



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: April 17, 2023 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from April 3, 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

Item I2 – Response to Notice of Motion (65:23)

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

Item E1

Minutes from April 03, 2023 Regular Meeting of Council

TOWN OF IRRICANA
Minutes of the Regular Meeting of Council held
Date: April 03, 2023 Time: 7:00 pm
Location: Council Chambers: Irricana Centennial Centre, 222 – 2 Street

ATTENDANCE

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

CALL TO ORDER

The meeting was called to order by Mayor Bryson at 7:01 pm.

AGENDA

- (i) Adopt Agenda
Add Item G-1 Committee Reports: Irricana & Rural Municipal Library Committee Report
60:23 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 March 20, 2023.
61:23 Moved by Councillor Fleming to accept the Minutes of the Regular Meeting of Council for March 20, 2023, as presented.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

COMMITTEE REPORTS

- (i) Item G1 - Irricana and Rural Municipal Library Committee Report
62:23 Moved by Councillor Sim to accept Committee Report G-1, as presented.
CARRIED

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) Item I1 – Resident Engagement Survey Results
63:23 Moved by Deputy Mayor Schmaltz that Item I1, Resident Engagement Survey Results, be received for information.

CARRIED

- (ii) Item I2 – Grant Funding for ``Cup of Joy`` Program
64:23 Moved by Councillor Sim that the 2023 Interim Budget be adjusted to receive \$20,000.00 in funding from the Rural Mental Health Project for the purposes of delivering the `Cup of Joy` program.
CARRIED

COMMUNICATION/INFORMATION

- (i) Motion Tracker

COUNCILLOR UPDATE

- (i) Roundtable discussion

65:23 Moved by Councillor Fleming that Council reconsiders the decision on August 22, 2022, denying a request to waive property tax penalties for Tax Roll 5850.
(Motion 155:22)

Seconded by Deputy Mayor Schmaltz
CARRIED

CLOSED SESSION

- (i) Closed to Public
66:23 I, Mayor Bryson, move that Council go into Closed Session at 7:30 pm to consider Legal Guidance from Officials related to the Municipal Water Distribution System, under Section 27 of the FOIP Act.
- (ii) Open to Public
67:23 Moved by Councillor McAree to reconvene to the public portion of the meeting at 8:24 pm.
CARRIED

ADJOURN

- (i) Adjournment
68:23 Moved by Mayor Bryson to adjourn the meeting at 8:24 pm.

Mayor Jim Bryson

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: April 17, 2023
Purpose: **Provided for Information**
Subject: Chief Administrative Officer Report

Summary:

This report from the CAO provides a high-level summary of key Administrative and Public Works activities from March 4, 2023 to April 7, 2023.

Background and Discussion:

The Chief Administrative Officer provides updates to Council on key initiatives, issues, and activities which may impact the Community or Council decision making, and this report emphasizes activities between March 4, 2023 and April 7, 2023.

Key Meetings & Discussions

1. Administration met with Ken Klassen to discuss the annual 'Car Show' and ways in which the Town can support, participate, and grow the event. A 'Car Cruise & Community Showcase' will be held on May 13, 2023 (See Irricana.com for more) and include an outdoor vendor market and live music.
2. Administration met with Elaine Tracz and Jim Bryson (Cemetery Revitalization Committee) to further discuss the Irricana Cemetery and the ongoing work of the Revitalization Committee. Previous recommendations were discussed in greater detail for potential inclusion in the 2023 Town Budget.
3. Administration met with Fire Chief Thomas Blassetti to discuss holding an event to celebrate the Fire Hall's 30th Anniversary. An event is being scheduled to coincide with Canada Day activities in Irricana.
4. A Private Resident provided information on the Federal Government's Housing Accelerator Fund, which provides incentive funding to local governments encouraging initiatives aimed at increasing housing supply. A copy of that information has been circulated to Council for information.

5. Administration met with the Safety Codes Council to review the 2022 Safety Codes Audit Report and discuss the recommendations. A copy of the Audit has been included with this report and the Town maintains its safety codes accreditation.

Economic Development Activities

1. The Town's pre-application to the Green Municipal Fund (Grant) has been approved, and the Town may now submit a full application to cover costs associated with the Waste-Energy Feasibility Study, as approved by Council on February 6, 2023.

Administration continues to be well supported by ONEConnect, and is preparing a full application package for submission (Target May 31, 2023). An application decision is anticipated 6 to 8 weeks following submission.

