

**TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: April 19, 2022 Time: 7:00 P.M.
Location: Council Chambers: Irricana Centennial Centre, 222-2 Street**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
 - 1. Rick Ball – Soccer Association
- E. MINUTES**
 - 1. Minutes from April 4, 2022 Regular Council Meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. CAO Report
- H. OLD BUSINESS**
 - 1. None
- I. NEW BUSINESS**
 - 1. RFD – Irricana & Rural Library Board (Appoint A Culp)
 - 2. RFD – Irricana & Rural Library Board (Appoint T Cameron)
 - 3. RFD – Marigold Library Systems Board
 - 4. RFD – Councillor Appointment to Library Board
- J. COMMUNICATION / INFORMATION**
 - 1. FCSS & Community Services – 1st Quarter Report
 - 2. National Public Works Week – May 12 to 21, 2022
- K. FOLLOW-UP/ACTION & STATUS**
 - 1. None
- 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
April 4, 2022
Virtual Council Meeting - 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 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.

Deputy Mayor: Kim Schmaltz
Councillors: Debbie Day, Lisa McAree, Anton van Arendonk
CAO: Barrie Hutchinson

CALL TO ORDER

The meeting was called to order by Deputy Mayor Schmaltz at 7:00 p.m.

AGENDA

- (i) Adopt Agenda
43:22 Moved by Deputy Mayor Schmaltz to adopt the agenda as presented.
CARRIED

PRESENTATIONS

- (i) None

MINUTES

- (i) Minutes from March 21, 2022 Regular Council Meeting
44:22 Moved by Councillor Day to accept the Minutes of the Regular Meeting of Council for March 21, 2022, as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) CAO Report
45:22 Moved by Councillor Day to accept the CAO report as presented.
CARRIED

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – Appointment of Returning Officer
46:22 Moved by Councillor Day to appoint Barrie Hutchinson, CAO, as the Returning Officer for the Town of Irricana By-Election.
In Favour: Deputy Mayor Schmaltz, Councillor Day, Councillor McAree
Opposed: Councillor Van Arendonk
CARRIED

- (ii) RFD – By-Election Date/Advance Vote & Substitute Returning Officer
47:22 Moved by Councillor Van Arendonk that Council set the date of May 17, 2022, between the hours of 10:00 am to 8:00 pm to hold a Town of Irricana By-Election; and approve a provision for an Advance Vote to be held on May 10, 2022 between the hours of 8:30 am to 12:30 pm and 1:30 pm to 4:00 pm at the Town of Irricana Municipal Office; and that Patty Malthouse be appointed as the Substitute Returning Officer for the Town of Irricana By-Election.
CARRIED

- (iii) RFD – Rocky View County Recreation Cost Sharing Agreement
48:22 Moved by Councillor McAree that Council endorse the Recreation Cost Sharing Agreement between Rocky View County and the Town of Irricana, with the Deputy Mayor to sign.
CARRIED

- (iv) RFD – Beiseker Community School Council Read-A-Thon
49:22 Moved by Deputy Mayor Schmaltz to approve the request from Beiseker Community School Council with a donation of \$300.00, in support of their first annual Spring into Reading Read-A-Thon.
CARRIED

- (v) RFD – Irricana & District AG Society Junior Rodeo
50:22 Moved by Councillor Day to approve the request from the Irricana & District Ag Society with a donation of \$200.00, in support of the 3rd annual Junior Rodeo in Irricana.
CARRIED

COMMUNICATION/INFORMATION

- (i) Truck Route / Special Classes of Vehicles
- (ii) Calcium Chloride
- (iii) Financial Reports

51:22 Moved by Councillor McAree to accept Communication / Information items J-1 to J-3 as presented.
In Favour: Deputy Mayor Schmaltz, Councillor Day, Councillor McAree
Opposed; Councillor Van Arendonk
CARRIED

CAO requested an addition to Closed Session to discuss Policing

FOLLOW-UP/ACTION & STATUS

- (i) None

PUBLIC INPUT

- (i) *As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.*
Questions presented

CLOSED SESSION

- (i) Closed to Public
52:22 Moved by Deputy Mayor Schmaltz to go into Closed Session at 8:00 pm to discuss items of which information is readily available to the public, under Section 29 of the FOIP Act.
- (ii) Open to Public
53:22 Moved by Deputy Mayor Schmaltz to reconvene to the public portion of the meeting at 8:15 pm.

