

TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: June 20, 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. Rocky View Foundation – Carol Borschneck

E. MINUTES

1. Minutes from May 16, 2022 Regular Council Meeting
2. Minutes from June 6, 2022 Regular Council Meeting

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

1. CAO Report

H. OLD BUSINESS

1. Council Code of Conduct Bylaw 004:2021 (for review)

I. NEW BUSINESS

1. RFD - Committee Appointments
2. Council Procedural Bylaw #01:2022 (for review)

J. COMMUNICATION / INFORMATION

1. First Quarter Financial Statements
2. 6th Street Sanitary Sewer Rehab (Mayor Bryson)
3. Aqua 7 Water Colour Advisory

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.

2. Labour: to discuss an item where disclosure of personal information would be an unreasonable invasion of a third party's personal privacy as per Section 17 of the FOIP Act
3. Labour: to discuss an item of which disclosure may reasonably be expected to reveal the substance of deliberations of a meeting of its elected officials, as per Section 23 of the FOIP Act.

N. ADJOURN

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
May 16, 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 7:07 p.m.

AGENDA

- (i) Adopt Agenda
Addition of New Business Item I-3: 2021 Audited Financial Reports
73:22 Moved by Councillor Day to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) 2021 Audit – Scase & Partners
Presentation 7:09 pm to 7:34 pm

74:22 Moved by Deputy Mayor Schmaltz 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.
CARRIED

MINUTES

- (i) Minutes from May 2, 2022 Regular Council Meeting
75:22 Moved by Councillor Day to accept the Minutes of the Regular Meeting of Council for May 2, 2022, as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) None

OLD BUSINESS

- (i) RFD – Council Procedural Bylaw 001:2022
76:22 Moved by Councillor Day that Bylaw 01:2022, being a bylaw to regulate the proceedings and conduct of Council meetings be read for a third time this 16th day of May, 2022.
In Favour: Deputy Mayor Schmaltz, Councillor Day, Councillor McAree
Opposed: Councillor Van Arendonk
CARRIED
- (ii) RFD - ATCO Gas Bylaw
77:22 Moved by Councillor Day that Bylaw 012:2021, being a bylaw of the Town of Irricana 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, be read for a second time, this 16th day of May, 2022
CARRIED

78:22 Moved by Deputy Mayor Schmaltz that Bylaw 012:2021, being a bylaw of the Town of Irricana 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, be read for a third time, this 16th day of May, 2022
CARRIED
- (iii) Addition of 2021 Audited Financial Statements received Motion 74:22 under Presentations.

NEW BUSINESS

- (i) RFD – 2022 Operating and Capital Budgets
79:22 Moved by Deputy Mayor Schmaltz to adopt the 2022 Operating and Capital Budgets as presented.
Recorded Vote requested by Councillor Van Arendonk
In Favour: Deputy Mayor Schmaltz, Councillor Day, Councillor McAree
Abstained (Councillor Van Arendonk verbally indicated he Abstains from Voting. No reason was provided)
CARRIED
- (ii) RFD – March/April 2022 Utility Penalty
80:22 Moved by Councillor McAree to waive the June 1, 2022 Utility Penalties, due to the delayed and estimated town wide utility billings being produced, as outlined in the Request for Decision.
CARRIED

COMMUNICATION/INFORMATION

None

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) Closed to Public
81:22 Moved by Deputy Mayor Schmaltz to go into Closed Session at 7:55 pm to discuss an item of which information is subject to any type of legal privilege, as per Section 27 of the FOIP Act.
- (ii) Open to Public
82:22 Moved by Deputy Mayor Schmaltz to reconvene to the public portion of the meeting at 8:03 pm.

ADJOURN

- (i) Adjournment
83:22 Moved by Deputy Mayor Schmaltz to adjourn the meeting at 8:03 pm.

Deputy Mayor Schmaltz

Barrie Hutchinson
Chief Administrative Officer

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
June 06, 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: Jim Bryson, Lisa McAree
Anton van Arendonk – Absent with Notice
Debbie Day – Not in Attendance
Staff: Patty Malthouse, Acting CAO

CALL TO ORDER

The Regular Meeting of Council for June 6, 2022 was called to order by the Acting Chief Administrative Officer at 7:00 pm.

