

**TOWN OF IRRICANA**  
**AGENDA**  
**REGULAR MEETING OF COUNCIL**  
**16<sup>th</sup> Day of November 2015 7:00 P.M.**  
**COUNCIL CHAMBERS**  
**Irricana Centennial Centre**  
**(222 - 2 Street)**

<b>A.</b>	<b>ATTENDANCE</b>	
<b>B.</b>	<b>CALL TO ORDER</b>	
<b>C.</b>	<b>AGENDA</b>	
	1. Adopt Agenda	
<b>D.</b>	<b>PRESENTATIONS</b>	
<b>E.</b>	<b>MINUTES</b>	
	1. Regular Council Meeting of November 2, 2015	2
	2. Special Council Meeting of November 9, 2015	7
<b>F.</b>	<b>CORRESPONDENCE FROM PREVIOUS MEETING</b>	
<b>G.</b>	<b>COMMITTEE REPORTS</b>	
	1. Community Services Board, October 7	9
	2. Community Services Board, October 22	10
	3. Community Services Board, November 4	11
	4. Historical Committee, September 5	12
	5. CAO/PW Report	13
<b>H.</b>	<b>OLD BUSINESS</b>	
	1. Procedural Bylaw	14
<b>I.</b>	<b>NEW BUSINESS</b>	
	1. Update to Vision Statements within MDP	41
	2. Business Licensing Bylaw	48
<b>J.</b>	<b>COMMUNICATION / INFORMATION</b>	
	1. October Cheque Listing	62
	2. Utility Rate Update for 2015	63
	3. Rocky View Regional Handibus Society Q3 Report	64
<b>K.</b>	<b>FOLLOW-UP/ACTION &amp; STATUS</b>	
<b>L.</b>	<b>PUBLIC INPUT</b>	
	1. Please fill in the question sheets with all information fields completed. Your questions will be answered by the appropriate person.	
<b>M.</b>	<b>IN CAMERA</b>	
	1. Legal	
	2. Labour	
<b>N.</b>	<b>ADJOURN</b>	
	1. Adjournment	

**TOWN OF IRRICANA**  
**Minutes of the Regular Meeting of Council held**  
**November 2, 2015**  
**Town of Irricana Council Chambers:**  
**(Irricana Centennial Centre – 222 – 2<sup>nd</sup> Street)**

**ATTENDANCE**

Mayor: Valerie Squires  
Deputy Mayor: Dennis Tracz  
Councillors: Kim Schmaltz, Lora Peterson, Laura Thiessen  
Staff: Geoff Stephenson, CAO

**CALL TO ORDER**

The meeting was called to order by Mayor Squires at \_\_7:02\_\_ pm.

**AGENDA**

346:15 Moved by Councillor Lora Peterson that Council adopt the Agenda as presented.  
**CARRIED**

**PRESENTATIONS**

Ettore Iannacito the Regional Transit Program Manager for CRP

Council Thanked Mr. Iannacito for his presentation.

**MINUTES**

**(i) Minutes of the Regular Meeting of October 19, 2015**

347:15 Moved by Councillor Lora Peterson to accept the Minutes of the Regular Meeting of Council of October 19, 2015 as Amended.  
**CARRIED**

**(ii) Organization Meeting of October 26, 2015**

348:15 Moved by Councillor Laura Thiessen to accept the Minutes of the Organizational Meeting of October 26, 2015 as Amended  
**CARRIED**

**CORRESPONDENCE FROM PREVIOUS MEETING**

No Correspondence

## **COMMITTEE REPORTS**

(i) **CAO/PW Report**

CAO Geoff Stephenson presented Council with a written report.

Councillor Laura Thiessen asked for clarification on encroachment on alleys

Councillor Laura Thiessen asked about delays on the Library  
CAO provided details on a plan discussed with the contract and the Library board to complete work by November 30<sup>th</sup>.

Councillor Lora Peterson asked about bills and interim audit  
CAO provided an overview for the interim audit process and clarification on billing.

Deputy Mayor Dennis Tracz asked about the water leak, communication companies, roll over process, and rink status and request for increase information on point forms  
CAO provided details on the water leak on 2<sup>nd</sup> Street and items as requested.

349:15 Moved by Kim Schmaltz to accept Committee Report G-1 as presented.

**CARRIED**

## **OLD BUSINESS**

(i) **Procedural Bylaw:**

Councillor Thiessen asked about the issues as presented in previous reports regarding legal correspondence.

Deputy Mayor Dennis Tracz asked about the approach on the need for continuing with previous items presented.

Kim Schmaltz: discussed timelines for items coming back.

Mayor Valerie Squires: asked for opinions which ranged from length of items an explicit encoding from the municipal act versus brevity in interpretation.

Mayor Valerie Squires: suggested a committee of council who does wish to go line-by-line.

350:15 Moved by Councillor Kim Schmaltz READ bylaw 2015:05 for A FIRST TIME this 2nd day of November A.D. 2015.

Recorded Vote

For: Mayor Valerie Squires, Councillors Kim Schmaltz, Lora Peterson

Opposed: Councillor Laura Thiessen and Deputy Mayor Dennis Tracz

CARRIED

351:15 Moved by Mayor Valerie Squires READ bylaw 2015:05 for A 2nd TIME this 2nd day of November A.D. 2015.

Recorded Vote

For: Mayor Valerie Squires, Councillors Kim Schmaltz, Lora Peterson

Opposed: Councillor Laura Thiessen and Deputy Mayor Dennis Tracz

CARRIED

352:15 Moved by Deputy Mayor Dennis Tracz that a subset of council meet at Wednesday November 4, 2015 at 8pm in chambers to discuss proposed changes to the procedural bylaw.

CARRIED

### **NEW BUSINESS**

#### **(i) 2016 Budget Deliberations**

353:15 Moved by Deputy Mayor Dennis Tracz that council hereby rescind Motion 308:14.

CARRIED

354:15 Moved by Deputy Mayor Dennis Tracz that council formalize a budget committee for future years with the Mayor serving as chair.

CARRIED

### **COMMUNICATION/INFORMATION**

(i) Calgary Zone EMS Operations Update, Alberta Health Services

(ii) Municipal Support for the RDRWA

355:15 Moved by Councillor Lora Peterson to accept Communication/Information items J-1 to J-2 as presented.

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 Squires called for a brief recess at 9:09 pm  
Mayor Squires reconvened the meeting at 9:16 pm

**IN CAMERA**

- (i) Closed to Public  
356:15 Moved by Mayor Valerie Squires to go in-camera at 9:18 pm.  
CARRIED
- (ii) Open to Public  
357:15 Moved by Mayor Valerie Squires Moved by to reconvene to the public portion of the meeting at 9:44 pm.  
CARRIED

**ADJOURN**

- (i) Adjournment

358:15 Moved by Mayor Squires to adjourn the meeting at 9:45 pm  
CARRIED

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Mayor

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Chief Administrative Officer

**TOWN OF IRRICANA**  
**Minutes of the Special Meeting of Council held**  
**November 9, 2015**  
**Town of Irricana Council Chambers:**  
**(Irricana Centennial Centre – 222 – 2<sup>nd</sup> Street)**

**ATTENDANCE**

Mayor: Valerie Squires  
Councillors: Kim Schmaltz, Lora Peterson, Laura Thiessen  
Staff: Geoff Stephenson, CAO  
Absent: Deputy Mayor Dennis Tracz with notice

**CALL TO ORDER**

Waiver signed.  
The meeting was called to order by Mayor Squires at 7:05 pm.

**AGENDA**

**PRESENTATIONS**

**MINUTES**

**CORRESPONDENCE FROM PREVIOUS MEETING**

**COMMITTEE REPORTS**

**OLD BUSINESS**

**NEW BUSINESS**

**COMMUNICATION/INFORMATION**

**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.

**IN CAMERA**

- (i) Closed to Public  
359:15 Moved by Mayor Valerie Squires to go in-camera at 7:05 pm.  
CARRIED
  
- (ii) Open to Public  
360:15 Moved by Mayor Valerie Squires Moved by to reconvene to the public  
portion of the meeting at 7:28 pm.  
CARRIED

361:15 Moved by Mayor Valerie Squires to terminate the contract with Superior Safety  
Systems effective February 15, 2016  
CARRIED

362:15 Moved by Councillor Kim Schmaltz to surrender accreditation by February 15, 2016  
CARRIED

**ADJOURN**

- (i) Adjournment  
  
363:15 Moved by Mayor Squires to adjourn the meeting at 7:30 pm

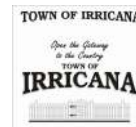
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Mayor

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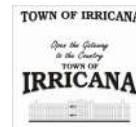
Chief Administrative Officer





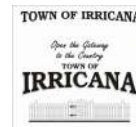
# COUNCIL COMMITTEE REPORT

<b>Committee Name:</b>	Community Services Board
<b>Meeting Date &amp; Time:</b>	Oct 7, 2015 @ 7:00pm
<b>Committee Chair:</b>	Dawn Mosondz
<b>Attendees:</b>	Laura Thiessen, Ashley Read, Dawn Mosondz, Valerie Squires, Elaine Tracz, Geoff Stephenson, Lora Peterson
<b>Discussion:</b>	<p>Call to order at 7:00pm</p> <p>Women's Conference: November 7</p> <p>Discussion on previous costs to hold the event. Breakdown from last year.</p> <p>We need to get the surveys and speaker bios ready. Ensure we include pens</p> <p>Decorations: table cloths and flowers. There is a box of stuff for the Women's Conference.</p> <p>Halloween Light up the Night: Will be held at the Fire Hall again this year starting at 5:30. We have glow sticks and necklaces. All members are welcome to attend but must be in costume.</p> <p>Treats will be supplied by the boys and Girls Club.</p> <p>Treats will not be handed out until after the safety presentation.</p> <p>Christmas Craft Fair: Scheduled for December 5, 2015.</p> <p>Lora shared some information about starting a Community Association in Irricana.</p> <p>Main Street Skating Pond: We will have an outdoor skating pond again this year on the empty lot beside Café Plus.</p> <p>Next meeting will be held November 22 at 7:00pm</p>
<b>Actions:</b>	
<b>Future Items:</b>	
<b>Submitted by:</b>	Laura Thiessen



## COUNCIL COMMITTEE REPORT

<b>Committee Name:</b>	Community Services Board
<b>Meeting Date &amp; Time:</b>	Oct 22, 2015 @ 7:00pm
<b>Committee Chair:</b>	Dawn Mosondz
<b>Attendees:</b>	Laura Thiessen, Ashley Read, Dawn Mosondz, Valerie Squires, Elaine Tracz, Geoff Stephenson, Lora Peterson
<b>Discussion:</b>	<p>Call to order at 7:05pm</p> <p>Women's Conference: Discussion on timing for the event. We set the schedule for speakers, lunch and Dawn's "You don't know Sweat" activity</p> <p>Discussion on registered Vendors and ticket sales.</p> <p>Swag bags will include cups and info about speakers as well as survey. Bibiana from CRP will be attendance for the Tourism team.</p> <p>Vendors pricing is the same as others as they will also be benefitting from the speakers and lunch, etc. They will also need to pay \$10 for their table and supply a door prize to the event.</p> <p>Set up will be the Friday before. Geoff will look for the table cloths.</p>
<b>Actions:</b>	
<b>Future Items:</b>	
<b>Submitted by:</b>	Laura Thiessen



# COUNCIL COMMITTEE REPORT

<b>Committee Name:</b>	Community Services Board
<b>Meeting Date &amp; Time:</b>	Nov. 4, 2015 @ 7:00pm
<b>Committee Chair:</b>	Dawn Mosondz
<b>Attendees:</b>	Kim Schmaltz, Laura Thiessen, Ashley Read, Dawn Mosondz, Lora Peterson, Elaine Tracz, Geoff Stephenson
<b>Discussion:</b>	<p>Call to order at 7:00pm</p> <p>Christmas on Main Street: ECS will be organizing Christmas on Main Street and coordinating with the Ag Society.</p> <p>Women's Conference: There are 17 pre-sold tickets</p> <p>Dawn will pick up muffins and dainties and cream from Costco Friday night.</p> <p>Dawn will also pick up the necklaces to be given as Speaker's gifts.</p> <p>Alice Gee will be catering a lunch of soup and wraps.</p> <p>We will pack the swag bags with water bottle, speaker info, notepad/sticky notes, pen the morning of the conference.</p> <p>Geoff will make sure all the items are transported to the hall.</p> <p>Geoff will open the hall for set-up Friday night and for the conference Saturday morning</p> <p>Laura is waiting to hear from Atco on a donation to the event.</p> <p>Next meeting will be held November 12 at 7:00pm</p>
<b>Actions:</b>	
<b>Future Items:</b>	
<b>Submitted by:</b>	Laura Thiessen



# COUNCIL COMMITTEE REPORT

<b>Committee Name:</b>	Historical Committee
<b>Meeting Date &amp; Time:</b>	Sept. 5, 2015 @ 5:00pm
<b>Committee Chair:</b>	Melodie Tulsie
<b>Attendees:</b>	Kim Schmaltz, Melodie Tulsie, Laura Thiessen
<b>Discussion:</b>	<p>Call to order at 5:00pm</p> <p>Election of Chair: Melodie Tulsie is the new chair</p> <p>Cenotaph design amendment: The committee approved the amended design with the exception of the "Lest we Forget" in French. Decision to include English only.</p> <p>Melodie verified the contents in the box of returned items by past member and authorized the release of the reimbursement cheque.</p> <p>Meeting adjourned at 5:15pm</p>
<b>Actions:</b>	
<b>Future Items:</b>	
<b>Submitted by:</b>	Laura Thiessen



## **Chief Administrative Officer and Public Works Report – Nov.16, 2015**

*Regular Meetings of Council shall be held in Council Chambers on the first and third Monday of every month **except for July, August and December when the meeting shall be held on the second Monday of the month only.** If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will take place on the next business day.*

### **Review since November 2, 2015**

#### **Environmental:**

- Town discussed sharing of operators with Beiseker: Public Works will be short staffed due to unscheduled leaves throughout the month.
- Coordination with Fortis and other contractors is underway for a shutdown of power to the Water Treatment Plant later in November. During this time the Plant will run off emergency generator power.
- Some complaints coming in now regarding bins ranging from size of the item, not being picked up (2-3 a week) and not knowing which week is garbage or recycling. In most cases we have been told no communication from the town has gone out: another news item will be sent before the Holidays as another reminder.

