



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: May 19, 2026 Time: 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from May 4, 2026 Regular Meeting

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Asset Disposal Policy Annual Reporting

Item I2: Reserve Account Framework

Item I3: External Communications Policy

Item I4: Land Use Bylaw Amendment

Item I5: Chief Administrative Officer Monthly Report

J. COMMUNICATION / INFORMATION

K. COUNCILLOR UPDATE

L. CLOSED SESSION

Item L1: Strategic Utility & Infrastructure Planning, Closed per Sections 29(1) and 30(1) of the Access to Information Act

M. ADJOURN

Item E1

Minutes from May 4, 2026 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: May 4, 2026 Time: 7:00PM

A. ATTENDANCE

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

B. CALL TO ORDER

The meeting was called to order by Mayor MacLeod at 6:59 pm.

C. AGENDA

- (i) Item C1: Adopt Agenda
054:26 Moved by Councillor Fleming to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

- (i) Item D1: Pioneer Acres Presentation (Bob Anderson, Chris Wood)
Presentation from: 7:00 pm to 7:22 pm

Chris Wood presented Pioneer Acres Strategic Plan and provided some history of the Club, responding to questions from Council.

Bob Anderson provided additional information including the structure of Pioneer Acres and creating opportunities for increased community involvement.

Presenters left the meeting at 7:22 pm

E. MINUTES

- (i) Item E1: Minutes of the Regular Meeting of Council for April 20, 2026

055:26 Moved by Councillor Hoefnagels to accept the Minutes from the Regular Meeting of Council for April 20, 2026, 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: Irricana Library Board Appointment

056:26 Moved by Councillor Fleming that Council appoint Aimee Baragar to the Irricana & Rural Municipal Library Board as a Member at Large for a two-year term, expiring February 11, 2028.
CARRIED

- (ii) Item I2: 2026 Town Budget (Spring Finalization)

057:26 Moved by Deputy Mayor Sim that the 2026 Town Budget (Spring Finalization) be approved, as presented.
CARRIED

Mayor MacLeod called for a recess at 7:41 pm
Mayor MacLeod reconvened the meeting at 7:45 pm

- (iii) Item I3: 2026 Tax Rate Bylaw

058:26 Moved by Councillor Fleming that the 2026 Tax Rate Bylaw (Bylaw 002:2026) be read for a first time this 4th day of May, 2026.
CARRIED

059:26 Moved by Deputy Mayor Sim that the 2026 Tax Rate Bylaw (Bylaw 002:2026) be read for a second time this 4th day of May, 2026.
CARRIED

060:26 Moved by Councillor Hoefnagels that unanimous consent be given for a third and final reading of the 2026 Tax Rate Bylaw (Bylaw 002:2026) this 4th day of May, 2026.
CARRIED

061:26 Moved by Councillor Fleming that the 2026 Tax Rate Bylaw (Bylaw 002:2026) be read for a third and final time this 4th day of May, 2026.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) None

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

Mayor MacLeod

- 1) Closer to Home: The Mayor provided information regarding Closer to Home community resources and noted that a link to these resources is available on the Town's website for public access.
- 2) Rocky View Foundation: An update was provided to Council regarding the Rocky View Foundation, which is a regional housing management body that provides and operates affordable housing and lodge accommodations for seniors and eligible residents within the region.
- 3) Beiseker Grad: The Mayor noted that she was invited to speak at the Beiseker High School Graduation ceremony.
- 4) 211 Alberta: The Mayor provided a summary of 211 Alberta, which is a province-wide information and referral service that connects residents to a wide range of community, social, health and government programs and services. It was noted that residents can dial 211 to access non-emergency support and information, while 911 should continue to be used for emergency situations only.

Deputy Mayor Sim

- 1) Community Showcase: Deputy Mayor Sim provided an update on the recent Community Showcase event and noted that resident attendance was lower than anticipated. Deputy Mayor Sim also acknowledged the positive engagement and vendor participation with the Chamber of Commerce throughout the event. It was further noted that weather may have contributed to the lower than anticipated public attendance.

Councillor Fleming

- 1) Aqua 7: Councillor Fleming provided an update on the recent Aqua 7 meeting, including an overview of an audit presentation. It was noted that information was also shared regarding manganese concerns, and that these issues are currently under investigation. Additional data and analysis are required to determine the source of the issue and potential solutions.

Councillor Hoefnagels

- 1) Community Showcase: Councillor Hoefnagels is a Council representative on the Irricana Library Board and reported that the Irricana Library participated in the recent Community Showcase event. During the event, members of the public were invited to provide input on future programming ideas and to take part in a logo redesign activity.

L. CLOSED SESSION

- (i) None

M. ADJOURN

- (i) Adjournment

062:26 Moved by Deputy Mayor Sim to adjourn the meeting at 7:59 pm.
CARRIED

Colleen MacLeod
Mayor

Doug Hafichuk
Chief Administrative Officer



Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: May 19, 2026
Purpose: **Provided For Information**
Subject: Asset Disposal Policy Annual Reporting

Summary:

The purpose of this report is to provide Council with the first annual update under Council Policy C003-2025 Asset Disposal Policy. This report outlines initial implementation efforts and provides a summary of assets disposed of during the initial reporting period.

Background and Discussion:

Council approved the Asset Disposal Policy (C003-2025) on January 20, 2025. The policy establishes a formal framework for the identification, valuation, and disposal of obsolete and surplus municipal assets, with an emphasis on transparency and the recovery of residual value through public auction.

The policy further requires that Administration prepare and present an annual Asset Disposal List to Council, coinciding with the preparation of the Audited Financial Statements. At the time the most recent audited financial statements were presented to Council in October 2025, asset disposal activities under the policy were still underway, and no completed transactions were available for reporting.

As this represents the first reporting cycle under the policy, Administration is bringing forward this report to provide Council with an overview of initial implementation efforts and disposal activities completed to date.

Annual Reporting

Following policy approval, Administration undertook a comprehensive review of municipally owned equipment, with a focus on larger assets that are no longer in active service or do not have a clear operational use.