OATH OF OFFICE

Jim Bryson received the Oath of Office on May 24, 2022 in front of a Commissioner of Oaths.

NOMINATIONS AND ELECTION of MAYOR

Acting Chief Administrative Officer's Call for Nominations for the Office of Mayor

Kim Schmaltz nominated Jim Bryson

Jim Bryson accepted the nomination

No other Nominations were presented

Election of Mayor

Jim Bryson elected as Mayor

Acting Chief Administrative Officer, Patty Malthouse, turned the meeting over to Mayor Bryson who assumed the Chair.

Committee Appointments

Mayor Bryson will assume the Committee appointments held by the former Mayor, as follows:

- 1) Aqua 7 Water Commission
- 2) Assessment Review Board (alternate)
- 3) Community Futures Wild Rose
- 4) Rocky View Foundation (alternate)

Mayor Bryson announced the Resignation of Debbie Day from Council, effective June 6, 2022.

AGENDA

- (i) Adopt Agenda
Deletion of Communication/Information Item J-2: Financial Reports
Deletion of Closed Session Item M-1: Labour (Union item) tabled to June 20/22
95:22 Moved by Councillor McAree to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) None

MINUTES

- (i) Minutes from May 16, 2022 Regular Council Meeting
Mayor Bryson did not vote as he was not a Council member at the time of the May 16, 2022 Meeting of Council. With only two Councillors remaining to vote, quorum was lost, therefore, these Minutes will be tabled to the June 20, 2022 Meeting of Council.
- (ii) Minutes from May 26, 2022 Special Council Meeting
- (iii) Minutes from May 27, 2022 Special Council Meeting
- (iv) Minutes from June 01, 2022 Special Council Meeting
96:22 Moved by Deputy Mayor Schmaltz to accept the Minutes of the Special Meeting of Council for May 26, 2022, Special Meeting of Council for May 27, 2022 and the Special Meeting of Council for June 01, 2022, as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

COMMITTEE REPORTS

- (i) CAO Report
97:22 Moved by Mayor Bryson to direct Administration to research into obtaining a replacement riding lawnmower for the Campground, as soon as possible, with a cost not to exceed \$3,000.00.
CARRIED

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – 2022 Summer Council Meeting Schedule
98:22 Moved by Mayor Bryson to approve the summer meeting dates for Regular Council Meetings as follows: Monday July 18, 2022 and Monday August 22, 2022.
CARRIED

- (ii) RFD - Signing Authority
99:22 Moved by Deputy Mayor Schmaltz to remove former Mayor Frank Friesen from all Town of Irricana signing authority and that the newly elected Mayor, Jim Bryson, be added as signing authority with the Town of Irricana.
CARRIED

COMMUNICATION/INFORMATION

None

FOLLOW-UP/ACTION & STATUS

- (i) Council Code of Conduct Bylaw 004:2021
Tabled to the June 20, 2022 Meeting of Council
- (ii) Municipal Affairs 2022 MSI Information
- (iii) Municipal Affairs Survey on Council Code of Conduct

100:22 Moved by Councillor McAree to accept Communication/Information items J-1 to J-3 as presented.

CARRIED

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) Closed to Public
101:22 Moved by Mayor Bryson to go into Closed Session at 7:30 pm to discuss an item where disclosure of personal information would be an unreasonable invasion of a third party's personal privacy, as per Section 17 of the FOIP Act.
- (ii) Open to Public
102:22 Moved by Mayor Bryson to reconvene to the public portion of the meeting at 8:05 pm.

ADJOURN

- (i) Adjournment
103:22 Moved by Mayor Bryson to adjourn the meeting at 8:06 pm.

Mayor Jim Bryson

Acting Chief Administrative Officer



Chief Administrative Officer Report
Review of June 7, 2022 to June 20, 2022

Public Works

Roof Leaks: The recent heavy rainfall and wind has caused some issues with roof leakages in several Town owned Buildings – Rec Complex; Boys & Girls Club; Town Shop and Community Hall. These leaks have been noted with repair underway.

