



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: January 5, 2026 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from December 15, 2025 Regular Meeting

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

Item G1: Aqua 7 Regional Water Commission Update (Councillor Fleming)

Item G2: Rocky View Foundation Update (Mayor MacLeod)

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Council Code of Conduct – Legislative Update and Discussion

Item I2: Social & Rec Needs Assessment – Delivery & Governance Discussion

Item I3: Amendment to Schedule 'A' – 2026 Master Rates Bylaw

Item I4: Municipal Enforcement Approach – Discussion

J. COMMUNICATION / INFORMATION

Item J1: Letter from Rocky View School Division

Item J2: Motion Tracker

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

Item E1

Minutes from December 15, 2025 Regular Meeting of Council



MEETING MINUTES

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: December 15, 2025 Time: 7:00PM

A. ATTENDANCE

Mayor: Colleen MacLeod
Deputy Mayor: Julie Sim
Councillors: Nathaniel Fleming, Megan Hoefnagels, Dawna Polson
CAO: Doug Hafichuk
Staff: Patty Malthouse

B. CALL TO ORDER

The meeting was called to order by Mayor MacLeod at 7:01 pm.

C. AGENDA

(i) Item C1: Adopt Agenda

Addition to Agenda: Item J1 Motion Tracker

164:25 Moved by Councillor Fleming to adopt the Agenda, as amended.

CARRIED

D. PRESENTATIONS

(i) None

E. MINUTES

(i) Item E1: Minutes of the Regular Meeting of Council for December 1, 2025

165:25 Moved by Deputy Mayor Sim to accept the Minutes from the Regular Meeting of Council for December 1, 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: 2026 Master Rates Bylaw (Bylaw 005:2025)

166:25 Moved by Councillor Hoefnagels that the 2026 Master Rates Bylaw (Bylaw 005:2025) be read for a first time this 15th day of December 2025.

CARRIED

167:25 Moved by Deputy Mayor Sim that the 2026 Master Rates Bylaw (Bylaw 005:2025) be read for a second time this 15th day of December 2025.

CARRIED

168:25 Moved by Councillor Polson that unanimous consent be given for a third and final reading this 15th day of December 2025.

CARRIED

169:25 Moved by Councillor Fleming that the 2026 Master Rates Bylaw (Bylaw 005:2025) be read for a third time this 15th day of December 2025.

CARRIED

Mayor MacLeod called for a 3-5 minute recess at 7:35 pm.
Council reconvened at 7:40 pm

(ii) Item I2: 2026 Base Budget

170:25 Moved by Councillor Fleming that the 2026 Base Budget be approved, as amended.

CARRIED

J. COMMUNICATION / INFORMATION

(i) Item J1: Motion Tracker

K. COUNCILLOR UPDATE

(i) Roundtable Discussion

L. CLOSED SESSION

(i) None

M. ADJOURN

(i) Adjournment

171:25 Moved by Councillor Fleming to adjourn the meeting at 8:43 pm.

Colleen MacLeod
Mayor

Doug Hafichuk
Chief Administrative Officer



Council Report

To: Mayor and Council

From: Chief Administrative Officer

Date: January 5, 2026

Purpose: **Provided for Information**

Subject: Council Code of Conduct – Legislative Update and Discussion

Summary:

In May 2025, the Government of Alberta passed Bill 50, the Municipal Affairs Statutes Amendment Act, 2025, which repealed the legislative provisions that previously required municipalities to establish Council Codes of Conduct. As a result, all municipal Code of Conduct bylaws are no longer legally enforceable, including the Town of Irricana's former Council Code of Conduct Bylaw (Bylaw 002-2022).

Following these changes, the Province has signalled its intent to develop a universal code of conduct for elected municipal officials and senior municipal staff, with the goal of strengthening decorum, protecting freedom of speech, and ensuring elected officials are not impeded from fulfilling their duties by their colleagues. However, no replacement framework has yet been released.

This report is intended to support Council discussion on whether any local action is warranted at this time, or whether it is preferable to defer further work until provincial direction is finalized.

Background and Discussion:

Prior to Bill 50, the Municipal Government Act required all Alberta municipalities to adopt a Council Code of Conduct bylaw, supported by formal complaint, investigation, and sanction processes. Over time, the Province identified that these regimes were increasingly being used in adversarial or politicized ways, often consuming significant administrative resources and, in some cases, undermining rather than strengthening effective governance.

Bill 50 repealed Part 5, Division 1.1 of the Municipal Government Act, with the effect that all existing municipal Code of Conduct bylaws were repealed and any related complaints, investigations, or sanctions were terminated, except where matters were

already before the courts. The legislation also removed municipal authority to adopt new bylaws or resolutions regulating councillor conduct.

In a mandate letter issued by the Premier of Alberta to the Minister of Municipal Affairs on September 22, 2025, the Minister was directed to complete work on a universal code of conduct for elected municipal officials and senior municipal staff. The mandate letter indicates that this future framework is intended to strengthen decorum, protect the freedom of speech of elected officials, and ensure that elected members cannot be impeded from fulfilling their duties by their elected colleagues. At this time, the Province has not provided timelines, draft standards, or details regarding enforcement or oversight mechanisms.

As a result, municipalities are operating in an interim period in which local enforcement-based conduct frameworks are no longer permitted, and a provincial replacement framework has not yet been introduced.

Current State in Irricana

Since the repeal of the former Code of Conduct bylaw, the Town of Irricana has continued to operate without a formal Council Code of Conduct framework. There are no known conduct issues presently requiring intervention, and Council has continued to conduct its business in a professional and orderly manner.

Administration is not aware of any governance, operational, or legal issues arising from the absence of a local Code of Conduct during this interim period

Options for Consideration

Council has several approaches available to it. Each option reflects a different balance between action, restraint, and alignment with provincial direction

Option 1 – Take No Action at This Time: Under this approach, Council would continue to operate without a local Council Code of Conduct framework while awaiting further provincial guidance. This option recognizes that municipal authority in this area has been removed, that a provincial framework is actively under development, and that no current conduct issues have been identified. It avoids duplicative or potentially conflicting local standards and preserves flexibility to respond once the Province's universal code of conduct is released.

