

**TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: September 20, 2021 Time: 7:00 P.M.**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
 - 1. RCMP
- E. MINUTES**
 - 1. Minutes from September 7, 2021 Council meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. CAO Report
- H. OLD BUSINESS**
 - 1.
- I. NEW BUSINESS**
 - 1. RFD – Advance Voting
 - 2. RFD – Council Remuneration Policy 2.02
 - 3. RFD – Transfer Investment Funds to Reserves
- J. COMMUNICATION / INFORMATION**
 - 1. Cheque Listing
- K. FOLLOW-UP/ACTION & STATUS**
 - 1.
- 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. Land
 - 2. Legal (x3)
- N. ADJOURN.**

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
September 7, 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
 - Addition of New Business Item I-1: Council meeting after election
 - Addition of New Business Item I-2: Political Forum
 - Addition of New Business Item I-3: Ag Society Request
 - 166:21 Moved by Councillor Bryson to adopt the Agenda as amended.
 - CARRIED

PRESENTATIONS

- (i) Soccer Association - Sportsplex (Rick Ball)
 - Presentation: 7:01 to 7:12

MINUTES

- (i) Minutes from August 16, 2021 Council Meeting
 - 167:21 Moved by Councillor Day to accept the Minutes of the Regular Meeting of Council for August 16, 2021, as presented.
 - CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) CAO Report
168:21 Moved by Councillor Day to accept the CAO report as presented.
CARRIED

OLD BUSINESS

- (i) RFD – Emergency Management Bylaw #011:2021
169:21 Moved by Councillor Bryson that Bylaw #011:2021, being a bylaw to provide for the direction and control of the Town of Irricana’s Emergency Operations under the Emergency Management Act, be read for a second time this 7th day of September 2021.
CARRIED

170:21 Moved by Deputy Mayor Schmaltz that Bylaw #011:2021, being a bylaw to provide for the direction and control of the Town of Irricana’s Emergency Operations under the Emergency Management Act, be read for a third time this 7th day of September 2021.
CARRIED

NEW BUSINESS

- (i) Council Meeting after Election
Discussion - No Motion
- (ii) Campaign Forum
Discussed September 29, 2021, 7:00pm at the Community Hall – No Motion
- (iii) Ag Society Request
Discussion – No Motion

COMMUNICATION/INFORMATION

- (i) Cheque Listing.
Cheque listing for the period August 12, 2021 to Sept 1, 2021 totaling \$58,495.20

171:21 Moved by Councillor Day to accept the cheque listing for the period August 12, 2021 to September 1, 2021 as presented.
CARRIED

- (ii) Alberta Newsletter: Message from Honorable Josephine Pon, Minister of Seniors and Housing

172:21 Moved by Councillor Shields to accept Communication/Information items J-2 & J-3 as presented.
CARRIED

FOLLOW-UP/ACTION & STATUS

- (i) Motion Tracking

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 questions presented to Council

CLOSED SESSION

- (i) Closed to Public
173:21 I, Mayor Friesen, move that Council go into Closed Session at 7:34 pm to discuss an item of which disclosure may be harmful to advice from Officials as per Section 24 of the FOIP Act.

- (ii) Open to Public
174:21 Moved by Mayor Friesen to reconvene to the public portion of the meeting at 8:15 pm.

ADJOURN

- (i) Adjournment
175:21 Moved by Mayor Friesen to adjourn the meeting at 8:15 pm.

Mayor Frank Friesen

Barrie Hutchinson
Chief Administrative Officer



Chief Administrative Officer Report
Review of September 8, 2021 to Sept 20, 2021

Public Works

Public Works continues to perform regular maintenance.

Water/Sewer:

No issues to report.

Roadways/Sidewalks:

Yellow line painting has been started on a portion of 2nd Street towards Highway 9, with additional parking lines on sections of Main Street, until the current supply of paint on-hand ran out. This supply had thickened and had to be thinned out to try to avoid clogging the sprayer.

