



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: September 21, 2026 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

Item B1: Selection of Presiding Officer

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from September 8, 2026 Regular Meeting

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Appointment of Mayor

Item I2: Local By-Election – Legislative Overview

Item I3: Chief Administrative Officer Monthly Report

J. COMMUNICATION / INFORMATION

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

Item E1

Minutes from September 8, 2026 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: September 8, 2026 Time: 7:00PM

A. ATTENDANCE

Mayor: Colleen MacLeod (Absent with Notice)
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 Deputy Mayor Sim at 7:00 pm.

C. AGENDA

- (i) Item C1: Adopt Agenda
105:26 Moved by Councillor Hoefnagels to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

- (i) Item D1: Bluerock Planning – MDP ‘What We Heard’ Summary

Mark Locki of Bluerock Planning attended the meeting virtually by telephone and presented the ‘What We Heard’ report, summarizing the Town’s June 2026 public engagement for the Municipal Development Plan.

The presentation included an overview of the project background, engagement activities and outcomes, lessons learned, and next steps in the MDP process.

Presentation from 7:00 pm to 7:12 pm

E. MINUTES

- (i) Item E1: Minutes of the Regular Meeting of Council for August 10, 2026

106:26 Moved by Councillor Polson to accept the Minutes from the Regular Meeting of Council for August 10, 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: Bylaw 005:2026 – Land Redesignation
Plan 0210178, Block 8, Lot 1

107:26 Moved by Councillor Fleming that Council provide First Reading to Bylaw 005:2026, being a bylaw to redesignate a portion of Lot 1, Block 2, Plan 0210178 from Urban Reserve (U-R) District to Light Industrial (I-L) District and schedule a Public Hearing for October 5, 2026.
CARRIED

- (ii) Item I2: Property Tax Penalty Waiver Request
Roll 57000 and Roll 59000

108:26 Moved by Councillor Polson that Council waive the accumulated property tax penalties associated with Roll 57000 and Roll 59000, totaling \$177.20.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) None

K. COUNCILLOR UPDATE

- (i) Item K1: Roundtable Discussion

Councillor Fleming: Irricana Food Bank

- 1) Councillor Fleming provided an update on upcoming changes to the Irricana Food Bank, including plans to redevelop its structure to include a pantry style along with the existing hamper style delivery.

He requested Council's feedback and support in exploring the potential relocation of the Food Bank from their existing location at the K.I.K to the Town's decommissioned water tower pumphouse, an

approximately 800 sq. ft. heated building with a sink and electrical service.

Council discussed potential space planning, including partitioning the facility for pantry-style and hamper distribution, utilizing multiple entrances to facilitate donations and drop-offs, and opportunities for community volunteers to assist in preparing the facility for use.

Discussion also included community gardens, Second Harvest and fresh food donations, as well as considerations regarding utility costs and fluctuating heating expenses based on building usage.

The balance of Council suggested that Administration work with the Food Bank to bring forward a formal proposal to Council for consideration.

2) Councillor Hoefnagels

Councillor Hoefnagels provided an update on the Irricana Library, advising that a new television has been acquired through donated funds, with a sound bar expected to be added soon.

Council was also advised of an upcoming Fused Glass class on September 17, 2026, with additional information available through the Irricana Library website.

3) Councillor Polson

Councillor Polson advised that the next Library Board meeting is scheduled for Thursday, September 10, 2026.

4) Deputy Mayor Sim

Deputy Mayor Sim provided an update on the upcoming September 12 Irricanarama event, advising that the Chamber of Commerce has 27 vendor tables confirmed for the market, more than double the number from the previous year.

She noted that the event continues to build and improve each year, with lessons learned from previous events helping to strengthen the event and enhance the experience for the community.

L. CLOSED SESSION

- (i) None

M. ADJOURN

- (i) Adjournment

109:26 Moved by Councillor Fleming to adjourn the meeting at 7:55 pm.
CARRIED

Julie Sim
Deputy Mayor

Doug Hafichuk
Chief Administrative Officer



Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: September 21, 2026
Purpose: Request for Decision
Subject: Appointment of Mayor

Summary:

Mayor Colleen MacLeod's resignation, effective September 14, 2026, created a vacancy in the office of Mayor. In accordance with the Municipal Government Act, Council is required to appoint a new Mayor from among the remaining members of Council. Should the current Deputy Mayor be appointed Mayor, Council will also appoint a new Deputy Mayor.