Option 2 – Develop a Local, Values-Based Council Policy: Council could direct Administration to develop a non-enforceable, values-based policy outlining expectations for conduct, without embedding complaint, investigation, or sanction mechanisms. While this approach could provide a locally articulated statement of expectations, it would have no enforcement authority and may require revision or

repeal once provincial standards are finalized. This option would also require administrative effort for a document that may have a limited lifespan.

Option 3 – Await Provincial Direction, with a Commitment to Revisit: Council could explicitly acknowledge the legislative changes and provincial intent, and direct Administration to monitor developments from Municipal Affairs and Alberta Municipalities, returning to Council with information or options once clearer guidance is available. This option combines restraint with continued awareness and ensures the matter remains visible without committing resources prematurely.

Administrative Perspective

From an administrative and governance perspective, the repeal of municipal authority to regulate councillor conduct, combined with the Province's stated intent to introduce a universal code of conduct, suggests that caution and restraint are appropriate at this time.

Developing a local Code of Conduct framework would not provide enforceable authority, would not resolve known structural challenges related to complaint investigation and oversight, and carries a meaningful risk of misalignment with forthcoming provincial standards.

Administration therefore considers a wait-and-see approach, coupled with ongoing monitoring of provincial developments, to be a reasonable and proportionate response in the current context. Should provincial guidance be delayed for an extended period, or should circumstances change, Administration can return to Council with updated analysis and options.

Timing and Resourcing Considerations

There is no legislative requirement to take action at this time, this matter is not currently identified in the 2026 Work Plan, and there is no operational need requiring immediate action.

Administration can continue to remain engaged with Municipal Affairs and sector partners (e.g., AB Munis) to understand the direction and timing of the Province's work. Deferring local policy development avoids unnecessary administrative effort and reduces the likelihood of future rework once provincial standards are established.

What This Means for Council

This discussion provides Council with an opportunity to consider how best to balance local governance expectations with evolving provincial direction, while recognizing that restraint and alignment may, in this case, represent the most effective governance response.

Financial Implication(s):

There are no direct financial implications associated with this report. Taking a wait-and-see approach avoids the need to commit staff time or resources to developing a local Code of Conduct framework that may need to be revised or replaced once provincial standards are finalized. If Council provides direction to undertake further work in the future, any related costs or resource impacts would be identified at that time.

Recommendation:

That Council receive this report for information; Administration will continue to monitor provincial developments related to a universal municipal code of conduct and return to Council as appropriate.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Administration's report be received as information, and Administration continue to monitor provincial developments and report back as appropriate.

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: January 5, 2026

Purpose: **Request for Decision**

Subject: Social & Recreation Needs Assessment – Delivery and Governance Discussion

Summary:

The 2026 Work Plan includes the completion of a Social and Recreation Needs Assessment to support future strategic planning and decision-making. Administration is preparing to begin the scoping and procurement phase of this work in early 2026, with the intent of retaining an external consultant to lead the assessment.

When complete, the assessment will provide Council with a clear evidence base to support informed, intentional decision-making. As the work moves toward implementation, Council direction is sought on whether the consultant-led process should be supported by a formal advisory working group, or whether the assessment should proceed without additional governance structure.

Background and Discussion:

Over the past several years, the Town of Irricana has demonstrated strong outcomes in the areas of recreation, community events, and Family and Community Support Services, often delivering results that exceed what might be expected given the Town's size and resources. At the same time, the community continues to evolve, and expectations around access, inclusion, and service levels are changing.

Administration first identified the need for a structured Social and Recreation Needs Assessment approximately 18 months ago, initially with a focus on understanding recreation needs such as facilities, programming, and participation. As the concept matured, it became clear that recreation needs should also consider broader social considerations that influence who can participate, how residents access opportunities, and where barriers may exist. As a result, the scope evolved to intentionally include both recreation and social considerations, recognizing that effective planning requires a more integrated view of how these elements interact within the community.

The Social and Recreation Needs Assessment is intended to function as a *decision-support tool*, providing Council with the information required to make informed, intentional choices about future priorities. When complete, the assessment should enable Council to more clearly understand what matters most within the community, what responses are feasible within the Town's role and resources, and the consequences – both positive and negative – of choosing to act or not act in specific areas.

Funding for this work has been identified in the approved 2026 Base Budget, with an anticipated project cost of \$40,000. Administration is preparing to begin the scoping and procurement phase of this work in early 2026, in alignment with the approved 2026 Work Plan. As implementation approaches, Council direction is required on whether a formal advisory working group should be established to support the consultant-led assessment, to ensure alignment before resources are committed and work begins.

What Is a Social and Recreation Needs Assessment?

A Social and Recreation Needs Assessment is a structured, evidence-based process used to understand the current and emerging needs of a community across both recreation and social well-being domains. Its primary purpose is to provide Council with reliable information and analysis to support strategic decision-making.

The assessment is expected to identify key areas of need, pressure points, and emerging trends, and to explore the range of potential municipal responses available within the Town's role, capacity, and resources. While it is not intended to prescribe specific projects, timelines, or funding commitments, it is expected to provide clear directionality by outlining practical options, relative priorities, and the implications of different levels of response.

In practical terms, the recreation component considers facilities, programming, participation trends, accessibility, and changing demographics. The social component examines factors such as access to opportunities, inclusion of marginalized or underrepresented residents, and broader community well-being considerations that intersect with municipal services and programs.

The assessment is not intended to function as a comprehensive social work or human services review, nor to replace the role of regional agencies, senior governments, or specialized service providers. Rather, its value lies in helping Council understand where municipal action is most likely to have impact, what trade-offs may be required, and how social and recreation considerations interact within the community over time.

How This Assessment Fits Within the Town's Broader Planning Framework

The Social and Recreation Needs Assessment is one element of a broader, intentional approach to planning and decision-making that is anchored in the Council Strategic Plan. The Strategic Plan establishes Council's long-term vision and priorities, and Administration has, over several years, been steadily building the planning and information base required to support those objectives with increasingly rigorous, evidence-based decision-making.

