

TOWN OF IRRICANA

AGENDA

REGULAR MEETING OF COUNCIL

Date: December 05, 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 Links Update (*Laurie Jacob-Toews / Dimitri Dimopolous*)
2. Irricana Library Board Annual Report (*Shannon Simmons / Bob Anderson*)
3. Irricana AG Society – Founder’s Park Year End Report (*Margaret Hagel*)

E. MINUTES

1. Minutes from November 21, 2022 Regular Council Meeting

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

1. Community Futures Wild Rose (*Councillor Sim*)
2. Rocky View Foundation (*Mayor Bryson*)

H. OLD BUSINESS

I. NEW BUSINESS

1. RFD – 2023 Interim Budget
2. RFD – 2023 Council Meeting Schedule
3. RFD – Council Procedural Bylaw
4. RFD – Property Tax Penalty Bylaw
5. RFD – Office Furniture and Equipment

J. COMMUNICATION / INFORMATION

1. Letter from Irricana Playschool / ECS
2. Letter from Municipal Affairs

K. FOLLOW-UP/ACTION & STATUS

1. Motion Tracker

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. RFD – Mortgage Renewal on Town Land

N. ADJOURN

Town of Irricana Municipal Library
2023 Budget
January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
Government Contributions	
Marigold Library System	3,500.00
Provincial Operating Grant	16,650.00
Rocky View County appropriat...	4,258.00
Town of Irricana appropriation	20,000.00
Total Government Contributions	44,408.00
Other Revenue	
Donations	18,000.00
Fundraising	8,639.00
Grants	15,000.00
Interest (Bank)	300.00
Membership Fees and Fines	
Book Sales	150.00
Fines	300.00
Total Membership Fees and Fi...	450.00
Service Revenue	
Coffee	150.00
Photo Copies	120.00
Room rental	100.00
Total Service Revenue	370.00
Total Other Revenue	42,759.00
Total Income	87,167.00
Expense	
Administration	
Bank Charges	120.00
Board Expenses	
Membership	75.00
Plan of Service	250.00
Volunteer Appreciation	200.00
Total Board Expenses	525.00
Fundraising	1,000.00
GST Expense (50%)	100.00
Interest/Late fees	5.00
Payroll service	600.00
Postage	50.00
Professional Fees	
Audit	100.00
Total Professional Fees	100.00

Town of Irricana Municipal Library
2023 Budget
January through December 2023

	Jan - Dec 23
Program Expense	
Marketing	630.00
Other	1,000.00
Total Program Expense	1,630.00
Rent	1.00
Supplies	
Coffee	150.00
Library stationery	300.00
Printer supplies	1,000.00
Software	400.00
Total Supplies	1,850.00
Telephone	1,400.00
Total Administration	7,381.00
Asset Purchases	
Computer	
Hardware	1,500.00
Software	100.00
Total Computer	1,600.00
Furniture & Equipment	
Book Shelves	400.00
Other	467.00
Total Furniture & Equipment	867.00
Total Asset Purchases	2,467.00
Building Maintenance	
Contract cleaning	500.00
Insurance	3,500.00
Total Building Maintenance	4,000.00
Library Resources	
Books Lost	50.00
Books Purchased	500.00
Digital & Electronic Resources	200.00
Total Library Resources	750.00
Staff	
Appreciation	400.00
Courses/Conferences	250.00
Meals & Accomodation	250.00
Mileage	500.00

Town of Irricana Municipal Library
2023 Budget
January through December 2023

	Jan - Dec 23
Payroll	
Employer Contributions	4,000.00
Permanent	56,620.00
Summer student	4,619.00
Total Payroll	65,239.00
Recruitment	200.00
WCB	230.00
Total Staff	67,069.00
Transfer Payments	
Marigold	5,500.00
Total Transfer Payments	5,500.00
Total Expense	87,167.00
Net Ordinary Income	0.00
Net Income	0.00

TOWN OF IRRICANA

Minutes of the Regular Meeting of Council held

Date: November 21, 2022 Time: 7:00 pm

Location: Council Chambers: Irricana Centennial Centre, 222 – 2 Street

ATTENDANCE

Mayor:	Jim Bryson
Deputy Mayor:	Kim Schmaltz
Councillors:	Nathanial Fleming, Lisa McAree, Julie Sim
CAO:	Doug Hafichuk