#### **Transportation:**

- As reported November 2<sup>nd</sup>, 2015 one communication company had issues with the fix of Booth Alley, on November 10<sup>th</sup> their local representative requested to dig through the alley which was contrary to the written statement of their regional office. The alley itself has a membrane to assist with drainage.
- Discussions with BSEI over unfinished capital work for 2015 and planning for 2016 capital works continue.
- Our Loader had electrical issues that prevented usage: wiring has been repaired.
- Minor Issues with our Skid Steer have been identified and while the unit had an extended warranty purchased the large cost of technician transportation or trucking makes repair cost prohibitive.

#### **Government:**

- Collection on water accounts in October closed and the next billing run started; some complaints over properties receiving bills as a result of property transactions.
- Regular tax collection has started in effort to reduce the number of properties in arrears.

#### **Community Services:**

- Women's conference was held November 7<sup>th</sup>, members of the CSB had scheduled a meeting for November 12 to discuss changes for coming years.
- Resident complaint over seeing a commercial dumpster at the Recreation Centre. This is needed due to the amount of waste from events at the Recreation Centre.

#### **Protective services:**

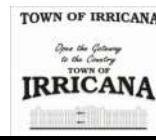
- Peace Officer Taylor contacted our offices regarding an infraction done by a Calgary based organization. The ability to file notices and/or tickets through the Calgary Police services is being explored.

#### **Development:**

- Work on the new subdivision continues, Public Works staff accompanied BSEI inspections of the work performed by contractors on the services installed.

Respectfully submitted November 11, 2015

Geoff Stephenson, CAO



# **Request for Decision**

**To: Mayor Squires and Council**

**From: Geoff Stephenson CAO**

**Date: November 16, 2015; from August 4, 2015 to November 2**

**Subject: Procedural Bylaw Update**

**Decision: To provide guidance to staff and Council**

**CORRELATION TO STRATEGIC PLAN OR POLICY:** Bylaw 04:2013 as amended

**ITEMS OF NOTE:**

On November 4<sup>th</sup> a subset of council met to go through changes on Bylaw 04:2013 to the newly proposed procedural bylaw. The current bylaw and proposed changed bylaw is attached. The bylaw was read for two readings (Motions 350 and 351) but dramatically changed

In council of October 19<sup>th</sup> it was requested to table discussions on this bylaw as some members felt a discussion of the methodology for discussing bylaws should be approached.

Council throughout September and October provided some comments on the past bylaw. Councillor Lora Peterson proposed an entirely new bylaw to replace bylaw 04:2013 with comments circulated until October 13, 2015.

Administration is proposing the following bylaw be provided with three readings as bylaw 06:2015 as presented however this bylaw no longer pertains to procedures for committees. Given the volunteer nature of their operations: this presents council with the question of the necessity versus the availability.

**ALTERNATIVES:**

1. Council could table the matter.
2. Council could defer the matter for further discussion.
3. Council could now take amendments and provide for three readings in a single night to make some, all or additional changes as suggested.
4. Council could refuse the request.
5. Rescind the previous motions as the proposed bylaw as read on November 2<sup>nd</sup> is dramatically different.

**Previous items:**

In early 2015 council made amendments to Bylaw 04:2013.

In July of 2015 during review of legal matters it was discovered that a legal matter was solicited by Administration with the recommendation to not undertake a contractual obligation. This matter was not brought to council.

While Administration has a legal duty to inform council (MGA 207), the explicit requirements allow for ambiguity.

On July 24, 2015 Administration solicited input from council on possible changes to the procedural bylaw such as:

1. A clarification on in-camera requirements of legal disclosure: "At any meeting the CAO must bring forward any Legal opinions obtained from counsel to ensure full disclosure to the elected officials and comply with section 207 (c). The CAO cannot refuse to provide or disclose any legal opinion obtained."
2. Proper wording on bylaw application to committees, council sits as members on committees that are not under the jurisdiction of the Council of Irricana. (example, CRP)
3. The Frequency of meetings
4. Need for a curfew and/or intervals to extend.
5. Removal of items that exact duplication of the MGA
6. Procedural requirements on circulation of draft minutes

**RECOMMENDATIONS:** Given the dramatic changes to the bylaw and voting record of November 2<sup>nd</sup> I believe the vote should be rescinded or the bylaw renumbered to avoid confusion given the different approach. Followed by four motions. (three readings and unanimous consent)

**RECOMMENDED MOTIONS:**

- a) That council hereby rescind Motions 350:15 and 351:15 from November 2, 2015.
- b) Motions as per page 5 of the bylaw.

**BYLAW 5:2015  
of the TOWN OF IRRICANA  
in the PROVINCE OF ALBERTA**

**Being a bylaw of the Town of Irricana, in the Province of Alberta to regulate the proceedings and conduct of Council meetings.**

**WHEREAS** the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and may regulate the conduct of Councillors;

**AND WHEREAS** Council has deemed it necessary to regulate the procedure and conduct at meetings of council;

**AND WHEREAS** should any issue pertaining to procedure or process arise that is not covered under this Bylaw, the MGA or any other enactment will take precedence. Failing that it shall be decided by a majority of Council.

**TITLE:**

This bylaw may be cited as the "Council Procedural Bylaw".

**PART I – DEFINITIONS**

- 1) In this bylaw, unless the context otherwise requires:
  - a. "Agenda" means the list and order of business items for any meeting of Council.
  - b. "Agenda Package" shall means the Agenda accompanied with all reports and communication to be presented during the meeting.
  - c. "Council" shall mean the Municipal Council of the Town of Irricana.
  - d. "C.A.O." or CAO means the Chief Administrative Officer of the Town of Irricana or duly appointed designate.
  - e. "Chair", shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
  - f. "Emergent Matter" means a situation demanding prompt action that poses an immediate risk to health, life, property, environment, or town finances/operations;
  - g. "Friendly Amendment" is an amendment to a motion under debate that is perceived by all parties as an enhancement to the original motion, often only as clarification of intent.
  - h. "Quorum" is the majority of all Council Members, three (3) of the five (5) Council Members.
  - i. "MGA" means the Municipal Government Act, Revised, Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
  - j. "on the floor" is when a motion is under debate
  - k. "Pecuniary Interest" is something that causes or may cause either a negative or positive financial impact for an individual as described by Interpretation Bulletin 01/02 "PECUNIARY INTEREST/CONFLICT OF INTEREST OF MUNICIPAL COUNCILLORS."
  - l. "Representative of a Delegation" is any member of the public; special interest group or Council committee
  - m. "Tabled" is the postponement of a motion for future consideration.



n. "Town" means the Town of Irricana.

## **PART II – MEETINGS OF COUNCIL**

- 2) The Regular Meetings of Council shall be held in the Council Chambers of the Town of Irricana on days and times established by resolution of Council at the annual Organizational Meeting of Council. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.
- 3) The Council of the Town of Irricana shall hold an annual Organizational Meeting of Council pursuant to section 192 of the MGA.
- 4) Notice to the public of regularly scheduled Council Meetings shall be deemed to be given by the C.A.O. posting notice of all meeting dates and times on the Town website.
- 5) Notice to the public of Special Meetings shall be deemed to be given by the C.A.O. posting notice of all meeting dates and times at the Town Office or advertising the meeting dates and times in the Town's newsletter, on its website or other suitable notifications.
- 6) Pursuant to section 208 of the MGA the C.A.O. shall ensure:
  - a. All minutes of council meetings are recorded in the English language, without note or comment.
  - b. The names of the councillors present at council meetings are recorded.
  - c. The minutes of each council meeting are given to council for adoption at a subsequent council meeting.
- 7) If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the C.A.O. shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Meeting or another Special Meeting is called.

If quorum is lost for more than fifteen (15) minutes during the course of a meeting, the CAO will note this in the minutes and the meeting shall dissolve. Issues under discussion at the time of the loss of quorum shall be raised at the next meeting.

- 8) In the event that the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the C.A.O. shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- 9) Pursuant to Section 199 of the MGA council meetings may be conducted by means of electronic or other communication facilities when available upon two business days notice.

## **PART III – CONDUCT OF MEETINGS**

- 10) Each member of Council shall address the Chair and shall not speak until recognized by the Chair and address their remarks to the Chair, confine themselves to the question, and avoid personality. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
- 11) A delegate, scheduled to address Council on a topic, shall address the Chair upon recognition by the Chair. The scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.

12) The Chair may upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and council shall limit the time provided to the person addressing council to no more than fifteen (15) minutes,

13) A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be "on the floor" and open for formal discussion and debate.

Debate on a motion shall be limited to no more than twenty (20) minutes unless extended by Council

Prior to a vote being called by the Chair when a motion is on the floor, a friendly amendment, if agreed upon by the originator of the motion can be heard.

14) A vote on a motion can only result in: the chair declaring the motion being Carried or Defeated.

15) All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes for reasons of pecuniary interest.

A member of Council wishing a recorded vote on a motion shall make such request of the Chair prior to the calling of the vote.

If there is an equal number of votes for and against the motion is defeated.

16) Carried motions may only be rescinded by another carried motion.

17) Any Councillor may present a motion for a ten (10) minute recess during a council meeting.

18) Regular meetings shall adjourn by 10:00 PM, unless Council passes a motion to extend the meeting

#### **PART IV – AGENDA AND ORDER OF BUSINESS**

19) Prior to each Regular Meeting of Council, the C.A.O. shall prepare a statement of the order of all business, to be known as the "Agenda".

All proposed agenda items for Regular Meeting of Council must be submitted in writing to the C.A.O. no later than 12:00 pm local time the Wednesday prior to the Regular Meeting of Council.

The Mayor and C.A.O. shall review and agree on the agenda prior to compiling the agenda package.

Agenda items proposed by Councillors may not be deferred for more than once without the consent of the requestor.

20) No further additions to the Agenda will be presented by the C.A.O. unless they determine that the addition is of an emergent nature and the Mayor is in agreement.

21) The C.A.O. shall provide each member of Council, a printed and electronic copy of the Agenda Package no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.

22) The order of business on the agenda shall be as follows:

- A. ATTENDANCE
- B. CALL TO ORDER
- C. AGENDA

- D. PRESENTATIONS
- E. MINUTES
- F. CORRESPONDENCE FROM PREVIOUS MEETING
- G. COMMITTEE REPORTS
- H. OLD BUSINESS
- I. NEW BUSINESS
- J. COMMUNICATION/INFORMATION
- K. FOLLOW-UP/ACTION & STATUS
- L. PUBLIC INPUT
- M. IN CAMERA
- N. ADJORN

Emergent matters may be added to the agenda provided they are:

- a. accompanied by a brief explanation from the requesting Council Member or CAO indicating the reasons for, and the degree of urgency of the item,
  - b. only be allowed on the agenda by majority vote of Council,
  - c. considered as an addendum to the Agenda,
  - and
  - d. introduced prior to the adoption of the agenda.
- 23) The order of business established in Part IV Section 23 shall apply unless the Chair requests presentations to be moved to accommodate requests from delegations, or based on a resolution from council.
- 24) A representative of a delegation may request in writing to be included on an Agenda . The request must be submitted in writing to the CAO no later than noon on the Wednesday prior to the Council meeting and shall include a summary not exceed five typewritten pages along with all supporting information to be presented to council such as letters, presentations and other supporting documents.

Delegation presentations shall be limited to no more than fifteen (15) minutes, exclusive of the time required to answer questions put to him / her by Council, unless granted a specific time extension by Council.

- 25) The Public Input session shall be for a maximum total of twenty (20) minutes in length, unless extended by council. The purpose of Public input is to allow members of the public present at the meeting to address Council regarding issues. Council and/or administration will provide answers during the meeting when possible; otherwise the answer will be directed to the requestor outside of the meeting prior to publication of the minutes.

All questions and answers will be provided on the website after the minutes of the meeting are approved.

No formal decision shall be made on any matter discussed with Council during the open forum session.

The CAO or designate shall post the Agenda to the Town's website within two (2) business days prior to the meeting

- 26) At any meeting the CAO must bring forward any new Legal opinions obtained from counsel to ensure full disclosure to the elected officials and comply with section 207 (c) of the MGA. The CAO cannot refuse to provide or disclose any legal opinion obtained, however the items may be restricted to the In Camera portion of the meeting if applicable.

**PART V – REPEAL**

27) Bylaws No 1:2015 and No 4:2013 are hereby repealed.

**PART VI – EFFECTIVE DATE**

AND FURTHER THAT this Bylaw shall take effect on the date of third and final reading.

READ A FIRST TIME this \_\_\_ day of \_\_\_\_\_ A.D. 2015.

READ A SECOND TIME this \_\_\_ day of \_\_\_\_\_ A.D. 2015.

UNANIMOUS CONSENT for THIRD READING given this \_\_\_ day of \_\_\_\_\_ A.D. 2015.