In recent years, this approach has included the completion of a comprehensive infrastructure assessment and long-range capital planning work, providing clarity on asset condition, reinvestment needs, and long-term financial sustainability. In parallel, the Town is preparing to advance a review of the Municipal Development Plan, which is expected to conclude in 2026 and inform subsequent work related to development, investment attraction, potential branding or rebranding efforts, and a comprehensive update to the Land Use Bylaw.

In addition, the federal government is scheduled to complete the next national population census in 2026, which will provide updated demographic data related to population trends, age distribution, household composition, and other key indicators relevant to municipal planning.

Together, these initiatives reflect a continuing trend toward more intentional, data-informed decision-making. The Social and Recreation Needs Assessment is intended to complement – not duplicate – this work by adding additional depth and clarity in the social and recreation space, ensuring that Council has access to a complete and current evidence base when considering future policy, service, and investment decisions.

The assessment is expected to provide the greatest value by helping guide decisions in the short to medium term, including identifying a limited number of matters that Council may wish to act on in relatively short order, while also offering a broader scan of emerging trends and pressures. The core opportunity, however, is expected to lie in providing direction that supports meaningful outcomes over the next three to six years, while informing longer-term thinking beyond that horizon.

Consultant-Led Approach

The Social and Recreation Needs Assessment will be consultant-led. The use of an external consultant reflects the specialized nature of the work and the importance of applying appropriate professional expertise to its design and delivery.

While the Town has demonstrated strong administrative capacity in delivering programs and services, it does not maintain in-house expertise in community needs

assessment design, advanced data analysis, or large-scale engagement methodology. Retaining a qualified consultant allows the Town to access this specialized skill set, including the design and execution of the assessment methodology, the collection and analysis of qualitative and quantitative data, the facilitation of meaningful community engagement, and the preparation of findings in a form that is usable and defensible for Council decision-making.

Engaging external expertise also supports timely delivery and helps ensure that the assessment reflects current best practices, is proportionate in scope, and results in a high-quality outcome that can be confidently relied upon over several years.

Administration will retain responsibility for procurement, scope definition, budget management, and contract oversight. This approach is intended to ensure that the work remains focused, evidence-based, and delivered within approved timelines and budget, while allowing the consultant the independence necessary to produce a credible and usable outcome.

Working Group Considerations

As Council considers next steps, the first question to be addressed is whether the Social and Recreation Needs Assessment requires an additional governance or advisory body beyond a consultant-led delivery model.

Needs assessments of this nature are commonly delivered through a consultant-led approach, supported by targeted community and stakeholder engagement, without the establishment of a standing working group. This model emphasizes clarity of scope, independence of analysis, and efficient delivery, while still allowing for meaningful input from residents, partner organizations, and subject-matter experts.

The establishment of a formal advisory working group is therefore not a default requirement, but an optional – and entirely reasonable – governance choice. Such a group may add value in certain circumstances, particularly where Council wishes to formalize ongoing advisory input during the assessment process. At the same time, additional governance structures introduce complexity and can influence scope, timelines, and expectations if not carefully defined.

With this in mind, Council may wish to consider whether the objectives of the Social and Recreation Needs Assessment are best achieved through a streamlined consultant-led approach, or whether the benefits of a formal advisory working group would outweigh the associated risks and administrative requirements.

Options for Council Consideration

Option 1 – Proceed Without a Working Group

Under this option, the assessment would proceed as a consultant-led exercise, with community and stakeholder engagement conducted directly by the consultant and supported by Administration. Council would be kept informed through milestone updates and would be engaged in reviewing draft findings.

<i>Pros</i>	<i>Cons</i>
<ul style="list-style-type: none">• Clear accountability for scope, budget, and timelines• Preserves consultant independence• Lower administrative overhead and efficient use of time and resources• Reduces risk of scope drift or competing priorities	<ul style="list-style-type: none">• Less structured opportunity for ongoing advisory input• Requires careful engagement design to ensure diverse perspectives are captured• Some stakeholders may perceive less direct involvement• Council involvement primarily occurs at defined milestones

Option 2 – Establish a Tightly Scoped Advisory Working Group

Under this option, Council would direct Administration to establish a small, advisory-only working group to provide input during the assessment process. If selected, Administration would return to Council with a proposed Terms of Reference and recommended composition, consistent with Council policy on Committees.

<i>Pros</i>	<i>Cons</i>
<ul style="list-style-type: none">• Provides structured advisory input• May strengthen transparency and confidence in the process• Can assist in validating assumptions and draft findings• Creates ongoing dialogue with selected stakeholders	<ul style="list-style-type: none">• Introduces additional governance complexity, administrative effort• Increases risk of scope drift and competing priorities• Requires clear guardrails to preserve consultant independence and timelines• May extend timelines and complicate decision-making

Administrative Perspective

From an administrative perspective, the primary risks associated with the Social and Recreation Needs Assessment relate to scope management, budget control, and timely delivery. Administration is confident in its ability to manage a consultant-led

process and to ensure meaningful community engagement without unnecessary complexity.

Broader governance structures can also create expectations regarding outcomes that may not align with municipal capacity or resources, reinforcing the importance of clearly defining roles, responsibilities, and limits if additional advisory bodies are established.

Timing and Next Steps

Subject to Council direction, Administration intends to proceed with scoping and procurement in early 2026, in alignment with the approved 2026 Work Plan, with consultant selection targeted for mid- to late spring. Engagement activities would be scheduled to align with existing community events and engagement opportunities throughout the summer and early fall.

What This Means for Council

This discussion provides Council with an opportunity to confirm its expectations for how the Social and Recreation Needs Assessment should be delivered and supported, ensuring alignment before resources are committed and work begins.

Financial Implication(s):

Funding for the Social and Recreation Needs Assessment has been identified in the approved 2026 Base Budget, with an anticipated project cost of \$40,000. No additional budget approval is required at this time.

The decision to proceed with or without a formal advisory working group is not expected to materially affect the approved project budget. Any additional resource impacts associated with establishing a working group would primarily relate to incremental administrative time required to support coordination and meetings.