A shortage of road paint on the manufacturing side has caused delays in the Town obtaining additional paint, however, administration was able to locate some and has since been ordered.

Parks & Recreation:

Trees and Branches downed by the last storm have now been cleaned up along the north east side of Town, bordering the campground, with two full trees and multiple limbs being cleared and removed.

Splash Park fall maintenance will begin the last week of September, with the shutdown of water and winterizing the system.

Campground to close on Sunday October 3rd, with winterizing to begin Monday October 4th, to avoid overnight temperature lows to freezing affecting the water lines in the park. General park and washroom maintenance will also be conducted during the winterizing process.

Community

Public Works provided assistance to the Ag Society with setting up and take down for the Jr Rodeo event held on Sept 11th. The Town provided the use of bleachers and the portable public washrooms. The washrooms have now been cleaned and fully winterized. Public Works also assisted the Rec Complex in removing pallets from the storage trailer for the flooring to be stored.

The weathered Mural on Cafe Plus has been replaced with a Mural from the Public Works building, with power washing done to the discoloured sections exposed from the removed Mural panes.

The September 11th Cruise and Movie event was unfortunately cancelled due to the imminent weather forecast. Organizers met with Town Administration on the Friday to discuss options, with the decision to postpone the entire event to a future date. As these events were all being held outdoors and the live band and movie setup encompassed electronics and required multiple electrical hookups, the weekend rain forecast caused concern to the organizers. It was also unfortunate that the current Covid restrictions did not allow the Town to relocate these events into the Community Hall. Both the Organizers and the Town are hopeful for a Spring event and thank the residents for their understanding.

Even with the official event postponed, it was wonderful to see a group of car enthusiasts organize an impromptu parade of classic cars through Town, ending in a Main Street show and shine. This was enjoyed by many.

2021 Municipal Election

Municipal Elections are just around the corner, with Nomination Day deadline at Noon on September 20th. Candidates will be announced on the Town's website once Nominations have closed. Residents will start to see campaigning and signage throughout Town. A Candidate's Open House is tentatively planned for a September 29th at the Community Hall, pending covid regulations in place at the time.

An Advance Voting date has been requested at tonight's meeting, with notification to be provided to the public through the Town's website, facebook, signage, bulk mailout and local paper. The General Municipal Election is being held on Monday, October 18th, with the polling stations to be set up at the Irricana Lions Community Hall. Further information will be provided to the public.

As required under legislation, the first meeting of the newly elected Council is tentatively set for Monday, October 25, 2021, which will begin with a Swearing In of Councillors and Organizational meeting, followed by a regular meeting format.

Grants:

Administration has spent many hours in researching, organizing information, as well as having discussions with Government agencies on possible Grants potentially available for application by the Town. It has been discovered there is a significant dollar value in a variety of Grants that Irricana can apply for, which will be of great benefit to the Town.

Currently, administration is looking at various grants for improving safety and awareness with an additional digital speed sign and flashing crosswalk signage on major intersections. The Town has also been researching potential recreation grants for outdoor playground workout equipment for both youth and adults in Irricana. As a matter of interest, there are some of these outdoor gyms in Airdrie, one such set up at a School on the east side.

FINANCE

Utilities:

Outstanding Balance = \$109,156 (of which 30,194 is Arrears)
Current July / August billings are due by September 30th.

Taxes:

Outstanding Balance = \$222,698 (Arrears)
6% Penalty was applied to all outstanding current levy balances on Sept 1st.
Regular reminder letters have been mailed to all outstanding accounts.

Financial Reports:

Administration continues to work diligently on completing the Bank Reconciliations, and should have these up to date by the end of September.