READ A THIRD TIME this \_\_\_ day of \_\_\_\_\_ A.D. 2015.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**BYLAW NO. 04:2013  
COUNCIL PROCEDURE BYLAW**

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## BYLAW 4:2013

**Being a bylaw of the Town of Irricana, in the Province of Alberta to regulate the proceedings and conduct of Council and Council Committee meetings.**

**WHEREAS** the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Councillors and members of committees established by Council;

**AND WHEREAS** Council has deemed it necessary to regulate the procedure and conduct at meetings of council and committees established by Council;

**NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF IRRICANA, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

### 1. TITLE

1.1 This Bylaw may be cited as the "PROCEDURAL BYLAW".

### 2. DEFINITIONS

2.1 In this Bylaw,

- (a) "Act" means the Municipal Government Act, S.A., as amended;
- (b) "Administrative Inquiry" is a written request from a Member of Council to the Administration, made at a meeting, for the future provision of information and report;
- (c) "Administrative Representative" refers to the senior Administration resource person appointed to a Committee by the CAO;
- (d) "Agenda" means the list and order of business items for any meeting of Council, or Committees;
- (e) "Bylaw" means a bylaw of the Town;
- (f) "CAO" means the Chief Administrative Officer;
- (g) "Chairperson" means the Member elected from among the Members of a Committee to preside at all meetings of the Committee;
- (h) "Committee" means a committee, board, commission, authority, task force or any other public body established by Council;
- (i) "Council" means the Mayor and Councillors of the Town of Irricana;
- (j) "Deputy Mayor" means the Member of Council appointed pursuant to this Bylaw to act as Mayor in the absence or incapacity of the Mayor as per Section 152 of the MGA;
- (k) "Electronic Communications" means that a Councillor who is not present at the meeting can be heard, and can hear all communications during a Council Meeting. This communication can include but is not limited to telephone, cell phone, and Skype.
- (l) "Emergent" means demanding prompt action; an emergency, an issue that can't wait;
- (m) "Emergency" means a situation that poses an immediate risk to health, life, property or environment;

(n) "Improper Behaviour" means not in keeping with conventional mores, not suited to circumstances or needs, or not consistent with established truth, fact, or rule;

(o) "In-Camera" means a part of the meeting closed to the public at which no resolution or bylaw may be passed, except a resolution to revert to a meeting held in public;

(p) "Mayor" means the Member of Council duly elected as Mayor and continuing to hold office;

(q) "Member" means a Member of Council duly elected and continuing to hold office, or a Member of a Committee duly appointed by Council;

(r) "Notice of Motion" is the means by which a Member of Council brings business before Council;

(s) "Officer" means the Chief Administrative Officer, or their delegates, all of whom shall be recorded in the official minutes;

(t) "Point of Information" means a request or statement directed to the Presiding Officer, or through the Presiding Officer to another Member or to the administration, for or about information relevant to the business at hand, but not related to a Point of Procedure;

(u) "Point of Order" means the raising of a question by a Member with the view of calling attention to any departure from this Bylaw or the customary proceedings in debate or in the conduct of Council's business;

(v) "Point of Privilege" means all matters affecting the rights and exemptions of Council collectively or the propriety of the conduct of individual Members and includes but is not limited to, the following;

(i) the organization or existence of Council,

(ii) the comfort of Members,

(iii) the conduct of Administration or members of the public in attendance at the meeting, and

(iv) the reputation of Members or Council as a whole;

(w) "Point of Procedure" means a question directed to the Presiding Officer to obtain information on the rules of Council to assist a Member to:

(i) make an appropriate motion,

(ii) raise a Point of Order,

(iii) understand the procedure, or

(iv) understand the effect of a motion;

(x) "Presiding Officer" means the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of the Deputy Mayor any other Member of Council chosen to preside at the meeting;

(y) "Public Hearing" means a meeting of Council convened at a regular or special meeting to hear matters pursuant to the Act;

(z) "Question of Privilege" means raising of a question which concerns a Member, or Council collectively, when a Member believes that another Member has spoken disrespectfully towards them or Council, or when they believe their comments have been misunderstood or misinterpreted by another Member;

- (aa) "Quorum" is the majority of all Members, three (3) members;
- (bb) "Special Meeting" means a meeting called by the Mayor pursuant to the Act;
- (cc) "Terms of Reference" means those terms pertinent to the establishment and mandate of a Committee and which are in addition to or beyond the parameters of this Bylaw;
- (dd) "Town" means the Corporation or the Town of Irricana; and
- (ee) "Urgent" means requiring or compelling speedy action or attention

### **3. APPLICATION OF RULES OF PROCEDURE**

- 3.1 This Bylaw applies to:
  - (a) all Council meetings, and
  - (b) all Committee meetings.
- 3.2 The precedence of the rules governing the procedure of Council is:
  - (a) the Municipal Government Act;
  - (b) Other provincial legislations, and;
  - (c) this bylaw.
- 3.3 Subject to the appeal process described in this Bylaw, the Presiding Officer or Chairperson shall interpret procedure.

### **4. INAUGURAL MEETING (FIRST TERM FOLLOWING ELECTION)**

- 4.1 The Organizational Meeting immediately following a general municipal election shall be called the Inaugural Meeting.
- 4.2 Each Councillor shall take the prescribed Oath of Office as the first order of business at the Inaugural Meeting.
- 4.3 Until Councillors have taken the Oath of Office and the Mayor has been elected, the CAO shall chair the Inaugural Meeting.

### **5. ORGANIZATIONAL MEETING**

- 5.1 Council shall hold an annual Organizational Meeting each year not later than two weeks after the third Monday in October.
- 5.2 The CAO shall set the time and place for the Organizational Meeting, the business of the meeting being limited to:
  - (a) the election, by Council, of the Mayor for the following year;
  - (b) election, by Council, of Deputy Mayor for the following year;
  - (c) the appointments of Members to Committees which Council is entitled to make; and
- 5.3 Appointments of Council Members to Committees shall be for a term of one year, unless otherwise specified.

### **6. MEETINGS OF COUNCIL**

- 6.1 Regular Meetings of Council shall be held in the Council Chambers on the first and third Monday of every month except for July, August and December when



the meeting shall be held on the second Monday of the month only. If a Regular Meeting of Council falls on a Statutory Holiday, the meeting will take place on the next business day.

- 6.2 All Regular Council Meetings will be held at 7:00 PM
- 6.3 If a quorum is not present within fifteen (15) minutes after the time fixed for the meeting, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next meeting.
- 6.4 Any Member may move that Council recess for a specific period. After the recess, business will be resumed at the point when it was interrupted. This motion may not be used to interrupt a speaker or filibuster.
- 6.5 Regular meetings shall adjourn by 10:00 PM, unless council passes a motion to extend the meeting to 11:00 PM by a two-thirds vote.
- 6.6 Special Meetings may be called, and notice of such Special Meetings shall be given in accordance with the provisions of the Act.
- 6.7 A Member who has a pecuniary interest in a matter before Council shall disclose the general nature of the pecuniary interest, and abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.
- 6.8 A Regular Meeting of Council may be conducted by means of electronic or other communication equipment, provided that:
  - a. The Chairperson is in attendance at the meeting;
  - b. No more than two members are participating by electronic means;
- 6.9 If the electronic or other communication equipment loses the connection or the connection is disrupted during the course of the meeting, the CAO will note this in the minutes and if this disruption results in the loss of a quorum the meeting shall dissolve and the issue under discussion at the time of the loss of communication shall be raised at the next meeting.

## **7. NOTICE OF MEETINGS**

- 7.1 For all meetings requiring notice, the notice must be:
  - (a) issued a minimum of 24 hours prior to the meeting date;
  - (b) in writing and specify the time, date, location and purpose the meeting;
  - (c) faxed, emailed or personally delivered to each Council or Committee Member;
  - (d) posted at the Town Administration facility, website and social media at the CAO's discretion; and
  - (e) given any other notification as requested by Council or the Committee.
- 7.2 Despite Section 7.1, the Mayor may call a Special Meeting of Council, on shorter notice without giving notice to the public, provided two-thirds (2/3) of the whole Council give written consent to holding the Meeting before the Meeting begins.

## **8. AGENDA**

- 8.1 The Agenda shall list the items and order of business for the meeting; the CAO and/or Mayor will determine what agenda items are acceptable for any one agenda and its placement within the agenda
- 8.2 The CAO shall ensure copies of the Agenda are:
- (a) available for Councillors no later than 5:00 PM on the Wednesday before the day on which the meeting is held; except for special meetings.
  - (b) distributed to all Officers who are entitled to receive copies.
  - (c) Three (3) printed copies will be brought to all Council Meetings.
- 8.3 The CAO or designate shall make the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) available on the municipal website to the media and public, but only 24 hours after they have been provided to the Council Members.
- 8.4 All submissions for the Agenda shall be received by the CAO no later than noon on the Monday of the week before the Council Meeting.
- 8.5 Subject to Subsection 8.6 of this Bylaw, only material which has been received in accordance with Subsection 8.4 of this Bylaw shall be considered at the meeting for which the Agenda is prepared.
- 8.6 If an emergent matter needs to be brought before Council at any meeting the item shall:
- (a) be accompanied by a brief explanation from the Mayor or Presiding Officer indicating the reasons for, and the degree of urgency of the item; and
  - (b) be considered as an addendum to the Agenda.

## **9. COMMUNICATIONS**

- 9.1 When a person wishes to have a letter or other communication considered by Council, it shall be directed to the Mayor or Presiding Officer and shall:
- (a) be legible and clearly set out the matter and issue and any request made of Council;
  - (b) provides a printed name and address;
  - (c) be on paper or in a printable form; and
  - (d) not be libellous, impertinent or improper at the discretion of the Mayor or Presiding Officer.
- 9.2 If the above requirements are met, the CAO must:
- (a) send a copy of the communication or a summary of it to all Council Members for information;
  - (b) make reasonable efforts to respond to the person sending the communication to advise that person of any action taken on the subject of the communication; and
  - (c) if applicable, refer the communication to Administration for a report or a direct response, and inform the Council Members of the referral; or

(d) if it relates to an item already on an agenda, deliver a copy of the communication to Council Members with the agenda or at the meeting; or

(e) take any other appropriate action on the communication, including placing it on the agenda for a Regular Meeting of Council.

9.3 If the requirements are not met the Mayor or Presiding Officer may file the communication, or, unless the Mayor or Presiding Officer determines the communication to be libellous, impertinent or improper, in which case the Mayor or Presiding Officer must summarize the communication and inform Council that it is being withheld.

9.4 Council may:

(a) refer any communication to the Administration or a Committee for a report or recommendation;

(b) give other instructions on the communication;

(c) consider motions on the substance of the communication; or

(d) accept the correspondence as information.

## **10. DELEGATIONS**

10.1 A member of the public may request in writing to be included on an Agenda as a delegation. The request must be submitted in writing and shall:

(a) include a summary of the information that will be presented to Council;

(b) not exceed five typewritten pages;

(c) be submitted to the CAO no later than noon on the Monday the week before the next Council meeting is being held, with the CAO having discretion to bring forward items submitted late that may be of an emergent nature.

10.2 No person representing an individual shall address Council for more than fifteen (15) minutes, exclusive of the time required to answer questions put to him / her by a Council Member, unless granted a specific time extension by the majority of Council.

10.3 No person representing a group shall address Council for more than fifteen (15) minutes, exclusive of the time required to answer questions put to him / her by a Council Member, unless granted a specific time extension by the majority of Council.

## **11. ORDER OF BUSINESS AT MEETINGS**

11.1 The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:

(a) Agenda Titles and Heading, to include:

i. name of municipality

ii. date, time and place of meeting

(b) Delegations

i. To be used by persons or groups who have made an appointment through the Chief Administrative Officer to make presentations to Council. This may also be used for Council to recognize a special achievement by an individual, club or organization.

(c) Confirmation of Minutes

i. Section 208 (1) (c) of the Municipal Government Act requires that the minutes of each meeting be confirmed at a subsequent meeting.

(d) Committee Reports

i. Committee Reports and reports requiring the attendance of employees shall be considered early in the meeting in order that any persons who are not required for the remainder of the meeting may leave.

(e) Business

i. Any items which require a decision or some form of direction from Council shall be included under this heading.

(f) Correspondence (Information)

i. The agenda shall include lists or copies of correspondence addressed to Council, the Mayor, the chief Administrative Officer or any other staff member that should be brought to the attention of Council. Information correspondence does not require any action by Council. If no member of council wants to discuss any of the information items, a blanket motion is passed to receive and file all the items of correspondence in the information section.

(g) Follow-up Action/Status

i. Motions that require follow-up are added to this section for future referral.

(h) Public Input

i. Council believes that gathering public input is important to the democratic process. As such the public is free to contact each Council Member or Administration to provide input and to solicit information. Furthermore this section of Council Meetings is provided to the public to ask specific questions; as such a form is provided for the public to fill out, when this form is handed in at the end of the meeting the answers will be mailed to the person asking the question. Questions must be respectful.

(i) In Camera

i. For any discussion only of any sensitive issues that should not be made public at that particular time and fall under one of the categories of information referred to in Section 197 Municipal Government Act.

(j) Adjourn

i. Indicated that the business of the Council meeting has come to an end.

**12. MINUTES OF COUNCIL**

12.1 The CAO shall ensure minutes of a Council meeting are prepared and that a copy is distributed to each Member of Council for the next meeting.

12.2 The Presiding Officer shall present the minutes to Council with a request for a motion to confirm the minutes.

12.3 Any Member of Council may make a motion requesting that the Minutes be amended to correct any inaccuracy or omission.

12.4 Minor changes may be made to the minutes to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence. No change shall be allowed which would alter the actual decision made by Council.

12.5 No Member of Council may introduce any extraneous evidence to support a challenge to the accuracy of the minutes unless the evidence has been

compiled or made under the direction or control of the CAO and Mayor or Mayors designate.

- 12.6 If a Member wishes to challenge the accuracy of the minutes of a previous meeting, the Member must make the challenge known to the CAO before Council has officially confirmed the minutes.

**13. CONTROL AND CONDUCT OF COUNCIL MEETINGS**

- 13.1 Council meetings will be held in public and no person may be excluded except for:

(a) improper conduct; or

(b) Council may, by resolution, meet In-Camera to discuss any matter if a statute authorizes the holding of that meeting in the absence of the public.

- 13.2 Subject to being overruled by a majority vote of Members, which vote shall be taken without debate, the Presiding Officer:

(a) shall maintain order and preserve decorum and may, if necessary, call a Member to order;

(b) shall decide points of order without debate or comment other than to state the relevant section of this Bylaw;

(c) shall determine which Member has a right to speak; and

(d) shall ensure that all Members who wish to speak on a motion have spoken and that the Members are ready to vote and shall call the vote.

- 13.3 When the Presiding Officer wishes to debate or make a motion, he / she shall be allowed to make a motion and / or debate under the same rights and restrictions as other Members.

- 13.4 A person who is not a Member or Officer shall not address Council unless they first obtain permission from the Presiding Officer.

- 13.5 Members of the public gallery during a Council meeting:

(a) shall not address Council without permission;

(b) shall maintain order and quiet; and

(c) shall not applaud or otherwise interrupt any speech or action of the Members, or any other person addressing Council.

- 13.6 The Presiding Officer may, in accordance with the Act, expel and exclude any person who creates a disturbance or acts improperly.

