

**TOWN OF IRRICANA
AGENDA**

REGULAR MEETING OF COUNCIL

Date: 26th Day of June 2017; Time: 7:00 P.M.

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

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
- E. MINUTES**
 - 1. Minutes from Regular Council Meeting June 5th, 2017
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. CAO
- H. OLD BUSINESS**
- I. NEW BUSINESS**
 - 1. RFD Road Rehabilitation Projects for 2017
 - 2. RFD SDAB Volunteers
 - 3. RFD Lawn Mower
 - 4. RFD Transfer of AMIP Funds for Operations
 - 5. RFD 2017 Budget FINAL
- J. COMMUNICATION / INFORMATION**
 - 1. Accounts Payable: Cheque List **20133335 to 20133376 totaling \$109,916.51** (not incl. GST).
 - 2. Irricana Library and Board Report
 - 3. Community Futures Grants and Funding Opportunity
 - 4. Community Futures AGM Report
 - 5. Library Per Capita Spending Cheque received from Rocky View County
 - 6. RCMP Report
- K. FOLLOW-UP/ACTION & STATUS**
 - 1. Motion Tracker Updates
- 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

1. Land x 1

N. ADJOURN

O. NEXT MEETING(S):

1. Regular Council meeting July and August 2017 **Needs to be finalized**
2. RV Handibus committee 3rd Thursday
3. Irricana Library Board – 2nd Tuesday of every month
4. Community Futures Wild rose Meeting Dates - July 6, September 7, October 5, November 2 and December 7.
5. Rocky View Foundation last Wednesday every month except for summer

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
June 5, 2017
Town of Irricana Council Chambers:
(Irricana Centennial Centre – 222 – 2nd Street)

ATTENDANCE

Mayor: Dennis Tracz
Deputy Mayor: Frank Friesen
Councillors: Mavis Hallman, Kim Schmaltz, Lora Peterson
Staff: Fabian Joseph, CAO

CALL TO ORDER

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

AGENDA

- (i) Adopt Agenda
Addition of In Camera Item M-3: Labour
222:17 Moved by Deputy Mayor Friesen to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

None

MINUTES

- (i) Minutes of the Regular Meeting of Council of May 23, 2017

223:17 Moved by Councillor Hallman to accept the Minutes of the Regular Meeting of Council of May 23, 2017 as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

None

COMMITTEE REPORTS

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

224:17 Moved by Councillor Peterson to accept Committee Reports G-1 as presented.
CARRIED

OLD BUSINESS**NEW BUSINESS**

- (i) RFD – MSI Capital Project Grants Approved
 225:17 Moved by Deputy Mayor Friesen to direct administration to proceed with the following Capital Projects, as approved through Municipal Sustainability Initiative (MSI) Grants, totalling \$1,047,143.00, as per RFD 60:2017:
- | | |
|--|-----------|
| CAP-8749 Road Rehabilitation | \$835,167 |
| CAP-8751 Community Hall Upgrade | \$ 37,200 |
| CAP-8755 Irricana Fire Hall Upgrade | \$ 31,250 |
| CAP-8756 Parks Maintenance Equipment | \$ 25,144 |
| CAP-8782 Pathway Construction to Madison | \$ 78,752 |
| CAP-8806 Hydrant Replacements | \$ 39,630 |
| CARRIED | |
- (ii) RFD – Amasco Construction
 226:17 Moved by Councillor Schmaltz to approve the exemption of the 2017 minimum tax levy for the following legal descriptions, for the properties of Amasco Construction, and apply the Municipal Tax Levy, as per RFD 59:2017:
- | | |
|---------------|--------------|
| 37-15-0913421 | 23-2-0913421 |
| 36-15-0913421 | 22-2-0913421 |
| 35-15-0913421 | 21-2-0913421 |
| 34-15-0913421 | 20-2-0913421 |
| 33-15-0913421 | 19-2-0913421 |
| 32-15-0913421 | 18-2-0913421 |
| 31-15-0913421 | 17-2-0913421 |
| 30-15-0913421 | 16-2-0913421 |
| 29-15-0913421 | 15-2-0913421 |
| 28-15-0913421 | 14-2-0913421 |
| 27-15-0913421 | 13-2-0913421 |
| 26-15-0913421 | 12-2-0913421 |
| 25-15-0913421 | 11-2-0913421 |
| 24-15-0913421 | 10-2-0913421 |
| 23-15-0913421 | 9-2-0913421 |
| 22-15-0913421 | 8-2-0913421 |
| 21-15-0913421 | 7-2-0913421 |
| 20-15-0913421 | 6-2-0913421 |
| 19-15-0913421 | 5-2-0913421 |
| 18-15-0913421 | 4-2-0913421 |
| 17-15-0913421 | 3-2-0913421 |
| 26-2-0913421 | 2-2-0913421 |
| 25-2-0913421 | 1-2-0913421 |
| 24-2-0913421 | |
| CARRIED | |

