

**TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: January 25, 2021 Time: 7:00 P.M.
To be held Electronically**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
 - 1. None
- E. MINUTES**
 - 1. Minutes from January 11, 2021 Council meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. CAO Report
- H. OLD BUSINESS**
 - 1. RFD Bylaw 002:2021 Rates & Charges
- I. NEW BUSINESS**
 - 1. RFD – Utility Penalty Waiver Request
- J. COMMUNICATION / INFORMATION**
 - 1. 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. Labour
- N. ADJOURN.**
- O. NEXT MEETING(S):**

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
January 11, 2021
Virtual Council Meeting (due to COVID restrictions)
MGA: Section 199

ATTENDANCE

As per Section 199(1) of the Municipal Government Act, a Council meeting may be conducted by means of electronic communication. Notice of the electronic version was provided to the public including the way in which it was to be conducted.

As per Section 199(2) of the Municipal Government Act, Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

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

CALL TO ORDER

The meeting was called to order by Mayor Friesen at 7:09 pm.

AGENDA

- (i) Adopt Agenda
001:21 Moved by Councillor Shields to adopt the Agenda as presented.
CARRIED

PRESENTATIONS

- (i) Community Links – Laurie Jacob-Toews
A virtual presentation outlining the Services available
Presentation: 7:10 pm to 7:23 pm

MINUTES

- (i) Minutes from December 7, 2020 Regular Council meeting
002:21 Moved by Councillor Bryson to accept the Minutes of the Regular Meeting of Council for December 7, 2020, as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) CAO Report
003:21 Moved by Councillor Day to accept the CAO Report as presented.
CARRIED

OLD BUSINESS

- (i) RFD – Municipal Accountability Program
Information only.

- (ii) RFD – Bylaw 001:2021 Council Procedural Bylaw
004:21 Moved by Councillor Shields that Bylaw 001:2021, being a bylaw to regulate the proceedings and conduct of Council meetings, be read for a first time this 11th day of January, 2021.
CARRIED

005:21 Moved by Deputy Mayor Schmaltz that Bylaw 001:2021, being a bylaw to regulate the proceedings and conduct of Council meetings, be read for a second time this 11th day of January, 2021.
CARRIED

006:21 Moved by Councillor Bryson that Bylaw 001:2021, being a bylaw to regulate the proceedings and conduct of Council meetings, be given unanimous consent for a third and final reading this 11th day of January, 2021.
CARRIED

007:21 Moved by Councillor Day that Bylaw 001:2021, being a bylaw to regulate the proceedings and conduct of Council meetings, be read for a third and final time this 11th day of January, 2021.
CARRIED

- (iii) RFD – Bylaw 002:2021 Rates & Charges
008:21 Moved by Councillor Shields that Bylaw 002:2021, being a bylaw for the purpose of establishing rates and charges for the provision of certain goods and services, be read for a first time this 11th day of January, 2021, as amended.
CARRIED

- (iv) RFD – Bylaw 003:2021 Rescinding Bylaw 10:95
009:21 Moved by Councillor Shields that Bylaw 003:2021, being a bylaw for the repeal of Village of Irricana Bylaw 10:95 (Subdivision and Development Authority), be read for a first time this 11th day of January, 2021.
CARRIED

010:21 Moved by Councillor Bryson that Bylaw 003:2021, being a bylaw for the repeal of Village of Irricana Bylaw 10:95 (Subdivision and Development Authority), be read for a second time this 11th day of January, 2021.
CARRIED

011:21 Moved by Councillor Day that Bylaw 003:2021, being a bylaw for the repeal of Village of Irricana Bylaw 10:95 (Subdivision and Development Authority), be given unanimous consent for a third and final reading this 11th day of January, 2021.
CARRIED

012:21 Moved by Deputy Mayor Schmaltz that Bylaw 003:2021, being a bylaw for the repeal of Village of Irricana Bylaw 10:95 (Subdivision and Development Authority), be read for a third and final time this 11th day of January, 2021.
CARRIED

(v) RFD – Bylaw 01:2018 Revised Borrowing Bylaw

013:21 Moved by Councillor Bryson that Revised Bylaw 01:2018, being a bylaw for the purpose specified in Section 261 of the Municipal Government Act, for the purchase of lands described as Lot 1, Block 2, Plan 0514328 (31 acres), be read for a first time this 11th day of January, 2021.
CARRIED

014:21 Moved by Councillor Day that Revised Bylaw 01:2018, being a bylaw for the purpose specified in Section 261 of the Municipal Government Act, for the purchase of lands described as Lot 1, Block 2, Plan 0514328 (31 acres), be read for a second time this 11th day of January, 2021.
CARRIED

