

TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
19th Day of October 2015 7:00 P.M.
COUNCIL CHAMBERS
Irricana Centennial Centre
(222 - 2 Street)

A.	ATTENDANCE	
B.	CALL TO ORDER	
C.	AGENDA	
	1. Adopt Agenda	
D.	PRESENTATIONS	
	1. RCMP, Beiseker Sgt. Glen Demmon	2
E.	MINUTES	
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G.	COMMITTEE REPORTS	
	1. Rocky View Regional Handibus	14
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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.	IN CAMERA	
N.	ADJOURN	
	1. Adjournment	

**Beiseker Provincial Detachment
Statistical Comparison
January to Quarter 3: 2011 - 2015**

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		1	0	0	0	5
Sexual Assaults		4	4	1	0	0
Other Sexual Offences		0	0	1	1	0
Assault		39	43	37	24	37
Kidnapping/Hostage/Abduction		0	0	2	0	1
Extortion		0	2	0	2	0
Criminal Harassment		7	14	14	9	7
Uttering Threats		16	13	15	14	23
Other Persons		1	0	1	1	3
TOTAL PERSONS		68	76	71	51	76
Break & Enter		30	29	34	27	39
Theft of Motor Vehicle		9	15	14	6	14
Theft Over \$5,000		4	1	1	7	6
Theft Under \$5,000		47	63	46	58	48
Possn Stn Goods		13	14	14	16	17
Fraud		7	12	22	14	15
Arson		3	4	2	2	7
Mischief To Property		41	95	69	71	53
TOTAL PROPERTY		154	233	202	201	199
Offensive Weapons		2	6	7	3	3
Disturbing the peace		14	26	21	20	22
OTHER CRIMINAL CODE		55	67	53	40	57
TOTAL OTHER CRIMINAL CODE		57	73	60	43	60
TOTAL CRIMINAL CODE		279	382	333	295	335

**Beiseker Provincial Detachment
Statistical Comparison
January to Quarter 3: 2011 - 2015**

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	2	0	0	1
Drug Enforcement - Possession		5	7	8	8	5
Drug Enforcement - Trafficking		1	6	0	1	2
Drug Enforcement - Other		0	0	1	0	0
Total Drugs		6	15	9	9	8
Federal - General		5	5	4	9	5
TOTAL FEDERAL		11	20	13	18	13
Liquor Act		8	7	4	6	4
Other Provincial Stats		44	34	46	36	52
Total Provincial Stats		52	41	50	42	56
Municipal By-laws Traffic		2	0	0	1	0
Municipal By-laws		6	8	9	8	9
Total Municipal		8	8	9	9	9
Fatals		0	0	2	2	1
Injury MVC		19	13	14	13	15
Property Damage MVC (Reportable)		95	96	95	93	72
Property Damage MVC (Non Reportable)		39	14	17	20	15
TOTAL MVC		153	123	128	128	103
Provincial Traffic		250	277	236	405	230
Other Traffic		12	7	7	4	12
Criminal Code Traffic		50	61	49	47	37
Common Police Activities						
False Alarms		75	87	83	109	67
False/Abandoned 911 Call and 911 Act		69	62	43	37	33
Suspicious Person/Vehicle/Property		38	68	39	66	98
Persons Reported Missing		2	7	6	3	8
Spousal Abuse - Survey Code		N/A	N/A	21	9	21

**Beiseker Provincial Detachment
Statistical Comparison
Quarter 3: 2011 - 2015**

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	5	5
Sexual Assaults		2	1	0	0	0
Other Sexual Offences		0	0	0	0	0
Assault		13	10	20	16	16
Kidnapping/Hostage/Abduction		0	0	1	1	1
Extortion		0	1	0	0	0
Criminal Harassment		1	6	9	1	1
Uttering Threats		5	4	8	11	11
Other Persons		0	0	1	1	1
TOTAL PERSONS		21	22	39	35	35
Break & Enter		16	10	16	16	15
Theft of Motor Vehicle		5	6	6	6	6
Theft Over \$5,000		1	1	1	3	3
Theft Under \$5,000		20	29	15	27	27
Possn Stn Goods		9	7	5	7	7
Fraud		2	6	10	8	8
Arson		1	0	0	3	3
Mischief To Property		14	33	39	25	25
TOTAL PROPERTY		68	92	92	95	94
Offensive Weapons		1	1	3	3	3
Disturbing the peace		10	16	14	14	14
OTHER CRIMINAL CODE		23	31	31	28	28
TOTAL OTHER CRIMINAL CODE		24	32	34	31	31
TOTAL CRIMINAL CODE		113	146	165	161	160

**Beiseker Provincial Detachment
Statistical Comparison
Quarter 3: 2011 - 2015**

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	1	0	0	0
Drug Enforcement - Possession		5	3	3	2	2
Drug Enforcement - Trafficking		1	3	0	1	1
Drug Enforcement - Other		0	0	1	0	0
Total Drugs		6	7	4	3	3
Federal - General		2	0	2	1	1
TOTAL FEDERAL		8	7	6	4	4
Liquor Act		2	0	2	1	1
Other Provincial Stats		15	9	23	20	20
Total Provincial Stats		17	9	25	21	21
Municipal By-laws Traffic		0	0	0	0	0
Municipal By-laws		1	3	7	6	6
Total Municipal		1	3	7	6	6
Fatals		0	0	2	1	1
Injury MCS		7	8	4	7	7
Property Damage MVC (Reportable)		30	32	34	27	27
Property Damage MVC (Non Reportable)		6	4	3	5	5
TOTAL MVC		43	44	43	40	40
Provincial Traffic		91	72	133	114	114
Other Traffic		6	0	6	2	2
Criminal Code Traffic		19	31	29	19	19
Common Police Activities						
False Alarms		31	45	46	39	39
False/Abandoned 911 Call and 911 Act		23	16	23	15	15
Suspicious Person/Vehicle/Property		10	14	22	45	45
Persons Reported Missing		0	4	1	5	5
Spousal Abuse - Survey Code		N/A	N/A	7	7	7

**Beiseker Provincial Detachment
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January to September: 2011 - 2015**

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Offences Related to Death		0	0	0	0	0
Robbery		1	0	0	0	5
Sexual Assaults		4	4	1	0	0
Other Sexual Offences		0	0	1	1	0
Assault		39	43	37	24	37
Kidnapping/Hostage/Abduction		0	0	2	0	1
Extortion		0	2	0	2	0
Criminal Harassment		7	14	14	9	7
Uttering Threats		16	13	15	14	23
Other Persons		1	0	1	1	3
TOTAL PERSONS		68	76	71	51	76
Break & Enter		30	29	34	27	39
Theft of Motor Vehicle		9	15	14	6	14
Theft Over \$5,000		4	1	1	7	6
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Offensive Weapons		2	6	7	3	3
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TOTAL OTHER CRIMINAL CODE		57	73	60	43	60
TOTAL CRIMINAL CODE		279	382	333	295	335

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CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	2	0	0	1
Drug Enforcement - Possession		5	7	8	8	5
Drug Enforcement - Trafficking		1	6	0	1	2
Drug Enforcement - Other		0	0	1	0	0
Total Drugs		6	15	9	9	8
Federal - General		5	5	4	9	5
TOTAL FEDERAL		11	20	13	18	13
Liquor Act		8	7	4	6	4
Other Provincial Stats		44	34	46	36	52
Total Provincial Stats		52	41	50	42	56
Municipal By-laws Traffic		2	0	0	1	0
Municipal By-laws		6	8	9	8	9
Total Municipal		8	8	9	9	9
Fatals		0	0	2	2	1
Injury MVC		19	13	14	13	15
Property Damage MVC (Reportable)		95	96	95	93	72
Property Damage MVC (Non Reportable)		39	14	17	20	15
TOTAL MVC		153	123	128	128	103
Provincial Traffic		250	277	236	405	230
Other Traffic		12	7	7	4	12
Criminal Code Traffic		50	61	49	47	37
Common Police Activities						
False Alarms		75	87	83	109	67
False/Abandoned 911 Call and 911 Act		69	62	43	37	33
Suspicious Person/Vehicle/Property		38	68	39	66	98
Persons Reported Missing		2	7	6	3	8
Spousal Abuse - Survey Code		N/A	N/A	21	9	21

Beiseker Provincial Detachment
Statistical Comparison
September: 2011 - 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assaults		0	2	0	0	0
Other Sexual Offences		0	0	0	0	0
Assault		4	1	3	2	3
Kidnapping/Hostage/Abduction		0	0	0	0	0
Extortion		0	0	0	0	0
Criminal Harassment		0	3	1	2	0
Uttering Threats		1	1	3	3	2
Other Persons		0	0	0	0	0
TOTAL PERSONS		5	7	7	7	5
Break & Enter		4	6	8	0	1
Theft of Motor Vehicle		1	2	3	1	0
Theft Over \$5,000		0	0	0	0	1
Theft Under \$5,000		6	4	3	11	1
Possn Stn Goods		4	2	1	2	1
Fraud		0	3	2	1	0
Arson		0	0	0	0	0
Mischief To Property		7	6	8	9	4
TOTAL PROPERTY		22	23	25	24	8
Offensive Weapons		0	0	1	1	0
Disturbing the peace		4	9	1	0	2
OTHER CRIMINAL CODE		9	12	5	2	5
TOTAL OTHER CRIMINAL CODE		9	12	6	3	5
TOTAL CRIMINAL CODE		36	42	38	34	18

Beiseker Provincial Detachment
Statistical Comparison
September: 2011 - 2015

CATEGORY	Trend	2011	2012	2013	2014	2015
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		3	2	0	0	0
Drug Enforcement - Trafficking		0	3	0	0	1
Drug Enforcement - Other		0	0	1	0	0
Total Drugs		3	5	1	0	1
Federal - General		0	0	0	1	0
TOTAL FEDERAL		3	5	1	1	1
Liquor Act		1	0	0	0	1
Other Provincial Stats		6	5	6	4	5
Total Provincial Stats		7	5	6	4	6
Municipal By-laws Traffic		0	0	0	0	0
Municipal By-laws		0	0	1	2	2
Total Municipal		0	0	1	2	2
Fatals		0	0	0	0	0
Injury MCS		2	3	1	0	0
Property Damage MVC (Reportable)		13	8	8	1	13
Property Damage MVC (Non Reportable)		4	3	0	1	2
TOTAL MVC		19	14	9	2	15
Provincial Traffic		37	25	16	22	19
Other Traffic		1	0	0	0	0
Criminal Code Traffic		8	8	8	6	3
Common Police Activities						
False Alarms		9	14	7	12	9
False/Abandoned 911 Call and 911 Act		8	6	6	5	4
Suspicious Person/Vehicle/Property		3	2	6	6	8
Persons Reported Missing		0	0	0	0	0
Spousal Abuse - Survey Code		N/A	N/A	2	1	1

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
October 5, 2015
Town of Irricana Council Chambers:
(Irricana Centennial Centre – 222 – 2nd Street)

ATTENDANCE

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

ABSENT: Deputy Mayor Dennis Tracz with notice.

CALL TO ORDER

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

AGENDA

Adopt Agenda
Moved by Councillor Lora Peterson that Council adopt the Agenda as presented.
CARRIED

PRESENTATIONS

MLA Nathan Cooper offered the floor at 7:01pm
Council thanked MLA Cooper

MINUTES

- (i) Minutes of the Regular Meeting of September 21, 2015

Moved by Councillor Laura Thiessen to accept the Minutes of the Regular Meeting of Council of September 21, 2015 as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

No Correspondence

COMMITTEE REPORTS

- (i) CRP Board Report
Mayor Valerie Squires presented Council with a written report.

Question on duplication of CRP Board versus CRP Transportation: Mayor Valerie Squires discussed governance model of CRP as to the rational

Question on total number of trips per day and bus frequency: Mayor Valerie Squires discussed

- (ii) CAO/PW Report
CAO Geoff Stephenson presented Council with a written report.

Questions on fire report: timelines of reporting and dates: event occurred before last agenda closed but reported after agenda closed.

Questions on Collection of Water: Approximately 100 bills outstanding

Question on delays of construction: overview given of challenges with previous subcontractor and issue of communication lines found within six inches to the ground.

Moved by Councillor Kim Schmaltz to accept Committee Reports G-1 to G-4 as presented.
CARRIED

OLD BUSINESS

- (i) none

NEW BUSINESS

- (ii) none

COMMUNICATION/INFORMATION

- (i) Badlands Finalist
- (ii) Airdrie Food Bank
- (iii) Fortis 2014 Report
- (iv) Cheque Lists
Councillor Thiessen, requested follow-up items on 3 chqs
Councillor Peterson, asked on Animal control status; discussion of revised bylaw for December.

Moved by Councillor Laura Thiessen to accept Communication/Information items J-1 to J-4 as presented.
CARRIED

FOLLOW-UP/ACTION & STATUS

- (i) Motion Tracking

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 10 minute recess at 7:50 pm
Mayor Squires reconvened the meeting at 8:00 pm

- a) Question on Branches:
“What about Trimming Branches on Sidewalk and Roadways”

Question clarified with resident over past concern of hitting an RV. Overview of past actions on recommendation for Town Arborist

Community Standard Bylaw Overview: covered issues regarding regular traffic versus “Garbage Truck” as largest expected vehicle.

IN CAMERA

- (i) Closed to Public
Moved by Mayor Valerie Squires to go in-camera at 8:05 pm.
CARRIED
- (ii) Open to Public
Moved by Mayor Valerie Squires Moved by to reconvene to the public portion of the meeting at 9:11 pm.
CARRIED

ADJOURN

- (i) Adjournment

Moved by Mayor Squires to adjourn the meeting at 9:11 pm

Mayor

Chief Administrative Officer

Committee Name:	Rocky View Regional Handibus Society
Meeting Date & Time:	September 17, 2015
Committee Chair:	Albert Hulzebos
Attendees:	Orville Lammle, Andrew Carr, Sharon George, James Ginter, Jo-Anne Miller, Paul Siller (Gen. Mngr) Lora Peterson.
Reports	<p>Financial</p> <p>Prepaid Expenses \$ 5,167.39</p> <p>Casino Account \$ 1,953.65</p> <p>ING Account \$ 198.83</p> <p>General Acct \$55,886.00</p> <p>Receivables \$154,886.00</p> <p>Payables \$37,017.04</p> <p>Safety</p> <p>2015 fire inspection – no infractions</p> <p>90% of staff attended First Aid- CPR course</p>
Discussion	<p>Motion to approve a 2.5% wage increase commencing August 30, 2015</p> <p>Operations:</p> <p><u>Rocky View Schools</u> – same # of runs as last year, fewer kids – combined routes - (\$30,000) revenue loss.</p> <p><u>Rocky View County</u> – funding request confirmed (\$6.70/capita)</p> <p><u>Cochrane</u> – 2016 funding presented Sept. 14 – council will decide 2016 budget in Nov.</p> <p>Council will decide on a representative at their organizational meeting.</p> <p><u>Irricana</u> - need transportation forms available in Town office for people to fill out if they need transportation. Invited Paul to attend our Idea Fest on October 8, 2015.</p>
Actions:	<p>Purchased 2 desk top computers.</p> <p>Commercial Bus inspection (Hilton Bus) 2 suggested repairs require approx (\$1000.00)</p>
Future Items:	<p><u>Fundraising</u> – Alberta Community Partnership Grant (Municipal Affairs) announcement is still on hold.</p> <p>Community Initiatives Program – Operating Grant – submitted for \$75,000 of operating support.</p>
Next Meeting	October 15, 2015 7pm.
Report Submitted by:	Councillor Lora Peterson