Financial Activities

1. The 2022 Audit is nearing completion and a final report is expected by the end of April 2022 (Previously March 2022). Auditors were onsite March 29 and March 30 and the 2022 Audit Report will be presented alongside the 2023 Town Budget.
2. The 2023 Town Budget is largely complete and will be discussed, in draft form, at the April 18, 2023, Committee of the Whole Meeting. Pending any significant changes, the 2023 Town Budget will be presented for consideration at a Special Meeting of Council on April 25, 2023.

As previously reported, two significant initiatives are also being completed in parallel:

- 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 appropriately scaled to the size of the organization.
3. Statement of Funding and Expenditure (SFE) reporting has been completed and submitted to the Province.

Administrative Activities

1. The Chief Administrative Officer was away from March 11, 2023 to March 26, 2023 (Inclusive), with CAO duties delegated to Patty Malthouse during this period.
2. Collective Bargaining with CUPE Local 37 has been delayed due to increased demands on Administration's time (Largely related to the February 27, 2022 Water System Event and subsequent related activities).

It is unlikely that a Collective Agreement will be reached in time for inclusion in the 2023 Town Budget, however, the working relationship remains strong and both parties are committed to a timely resolution.

3. Administration has selected Vincovi Technology Solutions as its new provider for 'Managed IT Services'. Vincovi has a notable presence in the municipal sector, including neighboring communities.

Service expenses will not materially change and the service agreement includes a number of desirable value-added services such as 'Technology road-mapping' and 'end-user training'.

The switch to Vincovi, which takes effect on April 19, 2023, is a significant foundational step towards better leveraging previous investments in technology and futureproofing municipal operations.

4. Administration has engaged Rocky View Utility Corp (RVUC) to serve as the municipal water operator. Given the emergent nature of the need, RVUC was sole-sourced on the basis of their existing familiarity with our town systems and personnel, their performance in supporting Irricana with previous work, and experience providing similar services to other municipalities.

The parties are currently operating under a Letter of Understanding, with a formal agreement to be completed following the passing of the 2023 Town Budget.

5. Administration is working with its Benefits Broker to shop/renew the benefits package provided to employees. Costs are not expected to materially change year-over-year.
6. Administration has provided all of the information requested by Alberta Environment and Parks (AEP) related to the 2022 investigation. AEP will be finalizing its report over the coming months, and a report is anticipated some time in the summer of 2023.

Public Works Activities

1. Public Works is scheduling Fire and Safety Inspections for all Town Facilities, with inspections to be completed in April or May (Specific dates TBD).
2. Public Works has begun transitioning from Winter Activities to Summer Activities, including preparations for the annual street sweeping program and preparing Founders Park Campground for the 2023 season.
3. Public Works has been servicing fleet equipment, including a wire harness repair on the skid-steer, and coordinating recall repairs on vehicles.
4. Public Work identified a sinkhole at the SE Corner of 2 Street and 2 Avenue. Following an initial review, it appears that the catch basin outlet pipe has eroded or broken free, allowing water to erode the adjacent soils. A repair plan has been made and work should be complete by the end of April 2023.

Financial Implication(s):

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

Recommendation:

Administration recommends that the report be received for information.

Recommendation Motion(s):

Option #1:

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

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – 2022 Safety Codes Audit

Attachment 'A'

2022 Safety Codes Audit



December 15, 2022

Doug Hafichuk
Senior Administrative Officer
Box 100, 222 - 2nd Street
Irricana, AB T0M 1B0

Dear Doug Hafichuk,

RE: Safety Codes Council Audit of the Building, Electrical, Plumbing and Gas Disciplines for the Period of:
April 1, 2021 to March 31, 2022

As you are aware, the Safety Codes Council (the "Council") conducted an audit of the Town of Irricana's management of the *Safety Codes Act* in the building electrical, plumbing and gas disciplines from October 17, 2022 to October 19, 2022. The audit has been completed and filed with the Council. An executive summary of the audit, along with a copy of the report, is included for your reference and use.

We would appreciate receiving your comments and action plans to address the observations and recommendations included in the executive summary no later than Wednesday March 15, 2023.

On behalf of the Council, I thank the Town of Irricana and staff for their cooperation. Should you have any questions, please feel free to contact me.