015:21 Moved by Councillor Shields that Revised Bylaw 01:2018, being a bylaw for the purpose specified in Section 261 of the Municipal Government Act, for the purchase of lands described as Lot 1, Block 2, Plan 0514328 (31 acres), be given unanimous consent for a third and final reading this 11th day of January, 2021.
CARRIED

016:21 Moved by Deputy Mayor Schmaltz that Revised Bylaw 01:2018, being a bylaw for the purpose specified in Section 261 of the Municipal Government Act, for the purchase of lands described as Lot 1, Block 2, Plan 0514328 (31 acres), be read for a third and final time this 11th day of January, 2021.
CARRIED

(vi) RFD – Policy 2.07 Financial Reporting

017:21 Moved by Councillor Bryson that the Financial Reporting Policy 2.07 be adopted as presented, this 11th day of January, 2021.
CARRIED

NEW BUSINESS

- (i) None

COMMUNICATION/INFORMATION

- (i) Cheque Listing
Cheque listing not available at time of Council meeting.

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 break at 8:08 pm

Mayor Friesen reconvened the meeting at 8:13 pm

Mayor Friesen asked for questions

CLOSED SESSION

I, Mayor Friesen, move that Council go into Closed Session at 8:07 pm to discuss items, as follows:

- of which disclosure may be harmful to the personal privacy of an employee as per Section 17(2) of the FOIP Act, and
- of which disclosure may be harmful to the interests of a third party, as per Section 16(1) of the FOIP Act.

- (i) Closed to Public
018:21 Moved by Mayor Friesen to go into Closed Session at 8:36 pm

- (ii) Open to Public
019:21 Moved by Mayor Friesen to reconvene to the Public Portion of the meeting at 9:08 pm.

ADJOURN

- (i) Adjournment
020:21 Moved by Mayor Friesen to adjourn the meeting at 9:10 pm.

Mayor Frank Friesen

Barrie Hutchinson
Chief Administrative Officer



Chief Administrative Officer Report
Review of January 12, 2021 to January 25, 2021

Public Works

Public Works staff have been busy performing maintenance on various pieces of equipment. The Shop has undergone cleaning and organizing of products to create a more efficient means for locating items.

Water/Sewer:

Lagoon treatments are continuing, as well as sewer inspections to locate any problem areas.

The Hydrant located at the corner of 2nd Avenue & 3rd Street has had some additional repairs.

Wastewater Report: has been completed and will be submitted to Alberta Environment & Parks (A.E.P.)

Water Distribution Report: is currently being worked on and once completed, will be submitted to A.E.P.

Roadways/Sidewalks:

There has been some basic upkeep on Town sidewalks for snow removal, as needed. The warmer weather has resulted in some icy conditions. Public Works have been distributing sand/salt throughout Town on icy areas on roads and in particular intersections.

Parks & Recreation:

The Town owned Zamboni has been repaired by Public Works staff and is now operational, which has been utilized to groom the skating rink. Public Works is proud to announce the ice surface is the best it has ever been.

Community Facilities:

The Boy's and Girls Club, located in the Rec Centre, has had some repairs completed by Public Works staff, which include repairs to light ballasts in non-functional light fixtures, repairing a loose sink in a bathroom, to changing out light bulbs.

The Gym Flooring, currently being stored in a trailer, is being moved out of the trailer and taken into the Rec Centre for the AG Society to assemble.

Development & Planning:

Economic Development & Tourism:

Year End:

The 2019 Adjusting Entries have now been completed and the 2019 year has been closed in the Financial System. The General Ledger has been balanced for 2020, which has allowed various Modules to be rolled over to 2021 in Muniware. We can now address the backlog of entries dating back from January 1st, 2021.

For Discussion with Council:

- 1) Laptops
- 2) May 15, 2021 Event
- 3) Skateboard Park
- 4) FCSS 2019 Funding – remaining \$10,000
- 5) FCSS – meeting with Beiseker FCSS Co-ordinator

FINANCE

Utilities:

- Outstanding Utilities = \$112,650 (arrears and current Nov/Dec billing)
- Due date is January 31, 2021
- February 1, 2021 penalty of 2% to be applied on all outstanding utility amounts

Taxes:

- Outstanding Taxes = \$143,086
- The next penalty date is February 1, 2021 at 1% of total outstanding.

Pet & Business License Invoices

- Pet License fees are due by January 31, 2021 to avoid the increased fee(s)
- A reminder bulk mail has gone out, as well as a posting on the Town's website, facebook page and the two Boulevard signs.