The appointments will provide continuity in Council leadership until Council considers its regular leadership appointments at the annual Organizational Meeting, currently scheduled for October 19, 2026.

Background and Discussion:

Mayor Colleen MacLeod submitted her resignation from Town Council effective September 14, 2026, creating a vacancy on Council and in the office of Mayor. The *Municipal Government Act* (MGA) establishes the legislative framework for the appointment of a Chief Elected Official and for addressing a vacancy in that position.

Section 164 specifically addresses a vacancy where the Chief Elected Official is appointed by Council. The MGA distinguishes this from a vacancy involving a Chief Elected Official who is elected at large.

Accordingly, Council is required to address the vacancy in the office of Mayor, with any of the four remaining members of Council eligible for nomination. Deputy Mayor Sim, although unable to attend the September 21 meeting, has confirmed her willingness to remain as Deputy Mayor or to accept a nomination for Mayor in absentia.

The MGA also provides, under section 152, for the appointment of a Deputy Chief Elected Official. Should the current Deputy Mayor be appointed Mayor, Council will also need to appoint another member of Council as Deputy Mayor to maintain continuity in Council leadership.

September 21 Meeting and Selection Process

The September 21, 2026 Regular Meeting presents an unusual circumstance in that the office of Mayor is vacant and the current Deputy Mayor cannot be in attendance. Council's Procedural Bylaw addresses this circumstance by providing that, where neither the Mayor nor Deputy Mayor is in attendance and quorum is present, the Chief Administrative Officer calls the meeting to order and the members of Council in attendance select a Chairperson.

Accordingly, Council will select a Presiding Officer under Item B1 – Selection of Presiding Officer before proceeding with the regular order of business. The selection of a Presiding Officer is a temporary procedural step for the September 21 meeting and is separate from Council's appointment of a Mayor under this item.

For the appointment of Mayor, the Presiding Officer will invite nominations from the floor. Any of the four remaining members of Council may be nominated. Following the close of nominations, Council will proceed with the selection and appointment of Mayor.

Should the current Deputy Mayor be appointed Mayor, nominations will then be invited from the remaining members of Council for the position of Deputy Mayor, with Council proceeding with a second appointment.

Following the appointments, Council will transition from the temporary meeting arrangements established under Item B1. If the member serving as Presiding Officer is appointed Mayor or Deputy Mayor, they may simply continue to Chair the meeting. If another member is appointed, the Presiding Officer will relinquish the Chair to the newly appointed Mayor or Deputy Mayor for the remainder of the meeting.

Upcoming Organizational Meeting

The appointments made September 21 will provide immediate continuity in Council leadership following the recent vacancy.

Council's annual Organizational Meeting is currently scheduled for October 19, 2026, immediately prior to the regularly scheduled Council meeting that evening. Council's Procedural Bylaw requires an annual Organizational Meeting pursuant to section 192 of the MGA.

The Organizational Meeting provides Council with its regular annual opportunity to consider Council leadership and other organizational appointments. Accordingly, Council will consider the Mayor and Deputy Mayor appointments again on October 19, 2026, as part of its normal annual governance process.

Financial Implication(s):

There are no direct financial implications arising from the appointments.

Recommendation:

The appointment of a Mayor, and Deputy Mayor if required, will provide continuity in Council leadership following the September 14 vacancy and ensure compliance with applicable provincial legislation and the Town's Procedural Bylaw.

It is therefore recommended that Council appoint a new Mayor and, if required, a new Deputy Mayor.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council appoint Councillor _____
as Mayor for the Town of Irricana, effective September 21,
2026.

AND if required:

Motion #2: **THAT** Council appoint Councillor _____
as Deputy Mayor for the Town of Irricana, effective
September 21, 2026.

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: September 21, 2026
Purpose: **Provided for Information**
Subject: Local By-Election - Legislative Overview

Summary:

This report provides Council with a high-level overview of the legislative framework and anticipated process for filling the September 14, 2026 Council vacancy through a local by-election. It outlines the applicable timelines, nomination process, election administration requirements and key considerations that will inform the planning and conduct of the by-election.

