



# REGULAR MEETING OF COUNCIL

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**Council Chambers, Irricana Centennial Centre, 222 2 Street**

**Date:** August 11, 2025 **Time:** 7:00PM

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**A. ATTENDANCE**

**B. CALL TO ORDER**

**C. AGENDA**

**D. PRESENTATIONS**

**E. MINUTES**

Item E1: Minutes from July 14, 2025 Regular Meeting of Council

**F. CORRESPONDENCE FROM PREVIOUS MEETING**

**G. COMMITTEE REPORTS**

**H. OLD BUSINESS**

**I. NEW BUSINESS**

Item I1: Appointment of Marigold Library System Representative

Item I2: Update on Tri-Community Peace Officer Program

Item I3: Chief Administrative Officer Report

**J. COMMUNICATION / INFORMATION**

Item J1: Letter from New RCMP Alberta Commander (Introduction)

Item J2: Motion Tracker

**K. COUNCILLOR UPDATE**

**L. CLOSED SESSION**

Item L1: Update on Collective Bargaining with CUPE, Closed per Section 30(1)(e) of the Access to Information Act.

Item L2: Potential Lease of Municipal Space – Council Direction, Closed per Section 29(1) and 30(1)(c) of the Access to Information Act.

**M. ADJOURN**

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**Item E1**

Minutes from July 14, 2025 Regular Meeting of Council

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## REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

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

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### 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

096:25 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 16, 2025

097:25 Moved by Mayor Bryson to accept the Minutes of the Regular Meeting of Council for June 16, 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: Job Description & Skills Mapping Initiative  
098:25 Moved by Deputy Mayor McAree that Administration's report be received for information.  
CARRIED
- (ii) Item I2: Development & Compliance Enforcement  
099:25 Moved by Mayor Bryson that Administration's report be received for information.  
CARRIED
- (iii) Item I3: Chief Administrative Officer Report  
100:25 Moved by Deputy Mayor McAree that the Chief Administrative Officer Report be received for information.  
CARRIED

#### **J. COMMUNICATION / INFORMATION**

- (i) Item J1: Rocky View County – Resident's Day
- (ii) Item J2: Marigold Library System – 2024 Value of Your Investment
- (iii) Item J3: Motion Tracker

#### **K. COUNCILLOR UPDATE**

- (i) Roundtable Discussion

#### **L. CLOSED SESSION**

- (i) Item L1: Closed Session – Tri-Community Peace Officer Agreement  
  
101:25 Moved by Mayor Bryson that Council go into Closed Session at 7:50 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.  
  
102:25 Moved by Councillor Fleming that Council reconvenes to the public portion of the meeting at 7:58 pm.  
CARRIED

**M. ADJOURN**

(i) Adjournment

103:25 Moved by Deputy Mayor McAree to adjourn the meeting at  
7:58 pm.

CARRIED

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Jim Bryson  
Mayor

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Doug Hafichuk  
Chief Administrative Officer

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** August 11, 2025  
**Purpose:** Request for Decision  
**Subject:** Appointment of Marigold Library System Representative

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**Summary:**

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Seeking Council's approval to appoint Ms. Dawn Mosondz as the Town of Irricana's representative to the Marigold Library Board.

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**Background and Discussion:**

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The Marigold Library System is a not-for-profit membership collaborative consisting of 42 municipalities in Southern Alberta. It provides cost-effective, quality public library service by pooling resources and capitalizing on partnerships to obtain and deliver valuable services and products at the lowest possible cost.

Through its regional network, Marigold offers:

- Access to expanded collections, technology, and online resources
- IT infrastructure and technical support
- Professional expertise and training opportunities
- Regular delivery of library materials
- Collaborative purchasing and cost efficiencies

This regional support allows the Irricana & Rural Library Board to focus on frontline service to the community while leveraging Marigold's infrastructure, training, and resources behind the scenes.

**Appointment of Local Representation**

Active local representation within Marigold ensures that Irricana's interests and priorities are considered in regional decision-making. It also strengthens the connection between the local Library Board and the broader network, enabling effective advocacy for resources, programming, and services that benefit our community.

The Irricana & Rural Library Board has recommended that Ms. **Dawn Mosondz** be appointed as Irricana's representative to the Marigold Library Board. Ms. Mosondz was previously appointed by Council to the local Library Board and currently serves as its Chairperson. Her leadership role, knowledge of the library's operations, and commitment to community service position her well to represent Irricana at the regional level.

