

**TOWN OF IRRICANA
AGENDA**

REGULAR MEETING OF COUNCIL

Date: 22nd Day of January 2018; Time: 7:00 P.M.

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

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
 - 1. Donna Taylor – Peace Officer
 - 2. Rob Mantle – Calvary Chapel Irricana
 - 3. Paul Siller – Rockyview Handibus
- E. MINUTES**
 - 1. Minutes from Regular Council Meeting January 8th, 2018
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. CAO
- H. OLD BUSINESS**
- I. NEW BUSINESS**
 - 1. RFD Signing Authority
 - 2. RFD Personnel Policy
 - 3. RFD Procedural Bylaw 02:2018
 - 4. RFD Communications Policy
 - 5. RFD Traffic Bylaw 03:2018
 - 6. RFD Sidewalk Maintenance 04:2018
 - 7. RFD Business License Bylaw
- J. COMMUNICATION / INFORMATION**
 - 1. Historical Committee Terms of Reference
 - 2. Portable Fabric Building for Hockey Rink
 - 3. Accounts Payable: Cheque List 20133718 to 20133749 totaling to \$ 76,971.61 (incl. GST).
- K. FOLLOW-UP/ACTION & STATUS**
- L. PUBLIC INPUT**

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

M. IN CAMERA

1. Land x 1

N. ADJOURN

O. NEXT MEETING(S):

1. February 2018 Council Meeting – Feb 5 & Feb 19
2. RV Handibus committee 3rd Thursday in 2018
 - a) February 15; March 29 (AGM/Board Meeting)
 - b) April 19; May 17; June 21; July 19; August 16; September 20; October 18; November 15; December 20.
3. Irricana Library Board – 2nd Tuesday of every month
4. Rocky View Foundation last Wednesday every month except for summer
5. CRP Meetings –
 - a. February 15th - 8:30 to 3:30 – Cochrane Ranch House
 - b. March 16th -8:30 to 3:30 – Cochrane Ranch House
6. Canadian Badlands Tourism Development Conference & Annual General Meeting – March 13-15, 2018

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
January 8, 2018
Town of Irricana Council Chambers:
(Irricana Centennial Centre – 222 – 2nd Street)

ATTENDANCE

Mayor:	Frank Friesen
Deputy Mayor:	Kim Schmaltz
Councillors:	Jim Bryson, Ted Coffey, Tracy Shields
Staff:	Tawnia Cardinale, Interim CAO

CALL TO ORDER

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

AGENDA

- (i) Adopt Agenda
Addition of: Presentation Item D-1: Motion Tracker
Addition of: New Business Item I-3: Borrowing Bylaw

01:2018 Moved by Councillor Coffey to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) Motion Tracker
Council reviewed the Motion Tracker Spreadsheet.

MINUTES

- (i) Minutes of the Regular Meeting of Council of December 18, 2017

02:2018 Moved by Councillor Bryson to accept the Minutes of the Regular Meeting of Council of December 18, 2017 as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) CAO Report
Interim Chief Administrative Officer presented Council with a written report.

03:2018 Moved by Councillor Shields to accept CAO report as presented.
CARRIED

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – Splash Park
04:2018 Moved by Councillor Bryson to approve the first design concept for construction of the Irricana Splash Park with MSI funding of \$165,193.00 and for the Splash Park to remain at its current location on Henricks Drive.
CARRIED

- (ii) RFD – Volunteer Application
05:2018 Moved by Councillor Schmaltz to accept the volunteer application from Nathaniel Fleming for appointment to the following Boards and Committees:
 - 1) Community Services Board
 - 2) Community Facility Advisory Board
 - 3) Economic Development and Tourism CommitteeCARRIED

- (iii) RFD – Municipal Borrowing Bylaw 01:2018
06:2018 Moved by Councillor Schmaltz that Bylaw 01:2018, being a Municipal Borrowing Bylaw for the purpose specified in section 261 of the Municipal Government Act, be read for a first time this 8th day of January 2018.
CARRIED

07:2018 Moved by Mayor Friesen that Bylaw 01:2018, being a Municipal Borrowing Bylaw for the purpose specified in section 261 of the Municipal Government Act, be read for a second time this 8th day of January 2018.
CARRIED

08:2018 Moved by Councillor Coffey that Bylaw 01:2018, being a Municipal Borrowing Bylaw for the purpose specified in section 261 of the Municipal Government Act, be given unanimous consent for a third and final reading this 8th day of January 2018.
CARRIED

09:2018 Moved by Councillor Shields that Bylaw 01:2018, being a Municipal Borrowing Bylaw for the purpose specified in section 261 of the Municipal Government Act, be read for a third and final time this 8th day of January 2018.
CARRIED

COMMUNICATION/INFORMATION

- (i) Community Services
Community Services Board Meeting Minutes and Agenda from the December 14, 2017 meeting.
- (ii) Accounts Payable – Cheque List
Accounts Payable cheque list #20133693 to #20133717 for a total of \$166,071.17.

10:2018 Moved by Councillor Coffey to accept Communication/Information items J-1 to J-2 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 Friesen called for a 5 minute break at 7:23 pm.
Mayor Friesen reconvened the meeting at 7:29 pm.
Questions were presented to Council

IN-CAMERA

- (i) Closed to Public
11:2018 Moved by Mayor Friesen to go in camera at 7:41 pm.
- (ii) Open to Public
12:2018 Moved by Mayor Friesen to reconvene to the public portion of the meeting at 9:32 pm.

13:2018 Moved by Mayor Friesen to approve the Acting Chief Administrative Officer's remuneration as discussed.
CARRIED

ADJOURN

- (i) Adjournment

14:2018 Moved by Mayor Friesen to adjourn the meeting at 9:33 pm.

NEXT MEETING

January 22, 2018

Regular Council Meeting

3rd Thursday of Month

RV Handibus Committee Meeting

2nd Tuesday of Month

Irricana Library Board

Community Futures Wild Rose Meeting Dates: July 6, Sept 7, Oct 5, Nov 2 & Dec 7th

Rocky View Foundation – last Wednesday every month except for summer

Mayor Frank Friesen

Interim Chief Administrative Officer
Tawnia Cardinale-Butler



Chief Administrative Officer Report
Review of Dec 18th to Jan 8th, 2018

Public Works:

- Repairing the sidewalk sweeper. The gear box seal let go. We have a new part and will have it running soon.

Water/Sewer:

- No issues.

Roadways/Sidewalks:

- PW busy with clearing snow on pathways and roads.

Garbage:

Parks & Recreation:

- The skating rink has been flooded and snow cleared off several times in the past 2 weeks and can be skated on. The new nets are in the rink, but we haven't had time to put the lines in when we add more layers of ice.
- Approved MSI Funding for \$165,193.00 which will cover the cost of supply and install of materials for the splash park renovations (CAP-9618). Upon approval from council parts will be ordered to ensure adequate delivery and supply time for 2018 summer season.
- Grand Opening – Skating Rink – January 6th

Town Buildings:

- Sourcing quotes for public works building as we are currently sitting on funds approved by MSI from 2015 for renovations.
- The boiler in the Community Hall is being upgraded to a closed system. We have had to have it repaired several times this last year and needed to correct some problems to make it more dependable.

Community Facilities:

Community Services

- CSB – Next meeting scheduled for January 18th at the Town office at 6:30pm
- Will be inviting service groups to present at the next council meeting on January 22nd to provide council with insight about their programs and offerings, utilization and maintenance of facilities and future plans for partnership to assist the Town in moving Irricana forward.

Administration:

Administration Meeting Summary				
Meeting With	Purpose of the Meeting	Date of Meeting	Outcome	Comments
Amasco Construction	Partnership	4 th Jan		

Development & Planning:

- Working closely with Dillon on final details for completed NE Area Structure Plan, Biophysical Assessment and Environmental Assessment

Economic Development & Tourism

- Administration is exploring potential rebranding opportunity with BOND Creative along with other quotes to this will also assist us in redeveloping our website and way finding system upgrades.

FINANCE

Utilities:

Utility Arrears outstanding as at Dec 29/17 = **\$17,465.37**

Nov/Dec 2017 Billing Cycle (Reads completed at end of Dec) = **\$84,649.57** (Water & Misc charges)

These Bills will be mailed by January 5, 2018 to properties – due date is by Jan 31, 2018.

Reminder/Arrears Letters for approx. 125 o/s accounts, over 30 days after due date, were mailed on Jan 2/18 as per (Bylaw 04:2016, Section 4 (e)).

Taxes:

Total Taxes Outstanding (as at Dec 31/17 = \$265,274.99

(Current: \$168,449.38 / 1 Yr: \$63,320.62 / 2 Yr: \$33,504.99)

Tax Recovery Letters to be sent out by end of January for all Accounts over 2 years

Next Tax Penalty date is January 1st

Invoicing:

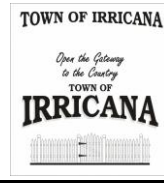
Animal (Cat & Dog) Renewal Invoices to be sent out in January – due by Jan 31/18

Business License Invoices to be sent out in January (for renewal of current Bus Licenses)

- Cheque listing 20133693 - 20133717 totaling \$166,071.17 including GST
- Received Partial MSI Capital Grant Funding for 2017 in the amount of \$342,110.00
- \$104,050.78 was transferred from the MSI T-Bill account to the operating account for the completion of the Skating Rink CAP-4902 and CAP-9420.
- ATB Bank Balance as of January 4th, 2018

CURRENT ACCOUNTS			
Account Name	Number	Currency	Available Balance
Business Account		CAD	\$759,759.00
SAVINGS ACCOUNTS			\$759,759.00
T Bill Savings Account (MSI)		CAD	\$192,144.20
T Bill Savings Account (AMIP)		CAD	\$0.00
T Bill Savings Account(BMTG)		CAD	\$0.00
		TOTAL	\$192,144.20

Tawnia Cardinale - Butler
Interim CAO Town of Irricana



Request for Decision

To: Mayor Friesen and Council

From: Justine Baker (Finance Officer)

Date: January 15, 2018

Subject: Motion for Signing Authority

DECISION: To Motion for Signing Authority

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

We currently only have one employee with signing authority on the administration side. To ensure accounts payable maintains a high level of customer service and meets due dates accordingly it would be in the town's best interest to assign a secondary signer on the administration side.

Previous CAO Fabian Joseph is currently listed as an active signer, he needs to be removed as signing authority.

BENEFITS:

To have two signers on the administration side.

DISADVANTAGES:

N/A

ALTERNATIVES:

Maintain Current signers

IMPLICATION ON FINANCES:

N/A

RECOMMENDATION:

To Motion indicating that Former CAO Fabian Joseph be removed from all signing authority and Acting CAO Tawnia Cardinale be added as signing authority.

RECOMMENDED MOTION:

To approve recommendation for signing authority.



Request for Decision

To: Mayor Friesen and Council

From: Tawnia Cardinale, Acting CAO

Date: January 22, 2018

Subject: Amendment of Policy 3.1

CORRELATION TO STRATEGIC PLAN OR POLICY: PERSONNEL POLICY 3.1

KEY ISSUES AND BACKGROUND:

Updating of Policy Number 3.1 to include the following under section 2.2 Recruitment/Promotions:

10) The CAO shall neither hire, nor terminate any employee without prior consultation with council

BENEFITS:

Updating the policy to ensure more effective communication

DISADVANTAGES:

None

ALTERNATIVES:

- 1) Amend the policy.
- 2) Don't amend the policy.
- 3) Recommend additional changes to policy.

IMPLICATION ON FINANCES:

None

RECOMMENDATION:

Administration recommends that council considers a change in wording to state:

“The CAO shall brief council on matters regarding hiring or the termination of employees”

RECOMMENDED MOTION:

1) Amend the policy.

TOWN OF IRRICANA

POLICY NUMBER 3.1

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TITLE: PERSONNEL POLICY EFFECTIVE: September 20, 2010 #305:10

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In the event that any word, phrase, sentence, section or article of this policy is declared invalid by any court of competent jurisdiction, only such word, phrase, sentence, section or article, shall be affected and this policy shall be otherwise unaffected and shall continue in full force and effect.

In all areas where the language in the policy refers to the male and/or female gender, such language shall also mean the opposite gender, and no discrimination between the sexes is intended or implied.

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POLICY NUMBER 3.1

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TITLE: PERSONNEL POLICY EFFECTIVE: September 20, 2010 #305:10

INTRODUCTION

The mission of Council and Staff is to create an environment through open communication that encourages the generation of ideas and the development of strategies for the responsible utilization of resources.

In order to accomplish this mission, there needs to be interaction with employees in a spirit of openness and integrity, and creation of an atmosphere in which an employee is allowed to achieve a high level of job satisfaction and positive assessment relative to his/her value in the organization.

While employees must be cognizant of municipal finances and the dictates of Council, the universal application of fairness, integrity, open communication and concern for employee well-being will be fostered.

In cases of conflict of opinion as to the intent of the conditions laid out in this policy, the final interpretation shall rest with the Chief Administrative Officer.

1.0 DEFINITIONS

“Anniversary Date” shall mean the date on which an employee commenced permanent employment with the TOWN and shall include any successfully completed probationary period.

“Casual Employee” shall mean an employee who occupies a position occasionally in a non-permanent status, usually on a call-in basis, and is not regularly scheduled. Hours of work are as required.

“Collective Agreement” shall mean the Agreement between the Town of Irricana and The Canadian Union of Public Employees (CUPE) Local Sub 37

“Council” shall mean the Council of the Town of Irricana.

“Leave of Absence” shall mean a period of time granted to an employee who will be away from work and may be with or without pay.

“Length of Service” shall mean the length of continuous service with the Town and will commence on the employee’s permanent start date with the Town of Irricana.

“Permanent Full Time Employee” shall mean an employee who occupies an established permanent full time position working the hours prescribed as “full time” and who has successfully completed the probationary period.

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“Permanent Part Time Employee” shall mean an employee who occupies an established permanent part time position working the hours prescribed as “part time” and who has successfully completed the probationary period.