No decisions are requested through this report. Administration will continue preliminary preparations and return to Council with the specific decisions required to formally establish and administer the by-election.

Background and Discussion:

Mayor Colleen MacLeod submitted her resignation from Town Council effective September 14, 2026, creating a vacancy on Council.

The *Municipal Government Act* (MGA) establishes when a Council vacancy must be filled and the timeframe within which a by-election is to occur. The *Local Authorities Election Act* (LAEA) establishes the detailed rules and procedures for conducting the election, including the appointment of election officials, nominations, statutory notices, voting opportunities, voter eligibility and the declaration of results.

Under the MGA, unless Council establishes an earlier date, Election Day for the by-election occurs 120 days following the date of the vacancy. Based on the September 14, 2026 vacancy, the resulting outside/default date is January 12, 2027.

Council is not being asked to establish Election Day through this report. This report is intended to provide context and background information in support of by-election planning and subsequent decision-making.

Administration will continue the necessary preparatory work and return to Council at a future meeting with a recommended election timeline and the associated administrative decisions.

Timing and Nomination Period

While the MGA establishes the outside timeframe for the by-election, Council has flexibility to establish an earlier Election Day.

The LAEA requires Council to establish Election Day by resolution. For a by-election, the nomination period begins the day following the resolution establishing Election Day, with Nomination Day occurring four weeks before Election Day.

The LAEA also establishes statutory advertising and notice requirements leading into Nomination Day and Election Day. Notice of Nomination Day must be provided in advance of the close of nominations in accordance with the Act. If an election is required following the nomination period, further statutory notice is required respecting Election Day and voting arrangements.

Accordingly, while there is no immediate requirement to establish Election Day, sufficient lead time should be provided to accommodate nominations, statutory advertising, candidate information and election administration.

At a high level, the anticipated sequence is:

Timeline	Description
<i>September 14, 2026</i>	Council vacancy occurs
<i>September 21, 2026</i>	Council receives legislative overview
<i>Future Council Meeting</i>	Council establishes Election Day and election administration arrangements
<i>Following Council Resolution</i>	Nomination period begins
<i>4 Weeks Before Election Day</i>	Nomination Day
<i>Election Day</i>	Date established by Council, or January 12, 2027 if an earlier date is not established

Following the Election, the successful candidate is sworn in and assumes office following completion of any required post-election processes.

Returning Officer and Election Administration

The LAEA provides that Council may appoint a Returning Officer to conduct the by-election. Where Council does not make an appointment, the municipality's "secretary" (in Irricana's case, the Chief Administrative Officer) serves as Returning Officer by default. Council is also required to appoint a Substitute Returning Officer.

The Returning Officer has broad responsibility for administering and conducting the election, including statutory notices, receipt of nominations, establishment of voting stations, preparation of ballots, appointment and supervision of election workers, conduct of voting and declaration of results.

Administration intends to explore the availability of an experienced external Returning Officer and report back to Council. An external appointment would provide dedicated capacity and potentially direct municipal election experience.

Alternatively, the CAO is able to serve as Returning Officer under the LAEA, although doing so would add the administration of the by-election to existing organizational responsibilities.

No appointment is requested through this report. Administration will bring the Returning Officer and Substitute Returning Officer arrangements back to Council as part of the subsequent implementation report.

Permanent Electors Register

The LAEA requires municipalities to maintain a Permanent Electors Register (PER), which forms part of the election administration and voter verification process.

The Town established its Permanent Electors Register as part of the 2025 Municipal General Election. Administration will review and update the register in advance of the by-election to capture changes occurring since the General Election. Given the relatively short period since the register was established, Administration anticipates that only limited updates will be required.

This work can begin as part of the Town's preliminary election preparations and continue in conjunction with the Returning Officer once appointed.

Nominations and Potential Acclamation

Once Council establishes Election Day, the candidate and nomination processes established under the LAEA will begin.

Prospective candidates are subject to the LAEA's candidate registration and Notice of Intent requirements. Administration and the Returning Officer will ensure the appropriate candidate information, forms and guidance are available as the by-election process gets underway.