A copy of the Board's meeting minutes recommending her appointment is included for Council's reference, as Attachment 'A'.

### **Options**

1. **Appoint Ms. Dawn Mosondz** as the Town of Irricana's representative to the Marigold Library Board.
2. **Decline to appoint** and request the Irricana & Rural Library Board to provide an alternate recommendation.

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### **Financial Implications**

Meeting attendance is on a volunteer basis and is not remunerated by the Town of Irricana. As such, there are no financial or budget impacts associated with the appointment.

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### **Recommendation:**

That Council appoint Ms. Dawn Mosondz as the Town of Irricana's representative to the Marigold Library Board, effective immediately.

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### **Recommendation Motion(s):**

#### **Option #1:**

Motion #1:       **THAT** Council appoint Ms. Dawn Mosondz as the Town of Irricana's representative to the Marigold Library Board, as recommended by the Irricana & Rural Library Board.

#### **Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

Attachment 'A' – Irricana Library Board Minutes of May 8, 2025



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**Item I1**

Irricana Library Board Minutes of May 8, 2025

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# Irricana & Rural Library Board Meeting Minutes

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## Town of Irricana Library Board May 8, 2025, 7:00 p.m. Irricana Library - Lions Room

1. **Call to Order:** Chairperson Mosondz called the meeting to order at 7:05pm
2. **Present:** Nathaniel Fleming, Shannon Simmons, Papari Borthakur, Lisa McAree, Dawn Mosondz, Robert Anderson  
**Regrets:** None
3. **Approval of Agenda:** Motion by Nathaniel Fleming to accept the agenda as presented.  
Second: Shannon Simmons. Carried.
4. **Amendment/Approval of Minutes: April 10, 2025**  
Motion by Shannon Simmons to accept minutes as presented.  
Second by Lisa McAree. Carried.
5. **Reports:**
  - 5.1. Managers' Report  
New FCSS program to be run through the library but we need to know funding provided for the planned Senior program. No further questions to Manager's report.  
Vacation request approved. Amend form to Vacation Request, not a RFD.
  - 5.2. Financials
    - 5.2.1. Balance Sheet
    - 5.2.2. Receipts & Disbursements  
Town's installment for 2024 has been paid in full.  
Town's financial support for 2025 is partially paid. Notice for balance to be forwarded to the Town for balance payment in June. (50/50)  
  
Banking options. Look at possibility of moving account with the closure of the local ATB branch.  
  
Motion by Nathaniel Fleming: Bob Anderson to prepare the paperwork to transfer the bank account from ATB to Beiseker Credit Union. Second by: Shannon Simmons  
Carried.  
  
Books need to be reviewed/audited. Bob to take the information to Grace to complete.
    - 5.2.3. Multi-Year Budget Update (Quarterly)  
Discussion regarding previous meeting discussion about Fines, Book Sales noted on Receipts & Disbursements with \$0 There is usually one deposit for the year which is broken down between these items.
    - 5.2.4. Correspondence  
None  
  
Motion by Bob Anderson to accept reports as presented.  
Second Lisa McAree  
Carried

# Irricana & Rural Library Board Meeting Minutes

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## 5. Old Business

5.1. Board Recruitment Ongoing/Members Terms

5.2. Fundraising

5.2.1. Donation Box

5.2.2. Growing Smiles Fundraiser – Poinsettia's & Wreaths

Completed – Next sale: Registration: October 2025

5.2.3. Make It Sow - Seed Packs

In Process. Closing date for orders March 22, 2025.

Online orders and form in Library for in-person (cash/e-transfer)

5.2.3. Quilt/Local Artists - promotion of local artists

5.2.4. Christmas at the Library Auction

- November/December 2025

5.3. Library Board Policies/Records

Look to review and update/save the minutes, policies, procedures on Marigold's system. We need to contact Marigold for information on the platform available. This will allow for updated information to be readily available electronically.

5.4. AED Machine

Nathanial had a meeting with Doug (CAO Town of Irricana) and another meeting next week. Options for a better manageable machine.

5.5. Bartending Request – August 2025

More details to follow closer to the event. Date is August 16, 2025. Location Irricana Community Hall

5.6 Marigold Board Training.

Nathanial and Dawn attended session in Three Hills put on by Laura from Marigold. Informative. Realize that it is the responsibility of the Board to review the changes to the Act and update our policies accordingly. Importance of having notes dates for policies.

