

**TOWN OF IRRICANA
AGENDA**

REGULAR MEETING OF COUNCIL

Date: 5th 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 May 23rd , 2017
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. CAO
- H. OLD BUSINESS**
- I. NEW BUSINESS**
 - 1. RFD MSI grants approved for projects
 - 2. RFD AMASCO Vacant Lots
 - 3. RFD NE Development Costs
 - 4. RFD Meadowlark Trail Support Letter
- J. COMMUNICATION / INFORMATION**
 - 1. Accounts Payable: Cheque List **20133321 to 20133330 totaling \$10,783.05** (not incl. GST).
 - 2. Marigold Library 2016 Annual Report
 - 3. Grants for Irricana
 - 4. Community Futures Wild rose
 - 5. Irricana Library Board
- 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. Legal x 1

2. Land x 2

N. **ADJOURN**

O. **NEXT MEETING(S):**

1. Coffee with Council – June 10th 2017 at Irricana Library
2. Regular Council meeting June 19th 2017 **Needs to be reviewed**
3. COW Meeting – **Dates need to be reviewed - Budgets**
4. **2017 Budget Meeting - Date to be finalized this month preferably June 15th through to 18th**
5. RV Handibus committee 3rd Thursday
6. Irricana Library Board – 2nd Tuesday of every month
7. Community Futures Wild rose Meeting Dates - July 6, September 7, October 5, November 2 and December 7.
8. Historical committee – 13th June 6.30 PM at Irricana Town Hall
9. Rocky View Foundation last Wednesday every month except for summer

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
May 23, 2017

Town of Irricana Council Chambers:
(Irricana Centennial Centre – 222 – 2nd Street)

ATTENDANCE

Mayor:	Dennis Tracz
Deputy Mayor:	Frank Friesen (absent with regrets)
Councillors:	Mavis Hallman, Kim Schmaltz
	Lora Peterson (absent with regrets)
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 New Business Item I-7: RFD Records Retention / Destruction
Addition of In Camera Item M-1: Labour (x2)

202:17 Moved by Councillor Hallman to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

None

MINUTES

- (i) Minutes of the Regular Meeting of Council of May 8, 2017
- (ii) Minutes of the Committee of the Whole Meeting of May 15, 2017

203:17 Moved by Mayor Tracz to accept the Minutes of the Regular Meeting of Council of May 8, 2017 as presented and the Minutes of the Committee of the Whole Meeting of May 15, 2017 as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

None

COMMITTEE REPORTS

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

204:17 Moved by Councillor Hallman to accept Committee Reports G-1 as presented.
CARRIED

205:17 Moved by Mayor Tracz to direct administration to include Minutes of Board Meetings in each Agenda package.
CARRIED

OLD BUSINESS

NEW BUSINESS

- (i) RFD – Remuneration Policy
206:17 Moved by Councillor Hallman to accept Council Remuneration Policy 2.02 as presented, as per RFD 48:2017.
Recorded Vote
In Favour: Mayor Tracz, Councillor Hallman
Opposed: Councillor Schmaltz
CARRIED
- (ii) RFD – Auction of Tax Acquired Property
207:17 Moved by Councillor Schmaltz to direct administration to draw up a Contract for a lease to own for the property legally described as Block 1, Lots 23-25, Plan 5087W, as per RFD 54:2017
CARRIED
- (iii) RFD – 2016 Audit Report
208:17 Moved by Councillor Hallman to approve the Revised 2016 Financial Statements as presented by the Town of Irricana's Auditor, Scase and Partners Professional Accountants, as per RFD 55:2017.
CARRIED
- (iv) RFD – Municipal Sustainability Initiative MOU
209:17 Moved by Mayor Tracz to approve the proposed Municipal Sustainability Initiative Memorandum of Understanding (MOU) as per the request from Executive Director of Grants and Education Tax Branch, Alberta Municipal Affairs, as per RFD 53:2017
CARRIED

- (v) RFD – Peace Officer Service Agreement
210:17 Moved by Councillor Schmaltz to accept the Peace Officer Service Agreement between Village of Beiseker and Town of Irricana, as per RFD 56:2017.
CARRIED
- (vi) RFD – Superior Safety Permit and Inspection Agreement
211:17 Moved by Councillor Schmaltz to direct administration to negotiate the Contract between the Town of Irricana and Superior Safety Codes Inc, as per RFD 56:2017.
CARRIED
- (vii) RFD - Records Retention and Destruction
212:17 Moved by Mayor Tracz to accept the destruction of obsolete records as per Policy 1.5 Records Retention & Disposition, with the CAO to ensure a Certificate of Destruction is obtained and placed on file, as per RFD
CARRIED

COMMUNICATION/INFORMATION

- (i) Accounts Payable – Cheque List
Accounts payable for the period May 14, 2017 to May 17, 2017.