CURRENT ACCOUNTS			
Account Name	Number	Currency	Available Balance
Business Account		CAD	\$598,103 (less payments tbd)
SAVINGS ACCOUNTS		TOTAL	
T Bill Savings Account (MSI)		CAD	140,102.82
T Bill Savings Account (Land sale)		CAD	71,455.18
T Bill Savings Account (BMTG)		CAD	69,831.19
T Bill Savings Account		CAD	44,336.88

Barrie Hutchinson
CAO Irricana

Request for Decision

To: Mayor Friesen and Council

From: Barrie Hutchinson, CAO

Date: September 20, 2021

Subject: Advanced Voting – General Municipal Election

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

Local Authorities Election Act, Section 73

KEY ISSUES AND BACKGROUND:

In preparation for the 2021 General Election and in accordance with the Local Authorities Election Act, Council may decide to hold an Advanced Vote. If an Advanced Vote is desirable, Council must pass a resolution stating their approval.

Parts of Section 73 of the *Local Authorities Election Act* reads:

Advance Vote

73(2) Subject to subsection (3), an elected authority may by resolution provide for holding an advance vote for an election.

73(3) This section references populations greater than 5,000

73(5) No advance vote shall be held within 24 hours of Election Day.

73(6) The Returning Officer must determine the days and hours when the advance vote under subsection (2) or (3) is to be held.

Typically, Advanced Votes have been scheduled a week prior to Election Day, set by the Returning Officer, however, this year the week prior falls on Thanksgiving Monday. It is recommended, therefore, that the Advanced Vote take place on Tuesday, October 12, 2021 from 4:00 pm to 9:00 pm, at the Town Office.

BENEFITS:

1. Provides for an additional opportunity for Residents to vote, who may not be available to vote on Election Day.

DISADVANTAGES:

1. Additional administrative resources may be required.

ALTERNATIVES:

1. Choose to hold an Advanced Vote on Tuesday, October 12, 2021.
2. Choose to not hold an Advanced Vote.

IMPLICATION ON FINANCES:

1. Funds have been allocated in the Budget for Election expenses.

RECOMMENDATION:

That Council approve the provision of an Advanced Vote.

RECOMMENDED MOTION:

That Council approve the provision of an Advanced Vote for the 2021 General Election, to be held on Tuesday, October 12, 2021 between the hours of 4:00 pm to 9:00 pm at the Town of Irricana Municipal Office, 222 – 2nd Street, Irricana.

Request for Decision

To: Mayor Friesen and Council

From: Barrie Hutchinson, CAO

Date: September 20, 2021

Subject: Council Remuneration Policy 2.02

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

Policy 2.02 – Remuneration Policy

KEY ISSUES AND BACKGROUND:

As set out in Policy 2.02, members of Council provide a significant contribution to the Town of Irricana in tending to municipal matters including all meetings and taking on decision-making responsibilities.

To provide compensation, Policy 2.02 was established to clarify such expenses and remunerations to Council members.

As outlined in this Policy, Section 2.2) *Council will set the remuneration for the Mayor and Councillors in the final year of a Council term by resolution of Council at a regular scheduled Council meeting prior to the end of their term, which is not subject to change until 6 months prior to the end of the subsequent term.*

Policy 2.02 outlines the current terms, compensation and remunerations, for Council to review for any proposed changes.

BENEFITS:

1. To establish terms and schedule of remuneration and compensation(s) for the upcoming Council term, as outlined in Section 2.2 of Policy 2.02..

DISADVANTAGES:

1. None

ALTERNATIVES:

1. Amend Policy 2.02 with revised terms and compensation amounts.
2. Keep the terms and compensation amounts as is, with no changes.

IMPLICATION ON FINANCES:

1. Funds have been allocated in the Budget for Council expenditures.

RECOMMENDATION:

For Council to review Policy 2.02 and provide recommended Motion

RECOMMENDED MOTION:

1.0 PURPOSE

Members of Council provide a significant contribution to the Town of Irricana in tending to municipal matters including all meetings and taking on decision-making responsibilities. It is, therefore, fitting that members of council should receive compensation for this contribution in the form of remuneration reflecting their commitment to these duties. Remunerations and reimbursements approved in advance of any given budget year is instrumental in forecasting a more accurate budget and showing fiscal responsibility. This policy is intended to clarify which expenses incurred by members of Council as part of their official duties will be assumed by the Town of Irricana.

