

TOWN OF IRRICANA
AGENDA
REGULAR MEETING OF COUNCIL
Date: July 18, 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. Community Futures Wild Rose
2. All-North

E. MINUTES

1. Minutes from May 16, 2022 Regular Council Meeting
2. Minutes from June 20, 2022 Regular Council Meeting

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

1. Rocky View Foundation (June 29, 2022 Meeting)

H. OLD BUSINESS

1. None

I. NEW BUSINESS

1. RFD – Unbudgeted Expenditure Policy
2. RFD – Amend Signing Authority and Policy 2.11
3. RFD – 6th Street Sanitary Sewer Rehabilitation
4. Bylaw 004:2022 Designated Officer

J. COMMUNICATION / INFORMATION

1. Second Quarter Financial Statements (pending)
2. FCSS Second Quarter Report

K. FOLLOW-UP/ACTION & STATUS

1. None

L. PUBLIC INPUT

As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.

M. CLOSED SESSION

N.

ADJOURN

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
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 20, 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.

Mayor:	Jim Bryson
Deputy Mayor:	Kim Schmaltz
Councillors:	Lisa McAree
	Anton van Arendonk (absent)
Acting CAO:	Patty Malthouse

CALL TO ORDER

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

AGENDA

- (i) Adopt Agenda
Addition of Closed Session Item L-4: Land/Legal
104:22 Moved by Councillor McAree to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) Rocky View Foundation – Carol Borschneck
Presentation from 7:01 pm to 7:06 pm
Carol Borschneck left the meeting at 7:07 pm

105:22 Moved by Deputy Mayor Schmaltz that the Council of the Town of Irricana, duly assembled on June 20, 2022, approves and supports the following request from Rocky View Foundation:

- 1) To add 60 licensed supportive living (level 2) lodge units to Schedule A of their Ministerial Order; and
- 2) To permit requisition for the operation of these units if required, and for any deficit that may occur.

CARRIED

MINUTES

- (i) Minutes from May 16, 2022 Regular Council Meeting
Tabled to the July 18, 2022 Meeting of Council
- (ii) Minutes from June 6, 2022 Regular Council Meeting
106:22 Moved by Deputy Mayor Schmaltz to accept the Minutes of the Regular Meeting of Council for June 6, 2022, as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

COMMITTEE REPORTS

- (i) CAO Report
107:22 Moved by Councillor McAree to accept the CAO report as presented.
CARRIED

OLD BUSINESS

- (i) Council Code of Conduct Bylaw
108:22 Moved by Deputy Mayor Schmaltz that Bylaw 002:2022, being a bylaw of the Town of Irricana to establish a Code of Conduct for Members of Council be read for a first time this 20th day of June 2022.
CARRIED

109:22 Moved by Mayor Bryson that Bylaw 002:2022, being a bylaw of the Town of Irricana to establish a Code of Conduct for Members of Council be read for a second time this 20th day of June 2022.
CARRIED

110:22 Moved by Councillor McAree that Bylaw 002:2022, being a bylaw of the Town of Irricana to establish a Code of Conduct for Members of Council be given unanimous consent for a third and final reading this 20th day of June 2022.
CARRIED

111:22 Moved by Deputy Mayor Schmaltz that Bylaw 002:2022, being a bylaw of the Town of Irricana to establish a Code of Conduct for Members of Council be read for a third and final time this 20th day of June 2022.
CARRIED

NEW BUSINESS

- (i) Committee Appointments
 - Community Futures Wild Rose
Jim Bryson (primary)
Kim Schmaltz (alternate)
 - Rocky View Foundation
Jim Bryson (primary)
Kim Schmaltz (alternate)

- (ii) Council Procedural Bylaw
112:22 Moved by Councillor McAree that Bylaw 003:2022, being a bylaw to regulate the proceedings and conduct of Council meetings, be read for a first time this 20th day of June 2022.
CARRIED
- 113:22 Moved by Deputy Mayor Schmaltz that Bylaw 003:2022, being a bylaw to regulate the proceedings and conduct of Council meetings, be read for a second time this 20th day of June 2022.
CARRIED
- 114:22 Moved by Mayor Bryson that Bylaw 003:2022, being a bylaw to regulate the proceedings and conduct of Council meetings, be given unanimous consent for a third and final reading this 20th day of June 2022.
CARRIED
- 115:22 Moved by Deputy Mayor Schmaltz that Bylaw 003:2022, being a bylaw to regulate the proceedings and conduct of Council meetings, be read for a third and final time this 20th day of June 2022
CARRIED

COMMUNICATION/INFORMATION

- (i) First Quarter Financial Statements
116:22 Moved by Deputy Mayor Schmaltz to accept the 1st quarter Financial Statements as presented.
CARRIED
- (ii) 6th Street Sanitary Sewer Rehab (information)
- (iii) Aqua 7 Water Colour Advisory (email from Kneehill County)
- 117:22 Moved by Deputy Mayor Schmaltz to accept Communication / Information items J-2 to J-3 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) Closed to Public

118:22 I, Mayor Bryson, move that Council go into Closed Session at 7:55 pm to discuss items as follows:

- a) of which information is subject to any type of legal privilege, as per Section 27 of the FOIP Act; and
- b) of which disclosure of personal information would be an unreasonable invasion of a third party's privacy, as per Section 17 of the FOIP Act; and
- c) 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; and
- d) of which disclosure may be harmful to the economic and other interests of a public body, as per Section 25 of the FOIP Act.

(ii) Open to Public

119:22 Moved by Mayor Bryson to reconvene to the public portion of the meeting at 9:06 pm.

120:22 Moved by Deputy Mayor Schmaltz that Property Taxes for Tax Roll 150000, legally described as Block 1, Lot 1, Plan 0512579, in the amount of \$5,324.77, be waived for the tax year 2022.

CARRIED

121:22 Moved by Mayor Bryson that Council accepts the terms of, and executes, the Memorandum of Agreement between the Town of Irricana and CUPE Local 37, as presented.

CARRIED

122:22 Moved by Deputy Mayor Schmaltz to release the Executive Summary Report and post to the Town website, as provided to Council from Strategic Steps Inc., dated May 2022.

CARRIED

123:22 Moved by Mayor Bryson to approve the contract and hiring of Corinne Newman, who is appointed as Interim Chief Administrative Officer for the Town of Irricana, effective June 28, 2022.

CARRIED

ADJOURN

- (i) Adjournment
124:22 Moved by Mayor Bryson to adjourn the meeting at 9:11 pm.

Mayor Bryson

Acting Chief Administrative Officer

Rocky View Foundation Committee Report

For June 29, 2022 meeting

- 1) Bespoke, a consulting firm specializing in non-profit organizations presented, in closed session, a draft copy of the strategic plan for approval by the board of directors.
- 2) Minutes of the previous meeting were read and approved.
- 3) Managers and CAO reports along with the financial report were read and approved.
- 4) The board revised the "Payment & Wages" as well as the "Immunization against Covid-19" policies.
- 5) A letter from the Minister of Seniors and Housing concerning the competency (knowledge) of the board members.
- 6) The CAO's evaluation was discussed and an approval was given along with a small bonus, after which was a discussion on goals for the upcoming year.
- 7) The meeting was adjourned at approximately 8:30

Next meeting Sept. 28 @ 5:00 pm. Location TBA.

