profit Utility Exemption

Date: Nov. 15, 2025

1. Name of Organization: Barons Memorial United Church
2. Society Number: _____ Email: gibb@uleth.ca
pbtrinity@shaw.ca
3. Contact Person: Robbin Gibb Position: Chairperson
Sandra Hergenhein treasurer
- Mailing Address: Box 272, Barons
- Postal Code: T0L 0G0 Tel: 403-360-7124
4. Purpose of Organization: The United Church seeks to provide an opportunity to enjoy an authentic relationship with God - for all in Barons city.
5. Physical Address of Property: 205 Queen Street
- Legal Description of Property: _____
6. Executives of Your Organization:
 - President/Chairperson: Robbin Gibb
 - Vice President/Vice Chairperson: Mary Bishop
 - Treasurer: Sandra Hergenhein (Picture Butte - Trinity)
7. Current Total Membership: Although we have limited membership N5 our services on average reach 15-30 people.
Number of Meetings per year: 6 (min) in person - additional zoom services
8. What types of services/programs does your organization provide: church services, pastoral care. The Church serves as a venue for weddings, funerals, bridal showers etc outside our church services.



Village of Barons Non-Profit Utility Relief Program

9. What portion of your activities are considered:

Non-Profit 100%

Recreational/Athletic _____

Commercial _____

10. What are your current membership fees? (if applicable)

Members: n/a General Public: n/a

When was your last fee increase: _____

What was your last fee increase: _____

11. Has your organization received any of the following in the past:

Grant in Aid

NO/YES	Amount	Year	Purpose

Waiver/reduction of utility fees and/or charges

NO/YES	Amount	Year	Purpose
<u>yes</u>			<u>We have never been charged utilities or taxes since I have been a member of the church. Amount is unknown</u>

Rebbin L. Gibb
Signature of Applicant

Nov. 15, 2025
Date

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 9, 2025
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Utility Relief Program Request
Agenda Item Number:	11(a)

BACKGROUND/PROPOSAL:

In 2023, Council had instructed Administration to begin a “Utility Relief for Non-Profits” program which would allow registered non-profit organizations to apply for relief from Municipal utility costs for one (1) calendar year.

In late 2008, the Barons Memorial United Church had requested and was granted utility relief by Council for that calendar year. In early 2009, a motion was made to provide a waiver to the Barons Memorial United Church from paying Village utilities moving forward.

The Barons Memorial United Church has received relief from utilities for the past 2 calendar years, as the cost of which is punitive to their operations.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Barons Memorial United Church provides valuable service to the community. It is a historic religious institution within the Village and offers church services to the community and our surroundings. The Barons Memorial United Church also operates the thrift store on Main Street and utilizes the church for storage of seasonal items within the basement. The Church serves the public by offering rentals, religious services, and as a gathering space. This year it will be the only United Church in the service area providing Christmas Eve service.

FINANCIAL CONSIDERATIONS:

The cost of this annually is \$1,050.00. Costs will be absorbed by the Village/Ratepayers.

RECOMMENDED ACTION:

That Council agree to provide utility relief to the Barons Memorial United Church for the 2026 calendar year.

ENCLOSURES:

1. Utility relief request application

Initials show support –

Reviewed By: CAO: Jen Durell

2026 Interim Budget

11/26/25

Account	Description	2025 Budget	2025 Actual	2026 Budget	2027 Budget	2028 Budget	Comments
General							
1-10-110	Residential Tax		\$ 292,819.55				
1-10-120	Commercial Tax		\$ 39,608.37				
1-10-130	Industrial Tax		\$ 26.38				
1-10-200	Minimum Tax		\$ 49,600.00				
1-10-510	Penalties on Tax	\$ 8,500.00	\$ 5,950.41	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
1-10-520	ATCO Franchise Revenue	\$ 15,000.00	\$ 14,248.54	\$ 15,600.00	\$ 16,224.00	\$ 16,872.96	
1-10-530	Return on Investment	\$ 25,000.00		\$ 15,000.00	\$ 4,000.00	\$ 4,000.00	
1-10-540	Fortis Franchise Revenue	\$ 12,550.00	\$ 11,543.26	\$ 12,000.00	\$ 12,550.00	\$ 13,000.00	
1-10-550	Xplornet	\$ 7,200.00	\$ 6,600.00	\$ 7,200.00	\$ 7,200.00	\$ 7,200.00	
1-10-710	Fines	\$ 3,000.00	\$ 225.00	\$ 3,000.00	\$ 3,244.00	\$ 3,374.00	
1-10-720	Grant Revenue	\$ 623,006.00	\$ 766,855.49	\$ 142,000.00	\$ 142,000.00	\$ 142,000.00	
Subtotal		\$ 694,256.00	\$ 1,187,477.00	\$ 202,800.00	\$ 193,218.00	\$ 194,446.96	
Administration							
1-12-400	Other Revenue	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
1-12-410	Tax Certificates	\$ 800.00	\$ 1,150.00	\$ 800.00	\$ 800.00	\$ 800.00	
1-12-420	Misc. Revenue	\$ 150.00	\$ -	\$ 156.00	\$ 162.00	\$ 168.00	
1-12-510	Development Permits	\$ 500.00	\$ 200.00	\$ 400.00	\$ 500.00	\$ 500.00	
1-12-520	Business License	\$ 600.00	\$ 670.00	\$ 600.00	\$ 620.00	\$ 640.00	
1-23-313	Building Lease	\$ -	\$ 4,000.00				
1-32-500	General Services	\$ 15,000.00	\$ 4,210.24	\$ 15,000.00	\$ 16,000.00	\$ 16,500.00	
Subtotal		\$ 20,050.00	\$ 10,230.24	\$ 19,956.00	\$ 21,082.00	\$ 21,608.00	
Bylaw Enforcement Services							
1-26-500	Dog Licenses	\$ 1,200.00	\$ 1,520.00	\$ 1,248.00	\$ 1,297.00	\$ 1,348.00	
1-26-510	Bylaw Fines	\$ 1,000.00	\$ 300.00	\$ 1,040.00	\$ 1,081.00	\$ 1,124.00	
1-26-511	Clean Up Costs	\$ 650.00	\$ 2,205.00	\$ 676.00	\$ 731.00	\$ 760.00	
Subtotal		\$ 2,850.00	\$ 4,025.00	\$ 2,964.00	\$ 3,109.00	\$ 3,232.00	
Utilities							
1-41-410	Sale of Water	\$ 100,000.00	\$ 86,108.41	\$ 102,752.00	\$ 106,862.00	\$ 111,136.00	
1-41-420	Bulk Water Sales	\$ 3,432.00	\$ 2,925.25	\$ 3,000.00	\$ 3,500.00	\$ 4,000.00	
1-41-430	Carwash Revenue	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
1-41-510	Utility Penalty	\$ 1,768.00	\$ 1,183.24	\$ 1,500.00	\$ 1,550.00	\$ 1,600.00	
1-42-410	Sewer	\$ 38,000.00	\$ 31,400.00	\$ 38,937.00	\$ 40,495.00	\$ 42,114.00	
1-43-410	Waste Disposal	\$ 43,600.00	\$ 36,761.62	\$ 45,427.00	\$ 47,244.00	\$ 49,133.00	
1-43-420	Recycling Revenue	\$ 6,600.00	\$ 5,505.00	\$ 6,240.00	\$ 6,489.00	\$ 6,748.00	
1-72-610	County Recreation	\$ 13,000.00	\$ 12,704.39	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	
Subtotal		\$ 207,400.00	\$ 176,587.91	\$ 210,856.00	\$ 219,140.00	\$ 227,731.00	
Land							
1-66-400	Land Sales	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
Subtotal		\$ 100,000.00	\$ -	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
Total Revenue		\$ 1,024,556.00	\$ 1,378,320.15	\$ 536,576.00	\$ 536,549.00	\$ 547,017.96	