If only one eligible candidate remains following the close of nominations and the applicable withdrawal period, the Returning Officer will declare that candidate elected by acclamation and a vote on Election Day will not be required.

If more than one candidate remains, the by-election will proceed to voting.

Voting Arrangements

If a vote is required, the Returning Officer will establish the necessary voting arrangements in accordance with the LAEA, including the Election Day voting station, election workers, ballots, voter identification processes and other required election materials.

Advance voting will also be reviewed as part of the implementation planning, including any applicable legislative requirements and the practicality of providing an advance voting opportunity for Irricana electors.

Council may also authorize special ballots (e.g., mail-in ballots) for eligible electors who are unable to attend an advance vote or vote on Election Day. Special ballots provide an absentee voting mechanism and are not a separate ballot question. The Town has not traditionally provided special ballots; however, Council may consider the option as part of the subsequent implementation report.

These and other voting arrangements can be addressed through the subsequent implementation report where Council direction or resolution is required.

Key Administrative Requirements

While the detailed requirements of the LAEA are extensive, the principal elements of the upcoming process can be summarized as:

- Establish Election Day by Council resolution;
- Appoint or confirm the Returning Officer and appoint a Substitute Returning Officer;
- Review and update the Permanent Electors Register;
- Establish candidate information and Notice of Intent processes;
- Provide statutory notices respecting nominations and the election;
- Receive and process candidate nominations;
- Determine applicable advance and other voting opportunities;
- Establish voting locations and recruit and train election workers;
- Prepare ballots, forms and election materials;
- Conduct voting and ballot counting, if an election is required; and
- Declare and report the election results and complete the required post-election processes

Next Steps

Following any preliminary discussion or direction provided by Council, Administration will return with a Request for Decision seeking the resolutions and appointments necessary to formally proceed with the by-election.

The subsequent report will also identify anticipated election costs and any budgetary implications associated with the recommended approach.

Financial Implication(s):

A municipal by-election will involve administrative and election-related costs. These will depend in part on the election model and administrative arrangements ultimately selected and will be identified as part of the subsequent implementation report to Council.

Recommendation:

This report is provided for information and to establish a common understanding of the legislative framework and anticipated process for the upcoming local by-election.

Administration will continue preliminary preparations and return to Council with the decisions required to formally establish and administer the by-election. It is recommended that Council receive this report for information, and identify any key topics for consideration in a subsequent report.

Recommendation Motion(s):

Option #1:

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

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: September 21, 2026
Purpose: **Provided for Information**
Subject: Chief Administrative Officer Report

Summary:

Administration continues to advance and close out a broad range of 2026 Work Plan priorities while beginning preparations for the 2027 work planning and budget cycle.

This report highlights progress across organizational development, infrastructure and utility operations, community services, long-term planning and regional partnerships, including continued advancement of the Municipal Development Plan, completion of several internal systems and operational initiatives, and early exploration of opportunities for future economic development and service improvements.

Background and Discussion:

Administration provides regular updates to Council on significant projects, operational activities and emerging matters through the monthly CAO Report. Following the comprehensive 2026 Work Plan update presented at the recent Committee of the Whole meeting, this report also begins incorporating ongoing updates on material Work Plan initiatives as they advance.

Organizational Priorities & 2027 Planning

2027 Work Planning & Budget

Preparations for the 2027 Base Budget are underway, beginning with Administration's review of potential strategic initiatives and priorities for 2027 and beyond. The process is intentionally sequencing work planning ahead of detailed budgeting, allowing Council to first consider what work should be advanced, deferred or further explored before Administration develops detailed costing and incorporates selected initiatives into the Base Budget.

The upcoming Council Work Planning Workshop will provide an opportunity to review Administration's initial recommendations and identify any additional Council priorities requiring further scoping or costing ahead of the October Base Budget Workshop.

Organizational Development & HR Systems

Several related organizational-development initiatives identified in the 2026 Work Plan are nearing completion. An internal draft of the Employee Performance & Development Policy is substantially complete and undergoing final review. The policy will establish a consistent framework for employee feedback, performance management, training and professional development.