“Relative” shall be interpreted to mean current spouse or significant other, child, step child, ward, sibling, parent, in-laws, grandchild or grandparent.

“Seasonal Employee” shall mean an Employee occupying a seasonal position established by the Employer, and who is required to work on a temporary basis for no longer than six (6) months.

“Senior Staff” shall mean the Chief Administrative Officer and other senior members that may be deemed “out of scope” in the collective agreement.

“Standards of Conduct” shall mean conduct and behaviors as outlined in the Code of Ethics, Employee policy, and Standards as outlined in the Provincial Regulations including but not limited to Occupational Health and Safety, Safety Codes, Labour Standards and Employment Standards.

“Supervisor” shall mean a department head who supervises one or more employees.

“Temporary Full Time Employee” shall mean an employee filling a non-permanent position working the hours prescribed as full time and having a predetermined renewal or end date. The term shall not exceed twelve (12) months without mutual agreement of the parties.

“Temporary Part Time Employee” shall mean an employee filling a non-permanent position working the hours prescribed as part time and having a pre-determined renewal or end date. The term shall not exceed twelve (12) months without mutual agreement of the parties.

“Town” shall mean the TOWN of Irricana

“Transfer” shall mean a lateral move to a different position at the same rate of pay.

“Work Day” shall mean any day on which an employee is normally expected to work.

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2.0 CONDITIONS OF EMPLOYMENT

It is Town policy that all employees will be treated equitably and fairly and that all positions are staffed on the basis of job related criteria and in accordance with pertinent government legislated acts. "Safety and Dignity" and "Collaborative Relationships/Dispute Resolution" are outlined in Policy 3.4 and 3.5 respectively.

2.1 EQUAL OPPORTUNITY EMPLOYMENT

All staff are expected to ensure that equal opportunity employment objectives are followed:

- 1) It is and shall be the continuing policy of the Town, that all persons are entitled to equal opportunity employment in accordance with government legislated acts.
 - a) Employment opportunities are, and shall be; open to all qualified applicants solely on the basis of their experience, aptitudes, qualifications and abilities.
 - b) Advancement is, and shall be, based on the individual's achievement, performance, ability and potential for promotion.
 - c) The Town will comply with all government regulation.

2.2 RECRUITMENT/PROMOTIONS

It is the responsibility of Supervisors to recommend candidates for vacant positions. Final approval of hiring rests with the Chief Administrative Officer and in some circumstances Council.

- 1) Should a job become available within the Town of Irricana Municipal office/public works, internal applications, all else being equal, will be given preference in filling vacancies. Posting of positions follows the details outlined in the Collective Agreement.
- 2) All employees may be required to undergo a medical examination, prior to being employed, at the Town's expense.
- 3) The establishment of new positions shall be authorized by Council.
- 4) The Chief Administrative Officer position shall be appointed by Bylaw and shall be covered by a comprehensive job description and selection and hiring shall be authorized by Council.

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- 5) The Chief Administrative Officer shall select and hire administrative staff.
- 6) The Supervisor of Operations shall be hired in consultation with Council.
- 7) The Supervisor of Operations shall hire the outside workers in consultation with the Chief Administrative Officer.
- 8) The Supervisor of Operations shall hire the Public Works Summer Temporary Workers in consultation with the Chief Administrative Officer.
- 9) The Community Services Officer shall hire the Summer Program and Youth Centre Coordinator and Workers in consultation with the Chief Administrative Officer.
- 10) The CAO shall neither hire, nor terminate, any employee without prior consultation with Council.

2.3 NEPOTISM

- 1) The Town of Irricana permits the employment of individuals of the same family or those who have a personal relationship. The employment within the same department however is normally prohibited for individuals of the same family or for those who have a personal relationship. Under special circumstances, exceptions may be reviewed and approved by the Chief Administrative Officer.
- 2) Hiring of an individual who is related to an employee is prohibited where he/she may be under the authority of supervision (direct or indirect) of a related employee.
- 3) Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial employment or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those related by blood or marriage, membership in the same household, including domestic partners, or persons with whom employees have an intimate relationship.
- 4) The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships. The Town views such conflicts of interest as seriously as it does those involving family members or blood relatives.
- 5) To avoid a conflict of interest or appearance of conflict of interest, the definition of "relative" which is covered in this policy, should be interpreted very broadly. In considering whether a relationship falls within this policy, all employees are urged to disclose the facts if there is any doubt rather than fail to disclose in cases where a relationship exists or existed in the past.
- 6) This policy applies to all types of employment, including temporary and casual.
- 7) All employees are responsible to raise potential issues to the attention of their supervisors.

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- 8) Conflict of interest also exists when there is a consensual romantic or sexual relationship in the context of employment supervision or evaluation. Therefore, no supervisor may influence, directly or indirectly, salary, promotion, performance appraisals, work assignments or other working conditions for an employee with whom such a relationship exists. Any supervisor involved in a consensual romantic or sexual relationship, in the context of employment supervision, must discuss the matter on a confidential basis with his or her own supervisor or the Chief Administrative Officer to assess the implications for the workplace and make arrangements to ensure that employment-related decisions are made in an appropriate and unbiased setting. Although both employees involved in a consensual relationship are individually responsible for disclosure, a supervisor's failure to report such a relationship will be regarded as a serious lapse in his or her management of the workplace and grounds for appropriate disciplinary action, including termination of employment (particularly in cases where bias or harassment has occurred in connection with a benefit).
- 9) A supervisor bears an affirmative responsibility for sustaining a positive workplace environment and one which is conducive to the professional growth of all employees. A supervisor must be regarded as trustworthy and fair for such an environment to exist. It is important to understand that, even when arrangements have been made to minimize conflicts of interest regarding particular employment-related decisions, it is necessarily more difficult for a supervisor to be fair when a close relationship exists with an employee. Disruption to the workplace can be particularly acute when a sexual or romantic relationship involving a supervisor is known to exist but cannot be discussed openly. Supervisors should also understand that even in a consenting relationship there are substantial risks of charges of sexual harassment or favoritism when supervision is involved.
- 10) Any supervisor who received the report that someone who reports to him or her is involved in a consensual romantic or sexual relationship with an employee he or she supervises will be expected to speak confidentially with the person(s) involved. If the relationship exists, appropriate steps should be taken to ensure that employment-related decisions are made in an unbiased setting.
- 11) Individuals within the immediate family of a member of Council shall not be eligible for full time employment with the Town. On the other hand, an employee's tenure of employment shall not be affected if subsequent to his/her becoming an employee, a member of his/her immediate family is elected to Council.

2.4 HOURS OF WORK

- 1) General working hours and schedules are designed to meet the needs of the corporation and the public.
- 2) For details refer to The Collective Agreement
- 3) On Call Weekends

A promise to work if the need arises after the regularly scheduled day. Employees on call will be readily available and in a fit condition to attend to required duties. Failure shall constitute grounds for disciplinary action. On call staff may have the Town vehicle at their residence. For On-Call details, see Policy 3.3.

2.5 NEW EMPLOYEE ORIENTATION

All employees are responsible to introduce and welcome new employees into the system. Orientation is critical in successfully introducing the new employee to the work environment. It is also the first opportunity that supervisors have to develop a strong and effective one-on-one relationship with the new employee.

2.6 PROBATIONARY PERIOD

The purpose of the probationary period is to allow the Town time to evaluate the suitability of the employee to the position filled and to allow the employee time to evaluate the position. It is the responsibility of the immediate Supervisor to effectively manage the probationary process. Communication is critical to the success of this process.

- 1) Probationary employees shall be evaluated at the completion of their probationary period by the immediate Supervisor who may recommend the employee be given permanent status. It is recommended that the employee receive periodic reviews at one month intervals prior to the end of the probationary period particularly if performance is in question.
- 2) Either party may terminate the job arrangement at any time during the probationary period, with appropriate notice per Labour Standards.

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2.7 RETIREMENT/RESIGNATION/RECOGNITION OF SERVICE

- 1) Employees considering retirement should discuss the matter with his/her supervisor at least three months prior to the intended date in order to ensure sufficient time for workforce planning and preparation of the necessary paperwork. Once an employee has decided to retire, a signed letter to the supervisor indicating the date of retirement is required.
- 2) Employees who have decided to work beyond the date of attainment of age 65 are advised that at age 65, there may be changes to their benefit entitlement as benefits are subject to the terms and conditions as determined by the Insurer.
- 3) Employees are expected to give their Supervisor two (2) weeks advance written notice of their intention to resign. Mid-level and senior staff are expected to give one (1) month of advance written notice.
- 4) The TOWN may honor any employee on his/her resignation with five or more years of service with the TOWN with an appropriate gift.
- 5) The TOWN of Irricana recognizes the years of service to its organization and values the long-term commitment of its employees. Employees shall be recognized with an appropriate gift and bonus for their service as follows:

5 years of service - \$50.00 and 5 year service pin
10 years of service- \$100.00 and 10 year service pin
15 years of service- \$150.00 and 15 year service pin
20 years of service- \$200.00 and 20 year service pin

2.8 WORKING CONDITIONS

Supervisors are responsible to ensure that every employee works in a safe and healthy work environment. It is also the responsibility of staff to do all that they can to maintain a safe and healthy work environment. Health has long been recognized as a vital issue in the workplace. For the employee, good health is essential to his/her potential as well as his/her job satisfaction and personal well being. For the employer, the health of the workforce is strongly related to its cooperative action between employer and employee. Supervisors are responsible for documenting and assessing job performance in consultation with the Chief Administrative Officer.

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1) Safety

- a) It is the responsibility of all employees to promote safe work practices and to work safely. Employees shall take care to protect the health and safety of themselves and others present.
- b) Each Supervisor is responsible for training employees to work in a safe manner, to preserve safe working conditions, to maintain an awareness of current Occupational Health & Safety Act, WHMIS, and to follow the Town's safety procedures.
- c) The TOWN requires that all employees observe the rules, regulations, procedures and standards contained in, but not limited to, the Occupational Health & Safety Act, WHMIS, and any departmental policy or guidelines set out in the Town's Policy Manual. An employee may not be ordered to perform a task which is in contravention of these guidelines.
- d) Safety equipment specified or supplied for a particular task must be worn as required. As a condition of employment, all public works personnel shall be required to wear CSA approved safety footwear.
- e) An employee shall immediately inform his/her immediate Supervisor when he/she has an accident that result in injury or that had the potential to causing serious injury. In all instances, a written incident report should be filed.
- f) Should a TOWN employee working with TOWN equipment have an accident independent or with a private vehicle wherein a claim for damages to TOWN equipment or the private vehicle may be forthcoming, a written report is made to the department head as soon as possible. The individual may be suspended from his/her position (not employment) until the department head can make an interim decision as to the cause of the accident. The department head will then forward their report and any recommendations to the Chief Administrative Officer. Submission to insurance coverage is subject to the extent of the damage and the deductible charged. After the insurance company has investigated the report and/or claim, a final review may be made of the earlier decision by the department concerning his employee.

2) Smoking

In accordance with Provincial Legislation, Smoking is prohibited in all areas that are deemed work spaces. This includes Town equipment and vehicles.

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3) Clothing

All employees shall dress appropriately for their position.

- a) Permanent Public Works employees shall be provided protective clothing as outlined within the Collective agreement.

4) Alcoholism, Drug Abuse and Addiction

- a) The Town of Irricana recognizes that alcohol and/or drug abuse and dependency are treatable and arrestable illnesses.
- b) Employees who cooperate with treatment will receive sick leave to the extent available during absences from work necessary for treatment.
- c) Recovered employees can return to work without prejudice to rates of pay or promotional opportunities.
- d) It is the employee's responsibility to maintain a satisfactory level of job performance while he/she is undergoing treatment if he/she remains on the job.
- e) In instances where the employee is unwilling to acknowledge the problem, his/her retention in, or removal from Town services will be determined in accordance with existing procedures dealing with the control of work performance and conduct up to and including termination of employment.
- f) Nothing in the policy replaces or negates the provisions of other Town policy or contracts of employment on use of, or intoxication from alcohol or drugs during working hours, on Town premises, or while operating Town vehicles or equipment or the prerogative of the Town to discipline for such misconduct.
- g) When an employee accepts assistance for an alcohol or drug abuse problem, all information relating to the matter shall be restricted to the Supervisor (if aware of the problem), and the Chief Administrative Officer.

2.9 MEDICAL EXAMINATIONS

The Town may require employees to provide a medical certificate indicating the employee's ability to carry out the full duties and requirements of their position.

The Town may request that employees undergo drug and alcohol testing by a certified professional.

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2.10 CODE OF ETHICS

It is the responsibility of Supervisors and senior staff to ensure the adherence of staff to the Code of Ethics. However all employees are expected to notify their Supervisor if they are in a conflict of interest, real, potential or perceived. The Supervisor shall be responsible to determine the proper course of action once the conflict has been brought to light, but in any event, the department head shall be notified.

1. Outside Employment

- a) As a general rule, an employee may not engage in outside work or a business undertaking:
 - i) that interferes with the performance of his/her duties as a Town employee;
 - ii) in which advantage is derived from his/her employment with the Town; or
 - iii) in a professional capacity that will, or is likely to, influence the ability to carry out the duties as a civic employee.
- b) Employees may take supplementary employment, including self-employment unless such employment:
 - i) is performed in such a way as to appear to be an official act, or endorsement, of the Town of Irricana;
 - ii) unduly interferes, through lack of performance, telephone calls or otherwise, with regular duties.

2. Pecuniary Interests

An employee shall not have a pecuniary interest in any business decision or contract made by him/her in his/her official capacity as a Town employee without the written consent of the Chief Administrative Officer. A Town employee may not acquire interests in a business or real estate venture, or partake in any other activity in which pecuniary benefit may be derived, as a result of information received by virtue of his/her employment by the Town.