CALL TO ORDER

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

AGENDA

- (i) Adopt Agenda
Addition of New Business Item I-4: FCSS Funding Agreement
Mayor Bryson called for a 2 minute recess at 7:03 p.m.
Mayor Bryson resumed the meeting at 7:04 p.m.
208:22 Moved by Deputy Mayor Schmaltz to adopt the Agenda as amended.
CARRIED

PRESENTATIONS

- (i) None

MINUTES

- (i) Minutes of the Regular Meeting of Council for November 7, 2022.
209:22 Moved by Councillor McAree to accept the Minutes of the Regular Meeting of Council for November 7, 2022 as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

COMMITTEE REPORTS

- (i) None

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – Roll 15250 Waiving of 2022 Minimum Tax
210:22 Moved by Deputy Mayor Schmaltz to waive the 2022 minimum tax portion totaling \$479.27, for Tax Roll 15250, legally described as Block 2, Lot 2, Plan 0512328.
CARRIED
 - (ii) RFD – Direction to Negotiate Leases with AG Society
211:22 Moved by Councillor McAree to direct Administration to negotiate with the Irricana AG Society for the renewal of leases for Founders Park and the Rec Centre.
CARRIED
 - (iii) RFD – Adjust Committee of the Whole Meeting Date
212:22 Moved by Councillor Fleming that the December 6, 2022 Committee of the Whole meeting be rescheduled to November 29, 2022 at 7:00 pm and the December 19, 2022 Council Meeting be cancelled.
CARRIED
- RFD – FCSS Funding Agreement
213:22 Moved by Councillor McAree to direct administration to execute the FCSS Funding Agreement between the Province and the Town of Irricana for budget years 2023 through 2025.
CARRIED

COMMUNICATION/INFORMATION

- (i) Irricana AG Society – Thank You Letter to Council

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.*
Written questions were presented

CLOSED SESSION

- (i) That Council go into closed session at 7:23 p.m to consider the confidential item Council Code of Conduct, pursuant to Bylaw 002:2022, Section 22; and
 - (ii) To consider the confidential item Legal Guidance from Officials, pursuant to the FOIP Act, Sections 24 & 27.
- 214:22 Moved by Deputy Mayor Schmaltz to reconvene to the public portion of the meeting at 8:25 pm.
CARRIED

215:22 Moved by Mayor Bryson to direct administration to set up a meeting with the law firm Brownlee, as discussed.

CARRIED

216:22 Moved by Councillor Sim that Deputy Mayor Schmaltz, Councillor Fleming and CAO Doug Hafichuk be designated to serve as investigators for the Code of Conduct complaint received on November 7, 2022 and report back to Council at the second regular Council meeting in January 2023.

CARRIED

ADJOURN

(i) Adjournment

217:22 Moved by Councillor McAree to adjourn the meeting at 8:30 p.m.

CARRIED

Mayor Bryson

Doug Hafichuk
Chief Administrative Officer

Request for Decision

To: Mayor Bryson and Council

From: Doug Hafichuk, CAO

Date: December 5, 2022

Subject: 2023 Interim Budget

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

Section 242(1) of the Municipal Government Act requires that *“Each council must adopt an operating budget for each calendar year by January 1 of that calendar year”*

Section 242(2) further clarifies that *“A council may adopt an interim operating budget for part of a calendar year.”*

The Operating Budget provides financial resources for the day-to-day operations of the Town, allowing for the continuation of service delivery until an updated Operating and Capital Budget is approved by Council (typically in the Spring).

BENEFITS:

1. Ensure that essential services are maintained.
2. Ensure that financial obligations continue to be met.
3. Compliance with legislation.

DISADVANTAGES:

N/A

ALTERNATIVES:

1. Reject the proposed Interim Budget and halt spending as of January 1st, 2023.

IMPLICATION ON FINANCES:

1. Continuation of spending and service delivery per the approved 2022 Operating Budget.

RECOMMENDATION:

Administration recommends that Council pass the interim operating budget to continue, without interruption, its financial obligations and the delivery of services.

RECOMMENDED MOTION:

THAT Council approve the 2023 Interim Operating Budget, as presented.