Request for Decision

To: Mayor Bryson and Council

From: Corinne Newman – Interim CAO

Date: July 18, 2022

Subject: Unbudgeted Expenditure Policy

DECISION:**CORRELATION TO STRATEGIC PLAN OR POLICY:****KEY ISSUES AND BACKGROUND:**

Pursuant to Section 248 of the Municipal Government Act (MGA), a. municipality may only make an expenditure that is included in the operating budget, interim operating budget, capital budget, for an emergency, legally required to paid, or otherwise authorized by Council.

Section 248(2) states "Each council must establish procedures to authorize and verify expenditures that are not included in a budget". The Town of Irricana recognizes that circumstances arise that result in changes to programs and services planned for in the annual operating and capital budgets.

This policy will ensure that all unbudgeted expenditures require an appropriate level of approval prior to being made.

BENEFITS:

Compliance with Section 248 of the MGA

DISADVANTAGES:

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ALTERNATIVES:

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IMPLICATION ON FINANCES:

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RECOMMENDATION:

That Council approve the Unbudgeted Expenditure Policy
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RECOMMENDED MOTION:

That Council approve the Unbudgeted Expenditure Policy
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UNBUDGETED EXPENDITURES

Department: Administration

Policy Source: Council

Date: July 18, 2022

Date Revised:

Date Effective: July 18, 2022

Date to be Reviewed:

POLICY: Pursuant to Section 248 of the Municipal Government Act (MGA), a municipality may only make an expenditure that is included in the operating budget, interim operating budget, capital budget, for an emergency, legally required to paid, or otherwise authorized by Council.

Section 248(2) states "Each council must establish procedures to authorize and verify expenditures that are not included in a budget". The Town of Irricana recognizes that circumstances arise that result in changes to programs and services planned for in the annual operating and capital budgets.

This policy will ensure that all unbudgeted expenditures require an appropriate level of approval prior to being made.

PURPOSE: The purpose of this policy is to encourage the practice of sound stewardship of resources, to meet the requirements of budgetary accountability to ensure as much as possible that no Town employee or Council member is put in a position where his or her probity might be questioned.

DEFINITIONS: **Chief Administrative Officer (CAO)-** The administrative head of the Town of Irricana as contracted by Council, or in the absence of the CAO, the Assistant Administrator.

Chief Elected Official (CEO) - The Mayor of the Town of Irricana as elected by members of Council at the annual Organizational Meeting or, in the absence of the Mayor, the Deputy Mayor of the Town of Irricana as elected by members of Council at the annual Organizational Meeting.

Emergency-An occurrence or situation which presents a time-sensitive financial opportunity for the Town or which could jeopardize the safety, health, or welfare of people, or the protection of property in the municipality. For purposes of this policy, "Emergency" does not refer to an emergency as defined by the Disaster Services Act, RSA 2000, as amended.

Function -A principal service category or operation of the Town carried out through a number of related sub-functions or activities. Example: Public Works is a Function, Road Repairs is a Sub-Function, Dust Control is an Activity.

Unbudgeted Expenditure - Any expenditure that is not included in the interim operating budget, operating budget, or capital budget, or is legally required to be paid, or is otherwise authorized by Council.

PROCEDURE:

1. If a proposed unbudgeted expenditure is **not of an emergency nature** and:
 - a. The expenditure is an operating expense that will not exceed the budget for the function, the Chief Administrative Officer may approve the expenditure;
 - b. The expenditure is an operating expense that will exceed the budget for the function, Council must approve the expenditure;
 - c. The expenditure is a capital expense, Council must approve the expenditure.
2. If the proposed unbudgeted expenditure is **for an emergency** as determined by the Chief Elected Official or the Chief Administrative Officer, the Chief Elected Official or the Chief Administrative Officer may approve the expenditure.
3. At the next Council meeting following the expenditure of unbudgeted funds for an emergency, Council shall consider and authorize the expenditure by resolution.

RELATED DOCUMENTS & LEGISLATION:

Municipal Government Act, RSA2000, Chapter M-26

Mayor Jim Bryson

MOTION: _____

Interim Chief Administrative Officer
Corinne Newman

DATE: July 18, 2022

Revisions:

Request for Decision

To: Mayor Bryson and Council

From: Interim CAO Corinne Newman

Date: July 18, 2022

Subject: Amend Signing Authority

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

Policy 2.11: Authorized Signature Policy

KEY ISSUES AND BACKGROUND:

Policy 2.11 outlines the parameters surrounding the movement of funds between Bank and Investment Accounts, as well as signing and releasing cheques for payment of Services.

Under this Policy, there is a requirement for two signatures on any financial transaction.

Currently, the three signing officers for the Town of Irricana are: Mayor Jim Bryson; Deputy Mayor Kim Schmaltz and CAO Barrie Hutchinson.

With CAO Barrie Hutchinson on leave, he would be removed from all signing authority and the Interim CAO Corinne Newman be added as a signing authority. It would also be prudent that Administrative Assistant Patty Malthouse be added as a signing authority with the Town of Irricana to insure a designated officer is available with signing authority.

BENEFITS:

To remove a previous signing authority and add a replacement in order to maintain day-to-day operations in a timely manner.

DISADVANTAGES:

None

ALTERNATIVES:

- 1) To remove CAO Barrie Hutchinson as a signing officer and that Interim CAO Corinne Newman and Administrative Assistant Patty Malthouse be added as signing officer with the Town of Irricana.
- 2) To maintain only three signing officers, Mayor Deputy Mayor and CAO.

IMPLICATION ON FINANCES:

N/A

RECOMMENDATION:

To Motion indicating that CAO Barrie Hutchinson be removed from all signing authority, and the Interim CAO Corinne Newman and Administrative Assistant Patty Malthouse be added as a signing authority with the Town of Irricana.

RECOMMENDED MOTION:

To approve the recommendation for signing authority and update Authorized Signature Policy 2.11.

TOWN OF IRRICANA

POLICY NUMBER 2.11

PAGE 1 OF 1

Title: AUTHORIZED SIGNATURE POLICY

EFFECTIVE: July 18. 2022

PURPOSE

The purpose of this Authorized Signature Policy is to establish the individuals with signing authority and control of funds for the Town of Irricana.

Signing or authorization of municipal documents 213(1) Minutes of council meetings, and minutes of council committee meetings dealing with a power, duty or function delegated by council to the council committee, must be signed by (a) the person presiding at the meeting, and (b) a designated officer. (2) Repealed 2022 c16 s9(45). (3) Bylaws must be signed by (a) the chief elected official, and (b) a designated officer. (4) Agreements and cheques and other negotiable instruments must be signed or authorized (a) by the chief elected official or by another person authorized by council to sign them, and (b) by a designated officer, or by a designated officer acting alone if so authorized by council. (5) A signature may be reproduced by any method if so authorized by council. RSA 2000 cM-26 s213;2022 c16 s9(45)

POLICY STATEMENT

The Town of Irricana requires defined parameters surrounding the movement of funds between Bank Accounts and Investment Accounts, as well as signing and releasing cheques for payment of services. Signing authority for the for the Town of Irricana shall be as follows:

Position	Name
Mayor	Jim Bryson
Deputy Mayor	Kim Schmaltz
Chief Administrative Officer	Interim CAO Corinne Newman
Administrative assistant	Patty Malthouse

General Operating Accounts: Any two (2) signatures of the following: Mayor or Deputy Mayor and Chief Administrative Officer or Administrative Assistant
The Chief Administrative Officer will administer the day-to-day operations of this account.

