



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: July 14, 2025 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from June 16, 2025 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Job Description & Skills Mapping Initiative

Item I2: Development & Compliance Enforcement

Item I3: Chief Administrative Officer Report

J. COMMUNICATION / INFORMATION

Item J1: Rocky View County – Residents' Day

Item J2: Marigold Library System – 2024 Value of Your Investment

Item J3: Motion Tracker

K. COUNCILLOR UPDATE

L. CLOSED SESSION

Item L1: Tri-Community Peace Officer Agreement, Closed per Sections 21(1), 23(1), and 24(1) of the Freedom of Information and Protection of Privacy Act

M. ADJOURN

Item E1

Minutes from June 16, 2025 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: June 16, 2025 Time: 7:00PM

A. ATTENDANCE

Mayor: Jim Bryson
Deputy Mayor: Lisa McAree
Councillors: Julie Sim, Nathaniel Fleming, Kim Schmaltz
CAO: Doug Hafichuk
Staff: Patty Malthouse

B. CALL TO ORDER

The meeting was called to order by Mayor Bryson at 7:00 pm.

C. AGENDA

(i) Item C1: Adopt Agenda

086:25 Moved by Councillor Fleming to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

(i) None

E. MINUTES

(i) Item E1: Minutes of the Regular Meeting of Council for June 02, 2025

087:25 Moved by Councillor Sim to accept the Minutes of the Regular Meeting of Council for June 02, 2025, as presented.
CARRIED

F. CORRESPONDENCE FROM PREVIOUS MEETING

(i) None

G. COMMITTEE REPORTS

(i) None

H. OLD BUSINESS

- (i) None

I. NEW BUSINESS

- (i) Item I1: Minimum Property Tax Waiver Request (Amasco)
088:25 Moved by Deputy Mayor McAree that the Minimum Property Tax be waived for the parcels identified in this report, and that they be taxed at assessed value for 2025.
CARRIED
- (ii) Municipal Development Plan
089:25 Moved by Councillor Sim that Council approves the phased approach to updating the Municipal Development Plan as outlined in this report and directs Administration to proceed with its implementation.
CARRIED
- (iii) Closure of Irricana Boys and Girls Club
090:25 Moved by Councillor Schmaltz that Council thank the Boys and Girls Club of Airdrie for their service to the community and direct Administration to prepare a letter of appreciation to that effect.
CARRIED
- (iv) Update on ECS / Kindergarten Programming
091:25 Moved by Councillor Sim that Council receive this report for information and authorize Administration to proceed with the recognition of Ms. Bev Sprague as outlined in this report.
CARRIED
- (v) Chief Administrative Officer Report
092:25 Moved by Councillor Fleming that the Chief Administrative Officer Report be received for information.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) Item J1: Reply from Province (Re: ATB Closure)
- (ii) Item J2: Motion Tracker

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

L. CLOSED SESSION

- (i) Item L1: Closed Session – Tri-Community Peace Officer Agreement

093:25 Moved by Mayor Bryson that Council go into Closed Session at 8:17 pm to discuss Item L1: Tri-Community Peace Officer Agreement, as per Sections 21(1), 23(1) and 24(1) of the Freedom of Information and Protection of Privacy Act.

094:25 Moved by Councillor Fleming that Council reconvenes to the public portion of the meeting at 8:29 pm.
CARRIED

M. ADJOURN

- (i) Adjournment

095:25 Moved by Councillor Fleming to adjourn the meeting at 8:30 pm.
CARRIED

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: July 14, 2025
Purpose: **Provided for Information**
Subject: Job Description & Skills Mapping Initiative

Summary:

Administration has completed the internal review phase of the *Job Description & Skills Mapping Initiative*, a strategic effort to identify skill gaps, clarify role expectations, and lay the groundwork for structured career progression. This precursor work supports long-term workforce development and will guide collaborative efforts with CUPE Local 37 beginning later in 2025.