213:17 Moved to Councillor Schmaltz to accept Accounts Payable Cheque List for the period May 14, 2017 to May 17, 2017, as presented.
CARRIED
- (ii) Fortis Alberta
Letter dated April 21, 2017 from Ruhin Sachedina, Stakeholder Relations Manager with Fortis Alberta regarding an update to the LED streetlight conversion program.
- (iii) RCMP Report
Beiseker Provincial Detachment – Statistical Comparison report for the period January to April 2013 - 2017.
- (iv) Farm Safety Centre
Letter dated May 3, 2017 from Laura Nelson, Executive Director, Farm Safety Centre, providing an update to their programs.
- (v) Telus Notice
Letter dated March 31, 2017 from Ms. Theresa Stevens, General Manager, Alberta South, Telus Communications, requesting collaboration for any upcoming municipal road moves.

- (vi) Alberta Recreation and Parks Association
Letter dated May 1, 2017 from Susan Laurin, President Alberta Recreation & Parks Association, regarding the celebration of leadership and excellence in the province's recreation and parks sector.

214:17 Moved by Mayor Tracz to direct administration to canvas all Council Committees and the Library Board and consolidate recommendations to be presented to Council by July 10, 2017.

CARRIED

- (vii) MSI Memorandum of Understanding
Letter dated May 1, 2017 from Hon. Shaye Anderson, Minister of Municipal Affairs regarding Municipal Sustainability Initiatives (MSI) over the next two years.

- (viii) Rocky View Foundation Seniors Housing Report
The 2016 Audited Financial Statements for Rocky View Foundation, Lodge operations and Self-Contained Housing operations.

- (ix) CN Report
Letter dated April 18, 2017 from Sean Finn, Executive Vice-President, Corporate Services and Chief Legal Officer for CN, providing CN's 2017 CN in Your Community publication.

215:17 Moved by Mayor Tracz to direct administration to check for possible grant applications.

CARRIED

216:17 Moved by Councillor Hallman to accept Communication/Information items J-1 to J-9 as presented.

CARRIED

FOLLOW-UP/ACTION & STATUS

- (i) Motion Tracking
217:17 Moved by Mayor Tracz to extend the due date to August 14, 2017 for Motion 022:17, Assessment – Undeveloped Land.

CARRIED

218:17 Moved by Councillor Hallman to extend the due date to June 15, 2017 for Motions 053:17, 375:16 and 387:16.

CARRIED

PUBLIC INPUT

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

Verbal input from public presented to Council.

IN-CAMERA

- (i) Closed to Public
219:17 Moved by Mayor Tracz to go in camera at 7:51 pm.
- (ii) Open to Public
220:17 Moved by Councillor Hallman to reconvene to the public portion of the meeting at 7:58 pm.

ADJOURN

- (i) Adjournment
221:17 Moved by Mayor Tracz to adjourn the meeting at 8:02 pm.

NEXT MEETING

June 5, 2017 (Regular Council Meeting)

June 10, 2017 (Coffee with Council)

June 13, 2017 (Library Board Meeting)

June 15, 2017 (Rocky View Handi Bus Meeting)

Mayor Dennis Tracz

Chief Administrative Officer
Fabian Joseph

Unedited and Not Approved



Chief Administrative Officer Report
Review of May 23rd to June 5th 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 East side of the Town. Plan to go block by block to isolate and pinpoint the area. This will take some more night shift work.
- Sewer main line flush in McCulloch Cr. that was caused by sanitary wipes. We will be putting a notice in the next Gazette for residents to please not flush this product into the sanitary system, because of the problems it causes with blocking the sanitary lines.

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 came down on 1st avenue this week that PW had to clean up.