2023 Interim Budget (Revenues)

Item			2023 Interim
Council Revenues			
Council Totals			\$ 92,000.00
Capital Totals			\$ -
Operating Total			\$ 92,000.00

Administration Revenue			
Administration Totals			\$ 55,700.00
Capital Totals			\$ -
Operating Total			\$ 55,700.00

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

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

Bylaw Revenue			
Bylaw Totals			\$ 5,000.00
Capital Totals			\$ -
Operating Total			\$ 5,000.00

Public Works Revenue			
Public works Totals			\$ 3,100.00
Capital Totals			
Operating Total			\$ 3,100.00

Roads Revenue			
Roads Totals			\$ 16,000.00
Capital Totals			
Operating Total			\$ 16,000.00

Water Revenue			
Water Totals			\$ 404,199.73
Capital Totals			
Operating Total			\$ 404,199.73

Sewer Revenue3			
Sewer Totals			\$ 148,338.67
Capital Totals			
Operating Total			\$ 148,338.67

Garbage Revenue			
Garbage Totals			\$ 82,190.33
Capital Totals			\$ -
Operating Total			\$ 82,190.33

FCSS Revenue			
FCSS Totals			\$ 32,127.00
Capital Totals			\$ -
Operating Total			\$ 32,127.00

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

Planning & Development Revenue			
Planning & Development Totals			\$ 6,000.00
Capital Totals			\$ -
Operating Total			\$ 6,000.00

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

Economic Development Revenue			
Economic Development Totals	\$ -	\$ -	\$ -
Capital Totals	\$ -	\$ -	\$ -
Operating Total	\$ -	\$ -	\$ -

Parks & Recreation Revenue			
Parks & Recreation Totals			\$ 26,000.00
Capital Totals			\$ -
Operating Total			\$ 26,000.00

Community Hall & Culture Revenue			
Community Hall & Culture Totals			\$ 43,737.01
Capital Totals			
Operating Total			\$ 43,737.01

Requisition Revenues			
----------------------	--	--	--

Operating revenue only

\$ 355,609.38

2023 Interim Budget (Expenses)

Item			2023 Interim
Council			
Council Totals			\$ 67,500.00
Capital budget			\$ -
Operating Budget			\$ 67,500.00
Administration Expenses			
Administration Totals			\$ 475,507.97
Capital budget			\$ -
Operating Budget			\$ 475,507.97
Police Expense			
Policing totals			\$ 33,446.60
Capital budget			\$ -
Operating Budget			\$ 33,446.60
Fire Expenses			
Fire Totals			\$ 105,520.52
Capital budget			\$ -
Operating Budget			\$ 105,520.52
Disaster Services Expenses			
Disaster Services Totals			\$ 1,250.00
Capital budget			\$ -
Operating Budget			\$ 1,250.00
Bylaw Expenses			
Bylaw Totals			\$ 16,300.00
Capital budget			\$ -
Operating Budget			\$ 16,300.00
Public Works Expenses			
Public Works Totals			\$ 285,704.61
Capital budget			\$ -
Operating Budget			\$ 285,704.61
Roadway Expenses			
Roadway Totals			\$ 253,653.89
Capital budget			\$ -
Operating Budget			\$ 253,653.89

Water Expenses			
Water Totals			\$ 495,871.02
Capital budget			
Operating Budget			\$ 495,871.02

Sewer Expenses			
Sewer Totals			\$ 83,392.54
Capital budget			
Operating Budget			\$ 83,392.54

Garbage Expenses			
Garbage Totals			\$ 130,190.33
Capital budget			\$ -
Operating Budget			\$ 130,190.33

FCSS Expenses			
FCSS Totals			\$ 36,471.01
Capital budget			\$ -
Operating Budget			\$ 36,471.01

Cemetery Expenses			
Cemetery Totals			\$ 2,500.00
Capital budget			\$ -
Operating Budget			\$ 2,500.00

Planning and Development Expenses			
Planning & Development Totals			\$ 18,297.80
Capital budget			\$ -
Operating Budget			\$ 18,297.80

Subdivision Expenses			
Subdivision Totals			\$ 74,000.00
Capital budget			
Operating Budget			\$ 74,000.00

Economic Development Expenses			
Economic Development Totals			\$ 25,741.70
Capital budget			\$ -
Operating Budget			\$ 25,741.70

Parks and Recreation Expenses			
Parks & Recreation Totals			\$ 181,843.56
Capital budget			
Operating Budget			\$ 181,843.56

Community Hall and Culture Expenses

Community Hall and Culture Totals			\$	156,099.26
Capital budget				
Operating Budget			\$	156,099.26

Requisition Expenses

Requisition Totals			\$	370,869.16
Capital budget			\$	-
Operating Budget			\$	370,869.16

Reserve Funds

Reserve Totals			\$	50,000.00
Capital budget			\$	-
Operating Budget			\$	50,000.00

Request for Decision

To: Mayor Bryson and Council

From: Doug Hafichuk, CAO

Date: December 5, 2022

Subject: 2023 Council Meeting Schedule

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

Section 193(1) of the Municipal Government Act states that *“A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.”*

The Town of Irricana Procedural Bylaw 003:2022 further states that *“The Regular Meeting 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 7:00pm. Should the Monday meeting day fall on a Statutory Holiday, the meeting will occur on the next regular business day.”*

While Regular Meetings are generally held as described in Bylaw 003:2022, it has become customary for Council to make adjustments, by way of resolution, during the summer months, in December, and when deemed pragmatic.

