



REGULAR MEETING OF COUNCIL

Council Chambers, **Irricana Centennial Centre**, 222 2 Street

Date: February 21, 2023 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from February 6, 2023 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1 – Assessment Review Board Bylaw (003:2023)

Item I2 – 2023 Master Rates Bylaw (004:2023)

Item I3 – Resolution in Support of Shared Peace Officer Initiative

Item I4 – Allocation of ATCO and Fortis Franchise Fees

Item I5 – Request to Waive Costs for Water Leak

Item I6 – Letter from Rebecca Schulz, Minister of Municipal Affairs

J. COMMUNICATION / INFORMATION

Item J1 – Marigold Library Council Notes for January 2023

Item J2 – Motion Tracker for February 21, 2023

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

To: Mayor and Council
From: Chief Administrative Officer
Date: February 21, 2023
Purpose: Request for Decision
Subject: Assessment Review Board Bylaw (003:2023)

Summary:

The purpose of this report is to present Council with an updated Assessment Review Board Bylaw (004:2023). The current Bylaw (004:2019) is outdated and does not fully comply with the requirements set out in the Municipal Government Act.

Background and Discussion:

The 2021 Municipal Accountability Program (MAP) review identified issues with the Town's Assessment Review Board Bylaw (04:95). An updated Bylaw was approved by Council (004:2019) that addressed some of the issues, however further changes are necessary to fully comply with the current Municipal Government Act.

Specifically:

Section 454.1(1)(a) requires that at least three people be appointed to the Local Assessment Review Board (LARB), while the current Bylaw only appoints one.

Section 454.1(2)(a) requires that at least two people be appointed to the Composite Assessment Review Board (CARB), while the current Bylaw only appoints one.

Further, the current Bylaw fails to adequately convey that only one member of Council may be appointed to the CARB at any given time, and a standard severability clause has been added.

Given that the updates are straightforward, the proposed Bylaw has been brought directly to Council rather than first going to the Committee of the Whole.

Following approval of the Bylaw 003:2023, Council must identify and appoint members of each Board (LARB and CARB), as well as designate a clerk. Administration will seek to solicit interested parties and provide Council with more information at a later date.

Financial Implication(s):

There are no new financial implications related to passing Bylaw 004:2023. Board remuneration remains unchanged from 2019, at:

- (a) \$100 if four hours or less are worked in a day.
- (b) \$150 if more than four hours but less than eight hours are worked in a day.
- (c) \$200 if more than eight hours are worked in a day.

Recommendation:

Administration recommends passing Bylaw 004:2023, as presented.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the Assessment Review Board Bylaw (Bylaw 003:2023) be read for a first time this 21st day of February, 2023.

AND

Motion #2: **THAT** the Assessment Review Board Bylaw (Bylaw 003:2023) be read for a second time this 21st day of February, 2023.

AND

Motion #3: **THAT** unanimous consent be given for a third and final reading this 21st day of February, 2023.

AND

Motion #4: **THAT** the Assessment Review Board Bylaw (Bylaw 003:2023) be read for a third and final time this 21st day of February, 2023.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Bylaw 003:2023

Attachment 'B' – Bylaw 004:2019

Attachment 'A'

Assessment Review Bylaw 003:2023

**BYLAW 003:2023
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 the Assessment Review Board.

WHEREAS the Section 454 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, requires that a Council must establish a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB);

AND WHEREAS Section 454 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended, governs the appointment and composition of these Boards;

AND WHEREAS Section 456 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended requires that the municipality assign a Clerk for these Boards;

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

TITLE:

This Bylaw may be cited as the “**Assessment Review Board Bylaw**”.

