

**TOWN OF IRRICANA**  
**AGENDA**  
**REGULAR MEETING OF COUNCIL**  
**Date: May 16, 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. 2021 Audit: Scase & Partners
- E. MINUTES**
  - 1. Minutes from May 2, 2022 Regular Council Meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
  - 1. None
- H. OLD BUSINESS**
  - 1. RFD – Council Procedural Bylaw
  - 2. RFD – ATCO Gas Bylaw
- I. NEW BUSINESS**
  - 1. RFD – Operating & Capital Budget
  - 2. RFD – June 1, 2022 Utility Penalty
- J. COMMUNICATION / INFORMATION**
  - 1. None
- 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**
  - 1. Labour: to discuss an item of which information is subject to any type of legal privilege, as per Section 27 of the FOIP Act.
- N. ADJOURN**

**TOWN OF IRRICANA**  
**Minutes of the Regular Meeting of Council held**  
**May 2, 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  
(Discussion on Open Council meetings and Financials)  
65:22 Moved by Deputy Mayor Schmaltz to adopt the Agenda as presented.  
CARRIED

**PRESENTATIONS**

None

**MINUTES**

- (i) Minutes from April 19, 2022 Regular Council Meeting  
66:22 Moved by Councillor Day to accept the Minutes of the Regular Meeting of Council for April 19, 2022, as presented.  
CARRIED

**CORRESPONDENCE FROM PREVIOUS MEETING**

**COMMITTEE REPORTS**

- (i) CAO Report  
67:22 Moved by Councillor McAree to accept the CAO report as presented.  
CARRIED

**OLD BUSINESS**

- (i) None

**NEW BUSINESS**

- (i) RFD – Rocky View School Trustee Presentation  
68:22 Moved by Councillor McAree to direct administration to contact Rocky View School Board of Trustees to arrange for a 60-90 minute meeting requested by the Board of Trustees with Irricana Town Council, with a proposed date to be held on a Tuesday evening between May 3, 2022 to June 30, 2022.  
CARRIED
- (ii) RFD – Bylaw 001:2022 Council Procedural Bylaw  
69:22 Moved by Deputy Mayor Schmaltz that Bylaw 001:2022, being a bylaw to regulate the proceedings and conduct of Council meetings, be read for a first time this 2<sup>nd</sup> day of May 2022.  
In Favour: Deputy Mayor Schmaltz, Councillor Day, Councillor McAree  
Opposed: Councillor Van Arendonk  
CARRIED
- 70:22 Moved by Councillor Day that Bylaw 001:2022, being a bylaw to regulate the proceedings and conduct of Council meetings, be read for a second time this 2<sup>nd</sup> day of May 2022.  
In Favour: Deputy Mayor Schmaltz, Councillor Day, Councillor McAree  
Opposed: Councillor Van Arendonk  
CARRIED

**COMMUNICATION/INFORMATION**

- (i) Rocky View Foundation 2022 Requisition  
71:22 Moved by Councillor Van Arendonk to accept Communication / Information item J-1 as presented.  
CARRIED

**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 were presented to Council

**CLOSED SESSION**

- (i) None

**ADJOURN**

- (i) Adjournment  
72:22 Moved by Deputy Mayor Schmaltz to adjourn the meeting at 7:40 pm.

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Deputy Mayor Schmaltz

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Barrie Hutchinson  
Chief Administrative Officer

# **Request for Decision**

**To: Deputy Mayor Schmaltz and Council**

**From: Barrie Hutchinson, CAO**

**Date: May 16, 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:**

On May 2, 2022, an RFD was presented to Council for an amendment to the current Council Procedural Bylaw, wherein, Administration proposed an amendment to 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.

The updated Council Procedural Bylaw received first and second readings at the May 2, 2022 Council meeting, and Administration would like to request the 3<sup>rd</sup> reading to Bylaw 01:2022

## **BENEFITS:**

1. Allows Administration additional time to provide information to support any additional requested Agenda item.

## **DISADVANTAGES:**

1. None

**ALTERNATIVES:**

1. None

**IMPLICATION ON FINANCES:**

1. None

**RECOMMENDATION:**

That Bylaw 01:2022, being a bylaw to regulate the proceedings and conduct of Council meetings be read for a third time, this 16<sup>th</sup> day of May, 2022.