Account	Description	2025 Budget	2025 Actual	2026 Budget	2027 Budget	2028 Budget	Comments
General							
2-10-710	Education Tax	\$ 79,670.41	\$ 59,775.03	\$ 82,857.00	\$ 86,171.00	\$ 89,617.00	
2-10-720	Green Acres Requisition	\$ 4,038.28	\$ 4,038.28	\$ 4,199.00	\$ 4,367.00	\$ 4,541.00	
2-10-730	DIP Requisition	\$ 52.00	\$ -	\$ 54.00	\$ 56.00	\$ 58.00	
2-10-999	Utility/Prop. Writeoff	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	\$ 250.00	
Subtotal		\$ 84,010.69	\$ 63,813.31	\$ 87,360.00	\$ 90,844.00	\$ 94,466.00	
Council							
2-11-120	Council Meeting	\$ 12,480.00	\$ 11,245.00	\$ 12,000.00	\$ 12,500.00	\$ 1,300.00	
2-11-130	Committee Meetings	\$ 2,500.00	\$ 2,809.36	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
2-11-210	Mileage	\$ 2,500.00	\$ 2,249.80	\$ 2,500.00	\$ 2,600.00	\$ 2,700.00	
2-11-220	Travel Subsistence	\$ 800.00	\$ -	\$ 800.00	\$ 850.00	\$ 900.00	
2-11-230	Registration/Membership	\$ 1,500.00	\$ 3,091.54	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
2-11-240	AUMA Convention	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,040.00	\$ 1,081.00	
2-11-250	Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	
2-11-260	Barons Cemetery	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	
2-11-270	MPC	\$ 1,768.00	\$ 475.00	\$ 1,500.00	\$ 1,560.00	\$ 1,622.00	
2-11-710	Donations	\$ 1,000.00	\$ 501.88	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
Subtotal		\$ 23,598.00	\$ 20,372.58	\$ 22,850.00	\$ 23,600.00	\$ 12,653.00	
Administration							
2-12-110	Office Salary	\$ 63,000.00	\$ 57,500.00	\$ 70,000.00	\$ 80,000.00	\$ 90,000.00	
2-12-120	Payroll Benefits	\$ 13,500.00	\$ 12,899.06	\$ 13,500.00	\$ 14,040.00	\$ 14,601.00	
2-12-140	CPP Premium	\$ 8,800.00	\$ 7,261.33	\$ 8,500.00	\$ 8,840.00	\$ 9,193.00	
2-12-150	EI Premium	\$ 4,500.00	\$ 3,667.68	\$ 4,200.00	\$ 4,368.00	\$ 4,542.00	
2-12-160	Income Tax	\$ -	\$ -	\$ -	\$ -	\$ -	
2-12-170	Casual/Asst. Labour Office	\$ 32,000.00	\$ 26,407.00	\$ 32,000.00	\$ 33,280.00	\$ 34,611.00	
2-12-180	Admin. Expense	\$ 6,000.00	\$ 5,944.61	\$ 6,000.00	\$ 6,240.00	\$ 6,489.00	
2-12-190	LAPP Contributions	\$ 10,446.00	\$ 8,299.37	\$ 10,500.00	\$ 10,920.00	\$ 11,356.00	
2-12-210	Mileage/Travel	\$ 3,000.00	\$ 2,830.30	\$ 3,000.00	\$ 3,120.00	\$ 3,244.00	
2-12-211	Travel Subsistence	\$ 2,500.00	\$ 1,037.23	\$ 2,500.00	\$ 2,600.00	\$ 2,704.00	
2-12-212	Conference/Member	\$ 2,000.00	\$ 1,710.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
2-12-213	Account/Audit	\$ 18,000.00	\$ 13,295.00	\$ 18,387.00	\$ 19,122.00	\$ 19,886.00	
2-12-214	Workers Compensation	\$ 2,200.00	\$ 5,086.91	\$ 2,500.00	\$ 2,600.00	\$ 2,704.00	
2-12-215	Insurance	\$ 27,000.00	\$ -	\$ 28,080.00	\$ 29,203.00	\$ 30,371.00	
2-12-216	Service Contract	\$ 6,000.00	\$ 5,613.50	\$ 6,240.00	\$ 6,489.00	\$ 6,748.00	
2-12-217	Repair to Building	\$ 500.00	\$ 776.87	\$ 540.00	\$ 562.00	\$ 584.00	
2-12-218	Repair Office Equipment	\$ 500.00	\$ -	\$ 520.00	\$ 540.00	\$ 560.00	
2-12-219	Advertising	\$ 1,100.00	\$ 1,049.57	\$ 1,189.00	\$ 1,232.00	\$ 1,281.00	
2-12-221	Election Expenses	\$ 1,000.00	\$ 797.28	\$ -	\$ -	\$ -	
2-12-223	Fire Dispatch	\$ 1,400.00	\$ 1,066.83	\$ 1,400.00	\$ 1,456.00	\$ 1,514.00	
2-12-224	Emergency Management	\$ 10,000.00	\$ 11,872.77	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	
2-12-225	Chinook Arch	\$ 3,060.00	\$ 3,054.88	\$ 3,182.00	\$ 3,309.00	\$ 3,442.00	
2-12-227	Website/IT	\$ 8,000.00	\$ 5,250.00	\$ 7,000.00	\$ 7,280.00	\$ 7,571.00	
2-12-310	Assessor	\$ 7,000.00	\$ 6,741.00	\$ 7,000.00	\$ 7,280.00	\$ 7,571.00	
2-12-311	Land Titles	\$ 500.00	\$ 130.70	\$ 500.00	\$ 520.00	\$ 540.00	
2-12-312	Legal Costs	\$ 9,500.00	\$ 3,847.63	\$ 5,200.00	\$ 5,408.00	\$ 5,624.00	
2-12-510	Utility- Gas	\$ 1,768.00	\$ 1,153.83	\$ 1,500.00	\$ 1,560.00	\$ 1,622.00	
2-12-511	Utility- Electric	\$ 1,872.00	\$ 1,300.00	\$ 1,600.00	\$ 1,664.00	\$ 1,730.00	
2-12-512	Telephone	\$ 2,000.00	\$ 1,664.07	\$ 2,000.00	\$ 2,080.00	\$ 2,163.00	
2-12-513	Postage	\$ 3,900.00	\$ 2,910.55	\$ 4,001.00	\$ 4,162.00	\$ 4,328.00	
2-12-514	Computer Supplies	\$ 2,000.00	\$ 4,958.52	\$ 5,000.00	\$ 5,200.00	\$ 5,408.00	
2-12-515	Office Supply	\$ 3,500.00	\$ 3,799.65	\$ 3,500.00	\$ 3,640.00	\$ 3,785.00	
2-12-516	Sundry Supplies	\$ 1,560.00	\$ 1,370.73	\$ 1,500.00	\$ 1,560.00	\$ 1,622.00	
2-12-518	Family Fun Day	\$ 1,600.00	\$ 2,222.42	\$ 2,000.00	\$ 2,080.00	\$ 2,163.00	