Garbage:

- Oil, Paints and other LIQUID hazardous waste pick up to be scheduled with external contractor under discussion.
- May 24th Natural Disaster Storm created a lot of debris around town streets and those have been cleared
- Quotes Large Garbage Bins for Community Hall and recreation Centre to ensure they are collected in proper bins for bottles, cardboard and waste

Parks & Recreation:

- Splash Pad Controller has been ordered – delivery should be Friday June 16
- Skye developing new programs and schedules for summer recreation to officially commence on June 27 however rec centre is open for drop in on Tuesdays and Thursdays until then
- Applied for \$10,000 CARES grant to assist with the development of the NE Campground
- 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.

Community Facilities:

- The repairs to the Community Hall mechanical room and lower ladies washroom have been completed, this will be recovered from the grant monies
- Community Hall usage and contracts being reviewed for financial feasibility.
- The sports flooring has been put into the Recreation Center for the Summer activities.

Community Services

- Minds Over Matter Mental Health Society to present about healthy minds for KIK group during seniors week
- Tawnia working with Youth Addiction Services to present about youth and video game addiction
- Met with Carol from Rocky View Seniors Housing

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.

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		

Development & Planning:

- Met with Dillon consulting to discuss land use bylaws and updates to NE Industrial Zone and SW Development concept

Economic Development & Tourism

- EDO Meeting at Cochrane
- Meeting on June 15th 6-7pm to discuss Communities in Bloom and Green Thumb Awards
- Communities in Bloom judging date set for July 21st 2017

FINANCE

- Accounts Payable: Cheque Listing totaling \$10,783.05.
- Urban Impact completed onsite shredding as per the record retention and disposition policy.
- **Utilities:** March/April Utility Billings due date was May 31, 2017
Total Utility Arrears O/S (June 1/17) = \$51,413.21
Utility Penalties applied (June 1/17) = \$1,028.24
- **Taxes:**
Tax Arrears (prepymts not incl.) = \$172,496.77 (1 & 2 year Arrears)
Prepayments of 2017 Taxes = (\$132,860.19)
Tax Notice inquiries from residents and Financial Institutions on when to expect the 2017 Billings.
Assessments: There were Four (4) property assessment changes received from the Assessor. Each one of these was a reduction in the assessment value per property - totalling \$86,100.00, for a final Assessment Total of \$136,772,670

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: January 5th, 2017

Subject: MSI Capital Projects Grants Approved

Reference: 60:2017

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY: Sustainability

KEY ISSUES AND BACKGROUND:

1. Alberta Community partnership have initiated a program for Applications are now being accepted for the 2016/17 Alberta Community Partnership (ACP) program Intermunicipal Collaboration (IC) and Municipal Restructuring components. These two components provide grants to municipalities undertaking collaborative projects to improve services within their regions, or that may be undergoing certain types of municipal restructuring.
2. We had applied for 12 grants and 6 have been approved and another 3 will be done by end of June
3. CAP 8749 Road Rehabilitation - \$ 835,167
4. CAP 8751 Community Hall Upgrade - \$ 37,200
5. CAP 8755 Irricana Fire Hall Upgrade - \$ 31,250
6. CAP 8756 Parks Maintenance Equipment - \$ 25,144
7. CAP 8749 Pathway construction to Madison Drive - \$ 78,752
8. CAP 8749 Hydrants Replacement - \$ 39,630
9. Total Amount : \$1,047,143

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:

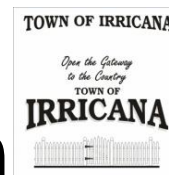
1. Applicable after the grant is approved and costs are covered by the grant

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 5th, 2017

Subject: AMASCO Vacant Lots Tax

Reference: 59:2017

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY: Sustainability

DECISION:

Amend the Tax levy for Amasco Construction at the following legal descriptions:

37-15-0913421	36-15-0913421	35-15-0913421	34-15-0913421
33-15-0913421	32-15-0913421	31-15-0913421	30-15-0913421
29-15-0913421	28-15-0913421	27-15-0913421	26-15-0913421
25-15-0913421	24-15-0913421	23-15-0913421	22-15-0913421
21-15-0913421	20-15-0913421	19-15-0913421	18-15-0913421
17-15-0913421			
26-2-0913421	25-2-0913421	24-2-0913421	23-2-0913421
22-2-0913421	21-2-0913421	20-2-0913421	19-2-0913421
18-2-0913421	17-2-0913421	16-2-0913421	15-2-0913421
14-2-0913421	13-2-0913421	12-2-0913421	11-2-0913421
10-2-0913421	9-2-0913421	8-2-0913421	7-2-0913421
6-2-0913421	5-2-0913421	4-2-0913421	3-2-0913421
2-2-0913421	1-2-0913421		

CORRELATION TO STRATEGIC PLAN OR POLICY:

MGA 347 – MGA Cancellation, reduction, refund or deferral of taxes
 347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

KEY ISSUES AND BACKGROUND:

Amasco Development provided a presentation in April 2016 which included a request regarding the taxation of vacant lots. They expressed their concern regarding the rate of tax being charged.