**RECOMMENDED MOTION:**

**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 2<sup>nd</sup> day of May, 2022

READ for a Second time this 2<sup>nd</sup> day of May, 2022

READ for a Third time this 16<sup>th</sup> day of May, 2022

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DEPUTY MAYOR SCHMALTZ

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CHIEF ADMINISTRATIVE OFFICER  
BARRIE HUTCHINSON

# **Request for Decision**

**To: Deputy Mayor Schmaltz and Council**

**From: Barrie Hutchinson, CAO**

**Date: May 16, 2022**

**Subject: ATCO Gas Franchise Agreement**

**DECISION: Yes / No / Deferred**

**CORRELATION TO STRATEGIC PLAN OR POLICY:**

## **KEY ISSUES AND BACKGROUND:**

A Franchise Agreement exists between the Town of Irricana and Atco Gas and Pipelines Ltd. The current Franchise Agreement expired in March 2020.

In February 2021, the Atco Gas Franchise Agreement and Fee renewal was proposed to Council. Council motioned to keep the Franchise Fee at the current rate of 11.18% and to renew the Natural Gas Franchise Agreement between the Town and Atco Gas and Pipelines for a period of 10 years.

In November, 2021, Bylaw 012:2021, authorizing the Mayor and the CAO to execute a proposed renewal *Natural Gas Distribution System Franchise Agreement* with the Town, was given first reading.

The required advertising for the *Notice of Application* along with ATCO preparing and filing an application with the Alberta Utilities Commission, has now been completed. These steps are required by regulations that govern franchise agreement renewals.

In the final steps to complete the renewal process, Bylaw 012:2021 requires second and third readings, along with executing the *Natural Gas Distribution System Franchise Agreement*.

**BENEFITS:**

To finalize the renewal process between Atco Gas and the Town of Irricana for the Natural Gas Distribution System Franchise Agreement.

**DISADVANTAGES:**

None

**ALTERNATIVES:**

To provide second and third readings of Bylaw 012:2021

**IMPLICATION ON FINANCES:**

None

**RECOMMENDATION:**

To provide second and third readings of Bylaw 012:2021

**RECOMMENDED MOTION:**

**TOWN OF IRRICANA  
BYLAW 012:2021**

**Being a Bylaw of the Town of Irricana in the Province of Alberta to authorize the Mayor and Administrator to execute an agreement with ATCO Gas and Pipelines Ltd. (the Company), to renew an agreement with, and to confer a franchise on the Company to deliver natural gas to customers within the municipality.**

**WHEREAS** the Company has requested a franchise be granted to provide natural gas services to customers within the Municipality;

**AND WHEREAS** it is deemed that such an agreement would be of benefit to customers within the Municipality;

**THEREFORE** under the authority of the Municipal Government Act, R.S.A. 2000, Chapter M-26, Part 3, Division 3, Section 45 - 47 be it enacted that the Mayor and Administrator be authorized to sign the agreement which is attached to and forming part of this By-law and marked as Schedule "A" between the Municipality and the Company to renew an agreement with and to confer a franchise on the Company to deliver natural gas services within the Municipality;

**AND FURTHER THAT** this By-law shall come into force upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta, and upon being given Third reading and finally passed.

**READ** for a First time this 15<sup>th</sup> day )  
of November, 2021 )

  
\_\_\_\_\_  
Mayor, Frank Friesen

  
\_\_\_\_\_  
CAO, Barrie Hutchinson

**READ** for a Second time this \_\_\_\_ day )  
of \_\_\_\_\_ 2021 )

**READ** for a Third and Final time this )  
\_\_\_\_ day of \_\_\_\_\_, 2021 )

\_\_\_\_\_  
Mayor, Frank Friesen

  
\_\_\_\_\_  
CAO, Barrie Hutchinson

# **Request for Decision**

**To: Deputy Mayor Schmaltz and Council**

**From: Barrie Hutchinson, CAO**

**Date: May 16, 2022**

**Subject: 2022 Operating and Capital Budget**

**DECISION: Yes / No / Deferred**

## **CORRELATION TO STRATEGIC PLAN OR POLICY:**

MGA, Section 242, 245

## **KEY ISSUES AND BACKGROUND:**

Under the Municipal Government Act (MGA), municipalities are required to prepare and adopt an annual operating and capital budget.