## 6. New business

6.1. Marigold Representative.

We need to have a member from the Board appointed by Council to attend the Marigold meetings. Meetings are held quarterly. Two are in person, two are zoom meetings. We need to appoint a member to submit as an RFD to council to formally appoint. The meeting minutes with Council's appointment need to be sent to Marigold.

Motion: Motion by Nathanial Fleming to submit to council Dawn Mosondz as the representative for the Marigold representative. Second: Bob Anderson. Carried.

## 7. Action Items

7.1. Giving Tree Mural – Brenda Campbell

7.2. Poster for social media – regular updates

7.2.1. Look at regular posts with "Did you know..." weekly posts/topics and follow up with "Available at the Library". Soft sells for the library/Hard sell for the library.

# Irricana & Rural Library Board Meeting Minutes

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## **8. In Camera/Labour**

## **9. Next meeting date: September 11, 2025 @ 7:00pm**

## **10. Adjourn**

Meeting adjourned by Chairperson Mosondz at 8:20pm

### **Information:**

#### **January**

- Annual Report, Statement of Receipts and Disbursements and current year budget send to Marigold

#### **February**

- Annual Report Due

#### **May**

- Annual Marigold Library Systems Conference: May 26, 2025
- Audit review of financials for June submission
- Annual Library Usage Survey

#### **June**

- Submit Application for Financial Assistance for Municipal Libraries/copy of Annual Report/copy of Audited Statement of Receipts and Disbursements/copy of Approved Budget to Marigold Headquarters

#### **September**

- Prepare Budget for following year

#### **October**

- Pass Budget and present to Council

#### **November**

- Bylaw/Policy review

#### **December**

- Christmas at the Auction/Christmas on Main

### **Needs Assessment:**

Library Usage Survey: April 2026 Next survey

### **Policies/Bylaws:**

Plan of Service: Next review date:

### **Board Members:**

Chairperson - Dawn Mosondz	Term Expires: October 2026
Treasurer - Robert (Bob) Anderson	Term Expires: October 2027
Recorder – Position Open	
Shannon Simmons	Term Expires: October 2027
Nathaniel Fleming - Councilor	Term Expires: October 2025
Lisa McAree - Councilor	Term Expires: October 2025

Signed: \_\_\_\_\_  
Chairperson, Dawn Mosondz

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** August 11, 2025  
**Purpose:** **Provided for Information**  
**Subject:** Update on Tri-Community Peace Officer Program

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## **Summary:**

To update Council on recent structural and operational changes to the Tri-Community Peace Officer Program, undertaken to ensure the program's continued viability and better alignment with its original cost and value objectives.

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## **Background and Discussion:**

The Tri-Community Peace Officer Program is a shared municipal enforcement initiative between the Town of Irricana, Village of Beiseker, and Village of Acme. Under the agreement, the Village of Beiseker holds the provincial appointments and serves as the direct employer of the Peace Officer, with costs shared among the partners on a 40% (Irricana) / 40% (Beiseker) / 20% (Acme) basis.

Since its inception in 2023, the program has been well received and has provided consistent bylaw enforcement and public safety services across all three municipalities. However, actual operating costs have far exceeded initial projections, largely due to higher-than-anticipated administrative support costs. This escalation threatened the program's long-term sustainability and required corrective action, and has been the subject of discussion between partners over the past year.

## **Partner Consultation**

Before making any fundamental changes that could impact service delivery or costs, all three partners held multiple discussions to ensure that adjustments would not compromise the program's service delivery expectations, its operational model, or its overall viability. These changes are the result of lessons learned over the program's first two years and have been implemented with a shared commitment to improving efficiency and value.

## **Administrative Changes**

The most significant adjustment is the elimination of dedicated administrative support staff. This change is expected to reduce overall program costs by approximately 25%.

The Town's 2025 budget allocated \$68,000 for its share of program costs, reflecting previous program adjustments and anticipating further cost reductions. With the recent changes, annual expenses are now projected to be closer to \$60,000 on a go-forward basis – far closer to the original estimate of \$53,000 presented to Council when the program was first considered in 2023, and more aligned with the value originally envisioned. More refined figures will be available for Council's consideration during the Interim Budget process in December.

