



# COMMITTEE OF THE WHOLE

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

**Date:** June 23, 2025 **Time:** 7:00PM

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**A. ATTENDANCE**

**B. CALL TO ORDER**

**C. AGENDA**

**D. PRESENTATIONS**

**E. MINUTES**

Item E1: Minutes from March 10, 2025 Committee of the Whole

**F. CORRESPONDENCE FROM PREVIOUS MEETING**

**G. COMMITTEE REPORTS**

**H. OLD BUSINESS**

**I. NEW BUSINESS**

Item I1: 2025 Q3/Q4 Priorities & Workplan

**J. COMMUNICATION / INFORMATION**

**K. COUNCILLOR UPDATE**

**L. CLOSED SESSION**

**M. ADJOURN**

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**Item E1**

Minutes from December 9, 2025 Committee of the Whole Meeting

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## COMMITTEE OF THE WHOLE

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: March 10, 2025 Time: 7:00PM

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### A. **ATTENDANCE**

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

### B. **CALL TO ORDER**

(i) The meeting was called to order by Chairperson Sim at 7:03 pm.

### C. **AGENDA**

(i) Adopt Agenda  
Moved by Mayor Bryson to adopt the Agenda, as presented.  
CARRIED

### D. **PRESENTATIONS**

(i) None

### E. **MINUTES**

(i) Minutes of the December 9, 2024 Committee of the Whole  
Moved by Councillor Fleming to accept the Minutes of the Committee of the Whole Meeting for December 9, 2024, 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: Update on Letter to Aqua 7 Board (Staff Verbal Report)
- (ii) Item I2: Discussion on Minimum Property Tax and Property Subclasses

Moved by Councillor Fleming that Administration's report be received for information.

CARRIED

Chairperson Sim called for a short recess at 8:21 pm  
Meeting reconvened at 8:24 pm

- (iii) Item I2: Discussion on External Committees

Moved by Mayor Bryson that Administration's report be received for information.

CARRIED

**J. COMMUNICATION / INFORMATION**

- (i) None

**K. COUNCILLOR UPDATE**

**L. CLOSED SESSION**

- (i) None

**M. ADJOURN**

- (i) Adjournment

Moved by Chairperson Sim to adjourn the meeting at 8:57 pm.  
CARRIED

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Julie Sim  
Chairperson

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Doug Hafichuk  
Chief Administrative Officer

# Committee of the Whole Report

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**To:** Chairperson and Committee Members

**From:** Chief Administrative Officer

**Date:** March 10, 2025

**Purpose:** **Provided For Information**

**Subject:** Q3/Q4 Priorities and Workplan

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## **Summary:**

This report presents Administration's proposed Q3-Q4 2025 Workplan, outlining the key projects and strategic tasks to be pursued during the final months of the current Council term. The workplan focuses on non-routine or periodic activities – such as policy updates, infrastructure planning, and major procurement – but not day-to-day operational work that continues in parallel.

The intent is to provide Council, through the Committee of the Whole, with an opportunity to review the proposed priorities, suggest additions or removals, and help shape the allocation of available resources through to October 2025.

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## **Background and Discussion:**

The attached workplan outlines Administration's assessment of the projects, policy work, and strategic initiatives that should be advanced between June and October 2025 – the remaining period of the current Council's term.

This list reflects *non-routine or periodic work*, rather than the day-to-day operational tasks that continue to occupy a large share of staff capacity. For instance, activities such as annual water system flushing, seasonal landscaping, or scheduled wastewater lagoon discharges are not explicitly included, even though they represent significant undertakings.

The workplan is not a fully manpower-loaded schedule, but it has been developed with reasonable assumptions about staffing levels and week-to-week labor availability with the intention of providing a scope of work that is both meaningful and achievable.