Splash Park: Public Works have now completed the maintenance and minor repairs at the Splash Park, which is now open – times of operation are 8:00 am to 9:30 pm.

Administration:

Compost Information: Administration has been in discussion with our current Waste Management contractor regarding compost bins and pick up. They have provided our office with two alternatives:

- 1) **\$116.50** per trip every 2 weeks: Four Bins would be placed strategically throughout Town for Residents to bring their compost. Appropriate compost bags can be purchased at retailers for disposal and would be required to reduce animals and insects from invading the bins.
- 2) **\$3,800.00** per pick up for door-to-door collection twice per month, plus the cost to purchase and provide compost bins. These fees would be charged out on each residential utility bill as a cost recovery.

Utilities and Taxes:

Property Taxes: Reminder that the 2022 Property Taxes are due by June 30th. The Town has advertised in the June 14th edition of the Rocky View Weekly newspaper; on our website; both the Electronic & Portable Signs as well as mailers to residents.

Utilities: Public Works will begin the May/June consumption reads during the last week of June. This will be the correcting billing for the previous Estimated reads for March/April due to the irretrievable data from the handheld equipment to the utility software.

**BYLAW #004:2021
of the TOWN OF IRRICANA
in the PROVINCE OF ALBERTA**

**Being a Bylaw of the Town of Irricana, in the Province of Alberta, to establish a
Code of Conduct for Members of Council.**

WHEREAS pursuant to Section 146.1(1) of the Municipal Government Act, S.A. 2000, Chapter M-26, as amended, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to Section 146.1(3) of the Municipal Government Act, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

AND WHEREAS, pursuant to Section 153 of the Municipal Government Act, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Irricana;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Town of Irricana in the Province of Alberta, duly assembled, enact as follows:

1. Short Title

1.1. This Bylaw may be referred to as the "Council Code of Conduct Bylaw".

2. Definitions

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

- a) "**Act**" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;
- b) "**Administration**" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;
- c) "**CAO**" means the Chief Administrative Officer of the Municipality, or their delegate;
- d) "**FOIP**" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
- e) "**Investigator**" means Council or the individual or body established by Council to investigate and report on complaints;
- f) "**Member**" means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- g) "**Municipality**" means the municipal corporation of the Town of Irricana;
- h) "**Pecuniary Interest**" as per the MGA definition means a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor's family.

3. Purpose and Application

3.1. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1. Members shall:

- a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
- b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
- c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council;
- d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny; and
- e) attend council, council committee and meetings of other bodies in a capacity to make clear representation of the public interest without incapacitation due to the influence of alcohol, narcotics or other substances

5. Communicating on Behalf of the Municipality

- 5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.
- 5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.
- 5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.
- 5.4. No Member shall make a statement when they know that statement is false.
- 5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

- 6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.
- 6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in closed session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
- 6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

- 7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
- 7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
- 7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

- 8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

- 8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
- 8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
- 8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- 8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
- 8.6. Members must not:
- a) involve themselves in matters of Administration, which fall within the jurisdiction of the "CAO" as defined above and all efforts to communicate with Council outside the established line of communication will be reverted back to the "CAO" regardless;
 - b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
 - c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Discipline of Council Members

- 9.1. Breach of any part of this bylaw can result in discipline of the council member.
- 9.2. There must be a written complaint by a minimum 18 year old or older, which outlines the breach of the council member as a first step. This should be received at the Town Office. This complaint must be about a breach of this Bylaw only.
- 9.3. Once a written complaint is received it will be heard at the next meeting and the remaining council will make a ruling on the breach. The council may punish the breach with the following:
- a) a letter of reprimand which outlines the breach addressed to the council member;
 - b) a request that the Councillor issue a letter of apology;
 - c) publication of a letter of reprimand or request for apology and the council member's response;
 - d) a requirement to attend some form of training;
 - e) suspension or removal of the appointment of a council member from some or all council committees and bodies to which council has the right to appoint members;
 - f) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowance for attending council meetings;
- 9.4. Any ruling on a breach can be appealed in writing to: the Mayor, Deputy Mayor, or majority of council within 30 days of the party being noticed. If there is an appeal an independent arbitrator will be hired to give ruling on the item in question. The costs will be incurred by the municipality. If there was a reduction in remuneration for the council member meetings will be tracked and if the applicant is successful in their appeal all meetings will be back paid with the appropriate remuneration rate.

