

Agenda

Village of Barons Regular Council Meeting Tuesday, October 13, 2026 At 7:00 p.m.

1. Call to Order
2. Guests: Carlos Primera – Council Dysfunction
3. Approval of Agenda
4. Approval of September 8, 2026 Regular Council Meeting Minutes
5. Business Arising:
 - a. Policy # 089 – Sidewalk and Boulevard Maintenance
 - b. Policy #090 – Boulevard Parking and Care of Lanes
 - c. Feral Cats
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
 - j. Southgrow
11. New Business
 - a. OHS Records Retention Policy
 - b. Town of Nobleford ACP Application Support
 - c. Report regarding Campaign Financial Disclosure
 - d. Resident Invoicing
 - e. Boulevard Parking Application
 - f. Christmas Hamper Donation
 - g. Criminal Record Checks for Candidates Discussion
 - h. Coffee with Council Discussion
 - i. Meeting Broadcasting and Recording Discussion
 - j. AI Discussion
 - k. All-Councils Meeting Discussion
 - l. Fortis Franchise Fee
 - m. ATCO Franchise Fee
12. Closed Session – Offer to Purchase - ATIA Section 19 (1)(c)(i)
13. Adjournment

**MINUTES OF REGULAR MEETING OF COUNCIL
of the Village of Barons
September 8, 2026**

Present: Clinton Bishop, Mayor
Belinda Rempel, Deputy Mayor
Kyle Prince, Councillor
Jen Durell, Administrator
Wade Krushel, Village Foreman

Absent: *None*

Recording Secretary: Jen Durell, Recording Secretary

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

Guests: **Robin Hepher, CEO - Chinook Arch Library Board**
Robin Hepher, CEO and Dothlyn McFarlane, Associate Director in attendance. Speaks of Chinook Arch Library System, and how it serves the region. Visiting all 40 members of the system to update them. Speaks of investing in the library system. Regional library board allows for communities to work together to deliver services and is formed by agreement. Public library board is formed under legislation. Volunteer board formed by a member from each community. System agreement is the heart of the board.

Every 4 years they develop a needs assessment and plan of service for the board which guides the next 4 years. Provides library services – bibliographic material, sports gear, toys, movies, etc. Each library has its own collection and lends to others. Chinook arch handles all ordering and packaging for libraries. Each library board gets a book allotment of \$2 per capita. Extensive IT services. Leveraging supernet to provide robust server infrastructure and internet to all libraries. Lots of tech purchasing for libraries as well. Expanded into phone services using VOIP for the libraries. No longer lending hotspots as it became too cost prohibitive for the system based on data usage. Professional librarians on staff to assist the librarians with reporting requirements, policy development, etc. Digital services are available with membership – video, newspapers, e-books, language learning software, tumblebooks, etc. all libraries share resources and are delivered by the 2 Chinook Arch delivery vans – 600,000 items moved last year. 40,000 items added to shared catalogue. Digital materials use increased.

Annual operating - \$4 million. Member levies make up bulk of revenues. Barons' levy is split between Carmangay and Lethbridge. Levy must be approved by Council – 2/3 of the Councils representing the board must approve of the increase. City

of Lethbridge has veto power due to population size. \$1 million operating grant for Chinook Arch Library Board. Still funded by the province at 2019 population numbers.

New service plans are potentially coming in 2027. Can come back for presentation to Council to discuss.

Speaks of Bill C-28 and inspection powers for library boards. Speaks of the new age and access requirements for age restricted materials and how they are impacting the libraries. Speaks of access to collections and how the new rules have changed policies and procedures.

Mayor Bishop asks about Lethbridge not increasing the levy and questions if there is concern about others not approving an increase. Robin explains that they have seen the opposite – most are supportive and are upset at the City for stonewalling the increase. Speaks of tight budgets at the City. Increase was \$0.41 increase per capita and the city declined. 2027 fees will be the same, next cycle is 2028-2032.

Al Cramer – Bylaw #776

Al questions what quorum is. Mayor Bishop explains that it would be 2/3 of Council.

Speaks of Council being presented with Bylaw #776 and who presented it to Council. Mayor Bishop explains that the utility bylaw was recommended by Administration to Council to lessen the subsidization of utilities with tax dollars.

Al speaks of tax dollars going up and wanting to know why taxes went up. Mayor Bishop explains that Nobleford sets the rate of water and sends us the bill.

Al speaks of water bills going from \$155 to \$175 and now to \$225. Mayor Bishop explains that we are still lower cost than Carmangay, Lethbridge, etc.

Mayor Bishop speaks of transparency between the utility costs and taxation. Al says that when a bylaw is changed it should be advertised in the newsletter.

Motion made by Councillor Prince to start including any bylaw or policy changes in the monthly newsletter.

Carried

Approval of Agenda:

Motion made by Councillor Prince to amend the agenda to add item 12(i) to discuss recording in meetings.

1 in favor, 2 opposed.

**Councillor Prince for,
Mayor Bishop and Deputy Mayor Rempel opposed.
Motion failed.**

Motion made by Mayor Bishop to approve the agenda as presented. Carried

Minutes:

To accept the minutes of the June 9, 2026 Regular Council Meeting minutes as presented.

Motion made by Councillor Prince to amend the June 9, 2026 minutes to change the wording of the motion made to remove the approval of the June 2, 2026 minutes from the agenda and to strike any motions made at that meeting as it was in violation of section 194 of the Municipal Government Act.

Carried

Motion made by Deputy Mayor Rempel to accept the minutes of the June 9, 2026 Regular Council meeting with the amendment as presented. Carried

To accept the minutes of the June 16, 2026 Special Council Meeting minutes as presented.

Motion made by Councillor Prince to accept the minutes of the June 16, 2026 Special Council Meeting as presented.

Carried

To accept the minutes of the July 22, 2026 Special Council Meeting minutes as presented.

Motion made by Deputy Mayor Rempel to accept the minutes of the July 22, 2026 Special Council meeting as presented.

Carried

To accept the minutes of the July 28, 2026 Special Council Meeting minutes as presented.

Motion made by Deputy Mayor Rempel to accept the minutes of the July 28, 2026 Special Council meeting as presented.

Carried

Business Arising:

a) Council Training

Council was presented with prospective dates for holding requested Council Training sessions. Discussion was held.

Motion made by Councillor Prince to select October 22 as the date for the Roles and Responsibilities workshop.

