

**TOWN OF IRRICANA  
AGENDA  
REGULAR MEETING OF COUNCIL  
Date: May 03, 2021 Time: 7:00 P.M.**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
- E. MINUTES**
  - 1. Minutes from April 19, 2021 Council meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
  - 1. CAO Report
- H. OLD BUSINESS**
  - 1.
- I. NEW BUSINESS**
  - 1. RFD – 2021 Summer Meeting Schedule
  - 2. Budget 2021 (Pending)
- J. COMMUNICATION / INFORMATION**
  - 1. Cheque Listing
- K. FOLLOW-UP/ACTION & STATUS**
  - 1. Motion Tracking Sheet
- 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.
- N. ADJOURN.**

**TOWN OF IRRICANA**  
**Minutes of the Regular Meeting of Council held**  
**April 19, 2021**  
**Virtual Council Meeting (due to COVID restrictions)**  
**MGA: Section 199**

**ATTENDANCE**

As per Section 199(1) of the Municipal Government Act, a Council meeting may be conducted by means of electronic communication. Notice of the electronic version was provided to the public including the way in which it was to be conducted.

As per Section 199(2) of the Municipal Government Act, Councillors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

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

**CALL TO ORDER**

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

**AGENDA**

- (i) Adopt Agenda  
80:21 Moved by Councillor Shields to adopt the Agenda as presented.  
CARRIED

**PRESENTATIONS**

- (i) RCMP – Crime Stats  
Presentation from: 7:00 to 7:06 pm

**MINUTES**

- (i) Minutes from April 6, 2021 Regular Council meeting  
81:21 Moved by Councillor Day to accept the Minutes of the Regular Meeting of Council for April 6, 2021, as presented.  
CARRIED

**CORRESPONDENCE FROM PREVIOUS MEETING**

**COMMITTEE REPORTS**

- (i) CAO Report  
82:21 Moved by Councillor Day to accept the CAO Report as presented.  
CARRIED

**OLD BUSINESS**

**NEW BUSINESS**

- (i) RFD – Boys and Girls Club Funding Request  
83:21 Moved by Councillor Bryson to approve the Boys and Girls Club of Airdrie’s request for funding support for Summer 2021, totaling \$9,500.00, to assist in operating a barrier free Summer Day Camp program in Irricana.  
CARRIED
- (ii) RFD – Municipal Election 2021 – Returning Officer  
84:21 Moved by Deputy Mayor Schmaltz to appoint Barrie Hutchinson as the Town of Irricana’s Returning Officer for the 2021 Municipal Election in October.  
CARRIED
- (iii) RFD – National Public Works Week Proclamation  
85:21 Moved by Deputy Mayor Schmaltz to proclaim the week of May 16 – 22, 2021 as National Public Works Week in the Town of Irricana. Mayor Friesen read out the Proclamation.  
CARRIED
- (iv) Pigeon Racing  
86:21 Moved by Mayor Friesen to deny any request from the Pigeon Racing Club for activities in the Town of Irricana and direct the CAO to contact the Club.  
CARRIED
- (v) Tax Penalties 2021  
No Motion
- (vi) Community Gardens  
No Motion

**COMMUNICATION/INFORMATION**

- (i) Cheque Listing.  
87:21 Moved by Councillor Bryson to accept the cheque listing for the period April 7, 2021 to April 14, 2021, as presented.  
CARRIED
- (ii) Atco Gas Franchise Fee Forecast  
  
88:21 Moved by Councillor Shields to accept Communication/Information item J-2 as presented.  
CARRIED

**FOLLOW-UP/ACTION & STATUS**

- (i) None

**PUBLIC INPUT**

- (i) Due to the online format of the Council meeting, Residents were asked for written questions to be submitted to Town Administration electronically prior to the Council meeting. *As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.*

**CLOSED SESSION**

- (i) Closed to Public
- (ii) Open to Public

**ADJOURN**

- (i) Adjournment  
89:21 Moved by Mayor Friesen to adjourn the meeting at 7:38 pm.