10. Conduct in Meetings

- 10.1 Members of the public during a Meeting shall:
- a) address Council with the permission of the Chairperson;
 - b) maintain order and remain quiet;
 - c) not interrupt a speech of a Council Member or other Person;

- d) the Chairperson may order a member of the public who disturbs or acts improperly at a Meeting by words or actions to be expelled.

11. Council Conduct in Meetings

11.1 A Council Member wishing to speak at a Meeting shall obtain the approval of the Chairperson before speaking.

11.2 When a Council Member is addressing the Chairperson, every other Council Member shall:

- a) remain quiet and seated;
- b) not interrupt the speaker, except to raise a Point of Order;
- c) not carry on a private conversation; and
- d) not cross between the speaker and Chairperson.

11.3 A Council Member addressing the Meeting shall:

- a) not use offensive words in referring to a Council Member, or to an official of the Town or member of the public;
- b) shall not reflect on the motives of the Council Members who voted on a motion or the mover of the motion;
- c) not shout, use an immoderate tone of voice, profane, vulgar or offensive language, break the rules of Council, nor disturb the proceedings; and
- d) assume personal responsibility for a statement quoted and upon request of a Council Member, shall give the source of the information.

11.4 No Council Member shall leave the Meeting after a question is put to a vote until the vote has been taken.

11.5 A Council Member must be seated, remain seated and be silent from the time the vote is called for until the vote is declared.

11.6 Members of Council will conduct themselves in accordance with all Provincial Legislation.

11.7 Council members will work with colleagues in the spirit of cooperation

12. Calling a Council Member to Order

12.1 When the Chairperson calls a Council Member to order, the Council Member speaking shall remain silent until the Chairperson has ruled that the Council Member may explain the action resulting in the Call to Order.

12.2 In the event that the Council Member refuses to come to order, the meeting will be adjourned for up to 15 minutes so calm can be restored and common sense prevail. The Chair has direct authority to adjourn the meeting without motion.

13. Challenge to the Ruling of the Chair

13.1 The decision of the Chairperson shall be final, subject to an immediate appeal by a Council Member in attendance at the Meeting.

13.2 If the Chairperson's decision is appealed, they shall give concise reasons for their ruling and the Council Members without debate, shall decide the question. The decision of Council shall be final.

14. Confidential Information

14.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

14.2. Members shall refrain from disclosing or releasing any confidential information acquired by virtue of their office except when required by law or authorized by Council to do so.

14.3 No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

14.4. In the course of their duties, Members may also become privy to confidential information received outside of a "closed session" meeting. Members must not:

- a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
- b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
- c) use confidential information for personal benefit or for the benefit of any other individual or organization.

14.5. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- a) the security of the property of the Municipality;
- b) a proposed or pending acquisition or disposition of land or other property;
- c) a tender that has or will be issued but has not been awarded;
- d) contract negotiations;
- e) employment and labour relations;
- f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- g) law enforcement matters;
- h) litigation or potential litigation, including matters before administrative tribunals; and
- i) advice that is subject to solicitor-client privilege.

14.6 For the period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information, which shall apply in perpetuity.

15. Conflicts of Interest

15.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment

15.2 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

15.3 Members shall approach decision-making with an open mind that is capable of persuasion.

15.4 It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

16. Improper Use of Influence

16.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

16.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other

body established by Council.

16.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.

16.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

17. Use of Municipal Assets and Services

17.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

- a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smart phones, which are supplied by the Municipality to a Member may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

18. Orientation and Other Training Attendance

18.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.

18.2. Every Member must attend all orientation and other training organized at the direction of Council for the benefit of Members throughout the Council term.

18.3. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

18.4. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

19. Gifts and Hospitality

19.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

19.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed \$500.00.