Sincerely,

Cristian Nadeau
Audit Manager

Direct: 780.392.1371

Email: Cristian.Nadeau@safetycodes.ab.ca

Enclosures

cc: Peter Burrows, Acting Administrator of Accreditation, Safety Codes Council
Patty Malthouse, Administrative Assistant, Town of Irricana

EXECUTIVE SUMMARY

December 2022

Town of Irricana (BEPG)

The Safety Codes Council (the “Council”), in administering its responsibilities and duties under the *Safety Codes Act*, audits the provision of permitting and inspection services by accredited municipalities. Audits assess the administration and delivery of these services to ensure they are consistent with the terms and conditions of the municipality’s Quality Management Plan, the *Safety Codes Act*, and *Act’s* regulations.

The process is intended to assist accredited municipalities with meeting the requirements of their accreditation and enhancing or refining the services provided to Albertans. Overall, the audits help provide an objective and unbiased assessment of performance, effectiveness, and risk associated with the broader provincial safety codes system.

The Council audit process takes the following into consideration:

- overall quality management of accredited municipalities;
- administration of permitting and inspection services provided by accredited municipalities under their approved Quality Management Plan;
- certification and practices of safety codes officers and permit issuers;
- processes supporting the issuance of orders or variances and the delivery of other safety codes services; and
- administration of safety codes fees and levies.

This audit was conducted from October 17, 2022 to October 19, 2022, focusing on the Town of Irricana’s (the “Municipality”) accreditation in the building, electrical, plumbing and gas disciplines for the period of April 1, 2021 to March 31, 2022. The audit took the following into consideration:

- previous audit of the Municipality’s building accreditation;
- open and closed safety codes permits available under this audit;
- orders of compliance and variances/alternative solutions available under this audit; and
- roles and responsibilities of those who provide services in these disciplines.

The auditors found some items requiring corrections which recommendations for implementation are included in this report.

Please note, recommendations of the auditor and/or Council’s representative are to be implemented by the municipality as defined by the Quality Management Plan. Where recommendations are made, actions are required. Suggestions, however, provide guidance from the auditor to improve current processes, documents, etc.

Following is a summary of the observations from the audit:

1. ADHERENCE TO THE QUALITY MANAGEMENT PLAN

The Municipality has a 3-year contract with the accredited agency Superior Safety Codes Inc. which expired on January 24, 2020. The expired contract does include a transition clause with a right to renew upon written agreement of both parties; however, to date, no agreement for renewal or contract has been signed with an agency.

Recommendation: The Municipality will ensure that a formal contract with an accredited agency is in place for all permit related services. If the original contract for the services is amended, the Municipality will ensure that a formal amendment refers to the original contract and details the changes is in place. This control will mitigate operational or financial risk to the Municipality should something happen to the agency relationship that requires scrutiny of the arrangement.

2. REVISIONS

The Quality Management Plan was updated in 2007 with an effective date of July 22, 2007. No changes or updates have been submitted to the Administrator of Accreditation since.

Recommendation: The Municipality will update its Quality Management Plan using the latest template, which can be downloaded from the Council's website at www.safetycodes.ab.ca. This will ensure that the Municipality is working with the most current Quality Management Plan, which contains the latest features and accreditation standards for safety codes operations.

3. PERFORMANCE

The Municipality records the closed permit files and meets with the agency's safety codes officers when those files are returned to the municipal office. The contracted agency uses its own proprietary software to record and monitor permit files, however, the auditors noted that there were no regular procedures within the Municipality to monitor the progress of open permit files. As a result, the Municipality may not be aware of a permits status until completion.

In addition, the auditor did find a number of cases where the progress of the permit has exceeded the terms and conditions of the permit without monitoring documented and/or an extension requested and granted.

Recommendation: The Municipality will continue and enhance its permit monitoring process to regularly review the open permit files with the agency and identify permits that have reached their expiration date or exceeded a reasonable time frame of the work since last activity, so that an action is initiated to extend, expire, or determine the status of the work as per the permit conditions and Permit Regulation.

Suggestion: The Municipality could consider setting up automated control procedures with the use of a software program such as eSITE to assist with its compliance monitoring process (e.g., automated emails/reminders to applicants, automated flagging on events, and automated file closure procedures).

4. ORDERS AND VARIANCES

The Municipality has safety codes officers at the appropriate level through its contracted agency who may issue orders and variances in accordance with the *Safety Codes Act*.

The Municipality reported that one order to comply was issued in the period under audit however; the order compliance date has passed without follow up to confirm the current status.