In order to minimize the need for individual resolutions, Administration recommends that Council pass a single resolution to adopt an annual Regular Meeting Schedule.

Administration has prepared a suggested schedule for Council’s consideration, as described in Attachment ‘A’.

BENEFITS:

1. Reduces the need for ad-hoc resolutions throughout the year.
2. Increased predictability / clarity for the Public and Administration
3. Compliance with legislation.

DISADVANTAGES:

1. No material disadvantage(s)

ALTERNATIVES:

1. Council maintain the status quo.
2. Council adopt a quarterly or semi-annual calendar.

IMPLICATION ON FINANCES:

1. No material implication(s)

RECOMMENDATION:

Administration recommends passing an annual meeting schedule for Regular Meetings.

RECOMMENDED MOTION:

THAT Council approve the 2023 Council Regular Meeting Schedule, as described in Attachment 'A'.



2023 Council Meetings

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Request for Decision

To: Mayor Bryson and Council

From: Doug Hafichuk, CAO

Date: December 5, 2022

Subject: Council Procedural Bylaw (Bylaw 008:2022)

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

The Council Procedural Bylaw regulates the proceedings and conduct of Council Meetings.

The revised Council Procedural Bylaw

1. Clarifies and / or fixes minor procedural items and language.
2. Introduces clear rules of conduct for members of public.
3. Creates a schedule for reports from the Chief Administrative Officer.
4. Establishes a roundtable 'Councillor Update' in the order of business.

Prior to coming to Council, the revised bylaw was reviewed by the Committee of the Whole on November 28th, 2022.

BENEFITS:

1. Less procedural uncertainty with respect to how meetings are conducted.
2. Clarification on conduct expectations for the public.
3. Compliance with legislation.

DISADVANTAGES:

1. No material disadvantage(s)

ALTERNATIVES:

1. Council may make amendments prior to giving first reading;
2. Council may ask the Administration or Committee of the Whole for additional study or amendments.

IMPLICATION ON FINANCES:

1. No material implication(s)

RECOMMENDATION:

Administration recommends passing the revised Council Procedural Bylaw, as presented.

RECOMMENDED MOTION:

THAT the Council Procedural Bylaw (Bylaw 008:2022) be READ for a First time this 5th day of December, 2022.

THAT the Council Procedural Bylaw (Bylaw 008:2022) be READ for a Second time this 5th day of December, 2022.

THAT Unanimous Consent be given for a Third and Final Reading this 5th day of December, 2022.

THAT the Council Procedural Bylaw (Bylaw 008:2022) be READ for a Third and Final time this 5th day of December, 2022.

**BYLAW 008:2022
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, R.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. "Administration" shall mean an employee or employees of the Town of Irricana.
- b. "Agenda" means the list and order of business items for any meeting of Council.
- c. "Agenda Package" shall mean the Agenda accompanied with all reports and communication to be presented during the meeting.
- d. "CAO" shall mean 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. "Council" shall mean the Municipal Council of the Town of Irricana.
- g. "Councillor" shall mean the same as Member of Council.
- h. "Council Chambers" shall mean the location in which a Public Meeting is being held.