These Budgets are the core of the municipal financial system and are the single most important policy decision made by Council. Through these budgets, Council decides on the Municipality's priorities by setting aside funds for each program or service.

Both the Operating and Capital Budgets are a detailed estimate of how much the municipality needs in order to meet its ongoing financial obligations, provide programs and services, major projects and capital improvements.

In December 2021, an interim budget was adopted to support the Town's financial obligations into 2022, of which will cease to be in effect once the 2022 Operating and Capital budgets are adopted by Council.

## **BENEFITS:**

1. Conformance of the Town's financial obligations within the context of the Municipal Government Act.
2. Financial sustainability.

## **DISADVANTAGES:**

1. None

**ALTERNATIVES:**

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**IMPLICATION ON FINANCES:**

- |                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"><li>1. A delay in adopting the Operating and Capital Budgets may affect current year cash flow, as the property tax mill rate cannot be set until these budgets are finalized and adopted. This will delay the revenue raised annually from property taxes.</li></ol> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**RECOMMENDATION:**

Motion to adopt the 2022 Operating and Capital Budgets as presented.
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**RECOMMENDED MOTION:**

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Item	2021 Budget	2021 GL #'S	2022 proposed	Annual Increase 2023 onward					
				\$ 0.02	\$ 0.02	\$ 0.02	2026	2027	2028
				\$ 2,023.00	2024	2025	2026	2027	2028
<b>Council Revenues</b>									
Council Totals	\$ 1,156,866.82	\$ 1,467,429.00	\$ 92,000.00	\$ 93,380.00	\$ 94,780.70	\$ 96,202.41			
Capital Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Total	\$ 1,156,866.82	\$ 1,467,429.00	\$ 92,000.00	\$ 93,380.00	\$ 94,780.70	\$ 96,202.41			

Administration Revenue																
Administration Totals	\$	42,500.00	\$	499,890.86	\$	56,700.00	\$	56,535.50	\$	57,383.53	\$	58,244.29	\$	52,283.92	\$	52,283.92
Capital Totals	\$	-	\$	425,533.00	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Operating Total	\$	42,500.00	\$	74,357.86	\$	56,700.00	\$	56,535.50	\$	57,383.53	\$	58,244.29	\$	52,283.92	\$	52,283.92

Fire Revenue									
Fire Totals	\$	-	\$	-	\$	-	\$	-	\$
Capital Totals	\$	-	\$	-	\$	-	\$	-	\$
Operating Total	\$	-	\$	-	\$	-	\$	-	\$

Disaster Revenue									
Disaster Totals	\$	=	\$	=	\$	=	\$	=	\$
Capital Totals	\$	=	\$	=	\$	=	\$	=	\$
Operating Total	\$	=	\$	=	\$	=	\$	=	\$

Bylaw Revenue							
Bylaw Totals	\$ 5,750.00	\$ 3,845.00	\$ 5,000.00	\$ 5,075.00	\$ 5,151.13	\$ 5,228.39	
Capital Totals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Operating Total	\$ 5,750.00	\$ 3,845.00	\$ 5,000.00	\$ 5,075.00	\$ 5,151.13	\$ 5,228.39	

Public Works Revenue												
Public works Totals	\$	3,100.00	\$	1,125.00	\$	25,600.00	\$	25,646.50	\$	3,193.70	\$	3,241.60
Capital Totals	\$	-	\$	-	\$	22,500.00	\$	22,500.00	\$	-	\$	-
Operating Total	\$	3,100.00	\$	1,125.00	\$	3,100.00	\$	3,146.50	\$	3,193.70	\$	3,241.60

Roads Revenue			

Roads Totals	\$	126,500.00	\$	-	\$	166,000.00	\$	351,240.00	\$	131,483.60	\$	16,730.85	\$	-	\$	-
Capital Totals	\$	-	\$	-	\$	160,000.00	\$	335,000.00	\$	115,000.00	\$	-	\$	-	\$	-
Operating Total	\$	126,500.00	\$	-	\$	16,000.00	\$	16,240.00	\$	16,483.60	\$	16,730.85	\$	-	\$	-

Water Revenue																
Water Totals	\$	448,617.81	\$	337,465.53	\$	445,199.73	\$	488,636.35	\$	495,414.51	\$	502,294.35	\$	36,758.62	\$	36,758.62
Capital Totals	\$	-	\$	-	\$	41,000.00	\$	78,373.62	\$	78,997.85	\$	79,631.43	\$	36,758.62	\$	36,758.62
Operating Total	\$	448,617.81	\$	337,465.53	\$	404,199.73	\$	410,262.73	\$	416,416.67	\$	422,662.92	\$	-	\$	-

