

**TOWN OF IRRICANA
AGENDA
SPECIAL MEETING OF COUNCIL
Date: July 27, 2022 Time: 1:00 P.M.
Location: Council Chambers: Irricana Centennial Centre, 222-2 Street**

- A. CALL TO ORDER**
- B. ATTENDANCE**
- C. AGENDA**
- D. PRESENTATIONS**
- E. MINUTES**
 - 1. Minutes from July 18, 2022 Regular Council Meeting
- F. CORRESPONDENCE FROM PREVIOUS MEETING**
- G. COMMITTEE REPORTS**
 - 1. None
- H. OLD BUSINESS**
 - 1. None
- I. NEW BUSINESS**
 - 1. RFD - Rescind Motion 126:22/Adopt May 16, 2022 Minutes
 - 2. RFD - By-Election and Advance Vote
 - 3. RFD - Returning Officer & Substitute Returning Officer
- J. COMMUNICATION / INFORMATION**
 - 1. None
- K. FOLLOW-UP/ACTION & STATUS**
 - 1. None
- L. PUBLIC INPUT**
 - 1. None
- M. CLOSED SESSION**
 - 1. Closed to Public
 - Legal – to discuss an item of which is information that is subject to any type of legal privilege, under Section 27 of the FOIP Act; and
 - Labour: to discuss an item of which may be considered privileged information under Section 27(1) of the FOIP Act.
 - 2. Open to Public
- N. ADJOURN.**

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
July 18, 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
	Ton Van Arendonk (Absent)
Interim CAO:	Corinne Newman

CALL TO ORDER

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

AGENDA

- (i) Adopt Agenda
Addition of Communication/Information Item J-3: Library Report
Addition of New Business Item I-5: Councillor Resignation
125:22 Moved by Deputy Mayor Schmaltz to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) Community Futures Wild Rose
Presentation: 7:02 pm to 7:24 pm
Presenter left the meeting at 7:25 pm
- (ii) All-North - 6th Street Sanitary Sewer Rehab Project
Presentation: 7:25 to 7:35 pm
Presenter left the meeting at 7:45 pm

MINUTES

- (i) Minutes from May 16, 2022 Regular Council Meeting
126:22 Moved by Councillor McAree to accept the Minutes of the Regular Meeting of Council for May 16, 2022, as presented
Recorded Vote requested by Mayor Bryson:
Mayor Bryson – advised he could not vote due to not being on Council at that time
In Favour: Deputy Mayor Schmaltz, Councillor McAree
CARRIED

- (ii) Minutes from June 20, 2022 Regular Council Meeting
127:22 Moved by Deputy Mayor Schmaltz to accept the Minutes of the Regular Meeting of Council for June 20, 2022, as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

COMMITTEE REPORTS

- (i) Rocky View Foundation Meeting Report
128:22 Moved by Deputy Mayor Schmaltz to accept Committee Report G-1 as presented.
CARRIED

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – Unbudgeted Expenditure Policy 2.12
129:22 Moved by Mayor Bryson to approve the Unbudgeted Expenditure Policy 2.12, as presented.
CARRIED

- (ii) RFD – Amend Signing Authority Policy 2.11
130:22 Moved by Deputy Mayor Schmaltz that CAO Barrie Hutchinson be removed from all signing authority and add both Interim CAO Corinne Newman and Administrative Assistant Patty Malthouse as signing authority with the Town of Irricana and to update Authorized Signature Policy 2.11 as presented.
CARRIED

- (iii) RFD – 6th Street Sanitary Sewer Rehabilitation
131:22 Moved by Mayor Bryson to 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.
CARRIED

132:22 Moved by Mayor Bryson to approve the following:
 - a) Transfer the 2023 Capital Budget for Sanitary Project to 2022; and
 - b) to accept the recommendation from Allnorth and proceed with the 6th Street Sanitary Sewer Project and engage Con Site Construction at a cost of \$725,969.15 and a provisional option up to \$393,138.81.CARRIED