T-Bills and any other Investment Accounts: Any two (2) signatures of the following: Mayor or Deputy Mayor and Chief Administrative Officer or Administrative Assistant

Special Reserve Accounts: Any two (2) signatures of the following: Mayor or Deputy Mayor and Chief Administrative Officer or Administrative Assistant

Mayor Jim Bryson

MOTION: _____

Interim Chief Administrative Officer
Corinne Newman

DATE: July 18, 2022

REVISIONS: Motion 54:21

Request for Decision

To: Mayor Bryson and Council

From: Interim CAO Corinne Newman

Date: July 18, 2022

Subject: 6th Street Sanitary Sewer Rehabilitation

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

Strategic Priority of Efficient Municipal Infrastructure and Maintenance

KEY ISSUES AND BACKGROUND:

A Sanitary Sewer Condition report was received from Allnorth Consultants Limited December 22, 2021 in regard to the 6th Street sanitary sewer rehabilitation.

On June 13, 2022. the Town received notification from Allnorth on the review of the 3 bids received for the 6th Street sanitary sewer rehabilitation.

Based on the criteria established, the contract was awarded to Con Site Construction of \$725,969.15 up to \$1,119,107.96 plus GST provisionally.

The 2022 Capital Budget had allocated \$442,000.00 and the 2023 capital Budget allocated \$407,000.00 towards Town Waste Water Rehabilitation.

BENEFITS:

Critical infrastructure maintenance.

DISADVANTAGES:

None

ALTERNATIVES:

- 1) To accept the recommendation from Allnorth and proceed with the 6th Street Sanitary Sewer Project and engage Con Site Construction at a cost \$725,969.15 and a provisional option up to \$393,138.81.
- 2) To delete the Project in tota.

IMPLICATION ON FINANCES:

- 1) Amend the 2022 Capital Budget for the 6th Street Sanitary Project to \$726,000.00 and with a provisional budget of \$394,000.00 if required.
- 2) Transfer the 2023 Capital Budget for Sanitary Project to 2022
- 3) All funding will be grant funding from MSI and CCBF (Gas Tax)

RECOMMENDATION:

- 1) Amend the 2022 Capital Budget for the 6th Street Sanitary Project to \$726,000.00 and with a provisional budget of \$394,000.00 if required.
- 2) Transfer the 2023 Capital Budget for Sanitary Project to 2022.
- 3) To accept the recommendation from Allnorth and proceed with the 6th Street Sanitary Sewer Project and engage Con Site Construction at a cost \$725,969.15 and a provisional option up to \$393,138.81.

RECOMMENDED MOTION:

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13 June 2022

Project Number: 2200234

File Number: LTR-001

Barrie Hutchinson
Chief Administrative Officer
Town of Irricana
222 2nd Street
Irricana, AB T0M 1B0

Dear Barrie:

RE: Town of Irricana 6th Street Sanitary Sewer Rehabilitation

Allnorth has reviewed the submitted bids for the 6th Street Sanitary Sewer Rehabilitation RFT. There were three bids, two of which conform to the mandatory technical requirements as defined in the RFT.

The three bids were as follows, excluding GST. Note that both schedules were included in the price scoring, as a large portion of the project is provisional. Two items in the original schedule of quantities are excluded from this scoring, as they were included for quote purposes only: items B.1.8 and B.1.9.

Item	PME	Con Site Construction	Professional Excavators
Schedule A – 2022 Works	\$787,478.05	\$725,969.15	\$691,679.70
Schedule B – 2022 Works (Provisional)	\$415,591.40	\$393,138.81	\$435,345.36

Allnorth completed the bid scoring using the RFT template, using the bid submissions, and references. The detailed bid requirements evaluation, bid price evaluation summary, and scoring sheets are attached to this letter for reference. The results of the scoring evaluation are as follows:

Item	PME	Con Site Construction	Professional Excavators
Contractor's project team including details of all proposed subcontractors	8	8	6
Proven Performance & Experience on similar projects including client references	8	8	8
Proposed Sequence and Methodology, including traffic accommodation and servicing plans	8	8	8
Overall Score	8	8	7.4



Based on our scoring evaluation and the bid pricing, it is our assessment that Con Site Construction provides the best value bid and meets all mandatory requirements. We therefore recommend that this contract be awarded to Con Site Construction at the bid price of \$725,969.15 up to \$1,119,107.96 plus GST provisionally.

Note that it may be beneficial to include any planned additional scope in the contract, such as any items not included in the current scope of work, should the budget allow for this.

Yours truly,

Allnorth

Liam Johnston, EIT. Civil Engineer in Training



BID PRICING EVALUATION

Schedule A - 6th Street Sanitary Sewer Rehabilitation					PME Inc.			Can Site Construction Limited			Professional Excavators & Construction Inc.			Average Bid*		
Pay't Clause	Item	Description	Unit	Est. Qty	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
A.1	GENERAL															
C1.1	A.1.1	Mobilization/Demobilization	L.S.	1	\$ 10,600.00	\$ 10,600.00	\$ 89,000.00	\$ 89,000.00	\$ 52,823.19	\$ 52,823.19	\$ 70,911.60	\$ 70,911.60	\$ 70,911.60	\$ 70,911.60	\$ 70,911.60	\$ 70,911.60
C1.2	A.1.2	Hydrovac	hr	16	\$ 322.00	\$ 5,152.00	\$ 7,500.00	\$ 7,500.00	\$ 14,901.60	\$ 14,901.60	\$ 11,250.80	\$ 11,250.80	\$ 11,250.80	\$ 11,250.80	\$ 11,250.80	\$ 11,250.80
C1.3	A.1.3	Traffic accommodation	L.S.	1	\$ 22,450.00	\$ 22,450.00	\$ 7,500.00	\$ 7,500.00	\$ 26,907.70	\$ 26,907.70	\$ 17,203.85	\$ 17,203.85	\$ 17,203.85	\$ 17,203.85	\$ 17,203.85	\$ 17,203.85
C1.4	A.1.4	Quality control testing	L.S.	1	\$ 15,700.00	\$ 15,700.00	\$ 37,000.00	\$ 37,000.00	\$ 19,644.64	\$ 19,644.64	\$ 28,322.32	\$ 28,322.32	\$ 28,322.32	\$ 28,322.32	\$ 28,322.32	\$ 28,322.32
C1.5	A.1.5	Protection of shallow utilities and existing storm and water infrastructure.	L.S.	1	\$ 15,300.00	\$ 15,300.00	\$ 17,393.12	\$ 17,393.12	\$ 13,629.24	\$ 13,629.24	\$ 15,511.18	\$ 15,511.18	\$ 15,511.18	\$ 15,511.18	\$ 15,511.18	\$ 15,511.18
A.2	SITE WORK AND REMOVALS															
C2.1	A.2.1	Saw Cutting	l.m.	716	\$ 12.40	\$ 8,878.40	\$ 5.00	\$ 3,580.00	\$ 6,665.96	\$ 6,665.96	\$ 5,122.98	\$ 5,122.98	\$ 5,122.98	\$ 5,122.98	\$ 5,122.98	\$ 5,122.98
C2.2	A.2.2	Asphalt milling (40mm depth)	m²	1163	\$ 6.90	\$ 8,024.70	\$ 6.00	\$ 6,978.00	\$ 8,129.37	\$ 8,129.37	\$ 7,553.69	\$ 7,553.69	\$ 7,553.69	\$ 7,553.69	\$ 7,553.69	\$ 7,553.69
C2.3	A.2.3	Road core incl. removal & disposal of asphalt, gravel and surplus materials as required for new road structure installation	m²	2457	\$ 15.80	\$ 38,820.60	\$ 15.00	\$ 36,855.00	\$ 32,948.37	\$ 32,948.37	\$ 34,901.69	\$ 34,901.69	\$ 34,901.69	\$ 34,901.69	\$ 34,901.69	\$ 34,901.69
C2.4	A.2.4	Removal & disposal - existing san sewer pipe	l.m.	345	\$ 137.00	\$ 47,265.00	\$ 185.71	\$ 64,069.95	\$ 17,881.35	\$ 17,881.35	\$ 40,975.65	\$ 40,975.65	\$ 40,975.65	\$ 40,975.65	\$ 40,975.65	\$ 40,975.65
C2.5	A.2.5	Removal & disposal - existing sanitary manholes	ea.	5	\$ 1,681.00	\$ 8,405.00	\$ 6,674.94	\$ 33,124.70	\$ 4,950.60	\$ 4,950.60	\$ 3,807.53	\$ 3,807.53	\$ 3,807.53	\$ 3,807.53	\$ 3,807.53	\$ 3,807.53

