

**TOWN OF IRRICANA
AGENDA**

REGULAR MEETING OF COUNCIL

Date: January 21st, 2019 ; Time: 7:00 P.M.

Location: Council Chambers; Irricana Centennial Centre; 222 – 2nd Street

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
 - 1. **Municipal Affairs** Debbie McCann & Jeff Nixon
 - 2. **Clint Chisan RCMP**
 - 3. Lacey Hadford-Mounted Combat Arts
 - 4. Evar Wold Tax penalty request
- E. MINUTES**
 - 1. Minutes from the Regular Council Meeting of January 7, 2019
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. CAO
- H. OLD BUSINESS**
- I. NEW BUSINESS**
 - 1. RFD – Utility Account Write Off Request
 - 2.
 - 3.
 - 4.
- J. COMMUNICATION / INFORMATION**
- K. FOLLOW-UP/ACTION & STATUS**
- L. PUBLIC INPUT**
 - 1. Please fill in the question sheets with all information fields completed.
Your questions will be answered by the appropriate person.
- M. CLOSED SESSION**

1. Legal x 2

N. ADJOURN.

O. NEXT MEETING(S):

Regular Council Meeting Feb 4th, 2019

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
January 7, 2019
Town of Irricana Council Chambers:
(Irricana Centennial Centre: 222 – 2nd Street)

ATTENDANCE

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

CALL TO ORDER

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

AGENDA

- (i) Adopt Agenda
Addition of Communication/Information Item J-1: Archaeological Society
Deletion of Closed Session Item M-1: Legal

001:19 Moved by Councillor Day to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) Dave Smeyers – Website Design
Mr. Smeyers operates a small scale web design company, specializing in municipalities, of which he builds and administers websites to their individual specific requirements. He provided Council with a sample of his work.
Presentation 7:02 to 7:48 pm

MINUTES

- (i) Minutes of the Regular Meeting of Council of December 10, 2018
002:19 Moved by Councillor Bryson to accept the Minutes of the Regular Meeting of Council of December 10, 2018 as presented.
CARRIED
- (ii) Minutes of the Special Meeting of Council of December 19, 2018
003:19 Moved by Councillor Shields to accept the Minutes of the Special Meeting of Council of December 19, 2018 as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

COMMITTEE REPORTS

- (i) CAO Report
CAO presented Council with a written report.

004:19 Moved by Deputy Mayor Schmaltz to accept CAO report as presented.
CARRIED

OLD BUSINESS

NEW BUSINESS

- (i) RFD – Mounted Combat Arts Request
005:19 Moved by Mayor Friesen to table the request from Mounted Combat Arts for use of the Community Hall, to the January 21, 2019 Regular Council meeting.
CARRIED
- (ii) RFD – Business License Fee
006:19 Moved by Councillor Shields to amend the Business License Fee to \$50.00 annually for the following: Commercial (Store Front); Home Based Business (within Irricana) and Non-Resident (includes Contractors).
CARRIED

COMMUNICATION/INFORMATION

- (i) CAO Ted Coffey read a letter to Council, from The Archaeological Society, regarding their interest in offering non-invasive techniques, (such as ground penetrating radar or magnetometer surveys) for the area in and around the Irricana Cemetery.
- (ii) Cheque Listing
Cheque Listing for the period ending December 11, 2018, for cheque #20134198 and cheques 20134200 to 20134231.

007:19 Moved by Councillor Day 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 Friesen called for a 5 minute break at 8:10 pm
Mayor Friesen reconvened the meeting at 8:15 pm
A Question was presented to Council.

CLOSED SESSION

- (i) Closed to Public
- (ii) Open to Public

ADJOURN

- (i) Adjournment
008:19 Moved by Mayor Friesen to adjourn the meeting at 8:16 pm.

NEXT MEETING

January 21, 2019 Regular Council Meeting
3rd Thursday of Month RV Handibus Committee Meeting
2nd Tuesday of Month Irricana Library Board
Community Futures Wild Rose Meeting Dates: July 6, Sept 7, Oct 5, Nov 2 & Dec 7th
Rocky View Foundation – last Wednesday every month except for summer

Mayor Frank Friesen

Ted Coffey
Chief Administrative Officer



Chief Administrative Officer Report **Review of January 7th, 2018 to January 21st, 2019**

Public Works:

- Public Works completed the removal of all the mechanicals and piping in the Water Tower Pump House. We will be doing some concrete patching and preparing the building for off season storage. This work was quoted by outside Contractors in 2014 and the work was going to cost close to \$15,000 at that time. We have been working at this for a while when things were slow.
- The 3 new man doors have been installed in the PW Building. There is just a little trim work to be done where the new door frames were installed.
- The Bathrooms in the PW Building were painted and fixed up by the PW staff.
- PW fabricated mounts for the skid steer plow blade so we can switch the wings from the dump truck to the skid steer.
- We had a boom/motor picker that we had fabricated for the old loader forks. We have adapted it to fit the new Wille forks and used it to pull the 3 motors in the Pump House Building

Water/Sewer:

- The water consumption numbers are still very good.