PART I – DEFINITIONS

- 1) In this Bylaw, unless the context otherwise requires, the following definitions apply:
 - (a) “Assessment Review Boards” means the Local Assessment Review Board and the Composite Assessment Review Board collectively.
 - (b) “CAO” shall mean the Chief Administrative Officer of the Town of Irricana or duly appointed designate.
 - (c) “Clerk” means the designated officer appointed as the clerk of the Assessment Review Boards in accordance with Section 456 of the MGA.
 - (d) “Composite Assessment Review Board” means a board established to hear and make decisions on complaints about any matter referenced in Section 460.1(2) of the MGA. May also be referred to in this Bylaw as CARB or Composite Board.
 - (e) “Council” shall mean the duly elected Council of the Town of Irricana.
 - (f) “Councillor” means a duly elected member of Council;

- (g) "Local Assessment Review Board" means a board established to hear and make decisions on complaints about any matter referenced in Section 460.1(1) of the MGA. May also be referred to in this Bylaw as LARB or Local Board.
- (h) "Member" means a member, which cannot be a Councillor, of the Assessment Review Boards as appointed by Council.
- (i) "MGA" means the Municipal Government Act, Revised, Statutes of Alberta 2000, Chapter M-26 and amendments thereto.
- (j) "Town" means the Town of Irricana.

PART II – ESTABLISHMENT OF BOARDS

- 2) Council hereby establishes the following board:
 - (a) Local Assessment Review Board; and
 - (b) Composite Assessment Review Board.

PART III – COMPOSITION OF THE LOCAL ASSESSMENT REVIEW BOARD

- 3) The LARB shall be comprised of no fewer than three people.
- 4) Council must designate one Member to serve as the Board Chair.

PART IV – COMPOSITION OF THE COMPOSITE ASSESSMENT REVIEW BOARD

- 5) The CARB shall be comprised of no fewer than two people, of which no more than one may be a Councillor.
- 6) Council must designate one Member to serve as the Board Chair.

PART V – BOARD ELIGIBILITY AND LENGTH OF TERM

- 7) Council shall only appoint people who are:
 - (a) Not an assessor;
 - (b) Not a person employed by the Town; and
 - (c) Not a person who has acted for an assessed person before an assessment review board of the Municipal Government Board.
- 8) Members of the LARB and CARB shall be appointed for a term of three years.

- 9) Members may be re-appointed when their term expires, however, they must re-apply for appointment by Council.
- 10) Notwithstanding any other provisions in this Bylaw, if a Member's term expires before a decision is issued on a complaint heard by the Member, the Member remains a duly appointed Member for the purpose of completing the complaint hearing and issuing a decision in that complaint.

PART VI – REMUNERATION AND EXPENSES

- 11) Board Chairs shall be compensated at a rate of:
 - (a) \$100 if four hours or less is worked in a day;
 - (b) \$150 if more than four hours but less than eight hours are worked in a day;
 - (c) \$200 if more than eight hours are worked in a day.
- 12) Board Members shall be compensated at a rate of:
 - (a) \$100 if four hours or less is worked in a day;
 - (b) \$150 if more than four hours but less than eight hours are worked in a day;
 - (c) \$200 if more than eight hours are worked in a day.
- 13) Reasonable expenses directly related to conducted Board business shall be reimbursed in accordance with Town policies related to travel and expenses.

PART VII – CLERK OF THE ASSESSMENT REVIEW BOARD

- 14) The Chief Administrative Officer is the designated Clerk of the Assessment Review Boards.

PART VIII – REPEAL

- 15) This Bylaw hereby repeals Bylaw 004:2019.

PART IX – SEVERABILITY

- 16) 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 X – EFFECTIVE DATE

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

READ for a First time this 21st day of February, 2023.

READ for a Second time this 21st day of February, 2023.

TO BE Given Unanimous Consent for a Third and Final Reading this 21st day of February, 2023.

READ for a Third and Final time this 21st day of February, 2023.

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

Attachment 'B'

Assessment Review Bylaw 004:2019

Bylaw No. 004-2019 ASSESSMENT REVIEW BOARD BYLAW

A BYLAW OF THE TOWN OF IRRICANA IN THE PROVINCE OF ALBERTA, TO ESTABLISH ASSESSMENT REVIEW BOARDS FOR THE TOWN OF IRRICANA.

