

**TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: September 8th, 2020; Time: 7:00 P.M.**

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

- A. CALL TO ORDER**
 - B. ATTENDANCE**
 - C. AGENDA**
 - D. PRESENTATIONS**
 - E. MINUTES**
 - 1. Minutes from the Regular Council Meeting of July 13st, 2020
 - F. CORRESPONDENCE FROM PREVIOUS MEETING**
 - G. COMMITTEE REPORTS**
 - CAO Report
 - H. OLD BUSINESS**
 - I. NEW BUSINESS**
 - i. RFD Water Bylaw infraction
 - ii. Garbage/recycling Bylaw
 - iii. RFD August 1, 2020 Utility Penalty Waiver
 - 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**
 - Labour**
 - N. ADJOURN.**
- O. NEXT MEETING(S): September22, 2020**

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
July 13, 2020
Temporarily Relocated to:
(Irricana Community Hall: 300 – 1st 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 7:00 pm.

AGENDA

- (i) Adopt Agenda
97:20 Moved by Deputy Mayor Bryson to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) Margaret Hagel – Ag Society

MINUTES

- (i) Minutes of the Regular Meeting of Council of June 15, 2020
98:20 Moved by Councillor Day to accept the Minutes of the Regular Meeting of Council of June 15, 2020 as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

- (i)

COMMITTEE REPORTS

- (i) CAO Report
99:20 Moved by Councillor Shields to accept Committee Report G-1 as presented.
CARRIED

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) Ag Society – Margaret Hagel

- (ii) Food Bank Donation
100:20 Moved by Councillor Schmaltz that the Town donate \$1,000.00 to the Irricana Food Bank.
CARRIED
- (iii) Gopher Control
101:20 Moved by Councillor Schmaltz to direct Administration to contact the local Hutterites to discuss gopher control within the Town of Irricana.
CARRIED
- (iv) Unsightly Properties
102:20 Moved by Councillor Schmaltz to direct Administration to view unsightly properties.
CARRIED
- (v) Town Office – Opening
103:20 Moved by Deputy Mayor Bryson that the Irricana Town Office open for public access by August 1, 2020.
CARRIED
- (vi) Campground
104:20 Moved by Mayor Friesen to approve the opening of the Irricana Campground washrooms.
CARRIED
- (vii) Website
105:20 Moved by Deputy Mayor Bryson that Motion 06:2012 be rescinded.
CARRIED
- (viii) Cemetery
106:20 Moved by Deputy Mayor Bryson to investigate Ground Penetrating Radar for mapping of the cemetery.
CARRIED
- (ix) Weed Control
107:20 Moved by Councillor Schmaltz to direct Administration to investigate weed control (license) by the next meeting of Council.
CARRIED
- (x) Signage
108:20 Moved by Deputy Mayor Bryson to have NO DOGS signs installed at cemetery.
CARRIED

- (xi) Fireworks
109:20 Moved by Mayor Friesen to try to schedule fireworks for September 12th, 2020.
CARRIED
- (xii) 2019 Financials
110:20 Moved by Mayor Friesen to expedite the completion of the 2019 financials.
CARRIED
- (xiii) Line Painting on Streets
111:20 Moved by Councillor Shields to get Public Works to commence line painting on streets.
CARRIED

COMMUNICATION/INFORMATION

- (i) Cheque Listing
112:20 Moved by Deputy Mayor Bryson to accept the Cheque Listing as presented.
CARRIED

FOLLOW-UP/ACTION & STATUS

- (i)

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 8:30 pm
Mayor Friesen reconvened the meeting at 8:35 pm

CLOSED SESSION

- (i) Closed to Public
113:20 Moved by Mayor Friesen to go into Closed Session at 8:50 pm
- (ii) Open to Public
114:20 Moved by Mayor Friesen to reconvene to the Public Portion of the meeting at 9:15 pm

ADJOURN

- (i) Adjournment
115:20 Moved by Mayor Friesen to adjourn the meeting at 9:20 pm.