- (iii) RFD – Dillon Consulting NE Development Plan
227:17 Moved by Mayor Tracz to accept the proposed scope of the NE Industrial Park Concept Plan and authorize the CAO to sign the Contract as proposed by Dillon Consulting, as per RFD 61:2017.
Recorded Vote
In Favour: Mayor Tracz, Councillor Schmaltz, Councillor Hallman
Opposed: Deputy Mayor Friesen, Councillor Peterson
CARRIED

- (iv) RFD – Meadowlark Trail
228:17 Moved by Mayor Tracz to sign the Letter of Support for the Meadowlark Trail, between Beiseker and Irricana, as per RFD 63:2017.
CARRIED

COMMUNICATION/INFORMATION

- (i) Accounts Payable – Cheque List
Accounts payable for the period June 1, 2017 to June 2, 2017, totalling \$10,783.05.

- (ii) Marigold Library 2016 Annual Report

- (iii) Grants for Irricana
Letter dated May 17, 2017 from Hon. Shaye Anderson, Minister of Municipal Affairs, outlining the Municipal Sustainability Initiative (MSI) and Federal Gas Tax Fund (GTF) allocations.

- (iv) Community Futures Wild Rose
Minutes from the May 4, 2017 Community Futures Wild Rose Regular Meeting.

- (v) Irricana & Rural Library Board
Minutes from the April 1, 2017 Special Meeting of the Irricana & Rural Library Board.
229:17 Moved by Councillor Schmaltz to accept Communication/Information items J-1 to J-5 as presented.
CARRIED

FOLLOW-UP/ACTION & STATUS

- (i) Motion Tracking
230:17 Moved by Mayor Tracz to extend Motion 019:17 to June 9, 2017.
CARRIED

231:17 Moved by Deputy Mayor Friesen to extend Motion 191:17 to June 26, 2017.

CARRIED

232:17 Moved by Mayor Tracz to extend Motion 045:17 to June 26, 2017.

CARRIED

233:17 Moved by Councillor Peterson to accept Follow-Up/Action & Status with amendments.

CARRIED

PUBLIC INPUT

- (i) Please fill in the question sheets with all information fields completed. Your questions will be answered by the appropriate person.

Mayor Tracz called for a 5 minute recess at 7:32 pm

Mayor Tracz reminded the gallery to limit questions to Agenda items, those other than Agenda items can be presented to the CAO for follow.

Mayor Tracz reconvened the meeting at 7:39 pm

No questions were presented.

IN-CAMERA

- (i) Closed to Public
234:17 Moved by Mayor Tracz to go in camera at 7:40 pm
- (ii) Open to Public
235:17 Moved by Councillor Hallman to reconvene to the public portion of the meeting at 8:10 pm.

236:17 Moved by Mayor Tracz to direct administration to proceed with legal action against the property on Main Street for Bylaw Enforcement.

CARRIED

ADJOURN

- (i) Adjournment
237:17 Moved by Deputy Mayor Friesen to adjourn the meeting at 8:19 pm.

NEXT MEETING

June 10, 2017 Coffee with Council

June 13, 2017 Irricana Library Board

June 13, 2017 Historical Committee

June 15, 2017 Rocky View Handibus

June 19, 2017 Regular Council Meeting

June 28, 2017 Rocky View Foundation

TBD Committee of the Whole Meeting

TBD Budget Meeting

Community Futures Wild Rose: July 6, Sept 7, Oct 5, Nov 2 and Dec 7, 2017

Mayor Dennis Tracz

Chief Administrative Officer
Fabian Joseph



Chief Administrative Officer Report **Review of June 5th to June 26th 2017**

Public Works:

- Regular Preventive maintenance for equipment to ensure operations in summer season. We still have a lot of equipment servicing to complete.
- The Generator building at the Community Hall is progressing well.

Water/Sewer:

- Detecting the water leak in our system. Worked a night shift and separated the water system from East to West and found the water loss to be on the 6th street.