- 13.7 When a Member or Officer wishes to speak at a Council meeting they shall obtain the approval of the Presiding Officer before doing so.

- 13.8 When a Member or Officer is addressing the Presiding Officer every other Member shall:

(a) Remain quiet and seated;

(b) Not interrupt the speaker except on a Point of Order, Point of Procedure or Question of Privilege; and

(c) Not carry on a private conversation.

- 13.9 When a Member is addressing Council the Member shall:
- (a) Not speak disrespectfully of others;
  - (b) Not shout, raise his / her voice or use offensive language;
  - (c) Not reflect on any vote of Council except when moving to rescind it and shall not reflect on the motives of the Members who voted on the motion, or the mover of the motion;
  - (d) Assume personal responsibility for any statement quoted to Council or upon request of Council shall give the source of the information.
- 13.10 When a Member wishes to leave the Council Chambers while a Meeting of Council is in progress he / she shall rise and await the Presiding Officer's permission before leaving.
- 13.11 No member shall, subject to the Act, leave the Council Chamber after a question is put to a vote until the vote is taken.
- 13.12 All information, documentation or deliberations received, reviewed or taken in a in-camera session is confidential. No Member or staff person shall release or make public any information considered during an in-camera session or discuss the content of any in-camera session with persons other than Members or relevant staff members.

#### **14. CHALLENGE TO THE RULING OF THE PRESIDING OFFICER**

- 14.1 When a Member wishes to challenge the ruling of the Presiding Officer, the motion, "That the decision of the Presiding Officer be overruled" shall be made, and the question shall be put to a vote immediately without debate.
- 14.2 The Presiding Officer shall be governed by the vote of the majority of the Members present, and the names of the Members voting shall be recorded in the Minutes.
- 14.3 If the Presiding Officer refuses to put the question to a vote "That the decision of the Presiding Officer be overruled" Council shall request the Deputy Mayor to proceed, in accordance with Section 14.1
- 14.4 Any resolution carried under the circumstances mentioned in Section 14.3 of this Bylaw, is effectual and binding as if carried under the chairmanship of the Presiding Officer.

#### **15. MOTIONS IN COUNCIL**

- 15.1 A Member who wishes to submit a motion in excess of 25 words shall do so in writing.
- 15.2 After a motion has been moved, and prior to any vote, it may be withdrawn subject to no objection from any member, as the case may be.
- 15.3 Except as specifically provided elsewhere in this Bylaw, the following motions are not debatable by Council:
- (a) Adjournment
  - (b) To take a recess
  - (c) Question of privilege
  - (d) Point of Order



- (e) to limit debate on a matter before members except by the Presiding Officer
- 15.4 When a motion has been made and is being considered, no Member may make any other motion except to:
  - (a) amend the motion;
  - (b) refer the main motion to some other group to research and return with recommendations;
  - (c) postpone the main motion; or
  - (d) recess the meeting.
- 15.5 Except as specifically provided elsewhere in this Bylaw, after a motion has been made, a member may with the consent of Council, change the wording of the motion or agree to a change proposed by another Member if the change does not alter the intention of the motion.
- 15.6 Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests.
- 15.7 Whenever the Presiding Officer is of the opinion that a motion is contrary to the rules and privileges of council, he/she shall inform the member thereof immediately, before putting the question, and shall cite his/her reasons applicable to the case without argument or comment.

## **16. DEBATE ON MOTIONS**

- 16.1 No Member may speak more than twice on any motion, except under the following circumstances:
  - (a) when a Member feels they have been misquoted or misunderstood, they may, after receiving permission from the Presiding Officer, explain a material part of their speech, but may not introduce any new matter and there shall be no debate on the explanation;
  - (b) before the debate has been closed and the vote called, provided no other Member has the floor, a Member may ask a question which:
    - (i) relates directly to the debate,
    - (ii) contains no argument, and
    - (iii) introduces no new material on the motion.
- 16.2 Unless Council by a majority vote extends the time, no Member shall speak longer than:
  - (a) five minutes on any original motion; or
  - (b) five minutes on any amendment; or
  - (c) five minutes for closing debate on an original motion or on an amendment.
- 16.3 When a Member has closed debate, the Presiding Officer shall read aloud the motion and ask for a vote.

## **17. VOTING ON MOTIONS**

- 17.1 A question or motion shall be declared lost when it:

(a) does not receive the required number of votes; or

(b) receives an equal division of votes.

17.2 Each Member present shall vote on every motion as prescribed by the Act.

17.3 Any Member, prior to the vote being taken, may ask for a recorded vote and the CAO shall record the names of those present who vote for and those who vote against a motion in the Minutes.

17.4 Votes on all motions must be taken as follows:

(a) the Presiding Officer must declare the motion and call for the vote;

(b) Members must:

(i) vote simultaneously by a show of hands, except as detailed in Schedule A;

(ii) vote verbally if participating by a communication facility under Section 199 of the MGA;

(c) the Presiding Officer must declare the result of the vote.

17.5 After the Presiding Officer declares the result of the vote, Members may not change their vote for any reason.

## **18. RESCINDING A MOTION**

18.1 A motion to rescind a motion can be made at any time by any Member and shall require an ordinary majority of Councillor's present to be carried.

18.4 No motion to rescind may be made when:

(a) a vote has caused an irrevocable action.

## **19. BYLAWS**

19.1 When a Bylaw is presented to Council for enactment, the CAO shall publish the number and title of the Bylaw in the Agenda.

19.2 Every Bylaw shall have three readings. Only the title or identifying number must be read at each reading.

19.3 Prior to first reading, a Member may ask questions of clarification concerning the Bylaw.

19.4 Council shall vote on the motion for first reading of a Bylaw without amendment or debate.

19.5 A Bylaw shall be introduced for second reading by a motion that it be read a second time.

19.6 After a Member has made a motion for second reading of a Bylaw, Council may:

(a) debate the substance of the Bylaw; and

(b) propose and consider amendments to the Bylaw.

19.7 A Bylaw shall not be given more than two readings at one Meeting unless the Members present unanimously agree that the Bylaw may be presented to



Council for third reading and no other provincial legislation prevents a third reading.

19.8 When Council unanimously agrees that a Bylaw may be presented for third reading:

(a) motion for third reading of the Bylaw shall be made;

(b) Council shall vote on the motion without amendment or debate;

(c) the third reading requires no greater majority or affirmative votes than if it had received third reading at a subsequent Meeting.

19.9 Council shall vote on the motion for third reading of a Bylaw without amendment or debate.

19.10 A Bylaw shall be passed when a majority of the Members voting on third reading vote in favour, provided some other applicable Provincial Statute or Bylaw does not require a greater majority.

19.11 In conformance with the Act:

(a) if a Bylaw does not receive third reading within two years from the date of first reading, the previous readings are deemed to have been rescinded; and

(b) if a Bylaw is defeated on second or third reading the previous readings are deemed to have been rescinded.

## **20. NOTICES OF MOTION**

20.1 A Member may make a motion introducing any new matter only if:

(a) Notice is given at a previous regular Council meeting and a legible copy of the content of the notice is made available to the CAO; or

(b) Council on a majority vote waives the requirement for Notice.

20.2 A Notice of Motion must give sufficient detail so that the subject of the motion and any proposed action can be determined, and it must state the date of the meeting at which the motion will be made. A notice must be given without discussion of the matter, but any written copies distributed may include explanatory paragraphs.

20.3 To be placed on the meeting agenda, the Motion on Notice and any supporting documents must be submitted in the form of a Council Report to the CAO by noon on the Monday preceding the week meeting.

20.4 If a motion is not made at the meeting indicated in the notice, it will appear on the agenda for, and may be made at any of, the next two Regular Meetings. After the third Regular Meeting, it will be removed from the agenda and may only be made by a new Notice of Motion.

## **21. URGENT BUSINESS**

21.1 Notwithstanding subsection 20.1, a Member may move to discuss a matter of urgent public importance without prior Notice of Motion.

21.2 A motion to bring a matter before Council as urgent business is subject to the following conditions:

(a) the matter proposed for discussion must relate to a genuine emergency, calling for immediate and urgent consideration;

(b) the matter shall not involve discussion of an item that has been discussed previously in the same meeting;

(c) the matter shall not be one which should be dealt with by giving written Notice of Motion; and

(d) the matter shall not raise a Question of Privilege.

## **22. ADMINISTRATIVE INQUIRIES**

22.1 A Member wishing to make an "Administrative Inquiry" prior to a Regular Meeting shall put the Administrative Inquiry in writing and, prior to the Regular Meeting, submit it to the CAO

22.2 Unless an inquiry specifies that the Member wishes the answer to appear on a subsequent Council Agenda, the CAO or an Officer may give the answer directly to the Members.

22.3 When an inquiry involves a written answer to be given at a future Meeting and it appears to the CAO that the Town would incur a cost of over \$500.00 by reason of:

(a) time of Town employees who must be taken from performance of their regular duties or overtime that must be worked;

(b) the need to hire additional employees, or

(c) the necessity of obtaining and paying for the information from other than Town employees, and no appropriation has been made for such expenditure in the Budget, the CAO shall report the anticipated cost to Council before undertaking such inquiry.

22.4 When the CAO has reported the cost of an inquiry, Council may:

(a) direct that the Administration proceed with the investigation necessary to answer the inquiry; and make provision for the payment of the cost; or

(b) by a majority vote direct that Administration abandon the inquiry.

22.5 The subject matter of an inquiry made during a council meeting is not debatable until the reply to the inquiry has been made or presented to Council.

22.6 A Member who requested an Administrative Inquiry may, at a Regular Meeting, instruct Administration to abandon the Inquiry.

## **23. COUNCILLOR REPORTS**

23.1 Each Councillor will provide a report, written in the councillors words for the purpose of providing an update on Committees or community events in which municipal participation has been approved by Council.

23.2 Any action required as a result of a Councillor Report shall be brought forward as a separate business item or Notice of Motion.

23.3 The Mayor shall provide a monthly report to Council for the purpose of providing an update on activities effecting the Town.

## **24. COMMITTEES**

24.1 Council may establish Committees as are necessary or advisable for the orderly and efficient handling of the affairs of the Town.

- 24.2 The Terms of References for Committees may be amended by resolution of Council from time to time, as required.
- 24.3 When establishing a Committee Council must adopt a Terms of Reference for the Committee that:
- (a) names it;
  - (b) establishes membership, purpose and authority;
  - (c) sets the term or directs that the committee exists on an on-going basis at the pleasure of Council; and
  - (d) allocates any necessary budget or other resources.
- 24.4 The CAO will facilitate an annual review by Council of all Committees' Terms of Reference prior to the annual Organizational Meeting and committee appointments.
- 24.5 Council may appoint, by resolution, Councillors, employees, public-at-large, or other members to Committees in accordance with the approved Terms of Reference. The Committee member selection process is set out in Schedule A attached to and forming part of this Bylaw.
- 24.6 The Mayor shall be an ex-officio member of all Committees to which Council has the right to appoint members and shall be counted to determine quorum and has all the rights and privileges of the other Committee members including the right to make motions and vote.
- 24.7 A Committee shall conduct its meetings in public in accordance with the provisions of the Act.
- 24.8 Committee meetings shall be open to all Members of Council, but only those Members specifically appointed to that Committee, or appointed ex-officio are entitled to take part in discussion and debate and vote on any matter before the Committee.
- 24.9 A Member of a Committee who has a pecuniary interest in a matter before the Committee shall disclose the general nature of the interest, and abstain from discussing the matter or voting on the matter, and leave the room until discussion and voting on the matter are concluded, as prescribed in the Act.
- 24.10 No Committee or any member of a Committee has:
- (a) power to pledge the credit or course of action of the Town or enter into any agreement on behalf of the Committee or Town;
  - (b) power to authorize any expenditure to be charged against the Town without prior approval by Council; or
  - (c) authority to act except as established in the Terms of Reference for the Committee.
- 24.11 Councillors appointed to a Committee by Council shall be responsible to keep Council informed as to Committee activities.
- 24.12 A Committee shall report to Council, as required.

## **25. PUBLIC HEARINGS**

- 25.1 "Adjourn" used in relation to a Public Hearing, means to take a break in the Public Hearing with the intent of returning to the Public Hearing at another meeting.

- 25.2 “Close” used in relation to a Public Hearing, means to terminate the Public Hearing.
- 25.3 At the commencement of a Public Hearing, the Presiding Officer shall:
- (a) State the matter to be considered at the hearing;
  - (b) Ask the CAO if the Public Hearing has been advertised in accordance with the Municipal Government Act;
  - (c) Request that staff present a report on the issue at hand;
  - (d) Allow the applicant, and / or their representative(s), up to twenty (20) minutes to present their position, exclusive of the time required to answer questions put to him / her by a Council Member, unless granted a time extension by Council.
- 25.4 Any person or group who claims to be affected by the subject matter of the Public Hearing shall be afforded an opportunity to speak in the following order:
- (a) The Presiding Officer will call those who have indicated that they wish to speak to the proposed bylaw;
  - (b) The Presiding Officer will ask if there is anyone present who wishes to make any general comments regarding the proposed bylaw; and
  - (c) The Presiding Officer will allow an opportunity to all persons to respond to any new information that has arisen.
- 25.5 If a person is unable to attend a Public Hearing, that person may authorize an individual to speak on his or her behalf. The authorization must:
- (a) be in legible writing;
  - (b) name the individual authorized to speak;
  - (c) indicate the proposed bylaw to be spoken to; and
  - (d) be signed by the person giving the authorization.
- 25.6 The authorized speaker must state the name of the person that the speaker represents and present the written authorization to the CAO.
- 25.7 No person representing an individual shall address Council for more than fifteen (15) minutes, exclusive of the time required to answer questions put to him / her by a Council Member, unless granted a time extension by the majority of Council.
- 25.8 No person representing a group shall address Council for more than fifteen (15) minutes, exclusive of the time required to answer questions put to him / her by a Council Member, unless granted a time extension by the majority of Council.
- 25.9 The Presiding Officer will allow staff to make closing comments.
- 25.10 If there is more than one Public Hearing on the Agenda, the Presiding Officer shall adjourn or close one Public Hearing before opening another Public Hearing.
- 25.11 If a Public Hearing is adjourned, Council shall not receive any additional submissions in relation to the subject matter unless it re-opens the Public Hearing.

