

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

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
  - 1. Ag Society – Margaret Hagel
- E. MINUTES**
  - 1. Minutes from May 17, 2021 Council meeting
  - 2. Minutes from May 19, 2021 Special Council Meeting
  - 3. Minutes from May 27, 2021 Special Council Meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
  - 1. CAO Report
- H. OLD BUSINESS**
  - 1.
- I. NEW BUSINESS**
  - 1. RFD – Utility Rebate for ebilling
- J. COMMUNICATION / INFORMATION**
  - 1. Cheque Listing
  - 2. Safety on Meadowlark walking path
  - 3. Covid restriction notifications
- K. FOLLOW-UP/ACTION & STATUS**
  - 1. Motion Tracking
- 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. Labour
- N. ADJOURN.**

**TOWN OF IRRICANA**  
**Minutes of the Regular Meeting of Council held**  
**May 17, 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  
97:21 Moved by Councillor Bryson to adopt the Agenda as presented.  
CARRIED

**PRESENTATIONS**

- (i) None

**MINUTES**

- (i) Minutes from May 3, 2021 Regular Council meeting  
98:21 Moved by Councillor Day to accept the Minutes of the Regular Meeting of Council for May 3, 2021, as presented.  
CARRIED

**CORRESPONDENCE FROM PREVIOUS MEETING**

**COMMITTEE REPORTS**

- (i) CAO Report

Mayor Friesen called for a short recess 7:03 pm to respond to technical difficulties being experienced with the transmission of the meeting. Camera and microphone were reinstalled. Meeting reconvened at 7:06 pm.

99:21 Moved by Councillor Bryson to accept the CAO Report as presented.  
CARRIED

## **OLD BUSINESS**

### **NEW BUSINESS**

- (i) RFD – 2021 Operating Budget  
100:21 Moved by Deputy Mayor Schmaltz to approve the 2021 Operating Budget as presented.  
CARRIED
  
- (ii) RFD – 2021 Capital Budget  
101:21 Moved by Councillor Bryson to approve the 2021 Capital Budget as presented.  
CARRIED

### **COMMUNICATION/INFORMATION**

- (i) Cheque Listing.  
Cheque listing for the period April 29, 2021 to May 15, 2021, totaling \$84,383.50  
  
102:21 Moved by Councillor Shields to accept the cheque listing for the period April 29, 2021 to May 15, 2021 as presented.  
CARRIED
  
- (ii) Education Property Tax – Facts and Information  
Information only
  
- (iii) Guide to Equalized Assessment in Alberta  
Information only
  
- (iv) Airdrie Today Article: Irricana petition aims to decrease local speeding.  
Information only

### **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.*

Written submissions were presented to Council

**CLOSED SESSION**

- (i) Closed to Public  
103:21 Moved by Mayor Friesen to move to closed session at 7:29 pm to discuss an item of which disclosure may be harmful to the business interests of a third party as per Section 16(1) of the FOIP Act.
  
- (ii) Open to Public  
104:21 Moved by Mayor Friesen to reconvene to the public portion of the meeting at 8:47 pm.

**ADJOURN**

- (i) Adjournment  
105:21 Moved by Mayor Friesen to adjourn the meeting at 8:47 pm.

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Mayor Frank Friesen

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Barrie Hutchinson  
Chief Administrative Officer

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

**ATTENDANCE**

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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 6:00 pm.

**AGENDA**

- (i) Adopt Agenda  
106:21 Moved by Councillor Shields to adopt the Agenda as presented.  
CARRIED

**PRESENTATIONS**

- (i) None

**MINUTES**

- (i) None

**CORRESPONDENCE FROM PREVIOUS MEETING**

**COMMITTEE REPORTS**

- (i) None

**OLD BUSINESS**

**NEW BUSINESS**

- (i) RFD – Tax Rate Bylaw 008:2021  
107:21 Moved by Councillor Bryson that Bylaw 008:2021, being a Bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2021 taxation year be read for a first time this 19<sup>th</sup> day of May, 2021  
CARRIED

