



# REGULAR MEETING OF COUNCIL

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

**Date:** March 6, 2023 **Time:** 7:00PM

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**A. ATTENDANCE**

**B. CALL TO ORDER**

**C. AGENDA**

**D. PRESENTATIONS**

Item D1 – Rocky View Rural Crime Watch

(Rosemary Lindsay, Gary Mogg, Colin Stochmanski)

Item D2 – Wildrose Assessment Services

(David Clark)

**E. MINUTES**

Item E1: Minutes from February 21, 2023 Regular Meeting of Council

**F. CORRESPONDENCE FROM PREVIOUS MEETING**

**G. COMMITTEE REPORTS**

**H. OLD BUSINESS**

**I. NEW BUSINESS**

Item I1 – Chief Administrative Officer Report

**J. COMMUNICATION / INFORMATION**

Item J1 – Motion Tracker

**K. COUNCILLOR UPDATE**

**L. CLOSED SESSION**

Item L1 – Closed Session to Consider “Legal Guidance from Officials” related to the Municipal Water Distribution System.

**M. ADJOURN**

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**Item E1**

Minutes from February 21, 2023 Regular Meeting of Council

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## TOWN OF IRRICANA

### **Minutes of the Regular Meeting of Council held**

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

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

### ATTENDANCE

Mayor: Jim Bryson  
Deputy Mayor: Kim Schmaltz  
Councillors: Nathaniel Fleming, Julie Sim  
Lisa McAree – Absent with Permission (Motion 239:22)  
CAO: Doug Hafichuk

### CALL TO ORDER

The meeting was called to order by Mayor Bryson at 6:58 pm.

### AGENDA

- (i) Adopt Agenda  
34:23 Moved by Councillor Fleming to adopt the Agenda as presented.  
CARRIED

### PRESENTATIONS

- (i) None

### MINUTES

- (i) Minutes of the Regular Meeting of Council for February 06, 2023.  
35:23 Moved by Councillor Sim to accept the Minutes of the Regular Meeting of Council for February 06, 2023, as presented.  
CARRIED

### CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

### COMMITTEE REPORTS

- (i) None

### OLD BUSINESS

- (i) None

### NEW BUSINESS

- (i) RFD – Assessment Review Board Bylaw 003:2023

36:23 Moved by Councillor Fleming that Bylaw 003:2023, being a bylaw to establish the Assessment Review Board, be read for a first time this 21<sup>st</sup> day of February, 2023.  
CARRIED

37:23 Moved by Deputy Mayor Schmaltz that Bylaw 003:2023, being a bylaw to establish the Assessment Review Board, be read for a second time this 21<sup>st</sup> day of February, 2023.

CARRIED

38:23 Moved by Councillor Sim that Bylaw 003:2023, being a bylaw to establish the Assessment Review Board, be given unanimous consent for a third and final reading this 21<sup>st</sup> day of February, 2023.

CARRIED

39:23 Moved by Mayor Bryson that Bylaw 003:2023, being a bylaw to establish the Assessment Review Board, be read for a third and final time this 21<sup>st</sup> day of February, 2023.

CARRIED

(ii) RFD – 2023 Master Rates Bylaw 004:2023

40:23 Moved by Councillor Sim that Bylaw 004:2023, being a bylaw for the purpose of establishing rates and fees for the provision of various municipal goods and services, be read for a first time this 21<sup>st</sup> day of February, 2023.

CARRIED

41:23 Moved by Deputy Mayor Schmaltz that Bylaw 004:2023, being a bylaw for the purpose of establishing rates and fees for the provision of various municipal goods and services, be read for a second time this 21<sup>st</sup> day of February, 2023.

CARRIED

42:23 Moved by Councillor Fleming that Bylaw 004:2023, being a bylaw for the purpose of establishing rates and fees for the provision of various municipal goods and services, be given unanimous consent for a third and final time this 21<sup>st</sup> day of February, 2023.

CARRIED

43:23 Moved by Mayor Bryson that Bylaw 004:2023, being a bylaw for the purpose of establishing rates and fees for the provision of various municipal goods and services, be read for a third and final time this 21<sup>st</sup> day of February, 2023.