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Mayor Frank Friesen

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Barrie Hutchinson  
Chief Administrative Officer



**Chief Administrative Officer Report**  
**Review of April 20, 2021 to May 03, 2021**

**Public Works**

Repairs have been completed on many of the signs and supporting posts that were run down and damaged recently. The Town has been in contact with the RCMP on this matter, with community members providing video evidence, which has been of value in identifying the vehicles and owners. The Town very much appreciates the community's contributions.

**Water/Sewer:**

The regular maintenance program is continuing.

A Sonar Boat has now completed the sludge review.

The Environmental Review on the old lagoon site began on Friday April 30<sup>th</sup>.

Water Reads are underway.

**Roadways/Sidewalks:**

Street Sweeping will commence once the sweeper brushes have been received and installed. Advance signage will be placed around Town advising residents, so vehicles can be removed. We will also post information on the website, town facebook page, portable signs and include an insert with the upcoming water bills.

**Parks & Recreation:**

The Campground walk through has been completed on April 26<sup>th</sup>, identifying any issues and repairs to be completed prior to the season opening on May 1<sup>st</sup>. Public Works has undertaken to resolve these in time for opening.

Twelve new picnic tables have been built and delivered to the Campground to replace the older ones in disrepair, which have been removed.

A recent meeting was held with a Town resident who was the recipient of a \$6,500.00 non-governmental Grant, to discuss the particulars of the Grant application he submitted for town gardens, the scope of work and budget. The execution, supplies, expenditures and budget of this project have not as yet been provided. The Town would like to create a Policy to assist in setting out guidelines.

The Cemetery has received some much needed attention, with a dedicated Volunteer putting in many hours. Members of the Cemetery committee have also been working towards identifying some of the unmarked plots. Other plans include installing flat markers.

Further clean-up of the Cemetery includes removing several large stumps that block pathways and moving the many large boulders from the centre garden and relocate them elsewhere.

**FINANCE**

**Bank Reconciliations for 2020**

These have now been finished for 2020. Journal Entries are being completed, which is part of the reconciliation process to bring the year end into balance.

Town Auditors can now return to continue with the 2020 Audit.

**Utilities:**

- Outstanding Utilities = \$43,353, all of which are Arrears
- We will continue to follow for payment of these Arrears, with the updated Utility Bylaw shortening the timeframe for reminder letters.
- The March / April consumption reads have been underway with billings expected to be in the mail by the end of the first week of May.

**Taxes:**

- Outstanding Taxes = \$81,811 (all Arrears)

| <b>CURRENT ACCOUNTS</b>            |               |                 |                                   |
|------------------------------------|---------------|-----------------|-----------------------------------|
| <b>Account Name</b>                | <b>Number</b> | <b>Currency</b> | <b>Available Balance</b>          |
| Business Account                   |               | <b>CAD</b>      | \$7,337.93<br>(less payments tbd) |
| <b>SAVINGS ACCOUNTS</b>            |               | <b>TOTAL</b>    |                                   |
| T Bill Savings Account (MSI)       |               | <b>CAD</b>      | 148,215.83                        |
| T Bill Savings Account (Land sale) |               | <b>CAD</b>      | 71,368.65                         |
| T Bill Savings Account (BMTG)      |               | <b>CAD</b>      | 69,746.63                         |
| New Investment Account             |               | <b>CAD</b>      | 143,439.00                        |
|                                    |               |                 |                                   |

Barrie Hutchinson  
CAO Irricana

# Request for Decision

**To: Mayor Friesen and Council**

**From: Barrie Hutchinson, CAO**

**Date: May 03, 2021**

**Subject: 2021 Summer Council Meeting Schedule**

**DECISION:**

**CORRELATION TO STRATEGIC PLAN OR POLICY:**

**KEY ISSUES AND BACKGROUND:**

As outlined in the Council Procedural Bylaw #001:2021, regular meetings of Council shall be held on the first and third Mondays of each month.

Should Council decide to hold a single meeting in each of the summer months of July and August, a Motion is required.

**BENEFITS:**

Allows for administration to properly plan for advertising and to ensure there is a proper line of communication with residents.