Recommendation: The Municipality will update and keep its orders and variance records current with the Council. When the order has been issued, updated or satisfied, a copy of this notice must be sent to the Council.

5. CONSTRUCTION DOCUMENTS

This review was always completed within 15 days of permit issuance and complete documents found on file however; the required construction documents were not always received prior to building permit issuance or conducting the first inspection. There was;

- one case (TIR B 0003 21) where the required professional involvement documents was not collected; and
- two cases (TIR B 0001 21, TIR B 0005 21) where drawings were missing the required and complete construction details

Recommendation: The Municipality will collect and maintain on file all required construction design drawing, documents and letters of compliance in accordance with the National Building Code 2019 -Alberta Edition (AE) when overall professional architect and/or engineer involvement is required for the work covered under a permit.

6. SITE INSPECTIONS AND REPORTS

The auditors found the inspection process in the building, electrical, plumbing, and gas disciplines to be meeting the Quality Management Plan's requirements; however, there was;

- one case (TIR G 0012 21) where the safety codes officer identified work not included in the permit and no subsequent action to address this

Recommendation: The Municipality will ensure that, when changes are necessary to an issued permit, a complete action is described in the report, or issuance of a new permit if needed.

The auditors concluded that the Municipality, its staff, and contracted accredited agency are working towards providing sufficient services in meeting with the intent of the *Safety Codes Act* and the approved Quality Management Plan; however, some improvements are required to meet legislated requirements and the Municipality's terms of accreditation.

The Town of Irricana indicated support from management and elected officials towards safety codes operations and its commitment to improvements. We thank the Town of Irricana for its commitment to safety and its involvement and support in conducting this audit. We look forward to working with you in the future.

SAFETY CODES COUNCIL



Cristian Nadeau
Audit Manager

Safety Codes Council
Audit

Town of Irricana

Respecting the administration of the *Safety Codes Act*
under Accreditation Orders 2591, 2592, 2595, and 2594
for building, electrical, plumbing, and gas disciplines.

— AUDIT PERIOD: April 1, 2021 to March 31, 2022 —

Audit Date:

October 17, 2022 to October 19, 2022

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SAFETY CODES COUNCIL AUDIT

Overview

ORGANIZATION INFORMATION

The Town of Irricana (the “Municipality”) is a community of over 1216 people, encompassing an area of 322.0 hectares, and located 290 kilometres South of Edmonton.

MUNICIPAL REPRESENTATIVE

Quality Management Plan Manager: Doug Hafichuk
Administrative Assistant: Patty Malthouse

AUDIT TEAM

Audit Lead: Mark Brodgesell
Auditor(s): Len Ranch

AUDIT HISTORY

The previous audit of the Municipality's administration of the *Safety Codes Act* under its accreditation was conducted by the Safety Codes Council (the “Council”) in March 2017 for Building only.

The Council recognizes that the Municipality been working to improve the administration of the safety codes operation within its jurisdiction and is adapting to significant administrative staff changes since that audit.

FILE SELECTION PARAMETERS

The Council selected the following number of files for the period under audit:

STATUS	FILE TYPE	NUMBER OF FILES AVAILABLE	NUMBER OF FILES SELECTED
Open	Permits - Building	6	2
	Permits - Electrical	2	2
	Permits - Plumbing	1	1
	Permits - Gas	1	1
	TOTAL	10	6
Closed	Permits - Building	12	3
	Permits - Electrical	16	3
	Permits - Plumbing	4	4
	Permits - Gas	14	3
	TOTAL	46	13
	Orders - BEPG	1	1

Quality Management Plan Review

SCHEDULE A – SCOPE AND ADMINISTRATION

A.1 SCOPE OF ACCREDITATION

The Municipality has been accredited to administer the *Safety Codes Act* in the building, electrical, plumbing, and gas disciplines. The Municipality's service delivery matches the scope of accreditation as per the approved Quality Management Plan that was in place for the period being audited.

A.2 ADHERENCE TO THE QUALITY MANAGEMENT PLAN

The Municipality demonstrated an understanding of its responsibilities for ensuring compliance with the Quality Management Plan as an accredited organization.

The Municipality has a 3-year contract with the accredited agency Superior Safety Codes Inc. which expired on January 24, 2020. The expired contract does include a transition clause with a right to renew upon written agreement of both parties; however, to date, no agreement for renewal or contract has been signed with an agency.

