

**TOWN OF IRRICANA  
AGENDA  
REGULAR MEETING OF COUNCIL  
Date: November 18th, 2019 ; Time: 7:00 P.M.  
Location: Council Chambers; Irricana Centennial Centre; 222 – 2<sup>nd</sup> Street**

- A. CALL TO ORDER**
- B.**
- C. AGENDA**
- D. PRESENTATIONS**  
Shannon Simmons/Library Board
- E. MINUTES**  
Minutes from Regular Council Meeting November 4, 2019
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**  
1. CAO Report
- H. OLD BUSINESS**
- I. NEW BUSINESS**
- II. RFD- Code of Conduct Bylaw Second/Third Reading**
- III. RFD- LARB/CARB Bylaw Second/Third Reading**
- IV. RFD- Rescinding Bylaw 1-98**
- J. COMMUNICATION / INFORMATION**  
Cheque listing
- 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 (Includes Motion Tracker)**  
1 x Legal
- N. ADJOURN.**
- O. NEXT MEETING(S):**  
Regular Council Meeting December 16, 2019

**TOWN OF IRRICANA**  
**Minutes of Public Input held**  
**November 4, 2019**  
**Town of Irricana Council Chambers:**  
**(Irricana Centennial Centre – 222 – 2<sup>nd</sup> Street)**

**Attendance**

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

**Call to Order**

The Public Input was called to order by Chairperson Friesen at 7:00 pm.

**Chairperson - Legislation**

This Public Input is held pursuant to the provisions of Section 692 of the Municipal Government Act (MGA) of the revised Statutes of Alberta, 2000, and amendments thereto, the Council of the Town of Irricana is considering:

- (1) Bylaw #004:2019 being a bylaw to establish Assessment Review Boards for the Town of Irricana; and
- (2) Bylaw #005:2019 being a bylaw to establish a Code of Conduct for members of Council in the Town of Irricana

**Chairperson – Rules of Conduct**

Chairperson Friesen read the rules of conduct as follows:

- (i) written or oral presentations before Council shall be limited to five minutes.
- (ii) the order for presentations shall be as follows:
  - a) those in support of the proposed Bylaw or Resolution
  - b) those opposed to the proposed Bylaw or Resolution
  - c) any other person deemed to be affected by the Bylaw or Resolution who wishes to be heard
- (iii) the Council/Chair shall not allow cross examinations of persons giving evidence and it will not be necessary for the persons giving evidence to substantiate his or her qualifications.
- (iv) that Council may ask questions of the speakers after each presentation for clarification purposes.

- (v) questions will be allowed from the floor through the Chair to the Council members.
- (vi) Council members shall refrain from making comments to the general public that would indicate any bias either for or against the proposed Bylaw or Resolution.

Council shall hold the Public Input open for at least 15 minutes if no one attends.

### **Secretary – Nature of Proposed Bylaw or Resolution**

Secretary Ted Coffey read into record the nature of the proposed bylaw.

The nature of the proposed bylaw is as follows:

Pursuant to the provisions of Section 692 of the Municipal Government Act (MGA), Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of the Town of Irricana is holding a Public Input to consider:

- (1) Bylaw #004:2019 being a bylaw to establish Assessment Review Boards for the Town of Irricana; and
- (2) Bylaw #005:2019 being a bylaw to establish a Code of Conduct for members of Council in the Town of Irricana

In accordance with Section 606 of the Municipal Government Act (MGA), this Public Input was advertised in the Rocky View Weekly on October 29, 2019 and in the Rocky View Weekly on November 5, 2019.

Notice as required was provided by way of advertising.

### **Presentations of those in support**

Chairperson Friesen asked for those presentations in support of the proposed bylaw. There were no presentations in support.

### **Presentations of those opposed**

Chairperson Friesen asked for any presentations opposed to the proposed bylaw. There were no presentations opposed.

### **Presentations of those deemed to be affected**

Chairperson Friesen requested presentations by anyone deemed to be affected by the proposed bylaw. There were no presentations deemed to be affected.

**Adjournment**

There being no further presentations, Chairperson Friesen adjourned the Public Input at 7:05 pm.

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Mayor Frank Friesen

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Ted Coffey  
Chief Administrative Officer

Unedited and Not Approved

**TOWN OF IRRICANA**  
**Minutes of the Regular Meeting of Council held**  
**November 4, 2019**  
**Town of Irricana Council Chambers:**  
**(Irricana Centennial Centre: 222 – 2<sup>nd</sup> Street)**

**ATTENDANCE**

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

**CALL TO ORDER**

The meeting was called to order by Mayor Friesen at 7:06 pm.