- i. "Delegation" shall mean an individual or an organization addressing the Council about a specific item on the agenda of a meeting that falls within the body's jurisdiction, but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled.
- j. "Emergent Item" means a situation demanding prompt action that poses an immediate risk to health, life, property, environment, or town finances/operations.
- k. "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.
- l. "Member of Council" shall mean a person elected to office in the Town of Irricana.
- m. "MGA" means the Municipal Government Act, Revised, Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
- n. "On the floor" is when a motion is under debate.
- o. "Pecuniary Interest" is something that causes or may cause either a negative or positive financial impact for an individual.
- p. "Public Gallery" shall mean members of the public who attend a Public Meeting as an observer.
- q. "Public Meetings" shall mean Regular Meetings of Council, Special Meetings of Council, or Committee Meetings.
- r. "Quorum" is the majority of all Council Members, three (3) of the five (5) Council Members.
- s. "Regular Meetings" shall mean meetings called pursuant to Section 193 of the Municipal Government Act, RSA 2000, Chapter M-26.
- t. "Special Meetings" shall mean meetings called pursuant to Section 194 of the Municipal Government Act, RSA 2000, Chapter M-26.
- u. "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 a Meeting Day fall on a Statutory Holiday, the meeting will occur on the next regular business day.
- 3) Notwithstanding the above, Council may elect to adopt an alternate schedule, by way of resolution, at its discretion.
- 4) The Council of the Town of Irricana shall hold an annual Organizational Meeting of Council pursuant to Section 192 of the MGA.
- 5) Notice to the public of Regular Meetings of Council, Special Meetings of Council, and Committee Meetings shall be deemed to be given by posting notice of all meeting dates and times on the Town's website.
- 6) 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.
- 7) 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.
- 8) If Quorum is lost for more than fifteen (15) minutes during the course of a meeting, the meeting shall be dissolved and noted in the minutes by the CAO. Issues under discussion at the time of the loss of quorum shall be raised at the next meeting.
- 9) Pursuant to Section 154 (1)(a) of the MGA, the Mayor shall preside as Chair at meetings of Council. In the event that the Mayor is not in attendance the meeting shall be chaired by the Deputy Mayor shall preside.
- 10) Should neither the Mayor nor Deputy Mayor be in attendance within fifteen (15) minutes after the time 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. The selected Chairperson shall preside until the arrival of either the Mayor or Deputy Mayor.
- 11) Pursuant to Section 199 of the MGA council meetings may be conducted by means of electronic or other communication facilities.

- 12) The Mayor shall be an ex officio member of all Town Committees

PART III – CONDUCT OF MEETINGS

- 13) Each member of Council shall address the Chair, shall not speak until recognized by the Chair, address their remarks to the Chair, and 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.
- 14) A Delegation, 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. The Chair may, at their own discretion or by resolution of Council, extend the time limit.
- 15) The Chair, at their sole discretion, may authorize a person in the Public Gallery to address Council on the topic being discussed at the time in the meeting and the Chair shall specify the time limit for the comment. This interruption in the meeting, if permitted, is to allow a possible new perspective for Council to consider. Debate with the Public Galley is not permitted.
- 16) Any 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.
- 17) Debate on a motion shall be limited to no more than ten (10) minutes. The Chair may, at their own discretion or by resolution of Council, extend the time limit.
- 18) Prior to a vote being called by the Chair on a motion that is on the floor, a Friendly Amendment, if agreed upon by the originator of the motion, can be heard.
- 19) A vote on a motion can only result in the Chair declaring the motion being:
- a. Carried
 - b. Defeated
 - c. Tabled
- 20) All Motions shall be voted upon by all Members of Council in attendance unless abstention by a Member of Council is duly noted in the minutes or for reasons of Pecuniary Interest.
- 21) 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.
- 22) If there is an equal number of votes for and against, the motion is defeated.

- 23) 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.
- 24) Debate on a motion to reconsider must be confined to reasons for or against reconsideration.
- 25) Council must not reconsider a motion if any action has been taken based on the original motion.
- 26) A motion to reconsider that is carried, automatically suspends the reconsidered motion.
- 27) If a motion to reconsider is carried, the original motion becomes the next order of business in the meeting in progress, unless a majority of Council agrees to table the original motion to the next Regular Meeting of Council.
- 28) A motion to reconsider that is tabled results in the motion to reconsider being added to the next Regular Meeting of Council.
- 29) A motion to reconsider that is defeated is not debatable for at least 7 months or 213 days, whichever is higher of the defeat.
- 30) 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.
- 31) A motion to rescind a motion must be made in the same way as the original motion.
- 32) 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.
- 33) Any Councillor may present a motion for a ten (10) minute recess provided it is not called when another person has the floor.
- 34) Regular Meetings shall adjourn by 10:00 PM unless Council passes a motion to extend the meeting.
- 35) Pursuant to Section 197 of the MGA, the public may attend and observe Public Meetings.