To support a consistent and transparent disposal process, Administration coordinated with GovDeals, a recognized public auction platform, to facilitate asset sales in alignment with the policy's direction to prioritize public auction.

Initial asset listings occurred in Fall 2025. Through this process, a total of nine (9) assets were disposed of via public auction. All assets were fully depreciated, with a book value of \$0, meaning that all proceeds generated represent a net positive recovery for the municipality. In total, the disposal process generated proceeds of \$53,250.

The disposed assets consisted primarily of vehicles and equipment that were either out of service or identified as surplus to operational needs. In all cases, assets had reached the end of their useful life for municipal purposes or had been replaced through lifecycle planning.

A detailed Asset Disposal List is attached for Council's review, including disposal rationale, method, and sale value for each item.

Observations and Implementation

The first year of implementation has demonstrated the value of a structured and policy-aligned approach to asset disposal. The process of reviewing municipal assets has improved visibility into the Town's inventory and supported more intentional lifecycle management.

The use of a public auction platform has proven to be an effective and transparent method of disposal, enabling market-based pricing and generating meaningful residual value from assets that would otherwise have limited utility.

The results from this initial disposal cycle reinforce the importance of the policy framework and support continued use and refinement of the process moving forward.

Financial Implication(s):

The 2025 disposal cycle resulted in total proceeds of \$53,250. While individual asset values varied significantly based on condition and market demand, the policy framework enabled the Town to recover meaningful residual value from assets that were no longer operationally required.

Recommendation:

Administration recommends that Council receive this report for information.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council accept the report for information.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Asset Disposal List *(as of April 30, 2026)*

Attachment 'B' – Council Policy C003-2025 Asset Disposal *(as reference)*

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Attachment 'A' – Asset Disposal List (as of April 30, 2026)

	Asset Description	Disposal Rationale	Disposal Method	Book Value	Sale Value
1	2013 Kubota RTV Includes Snow Plow Attachment	Out of Service	Auction	\$ -	\$10,700.00
2	2017 FERRI articulated hydraulic reach mower attachment	Surplus	Auction	\$ -	\$2,675.00
3	2012 RAM 1500 4WD CREW CAB PICKUP 4-DR, 4.7L V8 SOHC 16V	Out of Service	Auction	\$ -	\$8,100.00
4	1997 GMC C7H042 - Caterpillar 3116 Diesel Engine (includes 10 foot Meyer plow)	Surplus	Auction	\$ -	\$16,300.00
5	1992 GMC Sierra C/K 3500 Flat Deck Truck, 5.7L V8 OHV 16V	Out of Service	Auction	\$ -	\$725.00
6	SnowEx Sander - Model V-Maxx 8500	Out of Service	Auction	\$ -	\$50.00
7	1981 Mobil 2TE4 Street Sweeper	Out of Service	Auction	\$ -	\$1,000.00
8	2012 RAM 1500 4WD CREW CAB PICKUP 4-DR, 4.7L V8 SOHC 16V	Out of Service	Auction	\$ -	\$6,100.00
9	John Deere 1445 Mower - Includes Sweeper	Surplus	Auction	\$ -	\$7,600.00
					\$53,250.00



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Attachment 'B' – Council Policy C003-2025 Asset Disposal *(as reference)*

Asset Disposal Policy

Approval Date: January 20, 2025

Review by Date: TBD Pending Approval

1. Policy Purpose:

The Town of Irricana acquires assets, primarily goods and equipment, to support municipal operations. The Asset Disposal Policy establishes a consistent, transparent, and equitable process for disposing of municipally owned assets that have reached the end of their useful life, while aiming to recover their maximum residual value.

2. Definitions:

- a. Asset: Any item owned, controlled, or managed by the Town that has a monetary value and is used for municipal operations. Assets may include physical items such as equipment, vehicles, furniture, infrastructure, or intangible items such as software or licenses. For the purposes of this policy, the definition intentionally *excludes* property and buildings;
- b. Asset Disposal List: A list of assets identified as obsolete, surplus, or otherwise no longer required for municipal operations;
- c. Book Value: The recorded value of an asset on the municipality's financial statements, calculated as the original cost minus accumulated depreciation;
- d. Chief Administrative Officer: The executive responsible for the overall administration and operations of a municipality, in accordance with the Municipal Government Act, or their delegate.
- e. Council: The elected governing body of the municipality responsible as defined in the Municipal Government Act.
- f. Donation: The transfer of ownership of an asset from the Town to a nonprofit organization, community group, or other entity without financial compensation, typically for the purpose of supporting public benefit or community development.
- g. Obsolete: An asset which is no longer functional, relevant, or efficient for its intended purpose due to age, wear, technological advancements, or changing operational needs.

- h. Public Auction: A competitive bidding process open to the public, conducted in person, online, or via a third-party service, to sell surplus or obsolete assets to the highest bidder.
- i. Reserve Price: The minimum acceptable amount set for an asset to be sold at a public auction. If bidding does not meet the reserve price, the asset is not sold.
- j. Residual Value: The estimated amount that could be recovered through the direct sale of an asset.
- k. Surplus: An asset that is no longer required by the Town for its current or anticipated operational needs but may still have value or utility to others.
- l. Trade-In Value: The monetary credit offered by a vendor or dealer when an obsolete or surplus asset is exchanged as part of a transaction for a replacement or new item.

3. Policy Statement

The Town of Irricana is committed to the responsible and transparent management of municipal assets throughout their lifecycle, including the disposal of Obsolete and Surplus Assets. Disposal activities shall occur on both an annual and ongoing basis, as operational needs dictate.

To ensure public transparency and maximize residual value, the primary method of asset disposal will be public auction. Should an asset not be successfully auctioned, Administration may utilize alternative disposal methods, such donation, private sale, or waste disposal.