Schedule A - 6th Street Sanitary Sewer Rehabilitation				PME Inc.		Con Site Construction Limited		Professional Excavators & Construction Inc.		Average Bid*		
Pay't Clause	Item	Description	Unit	Est. Qty	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
A.3	SANITARY SEWER											
		Sanitary sewer										
C3.1	A.3.1	Supply and Install Sanitary sewer - 250 mm PVC DIP 35, -2.5m - 40m depth	l.m	345	\$ 691.00	\$ 238,395.00	\$ 310.64	\$ 107,170.80	\$ 484.61	\$ 167,190.45	\$ 397.63	\$ 137,180.63
C3.2	A.3.2	Supply and Install Sanitary manholes - Type 5A	v.m.	10	\$ 3,242.00	\$ 32,420.00	\$ 2,657.55	\$ 26,575.50	\$ 2,881.57	\$ 28,815.70	\$ 2,769.56	\$ 27,695.60
C3.3	A.3.3	Tie-in to existing	ea	3	\$ 11,650.00	\$ 34,950.00	\$ 1,659.47	\$ 4,978.41	\$ 4,432.89	\$ 13,296.67	\$ 3,046.18	\$ 9,138.54
C3.4	A.3.4	Supply and Install bedding c/w compaction	m ³	223	\$ 83.40	\$ 18,598.20	\$ 242.69	\$ 54,119.87	\$ 193.60	\$ 43,172.80	\$ 218.15	\$ 48,646.34
C3.5	A.3.5	Supply and Install Backfill c/w compaction	m ³	974	\$ 82.90	\$ 80,744.60	\$ 47.34	\$ 46,109.16	\$ 70.55	\$ 68,715.70	\$ 58.95	\$ 57,412.43
A.4	SURFACE IMPROVEMENT											
C4.1	A.4.1	Sub-grade preparation (150 mm worked depth)	m ²	2457	\$ 4.35	\$ 10,687.95	\$ 3.30	\$ 8,108.10	\$ 2.84	\$ 6,977.88	\$ 3.07	\$ 7,542.99
C4.2	A.4.2	Granular sub-base - 200 mm compacted depth	Dry tonnes	943	\$ 36.00	\$ 33,948.00	\$ 29.21	\$ 27,545.03	\$ 36.30	\$ 34,230.90	\$ 32.76	\$ 30,887.97
C4.3	A.4.3	Granular base-course - 100 mm compacted depth	Dry tonnes	471	\$ 38.60	\$ 18,180.60	\$ 49.65	\$ 23,385.15	\$ 54.62	\$ 25,726.02	\$ 52.14	\$ 24,555.59
C4.4	A.4.4	Asphalt pavement (road) - 40 mm depth - Mix 18" Bottom Lift	Tonnes	226	\$ 212.00	\$ 48,336.00	\$ 167.98	\$ 38,299.44	\$ 156.55	\$ 35,693.40	\$ 162.27	\$ 36,996.42
C4.5	A.4.5	Asphalt pavement (overlay) - 40 mm depth - Mix 18" Top Lift	Tonnes	342	\$ 220.00	\$ 75,240.00	\$ 174.26	\$ 59,596.92	\$ 163.30	\$ 55,848.60	\$ 168.78	\$ 57,722.76
C4.6	A.4.6	GrasGrin Asphalt Reinforcement	m ²	1432	\$ 9.75	\$ 13,962.00	\$ 15.00	\$ 21,480.00	\$ 7.78	\$ 11,140.96	\$ 11.39	\$ 16,310.48
C4.7	A.4.7	Pavement Markings	ea	10	\$ 142.00	\$ 1,420.00	\$ 550.00	\$ 5,500.00	\$ 238.66	\$ 2,386.60	\$ 394.33	\$ 3,943.30
						\$ 787,478.05	\$ 725,969.15	\$ 691,679.70	\$ 0.00	\$ 708,824.43		
					SCHEDULE A TOTAL							