Background and Discussion:

Between mid-2024 and early-2025, Administration undertook a comprehensive review of all roles defined within the organization and/or the Collective Agreement. The review excluded only the Chief Administrative Officer position, which is the direct responsibility of Council.

The initiative was coordinated and led by the Town's People & Community Coordinator, with active participation from the Manager of Public Works and the Manager of Municipal Administration. The Chief Administrative Officer provided general oversight.

This project was launched in anticipation of the 2025 round of collective bargaining, recognizing that both the Town and CUPE Local 37 have previously identified the Town's job descriptions as overly simplistic and lacking in practical clarity. However, the motivation extended well beyond bargaining – the broader goal was to strengthen the Town's ability to attract and retain quality talent, support internal development, and build long-term employee relationships.

Without clear job descriptions or structured progression, it becomes difficult to develop individual training plans, plan for succession, or reduce over-reliance on external contractors. This work addresses those gaps and supports a more sustainable workforce model.

The internal review used a SWOT-style framework to analyze roles, focusing on:

- Core functions and responsibilities
- Required knowledge, skills, and certifications
- Redundancies and gaps across departments
- Specializations that are not yet formally defined
- Opportunities to support internal growth and succession

This analysis confirmed that many existing job descriptions are too generalized to support key operational and HR functions. This creates challenges in several areas:

- *Professional Development* – Without defined pathways, it is difficult to support staff in growing their careers or transitioning between roles.
- *Succession Planning* – Limited clarity about internal capacity makes it harder to plan for retirements or vacancies.
- *Over-Reliance on Contractors* – Some specialized work could potentially be absorbed internally if supported by well-defined roles and development opportunities.
- *Compensation Benchmarking* – Although the Town participates in the Alberta Municipalities Wage & Benefits Survey, many current job descriptions lack sufficient alignment to extract meaningful market comparisons.

To support the analysis, Administration used a provisional four-stage progression model to evaluate each position. While the final structure will be co-developed with CUPE Local 37, the current framework includes:

1. *Entry Level* – Basic qualifications and limited experience
2. *Foundational* – Demonstrated municipal competency and training
3. *Preferred* – Specialized knowledge and greater independence
4. *Advanced* – Leadership in function or process, project support, and innovation

This model allowed Administration to identify both generalist and potential specialist roles, and to assess how staff might grow into new responsibilities. For instance, the *Municipal Clerk* position – often seen as a generalist role – was assessed across all four levels, revealing a clear evolution from customer service and records management to financial reconciliation and policy compliance.

While some roles are already well-defined, others are less clear or not yet established (e.g., Equipment Operator, Development Officer). This initiative has also helped identify emerging roles – such as Utilities Technician or Project Coordinator – that could strengthen internal capacity over time.

At present, results have not been shared directly with CUPE Local 37, but are expected to support the collaborative development of revised job descriptions and related tools in late 2025 or early 2026. Since the process and format for that work remains to be determined, internal efforts have now paused, having completed the “heavy lifting” needed to prepare for the next stage.

Next Steps

The *Job Description & Skills Mapping Initiative* serves as a precursor to a broader modernization of the Town’s staffing framework. The next phases will focus on:

- Establishing a joint process with CUPE Local 37 to finalize updated job descriptions
- Creating a structured wage grid that reflects job complexity and market benchmarks
- Aligning training and professional development opportunities with identified progression paths
- Using clarified job roles to improve internal capacity, reduce external dependency, and strengthen succession planning

While some individual wage levels may increase or decrease as part of grid realignment, the overall impact on the Town’s operating budget is expected to be effectively neutral. Improved job definitions will allow for more consistent, fair, and transparent compensation practices across the organization.

Financial Implications

There are no direct financial impacts from the internal review phase, as the work was completed using existing staff.

Future phases may result in adjustments to individual compensation levels as job descriptions and a structured wage grid are developed. While some roles may shift up or down, overall impacts are expected to be cost-neutral. Any changes will be addressed through collective bargaining and future budget cycles.