Carried

b) Boulevard Parking

Council was presented with an RFD outlining the definitions of boulevard across the applicable policies and bylaws. Discussion was held.

Motion made by Councillor Prince to extend the moratorium on boulevard parking for 3 months.

1 for, 2 against.

Motion failed

Motion made by Mayor Bishop to rescind the motion to request Administration to conduct a survey on boulevard parking.

2 for, 1 against.

**Mayor Bishop and Deputy Mayor Rempel for,
Councillor Prince against.**

Motion carried.

Motion made by Deputy Mayor Rempel to direct Administration to amend Policies No. 062 and No. 084 to use the definition currently contained within Bylaw No. 769.

Carried

c) Resident Complaint Policy

Council was presented with an RFD outlining what other communities are doing regarding a resident complaint policy. Discussion was held

Motion made by Councillor Prince to create a CAO code of conduct.

Councillor Prince says this is a step in the right direction. Mayor Bishop asks how this will be utilized. Councillor Prince says that this can be reviewed upon during performance evaluations. Mayor Bishop speaks of this being largely symbolic and we shouldn't have a CAO code of conduct until Councillors themselves have one.

**1 for, 2 against
Councillor Prince for,**

**Mayor Bishop and Deputy Mayor Rempel against
Motion failed**

**Motion made by Mayor Bishop to accept the report for
information and take no further action.**

2 for, 1 against.

**Mayor Bishop and Deputy Mayor Rempel for,
Councillor Prince against.
Motion carried.**

**Councillor Prince questions what happens when a complaint is
ignored by Council. Mayor Bishop outlines the difference
between unfounded and ignored complaints.**

Mayors Report:

“Administration will provide detailed reporting regarding ongoing infrastructure and operational work.

Appreciation expressed to Village staff for the work being undertaken and for continuing to manage regular municipal operations alongside these projects. Also gratitude expressed to residents who have experienced water service interruptions while this work has been completed

On July 27, Council and administration attended a joint meeting with the Minister of Municipal Affairs alongside representatives from Picture Butte and Nobleford.

Prior to the meeting, Council formally identified the following advocacy priorities:

- Water treatment plant rehabilitation and upgrades
- Policing costs
- Access to provincial grant funding
- Provincial downloading of responsibilities onto municipalities

During the meeting, Councillor Prince departed from the coordinated approach Council had established for the meeting. In my view, his intervention caused significant disruption to the discussion and placed the Barons delegation out of step with the approach that had been established for the joint meeting.

This was particularly concerning to me because Council had formally identified the priorities Barons intended to advance, and our time with the Minister was limited.

Following the meeting, I was approached by other elected officials regarding what had occurred. In my capacity as Mayor, I felt it

necessary to apologize for the disruption and for the conduct they had observed from a member of the Barons delegation.

I am including this information because I believe residents should be aware not only of the opportunities available to advocate for Barons, but also of circumstances that can affect our ability to make effective use of those opportunities.

Differences of opinion among elected officials are normal and appropriate. However, when Council has formally established its priorities or direction for an advocacy meeting, I believe members representing the Village should respect that direction and conduct themselves in a manner that supports effective representation of Barons.

These comments reflect my own observations and perspective as a member of Council. They are provided for public information and are not presented as a finding or determination by Council regarding the conduct of another member.

I intend to continue focusing my efforts as Mayor on constructive advocacy for Barons and on advancing the priorities formally established by Council. Clinton sharing his own opinion and not asking Council to sanction Councillor Prince for his conduct.

On July 4, the Village held Family Fun Day, which was once again well attended and benefited from excellent weather.

The pancake breakfast raised important funds in support of food security initiatives and collected non-perishable food donations for local food banks. The parade drew a strong turnout and featured a wide variety of floats, with the traditional candy giveaways remaining popular with residents of all ages.

Activities throughout the day also included a car show, events at the Legion, a market at the Community Hall, children's activities hosted by FCSS, and historical displays at the History Centre.

I would like to thank everyone who organized, volunteered, participated, donated, or otherwise contributed to another successful Family Fun Day. The continued support of residents, community organizations, volunteers, and local groups is what makes events like this possible."

Councillor Prince speaks of memo saying bring your concerns. Says he didn't interrupt any proceedings. Says Nobleford knew of his intentions and didn't complain.

Village Foreman Report:

Arbourist tackled 20+ trees. Fire Hydrants and main valves installed. 1 more load of gravel to be installed and signage to be installed. Trees removed. Alley scraping in prep for winter. Water and sewer operating smoothly. Patchwork will continue weather permitting. Equipment running satisfactory. Confined spaces and

first aid completed. Waiting for County grader operator for grading.

Administrators Report:

Attended the LGAA Conference, as in previous years there were great learning and networking opportunities. Distributed food bank donations from Family Fun Day to the Picture Butte Food Bank – The Village collected \$428.75 in cash, as well as 9 bags of food items during breakfast. Submitted our annual Insurance renewal forms. Had all Village fire extinguishers inspected. Municipal Affairs has contacted the Village about the Municipal Accountability Program (MAP) Review – The Village is scheduled for October 7 for review. Work continues on the Hotel site property – initial court date is set for September 11 in Calgary. Occupational Health and Safety attended the Village to conduct an annual inspection and work is continuing on the reports requested by the inspector. Admin met with Southgrow to begin the process of creating an economic development plan. The Property Tax deadline has now passed as of August 1, and penalties have been applied to accounts outstanding. Administrator Durell has contacted Lethbridge County to grade a number of our roads including Blayney Avenue, Noble Street, Brainard Street, etc. No date yet for when they will be coming. The Hydrant and Valve replacement, Queen Street waterline loop, Sewer Lagoon Sludge Survey, and Brainard to Blayney extension has now been completed. Palliser Schools will be contacted to inform them of the opening of the road for buses to now utilize for drop offs and pick ups at Baron School. The Village Auditor is now booked for our annual pre-audit, which has been set for November 10 & 12.

Correspondence:

- Southern Alberta Summer Games – Dignitary Invite
- June Bank Reconciliation
- Town of Coalhurst – Miners Days Invitation
- FCSS – Executive Summary
- FCSS – Community Needs Assessment
- Nathan Neudorf, Minister of Assisted Living and Social Services-AISH/ADAP letter
- July Bank Reconciliation
- Southgrow – Certificate of Recognition
- Barons AG Society – Turkey Bingo Request

Motion made by Mayor Bishop to accept the correspondence as presented. Carried

Financial Reports:

Council was presented with the accounts payable and monthly statement for the months of June, July and August, 2026.