BID PRICING EVALUATION

Schedule B - 6th Street Sanitary Sewer Rehabilitation (Provisional)					PME Inc.		Con Site Construction Limited		Professional Excavators & Construction Inc.		Average Bid*	
Pay't Clause	Item	Description	Unit	Est. Qty	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
General												
C6.1	B.1.1	Combigrd 2020 filter fabric	m ²	500	\$ 8.10	\$ 4,050.00	\$ 7.50	\$ 3,750.00	\$ 8.13	\$ 4,065.00	\$ 7.82	\$ 3,907.50
C6.2	B.1.2	Subcuts of unsuitable subgrade, assuming 0.3 m depth of excavation, backfill and compaction of suitable material	m ³	150	\$ 88.20	\$ 13,230.00	\$ 85.00	\$ 12,750.00	\$ 114.65	\$ 17,197.50	\$ 99.83	\$ 14,973.75
C6.3	B.1.3	Excavation, removal and disposal of contaminated soil	m ³	250	\$ 133.00	\$ 33,250.00	\$ 134.25	\$ 33,562.50	\$ 162.38	\$ 40,595.00	\$ 148.32	\$ 37,078.75
C6.4	B.1.4	Imported clay fill, incl compaction	m ³	250	\$ 24.00	\$ 6,000.00	\$ 25.00	\$ 6,250.00	\$ 82.48	\$ 20,620.00	\$ 53.74	\$ 13,435.00
C6.5	B.1.5	Asphalt pavement (road) - 80 mm depth - Mix 'A'	Dry Ton.	57	\$ 207.00	\$ 11,799.00	\$ 147.31	\$ 8,396.67	\$ 290.69	\$ 16,599.33	\$ 219.00	\$ 12,483.00
C6.6	B.1.6	Tree Protection	ea.	4	\$ 855.00	\$ 3,420.00	\$ 200.00	\$ 800.00	\$ 148.69	\$ 594.76	\$ 174.45	\$ 697.38
C6.7	B.1.7	Removal & Disposal - existing trees	ea.	4	\$ 1,346.00	\$ 5,384.00	\$ 2,000.00	\$ 8,000.00	\$ 1,037.35	\$ 4,149.40	\$ 1,518.69	\$ 6,074.70
C6.8	B.1.8	Install New 250 PVC Sanitary Main using trench boxing to a depth of 2.5-4m	L.m.	345	\$ 470.00	\$ 162,150.00	\$ 383.02	\$ 132,141.90	\$ 644.65	\$ 291,404.25	\$ 613.84	\$ 211,773.08
C6.9	B.1.9	Asphalt milling (40mm depth)	m ²	1725	\$ 7.55	\$ 13,023.75	\$ 5.90	\$ 10,177.50	\$ 10.05	\$ 17,336.25	\$ 7.98	\$ 13,756.88
C6.10	B.1.10	Desludging Allowance	hr	8	\$ 161.00	\$ 1,288.00	\$ 354.04	\$ 2,832.32	\$ 313.30	\$ 2,506.40	\$ 333.67	\$ 2,669.36
C6.11	B.1.11	Rock Excavation	m ³	250	\$ 106.00	\$ 26,500.00	\$ 156.05	\$ 39,512.50	\$ 59.94	\$ 14,985.00	\$ 109.00	\$ 27,248.75

BID PRICING EVALUATION

Schedule B - 6th Street Sanitary Sewer Rehabilitation (Provisional)					PME Inc.		Con Site Construction Limited		Professional Excavators & Construction Inc.		Average Bid*	
Payt Clause	Item	Description	Unit	Est. Qty	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
Replacement of Sanitary Services												
C6.11	B 1.1.1	Removal & disposal - existing sanitary services to PL	ea	29	\$ 663.00	\$ 19,227.00	\$ 502.93	\$ 14,584.97	\$ 621.32	\$ 18,018.33	\$ 562.13	\$ 16,301.63
C6.12	B 1.1.2	Removal and disposal - existing sidewalk and curb and gutter as required for san service	Lm	145	\$ 46.80	\$ 6,786.00	\$ 60.00	\$ 8,700.00	\$ 94.62	\$ 13,719.9	\$ 77.31	\$ 11,209.95
C6.13	B 1.1.3	Removal and disposal - existing concrete driveway for san service	ea	1	\$ 359.00	\$ 359.00	\$ 2,500.00	\$ 2,500.00	\$ 3,551.34	\$ 3,551.3	\$ 3,025.67	\$ 3,025.67
C6.14	B 1.1.4	Removal and disposal - existing gravel driveway for san service	ea	2	\$ 649.00	\$ 1,298.00	\$ 1,000.00	\$ 2,000.00	\$ 2,528.47	\$ 5,056.9	\$ 1,764.24	\$ 3,528.47
C6.15	B 1.1.5	Replacement of existing sewer services to PL (100 mm)	ea	29	\$ 2,503.00	\$ 72,587.00	\$ 1,301.99	\$ 37,757.71	\$ 4,258.72	\$ 123,502.9	\$ 2,780.36	\$ 80,630.30
C6.16	B 1.1.6	Restoration Topsoil, Sodding Of Disturbed Grassed Areas	m²	562	\$ 51.80	\$ 29,111.60	\$ 87.51	\$ 49,180.62	\$ 64.57	\$ 36,288.3	\$ 76.04	\$ 42,734.48
C6.17	B 1.1.7	Supply and Install Bedding c/w compaction	m³	188	\$ 109.00	\$ 20,492.00	\$ 242.69	\$ 45,625.72	\$ 91.01	\$ 17,109.9	\$ 166.85	\$ 31,367.80
C6.18	B 1.1.8	Supply and Install Backfill c/w compaction	m³	870	\$ 83.50	\$ 72,645.00	\$ 47.34	\$ 41,185.80	\$ 36.01	\$ 31,328.7	\$ 41.68	\$ 36,257.25
C6.19	B 1.1.9	Restoration of Concrete Driveways	ea	1	\$ 12,250.00	\$ 12,250.00	\$ 20,000.00	\$ 20,000.00	\$ 18,201.37	\$ 18,201.4	\$ 19,100.69	\$ 19,100.69
C6.20	B 1.2.0	Restoration of Gravel Driveways	ea	2	\$ 39.90	\$ 79.80	\$ 2,500.00	\$ 5,000.00	\$ 1,356.17	\$ 2,712.3	\$ 1,928.09	\$ 3,856.17
C6.21	B 1.2.1	Monowalk (Combined Sidewalk and Rolled Curb and Gutter)	Lm	145	\$ 523.00	\$ 75,835.00	\$ 350.00	\$ 50,750.00	\$ 307.40	\$ 44,573.0	\$ 328.70	\$ 47,661.50
SCHEDULE B TOTAL					\$	415,591.40	\$	393,138.81	\$	435,345.36	\$	414,242.09

SUMMARY OF COSTS

Item	PME Inc.	Con Site Construction Limited	Professional Excavators & Construction Inc.	Average Bid*
SCHEDULE A	\$ 787,478.05	\$ 725,969.15	\$ 691,679.70	\$ 708,824.43
SCHEDULE B	\$ 415,591.40	\$ 393,138.81	\$ 435,345.36	\$ 414,242.09
TOTAL	\$ 1,203,069.45	\$ 1,119,107.96	\$ 1,127,025.06	\$ 1,123,066.51