They asked that the 47 lots for which there are no services being provided be charged at the mill rate rather than the minimum charge.

BENEFITS:

Create goodwill with land developer.

DISADVANTAGES:

Granting a tax reduction will lower revenues by \$20,884.82 and create a precedent that may cost the Town even more revenue with future requests.

ALTERNATIVES:

- 1) Follow tax Bylaw and don't change tax rate for land owner.
- 2) For the un-serviced lots, tax them at their appraised value, not use the minimum tax levy.

IMPLICATION ON FINANCES:

Amending the taxation on the un-serviced lots would result in a reduction of revenue of \$20,884.82.

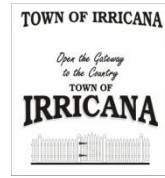
RECOMMENDATION:

Council discussed the matter during 2016 Operational Budget review and was in agreement to allow the tax adjustment. If Council decides to make the adjustment Administration has prepared the adjusted tax notices to provide to Amasco.

RECOMMENDED MOTION:

Move that council cancel the minimum tax levy for the following legal descriptions for the properties of Amasco Construction and apply the Municipal Tax levy.

37-15-0913421 Tax Cancellation: \$433.84
 36-15-0913421 Tax Cancellation: \$441.77
 35-15-0913421 Tax Cancellation: \$441.77
 34-15-0913421 Tax Cancellation: \$441.77
 33-15-0913421 Tax Cancellation: \$441.77
 32-15-0913421 Tax Cancellation: \$441.77
 31-15-0913421 Tax Cancellation: \$441.77
 30-15-0913421 Tax Cancellation: \$441.77
 29-15-0913421 Tax Cancellation: \$441.77
 28-15-0913421 Tax Cancellation: \$441.77
 27-15-0913421 Tax Cancellation: \$441.77
 26-15-0913421 Tax Cancellation: \$441.77
 25-15-0913421 Tax Cancellation: \$441.77
 24-15-0913421 Tax Cancellation: \$441.77
 23-15-0913421 Tax Cancellation: \$441.77
 22-15-0913421 Tax Cancellation: \$441.77
 21-15-0913421 Tax Cancellation: \$441.77
 20-15-0913421 Tax Cancellation: \$441.77
 19-15-0913421 Tax Cancellation: \$441.77
 18-15-0913421 Tax Cancellation: \$441.77
 17-15-0913421 Tax Cancellation: \$433.01
 26-2-0913421 Tax Cancellation: \$451.43
 25-2-0913421 Tax Cancellation: \$460.19
 24-2-0913421 Tax Cancellation: \$460.19
 23-2-0913421 Tax Cancellation: \$460.19
 22-2-0913421 Tax Cancellation: \$460.19
 21-2-0913421 Tax Cancellation: \$460.19
 20-2-0913421 Tax Cancellation: \$460.19
 19-2-0913421 Tax Cancellation: \$460.19
 18-2-0913421 Tax Cancellation: \$460.19
 17-2-0913421 Tax Cancellation: \$460.19
 16-2-0913421 Tax Cancellation: \$460.19
 15-2-0913421 Tax Cancellation: \$460.19
 14-2-0913421 Tax Cancellation: \$437.06
 13-2-0913421 Tax Cancellation: \$437.06
 12-2-0913421 Tax Cancellation: \$437.06
 11-2-0913421 Tax Cancellation: \$437.06
 10-2-0913421 Tax Cancellation: \$437.06
 9-2-0913421 Tax Cancellation: \$437.06
 8-2-0913421 Tax Cancellation: \$437.06
 7-2-0913421 Tax Cancellation: \$437.06
 6-2-0913421 Tax Cancellation: \$437.06
 5-2-0913421 Tax Cancellation: \$437.06
 4-2-0913421 Tax Cancellation: \$434.66
 3-2-0913421 Tax Cancellation: \$434.66
 2-2-0913421 Tax Cancellation: \$437.06