Motion made by Deputy Mayor Rempel to approve the accounts payable for the months of June, July and August, 2026.

Carried

Motion made by Deputy Mayor Rempel to approve the monthly statements for June, July and August, 2026.

Carried

Committee Reports:

- a) **ORRSC**
Nothing to report.
- b) **Green Acres**
Nothing to report.
- c) **CFLR (Community Futures Lethbridge Region)**
Nothing to report.
- d) **FCSS (Family Community and Social Services)**
Just did the executive review. No budget increase next year
- e) **Mayors and Reeves**
1 MLA in attendance. Spoke of wetlands policy and AI data centres.
- f) **Chinook Arch Library System**
Discussion about funding and being vetoed by the City of Lethbridge. Also discussed Bill C-28 and the lack of funding provided.
- g) **Ag Society**
Carmangay Library on 3 month trial in the hall starting September 1 Thursdays 3-6. Bingo callers needed. Spoke of family fun day. Mistletoe market and turkey bingo upcoming.
- h) **Emergency Advisory Committee**
Training upcoming in October and November. Tabletop exercise to be held on September 23, 2026. Held a meeting on September 2 to discuss the software options that the partnership has been exploring. Another meeting upcoming on October 5th.
- i) **Carmangay Library**
Summer programs for kids was a success.
- j) **Southgrow**
Nothing to report.

New Business:

- a) **Meeting Procedures Bylaw Update**

Council was presented with an RFD outlining some appropriate updates to the Meeting Procedures bylaw. Discussion was held

Councillor Prince suggests:

- Strike provision allowing CAO to correct typos
- Strike public recording ban

Motion made by Mayor Bishop to direct Administration to amend the Meeting Procedures Bylaw to:

- **Remove references to the Freedom of Information and Protection of Privacy Act, and update them to the applicable Access to Information Act and Protection of Privacy Act references; and**
- **Remove the reference to Bylaw #727 - Council Code of Conduct; and**
- **Amend the organizational meeting provisions to specify that, where an organizational meeting is required after a by-election, it must be held no later than two weeks after the date of the by-election; and**
- **Clarify that Council appointments are to be considered and made at each annual organizational meeting; and**
- **Update agenda structure to change from individual committee reports to a Councillor report on all their boards and committees.**
- **Strike public recording ban**
- **Any other changes as identified.**

Carried

Motion made by Mayor Bishop to take a 5-minute recess at 8:31 pm.

Carried

Motion made by Mayor Bishop to return to the meeting at 8:44 pm.

Carried

b) National Police Federation Call to Action

Council was presented with an RFD and a letter requesting that Council consider signing the National Police Federations Call to Action to request that the Provincial Government pause the adoption of the Alberta Sheriffs Police Service and undertake consultations with stakeholders. Discussion was held

Councillor Prince says feds want to get out of provincial policing. Clinton says there is a briefing note but no policy.

Motion made by Mayor Bishop to endorse the 2026 Call to Action to the Government of Alberta regarding policing in

Alberta and authorize the Mayor to sign the Call to Action on behalf of the Village of Barons.
Carried

c) June and July Council Expense Claims

Discussion was held.

Councillor Prince abstains due to a conflict of interest.

Carried

Motion made by Deputy Mayor Rempel to deny the July claim for attendance at the Raymond 125th anniversary celebration.

Councillor Prince abstains due to conflict of interest.

Carried

Motion made by Mayor Bishop to deny the payment of the June claim for the Summer Municipal Leaders Caucus.

d) AB Munis Convention

As in previous years, Administration and a member of Council have attended the AB Municipalities Conference. Discussion was held.

Motion made by Mayor Bishop to have Mayor Bishop and Administrator Durell attend the Alberta Municipalities Conference.
Carried

e) ORRSC Agreement

Council was presented with an RFD outlining the updates to the Membership Services Agreement with the Oldman River Regional Services Commission. Discussion was held

Motion made by Councillor Prince to sign the agreement as presented.
Carried

f) Turkey Bingo Donation

Council was presented with an RFD relating to the request for donation to the Barons AG Society for their annual Turkey Bingo.

Motion made by Councillor Prince to donate \$100.00 to the Barons AG Society in support of their Turkey Bingo.
Carried

g) Feral Cats

Discussion was held.

Motion made by Mayor Bishop to instruct Administration to research other communities as to how they are managing cats at large, and to investigate Trap, Neuter, Return programs for same. Carried

- h) Bylaw #778 – Public Hearings by Electronic Means** Bylaw Council was presented with Bylaw #778 for their consideration. Discussion was held.

Motion made by Councillor Prince to read Bylaw #778 a first time this 8th day of September, 2026. Carried

Motion made by Deputy Mayor Rempel to read Bylaw #778 a second time this 8th day of September, 2026. Carried

And by UNANIMOUS CONSENT of Council, a motion made by Councillor Prince this 8th day of September, 2026. Carried

Motion made by Deputy Mayor Rempel to read Bylaw #778 a third time this 8th day of September, 2026. Carried

Motion made by Councillor Prince to instruct Administration to draft a bylaw amendment for Bylaw #766. Carried

Closed Session: a) none

Adjournment: Adjournment of the meeting was at 9:19 p.m.

Mayor – Clinton Bishop

Administrator – Jen Durell

VILLAGE OF BARONS

Reference: Council Meeting	Adopted By: Resolution	Number: 089
Prepared By: Jen Durell	Date: October 13, 2026	Supersedes: 062

POLICY

Title: Boulevard and Sidewalk Maintenance

POLICY STATEMENT *

The property owners are responsible for the summer watering and mowing of those Village boulevards adjacent to their properties which also includes the boundaries outside their property lines in the back of their properties. After mowing, all grasses must be cleared from the sidewalks.

In the winter, clearing of sidewalks adjacent to their respective properties is required

Trees on the Village boulevards are not permitted to be trimmed or removed without permission or a permit.

That the Community Hall, Legion and local businesses be responsible for clearing their respective entrances.

That the Village Public Works will continue to maintain the Main Street sidewalks and other areas as much as possible in the winter.

That the Village of Barons bans the use of pesticides, herbicides and insecticides on municipally owned properties which include alleys.