Whereas, pursuant to section 454 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council must establish a local assessment review board to hear complaints referred to in section 460.1(1), and a composite assessment review board to hear complaints referred to in section 460.1(2);

And Whereas, pursuant to subsection 454.1(2) of the *Municipal Government Act*, Council may appoint a single member to the local assessment review board, prescribe the term of office of the member appointed, and prescribe the remuneration and expenses, if any, payable to the member appointed;

And Whereas, pursuant to subsection 454.1(2) of the *Municipal Government Act*, Council must designate one of the members appointed as the chair of the local assessment review board and must prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair;

And Whereas, pursuant to subsection 454.21(4) of the *Municipal Government Act*, Council may appoint a single member of the composite assessment review board, prescribe the term of office of the member appointed, and prescribe the remuneration and expenses, if any, payable to the member appointed;

And Whereas, pursuant to subsection 454.2(2) of the *Municipal Government Act*, Council must designate one of the members appointed as the chair of the composite assessment review board and must prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair;

And Whereas, pursuant to subsection 456 of the *Municipal Government Act*, Council must appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality;

And Whereas, pursuant to subsection 456 of the *Municipal Government Act*, Council may set fees payable by persons wishing to make complaints or to be involved as a party or intervenor in a hearing before an assessment review board and for obtaining copies of an assessment review board's decisions and other documents;

Irricana Council enacts:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

1 The purpose of this bylaw is to establish assessment review boards for the Town of Irricana.

DEFINITIONS

2 In this bylaw, unless the context otherwise requires:

- (a) "CAO" means the chief administrative officer of the municipal corporation of the Town of Irricana;
- (b) "Composite Board" means the Town of Irricana Composite Assessment Review Board, as required by the *Municipal Government Act* and established by this bylaw;
- (c) "Council" means the municipal council of the municipal corporation of the Town of Irricana; and
- (d) "Local Board" means the Town of Irricana Local Assessment Review Board, as required by the *Municipal Government Act* and established by this bylaw.

RULES FOR INTERPRETATION

3 The marginal notes and headings in this bylaw are for reference purposes only.

PART II – ESTABLISHMENT AND MEMBERSHIP

LOCAL BOARD

4 The Local Board is established.

COMPOSITE BOARD

5 The Composite Board is established.

NUMBER OF MEMBERS

6 Council will by resolution appoint:

- (a) one person to the Local Board; and
- (b) one person to the Composite Board.

BOARD MEMBERS

7 Council will only appoint people to the Local Board or the Composite Board who are:

- (a) a member of Council;
- (b) not an assessor;
- (c) not a person employed by the Town of Irricana; and
- (d) not a person who has acted for an assessed person before an assessment review board of the Municipal Government Board.

TERM OF MEMBERSHIP

8 All members of the Local Board and the Composite Board will serve as members for a term of no more than three years.

MULTIPLE TERMS

9 A person may be a member of the Local Board or the Composite Board for more than one term, if so appointed by Council.

NO VACANCY

10 Even if a person's term of membership has expired, that person will remain a member of the Local Board or the Composite Board until they are replaced by Council.

LOCAL BOARD CHAIR

11 Council will appoint a member of the Local Board as chair of the Local Board.

COMPOSITE BOARD CHAIR

12 Council will appoint a member of the Composite Board as chair of the Composite Board.

PART III - ADMINISTRATION

CLERK

13 The Chief Administrative Officer is:

- (a) clerk of the Local Board; and
- (b) clerk of the Composite Board.

FEES

14 Fees for filing complaints to the Local Board and the Composite Board are set out in the *Fees Bylaw*.

MEMBER REMUNERATION

15 Members of the Local Board and the Composite Board will be paid:

- (a) \$100 if four hours or less are worked in a day;
- (b) \$150 if more than four hours and less than eight hours are worked in a day; or
- (c) \$200 if more than eight hours are worked in a day.

CHAIR REMUNERATION

16 The Chair of the Local Board and the Chair of the Composite Board will be paid:

- (a) \$100 if four hours or less are worked in a day;
- (b) \$150 if more than four hours and less than eight hours are worked in a day; or
- (c) \$200 if more than eight hours are worked in a day.

EXPENSES

17 All members of the Local Board and Composite Board will be paid their reasonable expenses in accordance with the policy established pursuant to this bylaw.

PART IV - GENERAL

CAO POWERS

18 The CAO may:

- (a) set policies, procedures, and directives for the Local Board governing the hearing process, the conduct of members, or any other matter related to the operation of the Local Board;
- (b) set policies, procedures, and directives for the Composite Board governing the hearing process, the conduct of members, or any other matter related to the operation of the Composite Board;
- (c) establish a policy for the expenses for which members of the Local Board and Composite Board may be compensated; and
- (d) delegate any powers, duties or functions under this bylaw to an employee of the Town.