Recommendation: *The Municipality will ensure that a formal contract with an accredited agency is in place for all permit related services. If the original contract for the services is amended, the Municipality will ensure that a formal amendment refers to the original contract and details the changes is in place. This control will mitigate operational or financial risk to the Municipality should something happen to the agency relationship that requires scrutiny of the arrangement.*

The Municipality's (Acting) Quality Management Plan Manager assisted with the audit. The auditor(s) were assured the Municipality does maintain an atmosphere of safety codes officer objectivity, free of undue influence.

A.3 POLICY FOR PERSONNEL TRAINING

The Municipality's representative was unaware if the contracted agency's safety codes officers have attended the required seminars and renewed their certification as required. However, through reviewing the Council's records, the auditors confirmed their certification.

Suggestion: *The Municipality may consider requesting a summary of all certifications and training of the safety code officers from the contractor on an annual basis.*

A.4 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Municipality's representative is aware that all information collected under the *Safety Codes Act* is subject to the *Freedom of Information and Protection of Privacy Act*.

A.5 RECORDS RETENTION AND RETRIEVAL

Through interviewing the Municipality's representative, the auditors determined that files are retained for a minimum period of three years as indicated in the Quality Management Plan, then archived to the property file.

The Municipality has a procedure in place to have completed files returned from the agency back to the Municipality on a regular basis.

The records retention and retrieval process employed by the Municipality generally meets the intent of the Quality Management Plan. The Municipality is undergoing a change in Administration that will result in an improved records management system.

A.6 DECLARATION OF STATUS

Based on the files reviewed, the auditors found no evidence of conflict of interest with the agency's safety codes officers in respect to the services provided under the Quality Management Plan, including being the owner, contractor or designer of projects where they also provided compliance monitoring.

A.7 ANNUAL INTERNAL REVIEW

The Quality Management Plan requires accredited municipalities to conduct an annual internal review of their program and submit the findings to the Council.

The Municipality has not conducted an internal review of its Quality Management Plan program with a summary of findings and action plans submitted to the Council. The Municipality has been in contact the Council's Accreditation department for direction on submitting its 2021 through 2022 annual internal review.

A.8 REVISIONS

The Quality Management Plan was updated in 2007 with an effective date of July 22, 2007. No changes or updates have been submitted to the Administrator of Accreditation since.

Recommendation: The Municipality will update its Quality Management Plan using the latest template, which can be downloaded from the Council's website at www.safetycodes.ab.ca. This will ensure that the Municipality is working with the most current Quality Management Plan, which contains the latest features and accreditation standards for safety codes operations.

A.9 REVISION CONTROL SYSTEM

The Municipality does ensure that all staff, safety codes officers, permit issuers, contracted personnel and contracted accredited agencies performing duties under the Quality Management Plan have access to a copy of the plan. The Municipality does maintain a registry of those that have been provided with a copy of the Quality Management Plan and approved revisions.

SCHEDULE B – SERVICE DELIVERY STANDARDS

B.1 SCOPE OF SERVICES

The Municipality is aware of its responsibilities for providing compliance monitoring services under the *Safety Codes Act* and the Quality Management Plan.

B.2 PERFORMANCE

The Municipality records the closed permit files and meets with the agency's safety codes officers when those files are returned to the municipal office. The contracted agency uses its own proprietary software to record and monitor permit files, however, the auditors noted that there were no regular procedures within the Municipality to monitor the progress of open permit files. As a result, the Municipality may not be aware of a permits status until completion.

In addition, the auditor did find a number of cases where the progress of the permit has exceeded the terms and conditions of the permit without monitoring documented and/or an extension requested and granted.

Recommendation: The Municipality will continue and enhance its permit monitoring process to regularly review the open permit files with the agency and identify permits that have reached their expiration date or exceeded a reasonable time frame of the work since last activity, so that an action is initiated to extend, expire, or determine the status of the work as per the permit conditions and Permit Regulation.

Suggestion: The Municipality could consider setting up automated control procedures with the use of a software program such as eSITE to assist with its compliance monitoring process (e.g., automated emails/reminders to applicants, automated flagging on events, and automated file closure procedures).

B.3 PERSONNEL

The Municipality does maintain a registry of all employed and contracted permit issuers and safety codes officers with their level(s) of certification and designation of powers and was found to be consistent with the Council's records.

B.4 QUALITY MANAGEMENT PLAN TRAINING

The Municipality does train its involved staff in administering the Quality Management Plan and does maintain the training records on file.