Committee Name:	Rocky View Foundation
Meeting Date & Time:	Sept. 30, 2015 Cochrane-Big Hill Lodge
Committee Chair:	Fred Burley - Airdrie
Attendees:	Rocky View – Greg Boehlke, Lois Habberfield, Beiseker, - Al Henuset, Crossfield – Jo Tennant, Cochrane, Gaynor Levisky, Irricana – Lora Peterson, CAO – Carol Borschneck,
Reports	<p><u>Big Hill Lodge – Cochrane</u> Total Resident Rooms – 74 Total Occupied Rooms – 70 Vacant Rooms – 4 Waiting List – 5 Guest Room – 1</p> <p><u>Rocky View Lodge – Crossfield</u> Total Resident Rooms – 64 Total Market Rooms - 20 Vacant Market Rooms – 1 Wait List Market Room – 0 Total Subsidized Rooms – 44 Vacant Subsidized Rooms – 3 Wait List for Subsidized Rooms - 8</p> <p><u>Self Contained Housing – Crossfield & Beiseker</u> <u>Total # of Units Start of Period</u> DWM – 24, DJM – 20, CRM – 8, DJS – 12</p> <p><u>Total # of Units End of Period</u> DWM – 24, DJM – 19, CRM – 8, DJS – 12</p> <p><u>Waiting List</u> DWM – 10, DJM – 17, CRM – 1, DJS – 8 <i>DWM – Crossfield – Dr. Whillans Manor, DJM - Airdrie – Diamond Jubilee Manor, CRM – Beiseker – Crossroads Manor, DJS – Airdrie – Diamond Jubilee Suites</i></p> <p><u>Human Resources Health & Safety Report</u> Fire Drills were held in DWM, DJM, CRM and DJS in August. All went well and residents out time totalled approximately 3 minutes.</p> <p>COR internal audits to take place in October and November. WHMIS training for staff is scheduled for 2015. Workplace inspections conducted at RVL and BHL in September.</p> <p><u>CAO Update</u></p>

	<p>Annual Report 2014 circulated to all the participating municipalities and all 5 housing units</p> <p>ASCHA Housing Directory – http://housingdirectory.ascha.com. Excellent site for seniors and their families searching for housing. Raise in the minimum wage will have an effect on the 2016 budget. The CAO continues to be a member of the ASCHA's Sustainable operations Models Working Group.</p> <p>Financial Reports – Actuals & Balance Sheets – August 31/15 – Still within budget.</p>
<p>Discussion/Seniors Activities:</p>	<p><u>Big Hill Lodge</u> – Fully staffed. Will be looking for a few casual employees. Maintenance being done for the fall – waterlines blown out, boiler cleaned, compressor service. All regular maintenance up to day. Elevator project completed. Social & Leisure Mystery Drives, Lunches out, Ice Cream Getaways. In preparation for the Annual Fundraising Dinner October 24th. Theme “Rub a Dub Dub Help Get us a Tub”. Monies to go towards a new therapeutic tub. Safety – fire drill on August 26 – went well. Power outage September 2 and September 21. Power was restored within an hour. Alberta Accommodation Standards Inspection will be held October 29th. Mini Inspection <u>Rocky View Lodge</u> – Fully staffed. RVL was represented at the Crossfields Farmer's Market – promoting RVL volunteer opportunities Maintenance inspections done of the fire alarm and call bell systems. Bi-annual elevator inspection, installing vinyl flooring in 2 rooms. Social & Leisure Resident and family BBQ. Attended both the Crossfield and Carstairs Parades. Picnic at William Watson Lodge at Peter Lougheed Park. Wing night at both the Dominion Hotel in Carstairs and Harvest Grill in Crossfield. Visit to Sundre Pioneer Village Museum. Airdrie Old Time Harvest demonstration with a free lunch.</p>
<p>Actions:</p>	<p>Conducting a review of current spaces (confined) to make sure we are meeting OH&S Code.</p> <p>E-cigarettes – Vaping is being permitted in smoking areas only.</p> <p>Monies for sprinkler systems and associated safety systems are</p>

	being put out to tender for the Big Hill Lodge in Cochrane. Preparing a 5 year plan as requested from the Government of Alberta.
Future Items:	Next meeting October 28, 2015 – Crossfield – Rocky View Lodge
Submitted by:	Councillor Lora Peterson



Chief Administrative Officer and Public Works Report – Oct 19, 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 Oct 5, 2015

Transportation:

- Alley construction was noted with further delays due utility location issues with Gas and Telecommunication lines. A move to a recycled asphalt approach has been proposed originally as per the revised scope as of October 15th, however delays with the crusher have pushed things back to October 15th.
- To combat future delays the Town is assessing items with BSEI for the 2016 capital works now, items being looked at:
 - Completion of 2nd St work
 - Acreage Road
 - General Road Rehabilitation
 - Continued Swale relief (between 1st and 2nd Street)
 - Swale apron re-work/improvement (1st Street)
 - Several sidewalk issues
 - Water valve replacement issues

Government:

- Calgary Regional Partnership Board and CAOs met to discuss future items with representatives from the Minister of Municipal Affairs.

Community Services:

- IdeaFest Completed after two nights, reaching over 60 people.

Environmental:

- After completion of two weeks (one garbage, one recycling) we have had few complaints over the change, only three during the second week. Many residents draw a comparison to local hamlet who has weekly garbage but it is worth noting their bins are at different pricing: weekly 120L Bins \$11.18/month or 240L Bins (our size) \$16.12/month. This fee is in addition to other fees such as Recycling Bin pickup. (\$8.82/month)
- The Town received our official report based on the September 16, 2015 Compliance Inspection of the Waterworks System. Foreman and system operator Rob Friesen is commended on his efforts as a solo operator for the Town.

Protective services:

- Public responses from the Bylaw surveys were disappointing in terms of volume. Online surveys have started.

Development:

- A provincial safety codes audit has started after discussions with Super Safety Codes and Alberta Safety Codes due to failures to report in March and June of this year after our Fire Safety Audit of February 2015.
- The Tourism Assessment Team hosted a workshop on October 6 for local businesses.
- Met with the Campground Manager and an individual representing a group from Calgary on a proposal to hold multiple tournaments at the ball diamonds in Irricana for 2016.

Respectfully submitted October 14, 2015

Geoff Stephenson, CAO

Request for Decision

To: Mayor Squires and Council

From: Geoff Stephenson, Interim CAO

Date: October 19, 2015 from August 4, 2015

Subject: Appeal under bylaw 7:2012

Decision: Council as Appeal Board on an Entry order

CORRELATION TO STRATEGIC PLAN OR POLICY: none

ITEMS OF NOTE:

Council heard a presentation on this matter in September of 2015. To this date there is no "signed" proof of agency, only an email.

To settle matters, the person stating to be agent is claiming to adhere to the judgement of council versus other legal appeals.

As an appeal board the Council may confirm, revoke, or modify the entry order.

Contract Municipal Enforcement is prepared to have the tree removed and cost applied to the property.

ALTERNATIVES:

1. Council could hear the matter, accepting the appeal of the individual as a member of the public: this is not within the intent or wording of the bylaw.
2. Council could table the matter until the owner is present.
3. Council could table the matter until the owner provides proof in writing.
4. Council could deny the request.

The cost of removal is substantial however Municipal Enforcement is recommending to proceed as "As Mr. Molsberry has stated that he will abide by the appeal decision, It is my opinion to allow him to state his side of the issue and then whatever decision the appeal board decides Mr. Molsberry will abide by it ensuring the result is mutual compliance by both parties." (notes from file)

RECOMMENDATIONS: Council hears the appeal.
(Entry order and photos provided from municipal enforcement and staff sent under separate cover)

RECOMMENDED MOTION:
Dependant on council hearing the matter

RECEIVED OCT 13 2015



NOTICE OF APPEAL

(Pursuant to the provisions of the Town of Irricana
Community Standards Bylaw 07:2012)

If you wish to have an Order given pursuant to Bylaw 07:2012 reviewed, you must deliver this Notice to the Chief Administrative Officer for the Town of Irricana within seven (7) days after receipt of the Order.

TO: Chief Administrative Officer in the Town of Irricana
P.O. Box 100 222 - 2nd Street Irricana, Alberta T0M 1B0

I, MICHAEL PRICE, having been named in an Order,

(Name of Owner)

dated 25 JUNE 2015, relating to property at: 214 3rd St.

(Municipal Address)

in the Town of Irricana hereby request a review of the Order by the Community Standards Appeal Board for the Town of Irricana. I would like the Appeal Board to consider the following reasons for this review:

THE TREE IN QUESTION IS THE PROPERTY OF CLARK MOLSBERRY. APPROXIMATELY HALF THE TREE HAS BEEN RE PURPOSED AS FIRE WOOD. A PORTION OF THE TREE MAY BE LEFT AND USED AS A LANDSCAPE FEATURE

DATE: OCT 13 / 2015.

OWNER: MIKE PRICE SIGNED: AS PER LETTER ON FILE.

AGENT NAME: C. MOLSBERRY SIGNED: [Signature]

MAILING ADDRESS:

OWNER: 29 ARBOUR CREEK HOTS NW. CAL. AB 736544

AGENTS: 210 2nd St IRRICANA ALBTA.

PHONE NUMBERS

OWNER:

To the attention of the Council of Irricana

September 2, 2015

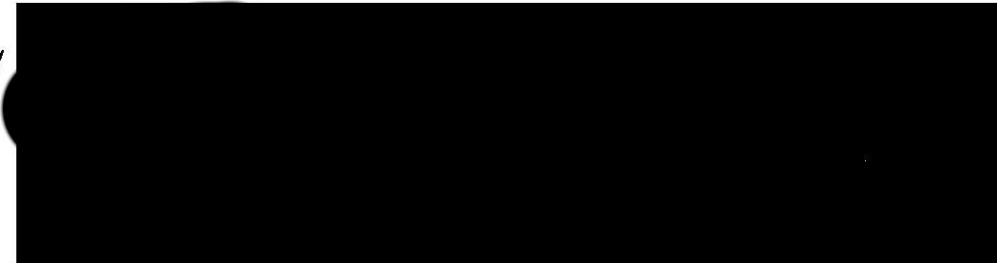
Re: Issues at 214 3rd Street, Entry Order

I do not think that this is unsightly, and I do not think this is plant material. As per your bylaw

4.4 Trees, plant and vegetation shall be maintained in a healthy and vigorous state of growth, and so as to not become unsightly, unsafe or a nuisance to neighboring properties

I would ask that you review this order and give an answer after bylaws have been reviewed.

Sincerely



BYLAW 7:2012

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BYLAW 7:2012

BEING A BYLAW OF THE TOWN OF IRRICANA WITH A PURPOSE OF ESTABLISHING AND ENFORCING THE COMMUNITY STANDARDS FOR PROPERTY WITHIN THE TOWN OF IRRICANA.

WHEREAS under the authority and subject to the provisions of the Municipal Government Act, (RSA 2000, Chapter M-26) and amendments thereto, Council may pass Bylaws establishing the standards for the maintenance and occupancy of property and prohibit the use of property that does not conform to the prescribed standards; and

WHEREAS under the authority and subject to the provisions of the Municipal Government Act, Council may pass Bylaws preventing and compelling the abatement of nuisances generally, and regulating untidy and unsightly premises; and

WHEREAS Council wishes to improve the safety and beauty of Irricana through the regulation of nuisances that would benefit the municipality overall; and

WHEREAS the Municipal Government Act authorizes a municipality to pass Bylaws regarding the remedying of contraventions of bylaws; and

WHEREAS it is desirable for regulations affecting the community standards of property within Irricana to be located, as much as possible, in one bylaw;

NOW THEREFORE, the Council of the Town of Irricana, in the Province of Alberta, enacts as follows:

SECTION 1 – TITLE

1.1 This Bylaw may be cited as the “**Community Standards Bylaw**”.

SECTION 2 – DEFINITIONS

2.1 In this Bylaw:

- a) “Appeal Board” means the Town of Irricana Council.
- b) “Approved” means acceptable to the Appeal Board or Designated Officer, or his designate;
- c) “Art Mural” means a mural for a designated surface and location that has been deliberately placed and implemented for the purpose of beautifying the specific location;
- d) “CAO” means the Chief Administrative Officer or designate;
- e) “Construction” means the temporary process of demolishing or building any structure, or repairing or improving a building that already exists, including landscaping, home repair, property improvement and any work in connection with that process;
- f) “Council” means the Municipal Council of the Town of Irricana.
- g) “Day-time” means the period:
 - i) beginning at 7:00 a.m. (0700 hours) and ending at 10:00 p.m. (2200 hours) of the same day on Weekdays; or
 - ii) beginning at 9:00 p.m. (0900 hours) and ending at 10:00 p.m. (2200 hours) of the same day on a Weekend;
- h) “Designated Officer” means a person appointed to a position established under the *Municipal Government Act*;

- i) "Development Permit" means a document issued by the Town, authorizing a development pursuant to the Land Use Bylaw, and includes plans and conditions of approval;
- j) "Good Repair" means maintaining the condition of an object or structure such that it does not become derelict, untidy, unsightly or dangerous and such that the object or structure can continue to be used in the means that it was originally intended;
- k) "Graffiti" means one or more letters, symbols, figures, etchings, scratches, inscriptions, stains or other markings or thing that disfigure however affixed on the structure or thing, but for greater certainty, does not include an art mural;
- l) "Highway" means highway defined in the *Traffic Safety Act, RSA 2000, Chapter T-6* as amended.
- m) "Municipal Ticket" means a ticket alleging an offence issued pursuant to the authority of a bylaw of the Town;
- n) "Non-residential" means the use or occupancy of a building or land or part thereof for any purpose other than residential;
- o) "Nuisance" for the purpose of this Bylaw includes any use of or activity upon any property which is offensive to any Person, or has or may have a detrimental impact upon any person or other property in the neighbourhood.
- p) "Occupant" means the owner of any premises who resides or carries on any kind of business therein or any person or Corporation residing therein or carrying on business therein as a lessee or the owner or pursuant to a License of Occupation granted by the owner or the owner of any vacant premises;
- q) "Owner" means the person(s) listed on the title of a parcel of land at the Land Titles Office or in the case of a vehicle, the person registered as the vehicle owner with the Driver and Motor Vehicle Registry;
- r) "Peace Officer" means a member of the Royal Canadian Mounted Police, a Peace Officer, and a Bylaw Enforcement Officer.
- s) "Person" shall mean and includes a corporation, other legal entities and an individual having charge or control of a Premises.
- t) "Premises" means the external surfaces of all buildings and the whole or part of any land, including land immediately adjacent to any building or buildings, situated in whole or in part within the Town and includes any land or buildings owned or leased by the Town;
- u) "Public Place" means a place to which the public have or are permitted to have access including:
 - i) Municipally owned or leased real property, and without restricting the generality of the foregoing, includes streets, sidewalks, lanes, parks and recreation areas, and;
 - ii) privately owned or leased real property, upon complaint only by the owner or tenant, and without restricting the generality of the foregoing includes places of business.
- v) "Standards" means the standards set out in this bylaw;
- w) "Town" means the Town of Irricana.
- x) "Unsightly" means unpleasant or offensive to look at.

- y) “Untidy” means disorderly and unorganized.
- z) “Violation Tag” means a ticket alleging an offence issued pursuant to the authority of a bylaw of the Town;
- aa) “Violation Ticket” has the same meaning as in the *Provincial Offenses Procedures Act*;
- bb) “Yard Material” shall mean any waste material of an organic nature formed as a result of gardening, horticultural pursuits, or agricultural activities including grass, tree and hedge cuttings, waste sod and decomposing plants, leaves and weeds.

SECTION 3 – GENERAL

- 3.1 The owner of any real property, as registered on title at the Land Titles Office is ultimately responsible for all activities on the property which may constitute prohibition of this bylaw.
- 3.2 Nothing in this bylaw relieves a person from complying with any Federal or Provincial law or regulation, other bylaw or any requirements of any lawful permit.
- 3.3 Every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this bylaw shall remain valid and enforceable.