This Bylaw shall come into force and effect when it receives Third Reading and is duly signed.

READ A FIRST TIME IN COUNCIL THIS 4th DAY OF November, 2019.

READ A SECOND TIME IN COUNCIL THIS 18th DAY OF November 2019.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 18th DAY OF November, 2019.

Frank Friesen MAYOR

Ted Coffey CAO

To: Mayor and Council
From: Chief Administrative Officer
Date: February 21, 2023
Purpose: Request for Decision
Subject: Master Rates Bylaw (004:2023)

Summary:

The purpose of this report is to present Council with an updated Master Rates Bylaw (Formerly known of the 'Rates & Charges Bylaw').

Background and Discussion:

Municipal property taxes are typically levied to fund community-level services, while services that benefit individuals or groups are commonly funded through user fees.

The Master Rates Bylaw (Formerly the Rates & Charges) describes the various goods and services provided by the Town and establishes the cost of each.

The 2023 update includes, wherever reasonably possible, comparison to neighboring municipalities (Beiseker, Acme, and Rocky View County), with fee structures generally aligned with a cost-recovery model.

The Bylaw and Schedule of Fees was reviewed by a Committee of the Whole on February 6th, 2023.

Notable changes include:

1. Removed of basic office services such as faxes and photocopies that are available elsewhere within the community, including non-profit and for-profit organizations.
2. Eliminated rental services that the Town no longer offers or manages, including campground bookings, recreation center bookings, or the rental of recreation equipment (Nets, horseshoes)
3. Established a general labour rate for staff.
4. Clarified costs associated with FOIP requests, per legislation.
5. Updated Planning & Development related services and fees, including:

- a. Introduced a Pre-Application Consultation to help potential applicants submit 'Success Ready' development applications.
- b. Updated fees for major land use activities (ASPs, Conceptual Plans) to better align with market conditions and a cost-recovery methodology.
- c. Increased performance security requirements to better protect ratepayers.

The most noticeable change will be the restructuring of Water and Wastewater fees.

Water consumption is now expressed in a single 'per cubic meter' rate that is inclusive of all supply costs, service fees, administrative fees, and direct and indirect costs related to the system's operation.

Wastewater consumption is now calculated on the assumption that 90% of the water consumed ultimately returns to the wastewater system. This change aligns with best practices for municipalities, including the City of Calgary.

The new rate structure does not fundamentally alter costs paid by residents but provides greater transparency into the actual costs associated with operating and maintaining the system.

As a comparison, the existing regime results in a bill of \$143.85 to the average customer. Under the new single rate regime, the same usage results in a bill of \$138.86 while also providing assurances that the system is not being subsidized by property taxes.

Financial Implication(s):

The rates described in Schedule 'A' will be used to finalize the 2023 Town Budget.

Recommendation:

Administration recommends that the Master Rates Bylaw 004:2023, as presented, be given three consecutive readings.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the Master Rates Bylaw (Bylaw 004:2023) be read for a first time this 21st day of February, 2023.

AND

Motion #2: **THAT** the Master Rates Bylaw (Bylaw 004:2023) be read for a second time this 21st day of February, 2023.

AND

Motion #3: **THAT** unanimous consent be given for a third and final reading this 21st day of February, 2023

AND

Motion #4: **THAT** the Master Rates Bylaw (Bylaw 004:2023) be read for a third and final time this 21st day of February, 2023.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Master Rates Bylaw 004:2023

Attachment 'B' – Master Rates Bylaw 004:2023 Schedule 'A'

Attachment 'A'

Master Rates Bylaw 004:2023

BYLAW 004:2023

A bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of establishing rates and fees for the provision of various municipal goods and services.