Recommendation:

That Council receive this report for information and direct Administration to proceed with the Social and Recreation Needs Assessment as a consultant-led exercise without the establishment of a formal advisory working group.

Administration's recommendation is based on the assessment that a consultant-led approach, supported by existing administrative oversight and targeted stakeholder engagement, provides the most effective means of delivering a focused, timely, and high-quality decision-support tool while minimizing risks related to scope expansion, delay, and administrative complexity.

Administration recognizes that Council may wish to consider broader objectives beyond the delivery of the assessment itself, and Council may direct an alternative approach should it determine that the benefits of a formal advisory working group outweigh the associated risks.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council receive this report for information and direct Administration to proceed with the Social and Recreation Needs Assessment as a consultant-led exercise without the establishment of a formal advisory working group.

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: January 5, 2026
Purpose: **Request for Decision**
Subject: Amendment to Schedule 'A' – 2026 Master Rates Bylaw

Summary:

On December 15, 2025, Council approved the 2026 Master Rates Bylaw, including water and sanitary rates based on cost information available at that time.

Subsequent to Council's approval, the Aqua 7 Regional Water Commission finalized its 2026 operating budget and wholesale water rates, reflecting a higher cost of water supplied by the Town of Drumheller than had been anticipated when the Town's rates were set.

As a result, the cost assumptions underpinning the Town's 2026 water and sanitary rates have changed. This report seeks Council's approval to amend Schedule "A" of the 2026 Master Rates Bylaw to align local rates with the updated cost of water purchased through the Aqua 7 regional system.

Background and Discussion:

The water and sanitary rates approved by Council on December 15, 2025 were developed using the best available information at the time, including the assumption that wholesale water supply costs through the Aqua 7 Regional Water Commission would remain generally consistent.

Following Council's approval, the Aqua 7 Regional Water Commission adopted its 2026 budget on December 18, 2025 and confirmed updated potable water rates based on revised pricing from the Town of Drumheller. These rates were communicated to member municipalities later than usual, after many local rate bylaws had already been approved.

The revised Aqua 7 rates represent a material increase in the Town's cost of purchased water and require a corresponding update to the rate logic used to determine Irricana's local water and sanitary rates.

Updated Water Supply Costs

The updated wholesale water rates approved by Aqua 7 reflect increased supply costs from the Town of Drumheller. These changes directly affect the Town's water utility operating costs for 2026.

This update does not represent a change in service levels, rate-setting philosophy, or financial policy. It is a technical adjustment required to ensure that local utility rates accurately reflect revised third-party supply costs.

Proposed Amendment to Schedule 'A'

Administration is proposing to amend Schedule 'A' of the 2026 Master Rates Bylaw to reflect the updated cost of water purchased through the Aqua 7 regional system.

The Master Rates Bylaw itself is not being amended. Only Schedule 'A', which establishes the applicable rates, is being updated.

<i>Utility</i>	<i>Approved 2026 Rate</i>	<i>Revised 2026 Rate</i>
Water	\$5.68 per m ³	\$5.96 per m ³
Sanitary	\$3.55 per m ³	\$3.73 per m ³

The sanitary rate adjustment reflects the established relationship between water consumption and sanitary system usage, consistent with the Town's existing rate structure.

Impact on Customer Utility Bills

The proposed amendment would result in an additional average residential utility increase of approximately \$5.78 per month, beyond the increase already approved in December.

In total, the combined impact of the approved 2026 rates and the proposed amendment would result in an estimated \$13.46 per month (\$161 per year) for the average residential utility customer.

Financial Implication(s):

Amending Schedule 'A' to reflect updated wholesale water costs aligns utility revenues with current operating expenses and supports the financial sustainability of the water and sanitary utility.

If Schedule 'A' is not amended, the Town would absorb increased supply costs without corresponding revenue, resulting in a structural operating shortfall within the utility of approximately \$34,500.

Recommendation:

That Council amend Schedule 'A' of the 2026 Master Rates Bylaw to reflect updated water and sanitary rates aligned with the revised cost of water purchased through the Aqua 7 Regional Water Commission.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council amend Schedule 'A' of the 2026 Master Rates Bylaw to update the water and sanitary rates in accordance with the revised Aqua 7 supply costs.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Aqua 7 Bylaw 2025-01

Attachment 'B' – Letter from Town of Drumheller to Aqua 7

Attachment 'C' – 2026 Master Rates Bylaw, Schedule 'A' (Revised)

Item I3

Attachment 'A' – Aqua 7 Bylaw 2025-01

**AQUA 7 REGIONAL WATER COMMISSION
BYLAW 2025-01**

**BEING A BY-LAW RESPECTING THE ESTABLISHMENT OF RATES TO BE CHARGED BY
THE COMMISSION**

WHEREAS, pursuant to the provisions of the *Municipal Government Act RSA 2000, cM-26 as amended*, (hereinafter referred to as the "Act"), the Board of the Commission must pass Bylaws respecting the governing of fees and rates to be charged by the Commission for services;

WHEREAS, the Board of the Commission deems it appropriate to establish an annual Master Rates Bylaw for rates for water and for service fees delivered through the Aqua 7 Regional Water Commission pipeline.

WHEREAS, Bylaw 2024-01 was adopted and the Board wishes to repeal this bylaw.

NOW THEREFORE, the Board enacts the following:

I. DEFINITIONS

1. **"Service Fee"** refers to the monthly fees charged by the Commission to its Members and shall not be less than the estimated aggregate amount required to cover all costs or other commitments of the Commission less any grants, transfers from reserves, interests, rents and other revenue.

II. ADMINISTRATION

1. This bylaw may be cited as the Master Rates Bylaw.
2. The annual rates shall be established as per Schedule "A", attached to and forming part of this Bylaw.
3. Overdue accounts of more than 60 days, will be charged interest compounded monthly at the current Line of Credit rate.
4. That this bylaw shall take effect on the date of the third and final reading.
5. Aqua 7 Regional Water Commission Bylaw 2024-1 is hereby repealed.

READ A FIRST TIME THIS 18th DAY OF December, 2025.

READ A SECOND TIME THIS 18th DAY OF December, 2025.