108:21 Moved by Councillor Day that Bylaw 008:2021, being a Bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2021 taxation year be read for a second time this 19<sup>th</sup> day of May, 2021.  
CARRIED

109:21 Moved by Deputy Mayor Schmaltz that Bylaw 008:2021, being a Bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2021 taxation year be given unanimous consent for a third and final reading this 19<sup>th</sup> day of May, 2021.  
CARRIED

110:21 Moved by Mayor Friesen that Bylaw 008:2021, being a Bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2021 taxation year be read for a third and final time this 19<sup>th</sup> day of May, 2021.  
CARRIED

**COMMUNICATION/INFORMATION**

- (i) None

**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**

**ADJOURN**

- (i) Adjournment  
111:21 Moved by Mayor Friesen to adjourn the meeting at 6:03 pm.

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Mayor Frank Friesen

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Barrie Hutchinson  
Chief Administrative Officer

**TOWN OF IRRICANA**  
**Minutes of the Special Meeting of Council held**  
**May 27, 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 (by telephone)
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 6:06 pm.

**AGENDA**

- (i) Adopt Agenda  
112:21 Moved by Councillor Shields to adopt the Agenda as presented.  
CARRIED

**PRESENTATIONS**

- (i) None

**MINUTES**

- (i) None

**CORRESPONDENCE FROM PREVIOUS MEETING**

**COMMITTEE REPORTS**

- (i) None

**OLD BUSINESS**



**NEW BUSINESS**

- (i) RFD – Tax Rate Bylaw 009:2021  
113:21 Moved by Councillor Bryson that Bylaw 009:2021, being a Bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2021 taxation year, and rescinds Bylaw 008:2021, be read for a first time this 27<sup>th</sup> day of May, 2021  
CARRIED

114:21 Moved by Councillor Day that Bylaw 009:2021, being a Bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2021 taxation year, and rescinds Bylaw 008:2021, be read for a second time this 27<sup>th</sup> day of May, 2021.  
CARRIED

115:21 Moved by Deputy Mayor Schmaltz that Bylaw 009:2021, being a Bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2021 taxation year, and rescinds Bylaw 008:2021, be given unanimous consent for a third and final reading this 27<sup>th</sup> day of May, 2021.  
CARRIED

116:21 Moved by Councillor Shields that Bylaw 009:2021, being a Bylaw to authorize the rates of taxation to be levied against assessable property within the Town of Irricana for the 2021 taxation year, and rescinds Bylaw 008:2021, be read for a third and final time this 27<sup>th</sup> day of May, 2021.  
CARRIED

**COMMUNICATION/INFORMATION**

- (i) None

**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**

**ADJOURN**

- (i) Adjournment  
117:21 Moved by Mayor Friesen to adjourn the meeting at 6:10 pm.

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Mayor Frank Friesen

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Barrie Hutchinson  
Chief Administrative Officer



**Chief Administrative Officer Report**  
**Review of May 18, 2021 to June 7, 2021**

**Public Works**

Spring clean-up continues throughout Town with Public Works maintaining the many parks and green spaces. Mowing is now being done with a schedule to keep the parks trimmed. The recent rainfalls have helped greatly in greening up these areas.

The Town was successful in receiving a STEP Grant for a summer student, who has been hired, along with a temporary short term student. Public Works have been very busy in cleaning up the overgrowth and weeds on Main Street and preparing the Town planters for flowers.

The many planters around Town and along Main Street have had plantings of beautifully coloured petunias completed.

**Water/Sewer:**

The regular water maintenance continues with daily and weekly samplings.

From June 1<sup>st</sup> through to Sept 31<sup>st</sup>, lead sampling is being undertaken around town, as per new Government regulations. Results of these will be presented to Council at a later date.

**Roadways/Sidewalks:**

The street sweeping throughout Town has now been completed and the town as a whole looks good. Residents were very co-operative in moving vehicles to allow town equipment to clear roadways of winter debris.

There was a sinkhole on 2<sup>nd</sup> Avenue and 2<sup>nd</sup> Street, which has now been repaired.

The rehab of the 1<sup>st</sup> Street intersection by the Community Hall is nearing completion. This will alleviate issues with pooling and drainage at this particular area.