WHEREAS pursuant to the Municipal Government Act, RSA 2000, c M-26, and amendments thereto Council may fix charges for the goods and services listed in the attached schedule;

AND WHEREAS the Town of Irricana receives requests for the provision of such goods and services;

AND WHEREAS the Town of Irricana deems it desirable to request payment for the provision of such goods and services;

AND THEREFORE the Municipal Council of the Corporation of the Town of Irricana, duly assembled in Council, enacts as follows:

Title

1. This Bylaw may be cited as the “***Master Rates Bylaw***”

Definitions

2. In this bylaw, the following definitions apply:
 - a. “**Chief Administrative Officer**” means the Chief Administrative Officer of the Town of Irricana or their authorized delegate;
 - b. “**Municipal Government Act**” means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time.

Effect

3. The Town of Irricana establishes the rates and fees set out in Schedule ‘A’ attached to and forming part of this Bylaw.
4. The Chief Administrative Officer may waive or excuse an individual from paying all or part of a rate or fee set out in Schedule ‘A’ of the Bylaw if, in the opinion of the Chief Administrative Officer:
 - a. Facts were not disclosed which should have been disclosed at the time the fee was considered;

- b. Extenuating circumstances warrant a waiver or excusal.

Severability

5. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of the Bylaw will remain valid and enforceable.

Repeal of Bylaw(s)

6. *Bylaw 002:2021*, being the *Rates and Charges Bylaw*, is repealed upon this Bylaw passing and coming into full force and effect.

Effective Date

7. *Bylaw 004:2023*, being the *Master Rates Bylaw*, is passed when it receives third reading and is signed pursuant to the *Municipal Government Act*.

READ A FIRST TIME this 21 day of February 2023.

READ A SECOND TIME this 21 day of February 2023.

UNANIMOUS CONSENT for THIRD READING given this 21 day of February 2023.

READ A THIRD TIME this 21 day of February 2023.

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

Attachment 'B'

Master Rates Bylaw 004:2023 – Schedule 'A'

Master Rates Bylaw - Schedule 'A'

ADMINISTRATION and COMMON SERVICES

LABOUR and MEETINGS

Special Meeting of Council	\$ 500.00	Each
Special Meeting of Committee of the Whole	\$ 350.00	Each
Municipal Planning Commission (MPC) Meeting	\$ 500.00	Each, Min. Actual Costs and Administrative Time
Administrative Labour Rate (General)	\$ 40.00	Each, per half hour
Public Works Labour Rate (General)	\$ 40.00	Each, per half hour

LICENSING FEES

<i>Business License - Hawker/Peddler/Vendor</i>	\$ 25.00	Monthly
<i>Business License - Non-Resident</i>	\$ 50.00	Annually
<i>Business License - Home Occupation (Initial Application)</i>	\$ 100.00	Annually
<i>Business License - Home Occupation (Renewal)</i>	\$ 50.00	Annually
<i>Business License - Store Front</i>	\$ 50.00	Annually
<i>Animal License - Dog or Cat (Altered)</i>		
Before Jan 31 Each Year	\$ 10.00	Annually
After Jan 31 Each Year	\$ 20.00	Annually
<i>Animal License - Dog or Cat (Unaltered)</i>		
Before Jan 31 Each Year	\$ 20.00	Annually
After Jan 31 Each Year	\$ 40.00	Annually

DOCUMENTS and RECORDS

<i>Town Technical Reports</i>	\$ 150.00	Each
<i>Municipal Development Plan</i>	\$ 40.00	Each
<i>Land Use Bylaw</i>	\$ 40.00	Each
<i>Tax Certificate</i>	\$ 40.00	Each
<i>Tax Search</i>	\$ 40.00	Each
<i>Assessment Search</i>	\$ 40.00	Each
<i>Property Compliance Stamp - Residential</i>	\$ 60.00	Each
<i>Property Compliance Stamp - Non-Residential</i>	\$ 60.00	Each

PENALTIES, FEES, and NOTIFICATIONS

<i>Non-Sufficient Funds (NSF)</i>	\$ 40.00	Each
<i>Credit Card Service Fee</i>	2%	Transaction Total (Incl. Tax)
<i>Interest on Overdue Account Receivables</i>	2%	Balance Owning, Monthly
<i>Property Tax Arrears Penalty</i>	\$ -	See <i>Property Tax Penalty Bylaw</i>
<i>Utility Arrears Penalty</i>	\$ -	See <i>Utility Arrears Penalty Bylaw</i>
<i>Tax Notification Letter</i>	\$ 25.00	Each, Minimum. Actual Costs and Administrative Time
<i>Tax Recovery Letter</i>	\$ 50.00	Each, Minimum. Actual Costs and Administrative Time
<i>Accounts Sent to Collection</i>	15%	Total Balance Owning