25.12 If a Public Hearing is closed, Council shall not receive any additional submissions from the public in relation to the subject matter, until it has voted on the subject matter of the Public Hearing.

**26. PUBLIC INPUT**

26.1 The CAO will provide the public with standardized question sheets which will include space for each person's:

a) name

b) address

c) phone number

26.2 The Presiding Officer will collect all question sheets at the conclusion of the Council Meeting.

26.3 The Presiding Officer will direct the CAO to answer all administrative questions directly to the person answering the question by mail and include a synopsis in the next CAO report.

26.4 The Mayor will answer all governance related questions directly to the person by mail and provide a synopsis in their Mayor's report.

**27. PUBLIC PETITION**

27.1 Statutory petitions will be submitted to the CAO and will be processed in accordance with the Act.

**28. AUDIO/VISUAL RECORDING OF MEETINGS**

28.1 The CAO shall record meetings and make recordings available to the general public after council meetings.

28.2 Recordings will be made available in the Irricana public library as they have been properly structured.

28.3 In all circumstances, the official record of the Council meeting or public hearing shall be the official minutes and resolutions maintained by the Town of Irricana.

**29. DIRECTION TO STAFF**

29.1 No Member has the authority to direct or interfere with the performance of any work being carried on by an employee of the Town. Each employee is subject only to his or her supervisor as established in the formal organization structure of the Town.

**30. GENERAL**

30.1 Bylaw 9:2012 shall be rescinded in its entirety.

30.2 That this Bylaw comes into effect upon third and final reading.

**Read a first time this 4<sup>th</sup> day of March, 2013**

**Read a second time this 4<sup>th</sup> day of March , 2013**

**Read a third time and passed this 18<sup>th</sup> day of March, 2013**

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**MAYOR**

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**CHIEF ADMINISTRATIVE OFFICER**

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**OFFICIAL ADMINISTRATOR**

SCHEDULE A  
**Bylaw No. 4:2013**

**COMMITTEE MEMBER SELECTION PROCESS**

The recruitment, selection and appointment process of members to serve on Committees established pursuant to this Bylaw shall be as follows:

**1. Member(s) of Council**

- (a) To be appointed by Council at the annual Organizational Meeting or, if required, during the year;
- (b) An alternate to be appointed in the event that the appointed Councillor(s) is unable to attend. Except where 2 Councillors are represented on a committee.

**2. Public-at-Large**

- (a) There will be no automatic succession appointments.
- (b) Membership terms will be no longer than three (3) years and will be made in such a manner that the expiry dates of members serving on on-going Committees are staggered.
- (c) Committee members shall represent a cross section of all community interests, whose mandate is service to the total community.
- (d) All public-at-large vacancies on Committees shall be advertised to request formal submission of applications.
- (e) Public-at-large member selection will be made from those applicants responding on a timely basis to the advertised need.
- (f) A Selection Panel for each Committee will be comprised of the Committee Chairperson, Committee Administrative Representative, Council representative and other members suggested by the panel.
- (g) To be considered, candidates must be a minimum of 18 years of age, unless otherwise specified in the Terms of Reference.
- (h) All applicants shall be notified acknowledging receipt of their application.
- (i) Upon close of applications, the Selection Panel shall be provided with all applications received for the respective Committee, along with a report from the Administrative Representative outlining any skill sets required on the Committee.
- (j) The Selection Panel shall review all applications in a manner deemed appropriate and which may include an interview of the applicant.
- (k) The Selection Panel shall submit an appointment recommendation to Council for a decision.
- (l) Appointments to be made through a secret ballot vote by Council with the candidate, or candidates, receiving the highest number of votes being appointed by resolution of Council if the majority of Council voted in favor of that candidate.
- (m) When Council has appointed members to fill vacancies, all applicants shall be advised of Council's decision.
- (n) Appointments will be made at a Regular Meeting held in October each year or, if required, during the year.

### **3. Other Representatives**

(a) When a Terms of Reference includes members representing other organizations or groups, they will be invited to appoint a representative.





# **Request for Decision**

**To: Mayor Squires and Council**

**From: Geoff Stephenson CAO**

**Date: November 11, 2015**

**Subject: Vision Statements**

**Decision: To remove council preference from a bylaw**

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**CORRELATION TO STRATEGIC PLAN OR POLICY:** Bylaw 7:2009

**ITEMS OF NOTE:**

In September and October Council and Administration hosted "ideaFEST 2015." During these sessions conversations of where the Vision for the Town should be located and should the Vision a crucial part of the municipality be encoded and dictated within a schedule of a bylaw. (Namely #7:2009) Comments ranged from:

- Squeaky should be included in this bylaw
- Does not need to be a bylaw
- I like this, it is why I moved here
- Update this needs to grow
- A statement about the Town that means something ie "a family friendly community"
- I live the idea of having our own school
- Keep the roads better paved

From 2009 to 2014 council engaged in several versions strategic planning including changes to the vision despite it being explicit for a 5 year period and a 30 year plan. After discussion with representatives of Dillion Consulting is that these sections be removed if the Town is to continue with its Municipal Development Plan.

A municipal development is required for municipalities with population in excess of 3500, or if the Land Use Bylaw utilizes Direct Control (DC) Districts.

An amended bylaw, (numbered as 7:2015 as attached) \_which is designed to amend bylaw 7:2009 to remove the vision statements to allow this and subsequent councils to set the vision given their mandate by election from the population.

**ALTERNATIVES:**

1. Council could table the matter.
2. Council could defer the matter for further discussion.
3. Council could look at redefining the Land Use Bylaw to have the current DC districts no longer being DC districts and then remove the entire municipal development in its current standing.
4. Council could amend the Municipal Development Bylaw via reading of this current bylaw for a first time, then having second and third readings at a subsequent council meeting after a public hearing.
5. Council could open the matter for a public hearing tonight and again on December 14, 2015 as per notice mailed to all residents of Irricana per requirements of the MGA along with a first reading of 7:2015.
6. Council could provide for a first reading of 7:2015 on December 14, 2015.

**RECOMMENDATIONS:** Given the nature of such a change there should be the need to allow for public engagement with such a change. Administration is recommending Council first open a public hearing (not required) tonight and then again on December 14, 2015 prior.

**RECOMMENDED MOTIONS:**

- a) That council hereby commence a public hearing now to hear views on the current bylaw 7:2009

And

- b) Council provide for a first reading of 7:2009.

**TOWN OF IRRICANA  
BYLAW #7:2009**

**BEING A BYLAW TO ADOPT A NEW MUNICIPAL DEVELOPMENT PLAN  
FOR THE TOWN OF IRRICANA, IN THE PROVINCE OF ALBERTA**

- WHEREAS** Pursuant to the provisions of the Municipal Government Act, Chapter 26, revised Statutes of Alberta 2000, and amendments thereto, a Council of a municipality having a population of less than 3,500 may, by bylaw, adopt a Municipal Development Plan;
- WHEREAS** The Council of the Town of Irricana in the Province of Alberta deems it desirable to adopt a Municipal Development Plan;
- WHEREAS** A Municipal Development Plan has been prepared for the Town by Dillon Consulting Limited;
- WHEREAS** Council did provide the opportunity to those persons affected by the Municipal Development Plan to make suggestions and representations;
- WHEREAS** A notice was published on November 3<sup>rd</sup>, 2009 and November 10<sup>th</sup>, 2009 in the Rocky View Weekly, a newspaper circulating in the Town of Irricana, advising of the public hearing with respect to this bylaw;
- WHEREAS** Council held a public hearing on November 16<sup>th</sup>, 2009 and have given consideration to the representations made to it in accordance with section 692 of the Municipal Government Act, Chapter 26, revised Statutes of Alberta 2000, and amendments thereto;

**NOW THEREFORE** the Municipal Council of the Town of Irricana duly assembled enacts as follows:

1. This Bylaw may be cited as the “Town of Irricana Municipal Development Plan”.
2. The “Town of Irricana Municipal Development Plan” being Schedule “A” attached hereto and forming part of this Bylaw in its entirety.
3. Upon third and final reading of this bylaw, Bylaw 9:2002 is rescinded in its entirety.
4. This Bylaw comes into full force and takes effect on the date of third and final reading.

READ A FIRST TIME this 19<sup>th</sup> day of October A.D. 2009.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

READ A SECOND TIME this 16<sup>th</sup> day of November A.D. 2009.

READ A THIRD TIME this 16<sup>th</sup> day of November A.D. 2009.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

### 3.0 Our Community Vision

During the development of any land use and development plan, involving residents is of utmost importance. For this reason, the MDP Review Team set out to engage Irricana residents early in the process, to confirm community priorities and a common vision for the future. This engagement process was called “Imagine Irricana”. In November 2008, the Imagine Irricana Team held a visioning workshop at the Community Hall. Almost 60 interested residents and landowners participated and shared what they would like Irricana to look like in the future. In January 2009, a survey was sent to all households (through the water bill), which asked similar questions to those discussed in November.



Through the Visioning Workshop and Citizen Survey, Irricana residents were able to share some of the things they like best about Irricana, and some things they think could improve. Comments included:

- “We love living here for the peace and quiet, but like being near Calgary”
- “We love Irricana because it’s friendly and clean”
- “We would like the Town to grow, but not too big”
- “We would like to have a school”
- “We would like to have a vibrant business community that includes local services and more local jobs”
- “We could use a recreational centre”

Through the workshop and survey, residents spoke up. Using the results, the project team developed a new Vision, Goals and Objectives for the MDP.

#### 3.1 Five-Year Vision Statement

The Town of Irricana Vision Statement has been developed to provide a picture of what residents would like the town to look like in five years:

Irricana is a quiet, friendly, clean and family-oriented community that values the qualities of a small town and its safe living environment. Within the next five years the Town of Irricana will make a difference by preserving its rural character, protecting its natural resources, recognizing the economic needs of the area, and respecting the community’s intentions. The Town will also strive for growth and continuous improvement, to become a premier and sought after destination for families.

### 3.2 Thirty-Year MDP Vision

The Town of Irricana MDP Vision has been developed to provide a picture of what residents would like the town to look like in thirty years:

It's 2039, and Irricana remains a quiet, friendly, clean and family-oriented community that values the qualities of a small town and its safe living environment. Despite significant population growth over the past 30 years, the Town of Irricana has preserved its rural character and protected its natural resources. Growth has also brought economic development, and by recognizing the economic needs of the area, Irricana has promoted it's bustling downtown that is home to many shops and services.

Residents are able to benefit from close proximity to Airdrie and Calgary, but enjoy the small-town atmosphere and charm that has characterized Irricana for many years. Most people live in single family detached homes, but there are also senior residences, multi-family dwellings and 'granny suites' that add to the housing mix and allow people to live in Irricana during different stages of their life. Families and Seniors have been able to benefit from the number of services that are within walking distance in downtown Irricana, and enjoy the many recreation facilities that have been built over the past few decades. The Town has grown to a population that can sustain an elementary school and additional parks and recreation facilities, but not to the point where Irricana feels like a small city. Many residents still commute into Airdrie or Calgary for work, but the number of local jobs has increased by encouraging light-industrial and business park development. By prohibiting heavy industrial development, pollution, traffic and noise have been reduced. Irricana residents continue to see their Town as the best place to live in Alberta, if not Canada.

### 3.3 Community Goals & Objectives

To enable this Plan to help Irricana residents reach their future vision, three Goals were developed to guide growth over the next 30 years.

#### **GOAL #1: Manage growth to maintain Quality of Life**

- Promote Community Spirit and to maintain and preserve the friendly atmosphere which exists within the community.
- Enhance and maintain the small town quality of life and its safe living environment.
- Protect the water we drink, the air we breathe, the land and earth we live on, and the wildlife around us.

#### **GOAL #2: Provide for economic growth and local business development**

- Encourage residential development, ensuring that it occurs in a manner which is consistent with responsible and sustainable growth.
- Strengthen the Town's Central Business District (CBD) as the focal point for retail goods, business services and the social and civic centre of Town activities.
- Encourage new industrial and commercial development to strengthen the community's local economic and employment base.

#### **GOAL #3: Provide the necessary community services to area residents**

- Provide for the educational needs of citizens by encouraging and facilitating the development of educational facilities within the community.
- Expand the range of goods and services that are offered within the Town.
- Provide and maintain a range of community recreational opportunities based on a system of open space and recreation facilities.

These three Goals and Objectives provide guiding principles for policies and directions for decision-making. Each policy in this plan has been verified against the Vision, Goals and Objectives; if policies did not help the Town fulfill the future vision, goals and objectives, they were excluded.

**BYLAW 7:2015  
of the TOWN OF IRRICANA  
in the PROVINCE OF ALBERTA**

**BEING A BYLAW AMENDING BYLAW # 7:2009 MUNICIPAL DEVELOPMENT PLAN  
OF THE TOWN OF IRRICANA IN THE PROVINCE OF ALBERTA**

**NOW THEREFORE** the Council hereby enacts that MUNICIPAL DEVELOPMENT PLAN BYLAW #7:2009 be amended as follows:

1. Schedule A, Section 3 – Remove.
2. That this bylaw will amend bylaw 7:2009.
3. That this bylaw shall take effect on the date of the third and final reading.

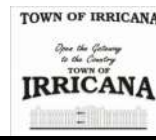
**Read a first time this \_\_\_\_\_ day of NOVEMBER, A.D. 2015**

**Read a second time this \_\_\_\_\_ day of DECEMBER, 2015**

**Read a third and final time this \_\_\_\_\_ day of DECEMBER, 2015**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CHIEF ADMINISTRATIVE OFFICER**



# **Request for Decision**

**To: Mayor Squires and Council**

**From: Geoff Stephenson CAO**

**Date: November 11, 2015**

**Subject: Business Licensing Bylaw**

**Decision: To alter the revise and update the current bylaw**

**CORRELATION TO STRATEGIC PLAN OR POLICY:** Bylaw 3:2010

In review of bylaw 3:2010 (Business Licensing) some issues have been noted:

- Fees are linked to a specific fees and charges bylaw which then leads to a "paper" chase to ensure accuracy. (Section 5)
- The bylaw itself requires full licensing but in the past administration has made the renewal due for January 31: so all businesses who wait are essentially violating the bylaw. (section 9)

Staff and administration met to discuss issues regarding issues with section 5 and 9 of the bylaw.