Roadways/Sidewalks:

- Roads and sidewalks are in good shape.

Garbage:

Parks & Recreation:

- PW has 3 old metal tube picnic tables that we are reworking. The metal frames were bent and the boards were old and rotten.
- Making plans for the Town flowers this Summer and would like to put larger hanging baskets on Main Street. Last year the baskets were too small and they could not hold the moisture required for the flowers.

Community Facilities:

- * Windsock purchased and installed at west end of curling rink above Ammonia plant.
- * Highway #9 entrance sign repaired, all 4 panels are back up and secure.

Community Services

- Yoga classes are operating at the recreation center, and a payment arrangement has been made for the room rental.
- Dance classes are also about to begin at the recreation center on the same rental structure as yoga.
- The Campground Managers contract for 2019 and forward has been negotiated and should be signed shortly.

Development & Planning:

Economic Development & Tourism

FINANCE

Utilities:

Updated Outstanding Utility and Tax Balances are not available at this time, due to 2018 year end balancing and rollover of the Tax, Utility, Accounts Receivable and Cash Receipting Modules from 2018 to 2019.

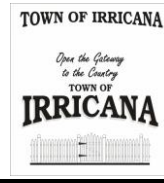
Taxes:

Pending Module Rollover to 2019

- ATB Bank Balance as of January 21st, 2019

CURRENT ACCOUNTS			
Account Name	Number	Currency	Available Balance
Business Account		CAD	\$98,845.05
SAVINGS ACCOUNTS		TOTAL	\$98,845.05
T Bill Savings Account (MSI)		CAD	\$503,999.14
T Bill Savings Account (AMIP)		CAD	\$0.00
T Bill Savings Account(BMTG)		CAD	\$119,737.74
		TOTAL	\$623,736.88

Ted Coffey
 CAO Irricana



Request for Decision

To: Mayor Friesen and Council
From: Ted Coffey, CAO
Date: January 21, 2019
Subject: Uncollectible Water/Sewer Accounts

CORRELATION TO STRATEGIC PLAN OR POLICY:
Budget 2019; Utility Penalty Bylaw #04:2016.

KEY ISSUES AND BACKGROUND:

There are currently 10 Closed Utility Accounts that span from 2015 through to 2017 still on the books with unpaid balances, each representing Final Utility Billings, for a total of **\$1,355.37**.

As it appears further collection on the older accounts had not been undertaken for some time, the practicality and expectation of receiving payment, or locating the previous owner(s) may be minimal to none.

Bylaw #04:2016 does allow for the transferring of a Final Utility Bill at possession date to the corresponding Tax Roll. This may be an option going forward, to minimize future unpaid Final Billings, however, may result in the new owner(s) being burdened with a debt generated prior to ownership of the property.

The following is a listing of each of the Closed / Inactive Utility Accounts:

<u>Utility Account</u>	<u>Date Closed</u>	<u>Amount</u>
28900-002	2015 Sept	\$ 23.69
3400-001	2016 Aug	\$515.69
24000-000	2016 Oct	\$257.49
40100-001	2016 May	\$ 24.37
40200-000	2016 July	\$ 95.15
45700-000	2016 May	\$ 45.25
60900-004	2016 June	\$ 71.80
6600-000	2017 June	\$210.27
22800-001	2017 May	\$ 65.82
25200-001	2017 Dec	\$ 45.84

The 2018 Budget did not provide for write offs of Bad Debt for Utility Accounts, therefore, should Council approve the write off(s), the amount will need to be included in the 2019 Budget for Bad Debts.

BENEFITS:

- 1) Eliminates the number of outstanding inactive accounts currently on the books.

DISADVANTAGES:

- 1) Increase in the 2019 Budget for the equivalent amount for write off.

ALTERNATIVES:

- 1) Accept the request to write off the total of \$1,355.37
- 2) Deny the request to write off the total of \$1,355.37
- 3) Provide for a partial write off of the total presented.

IMPLICATION ON FINANCES:

- 1) This would be added to the 2019 Budget line item for Bad Debt.
- 2) There was \$0.00 budgeted in 2018 for Bad Debt

RECOMMENDATION:

Administration recommends Alternative #1 above.

RECOMMENDED MOTION:

That Council approve the request to write off outstanding Closed Utility Accounts, totalling \$1,355.37, for the following Utility Accounts:
28900-002/\$23.69; 3400-001/\$515.69; 24000-000/\$257.49;
40100-001/\$24.37; 40200-000/\$95.15; 45700-000/\$45.25;
60900-004/\$71.80; 6600-000/\$210.27; 22800-001/\$65.82;
25200-001/\$45.84.