- 36) The use of audio / video recording devices by the public or the media during a meeting is prohibited unless authorization is provided by the Chair and Chief Administrative Officer.
- 37) Pursuant to Section 198 of the MGA, the Chair may expel a person from the meeting for improper conduct. Improper conduct includes:
- a. Interrupting or causing distraction during a speech or action by a Member of Council, Administration, or any person or Delegation addressing Council;
 - b. Addressing the Members of Council or Administration without permission of the Chair;
 - c. Engaging in demonstration or protest within Council Chambers;
 - d. Wearing or displaying of materials that are inappropriate for a community setting or are deemed by the Chair to be offensive;
 - e. Any activity or behaviour that, in the opinion of the Chair, is inappropriate or distracts from the completion of business.
- 38) A person expelled by the Chair for improper conduct shall be provided with five (5) minutes to vacate the building in which the meeting is being held.
- 39) Any person, having been expelled by the Chair for improper conduct, who refuses to vacate the premises is guilty of an offence and is liable to a fine of no less than \$250.00 and no more than \$1,000.00, on an escalating scale:

First Offence:	\$250.00
Second Offence:	\$500.00
Subsequent Offence(s):	\$1000.00

- 40) The escalating scale shall reset one (1) year after all fines have been paid.

PART IV – AGENDA AND ORDER OF BUSINESS

- 41) Prior to each Regular Meeting of Council, the CAO shall prepare an "Agenda".
- 42) All proposed Agenda items for a 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.
- 43) Any Councillor may make a request to have an item added to the Agenda through the Mayor. The proposed agenda item must be of a nature which requires action by Council. If the item is a question for Administration, the Mayor may request that Administration prepare a report for Council.

- 44) If Administration determines that a Council inquiry will cost more than \$500 or cannot be accommodated within the operational budget, Administration will present a budget request at the next Regular Meeting of Council.
- 45) Agenda items proposed by Councillors may not be deferred more than once without the consent of the requestor.
- 46) Administration 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.
- 47) 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. Once approved, no item may be added to the Agenda until the Regular Council Meeting begins.
- 48) An Emergent Item may be added to the Agenda if:
 - a. the request to be heard is accompanied by a brief explanation, from Administration or a Member of Council, which demonstrates urgency; and
 - b. a majority of Council agree that the item be heard.
- 49) Administration shall provide each Member of Council with one (1) printed and one (1) electronic copy of the Agenda Package no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 50) Administration shall post the Agenda Package to the Town's website no later than 4:30 pm local time on the Friday prior to the Regular Meeting of Council.
- 51) Agenda preparation for Special Meetings of Council will follow the same procedures as listed above, however, timeframes may be adjusted at the mutual agreement of the Mayor and the CAO.
- 52) 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. COUNCILLOR UPDATE

- L. CLOSED SESSION
- M. ADJORN

- 53) The Chair may alter the order of business to accommodate requests from Delegations or Administration, or as determined by a resolution of Council.
- 54) 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 brief summary of the topic to be presented;
 - b. include all supporting information (letters, presentations, etc) that will be presented to Council;
 - c. be received by Administration no later than noon on the Monday the week before the next Regular Meeting of Council is being held.
- 55) Delegation presentations shall be limited to ten (10) minutes, excluding the time required to answer questions from Council. The Chair may, at their own discretion or by resolution of Council, extend the time limit.
- 56) During the Councillor Update, each Member of Council shall be given five (5) minutes to introduce information to Council. The Chair may, at their own discretion or by resolution of Council, extend the time limit.
- 57) The Chief Administrative Officer shall provide a summary report to Council at the second Regular Meeting of Council each month.
- 58) Administration shall post the minutes of the meeting to the Town's website within two (2) weeks of their approval.
- 59) 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 VI – SEVERABILITY

- 60) Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

PART VI – REPEAL

- 61) This Bylaw hereby repeals Bylaw 003:2022 in its entirety.

PART VII – EFFECTIVE DATE

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

READ for a First time this 5th day of December, 2022

READ for a Second time this _____ day of _____.

TO BE Given Unanimous Consent for a Third and Final Reading this ____ day of _____.

READ for a Third and Final time this _____ day of _____.

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

Request for Decision

To: Mayor Bryson and Council

From: Doug Hafichuk, CAO

Date: December 5, 2022

Subject: Property Tax Penalty Bylaw (Bylaw 007:2022)

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

The Property Tax Penalty Bylaw enables the Town of Irricana to impose a penalty on tax accounts which remain unpaid.

The objective of Bylaw is to incentivize the timely payment of property taxes so to ensure the financial health and operation of the Town.

The revised Council Procedural Bylaw

1. Clarifies and / or fixes minor procedural items and language.
2. Establishes a 2% penalty, compounding, on all overdue balances.

Prior to coming to Council, the revised bylaw was reviewed by the Committee of the Whole on November 28th, 2022.