B.5 RECORDS

The Municipality does maintain a file system for all records associated with permitting and inspection services but does not ensure that all files returned by the agency are complete. Of the files reviewed, some documents were missing.

B.6 COUNCIL LEVY

The Municipality's Quality Management Plan states that the Municipality will collect the Council levy for each permit issued under the *Safety Codes Act*, and remit those levies to the Council.

The contracted agency currently collects and remits levies on behalf of the Municipality. The auditors confirmed through a review of Council records that the agency is remitting levies on a monthly basis.

B.7 ORDERS AND VARIANCES

The Municipality has safety codes officers at the appropriate level through its contracted agency who may issue orders and variances in accordance with the *Safety Codes Act*.

The Municipality reported that one order to comply was issued in the period under audit however; the order compliance date has passed without follow up to confirm the current status.

Recommendation: *The Municipality will update and keep its orders and variance records current with the Council. When the order has been issued, updated or satisfied, a copy of this notice must be sent to the Council.*

Compliance Monitoring

GENERAL PERMITTING PROCESS REVIEW

The Municipality, through the accredited agency, have a program of permit issuance, plans examination (when applicable), site inspection, follow-up inspections or verification of compliance, and file closure. Certified and designated safety codes officers provide compliance monitoring in accordance with the *Safety Codes Act*.

INFORMATION COLLECTION - PERMITS

The Quality Management Plan requires that certain information be collected as part of the permitting process such as the applicant's, owner's, and contractor's contact information; description of the work to be undertaken; the permit issuer's name, signature, and designation number; and an advisory respecting the collection/use of this information and compliance with the *Freedom of Information and Protection of Privacy Act*.

Based on the permit applications and issued permits reviewed, the information requested or collected as part of the permitting process is consistently captured and provided.

CONSTRUCTION DOCUMENT REVIEW

A construction document review is required as per Appendix A: Building Discipline of the Quality Management Plan.

This review was always completed within 15 days of permit issuance and complete documents found on file however; the required construction documents were not always received prior to building permit issuance or conducting the first inspection. There was;

- one case (TIR B 0003 21) where the required professional involvement documents was not collected; and
- two cases (TIR B 0001 21, TIR B 0005 21) where drawings were missing the required and complete construction details

Recommendation: The Municipality will collect and maintain on file all required construction design drawing, documents and letters of compliance in accordance with the National Building Code 2019 - Alberta Edition (AE) when overall professional architect and/or engineer involvement is required for the work covered under a permit.

PLANS REVIEW REPORT

The auditors found the plans review report in the building discipline meets the Quality Management Plan's requirements.

SITE INSPECTIONS AND REPORTS

Under its Quality Management Plan, the Municipality is required to carry out periodic inspections of construction activity regulated by the *Safety Codes Act*. These inspections are conducted by a safety codes officer who then submits a report of their observations to the owner or other appropriate party who can ensure deficiencies are corrected as needed.

These reports are required to contain information that clearly ties permit services to the property and parties responsible. These must also include observations and direction to achieving safety codes compliance.

The type of information required on inspection reports is identified in the Municipality's Quality Management Plan. Equally important to the inspection process is the follow-up to ensure that deficiencies or unsafe conditions have been addressed.

The auditors found the inspection process in the building, electrical, plumbing, and gas disciplines to be meeting the Quality Management Plan's requirements; however, there was;

- one case (TIR G 0012 21) where the safety codes officer identified work not included in the permit and no subsequent action to address this

Recommendation: The Municipality will ensure that, when changes are necessary to an issued permit, a complete action is described in the report, or issuance of a new permit if needed.

VERIFICATION OF COMPLIANCE

All required verifications of compliance were found on file. Based on the audit, the verification of compliance process meets the intent of the *Safety Codes Act* and Quality Management Plan.

NO-ENTRY POLICY

The Municipality has a no-entry policy as required by the Quality Management Plan. No concerns were found.

PERMIT SERVICES REPORT

The Permit Services Report is the last step in the permitting process that allows closure of the permit file. This document is issued to the owner by the municipality when all required inspections are completed to the satisfaction of the safety codes officer. The document provides the owner with the final accounting of the safety codes services provided, including any outstanding non-compliance issues that may remain.

The auditors found all Permit Services Reports were issued within 30 days of completing the compliance monitoring services. Based on the audit, the process meets the intent of the *Safety Codes Act* and Quality Management Plan.