**DISADVANTAGES:**

None

**ALTERNATIVES:**

- 1) Continue with the regularly scheduled 1<sup>st</sup> and 3<sup>rd</sup> Mondays for each of July and August, as outlined in Bylaw 001:2021.
- 2) Motion to hold one meeting for each of the summer months of July and August 2021, a date chosen by Council.

**IMPLICATION ON FINANCES:**

None

**RECOMMENDATION:**

As decided upon by Council.

**RECOMMENDED MOTION:**

Motion to approve the Summer Meeting schedule as chosen by Council.



# Town of Irricana

## Cheque Listing For Council

| Cheque   |            |                                          |                                                 |                                                                                                                                     | Invoice                                       | Cheque    |
|----------|------------|------------------------------------------|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------|
| Cheque # | Date       | Vendor Name                              | Invoice #                                       | Invoice Description                                                                                                                 | Amount                                        | Amount    |
| 20210267 | 2021-04-20 | Medland, Cheyenne                        | 202104203                                       | PAYMENT<br>REFUND OF CREDIT BALANCE                                                                                                 | 316.65                                        | 316.65    |
| 20210268 | 2021-04-20 | Quast, Clayton                           | 202104202                                       | PAYMENT<br>REFUND OF CREDIT BALANCE                                                                                                 | 114.11                                        | 114.11    |
| 20210269 | 2021-04-20 | 623376 Alberta Ltd                       | 202104201                                       | PAYMENT<br>REFUND OF CREDIT BALANCE                                                                                                 | 59.33                                         | 59.33     |
| 20210282 | 2021-04-26 | Alberta One-Call Corporation             | IN166136                                        | PAYMENT<br>MARCH 2021 NOTIFICATION                                                                                                  | 33.08                                         | 33.08     |
| 20210283 | 2021-04-26 | Alberta Urban Municipalities Association | 20210120                                        | PAYMENT<br>AUMA MEMBERSHIP FEE                                                                                                      | 2,079.30                                      | 2,079.30  |
| 20210284 | 2021-04-26 | ALLNORTH CONSULTANTS LIMITED             | FB08321<br>FB08924                              | PAYMENT<br>1ST STREET STORM EXTENSIOI<br>1ST STREET STORM EXTENSIOI                                                                 | 1,033.60<br>835.70                            | 1,869.30  |
| 20210285 | 2021-04-26 | Canadian Linen & Uniform Service         | 5402481431                                      | PAYMENT<br>COMMUNITY HALL MATS MAR2                                                                                                 | 164.30                                        | 164.30    |
| 20210286 | 2021-04-26 | DPOC QUADIENT CANADA LTD                 | 200566                                          | PAYMENT<br>REFILL POSTAGE METER                                                                                                     | 2,000.00                                      | 2,000.00  |
| 20210287 | 2021-04-26 | ENVIRONMENTAL 360 SOLUTIONS LTD          | GG0000033951                                    | PAYMENT<br>MARCH GARBAGE/RECYCLING (                                                                                                | 9,753.32                                      | 9,753.32  |
| 20210288 | 2021-04-26 | Hach Sales & Service Canada LP           | 241128                                          | PAYMENT<br>DPD BULK DISPENSER & POWDI                                                                                               | 296.00                                        | 296.00    |
| 20210289 | 2021-04-26 | John Deere Financial                     | 1217343                                         | PAYMENT<br>SKIDSTEER 5W 30 5 GAL. PART#                                                                                             | 102.64                                        | 102.64    |
| 20210290 | 2021-04-26 |                                          | APRIL21-2021                                    | PAYMENT<br>PW CLOTHING ALLOWANCE                                                                                                    | 162.74                                        | 162.74    |
| 20210291 | 2021-04-26 | Moore, Benjamin                          | 875093                                          | PAYMENT<br>MAINTENANCE ON PW BLDG RC                                                                                                | 550.00                                        | 550.00    |
| 20210292 | 2021-04-26 | PettyCash                                | APRIL 19 2021                                   | PAYMENT<br>PETTY CASH APRIL 2021                                                                                                    | 175.80                                        | 175.80    |
| 20210293 | 2021-04-26 | Rocky View Foundation - Lodges           | 21430                                           | PAYMENT<br>REQUISITION ROCKYVIEW FOU                                                                                                | 6,914.52                                      | 6,914.52  |
| 20210294 | 2021-04-26 | Sprouse Fire & Safety                    | 0386077<br>386071<br>386072<br>386073<br>386075 | PAYMENT<br>MAINTENANCE BLDG PW<br>MAINTENANCE COMMUNITY HA<br>MAINTENANCE INSPECTION CO<br>MAINTENANCE ADMIN<br>MAINTENANCE LIBRARY | 164.71<br>219.43<br>209.92<br>285.78<br>14.78 | 894.62    |
| 20210295 | 2021-04-26 | Tractorland                              | CT119000                                        | PAYMENT<br>ZD122 Z-MOWER FILTER,ASSY                                                                                                | 577.65                                        | 577.65    |
| 20210296 | 2021-04-26 |                                          | D2021.001                                       | PAYMENT<br>REIMBURSEMENT OF CANCELED                                                                                                | 500.00                                        | 500.00    |
| 20210297 | 2021-04-26 |                                          | April26-2021                                    | PAYMENT<br>EXPENSES LUNCH MEET & GAR                                                                                                | 134.96                                        | 134.96    |
| 20210298 | 2021-04-26 | Provincial Policing Agreement - RCM      | 1800012672                                      | PAYMENT<br>POLICE FUNDING MODEL (PFM)                                                                                               | 22,647.00                                     | 22,647.00 |
| 20210299 | 2021-04-26 | Wild Rose Assessment Service             | 8208                                            | PAYMENT<br>ASSESSMENT SERVICES APRIL                                                                                                | 1,268.70                                      | 1,268.70  |