FREEDOM OF INFORMATION / ACCESS TO INFORMATION

<i>Records Search / FOIP - Personal</i>	\$ -	Each
<i>Records Search / FOIP - Initial Fee</i>	\$ 25.00	Each
<i>Records Search / FOIP - Continuing Request</i>	\$ 50.00	Each
<i>Records Search / FOIP - Processing Costs (if Over \$150)*</i>	\$ -	Each, Estimate to be Provided

*50% Payment Required Prior to Search

*Balance Due Upon Delivery, Actual Costs

UTILITY SERVICES		
WATER SERVICES		
Water Meter Connection	\$ 200.00	Each, Meter at Cost
Water Meter Replacement	\$ 200.00	Each, Meter at Cost
Water Service Disconnect	\$ 90.00	Each
Water Service Reconnection (700am - 300pm)	\$ 45.00	Each
Water Service Reconnection (Off Hours)	\$ 200.00	Each
CONSUMPTION CHARGES		
Water	\$ 4.73	Cubic Meter
Wastewater	\$ 1.58	Cubic Meter (Billed at 90% of Water Consumption)
Potable Water	\$ 7.25	Cubic Meter
Non-Potable Water	\$ 5.25	Cubic Meter
SOLID WASTE and RECYCLING		
Garbage Collection	\$ 21.85	Bi-Monthly
Recycling Collection	\$ 13.68	Bi-Monthly

COMMUNITY HALL		
DAY RENTALS		
General Purpose*	\$ 400.00	Per Day
Fundraisers*	\$ 200.00	Per Day
Funerals and Memorials*	\$ 200.00	Per Day
*Plus \$100 Hall Inspection / Setup Fee		
Audio / Video System (\$500 Damage Deposit Required)	\$ 100.00	Per Use
Small Upper Floor Meeting Room	\$ 100.00	Per Use
Kitchen User Fee	\$ 200.00	Per Use
20% Discount for Residents		
50% Discount for Registered Non-Profit and Local Service Groups		

CEMETERY		
PURCHASES and SERVICES		
Plot Purchase	\$ 500.00	Each
Opening and Closing - Casket	\$ 500.00	Each
Opening and Closing - Urn	\$ 250.00	Each
Weekend or Holiday Premium	\$ 250.00	Each
Perpetual Maintenance Fee - All Internments	\$ 350.00	Per Plot

PROPERTY and DEVELOPMENT

PRE-APPLICATION CONSULTATIONS

<i>Resident Consultation - Initial (30 Minutes)</i>	\$ -	Each
<i>Resident Consultation - Extended (30 Minutes)</i>	\$ 40.00	Each
<i>Subdivision</i>	\$ 500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Redesignation</i>	\$ 500.00	Each, Minimum. Actual Costs and Administrative Time

DEVELOPMENT APPLICATIONS

<i>Development Permit - Minor, Permitted Use</i>	\$ 40.00	Each
<i>Development Permit - Minor, Discretionary Use</i>	\$ 80.00	Each
<i>Development Permit - Intermediate, Permitted Use</i>	\$ 80.00	Each
<i>Development Permit - Intermediate, Discretionary Use</i>	\$ 120.00	Each
<i>Development Permit - Major, Permitted Use</i>	\$ 120.00	Each
<i>Development Permit - Major, Discretionary Use</i>	\$ 160.00	Each
<i>Demolition Permit</i>	\$ 120.00	Each
<i>Adjustment for Development Without Permit</i>	150%	of All Applicable Fee(s)

LAND USE

<i>Area Structure Plan</i>	\$ 3,500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Area Structure Plan - Amendment</i>	\$ 1,750.00	Each, Minimum. Actual Costs and Administrative Time
<i>Conceptual Plan</i>	\$ 2,500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Conceptual Plan - Amendment</i>	\$ 1,250.00	Each, Minimum. Actual Costs and Administrative Time
<i>Amendment - Municipal Development Plan</i>	\$ 1,500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Amendment - Land Use Bylaw</i>	\$ 1,750.00	Each, Minimum. Actual Costs and Administrative Time
<i>Land Use (Zoning) Confirmation</i>	\$ 40.00	Each, Minimum. Actual Costs and Administrative Time
<i>Change of Permitted Use (Same Land Use District)</i>	\$ 80.00	Each, Minimum. Actual Costs and Administrative Time