Recommendation:

That Council accept this report as information and note that further updates will be provided as the *Job Description & Skills Mapping Initiative* advances.

Pending agreement on a path forward with CUPE Local 37, the next phase of work is anticipated to begin in late 2025 and will be reflected on a future Administrative Workplan, likely focused on Q4 2025 and Q1 2026.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council Administration's report be received,
for information.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

N/A

Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: July 14, 2025
Purpose: **Provided for Information**
Subject: Development & Compliance Enforcement

Summary:

This report provides a summary of actions taken to date on four significant development compliance matters. Each case involves substantial non-compliance with municipal standards related to land use, site maintenance, or safety.

These targeted efforts mark a return to normal enforcement practice following several years of limited capacity and demonstrate that the Town is once again positioned to undertake meaningful enforcement – both proactively and in response to resident concerns.

These files are separate from routine bylaw matters, which continue to be addressed with the Town's "Educate and Collaborate" approach. The goal in all cases remains voluntary compliance, but the Town is prepared to act directly where required.

Background and Discussion:

Beginning in early 2025, the Town initiated a focused effort to resolve several longstanding or high-impact compliance issues. These efforts represent a re-establishment of normal enforcement capacity, following a prolonged period in which limited administrative and operational resources made large-scale enforcement difficult to pursue.

Issues have been identified through both resident complaints and municipal observation, with many files originating from both sources. Resident complaints often bring forward concerns that might otherwise go unnoticed, and the Town maintains a confidential complaint process to support community participation without fear of confrontation.

The four properties included in this report represent the first wave of targeted compliance efforts. Each case has been formally opened, with written expectations

and timelines provided to the property owner. Additional files will be brought forward in the months ahead.

While enforcement is a normal function of municipal operations, the number of active files is higher than would typically be expected. In a community of this size, one or two major enforcement actions per year would be considered normal. However, due to the backlog created by several years of limited enforcement, the current caseload is elevated. This report reflects a return to regular community standards, not a policy shift or exceptional enforcement effort.

The Town primarily relies on the Land Use Bylaw and Community Standards Bylaw to guide local enforcement, augmented by specific powers granted under the Municipal Government Act (MGA) – notably Sections 545 and 546 – which provide authority to issue Orders and undertake remedial work.

Some files described in this report have already seen positive movement toward compliance. In all cases, Administration has clearly communicated expectations, timelines, and consequences. Where compliance is not achieved, the Town **will** intervene directly – levying prescribed penalties and initiating remedial work without further notice.

Community Participation in Compliance

Residents are encouraged to report concerns related to unsafe, unsightly, or non-compliant properties by emailing ***Irricana@irricana.com***. *All complaints are kept confidential, and no personal information is disclosed during enforcement.*

Residents often note feeling uncomfortable reporting concerns. While this is perfectly understandable, particularly in a tight-knit community, raising concerns is an important way to support the community's health, safety, and overall appearance.

Enforcement is not intended to be combative or punitive but is most typically a collaborative endeavour to uphold shared community standards and respond to issues that impact the broader public. Every concern is reviewed and acted upon where appropriate.

309 – 3rd Street: Initiated through both municipal observation and resident complaints, this long abandoned property has been subject to previous enforcement efforts, and remained unsecured following a structural fire in early 2024 (Municipal crews were required to secure the building).

The structure appears to have significant fire and water damage, raising potential mold concerns, and may be sheltering animals. Further, the property is heavily overgrown and unkept.

The Town has issued a formal Order to Remedy requiring the demolition and full site remediation no later than August 15, 2025. The Municipality has confirmed its intent to undertake the work if not completed by the deadline, with full cost recovery.

Main Street Gas Station: This highly visible property on Main Street was subject to municipal observation and been deemed Unsightly due to multiple structural deficiencies, accumulation of debris, and large potholes in the parking area that pose a public hazard.

