

# **REGULAR MEETING OF COUNCIL**

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

**Date:** September 15, 2025 **Time:** 7:00PM

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**A. ATTENDANCE**

**B. CALL TO ORDER**

**C. AGENDA**

**D. PRESENTATIONS**

**E. MINUTES**

Item E1: Minutes from September 2, 2025 Regular Meeting of Council

**F. CORRESPONDENCE FROM PREVIOUS MEETING**

**G. COMMITTEE REPORTS**

Item G1: Community Futures Wild Rose (*Councillor Sim*)

**H. OLD BUSINESS**

**I. NEW BUSINESS**

Item I1: Enforcement Services Update

Item I2: Drop-In Programming Update

Item I3: Election Preparedness Update

Item I4: Chief Administrative Officer Report

**J. COMMUNICATION / INFORMATION**

Item J1: Motion Tracker

**K. COUNCILLOR UPDATE**

**L. CLOSED SESSION**

Item L1: Personnel Evaluation, Closed per Sections 20(1) and 22(1) of the  
Access to Information Act

**M. ADJOURN**

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**Item E1**

Minutes from September 2, 2025 Regular Meeting of Council

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## REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: September 2, 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 7:02 pm.

### C. AGENDA

- (i) Item C1: Adopt Agenda

Addition of Item J5: Resolution in Support of Rail Safety Week

112:25 Moved by Deputy Mayor McAree to adopt the Agenda, as amended.

CARRIED

### D. PRESENTATIONS

- (i) Item D1: Sgt Patey, RCMP (In conjunction with Item J1)  
Presentation: 7:03 pm to 7:19 pm  
Sgt Patey left the meeting at 7:20 pm

### E. MINUTES

- (i) Item E1: Minutes of the Regular Meeting of Council for August 11, 2025

113:25 Moved by Councillor Sim to accept the Minutes of the Regular Meeting of Council for August 11, 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) None

**J. COMMUNICATION / INFORMATION**

- (i) Item J1: RCMP Quarterly Statistics
- (ii) Item J2: Rocky View Foundation – Community Impact Report
- (iii) Item J3: Council Letter of Thanks – Boys & Girls Club
- (iv) Item J4: Motion Tracker
- (v) Item J5: Resolution in Support of Rail Safety Week

114:25 Moved by Mayor Bryson and seconded by Councillor Sim that it is hereby Resolved to support national Rail Safety Week to be held from September 15 to 21, 2025.

CARRIED

**K. COUNCILLOR UPDATE**

- (i) Roundtable Discussion

**L. CLOSED SESSION**

- (i) Item L1: Financial Matter – Community Organizational Funding;
- (ii) Item L2: Labour Discussions; and
- (iii) Item L3: Personnel Evaluation

115:25 Moved by Mayor Bryson that Council go into Closed Session at 7:37 pm to discuss the following:

- (i) Item L1: Financial Matter – Community Organization Funding, as per Sections 28(1)(a), 29(1) and 30(1) of the Access to Information Act;
- (ii) Item L2: Labour Discussions, as per Sections 20(1), 29(1)(a) and 32(1)(a) of the Access to Information Act; and
- (iii) Item L3: Personnel Evaluation, as per Sections 20(1) and 22(1) of the Access to Information Act.

116:25 Moved by Councillor Fleming that Council reconvene to the public portion of the meeting at 8:16 pm.

CARRIED

117:25 Moved by Mayor Bryson that Council approve the employment agreement, including attached schedules, as presented, and authorize the Mayor to execute the Agreement on behalf of Council.  
CARRIED

**M. ADJOURN**

(i) Adjournment

118:25 Moved by Deputy Mayor McAree to adjourn the meeting at 8:16 pm.  
CARRIED

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Jim Bryson  
Mayor

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Doug Hafichuk  
Chief Administrative Officer

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**Item G1**

Community Futures Wild Rose

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# CFWR 2025 EXECUTIVE SUMMARY