Sewer Revenue3																
Sewer Totals	\$	160,250.82	\$	72,717.64	\$	590,338.67	\$	557,563.75	\$	489,822.21	\$	562,114.54	\$	114,600.00	\$	-
Capital Totals	\$	-	\$	-	\$	442,000.00	\$	407,000.00	\$	337,000.00	\$	407,000.00	\$	114,600.00	\$	-
Operating Total	\$	160,250.82	\$	72,717.64	\$	148,338.67	\$	150,563.75	\$	152,822.21	\$	155,114.54	\$	-	\$	-

Garbage Revenue																
Garbage Totals	\$	81,376.56	\$	67,030.76	\$	82,190.33	\$	83,423.18	\$	84,674.53	\$	85,944.65				
Capital Totals	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Operating Total	\$	81,376.56	\$	67,030.76	\$	82,190.33	\$	83,423.18	\$	84,674.53	\$	85,944.65				

FCSS Revenue																
FCSS Totals	\$	34,300.00	\$	20,441.00	\$	32,127.00	\$	32,608.91	\$	33,098.04	\$	33,594.51				
Capital Totals	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Operating Total	\$	34,300.00	\$	20,441.00	\$	32,127.00	\$	32,608.91	\$	33,098.04	\$	33,594.51				

Cemetery Revenue																
Cemetery Totals	\$	1,500.00	\$	3,400.00	\$	1,500.00	\$	1,000.00	\$	1,000.00	\$	1,000.00				
Capital Totals	\$	-	\$	-	\$	-	\$	500.00	\$	500.00	\$	500.00				
Operating Total	\$	1,500.00	\$	3,400.00	\$	1,500.00	\$	1,500.00	\$	1,500.00	\$	1,500.00				

Planning & Development Revenue																
Planning & Development Totals	\$	7,500.00	\$	1,721.51	\$	6,000.00	\$	6,090.00	\$	6,181.35	\$	6,274.07				
Capital Totals	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-				
Operating Total	\$	7,500.00	\$	1,721.51	\$	6,000.00	\$	6,090.00	\$	6,181.35	\$	6,274.07				



Item	2021 Budget	2021 GL #5	2022 proposed	2023	2024	2025	2026	2027	2028
<b>Council</b>									
Council Totals	\$ 53,000.00	\$ 64,997.13	\$ 67,500.00	\$ 68,512.50	\$ 69,540.19	\$ 70,583.29			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ -	\$ -	\$ 67,500.00	\$ 68,512.50	\$ 69,540.19	\$ 70,583.29			

Item	2021 Budget	2021 GL #5	2022 proposed	2023	2024	2025	2026	2027	2028
<b>Council</b>									
Council Totals	\$ 53,000.00	\$ 64,997.13	\$ 67,500.00	\$ 68,512.50	\$ 69,540.19	\$ 70,583.29			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ -	\$ -	\$ 67,500.00	\$ 68,512.50	\$ 69,540.19	\$ 70,583.29			

Administration Expenses									
Administration Totals	\$ 401,184.55	\$ 475,105.72	\$ 475,507.97	\$ 482,111.84	\$ 488,814.77	\$ 495,618.24			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 401,184.55	\$ 475,105.72	\$ 475,507.97	\$ 482,111.84	\$ 488,814.77	\$ 495,618.24			

Administration Expenses									
Administration Totals	\$ 401,184.55	\$ 475,105.72	\$ 475,507.97	\$ 482,111.84	\$ 488,814.77	\$ 495,618.24			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 401,184.55	\$ 475,105.72	\$ 475,507.97	\$ 482,111.84	\$ 488,814.77	\$ 495,618.24			

<b>Police Expense</b>					
Policing totals	\$ -	\$ 33,446.60	\$ 47,426.00	\$ 71,189.00	\$ 71,189.00
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Budget	\$ -	\$ 33,446.60	\$ 47,426.00	\$ 71,189.00	\$ 71,189.00

<b>Police Expense</b>					
Policing totals	\$ -	\$ 33,446.60	\$ 47,426.00	\$ 71,189.00	\$ 71,189.00
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Budget	\$ -	\$ 33,446.60	\$ 47,426.00	\$ 71,189.00	\$ 71,189.00