ADJOURN

- (i) Adjournment
54:22 Moved by Deputy Mayor Schmaltz to adjourn the meeting at 8:15 pm.

Deputy Mayor Schmaltz

Barrie Hutchinson
Chief Administrative Officer



Chief Administrative Officer Report
Review of April 5, 2022 to April 19, 2022

Public Works

Regular day-to-day routines.

Water/Sewer:

Recent discolored water occurred due to Spring runoff from the Red Deer River, originating in Drumheller. Water Operators and Environmentalists are monitoring the situation minute by minute.

Roadways/Sidewalks:

A small snowfall settled in on April 13th, dusting the roads and sidewalks. Public Works will watch for any areas that may require clearing, as well as addressing any icy sections.

By-Election

Information on the upcoming By-Election has been put on the Town's website & facebook pages. Notice of Nomination has also been sent out as bulk mail to the residents, along with an AD in the Rocky View weekly newspaper.

As a reminder, the following dates are important to note:

April 19, 2022 (Noon) – Deadline to submit Nominations for the By-Election

May 10, 2022 – Advance Vote

May 17, 2022 – By-Election Date

Additional information is available on the Town's website & facebook pages, as well, please feel free to contact the Returning Officer or general Town mailbox as follows:

Returning Officer – cao@irricana.com

Town Email – irricana@irricana.com

Emergency Management / Municipal Elected Officials (MEO) Course

During a recent meeting with Randy Tiller, who is a Field Officer with the AEMA (Alberta Emergency Management Agency), a review of completed and upcoming training was discussed. The CAO and Staff have completed many hours of training to date, with further training scheduled as set out in a training matrix.

A strong reminder that all Council Members are required to complete the Municipal Elected Officials (MEO) Roles and Responsibilities in Emergency Management training. The requirement was for Council to have this completed within 90 days of assuming office. Once completed, please provide this to the CAO to be added to the completed training roster.

Training

As part of the ongoing Emergency Management training the CAO and Staff have been involved in these past few months, there is an Emergency Management Exercise planned, of which several Staff Members will attend and partake in, including the CAO, who is the Director of Emergency Management for Irricana.

The objective of the Exercise is to `hands-on 'practice the ECC and ICP training already undertaken by these individuals. This Exercise will also practice evacuation plans, test current processes for Reception Centers and test unified command between Rocky View County and their partners.

This exercise will replicate a wildfire response from emergency personnel, who will implement the evacuation plan for the greater Bragg Creek area. This exercise gives Rocky View County and partners an opportunity to practise a joint response and determine challenges and opportunities which may exist within emergency management and evacuation plans.

For information purposes:

ECC = Emergency Command Centre

ICP = Incident Command Post

Barrie Hutchinson
CAO Irricana



Request for Decision

To: Town of Irricana Council

From: Irricana and Rural Library Board

Date: April 04,2022

Subject: Reappoint Annette Culp to the Town of Irricana Library Board

DECISION: To reappoint Annette Culp, to the Town of Irricana and Rural Library Board

KEY ISSUES AND BACKGROUND:

Background and History:

Annette Culp has been a member of the Town of Irricana Library Board. We kindly request the reappointment of Annette Culp effective February 19, 2022 to The Town of Irricana and Rural Library board for three years to expire October 31, 2024

BENEFITS:

Annette Culp has been a member of the Town of Irricana and Rural Library Board and wishes to continue to be part of the board

DISADVANTAGES:

NONE

ALTERNATIVES:

- 1) To not reappoint Annette Culp to the Town of Irricana and Rural Library Board
- 2) Reappoint Annette Culp to the Town of Irricana and Rural Library Board effective February 19,2022 for a term to expire October 31,2024

IMPLICATION ON FINANCES:

NONE

RECOMMENDATION:

- 1) To reappoint Annette Culp effective February 19,2022 to The Town of Irricana and Rural Library Board for a term to expire October 31,2024

RECOMMENDED MOTION:

Request for Decision

To: Town of Irricana Council

From: Irricana and Rural Library Board

Date: April 04, 2022

**Subject: Reappoint Teresa Cameron to the Town of Irricana
Library Board**

DECISION: To reappoint Teresa Cameron to the Town of Irricana
and Rural Library Board

KEY ISSUES AND BACKGROUND:

Background and History:

Teresa Cameron has been a member of the Town of Irricana Library Board. We kindly request the reappointment of Teresa Cameron to The Town of Irricana and Rural Library Board

BENEFITS:

Teresa Cameron has been a member of the Town of Irricana and Rural Library Board and wishes to continue to be part of the board

DISADVANTAGES:

NONE

ALTERNATIVES:

- 1) Reappoint Teresa Cameron to the Town of Irricana and Rural Library Board for a term to expire Oct 31,2024
- 2) Not to reappoint Teresa Cameron to the Town of Irricana and Rural Library Board

IMPLICATION ON FINANCES:

NONE

RECOMMENDATION:

- 1) To reappoint Teresa Cameron to The Irricana and Rural Library Board for a term to expire October 31,2024

RECOMMENDED MOTION:



Request for Decision

To: Town of Irricana Council

From: Irricana and Rural Library Board

Date: April 04, 2022

Subject: Appoint Teresa Cameron to the Marigold Library Systems Board

DECISION: To appoint Teresa Cameron, Irricana and Rural Library Board member, to represent the Town of Irricana on the Marigold Library Systems Board and to appoint Lisa McAree as an alternate to the Marigold Library Systems Board

KEY ISSUES AND BACKGROUND:

The Town of Irricana is part of the Marigold Library Systems. The Marigold Library Systems has a separate board apart from the Town of Irricana and Rural Municipal Library Board. Teresa Cameron has represented the Town of Irricana on the Marigold Library System Board in the past. We kindly request to appoint Teresa Cameron to the Marigold Library Systems Board for a term to expire October 31, 2024 and Lisa McAree, as the alternate for a term to expire October 31, 2022

BENEFITS:

Teresa Cameron has represented the Town of Irricana on the Marigold Library Systems Board and she wishes to continue to be a member of the Marigold Library Systems Board

DISADVANTAGES:

NONE

ALTERNATIVES:

- 1) Appoint Teresa Cameron Town of Irricana and Rural Library Board member to the Marigold Library Systems Board for a term to expire October 31,2024 and Lisa McAree, as the alternate for a term to expire October 31,2022
- 2) Appoint Teresa Cameron Town of Irricana and Rural Library Board Member to the Marigold Library Systems board for a term to expire April 04,2023 and Lisa McAree ,as the alternate for a term to expire October 31,2022

IMPLICATION ON FINANCES:

NONE

RECOMMENDATION:

- 1) To appoint Teresa Cameron Town of Irricana and Rural Library Board Member to the Marigold Library Systems Board for a term to expire October 31,2024 and Lisa McAree, as the alternate for a term to expire October 31,2022

RECOMMENDED MOTION:



Request for Decision

To: Town of Irricana Council

From: Irricana and Rural Library Board

Date: April 12.2022

Subject: Appointment of Councillor Lisa McAree to the Town of Irricana and Rural Library Board

DECISION: To appoint Councillor Lisa McAree to the Town of Irricana and Rural Library Board

KEY ISSUES AND BACKGROUND:

When council completed their yearly organizational meeting in October 2021, Debbie Day was appointed to the Town of Irricana and Rural Library Board and Lisa McAree appointed, as an alternate. It has been brought to our attention and recommendation there should not be alternates appointed to the Town of Irricana and Rural Library board. We are kindly requesting Lisa McAree be appointed to the Town of Irricana and Rural Library Board

BENEFITS:

Lisa McAree wishes to be a representative on the Town of Irricana and Rural Library Board

DISADVANTAGES:

none

ALTERNATIVES:

IMPLICATION ON FINANCES:

None

RECOMMENDATION:

To appoint Lisa McAree to the Town of Irricana and Rural Library Board for a term to expire October 31, 2022

RECOMMENDED MOTION:

To appoint Lisa McAree to the Town of Irricana and Rural Library Board for a term to expire October 31, 2022