Roadways/Sidewalks:

- Several trees and branches down on our roads and the Campground from the storm last week. It took a couple of days to remove all the debris. A large tree come down on 1st avenue this week that PW had to clean up.
- Lawn mowed as per resident request

Garbage:

- Oil, Paints and other LIQUID hazardous waste pick up to be scheduled with external contractor under discussion.
- Quotes Large Garbage Bins for Community Hall and recreation Centre to ensure they are collected in proper bins for bottles, card board and waste
- Green Bin Programs getting finalized

Parks & Recreation:

- Splash Pad working after four years
- Skating rink projects getting finalized
- CENOTAPH Base preparation
- 60 large flower arrangements have been planted in the planters around Town and 400 red and white petunias have been planted for the Canada 150 centennial celebration.
- Requesting attendance from council members for cake cutting ceremony on Canada Day at 6pm

Community Facilities:

- working with crew to try and mitigate gopher holes at the camp ground. Including getting quotes for eradication.
- locating and organizing delivery of both AED packs for the rec centre.
- organizing for Sprouse to return for mitigation of deficiencies. All completed now. dealing with Accu-flow to try and have repaired the 2 units that are malfunctioning. Both units are at Accu-flow for inspection.
- Met with (3) contractors to discuss community hall renovations
- Applied for \$14,000 Enabling Accessibility Grant for Rec Complex to match AG Society contribution

Community Services

- The Following is the most recent grant approval letter we received. In addition to these projects we also have the Generator housing and Cenotaph in the works to be completed this year.
- Amounts for the Firehall work, Hydrant replacement and Generator housing will be transferred into the operating account next week from the MSI T-Bill account.
- Pitch in event was held on June 17 – low attendance
- Applied for \$3000.00 Community Cookbook Grant from EQUUS
- Plans for 15th Annual Women's Conference have commenced and working with a number of partners to assist with promotions

CURRENT CAPITAL GRANT APPLICATIONS			
Organization MSI	Amount	Facility	Upgrades
CAP 8749	\$835,167	Road Rehabilitation	Various Street Rehabilitation Projects
CAP 8751	\$37,200	Community Hall Upgrades	Carpet, Fridge and Electrical Ballasts
CAP 8755	\$31,250	Fire Hall Upgrades	Boiler; Electrical Ballast
CAP 8756	\$25,144	Parks Equipment	Hedge Trimmer and Mower for campground
CAP 8782	\$ 78,752	Pathway construction to Madison Drive	Pathway
CAP 8806	\$ 39,630	Hydrant replacement	Gibell Close and 1 st /6 th
TOTAL	\$1,047,143		

Administration:

Administration Meeting Summary				
Meeting With	Purpose of the Meeting	Date of Meeting	Outcome	Comments
MNP LLP	Audit Findings	14/06/2017	Progress and Update	In Camera – July Meeting
Field Law LLP	Operational Issues	16/06/2017	Progress and Update	In Camera – July Meeting
CIMA plus BSEI	Capital Projects Discussion	09/06/2017	Project timelines and management	None
Brownlee	Legal Issues	09/06/2017	Two outstanding issues	In Camera – July Meeting

Development & Planning:

- Met with Dillon consulting to discuss land use bylaws and updates to NE Industrial Zone and SW Development concept
- Met with potential investors in NE Industrial Development
- Met with Dr Tanmeet of Somerset clinic he will present his case to the council.

Economic Development & Tourism

- Green Thumb Awards will be planned for next year due to the budget not being set in time for proper execution
- Communities in Bloom judging date set for July 21st 2017 – Agenda is set – Lunch will be coordinated at Irricana Family Restaurant and requesting attendance of council if available

FINANCE

- Met with MNP and report update to be provided to council in July 2017 council meeting

- Accounts Payable: Cheque Listing 20133335 to 20133376 totaling \$109,916.51.
- MSI T-Bill Funds in the overall amount of \$52,827.83 transferred to the operating account for the following projects:
 - \$18,172.12 for CAP-6156 Utilities Software and Server Upgrade
 - \$21,905.71 for CAP-8806 Hydrant Replacements
 - \$12,750.00 for CAP-2691 Mobile Generator

 - **Utilities:** Water Reads for the Billing Cycle May/June will begin end of June
 Total Utility Arrears O/S (June 22/17) = \$42,365.67
 Arrears Notices to be sent out June 30 (as per Bylaw 04:2016 – 30 days arrears after due date)
 - **Taxes:**
 Tax Arrears (prepymts not incl.) = \$171,101.77 (1 & 2 year Arrears)
 Prepayments of 2017 Taxes =(\$143,139.95)
 Tax Notice inquiries from residents and Financial Institutions on when to expect the 2017 Billings.

