

**TOWN OF IRRICANA  
AGENDA  
REGULAR MEETING OF COUNCIL  
Date: 3<sup>rd</sup> Day of April 2017; Time: 7:00 P.M.  
Location: Council Chambers; Irricana Centennial Centre; 222 – 2<sup>nd</sup> Street**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
  - 1. Community Links
  - 2. RCMP Sgt Demmon
  - 3. Play works for Splash Pad
  - 4. BFG Medical Clinic
- D. PRESENTATIONS**
- E. MINUTES**
  - 1. Minutes from Regular Council Meeting March 20<sup>th</sup>, 2017
  - 2. Minutes from Council of Whole Meeting March 13<sup>th</sup>, 2017
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
  - 1. CAO
- H. OLD BUSINESS**
  - 1. RFD CSB By Law
- I. NEW BUSINESS**
  - 1. RFD Rogers Tower Lease
  - 2. RFD Irricana Town Legal Coverage
  - 3. RFD Tax Penalty Bylaw
  - 4. RFD Snow Removal Policy
  - 5. RFD Community Facilities Board Appointment
  - 6. RFD Generator Housing Unit - Finance
- J. COMMUNICATION / INFORMATION**
  - 1. Accounts Payable: Cheque List 20133182 to 20133224 amounting to \$ **93,179.76** (not incl. GST).
  - 2. RCMP Report
  - 3. 2016 AUMA Report for Budget
  - 4. Rocky View ACP Partnership **letter**
- K. FOLLOW-UP/ACTION & STATUS**
  - 1. Motion Tracker Updates

**L. PUBLIC INPUT**

1. Please fill in the question sheets with all information fields completed.  
Your questions will be answered by the appropriate person.

**M. IN CAMERA (May need a separate meeting on April 5<sup>th</sup> 2017)**

1. Labour x 1
2. Land x 1
3. Legal x 4

**N. ADJOURN**

**O. NEXT MEETING(S):**

1. COWM Meeting April 10<sup>th</sup> 2017
2. Coffee with Council April 22<sup>nd</sup> 2017

# Request for Decision

**To: Mayor Dennis Tracz and Council**

**From: Fabian Joseph, CAO**

**Date: April 3<sup>rd</sup>, 2017**

**Subject: RFD – Rogers Tower Lease Renewal**

**Reference: 26:2017**

**DECISION: Yes / No / Deferred** to allow administration to negotiate lease with Rogers Communications

**CORRELATION TO STRATEGIC PLAN OR POLICY:** Financial Viability of Town Assets

## **KEY ISSUES AND BACKGROUND:**

1. Last renewal signed September 2012 for \$8500/-
2. Attached below is the comparison table on the new lease agreement
3. The new lease is for 5 year with increments in the lease payout for every 5 years till 20 years
4. We have received to request for the lease renewal
  - a. Rogers Communication
  - b. App Communications - \$90,000/- **for 40 year lease lump sum payment**

<b>Rogers Tower Lease Renewal Forecast</b>			
	<b>Roger Initial Proposal</b>		<b>Lease Revenue 20 Years (5 year increments)</b>
2017-2022	\$	9,150.00	\$ 45,750.00
2022-2027	\$	9,900.00	\$ 49,500.00
2027-2032	\$	10,750.00	\$ 53,750.00
2032-2037	\$	11,750.00	\$ 58,750.00
<b>Total Lease Revenue for 20 years(5 yr increments)</b>			<b>\$ 207,750.00</b>
	<b>Irricana Counter Proposal</b>		<b>Lease Revenue 20 Years (5 year increments)</b>
2017-2022	\$	9,775.00	\$ 48,875.00
2022-2027	\$	11,803.05	\$ 59,015.25
2027-2032	\$	13,583.85	\$ 67,919.25
2032-2037	\$	15,609.30	\$ 78,046.50
<b>Total Lease Revenue for 20 years(5 yr increments)</b>			<b>\$ 253,856.00</b>

**BENEFITS:**

1. Increased revenue from town assets
2. Financial Sustainability

**DISADVANTAGES:**

Lease signed for 20 years

**ALTERNATIVES:**

1. Don't approve proposed RFD
2. Sign lease for only 5 years

**IMPLICATION ON FINANCES:**

Increased revenue from town assets by 12% as originally proposed by Rogers Communication

**RECOMMENDATION:**

Council to make motion and allow administration to sign Roger Communication proposal for the lease extension

**RECOMMENDED MOTIONS:**

Council to make motion and allow administration to sign Roger Communication proposal for the lease extension