Request for Decision

To: Mayor Tracz and Council

From: Fabian Joseph CAO

Date: June 5th, 2017

Subject: Dillon Consulting NE development Plan

Reference: 61:2017

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY: Land Development and Strategic Planning

KEY ISSUES AND BACKGROUND:

1. Dillon consulting limited requests authorization to proceed with work for the following
 - a. Town presented the NE Industrial Park concept Plan
 - b. The plan needs to be approved as per presentation to ensure we meet the industry and market expectations
 - c. \$62,960 as proposal from Dillon
2. This agreement is between Dillon and Town of Irricana

BENEFITS:

1. We can have Dillon finalize the NE concept plan prior to looking for other options
2. They have been the Land Development Engineer for the town for the last 8 years

DISADVANTAGES:

We cannot cancel the contract now as they have all the background and details

ALTERNATIVES:

1. Do not sign this scope change

IMPLICATION ON FINANCES:

\$ \$62,960/- from Land Development budget to be recovered when we sell the industrial plots. i.e. \$1750/acre to be back charged to the sale of plots

RECOMMENDATION:

Please authorize the CAO to sign the contract

RECOMMENDED MOTION:

Motion to accept the proposed scope and authorize the CAO to sign the contract change as proposed by Dillon Consulting

Request for Decision

To: Mayor Dennis Tracz and Council

From: Fabian Joseph, CAO

Date: June 5th, 2017

Subject: Meadowlark trail Letter of Support

Reference: 63:2017

DECISION: Yes / No / Deferred to approve and sign Letter of support request from Meadowlark trail

CORRELATION TO STRATEGIC PLAN OR POLICY: Economic Development

KEY ISSUES AND BACKGROUND:

Meadowlark Trail will create greater ties and involvement between Beiseker and Irricana. The children of Irricana are bused to Beiseker School. They will be able to bike to their school on a safe prairie trail. Deer, foxes, rabbits, grey herons, hawks, ducks, swans, geese and of course meadowlarks have been spotted and heard on the Trail. This will provide students of Beiseker school an exciting and stimulating environment to learn more about them and the prairie environment. Students can also use the Trail as their outdoor track as the Trail is flat, high and solid for the 4 km. leading out of Beiseker to the Rosebud River.

BENEFITS:

1. A Trail between Beiseker and Irricana will also have commercial benefits. The bed and breakfasts (B&Bs), stores, coffee shops, museums and campsites will enjoy the greater clientele that this Trail will attract.

DISADVANTAGES:

None

ALTERNATIVES:

1. Don't approve proposal for letter of support

IMPLICATION ON FINANCES:

None

RECOMMENDATION:

Pass the with motion

RECOMMENDED MOTIONS:

- Approve and authorize mayor to sign the letter of support for Meadowlark Trail

MINUTES

REGULAR MEETING OF THE DIRECTORS OF COMMUNITY FUTURES WILD ROSE HELD MAY 4, 2017 @ 7:00 P.M. AT COMMUNITY FUTURES WILD ROSE OFFICE, STRATHMORE, ALBERTA

PRESENT

Heather Boyd
Mike Ell
Lucy Ann Daubert
Lynn MacWilliam
Al Henuset
Christopher Steeves
Dennis Tracz
Glen Keiver
Joe Pedersen
Cheryl Lumley
Tim Shearlaw
Brenda Knight
Ron Cox
Pat Grabo
Wendy Gerbrandt
David Petrovich
Michelle Baird

REPRESENTING

Vice-Chair - Carbon
Secretary/Treasurer - Strathmore
Director – Acme
Director – Bassano
Director – Beiseker
Director – Chestermere
Director – Irricana
Director – Kneehill County
Director – Standard
Director – Trochu
Director – Three Hills
Director – Wheatland County
General Manager
Business Analyst
CED Coordinator
Business Analyst
Business Analyst

ABSENT

Corey Fisher
Vanessa Van Der Meer
Dalia Cheschire

Director - Hussar
Chair - Linden
Director - Rockyford

1. CALL TO ORDER

The regular meeting of the Community Futures Wild Rose was called to order by Heather Boyd at 7:00 p.m.

2. APPROVAL OF AGENDA

7 f) CFNA Report – Lynn MacWilliam and 7 g) Rural Broadband was added to the agenda

01-05-17 *Joe Pedersen moved approval of the agenda as amended.*

CARRIED

3. **INTRODUCTION OF NEW STAFF MEMBERS MICHELLE BAIRD AND DAVID PETROVICH**

The new staff members were introduced by Ron and then Board members introduced themselves around the table.

