

**TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: September 3, 2019 ; Time: 7:00 P.M.
Location: Council Chambers; Irricana Centennial Centre; 222 – 2nd Street**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
 - Crystal Bell
- E. MINUTES**
 - 1. Minutes from the Regular Council Meeting of July 29, 2019
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. CAO Report
- H. OLD BUSINESS**
- I. NEW BUSINESS**
 - 1. RFD - Request to Waive Tax Penalties: Roll #7800
 - 2. RFD - Request to Waive Tax Penalties: Roll #23300
 - 3. RFD - Request to Waive Tax Penalties: Roll #60700
 - 4. RFD - Purchase of Fuji leak detector
 - 5. RFD – Community Hall repairs
 - 6. RFD - Community Service Board appointments
- J. COMMUNICATION / INFORMATION**
 - Cheque listing
- K. FOLLOW-UP/ACTION & STATUS**
- 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. CLOSED SESSION**
 - 1 x Labour
- N. ADJOURN.**
- O. NEXT MEETING(S):** Regular Council Meeting September 16, 2019

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
July 29, 2019
Town of Irricana Council Chambers:
(Irricana Centennial Centre: 222 – 2nd Street)

ATTENDANCE

Mayor: Frank Friesen
Deputy Mayor: Kim Schmaltz
Councillors: Jim Bryson, Debbie Day, Tracy Shields
CAO: Ted Coffey

CALL TO ORDER

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

AGENDA

- (i) Adopt Agenda
 - Addition of Presentations Item D-1: RCMP
 - Addition of Communication/Information Item J-2: Campground
 - Addition of Communication/Information Item J-3: Committee Appointments

132:19 Moved by Councillor Day to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) RCMP
 - Constable Dan Wakelin, from the Beiseker RCMP Detachment, provided a quarterly Statistical Report to Council, for the period Jan 1 to March 31. A reminder was given for residents to lock all vehicles and remove all visible items.
 - Presentation from 7:02 pm to 7:14 pm

MINUTES

- (i) Minutes of the Regular Meeting of Council of June 17, 2019
 - 133:19 Moved by Councillor Shields to accept the Minutes of the Regular Meeting of Council of June 17, 2019 as presented.
 - CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

COMMITTEE REPORTS

- (i) CAO Report

- (ii) Lagoon Report – Donavin Palardy
Public Works Supervisor, Donavin Palardy, provided a verbal report to Council.

134:19 Moved by Councillor Bryson to accept Committee Reports G-1 to G-2 as presented.

CARRIED

OLD BUSINESS

NEW BUSINESS

- (1) RFD – July Tax Penalty – Roll #25400
135:19 Moved by Deputy Mayor Schmaltz to approve the cancelation of the July 2, 2019 Tax Penalty of \$25.87 for Roll #25400.
CARRIED
- (ii) Bobby Spratlen Request
136:19 Moved by Deputy Mayor Schmaltz to waive the July 2, 2019 Tax Penalty of \$204.57 for Tax Roll #39800.
CARRIED

COMMUNICATION/INFORMATION

- (i) Cheque Listing

137:19 Moved by Councillor Bryson to accept Communication / Information item J-1 as presented.
CARRIED
- (ii) Campground Signs
Discussion on directional Campground signs along Hwy 9 and Hwy 567.
- (iii) Committee Appointments

138:19 Moved by Mayor Friesen to appoint Crystal Bell and Larry Martin to the Historical Committee.
CARRIED

FOLLOW-UP/ACTION & STATUS

PUBLIC INPUT

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

Mayor Friesen called for a 5 minute recess at 7:59 pm
Mayor Friesen reconvened the meeting at 8:04 pm
Questions were presented to Council.

CLOSED SESSION

I, Mayor Friesen, move that Council go into Closed Session at 8:08 pm to discuss items of which disclosure may be harmful to the personal privacy of an employee as per Section 17(2) of the FOIP Act.

- (i) Closed to Public
139:19 Moved by Mayor Friesen to go into closed session at 8:08 pm.
- (ii) Open to Public
140:19 Moved by Mayor Friesen to reconvene to the public portion of the meeting at 8:48 pm.