2.0 POLICY STATEMENT

2.1 The Town of Irricana will provide remuneration and benefits to the Mayor and Councillors that reflects the demands of Council and Council's value to the community.

2.2 Council will set the remuneration for the Mayor and Councillors in the final year of a Council term by resolution of Council at a regular scheduled Council meeting prior to the end of their term; which is not subject to change until 6 months prior to the end of the subsequent term.

2.3 Administration shall establish procedures for this policy and shall be responsible to ensure the spirit and intent of the policy is adhered to.

2.4 This Policy comes into effect the calendar year following the general election.

3.0 DEFINITIONS

3.1 Regular Council Meetings: Are those meetings of Council regularly scheduled to deal with municipal business as declared annually at the Organizational Meeting.

3.2 Special Council Meetings: Are those meetings called by the Mayor or the Chief Administrative Officer acting upon instruction of Council or a majority of Council to deal with specific items that cannot wait until the next regular meeting of Council and includes Public Hearings not scheduled on a regular Council meeting date.

3.3 Committees, Boards and Commission Meetings: Are meetings determined at the yearly Organizational Meeting and have Council representation in which either the designate/alternate Councillor attends.

3.4 Council Remuneration: Is the rate that each member of Council is paid. The method of payment that the Town utilizes is to pay this remuneration on a monthly basis.

3.5 Reimbursement for Expenses: Is the reimbursement that is paid to Council Members and Council appointed Board and Committee Members when traveling out of Irricana to Town related functions. This travel must be to a function that has been included in the Annual Budget or approved by Council.

3.6 Conventions, Courses, Seminars: Are those functions for Council, which are Council approved during the yearly budget meeting.

3.7 Events: Are those of public or private in nature that may or may not be town sanctioned and that do not conform to any other definition in this policy.

4.0 PROCEDURES FOR REMUNERATIONS

4.1 Honorarium: A monthly base salary is an all inclusive amount provided to Council Members for their time and service with respect to attending to Municipal matters, including but not limited to, regular council meetings, special council meetings, all committee, commission and Board meetings, other local sessions (Eg. strategy session, volunteer dinner, workshops, etc.) and preparation time, regardless of duration.

4.1.1 Council members are obligated to notify the CAO/Town Office if they are not able to attend scheduled meetings prior to the start of the meeting otherwise they will be subject to \$50.00 per meeting missed.

4.1.2 Administration will be responsible for conducting a comprehensive market analysis of Council salaries, honorariums and expenses every election year. A report with recommendations will be presented to Council no later than August 31st, prior to the election date.

4.1.3 The outgoing Council will then decide base salaries, per diem and other reimbursement rates for the following Council term. Administration will adjust the remuneration package by the same cost of living adjustment approved by Council and awarded to the Town of Irricana employee's wage and salary grid each year.

4.2 Per Diem: A per diem may be claimed from the Town of Irricana by a member of Council for attending a meeting, official function, course, conference or seminar on behalf of the Town of Irricana not otherwise identified in section above and provided that no other honorarium or fee has been accepted for that meeting.

4.2.1 Per diems are to include, but not limited to, meetings outside of a Regular or Special Council meeting, strategy sessions, seminars and local education

sessions. Members of Council should not claim a per diem if they choose to attend a Board or Committee meeting on their own where that Board or Committee was assigned to another member of Council.

4.3 Training Expense Reimbursement: It is recognized that training costs associated with each member of Councils' area(s) of responsibility may vary as the year progresses, it is also recognized that training is an important aspect of the position. As such a training allowance (Schedule A) is provided to each councillor per year to use at the councillor's discretion.

