

**TOWN OF IRRICANA  
AGENDA  
REGULAR MEETING OF COUNCIL  
Date: October 4, 2021 Time: 7:00 P.M.**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
  - 1. Scase & Partners
  - 2. Irricana AG Society
- E. MINUTES**
  - 1. Minutes from September 20, 2021 Council meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
  - 1. CAO Report
- H. OLD BUSINESS**
  - 1.
- I. NEW BUSINESS**
  - 1. RFD – 2020 Audited Financial Report
- J. COMMUNICATION / INFORMATION**
  - 1. Cheque Listing
- K. FOLLOW-UP/ACTION & STATUS**
  - 1.
- 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. Legal
- N. ADJOURN.**

**TOWN OF IRRICANA**  
**Minutes of the Regular Meeting of Council held**  
**September 20, 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: Jim Bryson, Tracy Shields  
Debbie Day – Absent with Notice  
CAO: Barrie Hutchinson

**CALL TO ORDER**

The meeting was called to order by Mayor Friesen at 7:00 pm.

**AGENDA**

- (i) Adopt Agenda  
Addition of Communication/Information Item J-2: Financial Reports - Council Revenue & Expense Report and Balance Sheet Report

176:21 Moved by Councillor Shields to adopt the agenda as amended.  
CARRIED

**PRESENTATIONS**

- (i) RCMP  
Presentation: 7:01pm – 7:09 pm  
Officers left the meeting at 7:09 pm

**MINUTES**

- (i) Minutes from September 7, 2021 Council Meeting  
177:21 Moved by Councillor Bryson to accept the Minutes of the Regular Meeting of Council for September 7, 2021, as presented.  
CARRIED

## **CORRESPONDENCE FROM PREVIOUS MEETING**

### **COMMITTEE REPORTS**

- (i) CAO Report  
178:21 Moved by Councillor Shields to accept the CAO report as presented.  
CARRIED

### **OLD BUSINESS**

### **NEW BUSINESS**

- (i) RFD – Advance Vote  
179:21 Moved by Councillor Bryson to approve the provision of an Advance Vote for the 2021 General Municipal Election, to be held on Tuesday, October 12, 2021 between the hours of 4:00 pm to 9:00 pm at the Town of Irricana Municipal Office, 222 – 2<sup>nd</sup> Street, Irricana.  
CARRIED
- (ii) RFD – Council Remuneration Policy 2.02  
180:21 Moved by Councillor Shields that Council Remuneration Policy 2.02 to remain as is and not be amended with any revised terms and compensation amounts.  
CARRIED
- (iii) RFD – Transfer Investment Funds to Reserves  
181:21 Moved by Deputy Mayor Schmaltz to approve the transfer of \$140,102.82 from the MSI T-Bill Savings Account to a Reserve Fund to be established.  
CARRIED

### **COMMUNICATION/INFORMATION**

- (i) Cheque Listing.  
Cheque listing for the period September 2, 2021 to September 10, 2021 totaling \$67,088.04.  
  
182:21 Moved by Deputy Mayor Schmaltz to accept the cheque listing for the period September 2, 2021 to September 10, 2021 as presented.  
CARRIED
- (ii) Financial Reports: Council Revenue & Expense Report and Balance Sheet Report  
183:21 Moved by Mayor Friesen to accept the Financial Reports - Council Revenue & Expense and Balance Sheet, for the period ending August 31, 2021, as presented.  
CARRIED

### **FOLLOW-UP/ACTION & STATUS**

## **PUBLIC INPUT**

- (i) Due to the online format of the Council meeting, Residents have been asked for written questions to be submitted to Town Administration electronically prior to the Council meeting. *As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.*  
Question presented

## **CLOSED SESSION**

- (i) Closed to Public  
184:21 I, Mayor Friesen, move that Council go into Closed Session at 7:37 pm to discuss items of which disclosure may be harmful to 1) the personal privacy of an employee as per Section 17(2) of the FOIP Act; and 2) to the business interests of a third party as per Section 16(1) of the FOIP Act
  
- (ii) Open to Public  
185:21 Moved by Mayor Friesen to reconvene to the public portion of the meeting at 8:00 pm.