FILES REVIEW

1.0 Open Permits

1.1 BUILDING: Total number of files: 6 Number of files required for the audit: 2

PERMIT #	OBSERVATIONS
TIR B 0006 20 TIR B 0002 22	Permit Conditions: The progress of the permit has exceeded the terms and conditions of the permit without monitoring documented and/or an extension requested and granted
TIR B 0002 22	Construction Document Review: Incomplete; drawings do not include the complete project details (i.e. missing the bulk head and wall adjustment details)

1.2 ELECTRICAL: Total number of files: 2 Number of files required for the audit: 2

PERMIT #	OBSERVATIONS
TIR E 0006 21 TIR E 0003 22	No concerns

1.3 PLUMBING: Total number of files: 1 Number of files required for the audit: 1

PERMIT #	OBSERVATIONS
TIR P 0002 21	Permit Monitoring: The progress of the permit has exceeded the terms and conditions of Section 25 of the Permit Regulation without monitoring documented and/or an extension requested and granted (i.e.: no monitoring until 11 months post permit issuance)

1.4 GAS: Total number of files: 1 Number of files required for the audit: 1

PERMIT #	OBSERVATIONS
TIR G 0003 22	No Concerns

2.0 Closed Permits

2.1 BUILDING: Total number of files: 12 Number of files required for the audit: 3

PERMIT #	OBSERVATIONS
TIR B 0001 21	Construction Document Review: Incomplete; drawings do not include the complete project details (e.g.: complete foundation and framing details)
TIR B 0005 21	Construction Document Review: No record of construction documents
TIR B 0003 21	Professional Involvement: No record of the required engineered design details for the foundation

2.2 ELECTRICAL: Total number of files: 16 Number of files required for the audit: 3

PERMIT #	OBSERVATIONS
TIR E 0008 21	Permit Application: Owner permit; application incorrectly includes a contractor
TIR E 0007 20 TIR E 0010 21	No concerns

2.3 PLUMBING: Total number of files: 4 Number of files required for the audit: 4

PERMIT #	OBSERVATIONS
TIR P 0002 18 TIR P 0003 18 TIR P 0004 21	No Concerns
TIR P 0003 17	Permit Monitoring: The progress of the permit has exceeded the terms and conditions of Section 25 of the Permit Regulation without monitoring documented and/or an extension requested and granted (i.e.: no monitoring until 10 months post permit issuance)

2.4 GAS: Total number of files: 14 Number of files required for the audit: 3

PERMIT #	OBSERVATIONS
TIR G 0002 21	Permit Monitoring: The progress of the permit has exceeded the terms and conditions of Section 25 of the Permit Regulation without monitoring documented and/or an extension requested and granted (i.e.: no monitoring until 11 months post permit issuance)
TIR G 0012 21	Inspection Report (rough-in): Observation noted by safety codes officer for secondary gas line from the house to the detached garage not covered under the permit. No evidence of amendment or new permit for that work
TIR G 0010 21	No concerns

3.0 Orders

3.1 BUILDING: *Total number of files: 1 Number of files reviewed for the audit: 1*

ADDRESS	ORDER DETAILS	OBSERVATIONS
233 4 Street Lots 28,29,30; Blk. 4, Plan 5087W Town of Irricana	Issue Date: June 24, 2021 Applicable Code: SCA RSA Chapter S-1 Sec. (49) Action to be taken: Provide access to entry	No follow-up has been completed since the order compliance date. The Town of Irricana will review this with the agency, then advise Accreditation of the outcome

Restrictions and Limitations

This report was prepared for the Town of Irricana to assist in ensuring that the Municipality's permitting and inspection system is effective, responsible, and accountable to the people it serves. It is intended that this report not be used for any other purpose.

The audit was performed to examine the permitting process, administration, and service delivery standards on the selected samples and the Council levies based on the designed sampling approach. The results derived from the selected samples may not be representative of the entire data population. The audit provides a reasonable assurance that the Municipality is effectively administering and in compliance with its approved Quality Management Plan.

The Council reserves the right, and is under no obligation, to review and/or revise the contents of this report in light of information that may become available after the date of this report.

Yours truly,

SAFETY CODES COUNCIL



Cristian Nadeau
Audit Manager



Mark Brodgesell
Audit Lead

To: Mayor and Council
From: Chief Administrative Officer
Date: April 17, 2023
Purpose: **Provided for Information**
Subject: Response to Notice of Motion (65:23)

Summary:

A Notice of Motion was introduced at the April 3, 2022 Council Meeting to reconsider a previous Council decision. This report supplies Council with background information and current guidance.