**AGENDA**

- (i) Adopt Agenda

211:19 Moved by Councillor Day to adopt the Agenda as presented.  
CARRIED

**PRESENTATIONS**

- (i) Meadowlark Trail – Jeannette Richter  
Committee Chair, Jeannette Richter, provided Council with updates on the progress of the Trail development between Irricana and Beiseker. This is anticipated to be completed sometime in 2020.  
Presentation from 7:06 pm to 7:16 pm

**MINUTES**

- (i) Minutes of the Regular Meeting of Council of October 22, 2019  
212:19 Moved by Councillor Shields to accept the Minutes of the Regular Meeting of Council of October 22, 2019 as presented.  
CARRIED
- (ii) Minutes of the Organizational Meeting of Council of October 28, 2019  
213:19 Moved by Deputy Mayor Bryson to accept the Minutes of the Regular Meeting of Council of October 28, 2019 as presented.  
CARRIED

**CORRESPONDENCE FROM PREVIOUS MEETING**

- (i) None

## **COMMITTEE REPORTS**

- (i) CAO Report  
214:19 Moved by Councillor Schmaltz to accept the CAO Report as presented.  
CARRIED

## **OLD BUSINESS**

## **NEW BUSINESS**

- (i) Bylaw #005:2019 – Code of Conduct  
215:19 Moved by Deputy Mayor Bryson that Bylaw #005:2019, being a bylaw to establish a Code of Conduct for members of Council, be read for a first time this 4<sup>th</sup> day of November 2019.  
CARRIED
- (ii) Bylaw #004:2019 – Assessment Review Boards (LARB & CARB)  
216:19 Moved by Mayor Friesen that Bylaw #004:2019, being a bylaw to establish Assessment Review Boards for the Town of Irricana, be read for a first time this 4<sup>th</sup> day of November 2019  
CARRIED

## **COMMUNICATION/INFORMATION**

- (i) Cheque Listing  
  
217:19 Moved by Councillor Day to accept Communication / Information item J-1 as presented.  
CARRIED  
  
CIR Realty publication, which profiles both Irricana and Beiseker, submitted for information purposes

## **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 recess at 7:25 pm  
Mayor Friesen reconvened the meeting at 7:32 pm  
Questions were presented to Council

**CLOSED SESSION**

I, Mayor Friesen, move that Council go into Closed Session at 7:40 pm to discuss items of which disclosure may be harmful to the interests of a third party, as per Section 16(1) of the FOIP Act.

- (i) Closed to Public  
218:19 Moved by Mayor Friesen to go into closed session at 7:40 pm.
  
- (ii) Open to Public  
219:19 Moved by Mayor Friesen to reconvene to the public portion of the meeting at 8:05 pm.

**ADJOURN**

- (i) Adjournment  
220:19 Moved by Mayor Friesen to adjourn the meeting at 8:06 pm.

**NEXT MEETING**

November 18, 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 November 4 to November 18, 2019**

**Public Works** Surprise inspection by Provincial Labour OH&S inspector. They found 27 items which require correcting. The majority are "documentation" infractions. We were given until Jan 4, 2020 to correct, we should be done by end of next week.

**Water/Sewer** Water leak found during flood at KIK center. New water line to building installed with new street valve. Lagoon release completed for 2019. CIMA to recalculate lagoon population estimate as last estimate was based on incorrect numbers.

**Roadways/Sidewalks**

**Garbage** Alley between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street missed by garbage truck. Doorhangers put out, truck returned next day.

**Parks & Recreation** Sealing completed for outdoor rink. Flood when weather permits.

**Community Facilities** . Rec center kitchen cleaned. Dishwasher being repaired, grease trap being cleaned. New exterior LED floodlights being installed by PW. New water heater installed for playschool/ECS.

**Community Services** \_ Ticket sales going fast for Christmas Dinner.

**Economic Development & Tourism** .

**FINANCE** Crockett(CPA) working on our behalf to intercede with CRA on their claim of arrears supposedly owing.

**Utilities:**

Outstanding Balance = \$106,894.00 (This includes current billing and arrears)

**Taxes:**

Outstanding Balance = \$160,727.00

The next Penalty will be January 1st

<b>CURRENT ACCOUNTS</b>			
<b>Account Name</b>	<b>Number</b>	<b>Currency</b>	<b>Available Balance</b>
Business Account		<b>CAD</b>	\$792,494.72
<b>SAVINGS ACCOUNTS</b>			<b>TOTAL</b>
T Bill Savings Account (MSI)		<b>CAD</b>	\$206,936.52
T Bill Savings Account (AMIP)		<b>CAD</b>	\$0.00
T Bill Savings Account(BMTG)		<b>CAD</b>	\$120,327.86
		<b>TOTAL</b>	<b>\$1,119,759.91</b>

**Ted Coffey**  
 CAO Irricana





# **Request for Decision**

**To: Mayor Friesen and Council**

**From: Ted Coffey, CAO**

**Date: November 18th, 2019**

**Subject: Code of Conduct Bylaw**

**CORRELATION TO STRATEGIC PLAN OR POLICY:**

MGA Section 146.1

**KEY ISSUES AND BACKGROUND:**

The MGA requires Municipalities to establish a Code Of Conduct Bylaw to govern Council.