Resident businesses have expressed a displeasure with the lack of a pro-rated fee for the year given the cost to new small businesses.

In addition administration has discussed with council the fee structure of the bylaw as currently there have been complaints about non-landed businesses operating within the Town. The fee structure itself can be set letter as part of the budget process, however to allow for ultimately administration recommends a fee structure of only \$10 for resident and home based businesses while a fine/penalty structure for those violating the bylaw.

**ALTERNATIVES:**

1. Council could table the matter.
2. Council could motion for possible rates after the bylaw is passed.
3. Council could provide for a first reading tonight and allow for notice to go out on bylaw 8:2015 via mail with other items as scheduled.
4. Council could take option 2 and 3 combined.
5. Council could defer the matter.



**RECOMMENDATIONS:** Council tasked administration to review bylaw issues, clearly the fact that the past administrative practices violate the bylaw would dictate change. Administration is then calling for option three to provide for the first reading as attached in bylaw 8:2015. A public hearing along for those to discuss concerns could then be held at the subsequent council meeting on December 14 and then administration could send out renewals December 15, 2015.

## **BYLAW 3:2010**

### **TOWN OF IRRICANA**

**Being a Bylaw of the Town of Irricana in the Province of Alberta to provide for the licensing of businesses and to rescind Town of Irricana Bylaw 04:2005.**

**WHEREAS** the Municipal Government Act, RSA 2000, C. M-26 and amendments thereto provides that a Municipal Council may pass a bylaw respecting businesses, business activities and persons engaged in business.

**AND WHEREAS** the Municipal Council for the Town of Irricana deems it expedient to license businesses within the Municipality;

**NOW THEREFORE** the Council of the Town of Irricana duly assembled enacts as follows:

#### **1. TITLE**

1.1 This bylaw shall be known as the **“Business License Bylaw.”**

#### **2. DEFINITONS**

2.1 In this bylaw, the following words shall have the meanings given herein, unless the context otherwise requires:

a) “Act” means the Municipal Government Act, Chapter M-26, as amended or replaced from time to time.

b) “Applicant” means a person who applies for a license, or a renewal of a license as required by this bylaw.

c) “Business” means:

- (i) a commercial, merchandising or industrial activity or undertaking;
- (ii) a profession, trade, occupation, calling or employment, or
- (iii) an activity providing goods or services,

whether or not for profit and however organized or formed, including a co-operative or association of persons.

d) “Business License” means a license issued pursuant to this bylaw.

e) “Business Premises” includes the store, office, warehouse, residential dwelling, factory, building enclosure, yard or other place occupied for the purpose of carrying on of a business and in which place the carrying on of a business is a permitted or discretionary use under the Town of Irricana’s Land Use Bylaw.

f) “Charitable or Non-Profit Organization” means:

- (i) any incorporated or unincorporated organization that is formed for a charitable purpose, including a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose, so long as the purpose is not part of a Business, or
- (ii) a person who makes solicitations for contributions to be used for a charitable purpose and who is not connected to any incorporated or unincorporated organization that is formed for the charitable purpose for which the solicitation is made.

g) "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Irricana duly appointed by Town Council.

h) "Council" means the Municipal Council of the Town of Irricana".

i) "Development" means the act or an instance of developing of a building or changing the use of a building or property in accordance with the Town of Irricana's Land Use Bylaw.

j) "General Contractor" means a person who is engaged in the construction, service, alteration or repair of buildings or structures, and includes any owner of property who supervises such contractor, whether by entering into a contract or not and whether or not the services of any sub-trades may be required.

For the purposes of this bylaw, "general contractor" may also be additionally defined as a co-operative conducting business out of one place of business or farmer's market.

k) "Hawker or Peddler or Street Vendor" means any person whether as principal or agent, who:

(i) goes from house to house selling or offering for sale any merchandise or services, or both, to any person, and who is not a wholesale or retail dealer in such merchandise or service and not having a permanent place or business in the municipality; or

(ii) offers or exposes for sale to any person by means of samples, patterns, cuts or blue prints, merchandise or services, or both, to be afterwards delivered and/or shipped in to the municipality; or

(iii) sell merchandise or services, or both, on the street or elsewhere that at a building that is his/her permanent place of business.

(iv) does not have a permanent place of business in the municipality.

l) "Home Occupancy" means an occupation carried on in a residence by one or more members or a family actually occupying the said residence as a dwelling and from which a home-based business has been approved in accordance with the Town of Irricana's Land Use Bylaw.

m) "Non-resident" means any person who does not reside or have a place of business in the Town of Irricana.

n) "Person" means a natural person or a body corporate and includes a partnership, a group of persons acting in concert of an association unless the context explicitly or by necessary implication otherwise requires.

o) "Police" means any member of the RCMP or any Peace Officer or Special Constable appointed by the Town of Irricana.

p) "Subdivision and Development Appeal Board" means the board that is duly authorized by Council to hear appeals and carry out the functions and duties of the Subdivision and Appeal Board as defined by bylaw.

q) "Sub-contractors" means a person or a company, to whom a general contractor has sublet all or a portion of a contract.

r) "Town" means the Town of Irricana, a municipal corporation in the Province of Alberta.

### **3. LICENSING PROVISIONS**

- 3.1 No person shall, within the Town of Irricana boundaries:
- a) Carry on or operate any business, or
  - b) Carry on any undertaking, do any act, or use or have any article for which a license is required;
- unless they hold a valid Town of Irricana Business License obtained in accordance with the provisions of this bylaw.
- 3.2 Any advertising of business referred to in this bylaw shall be deemed to be a prima facie proof of the fact that the person is advertising or carrying on or operating such a business.
- 3.3 Every new Business shall apply for a Town of Irricana Business license accompanied by a development permit approved in accordance with the Town of Irricana's Land Use Bylaw.
- 3.4 An Applicant shall make application on a form supplied by the Town, furnishing such information as the form shall require and such additional information as may from time to time required, including:
- a) A statutory declaration, where required by the Town, substantiating the information contained in the form;
  - b) Every Federal or Provincial certificate, authority, license or other document or qualification that may be required in connection with the carrying on of a business;
  - c) Any certificate or other approval required by any provision of this bylaw in respect of the business;
  - d) The license fee payable in respect of the business as set out in this bylaw.
- 3.5 All applications requiring a Fire Inspection as per the requirements set out in the Development Permit or Business License application must make an appointment with the Fire Chief at no cost.
- 3.6 Every applicant for a business license, for a renewal of business license or transfer of business license shall be made in writing.
- 3.7 All licenses with the Town of Irricana shall expire on the 31<sup>st</sup> of December of the current year regardless of the date of purchase and the fee for the year shall apply.
- 3.8 Every business license issued under this bylaw shall be posted in a conspicuous place in the business premises of the said licensee.
- 3.9 Every licensee who holds a license under this bylaw which is not limited to specific premises, shall, so long as the license is in force, have immediately available the license or duly authorized copy thereof and such license shall, upon request, forthwith produce same to a Peace Officer, Special Constable or any person with whom they are doing business to which the license relates.

**4. PROVISIONS FOR HAWKERS, PEDDLERS AND STREET VENDORS**

- 4.1 No person shall commence to, or shall carry on or engage in, the business of Hawker, Peddler or Street Vendor on any property within the Town of Irricana unless and until such person is the holder of a Business License issued pursuant to this bylaw.
- 4.2 Hawkers, Peddlers and Street Vendors shall be permitted to operate on any privately or publically owned property within the Town of Irricana, provided that a letter of permission from the property owner has been submitted with a Development Permit application.
- 4.3 A Business License issued to a Hawker, Peddler or Street Vendor of foodstuffs, fruits or vegetables shall be withheld until the Applicant has produced a certificate from the local Health Authority or such other authorized Health Inspection Agency stating that the vehicle or receptacle from which the Applicant intends to sell produce is in a sanitary condition.
- 4.4 Inspection of any gas or propane hook ups must be conducted by a Safety Codes Officer before the Business License will be issued.
- 4.5 Violations of any provisions of this bylaw or any other bylaws in force in the Town of Irricana will result in the Business License being revoked.

**5. LICENSE FEES**

- 5.1 No person shall carry on or operate any business or occupation within the Town of Irricana without first paying to the Town the applicable license fee as prescribed ~~in the Service Fees and Charges Bylaw 13:2002, as amended which forms part of this bylaw under Schedule "A", as by council.~~
- 5.2 All resident Charitable or Non-Profit Organizations and any government organizations shall be exempt from any license fee established by this bylaw.
- 5.3 Where a fee required has been paid by the tender of any uncertified cheque, the license is:
  - a) subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the license, and
  - b) is automatically revoked if the cheque is not accepted and cashed by the financial institution on which it is issued.

**Comment [gs1]:** Allows the rate to be changed at any time and without chasing bylaws that amend bylaws

**6. HOME OCCUPATION**

- 6.1 No license shall be issued for a home occupation until the Applicant is in possession of a valid Development Permit issued under the provisions of the Town of Irricana's current Land Use Bylaw.

**7. GENERAL CONTRACTORS AND SUB-CONTRACTORS**

- 7.1 General contractors are required to have a Town of Irricana business license and any subcontractors that are working for or on behalf of the general contractor must be listed on the general contractor's business license. All subcontractors fall under the general contractor's business license.

## 8. REVOCATION AND REFUSAL

- 8.1 Where on inspection, a business which is subject to an inspection by or on behalf of the authority having jurisdiction, is found to contravene that authority or the provisions of the Alberta Safety Codes Act, such inspection and contravention shall be reported to the Chief Administrative Officer.
- 8.2 Where a Business has been licensed pursuant to this bylaw, the Chief Administrative Officer may revoke or suspend the Business License and initiate legal proceedings to enforce this bylaw by way of injunction or otherwise against the business if, in his/her opinion, the requirements of this bylaw have not been complied with.
- 8.3 Upon a license being revoked as herein provided, the Chief Administrative Officer shall notify the licensee thereof by;
- a) contacting them personally, or
  - b) mailing a registered letter to their place of business or residence as shown on their business license and shall have been deemed to have been received five (5) days after the date of mailing;
- and after the delivery or deemed receipt of such notice their business or occupation, as the case may be, shall not be carried out on until such time as a new license is issued.

## 9. DURATION

- 9.1 new business licenses must be obtained prior to any activity within the Town.
- 9.2 Every license issued under the provisions of this bylaw shall terminate at midnight on the 31<sup>st</sup> day of December of the year in which the said license was issued unless:
- a) The license provides otherwise, or
  - b) The license has been sooner cancelled or revoked.
  - c) A monthly Hawker, Peddler or Street Vendor license will expire at midnight of the thirtieth (30<sup>th</sup>) day from the date of issuance.

- 9.3 Any business license that expires December 31<sup>st</sup> will be deemed to be renewed automatically and the renewal not due until March 15<sup>th</sup> of the subsequent year.

## 10. PENALTIES

- 10.1 Any person violating any provisions of this bylaw shall be guilty of an offence and liable on summary conviction to a penalty not exceeding Five Hundred Dollars (\$500.00), unless another penalty is provided in a Statute of the Province of Alberta that has special application to a business license hereunder, in which case the penalty provided in the latter Statute shall apply.
- 10.2 Where the offence is non-payment of any license fee payable hereunder, the convicting provincial judge may adjudge payment thereof in addition to the fine imposed.

**Comment [gs2]:** Current we remind businesses in December and it's Due January 31- same day as Animal Lic, prior year grant filings and during audit.

Suggestion is business renewals for Mar 15

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**Comment [gs3]:** Gives the time lag as needed.

**Comment [gs4]:** To a penalty not exceeding \$500? So \$1? \$1.95?

10.3 An offence ticket may be issued by personally serving it upon the alleged offender or by leaving it at the residence of the alleged offender or by sending it to the alleged offender by registered mail.

10.4 Where any of the provisions of this bylaw have been deemed to be contravened, a form of notice commonly called a Violation Tag may be issued by a Peace Officer and the accused may avoid appearing in court to answer to the said charge by submitting to the Town a voluntary payment as set out in Schedule "B".

**11. SEVERABILITY**

11.1 Should any section or part of the Bylaw be found to have been improperly enacted or ultra vires, for any reason, then such section or part shall be regarded as being severable from the Bylaw the remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

**12. RESCIND PREVIOUS BYLAW**

| 12.1 That Bylaw ~~034:201005~~ be rescinded in its entirety.

This Bylaw takes effect on the date of the third and final reading.

| READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, A.D., 201~~5~~9.

| READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., ~~2010~~2015.

| ~~UNANIMOUS CONSENT FOR A THIRD AND FINAL READING given this~~  
~~\_\_\_\_ day of \_\_\_\_\_, A.D., 2010.~~

| READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_, A.D.,  
201~~5~~9.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Chief Administrative Officer

# BYLAW 8:2015

## TOWN OF IRRICANA

**Being a Bylaw of the Town of Irricana in the Province of Alberta to provide for the licensing of businesses and to rescind Town of Irricana Bylaw 04:2005.**

**WHEREAS** the Municipal Government Act, RSA 2000, C. M-26 and amendments thereto provides that a Municipal Council may pass a bylaw respecting businesses, business activities and persons engaged in business.