4. Policy Details

4.1 Disposition of Assets (General)

- 4.1.1 Assets deemed to be Obsolete or Surplus may be disposed of at the discretion of the Chief Administrative Officer. In determining if an Asset is Obsolete or Surplus, consideration must be given to:
 - Whether the purpose for which the Asset was originally intended for remains;
 - Whether an Asset can still meet its intended purpose at an acceptable level;
 - Whether an Asset can be used for an alternative purpose that produces value.
- 4.1.2 Administration shall take reasonable steps to establish a Residual Value for all Assets that are to be disposed of. This may include internal research, the use of external expertise, or a combination thereof.

4.2 Public Auction

- 4.2.1 All Assets shall be disposed of through Public Auction, subject to other provisions of this policy or a resolution from Council.
- 4.2.2 For Assets with a Residual Value below \$2,000, a Reserve Price is not required.
- 4.2.3 For Assets with a Residual Value of \$2,000 to \$4,999, a Reserve Price may be established at the discretion of the Chief Administrative Officer.
- 4.2.4 For Assets with a Residual Value of \$5,000 or greater, a Reserve Price shall be established.
- 4.2.5 Assets which are to be disposed of through Public Auction may be listed as individual items or as lots, at the discretion of the Chief Administrative Officer.

4.3 Trade-In for Similar

- 4.3.1 Assets may be used to defer the cost of acquiring a replacement Asset or new Asset intended to serve a similar purpose.
- 4.3.2 In determining if an Asset may be used for Trade-In, consideration must be given to the difference between the Trade-In Value and the Asset's Residual Value and the resources required to dispose of the Asset through other means.
- 4.3.3 A Trade-In Value must be provided in writing by the receiving Vendor prior to the transaction being completed.
- 4.3.4 A Trade-In must be approved by the Chief Administrative Officer prior to the transaction being completed.

4.4 External Donations

- 4.4.1 Assets that are not or cannot be disposed of through Public Auction or as Trade-In may be donated to registered charities, non-for-profit organizations, or other governments, at the discretion of the Chief Administrative Officer.

4.5 Discretionary Disposal

- 4.5.1 Assets that are not or cannot be disposed of through Public Auction, Trade-In, or Donation may be disposed of in any fashion deemed appropriate by the Chief Administrative Officer.

5 Reporting to Council

- 5.1 An Asset Disposal List shall be completed annually, coinciding with the preparation of Audited Financial Statements.
- 5.2 The Asset Disposal List shall include, at a minimum, the Book Value, Residual Value and method of disposal for each Asset.
- 5.3 The Asset Disposal List shall be presented to Council annually.

Resolution 004:25 was passed by Council on January 20, 2025 to enact Policy C003-2025, being the Council Policy on Asset Disposal.

Original Signed

Jim Bryson

Mayor

REFERENCES:

Town of Irricana Procedure – Asset Disposal



Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: May 19, 2026
Purpose: Request For Decision
Subject: Reserve Account Framework

Summary:

Administration has been reviewing the Town's financial governance systems as part of the Financial Controls & Reporting initiatives identified within the 2026 Work Plan, building upon the March 9, 2026 Committee of the Whole discussion regarding liquidity, reserves, and long-term financial resilience.

Through this work, Administration has identified opportunities to improve reserve governance, financial visibility, and the Town's long-term infrastructure readiness through more intentional financial architecture.

The purpose of this report is to begin broader Council discussion regarding reserves, restricted funding, liquidity management, and future development of a formal reserve framework.

Background and Discussion:

At the March 9, 2026 Committee of the Whole meeting, Administration presented a broader discussion regarding ongoing Financial Controls & Reporting initiatives, including liquidity visibility, financial governance modernization, internal controls, and long-term financial resilience.

As part of that discussion, Administration noted that many municipalities – particularly smaller communities – historically develop financial structures largely through operational convenience and gradual evolution over time.

While these approaches may remain fully compliant with Public Sector Accounting Standards (PSAS), auditable, and operationally functional, they can still create challenges related to liquidity visibility, reserve discipline, and long-term strategic planning.

Administration notes that financial compliance and organizational maturity are not necessarily the same thing. A municipality may remain fully compliant with PSAS while still experiencing limited liquidity visibility, weaker reserve governance, and reduced strategic clarity. Accordingly, the discussion underway is not primarily about compliance, but rather about continuing to mature and strengthen the Town's financial governance systems over time.

One of the central observations emerging from this work is that not all bank balances equal spendable money. Municipal bank balances may include restricted grant funding, reserve contributions, deposits, prepaid balances, and other monies that are not necessarily available for unrestricted operating purposes.

When these categories of funds are co-mingled within the same operating environment, it can become difficult to clearly distinguish between:

- unrestricted operating liquidity;
- restricted or conditional grant funding;
- reserve contributions intended for future purposes; and
- funds intended for repayment, remittance, or specific obligations.

While co-mingling is not inherently improper and may remain fully compliant from an accounting perspective, it can reduce visibility into the municipality's true operating position and limit long-term financial clarity. As municipalities mature operationally and financially, more intentional categorization and segregation of funds can improve transparency, reserve governance, and long-term planning capability.

Administration believes this work is foundational to strengthening:

- treasury discipline;
- reserve governance;
- liquidity visibility;
- capital planning capability; and
- institutional resilience.

Importantly, this discussion should not be viewed simply as the creation of additional bank accounts. Rather, Administration views this work as the development of intentional financial architecture capable of supporting the Town's future operational, infrastructure, and governance needs.

Over the past several years, Administration and Council have undertaken significant work to stabilize day-to-day municipal operations, strengthen reporting practices, improve internal controls, and advance completion of outstanding audits and reconciliations. As those systems continue to mature, Administration believes the

Town is now entering a phase where greater focus can be directed toward long-term infrastructure readiness, reserve planning, and financial sustainability.

Like all municipalities, the Town faces significant long-term infrastructure obligations associated with roads, underground utilities, facilities, fleet, stormwater systems, and future growth-related infrastructure capacity.

While these obligations may extend over decades, they nonetheless represent millions of dollars in future capital requirements that will require disciplined financial planning and intentional reserve strategies.