Fire Expenses									
File Totals	\$ 99,550.00	\$ 92,329.33	\$ 105,520.52	\$ 106,993.83	\$ 108,489.24	\$ 110,007.08			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 99,550.00	\$ 92,329.33	\$ 105,520.52	\$ 106,993.83	\$ 108,489.24	\$ 110,007.08			

Fire Expenses									
File Totals	\$ 99,550.00	\$ 92,329.33	\$ 105,520.52	\$ 106,993.83	\$ 108,489.24	\$ 110,007.08			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 99,550.00	\$ 92,329.33	\$ 105,520.52	\$ 106,993.83	\$ 108,489.24	\$ 110,007.08			

Disaster Services Expenses									
Disaster Services Totals	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 1,268.75	\$ 1,287.78	\$ 1,307.10			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 1,268.75	\$ 1,287.78	\$ 1,307.10			

Disaster Services Expenses									
Disaster Services Totals	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 1,268.75	\$ 1,287.78	\$ 1,307.10			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 1,250.00	\$ -	\$ 1,250.00	\$ 1,268.75	\$ 1,287.78	\$ 1,307.10			

Bylaw Expenses									
Bylaw Totals	\$ 14,800.00	\$ 1,100.53	\$ 16,300.00	\$ 16,544.50	\$ 16,792.67	\$ 17,044.56			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 14,800.00	\$ 1,100.53	\$ 16,300.00	\$ 16,544.50	\$ 16,792.67	\$ 17,044.56			

Bylaw Expenses									
Bylaw Totals	\$ 14,800.00	\$ 1,100.53	\$ 16,300.00	\$ 16,544.50	\$ 16,792.67	\$ 17,044.56			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 14,800.00	\$ 1,100.53	\$ 16,300.00	\$ 16,544.50	\$ 16,792.67	\$ 17,044.56			

Public Works Expenses			

Public Works Expenses			



Item	2021 Budget	2021 GL #5	2022 proposed	2023	2024	2025	2026	2027	2028
Operating Budget	\$ 2,500.00	\$ 576.06	\$ 2,500.00	\$ 2,537.50	\$ 2,575.56	\$ 2,614.20			

<b>Planning and Development Expenses</b>									
Planning & Development Totals	\$ 18,557.47	\$ 43,186.07	\$ 18,297.80	\$ 18,572.27	\$ 18,850.85	\$ 19,133.62			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 18,557.47	\$ 43,186.07	\$ 18,297.80	\$ 18,572.27	\$ 18,850.85	\$ 19,133.62			

<b>Subdivision Expenses</b>									
Subdivision Totals	\$ -	\$ 74,340.89	\$ 148,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ -
Capital budget	\$ -	\$ -	\$ 74,000.00	\$ 74,000.00	\$ 224,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ -
Operating Budget	\$ -	\$ 74,340.89	\$ 74,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Economic Development Expenses</b>									
Economic Development Totals	\$ 23,297.86	\$ 15,558.54	\$ 25,741.70	\$ 26,127.83	\$ 26,519.75	\$ 26,917.54			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 23,297.86	\$ 15,558.54	\$ 25,741.70	\$ 26,127.83	\$ 26,519.75	\$ 26,917.54			

<b>Parks and Recreation Expenses</b>									
Parks & Recreation Totals	\$ 200,049.99	\$ 156,372.80	\$ 216,843.56	\$ 343,785.06	\$ 345,755.69	\$ 347,755.87	\$ 160,000.00	\$ -	\$ -
Capital budget	\$ -	\$ -	\$ 35,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ -	\$ -
Operating Budget	\$ 200,049.99	\$ 156,372.80	\$ 181,843.56	\$ 183,785.06	\$ 185,755.69	\$ 187,755.87	\$ -	\$ -	\$ -

<b>Community Hall and Culture Expenses</b>									
Community Hall and Culture Totals	\$ 162,231.72	\$ 92,649.41	\$ 249,449.26	\$ 157,240.75	\$ 158,399.36	\$ 159,575.36	\$ -	\$ -	\$ -
Capital budget	\$ -	\$ -	\$ 93,350.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Budget	\$ 162,231.72	\$ 92,649.41	\$ 156,099.26	\$ 157,240.75	\$ 158,399.36	\$ 159,575.36	\$ -	\$ -	\$ -