**Parks & Recreation:**

Public Works have been addressing the gopher situation around Town, by applying repellent and filling holes, as well as monitoring the more troublesome areas.

As the Town had depleted the supply of wood chip inventory on hand, and additional wood chips were needed for some of the Gardens along the 2<sup>nd</sup> Street entranceway, the Town was able to obtain additional chips utilizing the piles of branches and trees disposed of at the Lagoon site.

With the Dog Park now open, administration is looking into the costs and feasibility of running a water line to this area. A formal announcement and Grand Opening is still being worked on.

The Lions Splash Park is receiving the maintenance required prior to opening, which is yet to be determined.

**Garbage / Recycling**

Administration has been notified by the Town's contractor that there are residents putting yard waste (grass, branches, and clippings) into the Blue Recycling Bin. This has caused issues with the contractor not being able to dispose of their loads at the recycling depot. Bulk mail notifications have gone out to residents on this.

In further discussions with the Town's contractor, administration is looking at offering a Tag-a-Bag program, at a set fee, for extra garbage bags that will not fit into the black bins, with a limit per household that may be implemented. More information will follow prior to the roll off of this program.

**RCMP Blitz**

CAO will update Council on the recent RCMP blitz carried out in Irricana.

**AUMA – Investment Accounts**

CAO will update Council

**FINANCE**

**2020 Audit**

The Town's Auditors are at the Office and working towards completing the 2020 Audit.

**Utilities:**

There were many utility accounts in arrears from 2, to in excess of 12 months or more, ranging in outstanding arrears balances of a few dollars to over \$2,500.00. Some of the long term arrears accounts have been transferred to the corresponding tax rolls, which both the MGA and the Town's Utility Bylaw allows for.

When a utility account goes into arrears, the Town can send several reminder letters, however, there is no option to shut off water supply. The alternative to collect on delinquent accounts, is to review the arrears annually and roll to taxes. Each of these utility account holders have been notified.

**Taxes:**

The 2021 Tax Notices have been mailed, on May 31<sup>st</sup>. Revenue from these billings has started to be received and the Town's reliance on the Line of Credit will discontinue. Any funds utilized through the line of credit have been automatically paid through deposits.

With the current billings, the outstanding taxes, as of today's date is \$1,355,154

Notices have been placed on the Town's website, portable signs and an Ad is being placed in the Rocky View Weekly newspaper. Mid-June, the Town will put out a bulk mail reminder.

<b>CURRENT ACCOUNTS</b>			
<b>Account Name</b>	<b>Number</b>	<b>Currency</b>	<b>Available Balance</b>
Business Account		<b>CAD</b>	\$11,169.00 (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: June 07, 2021**

**Subject: Utility Rebate for ebilling**

**DECISION: Yes / No / Deferred – Financial Sustainability**

**CORRELATION TO STRATEGIC PLAN OR POLICY:**

## **KEY ISSUES AND BACKGROUND:**

Council has requested that administration look into offering a rebate of either \$5.00 or \$10.00 to residents who have signed up for Utility electronic ebilling, paperless bills.

Currently, a \$20.00 Water/Sewer Admin Fee is applied per billing cycle to approximately 505 accounts, with an average of \$10,100.00 being charged out for this particular fee.

To date, for 2021, the Town has billed out \$20,292.01 and in 2020, the Town collected a total of \$61,108.97 for this Admin Fee.

At this time, there are 91 residents registered and receiving paperless Utility Bills and Receipts.

Using 505 Utility Accounts, here is a calculation of the reduction in revenue for this Admin Fee, per billing cycle:

\$20.00 x 505 = \$10,100.00	(no reductions)
\$10.00 x 505 = \$ 5,050.00	(reduced revenue of \$5,050.00)
\$ 5.00 x 505 = \$ 2,525.00	(reduced revenue of \$2,525.00)

The undernoted 91 Accounts are the actual properties currently enrolled.