19.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

20. Election Campaigns

20.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

21. Informal Complaint Process

21.1. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

- a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop;

- b) requesting the Mayor and or Deputy Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
- 21.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

22. Formal Complaint Process

- 22.1. Any person or any Member who has identified or witnessed conduct by a Member that the person or Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - b) All complaints shall be addressed to the Investigator;
 - c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
 - f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
 - g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
 - h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
 - i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

23. Compliance and Enforcement

- 23.1. Members shall uphold the letter and the spirit and intent of this Bylaw.
- 23.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.
- 23.3. No Member shall:
- a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
 - b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.
- 23.4. Any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

24. Review

24.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

25. Repeal

This Bylaw hereby repeals Bylaw #003:2019 in its entirety.
This Bylaw hereby repeals Policy #1.21 in its entirety

26. Effective Date


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

READ for a First time this 15th day of March AD, 2021

READ for a Second time this 6th day of April AD, 2021

READ for a Third and Final time this 6th day of April AD, 2021



Mayor Frank Friesen

Chief Administrative Officer
Barrie Hutchinson

Request for Decision

To: Mayor Bryson and Council

From: Patty Malthouse, Acting CAO

Date: June 20, 2022

Subject: Committee Appointments

DECISION: Yes / No / Deferred

CORRELATION TO STRATEGIC PLAN OR POLICY:
Policy 5.01

KEY ISSUES AND BACKGROUND:

Each October during the annual Organizational Meeting, Councillors decide which Boards and Committees they would like to represent Irricana on. Currently, there are vacancies on several of these Committees and Boards which require filling:

- 1) Community Futures Wild Rose (primary)
- 2) Community Services Board (primary)
- 3) Library Board (alternate)
- 4) Rocky View Foundation (primary)

As outlined in the Town's Appointed Boards and Committees Policy 5.01, Council appoints representatives when required. This includes:

- a) as a Council Representative, regularly attending these meetings as scheduled and fully participate in presenting motions, debate and voting; and
- b) provide written reports of the meetings to the Council of the Town of Irricana for information

BENEFITS:

To have Town representation on various Boards and Committees and to appoint replacement Councillors upon vacancies.

DISADVANTAGES:

None, as this is outlined in Policy

ALTERNATIVES:

None

IMPLICATION ON FINANCES:

Minimal

RECOMMENDATION:

For Council to review the vacancies and provide appointments.

RECOMMENDED MOTION:

No Motion required

COMMITTEE APPOINTMENTS

(i) Council Committee Appointments:

Aqua 7 Water Commission

Jim Bryson

Kim Schmaltz (alternate)

Assessment Review Board

Anton van Arendonk

Jim Bryson (alternate)

Community Futures Wild Rose

~~Ton van Arendonk~~

Jim Bryson (alternate)

Community Services Board

~~Debbie Day~~

Lisa McAree (alternate)

Facility Advisory Board

Ton van Arendonk

Kim Schmaltz (alternate)

Historical Committee

Kim Schmaltz

Lisa McAree (alternate)

Library Board

Lisa McAree

~~Debbie Day~~ (alternate)

Municipal Planning Commission (MPC) / Subdivision Approval

Pending

Rocky View Foundation

~~Debbie Day~~

Jim Bryson (alternate)

Rockyview East Recreation Board

Ton van Arendonk

Kim Schmaltz (alternate)

Subdivision and Development Appeal Board

Pending

1.0 PURPOSE

The purpose of this policy is to structure rules and regulations around Council appointed boards and committees.

2.0 POLICY STATEMENT

The Town of Irricana will provide guidelines for the appointment, autonomy and reports of Boards and Committees of Council.

3.0 DEFINITIONS

- 3.1 "Committee" means a group of individuals charged with a duty to advise or act on a matter and includes Boards, Committees and other groups formed by the Council of the Town of Irricana.
- 3.2 "Council" means the Council of the Town of Irricana, in the Province of Alberta.
- 3.3 "Director" means all Director level management positions including the Chief Administrative Officer and Supervisor of Operations.
- 3.4 "Representative" means a person appointed to the Committee by Council.