4. **MINUTES**

a) **Approved Budget Amendment (April 6, 2017) requiring signature for attachment to Minutes**

Mike Ell and Heather Boyd signed the approved budget Amendment to be attached to the April 6, 2017 minutes

b) **Regular Meeting Minutes – April 6, 2017**

02-05-17 Cheryl Lumley moved approved of the Regular Meeting Minutes of April 6, 2017.

CARRIED

5. **REPORTS**

a) **Financial Variance Report – March 2017, Final Variance report pre-audit adjustments**

03-05-17 Al Henuset moved approval of the March 2017 variance report, pending final audit adjustments

CARRIED

5. **OLD BUSINESS**

a) **Articles of Association (wording changes – inarticulate) – Board and Governance Committee**

Ron reported that only changes to the Articles of Association have to be sent into Corporate Registry. There are a few minor changes that will be approved at the AGM with a 21 day notice sent out prior to the meeting.

b) **CCU – Credential Securities term deposits – confirmations, interest rates and impact**

Ron did some calculations on the term deposit with Credential Securities totaling \$500,000 in \$100,000 increments at 12 months @ 1.45%, 18 months @ 1.19%, 24 months @ 1.48%, 30 months @ 1.48% and 36 months @ 1.91%, with an interest gain of \$7,510 as opposed to the current interest rate of .007% and an interest gain of \$3,500.00 for an overall net gain of \$4,010.00.

c) **AYEC – Alberta Youth Entrepreneurship Camp**

Ron reported that there has been eight applications for AYEC, the majority from the Acme/Linden area. We have been allotted four spots, although we may be able to obtain some sponsorships for a few more spots.

d) **Chinook Entrepreneurship Challenge Awards Luncheon May 3, 2017**

The Awards luncheon for the Chinook Entrepreneurship Challenge was held yesterday in Lethbridge. There were 120 businesses registered, with 170 participants. Six businesses were from our region. Wendy and Pat each screened three business plans.

e) **North American Farm Direct Marketers Association – Presentation Wendy Gerbrandt**

Wendy gave a report on the conference that she attended in Mystic Connecticut February 3-9, 2017. There were 600 delegates in attendance from all over the world with six delegates from Alberta. It was a six-day conference which included farm tours and conference speakers. It was an excellent opportunity for her and the other Alberta delegates to promote and enhance rural Alberta. Alberta Association of Agricultural Societies (AAAS) sponsored Wendy in the amount of \$3,000.00.

f) **Open Farm Days 2017 – Update Wendy Gerbrandt**

A grant from AB Culture and Tourism in the amount of \$10,000.00 to support further development of the 2017 Alberta Open Farm Days program was approved. Four other Alberta CF's are participating in the program this year.

g) **LMP – Metal Fabrication Workforce Partnership Market Research Project – David Petrovich**

David Petrovich reported on the market research project, which we are partnering on to develop a labour market profile of metal fabrication in the region to ensure that the region has the labour force to support value-added growth and innovation. Partnership contributions will be Rocky View \$5,000.00 in cash, CF Wild Rose \$5,000.00 (in-kind), AB Workforce Ministry \$14,995. The project has been contracted to Factor 5 Group (Eric and Amanda Burton). The next meeting will be June 5, 2017. The final report will be distributed to the communities.

h) **Lemonade Days – Wendy Gerbrandt**

Wendy reported on the Lemonade Days to be held in Chestermere and Okotoks this summer. There are 127 students registered as of Tuesday in Chestermere, with room for 175. With 127 students registered they are at a breakeven point. The 3rd meeting of Chestermere Lemonade Days will be next Tuesday.

i) **STEP Program Approval**

Ron reported that we had applied for a STEP summer student and we have been conditionally approved. We will be advertising for a student to work with us this summer.

j) **WCBSN All Partners conference April 12, 2017**

Pat, Wendy and Mike Ell attended the teleconference held on April 12, 2017. One of the things that was stressed was WD's logo requirement to be posted in plain view on CF websites.

k) **Monthly/Annual Loan Reports with Arrears**

Pat reported that we have received a 2nd NSF from a client that has not had an NSF since January 2016. We have not been able to reach her as yet. The balance of the loan is \$2,564.96 with interest and fees. The loan was set-up as a doubtful account in March 2016, as there were problems with NSF's at that time.