Administration further notes that modern infrastructure funding increasingly relies upon grant stacking, cost-sharing arrangements, and municipal contribution requirements. In many cases, municipalities must demonstrate the ability to contribute local matching dollars in order to access substantially larger external funding opportunities. A project requiring a 10% municipal contribution, for example, may allow the Town to leverage \$100,000 in local funding into a \$1,000,000 infrastructure investment.

Accordingly, reserve planning and liquidity visibility are increasingly important strategic tools that improve the Town's competitiveness, responsiveness, and long-term infrastructure readiness.

Possible Future Framework Considerations:

While Administration is not seeking approval of a finalized reserve structure at this time, several conceptual categories have emerged through preliminary review and may help guide future discussion, including:

Operating Stabilization Reserve

A reserve intended to support long-term operational resilience, cashflow stabilization, emergency response capability, and intentional retention of annual operating surpluses.

Utility & Infrastructure Reserve

A reserve intended to support major infrastructure initiatives, lifecycle replacement planning, grant matching requirements, and significant utility or infrastructure expenditures outside normal operating activities.

Restricted Grant / Conditional Funding Accounts

More intentional segregation of specific categories of restricted or conditional funding, such as provincial or federal infrastructure grants, in order to improve visibility into unrestricted operating liquidity versus externally restricted funding capacity.

Administration notes that the objective is not to create an overly fragmented reserve structure with highly specific reserve categories for each individual operational area or asset class. Rather, the intention is to establish a practical and manageable framework appropriate to the Town's scale and operational complexity while still improving governance visibility and intentionality.

Similarly, the objective is not to create unnecessary bureaucracy, but rather to ensure that significant reserve and infrastructure-related funds remain visible, intentional, and subject to appropriate governance and decision-making discipline.

Future policy discussions may include:

- reserve contribution methodologies;
- authority for reserve transfers and withdrawals;
- treatment of annual operating surpluses;
- interaction between reserve balances and annual budgets;
- reserve reporting expectations; and
- long-term reserve targets and liquidity objectives

Strategic Considerations Moving Forward

As Council continues discussion regarding reserve governance and financial architecture, Administration believes the following broader considerations may help inform future policy development:

- What level of operating liquidity and financial resilience should the Town aim to maintain over time?
- How should the municipality balance day-to-day operational pressures against long-term reserve and infrastructure planning objectives?
- What degree of governance, visibility, and intentionality should accompany reserve contributions, transfers, and long-term infrastructure funding decisions?

Financial Implication(s):

There are no immediate financial implications associated with this discussion item.

Future implementation of reserve structures, restricted funding accounts, or revised banking architecture may require additional administrative work, policy development, banking coordination, and potential restructuring of existing municipal financial processes.

Recommendation:

Administration recommends that Council provide general feedback and direction regarding the continued development of a formal reserve framework and intentional financial architecture.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council direct Administration to develop a formal reserve framework and financial architecture strategy for future Council consideration.

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: May 19, 2026
Purpose: Request For Decision
Subject: External Communications Policy

Summary:

Council has previously identified communications, transparency, and public engagement as strategic priorities, including support for more consistent public-facing updates, educational materials, and accessible municipal communications. In response, the Town has spent several years intentionally expanding and modernizing its communications systems, tools, and organizational capacity.

The municipality is now transitioning from communications capacity-building toward communications governance, a long-term communications philosophy, and organizational maturity.

The report begins broader Council-level discussion regarding the future direction of municipal communications and the Communications Policy initiative previously identified within the 2026 Work Plan approved by Council alongside the 2026 Base Budget in December 2025.

Background and Discussion:

Over the past several years, the Town has made significant investments in communications infrastructure, public engagement tools, and organizational communication capacity as part of broader organizational modernization efforts undertaken since late-2022.

Examples of communications capacity-building work completed or underway include:

- implementation of Voyent Alert for emergency and operational notifications;
- modernization of the Gateway Gazette monthly newsletter;
- increased operational updates and public information releases;
- purposeful use of social media across multiple channels;

- development of posters, street and greenspace signage, brochures, and marketing materials;
- use of targeted mailbox inserts and utility bill inserts for broad community messaging;
- development of educational and governance-focused materials;
- reform and modernization of Council reports and public agenda materials;
- creation of the Communications Coordinator position; and
- continued redevelopment and modernization of the Town website.

Collectively, these initiatives have been intended to improve public access to information, strengthen organizational consistency, and support more intentional and accessible municipal communications.

Importantly, the objective has not been to rely upon a single communication tool for all situations, but rather to develop a layered communications environment where specific types of messages can be directed toward specific audiences through the most appropriate communication medium.

For example, utility bill inserts may support broad community education regarding utility matters, Voyent Alert may support urgent operational notifications, while the website may be best suited for detailed, long-form, authoritative information. Mailbox inserts, signage, newsletters, social media, educational materials, and direct public engagement each serve different operational and communications purposes.

Council's approval of the Communications Coordinator role represented an important step in this progression and demonstrated Council's commitment to improving public engagement and communications capacity. However, communications systems are not "light switches" that can simply be turned on instantly. Effective municipal communications require staffing capacity, operational workflows, governance structures, technological systems, and long-term sustainability.

At present, the organization remains in a transitional implementation phase. The Communications Coordinator role was filled internally, resulting in a temporary dual-role environment while recruitment and onboarding of replacement staff continues.

In parallel, the organization continues working toward completion of several foundational initiatives, including finalization of the Town website redevelopment and further build out of communication tools and workflows.

As the website redevelopment moves toward completion and the Communications Coordinator role becomes fully established, the municipality is approaching the end of its communications capacity-building phase and entering a new phase focused on governance, consistency, coordination, and organizational maturity.

Communications Philosophy & Governance:

The Town's long-term objective is to continue developing a "hub and spoke" communications model, with the municipal website serving as the central source of truth from which other communication tools and channels extend.

Under this model, different communication tools continue serving different purposes while still directing residents back toward centralized, authoritative municipal information sources.