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3. Contractual Relationships

a) An employee acting in connection with the hiring or contracting of labour or the purchase of materials or supplies for the TOWN shall not, without notification to and the express written permission of the Chief Administrative Officer and/or Council, allot any work to, or order any supplies from, the following:

- i) An immediate relative, any firm or partnership in which the employee alone or his/her immediate relatives holds any interest, regardless of size;
- ii) any company, partnership or firm in which the employee or his/her immediate relatives hold a directorship or management position.

b) Dealings with Relatives:

- i) An employee shall not participate in a decision making capacity affecting immediate relatives' applications for permits, or other approvals. The employee's immediate supervisor or higher level approving authority shall address the decision making process in this instance.

4. Misuse of Confidential Information

a) All employees must enter into a Confidentiality Agreement with the Town of Irricana. An employee shall not release sensitive and confidential information or data that may harm the TOWN or persons with whom the TOWN is dealing and must abide by the Freedom of Information and Protection of Privacy (FOIP) Act. Sensitive and confidential information includes, but is not limited to, the following:

- i) The contents of in camera meetings;
- ii) Personnel matters including discipline, dismissals, resignation, job applications, home telephone numbers, job and salary information;
- iii) Information pertaining to the buying and selling of municipal property or the acquisition of properties, real or proposed, by the municipality that has not already been made public; and
- iv) Information given in confidence.

b) All information relating to the operation and affairs of the TOWN will be released to the public at the discretion of the TOWN Council, the Mayor, or the Chief Administrative Officer.

c) If any employee has concerns about confidentiality of information, the information should be referred to, and discussed with the Chief Administrative Officer.

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5. Public Statements

The general guidelines for public statements are as follows:

- a) Statements made as a private citizen may be seen to reflect a person's position within the TOWN. Thus, TOWN employees must be sure to make known when they are, and when they are not, speaking on behalf of the TOWN or stating TOWN policy.
- b) Only complete, balanced information pertaining to policy should be released to the public.
- c) Advice that goes beyond the bounds of normal job related service should not be given to the public and is strongly discouraged.

6. Criminal Offense

- a) It is a condition of employment that employees are expected to obey and observe the laws of the federal, provincial and local governments
- b) If convicted of a criminal offense, the employee may be disciplined which can include dismissal after senior staff's consultation with the Town's legal counsel.
- c) The TOWN, upon undertaking their own investigation, may suspend or dismiss the employee, whether convicted or not, if the TOWN feels the employee's conduct is unbecoming or detrimental to the TOWN.

7. Acceptance of Gifts

- a) An employee shall not accept a gift, favor or service related to his/her duties except the normal hospitality associated with doing business, protocol or exchange of gifts and mementos at public ceremonies.
- b) Employees must be careful to avoid any appearance that their goodwill is being or has been purchased through gifts.
- c) An employee shall not use his/her position to obtain special advantages from dealing with a business or other concern.

8. Political Activity

a) School Board

Pursuant to the Local Authorities Election Act, employees may run for School Trustee. Should a general leave of absence without pay be requested to run for School Trustee it must be forwarded to the Chief Administrative Officer for approval.

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b) Municipal

1. Pursuant to the Local Authorities Election Act, employees may run for municipal office and if elected he or she is deemed to have resigned their position as an employee the day they take the office oath of office for Elected Officials. Should a general leave of absence without pay be requested to run for municipal office it must be forwarded to the Chief Administrative Officer for approval.
2. Employees will not be permitted to become actively involved in the solicitation of funds for a municipal election.
3. As noted in 5 b) above, statements made and actions taken as a private citizen may be seen to reflect the opinion of the TOWN. To preserve and continue the actual and perceived neutrality of the Town of Irricana municipal employees, when representing the Town, they shall refrain from comment or action that may appear to reflect bias regarding any and all candidates.

c) Provincial/Federal

Town employees are entitled to be candidates for office in a provincial or federal election. Should a general leave of absence without pay be requested it must be forwarded to the Chief Administrative Officer for approval. If elected, the employee would be expected to resign from the TOWN. Any employee may:

1. Join a Provincial or Federal political party or other political organization.
2. Participate actively in the internal affairs of a Federal or Provincial political party or organization.
3. Hold an office in a Provincial or Federal political party or organization.
4. Solicit funds or other contributions for Federal or Provincial parties, elections and campaigns.
5. All activities undertaken on behalf of a Federal or Provincial party must be done on the employee's own time without the use of TOWN equipment.

9. Use of TOWN Vehicles and Equipment:

1. Wherever possible, employees who require transportation in order to perform their normal duties during regular hours will be provided with TOWN owned vehicles for those specific purposes. TOWN owned vehicles are not to be used for private or personal matters. On call personnel are allowed the use of a vehicle at their residence provided it can be kept in an environment maintaining running condition – for TOWN “on call” purposes only.

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2.11 CORRECTIVE ACTION AND DISCIPLINE

The basic premise of this policy section is to identify when an employee does not follow established standards of conduct and productivity. It is intended to be corrective and not punitive. Employees must conform to established standards and policies. Management is here to assist employees when there are barriers (whether real or perceived) which prevent them from meeting established standards.

1. Definitions:

- a) ***Caution Notice*** – ***Notice in writing*** with clear communication of the undesirable behavior.
- b) ***Warning Notice*** – a direct notice ***in writing*** to cease and discontinue the undesirable activity.
- c) ***Written Warning*** – a formal discipline notice placed in an employee's file. Written warnings will be reviewed two (2) years from warning date. If performance is satisfactory, the employee may request that the Chief Administrative Officer remove the written warning from the personnel file.

2. Procedure:

Where there is performance or behavior problems, employees will be given:

Step 1 – Written caution notice or if time frame does not allow, a verbal caution followed within 24 hours with a written caution notice.

Step 2 – Follow up within specified time frame indicated in caution notice to monitor behavior change/improvement. If behavior is unchanged, a written warning notice will be issued.

Step 3 – Failure to resolve problem a follow up will result in written warning outlining improvement time frame and consequences of failing to comply.

- (i) Warning should clearly indicate the potential consequences. A progressive form of discipline from minor to severe is recommended.

Step 4 – If situation is resolved within time frame outlined in Step 3, further monitoring will take place for three (3) months with a review after that period. If situation is not resolved dismissal action may be undertaken.

Step 5 – The TOWN will give written notice upon dismissal for any reason and will be guided by the regulations contained in the Employment Standards Code and the Collective Agreement.

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It is not possible to list all the forms of behavior that are considered unacceptable in the work place, but the following are examples of infractions of rules of conduct that will result in disciplinary action, which may include suspension or termination of employment:

- Unsatisfactory performance or conduct
- Unauthorized disclosure of confidential information
- Theft or inappropriate removal or possession of property
- Falsification of time-keeping records
- Working under the influence of alcohol or illegal drugs
- Boisterous or disruptive activity in the work place
- Insubordination or other disrespectful conduct
- Smoking in prohibited areas
- Sexual or other unlawful harassment
- Excessive absenteeism or absence without notice
- Unauthorized disclosure of intellectual property
- Misuse or abuse of TOWN vehicles or machinery
- Payment of personal purchases by TOWN credit cards or cheques

AN INCIDENT OF SUFFICIENT SERIOUSNESS MAY WARRANT IMMEDIATE DISMISSAL.

3. Termination for Just Cause

An employee may be terminated for just cause, without notice or pay in lieu of notice. An employee dismissed for just cause will not be allowed to return to the employment of the TOWN of Irricana.

- No notice of employee termination is required.
- No pay in lieu of notice is required.
- An employee shall be advised in writing of any and all reasons for dismissal.
- An employee must receive all monies owing at the time of dismissal.
- An employee must receive a completed Record of Employment.
- A Recommendation to Terminate Employment should be completed by the supervisor and approved by the Chief Administrative Officer
- A termination checklist should be completed.
- It is a condition of wrongful dismissal insurance coverage that a written legal opinion be obtained from the Town's legal counsel prior to taking steps toward dismissal.

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2.12 VACATIONS

The scheduling of vacation leave is to be the Supervisor's responsibility and may involve the Chief Administrative Officer to ensure that the level of service provided by the TOWN will not be jeopardized.

All annual vacation requests are subject to Departmental approval. To aid in the planning of vacation periods by the TOWN, it is requested that vacation requests be made a minimum of three (3) months prior to the desired period of leave. Every effort to accommodate requests made after this three (3) month period will be made, however there will be greater chance that the request cannot be met.

Entitlement details are outlined in the Collective Agreement.

2.13 STATUTORY HOLIDAYS

Details are outlined in the Collective Agreement.

2.14 LEAVE OF ABSENCE/SICK LEAVE/BEREAVEMENT LEAVE

It is the intention of the TOWN to treat employees equitably and fairly. Therefore, to adequately provide leave of absence where unusual and unavoidable circumstances require an employee's absence is a firm objective of the TOWN. Leave is granted in order to protect length of service and benefit rights for an employee. All leaves of absence shall be approved by the Chief Administrative Officer. A leave of absence for the Chief Administrative Officer shall be with the approval of Council.

1. All requests for leave must be in writing to the Chief Administrative Officer with at least two (2) weeks notice with the exception of extreme circumstances, unless otherwise stated. If reasonable notice cannot be given, then notice must be received by the Chief Administrative Officer at the earliest opportunity. The TOWN reserves the right to request certification or documentation of the reasons for the leave of absence request.
2. Where an employee is granted a leave of absence of one month or more and that employee is covered by any or all of the benefit plans, that employee shall make prior arrangements for the prepayment of both the employee's and employer's premiums for the applicable plans.

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3. Any extensions of leave must be accompanied by the written consent of the Chief Administrative Officer. Any employee who does not receive written consent for an extension of leave and who does not return to the employ of the TOWN by the date prescribed will be considered to have voluntarily quit his/her position with the TOWN.
4. Any employee who is absent for three (3) consecutive days without notification or written authorization for a leave will be considered to have voluntarily quit his/her position with the TOWN. Should the Chief Administrative Officer be notified prior to the end of the three (3) day period and proper documentation, if required, is supplied, employment may not be forfeited; however the employee may be subject to disciplinary action.
5. The Town discourages general leaves for more than two (2) months.

Specific details on "Leaves" are outlined in the Collective Agreement.

2.15 COMPENSATION/ BENEFITS/PERFORMANCE

It is the objective of the Town to provide rates of pay that reflects the median of the competition for like-sized municipalities. These rates are reviewed and negotiated periodically in accordance with the Collective Agreement. The Town desires that all employees receive competitive benefits and that these benefits reflect the commitment made by the TOWN towards providing employees with security and peace of mind.

1. Rates of Pay and Benefits - Details are outlined in the Collective Agreement
2. Employees shall receive a Christmas gift of a \$100.00 grocery voucher to be included in the first payroll cheque in December.
3. In consideration of employee's volunteer hours including, but not limited to, Pitch-In & Volunteer Appreciation Celebration, the employees shall be entitled to a Friday in June for a staff social function with pay.
4. Employees children shall be provided placement in the basic Summer Sizzlers Day Camp Program during the months of July and August at no program fee providing that:
 - a) the employees children do not take the place of any paying customer
 - b) the employee pay any additional charges for field trips/supplies up and above the regular program fees and that day camp t-shirts are purchased at cost by the employee
 - c) Employees must fill out complete registration packages and enroll their children in day camps during the prior week. Children of employees are to be enrolled in the program weekly and attend during scheduled hours unless prior arrangements are made with the Community Services Officer. This benefit is not used as a drop off service and employees must utilize the program as it is intended.

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5. Each Supervisor will be responsible for evaluating his/her staff through the performance evaluation and submitting the evaluation to the Chief Administrative Officer.
6. Probationary employees shall have a performance review after the completion of the probationary period.
7. At least once each year, the Mayor and Council shall conduct with the Chief Administrative Officer, confidentially, an appraisal and full review of his/her work performance in accordance with the M.G.A.
8. At least once each year, the Chief Administrative Officer shall conduct, confidentially and individually, an appraisal and full review of the work performance of all administrative personnel and the Supervisor of Operations.
9. At least once each year, the Supervisor of Operations shall conduct in confidence, an appraisal and work review with each permanent employee under his authority.
10. A completed form or written summary of each review shall be signed by both parties and filed with the Chief Administrative Officer for future reference.
11. Less comprehensive discussions shall be conducted to improve operations and to promote good personnel relationships whenever the need arises.