UNANIMOUS PERMISSION FOR THIRD READING ON THE 18th DAY OF December, 2025.

READ A THIRD TIME AND FINAL TIME ON THIS 18th DAY OF December, 2025.

CHAIRMAN

MANAGER

Aqua 7 Regional Water Commission Master Rates

Service Fee	\$1,667.00 per month
Water Rate	\$3.48/cubic metre \$0.06/cubic metre (Capital Replacement Reserve)

\$3.75/cubic metre **Effective January 1, 2026**

Breakdown as follows:

\$3.69/cubic metre

\$0.06/cubic metre
(towards Capital Replacement Reserve)

Approved

Item I3

Attachment 'B' – Letter from Town of Drumheller to Aqua 7



December 17, 2025

Theresa Cochran
Aqua 7 Regional Water Commission (A7RWC)
PO Box 592
Acme, AB T0M 0A0
Via email: krwsc1@gmail.com

Dear Ms. Cochran,

RE: 2026 Potable Water Rate

I am writing to inform you that at the Town of Drumheller's Regular Council Meeting held on December 16, 2025, Council approved the 2026 Operating Budget.

As part of this budget the potable water rate has been adjusted to reflect current operational and infrastructure costs. Effective March 1, 2026, the potable water rate will increase by 8.2%, changing from \$2.0224 per cubic metre to \$2.188 per cubic metre.

Rate increases are necessary to account for increasing operating expenses, environmental regulatory compliance costs, and infrastructure investments related to the treatment plant and transmission systems. Chemical costs at the treatment plant have increased by 129% since 2022, and budgeted repairs and maintenance expenses at the plant and pump stations also experienced increases in the 29% range. Additionally, like other municipalities, we were impacted by a valuation adjustment from our insurer, which resulted in insurance premium increases exceeding \$22,000 compared to 2025. Other expenditure categories have experienced moderate increases or decreases.

This adjustment ensures the continued sustainability of our water services and supports necessary investments in system maintenance and improvements. We appreciate your understanding and cooperation as we work together to provide reliable water services to our communities.

If you have any questions or require further details, please feel free to contact me at cao@drumheller.ca.

Sincerely,

Esther Quiambao, CLGM
Chief Administrative Officer

cc: Greg Towne, Finance Manager

Item I3

Attachment 'C' – 2026 Master Rates Bylaw, Schedule 'A' *(Revised)*

2026 Master Rates Bylaw - Schedule 'A'

ADMINISTRATION and COMMON SERVICES		
LABOUR and MEETINGS		
Special Meeting of Council	\$ 500.00	Each, Plus Actual Costs
Special Meeting of Committee of the Whole	\$ 500.00	Each, Plus Actual Costs
Municipal Planning Commission (MPC) Meeting	\$ 500.00	Each, Plus Actual Costs
Administrative Labour Rate (Regular Hours)	\$ 30.00	Each, per half hour
Administrative Labour Rate (Off Hours)	\$ 50.00	Each, per half hour
Public Works Labour Rate (Regular Hours)	\$ 30.00	Each, per half hour
Public Works Labour Rate (Off Hours)	\$ 50.00	Each, per half hour
LICENSING FEES		
<i>Business License - Event Vendor</i>	\$ 50.00	Per Event
<i>Business License - Hawker/Peddlar (e.g., Door-to-Door Sales)</i>	\$ 75.00	Monthly
<i>Business License - Home Occupation</i>	\$ 50.00	Annually
<i>Business License - Non-Resident</i>	\$ 250.00	Annually
<i>Business License - Contractor (Development)</i>	\$ 75.00	Until Development Permit Closure / Expiration
<i>Business License - Storefront</i>	\$ 50.00	Annually
<i>Animal License - Dog or Cat (Altered)</i>		Veterinarian Record Required
<i>Before Jan 31 Each Year</i>	\$ 20.00	Annually
<i>After Jan 31 Each Year</i>	\$ 30.00	Annually
<i>Animal License - Dog or Cat (Unaltered)</i>		
<i>Before Jan 31 Each Year</i>	\$ 30.00	Annually
<i>After Jan 31 Each Year</i>	\$ 45.00	Annually
<i>Animal License - Replacement Tag</i>	\$ 10.00	Each
DOCUMENTS and RECORDS		
<i>Town Technical Reports</i>	\$ 150.00	Each
<i>Municipal Development Plan (Hard Copy)</i>	\$ 75.00	Each
<i>Land Use Bylaw (Hard Copy)</i>	\$ 75.00	Each
<i>Records Search (General)</i>	\$ 25.00	Each, Minimum, Actual Administrative Time
<i>Tax Certificate</i>	\$ 50.00	Each
<i>Tax Roll Search</i>	\$ 50.00	Each
<i>Tax Assessment Search</i>	\$ 75.00	Each
PENALTIES, FEES, and NOTIFICATIONS		
<i>Accounts Sent to Collection (Surcharge)</i>	15%	Total Balance Owning
<i>Credit Card Service Fee</i>	2%	Transaction Total (Incl. Tax); Property Taxes Not Accepted
<i>Interest on Overdue Account Receivables</i>	2%	Balance Owning, Monthly
<i>Non-Sufficient Funds (NSF)</i>	\$ 40.00	per Returned Payment
<i>Property Tax Arrears Penalty</i>	\$ -	See <i>Property Tax Penalty Bylaw</i>
<i>Utility Arrears Penalty</i>	\$ -	See <i>Utility Arrears Penalty Bylaw</i>
<i>Tax Notification Letter</i>	\$ 100.00	Each, Plus Actual Costs
<i>Tax Recovery Letter</i>	\$ 100.00	Each, Plus Actual Costs
<i>Vehicle Impound /Towing Administrative Surcharge</i>	\$ 125.00	Each
ACCESS TO INFORMATION ACT REQUESTS		
<i>ATIA Records Search - Personal</i>	\$ -	Each
<i>ATIA Records Search - Initial Fee</i>	\$ 25.00	Each
<i>ATIA Records Search - Continuing Request</i>	\$ 50.00	Each
<i>ATIA Records Search - Processing Costs (if Over \$150)*</i>	\$ -	Each, Estimate to be Provided
<i>Staff Labor Costs Charged at Administrative Labor Rate</i>		
<i>*50% Payment Required Prior to Search</i>		
<i>*Balance Due Upon Delivery, Actual Costs</i>		