Account	Description	2025 Budget	2025 Actual	2026 Budget	2027 Budget	2028 Budget	Comments
2-12-519	Internet	\$ 1,747.00	\$ 1,502.80	\$ 1,817.00	\$ 1,889.00	\$ 1,964.56	
2-12-700	Funding	\$ -	\$ 1,200.78	\$ -	\$ -	\$ -	
2-12-740	Bad Debt	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	
2-12-810	Bank Charges	\$ 550.00	\$ 430.25	\$ 572.00	\$ 594.00	\$ 617.00	
2-12-811	Visa, Mastercard, Interac	\$ 1,352.00	\$ 1,140.64	\$ 1,406.00	\$ 1,462.00	\$ 1,520.00	
Subtotal		\$ 263,855.00	\$ 209,793.76	\$ 269,334.00	\$ 286,800.00	\$ 304,558.56	
Fire Department							
2-23-110	Meetings	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-120	Practice	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-130	Lost Wages	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-140	Fire Calls	\$ -	\$ 47,509.00	\$ -	\$ -	\$ -	
2-23-210	Travel Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-220	Training/Courses	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-230	SCBA/Foam Exp.	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-240	Radio License	\$ 670.00	\$ 672.61	\$ 709.00	\$ 737.00	\$ 766.00	
2-23-250	Freight	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-260	Building Maintenance	\$ 500.00	\$ 20,152.41	\$ 540.00	\$ -	\$ 560.00	
2-23-270	Equipment Repair	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-275	Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-276	Pump Pressure Test	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-510	Utility- Gas	\$ 4,500.00	\$ 3,252.94	\$ 4,700.00	\$ 4,888.00	\$ 5,083.00	
2-23-511	Utility- Electric	\$ 2,900.00	\$ 1,939.67	\$ 2,500.00	\$ 2,600.00	\$ 2,704.00	
2-23-512	Telephone	\$ 1,350.00	\$ 835.53	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
2-23-513	Equipment Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-514	Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-517	Radio Repair	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-518	Fire Dept. Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-520	Fire Billing	\$ -	\$ -	\$ -	\$ -	\$ -	
2-23-700	Funds Acquired	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal		\$ 9,920.00	\$ 74,362.16	\$ 9,449.00	\$ 9,225.00	\$ 10,113.00	
Bylaw Enforcement Services							
2-26-500	Policing	\$ 15,086.00	\$ 15,086.00	\$ 20,969.54	\$ 21,808.00	\$ 22,680.00	*
2-26-510	Bylaw Enforcement	\$ 23,000.00	\$ 18,614.40	\$ 23,000.00	\$ 23,920.00	\$ 24,876.00	
2-26-511	Clean Up Costs	\$ 3,000.00	\$ 2,100.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
2-26-520	Vet Services	\$ 1,000.00	\$ -	\$ 270.00	\$ 281.00	\$ 292.00	
Subtotal		\$ 42,086.00	\$ 35,800.40	\$ 47,239.54	\$ 49,009.00	\$ 50,848.00	
Shop							
2-31-110	Salaries & Wages	\$ 14,560.00	\$ 28,296.22	\$ 15,142.00	\$ 15,748.00	\$ 16,377.00	
2-31-210	Equipment Rental	\$ 500.00	\$ -	\$ 500.00	\$ 520.00	\$ 540.00	
2-31-220	Building Repair	\$ 800.00	\$ 1,375.01	\$ 832.00	\$ 866.00	\$ 900.00	
2-31-230	Equipment Repair	\$ 1,000.00	\$ 77.10	\$ 1,040.00	\$ 1,081.00	\$ 1,124.00	
2-31-240	Misc. Shop	\$ 350.00	\$ 474.31	\$ 378.00	\$ 393.00	\$ 408.00	
2-31-250	Freight	\$ 50.00	\$ -	\$ 50.00	\$ 50.00	\$ 50.00	
2-31-510	Utility- Gas	\$ 4,000.00	\$ 3,080.54	\$ 3,500.00	\$ 3,640.00	\$ 3,785.00	
2-31-511	Utility- Electric	\$ 4,200.00	\$ 2,619.63	\$ 3,800.00	\$ 3,952.00	\$ 4,110.00	
2-31-512	Telephone	\$ 1,800.00	\$ 1,788.75	\$ 1,872.00	\$ 1,946.00	\$ 2,023.00	
2-31-513	Fuel Costs	\$ 3,500.00	\$ 1,962.37	\$ 3,640.00	\$ 3,785.00	\$ 3,936.00	
2-31-515	Tools & Parts	\$ 1,000.00	\$ 5.00	\$ 1,081.00	\$ 1,124.00	\$ 1,168.00	
2-31-700	Funds Acquired	\$ -	\$ -	\$ -	\$ -	\$ -	
2-31-710	Transfer to Capital	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal		\$ 31,760.00	\$ 39,678.93	\$ 31,835.00	\$ 33,105.00	\$ 34,421.00	