A formal Order to Remedy was issued on July 4, 2025. Required actions include removal of structural hazards and general site cleanup, with a compliance deadline of August 8, 2025. The Town has indicated it will act directly if necessary.

708 – 1 Avenue: Complaint-driven and relates to the operation of an animal rescue shelter in a residential semi-detached dwelling. Of particular concern is the commercial scale of the operation, with dozens of animals reportedly under care.

The Alberta SPCA conducted an inspection and found no animal welfare concerns. However, the land use is not compliant with the Residential Two-Dwelling District under the Town's Land Use Bylaw.

A formal letter was issued on July 4, 2025 requesting cessation of the operation by September 1, 2025, or confirmation of a cooperative transition plan by July 25, 2025. An Order to Remedy and/or civil action is to follow if compliance is not achieved.

Prairie View Development Lands This prominent undeveloped subdivision at the Town's highway includes issues with overgrown vegetation, noxious weeds (Bindweed, Yellow Clematis), unstable soil mounds, visible erosion, and extensive rodent activity.

The land's prominence at the entry into the community, as well as adjacency to numerous homes, elevates concerns substantially.

A formal Order to Remedy was issued on July 4, 2025 requiring either complete remediation or submission of a compliant plan by August 8, 2025. The Town has committed to completing the work and placing costs on the Tax Roll if the owner fails to comply.

Municipal Intervention & Cost Recovery

Where compliance is not achieved voluntarily, the Town has the authority under the Municipal Government Act to enter the property, complete the required work, and recover associated costs. However, these interventions must be approached with care:

- *Procurement standards apply.* Smaller scopes of work typically require multiple quotes, while larger projects may require a competitive bidding process.
- *Professionalism and fiscal prudence are expected.* Municipalities must ensure all work is completed safely, appropriately, and with reasonable cost-efficiency.
- *Costs must be fronted by the Town.* Expenses are usually recovered by placing them on the property's tax roll, which may take up to three years to be repaid, depending on the owner's response and tax status.

In some cases, there is a risk that the Town may be unable to recover all costs — particularly if the property value is low or the parcel is in tax sale proceedings. These risks are considered carefully when determining whether or how to intervene.

While cost recovery remains a priority, there may be instances where the Town proceeds with enforcement as a community-level investment, recognizing that the benefits of intervention may outweigh the financial risk. None of the current cases are expected to require that approach, but it may be considered in future files and require Council direction / approvals (e.g., Budget adjustments).

Financial Implications

Costs associated with municipal enforcement actions will vary depending on the scope of work required at each location, with individual interventions ranging from a few thousand dollars to six-figures.

Where municipal action is required, market engagement will be completed to obtain accurate cost estimates and ensure a fiscally responsible approach.

While costs are generally recoverable through the property tax roll, the Town must be prepared to absorb the upfront expense and manage associated financial risks.

Recommendation:

That Council accept this report as information.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council Administration's report be received,
for information.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

N/A

To: Mayor and Council
From: Chief Administrative Officer
Date: July 14, 2025
Purpose: **Provided for Information**
Subject: Chief Administrative Officer Report

Summary:

This report from the CAO provides a high-level summary of key Administrative and Public Works activities from June 12, 2025, to July 10, 2025.

Background and Discussion:

The Chief Administrative Officer provides regular updates to Council on key initiatives, issues, and activities which may impact the Community or Council decision-making. This report emphasizes activities between June 12, 2025, to July 10, 2025.

Key Meetings & Discussions

1. Met with Resident to discuss the Town's current bylaw enforcement activities, the importance of achieving community compliance, and the key role that resident complaints play in identifying concerns.
2. Held a pre-application meeting with a Resident to review the regulations governing Secondary Suites and provide guidance on preparing a successful Development Permit application.
3. Met with AllNorth Engineering to review the upcoming completion of the Town's Capital Plan, with specific focus on inspecting the remaining underground service lines.
4. Met with Axispoint Engineering to arrange support in finalizing the Water Meter Replacement RFP and the 2025 Road Program.
5. Held an introductory meeting with CUPE Local 37's new National Representative, Jackie Roe, with discussion focused on the prompt resumption of Collective Bargaining.

