

TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: May 2, 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**
- E. MINUTES**
 - 1. Minutes from April 19, 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 – Rocky View School Trustee Presentation
 - 2. RFD – Council Procedural Bylaw
- J. COMMUNICATION / INFORMATION**
 - 1. Rocky View Foundation 2022 Requisition
- K. FOLLOW-UP/ACTION & STATUS**
 - 1. None
- L. PUBLIC INPUT**

As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.
- M. CLOSED SESSION**
- N. ADJOURN**

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
April 19, 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
Addition to Agenda: Item M-1 Closed Session – Legal

Deputy Mayor Schmaltz called for Agenda to be adopted (discussion then took place among Councillors with no formal adoption of Agenda)

55:22 Moved by Deputy Mayor Schmaltz to direct administration to provide a summary report of financials to Council on a quarterly basis.

In Favour: Deputy Mayor Schmaltz, Councillor Day, Councillor McAree

Opposed: Councillor Van Arendonk

CARRIED

PRESENTATIONS

- (i) Rick Ball – Soccer Association
No presentation

MINUTES

- (i) Minutes from April 4, 2022 Regular Council Meeting
56:22 Moved by Councillor Day to accept the Minutes of the Regular Meeting of Council for April 4, 2022, as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) CAO Report
57:22 Moved by Councillor Day to accept the CAO report as presented.
CARRIED

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – Irricana & Rural Library Board appointment
58:22 Moved by Councillor Day 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.
CARRIED
- (ii) RFD – Irricana & Rural Library Board appointment
59:22 Moved by Councillor McAree to reappoint Teresa Cameron to the Irricana and Rural Library Board for a term to expire October 31, 2024.
CARRIED
- (iii) RFD – Marigold Library Systems Board
60:22 Moved by Councillor Day to appoint Teresa Cameron, a 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.
CARRIED
- (iv) RFD – Councillor Appointment to Library Board
61:22 Moved by Deputy Mayor Schmaltz to appoint Lisa McAree to the Town of Irricana and Rural Library Board for a term to expire October 31, 2024.
CARRIED

COMMUNICATION/INFORMATION

- (i) FCSS & Community Services – 1st Quarter Report
- (ii) National Public Works Week – May 12 to 21, 2022

(No Motion was made to accept Communication / Information items)

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
62:22 Moved by Deputy Mayor Schmaltz to go into Closed Session at 7:37 pm (no disclosure of FOIP Section - this item was requested to added to Agenda at beginning of meeting)
- (ii) Open to Public
63:22 Moved by Deputy Mayor Schmaltz to reconvene to the public portion of the meeting at 7:43 pm.

ADJOURN

- (i) Adjournment
64:22 Moved by Deputy Mayor Schmaltz to adjourn the meeting at 7:43 pm.

Deputy Mayor Schmaltz

Barrie Hutchinson
Chief Administrative Officer



Chief Administrative Officer Report
Review of April 20, 2022 to May 2, 2022

Public Works

Regular day-to-day routines.

Water/Sewer:

The consumption reads for March/April have been completed, with billings out the first week of May.

Campground:

The Comfort Station (Showers /Washrooms) building in Founders Park is in need of roof repair along with some general maintenance.

Quotes:

Quotes for the playground surfaces and pathways are still being obtained.

Town Buildings:

Replacement of flooring in the Playschool and Boys and Girls Club is required.

Easter Egg Event Update

The April 16th Easter Event, which was planned and organized through the Town's FCSS Co-ordinator Brook, was well attended. It was held at the Community Hall with approximately 172 people in attendance.

Children and their families enjoyed hunting for close to 2000 eggs; snacking on popcorn, participating in games, crafts, glitter tattoos, enjoying the Bouncy Castle and more. The Easter Bunny was also in attendance to the delight of the kids.

The Town would like to Thank everyone involved in making this Event such a success, including staff, volunteers, Boys & Girls Club and the Irricana Library.

Drive In and Cruise Night

On May 14th, the Town will host a Main Street Drive-In and Cruise Night. This will include a Classic Car Parade through the streets of Irricana, Car Show on Main Street, Live Music, Drive-In Movie double feature, snacks and refreshments from participating businesses. Fireworks may follow during the intermission.

For more information on this event, check out the Posters around town or on the Town's website and facebook page.