4.4 Travel Expense Reimbursement: Travel is authorized for members of Council approved by policy or by resolution as an allowance to offset costs (fuel, insurance, vehicle repairs and maintenance and other expenses) incurred to travel to and from meetings/conventions/training (other than regularly scheduled Council and Board Meetings which are considered by Canada Customs and Revenue Agency to be the same as an employee's travel to their place of employment, which is not reimbursable) as elected representatives of the Town of Irricana.

Other travel for members of Council shall be approved by resolution of Council.

4.5 Claim for Expenses: Lodging will be arranged by Administration and lodging expense will be based on the rate provided. If a Councillor wishes to upgrade their lodging they will be responsible for the difference in rates.

4.5.1 Telephone calls may be claimed based on receipts submitted for the following:

- (a) one call per day to the home of the travelling person, and
- (b) calls made regarding Town of Irricana business.

4.5.2 Meals may be claimed as based on Schedule A provided.

4.5.3 Travel by commercial carrier such as airlines, rail, taxi or bus will be arranged by Administration and the travel expense will be based on rate provided. Those Councillors wishing to upgrade will be responsible for the difference in rates.

4.5.4 Miscellaneous charges such as parking may be claimed based on submitted receipts.

4.6 Submission and Approval of Claims: Submission of claims shall be provided by an online form; forms submitted within the first week of the month will be paid by the end of the month.

TOWN OF IRRICANA

POLICY NUMBER 2.02

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4.6.1 Claims submitted by Councillors shall be approved by the Mayor or Deputy Mayor.

4.6.2 Claims submitted by the Mayor shall be approved by another Councillor.

4.6.3 All claims shall be audited for compliance with this policy by the CAO prior to payment.

Mayor Dennis Tracz

MOTION # 206:17

Chief Administrative Officer Fabian Joseph

DATE: May 23, 2017

REVISIONS:

- Motion 376:91**
- Motion 198:93**
- Motion 360:96**
- Motion 10:07**
- Motion 354:07**
- Motion 207:08**
- Motion 59:12**
- Motion 127:13**
- Motion 206:17**

SCHEDULE A

It is understood that in attending a meeting, convention, course, seminar or function of any sort that there are intrinsic responsibilities such as reading agendas, preparing for meetings, creating committee reports or communicating to other council/board members/staff or public that are not subject to regular remuneration.

It is further understood that the office of Mayor has additional duties and responsibilities for which compensation should be granted.

1. **Mayor's Remuneration:** \$900.00 per month
2. **Councillor Remuneration:** \$600.00 per month
3. **Per Diem Remuneration:** \$50.00/half day (\leq 4 hrs) and \$100/full day
4. **Training Allowance:** \$1000/year
5. **Accommodations, non-valet parking, taxi Reimbursement:**

Reimbursed at cost with receipts
for any expenses not paid for by
administration (eg. Hotel).

Note: a) Any cancellation costs incurred are the responsibility of the individual unless special considerations are approved by Council and that any request for special consideration not be unreasonably withheld. b) Everyone is entitled to their own room subject to budget constraints.

6. **Meal Reimbursement:**
 - a) Breakfast \$10.00
 - b) Lunch \$15.00
 - c) Supper \$25.00

- Note:
- excludes any alcoholic beverages
 - can only be claimed if meal is not included at function
 - can only be claimed if function exceeds 4 hrs duration

7. **Mileage Reimbursement:** \$0.50 per kilometer

8. **Tax Payable:** T-4 Slips will be provided indicating a percentage of honorarium earnings (as per Revenue Canada rates) for each year.

Request for Decision

To: Mayor Friesen and Council

From: Barrie Hutchinson, CAO

Date: September 20, 2021

Subject: Transfer of MSI Funds to Reserves

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

Policy 2.11 – Authorized Signature Policy

KEY ISSUES AND BACKGROUND:

In March 2021, the Town created a Policy establishing parameters surrounding the movement of funds between the General Operating and Investment Accounts, of which two authorized signatures are required.

One such Investment Account is held as MSI funds (Municipal Sustainability Initiative), with a current balance of \$140,102.82. These funds are not allocated for project expenditures at this time, and administration would like to move these funds into a Reserve Fund.