4.0 RESPONSIBILITY

- 4.1 Council will:
 - a) Appoint Committees when required;
 - b) Approve Terms of Reference for any Committee or bylaw, as determined by Council;
 - c) Appoint Representatives to Committees;
 - d) Review the membership on Committees and may for any reason it consider, proper, where provided in this Policy or governing bylaws, revoke the appointment of a member of a Committee and appoint a successor to fill the vacancy;
 - e) Amend the governing bylaws from time to time as may be required.
- 4.2 The Chairperson of a Committee will:
 - a) Call a meeting of a Committee as required;
 - b) Coordinate the duties of the Committee;

- c) Book the Council Chambers or other appropriate meeting room for each meeting through the Secretary;
 - d) Provide for the orientation of new members of the Committee;
 - e) Provide recommendations to Council through the Chief Administrative Officer.
- 4.3 The Chief Administrative Officer will:
- a) Receive and present applications to Council for appointments on Committees;
 - b) On an annual basis, review memberships on Boards to ascertain the names of all members whose terms will be expiring within the current year and advise Council;
 - c) Advertise for applicants to fill vacancies on Committees.
- 4.4 The Board/Committee Secretary will:
- a) Coordinate the use of Council Chambers;
 - b) Prepare and distribute minutes in accordance with the agenda package;
 - c) Maintain an attendance record for all Committees;
 - d) Provide policies/terms of reference to Committee members after the organizational meeting.
- 4.5 The Board/Committee Members will:
- a) Analyze, determine and recommend or act upon a matter within their policy/term of reference;
 - b) Regularly attend Committee meetings and fully participate in presenting motions, debate and voting;
 - c) Annually appoint a Chairperson, by majority vote from the membership of that Committee.
- 4.6 The Council Representative(s) will:
- a) Regularly attend Board/Committee meetings as scheduled and fully participate in presenting motions, debate and voting;
 - b) Provide written reports of the meetings to the Council of the Town of Irricana for information.

5.0 LEGISLATION

This policy shall apply to all Committees, except where a particular requirement of any Act, Bylaw or Agreement conflicts with this Policy, and then the Act, Bylaw or Agreement shall apply.

6.0 TERMS OF REFERENCE

- 6.1 Under the direction of Council, the Chief Administrative Officer, shall prepare Terms of Reference/Policy for each existing Committee.
- 6.2 The Terms of Reference shall be placed before any new Committee is formed.
- 6.3 The Terms of Reference shall include the following:
 - a) Name – as set by Council and to be used on all correspondence by that Committee;
 - b) General Purpose – as shown as a statement of the work to be undertaken by the Committee;
 - c) Mandate – the authorization of the Committee, authorized by Council;
 - d) Scope – responsibilities of the Board to be carried out as planned;
 - e) Membership – appointments shall be for a term of one to three years. Members shall not be appointed to a committee/ board wherein their relative, spouse or significant other acts as a Council Appointed member, Council Appointed representative or Secretary of the same committee/ board.
 - f) Functions – will provide the duties and roles of the Board;
 - g) Meetings – a statement of the frequency of regular meetings.

7.0 MEETING PROCEDURES

- 7.1 Each Committee shall submit in October of each year, a schedule of regular meetings for the year to the Chief Administrative Officer. An overall schedule shall be prepared by the Chief Administrative Officer and circulated to Council, staff and all Committees.
- 7.2 Frequency of meetings shall not be less than stated in the Terms of Reference. Meetings may be cancelled by resolution of the Committee if poor attendance is anticipated due to holidays or vacations.
- 7.3 The Chairperson may call additional meetings.
- 7.4 Agendas are to be prepared for every meeting.
- 7.5 A quorum is required to hold a formal meeting.