## OUR IMPACT SINCE 1989

**35,169**

Jobs Created  
or Maintained

**\$39,299,708**

in Loans

**50,974**

Business Coaching  
Sessions

**102,395**

Client Services  
Delivered

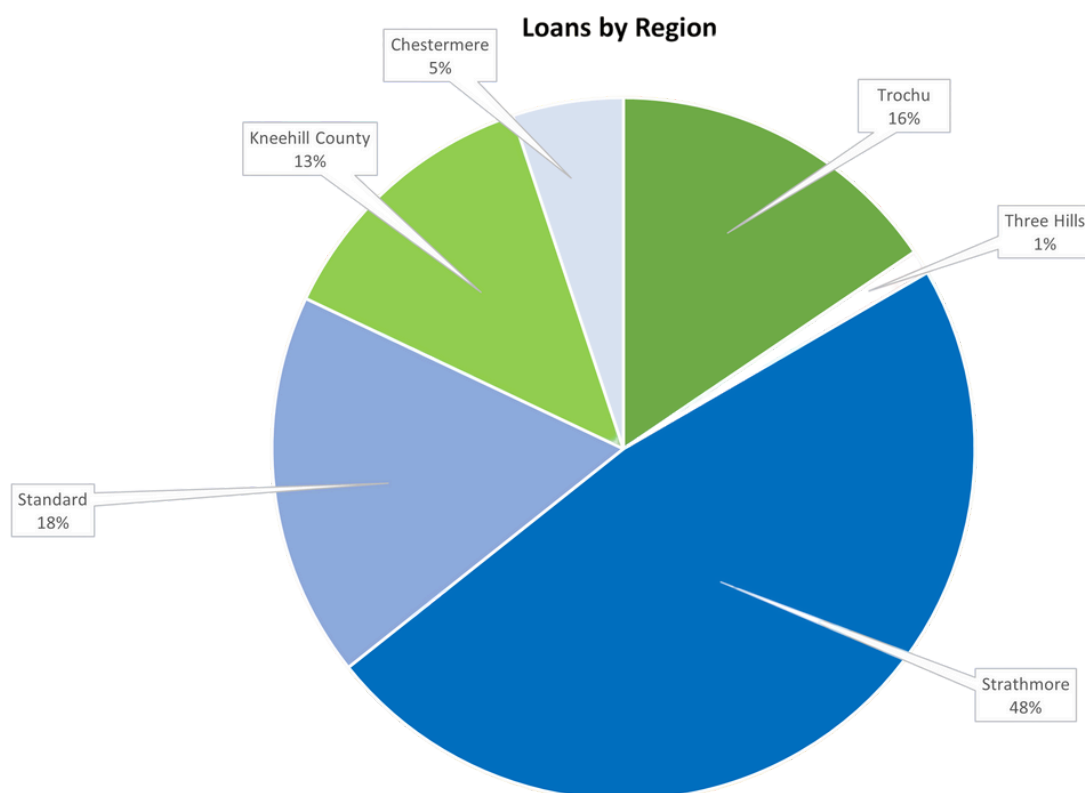
**\$53,490,844**

Leveraged Funds  
into our Communities

**28,243**

Business Training  
Sessions

## THIS FISCAL APRIL 1, 2025 - AUGUST 31, 2025



Approved Loans: \$451,000

Leveraged Funds: \$194,250

Entrepreneurs Trained: 54

CED Projects: 7

# CFWR 2025 EXECUTIVE SUMMARY

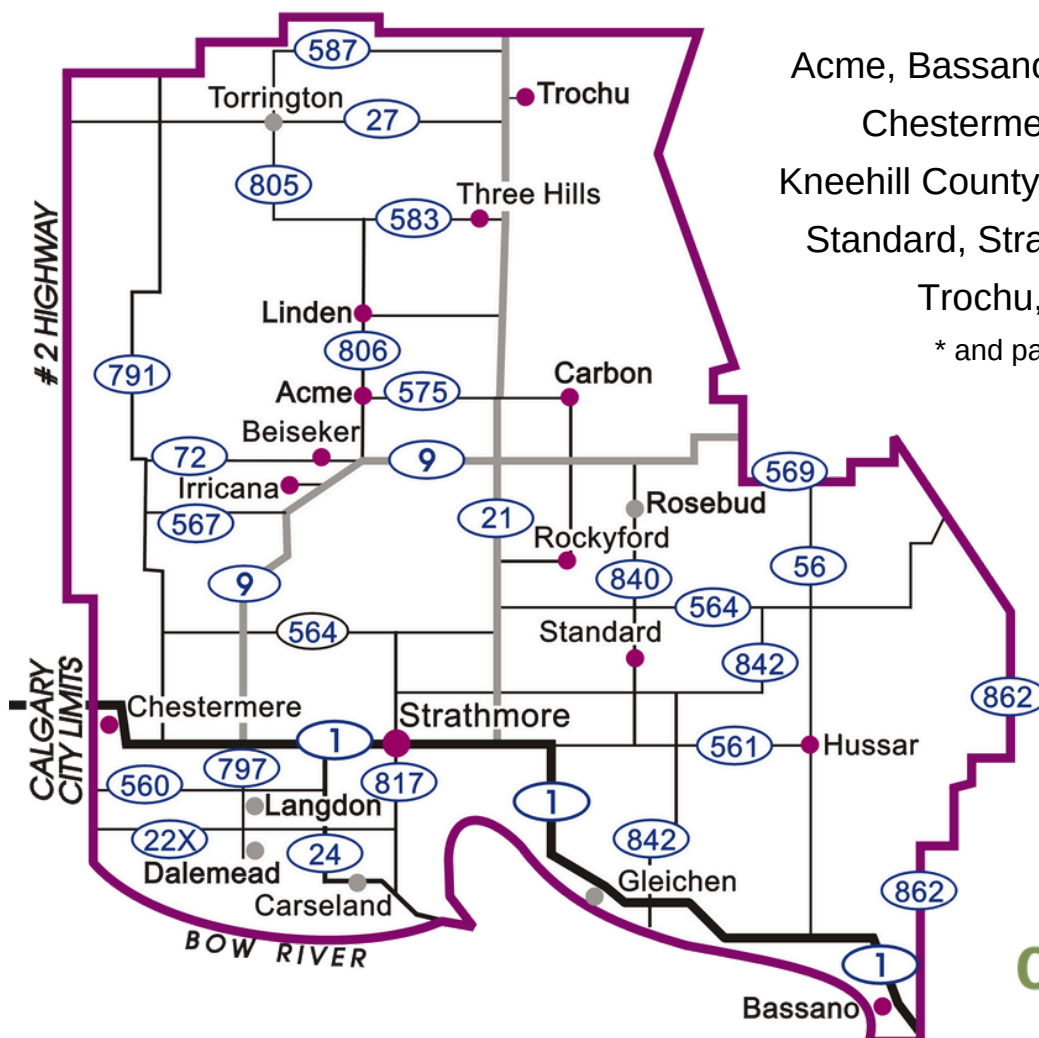
## THIS MONTH AUGUST 2025

- Training Program offered:
  - “You found us! Marketing Your Business ”
  - “Money and Finance”
  - “Talent and Teams”
- Heart of Our Community Campaign Update:
  - Total # of nominations: 161
  - Q4 Nominations open on September 1
- 1.5-year Community Heroes CIP Grant Approved
- Business walks completed in 6 communities
- EDA Investment Readiness Primer in 2 communities



wildrose.albertacf.com

## COMMUNITIES WE SERVE



Acme, Bassano, Beiseker, Carbon, Chestermere, Hussar, Irricana, Kneehill County, Linden, Rockyford, Standard, Strathmore, Three Hills, Trochu, Wheatland County.  
\* and parts of Rocky View County



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**To:** Mayor and Council  
**From:** Enforcement Services  
**Date:** September 15, 2025  
**Purpose:** **Provided for Information**  
**Subject:** Enforcement Services Update

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**Summary:**

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This report provides a quarterly update on Enforcement Services for the period of July 1 to August 31, 2025.