2026 Master Rates Bylaw - Schedule 'A'

UTILITY SERVICES		
WATER & SANITARY SERVICES		
<i>Curb Stop Locate (Customer Request)</i>	\$	75.00 Each, Plus Actual Costs
<i>Curb Stop Repair / Replacement (Customer Damage)</i>	\$	100.00 Each, Plus Actual Costs
<i>Sanitary System Connection (Inspection)</i>	\$	200.00 Each, Plus Actual Costs
<i>Water Hydrant Flow Testing Fee</i>	\$	400.00 Each, Plus Actual Costs
<i>Water Meter Connection (Inspection)</i>	\$	200.00 Each, Plus Actual Costs, Meter at Municipal Cost
<i>Water Meter Final Read</i>	\$	40.00 Each
<i>Water Meter Replacement</i>	\$	200.00 Each, Plus Actual Costs, Meter at Municipal Cost
<i>Water Meter Tampering Charge</i>	\$	500.00 Each, Plus Actual Costs
<i>Water Meter Testing Fee (Customer Request)</i>	\$	100.00 Each, No Fee is Meter Faulty
<i>Water Service Disconnect 800am - 400pm, Mon-Fri</i>	\$	75.00 Each, Plus Actual Costs (24-Hr Notice)
<i>Water Service Disconnect Off Hours / Under 24-Hr Notice</i>	\$	150.00 Each, Plus Actual Costs
<i>Water Service Reconnection 800am - 400pm, Mon-Fri</i>	\$	75.00 Each, Plus Actual Costs (24-Hr Notice)
<i>Water Service Reconnection Off Hours / Under 24-Hr Notice</i>	\$	150.00 Each, Plus Actual Costs
CONSUMPTION CHARGES		
<i>Water</i>	\$	5.96 Cubic Meter
<i>Wastewater</i>	\$	3.73 Cubic Meter (Billed at 90% of Water Consumption)
<i>Potable Water</i>	\$	25.00 Each, Minimum, \$7.25 per Cubic Meter
<i>Non-Potable Water</i>	\$	25.00 Each, Minimum, \$5.25 per Cubic Meter
SOLID WASTE and RECYCLING		
<i>Bin Replacement (Customer Loss or Damage)</i>	\$	100.00 Each, Plus Actual Costs
<i>Garbage Collection</i>	\$	17.00 Monthly
<i>Recycling Collection</i>	\$	12.00 Monthly
<i>Extra Bags - Curbside Collection</i>	\$	5.00 Per Tag (Available at Town Office)

CEMETERY SERVICES		
PURCHASES and SERVICES		
<i>Plot Purchase</i>	\$	500.00 Each
<i>Opening and Closing - Casket</i>	\$	500.00 Each
<i>Opening and Closing - Urn</i>	\$	250.00 Each
<i>Weekend or Holiday Surcharge</i>	\$	250.00 Each
<i>Perpetual Maintenance Fee - All Internments</i>	\$	350.00 Per Plot

2026 Master Rates Bylaw - Schedule 'A'

PROPERTY and DEVELOPMENT		
PRE-APPLICATION CONSULTATIONS		
<i>Pre-Application Consultation - Initial (30 Minutes)</i>	\$	- Each
<i>Pre-Application Consultation - Extended (30 Minutes)</i>	\$	30.00 Each
DEVELOPMENT APPLICATIONS		
<i>Demolition Permit</i>	\$	150.00 Each
<i>Development Permit - Minor, Permitted Use</i>	\$	50.00 Each
<i>Development Permit - Minor, Discretionary Use</i>	\$	100.00 Each
<i>Development Permit - Intermediate, Permitted Use</i>	\$	100.00 Each
<i>Development Permit - Intermediate, Discretionary Use</i>	\$	150.00 Each
<i>Development Permit - Major, Permitted Use</i>	\$	150.00 Each
<i>Development Permit - Major, Discretionary Use</i>	\$	200.00 Each
<i>Development Permit - Time Extension</i>		50% of Normal Application Fee(s)
<i>Surcharge for Development Without Permit</i>		150% of Normal Applicable Fee(s)
<i>Variance Request Application</i>	\$	75.00 Each
LAND USE		
<i>Redesignation Application</i>	\$	1,000.00 Each, Plus Actual Costs
<i>Area Structure Plan</i>	\$	3,500.00 Each, Plus Actual Costs
<i>Area Structure Plan - Amendment</i>	\$	1,750.00 Each, Plus Actual Costs
<i>Conceptual Plan</i>	\$	2,500.00 Each, Plus Actual Costs
<i>Conceptual Plan - Amendment</i>	\$	1,250.00 Each, Plus Actual Costs
<i>Amendment - Municipal Development Plan</i>	\$	1,500.00 Each, Plus Actual Costs
<i>Amendment - Land Use Bylaw</i>	\$	1,750.00 Each, Plus Actual Costs
<i>Land Use (Zoning) Confirmation Letter</i>	\$	50.00 Each, Plus Actual Costs
<i>Development Agreement Administration Fee</i>	\$	1,000.00 Each, Plus Actual Costs
<i>Subdivision Application (Base Fee w/ First Lot)</i>	\$	500.00 Each, Plus Actual Costs
<i>Subdivision Application (Per Additional Lot)</i>	\$	250.00 Each
PROPERTY and DEVELOPMENT APPEALS		
<i>Appeal - Property Tax Assessment (Residential & Farmland)</i>	\$	125.00 Each
<i>Appeal - Property Tax Assessment (Other)</i>	\$	225.00 Each
<i>Appeal - Decision of Development Authority, by Applicant</i>	\$	300.00 Each, Minimum. Actual Costs and Administrative Time
<i>Appeal - Decision of Development Authority, by Affected Party</i>	\$	300.00 Each, Minimum. Actual Costs and Administrative Time
<i>Appeal - Stop Work Order Issued by Development Authority</i>	\$	300.00 Each, Minimum. Actual Costs and Administrative Time
GENERAL PROPERTY and DEVELOPMENT SERVICES		
<i>Discharge of Caveat</i>	\$	100.00 Per Caveat, Plus Actual Costs
<i>Encroachment Agreement</i>	\$	225.00 Each, Plus Actual Costs
<i>Encroachment Letter</i>	\$	75.00 Each, Plus Actual Costs
<i>Property Compliance Stamp - Residential</i>	\$	175.00 Each
<i>Property Compliance Stamp - Other</i>	\$	225.00 Each
<i>Lot Endorsement (Base Fee w/ First Lot)</i>	\$	250.00 Each, Plus Actual Costs
<i>Lot Endorsement (Per Additional Lot)</i>	\$	150.00 Each
<i>Stop Work Order</i>	\$	150.00 Each, Plus Actual Costs
<i>Site Compliance Inspection</i>	\$	- Each, Per Permit
<i>Site Compliance Re-Inspection</i>	\$	150.00 Each, Per Permit
<i>Third-Party Legal or Technical Review</i>	\$	500.00 Each, Plus Actual Costs
DEVELOPMENT SECURITIES & GUARANTEES		
<i>Security - Minor, Permitted Use</i>	\$	- Each, Per Permit
<i>Security - Minor, Discretionary Use</i>	\$	- Each, Per Permit
<i>Security - Intermediate, Permitted Use</i>	\$	750.00 Each, Per Permit
<i>Security - Intermediate, Discretionary Use</i>	\$	750.00 Each, Per Permit
<i>Security - Major, Permitted Use</i>	\$	2,500.00 Each, Per Permit
<i>Security - Major, Discretionary Use</i>	\$	2,500.00 Each, Per Permit
<i>Security - Discretionary as Determined by Development Officer</i>		Up to 15% of Total Construction Value, Added to Base Security