Examples may include:

- the website serving as the primary long-form and authoritative information source;
- Voyent Alert serving emergency and operational notification functions;
- newsletters, utility bill inserts, and educational materials supporting broader community awareness;
- mailbox inserts or direct notices supporting targeted, high-visibility communication when needed; and
- social media functioning primarily as a visibility and distribution tool directing users toward official municipal information sources.

This model supports greater consistency, accessibility, records retention, organizational continuity, and public trust over the long term.

Municipal communications must also balance timeliness with accuracy, completeness, context, and institutional credibility. While there may occasionally be pressure for immediate communication on emerging issues, municipal communications carry a responsibility to ensure information is accurate, appropriately reviewed, audience-aware, and capable of standing on its own as reliable public information.

As the municipality continues maturing its communications framework, increasing focus will likely be placed on:

- consistency of organizational messaging;
- source-of-truth management;
- role clarity;
- operational approval processes;
- communication standards and organizational polish;
- records retention and accessibility considerations; and
- long-term sustainability of communications practices.

Elected officials also play an important role in community engagement, information sharing, and public representation. At the same time, communications issued on behalf of the municipality or Council as a whole may require additional coordination, consistency, and governance considerations to ensure clarity and maintain public confidence in official municipal information.

Future Communications Policy Initiative:

The 2026 Work Plan, adopted in December 2025, identified a broader Communications Policy initiative intended to begin later in the year. Current expectations are that this work will include:

- development of a Council-level External Communications Policy;
- development of supporting administrative procedures and workflows;
- clarification of communications roles and responsibilities;
- review of communication approval processes;
- social media philosophy and operational standards;
- source-of-truth and website governance principles;
- public engagement expectations; and
- long-term organizational communication standards.

The majority of the foundational communication tools and systems are now largely in place. The next phase of work is therefore expected to focus primarily on governance maturity, operational consistency, and long-term communications philosophy rather than basic capacity-building.

Strategic Considerations Moving Forward:

As Council continues discussion regarding communications governance and public engagement, the following broader considerations may help inform future policy development:

- What level of organizational coordination and consistency should accompany official municipal communications?
- How should the municipality balance accessibility, timeliness, accuracy, and organizational polish in public-facing communications?
- How should different communication tools be used for different audiences, messages, and levels of urgency?
- What role should centralized municipal communication channels play relative to individual elected official communications?

Financial Implication(s):

There are no immediate financial implications associated with this discussion item. Future policy development and continued communications maturation may require additional administrative resources, workflow development, training, and refinement of existing communication tools and practices.

Recommendation:

Administration recommends that Council provide general feedback and direction regarding the continued development of the Communications Policy initiative identified within the 2026 Work Plan.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council direct Administration to continue development of the Communications Policy initiative identified within the 2026 Work Plan for future Council consideration.

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: May 19, 2026
Purpose: Request for Decision
Subject: Land Use Bylaw Amendment

Summary:

Administration has identified an alignment issue within the R-MH – Manufactured Home District of Land Use Bylaw 007:2023. The current district does not list conventional Single Detached Dwellings as either a Permitted or Discretionary Use, despite the existence of several established homes of this form within the area.

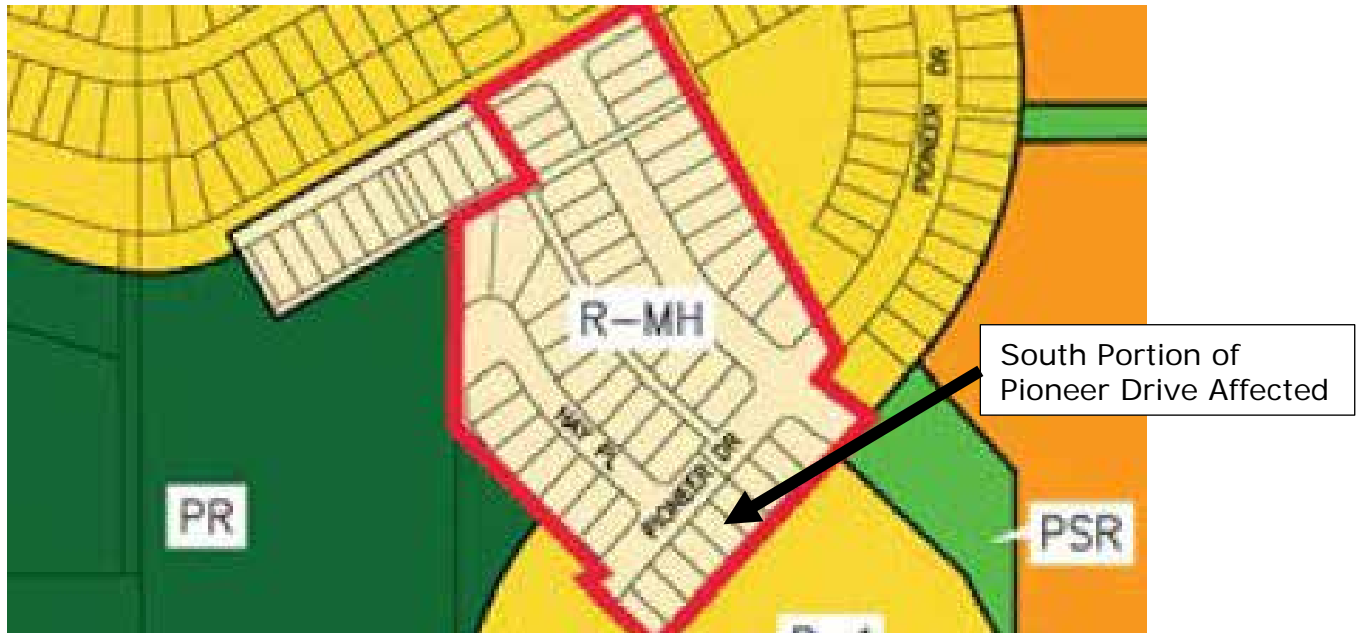
Review of previous Land Use Bylaws identified that the 2010 Land Use Bylaw did contemplate “Single Family Dwelling (traditional stick-built)” as a Discretionary Use within the district. Administration believes the issue is relatively limited in scope and can be resolved through a straightforward, targeted amendment restoring the historical regulatory framework while maintaining the overall intent of the district.