Account	Description	2025 Budget		2026 Budget		2027 Budget	2028 Budget	Comments			
Road and Streets											
2-32-110	Salaries & Wages	\$	10,400.00	\$	4,590.01	\$	10,816.00	\$	11,248.00	\$	11,697.00
2-32-130	Casual Wages	\$	1,000.00	\$	-	\$	1,000.00	\$	1,000.00	\$	1,000.00
2-32-210	Equipment Rental	\$	500.00	\$	-	\$	500.00	\$	500.00	\$	500.00
2-32-220	Street Improvement	\$	550.00	\$	-	\$	572.00	\$	594.00	\$	617.00
2-32-230	Equipment Repair	\$	3,000.00	\$	1,119.28	\$	3,000.00	\$	3,120.00	\$	3,244.00
2-32-250	Freight & Postage	\$	-	\$	-	\$	-	\$	-	\$	-
2-32-510	Fuel	\$	3,000.00	\$	455.98	\$	3,120.00	\$	3,244.00	\$	3,373.00
2-32-511	Asphalt Repair	\$	2,500.00	\$	-	\$	2,600.00	\$	2,704.00	\$	2,812.00
2-32-512	Gravel	\$	2,500.00	\$	-	\$	2,600.00	\$	2,704.00	\$	2,812.00
2-32-513	Sidewalk Repair	\$	1,500.00	\$	-	\$	1,560.00	\$	1,622.00	\$	1,686.00
2-32-514	Sign Replacement	\$	500.00	\$	-	\$	500.00	\$	500.00	\$	500.00
2-32-515	Street Lights	\$	18,000.00	\$	13,318.31	\$	17,000.00	\$	17,680.00	\$	18,387.00
2-32-700	Funds Acquired	\$	10,000.00	\$	3,193.07	\$	-	\$	-	\$	-
2-32-710	Transfer to Capital	\$	-	\$	-	\$	-	\$	-	\$	-
Subtotal		\$	53,450.00	\$	22,676.65	\$	43,268.00	\$	44,916.00	\$	46,628.00
Utilities											
2-41-110	Salaries & Wages	\$	7,280.00	\$	9,987.21	\$	7,571.00	\$	7,874.00	\$	8,188.00
2-41-130	Casual Labour	\$	2,200.00	\$	1,325.00	\$	2,000.00	\$	2,080.00	\$	2,163.00
2-41-210	Travel Mileage	\$	500.00	\$	954.72	\$	500.00	\$	540.00	\$	562.00
2-41-211	Travel Subsistence	\$	1,000.00	\$	55.46	\$	1,000.00	\$	1,000.00	\$	1,000.00
2-41-212	Registration/Member	\$	600.00	\$	650.00	\$	700.00	\$	728.00	\$	757.00
2-41-213	Equipment Rental	\$	500.00	\$	-	\$	500.00	\$	500.00	\$	500.00
2-41-214	Freight	\$	1,400.00	\$	996.46	\$	1,400.00	\$	1,456.00	\$	1,514.00
2-41-215	Building Repair	\$	1,040.00	\$	-	\$	1,081.00	\$	1,124.00	\$	1,168.00
2-41-216	Equipment Repair	\$	3,000.00	\$	15,406.58	\$	3,120.00	\$	3,244.00	\$	3,373.00
2-41-217	Water Meters	\$	1,000.00	\$	-	\$	1,000.00	\$	1,000.00	\$	1,000.00
2-41-219	Water Contract	\$	75,000.00	\$	72,960.68	\$	78,000.00	\$	81,120.00	\$	84,364.00
2-41-220	Fuel	\$	-	\$	-	\$	-	\$	-	\$	-
2-41-271	Carwash Expenses	\$	500.00	\$	-	\$	520.00	\$	540.00	\$	560.00
2-41-510	Utility- Gas	\$	2,000.00	\$	1,308.05	\$	1,700.00	\$	1,768.00	\$	1,838.00
2-41-511	Utility- Electric	\$	16,000.00	\$	10,190.27	\$	15,000.00	\$	15,600.00	\$	16,224.00
2-41-512	Telus	\$	500.00	\$	133.27	\$	500.00	\$	500.00	\$	500.00
2-41-515	Tools & Parts	\$	600.00	\$	-	\$	648.00	\$	674.00	\$	700.00
2-41-516	Chemicals	\$	600.00	\$	826.39	\$	624.00	\$	648.00	\$	673.00
2-41-517	Water Analysis	\$	700.00	\$	715.03	\$	728.00	\$	757.00	\$	794.00
2-41-600	Regional Water Service	\$	-	\$	10,983.98	\$	-	\$	-	\$	-
2-41-700	Funds Acquired	\$	300,000.00	\$	16,922.50	\$	-	\$	-	\$	-
2-41-810	Debenture Principle	\$	8,550.00	\$	6,766.65	\$	8,550.00	\$	8,850.00	\$	8,850.00
2-41-820	Debenture Interest	\$	7,075.00	\$	1,017.87	\$	7,075.00	\$	7,075.00	\$	7,075.00
2-42-110	Salaries & Wages	\$	6,240.00	\$	5,190.73	\$	6,489.00	\$	6,749.00	\$	7,018.00
2-42-130	Casual Labour	\$	2,000.00	\$	1,410.50	\$	2,000.00	\$	2,100.00	\$	2,200.00
2-42-210	Equipment Rental	\$	250.00	\$	-	\$	260.00	\$	270.00	\$	281.00
2-42-215	Building Repair	\$	500.00	\$	4,500.00	\$	520.00	\$	540.00	\$	560.00
2-42-216	Equipment Repair	\$	1,560.00	\$	416.70	\$	1,300.00	\$	1,352.00	\$	1,406.00
2-42-511	Utility- Electric	\$	5,200.00	\$	7,133.47	\$	7,500.00	\$	7,800.00	\$	8,112.00
2-42-512	Telus	\$	1,400.00	\$	957.51	\$	1,456.00	\$	1,514.00	\$	1,574.00
2-42-515	Tools & Parts	\$	524.00	\$	84.39	\$	544.00	\$	566.00	\$	588.00
2-42-516	Chemicals	\$	300.00	\$	2,425.50	\$	324.00	\$	337.00	\$	392.00
2-42-520	Effluent Service	\$	100.00	\$	-	\$	100.00	\$	100.00	\$	100.00
2-42-530	System Flush	\$	800.00	\$	-	\$	832.00	\$	865.00	\$	899.00
2-42-700	Funds Acquired	\$	-	\$	-	\$	-	\$	-	\$	-
2-42-830	Sewer Lift Station Project	\$	300,000.00	\$	554,904.05	\$	-	\$	-	\$	-