CURRENT ACCOUNTS			
Account Name	Number	Currency	Available Balance
Business Account		CAD	
SAVINGS ACCOUNTS		TOTAL	
T Bill Savings Account (MSI)		CAD	
T Bill Savings Account (Land sale)		CAD	
T Bill Savings Account (BMTG)		CAD	
		TOTAL	

Barrie Hutchinson
CAO Irricana

Request for Decision

To: Mayor Friesen and Council
From: Barrie Hutchinson, CAO
Date: January 25, 2021
Subject: Bylaw 002:2021 (Rates and Charges Bylaw)

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY:

MGA, Section 191, provides that municipalities may amend a Bylaw, but that must do so in the same manner as the original Bylaw was passed.

KEY ISSUES AND BACKGROUND:

On January 11, 2021, an updated Rates and Charges Bylaw 002:2021 was presented to Council for review and received first reading, as amended. Council reviewed Schedule A and made an amendment to the NSF Cheque fee.

Currently, the Town charges \$30.00 for each NSF Cheque, however, our Financial Institution charges \$45.00 per Returned Item. To align the fee(s) being charged back to the Town, this fee has been increased to \$50.00 for each returned item.

Bylaw 002:2021 has been amended for the line item 'NSF Cheques' to include 'Returned Item' at the chargeback rate of \$50.00 per item.

Second and Third Readings are required by Council.

BENEFITS:

1. Ensures compliance of Bylaws.

DISADVANTAGES:

1. None

ALTERNATIVES:

1. None

IMPLICATION ON FINANCES:

1. To align chargeback fees being charged to the Town.
2. To account for the administrative costs on returned items

RECOMMENDATION:

Council to provide second and third reading of this Bylaw.

RECOMMENDED MOTION:

That Bylaw 002:2021, being a Bylaw for the purpose of establishing rates and charges for the provision of certain goods and services, receive second and third readings from Council, and this Bylaw shall take effect on the date of the third reading.

**BYLAW 002:2021
of the TOWN OF IRRICANA
in the PROVINCE OF ALBERTA**

Being a bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of establishing rates and charges for the provision of certain goods and services by the Town of Irricana.

WHEREAS pursuant to the Municipal Government Act, R.S.A. 2000, and amendments thereto Council may fix charges for the goods and services listed in the attached schedule;

AND WHEREAS the Town of Irricana receives requests for the provision of such goods and services;

AND WHEREAS the Town of Irricana deems it desirable to request payment for the provision of such goods and services;

AND THEREFORE the Municipal Council of the Corporation of the Town of Irricana, duly assembled in Council, enacts as follows:

1. The rates and charges contained in the attached Schedule "A" such schedule forming part of this Bylaw, shall be the rates and charges in effect for the provision of such goods and services stated.
2. This Bylaw hereby rescinds Bylaw 004:2020 and Bylaw 003:2017, Rates & Charges Bylaws
3. The Bylaw shall take full force and effect on the date of third and final reading.

READ A FIRST TIME this 11th day of January A.D.2021.

READ A SECOND TIME this 25th day of January A.D.2021.

UNANIMOUS CONSENT for THIRD READING given this 25th day of January A.D.2021.

READ A THIRD TIME this 25th day of January A.D.2021.

MAYOR FRANK FRIESEN

CHIEF ADMINISTRATIVE OFFICER
BARRIE HUTCHINSON

**BYLAW 002:2021
SERVICE FEES AND CHARGES**

Schedule A

**ADMINISTRATION FEES
GST EXEMPT**

Mction		
	NSF Cheques / Returned Items	\$50.00 per item
4:09	Photocopies	BW: \$0.25/Sheet (double sided .50) Colour: \$1.50/Sheet (\$3.00 double sided) Local Community groups* - at cost
87.20	Credit Card Service Fees	2% Service Fee to be added to total of any Credit Card transaction with the Town
288:09	Faxes	\$2.00 local \$3.00 per page long distance
	Copy of General Municipal Plan	\$30.00
	Copy of Land Use Bylaw	\$30.00
4:09	Tax Certificate	\$30.00
4:09	Historical/Property Report	\$40.00
4:09	Tax Search	\$10.00 – fax for other than property owner
4:09	Assessment Search	\$10.00 – fax for other than property owner
4:09	Zoning Confirmation	\$10.00 – fax for other than property owner
	Special Meeting of Council by request	\$360.00
123:10	Late Penalty Charge	2% per month (receivables other than taxes and utilities)
76:20	Property Assessment Complaint Filing Fee	\$100.00 Complaint Filing Fee for Property Assessment Complaints
Utility Fees (Basic):		
44:10	Kneehill Administration Fee	\$ 6.93
45:10	Capital Replacement Reserve	\$ 7.76
100:17	Recycling Fee	\$ 10.04
100:17	Garbage Collection	\$16.38
100:17	Water & Sewer Administration Fee	\$20.00
100:17	Garbage & Water Services Restricted Surplus	\$1.00
100:17	Large Garbage Pick Up	\$3.37
345.16	Utility Penalty	2% / billing period
288:09	Water Meter Connection	\$100.00