Technical Bid Evaluation
6th Street Sanitary Sewer Rehabilitation
June 8th 2022

Criteria	PME		Con Site		Professional Excavators	
	Acceptable Y/N	Comment	Acceptable Y/N	Comment	Acceptable Y/N	Comment
Inclusion and completion of mandatory documents						
Compliance with this RFQ document	Y	Appears acceptable on first review	Y	Appears acceptable on first review	Y	Appears acceptable on first review
Cover Letter	Y	Acceptable	Y	Acceptable	N	Not Included
Corporate History	Y	Company is 13 years old, has completed multiple large projects of comparable scope. Personnel are experienced in positions with previous companies.	Y	Company is 28 years old, with broad experience in a wide array of large projects of comparable scope.	N	Not Included
Contact Details	Y	Complete	Y	Complete	Y	Complete
Appendix A	Y	Complete	N	Missing	Y	Complete
Appendix B	Y	Complete	Y	Complete	Y	Complete
Acknowledgment of Addenda	Y	Complete	Y	Complete	N	Not Included
Project Experience	Y	Corporate and team experience is acceptable (relevant projects with comparable capital costs and scope, experienced personnel)	Y	Corporate and team experience is good (relevant projects with comparable capital costs and scope, experienced personnel)	Y	Corporate and team experience is good (relevant projects with comparable capital costs and scope, experienced personnel)
Schedule	Y	Proposed schedule is acceptable	Y	Proposed schedule is acceptable	Y	Proposed schedule is acceptable
Supervisory Personnel	Y	Expires 2022-12-12	Y	Expires 2022-07-10	Y	Expires 2022-09-05
Current COR/SECDR	Y	Dated 2022-05-19	Y	Dated 2022-06-02	Y	Dated 2022-06-01
WCB Letter of Good Standing	Y	TRIR is 0	Y	TRIR is a little high but acceptable	Y	TRIR is acceptable (<3)
Safety Statistics	Y	General \$5M / Auto \$5M / Umbrella \$5M	Y	General \$5M / Auto \$2M / Umbrella \$8M	Y	General \$5M / Auto \$2M / Umbrella \$8M
Insurance	Y	Included	Y	Included	Y	Included
List of Subcontractors	Y	Detailed construction plan, approach appears to be appropriate for the project	Y	Limited construction plan, not very detailed. Although, approach appears to be appropriate for the project	Y	Detailed construction plan, approach appears to be appropriate for the project
Planning Outline	Y	Compliant	Y	Compliant	Y	Compliant
Bid Bond & Consent of Surety	Y	Compliant	Y	Compliant	Y	Compliant

Bid Scoring Evaluation

6th Street Sanitary Sewer Rehabilitation RFT

Jun 10, 2022

Evaluation Process as defined in RFT

Should a Contractor fail any of the Mandatory Criteria, then the Town reserves the right to not undertake any further evaluation of the

The following table lists the Weighted Criteria required with the Bid submission.

WEIGHTED CRITERIA	WEIGHTING	RATING	SCORE
Contractor's project team including details of all proposed subcontractors	30%		
Proven Performance & Experience on similar projects including client references	40%		
Proposed Sequence and Methodology, including traffic accommodation and servicing plans	30%		
TOTAL SCORE (OUT OF 10)			

Notes:

- Score is determined using the following formula: Score = Weighting * Rating * 10
- Ratings are assigned a value between 0 and 10 according to the following table.

RATING LEVEL DESCRIPTION	RATING
Exceeds expectations. Contractor clearly understands requirement with an excellent probability of success in achieving the requirement.	10
Somewhat exceeds expectations with a high probability of success in achieving the requirement.	8
Meets expectations. Contractor has a good understanding of requirement with a good probability of success in achieving the requirement.	6
Somewhat meets expectations. Response shows weakness of deficiency with only a moderate probability of success in achieving the requirement.	4
Does not meet expectations. Response does not demonstrate understanding of requirements with a low probability of success in achieving the requirement.	2
No response or no understanding of requirements with no probability of success in achieving the requirement.	0

The Town will accept bids meeting all of the following requirements:

- Rate "Pass" on all Mandatory Criteria
- Score a minimum of 70 points on the Evaluated Requirements (out of 100 total possible points)

Bid Scoring Results

Contractor: PME Inc.

WEIGHTED CRITERIA	WEIGHTING	RATING	SCORE
Contractor's project team including details of all proposed subcontractors	30%	8	2.4
Proven Performance & Experience on similar projects including client references	40%	8	3.2
Proposed Sequence and Methodology, including traffic accommodation and servicing plans	30%	8	2.4
TOTAL SCORE (OUT OF 10)			8

Contractor: Con Site Construction

WEIGHTED CRITERIA	WEIGHTING	RATING	SCORE
Contractor's project team including details of all proposed subcontractors	30%	8	2.4
Proven Performance & Experience on similar projects including client references	40%	8	3.2
Proposed Sequence and Methodology, including traffic accommodation and servicing plans	30%	8	2.4
TOTAL SCORE (OUT OF 10)			8.0

Contractor: Professional Excavators

WEIGHTED CRITERIA	WEIGHTING	RATING	SCORE
Contractor's project team including details of all proposed subcontractors	30%	6	1.8
Proven Performance & Experience on similar projects including client references	40%	8	3.2
Proposed Sequence and Methodology, including traffic accommodation and servicing plans	30%	8	2.4
TOTAL SCORE (OUT OF 10)			7.4

Request for Decision

To: Mayor Bryson and Council

From: Interim CAO Corinne Newman

Date: July 18, 2022

Subject: Designated Officer Bylaw 004:2022

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

MGA Section 210 Designated Officers

KEY ISSUES AND BACKGROUND:

As outlined in the MGA (Municipal Government Act), a council may by bylaw establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

Council may give a position established under this any title council considers appropriate and the bylaw must include which of the powers, duties and functions are to be exercised by each position.

A Chief Administrative Officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw, if the position of designated officer is vacant.

With CAO Barrie Hutchinson currently on leave, he is unable to fulfill the duties of Development Officer, and to maintain a measure of service delivery, Administration would like to propose an updated Designated Officer Bylaw. This bylaw would establish the position of Chief Administrative Officer, which would include an Interim CAO, rather than an individual.

BENEFITS:

This would provide continuous service delivery during any transitional periods of time with Administration.

DISADVANTAGES:

None

ALTERNATIVES:

- 1) To provide an updated Designated Officer bylaw establishing the CAO as Development Officer.
- 2) To leave the current Designated Officer bylaw in place, thereby, delaying all Development Authority documentation until such time as the CAO returns.

IMPLICATION ON FINANCES:

N/A

RECOMMENDATION:

Motion to provide Bylaw 004:2022 with first, second and third readings.

RECOMMENDED MOTION:

To approve the recommended Motion for Bylaw 004:2022 to receive first, second and third readings.

BYLAW #004:2022

Being a Bylaw of the Town of Irricana in the Province of Alberta, to establish the Position(s) of Designated Officer(s).

WHEREAS pursuant to the provisions of the Municipal Government Act, being Chapter M-26, 2000 and amendments thereto, Council may by Bylaw establish one or more positions to carry out the powers, duties and functions of a Designated Officer.

WHEREAS the Corporation of the Town of Irricana deems it desirable to designate a Development Officer.

NOW THEREFORE the Council of the Corporation of the Town of Irricana in the Province of Alberta enacts as follows:

1. This Bylaw may be cited as the Town of Irricana Development Officer Bylaw.
2. In this Bylaw:
 - (a) "Act" means the Municipal Government Act, Chapter M-26, 2000.
 - (b) "Council" means the Council of the Town of Irricana
 - (c) "Development Officer" means the person, agency or authority authorized to exercise power and duties on behalf of the Municipality in the issuance of permits for development in accordance with Land Use Bylaw 007:2018
 - (d) "Municipality" means:
 - (i) the Corporation of the Town of Irricana;
 - (ii) where the context requires, means the area of land contained within the boundaries of the municipality's corporate limits.
 - (e) "Subdivision Committee" means the authority authorized to exercise power and duties on behalf of the Municipality in the approval or refusal of applications for subdivision.
 - (f) "Subdivision and Development Appeal Board" means the authority authorized to hear appeals on decisions from the Subdivision Committee on applications for subdivision approval.