Community CleanUp & BBQ

There will be a Community Clean Up and BBQ on Saturday, May 28th, beginning at 10:00 am. This event has been held historically each Spring with Town Staff and Community Volunteers 'pitching in' to clean up some of the Town's parks.

Garbage bags and gloves will be supplied with a complimentary hotdog BBQ to follow after the cleanup.

Questions to Administration

- 1) Emergency Management Bylaw 011:2021: can be found on the Town of Irricana's website
- 2) Business License for Service Providers such as Telus. Administration is researching the requirements for service providers such as Telus, Natural Gas retailers, Internet Providers, Electrical retailers, Home Alarm companies, etc for Business License.

Other businesses operating within Irricana that currently do not hold a valid Business License, have been notified.

Barrie Hutchinson
CAO Irricana

Request for Decision

To: Deputy Mayor Schmaltz and Council

From: Barrie Hutchinson, CAO

Date: May 2, 2022

Subject: Rocky View School Presentation

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

Rocky View Schools Board of Trustees would like to request a meeting with the Town of Irricana Council as part of their Board reaching out to communities within Rocky View County.

This meeting is anticipated to be approximately 60 – 90 minutes in length.

Rocky View School Board of Trustees are unable to commit to a Saturday meeting and have requested Town Council to propose 2-3 options for a Monday to Friday meeting, between now and the end of June.

BENEFITS:

DISADVANTAGES:

1.

ALTERNATIVES:

1. For Council to discuss and propose 2 -3 options for a meeting date and time, as requested by Rocky View School Board of Trustees.

IMPLICATION ON FINANCES:

RECOMMENDATION:

For Council to discuss and provide 2 to 3 proposed meeting dates that would accommodate Rocky View School Board of Trustees.

RECOMMENDED MOTION:

Request for Decision

To: Deputy Mayor Schmaltz and Council

From: Barrie Hutchinson, CAO

Date: May 2, 2022

Subject: Bylaw 001:2022 (Council Procedural Bylaw)

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY: MGA, Section 191

KEY ISSUES AND BACKGROUND:

Section 191 of the MGA allows for an amendment or repeal of a bylaw and must be made in the same manner as the original Bylaw was passed.

Administration would like to propose an amendment to this Bylaw under Part IV, Agenda and Order of Business, section 35) and section 41), with respect to the deadline for submitting proposed items to an Agenda.

In the current Bylaw 001:2021, there is a provision for Council to submit items by noon on the Wednesday prior to the regular meeting of Council, and Administration would like to request that this be changed to no later than noon on the Monday prior to the regular meeting of Council.

As a draft Agenda is usually completed and submitted to the Mayor for review between noon and 4:30 on the same day (Wednesday), this would allow time to prepare any additional requested agenda items with any required supporting documentation.

As an amendment to a Bylaw cannot be made through a Resolution alone, a new Bylaw 001:2022 is being presented to Council with changes to Sections 35) & 41).

BENEFITS:

- | |
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| <ol style="list-style-type: none">1. Allows Administration additional time to provide information to support any additional requested Agenda item. |
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DISADVANTAGES:

1. None

ALTERNATIVES:

1. None

IMPLICATION ON FINANCES:

1. None

RECOMMENDATION:

For Council to review Bylaw 001:2022 and provide the appropriate readings.
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RECOMMENDED MOTION:

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**BYLAW 01:2022
of the TOWN OF IRRICANA
in the PROVINCE OF ALBERTA**

Being a bylaw of the Town of Irricana, in the Province of Alberta to regulate the proceedings and conduct of Council meetings.

WHEREAS the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and may regulate the conduct of Councillors;

AND WHEREAS Council has deemed it necessary to regulate the procedure and conduct at meetings of Council;

AND WHEREAS should any issue pertaining to procedure or process arise that is not covered under this Bylaw, the MGA or any other enactment will take precedence. Failing that it shall be decided by a majority of Council.

TITLE:

This bylaw may be cited as the "Council Procedural Bylaw".