MAYOR: _____

CHIEF ADMINISTRATIVE OFFICER: _____

REVISED: _____ **MOTION:** _____
REVISED: _____ **MOTION:** _____

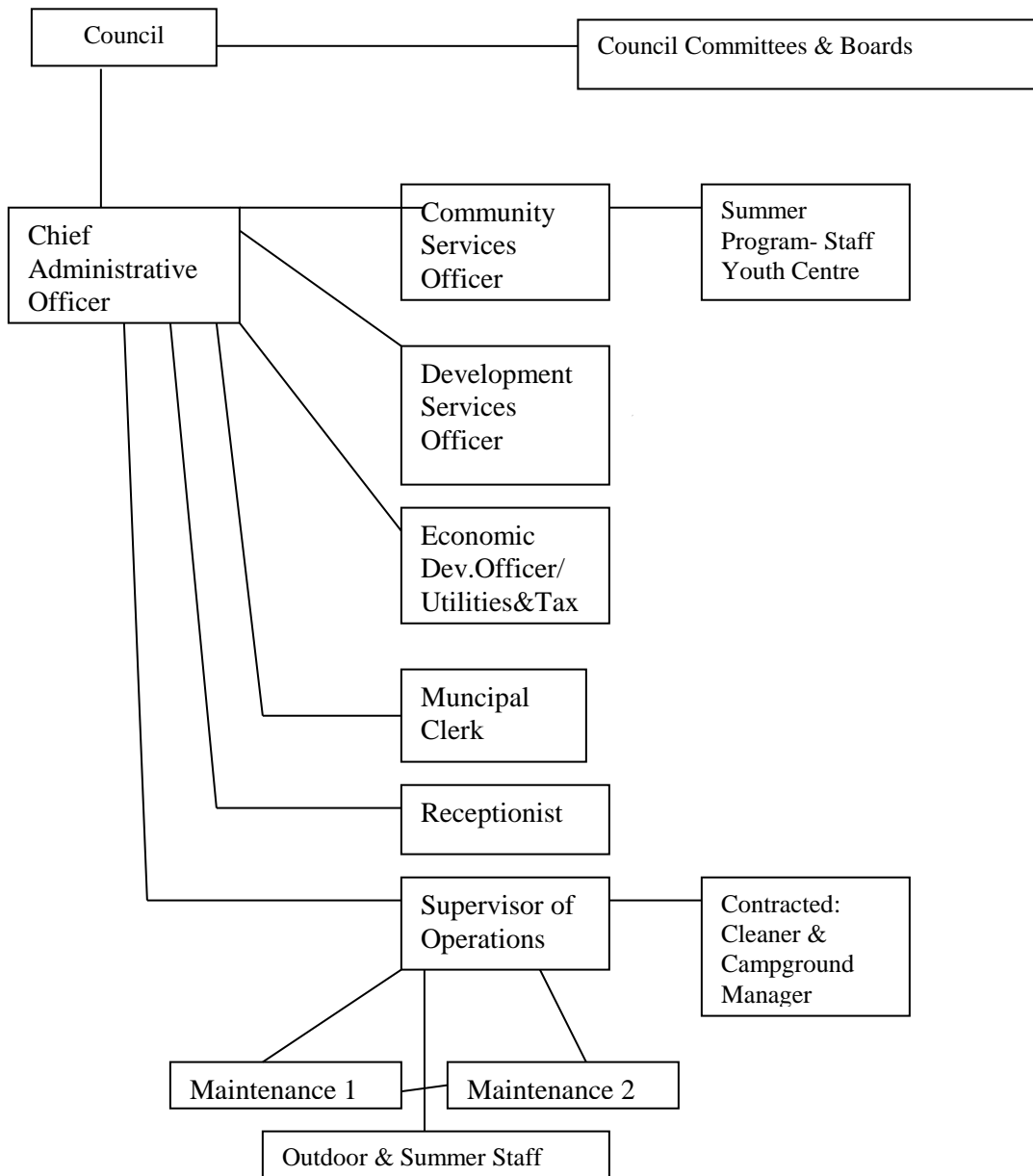
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ORGANIZATIONAL STRUCTURE TOWN OF IRRICANA



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CHIEF ADMINISTRATIVE OFFICER

Following is the information for use in the appraisal process of the CAO. This information is from an excerpt of the Municipal Affairs document on the subject.

Council expects the CAO to be an effective advisor; a knowledgeable municipal generalist; a sound manager of people; a conceptual thinker; a pragmatist; a diplomat and disciplinarian. The CAO is a senior employee of Council. As such, he (or she) assists Council in arriving at its policies and decisions and arranges for their efficient execution by staff. In a complex organization which faces a multitude of challenges and responsibilities, most Councils rely upon the professional expertise of a manager in ensuring an appropriate process of decision-making is developed and rigorously applied; staff are regularly reviewed, appropriate training is made available; the organization's health is maintained; and all reasonable steps are taken to run a professional organization within approved Council policies.

In summary the CAO must be:

- An advisor to Council, providing input on virtually all decisions based on technical expertise and managerial experience;
- A leader to staff, serving as mentor, coach, counselor and disciplinarian;
- A confidant to those on council (and staff) who confide in him/her their confidential views on operations, policies and people;
- A coordinator of senior, experienced colleagues who may have strongly held views on all manner of issues;
- A source of information to the public and possibly to the media

The Chief Administrative Officer is the key paid staff member of the Council and is the individual to whom Council turns over the organization and its resources to be administered effectively on a day-to-day basis. If the mayor is the Chief Executive Officer of the corporation, the CAO is the Chief Operating Officer. It is a position of considerable authority and influence and one, which requires a high degree of trust between Council and its CAO.

The successful performance of such a role will depend on the amount, frequency and quality of the feedback the CAO receives from Council. Please provide your input on the attached format for use in the appraisal process.

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CAO Evaluation

Purpose of Evaluation

Performance evaluations are an ongoing process of goal setting, reviewing performance, refining job expectations; appraising progress and establishing further training needs.

If properly conducted, the performance evaluation of the employee can serve the following purposes:

- a) Formally discuss the relationship which should exist between Council and the CAO
- b) Relate performance to the role, responsibilities, authority and duties
- c) Set objectives and criteria for future evaluation
- d) Recognize strengths and weaknesses and reward / correct them
- e) Serve as a basis for a salary adjustment

Benefit to Council

- a) Ensures accountability
- b) Measures employee effectiveness in implementing department programs
- c) Measure results / effectiveness of programs
- d) Provides documentation for any follow-up action
- e) Improves communication between Council and the CAO

Benefit to CAO

- a) Improves performance by ensuring that supervisor and employee mutually understand goals and responsibilities
- b) Provides positive reinforcement for good performance
- c) Identifies operational problem areas
- d) Improves morale
- e) Provides documentation for any follow-up action
- f) Identifies training needs
- g) Improves communication between Council and the CAO

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Numerical Rating

- 0 Unacceptable performance** – Employee is unacceptable
- 1 Below job standards** - Employee needs to improve
- 2 Meets job standards** – Employee performs the job satisfactory
- 3 Exceeds job standards** – Employee goes beyond the routine accomplishment of the job
- 4 Outstanding performance** – Employee exceeds the job standards

Description	Rating				
Relationship with Council					
1. Respects the role and authority of Council as a whole and as individuals	0	1	2	3	4
2. Conveys information from Council to staff and those external to the organization	0	1	2	3	4
3. Understands the limitations of the position	0	1	2	3	4
4. Shows initiative by tackling new projects / extra work within the organization	0	1	2	3	4
5. Has a high degree of self-reliance and motivation	0	1	2	3	4
6. Contributes to the organization's decision-making process	0	1	2	3	4
Relationship with Staff					
7. Provides effective leadership on an ongoing basis	0	1	2	3	4
8. Ensures staff are suitably informed with regard to Council decisions	0	1	2	3	4
9. Involves staff in the decision-making process	0	1	2	3	4
10. Cooperates well with other employees on various projects	0	1	2	3	4
11. Effective at counseling and disciplining	0	1	2	3	4
12. Provides staff with a positive role model	0	1	2	3	4
13. Provides staff with appropriate training necessary to further enhance their skills	0	1	2	3	4
14. Capable of motivating, counseling and disciplining as necessary	0	1	2	3	4
Understanding the Community					
15. Understands the background of most of the major issues of the community	0	1	2	3	4
16. Ensures the public is informed with regards to the services provided	0	1	2	3	4
17. Effective in responding to public inquiries and complaints in a timely manner	0	1	2	3	4
18. Provides quality advice and recommendations to the public	0	1	2	3	4
Management Practices					
19. Communicates well, both verbally and written	0	1	2	3	4
20. Stays current on changes relating to responsibilities	0	1	2	3	4
21. Demonstrates good prioritization skills to complete tasks and meet deadlines	0	1	2	3	4
22. Suggests ways to improve efficiency of the organization	0	1	2	3	4
23. Makes informed decisions on job specific issues	0	1	2	3	4
24. Respects public resources (funds, property, equipment, etc.)	0	1	2	3	4
25. Demonstrates good organizational skills	0	1	2	3	4
26. Follows through on commitments made (internally and externally)	0	1	2	3	4
27. Endeavors to maintain / improve relationships (internally and externally)	0	1	2	3	4
28. Develops policies / recommendations for Council approval	0	1	2	3	4
29. Provides financial information and budget processes to Council	0	1	2	3	4
Community "Fit"					
30. Mixes well with other members of the community	0	1	2	3	4
31. CAO's style adapts well to the style of the community	0	1	2	3	4
32. CAO portrays publicly his / her support of the corporate goals of the Council	0	1	2	3	4
TOTAL OF COLUMNS					

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Score Calculation:

_____/ 128 = ____ %

Review Panel Comments:

Key Areas for Improvement:

Employee Comments:

This "CAO Evaluation" is for the period from _____ to _____.

Salary Adjustment:

Current Salary: _____

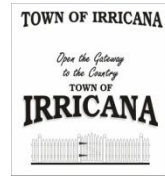
New Salary: _____

Effective Date: _____

Date

Mayor

CAO



Request for Decision

To: Mayor Friesen and Council

From: Tawnia Cardinale-Butler, Acting CAO

Date: January 22nd, 2018

Subject: PROCEDURAL BYLAW 02:2018

CORRELATION TO STRATEGIC PLAN OR POLICY: Council
Procedural Bylaw

KEY ISSUES AND BACKGROUND:

All bylaws must pass three readings before they can become law. All this means is that council has three separate chances to consider the pros and cons, and to vote, on a particular bylaw. This regulation is there to ensure that every bylaw is carefully considered before it is passed.

First reading is a test of whether or not council wishes to consider an issue at all. It is not usually an indication of whether or not council supports the bylaw.

Second reading is when council can debate the issue, make amendments, and vote again. This time, council is voting on whether or not they support the bylaw.

Third reading is the last chance for debate, amendments, and voting. If a bylaw fails any of the readings, it dies.

The changes made to the Procedural Bylaw are outlined below:

- Part IV item number 45: removal of Follow Up/Action & Status on agenda
- Part IV item number 50: removal of wording "...regarding issues listed on the agenda of the meeting in progress."
- Part IV item number 52 rescinded in its entirety: No formal decision shall be made on any matter discussed with council during the open forum session
- Part IV item number 53: addition made "The Mayor may designate a councillor or other person to act as Sergeant-at-Arms during public meetings. The Sergeant-at-Arms is to enforce time limits, maintain order, and return the floor to the Chair. The CAO may not service as Sergeant-at-Arms."

BENEFITS:

Comply with ministerial directives and ensure that procedures for Council Meetings are developed and adhered to.

DISADVANTAGES:

Passing any bylaw creates a certain amount of administrative overhead.

ALTERNATIVES:

- 1) Approve Procedural Bylaw 2:2018
- 2) Don't approve bylaw

IMPLICATION ON FINANCES:

None.

RECOMMENDATION:

Alternative #1

RECOMMENDED MOTIONS:

Approve the third and final reading of Procedural Bylaw 2:2018

**BYLAW 02:2018
of the TOWN OF IRRICANA
in the PROVINCE OF ALBERTA**

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

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

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

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

TITLE:

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

PART I – DEFINITIONS

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

PART II – MEETINGS OF COUNCIL

- 2) The Regular Meetings of Council shall be held in the Council Chambers of the Town of Irricana on days and times established by resolution of Council at the annual Organizational Meeting of Council. Regular Meetings of Council may be cancelled or rescheduled by resolution of Council at any duly constituted meeting.
- 3) The Council of the Town of Irricana shall hold an annual Organizational Meeting of Council pursuant to section 192 of the MGA.
- 4) Notice to the public of regularly scheduled Council Meetings, Special Council Meetings, Regular Board & Committee Meetings shall be deemed to be given by the CAO. posting notice of all meeting dates and times on the Town's website.
- 5) Pursuant to section 208 of the MGA the CAO. shall ensure:
 - a. All minutes of council meetings are recorded in the English language, without note or comment.
 - b. The names of the Councillors present at council meetings are recorded;
 - c. The minutes of each council meeting are given to council for adoption at a subsequent council meeting
- 6) If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the CAO. 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) If quorum is lost for more than fifteen (15) minutes during the course of a meeting, the CAO will note this in the minutes and the meeting shall dissolve. Issues under discussion at the time of the loss of quorum shall be raised at the next meeting.
- 8) Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, in the event that the Mayor is not in attendance the Deputy Mayor shall preside.
- 9) 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 CAO. 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.
- 10) Pursuant to Section 199 of the MGA council meetings may be conducted by means of electronic or other communication facilities when available upon two business days' notice.
- 11) The Mayor shall be an ex officio member of all Town Committees

PART III – CONDUCT OF MEETINGS

- 12) 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. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
- 13) 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.
- 14) 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.

- 15) 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.
- 16) Debate on a motion shall be limited to no more than ten (10) minutes unless extended by Council.
- 17) Prior to a vote being called by the Chair when a motion is on the floor a friendly amendment, if agreed upon by the originator of the motion can be heard.
- 18) A vote on a motion can only result in the chair declaring the motion being:
 - a. Carried
 - b. Defeated
 - c. Tabled
- 19) All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes or for reasons of pecuniary interest.
- 20) 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.
- 21) If there is an equal number of votes for and against, the motion is defeated.
- 22) After a motion has been voted on, at any time during the remainder of the meeting in progress or during the next regular meeting, any member of Council who voted with the prevailing side may make a motion to reconsider and shall state the reason for making a motion to reconsider.
- 23) Debate on a motion to reconsider must be confined to reasons for or against reconsideration
- 24) Council must not reconsider a motion if any action has been taken based on the original motion
- 25) A motion to reconsider that is carried, automatically suspends the reconsidered motion
- 26) If a motion to reconsider is carried, the original motion becomes the next order of business in the meeting in progress, unless the majority of Council agrees to table the original motion to the next Regular Meeting of Council for debate
- 27) A motion to reconsider that is tabled, results in the motion to reconsider being added to the next Regular Meeting of Council for debate
- 28) A motion to reconsider that is defeated is not debatable for at least 7 months or 213 days, whichever is higher of the defeat.
- 29) Any Councillor may submit a motion to reconsider any motion that was defeated, at least 7 months or 213 days, whichever is higher from the motion to reconsider.
- 30) A motion to rescind a motion must be made in the same way as the original motion.
- 31) Should any issue pertaining to procedure or process arise that is not covered under this Bylaw, the MGA or any other enactment will take precedence.
- 32) Any Councillor may present a motion for a ten (10) minute recess provided it is not be called when another person has the floor.
- 33) Regular meetings shall adjourn by 10:00 PM, unless Council passes a motion to extend the meeting.