**AND WHEREAS** the Municipal Council for the Town of Irricana deems it expedient to license businesses within the Municipality;

**NOW THEREFORE** the Council of the Town of Irricana duly assembled enacts as follows:

### 1. TITLE

1.1 This bylaw shall be known as the “**Business License Bylaw.**”

### 2. DEFINITONS

2.1 In this bylaw, the following words shall have the meanings given herein, unless the context otherwise requires:

a) “Act” means the Municipal Government Act, Chapter M-26, as amended or replaced from time to time.

b) “Applicant” means a person who applies for a license, or a renewal of a license as required by this bylaw.

c) “Business” means:

- (i) a commercial, merchandising or industrial activity or undertaking;
- (ii) a profession, trade, occupation, calling or employment, or
- (iii) an activity providing goods or services,

whether or not for profit and however organized or formed, including a co-operative or association of persons.

d) “Business License” means a license issued pursuant to this bylaw.

e) “Business Premises” includes the store, office, warehouse, residential dwelling, factory, building enclosure, yard or other place occupied for the purpose of carrying on of a business and in which place the carrying on of a business is a permitted or discretionary use under the Town of Irricana’s Land Use Bylaw.

f) “Charitable or Non-Profit Organization” means:

- (i) any incorporated or unincorporated organization that is formed for a charitable purpose, including a philanthropic, benevolent, educational, health, humane, religious, cultural, artistic or recreational purpose, so long as the purpose is not part of a Business, or
- (ii) a person who makes solicitations for contributions to be used for a charitable purpose and who is not connected to any incorporated or unincorporated organization that is formed for the charitable purpose for which the solicitation is made.



g) "Chief Administrative Officer" means the Chief Administrative Officer of the Town of Irricana duly appointed by Town Council.

h) "Council" means the Municipal Council of the Town of Irricana".

i) "Development" means the act or an instance of developing of a building or changing the use of a building or property in accordance with the Town of Irricana's Land Use Bylaw.

j) "General Contractor" means a person who is engaged in the construction, service, alteration or repair of buildings or structures, and includes any owner of property who supervises such contractor, whether by entering into a contract or not and whether or not the services of any sub-trades may be required.

For the purposes of this bylaw, "general contractor" may also be additionally defined as a co-operative conducting business out of one place of business or farmer's market.

k) "Hawker or Peddler or Street Vendor" means any person whether as principal or agent, who:

(i) goes from house to house selling or offering for sale any merchandise or services, or both, to any person, and who is not a wholesale or retail dealer in such merchandise or service and not having a permanent place or business in the municipality; or

(ii) offers or exposes for sale to any person by means of samples, patterns, cuts or blue prints, merchandise or services, or both, to be afterwards delivered and/or shipped in to the municipality; or

(iii) sell merchandise or services, or both, on the street or elsewhere that at a building that is his/her permanent place of business.

(iv) does not have a permanent place of business in the municipality.

l) "Home Occupancy" means an occupation carried on in a residence by one or more members or a family actually occupying the said residence as a dwelling and from which a home-based business has been approved in accordance with the Town of Irricana's Land Use Bylaw.

m) "Non-resident" means any person who does not reside or have a place of business in the Town of Irricana.

n) "Person" means a natural person or a body corporate and includes a partnership, a group of persons acting in concert or an association unless the context explicitly or by necessary implication otherwise requires.

o) "Police" means any member of the RCMP or any Peace Officer or Special Constable appointed by the Town of Irricana.

p) "Subdivision and Development Appeal Board" means the board that is duly authorized by Council to hear appeals and carry out the functions and duties of the Subdivision and Appeal Board as defined by bylaw.

q) "Sub-contractors" means a person or a company, to whom a general contractor has sublet all or a portion of a contract.

r) "Town" means the Town of Irricana, a municipal corporation in the Province of Alberta.

### **3. LICENSING PROVISIONS**

3.1 No person shall, within the Town of Irricana boundaries:

a) Carry on or operate any business, or

b) Carry on any undertaking, do any act, or use or have any article for which a license is required;

unless they hold a valid Town of Irricana Business License obtained in accordance with the provisions of this bylaw.

3.2 Any advertising of business referred to in this bylaw shall be deemed to be a prima facie proof of the fact that the person is advertising or carrying on or operating such a business.

3.3 Every new Business shall apply for a Town of Irricana Business license accompanied by a development permit approved in accordance with the Town of Irricana's Land Use Bylaw.

3.4 An Applicant shall make application on a form supplied by the Town, furnishing such information as the form shall require and such additional information as may from time to time required, including:

a) A statutory declaration, where required by the Town, substantiating the information contained in the form;

b) Every Federal or Provincial certificate, authority, license or other document or qualification that may be required in connection with the carrying on of a business;

c) Any certificate or other approval required by any provision of this bylaw in respect of the business;

d) The license fee payable in respect of the business as set out in this bylaw.

3.5 All applications requiring a Fire Inspection as per the requirements set out in the Development Permit or Business License application must make an appointment with the Fire Chief at no cost.

3.6 Every applicant for a business license, for a renewal of business license or transfer of business license shall be made in writing.

3.7 All licenses with the Town of Irricana shall expire on the 31<sup>st</sup> of December of the current year regardless of the date of purchase and the fee for the year shall apply.

3.8 Every business license issued under this bylaw shall be posted in a conspicuous place in the business premises of the said licensee.

3.9 Every licensee who holds a license under this bylaw which is not limited to specific premises, shall, so long as the license is in force, have immediately available the license or duly authorized copy thereof and such license shall, upon request, forthwith produce same to a Peace Officer, Special Constable or any person with whom they are doing business to which the license relates.

#### **4. PROVISIONS FOR HAWKERS, PEDDLERS AND STREET VENDORS**

- 4.1 No person shall commence to, or shall carry on or engage in, the business of Hawker, Peddler or Street Vendor on any property within the Town of Irricana unless and until such person is the holder of a Business License issued pursuant to this bylaw.
- 4.2 Hawkers, Peddlers and Street Vendors shall be permitted to operate on any privately or publically owned property within the Town of Irricana, provided that a letter of permission from the property owner has been submitted with a Development Permit application.
- 4.3 A Business License issued to a Hawker, Peddler or Street Vendor of foodstuffs, fruits or vegetables shall be withheld until the Applicant has produced a certificate from the local Health Authority or such other authorized Health Inspection Agency stating that the vehicle or receptacle from which the Applicant intends to sell produce is in a sanitary condition.
- 4.4 Inspection of any gas or propane hook ups must be conducted by a Safety Codes Officer before the Business License will be issued.
- 4.5 Violations of any provisions of this bylaw or any other bylaws in force in the Town of Irricana will result in the Business License being revoked.

#### **5. LICENSE FEES**

- 5.1 No person shall carry on or operate any business or occupation within the Town of Irricana without first paying to the Town the applicable license fee as prescribed as by council.
- 5.2 All resident Charitable or Non-Profit Organizations and any government organizations shall be exempt from any license fee established by this bylaw.
- 5.3 Where a fee required has been paid by the tender of any uncertified cheque, the license is:
  - a) subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the license, and
  - b) is automatically revoked if the cheque is not accepted and cashed by the financial institution on which it is issued.

#### **6. HOME OCCUPATION**

- 6.1 No license shall be issued for a home occupation until the Applicant is in possession of a valid Development Permit issued under the provisions of the Town of Irricana's current Land Use Bylaw.

#### **7. GENERAL CONTRACTORS AND SUB-CONTRACTORS**

- 7.1 General contractors are required to have a Town of Irricana business license and any subcontractors that are working for or on behalf of the general contractor must be listed on the general contractor's business license. All subcontractors fall under the general contractor's business license.

#### **8. REVOCATION AND REFUSAL**

- 8.1 Where on inspection, a business which is subject to an inspection by or on behalf of the authority having jurisdiction, is found to contravene that authority or the provisions of the Alberta Safety Codes Act, such inspection and contravention shall be reported to the Chief Administrative Officer.
- 8.2 Where a Business has been licensed pursuant to this bylaw, the Chief Administrative Officer may revoke or suspend the Business License and initiate legal proceedings to enforce this bylaw by way of injunction or otherwise against the business if, in his/her opinion, the requirements of this bylaw have not been complied with.
- 8.3 Upon a license being revoked as herein provided, the Chief Administrative Officer shall notify the licensee thereof by;
- a) contacting them personally, or
  - b) mailing a registered letter to their place of business or residence as shown on their business license and shall have been deemed to have been received five (5) days after the date of mailing;
- and after the delivery or deemed receipt of such notice their business or occupation, as the case may be, shall not be carried out until such time as a new license is issued.

## **9. DURATION**

- 9.1 new business licenses must be obtained prior to any activity within the Town.
- 9.2 Every license issued under the provisions of this bylaw shall terminate at midnight on the 31<sup>st</sup> day of December of the year in which the said license was issued unless:
- a) The license provides otherwise, or
  - b) The license has been sooner cancelled or revoked.
  - c) A monthly Hawker, Peddler or Street Vendor license will expire at midnight of the thirtieth (30<sup>th</sup>) day from the date of issuance.
- 9.3 Any business license that expires December 31<sup>st</sup> will be deemed to be renewed automatically and the renewal not due until March 15<sup>th</sup> of the subsequent year.

## **10. PENALTIES**

- 10.1 Any person violating any provisions of this bylaw shall be guilty of an offence and liable on summary conviction to a penalty not exceeding Five Hundred Dollars (\$500.00), unless another penalty is provided in a Statute of the Province of Alberta that has special application to a business license hereunder, in which case the penalty provided in the latter Statute shall apply.
- 10.2 Where the offence is non-payment of any license fee payable hereunder, the convicting provincial judge may adjudge payment thereof in addition to the fine imposed.

10.3 An offence ticket may be issued by personally serving it upon the alleged offender or by leaving it at the residence of the alleged offender or by sending it to the alleged offender by registered mail.

10.4 Where any of the provisions of this bylaw have been deemed to be contravened, a form of notice commonly called a Violation Tag may be issued by a Peace Officer and the accused may avoid appearing in court to answer to the said charge by submitting to the Town a voluntary payment as set out in Schedule "B".

**11. SEVERABILITY**

11.1 Should any section or part of the Bylaw be found to have been improperly enacted or ultra vires, for any reason, then such section or part shall be regarded as being severable from the Bylaw the remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

**12. RESCIND PREVIOUS BYLAW**

12.1 That Bylaw 3:2010 be rescinded in its entirety.

This Bylaw takes effect on the date of the third and final reading.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, A.D., 2015.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_ A.D., 2015.

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_, A.D., 2015.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
Chief Administrative Officer

## Town of Irricana 2015

### Accounts Payable Cheque List

From: 2015/10/01 To: 2015/10/31

Vendor Name	Purpose	Cheque	Date	Amount
ABILITY Lock & Safe Co	Keys for Bins	20132405	2015/10/27	25.20
AECON	Gravel	20132382	2015/10/26	80.85
Airdrie Chrysler Dodge Jeep	2-Ton per June PO	20132379	2015/10/01	52131.71
Alberta One-Call Corporation	Monthly	20132383	2015/10/26	25.20
Alberta Urban Municipalities Associ	Insurance addon-2ton	20132384	2015/10/26	129.82
Aqua 7 Regional Water Commission	2015 Operating Deficit - Final Pymt	20132406	2015/10/27	37589.64
Ardco Construction	Library	20132419	2015/10/27	15886.50
Ardco Construction	Library	20132380	2015/10/05	19561.50
Beiseker Home Hardware	Supplies	20132385	2015/10/26	76.23
Beiseker Registries	2ton	20132386	2015/10/26	22.45
Blasetti *, Lorne	Reimbursement	20132407	2015/10/27	37.78
Brisbin & Sentis Engineering Inc.	Work on 2015 Capital	20132408	2015/10/27	6632.89
Brownlee LLP	Legal	20132387	2015/10/26	915.41
CUPE Local #37	Monthly Dues	20132381	2015/10/15	263.55
Cafe Plus	Fees for Delivery workers	20132388	2015/10/26	156.14
Canadian Linen & Uniform Service	Mats	20132389	2015/10/26	116.30
Culp, Brian	Reimbursement	20132409	2015/10/27	72.60
Dillon Consulting Limited	Progress on Concept Plan	20132390	2015/10/26	8822.73
Done Deal Delivery Ltd.	Water Testing Delivery	20132391	2015/10/26	126.00
Friesen *, Robin	Reimbursement	20132410	2015/10/27	21.85
Goat n' Grasshopper Lawn Care Compa	Order for Cleanup	20132411	2015/10/27	322.83
Irricana Volunteer Firefighters Stn	replacment chq, projects	20132418	2015/10/27	8704.50
Kaizen Lab Inc.	Water Testing	20132392	2015/10/26	443.37
McNair Sand & Gravel Ltd.	Sand/Salt	20132412	2015/10/27	133.75
Phil's Auto	Parts for 2 ton and others	20132393	2015/10/26	755.07
Pioneer Professional Corporation	Grant for Skirts	20132394	2015/10/26	1500.00
RMW Consulting Inc.	Monthly Costs	20132396	2015/10/26	8411.97
Reynolds Mirth Richards & Farmer LL	Legal	20132395	2015/10/26	6238.79
Rocky View Publishing Ltd.	Ads	20132413	2015/10/27	173.25
Rubydale Asphalt Works (2006) Ltd.	Water Items	20132414	2015/10/27	49018.86
Supreme Home Systems	Annual Alarm fees	20132397	2015/10/26	1204.19
TNC Publications	2016 Founders park ads	20132399	2015/10/26	367.50
Telebyte	2015 lic.	20132398	2015/10/26	1401.75
UFA	Supplies	20132400	2015/10/26	39.88
Village of Beiseker	Municipal Enforcment	20132401	2015/10/26	867.50
Vista Water	Water	20132415	2015/10/27	7.50
Wild Rose Assessment Service	Monthly installment	20132416	2015/10/27	1203.12
Wild Rose Liquor Store	Grant for flooring	20132417	2015/10/27	1200.00
<b>38 cheques for</b>				<b>224,688.18</b>



# Information Item

**To: Mayor Squires and Council**  
**From: Geoff Stephenson, CAO**  
**Date: November 11, 2015**  
**Subject: 2016 Budget Talks**

## **ISSUE: Budget Constraints**

### **KEY ISSUES AND BACKGROUND:**

A working budget group met to discuss proposals in the 2016 budget. During this time two prevailing issues have occurred:

- 1) It is clear that the Town has had issues maintaining the control of a budget over the past few years. (see attached budget history)
- 2) The Utility services are under-funded.

Waste Management, Water and Sewer delivery should be user paid services however that does not seem to hold:

- in 2014 the water service lost over \$51,000. (Revenue of \$405,519 against Expenses of \$456,583)
- in December of 2014 Administration was recommended to conduct a rate review for 2015 of all utility services.
- No rate increases were made until a rise in rates from Aqua 7 (water provider)
- in 2015 the Water service delivery alone was planned to lose almost \$100,000,
- waste management was losing over \$7 per property each month until the Town moved to a bin system,
- sewer rates in previous years were being under-charged from 2013 to fall 2014 due to an internal issue.