The Town's broader Health & Safety improvements are also substantially complete. The Joint Health & Safety Committee has been established and is meeting routinely, facility inspection policies and procedures have been developed, and implementation of the Town's new HRIS/HSE software is complete, with staff rollout planned for this fall.

Together, this work establishes a stronger foundation for employee development, training, performance management and succession planning as Administration begins considering organizational priorities for 2027 and beyond.

New Town Website

Development of the Town's new website is nearing completion, with a brief preview provided to Council at the recent Committee of the Whole meeting. Remaining work is primarily focused on final content review and light edits, including standardizing and preparing bylaws for online publication.

Administration is also beginning preparations for the public launch and associated communications. Following launch, the website will continue to evolve as content and functionality are refined over time.

Safety Codes Accreditation

Administration is reviewing the continued value of maintaining the Town's Safety Codes accreditation. While the Town is accredited to administer Safety Codes services locally, the actual permitting and inspection functions have been delivered through a contracted Safety Codes agency for many years.

Maintaining accreditation carries ongoing municipal responsibilities, including annual reporting and review requirements, maintaining an approved Quality Management System, and ensuring continued compliance with the conditions of accreditation. The

direct financial benefit to the Town has been relatively modest, averaging approximately \$2,300 annually between 2023 and 2025.

Administration is therefore exploring whether maintaining the Town's accreditation continues to provide sufficient value relative to the staff capacity and administrative requirements involved, or whether it would be more appropriate to have the Alberta Safety Codes Authority administer Safety Codes services on the Town's behalf. Further analysis will be completed before any recommendation is brought forward to Council.

Infrastructure, Utilities & Operations

2026 Road Maintenance

The Town's planned 2026 road maintenance work is now substantially complete. Work included isolated asphalt patching throughout the community, primarily associated with previous water-system excavations and repairs, along with replacement of affected sidewalk panels. Contracted line painting on 2nd Street also completes the balance of the 2026 line-painting program, following the initial work completed in-house earlier this summer.

Aqua7 / Water Discolouration

Following the previous update to Council regarding periodic water discolouration, Administration continues to work with Kneehill County, as operator of the Aqua7 system, and the other participating municipalities. The issue remains aesthetic in nature, with no regulatory water-quality concerns, and is believed to be associated primarily with manganese and sediment accumulation.

Kneehill County is engaging a third-party engineering resource to more clearly identify the underlying cause and potential solutions, with particular attention being given to conditions experienced in Irricana and the Village of Beiseker. This represents an important first step toward clearly defining the issue before determining an appropriate response. Given the technical and regional nature of the work, investigation and development of potential solutions are expected to continue well into 2027.

Water Licence Renewal

Administration is completing the renewal of the Town's legacy groundwater licence, originally associated with the municipal well system used prior to Aqua7. While the licence is no longer required for the Town's potable water distribution system, Administration intends to retain the existing water allocation and transition its authorized use toward bulk-water purposes.

This preserves a municipal water asset while supporting the Town's existing bulk-water service and potential future demand associated with community growth and development.

Hydrant Maintenance

Maintenance was completed on five municipal hydrants in conjunction with the Town's annual water distribution flushing program, representing an initial step toward addressing deferred hydrant maintenance and developing a more structured maintenance program. The initial work cost approximately \$4,000, with a significant portion attributable to contractor mobilization.

Based on this initial work, Administration estimates that servicing the Town's full inventory of approximately 23 hydrants would cost in the range of \$8,000–\$10,000. Administration will use this information to consider an appropriate future maintenance cycle that balances system needs with cost efficiency.

Annual Lagoon Discharge

The Town's annual wastewater lagoon discharge is underway and is expected to continue for approximately three weeks, with treated effluent discharged to Crossfield Creek. The work is being completed in accordance with applicable Alberta Environment requirements and under the oversight of certified operators.

Required downstream notifications have been completed, with Administration continuing its practice of communicating more broadly than the minimum notification requirements to ensure potentially affected landowners and stakeholders are appropriately informed.

Tree Care & Urban Forest Management

Administration completed targeted tree maintenance at several locations identified through staff and resident observations, primarily to improve intersection sightlines and address potential maintenance concerns before they become more significant.

