

**TOWN OF IRRICANA**

**AGENDA**

**REGULAR MEETING OF COUNCIL**

**Date: January 4, 2022 Time: 7:00 P.M.**

**Location: Council Chambers: Irricana Centennial Centre, 222-2 Street  
Virtual Council Meeting (due to Covid restrictions – MGA Section 199)**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
- E. MINUTES**
  - 1. Minutes from December 13, 2021 Council meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
  - 1. CAO Report
- H. OLD BUSINESS**
  - 1. None
- I. NEW BUSINESS**
- J. COMMUNICATION / INFORMATION**
  - 1. 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**
- N. ADJOURN.**

**TOWN OF IRRICANA**  
**Minutes of the Regular Meeting of Council held**  
**December 13, 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, Councilors participating in a meeting held by means of a communication facility are deemed to be present at the meeting.

Mayor: Frank Friesen (absent with notice)  
Deputy Mayor: Kim Schmaltz  
Councillors: Debbie Day, Lisa McAree,  
Anton van Arendonk (absent with notice)  
CAO: Barrie Hutchinson

**CALL TO ORDER**

The meeting was called to order by Deputy Mayor Schmaltz at 7:01 pm.

**AGENDA**

- (i) Adopt Agenda  
225:21 Moved by Deputy Mayor Schmaltz to adopt the agenda as presented.  
CARRIED

**PRESENTATIONS**

- (i) Community Links  
Presentation: 7:02 pm to 7:21 pm
  
- (ii) Irricana & Rural Municipal Library  
Presentation: 7:21 pm to 7:34 pm

**MINUTES**

- (i) Minutes from November 15, 2021 Regular Council Meeting  
226:21 Moved by Deputy Mayor Schmaltz to accept the Minutes of the Regular Meeting of Council for November 15, 2021, as presented.  
CARRIED

**CORRESPONDENCE FROM PREVIOUS MEETING**

## **COMMITTEE REPORTS**

- (i) CAO Report  
227:21 Moved by Councillor McAree to accept the CAO Report as presented.  
CARRIED

## **OLD BUSINESS**

- (i) None

## **NEW BUSINESS**

- (i) RFD – Tax Recovery: Roll #29400  
228:21 Moved by Deputy Mayor Schmaltz that the date of Saturday, March 26, 2022 is set for the Public Auction of Tax Roll #29400, legally described as Block 19, Lot 12, Plan 7911198. Conditions of sale being full payment on day of Auction for the parcel purchased, payable by cash or certified cheque, with a Reserved Bid of \$178,900.00.  
CARRIED
- (ii) RFD – Interim 2022 Operating Budget  
229:21 Moved by Councillor Day to approve the 2022 Interim Operating Budget as presented.  
CARRIED
- (iii) RFD – Atco Gas Property Tax options  
230:21 Moved by Councillor Day to include in the Atco Gas Franchise Agreement renewal a clause that states: amounts payable to the Town of Irricana pursuant to the renewal franchise agreement, will be (without duplication) in addition to the municipal taxes and other levies or charges made by the Municipality against Atco Gas & Pipelines Ltd., its land and buildings, linear property, machinery and equipment, effective with the 2021 Natural Gas Distribution System Franchise Agreement between the Town of Irricana and Atco Gas and Pipelines Ltd.  
CARRIED
- (iv) RFD – Irricana & Rural Library Board / Appropriation Funding  
231:21 Moved by Councillor McAree to approve the total amount of \$20,000.00 in appropriation funding to the Irricana and Rural Library for the 2022 fiscal year, to be payable in quarterly installments of \$5,000.00 each.  
CARRIED
- (v) Community Links  
232:21 Moved by Deputy Mayor Schmaltz to continue supporting Community Links through FCSS.  
CARRIED

## **COMMUNICATION/INFORMATION**

- (i) Cheque Listing for the period ending December 2, 2021 totaling \$30,884.03.
- (ii) Council Revenue & Expense Report and Budget Trial Balance for October 2021
- (iii) Community Services update (postponed)
- (iv) Power Point: FCSS (Family and Community Support Services) (postponed)
- (v) MSI Allocation information from Ric McIver, Minister of Municipal Affairs

233:21 Moved by Councillor Day to accept Communication / Information items J-1 to J-5 as presented.  
CARRIED

### **FOLLOW-UP/ACTION & STATUS**

- (i) Motion Tracking  
234:21 Moved by Councillor Day to accept the Motion Tracker as presented.  
CARRIED

### **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  
235:21 Moved by Deputy Mayor Schmaltz to adjourn the meeting at 8:14 pm.

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Deputy Mayor Schmaltz

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Barrie Hutchinson  
Chief Administrative Officer



**Chief Administrative Officer Report**  
**Review of December 14, 2021 to January 4, 2022**

Welcome Back to the first meeting of 2022, and we hope everyone had a restful Christmas and New Years.