While garbage costs will increase and fees payable to Rocky View County will increase dramatically due to changes in their billing model the water service cost needs to be addressed.

If one considers current rates for water and sewer a household would pay \$81.24/month for monthly usage of 15 cubic meters of water with only of the lower rates in the region. Strathmore had a similar cost (\$81.69 per Drumheller Mail) for 15 cubic meters in 2014. The failure to charge full cost recovery for utilities will result in continued ratepayer subsidy from taxes.

Administration and Staff are currently reviewing ways to reduce costs in the system for the coming year.

BudgetHistory.xlsx

Year	2009	2010	2011	2012	2013	2014	2015
	(first year of Accounting Changes)						
Operating Expenses (net requisition)	1,810,280	1,888,704	1,876,747	1,746,693	1,893,249	1,929,104	1,606,435
Annual Change		4.33%	-0.63%	-6.93%	8.39%	1.89%	-16.73%
Cummulative since							-11.26%
Total Wages/Benefits	594,971					682,315	
%of expenses	32.9%	0.0%	0.0%	0.0%	0.0%	35.4%	
Cumulative Change						14.68%	
Residential Mill Rate	7.46380	7.46380	7.65940	7.77000	9.00000	8.97000	8.26000
Cumulative Change							10.67%
Assessment base	<b>110,338,220</b>						124,947,430.00
Cumulative Change							13.24%
Total Levy	820,787						1,049,512
Cumulative Change							27.87%
Actual Expenditures	2,063,501	2,152,954	2,145,501	2,035,288	1,924,209	2,264,138	
Over budget (under)	253,221	264,250	268,754	288,595	30,960	335,034	
Impact on Surplus	-	63,091	-	326,702	-	170,855	1,348,088
					Extra Grants	Extra Grants	Extra Grants
						417,041	



# Rocky View Regional Handibus Society

*Transportation for Community Needs*

P.O Box 10203, Airdrie, AB T4A 0H5  
Tel: (403) 948-2887 Fax: (403) 948-2802  
www.rockyviewbus.ca

## Quick Report Notes:

Prepared by :

Paul Siller  
General Manager/ Executive Director  
Oct 30, 2015

## Activity Observations:

Municipality	Passenger Registration	Passenger Ridership
	Increase Sept. 2014 vs Sept.2015	Increase ytd 2014 vs ytd 2015
Rocky View County	23%	14%
Cochrane	17%	6%
Chestermere	31%	59%
Carstairs	21%	7%
Crossfield	2%	29%
<b>Overall</b>	<b>22%</b>	<b>12%</b>

**Chestermere:** We continue to see the large registration growth from Chestermere. Many of the recent Chestermere registrations come to us via Alberta Health Services staff on behalf of patients awaiting discharge. It appears that many Chestermere families are now taking care of their parents.

Chestermere appears to defy our rule of thumb for estimating demand. A community with a relatively young median age and or a smaller percentage of seniors usually doesn't demand as much service as older communities (Rationale: as people age, they are more likely to experience disabling conditions that impact their ability to drive themselves).

**Beiseker / Irricana:** we have begun to display Beiseker and Irricana activity on the quarterly report. Previously these trips were counted as "Other" due to the low volume of the activity in these new service areas.

## Other Updates:

### Addition to Board of Directors

Irricana Council has appointed Councillor Kim Schmaltz to our Board of Directors until October 2016, with Councillor Lora Peterson designated as the alternate representative. We appreciate Council's support for our request for a representative to our Board.

### Next Board Meeting:

Nov 19, 2015, 7:00 pm  
30 East Lake Hill NE, Airdrie

## We get mail

Rockyview Handi Bus is just that. Handy! It's affordable, it's reliable, and it's saved my life more times than I can count. Especially living in a place like Cochrane, the services that they provide have truly increased my independence. Being a full-time University student, I've made use of the services that Rockyview Handi bus provides a lot. There have been many morning drives that I've been able to spend conversing with the friendly staff and fellow clients on my way to school - a definite good side to 8 AM classes. Not only do they get me where I need to go on time, but I've also made many acquaintances and friends along the way.

M.L.

Note: Our current service policy restricts ML's transportation to 20 journeys a month (one-way trips).

## Fleet Renewal

An upcoming challenge is to enlarge and replace our fleet. Our vehicles are aging. Our passenger's mobility requirements are changing to where we need to consider different vehicles in our fleet.

For example, our wheelchair accessible minivans have provided excellent service. Their fuel economy definitely helps with longer distances. However we share the ride and the needs of the people who are sharing the ride are changing. Where we used to share a ride with only an occasional wheelchair, we now encounter more situations involving two passengers with wheelchairs. When we send a second minivan out, the fuel economy saving is completely lost.

Unfortunately, fund-raising for buses is not an easy task. We are one of many entities competing for donation dollars in a challenging economy (we have become pretty good at rejection). Fundraising takes a long time. Our most recent bus acquisition went into service Oct 1 after 30 months of fund-raising and another 4 months waiting for delivery.

We ask all stakeholders to report opportunities that we can follow-up with a donation request.

Bus	Year/Model	Fuel	Seating	Service Start	Odometer (09-30-2015)	Comment (Fmr. = "formerly")
1	2009 Ford/ Startrans	Gas	W/C: 2 / AMB: 8	2009	232,764	Donated by Rocky View County
2	2015 Ford/Starcraft	Gas	W/C:2 / AMB: 16	2015	3,213	Started service oct 2015
3	2009 Dodge Caravan	Gas	W/C: 1 / AMB: 3	2011	218,521	2011 conversion: Liberty Motors
7	2005 Dodge Sprinter	Diesel	W/C: 1 / AMB: 8	2005	358,848	Started service Sept 2005
9	2005 Dodge Sprinter	Diesel	W/C: 2 / AMB: 4	2006	501,610	Started service Feb 2006
10	2010 Ford/ Startrans	Gas	W/C: 2 / AMB: 8	2010	213,265	Donated by Teske Auctioneering
11	2005 Ford Freestar	Gas	W/C: 1 / AMB: 3	2007	342,251	2006 conversion: Liberty motors
13	2000 Ford E450/ Crestline	Gas	W/C: 4 / AMB: 8	2011	222,617	Fmr. Vulcan Lions Club (orig. 99,000 km)
14	2007 Ford Freestar	Gas	W/C: 1 / AMB: 3	2009	312,093	Liberty Motors conversions
15	2008 Ford /Startrans	Gas	W/C: 2 / AMB: 8	2008	284,492	Donated by local resident
16	2009 Dodge Caravan	Gas	W/C: 1 / AMB: 3	2011	336,036	Liberty Motors
17	2005 Ford Freestar	Gas	W/C: 1 / AMB: 3	2011	320,367	Fmr. Strathmore handibus (orig. 170,000 km)
18	2006 Dodge Caravan	Gas	W/C: 1 / AMB: 3	2012	323,306	Fmr Medicine Hat Taxi (orig. 219,060km)
19	2006 Dodge Caravan	Gas	W/C: 1 / AMB: 3	2012	317,495	Fmr Medicine Hat Taxi (orig. 207,159km)
20	1999 Ford/ Giardin	Gas	W/C: 1 / AMB:16	2010	333,816	Fmr. Cochrane Handibus
21	2004 Ford Corbeil	Gas	W/C: 1 / AMB: 7	2010	246,140	Fmr. Cochrane Handibus
22	2006 Ford/ Startrans	Gas	W/C: 2/ AMB: 8	2010	232,402	Fmr. Cochrane Handibus

Jan 1, 2015 - Sep 30, 2015 Partner Municipality Details

total operations

Demographics	RV County	Cochrane	Chestermere	Crossfield	Carstairs	Beiseker	Irricana	Other	Municipal Operations	RVS Operations	Overall
Population	38,005	20,708	17,203	2,918	3,442	785	1,162	N/A	84223		
Service Area (sq km)	3934	31	37	12	20	2.8	3.2	N/A	4040		
Active registrants	189	346	94	35	51	8	11	15	749	69	818
2014 q3 (for comparison)	154	296	72	28	42	3	8	11	614	56	670

Trips by Purpose	RV County	Cochrane	Chestermere	Crossfield	Carstairs	Beiseker	Irricana	Other	Municipal Operations	RVS Operations	Overall
Education	28	135	331	0	0	0	0	0	494	8908	9402
Medical	1199	1340	633	239	30	18	8	0	3467	0	3467
Personal	377	313	359	66	55	1	0	0	1171	0	1171
Respite	157	138	68	60	0	0	0	0	423	0	423
Vocation	222	37	257	0	0	0	0	16	532	0	532
Group Outing (Leisure)	0	338	0	0	219	0	0	278	835	0	835
<b>Total Trips</b>	<b>1983</b>	<b>2301</b>	<b>1648</b>	<b>365</b>	<b>304</b>	<b>19</b>	<b>8</b>	<b>294</b>	<b>6922</b>	<b>8908</b>	<b>15830</b>
2014 q3 (for comparison)	1741	2169	1037	303	283	n/a	n/a	295	5757	8292	14049

Estimation of Cost	RV County	Cochrane	Chestermere	Crossfield	Carstairs	Beiseker	Irricana	Other	Municipal Operations	RVS Operations	Overall
Trips provided	1983	2301	1648	365	304	19	8	258	6886	8908	15830
Estimated travel dist	54246	31625	19208	7434	3475	1158	373	2992	120511	100186	220697
Portion of Muni Activity	36.9%	29.8%	19.9%	5.7%	3.6%	0.6%	0.2%	3.1%	63.7%	36.3%	100%
<b>YTD Estimated cost</b> Of actual transportation	<b>\$152,846</b>	<b>\$123,538</b>	<b>\$82,565</b>	<b>\$23,750</b>	<b>\$15,113</b>	<b>\$2,562</b>	<b>\$881</b>	<b>\$12,900</b>	<b>\$414,155</b>	<b>\$235,703</b>	<b>\$649,858</b>

Revenue	RV County	Cochrane	Chestermere	Crossfield	Carstairs	Beiseker	Irricana	Other	Municipal Operations	RVS Operations	Overall
Municipal Contribution*	\$149,325	\$80,761	\$73,542	\$12,474	\$14,714	\$3,356	\$4,967		\$339,139		\$339,139
Fares/ Fees/ Donations	\$16,429	\$22,462	\$9,461	\$3,012	\$1,623	\$232	\$200	\$7,354	\$60,773		\$60,773
<b>ytd Revenue Total</b>	<b>\$165,754</b>	<b>\$103,223</b>	<b>\$83,003</b>	<b>\$15,486</b>	<b>\$16,337</b>	<b>\$3,588</b>	<b>\$5,167</b>	<b>\$7,354</b>	<b>\$399,912</b>	<b>\$241,703</b>	<b>\$641,615</b>
* Pro- Rated											
<b>Net</b>	<b>\$12,908</b>	<b>-\$20,315</b>	<b>\$438</b>	<b>-\$8,264</b>	<b>\$1,224</b>	<b>\$1,026</b>	<b>\$4,286</b>	<b>-\$ 5,546</b>	<b>-\$14,243</b>	<b>\$6,000</b>	<b>-\$8,243</b>

## RVRH Quick Report Definitions

Trips by Purpose	
<i>Education</i>	Trips for education
<i>Medical</i>	Medical or therapeutic purposes
<i>Personal</i>	Daily living - grocery, banking, etc
<i>Respite</i>	Travel to program or facility with purpose of giving caregivers a break
<i>Vocation</i>	Work, volunteer or sheltered work placement
<i>Group Outing (Leisure)</i>	Recreation outings - Note: provided on a cost recovery basis

Estimation of Cost	
Trips provided	Number of people carried = Passengers + attendants+ guests
Estimated travel distance	Distance people were carried - estimated by GIS and scheduling software
Proportion of expense	Average of: a) proportion of trips and B) Travel Distance (expressed as percentage)
<b>Estimated cost</b>	Proportion of <b>Year to Date</b> or Annual Expenses

Revenue	
Donations	Donations clearly identified from or for a particular group/region
Municipal contribution	Municipal contribution ((pro-rated year to date during Q1, Q2 or Q3 reports
Fee for service	Revenue from contract services applicable to a particular group/region
fares	passenger fares (rate \$4 for every 10 km of travel) + group outing revenue

Other:	
Rocky View Schools	Contracted transportation provided on 100% cost recovery basis. Passengers carried separately from other
Municipal	Shared-ride and shared-cost services provided to supporting municipalities.
Other	Various trips provided for communities/ organizations/ situations where there is no funding agreement in place.

## Passenger Registration By Municipality

Residence	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15
RV Schools	38	44	<b>43</b>	44	45	49	<b>51</b>	52	50	56	<b>57</b>	63	65	72
Beiseker	-	-	-	-	-	-	-	2	3	3	<b>3</b>	5	5	8
Carstairs	-	-	-	-	-	-	-	39	40	42	<b>43</b>	47	48	51
Chestermere	30	35	<b>40</b>	44	49	56	<b>58</b>	63	66	72	<b>77</b>	83	91	94
Cochrane	176	191	<b>199</b>	213	226	238	<b>252</b>	277	283	296	<b>310</b>	323	343	346
Crossfield	13	16	<b>19</b>	21	23	23	<b>26</b>	30	30	28	<b>30</b>	31	35	35
Irricana	-	-	-	-	-	-	-	8	8	8	<b>9</b>	10	11	11
Other	10	10	<b>11</b>	11	12	15	<b>18</b>	10	10	11	<b>11</b>	12	13	12
Rocky View County	87	103	<b>114</b>	121	130	138	<b>140</b>	147	150	154	<b>165</b>	171	181	189
Tri-transit (2012-13)	28	43	<b>51</b>	58	62	69	<b>70</b>	-	-	-	-	-	-	-
<b>Active passengers</b>	<b>382</b>	<b>442</b>	<b>477</b>	<b>512</b>	<b>548</b>	<b>588</b>	<b>615</b>	<b>628</b>	<b>640</b>	<b>670</b>	<b>705</b>	<b>746</b>	<b>792</b>	<b>818</b>

Note: Tri tran passengers deactivated Jan 2014