SECTION 4 – PROPERTIES- UNSIGHTLY

- 4.1 No Owner or owners of Premises shall cause, allow or permit the Premise to become or to continue to be Unsightly or Untidy as defined in this bylaw.
- 4.2 No person shall dump or cause to be dumped any rubbish, garbage, waste, either solid or liquid, petroleum products, industrial or commercial waste products or by-products or to dispose of any material whatsoever in, about, near, or upon any Premises within the Town except at such place or places specifically designated by Council and in such a manner as may be prescribed from time to time.
- 4.3 All Premises shall be kept free of animal feces, debris and/or rubbish.
- 4.4 Trees, plant and vegetation shall be maintained in a healthy and vigorous state of growth, and so as to not become unsightly, unsafe or a nuisance to neighboring properties.
- 4.5 No person and/or Owner of any residential Premises shall allow on the Premises the accumulation of building materials, whether new or used, unless that person or Owner can establish that a Construction or renovation undertaking is being carried out on the Premises and that:
 - a) the project has begun or the beginning of work is within thirty (30) days;
 - b) the materials found on the Premises relates to the project taking place on the Premises in a quantity reasonable to complete the project; and
 - c) the work on the project has not been suspended for a period in excess of one hundred and twenty (120) days.
- 4.6 A person and/or Owner of Premises shall ensure that all building materials stored on a Premises, that are not in contravention of Section 5.6, are stacked or stored in an orderly manner;
- 4.7 It shall not be an offense of this bylaw to store a small amount of neatly stacked material on a Premise for basic property maintenance.

- 4.8 Any vehicle, automobile parts or mechanical equipment or object on any Non-Residential land which is in a wrecked or dismantled condition shall be removed from the land, unless a storage area is defined and enclosed with an approved fence and visually screened which prevents the object(s) from being viewed from any neighbouring or public areas, to the satisfaction of the Designated Officer.
- 4.9 Any outdoor storage area on Non-residential land shall not be permitted unless the outdoor storage area is the subject of an approved Development Permit and is visually screened to the satisfaction of the Designated Officer.
- 4.10 All Residential Premises shall be kept free of any vehicle, trailer, or object which is in a wrecked, discarded, or in abandoned condition.
- 4.11 A person being the owner, lessee, tenant, agent, manager, or occupant of any residential land or Premises within the Town shall allow a dilapidated vehicle to remain on the aforementioned land or Premises provided that:
- a) the vehicle is contained within a structure, approved under the Land Use Bylaw for the Town, which prevents it from being viewed from any neighbouring property or public area.
 - b) the vehicle is covered by a tarpaulin or other device acceptable to the Chief Administrative Officer which prevents it being viewed from any neighbouring property or public area.
- 4.12 No owner or occupier of a Premise shall allow a refrigerator or freezer to remain outside on the Premises without first ensuring that the hinges and latches, or lid or doors of the unit have been removed.
- 4.13 No owner or occupier of a Premise shall allow any appliance to remain on the Premises such that the appliance is visible to a person viewing from outside the property.
- 4.14 Any structure shall be kept in good repair and shall be free from health and fire hazards.
- 4.15 Every person and/or owner of a Premises shall ensure the following areas are maintained in Good Repair;
- a) Fences and their structural members;
 - b) Structures and their structural members, including:
 - i) foundations and foundation walls;
 - ii) exterior walls and their components;
 - iii) roofs;
 - iv) windows and their casings;
 - v) doors and their frames;
 - c) protective or decorative finishes of all exterior surfaces or a structure or fence, and
 - d) exterior stairs, landings, porches, balconies and decks.
- 4.16 In the event that an owner neglects to repair or maintain damaged or deteriorating fencing, the Town may require the owner of the subject Premises to repair, rehabilitate or replace their portion of the fence through the enforcement of this bylaw.
- 4.17 Once any rear-yard to rear-yard fence has been constructed by a subdivision developer to the Town's satisfaction, it shall become the property of the lot or lots upon which it is situated, and maintenance shall be the responsibility of the respective property owner.
- 4.18 No person shall create or apply Graffiti.

- 4.19 A Designated Officer that finds Graffiti displayed as indicated in this section may give written Notice to the owner or occupant of the structure to remedy the condition within a reasonable time period specified in the notice.
- 4.20 If a building normally intended for human habitation is unoccupied, then any door, opening or window opening in the building should be securely closed or may be covered with a solid piece of wood to prevent any unauthorized entry into the building.
- 4.21 No Person and /or Owner of a Premises shall allow an excavation, drain, ditch or other depression in the ground to become or remain a danger to public safety.

SECTION 5 – NUISANCES ESCAPING PROPERTY

- 5.1 Whether a thing or activity annoys or disturbs a Person or otherwise constitutes a nuisance is a question of fact to be determined by a Court hearing a prosecution pursuant to this part of the Bylaw.
- 5.2 In making a determination with respect to an offence under this section a Court may take into consideration any or all of the following factors:
- a) the frequency of the activity;
 - b) the intensity and duration of the activity;
 - c) the time of day or season;
 - d) the nature of the surrounding area;
 - e) the effect of the thing or activity on a complainant or complainants; and
 - f) the effect of the thing or activity on the surrounding area.
- 5.3 No owner or occupier of a Premises shall allow a flow of water from a hose or rainwater downspout or similar device on the Premises to be directed towards an adjacent Premises if it is likely that the water from the device will enter the adjacent Premises.
- 5.4 No person shall alter surface elevations or surface grades of any land such that it may cause or have potential to cause a nuisance, hazard or damage to an adjacent property.
- 5.5 A Person shall not engage in any activity that is likely to allow smoke, dust or other airborne matter that may disturb any other Person to escape the Premises without taking reasonable precautions to ensure that the smoke, dust or other airborne matter does not escape the Premises.
- 5.6 No owner or occupier of a Premises shall allow an outdoor light to shine directly into the living or sleeping areas of an adjacent dwelling house.
- 5.7 No Person shall deposit commercial flyers on a Premises where signs or notices have been posted and are clearly visible at the entrance to a dwelling unit, indicating that such material is not wanted.
- 5.8 No owner or occupier of a Premises shall fail to maintain grass or grasses on the Premises to exceed a height of twenty (20) centimeters.
- 5.9 No owner or occupier of a Premises shall fail to destroy restricted weeds, control noxious weeds, or prevent the spread or scattering of nuisance weeds pursuant to the Weed Control Act, RSA 2010 and amendments thereto.

SECTION 6 – NOISE

- 6.1 In this Section the following definitions apply, unless the context otherwise requires:
- a)“Court” means the Provincial Court of Alberta;
 - b)“Daytime” means the period:

- i) beginning at 7:00 A.M. and ending at 10:00 P.M. of the same day on weekdays and;
 - ii) beginning at 8:00 A.M. and ending at 10:00 P.M. of the same day on a weekend;
- c) “Emergency Vehicle” has the same meaning as in the Traffic Safety Act RSA 2000 Chapter T-6;
- d) “Garbage Truck” means any Vehicle equipped for transporting refuse or any Vehicle equipped to load, unload, and transport containers for handling refuse;
- e) “Holiday” has the same meaning as in the Interpretation Act, RSA 2000 Chapter I-8, as amended or replaced from time to time;
- f) “Motorized Power Tool” means any tool or implement that is powered by an electric or internal combustion motor, or compressed air, including snow blowers, lawn mowers and motorized garden tools.
- g) “Municipal Government Act” means the Municipal Government Act, RSA 2000 c.M.26, as amended or replaced from time to time;
- h) “Night-time” means the period beginning at 10:01 P.M. and ending the following day at:
- i) 6:59 A.M. if the following day is a weekday; or
 - ii) 7:59 A.M. if the following day is a weekend;
- i) “Noise” means any sound that annoys, aggravates, endangers or disturbs humans or animals, or which detracts from the comfort, peace, or repose of humans, including any loud music or outcry, clamour, shouting, or any other sound that is loud, harsh or otherwise undesirable;
- j) “Outdoor Public Event” means an outdoor concert, sporting event, festival, attraction or similar event, whether held on private or public property, to which the public-at-large is invited or admitted, with or without charge;
- k) “Provincial Offences Procedure Act” means the Provincial Offences Procedure Act, RSA 2000 c. P-34, and the regulations thereof, as amended or replaced from time to time;
- l) “Residential Building” means a structure used as a residence containing one or more dwelling units, including a house, multi-family dwelling, apartment building, hospital, lodging house, hotel, motel, mobile home, tent, trailer, motor home, camper or recreational vehicle of any type;
- m) “Residential Development” means any land defined as such in the Land Use Bylaw;
- n) “Signaling Device” means any device that produces an audible sound used for the purpose of drawing a person’s attention, including a horn, gong, bell, klaxon or public address system;
- o) “Speaker System” means any sound amplification device that converts electrical impulses into sound, whether the device is independent or incorporated into a radio, stereo, television, computer, or public address system, including any such device located in a building, vehicle, or portable self-contained unit;
- p) “Tractor-Trailer” means the combination of a Truck-Tractor and a Trailer as those terms are defined in the Traffic Safety Act;

q) "Traffic Safety Act" means the Traffic Safety Act, RSA 2000, Chapter T-6, as amended or replaced from time to time;

r) "Truck" means any Vehicle that has a gross vehicle weight in excess of 5500 kilograms but does not include a concrete-mixer, Tractor-Trailer, or Garbage Truck;

s) "Vehicle" has the same meaning as in the Traffic Safety Act;

t) "Weekday" means Monday through Saturday, inclusive, with the exception of any holidays;

u) "Weekend" means Sunday and any other holiday.

6.2 No Person shall in either the Daytime or the Night-time:

a) make, continue, cause, or allow to be made or continued any excessive, unnecessary, or unusual Noise of any type; or

b) allow or permit any real or personal property that is owned, occupied or controlled by that Person to be used in a way that allows excessive, unnecessary, or unusual Noise of any type to emanate from such property; or

c) operate, allow or permit the operation of a Speaker System of any type at an unnecessarily loud volume, thereby creating excessive Noise.

d) operate, allow or permit the operation of any equipment, machinery, appliances or mechanical devices, thereby creating excessive Noise.

6.3 Whether or not a particular sound complained of constitutes a Noise, or is an "excessive, unnecessary or unusual Noise" are questions of fact to be determined by a Court hearing a prosecution pursuant to the provisions of this bylaw.

6.4 When making the determination as to whether a particular sound constitutes an "excessive, unnecessary or unusual Noise" the Court shall consider any admissible evidence as to:

a) the time of the disturbance complained of and whether it was during the Daytime or the Night-time;

b) the location of the disturbance and whether or not the disturbance occurred in a Residential Development;

c) the duration and nature of the disturbance;

d) any other circumstances or factors relating to the disturbance which the Court deems are relevant to the said determination.

6.5 Where a business, commercial or agricultural or industrial activity otherwise lawfully permitted at a location within the Town necessarily involves the creation of Noise, as defined by this Bylaw:

a) the Person owning, operating, or controlling the activity; or

b) the Person owning or controlling the property upon or within which the activity is allowed to take place

shall take all reasonable steps to ensure that the Noise created by the said activity is minimized as much as practicable, in all the circumstances.

6.6 Whether or not an activity referred to in Section 7.5 of this Bylaw "necessarily" involves the creation of Noise, and whether or not the Person controlling the said activity has taken "all the reasonable steps" to minimize such Noise are questions

of fact to be determined by a Court hearing a prosecution pursuant to this Bylaw.

- 6.7 No Person shall operate, allow or permit the operation of:
- a) a Motorized Power Tool outside of any building or structure;
 - b) a model aircraft, boat, vehicle, or similar device that is powered by an internal combustion engine; or
 - c) a Signaling Device of any kind, including a vehicle horn,
- in a Residential Development in the Nighttime.
- 6.8 No Person who owns, operates or controls a Truck-Tractor or Tractor-Trailer shall allow such vehicle to remain running for a period in excess of 20 minutes when it is stationary within a Residential Development.
- 6.9 No Person shall carry on, allow or permit the carrying on of construction outside of any building or structure within a Residential Development in the Nighttime.
- 6.10 No Person who owns, operates or controls a vehicle equipped with engine retarder brakes shall allow such brakes to be engaged in any area within the Town limits.
- 6.11 No Person who owns, operates or controls a Truck, concrete mixer, Tractor-Trailer or Garbage Truck shall allow or permit such vehicle to be loaded or unloaded within a Residential Development during the Nighttime.
- 6.12 No Person who owns, operates or controls a vehicle equipped with an audible alarm system shall allow such system to be activated repeatedly or excessively, whether such activation is due to system malfunction, improper installation or setting, or any other reason.
- 6.13 No Person who owns, operates or controls a vehicle equipped with a stereo, boom box or other amplified speaker system shall allow such system to be activated repeatedly or excessively.
- 6.14 No Person who owns, operates or controls a vehicle shall allow the engine of the vehicle to be raced or otherwise operated so as to cause excessive and unnecessary Noise.
- 6.15 Notwithstanding other provisions in the bylaw, the Town may, upon written application, grant permission to extend the hours of Nighttime during which amplification equipment may be used at an outdoor public event.
- 6.16 In exercising its authority pursuant to Section 15, the Town may grant its permission with or without conditions.
- 6.17 That permission will be in the form of an “Outdoor Public Events License”.
- 6.18 That the “Outdoor Public Events License” be attached to this Bylaw as Schedule “A”.
- 6.19 That should the event be held at “Founders Park” that the permission obtained from the Town for extension of hours may be used at the event to extend the hours of “Quiet Time” as defined *The Parks Control Bylaw*.
- 6.20 The provisions of this bylaw do not apply to:
- a) Emergency Vehicles;
 - b) construction activities and related Noise during the daytime;
 - c) work performed in relation to a highway or public utility by the owner or operator of the public utility, or its contractors;

d) the aeronautical related activities of any airports located within or nearby the Town;

e) any activity within the sole jurisdiction of the Government of Canada or the Province of Alberta.

6.21 The provisions of this Bylaw must not be interpreted to prevent:

a) the ringing of bells in churches, religious establishments, and schools;

b) the use of Signaling Devices on Vehicles in their normal operation for the purpose of giving warnings to other drivers or pedestrians;

c) the sounding of any alarm or warning to announce a fire or other emergency;

d) work carried on by the Town or by a contractor carrying out the instructions of the Town to meet an emergency;

e) the playing of a band or other activities relating to a lawful parade or public demonstration.

SECTION 7 – SPITTING/URINATING

7.1 No Person shall urinate or deposit any human waste in any public place or in any place to which the public is allowed access, other than a public washroom.

7.2 No Person shall spit at any person or on any public or private property that they do not own.

SECTION 8 – ADDRESSING

8.1 All owners or occupiers of a Premises are to display the numbers assigned to their land, building, units or sub-units.

SECTION 9 - BULLYING

9.1 No Person shall bully any person in any public place.

9.2 No Person shall participate in or encourage by verbal or public means in the bullying of any person in any public place.

SECTION 10 - CURFEW

10.1 No child fifteen (15) years of age or under who is unaccompanied by a parent or guardian shall be in any public place between the hours of 11:00 p.m. and 6:00 a.m.

10.2 That a child to whom the Bylaw applies who is found in a public place during the hours so fixed, may be verbally warned to go home by a Peace Officer and if after the warning the child refuses or fails to go home, he may be taken to his home or to a shelter by the Peace Officer.

10.3 Any parent or guardian who permits a child to contravene this Bylaw is guilty of an offence and liable upon summary conviction as indicated in Schedule "A" attached to this Bylaw.