CARRIED

(iii) RFD – Resolution in Support of Shared Peace Officer Initiative

44:23 Moved by Deputy Mayor Schmaltz that Council support the Tri-Community Peace Officer Program and direct Administration to negotiate the underlying agreements required to implement it, and to report back to Council when complete.

CARRIED

(iv) RFD – Allocation of ATCO and Fortis Franchise Fees

45:23 Moved by Mayor Bryson to direct Administration to create a General Capital Reserve Fund.

CARRIED

- (v) RFD – Request to Waive Costs for Water Leak  
46:23 Moved by Councillor Sim that Administration be directed to work with the Resident to establish a payment plan for up to three years in length, with no penalty fees applied if the payment schedule is honored.  
In Favour: Mayor Bryson, Deputy Mayor Schmaltz, Councillor Sim  
Opposed: Councillor Fleming  
CARRIED
  
- (vi) RFD – Letter from Rebecca Schulz, Minister of Municipal Affairs  
47:23 Moved by Councillor Fleming that the Letter from Rebecca Schulz, Minister of Municipal Affairs, be accepted for information.  
CARRIED

### **COMMUNICATION/INFORMATION**

- (i) Marigold Library Council Notes for January 2023
- (ii) Motion Tracker for February 21, 2023

48:23 Moved by Councillor Fleming to accept Communication/Information Items I-1 to I-2 as presented.  
CARRIED

### **COUNCILLOR UPDATE**

- (i) Roundtable discussion

### **CLOSED SESSION**

- (i) None

### **ADJOURN**

- (i) Adjournment  
49:23 Moved by Mayor Bryson to adjourn the meeting at 7:47 pm.

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Mayor Jim Bryson

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Doug Hafichuk  
Chief Administrative Officer

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** March 3, 2023  
**Purpose:** **Provided for Information**  
**Subject:** Chief Administrative Officer Report

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**Summary:**

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This report from the CAO provides a high-level summary of key Administrative and Public Works activities for February 2023.

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**Background and Discussion:**

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The Chief Administrative Officer provides updates to Council on key initiatives, issues, and activities which may impact the Community or Council decision making.

**Key Meetings & Discussions**

1. Administration met with Shannon Simmons and Bob Anderson of the Irricana and Rural Library Board to better understand the Library's current levels of service, its funding model, and its current financial position.
2. Administration met with Rick Ball of the Northeast Rockyview Sports Association (NERSA) to discuss the development of a Sports Complex. The concept has matured since first presented to Council in November 2018 and an updated presentation to Council was recommended.
3. Administration met with Elaine Tracz and Jim Bryson to discuss the Irricana Cemetery and the ongoing work of the Volunteer Committee. Recommendations were provided to the Town for how to beautify, maintain, and protect the park space.
4. Administration met with a Private Resident to discuss the Offleash Dog Park and how additional signage, education materials, and limited private booking may help promote utilization while reducing the risk of negative interactions.
5. Administration met with the Prairie View Conceptual Scheme Developer to discuss advancing the project. The Developer remains focused on bringing the subdivision to fruition and appears to be moving forward with the necessary

engineering. A Development Agreement will be required before groundbreaking can occur.

### **Economic Development Activities**

1. The Town has submitted a pre-application to the Green Municipal Fund (Grant) to cover any costs associated with the Waste-Energy Feasibility Study, as approved by Council on February 6, 2023.

It is reasonably expected that the Town will move through the pre-application period swiftly and that the finalized application will be submitted towards the end of March 2023.

### **Financial Activities**

1. The 2022 Audit is well underway, building on the pre-audit conducted in November 2022. The auditors were onsite on February 14 and 15, 2023 and Administration continues to provide information, as needed.

The 2022 Audit Report is expected in March and will be presented alongside the 2023 Town Budget.

2. The 2023 Town Budget is being finalized and is expected to come to Council for initial consideration at the April 3, 2023, Regular Meeting of Council.

In support of the 2023 Town Budget, two significant initiatives are also being completed:

- a) A revised organizational chart will be implemented to better align day-to-day operations with the services provided by the municipality. This will allow for specific 'Lines of Service' to be described, by narrative, in the 2023 Town Budget and better clarify municipal operations and service level targets.
- b) A significant remapping of general ledger accounts to simplify accounting practices and financial reporting. This initiative supports Administration's goals of improving transparency and ensuring that business practices are scaled to the size of the organization.