PROPERTY and DEVELOPMENT APPEALS

<i>Appeal - Property Tax Assessment (Residential)</i>	\$ 125.00	Each
<i>Appeal - Property Tax Assessment (Non-Residential)</i>	\$ 225.00	Each
<i>Appeal - Decision of Development Authority, by Landowner</i>	\$ 300.00	Each, Minimum. Actual Costs and Administrative Time
<i>Appeal - Decision of Development Authority, by Affected Party</i>	\$ 300.00	Each, Minimum. Actual Costs and Administrative Time
<i>Appeal - Stop Work Order Issued by Development Authority</i>	\$ 300.00	Each, Minimum. Actual Costs and Administrative Time

GENERAL PROPERTY and DEVELOPMENT SERVICES

<i>Lot Endorsement</i>	\$ 250.00	Each
<i>Discharge Caveats</i>	\$ 100.00	Each, Minimum. Actual Costs and Administrative Time
<i>Third-Party Legal or Technical Review</i>	\$ 500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Compliance Review - Initial</i>	\$ -	Each, Per Permit
<i>Compliance Review - Additional</i>	\$ 80.00	Each, Per Permit

PERFORMANCE SECURITIES

<i>Security - Minor, Permitted Use</i>	\$ -	Each, Per Permit
<i>Security - Minor, Discretionary Use</i>	\$ -	Each, Per Permit
<i>Security - Intermediate, Permitted Use</i>	\$ 750.00	Each, Per Permit
<i>Security - Intermediate, Discretionary Use</i>	\$ 750.00	Each, Per Permit
<i>Security - Major, Permitted Use</i>	\$ 1,500.00	Each, Per Permit
<i>Security - Major, Discretionary Use</i>	\$ 1,500.00	Each, Per Permit
<i>Security - Discretionary</i>	15%	TIC, As Determined by Development Authority

To: Mayor and Council
From: Chief Administrative Officer
Date: February 21, 2023
Purpose: Request for Decision
Subject: Resolution of Support for Tri-Community Peace Officer Program

Summary:

Administration is seeking formal support to negotiate underlying agreements with the Village of Beiseker and the Village of Acme to joint-fund a full-time Peace Officer.

Background and Discussion:

The Town of Irricana has been without a Bylaw Officer since 2018. To address this gap, Administration has assessed several options, including:

1. Maintaining the Status Quo.

While this option comes with no financial cost, lack of enforcement results in the deterioration of community standards and behaviors to the detriment of individual residents and the community.

2. Hiring a Bylaw Officer as an Employee.

The Town realistically needs 12-15 hours per week of enforcement which makes recruitment highly problematic. Further, investments to train, development, and equip of a community Bylaw Officer are significant, regardless of the number of hours of service provided.

3. Hiring a Contractor on an As-Needed Basis.

Contractors appear to offer a reasonably cost-effective way of getting 'Per Hour' service, and neighboring communities have had modest success with this model. The key challenge is that contractors typically work off-shift to supplement their full-time income and availability tends to be limited.

Following discussions with adjacent municipalities (Beiseker and Acme), there appears to be an opportunity to enter into a cost-sharing arrangement for a community Peace Officer, an arrangement that provides:

1. Enforcement of Municipal Bylaws as well as Provincial Traffic Offences.
2. Cost-sharing for training, development, and equipment costs.
3. Access to reliable, scheduled enforcement, with service hours scaled to the actual community need.

Administrations for Irricana, Beiseker, and Acme have created a general framework for the partnership, and the RCMP have been engaged for added perspective.

Given that the partnership appears to be feasible and pragmatic for all three communities, respective Administrations are requesting formal Council support to finalizing the underlying agreements, establish an implementation plan (eg. Timelines), and bringing final plans to Council for approval.

Financial Implication(s):

There are no financial commitments associated with this report.