PART IV – AGENDA AND ORDER OF BUSINESS

- 34) Prior to each Regular Meeting of Council, the CAO. shall prepare a statement of the order of all business, to be known as the “Agenda”.
- 35) All proposed agenda items for Regular Meeting of Council must be submitted in writing to the CAO. no later than 12:00 pm local time the Wednesday prior to the Regular Meeting of Council.
- 36) Any Councillor may make an administrative inquiry to the CAO the results of which are to be added as agenda items to a Regular Meeting of Council.
- 37) If the CAO determines that an administrative inquiry will cost more than \$500 or cannot be accommodated within the operational budget, the CAO will add the request for funding as an agenda items to a Regular Meeting of Council.
- 38) The CAO shall prepare and submit a draft agenda to the Mayor no later than 4:30 pm local time the Wednesday prior to the Regular Meeting of Council.
- 39) The Mayor and CAO shall review and approve the agenda no later than 4:30 pm local time the Thursday prior to the Regular Meeting of Council
- 40) Agenda items proposed by Councillors may not be deferred for more than once without the consent of the requestor.
- 41) No further additions to the Agenda received by the CAO after 12:00 pm local time the Wednesday prior to the Regular Meeting of Council will be presented by the CAO. unless determined by the CAO and Mayor that the addition is of an emergent nature.
- 42) The CAO shall provide each member of Council, a printed and electronic 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.
- 43) The CAO or designate shall post 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) to the Town’s website no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 44) Agenda preparation for Special Meetings of Council and Committee of the Whole will follow the same procedures as listed above. However, the time frames may be adjusted as required.
- 45) 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. PUBLIC INPUT
 - L. IN CAMERA
 - M. ADJORN
- 46) Emergent matters may be added to the agenda provided they are:
 - a. accompanied by a brief explanation from the requesting Council Member or CAO indicating the reasons for, and the degree of urgency of the item;
 - b. only be allowed on the agenda by majority vote of Council

- c. considered as an addendum to the Agenda.
 - d. introduced prior to the adoption of the agenda
- 47) The order of business established in Part IV Section 43 shall apply unless the Chair requests presentations to be moved to accommodate requests from delegations, or based on a resolution from council.
- 48) A representative of a delegation may request in writing to be included on an Agenda. The request must be submitted in writing and shall:
- a. include a summary not exceed five typewritten pages
 - b. include all information (letters, presentations and other supporting documents) that will be presented to Council
 - c. be submitted to the CAO no later than noon on the Monday the week before the next Council meeting is being held
- 49) Delegation presentations shall be limited to no more than fifteen (15) minutes, exclusive of the time required to answer questions put to him / her by Council, unless granted a specific time extension by Council.
- 50) The open forum shall be for a maximum total of twenty (20) minutes in length, unless extended by council to allow members of the public present at the meeting to address Council.
- 51) Council and/or the CAO will address questions arising from the open forum of the meeting in progress. Both the question and the response will be posted to the FAQ section of the Town's website within 2 weeks of Council approving the minutes of the meeting.
- 52) The CAO will post the minutes of the meeting to the Town's website within 2 weeks of Council approving the minutes of the meeting.
- 53) The Mayor may designate a councillor or other person to act as Sergeant-at-Arms during public meetings. The Sergeant-at-Arms is to enforce time limits, maintain order, and return the floor to the Chair. The CAO may not serve as Sergeant-at-Arms.

PART V – REPEAL

- 54) Bylaw 6:2016 is hereby repealed.

PART VI – EFFECTIVE DATE

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

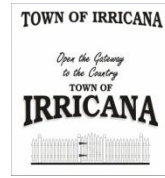
READ A FIRST TIME this ____ day of _____ A.D. 2018.

READ A SECOND TIME this ____ day of _____ A.D. 2018.

READ A THIRD TIME this ____ day of _____ A.D. 2018.

MAYOR FRANK FRIESEN

CHIEF ADMINISTRATIVE OFFICER
TAWNIA CARDINALE-BUTLER



Request for Decision

To: Mayor Friesen and Council

From: Tawnia Cardinale-Butler, Acting CAO

Date: January 22nd, 2018

Subject: COMMUNICATION POLICY 1.04

CORRELATION TO STRATEGIC PLAN OR POLICY: Policy 1.04

KEY ISSUES AND BACKGROUND:

Updating of Policy Number 1.04 to include the following:

- 5.1.3. Councillors may not question Town employees, or comment on their job performance. All such questions or comments must be through the CAO. Councillors are encouraged to maintain open and cordial relationships with employees.
- 5.3.2. Staff may not question Councillors, or comment on their performance or duties. All such questions or comments must go through the CAO. Staff are encouraged to maintain open and cordial relationships with Council.
- 5.3.3. All required public advertising, as required by the MGA or any other act, shall contain both the legal land description as well as the civic address.

BENEFITS:

Updates to this policy ensures more effective communication

DISADVANTAGES:

n/a

ALTERNATIVES:

- 1) Approve amendments to communication policy 1.04
- 2) Don't approve bylaw

IMPLICATION ON FINANCES:

None.

RECOMMENDATION:

Alternative #1

RECOMMENDED MOTIONS:

Approve the amendments to communication policy 1.04

1. PURPOSE

The purpose of this policy is to establish guidelines to ensure that communication with the stakeholders and residents of the Town of Irricana is efficient, effective, consistent, timely, and open. This policy will apply to all internal and all external communications of the Town of Irricana.

2. POLICY STATEMENT

All communications from the Town will be professional, timely and will clearly represent the official position of the Town of Irricana.

3. SPOKESPERSON

- 3.1. The Town's official position and all official information related to decisions and resolutions made by the Council and any other matters will be communicated to the media by the Mayor or if unavailable the Deputy Mayor.
- 3.2. Councillors can speak to local issues and relate their rationale behind voting on specific motions but must uphold Council's decision as the Town's official position.
- 3.3. The Town's official position and all official information related to administrative, operational and technical information will be communicated to the media by the CAO or designate.
- 3.4. The CAO will seek approval from the Mayor (or if unavailable, the Deputy Mayor) prior to any communication with the media.

4. DEFINITIONS

- 4.1. Administrative issue refers to any matter that falls under the authority of the Chief Administrative Officer as dictated by the Municipal Government Act.
- 4.2. Committee/Board members – refers to any Member at Large that has been appointed to an official or town sanctioned board or committee.
- 4.3. Email – refers to messages sent or received over Town equipment or Town infrastructure for the purposes of communicating.
- 4.4. External sources – refers to any faction outside of the Town of Irricana Council, Council appointed Boards or Committees and town staff.
- 4.5. FOIP – refers to The Freedom of Information and Protection of Privacy Act
- 4.6. Media – refers to any organization or group involved with informing the public with news and commentary through mediums including but not limited to news print, radio, television and the Internet.
- 4.7. Member at Large - is a designation for members of a Board who are appointed to represent the membership of the board.
- 4.8. Official spokesperson – refers to the Mayor or if unavailable the Deputy Mayor.
- 4.9. Official Administrative spokesperson - refers to the Chief Administrative Office (CAO) or their designate.

- 4.10. Official position – refers to any decision, policy or bylaw that has been passed by a majority vote of Council.
- 4.11. Social media – refers to a collection of online Internet platforms and tools that people use to share content, profiles, opinions, insights, experiences, perspectives and media itself, facilitating conversations and interactions online between groups of people
- 4.12. Town Sanctioned - means any social media site that has been created by or is moderated by the Town of Irricana.

5. PROCEDURES

5.1. Council communications

- 5.1.1. Each Council Member is responsible for his/her communications to external sources; as such each Council member, must use their discretion when communicating information. (Council members can state their reasoning for their vote on a decision, but must agree to follow the decision made by the Council.)
- 5.1.2. When questioned on administrative issues, Councillors should direct those inquiries to the Town office for an accurate and timely reply.
- 5.1.3. Councillors may not question Town employees, or comment on their job performance. All such questions or comments must be through the CAO. Councillors are encouraged to maintain open and cordial relationships with employees.

5.2. Committee/Board communications

- 5.2.1. Each Committee/Board member is responsible for his/her communications to external sources; as such each Committee/Board member must use their discretion when communicating information. (Board members can state their reasoning for their vote on a decision, but must agree to follow the decision made by the Board.)
- 5.2.2. Committee/Board Chairs or designate are normally the chief spokespersons for matters dealt with under the jurisdiction of their particular committee.
- 5.2.3. Committee/Board communication with the media will be limited to information in which the Committee/Board member has expertise.
- 5.2.4. Each Committee/Board member will conduct themselves in a manner that will not reflect unfavorably on their Committee/Board.

5.3. Staff communications

- 5.3.1. Each staff member is responsible for his/her communications to external sources; as such each staff member must use their discretion when communicating information as a Town of Irricana employee.
- 5.3.2. Staff may not question Councillors, or comment on their performance or duties. All such questions or comments must go through the CAO. Staff are encouraged to maintain open and cordial relationships with Council.
- 5.3.3. Staff communication with the public will be professional and courteous, in cases where the communication may reflect frustration or conflict then staff should include the CAO or fellow staff person in the discussion.

5.4. Electronic Communications

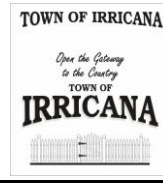
- 5.4.1. The Town sanctioned email address “@irricana.com” shall be used for all electronic correspondence for town business.
- 5.4.2. The Town's website, <http://www.townofirricana.ca> is the Town's primary online source for information. Town sanctioned Social media will be used to complement the website's information and broaden the reach of Town messages through multiple channels
- 5.4.3. The CAO will ensure the Town website is up to date and that policies, bylaws, Agendas, Minutes and Reports will be posted within 1 (one) week of Council approval.
- 5.4.4. The CAO will establish ongoing updates and regular reviews of departmental web pages and sub-sites so that information on policies, programs, services, initiatives and related third-party links are accurate and easy to understand.
- 5.4.5. All required public advertising, as required by the MGA or any other act, shall contain both the legal land description as well as the civic address.

5.5. Confidentiality

- 5.5.1. In all communications, spokespersons and departments must comply with all legislated requirements regarding access and disclosure of information. The Freedom of Information and Protection of Privacy Act extends access and privacy principles to Alberta municipalities. See the Freedom of Information and Protection of Privacy Act. www.servicealberta.ca/foip/
- 5.5.2. Council, Committee/Board members, CAO and Staff must keep confidential all information that is related to matters before the courts, or under the jurisdiction of another authority such as the RCMP; unless directed to provide this information by a higher authority.

MAYOR:_____ **MOTION:**_____
 Mr. Frank Friesen

CAO:_____ **DATE:**_____
 Mrs. Tawnia Cardinale-Butler



Request for Decision

To: Mayor Friesen and Council

From: Tawnia Cardinale, Acting CAO

Date: January 22nd, 2018

Subject: Traffic Bylaw 3:2018

CORRELATION TO STRATEGIC PLAN OR POLICY: Bylaw #3:2018

KEY ISSUES AND BACKGROUND:

The Bylaw Enforcement Officer recommends the following amendments to the existing Traffic Bylaw 03:2016

ADD TO DEFINITIONS

"TRUCK" shall include but is not limited to any vehicle designed primarily for the transportation of property or equipment including a bed truck, truck, picker truck, truck tractor, winch truck or trailer, which vehicle, with or without load, exceeds any of the following:

- i) Two Axels;
- ii) Eight (8) meters in length;
- iii) Two (2) meters ion width;
- iv) A gross vehicle weight in excess of 4500 kilograms.

CHANGE h. needs to say "enforcement officer"

i. needs to say enforcement officer (CAO/COUNCIL cannot appoint a peace officer)

43. a. Every person shall comply with any traffic control device

b. Every person shall comply with the direction of an enforcement officer

POWERS OF PEACE OFFICER -- change all working of Peace Officer to Enforcement Officer (throughout bylaw)

ADD

NEW

11 f. when parallel parking on a highway, a driver of a vehicle shall not park that vehicle with the sides of it parallel to the curb or edge of the roadway and:

- i) With the right hand wheels of the vehicle more than five hundred (500) millimetres from the right hand curb or edge of the roadway;
- ii) With the vehicle facing against the direction of travel authorized for that highway.

BEFORE YOU START SECTION 47. It should be labeled "PENALTIES"

(1) Any person who contravenes any provision of this bylaw by:
(a) doing any act or thing which the person is prohibited from doing; or
(b) failing to do any act or thing the person is required to do;
Is guilty of an offence.

48.. (1) "An Enforcement Officer under this Bylaw may issue a provincial charge including but not limited to the Traffic Safety Act on a Bylaw Violation tag for non-moving violations".

48. c) the penalty shall be paid within twenty two (22) days of issuance of the violation tag
d) if payments referred to in section 48 subsection (b) are not made within the times and manner set out on the tag, a Violation Ticket may be issued to said person.

NEW *A person other than the owner or operator of a vehicle shall not remove any tag or notice placed on or affixed to a vehicle/trailer by a Enforcement Officer in the course of their duties.

*No person other than an Enforcement Officer shall place a Violation Tag or Ticket on any vehicle.

*Where a contravention of this Bylaw is of a continuing nature, further violation tags may be issued by a Enforcement Officer provided that no more than one(1) violation tag is issued for each day that the contravention continues.

*In order to determine the time which a vehicle or trailer has been parked, a Enforcement Officer may place a chalk mark on the tire parked or stopped without such Enforcement Officer or Town incurring any liability for doing so.

*No person shall remove chalk mark placed under Sec/Subsection ?? while the vehicle or trailer remains parked in the location where it was marked.

REMOVE

44. "on/or above" any part of a highway etc

49. remove b.

APPENDIX "A"

CHANGE 43 TO: control device \$100

Add a separate charge for **FAIL TO COMPLY WITH DIRECTION OF AN ENFORCEMENT OFFICER \$500**

Increase fine amounts to \$500 on the following penalties
6a,14,20, 22, 23, 41, 45

Increase fine amounts to \$1000 on the following penalties
38, 39,

QUESTION

There is no specified penalties for the following sections:

10, 18, 19, 26, 36(b), 42, Bylaws need some type of penalty in order to be enforceable.