PURPOSE OF THIS POLICY IS TO:

To ensure that the sidewalks and boulevards are cleared and cared for.

DEFINITIONS

- a) "Boulevard" means the portion of highway between the curb lines or lateral lines of a roadway and the adjoining property lines exclusive of the sidewalk; also that portion of a street between the curb lines or lateral lines of a divided highway,

RESPONSIBILITIES

Property owners are responsible for the upkeep of their respective boulevards.

PROCEDURES

Property owners are to provide watering, mowing and/or clearing of the sidewalks of their adjacent boulevards.

**** 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

Reference: Council Meeting	Adopted By: Resolution	Number: 090
Prepared By: Jen Durell	Date: October 13, 2026	Supersedes: 084

POLICY

Title: Off Street Parking and Care of Boulevards and/or Lanes

POLICY STATEMENT *

The Council of the Village of Barons acknowledges that in some areas, boulevard parking is necessary due to the alignment or set up of the roads. Council also acknowledges that some properties do not have access to off street parking

PURPOSE

To implement standards for boulevard parking, and for the maintenance thereof.

DEFINITIONS

- a) "Act" means the MUNICIPAL GOVERNMENT ACT, RSA 2000, c, M-26.1, section 541, as amended.
- b) "Administrator" means the Chief Administrative Officer of the Village of Barons.
- c) "Boulevard" means the portion of highway between the curb lines or lateral lines of a roadway and the adjoining property lines exclusive of the sidewalk; also that portion of a street between the curb lines or lateral lines of a divided highway,
- d) "Council" means the Municipal Council of the Village of Barons.
- e) "Designated Officer" means the Chief Administrative Officer, Bylaw Enforcement Officer, R.C.M.P. Officer, Community and Development Officer or a Peace Officer
- f) "Order" means a written order in accordance with subsection 545 of the Act.
- g) "Owner" means the person who is registered under the LAND TITLES ACT as the owner of the land
- h) "Village" means the Municipal Corporation of the Village of Barons.

RESPONSIBILITIES

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

STANDARDS

- 1. An Owner must maintain the Boulevard or lane in a neat and tidy manner by;
 - a) Controlling the dandelions and noxious weeds or plants
 - b) Cutting and maintaining the grass as per Policy #062 – Boulevard and Sidewalk Maintenance Policy

- c) Providing adequate irrigation to trees and/or shrubs on the boulevards and/or lanes to prevent the drying out of soil/grasses
- 2. No Boulevard shall be used for the following;
 - a) Storing or parking of unlicensed automobiles, trucks, or for any other equipment or structures.
 - b) Despite the above, boulevard parking may be approved for owners upon submission of Appendix B, Application for Parking on Boulevard, to the Village development officer.
 - c) The storage or dumping of rubbish, garbage, leaves, lawn, trees or other plant refuse
 - d) Pedestrian, bicycle, motorbike, automobile, horse or other such traffic that could deface, destroy or otherwise damage the Boulevard
- 3. No Back Lane shall be used for the following;
 - a) Parking or storing of automobiles, trucks, buses or for any other equipment or structure
 - b) The storage or dumping of rubbish, garbage, leaves, lawn, trees or other plant refuse
- 4. Any Owner who desires to improve the boulevard above the measures outlined in Section 1 must first be approved by the Village of Barons Development Authority.
- 5. Any person who damages or causes to be damaged any Boulevard within the Village shall be subject to a fine as outlined in Appendix A or any other amount deemed necessary by the Designated Officer to re-establish the Boulevard(s) to its previous condition
- 6. The Designated Officer may:
 - a) Require the Owner to remedy any condition of the Boulevard or lane if it is in contravention or fails to comply with this Bylaw.
 - b) If the Owner fails, neglects, or refuses to remedy the conditions as directed by the Designated Officer, the Village may cause such work to be done as deemed necessary and charge the cost of the work to the Owner.
 - c) If an Owner is in default of a payment the Village may:
 - i. Recover the cost as a debt due to the Municipality, or
 - ii. Charge the cost against the land concerned as taxes due and owing in respect of the land and recover the cost as such, or
 - iii. Make any other provisions that the Designated Officer considers necessary to carry out the purposes of this Policy
- 7. An Owner, person, company or corporation who receives an Order under Section 6 of this Policy may request by written notice, within 14 days after the date the order is received, that Council review the order.
- 8. An Owner, person, company or corporation affected by the decision of a Council may appeal to the Court of Queen's Bench as outlined in section 548 of the Act if;
 - a) the procedure required to be followed by the Act is not followed, or

b) the decision is patently unreasonable

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

Schedule A
Application for Parking on Boulevard

Date Received: _____

Tax Roll Number: _____

PARKING ON BOULEVARD APPLICATION FORM
--

Owner: _____ Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

Municipality: **Village of Barons**

Street Address: _____

Lot _____ Block _____ Plan _____

PLEASE PROVIDE A DETAILED JUSTIFICATION, INCLUDE DRAWING OF PARKING AREA

The personal information required by the Village of Barons application form is collected under the authority of section 33© of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. The name of the permit holder and nature of the permit may be included on reports provided to the municipality. Please direct any questions about this collection to the Village of Barons at 403-757-3633.

Date: _____ Signature (homeowner only): _____

Rules for Establishing Boulevard Parking

The proposed boulevard parking must comply with the following for approval:

- a) Boulevard parking will only be allowed with permit.
- b) Boulevard parking must be angle parking only.
- c) Upon approval, the Owner must create a gravel parking area at the owners' expense and must follow the dimensions as prescribed in Table 5.8.1 – Minimum Parking Space Dimensions within the Village of Barons Land Use Bylaw.
- d) The Owner must ensure adequate drainage from the property, and/or that the parking area created does not alter existing drainage and mitigation work.
- e) The Owner must ensure that any damaged area of boulevard is brought back to previous condition.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 13, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Feral Cats RFD
Agenda Item Number:	5(c)

BACKGROUND/PROPOSAL:

Administration was tasked with researching other communities regarding how they are managing feral cats.

The attached survey compares cat bylaws and approaches to stray and feral cats in 27 villages, including Barons, and 10 additional cities and towns. It provides a starting point for Council to consider whether cat regulation or a cat management program would be appropriate for the Village.

