

**TOWN OF IRRICANA  
AGENDA**

**REGULAR MEETING OF COUNCIL**

**Date: February 4th, 2019 ; Time: 7:00 P.M.**

**Location: Council Chambers; Irricana Centennial Centre; 222 – 2<sup>nd</sup> Street**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
  - 1) Kym Hackett -Business license fee
- E. MINUTES**
  - 1. Minutes from the Regular Council Meeting of January 21st, 2019
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
  - 1. CAO
- H. OLD BUSINESS**
  - RFD- Evar Wold Tax Penalty**
  - RFD- Snow Clearing Policy**
- I. NEW BUSINESS**
  - High speed internet
- J. COMMUNICATION / INFORMATION**
- K. FOLLOW-UP/ACTION & STATUS**
- L. PUBLIC INPUT**
  - 1. Please fill in the question sheets with all information fields completed.  
Your questions will be answered by the appropriate person.
- M. CLOSED SESSION**
  - 1. Legal x 1
- N. ADJOURN.**
- O. NEXT MEETING(S):**
  - Regular Council Meeting Feb 19th, 2019

**TOWN OF IRRICANA**  
**Minutes of the Regular Meeting of Council held**  
**January 21, 2019**  
**Town of Irricana Council Chambers:**  
**(Irricana Centennial Centre: 222 – 2<sup>nd</sup> Street)**

**ATTENDANCE**

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

**CALL TO ORDER**

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

**AGENDA**

- (i) Adopt Agenda  
009:2019 Moved by Councillor Bryson to adopt the Agenda as presented.  
CARRIED

**PRESENTATIONS**

- (i) Municipal Affairs: Debbie McCann and Jeff Nixon  
Advisors from Alberta Municipal Affairs presented the Municipal Accountability Program, or MAP, to Council. To learn more about this program, visit Alberta Municipal Affairs website.  
Presentation: 7:00 pm to 7:04 pm
- (ii) RCMP – Clint Chisan  
Clint Chisan is currently the Acting NCO of the Beiseker Detachment, temporarily replacing Sgt Norm Mercier, until a full time replacement is assigned. A Q4 RCMP Report was presented to Council.  
Presentation: 7:04 pm to 7:16 pm
- (iii) Mounted Combat Arts – Lacey Hadford & Joseph Cooper  
Mr. Cooper provided Council with a brief summary of this Group, what they do, how they train and the types of entertainment they provide. An event proposal was also presented to Council.  
Presentation: 7:16 pm to 7:22 pm
- (iv) Tax Penalty Request – Resident  
A current Resident of Irricana made an oral presentation to Council, requesting waiving of tax penalties.  
Presentation: 7:22 pm to 7:34 pm

**MINUTES**

- (i) Minutes of the Regular Meeting of Council of January 7, 2019  
010:2019 Moved by Councillor Shields to accept the Minutes of the Regular Meeting of Council of January 7, 2019 as presented.  
CARRIED

**CORRESPONDENCE FROM PREVIOUS MEETING**

- (i) None

**COMMITTEE REPORTS**

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

011:2019 Moved by Deputy Mayor Schmaltz to accept CAO report as presented.  
CARRIED

**OLD BUSINESS**

None

**NEW BUSINESS**

- (i) RFD – Utility Account Write Off Request  
012:2019 Moved by Deputy Mayor Schmaltz to accept administrations request to write off the outstanding balances in the following Closed Utility Accounts, totaling \$1,355.37:  
28900-002/\$23.69; 3400-001/\$515.69; 24000-000/\$257.49; 40100-001/\$24.37;  
40200-000/\$95.15; 45700-000/\$45.25; 60900-004/\$71.80; 6600-000/\$210.27;  
22800-001/\$65.82; 25200-001/\$45.84.  
CARRIED

**COMMUNICATION/INFORMATION**

**FOLLOW-UP/ACTION & STATUS**

**PUBLIC INPUT**

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

Mayor Friesen called for a 5 minute break at 7:44 pm  
Mayor Friesen reconvened the meeting at 7:48 pm  
Questions were presented to Council

## **CLOSED SESSION**

Mayor Friesen announced Council will be going into Closed Session and followed this with asking for the Public's attention.

I, Mayor Friesen, move that Council go into Closed Session at 7:56 pm to discuss items of which disclosure may be harmful to Intergovernmental relations as per Section 21(2) of the FOIP Act, and may be harmful to the personal privacy of an employee as per Section 17(2) of the FOIP Act.

- (i) Closed to Public

013:2019 Moved by Mayor Friesen to go into closed session at 8:04 pm

- (ii) Open to Public

014:2019 Moved by Mayor Friesen to reconvene to the public portion of the meeting at 8:12 pm.

015:2019 Moved by Mayor Friesen to direct the CAO to follow instructions provided by Council.

CARRIED

## **ADJOURN**

- (i) Adjournment

016:2019 Moved by Mayor Friesen to adjourn the meeting at 8:13 pm.

## **NEXT MEETING**

February 4, 2019

Regular Council Meeting

3<sup>rd</sup> Thursday of Month

RV Handibus Committee Meeting

2<sup>nd</sup> Tuesday of Month

Irricana Library Board

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

Rocky View Foundation – last Wednesday every month except for summer

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Mayor Frank Friesen

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Ted Coffey

Chief Administrative Officer



**Chief Administrative Officer Report**  
**Review of January 21st, 2019 to February 4th, 2019**

**Public Works:**

- Public Works has been working on the Outdoor Rink. The warm and cold is making it difficult to keep the ice on it.
- We have moved mowers and other summer equipment to the old Tower Pump House build. There is still some concrete finishing work to be done, but it now a functional storage building.
- The sander unit was out of order, but we finally got a work around fix done on Thursday Jan 31. We had been spreading sand with the loader and skid steer.