Account	Description	2025 Budget	2025 Actual	2026 Budget	2027 Budget	2028 Budget	Comments
2-43-110	Garbage Salary	\$ 12,584.00	\$ 13,801.67	\$ 13,087.00	\$ 13,610.00	\$ 14,154.00	
2-43-310	Waste Contract	\$ 32,760.00	\$ 27,450.00	\$ 34,070.00	\$ 35,433.00	\$ 36,850.00	
2-43-311	Tipping Fees	\$ 22,963.00	\$ 19,150.00	\$ 23,881.00	\$ 24,837.00	\$ 25,830.00	
2-43-312	Recycling Hauling	\$ 6,500.00	\$ 4,730.00	\$ 6,760.00	\$ 7,030.00	\$ 7,311.00	
2-43-313	Garbage Containers	\$ 500.00	\$ -	\$ 540.00	\$ 562.00	\$ 584.00	
2-43-314	Compost Container	\$ 10,000.00	\$ 11,442.37	\$ 12,000.00	\$ 12,480.00	\$ 12,979.00	
Subtotal		\$ 834,226.00	\$ 804,797.01	\$ 243,880.00	\$ 253,223.00	\$ 262,641.00	
Requisitions							
2-51-700	FCSS Requisition	\$ 2,676.48	\$ 2,676.48	\$ 2,785.00	\$ 2,896.00	\$ 3,012.00	
2-66-500	Subdivision Costs	\$ 3,000.00	\$ -	\$ 3,120.00	\$ 3,244.00	\$ 3,374.00	
2-66-510	Planning	\$ 5,000.00	\$ 6,000.00	\$ 5,200.00	\$ 5,408.00	\$ 5,624.00	
2-66-520	GIS	\$ 3,120.00	\$ 3,633.59	\$ 3,244.00	\$ 3,374.00	\$ 3,508.00	
Subtotal		\$ 13,796.48	\$ 12,310.07	\$ 14,349.00	\$ 14,922.00	\$ 15,518.00	
Parks and Recreation							
2-72-110	Salaries & Wages	\$ 18,720.00	\$ 6,763.04	\$ 19,468.00	\$ 20,247.00	\$ 21,056.00	
2-72-130	Seasonal Work	\$ 21,500.00	\$ 17,531.18	\$ 22,713.00	\$ 23,622.00	\$ 24,566.00	
2-72-215	Facility Repair	\$ 500.00	\$ 741.11	\$ 757.00	\$ 787.00	\$ 818.00	
2-72-216	Equipment Repair	\$ 1,000.00	\$ 998.06	\$ 1,081.00	\$ 1,124.00	\$ 1,168.00	
2-72-511	Utility- Electric	\$ 1,976.00	\$ 1,721.42	\$ 2,055.00	\$ 2,137.00	\$ 2,222.00	
2-72-515	Fuel Cost	\$ 1,500.00	\$ 1,383.36	\$ 2,055.00	\$ 2,137.00	\$ 2,222.00	
2-72-516	Tools & Parts	\$ 500.00	\$ -	\$ 540.00	\$ 562.00	\$ 584.00	
2-72-520	Tree Program	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	
2-72-600	Beautification	\$ 300.00	\$ 276.46	\$ 300.00	\$ 300.00	\$ 300.00	
2-72-701	Funds Acquired	\$ -	\$ -	\$ -	\$ -	\$ -	
Subtotal		\$ 47,996.00	\$ 29,414.63	\$ 50,969.00	\$ 52,916.00	\$ 54,936.00	
Total Expenditure		\$ 1,404,698.17	\$ 1,313,019.50	\$ 820,533.54	\$ 858,560.00	\$ 886,782.56	
Total Revenue		\$ 1,024,556.00	\$ 1,378,320.15	\$ 536,576.00	\$ 536,549.00	\$ 547,017.96	
(Revenue) Shortfall		\$380,142.17	-\$65,300.65	\$283,957.54	\$322,011.00	\$339,764.60	
Accumulated Surplus/Deficit, Beginning of year				\$740,806.11	\$1,030,303.63		
Accumulated Surplus/Deficit, Ending of year				\$1,024,763.65	\$1,352,314.63		

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 10, 2024
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Village Holiday Schedule
Agenda Item Number:	11(c)

BACKGROUND/PROPOSAL:

As in previous years, the Village Office and Public Works have been closed between Christmas and New Year's. It is proposed that the Office and Public Works be closed between noon on December 23rd, 2025 to January 5th, 2026 inclusive

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

This allows the staff some time to spend with their families and enjoy the holiday season.

COSTS/SOURCE OF FUNDING (if applicable):

None

RECOMMENDED ACTION:

1. Council consider closing the Village Office and Public works from December 23, 2025 at 12:00 pm until January 5, 2026 at 9:00 am inclusive.

ENCLOSURES:

None

Initials show support –

Reviewed By: CAO: Jen Durell

VILLAGE OF BARONS BYLAW #774

BEING A BYLAW OF THE VILLAGE OF BARONS, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF ESTABLISHING A REGIONAL ASSESSMENT REVIEW BOARD, THE APPOINTMENT OF THE CHAIR, AND THE APPOINTMENT OF THE CLERK FOR THE ASSESSMENT REVIEW BOARDS;

WHEREAS, section 454 of the *Municipal Government Act*, states that council must by bylaw establish a local assessment review board and a composite assessment review board; and

WHEREAS, section 455(1) of the *Municipal Government Act*, states that two or more councils may agree to jointly establish the local assessment review board or the composite review board, or both, to have jurisdiction in their municipalities; and

WHEREAS, section 455(2) of the *Municipal Government Act*, requires that Council must jointly designate one of the board members as chair; and,

WHEREAS, section 456(2) of the *Municipal Government Act*, requires that Council must jointly appoint a person to act as the Clerk of the Assessment Review Boards; and

WHEREAS, the Oldman River Regional Services Commission (Commission) and Municipalities within the region, jointly wish to establish a Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by an assessed person or taxpayer of a Regional Member Municipality;

NOW THEREFORE, the Council of the Village of Barons, duly assembled, enacts as follows:

1. TITLE

- 1.1 The title of this Bylaw shall be the “ORRSC Regional Assessment Review Board Bylaw”.

2. DEFINITIONS

- 2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *MGA*.
- 2.2 In this bylaw the following terms shall have the meanings shown:
- a. **Agreement** means the ORRSC Regional Assessment Review Board Services Agreement currently in force, as authorized by Council and executed in partnership with the Commission, and any successor agreements, whereby the Commission provides Assessment Review Board Services to the Member Municipality.
 - b. **Alternate** means a person who is available to perform the duties of a board member in the event the member is unable to fulfil Board duties.
 - c. **Board** means the ORRSC Regional Assessment Review Board.