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**Background and Discussion:**

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The Town of Irricana receives Enforcement Services through a shared agreement with the Villages of Beiseker and Acme. The Tri-Community Peace Officer partnership provides dedicated Peace Officer support and administrative capacity, helping ensure local enforcement is both visible and cost-effective.

**Enforcement Report: July-August 2025**

July and August were the busiest months of the year so far for the Enforcement Department. With an average of 3-4 new complaints daily per shift. The three main areas of complaints were *Traffic (Speed)*, *Community Standards Bylaw (Unsightly)*, and *Traffic (Parking)*.

Over these months, Enforcement Services continued to make a visual presence in and around the campgrounds during both day and night shifts.

Multiple events took place in the community's during these months and were attended and monitored with a focus on safety for all attendees and the surrounding area. Enforcement Services interacted with many people (local and visitors), including children who attended these events. We are always striving to continue building a good community relationship.

Enforcement Services continues to work with agency partners, RCMP during these months with traffic-related patrols taking place throughout all municipalities. Within

all 3 municipalities, we have seen driving infractions such as distracted driving and failing to stop at stop signs be more frequently observed.

**Area(s) of Emphasis:** Speed Enforcement

Higher areas of focus for speed enforcement were at the following locations:

- Acme: Pacific Ave.
- Beiseker: HWY 72/ Beacon Heights.
- Irricana: 1st Ave (Particular near Lions Centennial Park)

These locations have been emphasized in response to resident concerns and will continue to be routinely monitored.

**Looking Forward:** Back to School and Property Clean-Up

With school back in session, starting in September, Enforcement Services will be focusing on speed enforcement in and around the school areas.

There will also be consistent focus on our Community Standards Bylaw (e.g., Unsightly Properties)

As always, hearing concerns or complaints from the public are both helpful and important. Residents are encouraged to contact the Town Office, or the Tri-Community Peace Officer directly (gthomas@beiseker.com | 403-807-9838)

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**Financial Implication(s):**

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No financial implications. This 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** Administration's report be received as information.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Gareth Thomas"

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Tri-Community Peace Officer

**ATTACHMENTS:**

No Attachments

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** September 15, 2025  
**Purpose:** **Provided for Information**  
**Subject:** Drop-In Programming Update

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## Summary:

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The Town's summer drop-in programming at the Irricana Recreation Centre continues to show strong growth, with increased participation, positive community feedback, and clear opportunities to build on successes as planning begins for 2026.

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## Background and Discussion:

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In spring 2024, Administration launched the first year of summer drop-in programming. The objectives of the initiative were initially threefold:

1. Provide opportunities specifically targeted at youth.
2. Offer minor summer employment opportunities for local youth.
3. Increase utilization of the Recreation Centre, with a longer-term goal of raising awareness of its amenities and role within the community.

The inaugural 2024 program spanned 10 weeks (June 24–August 31) and attracted 122 participants. Programming was designed on "educated guesswork," and while modest in scope, it received positive feedback.

In 2025, programming expanded to cover 13 weeks (June 2–August 31), with the first four weeks focused primarily on the introduction of drop-in volleyball, prior to a full program schedule launched for July and August. Total participation reached 192 individuals, representing a 57% increase over 2024.

On a per-week basis, participation grew, indicative of increasing awareness and interest in regular, accessible, low-cost programming:

- 2024: ~12 participants per week (122 across 10 weeks)
- 2025: ~15 participants per week (192 across 13 weeks)

## 2025 Observations

The second year of summer programming provided a clearer picture of what resonates with the community. Staff observations and informal feedback highlighted consistent patterns of participation, areas of strong success, and opportunities for refinement. The following themes summarize key takeaways from the 2025 season.