**Public Works**

- Public Works continues to be down one staff member and we wish him well in his recovery. Beiseker is graciously continuing to provide Irricana with back up support, as needed.
- A second speed sign has been installed along 2<sup>nd</sup> Street and Madison Drive, with the Town now having two, one of which is portable. This should help in bringing awareness to drivers regarding speed limits in Town.
- The recent dip in temperatures to overnight lows in the -30s/-40s may cause some equipment challenges, which may also have an effect on the operational aspects of various tasks.

**Water/Sewer:**

- Water reads have been completed by Public Works for the November / December billing cycle. Utility Bills should be out to residents by the end of the first week in January.

**Roadways/Sidewalks:**

- Some snowfall has occurred with Public Works out clearing. Please be reminded to remove your vehicles during times of snow clearing to assist the Town in providing optimum results.

**Garbage Pickup:**

- A friendly reminder to have your bins out for pick up prior to 7:00am. Please be sure the bins are accessible, as the Contractor's Truck uses automated arms and any obstructions prohibit pick up. As well, if you have additional garbage, Tag-A-Bag tags can be purchased at the Town Office for \$5.00 each. Additional garbage bags left out will not be picked up unless a Tag is attached.

**Year End 2021**

- Administration will be busy in January performing the year end procedures in all of the modules, including Accounts Receivable, Accounts Payable, Taxes, Utilities, Payroll and the General Ledger. This involves balancing off each module prior to 'rolling over' into 2022.
- We are also working towards updating the Asset Management and Project Accounting Modules, which will highly benefit actual cost accounting going forward into future budgetary requirements.

**New Year 2022**

- Animal and Business License Invoices will be out in early January, which are due by Jan 31<sup>st</sup>. Please advise the Town Office should there be any changes, so we may update our records accordingly.

**Newsletter**

- We are happy to announce the Town of Irricana's previous publication, the 'Gateway Gazette', is now back in circulation. These will be produced bi-monthly and included in the Utility Billings. This publication will continue to evolve and contributions are welcome.

Barrie Hutchinson  
CAO Irricana

# Town of Irricana

## Cheque Listing For Council

2021-Dec-29  
6:40:30PM

Cheque #	Cheque Date	Vendor Name	Invoice #	Invoice Description	Invoice Amount	Cheque Amount
20210843	2021-12-15			PAYMENT		100.00
			15-12-2021	2021 ELECTION - NOMINATION F	100.00	
20210844	2021-12-15	Moore, Benjamin		PAYMENT		2,686.12
			003302	REC CENTRE CEILING REPAIR,	2,686.12	
20210845	2021-12-15	Strathmore Flooring Concepts		PAYMENT		4,800.00
			31848	CAP14244 GRANT	4,800.00	
20210846	2021-12-15	The Container Guy		PAYMENT		3,527.50
			2643	SEACAN - COMMUNITY HALL	3,527.50	
20210847	2021-12-15	UFA CO-OPERATIVE LIMITED		PAYMENT		194.64
			SOINV2391587	ANTIFREEZE WP RV - 50 3.78L	194.64	
20210848	2021-12-16	Beiseker Registries		PAYMENT		25.00
			138926	SRCH NAME & ADDRESS OF CLI	25.00	
20210849	2021-12-16	Calgary Catholic School District		PAYMENT		32,819.75
			15-12-2021	REQUISITION CALGARY CATHOI	32,819.75	
20210850	2021-12-16	Done Deal Delivery Ltd.		PAYMENT		109.20
			13465	OCTOBER WATER SAMPLE 2021	109.20	
20210851	2021-12-16	ENVIRONMENTAL 360 SOLUTIONS LTD		PAYMENT		10,456.23
			GG0000044160	6YD BIN COLLECTION - CAMPGF	113.01	
			GG0000044591	GARBAGE/RECYCLING - OCTOB	10,343.22	
20210852	2021-12-16	Hach Sales & Service Canada LP		PAYMENT		699.20
			264869	SPEC COLOR STD. DPD CHLORI	465.15	
			264975	DPD VIAL REFILL	234.05	
20210853	2021-12-16	Integra Tire Auto Centre/Phil's Auto		PAYMENT		252.83
			29260	INSTALL NEW TIRE & PARTS/SUI	252.83	
20210854	2021-12-16	Irricana Library		PAYMENT		5,000.00
			16-12-2021	LIBRARY FINAL INSTALLMENT	5,000.00	
20210855	2021-12-16	Straight Flush Portable Toilets Ltd.		PAYMENT		301.35
			859300	CLEAN OUT & WINTERIZE	301.35	
20210856	2021-12-16	super save disposal		PAYMENT		575.60
			1269439	6 YD BIN OCTOBER 2021	575.60	
20210857	2021-12-16	Telus Mobility		PAYMENT		493.55
			NOV11-2021	OCTOBER 2021 CELL PHONES	493.55	
20210858	2021-12-16	Wild Rose Assessment Service		PAYMENT		1,268.70
			8432	ASSESSMENT SERVICE NOVEM	1,268.70	
20210859	2021-12-16			PAYMENT		55.57
			202112161	REFUND CREDIT BALANCE	55.57	
20210872	2021-12-21	Receiver General RP0001		PAYMENT		7,731.82
			DEC 2021	EMPLOYEE CPP, EI & TAXES	7,731.82	
20210873	2021-12-21	Receiver General RP0002		PAYMENT		1,974.20
			DEC 2021	COUNCIL TAXES, CPP & EI	1,974.20	
20210874	2021-12-14	Manulife Financial		PAYMENT		2,357.98
			Dec 13,2021	RRSP CONTRIBUTIONS PP2021-	2,357.98	
20210875	2021-12-17	WCB		PAYMENT		1,058.40
			25194933	WCB PREMIUMS FOR NOV 2021	1,058.40	
20210877	2021-12-29	Aqua 7 Regional Water Commission		PAYMENT		21,753.56
			2021-74	OCTOBER 2021 WATER	21,753.56	
20210878	2021-12-29	Basin Environmental Ltd.		PAYMENT		4,505.55
			21-0558	PROJECT NW-21-27-26-W4M LAC	4,505.55	
20210879	2021-12-29	Canadian Linen & Uniform Service		PAYMENT		337.62
			5402604838	OFFICE MATS 11/10/2021	52.72	