BENEFITS:

1. Incentivizes timely payment of property tax bills.
2. May lead to improved cash flow.
3. Compliance with legislation.

DISADVANTAGES:

1. No material disadvantage(s)

ALTERNATIVES:

1. Council may make amendments prior to giving first reading;
2. Council may ask the Administration or Committee of the Whole for additional

IMPLICATION ON FINANCES:

1. No material implication(s)

RECOMMENDATION:

Administration recommends passing the revised Property Tax Penalty Bylaw, as presented.

RECOMMENDED MOTION:

THAT the Property Tax Penalty Bylaw (Bylaw 007:2022) be READ for a First time this 5th day of December, 2022.

THAT the Property Tax Penalty Bylaw (Bylaw 007:2022) be READ for a Second time this 5th day of December, 2022.

THAT Unanimous Consent be given for a Third and Final Reading this 5th day of December, 2022.

THAT the Property Tax Penalty Bylaw (Bylaw 007:2022) be READ for a Third and Final time this 5th day of December, 2022.

**BYLAW 007:2022
of the TOWN OF IRRICANA
in the PROVINCE OF ALBERTA**

Being a bylaw of the Town of Irricana, in the Province of Alberta to establish a penalty for late payment of property taxes.

WHEREAS the Municipal Government Act, R.S.A. 2000, and amendments thereto states a Council may by bylaw impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice; and

AND WHEREAS the Municipal Government Act, R.S.A. 2000 and amendments thereto states a Council may by bylaw impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed, and;

AND WHEREAS the Council of the Town of Irricana recognizes that timely collection of property taxes is important to the operation and financial health of the Town, and;

AND WHEREAS the Council of the Town of Irricana deems it necessary and desirable to levy such penalties,

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

TITLE:

This bylaw may be cited as the **"Property Tax Penalty Bylaw"**.

PART I – DEFINITIONS

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

- a. "Current Tax" shall mean Property Tax levied within the current calendar year.
- b. "Property Tax" shall mean the tax or taxes imposed under Section 353 of the Municipal Government Act.
- c. "Tax Arrears" shall mean Property Taxes that remain unpaid after December 31 of the year in which they were imposed.
- d. "Town" means the Town of Irricana.

PART II – PENALTY FOR CURRENT TAX

- 2) Property Tax paid after June 30 in any year shall be subject to penalty.
- 3) There shall be levied on the first day of each month, July through December, a two percent (2%) penalty on the Current Taxes which have yet to be paid to the Town of Irricana. The penalty shall form part of the Current Tax owing.

Example:

Example Calculation on \$2,500						
	July	August	September	October	November	December
Penalty Rate	2%	2%	2%	2%	2%	2%
Penalty Fee	\$ 50.00	\$ 51.00	\$ 52.02	\$ 53.06	\$ 54.12	\$ 55.20
Balance Owing	\$ 2,550.00	\$ 2,601.00	\$ 2,653.02	\$ 2,706.08	\$ 2,760.20	\$ 2,815.41

- 4) After December 31 in any year, any outstanding balance shall be deemed to be in Tax Arrears.

PART III – PENALTY FOR TAX ARREARS

- 5) There shall be levied on the first day of each month a two percent (2%) penalty on Tax Arrears which have yet to be paid to the Town of Irricana. The penalty shall form part of Tax Arrears owing.

Example:

Example Calculation on \$2815.41						
	January	February	March	April	May	June
Penalty Rate	2%	2%	2%	2%	2%	2%
Penalty Fee	\$ 56.31	\$ 57.43	\$ 58.58	\$ 59.75	\$ 60.95	\$ 62.17
Balance Owing	\$ 2,871.72	\$ 2,929.15	\$ 2,987.74	\$ 3,047.49	\$ 3,108.44	\$ 3,170.61

PART IV – SEVERABILITY

- 6) Each provision of this bylaw is independent of all other provisions. If any provision of this bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

PART V – REPEAL

61) This Bylaw hereby repeals Bylaw 017:2018 in its entirety.

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 ____day of December, 2022

READ for a Second time this _____day of _____.

TO BE Given Unanimous Consent for a Third and Final Reading this ____day of _____.

READ for a Third and Final time this _____day of _____.

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

Request for Decision

To: Mayor Bryson and Council

From: Doug Hafichuk, CAO

Date: December 5, 2022

Subject: Budget Adjustment for Furniture and Equipment

DECISION:

CORRELATION TO STRATEGIC PLAN OR POLICY:

KEY ISSUES AND BACKGROUND:

A major energy company, Devon Energy, is vacating their Calgary Office and disposing of office furniture and equipment that is no longer needed.