Future costs for a Peace Officer, currently estimated at approximately \$40,000/year, will be presented to Council as part of the agreement package.

Recommendation:

Administration recommends Council provide a formal declaration of support for the furtherance of the Tri-Community Peace Officer Program.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council supports the Tr-Community Peace Officer Program, directs Administration to negotiate the underlying agreements required to implement it, and to report back to Council when complete.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – RCMP Letter of Support

Attachment 'A'

RCMP Letter of Support



Royal Canadian Mounted Police Gendarmerie royale du Canada

Sgt. Steve HUFF
Airdrie RCMP
Integrated Rural Unit

Mayor and Councils of Beiseker, Irricana, and Acme

2023-02-13

Tri-Community Peace Officer Program

I am writing this letter to express full support of the RCMP regarding the proposed Tri-Community Peace Officer program for the municipalities of Acme, Beiseker and Irricana, AB. The RCMP integrated Rural Units' priorities include Road Safety, Community Engagement, and Crime Reduction. The current Beiseker Peace Officer program is a valued partnership as RCMP Members have worked side by side with Peace Officers completing check stops and communicating with each other about problematic areas regarding traffic issues or emerging crime trends.

The proposed Tri-Community Peace Officer program will provide an added layer of support for these municipalities as RCMP can not always be present in the communities. The RCMP also supports having the Peace Officer monitor traffic on Highway 9 and 806 when enroute between the three municipalities. Through consultation with stakeholders and citizens, the RCMP find the concept of the Tri-Community Peace Officer Program to be essential in our combined effort to keep our communities as safe as possible.

Sgt. Steve HUFF

Sgt. HUFF
Airdrie RCMP Integrated Rural Unit NCO

To: Mayor and Council
From: Chief Administrative Officer
Date: February 21, 2023
Purpose: **Provided for Information**
Subject: Allocation of ATCO and Fortis Franchise Fees

Summary:

Revenue generated by ATCO and Fortis Franchise Fees are currently received as general revenue. Council may wish to earmark these funds for a specific purpose and have them allocated to restricted reserve account(s).

Background and Discussion:

The Town of Irricana has entered into Franchise Agreements with both ATCO and Fortis. These agreements generated approximately \$95,000 (ATCO \$47,000 and Fortis \$48,000) in annual revenue for the Town.

The funds are currently received into the general operating account and are therefore available to support the day-to-day cashflow needs of the municipality.

As a best practice, Administration recommends that Council earmark these (special levy) funds for a specific purpose and have them deposited into a restricted reserve account (See Attachment 'A' for more information).

In consideration of the Town's current needs, Council may wish to consider allocating funds to a restricted reserve such as a:

- (a) **General Capital Reserve** for use in producing, replacing, or improving any Tangible Capital Asset.
- (b) **Infrastructure Reserve** for use in producing, replacing, or improving any Tangible Capital Asset related to Transportation, Water / Wastewater, or Facility.

Ultimately, Administration recommends creating a number of specific restrictive reserves (described below), however, until such time as those decisions are made, Council may opt to simply allocated funds to create a broader 'Catch All' account.

- (a) **Transportation Reserve** to support the development and maintenance of transportation assets (eg. Roads, pathways, laneways)
- (b) **Water/Wastewater Reserve** to support the development and maintenance of water/wastewater assets (eg. Conveyance systems, pump stations, treatment facilities)
- (c) **Facilities Reserve** to support the development and maintenance of major town facilities (eg. Centennial Centre, Community Hall, Public Works Building)
- (d) **Community Development Reserve** to support the development of community growth and revitalization works (eg. Parks and Greenspaces, Cemetery, Major Community Initiatives)
- (e) **Equipment Reserve** to purchase or replace major equipment used to deliver Town services (eg. Vehicles, Sanders and Graders, Specialized Equipment)

Financial Implication(s):

There are no financial commitments associated with this report.

Recommendation:

Administration recommends Council:

- (a) Determine what, if any, specific action should be taken with respect to allocating ATCO and Fortis Franchise Fees.
- (b) Discuss more broadly the potential for developing and using restrictive reserves as part of a broader asset management plan.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Administration's report be received as information.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – RMA Municipal Financial Reserve Report

Attachment 'A'**RMA Municipal Financial Reserve Report**