We have filed a Civil Claim for a loan with a balance of \$2,786.69. We will now need to file a default judgement with the Court.

Two loans in the amount of \$188,000.00 were approved in April and are awaiting registration at Land Titles before funds can be disbursed. We are also awaiting disbursement of a loan approved in March as they have asked for an extension for acceptance of the loan.

6. **NEW BUSINESS**

a) **Boutique Loan (CBB Seniors Outreach) and Board conflict of interest**

Tim Shearlaw provided a brief overview of a proposed Social Economy Initiative to support the Seniors Outreach, which is a 22 year program. They have run into some funding problems and are trying to raise funds for this. Money was also raised by going door to door. This would be through a lending arrangement with CF Wild Rose under their Umbrella Community Business loan program. Three Hills council has committed to supporting these loans through an interest rebate program. This outline was provided to the Board without an attempt to influence or prejudice the discussion.

Tim Shearlaw is the Mayor of the Town of Three Hills and a community leader. He wishes to spearhead this initiative by applying for a loan through a company he holds an interest in to demonstrate leadership and involve other participants. As a Director of CF Wild Rose and wanting to ensure he did not influence any decision, he declared a Conflict of Interest and left the meeting.

A brief discussion ensued; and following a decision that full transparency was being complied with, that no personal benefit would be derived, that leadership of

a much needed community initiative was being demonstrated and that the materiality of a \$7,500.00 maximum loan in relation to the overall CF Wild Rose lending program was minor.

04-05-17 *Cheryl Lumley moved that current CF Director, Tim Shearlaw, through his interest in an “Other Related Party” Capital Printers Ltd. be permitted to apply for a Social Economy loan under the CBB loan program to a maximum amount of \$7,500.00 as permitted by the WD Contribution Agreement) Project 000005876) specifically clauses 12.1, 12.2 and 12.3 sections (a) (b) and (c) a copy of which is attached to these minutes.*

CARRIED

b) Community Futures Network of Canada (CFNC) Positioning Strategy – Federal Government

This topic was discussed as confidential:

Ron reported on a letter received from CF Canada in regard to a Positioning Strategy re; contract negotiations with the Federal Government and also asking Community Futures organizations to meet with local Liberal members of Parliament. In Alberta, there are only 4 Liberal MPs and they are all located in Edmonton and Calgary (none in CF regions). Community Futures Network of Alberta is planning to meet with all four of our Liberal MPs to address the talking points over the course of the next few month. The talking points include tools to help local MPs be aware of the steps we are taking to revitalize the CF program.

c) CFWR participation in Ministerial/MP meeting

Mike Ell and Lynn MacWilliam put forward their names to attend the meeting with the Ministerial/MP’s. This is to show how beneficial our CF program is and to eventually negotiate more funding and to offer higher loan amounts to our clients (up to \$300,000.00).

05-05-17 *Al Henuset moved approval of Board members and staff attending the Ministerial/MP meeting (date to be determined).*

CARRIED

d) 2016/2017 CFWR Audit – Dorward & Company

Ron sent out an e-mail to Dorward & Company to discuss some dates for the 2016/2017 audit. He is suggesting that the AGM be held on June 22, 2017. There are some conflicts with that date, so Ron will send out an e-mail polling Board members for availability for June 22, June 29 or July 6, 2017.

e) Proposed Near to medium term initiatives

1. CFNA Marketing Program and adoption of the “What If” theme

2. Financial Literacy Sessions
3. CFNA Biz Stream business supports
4. Loan Training – Board and Staff
5. Implementation of Line of Credit loan program
6. First Aid Training
7. Business Visitation – Clients/Bankers/Accountants/Lawyers/CAO's/Real Estate/Insurance
8. Digitize Board members Manual for posting on website
9. Computer System Enhancements (Docuware?/Cloud/Server Clone)
10. Establish a “Members Section” to post to website minimizing paper circulation
11. Preliminary – Strategic Planning session following fall elections and appointment of new Board

A list of near to medium term initiatives was provided. As we move forward, we will report on the progress of them.

f) **CFNA Report – Lynn MacWilliam**

Lynn reported that strategy meetings were held in January/February. The policies, mission statement etc. were re-vamped. It was discussed that conferences should be Board driven as opposed to CF staff driven. A discussion took place on whether the Community Futures Network of Alberta is necessary considering that the Pan West organization does pretty much the same thing. She had a copy of the CFLIP portfolio and passed it around for anyone who was interested to look at it.

g) **Rural Broadband**

David Petrovich reported on how the rural broadband can benefit our communities. It is Fibre Optic transmission of information that gives us connectivity to the world and is the next generation of technology. Small businesses in the rural area will need it more and more. Calgary Regional Partnership has asked us to be involved in this project of creating a Southern Alberta loop to create an affordable rural backbone to this technology.