SECTION 11 – SIDEWALK CLEARING

11.1 The Owner or occupant of a Premises adjacent to a sidewalk that runs in front or back or along side of the Premises where:

a) such sidewalk runs parallel to and directly adjacent to a Highway; or

b) such sidewalk runs parallel to and adjacent to a street, where the sidewalk and street are separated only by a grassed or otherwise surfaced boulevard;

shall remove all snow, ice, dirt and other obstructions from sidewalks within twenty-four (24) hours.

- 11.2 The Town is hereby authorized to provide for the clearing of sidewalks adjacent to a Premises where snow, ice or debris has not been cleared within twenty-four (24) hours and the expenses of such removal shall be charged to the owner or occupier.
- 11.3 In the event that that non-payment of expenses for clearing sidewalks by owner or occupant, the expense will be:
- a) in the case of the property owner, added as an amount owing to the property tax roll to be recovered in a like manner as with other taxes.
 - b) in the case of a property occupant who is not the registered owner of the property, collected in a like manner as any other outstanding amount owing to the municipality.
- 11.4 Expenses for clearing sidewalks shall be calculated on a per front-foot basis at a rate set by resolution of Council.
- 11.5 The Owner or occupant of a Premises adjacent to a sidewalk shall not allow any hedge, shrub or tree which may overhang from such Premises to interfere with pedestrian traffic lawfully using such sidewalks.

SECTION 12 – ADMINISTRATION AND ENFORCEMENT

- 12.1 The Chief Administrative Officer or designate are responsible for the administration of this Bylaw.
- 12.2 A Person who contravenes this Bylaw is guilty of an offense.
- 12.3 A Person who believes that a contravention to this Bylaw has occurred or continues to occur must bring their concerns to the attention of the Chief Administrative Officer for enforcement purposes.
- 12.4 A Designated Officer may enter into or upon any Land or Building within the Town, pursuant to authority set out in the *Municipal Government Act* for the purpose of ensuring compliance with this Bylaw. The Designated Officer may from time to time elicit the assistance of a Peace Officer.

NOTICES

- 12.5 Where any Premises in the Town is deemed to be in contravention of this Bylaw, the Designated Officer may give Notice in writing.
- 12.6 Notice shall describe the property by:
- a) municipal address or location; and/or
 - b) legal description;
- 12.7 Notice shall:
- a) state that the Premises fails to comply with the Standards;
 - b) give reasonable particulars of the repairs, demolition, clearing or other actions required to be made;
 - c) state the time within which the repairs, demotion, clearing, or other actions are to be done;

d) unless otherwise stated, give not less than seven (7) days notice from the date of delivery for its compliance with the exception of a Notice issued under Section 12.1; and

e) state that if the repairs or other actions are not done within the time specified, the Town may carry out the repairs or other actions required and charge the cost thereof against the Premises concerned as taxes due and owing in respect of those Premises.

12.8 A copy of the Notice shall be served upon the Owner or Occupant of the Premises.

12.9 A Notice given by the Designated Officer pursuant to any of the provisions of this Bylaw shall be deemed to have been duly given and served on the Person to whom it is addressed:

a) on the Notice being personally delivered to the Owner/Occupant to whom it is addressed;

b) on sending it by mail in a prepaid cover addressed to the last known postal address of the Owner/Occupant to whom the Notice is addressed;

c) on posting the Notice in a conspicuous place on the Land referred to in the Notice or on a Building or erections thereon, when the Designated Officer has reason to believe:

i) that the Person to whom the Notice is addressed is evading service thereof, or

ii) for any reason it is improbable that the Notice will be received by the Person to whom it is addressed within seven (7) days of the date of the Notice if it is delivered in any of the ways mentioned in this Section.

12.10 If, after the day designated for the compliance in any Notice given pursuant to this Bylaw, the Owner fails to remedy the condition stated in the Notice, the Designated Officer may determine if there is an infraction and issue a Remedial Order.

12.11 A Designated Officer is hereby authorized and empowered to issue a Remedial Order to any person who the Designated Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

REMEDIAL ORDERS AND APPEALS

12.12 Every remedial order written with respect to this bylaw must:

a) indicate the person to whom it is directed;

b) identify the property to which the remedial order relates by municipal address or legal description;

c) the date that it is issued;

d) identify how the Premises fails to comply with this or another bylaw;

e) identify the specific provisions of the Bylaw the Premises contravenes;

f) identify the nature of the remedial action required to be taken to bring the Premises into compliance;

g) identify the time within which the remedial action must be completed;

h) indicate that if the required remedial action is not completed within the time specified, the Town may take whatever action or measures are necessary to remedy the contravention;

i) indicate that the expenses and costs of any action or measures taken by the Town under this section are an amount owing to the Town by the person to whom the order is directed;

j) indicate that the expenses and costs referred to in the section may be attached to the tax roll of the property if such costs are not paid by a specified time;

k) indicate that an appeal lies from the remedial order to the Appeal Board, if a notice of appeal is filed in writing with the Town within 14 days of the receipt of the remedial order.

12.13 Every remedial order written with respect to provisions of another bylaw must contain the same information as set out in subsection (4.1) as modified as necessary in the context of that bylaw.

12.14 A remedial order pursuant to this bylaw may be served personally upon the owner of the Premises to which it relates, or it may be left with a person apparently over the age of 18 years at the Premises.

12.15 If, in the opinion of a Peace Officer, service of the remedial order cannot be reasonably affected, or if a Peace Officer believes that the owner of the Premises is evading service, a Peace Officer may post the remedial order in a conspicuous place on the Premises to which the remedial order relates, or on the private dwelling place of the owner of the premises, as registered at the Land Titles Office or on the municipal tax roll for the Premises, and the remedial order shall be deemed to be served upon the expiry of three (3) days after the remedial order is posted.

12.16 Every person who fails to comply with a remedial order issued pursuant to this bylaw within the time set out in the remedial order commits an offence.

12.17 Appeal of Remedial Orders:

a) A person to whom a remedial order is directed may seek a review of the remedial order by filing an appeal in writing with the Town within fourteen (14) days of receiving the order issued under the provisions of Section 545 of the Municipal Government Act and within seven (7) days of receiving the order issued under Section 546 of the Municipal Government Act. Appeals will not be granted to the Sidewalk Clearing Section of this Bylaw.

b) Each Notice of Appeal shall:

i) state with reasonable detail, the grounds of appeal:

ii) state the name, address and interest of the appellant in the Premises;

iii) be in the form determined by the CAO and must be accompanied by the appropriate fee;

iv) be dated and signed by the appellant or on his behalf by his agent and, if signed by an agent shall state the name and address of the agent as well as that of the appellant.

12.18 The Appeal Board shall:

a) hold a hearing within thirty (30) days after receipt of the Notice of Appeal;

- b) ensure that the notice of the hearing is mailed to the appellant at least five (5) days prior to the date of the hearing;
- c) consider each appeal having due regard to the circumstances and merits of the case and to this Bylaw;
- d) the Appeal Board may confirm, revoke or modify the decision of the Designated Officer.

12.19 When hearing an appeal, the Appeal Board shall:

- a) not be bound by the rules of evidence applicable to courts of civil or criminal jurisdiction;
- b) afford to every Person concerned the opportunity to be heard, to submit evidence of others; and
- c) make and keep a written record of its proceeding which shall be in the form of a summary of the evidence presented to it at the hearing.

12.20 In determining an appeal, the Appeal Board:

- a) may confirm, revoke or vary the Notice of Appeal; and
- b) shall render its decision in writing to the appellant within fifteen (15) days from the date of decision.

SECTION 13 – VIOLATION TICKETS AND PENALTIES

13.1 Where a Peace Officer or Designated Officer has reasonable grounds to believe that a Person has violated any provision of this Bylaw, the Officer may commence Court proceedings against such Person by:

- a) issuing the Person a Violation Ticket pursuant to the provisions of Part 2 of the *Provincial Offences Procedure Act*; or
- b) swearing out an information and complaint against the Person.

13.2 Where a Peace/Designated Officer issues a Person a Violation Ticket in accordance with Section 14.1 of this Bylaw, the Officer may either:

- a) allow the Person to pay the specified penalty as provided for the offence in Schedule “A” of this Bylaw in the Violation Ticket; or
- b) require a Court appearance of the Person where the Peace/Designated Officer believes that such appearance is in the public interest, pursuant to the provisions of Part 2 of the *Provincial Offences Procedure Act*.

SECTION 14 – GENERAL PENALTY PROVISIONS

- 14.1 Any Person who contravenes any provision of this Bylaw is guilty of an offence and liable on summary conviction to a maximum fine of \$10,000 or in default of payment of the fine to imprisonment for a period not exceeding one year, or to both fine and imprisonment in such amounts.
- 14.2 The specified penalties for an offence committed pursuant to this bylaw are set out in the attached Schedule “A”.
- 14.3 The minimum specified penalty for a violation of this Bylaw is set out in the attached Schedule “A”.
- 14.4 Notwithstanding Section 15.3 of this Bylaw, if a Person violates the same provision of this Bylaw twice within a one year period, the minimum and

specified penalty for the second such violation shall be double the amount set out in Section 15.3.

SECTION 15 - REPEALS AND COMMENCEMENT

15.1 The following bylaws are repealed on the date that his bylaw comes into force and affect:

- a) Bylaw 13:81 Abatement of Nuisance Generally and Regulating Untidy and Unsightly Premises
- b) Bylaw 13:83 Pasteurization of Milk
- c) Bylaw 2:84 Curfew
- d) Bylaw 6:84 Abatement of Derelict Buildings
- e) Bylaw 7:84 Regulation of Nuisances and Unsightly or Untidy Premises
- f) Bylaw 14:85 Control Nuisances and Unsightly Property (amendment)
- g) Bylaw 13:87 Regulation of Nuisances and Unsightly or Untidy Premises (amendment)
- h) Bylaw 7:90 Curfew (amendment)
- i) Bylaw 4:92 Noise Control Bylaw
- j) Bylaw 1:93 House Numbers
- k) Bylaw 6:95 Clearing of all Sidewalks of Snow, Ice, Dirt and Other Obstructions
- l) Bylaw 6:2007 Unsightly Premises
- m) Bylaw 9:2007 Noise Control

15.2 This Bylaw shall come into force and effect upon it receiving Third and Final Reading and is signed.

Read a first time this 7th day of June, 2012.

Read a second time this 7th day of June, 2012.

Read a third time and passed this 18th day of June, 2012.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

COMMUNITY STANDARDS BYLAW

7:2012

SCHEDULE OF FINES

SECTION	OFFENCE	MINIMUM PENALTY	SPECIFIED PENALTY
4.1-4.21	Properties-Unsightly	\$250.00	\$350.00
5.1-5.9	Nuisances Escaping Property	\$250.00	\$350.00
6.2-6.21	Noise	\$250.00	\$350.00
7.1-7.2	Spitting/Urinating	\$250.00	\$350.00
8	Addressing	\$100.00	\$100.00
9.1-9.2	Bullying	\$200.00	\$300.00
10.1-10.3	Curfew	\$100.00	\$200.00
11.1-11.5	Sidewalk Clearing	\$100.00	\$200.00

Request for Decision

To: Mayor Squires and Council

From: Geoff Stephenson, Interim CAO

Date: October 19, 2015 from August 4, 2015

Subject: Procedural Bylaw Update

Decision: To provide guidance to staff

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

ITEMS OF NOTE:

Council throughout September and October provided some comments on the past bylaw. Councillor Lora Peterson proposed a 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.

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: Council approves the bylaw and provides for first and second readings, a unanimous motion for a third reading and a third and final reading.

RECOMMENDED MOTION:

As found within the proposed bylaw.

**BYLAW ___: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 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;

TITLE:

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

PART I – DEFINITIONS

- 1) In this bylaw, unless the context otherwise requires:
 - a) "Council" shall mean the Municipal Council of the Town of Irricana.
 - b) "C.A.O." or CAO means the Chief Administrative Officer of the Town of Irricana or duly appointed designate.
 - c) "Chair", shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
 - d) "MGA" means the Municipal Government Act, Revised, Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
 - e) "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 Special and Council Committee 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.
- 5) The C.A.O. shall record the time of arrival and/or departure of Council members at meeting should a member of Council arrive after the agenda is approved.
- 6) 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.
- 7) 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.

- 8) Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, at his/her discretion, may allow the Deputy Mayor to preside at a Council meeting at which the Mayor is in attendance.

PART III – CONDUCT OF MEETINGS

- 9) 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.
- 10) 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.
- 11) 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 the Chair shall specify the time limit provided to the person wishing to address the matter.
- 12) 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.
- 13) Following debate on the motion under consideration, the Chair may call for a vote on the motion. The motion may be:
 - a) Amended
 - b) Carried
 - c) Defeated
 - d) Withdrawn by the presenter subject to there being no objection by a member of Council.
 - e) Tabled to another meeting.
- 14) 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 conflict of interest.
- 15) The Chair shall declare a motion carried, carried unanimously or defeated. 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.
- 16) After any item has been decided, any member of Council who voted in the majority may at the same meeting or at the next regular meeting, move for reconsideration thereof. If reconsideration is approved by Council, the question to be considered may be dealt with immediately if all members of Council are present who voted on the questions originally; otherwise the question shall be tabled to the next regular meeting of Council and dealt with at that time.
- 17) Should any issue pertaining to procedure or process arise that is not covered under this Bylaw, it shall be decided by a majority of Council. If there are an equal number of Council members in attendance and the matter voted upon results in a tie, the Chair shall make the final decision.
- 18) When at any session of the Council, the duration of time reaches a total of two (2) hours, the Chair may call for a review of the agenda and Council will determine the action. When it has been determined that the meeting shall be in recess for the evening, the time and date of resumption of the meeting shall be by a majority of Council.
- 19) If any meeting exceeds 200 minutes in duration, any Councillor may stop discussions for a motion to request a recess as per Part III Section 18 this bylaw.

PART IV – AGENDA AND ORDER OF BUSINESS

- 20) 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”. To enable the C.A.O. to do so, all documents and notice of delegations shall be placed in the hands of 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 meet to review the agenda prior to compiling the agenda package.
- 21) 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.
- 22) The C.A.O. shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 23) 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. COMMUNITICATION/INFORMATION
 - K. FOLLOW-UP/ACTION & STATUS
 - L. PUBLIC INPUT
 - M. IN CAMERA
 - N. ADJORN
- 24) 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.
- 25) A person or representative of a delegation of persons who wishes to bring any matter to the attention of Council shall address correspondence to Council outlining the matter to be discussed. The correspondence shall clearly state the matter at issue and the request made of council in respect thereof. One person shall be identified as the spokesperson on behalf of the delegation in the correspondence.
- 26) The open forum shall be for a maximum total of twenty (20) minutes in length to allow members of the public present at the meeting to address Council regarding issues arising from the meeting in progress. No formal decision shall be made on any matter discussed with Council during the open forum session.

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 an 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 4th day of March, 2013

Read a second time this 4th day of March , 2013

Read a third time and passed this 18th day of March, 2013

MAYOR

CHIEF ADMINISTRATIVE OFFICER

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: October 19, 2015 from November 2014

Subject: Respectful Workplace Policy

Decision: To adhere to union agreement

CORRELATION TO STRATEGIC PLAN OR POLICY:

Collective Agreement 2015-2017 and policy 3.4 (Safety and Dignity), policy 3.5 Dispute resolution.

ITEMS OF NOTE:

In October of 2014 CUPE representatives proposed that Irricana create a Respectful Workplace Policy. (Article 7.02 of signed 2015-2017 Collective Agreement)

On November 26, 2014 Town administration wishing to ensure any policy brought forward would be in the spirit of the agreement proposed a draft to the CUPE representative who was handling the workers interest in Irricana.

Council made a formal motion to implement and train staff on this policy by April 30, 2015.

On July 6, 2015 union leadership met with Town Administration and briefly discussed the item.

On August 18, 2015 union representatives of CUPE Local 37 met with administration and promised to review the policy.