PART I – DEFINITIONS

1) In this bylaw, unless the context otherwise requires:

- a. "Agenda" means the list and order of business items for any meeting of Council.
- b. "Agenda Package" shall mean the Agenda accompanied with all reports and communication to be presented during the meeting.
- c. "Council" shall mean the Municipal Council of the Town of Irricana.
- d. "CAO" means the Chief Administrative Officer of the Town of Irricana or duly appointed designate.
- e. "Chair", shall mean the Mayor, Deputy Mayor or any other duly appointed Presiding Officer at a constituted meeting.
- f. "Emergent Matter" means a situation demanding prompt action that poses an immediate risk to health, life, property, environment, or town finances/operations.
- g. "Friendly Amendment" is an amendment to a motion under debate that is perceived by all parties as an enhancement to the original motion, often only as clarification of intent.
- h. "MGA" means the Municipal Government Act, Revised, Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
- i. "on the floor" is when a motion is under debate.
- j. "Pecuniary Interest" is something that causes or may cause either a negative or positive financial impact for an individual.
- k. "Quorum" is the majority of all Council Members, three (3) of the five (5) Council Members.
- l. "Representative of a Delegation" is any member of the public; special interest group or Council committee.
- m. "Tabled" is the postponement of a motion for future consideration.
- n. "Town" means the Town of Irricana.

PART II – MEETINGS OF COUNCIL

- 2) The Regular Meetings of Council shall be held in the Council Chambers or the Irricana Community Hall, in the Town of Irricana on the first and third Monday of each month at 7:00 pm. Should the Monday meeting day fall on a Statutory Holiday, the meeting will occur on the next regular business day.
- 3) The Council of the Town of Irricana shall hold an annual Organizational Meeting of Council pursuant to section 192 of the MGA.
- 4) Notice to the public of regularly scheduled Council Meetings, Special Council Meetings, Regular Board & Committee Meetings shall be deemed to be given by the CAO posting notice of all meeting dates and times on the Town's website.
- 5) Pursuant to section 208 of the MGA the CAO. shall ensure:
 - a. All minutes of council meetings are recorded in the English language, without note or comment;
 - b. The names of the Councillors present at council meetings are recorded;
 - c. The minutes of each council meeting are given to council for adoption at a subsequent council meeting.
- 6) If a quorum is not present within thirty (30) minutes after the time fixed for a Regular or Special Meeting, the CAO shall record the names of the members of Council present and the Council shall stand adjourned until the next Regular Meeting or another Special Meeting is called.
- 7) If quorum is lost for more than fifteen (15) minutes during the course of a meeting, the CAO will note this in the minutes and the meeting shall dissolve. Issues under discussion at the time of the loss of quorum shall be raised at the next meeting.
- 8) Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside at meetings of Council, and the Mayor, in the event that the Mayor is not in attendance the Deputy Mayor shall preside.
- 9) In the event that the Mayor and Deputy Mayor are not in attendance within fifteen (15) minutes after the hour of a scheduled meeting and a quorum is present, the CAO shall call the meeting to order and a Chairperson shall be selected by the Council members in attendance, who shall preside during the meeting until the arrival of the Mayor or Deputy Mayor.
- 10) Pursuant to Section 199 of the MGA council meetings may be conducted by means of electronic or other communication facilities when available upon two business days' notice.
- 11) The Mayor shall be an ex officio member of all Town Committees

PART III – CONDUCT OF MEETINGS

- 12) Each member of Council shall address the Chair and shall not speak until recognized by the Chair and address their remarks to the Chair, confine themselves to the question. Should more than one member of Council desire to speak at the same time, the Chair shall determine who is entitled to the floor.
- 13) A delegate, scheduled to address Council on a topic, shall address the Chair. Upon recognition by the Chair, the scheduled delegate shall be limited to a ten (10) minute presentation unless such time is extended by permission of the Chair.
- 14) The Chair may upon request, authorize a person in the public gallery to address Council only on the topic being debated at that time in the meeting and the Chair shall specify the time limit provided to the person wishing to address the matter.