- 1. Consistent Daily Schedule:** A predictable schedule supported participant engagement and simplified staff planning. Maintaining a visible weekly calendar, with active promotion, proved important to generating interest.
- 2. Evening Leagues:** Volleyball was noted as a sport that could benefit from the introduction of league-play. While evening leagues were not part of the 2025 schedule, there appears to be interest in exploring this option in future years, with potential to expand into additional formats over time.
- 3. Limited Weekend Demand:** Weekend programming, particularly on Sundays, saw little or no participation. While regular weekend offerings are not recommended, occasional one-off events or tournaments remain a possibility.
- 4. Pop-Up and Special Events:** Themed events such as game nights or rollerblading may provide more programming diversity, drive awareness, and create an opportunity to trial new ideas and reach new users.
- 5. Youth-Focused Activities:** Feedback suggested that expanding youth-specific activities could increase participation, with interest in establishing a regular youth drop-in schedule. Suggestions included ping pong, board game nights, and social nights – all of which align with the programming objectives.
- 6. Facility Flooring:** The current sports flooring has a low bounce, affecting sports such as basketball and pickleball. While noted as a limitation, it also points toward activities better suited to the surface, such badminton or indoor soccer. In the short term, higher-bounce equipment and outdoor options can be used.
- 7. Volleyball Success:** Volleyball was the standout program of 2025. It was introduced at the suggestion of Kaiden Sim, a local youth, who cited the game's simplicity, accessibility, popularity, and low cost.

It's noteworthy that Kaiden also volunteered significant time through the summer to support and grow participation. Ultimately, volleyball attracted strong and diverse participation, validating it as a core activity moving forward.

## Looking Ahead to 2026

As the Town prepares for the third year of summer drop-in programming, the 2026 approach will focus on building on successes, testing new opportunities carefully, and strengthening youth participation. The goal is to grow recreation programming in sustainable steps that enhance the Recreation Centre as a cultural hub without displacing what already works or creating financial strain.

Priorities for 2026 include:

- 1. Volleyball as a Core Program:** Volleyball has demonstrated strong, consistent participation and will continue as a cornerstone of drop-in programming. Options such as mini-tournaments, league nights, or youth clinics may be introduced to build on this momentum.
- 2. Low-Cost, Low-Barrier Sports:** To broaden accessibility, activities such as badminton, ping pong, and indoor soccer will be explored. These sports adapt well to the facility and are not significantly affected by flooring limitations.
- 3. Youth-Led Programming:** Building on 2025 feedback, efforts will be made to carve out a regular youth drop-in block. Suggestions such as board game nights, ping pong tournaments, and social nights will be tested, with youth encouraged to take an active role in planning and leading activities.
- 4. Targeted Pop-Ups:** One new pop-up or special event will be introduced each year (e.g., themed game night or family challenge), allowing for careful evaluation of community interest before expanding further.
- 5. Data and Feedback:** Improved attendance tracking and participant feedback will be a focus, providing clearer insight into usage patterns and preferences to guide program adjustments.
- 6. Marketing Improvements:** Current reliance on the Gateway Gazette and Facebook has proven effective but limited, with reach skewed toward adult demographics. Future efforts will explore additional ways to connect with youth and families to strengthen awareness and attendance.

Overall, the 2026 program will continue to provide all-ages opportunities, but with a particular emphasis on youth (ages ~10–18), who have fewer existing recreational options. This intentional, step-by-step approach balances innovation with practicality, ensuring programming grows sustainably while strengthening the Recreation Centre's role as a hub for community activity.

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**Financial Implication(s):**

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No financial implications. This 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** Administration's report be received as information.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

No Attachments

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** September 15, 2025  
**Purpose:** **Provided for Information**  
**Subject:** Election Preparedness Update

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## Summary:

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This report provides Council with an update on preparations for the 2025 Municipal General Election, scheduled for Monday, October 20, 2025, in accordance with the *Local Authorities Election Act* (LAEA). Preparations are well underway, with candidate nominations currently open, a joint election agreement in progress with Rocky View Schools, and early voting scheduled for October 13, 2025.