NEXT MEETING

3rd Thursday of Month Regular Council Meeting
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

Ted Coffey
Chief Administrative Officer

Unedited and Not Approved



Chief Administrative Officer Report
Review of July 14th to September 8th, 2020

Public Works All crosswalks and lines painted throughout town

Water/Sewer: Drumheller supplied water is currently on reduced chlorine. PW is adding at the water plant

Roadways/Sidewalks: Atco gas scheduled to start alley work Sept 14th.

Parks & Recreation

Community Facilities:

Development & Planning

Economic Development & Tourism

FINANCE

Utilities:

- Outstanding Utilities = \$128,314 (this includes July/Aug Billing and Arrears)
- Billings for July/Aug have been mailed, with 70 e-bills electronically sent.
- An information insert was included with the Bills explaining the March/April and May/June Sewer Adjustments that appeared on the recent billings. Additional information on Billing Cycle dates vs Penalty Dates and E-Billing Registrations was provided as well.

Taxes:

- Outstanding Taxes = \$310,480.00
- Reminder Letters have been mailed to all Tax Accounts outstanding.
- The next penalty date is January 1, 2021 at 1% of total outstanding.

CURRENT ACCOUNTS			
Account Name	Number	Currency	Available Balance
Business Account		CAD	\$716,160.61
SAVINGS ACCOUNTS			TOTAL
T Bill Savings Account (MSI)		CAD	\$139,410.67
T Bill Savings Account (Land sale)		CAD	\$71,309.05
T Bill Savings Account (BMTG)		CAD	\$69,688.37
			TOTAL
			\$996,568.70

Ted Coffey
 CAO Irricana

Request for Decision

To: Mayor Friesen and Council

From: Ted Coffey CAO

Date: September 8th, 2020

Subject: Bylaw infraction

DECISION: To ensure compliance with Bylaw 08:2002 section 10.16

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

Water Bylaw 08:2002 section 10.16 prohibits tampering with residential water meters. Town foreman discovered dismantled water meter with anti-tamper seal removed.

BENEFITS:

To ensure compliance with Bylaw

DISADVANTAGES:

None noted

ALTERNATIVES:

IMPLICATION ON FINANCES:

Recoup time wasted by PW repairing damage

RECOMMENDATION:

Administration recommends imposing penalty

RECOMMENDED MOTION:

Motion to impose Penalty under Bylaw 08:2002 in the amount decided by Council-
Minimum \$100 maximum \$2500

BYLAW 003-2020

Garbage and Recycling

Whereas the Town of Irricana wishes to have a clean and sanitary town for its resident's health and enjoyment the Town of Irricana hereby enacts this bylaw to regulate the collection of residential and business garbage and recycling.

The Town of Irricana has supplied each residence and business with 1 grey garbage bin and 1 blue recycling bin.

These bins are the property of the Town of Irricana and are on loan to each residence or business.

The Town is responsible for the maintenance of these bins. The Town is not responsible for lost or stolen bins. Should a residence lose, misplace, or report their bin(s) missing the Town will replace them after a fee of \$150.00 for each missing bin has been paid to the Town by that residence or business.

The collection of garbage and recycling will happen on each Friday, alternating between garbage and recycling every 2nd week. The schedule is posted on the Town website and available at the Town Office or Post Office.

The bins must be in their designated pickup location by 8 AM each Friday morning to ensure pickup. The designated locations are as follows:

For houses or businesses without a back alley the bins must be placed on the street in front of the residence or business near the curb. The bins must have a meter clearance on all sides to allow the equipment to grapple the bin safely.

For residences or business that do have a back alley the bins must be placed in the alley behind the residence or business.

For residences located in the 100 block of 2nd, 3rd, 4th, and 5th Streets the residences located on the South side of those streets must roll their bins across the alley to the South side of the alley to ensure pickup.

It is the responsibility of each residence or business to ensure their bins are placed at their designated pickup location at the correct time to ensure pickup.