In order to maintain consistency and transparency, Administration is requesting a motion of Council to transfer the amount of \$140,102.82 from the Town of Irricana's MSI Account to deposit into a Reserve Account.

BENEFITS:

1. To provide transparency in the movement of funds and expenditures.
2. To establish a reserve fund for future expenditures.

DISADVANTAGES:

1. None

ALTERNATIVES:

1. To approve the transfer of \$140,102.82 from the MSI Investment Account to a Reserve Fund.
2. To not approve the transfer of funds.

IMPLICATION ON FINANCES:

1. None

RECOMMENDATION:

For Council to approve the transfer of grant funds to reserve account.

RECOMMENDED MOTION:

To approve the transfer of \$140,102.82 from the MSI T-Bill Savings Account to a Reserve Fund to be established.

Town of Irricana

Cheque Listing For Council

2021-Sep-15
10:34:08AM

Cheque				Invoice #	Invoice Description	Invoice Amount	Cheque Amount
Cheque #	Date	Vendor Name					
20210602	2021-09-02	Alberta One-Call Corporation		IN 169077	PAYMENT JULY 2021 NOTIFICATIONS	72.77	72.77
20210603	2021-09-02	Aqua 7 Regional Water Commission		2021-53	PAYMENT JULY 2021 WATER	36,385.58	36,385.58
20210604	2021-09-02			2021-09-02	PAYMENT REIMBURSEMENT FOR WASP SI	71.33	71.33
20210605	2021-09-02	Done Deal Delivery Ltd.		12718	PAYMENT JULY WATER SAMPLES 2021	109.20	109.20
20210606	2021-09-02	Field Law		604190	PAYMENT RE: CUPE LOCAL 37 & S.R	3,103.81	3,103.81
20210607	2021-09-02			31-08-2021	PAYMENT EXPENSE REIMBURSEME	67.00	67.00
20210608	2021-09-02	Lions Park Computers Ltd.		LPC3250 LPC3276 LPC3404 LPC3444 LPC3469	PAYMENT CLOUD MONTHLY MARCH 2021 CYBER SECURITY ISSUE - MISS BACKUPS TO OFFSITE - LOCKEI CLOUD MONTHLY JUNE 2021 TECH SUPPORT FOR OFFICE AN	212.95 2,913.75 472.50 351.02 997.50	4,947.72
20210609	2021-09-02	Municipal Information Systems Inc.		20211181 20211236	PAYMENT TECH SUPPORT - SEPTEMBER ; ONLINE TRAINING	857.50 52.50	910.00
20210610	2021-09-02	QUADIENT CANADA LTD		2561233	PAYMENT IN CARTRIDGE FOR POSTAGE M	217.30	217.30
20210611	2021-09-02	Telus Mobility		AUG-31-2021	PAYMENT JULY 2021 CELL PHONES	508.17	508.17
20210612	2021-09-02	Triton Environmental Consultants		21938	PAYMENT AG SOCIETY- LAND PHASE 2 ES	4,696.23	4,696.23
20210613	2021-09-02			31-08-2021	PAYMENT REIMBURSMENT OF SEWER CLI	962.30	962.30
20210614	2021-09-07	Receiver General RP0001		AUG 2021	PAYMENT EMPLOYEE CPP, EI & TAXES	9,037.48	9,037.48
20210615	2021-09-07	Receiver General RP0002		AUG 2021	PAYMENT COUNCIL TAXES, CPP & EI	2,354.84	2,354.84
20210618	2021-09-03			Aug 29, 2021	PAYMENT	287.50	287.50
20210621	2021-09-07	CUPE Local #37		SEP 07 2021	PAYMENT UNION DUES PP#21-16 & 17	375.79	375.79
20210637	2021-09-10	Manulife Financial		Sep 10 2021	PAYMENT RRSP CONTRIBUTIONS	2,981.02	2,981.02

Total 67,088.04

*** End of Report ***