- 15) A member of Council may present a motion for consideration. The motion does not require a seconder. The motion shall be recorded and the motion shall be deemed to be "on the floor" and open for formal discussion and debate.
- 16) Debate on a motion shall be limited to no more than ten (10) minutes unless extended by Council.
- 17) Prior to a vote being called by the Chair when a motion is on the floor, a friendly amendment, if agreed upon by the originator of the motion, can be heard.
- 18) A vote on a motion can only result in the chair declaring the motion being:
 - a. Carried
 - b. Defeated
 - c. Tabled
- 19) All motions shall be voted upon by all members of Council in attendance unless abstention by a member is duly noted in the minutes or for reasons of pecuniary interest.
- 20) A member of Council wishing a recorded vote on a motion shall make such request of the Chair prior to the calling of the vote.
- 21) If there is an equal number of votes for and against, the motion is defeated.
- 22) After a motion has been voted on, at any time during the remainder of the meeting in progress or during the next regular meeting, any member of Council who voted with the prevailing side may make a motion to reconsider and shall state the reason for making a motion to reconsider.
- 23) Debate on a motion to reconsider must be confined to reasons for or against reconsideration.
- 24) Council must not reconsider a motion if any action has been taken based on the original motion.
- 25) A motion to reconsider that is carried, automatically suspends the reconsidered motion.
- 26) If a motion to reconsider is carried, the original motion becomes the next order of business in the meeting in progress, unless the majority of Council agrees to table the original motion to the next Regular Meeting of Council for debate.
- 27) A motion to reconsider that is tabled, results in the motion to reconsider being added to the next Regular Meeting of Council for debate.
- 28) A motion to reconsider that is defeated is not debatable for at least 7 months or 213 days, whichever is higher of the defeat.
- 29) Any Councillor may submit a motion to reconsider any motion that was defeated, at least 7 months or 213 days, whichever is higher from the motion to reconsider.
- 30) A motion to rescind a motion must be made in the same way as the original motion.
- 31) Should any issue pertaining to procedure or process arise that is not covered under this Bylaw, the MGA or any other enactment will take precedence.
- 32) Any Councillor may present a motion for a ten (10) minute recess provided it is not called when another person has the floor.
- 33) Regular meetings shall adjourn by 10:00 PM, unless Council passes a motion to extend the meeting.

PART IV – AGENDA AND ORDER OF BUSINESS

- 34) Prior to each Regular Meeting of Council, the CAO shall prepare a statement of the order of all business, to be known as the "Agenda".
- 35) All proposed agenda items for Regular Meeting of Council must be submitted in writing to the CAO no later than 12:00 pm local time the **Monday** prior to the Regular Meeting of Council.
- 36) Any Councillor may make an administrative inquiry to the CAO, the results of which are to be added as agenda items to a Regular Meeting of Council.
- 37) If the CAO determines that an administrative inquiry will cost more than \$500 or cannot be accommodated within the operational budget, the CAO will add the request for funding as an agenda item to a Regular Meeting of Council.
- 38) The CAO shall prepare and submit a draft agenda to the Mayor no later than 4:30 pm local time the Wednesday prior to the Regular Meeting of Council.
- 39) The Mayor and CAO shall review and approve the agenda no later than 4:30 pm local time the Thursday prior to the Regular Meeting of Council.
- 40) Agenda items proposed by Councillors may not be deferred for more than once without the consent of the requestor.
- 41) No further additions to the Agenda received by the CAO after 12:00 pm local time the **Monday** prior to the Regular Meeting of Council will be presented by the CAO unless determined by the CAO and Mayor that the addition is of an emergent nature.
- 42) The CAO shall provide each member of Council, a printed and electronic copy of the Agenda and all supporting materials no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 43) The CAO or designate shall post the Agenda and all reports and supplementary materials (unless they must or may be withheld under the Act or any other statute dealing with access to information) to the Town's website no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 44) Agenda preparation for Special Meetings of Council and Committee of the Whole will follow the same procedures as listed above. However, the time frames may be adjusted as required.
- 45) The order of business on the agenda shall be as follows:
 - A. ATTENDANCE
 - B. CALL TO ORDER
 - C. AGENDA
 - D. PRESENTATIONS
 - E. MINUTES
 - F. CORRESPONDENCE FROM PREVIOUS MEETING
 - G. COMMITTEE REPORTS
 - H. OLD BUSINESS
 - I. NEW BUSINESS
 - J. COMMUNICATION/INFORMATION
 - K. PUBLIC INPUT
 - L. CLOSED SESSION
 - M. ADJORN
- 46) Emergent matters may be added to the agenda provided they are:
 - a. accompanied by a brief explanation from the requesting Council Member or CAO indicating the reasons for, and the degree of urgency of the item;
 - b. only be allowed on the agenda by majority vote of Council