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## Background and Discussion:

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Municipal elections in Alberta are held every four years. The Town of Irricana is responsible for administering its election under the direction of the appointed Returning Officer. Council has also appointed a Substitute Returning Officer to ensure continuity.

The 2021 Municipal General Election in Irricana saw a 38% voter turnout (375 of 985 eligible voters). By comparison, across all Alberta towns where elections were required, the average turnout was 35% (119,899 of 345,892 eligible voters). Irricana's result was slightly above average, providing a benchmark for 2025.

## Nomination Day

Nomination Day is set for Monday, September 22, 2025, at 12:00 p.m. As of the date of this report, four candidates have filed nomination papers (*alphabetically by surname*):

- Nathaniel Fleming
- Robert (Bob) Hogan
- Lisa McAree
- Julie Sim



### **Joint Election with Rocky View Schools (RVS)**

On August 18, 2025, the Town's Returning Officer and CAO met with Michelle Groff, Returning Officer for RVS, to discuss a joint election for Irricana residents. RVS will provide their own ballots and contribute financially toward election costs (amount to be determined). A Joint Agreement has been drafted and is pending sign-off.

### **Election Planning Workshop**

On September 4, 2025, the Town hosted an election planning workshop to review processes, procedures, and logistics for the voting station at the Irricana Lions Community Hall. No significant concerns were identified. Outstanding items are minor logistical and procurement matters, which will be addressed prior to Early Voting on October 13, 2025.

### **Voter Registration**

It is important to note that voter lists are produced by the Province of Alberta, not municipalities. At present, it remains unclear what format these lists will take or when they will be provided. Eligible voters are encouraged to confirm or update their registration online at [voterlink.ab.ca](https://voterlink.ab.ca).

### **Candidate Support and Public Awareness**

Administration is currently focused on candidate support and information in advance of the September 22, 2025 nomination deadline. Once nominations are confirmed, efforts will shift toward increasing public awareness and participation in the election.

### **Election Signage**

Election signage is regulated by the Land Use Bylaw, with *no permits or fees required*.

The Town will enforce signage rules firmly but not punitively. Routine issues will not result in fines; non-compliant signs may be removed and set aside for pick-up and redeployment. Persistent problems may lead to stronger enforcement, but the overall intent is to ensure a fair and safe campaign period, not to penalize candidates.

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

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No financial implications. This 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** Administration's report be received as information.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

No Attachments

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** September 15, 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 August 8, 2025, to September 10, 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 August 8, 2025, to September 10, 2025.

**Key Meetings & Discussions**

1. Administration met with the CAO of Beiseker as part of our quarterly meetings to review the Shared Services Agreement. The discussion focused on ensuring the agreement remains effective and aligned with current operational needs.
2. Administration met with Maxine Creasser (President, Irricana Curling Club) to coordinate lease payments for the 2024–2025 curling season and to begin planning for the 2025–2026 season.

The Irricana Curling Club has been exploring grant opportunities to fund the refurbishment (and modest expansion) of the commercial kitchen facilities at the Irricana Recreation Center.

3. Administration attended a provincial training session on Alberta's new access and privacy laws. FOIP has been replaced: the *Access to Information Act (ATIA)* and *Protection of Privacy Act (POPA)* came into force on June 11, 2025, replacing parts of the old Freedom of Information and Protection of Privacy Act.

## **Financial Activities**

1. The Town's Finance Officer has tendered his resignation, effective September 17, 2025, following two and half years of service. Interim arrangements are in place to maintain continuity during the transition period.

Looking ahead, the position will be repurposed into a broader mid-level Administrative role with responsibilities including payroll, accounts payable, and specific administrative duties. This adjustment reflects the Town's current organizational structure and staffing realities, and is expected to provide a more sustainable fit than a dedicated finance position.