The purpose of this report is to provide Council with background regarding the issue and seek direction to proceed with preparation of an amending bylaw.

Background and Discussion:

During a recent development-related review, Administration identified a potential alignment issue within the R-MH – Manufactured Home District of Land Use Bylaw 007:2023. Specifically, the current district does not list “Dwelling, Single Detached” as either a Permitted or Discretionary Use, despite the existence of several established homes of this form within the area.

The issue appears generally limited to a minor portion of Pioneer Drive directly adjacent to Hay Place, affecting approximately 3–5 properties. Administration has completed an initial high-level review of other land use districts and has not identified similar concerns elsewhere in the community at this time.



Administration subsequently reviewed previous iterations of the Town’s Land Use Bylaw. The 2010 Land Use Bylaw included “Single Family Dwelling (traditional stick-built)” as a Discretionary Use within the district, while the earlier 1996 bylaw contained a much more narrowly structured manufactured home district prior to full development of the area.

Administration’s assessment is therefore that the current issue is best understood as a regulatory alignment matter between the current bylaw and the longstanding built form that exists within the area. Existing homes remain established and occupied, municipal services continue normally, and the matter does not create significant operational concerns.

In the interim, the existing structures continue to benefit from Legal Non-Conforming status under the Land Use Bylaw, providing a degree of certainty regarding their continued existence and compliance. However, maintaining the current framework may still create unnecessary ambiguity, limitations, or inconvenience for affected landowners should future redevelopment, reconstruction, additions, or other development activities be proposed.

Planning Analysis:

The Municipal Development Plan generally contemplates the area for manufactured or mobile home residential purposes. However, the Municipal Development Plan is broad and policy-oriented in nature, while the Land Use Bylaw serves as the municipality’s more detailed regulatory tool.

Administration believes restoring “Dwelling, Single Detached” as a Discretionary Use within the R-MH district would remain generally consistent with the broader intent of the area while also improving alignment between the bylaw and the longstanding development pattern already present on the ground.

Administration’s recommendation is intentionally narrow in scope. The objective is not to redesign or intensify the district, but rather to restore the historical regulatory framework that previously existed under the 2010 Land Use Bylaw

Administration is not recommending broader changes such as introducing semi-detached, duplex, or higher-density residential forms at this time. Those discussions would be more appropriately considered through future Municipal Development Plan and Land Use Bylaw review processes.

Administrative Options Considered

In coming to its recommendation, Administration considered a variety of options, including:

Option 1 – Maintain Current Framework Pending Broader Review

Council could defer the issue until the broader Municipal Development Plan review is completed in 2026, with future Land Use Bylaw modernization work likely to follow in 2027.

While this would avoid an immediate amendment process, it would also leave the current regulatory ambiguity unresolved for an extended period of time, including for future redevelopment or reconstruction discussions involving affected properties.

Option 2 – Restore “Dwelling, Single Detached” as a Discretionary Use

Under this approach, the Town would proceed with a targeted amendment restoring the historical 2010 framework while maintaining the broader intent and structure of the R-MH district.

Administration believes this represents the most pragmatic and proportionate response to the issue identified.

Option 3 – Broader District Redesign

Council could also consider broader changes to the district, including additional housing forms or residential intensities.

Administration does not recommend this approach at this time, as it would move beyond the relatively narrow alignment issue currently identified.

Legislative & Procedural Considerations:

Amendments to the Land Use Bylaw must proceed in accordance with the requirements of the Municipal Government Act, including statutory advertising and a formal public hearing prior to Third Reading of the amending bylaw.

Administration anticipates the process would generally proceed as follows:

- preparation of a targeted amending bylaw;
- presentation to Council for First Reading;
- commencement of the statutory advertising process;
- public hearing; and
- consideration of Second and Third Reading.

Administration anticipates that this will primarily function as a straightforward statutory and procedural amendment process, taking approximately 6-8 weeks, intended to improve regulatory clarity and alignment.

Strategic Context

Administration views this work as consistent with the Town's broader efforts toward organizational maturity, policy refinement, and long-term growth readiness.

A broader Municipal Development Plan review is already underway in 2026, triggering a comprehensive Land Use Bylaw modernization shortly thereafter. However, given the relatively isolated and straightforward nature of the issue identified, Administration believes there is value in improving clarity sooner rather than carrying the ambiguity forward into future review cycles.

Financial Implication(s):

There are no significant financial implications associated with this report or the proposed amendment process. Minor administrative costs associated with preparation of the amending bylaw, statutory advertising, and the public hearing process are expected to be accommodated within existing operational budgets.

Recommendation:

Administration recommends that Council direct Administration to prepare a targeted Land Use Bylaw amendment restoring "Dwelling, Single Detached" as a Discretionary Use within the R-MH – Manufactured Home District and return with the proposed amendment bylaw for Council consideration.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council direct Administration to prepare a Land Use Bylaw amendment restoring “Dwelling, Single Detached” as a Discretionary Use within the R-MH – Manufactured Home District and return with the proposed amendment bylaw for Council consideration.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment ‘A’ – Excerpt of R-MH District Regulations from 1996 LUB

Attachment ‘B’ – Excerpt of R-MH District Regulations from 2010 LUB

Attachment ‘C’ – Excerpt of R-MH District Regulations from 2023 LUB

Item I4

Attachment 'A' – Excerpt from R-MH District Regulations from 1996 LUB

PART 10
**RESIDENTIAL DISTRICTS
LAND USE RULES**

Village of Irricana

**10.4 MOBILE HOME RESIDENTIAL DISTRICT
(MHR) LAND USE RULES**

10.4.1 Purpose and Intent

The purpose and intent of this District is to provide for a Mobile Home residential neighbourhood in which mobile homes are accommodated on an individual site basis with permanent foundations and individual service connections.