Financial Activities

1. Provided MNP with key reference materials and system access (including Symphony and CRA accounts) in preparation for the 2023 and 2024 municipal audits. A testing environment is being developed, with regular check-ins scheduled to maintain momentum and ensure progress.
2. Employee Benefits officially transitioned to AB Municipalities; Employee enrollment was straightforward and without issue. Payroll transition remains on track for August implementation.
3. Conducted a review of vendor files to verify contact, address, and payment information, and to remove long-inactive vendors from the system. A similar review will be undertaken for utility and tax accounts to ensure complete and accessible records.
4. The 2025 Property Tax deadline passed on June 30. TIPP registrations saw a modest increase during the period, with 44 customers now enrolled in the program.

Administrative Activities

1. Voyent Alert! launched on July 1, 2025, with 21 residents registering in the first week. The system was first used on July 2 to notify residents of a water system repair, demonstrating its value as a real-time communication tool.
2. Candidate information packages for the 2025 Municipal General Election were released on June 30, 2025. Electronic versions are available on the Town's website, with hardcopies available at the Town Office.
3. Executed an agreement with Loop for the redevelopment of the Town of Irricana website. Implementation planning is underway, with the new site anticipated to launch in late summer.
4. Development and compliance enforcement activities focused on significant and/or prolonged issues, as outlined in Item I2 of this agenda.
5. An updated Personnel Policy was launched to address gaps between municipal operations, the Collective Agreement, and applicable provincial and federal legislation. A similar initiative focused on Health and Safety policies is underway and scheduled for completion in July.

Public Works

1. Recruitment for the Manager of Public Works position remains active, with strong interest and several high-viability candidates identified. Interviews and discussions will continue over the coming weeks, with a new hire expected to be in place by September.

In the interim, an existing staff member has accepted an Acting Team Lead role to support day-to-day coordination and service delivery.

2. Seasonal Public Works hiring is complete, with two positions filled. Both employees began on July 7, 2025, and will focus primarily on the maintenance and repair of the Town's parks and greenspaces.

With seasonal roles now in place, permanent Public Works staff will have the opportunity to begin using more accumulated banked time through the summer.

3. The Spray Park opened for the season on June 26, 2025. While one feature requires repair and another has weak water pressure, the park remains open and well-used. Coordination with vendors is underway to complete the necessary maintenance.
4. Summer beautification efforts are underway across public spaces. Flower beds have been planted, and work is ongoing to manage weeds and carry out general cleanup throughout the community.
5. Laneway maintenance has been completed, guided by both resident complaints and staff observations. While the Town is limited by the lack of certain heavy equipment, basic shaping and surface maintenance have been completed, with moderate results. Further work will continue, resources permitting.
6. Non-residential recycling customers received a two-month bill credit totaling \$25.50 as compensation for prolonged service disruptions during the rollout of Enhanced Producer Responsibility.
7. Repairs were completed to a residential water service at 6 Street and 3 Avenue. In addition to addressing the immediate issue, the saddle and adjacent service connection – both showing signs of aging – were proactively replaced to prevent future failures.

Financial Implication(s):

No financial implications. The report is provided for information only.

Recommendation:

Administration recommends that the report be received for information.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the Chief Administrative Officer Report be received for information.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

N/A

Item J1

Rocky View County – Residents' Day

JOIN US FOR



RESIDENT'S DAY

WEDNESDAY
23
JULY
11 A.M. – 2 P.M.



FOOD, MUSIC & NEIGHBOURS

-
- ➔ Catch a close-up look at a STARS helicopter
 - ➔ Enjoy family fun – local market, petting zoo, bouncy houses & more
 - ➔ Meet your Councillors, connect with County staff, and learn about the services that support your community
-

COME FOR THE CONVERSATION, STAY FOR THE FUN.