Of the 37 communities listed, 15 are marked as having a cat bylaw and 22 as not having one. Among the 27 villages, 8 are marked “Yes” and 19 “No.” Barons is listed as not having a cat bylaw. The village populations range from 243 to 444, providing comparisons with communities of a similar size

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The survey indicates that most of the villages listed do not have a cat bylaw. However, a “No” response does not necessarily mean cats are unregulated: Andrew is noted as having a responsible pet owner bylaw that mentions cats but does not require licensing. The survey does not compare individual bylaw provisions, licence fees, penalties or enforcement costs.

A bylaw could establish expectations for cat owners and a process for addressing complaints. Its effectiveness would depend on enforcement capacity and arrangements for handling captured cats. The survey notes that Nobleford does not enforce its bylaw because it has no Bylaw Officer, illustrating the need to consider delivery of the service alongside the bylaw itself.

Stray and feral cat management is a separate consideration. The survey identifies trap, neuter and release (TNR) approaches in Edmonton, Calgary, Lethbridge and Claresholm. It also notes a separate shelter and adoption entity in Nanton and trapping with a municipal shelter/rescue in Coalhurst. These examples do not establish that comparable services would be or are available to Barons.

Initials show support –

Reviewed By: CAO: Jen Durell

Although the worksheet states that no community has provisions for stray or feral cats specifically, it also records the programs above for information purposes. The information therefore does not establish that these communities take no action. Program details, service availability and costs would need to be confirmed before selecting an approach.

Research is ongoing into available trap, neuter and release (TNR) and trap, neuter, vaccinate and return (TNVR) programs. The Canadian Animal Task Force (CATF), based in Calgary, has carried out TNVR initiatives in other communities and is a potential resource for further investigation. The cost of a program for Barons is currently unknown and would depend on the scope of the initiative. Program availability, service requirements and costs would need to be confirmed before any commitment is made.

Council may consider the following options:

1. Receive the survey for information and take no further action. This avoids new program costs but does not introduce a new mechanism for addressing cat concerns.
2. Request further information on enforcement, animal care services and costs before deciding whether to proceed. This would allow Council to assess a practical approach for Barons. This is the recommended option.
3. Direct Administration to prepare a draft cat bylaw for Council's consideration. This could address licensing, cats at large and owner responsibilities, but would require decisions about enforcement and animal care arrangements.

FINANCIAL CONSIDERATIONS:

The survey contains no cost estimates. Further review would require staff time. A bylaw or cat management program could involve enforcement, trapping, transport, veterinary care and sheltering costs. Potential licence revenue and any required budget allocation would need to be assessed before implementation.

RECOMMENDED ACTION:

That Council receive the cat bylaw survey for information and direct Administration to confirm enforcement options, available animal care services and estimated costs before Council decides whether to proceed with a cat bylaw or a stray and feral cat program.

ENCLOSURES:

- Survey of Cat Bylaws for Villages excel sheet

Cat Bylaw, Strays/Feral Cats

<u>Community</u>	<u>Population</u>	<u>Bylaw</u>	<u>Strays/Feral</u>	<u>Notes</u>
Andrew	425	No		They have a responsible pet owner bylaw which mentions cats, but no licensing is required
Barons	341	No		
Bawlf	422	No		
Big Valley	349	Yes		
Carmangay	250	No		
Champion	317	No		
Chauvin	345	Yes		
Chipman	274	No		
Clyde	430	No		
Cremona	444	No		
Donnelly	342	No		
Edgerton	425	No		
Elnora	298	Yes		
Girouxville	289	No		
Glenwood	316	No		
Hines Creek	346	No		
Holden	350	Yes		
Hughenden	243	Yes		
Longview	307	No		
Lougheed	256	Yes		
Myrnham	339	Yes		
Nampa	364	Yes		
Rockyford	316	No		
Rosemary	396	No		
Standard	353	No		
Vilna	290	No		
Warner	373	No		

Average Population 340

22 communities do not have a cat bylaw and 15 for - most of these are bigger centres with more resources

Other Communities

City of Edmonton	Yes	TNR	
City of Calgary	Yes	TNR	
City of Spruce Grove	No		
City of Airdrie	Yes		
City of Lethbridge	Yes	TNR	
Town of Nanton	No		Has a separate entity that primarily offer shelter, adoption for stray/neuter cats
Town of Coalhurst	Yes		Trapping - has its own shelter
Town of Picture Butte	No		
Town of Claresholm	Yes	TNR	
Town of Nobleford	Yes		They do not enforce their bylaw - they have no Bylaw Officer.

No provision for Stray/Feral Cats in any community

Edmonton, Calgary, Lethbridge & Claresholm all use TNR (Trap, Neuter and Release)

All cats caught are returned to exactly where they were picked up after neutering.

Village of Barons
THE MONTH September, 2026
2026 Monthly Statement Ending: September 30, 2026

	<u>Revenue</u>	<u>Expenses</u>
Taxes	\$10,341.54	
General Administrative	\$5,435.00	\$13,298.67
Council		\$2,338.20
Old Fire Hall Building		\$1,330.27
Bylaw Enforcement/Policing		
Shop		\$2,089.48
Roads and Streets		\$77,815.22
Water/Sewer/Garbage	\$30,301.42	\$199,735.72
Green Acres Requisition		
Recreation Facilities/Parks		\$21,171.75
Casual Wages/STEP		\$6,427.50
Legal		\$914.75
Election		
Chinook Arch		
Requisition - School		
Bulk Water	\$277.00	
Auditor		
Xplorner	\$600.00	
Carwash	\$83.25	
Insurance		
ORRSC		
FortisAlberta Franchise	\$1,108.68	
Assessor		
MPC		
Regional Water Services Delivery Strat		
Grants		
ATCO Gas Franchise Fee	\$848.94	
FCSS Requisition		
Treated Water - Nobleford		\$31,097.36
Disaster Services		
Total	\$38,654.29	\$356,218.92

Bank Balance - as of September 30, 2026	\$445,015.68
Outstanding Cheques as of September 30, 2026	\$48,997.44
GIC	\$0.00

2026 Taxes Owing	\$67,946.92
Outstanding Taxes - Prior to 2026	\$20,366.37
Total Outstanding Taxes	\$88,313.29

VILLAGE OF BARONS
POLICY

Reference: Council Meeting	Adopted By: Resolution	Number:
Prepared By: Jennifer Durell	Date: September 15, 2026	Supersedes:

Title: **Occupational Health and Safety Records Retention Policy**

Policy Statement *

The Village of Barons is committed to maintaining complete, accurate and accessible occupational health and safety records in accordance with Alberta legislation and sound records-management practices.