8. **DATE AND LOCATION OF NEXT MEETING**

The Community Futures Wild Rose AGM date will be determined. Ron will send out an email to poll the board on either June 22, 29 or July 6.

8. **ADJOURNMENT**

The meeting was adjourned at 9:00 p.m.

Signed _____
Chairman

Signed _____
Vice Chairman

Irricana & Rural Library Board Meeting Minutes

3:00 p.m., April 1, 2017 Special Meeting Irricana Library Minutes

- 1) **Call to Order:** Chairperson Simmons called the special meeting to order at 3:23 p.m.

Present: Shannon Simmons, Teresa Cameron, and Annette Culp, Bob Anderson (by phone)

Absent: Megan Dornstauber, Mavis Hallman with notice

- 2) **Approval of Agenda**

MOTION by Trustee Culp to accept the agenda as presented. CARRIED

- 3) **In Camera/Labour**

MOTION to go in camera by Chairperson Simmons at 3:25 p.m. CARRIED

MOTION to come out of camera by Chairperson Simmons at 3:30 p.m. CARRIED

MOTION by Trustee Cameron to contact Mr. Burbige and thank him for his consideration and subsequent refusal of the terms of employment and further to contact Ms. Bothakur with an offer of employment for a one year term. CARRIED

- 4) **Next meeting date**
April 11, 2017

- 5) **Adjourn**

The meeting was adjourned by the Chairperson at 3:34 p.m.

Irricana & Rural Library Board Meeting Minutes

7:00 p.m., April 11, 2017 Irricana Library Minutes

- 1) Call to Order:** Chairperson Simmons called the April 11, 2017 meeting of the Irricana & Rural Library Board to order at 7:02 p.m.

Present: Mavis Hallman, Teresa Cameron, Shannon Simmons, Annette Culp and Elysse Reicheneder

Absent: Bob Anderson with notice, Megan Dornstauder with notice

2) Approval of Agenda

MOTION by Trustee Hallman to approve the agenda as presented.

3) Approval of Minutes:

Meeting March 14th, 2017

Meeting March 25, 2017

Meeting March 30, 2017

Meeting April 01, 2017

MOTION by Trustee Cameron to approve the minutes from March 14, 2017, March 25, 2017, March 30, 2017 and April 1, 2017 as presented. CARRIED

4) Consent Calendar

4.1 Manager's report

Elysse

4.2 Financials

Bob

4.3 Library Manager

Shannon

MOTION by Trustee Hallman to accept the Consent Calendar as presented. CARRIED

5) Old Business

5.1 Rebranding

Elysse/Megan

6) New Business

6.1 Switch for doors

Elysse

6.1.1 RFD for Switch for doors

MOTION by Trustee Hallman to approve the purchase of a kill switch for the automatic doors. CARRIED

6.2 Baby Change Table

Elysse

6.2.2 RFD for Baby Change Table

MOTION by Trustee Cameron to approve the purchase of a baby change table for the library. CARRIED

6.3 Plan of Service

Elysse/Teresa

6.4 RFD Culture Days

Elysse

Irricana & Rural Library Board Meeting Minutes

MOTION by Chairperson Simmons to approve additional days of operation for staff to provide programming for Culture Days September 29, 30 and October 1, 2017 to a maximum of eight hours per day. CARRIED

6.4.2 Culture Days ideas

6.5 Fundraising

All

6.5.1 Pioneer Acres Volunteer appreciation dinner

Shannon

MOTION by Trustee Hallman to purchase a liquor licence for the Pioneer Acres Volunteer Appreciation Dinner on May 13, 2017 to serve the Bookworm Lounge. CARRIED

6.5.2 Raffles

6.6 RFD Marketing-window painting

MOTION by Trustee Simmons to approve the addition of window painting to the promotional campaign. CARRIED

8) Roundtable discussion

9) In Camera/Labour

10) Next meeting date
Fundraising May 4, 2017 at 7:00 p.m.
May 09, 2017

11) Adjourn
The meeting was adjourned at 9:11 p.m.