ESTABLISHMENT OF THE POSITON OF DEVELOPMENT OFFICER

3. The position of Development Officer known as the Town of Irricana Development Officer (hereinafter referred to as the Development Officer) is hereby established and shall exercise the following powers and perform the following duties:
 - (a) meet with and review development proposals with the applicant;
 - (b) may assist applicant as directed by Council, in preparing the application for development;
 - (c) shall process and circulate subdivision applications to authorities in accordance with the Subdivision and Development Regulations, and Land Use Bylaw;
 - (d) shall receive, consider, and decide on those applications for development permits delegated to the Development Officer in the Land Use Bylaw;
 - (e) shall prepare a report and recommendation to the Subdivision and Development Approval Authority;
 - (f) shall prepare and transmit notice of decision;
 - (g) shall prepare and place formal notices in the newspaper;
 - (h) in conjunction with the development approval process, and if required, may prepare the necessary land use bylaw redesignation or other statutory plan amending bylaws;
 - (i) shall advise the Council, Chief Administrative Office, Subdivision Authority, and the Subdivision and Development Appeal Board on matters relating to application for the development of land;
 - (j) shall appear before and represent the Development Authority at appeal hearings of the Subdivision and Development Appeal Board on decisions on applications for development that have been appealed.

APPOINTMENT

4. **The Chief Administrative Officer** is hereby appointed as the Development Officer for the municipality and shall exercise the powers and perform those duties assigned herein.
5. Bylaw #007:2020 is hereby rescinded.
6. This Bylaw shall take effect on the date of the third and final reading.

READ A FIRST TIME this 18th day of July AD. 2022.

READ A SECOND TIME this 18th day of July AD. 2022.

**GIVEN UNANIMOUS CONSENT FOR A THIRD AND FINAL READING
THIS 18th day of July AD. 2022.**

READ A THIRD AND FINAL TIME this 18th day of July AD. 2022.

Mayor Jim Bryson

Chief Administrative Officer



Town of Irricana – FCSS and Community Service Updates

2nd Quarter 2022

- **Rocky View County and Area Rural Crime Watch:** I have started to engage with the Rocky View County and Area Rural Crime Watch Group they are looking for some representation within their organization from the Irricana area. They will be providing a brief presentation to Council in early fall.
- **Women's Wellness Workshop:** The Town of Irricana and Village of Beiseker in collaboration with the 2 Rural Mental Health Animators (Ambassadors) from each respective Community have applied for a Grant through the Canadian Mental Health Association (\$10,000 per Community). This grant if approved will support a Women's Wellness Workshop in November 2022, we already have had engagement from Community Members in Irricana, Beiseker and the Irricana Volunteer and Special Event Committee has offered to also Volunteer in support of this event. More information to be shared shortly pending on approval of funding.
- **Mini Mindful Explorers Program:** Collaborated with Community Links and Stepping Stones for Mental Health to offer a Children's Program every Tuesday in the month of July. This program is geared towards children aged 4-6 and will consist of crafts, outdoor exploration and mindful exercises. This program was funded through Community Links and Stepping Stones. This program will take place at the Community Links building in Beiseker. At current state majority of registrants in this program are from the Irricana area. This program is FREE.
- **Community Connections and Back to School Barbeque:** I am working with the Beiseker School to support their Community Connections and Back to School Barbeque on September 15th. The Community Connections part is about connecting the community to groups, organizations etc. so that the community feels connected and engaged and people know what is available within their community. Ex. Soccer Association, Hockey Association, Community Links, Ag Society etc. I will be posting information shortly for registration for any groups or organizations that would like to attend.
- **2023 FCSS Funding Applications:** 2023 FCSS funding Applications will be open to non profit organizations on September 1st 2022 and will be available till November 30th 2022. All previous applicants will be emailed an application and this information will be shared via Facebook and the Website. I will also reach out to other Non for profits in the Area. A proposed FCSS Budget for 2023 will be created in early December 2023 and presented to Council for Approval in January 2023.

FCSS and
Community
Service
Department
Updates

Town of Irricana FCSS and Community Service Updates

2nd Quarter 2022

- **Rural Mental Health Animator Grant:** The Town of Irricana in collaboration with the Ag Society endorsed an application for a Rural Mental Health Animator (Ambassador) to represent Irricana and Area. The Grant Request was approved for \$2650, this funding goes to Training for the Rural Health Animator, Mental Health Workshops, Surveys, Community Engagement and Meetings. The representative from Irricana is Cathryn Hagel.
- **Community Safety and Well-Being Project:** The Village of Beiseker has been selected as one of 5 Pilot Sites in Alberta to be trained to create a Community Safety and Well-Being Plan. The goal of this plan is to share the information and to include other local communities. This information will be presented to the Town of Irricana shortly. The Village of Beiseker will be conducting a large scale Community Safety and Well-being Survey in early Fall which will be the foundation in creating priority outcomes for the plan.
- **Mindfulness in the Park:** I have collaborated with Community Links and Closer to Home Community Services who will be hosting some great activities at the Lion's Centennial Park in Irricana. This will be every Tuesday in August and the event and activities are FREE! Poster for the event will be sent out to the community shortly.
- **Garden Angels Program:** I have collaborated with Community Links to advertise their Garden Angels Program in Irricana. The goal of this program is to connect people who need assistance with their Lawn Care over the Summer with Volunteers.
- **Children and Youth Assessment:** A Children and Youth Assessment was conducted in May 2022, this survey focused on Irricana, Beiseker and surrounding areas however majority of the respondents were from Irricana. The results have been summarized.
- **Next Steps**
 - ⑩ The Information will be presented with all local Interagency groups in September which will support these groups and organizations in what programs and services will be a best fit for the Community of Irricana.
 - ⑩ An Internal Baseline Children and Youth Framework will be created as a guide to current and future state planning.
 - ⑩ A business proposal will be put together for 2023 to request a Community wide Recreation and Social Needs Assessment

FCSS and
Community
Service
Department
Updates

Town of Irricana FCSS and Community Service Updates

2nd Quarter 2022

- **Volunteerism:** Currently in the process of creating a Volunteer Package which includes a volunteer waiver, risk assessment, roles/responsibilities, Intake forms, training documentation, registration forms and more information. This information can be used to support the Town of Irricana Volunteers and Community Volunteers and Organizations. I see this as being very streamlined and will support all local organizations, agencies and groups looking for volunteers. Once complete the information will be posted on the Town of Irricana Website. One stop shop for Volunteers.
- **Interagency Meetings:** I have been attending local Interagency Organizational Meetings virtually this is a great way to create community connections to local supports and resources for the Community.
- **Special Project Funding:** The Town of Irricana in collaboration with the Boys and Girls Club and the Village of Beiseker has applied for an FCSS Special Project Grant from Rocky View County to support two Community Initiatives. These funding proposals have not yet been approved.
 - ⑩ **Special Event Project 1:** Create a fun, interactive and engaging **Children and Youth Fair** at the Community Connections and Back to School Barbeque.
 - ⑩ **Special Event Project 2:** The Boys and Girls Leadership Group (Keystone) would create a **Senior/Youth Outreach Program** connecting the youth in the Community with the Senior Demographics. This would consist of volunteering, game nights, cooking classes, arts and crafts etc.. The goal is to engage the Youth and the Seniors in the Community
- ⑩ **FCSS Annual Reporting:** The 2021 FCSS Annual Report was submitted for approval in April 2022. The reporting system is a new system with different metrics and reporting measures. I report every April in relation to the previous fiscal year.
- **FCSS 2022 Program Report Templates:** All Town of Irricana approved Funded FCSS Applicants received a template to track their programs, participation levels, survey questions (if required), Volunteer Hours, Volunteer Participation and program outcomes. This will allow for seamless and easy program management for FCSS funding.