## **ADJOURN**

- (i) Adjournment  
186:21 Moved by Mayor Friesen to adjourn the meeting at 8:01pm.

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Mayor Frank Friesen

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Barrie Hutchinson  
Chief Administrative Officer



**Chief Administrative Officer Report**  
**Review of September 21, 2021 to Oct 04, 2021**

**Public Works**

Public Works continues to perform regular maintenance.

**Water/Sewer:**

No issues to report.

**Roadways/Sidewalks:**

A sinkhole on 2<sup>nd</sup> Street and 2<sup>nd</sup> Avenue, which was previously repaired, required some additional maintenance. Patching and additional line paving has been done, where needed.

**Parks & Recreation:**

Final cuts have been done on Town parks, with summer equipment to be cleaned and prepared for winter storage.

Splashpark is now closed for the season and winterizing to be completed.

Campground to close on Sunday October 3<sup>rd</sup>, with winterizing to begin Monday October 4<sup>th</sup>, to avoid overnight temperature lows to freezing affecting the water lines in the park. General park and washroom maintenance will also be conducted during the winterizing process.

**Community**

The dedication Fire Hydrant has now been installed on the yellow platform in front of the Town Office on Main Street, after some reconfiguration of bolts. The dedication ceremony originally scheduled for Sept 11<sup>th</sup> was cancelled due to weather, with a future date to be determined.

The *Tracy Goodbrand Dog Park* sign, sponsored by the Irricana Kountry Kennel, has now been installed. A dedication ceremony will be planned for a future date.



## **2021 Municipal Election**

There are ten Candidates for this upcoming Election. The Town has created and is offering a *Candidate Question and Answer forum* on the Town's website. Residents will have the opportunity to present questions or inquiries to the various Candidates, which will be interactive, and is available by visiting the Town's website. Information will be provided to residents through social media and mailouts.

With Covid restrictions currently in place, the previously scheduled Candidate Forum for Sept 29<sup>th</sup> at the Community Hall was cancelled. The Town is proposing a general mailout to include information on each of the 10 Candidates.

Municipal Election is Monday Oct 18, 2021, with Polling Stations at the Community Hall from 10:00 am to 8:00 pm. An Advance Vote is Tuesday, October 12, 2021, with Polling Stations at the Irricana Municipal Office, 4:00 – 9:00 pm. Voters will elect up to a maximum of 5 Councillors.

## **Grants:**

Administration is thrilled to advise Council that additional Grant money is available to the Town for past expenditures, one such example is the purchase of the March 2020 Financial Software, which was previously paid for through general operating funds.

A Reserve Fund has now been set up, with funds being set aside for the future. There is a significant dollar amount anticipated to be held in this account, once these Grant Applications are finalized through the Government.

## **FINANCE**

### **Utilities:**

Outstanding Balance = \$77,926

Current July / August billings are due by September 30th.

### **Taxes:**

Outstanding Balance = \$213,878 (Arrears)

### **Financial Reports:**

Bank Reconciliations are now up-to-date, and regular Financial Reports will be presented to Council on the second meeting of each month. This will allow for the previous month Bank Rec to be completed.

<b>CURRENT ACCOUNTS</b>			
<b>Account Name</b>	<b>Number</b>	<b>Currency</b>	<b>Available Balance</b>
Business Account		<b>CAD</b>	\$511,135 (less payments tbd)
<b>SAVINGS ACCOUNTS</b>		<b>TOTAL</b>	
T Bill Savings Account (MSI)		<b>CAD</b>	0.00
T Bill Savings Account (Land sale)		<b>CAD</b>	71,455.18
T Bill Savings Account (BMTG)		<b>CAD</b>	69,831.19
T Bill Savings Account		<b>CAD</b>	44,336.88
Reserve Fund		<b>CAD</b>	140,102.82

# Request for Decision

**To:** Mayor Friesen and Council

**From:** Barrie Hutchinson, CAO

**Date:** October 4, 2021

**Subject:** 2020 Audit Report (Scase & Partners)

**CORRELATION TO STRATEGIC PLAN OR POLICY:**  
MGA Section 281

## **KEY ISSUES AND BACKGROUND:**

The 2020 Audited Financial Statements for the Town of Irricana have been presented by the Town's appointed Auditors, Scase & Partners Chartered Professional Accountants.