**BENEFITS:**

Lays out guidelines for Council. Clarifies acceptable behavior.

**DISADVANTAGES:**

1) none noted

**ALTERNATIVES:**

Rewrite this Bylaw

**IMPLICATION ON FINANCES:**

None noted

**RECOMMENDATION:**

Administration recommends passing Bylaw

**RECOMMENDED MOTION:**

That Council give Bylaw 2<sup>nd</sup> and 3<sup>rd</sup> Reading



# **Request for Decision**

**To: Mayor Friesen and Council**

**From: Ted Coffey, CAO**

**Date: November 18th, 2019**

**Subject: Local Assessment Review Board/Composite Assessment Review Board BYLAW**

**CORRELATION TO STRATEGIC PLAN OR POLICY:**  
MGA Section 454

## **KEY ISSUES AND BACKGROUND:**

The MGA requires Municipalities to establish a LARB and a CARB.

## **BENEFITS:**

Statutory requirement fulfilled.

## **DISADVANTAGES:**

1) none noted

## **ALTERNATIVES:**

None

**IMPLICATION ON FINANCES:**

None noted

**RECOMMENDATION:**

Administration recommends passing Bylaw

**RECOMMENDED MOTION:**

That Council give Bylaw 2<sup>nd</sup> and 3<sup>rd</sup> Reading



# **Request for Decision**

**To: Mayor Friesen and Council**

**From: Irricana and Rural Library Board**

**Date: November 18, 2019**

**Subject: Annual Request for Appropriation Funding**

**DECISION:** To decide upon the amount of funding that the Town of Irricana will commit to the Irricana and Rural Library for the 2020 fiscal year.

**CORRELATION TO STRATEGIC PLAN OR POLICY:** MSP MDP  
LUB By-law 8:85 Policy Section

Other: Alberta Libraries Act Chapter L-11, Province of Alberta Library Public Grant Guidelines 2019-2020 (attached), Municipal Councils and Library Boards Roles and Responsibilities (attached) and 2017 funding provided to Alberta Libraries. (attached)

## **KEY ISSUES AND BACKGROUND:**

### **Background:**

In accordance with the Libraries Act, it is incumbent upon library boards to present an annual appropriation request for funding. Historically, the Irricana and Rural Library Board has presented an estimate of the proposed appropriation funding and the municipality has honored, from our knowledge, said requests until the 2019 fiscal year.

Proposed appropriations to the Town of Irricana have been developed annually and presented through the Board's understanding of levels of funding provided with "like" municipalities based upon levels of populations and the province's level of funding for same. The Library Board has taken the position of presenting those statistics and providing requests based upon an average for similar sized municipalities. A list of the 2017 per capita support by municipality is attached for review.

### **Key Issues:**

- 1) Although the library board has historically presented to Council an estimate of funding within the timeline set out in the Act, there has not been presented a formalized Request for Decision to secure funding for the next fiscal year in accordance with Grant Guidelines. **The Library Board has remedied this through this RFD.****
- 2) Annual operating funding for libraries in Alberta are primarily provided by one's municipality and through the provincial government. In this fiscal year, the Board learned of the reduction of the funding appropriation from the Town of Irricana only through communicating through the designated Trustee on Council upon an enquiry half way through the year. **The Library Board needs to understand funding commitments from their municipality before they can create their own budget in any given year.****
- 3) The Board also only recently learned that levels of funding for libraries by the Alberta government would be funded at previous levels. This presented a challenge to maintain service levels for the library on two levels as funding was withheld or differed until both the town's and province's budgets were ratified. **Budgets are important to formulate and forecast costs associated with service delivery.****
- 4) There is no obligatory appropriation funding that is mandated to a municipality by any statute. According to the Roles and Responsibilities attachment: "It is the responsibility of council to approve, in whole or in part, the **estimate of local appropriation** requested by the library board. Council **does not** approve the library board's budget. If council is unable or unwilling to provide the requested estimate in full, the library board must make adjustments to their budget to reflect their funding situation". **The Board has formulated their appropriation request based upon an average of like sized municipalities (in 2017) and respectfully is seeking \$21.02 per/capita.****
- 5) Provincial funding is only available when municipalities choose to fund their respective library. The absolute minimum per capita funding is \$2.00.**

**BENEFITS:**

Funding the library will provide a much needed support in delivering services. Educational/Health resources, Community outreach, Youth/social engagement, Volunteerism

**DISADVANTAGES:**

**ALTERNATIVES:**

- 1) Fund at the rate determined and requested by the Library Board.
- 2) Fund at an alternate rate.
- 3) Don't fund.

**IMPLICATION ON FINANCES:**

All appropriation funding comes from taxpayers.

**RECOMMENDATION:**

- 1) The Irricana and Rural Library Board respectfully requests \$21.02/capita in appropriation funding for the 202 fiscal year to maintain present levels of service delivery.

**RECOMMENDED MOTION:**