288:09	Water Service Disconnect or Connection one off/on during regular business hours	No Charge if within 14 days of each other	
288:09	Water Service connection all other circumstances	\$50 on / \$50 off	
Consumption Charges:			
049:17	Water	\$ 3.72 per cubic meter	
100:17	Sewer	30% of Water Consumption @ \$3.72 per cubic meter	
370:16	Potable Water	\$7.00 per cubic meter	
370:16	Non Potable Water	\$ 5.00 per cubic meter	
Business License Fees:			
034:16	Hawker/Peddler/St. Vendor/	Monthly fee	\$25.00
	Non-Resident	Yearly	\$50.00
	Home Occupation	Yearly	\$50.00
	Store Front	Yearly	\$50.00

DEVELOPMENT FEES
GST EXEMPT

Service Type		Fee
Motion 392:06	Compliance Certificate	\$40.00 24 hour turnaround minimum
Motion 392:06 Motion 288:09	Development Permits Small Projects: sheds (larger than 10'x10'), decks, wood stove, signs, basement development Medium Projects: additions, renovations (that have exterior structural alterations), garages Large Projects: all single or multi-family dwellings, manufactured/modular homes, commercial, industrial MPC Fees	\$25.00 for permitted use \$100.00 Discretionary Use \$50.00 for permitted use \$100.00 Discretionary Use \$100.00 for permitted use \$100.00 Discretionary Use \$250.00 Discretionary Use
	Change of Permitted Use to another Permitted Use in same land use district	\$25.00
Motion 392:06	Demolition Permit	\$100.00
	Home Occupations (Initial application only)	\$100.00
Motion 288:09	Development Appeal Fees Meeting with Advertising Meeting w/o Advertising	\$250.00 \$200.00
Statutory Document Amendment Fees (redesignation) (Motion 4:09)	Municipal Dev. Plan Land Use Bylaw	\$1000.00+ any professional fees at cost \$1000.00+ any professional fees at cost
Motion 392:06 (Motion 4:09)	Area Structure Plan Fee Concept Plan Fee	\$1000.00 plus any professional fees invoiced at cost Fees are non-refundable once circulation has commenced \$1000.00 plus any professional fees invoiced at cost Fees are non-refundable once circulation has commenced
	Pre-Application Fee - Subdivision - Redesignation	\$400.00 plus professional fees invoiced at cost (\$400 to be credited to application fees at time of application) non-refundable if no application
	Endorsement Fees	\$100.00/lot
Motion 392:06	Performance Securities-(refundable upon closing development file) Garage, addition Residential Unit Commercial, Industrial	\$ 500.00 \$1000.00 \$1500.00

RECREATION FEES
SUBJECT TO GST

Motion		
	Recreation Court Rental	\$50.00/day NO CHARGE – Local Community Groups*
	Volleyball or Tennis Nets	\$5.00/day (\$25.00 deposit required) NO CHARGE – Local Community Groups*
	Ball Diamonds	\$50.00/day ungroomed NO CHARGE – Local Community Groups*
	Horseshoes	\$5.00/day/set (\$20.00 deposit required) NO CHARGE – Local Community Groups*
100:17	Campground Fees (Note: GST included)	\$30.00/night serviced w/water and electric \$20.00/night not serviced
100:17	Group Areas	\$20.00/unit/day, min. 10-max. 15 \$100.00 deposit required at least two weeks prior, no refund within one week of stay
193:13	Sewage Dump Fee Water Fill Fee (for RV's only)	\$5.00 for non-campers \$5.00 for non-campers
	Hall Rental	\$400.00 – Hall rate \$150.00 – Registered Non-profit Community Groups, Fundraisers, Funerals \$200.00 – Non Local Funerals/Memorials
89:20	Pressure Relief Valve Damage Fee	\$50.00 Fee to apply for any damage or removal of pressure relief valve (backflow preventer) currently provided by the Town of Irricana and attached to each campsite water faucet
392:06		\$50.00 – Small Upstairs Meeting Room \$100.00 – Kitchen Fee (to be added to all the above if also utilized)
238:12		\$50.00/day Minimum SUBSIDIZED RATE with Hall Board Approval \$500.00 – Damage Deposit (all rentals) \$100.00 - Set-Up Rate for prior evening with any daily rental
	Projection Screen Rental	\$20.00/day with staff setup
9:12	Audio/Visual Rental in Hall	\$100.00/day in addition to hall rental fees Sound System and/or Projector and Screen
99:14	Lower Sport Flooring Area Rental (May to August-Weekends only)	\$300.00 per day (Suggested Rates – AG Society to set own Rates) \$25.00 per hour
	Registered Non-profit Community Groups, Fundraisers	\$100.00 per day
	Kitchen Rentals	\$50.00 per day