### **Administrative Activities**

1. Updates have been made to the Council Agenda Package. Revisions include new document templates, complete with guidance text to ensure that report authors are providing an appropriate level of information and analysis, be it in summary or in detail.
2. A Resident Engagement Survey (Online) was conducted during the month of February. The objective of the survey was to gather a general impression of how residents perceive the Town and the various lines of service it delivers.



The survey closed on February 28, 2023 and received over 150 responses. The information will be shared with Council (and the Public) over the coming weeks.

3. The Tri-Community Peace Officer Program continues to make meaningful progress, with Council resolutions of support provided issued by all three municipalities.

The Village of Beiseker has taken the lead in producing a multiple year budget for discussion in early March 2023. Irricana Administration will include budgetary numbers in the 2023 Town Budget.

4. Assessment Notices were mailed out on February 23 and advertised online and in the Rocky View Weekly. Overall, the Town's Assessment increased from \$137.6 Million to \$147 Million, a 6.8% increase from the 2021 assessment.

Residents may speak with the Town Assessor (Wild Rose Assessments) to better understand their individual assessment and, if necessary, challenge an assessment by filing with the Town by May 2, 2023.

5. Collective Bargaining with CUPE Local 37 is underway, with an initial meeting in mid-January to exchange information and requests. Further discussions will be scheduled in the coming weeks and the CAO remains optimistic that a tentative agreement will be reached before the 2023 Town Budget is approved.
6. Administration identified a potentially significant issue with email services and worked with its managed services provider to rectify it. It appears that the Town has experienced intermittent issues sending and receiving emails that included attachments or involved Google Gmail accounts.

Although the issue appears to be resolved, it remains unclear how long the problems existed. Administration believes that the issues persisted for a significant period of time, potentially months.

### **Public Works Activities**

1. Delinquent wastewater system reporting has been provided to Environment Canada and the Town is now compliant. 2023 will see new processes introduced to ensure that future compliance is maintained.
2. Additional information has been provided to Alberta Environment and Parks (AEP) in relation to their ongoing investigation into water system findings in the summer of 2022. The Town has fully supported the investigation, providing all information requested and routinely meeting with the assigned case manager.
3. Public Works purchased a new sander on January 24, 2023 and the equipment was put in service for the first time on January 26, 2023. Initial feedback has

been positive and the sander has significantly improved the Town's Snow and Ice Control (SNIC) capabilities.

4. On February 21, 2023, Public Works was made aware of a significant water outage at the Drumheller Water Plant which could impact water quality (not safety) to customers on the Aqua 7 system.

Information was provided to residents via the Town Website, Social Media, and Postal Office Boxes approximately two hours after notification.

Although not ultimately necessary, the Town was prepared to respond to a loss of supply through recommending water-conservation measures (community wide) and continuous trucking of potable water to the Water Plant.

5. On February 27 2023, Public Works completed a planned leak repair at 6 Street and 2 Avenue. The work was communicated through the Town Website, Social Media, and Door Hangers (For directly impacted residents).
6. On February 27 2023, Public Works responded to a major event impacting the water and sanitary system. The water distribution system was brought offline between approximately 800pm and 1030pm to help diagnose and address the issue. A more fulsome report will be provided at a later date.
7. On February 28 2023, Public works completed an unplanned leak repair at 5 Street and 3 Avenue.
8. In response to snowmobiles joyriding in the Cemetery, Public Works has installed temporary snowfencing to better limit access. A more permanent solution will be implemented in the spring.

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**Financial Implication(s):**

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No financial implications. The report is provided for information only.

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**Recommendation:**

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Administration recommends that the report be received for information.

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**Recommendation Motion(s):**

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**Option #1:**

Motion #1:       **THAT** the Chief Administrative Officer Report be received for information.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

None

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**Item J1**

Motion Tracker for March 6, 2023

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# Motion Tracker

Motion #	Description	Action Required	Motion Date	Public / In Camera	Due Date	Status	Comments	Last Update
211:22	AG Society Founders Park Lease	to direct Administration to negotiate with the Irricana AG Society for the renewal of leases for Founders Park and the Rec Centre.	21-Nov-22	Public		In Progress	DH: Delayed due to lack of Administrative manpower. ETA mid-March.	6-Mar-23