10.4.2 List of Permitted Uses

Garages, Private
Garden Sheds
Greenhouses, Private
Mobile Homes (*new*)
Modular Homes (*new*)
Municipal Reserve Parcels less than 15 m in width when used as buffer strips

10.4.3 List of Discretionary Uses

Accessory Buildings (*D.O.*)
Churches
Day Care Centres
Home Occupations (*D.O.*)
Mobile Homes (*used*)
Modular Homes (*used*)
Public and Quasi-Public Buildings, Installations and Facilities
Signs (*identification, directional*) (*D.O.*)
Swimming Pools, Private

10.4.4 General Requirements

In addition to the General Land Use provisions contained in Part 9, the following provisions as contained within this section shall apply to every development in this District.

Item I4

Attachment 'B' – Excerpt from R-MH District Regulations from 2010 LUB

3.6 Manufactured Home Residential District (MHR)

Purpose

(408) The purpose of this District is to provide for a Manufactured Home residential neighbourhood in which single-wide and double-wide manufactured homes are accommodated on an individual site basis with permanent foundations and individual service connections.

Permitted Uses

Manufactured Homes (new)	Municipal Reserve parcels less than
Modular Homes (new)	14 metres (45.93 feet) in width
One (1) Accessory Building in	when used as buffer strips
addition to a Residential	Residential Detached Garage
Detached Garage	

Discretionary Uses

Accessory buildings or uses in	Nursery Schools
addition to what is permitted	Religious Institutions
Day Care Centres	Senior Citizen Accommodation
Home Occupations	Signs (advertising, directional,
Group Care Facility	identification)
Lodging Home	Single Family Dwelling (traditional
Manufactured Homes (used)	stick-built)
Modular Homes (used)	Swimming Pools, Private

General Requirements

(409) In addition to the General Land Use Rules contained in Section 3.1 of this Bylaw, the following provisions, as contained within this section shall apply to every development in this district.

Minimum Requirements

(410) Lot Area:

- a) Single-wide Mobile/Modular Dwelling: 372 square metres (4,004.31 square feet)
- b) Double-wide Mobile/Modular Dwelling: 418 square metres (4,499.46 square feet)

(411) Lot Width:

- a) Single-wide Mobile/Modular Dwelling: 12 square metres (39.37 square feet)
- b) Double-wide Mobile/Modular Dwelling: 13.5 square metres (44.29 square feet)

(412) Front Yard:

- a) Key sites: 3.0 metres (9.84 feet)
- b) All other sites: 4.5 metres (14.76 feet)

Item I4

Attachment 'C' – Excerpt from R-MH District Regulations from 2023 LUB

7.5 Residential – Manufactured Home District (R-MH)

7.5.1 The purpose of this district is to provide for a Manufactured Home residential neighborhood in which single-wide and double-wide Manufactured Homes are accommodated on an individual Site basis with permanent foundations and individual service connections.

7.5.2 Permitted Uses:

- (a) Accessory Buildings
- (b) Detached Garages
- (c) Home Occupation 2 – Minor
- (d) Manufactured Dwelling
- (e) Modular Dwelling (New – not previously occupied)
- (f) Utilities

7.5.3 Discretionary Uses:

- (a) Day Care Facility
- (b) Modular Dwelling (Previously occupied)
- (c) Nursery School
- (d) Public or Quasi-Public Uses and Facilities
- (e) Show Home
- (f) Signs:
 - (i) Sign Type 5 – Portable
 - (ii) Sign Type 6 – Sandwich Board
 - (iii) Sign Type 7 – Informational
 - (iv) Sign Type 8 – Temporary
 - (v) Sign Type 9 – Secondary
 - (vi) Sign Type 11 – Directional Off-premises Sign

7.5.4 In addition to the General Land Use Rules contained in Part 4, the following provisions, as contained within this section shall apply to every Development in this district:

7.5.5 Minimum Lot Dimension Requirements shall be in accordance with the following:

	Lot Area	Lot Width
(a) Single-wide manufactured / modular dwelling	(i) 372 m ²	(ii) 12 Metres
(b) Double-wide manufactured / modular dwelling	(i) 418 m ²	(ii) 13.5 Metres



Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: May 19, 2026
Purpose: **Provided for Information**
Subject: Chief Administrative Officer Report

Summary:

Administration continues to advance a broad range of operational, strategic, and organizational initiatives as part of the Town's ongoing focus on organizational maturity, long-term sustainability, and continuous improvement. Overall operations remain on schedule, with no significant operational concerns identified at this time.

Key activities over the past month include completion of the solid waste and recycling procurement process, continued progress on the 2024 Audit, substantial completion of the Water Meter Replacement Program, commencement of the Municipal Development Plan renewal project, formal establishment of the Social & Recreation Needs Assessment Working Group, continued development momentum, advancement of seasonal operations and recreation programming, and continued implementation of major organizational modernization initiatives including the Town website redevelopment and GIS platform implementation.

Background and Discussion:

Administration continues to advance operational, strategic, and organizational initiatives aligned with the 2026 Work Plan and broader Council Strategic Plan objectives. Across various Lines of Service, work remains focused on disciplined execution, organizational maturity, infrastructure readiness, community vibrancy, and long-term sustainability.

The past month has continued to demonstrate positive operational and development momentum throughout the organization, including advancement of several long-term planning initiatives, continued modernization of internal systems and communications infrastructure, strong progress on seasonal operational readiness, and ongoing development and investment activity within the community.

Financial Governance & Administration

Administration has confirmed its participation in the Alberta Municipalities electricity aggregation purchasing program as part of ongoing efforts to improve procurement consistency and long-term cost management. The Town already participates in a similar aggregation model for natural gas procurement.

The Request for Proposals for solid waste and recycling services has now concluded, with a strong market response received. Administration has completed the award process and is currently finalizing the underlying service agreement. The RFP was intentionally structured to address several operational concerns and long-term service delivery considerations identified through recent operational experience. Administration is pleased that the market response meaningfully addressed those concerns and has resulted in a substantially improved long-term contract structure for the municipality and ratepayers.