2026 Master Rates Bylaw - Schedule 'A'

FACILITY RENTALS		
COMMUNITY HALL		
MAIN HALL*		
<i>General Purpose</i>	\$ 400.00	Includes Audio / Visual Equipment Per Day, Inspection Fee Applies
<i>Fundraisers</i>	\$ 200.00	Per Day, Inspection Fee Applies
<i>Funerals and Memorials</i>	\$ 200.00	Per Day, Inspection Fee Applies
<i>Pre and Post Inspection Fee</i>	\$ 100.00	Per Rental
<i>Early Setup or Late Cleanup Fee (3Hrs Pre or Post Booking)</i>	\$ 100.00	
COMMERCIAL KITCHEN*		
<i>All Bookings</i>	\$ 200.00	Per Day, Inspection Fee Applies
REFUNDABLE DAMAGE DEPOSIT	\$ 500.00	One-Time Fee, All Rentals
*50% Discount Available for Registered Non-Profit and Local Service Groups		
RECREATION CENTER		
FITNESS / DANCE STUDIO*		
<i>Hourly Rental</i>	\$ 30.00	Per Hour
<i>Half Day Rental (4 Hours)</i>	\$ 90.00	Per Rental
<i>Full Day Rental (8 Hours)</i>	\$ 150.00	Per Rental
LOWER LOUNGE*		
<i>Hourly Rental</i>	\$ 30.00	Per Hour
<i>Half Day Rental (4 Hours)</i>	\$ 90.00	Per Rental
<i>Full Day Rental (8 Hours)</i>	\$ 150.00	Per Rental
COMMERCIAL KITCHEN*		
<i>Hourly Rental</i>	\$ 20.00	Per Hour
<i>Half Day Rental (4 Hours)</i>	\$ 60.00	Per Rental
<i>Full Day Rental (8 Hours)</i>	\$ 100.00	Per Rental
UPPER FLOOR ORGANIZATIONAL MEETING ROOM*		
<i>Hourly Rental</i>	\$ 20.00	Per Hour
<i>Half Day Rental (4 Hours)</i>	\$ 60.00	Per Rental
<i>Full Day Rental (8 Hours)</i>	\$ 100.00	Per Rental
UPPER FLOOR LOUNGE*		
<i>Hourly Rental</i>	\$ 40.00	Per Hour
<i>Half Day Rental (4 Hours)</i>	\$ 120.00	Per Rental
<i>Full Day Rental (8 Hours)</i>	\$ 200.00	Per Rental
UPPER FLOOR LOUNGE w/ BAR*		
<i>Hourly Rental</i>	\$ 45.00	Per Hour
<i>Half Day Rental (4 Hours)</i>	\$ 135.00	Per Rental
<i>Full Day Rental (8 Hours)</i>	\$ 225.00	Per Rental
DRY PAD SPORTS FLOOR*		
<i>Hourly Rental</i>	\$ 50.00	Per Hour
<i>Half Day Rental (4 Hours)</i>	\$ 150.00	Per Rental
<i>Full Day Rental (8 Hours)</i>	\$ 250.00	Per Rental
BIRTHDAY PARTY PACKAGE (Lower Lounge & Sports Floor)		
<i>Half Day Rental (4 Hours)</i>	\$ 150.00	Per Rental
REFUNDABLE DAMAGE DEPOSIT	\$ 500.00	One-Time Fee, All Multi-Hour Rentals
*20% Discount Available When 3+ Bookings Made at Same Time		
*20% Discount Available for Registered Non-Profit and Local Service Groups		



Council Report

To: Mayor and Council

From: Chief Administrative Officer

Date: January 5, 2026

Purpose: **Provided for Information**

Subject: Municipal Enforcement Approach – Discussion

Summary:

Municipal enforcement services have now been in place for several years and are well established within the community. This report is presented for discussion to allow Council to consider whether the Town's current enforcement approach remains appropriate, or whether it is timely to evolve toward a more typical and consistent municipal enforcement posture.

No decision is required; however, a draft motion has been provided should Council wish to give direction following discussion

Background and Discussion:

In 2023, the Town entered into the Tri-Community Peace Officer Agreement with the Villages of Beiseker and Acme, reintroducing municipal enforcement services following a prolonged absence. The return of enforcement addressed a long-standing operational gap and restored the Town's ability to support community safety, accessibility, and municipal standards.