- (iv) RFD – Bylaw 004:2022 Designated Officer
133:22 Moved by Deputy Mayor Schmaltz that Bylaw 004:2022, being a bylaw to establish the Position(s) of Designated Officer(s) of Development Officer, be read for a first time this 18th day of July, 2022.
CARRIED

134:22 Moved by Mayor Bryson that Bylaw 004:2022, being a bylaw to establish the Position(s) of Designated Officer(s) of Development Officer, be read for a second time this 18th day of July, 2022.
CARRIED

135:22 Moved by Councillor McAree that Bylaw 004:2022, being a bylaw to establish the Position(s) of Designated Officer(s) of Development Officer, be given unanimous consent for a third and final reading this 18th day of July, 2022.
CARRIED

136:22 Moved by Mayor Bryson that Bylaw 004:2022, being a bylaw to establish the Position(s) of Designated Officer(s) of Development Officer, be read for a third and final time this 18th day of July, 2022.
CARRIED

- (v) Resignation of Councillor Anton Van Arendonk was received by email July 18, 2022. Interim CAO Corinne Newman confirmed with Municipal Affairs that an unsigned email is acceptable.

COMMUNICATION/INFORMATION

- (i) Second Quarter Financial Statements (to be provided at the Aug 8, 2022 meeting)
- (ii) FCSS Second Quarter Report
- (iii) Library Report

137:22 Moved by Councillor McAree to accept Communication / Information items J-1 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.*
A Question was presented to Council

CLOSED SESSION

(i) Closed to Public

138:22 I, Mayor Bryson, move that Council go into Closed Session at 7:54 pm to discuss items 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

(ii) Open to Public

139:22 Moved by Mayor Bryson to reconvene to the public portion of the meeting at 8:28 pm.

140:22 Moved by Deputy Mayor Schmaltz to approve the request from Administration to amend the Town Municipal Office summer hours to be: Monday to Thursday 8:45 am to 4:15 pm and closed each Friday, effective from July 19, 2022 through to Friday September 2, 2022.

CARRIED

ADJOURN

(i) Adjournment

141:22 Moved by Mayor Bryson to adjourn the meeting at 8:30 pm.

Mayor Jim Bryson

Interim Chief Administrative Officer
Corinne Newman

Request for Decision

To: Mayor Bryson and Council

From: Corinne Newman – Interim CAO

Date: July 27, 2022

Subject: Rescind Motion 126:22 Passing of Minutes of May 16th 2022

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

As per the Municipal Government Act
Revised Statutes of Alberta 2000
Chapter M-26
Current as of June 1, 2022

In regard to:

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.

At the Regular Council Meeting of July 18, 2022, Council passed the following Motion. The vote was done in error as Mayor Bryson did not vote due to a misunderstanding of 213 (1) of the MGA. Mayor Bryson was able to vote as he is the presiding person of the meeting and able to sign the minutes from May 16, 2022. Therefore, quorum was achieved and requires a new motion for the Minutes from May 16, 2022.

MINUTES

- (i) Minutes from May 16, 2022 Regular Council Meeting
126:22 Moved by Councillor McAree to accept the Minutes of the Regular Meeting of Council for May 16, 2022, as presented
Recorded Vote requested by Mayor Bryson:
Mayor Bryson – advised he could not vote due to not being on Council at that time
In Favour: Deputy Mayor Schmaltz, Councillor McAree
CARRIED

BENEFITS:

Compliance with Section 213(1) of the MGA

DISADVANTAGES:

ALTERNATIVES:

IMPLICATION ON FINANCES:

RECOMMENDATION:

That Council rescind Motion 126:22
That Council accepts the Minutes from May 16, 2022

RECOMMENDED MOTION:

Request for Decision

To: Mayor Bryson and Council

From: Interim CAO, Corinne Newman

Date: July 27, 2022

Subject: By-Election Date / Advance Vote

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

Local Authorities Election Act
Municipal Government Act, Sections 161, 162, 165

KEY ISSUES AND BACKGROUND:

There are currently two seats available on Council due to the recent resignations of Debbie Day on June 6/22 and Anton Van Arendonk on July 18/22.