\$10.00 x 91 = \$910.00	(revenue reduced to \$9,190.00)
\$ 5.00 x 91 = \$455.00	(revenue reduced to \$9,645.00)

The reduced revenue would increase as more residents sign up for electronic utility billing.

**BENEFITS:**

- 1) To reduce the administrative workload and costs involved in producing paper billings.

**DISADVANTAGES:**

- 1) An incentive of \$5.00 or \$10.00 per billing cycle reduces the amount of revenue for water/sewer admin fees.
- 2) Should the majority of utility account holders sign up for electronic billing, the admin fee revenue would be substantially reduced by up to 50%, based on the \$10.00 rebate incentive.

**ALTERNATIVES:**

- 1) To offer a \$5.00 rebate incentive per billing cycle to utility customers who enroll in ebilling.
- 2) To offer a \$10.00 rebate incentive per billing cycle to utility customers who enroll in ebilling.
- 3) Do not offer any incentives and leave the water/sewer admin fee and subsequent revenue as is.

**IMPLICATION ON FINANCES:**

1. Any rebate incentive would reduce the total revenue for water/sewer admin fees.

**RECOMMENDATION:**

To offer a rebate incentive of \$5.00 per billing cycle for utility account holders enrolled and receiving utility bills electronically. Should a paper copy be requested, the \$5.00 would apply.

**RECOMMENDED MOTION:**

To approve a utility rebate incentive of \$5.00 per billing cycle for utility account holders enrolled and receiving utility bills electronically. Should a paper copy be requested, the \$5.00 would apply.

# Town of Irricana

## Cheque Listing For Council

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20210348	2021-05-25	Canadian Linen & Uniform Service	5402496722	PAYMENT COMMUNITY HALL MATS APRIL2	166.74	166.74
20210349	2021-05-25	Done Deal Delivery Ltd.	11994	PAYMENT APRIL WATER SAMPLES 2021	109.20	109.20
20210350	2021-05-25	Service Alberta	2021-05-20	PAYMENT LAND TITLE CHARGES	165.00	165.00
20210351	2021-05-25	super save disposal	1243503	PAYMENT 6YD BIN APRIL 2021	558.84	558.84
20210352	2021-05-25	Superior Truck Equipment Inc	18090S 18605S	PAYMENT CUTTING EDGE SET & PARTS SWEEPER NEW SIDE BROOM	5,463.21 839.69	6,302.90
20210353	2021-05-25		2021-05-21	PAYMENT HOME OCCUPATION PERMIT RE	100.00	100.00
20210367	2021-05-28		2021-05-28	PAYMENT PAYROLL MAY3-MAY20	1,155.00	1,155.00
20210368	2021-05-28	METROPOLITAN COMPOUNDS INC	0013975-IN	PAYMENT ANIMAL REPELLANT - 50LBS	999.40	999.40
20210369	2021-05-28	2032776 Alberta Ltd., Outlawns	5862	PAYMENT RENTAL WOOD CHIPPER AND O	4,400.00	4,400.00
20210370	2021-06-01	Receiver General RP0001	MAY 2021	PAYMENT EMPLOYEE CPP, EI & TAXES	19,085.63	19,085.63
20210371	2021-06-01	Receiver General RP0002	MAY 2021	PAYMENT COUNCIL TAXES, CPP & EI	1,556.02	1,556.02
20210372	2021-06-02	GP Fuels Inc.	MAR-APR-MAY:	PAYMENT MAR-APR-MAY FUEL 2021	2,899.50	2,899.50

**Total 37,498.23**

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

# Motion Tracker

Motion #	Description	Action Required	Due Date	Completion Date	Completed	Comments	Last Update
92:21	ebilling Incentive	to direct administration to look into an incentive of \$5.00 to \$10.00 for signing up and receiving ebilling utility bills, to be brought back to Council at the May 17, 2021 meeting	17-May-21		No	To be reviewed at the June 7th Council meeting	
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	Tax Bills mailed May 31.	
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.	21-Jun-21		No	In Progress	
114:18	Animal Control	to direct administration to contact alternative options for animal control	21-Jun-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.	21-Jun-21		No	Concrete has been poured. Placement of Hydrant still to be done.	