On September 21, 2015 a union representative from CUPE provided the following statement in writing:

“Although we have reviewed the policies of the employer, we the Union stand by the current collective agreement between the Union and the Town of Irricana. As long as the policies DO NOT contravene the collective agreement the Town can adopt any polices they wish.”

While the Town had hoped to ensure any new policy on workplace interaction would be collaborative with the authorized representatives

of our workers council still is obligated to implement and train on this policy.

This new policy does have overlap with policy 3.4 and 3.5. Administration and recommends both be removed as they are superseded with this one policy as required by the collective agreement. Policy 3.4 is also problematic as since January of 2015 the Town has not had two CUPE appointed members of the safety committee for meetings while policy 3.5 has a conflict with the collective agreement as even informal discussions regarding disputes can fall under article 11.01 of the collective agreement allowing an employee the right to have full representation even at an informal dispute meeting should it lead to possible discipline.

ALTERNATIVES:

1. Council could table the matter.
2. Council could defer the matter for further discussion.
3. Council could refer the draft policy and enact it immediately as council Policy 3.6 and remove policies 3.4 and 3.5.
4. Council could remove policies 3.4 and 3.5 while reviewing policy 3.6.
5. Council could refuse the request.

RECOMMENDATIONS: Council approves policy 3.6 Respectful Workplace.

RECOMMENDED MOTIONS(3):

Council removes policy 3.4 "Safety and Dignity" from the Town policy manual effective October 19, 2015.

Council removes policy 3.5 "Dispute Resolution" from the Town policy manual effective October 19, 2015.

Council hereby approves policy 3.6 Respectful Workplace.

Respectful Workplace

Purpose Statement

The town is committed to promote a healthy, safe and supportive workplace for all employees that strives to be free from discrimination, harassment and workplace conflict. This policy is designed to resolve complaints and disputes in a manner that is respectful and maintains an employee's dignity.

Pursuant to the Alberta Human Rights Act, the Town will not condone discrimination or harassment with respect to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

It is the responsibility of every employee to maintain a positive work environment by always acting in an appropriate manner in the workplace or at any work-related or staff social function. Any inappropriate conflict or behaviour will not be tolerated. The town will take the necessary corrective measures including discipline up to and including dismissal, against any person who contravenes this policy.

The Town, as an employer, is committed to:

- Resolution of discrimination, harassment and workplace conflict, as soon as possible.
- Proactive communication and education regarding employee's rights and responsibilities;
- Conducting all aspects of respectful workplace investigations fairly and in a professional manner that respects the dignity of all involved;
- Confidentiality wherever possible, however the town may have a duty to investigate and address issues that have been brought to its attention.

Scope

This policy applies to all town employees (including but not limited to full-time, part-time, students, volunteers, temporary and interns), Councillors, Council Appointed Committee Members, Town Contractors, Consultants, and every person accessing town property, services, events and programs.

Definitions:

Discrimination:

Includes but is not limited to unequal treatment based on one or more of the prohibited grounds under the Alberta Human Rights Act, except where conduct is permitted under the law. Discrimination can be intentional or unintentional, direct or indirect with the result being an adverse impact on the employee based on the prohibited grounds.

Harassment:

Includes a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome. It may include but is not limited to:

DRAFT POLICY GIVEN NEW UNION AGREEMENT

- written or verbal insults
- unwanted remarks or comments on a person's mannerisms or body,
- practical jokes that cause embarrassment or endanger an employee's safety,
- behaviour that undermines or sabotages the employee's job performance,
- behaviour that threatens the livelihood of the employee,
- behaviour, conduct, comments or activities not directed specifically at an individual, but which nonetheless create a degrading, offensive, "poisoned" work environment. It may include, but is not limited to:
 - circulating or displaying sexually explicit, racist or derogatory pictures, graffiti or other offensive materials,
 - patronizing behaviour, language or terminology that reinforces stereotypes and undermines self-respect or adversely affects work performance or conditions.

Harassment can take many forms and may be directed at an individual or group of individuals. Harassment can occur in various types of communication, including face to face exchanges, email correspondence, written correspondence and the use of social media. Differences of attitude or culture and misinterpretation of social signals can mean that what is perceived as harassment by one person may not seem so to another. Behaviour shall be regarded as harassing if, having regard to all the circumstances, including in particular the perception of the person who is the subject of the harassment, it should reasonably be considered as having that effect.

Harassment also includes the following:

Sexual Harassment:

Occurs when an employee receives unwelcome sexual attention from another employee and such comment or behaviour is known or should reasonably be known to be unwelcome. An employee may also experience a threat to their job security or working conditions (ie. advancement, monetary raise etc.) for refusing to comply with sexual demands by a person in a position of authority. These may include, but is not limited to the following:

- Unnecessary or unwanted physical contact, ranging from touching, patting or pinching, to physical assault;
- Leering (suggestive staring at a person's body), or other suggestive gestures;
- Unwelcome remarks, jokes, innuendoes or taunting about a person's physical appearance, attire, sex or sexual orientation;
- Practical jokes of a sexual nature, which cause awkwardness or embarrassment;
- Demands for sexual favours or requests, particularly where privilege is implied; and
- Compromising invitations.

Personal Harassment/Bullying:

Personal harassment or bullying is any unwelcome, disrespectful, intimidating, abusive, cruel, vindictive or offensive behaviour, conduct or communications directed at an individual or group. In some cases it

DRAFT POLICY GIVEN NEW UNION AGREEMENT

may erode their self-confidence or self-esteem and it may create an intimidating, offensive or embarrassing work environment often referred to as a Poisoned Work Environment.

Personal harassment may include, but is not limited to: name calling; insults; inappropriate jokes; threats; shouting; derogatory remarks (including messages that are threatening, derisive, or defamatory); spreading malicious rumours; persistent criticism and exclusion.

Harassment does not include:

- legitimate, reasonable management actions that are part of the normal work function that may include, but is not limited to appropriate direction, delegation, performance management or discipline administered by a member of management or a management designate;
- professional debate;
- attendance management;
- relationship of mutual consent or mutual flirtation;
- stressful events encountered in the performance of legitimate job duties;
- occasional disagreements or personality conflicts.

Workplace Conflict:

Inappropriate workplace conflict occurs when two or more employees disagree on a matter which results in a disruption to the cohesive relationships necessary for a productive and harmonious workplace.

Complainant:

A person who makes a complaint under this policy.

Respondent:

The person against whom a complaint has been filed.

Procedure

Employees who believe they have been subjected to an action which is in contravention of the respectful workplace policy by another employee in the workplace, should:

- If possible tell the offending person that their behaviour is offensive and against the respectful workplace policy;
- Make a note about the incident including when it happened and who was present and any resolution;
- If the behaviour continues, the employee should keep a record of the incidents, dates, times, locations, possible witnesses, and reaction of the alleged harasser and bring this to the attention of their own supervisor. Keeping a record will strengthen the case and help in remembering details over time but should not be used as a means of merely recording infractions.
- In some situations telling the offending person may be difficult or the concern may be ignored. If an employee is unable to talk to the offending person or the concern is ignored they should notify either their own supervisor or the offending persons supervisor;
- In the case of Unionized employees a Union Steward may be contacted;
- The supervisor will address the concerns immediately;
- The town's Employee Assistance Program (EAP) is available to provide support for employees.

If the offending behaviour does not stop after the employee or supervisor has spoken to the offending person then the employee should proceed to file a formal complaint.

Reporting

Step 1

- Formal complaints must be made in writing and signed by the Complainant. Complaints must be filed as soon as possible after the incident occurred on a Respectful Workplace Reporting Form;
- The Respectful Conduct Reporting Form must be filled out accurately and completely.
- All formal complaints must be forwarded to the Chief Administrative Officer (CAO) who will initiate an investigation into the complaint within five (5) business days of receipt.

Step 2

- The investigation will be conducted by an impartial third party, or staff member at the discretion of the CAO.

Step 3

- Once the investigation is complete, the investigation outcomes will be reported to the Complainant and Respondent.

Investigation Outcomes

DRAFT POLICY GIVEN NEW UNION AGREEMENT

1. If the complaint is substantiated, the CAO or their designate will:

- Meet with the Respondent and if required his/her supervisor/union representative and provide written notification of the results of the discussion which will be placed on his/her Human Resources Department employee file. Corrective action may include discipline up to and including dismissal.
- Notify the Complainant that the appropriate action has been taken and that any further instances of offending behaviour should be reported immediately.

2. If the complaint is not substantiated, the CAO or their designate will:

- Notify the Complainant and Respondent that the complaint has not been substantiated and that no further action will be taken.
- If it is determined that the complaint was made in a frivolous or vexatious manner, the complainant may be disciplined up to and including dismissal.

Confidentiality and Privacy

During the investigation and resolution of complaints, all information must remain confidential, subject to the rules below, except where sharing information is otherwise required by law:

- Complainants, Respondents and witnesses will have access to statements they have made and personal information which they have provided.
- Respondents will have access to details of the complaint to enable them to make a full response.
- Copies of the draft investigation report will be shared with the Complainant and Respondent so they can comment on the accuracy and completeness of facts. The draft report must be kept confidential.

Responsibilities

Employees' Responsibilities:

- Refrain from harassing and inappropriate workplace conflict as outlined in this procedure;
- If they feel they are being harassed or discriminated against, are encouraged where possible to inform the alleged offender about unwelcome conduct or actions;
- If the harassment, discrimination or workplace conflict does not stop, they are encouraged to notify the next level of supervisor/management not involved in the complaint as soon as possible about the alleged violation. This will assist to resolve issues quickly and in the least adversarial way;
- If they are harassed by a member of the public, contractor, consultant, service or delivery person, the allegations should be investigated;
- Cooperate fully in any respectful workplace investigation and keep any information about the complaint and/or investigation confidential.
- The term Employee may also pertain to a supervisor and/or CAO.

Supervisors' Responsibilities:

- Provide a workplace free from harassment and conflict – setting a good example and not participating in or ignoring harassment, discrimination or workplace conflict;
- Be aware of the potential for harassment and conflict and proactively intervene before problems arise;
- Act quickly and appropriately as soon as becoming aware of possible policy violations in consultation with Human Resources;
- Cooperate fully and must make their staff available to participate in investigations and other resolution processes;
- Be sensitive to the nature of the complaint and implement recommended changes in the workplace;
- Keep any information about the complaint and/or investigation confidential.

CAO Responsibilities:

- Train and educate all staff on the Respectful Workplace policy and procedure including their responsibilities;
- Act quickly and appropriately as soon as receiving a complaint under the policy;
- Provide guidance on the policy to supervisors and staff;
- Keep any information about the complaint and/or investigation confidential.

TOWN OF IRRICANA

POLICY NUMBER 3.4

PAGE 1 OF 5

TITLE: SAFETY AND DIGNITY POLICY EFFECTIVE: Sept.6/05

PURPOSE AND INTENT

This policy addresses legislation passed by the Province of Alberta, specifically Part 27 of the Occupational Health and Safety Act, Regulation and Code that pertains to workplace violence. The Town of Irricana has chosen to go beyond the traditional definition of workplace violence and include violations of dignity, thereby addressing both the physical and non-physical actions that may create an adverse work environment.

POLICY

The Town of Irricana is committed to creating and sustaining a respectful, vibrant, healthy, safe and caring work environment for its employees. To do so, all employees will be treated with respect, honesty and dignity. Behaviour and/or situations that run contrary to such treatment will not be tolerated.

When these situations do occur, the Town expects that all employees will work to resolve these issues in a manner that contributes to a healthy and productive workplace and will facilitate a resolution towards this end.

The Town of Irricana promises to respond quickly to complaints about inappropriate behaviour in the workplace, and to resolve issues speedily, openly, honestly and with appropriate privacy.

This policy along with the Investigation Policy will provide employees with support, guidance and procedures for recognizing, reporting, investigating and coping with situations regarding workplace violations of safety and dignity.

SCOPE

This policy applies to:

1. People:

Town of Irricana employees who for the purposes of this policy will include:

2. All full-time or part-time Town of Irricana staff
3. Contractors providing service for or to the Town
4. Volunteers, including those that sit on boards and committees
5. Members of Town Council and their families (including de facto family members.)

6. Members of the public who are accessing Town services, Town operated facilities or taking part in Town business; and
7. Places:
 - a. Town buildings, facilities, sites, offices or work environments
 - b. Locations visited by employees while travelling on Town related business, including conferences, meetings, vendor/supplier or customer sites.
 - c. Locations of work based social gatherings

Inappropriate Workplace Behaviour

Inappropriate behaviour is that which is objectionable and/or unwelcome to an individual and serves no valid work related purpose. When inappropriate behaviour in the workplace is allowed to persist a “poisoned work environment” may be created over time. There are three categories of inappropriate behaviour addressed in this policy:

1. Disrespectful Behaviour
2. Discrimination/Harassment
3. Damage to People or Property

1. Disrespectful Behaviour

Disrespectful behaviours are those that are meant to demean or lessen another employee. Examples of disrespectful behaviour include, but are not limited to:

- a. Written or verbal comments, behaviours or jokes that are rude, degrading, or offensive.
- b. Jokes which are demeaning and result in embarrassment or insult
- c. Bullying, shouting which demeans, teasing or taunting
- d. Deliberate exclusion of a particular employee from relevant work activities or decision making
- e. Attempting to discredit an employee by spreading false information about him/her.

2 Discrimination/Harassment

These are behaviours, practices, policies or systems which have an adverse impact based on: Age, Ancestry, Colour, Family Status, Marital Status, Mental or Physical Disability, Place of Origin, Race, Religious beliefs, Sexual orientation, Source of Income, or Gender – including

pregnancy and sexual harassment – or any other ground covered by *Alberta's Human Rights, Citizenship and Multiculturalism Act*.

- a. Discriminatory/harassing behaviours include comments or actions that are known, or out to be known, to be unwelcome, that are based on a prohibited ground of discrimination and have a negative effect on the work environment. Examples include:
 1. Any previously described inappropriate behaviour that is based on a prohibited ground of inappropriate behaviour
 2. Sexual harassment involves comments or conduct of a sexual nature such as: unwelcome advances, requests, comments, physical contact (unnecessary touching, pinching or jostling) or gestures (suggestive and persistent staring) that are of a sexual nature
 3. Implied or expressed threats of reprisal for refusal to comply with a request of a sexual nature or implied or expressed promises of reward for agreeing to comply with a request of a sexual nature
 4. Unwelcome remarks, jokes, taunts suggestions or speculations about a person's body, attire, sex life, sexual orientation, etc.
 5. Display of pornographic or other sexual materials in the form of pictures, electronic mail, graffiti, cartoons or sayings
- b. Discriminatory practices, policies, or systems include:
 1. Denial of equitable treatment in hiring or in the terms, conditions, or benefits of employment
 2. Access to or the processes by which people use Town related services, programs and/or facilities
 3. Failing to accommodate an individual(s) protected under Alberta's human Rights legislation.
- c. Discriminatory practices, policies, or systems do not include:
 1. Disciplining staff in accordance with the Town of Irricana Personnel Policies
 2. Legitimate and constructive feedback regarding work performance
 3. Practices permitted by law or contract such as mandatory retirement based on age
 4. Expressing opinions that are different from others, unless those opinions fall within the prohibited grounds

3 Damage to People or Property

a. Vandalism or Destruction of Town Property

These are acts that are carried out with the intention of damaging or defacing property or otherwise rendering property unusable either temporarily or permanently.

b. Threats

Any act, gesture or statement that gives an employee reasonable cause to believe that there is risk of injury to themselves, another person or Town property.

