



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

MINISTERIAL ORDER NO. L:001/12

I, Doug Griffiths, Minister of Municipal Affairs, because of an inspection conducted under section 571 of the *Municipal Government Act*, consider that the Town of Irricana is managed in an irregular, improvident or improper manner and pursuant to section 574 of the *Municipal Government Act*, make the following order:

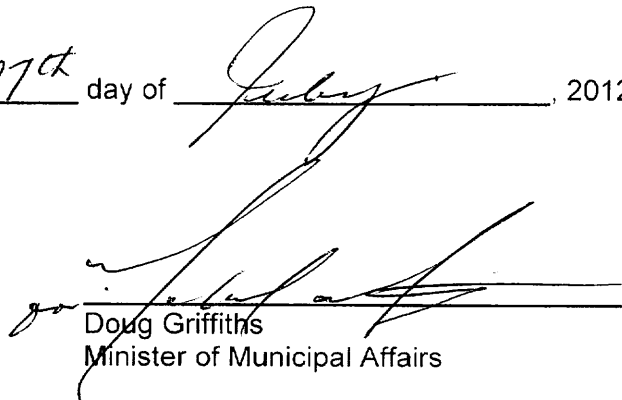
That the Council for the Town of Irricana must carry out the directives attached as Schedule A to this order.

That Sarah Ranson and Aleks Nelson are jointly appointed pursuant to section 575 of the *Municipal Government Act* as the Official Administrators to supervise the Town of Irricana and its council.

That in the absence of an appointed Official Administrator, Sandra Dohei and Travis Nosko are appointed as the Deputy Official Administrators.

That the appointment of the Official Administrators shall remain in effect until December 31, 2012, with the possibility of an extension, or until such time that the Minister rescinds this appointment.

Dated at Edmonton, Alberta, this 27th day of July, 2012.



Doug Griffiths
Minister of Municipal Affairs

Alberta ■

**Schedule A to Ministerial Order No. L:001/12
Town of Irricana
Ministerial Directives**

Directives	Time to Complete
1. I direct council to direct administration to publish the Town of Irricana's Inspection Report on the town website and to provide printed copies of the report on request subject to the town's fees for photocopying.	Immediate
2. I direct council to develop a method or process to ensure that council meeting motions are clearly and completed stated before councillors vote.	Immediate/Ongoing
3. I direct council to develop a process in a procedure bylaw for public input at council meetings if members of the public are invited to address council.	Immediate/Ongoing
4. I direct council to develop, approve, and implement a comprehensive communication policy for council and administration.	Immediate/Ongoing
5. I direct that the chief administrative officer (CAO) take appropriate measures to ensure that bylaws are enforced in a consistent manner.	Immediate/Ongoing
6. I direct council to review and if necessary, amend bylaws to ensure compliance with legislation and rescind any bylaws that are no longer enforceable.	November 30, 2012
7. I direct that all council and senior administration together attend a workshop or workshops on roles, responsibilities & relationships, and communication and that the public be invited to attend.	October 31, 2012
8. I direct council to develop, approve and comply with a procedural bylaw.	September 30, 2012
9. I direct that the CAO review the Canada Revenue Agency requirements for reporting remuneration paid to members-at-large and take measures to ensure that any future reporting is in compliance with those requirements.	Immediate/Ongoing
10. I direct council take appropriate measures to ensure they are familiar with the current Remuneration and Expense Policy.	Immediate/Ongoing
11. I direct Councillor Dusome repay \$825 to the Town of Irricana, which was previously charged to the municipality for reading emails.	September 30, 2012
12. I direct the CAO to conduct a review of council remuneration claims since the last election, and I direct councillors to repay to the town any unauthorized or duplicate amounts paid to them.	October 31, 2012
13. I direct council to develop and approve a comprehensive remuneration policy for reimbursement of meetings attended for elected officials and appointed members-at-large.	Immediate/Ongoing

14. I direct that all councillors cease claiming for travel time in the form of a mileage claim.	Immediate/Ongoing
15. I direct the CAO conduct a review of expense claims for councillors and staff since the last election, I direct councillors and the CAO to repay to the town any claim amount that has been paid for meals and incidentals that is not supported by a receipt, and I direct the CAO to take appropriate measures to recover any unsupported staff claims.	October 31, 2012
16. I direct that the CAO ensure that the minutes be recorded by the recording secretary without note or comment.	Immediate/Ongoing
17. I direct council undertake a complete review of the existing policies to ensure that they are meaningful and well organized.	September 30, 2012 and Ongoing
18. I direct council develop and approve policies for inspections (eg., roadways, sidewalks, playgrounds, town facilities, parks, signs), cellular telephone usage, and travel and subsistence.	October 31, 2012
19. I direct council and the CAO to prepare and submit a report to the appointed Official Administrator or Deputy Official Administrator by the 10 th of each month, summarizing the town's progress to the end of the previous month on the directives made herein.	Immediate/Ongoing