ADJOURN

- (i) Adjournment
141:19 Moved by Mayor Friesen to adjourn the meeting at 8:49 pm.

NEXT MEETING

September 3, 2019 Regular Council Meeting
3rd Thursday of Month RV Handibus Committee Meeting
2nd Tuesday of Month Irricana Library Board
Community Futures Wild Rose Meeting Dates: July 6, Sept 7, Oct 5, Nov 2 & Dec 7th
Rocky View Foundation – last Wednesday every month except for summer

Mayor Frank Friesen

Ted Coffey
Chief Administrative Officer



Chief Administrative Officer Report
Review of July 29 to September 3, 2019

Public Works Weeded and prepped ball diamonds for tournament. Maintenance on vehicles. Meetings and pre-planning for desludging lagoon. Moved gymnastics equipment to seacan, reclaimed storage room. Regular grass cutting and watering. Both temporary summer students now gone.

Water/Sewer Repaired water leak at Gib Bell. Fixed 5 campground water spigot posts, repaired water leak at post. Water meter reads done and submitted.

Roadways/Sidewalks Quotes being dropped off this week for pothole repairs.

Garbage Nuisance on Madison addressed, cleanup in progress

Parks & Recreation New campfire rings installed at Founders Park, 30 in total.

Community Facilities Installed new flooring at Lions bar in community hall

Community Services Community Services Board working on Women’s Conference

Economic Development & Tourism . Subdivision plans for Town purchase of land completed, handed to Lawyer.

FINANCE

Utilities:

Outstanding Balance = \$37,243.00 (Arrears)

Reads for the July/August Billing have been completed and Bills should be in the mail by Friday Sept 6th.

Taxes:

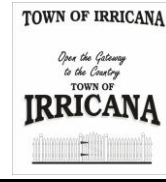
Outstanding Balance = \$206,748.00

Reminder Letters were sent to all Tax Accounts with a Balance Outstanding

September Penalty of 6% will be applied as per Bylaw 017:2018 with the next Penalty on Jan 1st.

CURRENT ACCOUNTS			
Account Name	Number	Currency	Available Balance
Business Account		CAD	\$1,210,169.06
SAVINGS ACCOUNTS			TOTAL
T Bill Savings Account (MSI)		CAD	\$206,229.37
T Bill Savings Account (AMIP)		CAD	\$0.00
T Bill Savings Account(BMTG)		CAD	\$120,202.13
			TOTAL
			\$326,431.50

Ted Coffey
 CAO Irricana



Request for Decision

To: Mayor Friesen and Council

From: Ted Coffey CAO

Date: September 3, 2019

Subject: Request to Waive Tax Penalties - Roll 7800

DECISION: To comply with the MGA under Part 10 - Taxation

CORRELATION TO STRATEGIC PLAN OR POLICY:
Municipal Government Act – Section 347(1)

KEY ISSUES AND BACKGROUND:

Block 10, Lots 5-6, Plan 5087W

Under the MGA, Section 347(1), only Council may cancel, reduce, refund or defer taxes.

On July 30, 2019, the Town received a written request from a resident requesting outstanding Tax Penalties to be waived due to financial hardship. Attached is a copy of the request.

The current outstanding balance is **\$6,273.75** (as at August 27, 2019), with the Penalty amounts broken down as follows:

2017	O/S Arrears Balance =	\$ 643.75	(Balance of Levy & Penalties)
2018	O/S Arrears Penalties =	\$ 819.18	
2019	O/S Penalties (to date) =	\$ 263.50	

This property is currently on Tax Notification, registered in 2019, with the total Arrears amount of \$3,779.47 to be paid in full by Dec 31, 2019. Should the Arrears not be paid by Dec 31/19, on January 1, 2020 the 2019 Charges will then be considered in Arrears and must be paid, to avoid the next step in the Tax Recovery process.