The work has also highlighted an opportunity to develop a more deliberate approach to the Town's urban forest. Administration is exploring a future Urban Forest Management Policy addressing matters such as appropriate species selection, planting and landscaping standards, routine maintenance and lifecycle considerations. This remains an emerging opportunity for consideration through future work planning rather than a committed initiative.

AB Munis Electricity Aggregation

The Town's participation in the AB Munis electricity aggregation has been finalized, securing a fixed electricity rate of 6.863¢/kWh for 2027–2029, compared with the Town's current rate of 7.084¢/kWh. The new rate represents an approximately 3% reduction in the energy rate while providing three years of pricing certainty.

This complements the Town's ongoing efforts to manage utility costs through improved energy efficiency and reduced consumption across municipal facilities and operations.

Utility Billing – Software Issue

A recent update by the Town's utility software provider, R&R Distinct Solutions, inadvertently created a scenario where an inactive water meter could reappear on a current utility bill under a specific combination of account conditions. The issue affected four Irricana utility accounts, resulting in bills displaying both the current meter and an older meter with historical read information.

The issue was identified on August 6 and corrected by the software provider the following morning. As the July utility bills had already been issued, corrected bills and explanatory letters were provided to affected customers on August 7. The underlying software issue has been corrected and is not expected to recur.

Community Services & Initiatives

Irricanarama 2026

The Town's third annual Irricanarama was held September 12 and was another tremendous community success. While cooler weather likely affected overall attendance, the event remained exceptionally active throughout the day, with a busy Kids Zone, well-attended gymkhana, car cruise and show, live music, Chamber market and other community activities. The parade was a particular highlight, growing significantly from 2025 to approximately two dozen participating groups and drawing an excellent crowd along the route.

Irricanarama continues to evolve into a true signature community event, supported by increasing participation from local organizations, businesses and individual volunteers. This year, the event attracted approximately \$3,200 in sponsorships, alongside continued growth in volunteer involvement.

Delivering Irricanarama requires significant staff effort over many months, particularly through the spring and summer, and the Town may be approaching the practical limit of what can be delivered as a primarily Town-led initiative. Continued

growth in community sponsorship, partnerships and volunteer participation will therefore be important to the event's long-term success.

Administration extends a sincere thank you to the staff, volunteers, community organizations, sponsors and participants who contributed to an outstanding day and an event the community can be proud of.

Social & Recreation Needs Assessment

The SRNA Working Group held its inaugural meeting, marking an important milestone after several months of project preparation. The approximately 2.5-hour session was highly productive, with robust and constructive discussion ranging from strategic and directional considerations through to potential tactical opportunities and programming ideas. The conversation helped challenge and validate several assumptions brought into the process and provided a strong foundation for the work ahead.

Administration is now using that input to finalize a Scope of Work for the assessment. The draft will be circulated to the Working Group for further input before being brought forward to Council for consideration, with the intent of subsequently undertaking a competitive process to retain a consultant to complete the assessment.

Campground Operations

Following a strong 2026 operating season, the campground season has been extended by two weeks beyond its originally scheduled September 13 closure date. Full campground operations will continue through September 27.

Following closure of the serviced season, the campground will remain available for dry camping through October 11, allowing the Town to winterize water and related services while continuing to accommodate self-contained campers through the Thanksgiving weekend. The extended season will also provide useful information regarding late-season demand to inform future operating decisions.

Online Payment Options

Online credit card payments have been added to the Town's Communal platform for facility bookings, registered programming and other community services. Previously, associated payments generally required customers to visit the Town Office, submit an e-transfer or make separate payment arrangements.

The new functionality, supported through Stripe, provides an immediate customer-service improvement while also establishing payment infrastructure that may have broader applications beyond Communal. Administration will use the initial rollout to

test functionality and customer experience, with a longer-term objective of expanding convenient online payment options across municipal services where practical.

Extended Producer Responsibility

Administration continues to explore Irricana's potential participation in the next phase of Alberta's Extended Producer Responsibility (EPR) program, following Phase 1 rollout in Fall 2025. Additional work is underway to better understand program requirements, operational implications and potential limitations before seeking direction from Council.