ROCKY VIEW COUNTY

Item J2

Marigold Library System – 2024 Value of Your Investment

Irricana & Rural Municipal Library

2024 Value of Your Investment



As a Marigold Library System member, your library maximizes cost-savings and benefits from shared library collections and resources, enhancing public library service for your residents.

2024 levy payments to Marigold (2023 Municipal Affairs population)

	Per Capita Levy	Population	Contribution
Municipality	\$6.46	1,179	\$7,616.34
Library Board	\$4.50	1,179	\$5,305.50
TOTAL levy payments from Irricana to Marigold			\$12,921.84

2024 financial value of Marigold membership

This amount indicates what it would cost your library, where costs are known, to offer the same standard of service to meet community needs and interests without membership in Marigold.

The value of core services for your library includes managed IT services and helpdesk support, library software, books, ebooks and other collections, deliveries of interlibrary loans, training materials for staff and patrons, and more.

Value calculations are detailed on the following pages	\$275,885.99
Cash and spending accounts from Marigold	
Transfer payments (cash)	\$3,500.00
IT Capacity Fund (spending account)	\$1,000.00
Collection allocation & bestsellers (spending accounts)	\$5,175.00
TOTAL value of membership	\$285,560.99

2024 Levy Payments to Marigold
\$12,921.84

2024 Value of Your Membership in Marigold
\$285,560.99

Irricana & Rural Municipal Library

2024 Value of Your Investment



Financial Value of Marigold Services

These amounts indicate what it would cost your library to offer the same standard of services to meet community needs and interests.

Collections

Collections Discounts for Your Library This value represents the amount of money your library saved on collection materials in 2024. Marigold's bulk purchasing power provides deep discounts for new collection items. Without membership in Marigold, your library would spend more to purchase the same collection materials. Marigold staff save library staff time by assisting with collection selection.	\$1,811.25
Cataloguing & Processing of New Materials by Marigold Professional cataloguing enables patrons to locate and request popular books, video games, movies, equipment, and more in the online catalogue or app. New materials are delivered to your library ready for patrons to borrow, complete with barcodes, protective wrapping, durable cases for AV, and labelling.	\$1,920.00
Unique eBook & eAudiobook Titles Borrowed by Your Cardholders Marigold provides a wide range of digital collections for reading, watching, listening, and learning. The average cost for an eBook is \$36, and for an eAudiobook, it is \$53. Marigold's membership in The Regional Automation Consortium (TRAC) allows your patrons access to shared Overdrive/Libby and Cloud Library collections.	\$35,070.69
eResources Licensed online resources provide digital, online content for your patrons. eResources include Ancestry.com, Consumer Reports, Auto Repair, Kanopy Plus, Pronunciator Language Learning, and more.	\$15,990.00
Kits, Games & Travelling Displays Borrowed from Marigold Libraries save money by borrowing kits, games, and displays from Marigold, such as craft and makerspace kits, travelling book displays, a karaoke machine, life-size games like Snakes and Ladders, and more.	\$270.00
Collection Insurance Marigold provides insurance for the physical collections at member libraries.	\$1,150.94

Irricana & Rural Municipal Library

2024 Value of Your Investment



Delivery & Resource Sharing

Unique Physical Titles Borrowed from Other Libraries by Your Patrons	\$26,901.00
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As a member of TRAC and an Alberta Public Library Network Partner, patrons registered at Marigold libraries can request an item from any of the 185+ libraries in TRAC, plus other libraries across Alberta. The TRACpac online catalogue and app allow your patrons to place holds on an item anywhere in Alberta and have it delivered to their local library through Marigold van delivery.

Library to You (L2U) is a free mail service for those facing physical or geographic difficulties visiting their public library in person. For patrons across Marigold, Marigold staff fill holds for homebound or remote patrons and mail items to the patron with a free return label.