Under Section 162 of the MGA, a Council must hold a By-Election to fill the vacancy on Council, within 120 days of the resignation date. Although general election dates are set by legislation, municipalities must set their own election dates when a By-Election is required.

Nomination Day would be 4 weeks before Election Day, Section 25(1) of the LAEA, and for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set Election Day for the by-election and ending at 12 noon on nomination day.

To proceed with a By-Election, Council is asked to provide Resolutions for the following:

- 1) Set a By-Election date, times and location to be the Irricana Lions Community Hall. The date of which must fall within 120 days after the vacancy occurred (Section 161 of the Municipal Government Act). This date must be before October 4, 2022.
- 2) Council to decide whether or not to hold an Advance Vote.

BENEFITS:

1. Setting of the date for the Town of Irricana’s By-Election to fill 2 vacant seats.
2. An Advance Vote provides the convenience of an additional opportunity outside of the By-Election Day to vote.

DISADVANTAGES:

1. None

ALTERNATIVES:

1. For Council to choose a date that is not more than 120 days from June 6, 2022 and before October 4, 2022 to hold a Town of Irricana By-Election.
2. Decide on the provision of an Advance Vote for the Town By-Election

IMPLICATION ON FINANCES:

1. Funds to be allocated in the 2022 Budget for a Town By-Election.

RECOMMENDATION:

That Council set the date of _____, between the hours of _____, to hold a Town of Irricana By-Election, and approve a provision for an Advance Vote to be held on _____ between the hours of _____ pm at the Irricana Lions Community Hall, 300 – 1st Avenue.

RECOMMENDED MOTION:

As recommended.

Request for Decision

To: Mayor Bryson and Council

From: Interim CAO, Corinne Newman

Date: July 27, 2022

Subject: Returning Officer & Substitute Returning Officer

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

Local Authorities Election Act, Section 13(1), 13(2.1)

KEY ISSUES AND BACKGROUND:

As Irricana will be conducting a By-Election due to the recent resignation of two Councillors, Debbie Day on June 6, 2022 and Anton VanArendonk on July 18, 2022, both a Returning Officer and Substitute Returning Officer are required.

The Local Authorities Election Act (LAEA) outlines the requirements for the appointment of a Returning Officer by the elected authority. The Elections Act defines *elected authority* as: 'a Council under the Municipal Government Act'.

The appointment of a Substitute Returning Officer, which is required when, for any reason the Returning Officer is incapable of performing the duties of Returning Officer, the Substitute Returning Officer has and may exercise all the duties, functions and powers of a Returning Officer for the purpose of conducting elections under the Elections Act.

Administration would like to request the appointment of Annette Culp as Returning Officer and Dawn Mosondz as Substitute Returning Officer for the Town of Irricana By-Election, to be held on a date set by Council.

BENEFITS:

1. A Returning Officer is required to conduct an Election.
2. A Substitute Returning Officer is required as outlined in the LAEA, should the Returning Officer become incapable of performing their duties of Returning Officer.

DISADVANTAGES:

1. None

ALTERNATIVES:

1. To appoint an alternate individual as the Returning Officer and/or Substitute Returning Officer for the Town of Irricana's By-Election.

IMPLICATION ON FINANCES:

1. Funds to be allocated in the 2022 Budget to support a By-Election.

RECOMMENDATION:

That Council appoint Annette Culp as the Returning Officer and Dawn Mosondz as Substitute Returning Officer for the upcoming Town of Irricana By-Election, date of which to be set by Council.

RECOMMENDED MOTION:

As Recommended above.