At the time enforcement services were reintroduced, Administration intentionally adopted a soft-touch enforcement philosophy, informally referred to as "*Educate, Educate, Enforce*." This approach prioritized awareness-building, relationship-building, and voluntary compliance, recognizing that enforcement had not been present for some time and that community expectations required a period of adjustment.

Over the past several years, this approach has proven effective. Enforcement services are now well established, peace officers are a familiar and accepted presence in the community, and overall compliance has improved. The education-first model has contributed positively to rebuilding trust and clarifying expectations.

Emerging Context

As enforcement services have matured, Council has raised, both formally and informally, whether the Town has reached a point where enforcement expectations may reasonably evolve.

This topic was identified by Council at an earlier meeting as one that may warrant further discussion. More recently, individual Councillors have shared anecdotal observations suggesting that repeated educational touchpoints are becoming less effective in addressing certain types of ongoing or repeat non-compliance.

This has been most observed in areas such as:

- sidewalk snow and ice clearing,
- weed control, and
- yard maintenance and general property standards.

These examples are illustrative rather than exhaustive and are intended to reflect areas where expectations are now widely understood and where continued reliance on repeated education alone may no longer achieve timely compliance.

Framing the Discussion

This item is not intended to focus on ticketing, punitive enforcement, or revenue generation. Rather, it is intended to support a broader discussion about enforcement philosophy and service standards.

Specifically, Council is invited to consider whether the Town's enforcement posture should continue to emphasize education as the primary response, or whether it is appropriate to move toward a more typical or consistent municipal enforcement approach now that enforcement services are established and community expectations are well known.

Education, discretion, and proportionality would remain central to enforcement practice under any approach.

The discussion centres on whether, once expectations are clearly established, enforcement tools should be applied earlier in the compliance process to support fairness, consistency, community safety, accessibility, and civic pride.

Administrative Perspective

Administration views this discussion as a natural and expected evolution of the Town's enforcement model. The Educate, Educate, Enforce approach was intentionally adopted during the reintroduction of enforcement services and has largely achieved its intended purpose. Expectations are now broadly understood, enforcement credibility has been established, and the community is familiar with its obligations.

From an administrative perspective, it is reasonable to consider transitioning toward a more typical municipal enforcement approach, consistent with practices commonly applied in other Alberta municipalities. This would not represent a departure from discretion or fairness, but rather an evolution toward applying enforcement tools earlier in the compliance process once expectations are known.

Administration's objective remains unchanged: achieving compliance in a manner that supports community safety, accessibility, fairness, and pride. Administration is seeking Council's input before making any material adjustment to enforcement practice.

Council's Role

The enforcement tools available to the Town have not changed. What is under discussion is the service standard and tolerance level applied in using those tools.

Direction on enforcement philosophy and expectations appropriately rests with Council, as it directly influences how municipal standards are upheld and how residents experience municipal authority.

Financial Implication(s):

There are no direct financial impacts associated with this report.

Any evolution in enforcement approach would be implemented using existing peace officer resources and within the current approved operating budget. The intent of the discussion is to consider service standards and compliance expectations, not to expand enforcement capacity or introduce new revenue measures.

Recommendation:

This report is presented for discussion; *Council is not required to make a decision.*

Administration does recommend transitioning toward a more typical and consistent municipal enforcement approach, and a draft motion has been provided should Council wish to give direction consistent with that recommendation.

Council may, however, reasonably wish to:

- maintain the current enforcement posture,
- provide more general direction to evolve the current approach, or
- take no immediate action and revisit the matter at a later date.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council support a transition toward a more typical and consistent municipal enforcement approach, with continued use of discretion and education where appropriate.

Option #2:

Motion #1: **THAT** Administration's report be received as information.

Option #3:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

N/A

Item J1

Letter from Rocky View School Division



Dec. 17, 2025

Mayor Colleen MacLeod
Town of Irricana
P.O. Box 100
Irricana, AB T0M 1B0

Dear Mayor MacLeod:

The Board of Trustees of Rocky View Schools (RVS) offers congratulations on your election as mayor and to the recently elected Town of Irricana councillors. Similar to council, the new 2025–2029 RVS Board brings together trustees with diverse backgrounds and perspectives, united by a shared commitment to serving our growing communities. With this renewed leadership, the Board looks forward to building a strong and collaborative relationship with the Town of Irricana in support of students and families.

RVS is the largest school jurisdiction in Alberta outside of Calgary and Edmonton and provides a positive quality learning experience to more than 29,600 students. Continued growth in the communities RVS serves has focused the division's advocacy efforts over the past number of years on the planning and construction of new schools. Seven new school projects have received provincial approval with design and construction currently underway.

The Board would like the opportunity to meet with you in the spring, at your convenience, to share RVS' advocacy priorities and discuss areas of mutual interest that support Irricana's continued growth and community well-being. Please do not hesitate to have your office contact Ashley Maroukian at (403) 945-4004, or amaroukian@rockyview.ab.ca if you have any questions or to schedule a meeting.

On behalf of the Board and RVS, best wishes for the upcoming holiday season and in the new year.

Sincerely,

A handwritten signature in black ink.

Fiona Gilbert
Board Chair

Cc: Town of Irricana Councillors
Doug Hafichuk, Chief Administrative Officer, Town of Irricana
Ryan Reed, Superintendent of Schools

Ward 1 Shali Baziuk 403-850-5758	Ward 2 Sara Roth 403-498-4411	Ward 3 Melyssa Bowen Vice-Chair 403-835-6673	Ward 3 Fred Burley 403-874-9062	Ward 3 Jeremy Klug 403-835-6089	Ward 4 Joanna Brownlee 587-573-4535	Ward 5 Susan Flowers 403-875-2228	Ward 5 Fiona Gilbert Chair 403-200-8968
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Board of Trustees

Item J2

Motion Tracker

Motion Tracker

Motion #	Description	Action Required	Motion Date	Public / In Camera	Due Date	Status	Comments	Last Update
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	Archive	Closed per discussion at December 15, 2025 Regular Meeting of Council	30-Dec-25