- ATB Bank Balance as of June 23, 2017:

CURRENT ACCOUNTS			
Account Name	Number	Currency	Available Balance
Business Account	763-00930096124	CAD	\$273,857.40
SAVINGS ACCOUNTS			TOTAL
T Bill Savings Account (MSI)	763-00052891900	CAD	\$440,846.64
T Bill Savings Account (AMIP)	763-00136240202	CAD	\$126,280.11
T Bill Savings Account(BMTG)	763-00136240203	CAD	\$0.00
		TOTAL	\$567,126.75

Fabian A G Joseph | B.Sc Engg., MBA
CAO Town of Irricana

Request for Decision

To: Mayor Tracz and Council

From: Fabian Joseph CAO

Date: June 26th, 2017

Subject: Road Rehabilitation projects

Reference: 66:2017

DECISION: Yes / No / Deferred MSI Grants CAP 8749 and 8782

CORRELATION TO STRATEGIC PLAN OR POLICY: Infrastructure

KEY ISSUES AND BACKGROUND:

We approval from MSI from Road Rehabilitation Grants as below

1. CAP 8749 Road Rehabilitation - \$ 835,167
2. CAP 8749 Pathway construction to Madison Drive - \$ 78,752
3. We need to start these projects in 2017 to ensure timely completion
4. The town residents will be notified though gazette, website and notices during the projects
5. Council to authorize CAO to start these projects

BENEFITS:

1. Key projects need to be kicked off as soon as possible
2. Sustainable communities

DISADVANTAGES:

1. None identified

ALTERNATIVES:

1. Reject proposal and grant

IMPLICATION ON FINANCES:

1. Applicable after the grant is approved and costs are covered by the grant

RECOMMENDATION:

Motion to authorize CAO to start the projects

RECOMMENDED MOTION:

Council make motion and approve the CAO to start the projects

Request for Decision

To: Mayor Tracz and Council

From: Fabian Joseph CAO

Date: June 26th, 2017

Subject: Subdivision and Development Appeal Board

Reference: 65:2017

DECISION: Yes / No / Deferred To appoint new members to the Subdivision and Development Appeal Board

CORRELATION TO STRATEGIC PLAN OR POLICY: Economic Development

KEY ISSUES AND BACKGROUND:

The Town of Irricana has not had a full complement of members on the Subdivision and Development Appeal Board (SDAB) since the last Organizational Meeting of Council in October of 2016.

As all members of Council have, since that meeting, now been designated to fill the position of Development Authority as the Municipal Planning Commission, they can no longer be members of the Subdivision and Development Appeal Board.

An advertisement soliciting members was published in the Rocky View Weekly on May 9, 2017 and resulted in garnering the opportunity to fill three vacancies. In order to bring the entire board up to date, the existing members were also asked to resubmit their volunteer applications and have been included in this RFD as confirmation of their commitment and continued service.

Council accept the recommendation of administration to fill the positions of all five required members of the Subdivision and Development Appeal Board as follows:

Applicant	Term
Jim Bryson	3 years
Lorri Laface	3 years
Debbie Miller	3 years
Dawn Mosondz	3 years
Brenda Shwaluk	3 years

BENEFITS:

1. Conformance of the municipality's obligations within the context of the above noted sections of the MGA

DISADVANTAGES:

- None

ALTERNATIVES:

1. Do not approve a SDAB Committee

IMPLICATION ON FINANCES:

1. None, however, in the event of the need to engage the services of the SDAB, dedication of a Secretary and training would be required in front of their meeting.

RECOMMENDATION:

Council accept the recommendation of administration to fill the positions of all five required members of the Subdivision and Development Appeal Board as presented

RECOMMENDED MOTION:

Council make a motion and Council accept the recommendation of administration to fill the positions of all five required members of the Subdivision and Development Appeal Board as presented

Request for Decision

To: Mayor Tracz and Council

From: Fabian Joseph CAO

Date: June 26th, 2017

Subject: Lawn Mower

Reference: 64:2017

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY: MSI grants 2017 CAP 8756 approved for \$25,144/-

KEY ISSUES AND BACKGROUND:

1. New Kubota Lawn Mower with Bag
2. Z122RKW-42 and GCK42-12Z
3. Supplier Tractor Land
4. Reduces operator fatigue
5. Wheels for transportation
6. Built in bag system to collect the clippings
7. The old lawn mower has repair cost of \$800/- and trade value of \$200/-