Weekly Van Delivery Service	\$13,745.33
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All items requested by patrons pass through Marigold headquarters for sorting and transportation to their destination through Marigold van delivery. Likewise, items being sent out for loan at other libraries and library systems are transported to Marigold for sorting before going on to the next location, either by Marigold van, provincial courier (other systems), or by mail (e.g. academic libraries). Drivers also deliver new collection materials, kits, games, supplies, and promotional materials.

IT

IT Site Visits, Helpdesk, Remote Support & Consultation	\$7,004.06
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IT staff provide remote support, troubleshooting, cybersecurity training, and on-site installations and upgrades for your library. Their goal is reliable IT support for library staff and a positive patron experience. Marigold helps library staff plan for the lifecycle of their computer equipment.

Marigold IT manages the network of computers, devices, and systems that connect member libraries and library service to the world. Member libraries can rely on our team to offer technical support, monitor bandwidth, implement firewall protocols, troubleshoot connection issues, and perform software updates.

Equipment, Software, Licensing, and Library Software	\$154,563.06
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Libraries need the right equipment, software, and network, and Marigold provides the expertise to bring it all together. Networked services include email hosting, cloud-based storage, software licensing, file sharing, a toll-free phone system, and a secure environment for patrons to access library collections and digital content. Marigold staff negotiate complex IT vendor contracts on behalf of the system.

Irricana & Rural Municipal Library

2024 Value of Your Investment



Supernet & Internet	\$6,262.80
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Internet and Wi-Fi are available to patrons and staff at member libraries via Marigold on a robust, secure, fibre-optic network. The Alberta Public Library Services Branch (PLSB) pays for monthly SuperNet costs for Marigold member libraries, and Marigold pays for monthly internet costs (bandwidth).

Website	\$9,197.37
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Marigold provides a website where your library can share information on everything it offers. The websites allow libraries to engage with community members and provide information, resources, and services to the public. Marigold staff are available to assist libraries with website updates.

More details regarding IT products and services will be provided in next year’s report.

Training, Professional Development & Consultation

Marigold Conference & Professional Development	\$1,000.00
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Marigold pays for up to two library staff members to travel and attend the Marigold Conference, which featured keynote speaker Nick Tanzi in 2024. The conference also included a day of sessions and networking with peers. Marigold also organizes and pays for library staff to travel and attend Library Leaders training in September. The 2024 meeting featured sessions on public speaking and working with the media.

Consultation, Support & Expertise	\$700.49
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Each member library is assigned a consultant from our team of professional librarians. Marigold consultants have a wide range of skills and backgrounds and are experts in problem-solving and teamwork.

Your Library Services Consultant provides advice, solutions, and support for library managers and staff on personnel management, professional development, program planning and support, collection development, weeding and inventory, board and policy development, standards and best practices, reference questions, performance measures, space planning, and more.

Library Services Consultants also train library staff on a wide range of skills and topics (this is not reflected in the value assigned here).

Irricana & Rural Municipal Library

2024 Value of Your Investment



Customized Plastic Library Cards

Marigold subsidizes new plastic library cards, which require a special numbering sequence for each library.	\$299.00
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Financial Benefit TOTAL	\$275,885.99
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Item J3

Motion Tracker

Motion Tracker

Motion #	Description	Action Required	Motion Date	Public / In Camera	Due Date	Status	Comments	Last Update
067:25	Development Incentives Policy	that Council direct Administration to create a Development Incentive Policy, as discussed (Closed Session)	12-May-25	Public	TBD	Pending	On Worplan shared at Committee of the Whole. CotW - Sept 8 2025 Council - Sept 15, 2025	9-Jul-25
024:23	OneConnect Waste to Energy	that Administration be directed to conduct a feasibility study on the use of Waste-to-Energy, including applying for and managing available grants and report back to Council upon completion.	06-Feb-23	Public	N/A	On Hold	Grant funding application rejected by FCM on criterion basis. Alternative path forward being developed.	28-Aug-24