Generally speaking, the asking price is '10 cents on the dollar' and the materials are generally less than three years old and in excellent working order.

Administration has been working with HBI Calgary, as Devon Energy's broker, to review the available assets, consider them against current Town needs, and negotiate a 'Purchase and Donate' scenario.

Administration is seeking approval to spend \$3,900 to acquire:

- (12) 5-Drawer Filing Cabinets
- (20) Bookshelves
- (4) Pedestal Whiteboards
- (24) Office Desk Chairs
- (24) Stacking Gallery Chairs
- (8) Highback Chairs for Council Table

Further, there is an opportunity to acquire new office workstations to replace the aging workstations currently in use within the office. Administration is seeking approval to spend \$2,100 to acquire:

- (3) Height Adjustable Corner Desk w/ Cable Raceway
- (3) Wardrobe and Storage Cabinet
- (3) Mobile Cabinet (Filing)
- (3) Two-Drawer Filing Cabinet

BENEFITS:

1. Replace existing furniture and equipment that has reached 'end of life' and if broken.
2. Provide more adequate storage for Town records and files.
3. Project a consistent and professional image as an organization.

DISADVANTAGES:

1. No material disadvantage(s)

ALTERNATIVES:

1. Council denies the request.

IMPLICATION ON FINANCES:

1. Unbudgeted expense of up to \$6,000

RECOMMENDATION:

Administration recommends acquiring all of the furniture and equipment described.

RECOMMENDED MOTION:

THAT Council approves that expenditure of \$6,000 to acquire furniture and equipment.

Devon Energy Furniture and Equipment for Acquisition

Ref #	Description	Price	Qty	Total	
1	Desk Electric Height Adjustable	\$ 250.00	3	\$ 750.00	
2	Desk Wardrobe and Storage	\$ 200.00	3	\$ 600.00	
3	Desk Mobile Cabinet-Ped	\$ 100.00	3	\$ 300.00	
4	Desk Two-Drawer Lateral Cabinet	\$ 150.00	3	\$ 450.00	\$ 2,100.00
5	Meeting Table	\$ 100.00		\$ -	
6	File Cabinet - 5 Drawer	\$ 100.00	6	\$ 600.00	
7	Bookshelf	\$ -	20	\$ -	Tax Rec't
8	Chair Leather Highback	\$ 250.00	8	\$ 2,000.00	
9	Chair Mobile Stacking	\$ 25.00	24	\$ 600.00	
10	File Cabinet - 5 Drawer	\$ 100.00	6	\$ 600.00	
11	Chair Desk Highback	\$ -	24	\$ -	Tax Rec't
12	Whiteboard Mobile	\$ 25.00	4	\$ 100.00	\$ 3,900.00

\$ 6,000.00











ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR109899

November 17, 2022

Mayor Jim Bryson
Town of Irricana
PO Box 100
Irricana AB T0M 1B0

Dear Mayor Bryson and Council:

I received correspondence and a petition on September 30, 2022, requesting an inspection of the Town of Irricana. Municipal Affairs has reviewed the petition and found it to be sufficient, as it has more than the minimum 244 signatures required under legislation.

The *Municipal Government Act* requires signatures from electors equal to at least 20 per cent of the town's population for a petition that is requesting a municipal inspection to be sufficient. The town's population was 1,216 upon receipt of the petition, and 273 of the 278 signatures were considered valid.

Prior to a final decision in response to the petition request for an inspection, I have asked ministry staff to conduct a preliminary review into the concerns raised by the petition to help determine the underlying reasons for the request and ensure an appropriate response from Municipal Affairs. This process will include interviews with councillors, administrative staff, and the petition representative, and will provide context for my decision in responding to the petition.

It is important to note the preliminary review is not a verification process and cannot result in formal directives. No written submissions or documents will be received, and it is a voluntary process. However, I encourage your full cooperation and participation to assist me in making an informed decision. Once I review the background from the preliminary review's findings, I will advise you of what further steps, if any, will be taken.

Lastly, please note that an inspection may result from the preliminary review. If one is ordered and municipal financial capacity allows, all or a portion of inspection costs may be charged back to the municipality. Inspections typically cost between \$60,000 to \$95,000, depending on their scope and magnitude.

.../2

Thank you in advance for your cooperation as we move forward. Ministry staff will contact the town office to initiate this process.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Schulz', with a stylized, cursive script.

Rebecca Schulz
Minister

cc: Honourable Nathan Cooper, MLA, Olds-Didsbury-Three Hills