## Cheque Listing For Council

2021-Dec-29  
6:40:30PM

Cheque					Invoice	Cheque
Cheque #	Date	Vendor Name	Invoice #	Invoice Description	Amount	Amount
20210879	2021-12-29	Canadian Linen & Uniform Service	5402604880 5402608952 5402613114	COMMUNITY HALL MATS 11/10/2 OFFICE MATS 11/17/2021 OFFICE MATS 11/24/2021	179.46 52.72 52.72	337.62
20210880	2021-12-29	Day, Debbie	29-12-2021	PAYMENT TRAVEL EXPENSE - MUNI 101 TF	110.00	110.00
20210881	2021-12-29	Gran-Lee Electric	367	PAYMENT REPLACEMENT OF UPS FOR WA	3,163.25	3,163.25
20210882	2021-12-29	Hach Sales & Service Canada LP	266151	PAYMENT DPD VIAL REFILL	306.18	306.18
20210883	2021-12-29	Lions Park Computers Ltd.	LPC3705 LPC3729	PAYMENT NOVEMBER CLOUD MONTHLY S TECH SUPPORT	351.02 446.25	797.27
20210884	2021-12-29	Mcaree, Lisa	29-12-2021	PAYMENT TRAVEL EXPENSE - MUNI 101 TF	110.00	110.00
20210885	2021-12-29	Municipal Information Systems Inc.	20211834	PAYMENT DECEMBER SUPPORT 2021	988.75	988.75
20210886	2021-12-29	Scase & Partners	8420	PAYMENT INTERIM AUDIT - YEAR END 202	6,195.00	6,195.00
20210887	2021-12-29	Superior Safety Codes Inc.	2021 0891	PAYMENT PRIVATE INSPECTION - 362 6ST	262.50	262.50
20210888	2021-12-29	Supreme Monitoring	SP-291587	PAYMENT OFFICE/SHOP/REC CENTRE	333.74	333.74
20210889	2021-12-29	Tractorland	P00208	PAYMENT KUBOTA SIDE BY SIDE - RIMES	448.39	448.39
20210890	2021-12-29	van Arendonk, Anton	29-12-2021	PAYMENT TRAVEL EXPENSE - MUNI 101 TF	110.00	110.00
20210891	2021-12-29	Village of Beiseker	20210076	PAYMENT PW WATER SERVICES	220.00	220.00
20210892	2021-12-29	Vista Water	163005	PAYMENT WATER TANK CONSUMABLE AD	15.00	15.00
20210893	2021-12-29	Process Color Print Limited	0000087828	PAYMENT STREET POLE BANNERS	1,817.97	1,817.97
20210894	2021-12-29		202112291	PAYMENT CREDIT BALANCE REFUND	30.03	30.03
20210895	2021-12-29	Alberta Municipal Services Corporation	2021-NOVPCAF 2021-NOVPCAF 2021-NOVPCAF	PAYMENT NOV5-DEC4 2021 PCARD - BARR NOV5-DEC4 2021 PCARD - LEE NOV5*DEC4 2021 PCARD - PATT	2,267.19 136.49 398.17	2,801.85
20210896	2021-12-29	ALBERTA MUNICIPAL SERVICES CORPORATION	21-1041333	PAYMENT NOVEMBER POWER & GAS 2021	11,106.47	11,106.47

**Total 131,900.77**

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