**FCSS and
Community
Service
Department
Updates**



Town of Irricana FCSS and Community Service Updates

2nd Quarter 2022

FCSS and Community Service Department Updates

🕒 **Special Event Planning Document:** Special Event and Post Summary Document/Template created for all Special Events. This Document tracks expenses, roles and responsibilities, outcomes, to do list and then a post summary on the success and or learnings from each event.

🕒 **Boys and Girls Club (BGC):** Created continual strong working relationships with the BGC to support community engagement and community programming as it relates to Children and Youth. The BGC is currently in the process of conducting Summer Camps in Irricana funded through Irricana FCSS.

🕒 **Irricana Municipal Library Programs:** Through Irricana FCSS, some Library programs were provided funding. We have received some great feedback about some of the current programs and increased participation levels.

🕒 **K.I.K Senior's Club:** FCSS Irricana provided some funding to the K.I.K, current feedback has shown great participation in Social Connection Events and great contribution in Volunteering for these events.

🕒 **Easter Event:** The Easter Event was well attended seeing approximately 172 participants. It was a fun community event with great engagement. A Special thank you goes out to the Community Volunteers, The Irricana Volunteer and Special Event Committee, Town Staff and many great local Organizations who contributed so much to make this event possible.

🕒 **Irricana Welcome Package:** Irricana FCSS collaborated with the Irricana Municipal Library to create a Welcome Package for new residents. This package is almost complete and will consist of a FREE library membership, information about Town services, Business Information and it will also outline services, resources, programs and events that are available within the Community. Local business sponsorship letters will be going out shortly for businesses in the area that would like to be involved.

🕒 **Babysitting Course:** The Babysitting course was conducted in late April. This course ran at full capacity and was very successful. We had wonderful feedback about the instructor

Town of Irricana FCSS and Community Service Updates

2nd Quarter 2022

FCSS and Community Service Department Updates

- **Volunteer and Special Events Committee (Former Community Services Board):** After Council endorsed some changes to this committee the members quickly worked hard in collaboration with local volunteers and Town Staff to plan the Easter Event. At current state the Committee only has 2 representatives, we met in June to discuss the future state of the committee and we will be working hard this Summer/early fall to put together the following:
 - ⑩ Volunteer Campaign to gather new Committee Member
 - ⑩ Consistent Process in Volunteer Intake
 - ⑩ Event Facebook Page
 - ⑩ Create a Statement of Need
 - ⑩ Create Mission and Values of the Committee
 - ⑩ Define Roles and Responsibilities
 - ⑩ Plan a Volunteer and Engagement Fair
 - ⑩ Alignment with Community Organizations to support Community Cohesion
 - ⑩ Event Planning
- ⑩ **Neighbourhood Clean-up Transfer Station Tickets:** The Town of Irricana will be participating in the Neighbourhood Clean-up Transfer Station Ticket Program again. Planning for this is currently underway. The proposed dates will be each Saturday from September 10-October 1st. More information will be provided shortly.
- ⑩ **Senior Conference:** Through Irricana FCSS we will be offering a Senior's conference at the K.I.K in October 2022. Topics will be on Senior Safety (Fire Department), Senior Scams (RCMP), Volunteer Services (Library and Community Links), Senior Programs and Services (Assortment of Presenters), Senior Wellness (Community Yoga, Nutrition and Fitness Instructors) and other information on Blue Cross etc.. More information will be released shortly.
- ⑩ **Connecting Communities Walk:** This walk started in 2021 and was a great way to connect neighbours along the Meadowlark Trail. The event was originally planned for April 2022 however I was asked to postpone the walk by the Meadowlark Trail Group due to the current construction. The Meadowlark Trail group is excited for the event to return for spring 2023.



Town of Irricana FCSS and Community Service Updates

2nd Quarter 2022

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- **Green Thumb Award:** The Green Thumb Award will be back for 2022. Nominations will be available to the community from July 7th to the 31st with the top 5 nominees receiving the award in August. This information will be posted to Facebook, on Flyers in Town and on the Website.
- **Town Block Party:** I am currently in conversations with some local groups about organizing a Town Block Party for 2023. If any organizations are interested in being involved, this would be a wonderful ongoing community event. Planning is at a very preliminary stage.
- **Sportball Fall Programming:** Current planning underway to have a Sportball Program in Irricana. This program is designed for Children between the ages of 2-6 and focuses on introducing kids to a variety of sports and is the foundation to create early physical literacy. This is a basic program and won't interfere with any local recreation organizations and or groups.
- **Movie in the Hall Event:** Irricana FCSS in collaboration with Community Links and Closer to Home Community Services will be having a Movie in the Hall afternoon on July 21st. There will be popcorn and hotdogs available and we will be playing the Movie Inside Out. The focus of this event is to highlight the Mindfulness in the Park programs happening in August while also creating a fun way for children to engage over the summer with their friends or create opportunities to make new friends. This is a Free Event. Advertisements have already gone out and we will also have participation by the Boys and Girls Club.
- **Closer to Home Community Services:** This organization is now offering programs, services and events in the Irricana area. We have recently posted their information on the website and Town Facebook page. I will be meeting with them in September to come up with a planning strategy to incorporate some great programming in Irricana.

Town of Irricana FCSS and Community Service Updates

2nd Quarter 2022

- **Emergency Management Administration Updates:**

- - Updated Emergency Management Information will be presented by the CAO to the Emergency Management Board in the Fall of 2022
- - An Emergency Management Table Top Exercise has been scheduled for September 14th, lead by Rocky View County with local Municipal partners attending from Beiseker and Crossfield. Council will be invited. This Training will be held in Irricana at the Irricana Lions Community Hall.
- - Emergency Evacuation Route Maps have been created through the support of Rocky View County
- - Muster Point Signage has been posted to the following defined and approved areas:
 - 1. Lion's Centennial Community Park
 - 2. Irricana Lion's Community Hall
 - 3. Community Gardens Location
- - An Emergency Management Training Schedule has been created and staff have been attending required training and will continue to attend to ensure that they feel confident and understand their roles as it relates to Emergency Management. Training is based on the role you have in emergency management and some foundational courses that all EM personnel must take.
- -An Emergency Management Binder has been created, each Council Member, EM Board Member and EM personnel will receive a copy (Fall 2022 estimated)
- - The Town of Irricana Website under Emergency Management has been updated with an assortment of resources, tool kits, infographics and other information to aid in Emergency awareness and preparedness
- -The Town of Irricana participated in the Emergency Management Preparedness Week in May by posting a Preparedness Tool kit and other information to the Town Newsletter and Website.