A Motion to accept the 2020 Audited Financial Statements is required.

## **BENEFITS:**

- 1) Requirement under the Municipal Government Act, Section 281 to have the auditor for the municipality report to Council on the annual financial statements and financial information return of the municipality.
2. Reinforces the Town's financial commitments

## **DISADVANTAGES:**

- 1) None

## **ALTERNATIVES:**

- 1) To approve the 2020 financial statements as presented by the Town's auditors, Scase & Partners.

**IMPLICATION ON FINANCES:**

- 1) Provides a clear indication of the financial position of the municipality.

**RECOMMENDED MOTION:**

To approve the 2020 Audited Financial Statements as presented by Scase & Partners Chartered Professional Accountants and authorize the Mayor to sign.



# Town of Irricana

## Cheque Listing For Council

2021-Sep-29  
12:13:58PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20210669	2021-09-27	ALLNORTH CONSULTANTS LIMITED	FB12844	PAYMENT SEWER CONDITION ASSESSME	1,213.58	1,213.58
20210670	2021-09-29	Acme Farm & Building Centre	2109-183584	PAYMENT WEDGE ANCHOR - PARTS/SUPP	25.10	25.10
20210671	2021-09-29	Alberta One-Call Corporation	IN 169750	PAYMENT AUGUST 2021 NOTIFICATIONS	26.46	26.46
20210672	2021-09-29	Aqua 7 Regional Water Commission	2021-60	PAYMENT AUGUST 2021 WATER	31,637.00	31,637.00
20210673	2021-09-29	Brant's Plumbing & Heating Ltd.	2021075	PAYMENT LABOR FOR WATER PLANT, REC	5,446.35	5,446.35
20210674	2021-09-29	Canadian Linen & Uniform Service	5402573018	PAYMENT COMMUNITY HALL MATS SEPT 2	169.30	169.30
20210675	2021-09-29	Canoe Procurement Group, division of RMA	AB075031 AB075244	PAYMENT STAPLES OFFICE SUPPLIES - AI DUAL TECH CLEAR LABELS	397.78 20.25	418.03
20210676	2021-09-29	Done Deal Delivery Ltd.	12966	PAYMENT AUGUST WATER SAMPLES 2021	109.20	109.20
20210677	2021-09-29	Integra Tire Auto Centre/Phil's Auto	31112	PAYMENT PARTS/REPAIRS PW	86.20	86.20
20210678	2021-09-29	Municipal Information Systems Inc.	20211256 20211382 20211429 20211433	PAYMENT BANK REC ASSISTANCE - AUG TECH SUPPORT - OCTOBER 202 SEPT 15 WEBINAR - GL 101 SEPT BANK REC - TRAINING	105.00 988.75 200.00 105.00	1,398.75
20210679	2021-09-29	Rocky View County	IVC0000001165	PAYMENT 4TH QUARTER INSTALLMENT OF	20,676.34	20,676.34
20210680	2021-09-29	Straight Flush Portable Toilets Ltd.	869109	PAYMENT SEPT22 - OCT21 TOILET MAINTE	403.00	403.00
20210681	2021-09-29	super save disposal	1260970	PAYMENT 6YD BIN AUGUST 2021	575.60	575.60
20210682	2021-09-29	UFA CO-OPERATIVE LIMITED	SEPT292021	PAYMENT OWING ACCOUNT BALANCE	3.15	3.15
20210683	2021-09-29	ULINE Canada Corporation	8891621 9022441	PAYMENT BLUEPRINT RANK AND HANGING MOBILE BLUEPRINT RACK	2,459.51 1,508.23	3,967.74
20210684	2021-09-29	Wild Rose Assessment Service	8367	PAYMENT ASSESSMENT SERVICES SEPT	1,208.29	1,208.29
20210685	2021-09-29		3	PAYMENT EXCAVATOR - 707 PIONEER	400.00	400.00
20210686	2021-09-29		SEPT202021	PAYMENT SEPT 11, JUNIOR RODEO	126.00	126.00

**Total 67,890.09**

\*\*\* End of Report \*\*\*