Administration has been gathering information through the Alberta Recycling Management Authority and AB Munis-led sessions, with the next step being discussions with peer municipalities regarding their implementation experience. This work will be consolidated into an Information Report later this year before any subsequent decision regarding Irricana's participation.

Growth, Development & Regional Partnerships

Municipal Development Plan

Council participated in an MDP workshop with Bluerock Planning, providing an opportunity to explore several of the deeper considerations influencing long-term growth and development. Discussion included the differing fiscal, economic and community impacts of various forms of development, the importance of maintaining an appropriate balance between residential and non-residential growth, and how land-use decisions ultimately influence the Town's long-term financial sustainability.

Results from the initial public engagement were also reviewed and showed good general alignment between community feedback and Council's existing strategic direction, providing a positive foundation for development of the new MDP. A second round of informal engagement was subsequently held during Irricanarama, with a *What We Heard* summary expected shortly.

The engagement phase is now approaching completion, with one larger formal engagement opportunity anticipated before the project transitions more fully into preparation and drafting of the new Municipal Development Plan.

Economic Development / Regional Partnerships

Administration met with Paul Salvatore of the Central Alberta Economic Partnership (CAEP) following an introduction through Bluerock Planning. The introductory discussion explored regional economic development, available data and resources, partnership opportunities, and the potential value of participating more actively in the broader economic-development community.

As the Town progresses its MDP and other foundational work, consideration should begin to be paid towards how Irricana can approach economic development more intentionally in the years ahead. Building relationships with organizations such as CAEP provides an opportunity both to promote what Irricana has to offer and to learn from established regional economic-development practices. Further exploration may form part of future work planning.

Rocky View County – Data Centre Engagement

Rocky View County is undertaking public engagement regarding data centre development as it considers an appropriate policy and development framework for this emerging land use. Four public sessions are being held throughout the region, including an event at the Irricana Lions Community Hall on October 8 from 4:00–8:00pm.

While land-use decisions within Rocky View County ultimately rest with the County, the engagement provides an opportunity for Irricana and area residents to learn more about this emerging form of development and provide regional perspectives. The topic is also timely given some of the broader growth, servicing and development considerations being explored through Irricana's MDP process.

Municipal Land Disposition

Administration met with a prospective purchaser regarding the potential disposition of municipally owned land in support of future non-residential development, following Council's previous consideration of the matter. Discussions remain active, with the prospective purchaser undertaking additional planning related to the proposed development before further discussions with the Town.

Municipal Land Acquisition

Administration continues discussions regarding the potential acquisition of a small portion of privately owned land required to address an existing municipal roadway alignment. Discussions are progressing, with Administration working toward resolution of the matter in the coming weeks.

Governance, Partnerships & Risk

Tri-Community Enforcement

Discussions regarding the future of the Tri-Community enforcement model have resumed following completion of the initial three-year Peace Officer Agreement. The participating municipalities are exploring options for a renewed service model, including the relative roles and benefits of Community Peace Officer and municipal bylaw enforcement approaches.

Work is underway to develop options for consideration by the respective Councils. Administration is currently using January 2027 as a working target for having an enforcement resource in place, recognizing that implementation may occur sooner if the preferred model can be finalized and implemented earlier.

AB Munis Insurance & Municipal Advocacy

Administration completed its annual mid-year insurance review with AB Munis in preparation for the Town's year-end policy renewal. The meeting also provided an opportunity to connect with AB Munis Regional Manager Brittany Derricott and explore additional ways the organization can support Irricana.

As a follow-up, AB Munis delivered a Council workshop focused on its municipal policy and advocacy role, how that work supports communities such as Irricana, and opportunities for Council to engage in advancing shared municipal priorities. The discussion also provided useful context ahead of the AB Munis Annual Convention, including the resolution and advocacy processes and the role individual municipalities play in bringing forward, supporting and voting on resolutions.

Unauthorized Equipment on Municipal Property

In August, staff discovered an unauthorized trail camera installed on Town-controlled property near the wastewater lagoon entrance. The camera had been positioned to monitor activity entering and leaving the municipal facility and was removed and secured by Administration.

The incident was reported to the RCMP, and Administration has taken the opportunity to consider the matter from a broader facility and workplace-security perspective.

Financial Implication(s):

There are no financial implications associated with this report.

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