SECTION 17.... 8 meters? Where are commercial/private trucks/trailers supposed to park?

BENEFITS:

The updated version of the bylaw will assist in better coverage of all the traffic requirements for the Town of Irricana

DISADVANTAGES:

n/a

ALTERNATIVES:

1. Accept the new terms of the bylaw
2. Do not pass and accept the terms of the bylaw.

IMPLICATION ON FINANCES:

Increased fine amounts

RECOMMENDATION:

Recommend to council that they amend Bylaw 3:2016

RECOMMENDED MOTION:

Move that Bylaw 3:2016, amendment -1 as proposed be read for a first time this 20th day of November 2017.

Move that Bylaw 3:2016, amendment -1 as proposed, be read for a second time this 20th day of November 2017.

Move that Bylaw 3:2016, amendment -1 as proposed be given unanimous consent for a third reading.

Move that Bylaw 3:2016, amendment -1 as proposed, be read for a third time this 20th day of November 2017.

BYLAW 3:2016
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 traffic, parking and the use of any thoroughfare, street, road, trail, avenue, parkway, driveway, , lane, alley, square, bridge, , or other place or any part of any of them, whether publicly or privately owned including and sidewalks within the boundary of the municipality.

WHEREAS Council deems it necessary to regulate traffic within the Town;

AND WHEREAS the Traffic Safety Act R.S.A. 2000 c. T-6 and the Municipal Government Act R.S.A. 2000 c. M-26 provide authority for the Town to regulate such matters;

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

TITLE:

This Bylaw may be cited as the "Traffic Bylaw".

Part I – DEFINITIONS

1. Except where otherwise defined in this Bylaw or in a context otherwise required by this Bylaw, all defined terms shall have the same meaning as is ascribed to them in the Traffic Safety Act, R.S.A. 2000, Chapter T-6, and all amendments and Regulations thereto.
 - a. "Alley" means a narrow highway providing access to the rear of buildings and parcels of land;
 - b. "CAO" means the Chief Administrative Officer appointed by Council in accordance with the Municipal Government Act;
 - c. "Council" means the Council of the Town of Irricana,
 - d. "Highway" means any thoroughfare, highway, street, road, trail, avenue, parkway, driveway, lane, alley, square, bridge, or other place or any part of any of them, whether publicly or privately owned, that the public is ordinarily entitled or permitted to use for the passage or parking of vehicles and includes:
 - i. a sidewalk, including a boulevard adjacent to the sidewalk,
 - ii. if a ditch lies adjacent to and parallel with the roadway, the ditch, and
 - iii. if a Highway right of way is contained between fences or between a fence and one side of the roadway, all the land between the fences, or all of the land between the fence and the edge of the roadway, as the case may be, but does not include a place declared by regulation not to be a Highway
 - e. "Parade or Procession" means any group of pedestrians numbering more than (10) and marching or walking on the street or any group of vehicles numbering ten (10) or more
 - f. "Public Park" shall mean the public recreation center or area, and other public areas, created, established, designated, maintained, provided or set aside by the Town, for purposes of public rest play, recreation, enjoyment, or assembly, and all buildings, facilities and structures thereon or therein
 - g. "Playground" shall mean an area used for outdoor play or recreation, especially by children, containing recreational equipment such as slides and swings or other such play structures
 - h. ~~"Peace Officer"~~ **"Enforcement Officer"** means any member of the RCMP, Community Peace Office, or Bylaw Enforcement Officer

- i. "Temporary ~~Peace Officer~~ **Enforcement Officer**" means a ~~Peace Officer~~ **Enforcement Officer** designated by the CAO or council for emergency purposes of not more than twelve (12) hours.

****CAO/COUNCIL CANNOT APPOINT A PEACE OFFICER****

- j. "Recreational Vehicle" means a vehicle used or intended for use as a shelter, and without restricting the generality of the foregoing, includes any motor home, holiday trailer, camper, tent trailer or any van or bus converted for use as a recreation vehicle.
- k. "Town" means the Town of Irricana.
- l. "Traffic Control Device" means any authorized sign, signal, marking or device placed, marked or erected for the purpose of regulating, warning or guiding traffic or pedestrian movement, whether of a permanent or temporary nature, and includes a school crossing guard or patrol.
- m. "Truck" shall include but is not limited to any vehicle designed primarily for the transportation of property or equipment including a bed truck, truck, picker truck, truck tractor, winch truck or trailer, which vehicle, with or without load, exceeds any of the following:
 - i. Two Axels;
 - ii. Eight (8) meters in length;
 - iii. Two (2) meters in width;
 - iv. A gross vehicle weight in excess of 4500 kilograms.
- n. "Truck Route" means the Highways within the Town that have been posted with signs indicating Truck Route (Appendix "B").
- o. "Slow Moving Vehicle" includes any vehicle or equipment, any animal drawn vehicle or any other machinery designed for use at speeds less than 30 kilometers per hour and which normally travels or is used at speeds of less than 30 kilometers per hour.
- p. "Vehicle" means an object defined as defined as under the Traffic Safety Act.

Part II – AUTHORITIES

- 2. The power to prescribe the necessity and location of Traffic Control Devices within the Town is hereby delegated to the CAO. The CAO may delegate this authority as needed. Any change within the location of any Traffic Control Devices, shall be subject to public notification.
- 3. The Town, its agents, servants and employees, shall not be deemed to be in contravention of this Bylaw in performing any duties or work required to be done by the Town which might otherwise contravene this Bylaw
- 4. The Council may, by resolution, designate any Highway to be a Truck Route or part of a Truck Route. A record of such Truck Routes approved by the Council shall be kept by the CAO.
- 5.
 - a. Temporary Traffic Control Devices may be placed on a Highway by Town authorized road maintenance personnel in the course of their duties.
 - b. Town employees may without notice remove or cause to be removed vehicles, Recreational Vehicles or trailers from any Town Highway when maintaining or repairing same, or if snow is being removed or the streets are being cleaned.

6.

- a. No person shall place or cause to be placed any unauthorized structure or object which projects into or obstructs the use of any Highway, roadway, sidewalk, boulevard or Alley.
- b. Town authorized employees may remove or cause to be removed any unauthorized structure or other object in subsection (a) and the charges for removal and storage of any such structure or other object shall be paid by the owner or other person responsible and shall be in addition to any fine or penalty imposed, or any payment in lieu of prosecution initiated under this Section.

Part III - RULES FOR THE OPERATION OF VEHICLES

7. Every person operating a motor vehicle, a bicycle, a tractor, motorized farming equipment or other type of vehicle upon a Highway in the Town shall, insofar as they are applicable, obey the rules of the road as set out in Use of Highway and Rules of the Road Regulation AR 304/2002 of the Traffic Safety Act.
8. The maximum speed limit within Town boundaries is 30 kilometers per hour
9. Every person operating a motor vehicle, a bicycle, a tractor, motorized farming equipment or any other type of vehicle upon a Highway in the Town shall not impede traffic except when accompanied by a pilot vehicle following behind:
 - a. A slow moving vehicle during daylight on any street with a posted maximum speed limit of 30 kilometers per hour; or
 - b. A slow moving vehicle that is accompanied by a pilot vehicle following behind.

Part IV - RIGHTS AND DUTIES OF PEDESTRIANS

10.

- a. Every person shall, insofar as they are applicable, obey the rules for pedestrians as set out in Part 3 of the Use of Highway and Rules of the Road Regulation AR 304/2002 of the Traffic Safety Act RSA 2000 c. T-6 as amended.
- b. No pedestrian, except as permitted by this Bylaw, shall cross any Highway at any point other than a crosswalk. The driver of a vehicle is not relieved from exercising due care in any event.
- c. No person shall cross at an intersection if a Traffic Control Device prohibits the crossing

Part V – PARKING

11.

- a. Every person parking a motor vehicle, a tractor, farming equipment or any other type of vehicle upon a Highway in the Town shall, insofar as they are applicable, obey the parking regulations as Traffic Safety Act RSA 2000 c. T-6 as amended and the regulations thereunder.
- b. No person shall park a vehicle at any place where a Traffic Control Device prohibits stopping or parking during the times stopping or parking is so prohibited.
- c. No person shall park a vehicle within five (5) meters of an entrance of a playground between the hours of 8:30 am to 8:30 pm seven days a week.
- d. No person shall park a vehicle within five (5) meters from the near side of a marked crosswalk.
- e. No person shall park a vehicle at any place where a temporary Traffic Control Device prohibits stopping or parking during the times stopping or parking is so prohibited.
- f. When parallel parking on a highway, a driver of a vehicle shall not park that vehicle with the sides of it parallel to the curb or edge of the roadway and:

- i. With the right hand wheels of the vehicle more than five hundred (500) millimeters from the right hand curb or edge of the roadway;
- ii. With the vehicle facing against the direction of travel authorized for that highway.

12. No person shall park a vehicle in an Alley unless a sign directs or permits otherwise. Alleys maybe used for such period of time as may be reasonably necessary for loading or unloading of passengers or goods, provided the vehicle concerned does not obstruct the Alley as to prevent other vehicles or persons from passing along the Alley.
13.
 - a. No person shall park a vehicle on private land which has been clearly marked as such by a sign erected by the owner, tenant or their agent unless such person has obtained the permission of the owner, tenant, occupant or person in charge of the said private land.
 - b. An owner, tenant, occupant or person in charge of private land, if satisfied that any person is violating the prohibition set forth in sub-section (a) of this Section may report to a ~~Peace Officer~~ **Enforcement Officer** the license number and location of the illegally parked vehicle; any person making such a report to a Peace Officer shall give his own name and address.
14. No person shall park in an area where a sign, curb painting or pavement painting indicates that it is for the exclusive use of persons with disabilities who display on their vehicles a handicap placard or license plate that is issued or recognized by the Province of Alberta.
15. No person shall park any vehicle upon any land owned by the Town except on such part thereof as the CAO may designate by a sign or signs for vehicular parking.
16. Recreational vehicles and trailers will be allowed to park on the street in front of the registered owner's residence unless the recreational vehicle poses a traffic or safety hazard. The recreational vehicle or trailer may not be permitted to park on a public street location if at the discretion of a ~~Peace Officer~~ **Enforcement Officer** the recreational vehicle is considered a traffic or public safety hazard. Recreational vehicles or trailers parked on private property must be fully contained within the property. No portion of a recreational vehicle or trailer may be permitted to protrude into a public street, laneway or sidewalk.
17. No person shall park a vehicle or a vehicle with a trailer attached thereto other than a recreation vehicle, if the overall length of the vehicle or vehicle and trailer attached thereto exceeds 8 meters, upon any highway at any hour of the day or night when such vehicle or vehicle and trailer would be located either in front of or across from or on the flanks of residential property.
18. Unless required or permitted by this Bylaw or by a Traffic Control Device, or in compliance with the directions of a Peace Officer, or to avoid a conflict with other traffic, a driver shall not stop or park his vehicle
 - a. On a sidewalk, or the boulevard portion of a highway,
 - b. On a crosswalk or on any part of a crosswalk,
 - c. In such a manner as to obstruct access to a garage, private road, or driveway,
 - d. On any bridge, culvert or approach thereto,
 - e. Within an intersection, other than immediately next to the curb in a "T" intersection,
 - f. At an intersection nearer than 4.5 meters to the projection of the corner property line immediately ahead or immediately to the rear, except when his vehicle is parked in a space where a parking meter or other Traffic Control Device indicates parking is permitted,
 - g. Within 4.5 meters on the approach to a Stop sign or Yield sign,

- h. Within 4.5 meters of any fire hydrant, or when the hydrant is not located at the curb, within 4.5 meters of the point on the curb nearest the hydrant.
- 19. A person being in charge or control of a garage, service station, or other premises where repairs or installations are made on vehicles for compensation shall not leave or cause or permit to be left on any highway a vehicle, which is left in his possession for carrying out the repairs or making installations or for any other purpose whatsoever nor any vehicles which are the property of the said garage, service station, of other premises where repairs or installations are made.
- 20. Any vehicle that is deemed abandoned as per the Traffic Safety Act will be fined and/or towed as per schedule A.

Part VI – SPECIAL CLASSES OF VEHICLES

- 21. For the purpose of Part VI - Special Classes of Vehicles, a "Heavy Vehicle" is defined as a vehicle which exceeds a gross vehicle weight of 5,500 kg, or a vehicle with trailer which exceeds a gross vehicle weight of 5,500 kg, or a vehicle with or without a trailer that exceeds 7 meters in total length but does not include a recreational vehicle.
- 22.
 - a. No person shall park a heavy vehicle upon any Highway except on a Truck Route, unless otherwise posted
 - b. The restriction in (a) shall not apply so as to prohibit such vehicles being parked on a Highway for the purpose of unloading or loading goods to or from premises abutting such Highway, provided that if the loading or unloading is taking place during a period of restricted visibility, then the vehicles and its trailer shall have all front and rear parking lights illuminated.
- 23.
 - a. No person shall operate a heavy vehicle on a Highway other than a Truck Route (Appendix "B") except as authorized in sub-section (b)
 - b. A person operating a heavy vehicle shall, for the purposes of obtaining goods from or delivering goods to a location off a designated Truck Route, take the most direct route between the delivery or collection point and a designated Truck Route
- 24.
 - a. No vehicle or trailer having metal spikes, lugs, cleats or bands projecting from the surface of the wheel or tire, or having caterpillar tracks or skids, may be operated on any Highway within the Town
 - b. The forgoing restriction shall not apply to studded tires on passenger vehicles.
- 25. Part VI of this Bylaw shall not apply to Town vehicles or vehicles under hire by the Town for snow removal, road building or maintenance, or maintenance of Town property.
- 26. No person shall drive a heavy vehicle or other industrial vehicle over or upon any curb, gutter or sidewalk so as to cause damage to the curb, gutter or sidewalk.