- d. **Board Member** means an appointed elected official or lay member to the ORRSC Regional Assessment Review Board, who are appointed by a Member Municipality's Council.
- e. **Clerk** means the designated officer appointed as clerk to carry out the duties and functions of the assessment review board as required under section 456 of the *Municipal Government Act*.
- f. **Commission** means the Oldman River Regional Service Commission.
- g. **Composite Assessment Review Board (CARB)** means the composite assessment review board established in accordance with the *Municipal Government Act* hears complaints on assessment notices for property other than the property described in section 460.1 of the *Municipal Government Act*.
- h. **Lay Member** means an appointed person who is not an elected official nor do they represent a specific organization, who is appointed by a Member Municipality's Council to the ORRSC Regional Assessment Review Board.
- i. **Local Assessment Review Board (LARB)** means the Local Assessment Review Board established in accordance with the *Municipal Government Act* hears complaints on assessment notices for property other than the property described in section 460.1 of the *Municipal Government Act*.
- j. **Member** means a member of the ORRSC Regional Assessment Review Board.
- k. **Member Municipality** means the municipality who has signed the ORRSC Regional Assessment Review Board Services Agreement and passed the ORRSC Regional Assessment Review Board Bylaw.
- l. **MGA** means the *Municipal Government Act* of Alberta, RSA 2000, Ch. M-26, as amended and Regulations passed under that Act.
- m. **ORRSC Regional Assessment Review Board** means the board appointed to hear appeals on tax and assessment notices established in accordance with section 454 of the *Municipal Government Act*, and includes the Local Assessment Review Board (LARB), the Regional Local Assessment Review Board (RLARB), the Composite Assessment Review Board (CARB), and the Regional Composite Assessment Review Board (RCARB).
- n. **Panel** means the group of assigned Board Members actively sitting to hear and decide on an appeal hearing.
- o. **Panel Member** means an individual member to the ORRSC Regional Assessment Review Board, who are participating in an active appeal hearing.

- p. **Provincial Member** means a person appointed as a provincial member to a CARB by the Minister in accordance with the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*.
- q. **Regional Member Municipality** means those municipalities who enter into an agreement with the Commission to jointly establish the ORRSC Regional Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.
- r. **Regulations** means the Matters Relating to Assessment Complaints Regulation.

3. ESTABLISHMENT OF BOARDS

- 3.1 That Council hereby establishes the following boards:
 - a. a LARB that hears complaints referred to in section 460.1(1) of the *MGA*; and,
 - b. a CARB that heads complaints referred to in section 460.1(2) of the *MGA*.
- 3.2 The Regional Municipal Members, which includes Village of Barons hereby jointly establish the ORRSC Regional Assessment Review Board to exercise functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board.
- 3.3 Each Member Municipality is responsible for establishing filing fees and administering policies in respect to refunding filing fees in accordance with the *MGA* and the Regulations.
- 3.4 The Member Municipality will provide administrative support and resources to the Board, as required.

4. JURISDICTION OF THE BOARD

- 4.1 That the Boards shall have jurisdiction to exercise the functions of a local assessment review board and the functions of a composite assessment review board under the provision of the *MGA* in respect of assessment complaints made by taxpayers of a Regional Member Municipality.

5. DELEGATION OF AUTHORITY

- 5.1 In accordance with its authority under the *MGA*, Council hereby delegates the Clerk the authority to:
 - a. jointly prescribe remuneration and expenses payable to each Member of the Board and the Chair, in accordance with the agreement and/or board policies or procedures; and
 - b. jointly appoint a Board Member as the Chair of the LARB and CARB and prescribe the term of office; and,

- c. jointly appoint lay members and elected officials to the ORRSC Regional Assessment Review Board, if required.
- 5.2 Council delegates the Chief Administrative Officer of the Commission to appoint the final list of Board Members received from the Member Municipalities to the Local Assessment Review Board and the Composite Assessment Review Board on an as needed basis, in accordance with the requirements of the *MGA*.

6. APPOINTMENT OF BOARD MEMBERS

- 6.1 Each Member Municipality may elect to appoint one lay member and one member of Council to be a Board Member by resolution of Council.
- 6.2 The Chief Administrative Officer of the Commission will appoint the final list of Board Members received from the Member Municipalities to the Local Assessment Review Board and the Composite Assessment Review Board on an as needed basis, in accordance with the requirements of the *MGA*.
- 6.3 The Clerk may appoint lay members to fulfill the needs of the Board, as required.
- 6.4 The Board shall endeavour to consist of a minimum of twenty members.
- 6.5 Failure to meet the number of board members imposed by section 6.4 does not invalidate the board.

7. TERMS OF APPOINTMENT

- 7.1 Unless otherwise stated by the Member Municipality, all Members are appointed for three-year terms.
- 7.2 If a vacancy on the Board occurs the Member Municipality who made the appointment, or the Clerk, may appoint a new person to fill the vacancy.
- 7.3 A Member may be re-appointed to the Board at the expiration of their term.
- 7.4 A Member may resign from the Board at any time on written notice to the Clerk and to the Member Municipality to that effect.
- 7.5 The Member Municipality may remove their designated Member at any time, with written notice given to the Clerk.
- 7.6 The Clerk may remove a Member for cause or misconduct and will report their removal to the Member Municipality who made the appointment.
- 7.7 Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

8. CHAIR

- 8.1 In accordance with section 5 of this Bylaw, the Clerk shall:
- a. jointly appoint a Member as the Chair of the LARB and CARB;
 - b. prescribe the term of office for the Chair; and
 - c. prescribe the remuneration and expenses payable to the Chair.
- 8.2 The Chair delegates the Clerk to select Board Members to convene a panel to hear assessment complaints as required in the *MGA* and section 8 of this Bylaw.