OHS records will be created, stored, protected, retained and securely disposed of according to the applicable legislative requirements and the Village's approved retention schedule. Records will include, as applicable, hazard assessments, worker training, workplace inspections, incident and first-aid reports, confined-space entry permits and testing results, equipment maintenance and inspection records, contractor safety documentation and corrective actions.

The Village will protect confidential and personal information contained in OHS records and limit access to authorized individuals. No record will be destroyed while it is required for an investigation, legal proceeding, insurance matter, audit, access request or other formal review.

The Purpose of This Policy is to:

The Village of Barons will create, maintain, protect, retain and dispose of occupational health and safety records in a manner that demonstrates compliance, supports prevention and investigation activities, protects personal information and preserves records required for legal, insurance or operational purposes.

Definitions: **Disposition:** Secure destruction, deletion or authorized transfer of a record after its retention period and any hold have expired.

Legal hold: A direction suspending normal disposition because a record is or may be relevant to litigation, an investigation, an access request, an audit, an insurance matter or another proceeding.

OHS record: Recorded information created, received or maintained as evidence of the Village's occupational health and safety duties, decisions, activities or results.

Official record: The authoritative copy designated for retention. Convenience copies and transitory working material are not official records.

Personal health information: Identifiable information about a worker's physical or psychological health, medical assessment, testing, treatment or functional limitations.

Responsibilities: This policy applies to all Village departments, work sites, workers, supervisors, managers, contractors where the Village controls the records, and all OHS records in paper, electronic, photographic, audio, video or other form. It supplements the Village records classification and retention system. If another enactment, contract, litigation hold or approved records schedule requires a longer period, the longer period applies.

This policy is intended to support compliance with the Alberta Occupational Health and Safety Act, Occupational Health and Safety Regulation and Occupational Health and Safety Code, including requirements to produce records to an officer. It must also be administered consistently with Alberta privacy and access legislation applicable to public bodies, the Workers' Compensation Act and Regulation, and any other law governing a particular record.

Legislation prevails if it conflicts with this policy. Administration will verify current statutory requirements before disposal and whenever Alberta OHS legislation changes.

ROLES	RESPONSIBILITIES
COUNCIL	Approves this policy and implementation
CHIEF ADMINISTRATIVE OFFICER	Implements the policy, designates record owners, authorizes holds and disposition, and obtains legal or specialist advice when required.
	Ensure required records are created, submitted, protected and retained; preserve evidence after an incident; and complete corrective-action documentation.
	Maintains classifications, access controls, retention triggers, legal holds and disposition logs; coordinates periodic reviews.
WORKERS	Promptly complete required reports, preserve records and follow confidentiality and filing requirements.
CONTRACTORS AND SERVICE PROVIDERS	Return or transfer Village records as required by contract and law, protect them while in custody, and do not destroy them without written authorization

Procedures:

- Records must be accurate, dated, legible and sufficiently complete to identify the activity, persons involved, findings, decisions, corrective actions and completion status.

- The department that creates or receives an OHS record must file the official record promptly in the approved repository and apply the applicable classification and retention period.
- Electronic approvals, photographs, text messages and other digital material that form part of an OHS decision or investigation must be captured in the official recordkeeping system.
- Access is limited to workers and service providers who require the record for an authorized purpose. Access permissions must be reviewed when duties change.
- Medical and personal health records must be stored separately from general personnel and incident files, with access limited to authorized persons.
- Supervisors should receive only information needed to implement restrictions, accommodations or controls.
- Records provided to a committee, representative, worker, officer or other person must be disclosed as required by law while limiting unrelated personal information.
- Repositories must use reasonable physical, administrative and technical safeguards, including secure cabinets or access controls, backups and protection against unauthorized alteration or deletion.

No OHS record may be destroyed when the Village knows or reasonably anticipates that it may be relevant to a claim, complaint, investigation, inspection, prosecution, access request, grievance, insurance matter, audit or litigation. The CAO or designate will issue and release legal holds. A hold overrides the schedule until written release, after which the ordinary retention period resumes, or the record is retained longer as directed.

Retention starts from the trigger shown in the schedule. “Current year plus” means the balance of the calendar year in which the trigger occurs, followed by the stated number of full calendar years.

Where more than one category applies, the longest retention period governs.

Disposition must be authorized and documented. Confidential paper must be cross-cut shredded or securely destroyed; electronic records and copies must be securely deleted in accordance with approved procedures and backup cycles.

A disposition log must identify the record series, date range, retention authority, destruction date, method and authorizing person. The log is retained permanently.

Retention Schedule:

The periods below are minimum Village requirements. A statutory minimum is identified where one is expressly prescribed. Operational periods are adopted to support due diligence and continuity and may exceed a statutory minimum. Specialized work not listed must be reviewed before records are destroyed.

Record	Retention period	Basis
Reportable serious injury, illness, or incident reports, including corrective action	7 years after the event; never less than 2 years	OHS Act s. 33(7) sets a 2-year minimum; longer municipal period supports claims and due diligence.
Other incident, near-miss, hazard, violence or harassment reports and investigations, including corrective action	7 years after the matter is closed	Operational retention; apply a hold where a complaint, claim or proceeding exists.
First-aid records	3 years from the date the illness or injury is recorded	OHS Code s. 183(3). Keep confidential and provide access only as authorized.
Hazard assessments, field-level hazard assessments, inspections, safe-work procedures and control reviews	Current year plus 5 years after superseded or work completed	Operational retention; preserves the basis for controls and changes over time.
Worker orientation, competency, training, certification, toolbox talks and acknowledgement records	Employment or assignment ends plus 5 years; certificate-specific rules may require longer	Operational retention; retain current proof while the worker performs the work.
OHS program, violence and harassment prevention plan, emergency plans, codes of practice and annual reviews	7 years after superseded	Operational retention; keep the current version active.
Confined and restricted space inventory, classifications, hazard assessments, written code of practice, entry procedures and rescue plans	7 years after superseded or the space is permanently removed from service	Operational retention. OHS Code Part 5 requires hazard assessment, a written code of practice and effective emergency procedures.
Confined-space entry permits, entry logs, atmospheric test results, tending-worker records, equipment inspections and related entry documentation	5 years after entry; never less than 1 year where no incident occurred or 2 years where an incident or unplanned event occurred	OHS Code ss. 47, 48, 52 and 58.
Confined or restricted space training, competency verification, rescue practice and equipment-use records	Employment or assigned duties end plus 7 years	OHS Code s. 46 requires training records. Operational period supports verification of continuing competence.
Hazardous-energy control and lockout records, including isolation plans or permits associated with	5 years after the work is completed; 10 years if linked to an incident	Operational retention; retain with the related work order or entry permit.