- 7.6 All meetings are to be recorded as required in the form of minutes.
- 7.7 Minutes of all meetings are to be forwarded to the CAO for inclusion in the "Committee Reports" section of the next available regular council meeting agenda
- 7.8 All meetings are to be held in accordance with the Town of Irricana Bylaw 4:2013 known as the "Procedural Bylaw" if not otherwise stated by the policy. Motions do not require a seconder. Motions are passed by a simple majority and a vote will be recorded as "Carried", "Defeated" or "Tabled", unless otherwise requested by a member of the Committee.
- 7.9 A record of attendance shall be maintained by the Secretary based on approved minutes.
- 7.10 If a Committee member misses three consecutive regular meetings, or attends infrequently, then the Committee may recommend to Council, by resolution, the action that the particular Committee would like Council to pursue.

8.0 AUTHORIZATION

- 8.1 Committees shall be considered as advisory only, unless granted specific authority.
- 8.2 Committees having a requirement to spend Town funds, shall have a specific budget and spending limits approved by Council.
- 8.3 Committees have the authority to form their own working groups.
- 8.4 The authority to propose the formation of a special group or subcommittee must be submitted to Council.
- 8.5 All contacts or agreements require the approval of Council prior to signing, unless otherwise granted by Council.

9.0 RESOURCES

- 9.1 The Chief Administrative Officer may designate a Secretary at his/her discretion responsible to support the operations of a Committee.
- 9.2 Where there is no specific budget, all spending will be approved by the Secretary /Treasurer responsible, within overall Town budget limitations and according to existing policy.
- 9.3 Physical Resources:
 - a) All office supplies required for the operation of the Committee will be provided through the CAO;
 - b) Committees using the Council Chambers or other appropriate meeting room shall be required to return the room to its normal condition.

- 9.1 Staff may be available through the Chief Administrative Officer for regular meetings of Committees for additional meetings on a monthly basis. Additional support staff requests are subject to the review and approval of the Chief Administrative Officer.

10.0 REFERENCES

- 10.1 Every Council appointed Board or Committee for the Town of Irricana shall become part of this policy.
- 10.2 Each individual Board or Committee shall be identified as an Appendix [need to list all town committees] to this policy.

MAYOR: _____
Dennis Tracz

MOTION: 134:17

CHIEF ADMINISTRATIVE OFFICER
Fabian Joseph

DATE: March 20, 2017

REVISIONS: Motion 363:96
Motion 314:04
Motion 208:08
Motion 209:08
Motion 176:13
Motion 214:13
Motion 134:17

**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

READ for a Third time this 16th day of May, 2022


DEPUTY MAYOR SCHMALTZ


CHIEF ADMINISTRATIVE OFFICER
BARRIE HUTCHINSON

Town of Irricana
Council Revenue & Expense
For the Period Ending March 31, 2022

Page 1 of 2
2022-Jun-15
4:42:08PM

General Ledger	Description	2022 Budget	2022 YTD Actual	2022 Budget Remaining \$
	TOTAL TAXATION REVENUE	(1,475,774.24)	0.00	(1,475,774.24)
	TOTAL REQUISITIONS	370,869.16	83,863.99	287,005.17
	TAXES FOR MUNICIPAL PURPOSES	(1,104,905.08)	83,863.99	(1,188,769.07)
	TOTAL ADMIN REVENUE	(92,000.00)	(16,178.79)	(75,821.21)
	TOTAL GEN REVENUE	(55,700.00)	(3,752.50)	(51,947.50)
	TOTAL FIRE REVENUE	0.00	0.00	0.00
	TOTAL DISASTER REVENUE	0.00	0.00	0.00
	TOTAL BYLAW REVENUE	(5,000.00)	(3,030.00)	(1,970.00)
	TOTAL PUBLIC WORKS REVENUE	(3,100.00)	0.00	(3,100.00)
	TOTAL ROADS & STREETS REVENUE	(166,000.00)	0.00	(166,000.00)
	TOTAL WATER REVENUE	(445,199.73)	(55,274.25)	(389,925.48)
	TOTAL SEWER REVENUE	(148,338.67)	(11,026.86)	(137,311.81)
	TOTAL GARBAGE REVENUE	(82,190.33)	(18,398.02)	(63,792.31)
	TOTAL FCSS REVENUE	(32,127.00)	(8,279.00)	(23,848.00)
	TOTAL CEMETERY REVENUE	(1,500.00)	0.00	(1,500.00)
	TOTAL PLANNING & DEVELOP REVEN	(6,000.00)	(315.74)	(5,684.26)
	TOTAL SALE OF LAND REVENUE	0.00	0.00	0.00
	TOTAL EDO REVENUE	0.00	0.00	0.00
	TOTAL RECREATION REVENUE	0.00	0.00	0.00
	TOTAL REC CENTER REVENUE	(21,000.00)	0.00	(21,000.00)
	TOTAL CAMPGROUND REVENUE	(5,000.00)	0.00	(5,000.00)
	TOTAL RINK REVENUE	0.00	0.00	0.00
	TOTAL COMMUNITY HALL REVENUE	(136,737.01)	(142.86)	(136,594.15)
	TOTAL REVENUE	(2,304,797.82)	(32,534.03)	(2,272,263.79)
	TOTAL COUNCIL EXPENSE	64,500.00	10,400.62	54,099.38
	TOTAL GENERAL ADMIN EXPENSE	478,507.97	97,099.46	381,408.51
	TOTAL POLICING EXPENSE	33,446.60	0.00	33,446.60
	TOTAL FIRE EXPENSE	105,520.52	3,248.10	102,272.42