Tax Arrears (under the MGA), are described as: taxes *that remain unpaid after Dec 31 of the year in which they were imposed.*

BENEFITS:

1. To assist this property owner in the payment of outstanding property taxes.
2. The current Tax Penalty Bylaw 017:2018 was revised from an 18% Penalty on January 1st to 1% Penalty per month for each of Jan to May on arrears balance(s).

DISADVANTAGES:

1. The amount being cancelled to be expensed in 2019.
2. Is there an allowance in the Budget for the Tax Cancellation amount.
3. Setting a precedent for tax relief requests.

ALTERNATIVES:

1. Council to review request and provide approval to waive part or all of the outstanding tax penalties.
2. To deny the cancellation of outstanding tax penalties, as the revised Tax Penalty Bylaw allows for reduced penalties on tax arrears.
3. Council to create a Policy on tax penalty cancellation requests, to be equitable for all ratepayers.

IMPLICATION ON FINANCES:

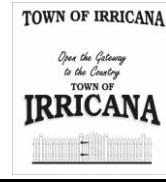
1. Increase in the Tax Cancellation budget line.
2. Increase in expenses which may affect the overall Operating Budgetary needs.

RECOMMENDATION:

Council to review and provide a Motion

RECOMMENDED MOTION:

Council to provide a Motion



Request for Decision

To: Mayor Friesen and Council

From: Ted Coffey CAO

Date: September 3, 2019

Subject: Request to Waive Tax Penalties - Roll 23300

DECISION: To comply with the MGA under Part 10 - Taxation

CORRELATION TO STRATEGIC PLAN OR POLICY:
Municipal Government Act – Section 347(1)

KEY ISSUES AND BACKGROUND:

Block 16, Lot 19, Plan 7911198

Under the MGA, Section 347(1), only Council may cancel, reduce, refund or defer taxes.

The current owner(s) have approached the Town with a request to waive the Tax Penalties for July and August 2019, as follows:

July Penalty = **\$151.51**

Aug Penalty = **\$ 31.51**
\$183.02

New owners took possession of this property on July 5, 2019, which was several days after the June 30th due date for property tax payments.

After possession, the new owner(s) contacted the Town and were made aware that the property taxes, or any portion thereof, up to possession date, had not been paid. The total 2019 levy was still outstanding at July 5, 2019, plus the July 2, 2019 Penalty.

A partial payment of \$2,000.00 was made on July 31, 2019 by the new owner(s) and they are currently consulting with their lawyer to resolve this matter.

BENEFITS:

1. To allow the new owners additional time to resolve this matter, without penalty.

DISADVANTAGES:

1. The amount being cancelled to be expensed in 2019.
2. Is there an allowance in the Budget for the Tax Cancellation amount.
3. Setting a precedent for tax relief requests.

ALTERNATIVES:

1. Council to review request and provide approval to waive part or all of the outstanding tax penalties.
2. To deny the cancellation of outstanding tax penalties.
3. Council to create a Policy on tax penalty cancellation requests, to be equitable for all ratepayers.

IMPLICATION ON FINANCES:

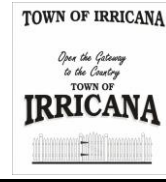
1. Increase in the Tax Cancellation budget line.
2. Increase in expenses which may affect the overall Operating Budgetary needs.

RECOMMENDATION:

Council to review and provide a Motion

RECOMMENDED MOTION:

Council to provide a Motion



Request for Decision

To: Mayor Friesen and Council

From: Ted Coffey CAO

Date: September 3, 2019

Subject: Request to Waive July Tax Penalty - Roll 60700

DECISION: To comply with the MGA under Part 10 - Taxation

CORRELATION TO STRATEGIC PLAN OR POLICY:
Municipal Government Act – Section 347(1)

KEY ISSUES AND BACKGROUND:

Block 24, Lot 23, Plan 0413697

Under the MGA, Section 347(1), only Council may cancel, reduce, refund or defer taxes.

On August 26, 2019, the Town received a request from a resident requesting the July 2, 2019 Tax Penalty of \$128.66 be waived due to extenuating circumstances.

The current outstanding balance is **\$128.66** (as at August 27, 2019), which represents the July 2, 2019 Penalty.