maintenance and confined-space entry		
Excavation, trenching, ground-disturbance and utility-locate records, including permits, assessments, inspections and protective-system documentation	5 years after the work is completed	Operational retention appropriate to municipal water, sewer, road and utility work.
Airborne concentration measurements for harmful substances	3 years from the measurement date, unless another category requires longer	OHS Code s. 20(4).
Noise exposure assessments	3 years from completion	OHS Code s. 220(2)(b).
Equipment inspection, testing, maintenance and certification records required for safe operation	Life of equipment plus 5 years, or the longer equipment-specific statutory period	Operational default. Apply any specific OHS Code requirement for the equipment.
Powered mobile equipment inspection and maintenance records	Life of equipment plus 5 years	OHS Code s. 260 requires these records to be kept at the work site and readily available to operators; Village period supports equipment history.

** This policy is subject to any specific provisions of the Municipal Government Act, the Occupation Health and Safety Act, The Occupational Health and Safety Code, or other relevant legislation.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 13, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Nobleford ACP Application RFD
Agenda Item Number:	12(b)

BACKGROUND/PROPOSAL:

The Town of Nobleford has requested a Council resolution from the Village as a supporting participant in its Alberta Community Partnership (ACP) application. The project would fund detailed design for strainer additions at the Nobleford Water Treatment Plant and a general condition assessment of the treatment system to guide future capital planning.

Nobleford has advised that they intend to submit the application before October 1, 2026, and that the signed supporting resolution must be confirmed by December 23, 2026.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Government of Alberta has indicated that one of their priorities is Intermunicipal Collaboration. Supporting the application would demonstrate intermunicipal cooperation and support planning for water infrastructure improvements.

The Town of Nobleford would manage the project and fund the municipal share. There is no burden on the Village for funding, management, or application of same.

COSTS/SOURCE OF FUNDING (if applicable):

Initials show support –

Reviewed By: CAO: Jen Durell

The estimated project cost is \$166,667, comprising a provincial grant of \$150,000 (90%) and a municipal contribution of \$16,667 (10%). Nobleford has stated that it will fund the municipal contribution.

No financial contribution is requested from the Village of Barons.

POLICY/LEGISLATIVE IMPLICATIONS

There is no identified policy or legislative change required by the Village.

RECOMMENDED ACTION:

- That the Village of Barons support, as a participating municipality, the Town of Nobleford's submission of a 2026/27 Alberta Community Partnership grant application for the Regional Water Treatment Plant Infrastructure Assessment Framework project, with the Town of Nobleford acting as managing partner and that Council acknowledge the estimated project cost of \$166,667, comprising a provincial grant of \$150,000 and a municipal contribution of \$16,667, with the full municipal contribution to be funded by the Town of Nobleford, subject to grant approval, and no financial contribution required from the Village of Barons.

ENCLOSURES:

- None

Report: Failure to File Campaign Disclosure Statement

Municipality: Village of Barons

Date: October 1, 2026

Prepared by: Chief Administrative Officer / Returning Officer

1. Introduction

This report documents the failure of Brian Passmore, a candidate in the 202 municipal by-election to file the required Campaign Disclosure Statement and Financial Statement (Form 26) as mandated by the *Local Authorities Election Act (LAEA)*.

2. Legislative Requirements

Pursuant to Section 147.4 of the *Local Authorities Election Act*:

Every candidate is required to file a Campaign Disclosure Statement and Financial Statement (Form 26). The filing deadline for campaign disclosure statements from the 2026 by-election was September 25, 2026. The financial statement must include:

- Total campaign contributions (if any)
- Total campaign expenses (if any)
- Any surplus or deficit (if any)
- Outstanding liabilities (if any)
- Required contributor disclosure

Failure to meet these requirements constitutes non-compliance under the *Local Authorities Election Act*.

3. Background

- The Municipal election took place on May 25, 2026.
- The filing deadline for the required campaign disclosure statement was September 25, 2026, as per the *Local Authorities Election Act*.
- Brian Passmore ran for the position of Councillor for the Village of Barons.

All candidates were provided with guidance materials outlining their obligations under the Local Authorities Election Act, including Section 147.4 reporting requirements.

4. Findings

- As of October 1, 2026, Brian Passmore **has not filed** the required Campaign Disclosure Statement.

- No extension request or explanation has been received.
- A verbal reminder was given to his next-of-kin, given known circumstances, on August 26, 2026 to have this filed.
- Copies of the required forms were provided in April and August of 2026.
- No response has been received to date.

This constitutes **non-compliance with Section 147.4** of the *Local Authorities Election Act*.

5. Legislative Breach

The failure to file the required disclosure statement engages enforcement provisions under:

- **Section 147.7** of the *Local Authorities Election Act* (offence for failure to file), and
- **Section 147.8** of the *Local Authorities Election Act* (penalties and consequences).

Under these provisions:

- The candidate is ineligible to run in the next general municipal election until the required statement is filed.
 - The candidate may be subject to fines or prosecution as prescribed by the Act.
-

6. Impact

The failure to comply with Sections 147.4, 147.7, and 147.8 of the *Local Authorities Election Act*:

- Undermines transparency in the electoral process within the Village of Barons
 - Prevents public scrutiny of campaign financing
 - Limits the municipality's ability to enforce compliance with contribution and spending limits
-

7. Recommendations

It is recommended that the Village of Barons:

1. Issue a Final Notice of Default citing Sections 147.4, 147.7, and 147.8 of the *Local Authorities Election Act*.
 2. Advise the candidate of statutory ineligibility for future elections until compliance is achieved.
 3. Record the non-compliance in official municipal records.
 4. Refer the matter for legal enforcement if the statement remains outstanding.
 5. Consider public disclosure of the non-compliance.
-

8. Conclusion

The failure of Brian Passmore to file the required Campaign Disclosure Statement following the May 25, 2026, municipal by-election constitutes a breach of Sections 147.4, 147.7, and 147.8 of the *Local Authorities Election Act*. Enforcement action is required to maintain transparency and accountability within the Village of Barons.