Any statement, either verbal or written, that is reasonably interpreted by a person to be menacing or taunting in nature. This could include, but is not limited to, such things as coercion, intimidation, persecution, humiliation, bullying ridiculing or belittling.

c. Violent Acts

Violent acts are defined as the threatened, attempted or actual conduct of a person that causes, or is likely to cause physical injury to a Town employee. Behaviours that are a threat to personal safety or are of a violent nature require immediate action to prevent escalation and ensure the safety of employees.

Incidents of threats or violence should be reported immediately to a supervisor and the appropriate policing agency.

Responsibilities of the Town of Irricana

The Town of Irricana and the leaders thereof have responsibilities to create and sustain a respectful workplace environment. They include:

1. Facilitating the education of this policy and the Investigation Directive to all Town employees.
2. Ensuring compliance with this policy and the Investigation Directive
3. Making sure no person suffers a reprisal as a result of making a complaint, or for providing information
4. Acting as a role model for all employees
5. Supporting all involved parties
6. Ensure that an employee reporting an injury or adverse symptom as a result of an incident of violence is advised to consult a physician of the employee's choice for treatment or referral.

Responsibilities of Town of Irricana Employees

Every employee has the right to be treated in a fair, reasonable and respectful manner. For this to be a normal part of our environment, we must find ways that prevent our differences from escalating and resolve them quickly when they do occur.

Employees of the Town of Irricana are responsible for:

1. Understanding and adhering to this policy and the accompanying procedure
2. Ensuring that your own behaviour is respectful and appropriate at all times
3. Making your concerns known promptly if something is troubling you
4. Immediately informing a supervisor and the appropriate policing agency if there is an imminent threat or risk of violence that could compromise any individual's safety.

Violation of this Policy

Any employee who violates this policy will be subject to appropriate disciplinary action, which may include termination of employment.

Members of the public, visitors to Town facilities or individuals conducting business with the Town of Irricana are expected to adhere to this policy. If inappropriate behaviour occurs the Town will take appropriate action to ensure a respectful workplace. This could include barring the person from facilities or discontinuing business with contractor or consultants.

Criminal Offences

Where behaviour may constitute a criminal offence the Town will refer these matters to the appropriate policing agency for further investigation.

False or Frivolous Complaints

Complaints that are found to be false, frivolous or made in bad faith will not be tolerated and will be subject to appropriate disciplinary action or denial of service.

Retaliation

Every employee has the right to report, in good faith, violations of safety or dignity without fear of retaliation.

Retaliation by any person against anyone involved in informal or internal or external formal complaint processes, will not be tolerated and will be subject to discipline, up to and including dismissal or denial of Town services.

TOWN OF IRRICANA	
POLICY NUMBER 3.5	PAGE 1 OF 3
TITLE: Collaborative Relationships /Dispute Resolution	EFFECTIVE:

The Town values healthy working relationships among and between staff, elected officials, citizens and other stakeholders.


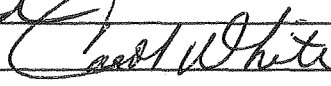
The operation of the Town involves managing potentially competing interests that arise. The purpose of this policy is to have staff and council deal with differences, disputes and conflict using collaborative interest based methods that focus on the importance of sustaining healthy and productive relationships as well as resolving issues.

In the Town of Irricana:

1. Town employees and elected officials will strive for appropriate organizational conduct. This includes:
 - Being polite, courteous and respectful of others
 - Treating others equitably and fairly
 - Listening to what others have to say
 - Being open minded to other's ideas, comments and suggestions
 - Involving the appropriate people in planning, decision making implementation
 - Being respectful and supportive of others' roles, responsibilities and decision making duties and authority
 - Valuing diversity
 - Taking appropriate responsibility to restore a collaborative relationship if you think your actions may have offended a colleague

Town employees and elected officials will **avoid** inappropriate organizational conduct which includes:

- Degrading or offensive remarks or behavior
- Intimidation or coercion
- Shouting or swearing
- Deliberate exclusion of a colleague from relevant activities
- Attempts to discredit a colleague by providing false information about them.

MAYOR:		MOTION # 105:07
CHIEF ADMIN. OFFICER:		DATE: March 3/09
Revised:	Motion #	
Revised:	Motion #	
Revised	Motion #	

TOWN OF IRRICANA	
POLICY NUMBER 3.5	PAGE 2 OF 3
TITLE: Collaborative Relationships /Dispute Resolution	EFFECTIVE:

2. Town employees and elected officials will address issues early and use their best efforts to prevent disputes from escalating. Demonstrated efforts will be made to resolve difference and disputes in an interest based and collaborative way through direct contact, informal discussions, negotiation or mediation. The following process for reaching understanding and resolution can be used:

Step 1: Establish a positive environment

- Use collaborative language
- Describe overall goal
- Establish appropriate guidelines and process
- Confirm time available, any need for confidentiality, decision making authority

Step 2: Clarify issues and set agenda


- Identify the mutual issues that need to be resolved
- Describe issues: use brief, clear, neutral language
- Avoid categorizing issues as "your issues" or "my issues"
- Establish priority for discussion

Step 3: Clarify interests

- Develop understanding of each other's interests.
- Active listening skills
- Use "I" statements to disclose your interests
- Identify and build on common ground
- Summarize interests

Step 4: Find Solutions/Build Agreement

- Mutually generate options that can meet interests
- Select options which meet interests as much as possible
- Evaluate for fairness and feasibility
- Develop action plan/agreement
- Plan for evaluating agreement

MAYOR:		MOTION #
CHIEF ADMIN. OFFICER:		DATE:
Revised:	Motion #	
Revised:	Motion #	
Revised	Motion #	

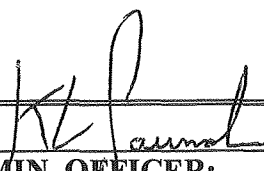
TOWN OF IRRICANA	
POLICY NUMBER 3.5	PAGE 3 OF 3
TITLE: Collaborative Relationships /Dispute Resolution	EFFECTIVE:

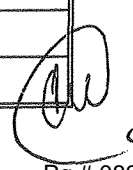
When agreement can not be achieved through the Town's own resources, seek advice and assistance from Alberta Municipal Affairs Dispute Resolution staff or a private facilitator or mediator.

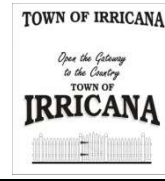
3. The Town respects the clear roles and responsibilities of staff and elected officials.
4. The Town will continue to support healthy staff and council relationships through annual team strengthening sessions.
5. The Town will inform its clients and citizens of the usefulness of appropriate collaborative dispute resolution processes.
6. Town Council and staff will be provided with training opportunities for enhancing their skills and understanding in managing conflict.

Responsibilities:

1. To be aware of and understand this policy.
2. To endeavour to conduct Town business and operations using interest based skills and processes.

MAYOR: 	MOTION #
CHIEF ADMIN. OFFICER:	DATE:
Revised: Motion #	
Revised: Motion #	
Revised Motion #	





Request for Decision

To: Mayor Squires and Council

From: Geoff Stephenson, CAO

Date: October 19, 2015

Subject: Communities in Bloom, 2015 report versus future actions

ISSUE: Public Works, Budgeting 2016

KEY ISSUES AND BACKGROUND:

In 2014 Council participated in Communities in Bloom receiving three blooms, in 2015 the efforts of Public Works staff, Volunteers and Residents were able to increase that rating to a four (4) Blooms.

The report itself is for council at this time to review, however it has been forwarded to the Tourism Assessment Team for their review as well.

The true cost of participating in Communities in Bloom goes well beyond the "direct" costs attributed by council motion to pay the entrance fee, hotel/lodging, and reception. As the 2016 budget talks are tentative to start in November it would be desirable to know the will of council for annual participation in the program to allow for the planning of staff and work levels in 2016.

In related activities the Town is already committed to Green Thumbs in 2016 already receiving sponsorship funding in excess of 50% of the value for 2015.

BENEFITS:

- Provides third party perspective on recommendations for improvement within the community.
- Focuses beautification efforts.

DISADVANTAGES:

- Time costs, staff time has not been adequately evaluated in past years
- True cost will be "surprising" given time cost of staff with overhead.

ALTERNATIVES:

1. Defer the request for further study.
2. Request that beautification costs be put into the 2016 Operating Budget within the goal to compete in Communities in Bloom.
3. Continue the status quo: adhere to continued participation in Communities in Bloom with no recognition for the true cost.

4. Defer the request to allow time to focus on other priorities while programs such as Green Thumbs continues in 2016.
5. Deny the request.

IMPLICATION ON FINANCES:

Items and Level of Service will be determined at Budget.

RECOMMENDATION:

In order to ensure transparency and accountability administration recommends that if Communities in Bloom is continued for 2016 full costing be considered.

RECOMMENDED MOTIONS:

Council hereby requires administration to include all costs of community beautification into the 2016 budget including Communities in Bloom.

Attachments: 2016 Communities in Bloom Report

Evaluation Form

2015

Irricana



2015 Evaluation Form



Community: Irricana

Province: Alberta

Category: 501 - 2000

The evaluation is based on 8 criteria, divided into the 6 following sections, assessing 4 sectors of the community:

Tidiness	110.5	/	150.00
Environmental Action	112.0	/	150.00
Heritage Conservation	121.0	/	150.00
Urban Forestry	122.5	/	175.00
Landscape	158.5	/	200.00
Floral Displays	135.5	/	175.00
	Total		769.0 / 1000.00

Percentage: 76.9

Bloom rating: 4 blooms

Bloom rating: Up to 55%: 1 bloom. 56% to 63%: 2 blooms. 64% to 72%: 3 blooms. 73% to 81%: 4 blooms. >82%: 5 blooms.

Mention: "STICK-TO-IT-IVNESS"

Representative (s) of Community

Name: Geoff Stephenson Function: CAO

Name: Lora Peterson Function: Councillor

Name: _____ Function: _____

Judges

Name: Linda Lockwood Name: Maureen Sexsmith-West

Evaluation date: August 7, 2015

IMPORTANT NOTES:

- * Evaluation is adjusted to the climate and environmental conditions of the community.
- * Some aspects of the evaluation might not be applicable: scoring will be prorated.
- * The score will vary from the previous year based on the facts that the evaluation form is subject to modifications each year and that the evaluation is based on the perception of the current judges.

2015 Evaluation Form

SECTORS OF EVALUATION

Municipal:

- Municipal properties, parks and green spaces, streets, streetscapes
- Properties owned and run by municipality such as museums, historical sites

Business and Institutions:

Properties owned and managed by

- **Business:** commercial sector, shopping centres, commercial streets, industrial parks, manufacturing plants
- **Institutions:** schools, universities, churches, hospitals, service and community organization buildings (such as YMCA, Legion), private museums, government and crown corporations buildings (such as Canada Post)
- **Tourism bureaus and Chamber of Commerce offices**
- **Farms:** in rural communities, farms can be considered in this section

Residential:

- Citizens and citizen groups acting within their own properties
- Residential property owners, rate payer groups

Community Involvement:

The principle of community involvement is so fundamental to the program that it is considered in each segment of the evaluation.

- Individuals, community organizations and citizen groups – all contributing to various aspects of community improvement
- Organized clubs such as horticultural societies, garden clubs, community associations
- Service clubs such as Rotary, Lions, and Optimist
- Participation (financial and/or in-kind or employee participation) by the municipality, businesses and institutions.

2015 Evaluation Form

GENERAL COMMENTS AND SUGGESTIONS

- Mother Nature has not been kind to Irricana in recent years. The community has recovered well as evidenced by the new roofs and siding on many of the damaged homes.
- The heavy rain that fell the night prior to judging added a fresh, clean look to the entrance road to Irricana. The beds along the entrance to town are still a very nice feature.
- The volunteers in Irricana are still doing a great job. Most of the townsfolk were busy helping out as it was the first day of Pioneer Days out at Pioneer Acres. Pioneer Acres is an excellent means to capture the history of the area.
- The Campground is a great feature for the community. They make very good use of the 3-R's. When they had to deal with the major tree damage from the hail, they used the trees in three ways: some were laid down and used to make seating around the campfire area, others were sliced and used to make a fence type barrier at the campground office, and others were chopped up to use as firewood for the campground renters.
- The continued repurposing of some of the old buildings is noted.
- Many of the plans/ideas for the future as stated in the Community Profile Book are being implemented.
- Irricana is now able to provide some "Pregnancy and Beyond" services through A.H.S.
- The Gateway Gazette is a valuable resource for sharing information with the community.
- The judges were pleased to meet with two members of The Tourism Assessment Team. They are part of a Calgary Regional Partnership and looking find ways to increased tourism in Irricana.
- The increased use of solar lighting is also noted.
- The community Profile Book and the copy of The Gateway Gazette helped the judges clearly understand the care, operation and maintenance of Irricana (so we did not have to ask so many questions on a busy day in Irricana).

2015 Evaluation Form

TIDINESS		
<p>Tidiness includes an overall tidiness effort by the municipality, businesses, institutions and the residents throughout the community. Elements for evaluation are parks and green spaces, medians, boulevards, sidewalks, streets; municipal, commercial, institutional and residential properties; ditches, road shoulders, vacant lots, signs and buildings; weed control, litter clean-up (including cigarette butts and gum), graffiti prevention/removal and vandalism deterrent programs.</p>		
	Max	Actual
Municipal		
Tidiness, order, cleanliness and first impressions	15	10.5
Community anti-litter awareness programs	5	4.0
Effective bylaws, programs and policies and enforcement; litter control, graffiti prevention and eradication, graffiti removal kits to residents	10	8.0
Cleanliness of public green infrastructure: parks, streetscapes (sidewalks, planters, etc.)	15	11.0
Condition of urban signage and furniture such as benches, litter and recycling containers	15	13.0
Business & Institutions		
Tidiness, order and cleanliness and first impressions	15	11.0
Condition of buildings (exterior maintenance), grounds, sidewalks and parking lots	15	10.0
Condition of urban furniture: benches, litter and recycling containers	5	3.0
Residential		
Tidiness, order and cleanliness	20	13.0
Condition of buildings, grounds and yards	15	11.0
Community Involvement		
Public participation in community, neighbourhood or individual street tidiness, clean-up programs, activities and annual maintenance (including promotion, organization, innovations involving youth and seniors, etc.)	10	8.0
Support – financial and/or in-kind or participation by the municipality, businesses and institutions for community clean-up programs	10	8.0
Tidiness Total	150.00	110.5

2015 Evaluation Form

TIDINESS

Observations:

- The welcome road to town was in excellent condition, possibly in preparation for Pioneer Days.
- Some of the unoccupied commercial buildings were a bit weedy.
- The grounds and ball parks are still being groomed and well maintained.
- The summer staff are doing a good job in conjunction with the public works staff.
- The “Green Thumb” awards are inspiring a competitive activity among the residents of Irricana to “PICKET-UP”.
- The murals and painted fire hydrants make Irricana a fun place to visit.

Recommendations:

- The evaluators encourage you to continue to “enhance” or make greater use of the PICKET FENCE logo for Irricana.
- It is hard to deal with weedy properties when there is not an onsite occupant but the availability of the bylaw officer may help with those situations in the future.