## **Impact on Service Delivery**

Removing administrative support shifts certain duties – such as responding to phone calls and handling routine administrative tasks – directly to the Peace Officer alone. While this may slightly reduce the number of officer hours available for patrols, Administration believes a strong presence will be maintained in each community, and that the program's overall value will increase.

## **Scheduling Adjustments**

In response to operational lessons learned, the Peace Officer schedule is moving toward:

- **Single-community daily focus**, allowing for more on-site presence, same-day follow-ups, and improved resident interaction.
- **Standardized five-day work week**, primarily within normal Monday–Friday operating hours, complemented by regular evening and weekend coverage and participation in public events.

The previous model operated on a four-day, ten-hour schedule. Moving to a more standard five-day work week will also provide residents — and Administration — with more consistent access to enforcement services.

## **Future Program Refinements**

As the program continues to mature, partners will continue to seek opportunities to refine operations and further enhance value. Potential improvements, such as simple technology upgrades, could strengthen communication with enforcement staff and provide clearer, data-driven insight into program performance.

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**Financial Implications**

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The 2025 budget already reflects anticipated program cost reductions, with the finalized changes expected to result in a modest positive variance. Finalized cost impacts will be presented with the Interim Budget in December.

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**Recommendation:**

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That Council receive this report for information.

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**Recommendation Motion(s):**

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**Option #1:**

Motion #1:       **THAT** Council receive Administration's report, as information.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

N/A

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** August 11, 2025  
**Purpose:** **Provided for Information**  
**Subject:** Chief Administrative Officer Report

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## **Summary:**

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This report from the CAO provides a high-level summary of key Administrative and Public Works activities from July 11, 2025, to August 7, 2025.

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## **Background and Discussion:**

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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 July 11, 2025, to August 7, 2025.

## **Key Meetings & Discussions**

1. Met with a Resident to discuss concerns regarding non-routine property compliance; the property in question is already scheduled for enhanced enforcement.
2. Met with Bluerock Planning to begin preliminary discussions on updating the Town's Municipal Development Plan.
3. Follow-up discussion with Applicant (D2025:003) regarding development of a light manufacturing facility in the Pioneer Industrial Park.
4. Met with the Executive Director of Boomer's Haven Animal Rescue Society (ENF-25-004) to review the status of the operation and explore potential avenues to achieve compliance with municipal regulations.

The discussion also acknowledged the logistical and emotional impacts associated with winding down or relocating the rescue if compliance cannot be achieved.



## **Financial Activities**

1. 2023 Audit: Submitted first round of data to Auditor and held internal re-kick-off meeting. Weekly team check-ins are in place to maintain momentum, with 2023 financials tentatively scheduled for presentation at the September 2, 2025 Regular Meeting.
2. Irricana Curling Club has not yet remitted lease payments for the Irricana Recreation Centre. Two \$5,000 installment invoices (March and May) remain unpaid; a final \$5,000 invoice is scheduled for September 1, 2025, with two reminder letters issued to date.

## **Administrative Activities**

1. Collective Bargaining with CUPE Local 37 has concluded following in-person sessions on July 22, 24, and 31. A ratification vote for Members is being scheduled; further details are provided in Item L1.
2. Website redevelopment remains on schedule (via Loop), with sitemapping and content migration underway. Major build work is on track for August completion, with a tentative site launch in late September.
3. Established Alberta Purchasing Connection account, a widely used, provincially managed procurement portal that provides a consistent, centralized location for posting Town tenders, RFPs, and RFQs.
4. Staff-level exploratory discussions in preparation for developing a Communication Policy and Procedure (targeted for 2026). A coordinated, intentional communication strategy is essential for organizations serving a broad and diverse customer base.
5. Pioneer Industrial Park Subdivision (S2025-001) is nearing final endorsement, with the Plan of Survey and associated documentation complete. Development Agreement finalization and final site reviews remain in progress but are nearing completion.
6. Order to Remedy (File ENF-25-004, 309 – 3 Street) deadline has passed with no response or action. A scope of work has been prepared to obtain vendor quotes for clearing the site and returning it to a condition suitable for resale, redevelopment, or low-maintenance long-term holding. Subject to contractor response and availability, work is expected to be completed by the end of September.

## **Public Works**

1. Recruitment for a Manager of Public Works continues as planned; first-round interviews are complete, with follow-up and selection activities underway. A new hire is expected to be in place by September 2025.