Part VII - RULES FOR PARADES AND PROCESSIONS

- 27. No person shall hold or take part in a Parade or Procession without first having obtained a permit from the Town.
- 28.
 - a. Any person desiring to hold a Parade or Procession within the Town shall, at least twenty (20) calendar days before the time they desire to hold the same, make application in writing to the Town furnishing the following information:

- i. the name and address of the applicant and, if such applicant is an organization, the names and addresses of the executives thereof;
 - ii. the nature and object of such Parade and Procession;
 - iii. the day, date and hours during which same will be held; and iv)
 - iv. the intended route thereof.
- b. The CAO may specify the hours and route of the Parade or Procession and give such directions to the applicants in regard to such Parade or Procession as in his/her opinion will prevent any unnecessary or unreasonable obstruction to the highway or tend to prevent a breach of the peace.
- c. During such Parade or Procession, all pedestrians not taking part therein shall be restricted to the use of the sidewalk.

Part VIII – SKATEBOARDS, ROLLER SKATES, ROLLERBLADES, BICYCLES, AND HORSE-DRAWN VEHICLES

- 29. The driver or other person in charge of any horse-drawn vehicle on a Highway shall remain upon such vehicle while it is in motion or shall walk beside the horse drawing such vehicle.
- 30. No person shall use, ride, propel or operate a bicycle, rollerblades, skateboard, in-line skates or scooter on any sidewalk in the Town at any time. Baby strollers, children's wagons, walking aids, such as motorized wheelchairs or electric scooters, and bicycles that have a wheel diameter less than fifty centimeters, are exempted from this provision.
- 31. Notwithstanding any penalty specified, any person who operates a bicycle or skateboard within the corporate limits of the Town in contravention of any of the provisions of this Bylaw or any other Bylaw of the Town, or any Act of Alberta, may have the said bicycle or skateboard impounded by and at the discretion of any ~~Peace Officer~~ **Enforcement Officer** for a period not exceeding sixty (60) days.

Part IX – POWER OF PEACE OFFICER

- 32. Any ~~Peace Officer~~ **Enforcement Officer** is hereby authorized to control and regulate vehicles and highway traffic on all Highways within the Town.
- 33. A ~~Peace Officer~~ **Enforcement Officer** is hereby authorized to enforce the provisions of this Bylaw.
 - a. A ~~Peace Officer~~ **Enforcement Officer** is authorized to remove or cause to be removed any vehicle or trailer operated or parked in contravention of any provision of this Bylaw, or where emergency conditions may require such removal from a Highway.
 - b. Such vehicle may be seized and removed to a suitable place where it will remain until claimed by the owner thereof or his agent.
 - c. No seized vehicle shall be released to its owner or his agent until the storage and removal charges on the vehicle have been paid; such charges shall be in addition to any fine or penalty imposed in respect of any such violation or to any payment made in lieu of prosecution as provided. The Town is not responsible for towing or storage charges.
- 34. Any ~~Peace Officer~~ **Enforcement Officer** or any member of the Fire Department may, in case of fire or other emergency, designate a point beyond which no person shall pass.
- 35. No pedestrian or person operating a vehicle shall stand or park so as to prevent or impede access to the zone of a fire or other emergency, or pass beyond a point designated by a ~~Peace Officer~~ **Enforcement Officer** or member of the fire department.

Part X – MISCELLANEOUS

36.

- a. No person shall allow hedges or shrubs on private property to grow to a height in excess of one (1) meter within five (5) meters from the front property line or three (3) meters from the side property line at a Highway intersection, whether planted before or after the date of the passing of this Bylaw, to ensure good visibility for safe traffic flow.
- b. No person shall erect or cause to be erected, built, placed or replaced a fence, wall or other object on private property to a height in excess of one (1) meter within five (5) meters from the front property line or three (3) meters from the side property line at a Highway intersection, whether erected, built, placed or replaced before or after the passing of this bylaw, to ensure good visibility for safe traffic flow.

37. No person shall load or unload goods or merchandise across a sidewalk or boulevard where loading and unloading facilities have been provided on the premises to which the goods are being delivered or from which they are being taken.

38. No unauthorized person shall place upon any Highway or upon any structure abutting a Highway any sign, mark or notice relating to the use of the Highway.

39. No person other than a Town employee in the normal course of his/her duties shall mark any curb with paint or any other substance.

40. No person shall stand or park any vehicle on any Highway for the purpose of maintaining or repairing such vehicle except for emergency repairs.

41. No person shall wash or drain any vehicle or article in such a manner as to result in mud, grease, oil, ice or any item being placed upon a Highway, boulevard or sidewalk.

42. No person shall place, or shall cause or allow to be placed upon a highway or Town property any snow, ice, dirt, gravel, concrete, material, equipment, or other obstruction.

43. Every person shall comply with any traffic control device or direction of a ~~Peace Officer~~ **Enforcement Officer**.

a. Every person shall comply with any traffic control device

b. Every person shall comply with the direction of an enforcement officer

44. No person shall place or leave on/or cross ~~on/or above~~ any part of a highway, sidewalk, boulevard, or any other Town property, a cord or cable that may transmit electrical energy from a private property to any part of the afore mentioned property where a vehicle may park.

45. 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 where the use of engine retarder brakes is prohibited by signage placed by the Town, the Provincial Government, or other proper authority.

46.

- a. The owner of a vehicle which is involved in any contravention of this Bylaw is guilty of an offense unless he proves to the satisfaction of the judge that, at the time of the offense, the vehicle was not being driven or was not parked or left by him or by any other person with his consent, expressed or implied.
- b. "Owner" as used in this section means the person named on the Certificate of Registration.

Part XI – PENALTIES

- (1) Any person who contravenes any provision of this bylaw by:
- a) doing any act or thing which the person is prohibited from doing; or*
 - b) failing to do any act or thing the person is required to do;*
- Is guilty of an offence.*
47. Any person violating a provision of this Bylaw is guilty of an offence and is liable to pay the amount as set out in the Town General Penalties – Appendix “A” of this Bylaw.
48. ~~A Municipal Tag may be issued in respect of a bylaw offence:~~ An Enforcement Officer under this Bylaw may issue a provincial charge including but not limited to the Traffic Safety Act on a Bylaw Violation tag for non-moving violations
- a. Where a Municipal Tag is issued in respect of an offence, the Municipal Tag must specify the fine amount established by the bylaw for the offence;
 - b. A person who commits an offence may, if a Municipal Tag is issued in respect of the offence, pay the fine amount established by the bylaw for the offence and if the amount is paid on or before the required date, the person will not be prosecuted for the offence.
 - c. The penalty shall be paid within twenty two (22) days of issuance of the violation tag
 - d. If payments referred to in section 48 subsection (b) are not made within the times and manner set out on the tag, a Violation Ticket may be issued to said person.
49. A person other than the owner or operator of a vehicle shall not remove any tag or notice place on or affixed to a vehicle/trailer by an Enforcement Officer in the course of their duties
50. No person other than an Enforcement Officer shall place a Violation Tag or Ticket on any vehicle.
51. Where a contravention of this Bylaw is of a continuing nature, further violation tags may be issued by a Enforcement Officer provided that no more than one (1) violation tag is issued for each day that the contravention continues.
52. In order to determine the time which a vehicle or trailer has been parked, a Enforcement Officer may place a chalk mark on the tire parked or stopped without such Enforcement Officer or Town incurring any liability for doing so.
53. No person shall remove chalk mark placed under Section XI subsection 52 while the vehicle or trailer remains parked in the location where it was marked.
54. A Violation Ticket pursuant to the Provincial Offences Procedure Act R.S.A. 2000, Chapter P-34 may be issued in respect of an offence. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:\
- a. Specify the fine amount established by the bylaw for the offence;
 - b. REMOVE
 - c. Require a person to appear in court without the alternative of making a voluntary payment.
55. A person who commits an offence may:
- a. If a Violation Ticket is issued in respect of the offence; and
 - b. If the Violation Ticket specifies the fine amount established by the bylaw for the offence; make a voluntary payment equal to the specified fine.
56. It is the intention of the Town Council that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention that if any provision of this Bylaw be declared invalid, all other provisions shall remain valid and enforceable.

57. Any costs levied as per schedule "A" may be done as at the rates of Town and/or designated towing companies and billed direct.
58. Bylaw No. 14:2010 and 1:2010 are hereby repealed.

THIS BYLAW WILL COME INTO EFFECT ON THE DAY ON WHICH IT IS FINALLY PASSED.

READ A FIRST TIME IN COUNCIL THIS 21st DAY OF November AD, 2016

READ A SECOND TIME IN COUNCIL THIS 21st DAY OF November AD, 2016.

GIVEN UNANIMOUS CONSENT FOR A THIRD READING THIS 21st DAY OF November AD, 2016

READ A THIRD TIME IN COUNCIL AND PASSED THIS 21st DAY OF November AD, 2016.

MAYOR DENNIS TRACZ

CHIEF ADMINISTRATIVE OFFICER
FABIAN JOSEPH

TRAFFIC BYLAW #3:2016**Appendix "A"**
Specified Penalties

Section 6(a) Place Unauthorized Structure obstructing Roadway/Sidewalk/Boulevard	\$250.00	\$500.00
Section 9 Slow moving vehicle.....		\$50.00
Section 11 general parking		\$100.00
Section 11(c) Park within 5 meters of Playground Entrance		\$250.00
Section 11(d) Park within 5 meters of sidewalk		\$250.00
Section 12 Park in Alley.....		\$100.00
Section 13(a) Park on Private Land (posted).....		\$100.00
Section 14 Park in Handicapped Stall.....	\$150.00	\$500.00
Section 15 Park on Town Land.....		\$100.00
Section 16 Park Unattached Trailer.....		\$100.00
Section 17 Park Large Trailer.....		\$100.00
Section 20 Abandoned Vehicle, Cost.....	\$50.00 +	\$500.00
Section 22(a) Park a Heavy Vehicle on Highway.....	\$150.00	\$500.00
Section 23(a) Operate a Heavy Vehicle off Truck Route.....	\$150.00	\$500.00
Section 24(a) Operate a Vehicle with lugs or spikes on Highway.....		\$1000.00
Section 25 Driving on Curb or Sidewalk.....		\$1000.00
Section 27 Fail to obtain Parade Permit.....		\$100.00
Section 28 Fail to abide by Parade Permit.....		\$100.00
Section 29 Person in charge of Horse drawn Vehicle Fail to remain upon or beside Such Vehicle.....		\$100.00
Section 30 Operate a bicycle on a Sidewalk (excess of 50 cm diameter).....		\$100.00
Section 31 Fail to use Consideration of Others while Roller-skating/Rollerblading/Skateboarding on Sidewalk.....		\$100.00
Section 35 Pedestrian or Vehicle impedes access to Emergency Zone.....		\$100.00
Section 36(a) Allow trees/shrubs/hedges to grow within 1.2 m (4 ft.) of the property line.....		\$100.00
Section 37 Load/Unload across Sidewalk.....		\$100.00
Section 38 Unauthorized person erect Traffic Sign.....	\$200.00	\$1000.00
Section 39 Unauthorized person mark Curb.....	\$200.00	\$1000.00
Section 40 Repair a Vehicle on Highway.....		\$150.00
Section 41 Wash or drain any vehicle/article, placing mud/grease/oil/ice on highway/boulevard/sidewalk	\$200.00	\$500.00
Section 43 Fail to comply with traffic control devices or Peace Officer Officer	\$55.00	Enforcement \$100.00

Section 44 Electrical Cords over Sidewalk.....\$100.00

Section 45 Use of Engine Retarder Brakes~~\$100.00~~ **\$500.00**

Section 46 Fail to comply with direction of an enforcement officer.....\$500.00

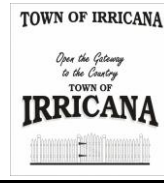
QUESTION

There is no specified penalties for the following sections:
10, 18, 19, 26, 36(b), 42, Bylaws need some type of penalty in order to be enforceable.

SECTION 17.... 8 meters? Where are commercial/private trucks/trailers supposed to park?

TRAFFIC BYLAW #3:2016
Appendix "B"
Truck Routes

1/. As per map/discussion



Request for Decision

To: Mayor Friesen and Council

From: Justine Baker (Finance Officer)

Date: January 16, 2018

Subject: Sidewalk Maintenance Bylaw 6:95

DECISION: To rescind Bylaw 6:95

CORRELATION TO STRATEGIC PLAN OR POLICY:
N/A

KEY ISSUES AND BACKGROUND:

Our enforcement officer has asked that this bylaw be looked into- Last Amended in 1995 the bylaw was created for clearing sidewalks of snow, ice, dirt, and other obstructions.

She is asking that in Section 2 it be increased from 24 hours to 48 hours.

Also in Section 3 she notes that it needs to be removed or reworded as expenses cannot be calculated by a rate set by resolution of council since the remedial compliance is not done by the town.

BENEFITS:

Residents will have more time to meet the demands of the weather.

DISADVANTAGES:

N/A

ALTERNATIVES:

Leave Bylaw As Is

IMPLICATION ON FINANCES:

No set fee schedule when a contracted service is hired for cleanup, these charges get allocated back to the property owner.

RECOMMENDATION:

To Rescind Bylaw 6:95 and to pass the revised Sidewalk Maintenance Bylaw 4:2018

RECOMMENDED MOTION:

BYLAW 04:2018

**TOWN OF IRRICANA
in the Province of Alberta**

**A BYLAW OF THE TOWN OF IRRICANA, A MUNICIPALITY
IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLEARING
OF ALL SIDEWALKS OF SNOW, ICE, DIRT AND OTHER OBSTRUCTIONS.**

IN ACCORDANCE with Section 7 of the Municipal Government Act 1994 R.S.A. and amendments a Council may pass bylaws respecting the safety and protection of people and property and,

The Council of the Town of Irricana deems it necessary to provide for the removal of all snow, ice, dirt and other obstructions from the sidewalks within the Town of Irricana.