2. The 2023 and 2024 financial audits are nearing completion. Results to date are largely positive, with notations made around Asset Retirement Obligations (ARO) and Tangible Capital Asset (TCA) tracking – both already known to Administration.

2023 reporting is now imminent, with the 2024 reporting to follow very shortly thereafter once onsite testing is completed.

While the audits have proceeded largely as planned, significant time and effort was spent validating 2022 results as a starting point. This was necessary given the previous auditor's refusal to share basic information with MNP, creating delays in establishing a clear baseline. The Town of Irricana will be initiating a formal complaint to CPA Alberta regarding the prior auditor's unprofessional conduct.

3. The 2026 insurance renewal process is underway. Administration has completed the annual pre-renewal questionnaire, a detailed disclosure in lead up to broader discussions on specific equipment, materials, and coverages.
4. The Payworks implementation, temporarily paused due to resource constraints, is now underway. Implementation kick-off meeting was held on September 4, 2025, with full system implementation, including time and attendance modules, on October 10, 2025.

## **Administrative Activities**

1. The second annual Irricanarama was held on September 6, 2025, with the event quickly solidifying itself as the annual tradition it was intended to be. While specific attendance figures are not available, participation was clearly higher than 2024's strong results, with the addition of a parade being especially well received.

Organizing an event of this scale taxes Town resources, and Irricanarama is only possible through strong volunteerism and the support of community groups.

Administration is grateful for the tremendous support and enthusiasm from the community and its partners – the event truly showcases what Irricana is all about.

A post-event debriefing is scheduled for September 17, 2025 to incorporate community and partner feedback in preparation for the 2026 event.

2. A memorandum of agreement has been signed with CUPE following completion of collective bargaining. A ratification vote is scheduled (mid-September), and it is foreseeable that a new Collective Agreement will be finalized by the end of the month.
3. A draft Development Incentive Policy was completed and discussed at the September 8, 2025 Committee of the Whole meeting. Finalization, including legal review and appendices, is underway, with the completed policy expected to come forward at the October 6, 2025 Regular Meeting of Council.
4. Monthly utility invoices were issued on September 4, in keeping with the service target. This billing cycle included an insert promoting Voyent Alert! to increase community awareness of the notification system.
5. Loop has completed the underlying work for a fully refreshed Town of Irricana website. Administration will be making final adjustments and updating content through September in preparation for the launch.

## **Public Works**

1. A new Manager of Public Works, *Shane Richard*, has been hired with a start date of September 15, 2025. Mr. Richard brings significant, relevant skills and experience from both the private and public sectors and his addition strengthens the Town's organizational capacity, enhances its professional capabilities, and positions it to seize larger and more complex opportunities.

Thanks are extended to Jason Russell for leading day-to-day activities during the recruitment period, and to the entire Public Works team for rallying together to maintain service delivery through the transition.

2. Updates to Rainbow Park have been completed, including a fresh rendition of the painted rainbow that has become synonymous with the space. Beautifying and refreshing the park was a key Public Works objective for the summer.
3. Public Works has completed general repairs to picnic tables throughout the community, focusing on replacing boards and fasteners to ensure they remain

safe and functional for public use. Aesthetic improvements are also planned, with further details to come.

4. The Irricana Spray Park closed for the season on September 10, after operating since June 26. The facility remains a popular local attraction. Dates for the 2026 season are yet to be determined, though the typical operating period runs from approximately one week prior to the end of school through the Labour Day weekend.
5. Sports flooring and equipment have been removed from the Irricana Recreation Centre following the conclusion of the summer drop-in activity season, and in preparation for the 2025–2026 curling season.
6. Preparations are underway for annual building inspections at all Town facilities. These inspections typically include fire system verification, emergency lighting and exit checks, electrical and mechanical reviews, and, where applicable, food safety and sanitation items. The work ensures facilities remain safe, compliant, and ready for year-round community use.

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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**

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	Reviewed at Sept 8 CotW; Finalizing document, legal review, enabling Bylaw.  Council - October 6, 2025	11-Sep-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