2015 Evaluation Form

ENVIRONMENTAL ACTION		
<p>Environmental action includes the efforts and achievements of the community with respect to: policies, by-laws, programs and best practices, waste reduction and landfill diversion rate, composting sites, landfill sites, hazardous waste collections, water conservation, naturalization, and environmental stewardship activities under the guiding principles of sustainable development pertaining to green spaces.</p>		
	Max	Actual
Municipal		
Sustainable development strategy: policies, programs, guidelines, long-term planning / vision; effective bylaws / policies and their enforcement; and public education programs and activities	20	14.5
Waste management programs: waste reduction to landfill and results (3-R: reduce, reuse and recycle), composting (backyard and municipal), including activities such as composting sites yard waste collections, shredding of Christmas trees and handling of hazardous waste including e-waste collection	15	13.0
Water conservation and use-reduction programs: efficient appliance incentives or promotions, efficient irrigation, use of non-potable water, water restriction policies and rainwater management	15	11.5
Energy conservation programs such as alternate forms of energy (ex. geothermal, biomass, wind, solar), and initiatives such as, shielding for night skies issues, efficient street lighting and energy audits	10	7.5
Environmental initiatives, innovations and actions such as: Protection of sensitive habitats Development and expansion of sustainable mobility and active transportation network such as bike lanes and multi-used pathways Phytotechnology practices such as green roofs, green walls, green lanes, living fences, buffer zones; re-use of sites; engineered wetlands, bio-swales and permeable surfaces Brownfield redevelopment, remediation, land reclamation Air quality programs such as anti-idling, reduction of greenhouse gas emission	10	7.0
Business & Institutions		
Participation in the environmental effort: such as waste management (reduce, reuse and recycle), water conservation, energy conservation, brownfield management, eco-park	10	6.5
Corporate environmental innovation / stewardship, initiatives, activities (ex. environmental clean-up activities)	10	6.5
Residential		
Participation in the 3-R (reduce, reuse and recycle) initiatives and composting	20	16.0
Adoption of water conservation practices & policies including rainwater collection	15	12.0
Community Involvement		
Public participation in public forums and policy development on environmental issues	5	2.5
Public participation in community, neighbourhood or individual street environmental activities and programs (including promotion, organization and evidence of taking ownership), etc.)	10	7.5
Support – financial and/or in-kind or participation by the municipality, businesses and institutions in public environmental activities and programs	10	7.5
Environmental Action Total	150.00	112.0

2015 Evaluation Form

ENVIRONMENTAL ACTION

Observations:

- The 3 R's are still very active in Irricana. Buildings are being repurposed, empty feed containers reused for planters, and dead/damaged trees are appearing as fence boards, firewood or campfire seating.
- The recycle station is being well used and composting is also occurring.

Recommendations:

- Irricana did a good job with the Black Knot education. The Alberta Invasive Plant Group could provide information that could be shared via the mail or the Gateway Gazette (for things like noxious or invasive plant material).
- The website to have some of the youthful volunteers paint the roadway to the storm drains is <http://www.yellowfishroad.org/>.

2015 Evaluation Form

HERITAGE CONSERVATION		
<p>Heritage conservation includes efforts to preserve natural heritage within the community with focus on the integration of landscape and streetscapes in built heritage: preservation of natural heritage pertaining to monuments, memorials, artifacts, museums and history, archives, traditions, customs, festivals and celebrations in relation to parks and green spaces in the community. The participation of groups such as historical societies and conservation groups are considered.</p>		
	Max	Actual
Municipal		
Heritage policies, by-laws and their enforcement and effective programs with focus on the relationships of the landscape to the built heritage	15	13.0
Natural and cultural heritage management plan and preservation initiatives: including cultural landscapes, use of native plants, heritage gardens, heritage trees, cemeteries, museums, heritage sites	15	13.5
Management and promotion of heritage (through communications, information and support programs, economic development / tourism) including natural and cultural heritage initiatives throughout the year including festivals and celebrations along with preservation of traditions and customs	20	16.0
Activities and programs (year-round) for education and use of natural heritage sites for and by the public	15	11.5
New programs and initiatives to promote local heritage	10	7.0
Business & Institutions		
Conservation, restoration and reuse of heritage buildings and landscapes	15	12.0
Promotion of local heritage, including heritage gardens, native plants, and heritage trees	15	11.0
Residential		
Conservation / restoration and reuse of sites, buildings and heritage landscapes	10	8.0
Conservation of cultural and heritage elements pertaining to their own private lands and structures	5	3.0
Community Involvement		
Public participation in community, neighbourhood or individual in cultural and natural heritage programs including year-round heritage community events/activities, festivals and celebrations along with preservation of traditions and customs	20	17.5
Support – financial and/or in-kind or participation by the municipality, businesses and institutions (including historical societies) in community initiated, natural and cultural heritage activities and programs including cultural festivals & celebrations throughout the year and preservation of traditions and customs	10	8.5
Heritage Conservation Total	150.00	121.0

2015 Evaluation Form

HERITAGE CONSERVATION

Observations:

- Pioneer Acres is still a wonderful source of the history of Irricana along with the antique farm equipment and vintage cars.
- The murals also help to preserve the history of Irricana.

Recommendations:

- As stated before, it would be nice to increase the utilization of Pioneer Acres, possibly for children in the off-season.
- Also noted a couple of the older homes could be fixed up a little and labelled with signage denoting their individual historical significance.
- Continue to refurbish as many of the old buildings on Main Street as possible.

2015 Evaluation Form

URBAN FORESTRY		
<p>Urban Forestry includes the efforts of the municipality, businesses, institutions and citizens with regards to written policies, by-laws, standards for tree management (selection, planting, and maintenance), long and short-term management plans, tree replacement policies, tree inventory, Integrated Pest Management (IPM), heritage, memorial and commemorative trees.</p>		
	Max	Actual
Municipal		
Overall impact, benefit and first impression of the urban forest	10	7.5
Policies, regulations and tree by-laws, tree protection and planting on public and private lands	10	6.0
Urban forestry planning and design, including integration with overall landscape plan	10	7.5
Measures to preserve, protect, manage and expand overall tree inventory, including woodlots	15	11.5
Plan of action: procurement, species diversity (including native trees), selection of hardy species and recommended tree list	10	6.5
Integrated Pest Management (IPM) / Plant HealthCare (PHC): plan of action for invasive pest detection and control, information on current infestations and diseases	10	7.5
Public information program on good planting techniques and maintenance programs	10	7.0
Maintenance best practices and proven results	10	7.0
Qualified personnel and/or crew training	10	7.0
Business & Institutions		
Design and diversity including native and hardy species of trees in landscapes and for planting on properties	15	10.0
Maintenance programs and best practices: watering, pruning, IPM	10	6.5
Residential		
Design and diversity including native and hardy species of trees in landscapes and for planting on residential properties	15	12.5
Maintenance best practices	10	8.0
Community Involvement		
Public participation in tree planting and conservation programs such as Green Streets Canada, Arbor Day, Maple Leaf Day, and other tree planting and maintenance programs and activities on public lands (including promotion, organization etc.)	20	13.0
Support – financial and/or in-kind or participation or promotion by the municipality, businesses and institutions for community tree planting and conservation programs on public lands	10	6.0
Urban Forestry Total	175.00	122.5

2015 Evaluation Form

URBAN FORESTRY

Observations:

- Many of the trees are recovering nicely from the hail damage. A few of the older poplars could be removed before they become a hazard.
- The little tree nursery with the poplar cuttings near the lagoon is unique.

Recommendations:

- You may want to try to diversify and use some other varieties of saplings other than poplar.
- Here are some of the websites that can help Irricana with the urban forest:
<http://www.treecanada.ca>
<http://www.green-street.ca>

2015 Evaluation Form

LANDSCAPE		
<p>Landscape includes planning, design, construction and maintenance of parks and green spaces suitable for the intended use and location on a year-round basis. Elements for evaluation include: native and introduced materials; balance of plants, materials and constructed elements; appropriate integration of hard surfaces and art elements, use of turf and groundcovers. Landscape design should harmonize the interests of all sectors of the community. Standards of execution and maintenance should demonstrate best practices, including quality of naturalization, use of groundcovers and wildflowers along with turf management.</p>		
	Max	Actual
Municipal		
Landscape Plan: integrated and implemented throughout the municipality	10	7.5
Turf management programs, Integrated Pest Management (IPM), Plant Health Care (PHC), alternative solutions to diseases and infestations when appropriate, increased naturalization and adapted maintenance programs	10	7.5
First impressions of the community including gateway / entrance treatments	10	9.0
Landscape maintenance policies, standards, best practices and programs	10	7.5
Sustainable designs (seasonally adjusted year round): energy efficient, use of green materials, naturalization, xeriscaping, suitable plant varieties, traffic mitigation, bank stabilisation	10	7.5
Urban and civic design standards for streetscape and public places: flags, banners, public art, fountains, site furnishings, signage, seasonal design and décor, walkways and paving materials	10	8.0
Landscape maintained to appropriate standards and specifications	10	7.5
Demonstrated year-round opportunities and programs for education and use of parks and green spaces (parks and recreation programs, city festivals and events)	10	8.0
Qualified personnel (including seasonal staff) and/or training	5	4.0
Business & Institutions		
Sustainable designs (seasonally adjusted year round): energy efficient, use of green materials, naturalization, xeriscaping, alternate groundcovers, urban agriculture	10	7.0
Contribution to urban and civic design and public green spaces above requirements: such as public art, streetscape, site furniture, fountains & innovation in concept & design	15	13.0
Adequate ongoing life cycle management (ongoing maintenance, ground & asset management, rehabilitation & replacement) of all landscape elements	10	7.0
Residential		
Streetscape appeal of landscapes (year-round, seasonal, themed)	15	12.5
Maintenance of properties: lawn care and shrub maintenance	15	12.0
Selection of plant material (native, local, innovative, including edible gardening)	10	7.0
Community Involvement		
Public participation in community programs such as: community gardens, "yard of the week", volunteer park maintenance, holiday illumination & decoration (promotion, organization, etc.)	15	13.5
Recognition (by municipality and/or by volunteer groups) of volunteer efforts in all aspects of the Communities in Bloom Program including activities in all evaluated criteria	15	12.5
Support – financial and/or in-kind or participation by the municipality, businesses and institutions - for community landscape programs and activities	10	7.5
Landscape Total	200.00	158.5

2015 Evaluation Form

LANDSCAPE

Observations:

- The beds on the entrance to town are still very impressive.
- The community garden was a little disorderly but that may be part of the erratic weather systems this year.
- The Lions Centennial Park is excellent. We really wanted to go on the slide and ride the train.
- Irricana has a nice mixture of parks, sports grounds and green spaces.
- Public Works is doing a great job. Keep up the good work!

2015 Evaluation Form

FLORAL DISPLAYS		
<p>Floral displays evaluates efforts of the municipality, businesses, institutions and citizens to design, plan, execute, and maintain floral displays of high quality standards. Evaluation includes the design and arrangements of flowers and plants (annuals, perennials, bulbs, ornamental grasses) in the context of originality, distribution, location, diversity and balance, colour, and harmony. This pertains to flowerbeds, carpet bedding, containers, baskets and window boxes.</p>		
	Max	Actual
Municipal		
Integration into overall landscape plan and distribution through community. Concept and design including sustainable design	15	13.0
Diversity of displays: flowerbeds, raised beds, planters, hanging baskets, window boxes, carpet bedding, mosaics	20	16.0
Diversity of plants: annuals, perennials, bulbs, grasses, woody plants, natural flora	10	7.5
Quality, maintenance to appropriate specifications and standards, best practices: watering, weeding, edging, dead heading, etc.	20	16.0
Qualified personnel (including seasonal staff) and/or training	10	7.0
Business & Institutions		
Concept and design (including arrangement, diversity, colour of display and plants) on grounds	15	10.0
Quality of planting and maintenance: watering, weeding, edging, dead heading, etc.	10	6.5
Contribution to, and integration with, overall community floral program	15	10.0
Residential		
Concept and design (including arrangement, diversity, colour of display and plants) on residential properties	15	11.5
Quality of planting and maintenance	15	11.5
Community Involvement		
Public participation in community projects, volunteer initiatives, outreach programs in floral displays (including promotion, organization, etc.)	15	13.0
Support – financial and/or in-kind or participation by the municipality, businesses and institutions for community floral displays activities	15	13.5
Floral Displays Total	175.00	135.5

2015 Evaluation Form

FLORAL DISPLAYS

Observations:

- The floral displays on Main Street and sprinkled throughout the town in the parks are very nice.
- The little greenhouse at the water treatment plant is a great idea and uses resources that would otherwise evaporate into thin air.
- The bed in the centre of the Cemetery done well, i.e., the circular/wheel format. Plans to update and repair the Cemetery markers are excellent projects to foster neatness and record history. It is a nice area protected by the Caragana hedge/shelter belt.

Recommendations:

- Continue to monitor the presence of Noxious or Invasive plant material. Public works and the new bylaw officer may be able to catch the Creeping Bellflower before it gets out of hand.

2015 Evaluation Form



THANK YOU FOR YOUR INVOLVEMENT

"Within the context of climate change and environmental concerns, communities involved in the Communities in Bloom program can be proud of their efforts, which provide real and meaningful environmental solutions and benefit all of society."

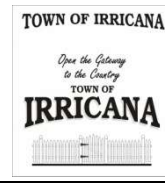
COMMUNITIES IN BLOOM IS MADE POSSIBLE BY

The commitment of local, provincial and national volunteers.

The support of elected officials and of staff in municipalities.

The dedication of our judges, staff and organizations.

The contributions of our sponsors and partners.



Request for Decision

To: Mayor Squires and Council
From: Geoff Stephenson, CAO
Date: October 19, 2015
Subject: Utility Billing Policies

ISSUE: Administration, Financial Management

KEY ISSUES AND BACKGROUND:

Year end balances are "increased" due to year end billing adjustments (for utilities ending December 31st not yet due until the end of January) with an approximate value of \$80,000 annual

December 31, 2011 the Town had utility receivables of \$103,565 (Audited)
December 31, 2012 the Town had utility receivables of \$81,791 (Audited)
December 31, 2013 the Town had utility receivables of \$86,428 (Audited)
December 31, 2014 the Town had utility receivables of \$101,438 (Audited)

This amount is also kept low by the continuous transfer to taxes.

Taxes receivable as of December 31, 2011 \$375,339 (Audited)
Taxes receivable as of December 31, 2012 \$324,736 (Audited)
Taxes receivable as of December 31, 2013 \$205,194 (Audited)
Taxes receivable as of December 31, 2014 \$206,205 (Audited)

Water Receivables after the September utility billing was in excess of \$50,000 while Taxes Receivable was also at \$283,517. While we're holding the expected levels for this time of year there is no improvement.

As mentioned in the CAO report for council of October 5th, no collection activity on utility billing has been undertaken since October of 2014 leaving issues with the following items of "inactive accounts"

- A. \$389 for accounts from previous home owners not paid since 2013
- B. \$60 for accounts from previous home owners not paid since since April of 2014
- C. \$837 from May through August of 2014
- D. \$317 from December of 2014
- E. \$2.73 from accounts with various small balances, ranging from the largest \$1.47 to under \$0.10

In October 2014 policy 2.03 (Utility Account Arrears) was adapted to allow for those making payments to not face strict shut off matters. However due to staff turnover and other issues there has been no execution in over a year. Utility notices were mailed October 7, 2015 and Tax Reminder Notices are pending for the first week of November.

Administration is proposing the following:

1. Rescind policy 2.03.
2. Staff will write off the small amounts as per policy.
3. Continue the normal procedural practice of
 - a. Transferring inactive accounts to the new owner after 1 billing notice
 - b. Regular collection notices after each billing run
4. Attempt collections one final time against long term inactive accounts then transfer to tax as per bylaw 15:2013

BENEFITS:

- Provides for full collection

DISADVANTAGES:

- New residents would be hit with a bill that may or may not be covered with Title Insurance (If applicable)

ALTERNATIVES:

1. Defer the request for further study.
2. Move forward as per the bylaw as proposed and rescind the policy.
3. Deny the request.
4. Write off the older items, causing a bad debt loss of \$1603 but take an action as described above which would not be in the requirements of bylaw 15:2003 but acknowledge the lateness of administration.
5. Send accounts out to a third party collection agency after current round of notices which would not be in the requirements of bylaw 15:2003 but acknowledge the lateness of administration.

IMPLICATION ON FINANCES:

Write off of \$1603, bad debts is budgeted as \$0.00 for 2015.