# Request for Decision

**To: Mayor Tracz and Council**

**From: Fabian Joseph CAO**

**Date: April 3<sup>rd</sup>, 2017**

**Subject: Scott Venturo - Lawyers**

**Reference: 35:2017**

**DECISION: Yes / No / Deferred**

**CORRELATION TO STRATEGIC PLAN OR POLICY: Law Firm**

## **KEY ISSUES AND BACKGROUND:**

1. Existing contract and firm employed by the town is Brownlee LLP
2. They have not been very conducive to defending the town on legal issues
3. We need to look for alternate firms and cut our cost and effective use of legal firms to defend the town priorities, decisions and defend against any litigation without additional cost
4. Scott Venturo was recommended by many of the known planning firms

## **BENEFITS:**

1. Defend litigation and claims against the town
2. Reduced costs and effective response time
3. Use for Land Use Bylaw, Economic Development, MOU, Purchasing, Capital projects etc

## **DISADVANTAGES:**

1. Change from Brownlee that have dealt with the town for the last 10 years

## **ALTERNATIVES:**

1. Reject proposal

**IMPLICATION ON FINANCES:**

1. Lost cost and effective response time for all types of litigations

**RECOMMENDATION:**

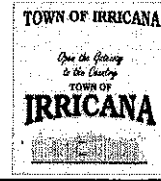
Authorize CAO to sign MOU with Scott Venturo

**RECOMMENDED MOTION:**

Council make motion and Authorize CAO to sign MOU with Scott Venturo

**FINANCIAL COMPARISON:**

Hour Rates	Scott Venturo	Brownlee	Differential	
Principal	\$ 510.00	\$ 485.00	\$ 25.00	
Senior	\$ 700.00	\$ 825.00	-\$ 125.00	
Junior	\$ 230.00	\$ 225.00	\$ 5.00	
	30	45	60	
	~30 Hours	~45 Hours	~60Hours	Specialist
Scott Venturo	\$ 22,200.00	\$ 33,300.00	\$ 44,400.00	\$ 21,000.00
BrownLee LLP	\$ 21,300.00	\$ 31,950.00	\$ 42,600.00	\$ 24,750.00
Approximate Totals for Legal Hours used in the last 3 years				
	~45 Hours	Specialist	TOTAL	
Scott Venturo	\$ 33,300.00	\$ 21,000.00	\$ 54,300.00	
BrownLee LLP	\$ 31,950.00	\$ 24,750.00	\$ 56,700.00	



# **Request for Decision**

**To: Mayor Tracz and Council**

**From: Fabian Joseph, CAO**

**Date: April 3<sup>rd</sup>, 2017**

**Subject: Tax Penalty Bylaw Rates**

**Reference: 42:2017**

**DECISION:** Yes / No / Deferred to pass bylaw 006:2017

**CORRELATION TO STRATEGIC PLAN OR POLICY:** Tax Penalty Bylaw 006:2017

## **KEY ISSUES AND BACKGROUND:**

1. Presently bylaw provides information for the application of penalty for unpaid tax accounts. To provide for direction and enforcement for the public, the penalty should be in the form of a Bylaw which will allow for municipal enforcement.
2. The Tax Penalty bylaw will repeal Bylaw 8:2012 which provided authorization for the CAO to enforce the collection.
3. The bylaw provides Penalties for the tax Arrears. It outlines the application of the penalty and the action to be initiated should the tax bill remain unpaid.

## **BENEFITS:**

A clear concise Penalty schedule Bylaw will be in force to allow for the application of penalty for unpaid taxes and provide direction for enforcement to collect outstanding.

## **DISADVANTAGES:**

None

**ALTERNATIVES:**

1. Keep the tax Penalty Bylaw 8:2012
2. Review and make amendments to the proposed Tax Penalty Bylaw.
3. Request a new Tax Penalty Bylaw to be prepared and proposed to council.

**IMPLICATION ON FINANCES:**

Will allow for action on collection on the almost \$150,000 in outstanding tax Arrears

**RECOMMENDATION:**

Recommend that council review and if found acceptable begin the reading process for the passing of tax Penalty Bylaw 006:2017

**RECOMMENDED MOTION:**

- READ A FIRST TIME IN COUNCIL THIS 3<sup>rd</sup> DAY OF April AD, 2017
- READ A SECOND TIME IN COUNCIL THIS 3<sup>rd</sup> DAY OF April AD, 2017
- GIVEN UNANIMOUS CONSENT FOR A THIRD READING THIS 3<sup>rd</sup> DAY OF April AD, 2017
- READ A THIRD TIME IN COUNCIL AND PASSED THIS 3<sup>rd</sup> DAY OF April AD, 2017