Town of Irricana
Council Revenue & Expense
For the Period Ending March 31, 2022

Page 2 of 2
2022-Jun-15
4:42:09PM

General Ledger	Description	2022 Budget	2022 YTD Actual	2022 Budget Remaining \$
	TOTAL DISPATCH EXPENSE	500.00	0.00	500.00
	TOTAL DISASTER EXPENSE	750.00	0.00	750.00
	TOTAL BYLAW EXPENSE	16,300.00	0.00	16,300.00
	TOTAL PUBLIC WORKS EXPENSE	285,704.61	35,605.56	250,099.05
	TOTAL ROADS & STREETS EXPENSE	296,922.89	23,439.95	273,482.94
	TOTAL STORM SEWER EXPENSE	1,731.00	0.00	1,731.00
	TOTAL WATER EXPENSE	532,629.64	45,935.67	486,693.97
	TOTAL SEWER EXPENSE	83,392.54	(9,224.47)	92,617.01
	TOTAL WASTE DISPOSAL EXPENSE	130,190.33	49,648.80	80,541.53
	TOTAL FCSS EXPENSE	35,671.01	4,045.57	31,625.44
	TOTAL CEMETERY EXPENSE	2,500.00	0.00	2,500.00
	TOTAL PLANNING & DEVELOPMENT E	18,297.80	2,943.72	15,354.08
	TOTAL GRANTS TO ORGANIZATIONS	0.00	0.00	0.00
	TOTAL SUBDIVISION EXPENSE	148,000.00	2,920.51	145,079.49
	TOTAL EDO EXPENSE	25,741.70	3,556.98	22,184.72
	TOTAL RECREATION EXPENSE	50,200.00	0.00	50,200.00
	TOTAL RECREATION CENTRE EXP	34,334.71	17,101.02	17,233.69
	TOTAL PARKS EXPENSE	93,308.85	15,977.85	77,331.00
	TOTAL SPLASH PARK EXPENSE	2,500.00	250.87	2,249.13
	TOTAL RINK EXPENSE	1,500.00	310.67	1,189.33
	TOTAL COMMUNITY HALL EXPENSE	156,099.26	18,768.12	137,331.14
	TOTAL TRANSFER TO RESERVE	50,000.00	0.00	50,000.00
	TOTAL EXPENSES	2,648,249.43	322,029.00	2,326,220.43
	SURPLUS / DEFICIT	343,451.61	289,494.97	53,956.64

*** End of Report ***

Date: June 13, 2022 at 9:27:04 AM MDT

Subject: Aqua7 water colour advisory

Good morning

Due to record high water volumes used in the Aqua7 Regional water system over the past week, flow rates were increased to keep reservoirs topped up. This flow increase has caused a noticeable discolour to the water. This colour is caused by manganese deposits which coats the pipeline to come loose, mixing with the water, causing the colouration. Flows are being controlled and the water should return to normal clarity.

Thank you.

Al Kostrosky
Kneehill County