Town of Irricana Community Services Update FCSS -1st Quarter 2022

- Council Presentation and Endorsement of the FCSS Board to be represented by Council and for the FCSS Coordinator to manage the program.
- FCSS 2022 Budget Presented and Approved
- Internal and External FCSS Outcomes and Survey Support Completed. Brook will be working with Local Organizations to support them with their year-end program outcomes and reporting.
- Brook is working alongside the Irricana Municipal Library to create a Welcome Package for new residents, this should be completed by 2nd quarter 2022.
- Babysitting Course organized and will be held on April 30th in Irricana
- Working collaborately with local organizations to continue to build strong community connections and partnerships. Continuing to provide ongoing interagency support to local agencies, groups and organizations.
- Many of the 2022 Irricana FCSS funded organizations are well under way with their programs, services and or events.
- Successful Training completed for the new Provincial FCSS Reporting Software. 2021 FCSS reporting is due April 30th 2022.
- Family Day Programming was organized for Family Day Long Weekend, it was cancelled due to low participation however I will be running the event in 2023

Town of Irricana – Community Service Department 1st Quarter 2022 Update

- Started to engage in Rural Crime Watch Discussions with local partners, information will be gathered and will be presented in 2nd Quarter.
- Council Presentation and Endorsement of the Volunteer and Special Events Committee, currently committee is working hard on two events: Easter Event and Community Clean-up
- The Town of Irricana and the Ag Society have partnered under the Canadian Rural Mental Health Animator Program. This program provides funding and training to a local community member in relation to mental health. This training creates a foundation to support mental health initiatives in the community. Brook will be working alongside the animators (community ambassadors) to support a strategy to address mental health in Irricana and surrounding communities.
- Brook has been creating a Volunteer Package which includes a volunteer waiver, risk assessment, roles/responsibilities, Intake forms, training documentation, registration forms and more information. This information can be used to support Town Volunteers and Community Volunteers and Organizations.
- Created a interagency relationship with Community Links to support community volunteerism. Currently Community Links is offering numerous programs in Irricana where volunteers are needed. The philosophy is to volunteer locally to give back to your community and also to create more awareness for Community Links Programs/Services in Irricana. Program upcoming for Spring is the Garden Angel Program, were looking for Volunteers and also individuals who need assistance in there gardens this spring and summer.
- Established a Municipal Partnership with Rocky View County in relation to a Recreation Cost Sharing Agreement. This would give the Town of Irricana \$20,000 a year in funding to support recreation and culture initiatives. No application necessary, the agreement is in place for 5 years and will be reviewed accordingly.



Town of Irricana Community Services Update 1st Quarter 2022

- Created an Interagency relationship with Stepping Stones for Mental Health Organization, they will be running some Mindfulness in the Park programs in August in Irricana at the Lion's Park. This program is geared towards children 3-12 years of age.
- In the process of creating a children's and youth survey, this survey will focus on after school programming, recreation, leisure, wellness, community engagement, volunteering and social support opportunities. The objective is to gather the information to create a planning strategy around children and youth services- short and long term planning. Survey will be available in May.
- Community Services Department Strategic Workflow Completed. This document outlines deliverables associated to the Community Services Department . The Document will evolve as Council's Strategic Priorities change.
- Emergency Management Planning. Emergency Management Planning is well under way this project has immensely grown in size however is almost complete and will soon be ready to present to the Emergency Management Board. This project has consisted of the following activities:
 - Creating a Municipal Partnership with Rocky View County Emergency Management- Signed Agreement
 - Updated the Irricana Emergency Management Bylaw
 - Creation of a Town of Irricana Evacuation Plan in coordination with the Rocky View Emergency Management Plan
 - Registering the Community Hall as a Reception Center, organizing facility inspections, Emergency Management Inventory Review and Facilities Training
 - Assign Emergency Management Roles and Responsibilities and ensure proper training is being completed and tracked.
 - Creation of a Training Matrix and Administrative Processes for Emergency Management
 - Gathering Preparedness and Community Emergency Management Resources. Update Website with all resource materials.
 - Council and Administration Emergency Management Packages, this will include all Town of Irricana Emergency Management Documentation (this will be presented at an Emergency Management Board Meeting in early 2nd Quarter)



March 12, 2022

**Attention: Honourable Mayor,
Members of Council and Chief Administrative Officers**

Re: National Public Works Week, May 12-21, 2022 – “Ready & Resilient”

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 15-21, 2022 as National Public Works Week in your community. This year's theme is "Ready & Resilient." Within every public works professional lies a superhero, which is dramatically represented in this year's poster. Public works professionals are always READY to serve their communities and RESILIENT as ever in their abilities to pick themselves up off the ground after encountering challenges.