To aid in discussion and prioritization, all items have been grouped using a three-tier framework based on urgency, strategic alignment, and resource sensitivity:

● *Tier 1: Critical Deliverables ("Drop-Everything" Priorities)*

These are time-sensitive and non-negotiable tasks that must be completed before the end of Council's term. They typically relate to statutory obligations, key financial deliverables, and organizational commitments. ***These tasks take precedence, with resources being reassigned as necessary to ensure timely completion.***

● *Tier 2: Strategic Advancements ("Priority Projects – Resource Dependent")*

These initiatives are important to Council's long-term goals and should be meaningfully advanced, though they may not require full completion within this term. *Resources are actively allocated but may be paused if Tier 1 pressures increase.*

● *Tier 3: Foundational Enhancements ("Opportunistic Progress")*

These are value-adding projects that enhance service delivery, engagement, or internal capacity. They will be advanced where possible, without impacting higher-tier priorities. *Work proceeds as time and capacity allow.*

### **Next Steps & Council Input**

This draft workplan is presented for discussion purposes only. Council, through the Committee of the Whole, is encouraged to:

- Identify any major omissions or redundant items
- Suggest changes to project prioritization
- Confirm alignment with Council's strategic focus for the remainder of the term

Feedback will be integrated into a refined version of the workplan, which will be used to guide resource allocation and reporting through the balance of the Council term.

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

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No financial implication(s).

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### **Recommendation:**

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1. That the Committee of the Whole review the proposed Q3–Q4 2025 Workplan as presented.
2. That Committee members identify any additional initiatives they believe should be included prior to the end of Council's term.

3. That the Committee provide input on the relative prioritization of identified tasks, including any proposed changes to tier placement.
4. That Administration refine the Workplan based on Committee feedback and continue to report on progress through regular Council updates.

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**Recommendation Motion(s):**

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**Option #1:**

Motion #1:           **THAT** the Committee of the Whole endorse the Workplan as presented, and direct Administration to proceed with implementation, subject to any revisions arising from Committee feedback.

**Option #2:**

As determined by the Committee.

Respectfully submitted,

“Doug Hafichuk”

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Chief Administrative Officer

**ATTACHMENTS:**

Attachment 'A' – 2025 Q3/Q4 Priorities and Workplan

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**Item I1**

Attachment 'A' – 2025 Q3/Q4 Priorities and Workplan

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## 2025 Q3/Q4 Priorities and Workplan

(For Discussion Only)

	June 2025				July 2025					August 2025				September 2025				October 2025				
	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk5	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk1	Wk2	Wk3	Wk4	Wk5
Audit - 2023 Fiscal Year		x	x	x	x	x	x	x	x	x	x											
Audit - 2024 Fiscal Year											x	x	x	x	x	x	x	x	x			
Financial Controls & Reporting Package				x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Hiring - Public Works Manager		x	x	x	x	x	x	x	x	x	x	x	x									
Hiring - Seasonal Staff		x	x	x	x																	
Internal Labor Updates			x	x	x	x	x	x	x													
Voyent Alert Rollout		x	x	x	x																	
Website Redevelopment					x	x	x	x	x	x	x	x	x									
Payworks Implementation		x	x	x	x	x	x	x	x													
Benefits Implementation				x	x	x	x	x	x	x	x											
Election Supports (Train & Transition)													x	x	x	x	x	x	x	x	x	x
CUPE Collective Agreement							x	x	x	x	x	x	x	x	x	x	x					
Job Description Rewrites															x	x	x	x	x	x		
MPD - Bridge Version					x	x	x	x	x	x	x	x	x	x	x	x	x	x	x			
Development Incentive Policy										x	x	x	x	x	x	x	x	x	x			
Development Compliance Enforcement (Major)				x	x	x	x	x	x	x	x	x	x	x	x	x	x					
Water Meter Replacement RFP					x	x	x	x	x	x	x	x	x	x	x	x						
Emergency Management Bylaw																x	x	x	x			
Pre-Authorization Payments									x	x	x	x	x	x	x	x	x					
SW&R Audit								x	x	x	x	x	x	x	x	x						
SW&R Public Education Campaign				x	x	x	x	x	x	x	x	x										
Skate Shack Replacement														x	x	x	x	x	x			
Work Order Software										x	x	x	x	x	x	x	x					
Road Maintenance Program							x	x	x	x	x	x	x	x	x							
GIS Implementation													x	x	x	x	x	x	x	x	x	