The Town of Irricana provides this service and charges fees for garbage and recycling which are on the bi-monthly utility bill issued by the Town.

Should a garbage or recycling bin get missed for pickup the residence or business must phone the Town Office 403-935-4672 ext. 100 to report the missed pickup.

The Town has 2 methods for correcting a missed pick up:

- 1) Contacting the Contractor to arrange a pickup, or

- 2) Public works will bring the residence or business a 2nd bin on loan to store the excess garbage or recycling until the next pickup. The Town will then remove the loaner bin.

The Town is providing this service for the benefit of residences and businesses who comply with the regulations of this Bylaw. Should a residence or business fail to comply with this Bylaw the Town reserves the right to discontinue service to that residence or business.

Should the Town discontinue service to a residence or business the Town will remove the garbage and recycling bins from that residence or business. The Contractor will be notified that the residence or business is no longer eligible for garbage or recycling pickup. The Town will remove the garbage and recycling fees from the affected residence or business utility bill.

If a residence or business lose their eligibility for pickup they will be responsible for removing their garbage and recycling to an approved waste facility such as the Rocky View Transfer station located North of town. The residence or business will be responsible for all costs incurred for collection, transport, and dump fees.

READ THE FIRST TIME THIS 8TH DAY OF SEPTEMBER, 2020

READ THE SECOND TIME THIS 8TH DAY OF SEPTEMBER, 2020

**UNANIMOUS CONSENT GIVEN FOR THIRD READING THIS 8TH DAY OF
SEPTEMBER, 2020**

READ THE THIRD TIME THIS 8TH DAY OF SEPTEMBER, 2020

Mayor Frank Friesen

CAO

Request for Decision

To: Mayor Friesen and Council

From: Ted Coffey CAO

Date: September 8, 2020

Subject: August 1, 2020 Utility Penalties

DECISION: To comply with the Town of Irricana's Fees and Penalties on Utility Accounts Bylaw #04:2016

CORRELATION TO STRATEGIC PLAN OR POLICY:
Bylaw 04:2016, Part IV, Section 4 Penalties

KEY ISSUES AND BACKGROUND:

The Town of Irricana's Utility Penalty Bylaw #04:2016, allows for the application of Penalties for late payment of Utility Bills.

With the economic effects from the Coronavirus in March, Town Council motioned to waive the April 1, 2020 and June 1, 2020 Utility Penalties. This covered the two billing cycles for Jan/Feb and March/April. There is no recorded Motion to waive the August 1, 2020 utility penalty.

In March, the Town installed new Financial Software, as the previous software had become outdated and was no longer supported.

There were complications that arose in the synchronizing of the Water Read Equipment with the new Software. To this effect, the first billing cycle was estimated town wide, with individual reads manually entered. This resulted in an oversight whereby the system did not calculate sewer charges.

Further, prior to the May/June Billing cycle, there was additional technical support required to clean up some fractured data. In the file transfer, the incorrect Sewer Rate was installed, which created an overcharge to all bills.

Both of the undercharge and overcharge have been corrected and will appear on the upcoming July / August Bill as Adjustments. This may have created an overdue situation for some Account holders, in the adjustment process.

In light of the above, Administration is requesting Council waive the Aug 1 Penalty.

BENEFITS:

1. To not penalize Utility Account holders, who may have been affected by the Sewer Adjustments, putting their account in an overdue status.
2. Muniware Technical Support has worked with us to correct the issues.

DISADVANTAGES:

1. None

ALTERNATIVES:

1. Council to waive the August 1, 2020 Utility Penalty

IMPLICATION ON FINANCES:

1. None, as the Adjustments have been completed and most Accounts have an overall credit forward.

RECOMMENDATION:

To waive the August 1, 2020 Utility Penalty of 2% for all outstanding Utility Accounts in arrears.

RECOMMENDED MOTION:

To waive the August 1, 2020 Utility Penalty of 2% for all outstanding Utility Accounts in arrears.