	Fitness Room Studio	\$100.00 per month (based on 2 days per Week)
	Upstairs Lounge Area	\$75.00 per day

MISCELLANEOUS FEES
SUBJECT TO GST

Motion		
392:06	Cemetery Fees	\$500.00 per plot purchase \$200.00 opening and closing (casket) \$150.00 opening and closing (urn) \$100.00 extra for weekend or statutory holiday
4:09	Pins:	\$3.00 ea. retail, \$2.00 ea. wholesale (10+)
4:09	Post Cards	\$1.00 ea. retail, \$0.50 ea. wholesale (10+)
100:17	Portable Sign Rental	\$180.00 per month or part thereof/sign Note: Minimum one month rental NO CHARGE – Local Community / Non Profit Groups*
131:95	Sidewalk Clearing	\$1.00 per foot
95:15	Electronic Sign	
	Local Commercial	\$15/week (Flat Rate)
	Non-Local Commercial	\$25/week (Flat Rate)
	Non-Profit	NO CHARGE – Local Community Groups*

***LOCAL COMMUNITY GROUPS**

Refers to groups or organizations that are local such as Scouts, Guides, 4-H, youth sport programs, schools and church youth groups where the activities are intended for participants under the age of 18. Other local community groups also would include those that provide activities that are intended only for local groups to participate in, such as KIK, service clubs, churches and non-profit organizations.

Request for Decision

To: Mayor Friesen and Council

From: Barrie Hutchinson, CAO

Date: January 25, 2021

Subject: Waiving of Utility Penalties

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

Property owners for Utility Account #60900-006 had attended a Council Meeting in September 2020, where they discussed with Council an incident that occurred inside their Iricana residence surrounding a broken water pipe. This resulted in larger than usual water consumption of 180.60m³.

From information submitted to the Town on January 18, 2021, the homeowners had indicated this matter had been further discussed with the previous CAO, as well as the Alberta Utilities Commission in the fall of 2020. This information does not appear to have been presented to Council for decision.

The homeowners also indicated they were left with the impression there would be no penalties until the resulting larger water billing was paid in full.

Included in this information, was the payment arrangement they indicated was set up between the previous CAO and the Alberta Utilities Commission, which was, an additional \$200.00 paid, over and above the current billing amount, until paid in full, with no penalties, unless they defaulted on any payment.

A review of the September 2020 Meeting Minutes does not reflect direction to Administration to waive utility penalties for this account. No records can be located at this time to substantiate the payment arrangement.

Currently, the penalties charged are as follows:

September/October 2020 Utility Billing = \$13.89

November / December 2020 Utility Billing = \$ 8.17

\$22.06

Best practice would be to amend the Utility Penalty Policy to include requests such as these, for consistency and transparency.

BENEFITS:

- 1. None

DISADVANTAGES:

- 1. Setting a precedent for other Utility Accounts experiencing larger billings to request penalties to be waived.
- 2. No Policy currently in place defining the parameters around water breaks or larger water consumption billings.

ALTERNATIVES:

- 1. To deny the request to waive Penalties, as the large consumption occurred within the private residence.
- 2. To approve waiving of penalties for the large consumption only, setting a time limit.

IMPLICATION ON FINANCES:

- 1. Reduction in fees charged for late payment
- 2. To account for the administrative costs in processing requests

RECOMMENDATION:

Council to review this request and provide Motion

RECOMMENDED MOTION:

Council to review this request and provide Motion

Town of Irricana

Cheque Listing For Council

2021-Jan-23
11:02:39AM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20210028	2021-01-22	ALLNORTH CONSULTANTS LIMITED				
			FB05409	PAYMENT		12,849.62
			FB06480	ENGINEERING DESIGN 1ST STR	11,463.78	
				ENGINEERING HOURS TO PREP	1,385.84	

Total 12,849.62

*** End of Report ***