The "Ready & Resilient" theme highlights the ability of these professionals to perform regular public works duties and be ready at a moment's notice to react as first responders during natural disasters and overcome trials seen in the field.

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So join us in celebrating these superheroes!

National Public Works Week is observed each year during the third full week of May and this is the 62nd year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

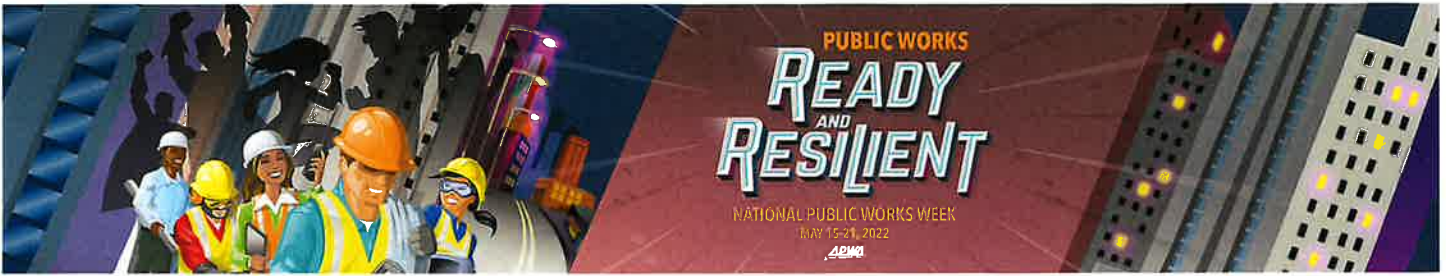
For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at 403.990.2792. Thank you for making a difference.

Please note that declarations should be forwarded to office@publicworks.ca or by mail to:
APWA Alberta Chapter
PO BOX 44095 Garside Postal Outlet
EDMONTON AB T5V 1N6

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen', is written over a light blue horizontal line.

Mike Haanen, APWA President



National Public Works Week

May 15 – 21, 2022

“Ready and Resilient”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Town of Irricana; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Irricana to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, Deputy Mayor, Kim Schmaltz of The Town of Irricana, do hereby designate the week May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Irricana (to be affixed),

DONE at the Town of Irricana in the Province of Alberta this 19th day of April, 2022.

Deputy Mayor Kim Schmaltz

[SEAL]



Celebrate Public Works Week May 15-21, 2022 Ready & Resilient

Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! See our website for digital copy of proclamation www.publicworks.ca

What You Can Do



Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Rodeo and participate in the "Stronger Together We are One" Annual Technical Conference & Snow Show June 6 – 9, 2022 at the River Cree Resort in Enoch AB.



See our website for details www.publicworks.ca

Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.

Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

Thought starters:

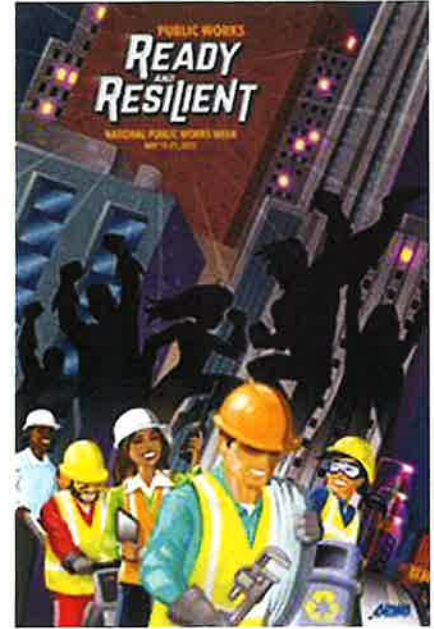
- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.



Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

For further information see our website: www.publicworks.ca

Or contact Jeannette Austin
Executive Director
admin@publicworks.ca

**READY
RESILIENT**

RECEIVED APR 05 2022