THEREFORE, The Council of the Town of Irricana duly assembled, enacts as follows;

1. That all persons within the Town of Irricana are required to remove all snow, ice, dirt, and other obstructions from sidewalks situated on land adjoining the property owned or occupied by them.
2. The Town of Irricana is hereby authorized to provide for the clearing of sidewalks adjoining the property of non-residents and all other persons who for 48 hours neglect to clear them, and in the case of non-payment of expenses by the 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 parcel collected in a like manner as any other outstanding **amount** owing to the municipality.
3. Expenses for clearing sidewalks shall be determined by the contracted individual hired to perform the cleanup duties.
4. Previously repealed by Bylaw #22:79 in its entirety.
5. This Bylaw comes into force on the final passing thereof.
6. This Bylaw rescinds Bylaw No. 6:95 in its entirety.

READ FOR A FIRST TIME this _____ of January, A.D. 2018.

READ FOR A SECOND TIME this _____ day of January, A.D. 2018.

UNANAMOUS CONSENT FOR A THIRD AND FINAL READING given this _____ of January, A.D. 2018.

READ FOR A THIRD AND FINAL TIME this _____ of January, A.D. 2018.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Request for Decision

To: Mayor Friesen and Council

From: Tawnia Cardinale, Interim CAO

Date: December 18, 2017

Subject: Business License Bylaw 05:2018

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY: Business License Bylaw
--

KEY ISSUES AND BACKGROUND:

Being a bylaw of the Town of Irricana in the province of Alberta to provide for the licensing of businesses, and to rescind Town of Irricana bylaw 8:2015

Whereas The Municipal Government Act RSA 2017 provides that a Municipal Council may pass a bylaw respecting businesses, and the licensing thereof, The Town of Irricana requires that all businesses located within the Town of Irricana, and all persons carrying on business within the Town of Irricana must first obtain a Business License from the Town Office.

Business licenses will be valid for one calendar year, and will expire each year at midnight December 31st.

The fee for the Business license is posted in the Service Fees and Charges Bylaw 003:2017, schedule A.

Upon payment of the fee, the Town Office will issue a Business License in the form shown in appendix A.

This bylaw rescinds 8:2015 in its entirety. This bylaw takes effect upon its third and final reading.

BENEFITS:

The Business License Bylaw ensures that all businesses that are operating, working, providing or selling a product or service within or partially within the town corporate boundaries to possess a valid business license

DISADVANTAGES:

By not providing detailed boundaries it leaves everything open to interpretation.

ALTERNATIVES:

1. Pass and accept Business License Bylaw 05:2018
2. Reject proposal

IMPLICATION ON FINANCES:

1. Has the potential to lead to future financial implications

RECOMMENDATION:

Table decision and discuss further to incorporate some key points and provisions from the previous bylaw 8:2015

RECOMMENDED MOTION:

Council make motion to table Business License Bylaw and discuss further

Business License Bylaw

05:2018

Being a bylaw of the Town of Irricana in the province of Alberta to provide for the licensing of businesses, and to rescind Town of Irricana bylaw 8:2015

Whereas The Municipal Government Act RSA 2017 provides that a Municipal Council may pass a bylaw respecting businesses, and the licensing thereof, The Town of Irricana requires that all businesses located within the Town of Irricana, and all persons carrying on business within the Town of Irricana must first obtain a Business License from the Town Office.

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Upon payment of the fee, the Town Office will issue a Business License in the form shown in appendix A.

This bylaw rescinds 8:2015 in its entirety. This bylaw takes effect upon its third and final reading.

READ A FIRST TIME THIS ____ DAY OF ____ 2018

READ A SECOND TIME THIS ____ DAY OF ____ 2018

UNANIMOUS CONSENT For THIRD READING given this ____ DAY OF ____ 2018

READ A THIRD TIME THIS ____ DAY OF ____ 2018

Frank Friesen Mayor of Irricana

Tawnia Cardinale CAO

Terms of Reference January 2018 DRAFT

Name _____ Irricana Historical Committee

Purpose _____ The Purpose of the Irricana Historical Committee ("the committee") is to advise and assist council on matters relating to the Town of Irricana's ("the Town") heritage (pursuant to the Alberta Historical Resources Act) as well as to serve as a resource for the community on matters related to the history of the Town of Irricana.

Mandate: The mandate of the committee is to act as an advisory committee to council to advise on matters of historical significance as well as acting as a resource for citizens in matters pertaining to the recognition, conservation, restoration and promotion of the Town's history. It will also work to raise awareness of the heritage of the Town and surrounding community.

Scope:

The committee shall be responsible for restoration, and preservation of historic resources and historic objects, artifacts, records and properties in the Town of Irricana.

Liaison with other committees *as deemed necessary to assist in facilitation of community events and awareness.*

The Committee shall operate in accordance with the Town's Appointed Boards and Committees Policy. (5.01)

Membership

The committee shall consist of one (1) member of council and at least three (3) members of the community at large.

A Chairperson, Vice chairperson, and Secretary shall be chosen from the committee members at the organizational meeting.

Appointments to the committee shall be for a term of one to three years commencing on the day following the organizational meeting. terms of up to three years commencing on the day following the organizational meeting.

Functions

In accordance with the Alberta Historical Resources Act the committee shall receive, acquire by purchase or donation, hold, preserve, maintain, restore and manage historic resources for the use, enjoyment and benefit of the citizens of the Town of Irricana

The committee strives to inform and stimulate the interest of the public in historical matters through any suitable means. The committee will provide advice and make recommendations to council on matters concerning the preservation and protection of historic objects and resources.

Meetings

The committee will meet as required at times and dates convenient to committee members at a frequency of not less than once every ninety days.

A quorum will consist of a majority of voting members of the committee

Accounts Payable Invoice Proof

Town of Irricana 2017

For the Period 2017/12/31 to 2017/12/31

Status	Date	Account No.	Account Name		Taxes	Amount
5 Paid	2017/12/31	2-11-00-500-00	Goods/Consumables Council	GST Paid Receivable	17.09	\$341.70
		2-12-00-210-00	Travel/Accommodation/Meals Admin			\$18.64
				GST Paid Receivable	2.64	\$63.77
		2-12-00-253-00	Maintenance Office Equip Admin	GST Paid Receivable	25.81	\$516.02
		2-12-00-500-00	Goods/Consumables Admin			\$9.74
						\$20.81
						\$3.83
				GST Paid Receivable	5.95	\$68.94
		2-12-00-502-00	Janitor Supplies Admin	GST Paid Receivable	2.59	\$165.11
		2-32-00-500-00	Goods/Consumables Roadways	GST Paid Receivable	0.35	\$6.99
		2-32-00-530-00	Christmas Decorations Roadways	GST Paid Receivable	3.00	\$59.96
		2-51-00-140-00	Training & Education - FCSS			\$667.00
		2-51-00-511-00	Family Christmas Craft Day FCSS			\$40.44
		2-51-00-514-00	Volunteer Appreciation FCSS	GST Paid Receivable	6.90	\$137.96
				GST Paid Receivable	9.03	\$227.88
		2-69-00-220-00	Advertising			\$32.98
		2-72-01-256-00	Repairs & Maintenance Rec Complex	GST Paid Receivable	7.20	\$144.00
					Taxes	\$80.56
					Invoice Amount	\$2,525.77
					Invoice Total	\$2,606.33
Paid	2017/12/31	2-12-00-232-00	Legal Admin	GST Paid Receivable	39.12	\$782.30
					Invoice Total	\$821.42
Paid	2017/12/31	2-61-00-232-00	Fees Planning (North East Development)	GST Paid Receivable	59.40	\$1,188.00
					Invoice Total	\$1,247.40
Paid	2017/12/31	2-41-00-250-00	Repairs Water	GST Paid Receivable	51.74	\$1,034.80
					Invoice Total	\$1,086.54
Paid	2017/12/31	2-12-00-252-00	Maintenance Software Admin	GST Paid Receivable	2.95	\$59.00
					Invoice Total	\$61.95
Paid	2017/12/31	2-12-00-252-00	Maintenance Software Admin	GST Paid Receivable	37.13	\$742.50
					Invoice Total	\$779.63
					Vendor Taxes Total	\$40.08
					Vendor Total (no Tax)	\$801.50
					Vendor Total (with Tax)	\$841.58

Accounts Payable Invoice Proof

Town of Irricana 2017

For the Period 2017/12/31 to 2017/12/31

Status	Date	Account No.	Account Name		Taxes	Amount
Paid	2017/12/31	2-26-00-230-00	Control By-law			\$663.59
Paid	2017/12/31	2-41-00-501-00	Analysis Water	GST Paid Receivable	6.30	\$126.00
Invoice Total						\$132.30
Paid	2017/12/31	2-43-00-230-00	Waste Disposal Garbage	GST Paid Receivable	95.87	\$1,917.30
		2-43-00-238-00	Garbage Collection Fees	GST Paid Receivable	80.44	\$1,608.75
				GST Paid Receivable	49.49	\$990.00
		2-43-00-239-00	Recycling Garbage Charge	GST Paid Receivable	80.44	\$1,608.75
Taxes					\$306.24	Invoice Amount \$6,124.80
Invoice Total						\$6,431.04
Paid	2017/12/31	2-41-00-501-00	Analysis Water	GST Paid Receivable	1.59	\$31.75
Invoice Total						\$33.34
Paid	2017/12/31	2-31-00-521-00	Tools Small PW	GST Paid Receivable	1.98	\$39.58
Invoice Total						\$41.56
Paid	2017/12/31	2-41-00-520-00	Cost of Water			\$25,256.26
		2-41-00-521-00	Admin Fees Water			\$1,667.00
Taxes					\$0.00	Invoice Amount \$26,923.26
Invoice Total						\$26,923.26
Paid	2017/12/31	2-32-00-230-00	Engineering Roadways	GST Paid Receivable	119.31	\$2,386.20
Invoice Total						\$2,505.51
758 Paid	2017/12/31	3-12-00-411-00	Prepaid Expenses			\$19,483.78
Paid	2017/12/31	3-12-00-411-00	Prepaid Expenses	GST Paid Receivable	19.68	\$393.48
Invoice Total						\$413.16
Paid	2017/12/31	2-11-00-151-00	Per Diem Council			\$100.00
Proof Total Amount						<u>\$63,330.81</u>

Accounts Payable Invoice Proof

Town of Irricana 2018

For the Period 2018/01/01 to 2018/01/18

Status	Date	Account No.	Account Name		Taxes	Amount
Paid	2018/01/18	2-42-00-250-00	Cleaning Line Sewer	GST Paid Receivable	21.25	\$425.00
					Invoice Total	\$446.25
Paid	2018/01/18	2-74-01-253-00	Repairs & Maintenance Community H	GST Paid Receivable	55.00	\$1,100.00
					Invoice Total	\$1,155.00
Paid	2018/01/18	2-74-01-253-00	Repairs & Maintenance Community H	GST Paid Receivable	45.70	\$914.00
					Invoice Total	\$959.70
					Vendor Taxes Total	\$100.70
					Vendor Total (no Tax)	\$2,014.00
					Vendor Total (with Tax)	\$2,114.70
Paid	2018/01/18	2-12-00-220-00	Advertising Admin	GST Paid Receivable	19.09	\$381.78
		2-72-01-220-00	Advertising Rec Centre	GST Paid Receivable	8.59	\$171.70
					Taxes	\$27.68
					Invoice Amount	\$553.48
					Invoice Total	\$581.16
Paid	2018/01/18	2-31-00-523-00	Equipment PW	GST Paid Receivable	69.00	\$1,392.95
					Invoice Total	\$1,461.95
Paid	2018/01/18	2-43-00-238-00	Garbage Collection Fees	GST Paid Receivable	9.63	\$192.61
					Invoice Total	\$202.24
Paid	2018/01/18	2-43-00-238-00	Garbage Collection Fees	GST Paid Receivable	13.94	\$278.86
					Invoice Total	\$292.80
Paid	2018/01/18	2-43-00-238-00	Garbage Collection Fees	GST Paid Receivable	5.06	\$101.29
					Invoice Total	\$106.35
					Vendor Taxes Total	\$28.63
					Vendor Total (no Tax)	\$572.76
					Vendor Total (with Tax)	\$601.39
Paid	2018/01/18	2-72-01-256-00	Repairs & Maintenance Rec Complex	GST Paid Receivable	115.10	\$2,302.00
					Invoice Total	\$2,417.10
Paid	2018/01/18	2-12-00-233-00	Assessor Contract Admin	GST Paid Receivable	57.29	\$1,145.83
					Invoice Total	\$1,203.12

Accounts Payable Invoice Proof

Town of Irricana 2018

For the Period 2018/01/01 to 2018/01/18

Status	Date	Account No.	Account Name		Taxes	Amount
Paid	2018/01/18	2-12-00-225-00	Membership Admin	GST Paid Receivable	106.79	\$2,135.77
						Invoice Total \$2,242.56
Paid	2018/01/18	2-74-01-255-00	Cleaning Community Hall	GST Paid Receivable	6.28	\$125.60
						Invoice Total \$131.88
Paid	2018/01/18	4-10-00-232-00	Union Dues Payable			\$30.15
						\$14.04
						\$32.24
						\$45.62
						\$22.78
						\$39.21
						\$89.40
						\$22.24
					Taxes	\$0.00
					Invoice Amount	\$295.68
						Invoice Total \$295.68
Paid	2018/01/18	2-72-05-250-00	Maintenance Rink	GST Paid Receivable	4.40	\$87.96
						Invoice Total \$92.36
Paid	2018/01/18	2-12-00-225-00	Membership Admin			\$621.67
Paid	2018/01/18	2-31-00-250-00	Repairs Equipment PW	GST Paid Receivable	15.57	\$311.45
						Invoice Total \$327.02
Paid	2018/01/18	2-72-01-256-00	Repairs & Maintenance Rec Complex	GST Paid Receivable	15.00	\$300.00
						Invoice Total \$315.00
Paid	2018/01/18	2-12-00-260-00	Copier Lease Payments Admin	GST Paid Receivable	37.57	\$751.39
						Invoice Total \$788.96
						Proof Total Amount \$13,640.80