RECOMMENDATION:

Staff would recommend that given the past decisions to allow goodwill by stopping a credit card fee and allowing payment of taxes on credit card that there is a precedent for the town to take lesser payments in the settlement of items.

Administration is recommending alternative #4 given the low materiality of these items and provides for the following motion as below and given the change of utility service a new single bylaw be brought in to provide for utility services and billing.

RECOMMENDED MOTIONS(2):

That council hereby rescind council policy 2.03: Utility Billing.

That council directs administration to write off the \$1603 of accounts for past items and bring forward a new consolidated bylaw on Utility Billing by December 14, 2015 to reflect changes in our service delivery.

BYLAW 15:2003

VILLAGE OF IRRICANA PROVINCE OF ALBERTA

A BYLAW OF THE VILLAGE OF IRRICANA IN THE PROVINCE OF ALBERTA TO AMEND BYLAWS #5:94 AND #12:2003 AND AUTHORIZE THE ENFORCEMENT FOR COLLECTION OF DEFAULTED RATES OR PAYMENTS ON UTILITY ACCOUNTS.

WHEREAS, under the provisions of Section 64(1) of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, a Council may pass amends to Bylaws:

NOW THEREFORE; the Municipal Council of the Village of Irricana duly assembled enacts as follows:

1. Bylaw #5:94 – Sewer Service Bylaw

Non Payment of Rates shall be amended to read:

In default of payment of the rates set by resolution of Council or any amount due and payable to the Village of Irricana for anything due, or any amounts payable, pursuant to utility charges, the Chief Administrative Officer may enforce the collection of such rates or payments by all or any of the following methods, namely:

- a. by discontinuing the service supplied to the consumer; or
- b. by action of any court of competent jurisdiction; or
- c. by transferring utility accounts of property owners to the property tax roll.
- d. by distress and sale of the goods and chattels of the consumer owing monies for utility services being supplied to them.

2. Bylaw #12:2003 – Collection and Disposal of refuse

Section 5:02 shall be amended to read:

In default of payment of the rates set by resolution of Council or any amount due and payable to the Village of Irricana for anything due, or any amounts payable, pursuant to utility charges, the Chief Administrative Officer may enforce the collection of such rates or payments by all or any of the following methods, namely:

- a. by discontinuing the service supplied to the consumer; or
- b. by action of any court of competent jurisdiction; or
- c. by transferring utility accounts of property owners to the property tax roll.
- d. by distress and sale of the goods and chattels of the consumer owing monies for utility services being supplied to them.

These amendments shall come into effect on the date of final passing thereof.

Read a First time this 2nd day of September, 2003.

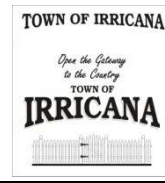
Read a Second time this 2nd day of September, 2003

Unanimous consent for Third and Final Reading given this 2nd day of September, 2003.

Read a Third and Final time this 2nd day of September, 2003



Administrator



Request for Decision

To: Mayor Squires and Council

From: Geoff Stephenson, CAO

Date: October 19, 2015

Subject: Municipal Development Plan, Bylaw 7:2009

ISSUE: Administration, Planning

KEY ISSUES AND BACKGROUND:

In 2009 the Town enacted bylaw 7:2009 a municipal development plan. This document is option for a municipality with a population of under 3500 unless the Land Use Bylaw specifies Direct Control Districts.

In October 2010 Council held general elections, this was done again in October 2013 with by-elections held in between. During these years council addressed several changes the priorities, vision, and values of council however the only amendments to the bylaw was from bylaw 10:2010

WHEREAS Council deems it desirable to amend the said Bylaw in respect to the change of land use for the following lands:

a) Plan 5087W, Block 14, Lots 15-20 inclusive; and

WHEREAS Council deems it desirable to redesignate said lands from Direct Control District 2 (DC-2) to Service Business District (B-2); and

During ideaFEST 2015 several parties noted issues with the Vision for the Town and through discussions with Dillion consulting it recommended that section three (3) of the MDP Bylaw be removed from the bylaw to allow duly elected councils who have earned the mandate of the public to examine and change the Vision, Mission and Values for the municipality through their strategic planning process.

Due to requirements of the Municipal Act, changes to the MDP require advertising and public hearing.

Administration is recommending:

- Public hearing to held as part of Council on November 16, 2015.
- An October 22 ad to be available in papers published as at October 27.
- A second ad of October 29 to be available in papers published as at November 3rd

BENEFITS:

- Provides for a clean allowance to change the strategic plan

DISADVANTAGES:

- Delays publication

ALTERNATIVES:

1. Defer the request for further study, advertising requirements would push the item until at least December.
2. Deny the request.
3. Undertake further engagement from the community before advertising and public hearings.

IMPLICATION ON FINANCES:

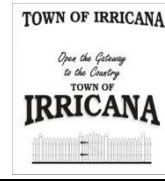
Cost of advertising.

RECOMMENDATION:

Administration is recommending that actions be take to remove the visioning piece of the MDP from the current bylaw.

RECOMMENDED MOTIONS(2):

That Council hereby direct administration to advertise for a public hearing on proposed changes to bylaw 7:2009 as amended regarding removal of vision statements.



Request for Decision

To: Mayor Squires and Council
From: Geoff Stephenson, CAO
Date: October 19, 2015
Subject: Volunteer Appointments

ISSUE: Committee involvement

KEY ISSUES AND BACKGROUND:

The Town has received applications for committee appointments:

- 1) Elaine Tracz has applied to join the Community Services Board.
- 2) Joanne McDonnell has applied to join the Tourism Asset Assessment and Action Plan Board which is operating as the Tourism Assessment Team.
- 3) Megan Dornstauder has applied to join the Irricana & District Library Board

Staff has reviewed the applications and provided council with copies of the applications under separate cover.

BENEFITS:

- Provides for community involvement

DISADVANTAGES:

- One is current a member of another committee

ALTERNATIVES:

1. Approve all applications.
2. Approve each on a case by case basis.
3. Approve some of the applications and deny others on a case by case basis.
4. Deny all applications.
5. Table the matter.

IMPLICATION ON FINANCES:

Not Applicable.

RECOMMENDATION:

Administration recommends each of the applications after reviewed of the items presented and provided.

RECOMMENDED MOTIONS(3):

That Council hereby appoints Elaine Tracz to the Community Services Board as per bylaw 1:2013

That Council hereby appoints Joanne McDonnell to the Tourism Assessment Team.

That Council hereby appoints Megan Dornstauder to the Irricana & District Library Board for as per the recommendation of the Library Board.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

AR81624

Re: Forthcoming Safety Codes Exemption for Specified PDD Residences

To whom it may concern,

I have spoken with my colleagues Irfan Sabir, Minister of Alberta Human Services, and Sarah Hoffman, Minister of Alberta Health, about stakeholder concerns relating to the Persons with Developmental Disabilities (PDD) program. Minister Sabir has extended the deadline for compliance to the *Persons with Developmental Disabilities Safety Standards Regulation, Alta Reg 229/2013* to March 31, 2016. An extensive consultation regarding this PDD Regulation and with a view to explore the appropriate measures for safety of persons with developmental disabilities will be launched shortly. This will mean that the inspection program for the homes under this PDD Regulation would not proceed until after a consultation is completed. Accordingly, I am treating this extension of the regulation as a pause-period for compliance under the *Safety Codes Act* for these homes.

The safety of individuals is a crucial priority. I have also heard the concerns about the potential disruptive impact of the regulation on the wellbeing of individuals in the PDD program if they are implemented without a full understanding of the context in which these individuals live and in which care is provided. The Government of Alberta will work with persons with developmental disabilities, their families, service providers, and municipal governments to find workable ways to ensure safety, while also respecting and supporting individuals in their homes and communities. Following the consultation, we will find an appropriate balance.

In the meantime, I am preparing an exemption under the *Safety Codes Act* for PDD residences, to operate until at least March 31, 2016. The exemption will treat all residences which fall under the PDD Regulation as “residential occupancies” under the Fire and Building Codes, except those accommodations where occupants may be detained as part of their service plan or are totally dependent on staff to exit in the case of a fire. However, where this exemption applies, the PDD accommodations must still be at least as safe as homes for people who are not supported by the PDD program. This pause includes the application of the August 2015 Approved Guideline (Standata) for the upgrading of existing accommodations for individuals under the PDD program.

.../2

-2-

Until March 31, 2016, it will be important to continue to build our knowledge of these PDD sites, and further our understanding of them. Individuals, service providers, Safety Code

Officers and municipalities will be encouraged to work together to identify safety needs of the individuals and obstacles to compliance as the consultation proceeds.

In the interim, should any sensitive compliance issues arise, please contact Alberta Municipal Affairs, Alberta Human Services and/or the relevant municipality to ensure the issue is addressed in an appropriate and timely way.

Sincerely,

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a long horizontal stroke that curves upwards at the end.

Hon. Deron Bilous
Minister of Municipal Affairs

Cc: Irfan Sabir, Minister of Alberta Human Services
Sarah Hoffman, Minister of Alberta Health

GIS day 2015



Discovering the World Through GIS



A family event which focuses on the Geomatics Industry including GIS, Remote Sensing, Cartography & Surveying.

Registration includes full access to the Calgary Zoo and a private event held with the Conservatory.

Parking is an additional \$8 in Zoo lots. There will be door prizes and light refreshments.

Supporting Organizations



11 | 18 | 15



DATE AND TIME

Wednesday November 18, 2015
Calgary Zoo Admission from 3pm to 6pm
GIS Day Event 5pm to 8pm



LOCATION

Calgary Zoo
ENMAX Butterfly Conservatory



EVENT DETAILS

All attendees must register by November 13.
Cost: \$20 over 18 years of age
\$5 under 18 years and under

Register at AlbertaGeomaticsGroup.ca

Children under 12 will receive a gift pack of information to help them better understand geography and the applications of GIS in everyday life.



@Alberta_Geo



info@albertageomaticsgroup.ca

Presented by



Pg.# 112
Calgary Regional Partnership



Information Item

To: Mayor Squires and Council
From: Geoff Stephenson, CAO
Date: October 19, 2015
Subject: Thorlakson Feedyards

ISSUE: Environmental Services

KEY ISSUES AND BACKGROUND:

As part of evaluating other service delivery models for items currently performed at the County with the Irricana Transfer site the Town is exploring solutions for dealing with organics.

One provider currently in the area used by other municipalities is Thorlakson Feedyards. Other Municipalities use their services to collect organics and then purchase back processed compost within a two-three month period.

To fully understand the process it is recommended that members of council at least visit the Thorlaksens prior to evaluation of all recycling options.

BENEFITS:

- Eliminates items of waste

DISADVANTAGES:

- The County has no volume data on what is the "Irricana" level of organics.
- Large expected volumes of material would be from yard clippings which could be avoided with regular mowing and education.

RECOMMENDED MOTION:

None needed, but recommended council forward daytime availability for a tour with our Foreman.

Interim CAO

From: Teree Hokanson [Teree.Hokanson@hpcn.ca]
Sent: October-14-15 4:01 PM
Subject: FW: Alberta Mental Health Review 2015 Questionnaire

Hello Everyone,

In June 2015, Premier Rachel Notley announced that a committee would lead a review of Alberta's addiction and mental health system. The Mental Health Review Committee was established and will recommend what actions to take.

The Mental Health Review's questionnaire is now available to collect input from all Albertans to improve the lives of those facing addiction and mental health challenges.

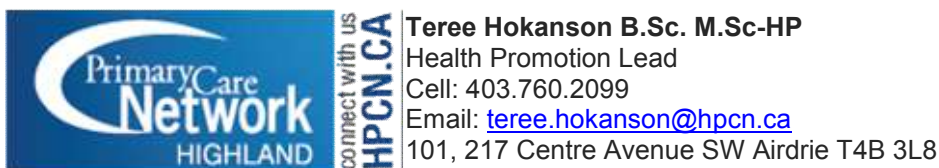
The questionnaire is to be filled out by anyone with an interest in mental well-being – client, service provider, expert, experience in the addiction and mental health system – anyone. It will ensure as many people as possible have the chance to provide input and identify opportunities to improve the system for Albertans.

The questionnaire can be completed online or in a print format. All formats are available at:

<http://www.health.alberta.ca/initiatives/Mental-Health-Review.html>

The questionnaire is available until midnight, Friday, October 23, 2015. Mailed in submissions must be received by October 23, 2015.

Please feel free to share this widely



*****Please note that I work part time and am usually in the office on Wednesdays and Thursdays*****



**2016
GREAT KIDS
AWARD**



WHAT MAKES A GREAT KID?



Alberta is home to thousands of kids who help, inspire and change the lives of others. These great kids are between the ages of five and 18 and show remarkable determination, generosity and compassion.



HOW DO I NOMINATE A GREAT KID?



It's simple – follow the step-by-step instructions online at www.greatkids.alberta.ca or on the back of this sheet, then send it in by November 27, 2015!



WHAT HAPPENS NEXT?



- Over the next few months 16 award recipients will be selected from four categories. (Ages 5-8, 9-12, 13-15, and 16-18)
 - The recipients will be notified by phone and invited to the exciting award ceremony
 - All nominated children and youth will receive a certificate of recognition by mail after the award ceremony takes place

www.greatkids.alberta.ca

2016 GREAT KIDS AWARD NOMINATION FORM

STEP 1: PROVIDE THE FOLLOWING INFORMATION

Please print clearly, fill all fields and be sure to include the appropriate signatures where requested or fill out this form at www.greatkids.alberta.ca

NOMINEE

Name: _____

Mailing Address: _____ City/Town: _____

Postal Code: _____ Email: _____

Phone (home): _____ Phone (cell/other): _____

Age (as of deadline date): _____ Birthdate: _____ Gender: _____

NOMINATOR (Ideally nominators are from outside of the child's immediate family)

Name: _____

Phone: (main): _____ Email: _____

Relationship to Nominee: _____

Signature of Nominator _____ **X** Date _____

How did you learn about the Great Kids Award? _____

STEP 2: NOMINEE DESCRIPTION (1-2 PAGES, Written by Nominator)

In a separate document, please tell us why you feel the young person you are nominating is a Great Kid. What does he or she do to help out at home, school or in the community?

STEP 3: TWO ADDITIONAL LETTERS OF SUPPORT (1 PAGE EACH)

Great Kids make an impact on people's lives. We want to hear about it! In addition to the Nominee Description, please include two letters of support from others - teachers, classmates, coaches, community leaders, family members - who know this Great Kid. Each letter must include the full name and phone number of the individual providing the letter. If more than two letters are submitted, two will randomly be selected and the others discarded.

****Please note: Materials supplied as part of the nomination form will not be returned. Please DO NOT include photos, news clippings or any additional materials with your nomination package.**

STEP 4: RECEIVE PERMISSION FROM PARENT OR LEGAL GUARDIAN

I agree to allow my child to be nominated for a Great Kids Award. I confirm the information attached is accurate and understand that this information will be used to select the award recipients. This information is subject to the disclosure provisions described in the Freedom of Information and Protection of Privacy Act. I also consent to having any photography or videos of my child relating to the Great Kids Awards, my child's name, hometown, and summary of achievements published and released to the media, my MLA and in Alberta government publications.

Name of Nominee's Parent/Legal Guardian: _____

Please state your relationship to the Nominee: _____

Signature of Parent/Legal Guardian _____ **X** Date _____

Please use our online submission process or EMAIL, FAX or MAIL the complete package to:

2016 Great Kids Award - Human Services
10th Floor, Sterling Place, 9940 - 106 Street
Edmonton, Alberta T5K 2N2

FAX: 780.644.2671 EMAIL: HS.greatkids@gov.ab.ca

For more information please visit:
www.greatkids.alberta.ca

Nomination deadline is Nov. 27, 2015 at 4:00 p.m
Late or incomplete packages will not be considered.