<b>Requisition Expenses</b>									
Requisition Totals	\$ 342,494.52	\$ 344,397.77	\$ 370,869.16	\$ 376,430.35	\$ 382,074.96	\$ 387,804.24			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ 342,494.52	\$ 344,397.77	\$ 370,869.16	\$ 376,430.35	\$ 382,074.96	\$ 387,804.24			

Item	2021 Budget	2021 GL #5	2022 proposed	2023	2024	2025	2026	2027	2028
<b>Reserve Funds</b>									
Reserve Totals	\$ 245,000.00	\$ -	\$ 50,000.00	\$ 142,500.00	\$ 142,500.00	\$ 142,500.00			
Capital budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
Operating Budget	\$ -	\$ -	\$ 50,000.00	\$ 142,500.00	\$ 142,500.00	\$ 142,500.00			

Total Budget	\$ 3,697,268.59	\$ 4,160,809.60	\$ 3,752,992.89	\$ 3,479,914.48	\$ 234,000.00	\$ 74,000.00	\$ -
Total Capital Budget	\$ 833,108.62	\$ 1,231,258.62	\$ 788,773.62	\$ 481,788.85			
Total Operating Budget	\$ 2,864,159.97	\$ 2,929,550.98	\$ 2,964,219.27	\$ 2,998,125.63			
Amortization Amount	\$ 489,983.00	\$ 489,983.00	\$ 489,983.00	\$ 489,983.00			
Operating Budget less Amortization	\$ 2,374,176.97	\$ 2,439,567.98	\$ 2,474,236.27	\$ 2,508,142.63			
Operating Non Tax revenue	\$ 1,254,012.12	\$ 1,290,552.15	\$ 1,309,887.93	\$ 1,329,513.75			
Amount to be generated from Tax	\$ 1,120,164.86	\$ 1,149,015.83	\$ 1,164,348.34	\$ 1,178,628.88			

# 1 TO 10 YEAR PROPOSED CAPITAL BUDGET & STRATEGIC PLAN

	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
<b>PUBLIC WORKS</b>										
Pick up Truck		\$ 45,000.00			\$ 45,000.00					\$ 90,000.00
<b>ROADWAY EXPENSE</b>										
Connect Herdicks (North of Skate Rink)		\$ 250,000.00								\$ 250,000.00
<b>SIDEWALK WORK</b>										
Extend S/W from 6th St. along 1st ave.										\$ 75,000.00
Repairs through out Town	\$ 45,000.00	\$ 45,000.00								\$ 90,000.00
Herdicks	\$ 40,000.00	\$ 40,000.00								\$ 80,000.00
Rehab. Madison Pathway	\$ 62,800.00									\$ 62,800.00
<b>WATER SUPPLY &amp; DISTRIBUTION</b>										
UPGRADE PREPARED WATER TREATMENT	\$ 5,000.00	\$ 330,000.00	\$ 10,661.14	\$ 9,127.92	\$ 7,504.61	\$ 5,785.94	\$ 3,966.29	\$ 2,039.57		\$ 5,000.00
Replace Old Water Road Tower & Application	\$ 12,109.29	\$ 10,661.14	\$ 9,127.92	\$ 7,504.61	\$ 5,785.94	\$ 3,966.29	\$ 2,039.57			\$ 51,194.76
Debiture Interest (Water Plant) (end Nov 2028)	\$ 24,649.33	\$ 26,097.50	\$ 27,630.70	\$ 29,254.01	\$ 30,972.68	\$ 32,772.33	\$ 34,719.05			\$ 206,115.60
Debiture Principal (Water Plant)										
<b>WASTE WATER</b>										
Old Town Water Water Re Hub	\$ 442,000.00	\$ 407,500.00	\$ 110,000.00	\$ 160,000.00	\$ 114,600.00					\$ 1,254,100.00
Add Anaerobic Cells (2)			\$ 152,000.00	\$ 152,000.00						\$ 304,000.00
Spray Irrigation			\$ 75,000.00	\$ 78,000.00						\$ 150,000.00
<b>LAND &amp; DEVELOPMENT</b>										
Mortgage Interest ( SWV Land )										
Mortgage Principal ( SWV Land)										
Dug-Out (SWV Land)				\$ 150,000.00						\$ 150,000.00
<b>PARKS &amp; RECREATION</b>										
Community Hall Phase 2 Renov	\$ 93,350.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00	\$ 160,000.00					\$ 640,000.00
Rec. Hall Accessibility		\$ 35,000.00								\$ 35,000.00
Out Door Gym										
Resurface Skate Rink & Tennis Court	\$ 759,808.62	\$ 1,014,258.64	\$ 828,758.62	\$ 633,758.67	\$ 386,358.62	\$ 66,758.62	\$ 36,758.62			\$ 3,726,561.36
<b>REVENUE</b>										
Grant Provisionable Capital	\$ 387,539.00	\$ 275,000.00	\$ 275,000.00	\$ 275,000.00	\$ 275,000.00					\$ 1,487,539.00
Grant Provisionable Operating	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00					\$ 250,000.00
Grant C.C.B.F. (allowment)	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00					\$ 325,000.00
Transfer from residue land	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00					\$ 370,000.00
	\$ 576,539.00	\$ 464,000.00	\$ 464,000.00	\$ 464,000.00	\$ 464,000.00					\$ 2,227,539.00