9. PANELS OF THE BOARD

- 9.1 The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require:
- a. a three persons panel when the Board is acting as a Local Assessment Review Board;
 - b. a two persons panel when the Board is acting as a Composite Assessment Review Board; or
 - c. a single member when the Board is acting as a Single Member Composite Assessment Review Board or a Single Member Individual Local Assessment Review Board.
- 9.2 When sitting as the CARB, the Presiding Officer shall be the appointed Provincial Member.
- 9.3 When sitting as the LARB the Presiding Officer shall be determined by the panel.
- 9.4 Where a panel has only one Member, that Member is the Presiding Officer.
- 9.5 Unless an order from the Minister authorizes otherwise, the panel may not:
- a. consists of more than one councillor to a three persons panel; and,
 - b. a single member CARB or LARB panel cannot consist of a councillor.
- 9.6 When possible, a three person panel will include one Member who is appointed by the Member Municipality under whose jurisdiction the complaint arises, unless otherwise requested by the Municipality.

10. PRESIDING OFFICER

- 10.1 The Presiding Officer of a panel:
- a. will preside over and be responsible for the conduct of meetings;

- b. may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
- c. will vote on matters submitted to the panel unless otherwise disqualified.

11. CLERK OF THE ORRSC REGIONAL ASSESSMENT REVIEW BOARD

11.1 That Council jointly appoints the Chief Administrative Officer of the Oldman River Regional Services Commission as the Assessment Review Board Clerk of the ORRSC Regional Assessment Review Board.

11.2 The Clerk shall:

- a. assist the Board in fulfilling its mandate;
- b. prescribe the remuneration and expenses payable to each member of the ORRSC Regional Assessment Review Board in accordance with the agreement and/or Board policies or procedures;
- c. may appoint and delegate a Commission employee the duties and functions of the ORRSC Regional Assessment Review Board Clerk providing they have successfully completed the training as prescribed by the Minister;
- d. shall issue instructions to independent legal counsel for the Board or panel of the Board; and,
- e. may, at the request of the Presiding Officer of a panel of the Board sign orders, decisions and documents issued by the panel of the Board; and,
- f. may assist in any other administrative role as required by the Board or the panel.

12. HEARINGS

12.1 Hearings will be held at such time and place as determined by the Clerk and/or Board policies or procedures.

12.2 The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Access to Information Act and the Protection of Privacy Act*.

13. QUORUM AND VOTING

13.1 The quorum for panels of the Board shall be as established by the *MGA*, namely:

- a. two Members of a panel acting as a LARB; and
- b. one Member and the Provincial Member of a panel acting as a CARB.

- 13.2 All members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- 13.3 The majority vote of those Members present and voting constitutes the decision of the Board.
- 13.4 Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, a replacement member of the panel shall be appointed.

14. CONFLICT OF INTEREST

- 14.1 Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may remove himself or herself from Board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
 - a. declares that he or she has a conflict of interest; and
 - b. describes in general terms the nature of the conflict of interest.
- 14.2 The Clerk shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- 14.3 For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when he or she is of the opinion that:
 - a. he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - b. substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer if that member were to participate in the consideration of that matter.

15. PECUNIARY INTEREST

- 15.1 The pecuniary interest provisions of the MGA apply to all members of the Board while attending meetings of the Board.
- 15.2 A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

16. COMMENCEMENT OF APPEALS

- 16.1 In accordance with the *MGA*, an assessed person or a taxpayer may commence an assessment complaint by:
- a. submitting the required documentation by electronic mail, or by mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints*' regulation and within the time specified in the *MGA*; and
 - b. paying the applicable fee.
- 16.2 Upon receipt of an assessment complaint, the Member Municipality shall provide the Commission a completed Assessment Review Board Complaint form and supporting documentation in a timely manner.

17. RULES OF ORDER

- 17.1 The Board will conduct hearings and board meetings in accordance with:
- a. the provisions of the *MGA* and related regulations;
 - b. principals of natural justice and procedural fairness; and
 - c. the Board's own policies and procedures.

18. ADJOURNMENTS AND POSTPONEMENTS

- 18.1 Adjournments and postponements must be granted in accordance with the *MGA* and the regulations.

19. RECORD OF HEARING

- 19.1 After the hearing of a complaint, the Clerk shall:
- a. under direction of the Presiding Officer, prepare the record of the hearing, the decision or order of the Board and the reasons for the decision in compliance with the *MGA*; and
 - b. arrange for the order or decision of the Board to be signed and distributed in accordance with the requirements under the *MGA*.
- 19.2 The Clerk will maintain a record of the hearing in accordance with the *MGA* and the regulations.

20. REIMBURSEMENT OF COSTS

- 20.1 The Oldman River Regional Services Commission shall pay for the administrative costs associated with the operation of the ORRSC Regional Assessment Review Board. Recovery of costs from Regional Member Municipalities will be as set out in the agreements established.

21. RESCINDING OF BYLAW

- 21.1 Bylaw No. 726 is hereby repealed in its entirety.

22. EFFECTIVE DATE

- 22.1 This bylaw is effective when it received third reading and is signed by the Chief Elected Official and the Chief Administrative Officer, or designate, in accordance with the *MGA*.

Read a First Time this ____ day of _____, 2025.

Read a Second Time this ____ day of _____, 2025.

Read a Third and Final Time this ____ day of _____, 2025.

Mayor

Chief Administrative Officer