This ratepayer was involved in a serious motor vehicle accident, which left him hospitalized and unable to handle his day-to-day responsibilities. The matter of payment of the 2019 property taxes was left to a family member, and payment was submitted prior to the due date, on June 14, 2019 in full, by Cheque.

On June 24, 2019, the issuers Bank returned the Cheque marked 'cannot trace'. The 2019 tax payment was then reversed and notification to the residence was attempted, with whom the Town was unable to reach by phone, therefore, a letter was sent.

On July 2, 2019, a Tax Penalty of \$128.66 was applied. On July 27, 2019, a replacement payment was submitted in the amount of the Tax Levy only, which left the July 2, 2019 Penalty of \$128.66 outstanding.

The Town was advised by the ratepayer that the initial payment was written on an old bank account no longer being used, which was not known by the family member overseeing this during the ratepayers recovery.

BENEFITS:

1. Show goodwill to the ratepayer in cancelling the July tax penalty.
2. The initial tax payment was submitted prior to the due date.

DISADVANTAGES:

ALTERNATIVES:

1. Council to review request and provide approval to waive the July 2019 tax penalty of \$128.66
2. To deny the cancellation of the outstanding tax penalty.

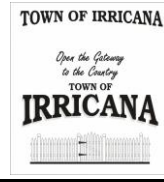
IMPLICATION ON FINANCES:

RECOMMENDATION:

Council to review and provide a Motion

RECOMMENDED MOTION:

Council to provide a Motion



Request for Decision

To: Mayor Friesen and Council
From: Ted Coffey CAO
Date: September 3, 2019
Subject: Request to purchase leak detector

DECISION: To authorize purchase of \$6000 leak detector

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

The Town of Irricana purchases water from Aqua 7 at the rate of \$3.22 per cubic meter. Any water leak in town is a direct cost to taxpayers.

To find leaks we have hired Fuji pipe locators in the past. In the last 2 years we have spent over the purchase price of the detector hiring Fuji. We think it would be more cost effective to own that piece of equipment ourselves.

BENEFITS: We can use that equipment in other local towns at an hourly rate to help out other communities as well.

DISADVANTAGES:

None noted

ALTERNATIVES:

Continue hiring Fuji

IMPLICATION ON FINANCES:

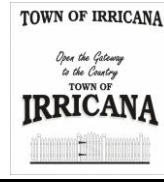
Purchase price of around \$6000

RECOMMENDATION:

Council to approve the purchase

RECOMMENDED MOTION:

Council to provide a Motion approving CAO to arrange purchase of detector.



Request for Decision

To: Mayor Friesen and Council

From: Ted Coffey CAO

Date: September 3, 2019

Subject: Request to repair Community Hall exterior

DECISION: To authorize exterior repairs to Community Hall

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

The exterior of the Community Hall is a leaky eyesore. We have a quote (attached) for new eavestrough and siding which is over the CAO spending limit.

BENEFITS: The hall needs repairs and this will both extend the hall life as well as enhance the buildings appearance.

DISADVANTAGES:

None noted

ALTERNATIVES:

Do not repair siding

IMPLICATION ON FINANCES:

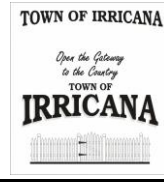
Purchase price of around \$6000

RECOMMENDATION:

Council to approve the purchase

RECOMMENDED MOTION:

Council to provide a Motion approving CAO to arrange for repairs



Request for Decision

To: Mayor Friesen and Council

From: Ted Coffey CAO

Date: September 3, 2019

Subject: Request to Appoint Carli Green to Community Services Board

DECISION: To appoint new board member

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

The board has a vacancy. We have a volunteer.

BENEFITS: Extra input on the board

DISADVANTAGES:

None noted

ALTERNATIVES:

Do not make appointment.

IMPLICATION ON FINANCES:

none

RECOMMENDATION:

Council to approve the appointment

RECOMMENDED MOTION:

Council to provide a Motion approving appointment of Carli Green to the Community Services Board.