**Water/Sewer:**

- The water consumption numbers are still very good.
- We had the sanitary lines flushed on 6<sup>th</sup> street from 3<sup>rd</sup> avenue to 1<sup>st</sup> avenue, then down 1<sup>st</sup> avenue to clear the debris flushed from 6<sup>th</sup> street. We will have a sanitary service line repair in spring on 6<sup>th</sup> street.

**Roadways/Sidewalks:**

- Most residential sidewalks have been snow cleared and are in good shape. The roads are icy in spots but have been sanded several times.

**Garbage:**

**Parks & Recreation:**

**Community Facilities:**

**Community Services**

- Community Services Board held start-up meeting for 2019. Minutes attached.

**Development & Planning:**

**Economic Development & Tourism**

**FINANCE**

**Utilities and Taxes:**

Updated Outstanding Utility and Tax Balances are not available at this time due to the year end financial rollover into 2019, and processing held payments from Jan 1<sup>st</sup> to current date.

<b>CURRENT ACCOUNTS</b>			
<b>Account Name</b>	<b>Number</b>	<b>Currency</b>	<b>Available Balance</b>
Business Account		<b>CAD</b>	\$247,180.13
<b>SAVINGS ACCOUNTS</b>		<b>TOTAL</b>	<b>\$247,180.13</b>
T Bill Savings Account (MSI)		<b>CAD</b>	\$304,888.84
T Bill Savings Account (AMIP)		<b>CAD</b>	\$0.00
T Bill Savings Account(BMTG)		<b>CAD</b>	\$119,795.35
		<b>TOTAL</b>	<b>\$424,684.19</b>

**Ted Coffey**

CAO Irricana



# Request for Decision

**To: Mayor Friesen and Council**

**From: Ted Coffey CAO**

**Date: February 4<sup>th</sup>, 2019**

**Subject: Tax penalty request**

**DECISION:** To decide whether to waive tax penalty

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**CORRELATION TO STRATEGIC PLAN OR POLICY:** MSP MDP  
LUB By-law Policy Section

Other:

## **KEY ISSUES AND BACKGROUND:**

Resident presented to Council request for tax penalty waiver. Council tabled decision to February 4<sup>th</sup> meeting.

## **BENEFITS:**

## **DISADVANTAGES:**

Penalty in place to encourage prompt payment. Waiving penalty sends wrong message.

## **ALTERNATIVES:**

none

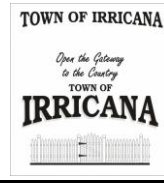
**IMPLICATION ON FINANCES:**

none

**RECOMMENDATION:**

Council to announce decision of their deliberations.

**RECOMMENDED MOTION:**



# Request for Decision

**To: Mayor Friesen and Council**

**From: Ted Coffey CAO**

**Date: February 4<sup>th</sup>, 2019**

**Subject: Snow Clearing Policy**

**DECISION:** To implement a snow clearing policy

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**CORRELATION TO STRATEGIC PLAN OR POLICY:** MSP MDP  
LUB By-law Policy Section  
Other:

**KEY ISSUES AND BACKGROUND:**

To have a coherent policy on snow clearing procedures, and priorities.

**BENEFITS:**

**DISADVANTAGES:**

**ALTERNATIVES:**

none



**IMPLICATION ON FINANCES:**

none

**RECOMMENDATION:**

To implement Snow Clearing Policy

**RECOMMENDED MOTION:**

# **SNOW CLEARING & STREET CLEANING POLICY**

In order to efficiently clear snow from the streets of Irricana, the Town hereby enacts this policy. When a snow event requires the Town to clear snow, Public Works will proceed clearing in the following order:

- 1) Main Street (2<sup>nd</sup> Street) from 1<sup>st</sup> Avenue to Highway #9
- 2) 1<sup>st</sup> Avenue from # 274 to Highway #567
- 3) Emergency Route 6 Street and Madison Drive between 2<sup>nd</sup> Street and 6 Street
- 4) #274 to Hwy #9
- 5) Residential areas

The Town will attempt to notify residents by email, and/or text messaging of snow clearing activities, and residents will be required to remove their vehicles from streets between the hours of 8 am and 4 pm to allow for plowing.

Vehicles not removed will be subject to a Municipal Ticket, and residents may find their vehicle with a snow berm around it. It will be the responsibility of the vehicle owner to dig it out. The amount of a Municipal Ticket will comply with the Town Fee Schedule.

Residents are required to clear the sidewalk with 48 hours of a snowfall. Residents are not allowed to place snow from a sidewalk or driveway onto the streets of Irricana. Residents must keep the snow cleared on their own property.

*Council directs PW and the CAO to investigate methods and manpower to ascertain if PW could reasonably clean ALL sidewalks in Town. Council does not expect this to occur overnight, but would like to see an investigation into that being possible.*

The map of Snow Clearing attached shows Priorities, Long-term Snow piling areas, and PW sidewalks to be cleaned.

PW are directed to pile snow at the edge of roads in long term piles, rather than in the center of streets. Certain streets such as 6<sup>th</sup> Street will not allow for this, but this policy should be followed wherever practical.