OPTION 1-

1. Tractor Land - \$6241.36

OPTION 2-

1. Linden Agri Centre Ltd - \$ 8400/-

OPTION 3-

2. Cervus Equipment - \$ 7350/-

BENEFITS:

1. Reduces rental costs
2. Needed in the summer for Campground, parks and recreation and soccer fields
3. 3 year ROI on capital investments

DISADVANTAGES:

- Rental cost are operational cost in budget
- New equipment cost are Capital Purchases

ALTERNATIVES:

1. Continue renting and repairs and fore go the MSI grant for \$25,144/-

IMPLICATION ON FINANCES:

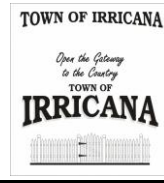
1. Option 1 – Budgeted for \$ 6241.36

RECOMMENDATION:

Approve RFD and authorize CAO to purchase equipment against MSI Grant CAP 8756

RECOMMENDED MOTION:

Council make a motion and Approve RFD and authorize CAO to purchase equipment against MSI Grant CAP 8756



Request for Decision

To: Mayor Tracz and Council

From: CAO Fabian Joseph

Submitted by: Finance Officer Justine Baker

Date: June 26th , 2017

Subject: To Transfer old AMIP funds

Reference: 68:2017

DECISION: To transfer previous AMIP funds from the current T-Bill account to the general operating account.

CORRELATION TO STRATEGIC PLAN OR POLICY:

Financial Sustainability

KEY ISSUES AND BACKGROUND:

Funds in the general operating account are getting low and to keep with up with accounts payable we are requesting to transfer \$150,000.00 from the old AMIP account (Currently being used as a savings account)

BENEFITS:

To avoid withholding AP chq runs and late charges from various vendors and contractors.

DISADVANTAGES:

As they will be replenished the taxes are finalized and these are to be used for the projects at the skating rink, splash pad and others

ALTERNATIVES:

Reject the proposal and the town cannot use funds for operations

IMPLICATION ON FINANCES:

General Bank account will go from \$74,805.00 to \$224,805.00
AMIP account will go from \$276.280.11 to \$126.280.11

RECOMMENDATION:

Council allow CAO to transfer the funds

RECOMMENDED MOTION:

Council make a motion to allow CAO to transfer the funds

Request for Decision

To: Mayor Tracz and Council

From: Fabian Joseph CAO

Date: June 26th, 2017

Subject: Operational Budget 2017

Reference: 67:2017

DECISION: Yes / No / Deferred – Financial Sustainability

CORRELATION TO STRATEGIC PLAN OR POLICY: Financial Sustainability

KEY ISSUES AND BACKGROUND:

Core of the municipal finance system is the budget. Through the budget, the council decides the municipality's priorities for 2017 by setting aside money for each program or service. The budget is the single most important policy decision council makes each year. Careful budget planning and control mean better services for the residents. The budget of a municipality reflects its policies.

The [Municipal Government Act](#) requires that every municipality adopt an annual operating. Municipalities are not allowed to budget for a deficit; as well, total actual revenues over a four-year period must be equal to or greater than total actual expenditures.

The **operating budget** is a detailed estimate of how much the municipality needs to spend to meet its ongoing financial obligations and provide programs and services to the residents.

The Interim Operating Budget for 2017 was reviewed and passed on January 11th 2017.

Included are the final budget for the town of Irricana as attached with the following options

1. Uniform Tax Levy
2. Split Tax Levy

BENEFITS:

1. Conformance of the municipality's obligations within the context of the above noted sections of the MGA

DISADVANTAGES:

- Not having a final budget has constraint on operational expenses.
- MSI funded projects cannot be started as major projects cannot be implemented

ALTERNATIVES:

1. Accept 2017 Budget.
 - a. Option 1
 - b. Option 2
 - c. Option 3
2. Amend the 2017 Budget as follows
3. Table 2017 Budget until the next Council Meeting.

IMPLICATION ON FINANCES:

1. As per attached Financial Information Sheet on 2017 Budget - Expenses.
2. Option 1- will be sent electronically over the weekend
3. Option 2 - will be sent electronically over the weekend
4. Option 3 - will be sent electronically over the weekend

RECOMMENDATION:

Council accept the recommendation of administration Budget with Expenses as listed for the 2017 Operating Budget.

RECOMMENDED MOTION:

Council make a motion and accept the recommendation of administration Budget with Expenses as listed for the 2017 Operating Budget.