# Request for Decision

**To:** Mayor Dennis Tracz and Council

**From:** Fabian Joseph, CAO

**Date:** April 3<sup>rd</sup>, 2017

**Subject:** Snow Clearing Policy – 4.01

**Reference:** 43:2017

**DECISION:** Yes / No / Deferred to pass Snow Clearing Policy 4.01

**CORRELATION TO STRATEGIC PLAN OR POLICY:** Policies

## **KEY ISSUES AND BACKGROUND:**

Motion to pass Snow Clearing Policy – 4.01 for purchasing policies governing the town of Irricana has been discussed and agreed to the content in the committee of whole meeting held on March 13<sup>th</sup> 2017

## **BENEFITS:**

1. This is an updated version of Snow Clearing Policy and reflects the present requirements and policies for the town of Irricana

## **DISADVANTAGES:**

None

## **ALTERNATIVES:**

1. Retain Earlier version of Snow Clearing Policy 4.01
2. Don't approve proposed revised Snow Clearing Policy 4.01

**IMPLICATION ON FINANCES:**

None

**RECOMMENDATION:**

Pass the policy with motion

**RECOMMENDED MOTIONS:**

- Approve and pass the Snow Clearing policy 4.01 with motion



# Request for Decision

**To: Mayor Tracz and Council**

**From: Tawnia Cardinale, CEDO**

**Date: April 3<sup>rd</sup>, 2017**

**Subject: Volunteer Board Positions**

**Decision: To Approve Committee Appointments**

**Reference: 39:2017**

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**CORRELATION TO STRATEGIC PLAN OR POLICY:**

Policy 5.1 Appointed Boards/Committees

**KEY ISSUES AND BACKGROUND:**

Council is required to make a motion to appoint new committee members.

**BENEFITS:**

To fill quorum requirements on volunteer committees

**DISADVANTAGES:**

None

**ALTERNATIVES:**

- 1) Accept committee member recommendations
  - a. Community Facilities – Teresa Cameron
- 2) Don't accept volunteer application as recommended

**IMPLICATION ON FINANCES:**

None

**RECOMMENDATION:**

Accept committee members as recommended

**RECOMMENDED MOTION:**

Motion to accept volunteer application for Community Facilities  
Board: Teresa Cameron 1 year term



# Request for Decision

**To: Mayor Tracz and Council**

**From: Fabian Joseph, CAO**

**Date: April 3<sup>rd</sup>, 2017**

**Subject: Generator Housing Unit**

**Reference: 41:2017**

**DECISION: Yes / No / Deferred to pass bylaw 006:2017**

**CORRELATION TO STRATEGIC PLAN OR POLICY: n/a**

## **KEY ISSUES AND BACKGROUND:**

1. In 2011, Council applied and received funds in the amount of \$40,000 to put towards the Emergency Management Plan for a backup generator to power the Community Hall in the event of a power outage.
2. An additional application for an increase in funding of \$15,000 was submitted in 2012 and approved. The total funding received was \$55,000.
3. To date, there is \$21,939.56 left of the received funding. The construction of a housing unit was never initiated. The generator is presently being stored and plugged in at the Fire Hall. It cannot remain in the fire hall.
4. We have awarded the contract to ARDCO Construction for \$20,050/- in September 2016
5. Balance of the MSI funding to be used to purchase Sea Can from Library for \$ 2000/- (two thousand only), this will be used for storage of equipment at Community Centre and the users will be charged for this storage

## **BENEFITS:**

1. Provides adequate storage and power supply for the generator and opens up space in the Fire Hall storage and placement of their own equipment.
2. Backup generator will be in place and ready for use in the event of an emergency. It will not require the opening up of the fire hall, connecting the generator to a vehicle to transport over to the community hall and get the power running.
3. By having the unit at the Community Hall it will allow for regular testing of the unit to ensure that in the event of an emergency power will be available to the Community Hall so that focus can be placed on the emergency at hand.
4. Sea Can storage would enable more organization to utilize the community hall and also possible storage for town during wedding and other social events.

## **DISADVANTAGES:**

None

## **ALTERNATIVES:**

1. Put it out for retender.
2. Do not construct a housing unit and forfeit \$21,939.56 of MSI monies.

## **IMPLICATION ON FINANCES:**

- Needs advance amount of \$10,025/- to begin the project with completion date of August 2017
- Use the excess MSI funds for Sea can storage at community Hall

## **RECOMMENDATIONS:**

Recommend Council direct Administration to proceed with awarding ARDCO construction the project and deposit cheque of \$10,025/- from MSI funding and balance to purchase the Sea Can for the storage amounting to \$1900.

## **RECOMMENDED MOTION:**

Recommend Council direct Administration to proceed with awarding ARDCO construction the project and deposit cheque of \$10,025/- from MSI funding and balance to purchase the Sea Can for the storage amounting to \$1900