Utility bill credits associated with the previously identified sanitary rate issue discussed at the April 20, 2026 Regular Council Meeting have now been applied as intended.

Utility arrears notifications have now been issued to approximately 43 customer accounts, representing the final payment opportunity prior to outstanding balances being transferred onto the annual property tax roll in accordance with municipal policy and legislation.

The 2024 Audit continues to progress steadily. All requested materials have now been submitted to the Auditor, with ongoing review, testing, and follow-up activities continuing as part of the normal audit process.

Utilities, Communications & Organizational Infrastructure

The Water Meter Replacement Program has now officially concluded, representing a \$262,500 investment into the Town's utility infrastructure funded entirely through capital grant dollars with no direct cost to local ratepayers. Administration recently distributed a community-wide closeout letter thanking residents for their strong participation and outlining next steps for remaining outlier properties.

Overall participation exceeded expectations, with focus now transitioning towards long-term operational management. Administration has also observed an increase in appointment bookings following notification of the new manual-read surcharge structure for non-participating properties. Overall, the project represents a significant step forward in improving utility accuracy, operational efficiency, and long-term water system management.

The Town's website redevelopment project continues to move through its final implementation phase. Major structural migration work has now largely been completed, with Administration focusing on final customization, navigation and content refinement, and final implementation activities. The project represents a significant component of the Town's broader communications modernization efforts and is intended to support the municipality's long-term "single source of truth" communications model moving forward.

Administration has also completed internal training associated with the new website platform and will continue iterative improvements to content and functionality over time.

Work also continues alongside Rocky View Utility Corporation on implementation of the Town's GIS platform. As part of that work, updated drone aerial imagery is being captured throughout May in order to improve mapping quality, infrastructure visibility, and long-term planning capability within the GIS environment.

Planning, Development & Compliance

Development activity within the community continues to show positive momentum across several areas. Administration has now received all required information associated with the proposed Lot 11 development within Pioneer Industrial Park, with the application meeting planning and land use requirements. Formal Development Permit documentation is being finalized for formal approval.

Administration also continues to advance discussions related to potential residential and commercial development opportunities within the community. While still considered early-stage, these discussions have continued to advance meaningfully over recent months and are progressing beyond preliminary conceptual conversations.

Work also continues regarding future light-industrial development opportunities within the northwest portion of Town. Discussions are currently focused on the execution of subdivision and redistricting processes in parallel, supporting longer-term development within the area.

Pre-application support also continues for the proposed hotel site redevelopment project. Administration has continued working collaboratively with the project's planning consultant in preparation for formal Development Permit submission, with the project continuing to advance positively through the preliminary planning stage.

The Municipal Development Plan project has now formally commenced following engagement of Bluerock Planning. Initial kickoff meetings and roadmap development

activities have now been completed, including preliminary discussion regarding public engagement strategy, Council participation, and long-term growth planning objectives. The project will ultimately replace the Town's existing 2009 Municipal Development Plan. A preliminary presentation to Council has been arranged for the June 1, 2026 Regular Council Meeting.

Administration also continues to work with the operators of Gas Plus regarding ongoing compliance matters associated with the site. To date, the operators have remained responsive and cooperative in working toward resolution of the outstanding concerns identified by the Town.

Separately, demolition and remediation activities at 309 – 3 Street have now been substantially completed in accordance with all applicable regulatory requirements, representing a significant milestone in resolution of a long-running enforcement matter. Final environmental testing remains underway and may result in minor additional remediation work depending on the outcome of testing. Administration has received the primary invoicing associated with the demolition and remediation activities, with costs to be added to the 2026 property tax roll in accordance with the Town's enforcement processes and provincial legislation.

Operations, Seasonal Readiness & Community Vibrancy

Administration has now fully transitioned from winter response activities into planned spring and summer operations. Seasonal programs, staffing, procurement, and maintenance activities were substantially planned earlier in the calendar year and have moved into active execution. Overall, operational activities are progressing largely on schedule – and in several cases slightly ahead of schedule – with no significant operational concerns identified at this time.

Spring maintenance activities are now underway throughout the community, including pothole patching, street sweeping, mowing preparation, tree trimming, dead tree removal, weed control, beautification activities, and rodent control. Associated public messaging, signage, and operational notifications have also been issued where appropriate to support public awareness and operational coordination. *Administration also extends appreciation to Councillor Hoefnagels for providing horticultural guidance and support related to portions of the Town's seasonal beautification activities.*

The Recreation Centre's seasonal sports flooring installation has now been completed in preparation for summer programming activities. Recruitment for Junior Recreation Attendants is also substantially complete, with onboarding activities underway in advance of the late-May program launch period.

Recruitment for seasonal Operations staffing has also been initiated, with two temporary positions intended to support summer maintenance and operational activities throughout the community.

The Town Campground is scheduled to officially open on May 15, 2026. Administration is pleased with the readiness of the site and looks forward to welcoming guests throughout the summer season as part of the Town's broader efforts to support recreation, tourism, and community vibrancy.

Administration has also continued work related to operational organization and municipal asset utilization. The decommissioned Water Tower Building has now been cleared and repurposed to support secure cold storage for records and infrequently used operational materials, improving both storage capacity and general operational organization within municipal facilities.

Organizational Capacity & Internal Operations

The Resident Services Clerk recruitment process has now concluded, with a successful candidate selected and onboarding underway for an anticipated June start date. Administration received 31 applications during the recruitment process, including several exceptionally strong candidates, and is very pleased with the overall outcome.

Administration continues to work with the Town's IT provider regarding ongoing operational support, infrastructure management, cybersecurity considerations, and long-term technology planning as part of the municipality's continued effort to leverage cost-effective technology solutions and enhance service delivery.

Financial Implication(s):

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

Recommendation:

Administration recommends that the report be received for information.

Recommendation Motion(s):

Option #1:

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

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

N/A