**Total 50,614.02**

\*\*\* End of Report \*\*\*

# Motion Tracker

| Motion # | Description                          | Action Required                                                                                                                                                                                                                                                                                                                 | Due Date  | Completion Date | Completed | Comments                                                           | Last Update |
|----------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------|-----------|--------------------------------------------------------------------|-------------|
| 84:21    | Municipal Election 2021              | to appoint Barrie Hutchinson as the Town of Irricana's Returning Officer for the 2021 Municipal Election in October                                                                                                                                                                                                             | 18-Oct-21 |                 |           |                                                                    |             |
| 83:21    | Boys & Girls Club                    | to approve the Boys and Girls Club of Airdrie's request for funding support for Summer 2021, totaling \$9,500.00, to assist in operating a barrier free Summer Day Camp program in Irricana.                                                                                                                                    | 17-May-21 |                 |           |                                                                    |             |
| 41:21    | Operating Line of Credit             | to approve drawing on the Town of Irricana's Line of Credit, only as required and as set out in Bylaw 03:2015, to a maximum of \$358,654.00, to cover cash flow shortfalls for day-to-day operating expenses from February month end to June 2021, with repayment of borrowed funds in full from the 2021 property tax revenue. | 30-Jun-21 |                 | No        | Operating Account monitored regularly Ongoing                      |             |
| 024:21   | Fibre Optics                         | to direct Administration to investigate options for Tether Fibre Optics servicing Irricana, and bring the information back to Council at the March 15, 2021 meeting.                                                                                                                                                            | 17-May-21 |                 | No        | In Progress                                                        |             |
| 172:20   | Radar                                | to direct administration to research the cost of Radar and bring the information back to Council at the October 5, 2020 meeting                                                                                                                                                                                                 | 17-May-21 |                 | No        | In progress                                                        |             |
| 101:20   | Gopher Control                       | to direct Administration to contact the local Hutterites to discuss gopher control within the Town of Irricana                                                                                                                                                                                                                  | 17-May-21 |                 | No        | In progress                                                        |             |
| 114:18   | Animal Control                       | to direct administration to contact alternative options for animal control                                                                                                                                                                                                                                                      | 17-May-21 |                 | No        | In progress                                                        |             |
| 74:18    | Dedication to Volunteer Firefighters | to proceed with a dedication to the Irricana Volunteer Fire Fighters, with a plaque attached to an old fire hydrant to be located in Founder's Park on the established cement base.                                                                                                                                             | 17-May-21 |                 | No        | Placement of Hydrant in front of Town Office with Monument plaque. |             |