- c. considered as an addendum to the Agenda.
 - d. introduced prior to the adoption of the agenda
- 47) The order of business established in Part IV Section 43 shall apply unless the Chair requests presentations to be moved to accommodate requests from delegations, or based on a resolution from council.
- 48) A representative of a delegation may request in writing to be included on an Agenda. The request must be submitted in writing and shall:
- a. include a summary not to exceed five typewritten pages
 - b. include all information (letters, presentations and other supporting documents) that will be presented to Council
 - c. be submitted to the CAO no later than noon on the Monday the week before the next Council meeting is being held
- 49) Delegation presentations shall be limited to no more than ten (10) minutes, exclusive of the time required to answer questions put to him / her by Council, unless granted a specific time extension by Council.
- 50) The open forum shall be for a maximum total of twenty (20) minutes in length, unless extended by council to allow members of the public present at the meeting to address Council.
- 51) Council and/or the CAO will address questions arising from the open forum of the meeting in progress. Any member of the public may submit 1 written question on one topic. They will be allowed 1 follow-up question on the same topic.
- 52) The CAO will post the minutes of the meeting to the Town's website within 2 weeks of Council approving the minutes of the meeting.
- 53) The Mayor may designate a Councillor or other person to act as Sergeant-at-Arms during public meetings. The Sergeant-at-Arms is to enforce time limits, maintain order, and return the floor to the Chair.

PART V – REPEAL

- 54) Bylaw 001:2021 is hereby repealed.

PART VI – EFFECTIVE DATE

AND FURTHER THAT this Bylaw shall take effect on the date of third and final reading.

READ for a First time this 2nd day of May, 2022

READ for a Second time this 2nd day of May, 2022

GIVEN UNANIMOUS CONSENT for a Third and Final reading this 2nd day of May, 2022

READ for a Third and Final time this 2nd day of May, 2022

DEPUTY MAYOR SCHMALTZ

CHIEF ADMINISTRATIVE OFFICER
BARRIE HUTCHINSON



April 7, 2022

Attn: Town of Irricana Council
Box 100
Irricana, AB T0M 1B0

Dear Irricana Council Members:

Re: 2022 Rocky View Foundation Requisition

Attached is the Rocky View Foundation 2022 requisition detail, noting equalized assessment for all our municipal partners and each municipality's portion of the 2022 requisition. The Foundation's total requisition remains at the 2021 level, there is no increase. Also enclosed is a comparison to 2021 municipal assessment and requisitions, for your information.

As you know, requisition funds are restricted for use in seniors' lodge housing. We currently operate 2 seniors' lodges, total 140 units. In Airdrie, the conversion of the former Hampton Inn & Suites to a Seniors' Lodge is in progress. This new property will increase the number of seniors we can house by 68%!

Assessment remained very stable in our region, so the following demonstrates the impact of the housing requisition on property owners:

- ✓ A property assessed at \$400,000 will be taxed \$21.84 this year to support Rocky View Foundation's seniors lodge program.
- ✓ In 2021, that property would have been taxed \$21.76.

The Foundation remains committed to our vision to be the leading provider to seniors needing affordable, safe accommodations and services in the Rocky View region, and to address the growing need for affordable housing. Thank you for your continuing partnership in support of this vision.

If you have any questions, please contact me at 403-945-9724. (or cell 403-620-1213)

Warm regards,

Carol Borschneck
Chief Administrative Officer

Attach.

Head Office: #103, 58 Gateway Drive NE, Airdrie, AB Canada T4B 0J6
Tel 403-945-9724 • Fax 403-945-9753 • www.rockyviewfoundation.org

Rocky View Foundation 2022 Municipal Requisitions

Municipality	Equalized Assessment	Requisition
Airdrie	\$11,531,771,100	\$630,035.83
Beiseker	\$94,959,968	\$5,188.12
Cochrane	\$5,598,091,047	\$305,850.50
Crossfield	\$619,118,572	\$33,825.41
Irricana	\$127,990,079	\$6,992.71
Rocky View County	\$18,415,437,107	\$1,006,123.44
Total:	\$36,387,367,873	\$1,988,016.00

2021 Requisition for comparison

Municipality	Equalized Assessment	Requisition
Airdrie	\$11,398,517,895	\$620,237.85
Beiseker	\$95,968,114	\$5,222.00
Cochrane	\$5,552,989,930	\$302,159.86
Crossfield	\$611,909,420	\$33,296.38
Irricana	\$127,072,620	\$6,914.52
Rocky View County	\$18,748,616,532	\$1,020,185.40
Total:	\$36,535,074,511	\$1,988,016.00