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

2. The Public Works Building has undergone a significant cleaning, improving safety by reducing clutter and trip hazards, enhancing organization for easier access to tools and equipment, and contributing to a greater sense of pride in the workplace.
3. Rainbow Park is receiving focused attention as part of the 2025 community greenspace program, with fencing and equipment maintenance underway, including fresh paint.
4. A Public Works employee completed a two-day workshop on Facility Operations and Maintenance. The Town continues to prioritize impactful training opportunities that enhance municipal skillsets and deliver value to the community.
5. The Water Meter Replacement Program RFP has been assigned to a third party for completion and management of the competitive bid process. The RFP is expected to be posted in August, with a proponent selected in September.

The Town intends to use CCDC Contract Forms to provide clear, industry-standard terms that reduce ambiguity, protect municipal interests, and help ensure fair and transparent contract administration.

6. A Scope of Work for the 2025 Road Maintenance Program is being finalized and will be assigned to a third party to manage the competitive bid process and contract administration. Bid documents are expected to be posted in August, with work scheduled for September.

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### **Financial Implication(s):**

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

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### **Recommendation:**

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Administration recommends that the report be received for information.

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**Recommendation Motion(s):**

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**Option #1:**

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

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

N/A

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**Item J1**

Letter from New RCMP Alberta Commander

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Royal Canadian Mounted Police

Commanding Officer  
Alberta



Gendarmerie royale du Canada

Commandant  
de l'Alberta

June 25, 2025

His Worship Jim Bryson  
Town of Irricana  
PO Box 100,  
Irricana, AB T0M 1B0

Dear Mayor Jim Bryson:

I'm writing to introduce myself as the new Commanding Officer of the Alberta Royal Canadian Mounted Police (RCMP). It is an incredible honour to step into this role and lead a police service with such an extensive history of service to the communities and citizens of Alberta.

People are at the heart of everything we do. That includes the dedicated employees on the front lines and behind the scenes, the citizens we serve, and the communities and governments we proudly partner with. None of our work is possible without the commitment, support and collaboration of people.

With 37 years of policing experience - much of it in Alberta - I have seen firsthand how people working together can shape strong communities. I have witnessed the remarkable impact that this committed partnership can have, not only during moments of crisis, but in the everyday interactions that build trust and strengthen public confidence.

Trust is not something that is given; it is earned, day in and day out. My leadership is grounded in public trust, transparency, accountability, and meaningful results. These principles will guide how we serve you and the citizens you represent. I firmly believe that our success is rooted in the strength of our relationships with the communities we serve and the partners we stand beside. That is why I am committed to fostering strong, open, and meaningful connections with you, listening actively, and ensuring our work reflects the needs and values of your community.

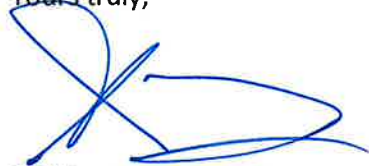
While I am proud of the high-quality policing services the Alberta RCMP delivers, I also recognize that there is always room to evolve. We are embracing innovation and leveraging technology to enhance effectiveness. You can see through initiatives like the Real Time Operations Centre (RTOC) and the Remotely Piloted Aircraft Systems (RPAS) program, that the Alberta RCMP is embracing innovation and applying technology in ways that enhance how we serve, protect, and connect with the public.

One of the most pressing challenges we face today is staffing. Recruitment continues to be a top priority - but it is only part of the solution. Retention is equally critical. We are actively exploring new strategies to attract and retain dedicated employees who see the Alberta RCMP as not only a great place to work, but a place to grow, lead and make a difference.

We have an exciting path ahead. While challenges exist, so too do opportunities to modernize, to collaborate and to build an even stronger, more community-focused provincial police service.

Thank you for your ongoing partnership and support. I look forward to working alongside each of you to build safer communities and ensure they remain the best place to live, work and raise our families.

Yours truly,

A handwritten signature in blue ink, consisting of a large, stylized 'T' followed by a horizontal stroke and a small loop at the end.

Trevor Daroux, O.O.M.  
Deputy Commissioner  
Commanding Officer Alberta RCMP

11140 – 109 Street  
Edmonton, AB T5G 2T4

Telephone: 780-412-5444  
Fax: 780-412-5445

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**Item J2**

Motion Tracker

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# 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	In Progress	On Worplan shared at Committee of the Whole. CotW - Sept 8 2025 Council - Sept 15, 2025	6-Aug-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