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 13, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Christmas Hamper RFD
Agenda Item Number:	12(f)

BACKGROUND/PROPOSAL:

The Barons Legion Branch No. 160 and Ladies Auxiliary have requested support for their third annual “A Little Bit of Christmas Magic” Christmas hamper program. Their Christmas Fundraiser and Festival will take place on December 12, 2026, and will include a silent auction.

The organizers welcome monetary donations or items for the silent auction. They provided 20 Christmas hampers last year and rely on community contributions to help feed people during the Christmas season. A response is requested by November 25, 2026.

The Village has previously supported the program with donations of \$100.00 in 2024 and \$200.00 in 2025.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

A donation would continue the Village’s support for a local initiative that assists people in need during the Christmas season. A contribution of \$200.00 would maintain the level of support provided in 2025. The request does not specify a donation amount.

COSTS/SOURCE OF FUNDING (if applicable):

Initials show support –

Reviewed By: CAO: Jen Durell

A \$200.00 donation can be funded through the Donations to Organizations budget account, which has \$729.44 remaining from the annual budget of \$1,500.00. A \$200.00 donation would leave a balance of \$529.44.

POLICY/LEGISLATIVE IMPLICATIONS

There is no identified policy or legislative change required by the Village.

RECOMMENDED ACTION:

That Council approve a \$200.00 donation to the Christmas hamper program, consistent with the Village's contribution in 2025.

ENCLOSURES:

- Christmas Hamper Request letter

Barons Legion &

Ladies Auxillary

Branch # 160

3rd Annual

"A Little Bit of

Christmas Magic"

Christmas Hampers

Barons Ladies Auxillary & Legion, Branch #160 want to continue spreading a "Little Bit of Christmas Magic" for their 3rd Annual Christmas Fundraiser & Festival on Dec 12th from 11 am to 3pm. At this event there will be music, food, kids activities, visit from Santa, and a Silent Auction. We are currently soliciting businesses and clubs asking for their support to this worthwhile cause.

Any donation, whether it be for the silent auction or monetary would be greatly appreciated. The more donations we get the more people we can help feed this Christmas.

Last year we delivered 20 Christmas Hampers and we cannot do that without the help and support from the surrounding businesses and people.

Mary Bishop

Legion President

(403)330-6274

Please let one of the Legion or Ladies Aux representatives know by November 25, 2026 if you would like to donate so we can arrange pickup. Thanking you in advance for considering this worthwhile cause.

Cyndy Golding

Ladies Auxiliary President

(403)330-8846

Sincerely,



Barons Ladies Aux.& Legion #160

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 13, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	Fortis Franchise Fee Rider
Agenda Item Number:	12(I)

BACKGROUND/PROPOSAL:

Annually Council reviews and, if they so choose, can adjust the franchise fee that is collected from ratepayers by Fortis Alberta. A franchise fee is a payment for the utility's exclusive right to operate and use municipal land for its distribution infrastructure (power lines, etc) within the Village's boundaries. The franchise fee is set by the Village and must be approved by the Alberta Utilities Commissioner (AUC). For electricity, this rate is capped at 20%. The current franchise fee rate for the Village is 5% - This remains unchanged from April 1, 2015.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Currently under the 5% franchise fee the Village collects approximately \$12,941 in annual revenue. This helps to offset some of the revenue needing to be collected by way of property taxes and other fees for service.

Based on projected revenues from Fortis Alberta, the 2026 franchise fee rider is estimated to be \$13,178, which is a \$237 increase from the estimated franchise fee revenue for 2027.

FINANCIAL CONSIDERATIONS:

Should Council decide to lower the rate from 5%, effective January 1, 2027, then any revenues that are not collected by way of the franchise fee will have to be accounted for elsewhere in the budget, either by budgetary cuts, by way of increasing fees for services, or by taxation.

Should Council decide that the rate remain unchanged then there are no budgetary impacts.

Should Council decide to raise the rate then any additional revenues may mean that budgetary cuts can be avoided, with the potential for some relief of property taxation or savings to capital reserves.

Initials show support –

Reviewed By: CAO: Jen Durell

RECOMMENDED ACTION:

1. Council should keep the franchise fee at 5% for 2027. This keeps the Village comparable to other communities
2. Council could consider increasing the franchise fee to keep in line with other similar sized communities. This increase to be no more than 15%.

ENCLOSURES:

1. 2027 Franchise Calculator

Village of Barons
Request For Decision (RFD)

Meeting:	Regular Council
Meeting Date:	October 13, 2026
Originated By:	Jen Durell, Chief Administrative Officer
Title:	ATCO Gas Franchise Fee Rider
Agenda Item Number:	12(m)

BACKGROUND/PROPOSAL:

Annually Council reviews and, if they so choose, can adjust the franchise fee that is collected from ratepayers by ATCO Gas. A franchise fee is a payment for the utility's exclusive right to operate and use municipal land for its distribution infrastructure (gas lines, pipelines etc.) within the Village's boundaries. The franchise fee is set by the Village and must be approved by the Alberta Utilities Commissioner (AUC). This rate is capped at 35% for natural gas. The current franchise fee rate for the Village is 14.97% - This remains unchanged from August 21, 2000.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

Currently under the 14.97% franchise fee the Village collects approximately \$14,610 in annual revenue. This helps to offset some of the revenue needing to be collected by way of property taxes and other fees for service.

Based on projected revenues from ATCO Gas, the 2026 franchise fee rider is estimated to be \$16,000, which is a \$1,390 increase from the estimated franchise fee revenue for 2027.

FINANCIAL CONSIDERATIONS:

Should Council decide to lower the rate from 14.97%, effective January 1, 2027, then any revenues that are not collected by way of the franchise fee will have to be accounted for elsewhere in the budget, either by budgetary cuts, by way of increasing fees for services, or by taxation.

Should Council decide that the rate remain unchanged then there are no budgetary impacts.

Should Council decide to raise the rate then any additional revenues may mean that budgetary cuts can be avoided, with the potential for some relief of property taxation or savings to capital reserves.

RECOMMENDED ACTION:

1. Council should keep the franchise fee at 14.97% for 2027 to keep in line with other similar sized communities
2. Council could consider increasing the franchise fee, as it has not been touched for 26 years. This increase to be no more than 25%.

ENCLOSURES:

1. ATCO Natural Gas Franchise Fee Estimate for 2027