# **Request for Decision**

**To: Deputy Mayor Schmaltz and Council**

**From: Barrie Hutchinson, CAO**

**Date: May 16, 2022**

**Subject: March/April Utility Billing – June 1<sup>st</sup> Penalty**

**DECISION: Yes / No / Deferred**

**CORRELATION TO STRATEGIC PLAN OR POLICY:**  
Bylaw 005:2021

## **KEY ISSUES AND BACKGROUND:**

The Town provides residents with Utility Billings every two months, with Public Works walking the town to obtain consumption reads. These were completed the end of April.

Recently, due to some of the technical issues experienced in loading and unloading the handheld equipment off and onto the water software, the March / April utility data was not retrievable.

With the issues experienced, the March / April Utility Billing will be prepared as an Estimate for all accounts. An information sheet will be included with the billings to advise consumers of this, and to inform them on how to manually check their current meter consumption against the estimated consumption.

As well, due to the above, which delayed sending out the current utility billings, Administration would like to request that the June 1<sup>st</sup> Penalty of 2% be either delayed or waived.

## **BENEFITS:**

1. The delay of the June 1<sup>st</sup> Penalty allows residents sufficient time to submit payment(s), as the normal timeframe has been reduced.

**DISADVANTAGES:**

1. Estimated billing does not accurately reflect actual water/sewer consumption.
2. Should Council decide to waive the June 1<sup>st</sup> Penalty, this would be a reduction in revenue.

**ALTERNATIVES:**

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**IMPLICATION ON FINANCES:**

1. Depending on the direction Council chooses, a delay in applying the June penalties would have no effect on revenue, whereby, waiving of the Penalty would reduce revenue by approximately \$800.00 to \$1,000.00, depending on the total outstanding arrears.

**RECOMMENDATION:**

Council to discuss and provide a Motion on the June 1 <sup>st</sup> Penalty.
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**RECOMMENDED MOTION:**

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# **Request for Decision**

**To:** Deputy Mayor Schmaltz and Council

**From:** Barrie Hutchinson, CAO

**Date:** May 16, 2022

**Subject:** 2021 Audit Report (Scase & Partners)

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**CORRELATION TO STRATEGIC PLAN OR POLICY:**  
MGA Section 281

## **KEY ISSUES AND BACKGROUND:**

The 2021 Audited Financial Statements for the Town of Irricana have been presented by the Town's appointed Auditors, Scase & Partners Chartered Professional Accountants.

A Motion to accept the 2021 Audited Financial Statements is required.

## **BENEFITS:**

- 1) Requirement under the Municipal Government Act, Section 281 to have the auditor for the municipality report to Council on the annual financial statements and financial information return of the municipality.
2. Reinforces the Town's financial commitments

## **DISADVANTAGES:**

- 1) None

## **ALTERNATIVES:**

- 1) To approve the 2021 financial statements as presented by the Town's auditors, Scase & Partners.

**IMPLICATION ON FINANCES:**

- 1) Provides a clear indication of the financial position of the municipality.

**RECOMMENDED MOTION:**

To approve the 2021 Audited Financial Statements for the Town of Irricana, as presented by Scase & Partners Chartered Professional Accountants, and to authorize the Deputy Mayor to sign.