Background and Discussion:

In response to Councillor Fleming's April 3, 2022 Notice of Motion (65:23), Administration is providing background information from which Council may choose to reconsider a previous Council decision (155:22).

The Council Report from the August 22, 2022 Regular Meeting (including a letter from the Property Owner) and approved minutes from that meeting are included for reference.

For Council's Consideration:

1. The account balance (via penalties) at first consideration was \$366.28
2. The account balance (via penalties) ultimately reached \$380.94
3. The current balance is \$3.33

As a best practice, Administration does not recommend waiving taxes, fees, or other sources of revenues for individuals or groups on the basis that those costs are ultimately transferred to ratepayers.

In this instance, Administration offers the following specific guidance:

1. The Property Owner states that taxes were paid in full on June 30, 2022, via a hand-delivered cheque, and therefore penalties are not applicable.

Administration contends that payment was not received. The Property Owner provided a promissory note (i.e.. A cheque) which was not honored by the financial institution.

As funds were not actually received, penalties are applicable.

2. The Property Owner states that the Town's delay in notification resulted in additional penalties being applied.

As a courtesy, Administration makes reasonable efforts to notify Property Owners of delinquent accounts where practical but does not provide financial oversight for individual Property Owners.

3. The Property Owner believes that the 'NSF Fee' should not have been applied, as the funds were available.

The term 'NSF Fee' is colloquial and not literal, with the fee applied to any dishonored payment.

Financial Implication(s):

Uncollected fees will need to be offset by property taxes.

Recommendation:

Administration recommends denying the Property Owner's request.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the request to waive 2022 Tax Penalties for Tax Roll 5850 be respectfully denied a second time.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Council Report from August 22nd, 2022

Attachment 'B' – Approved Minutes from August 22nd, 2022 Regular Meeting

Attachment 'A'

Council Report from August 22, 2023

Request for Decision

To: Mayor Bryson and Council

From: Corinne Newman, Interim CAO

Date: August 22, 2022

Subject: Tax Roll 5850 – Waive Tax Penalties

DECISION: To comply with the MGA under Part 10 - Taxation.

CORRELATION TO STRATEGIC PLAN OR POLICY: Municipal Government Act, Section 347 (1), states that Council may cancel or refund all or part of a tax.

KEY ISSUES AND BACKGROUND:

Block 4, Lots 20-22, Plan 5087W – Tax Roll 5850

The current owner has submitted a written proposal to Town Council requesting a waiver of the July 1st and August 1st Tax Penalties. A copy of the letter is attached.

On June 29/22, the resident provided a Personal Cheque for payment of their 2022 property taxes. This cheque was deposited to the Town's Bank on June 30th. Mid July, this cheque was returned to the Town by the Bank, dishonored, charged back to our account, along with service charges.

The Town processed a reversal of payment and applied the applicable July 1st 6% Penalty, returned item fee and a letter to the resident on or about July 28th. As payment was still outstanding on August 1st, a second 6% penalty was applied, as outlined in the Town's Penalty Bylaw.

On August 8/22, payment was remitted for the 2022 tax levy by electronic banking, with the returned item fee paid on Aug 12. To date, the July 1 and August 1 penalties of \$183.14 each remain unpaid.

BENEFITS:

1. Fees charged to the Town on returned item(s) are charged back to tax roll.
2. Penalties are charged according to Bylaws set by Council.

DISADVANTAGES:

1. Setting a precedent for tax relief requests on returned payments.

ALTERNATIVES:

1. To deny the request to waive penalties.
2. For Council to review the request to waive the July 1 and August 1 penalties and provide a decision.

IMPLICATION ON FINANCES:

1. The amount being waived.

RECOMMENDATION:

To deny the request to waive the July 1, 2022 and August 1, 2022 tax penalties in the amount of \$183.14 each, totalling \$366.28.

RECOMMENDED MOTION:

That Council deny the request to waive the July 1, 2022 tax penalty of \$183.14 and the August 1, 2022 tax penalty of \$183.14 for Tax Roll 5850, legally described as Block 4, Lots 20-22, Plan 5087W.

Note: This email was initially sent and addressed specifically to the interim CAO, to which I was advised to resend and address to town council, and has since been modified as follows:

I am requesting for council to review the tax penalty I have been notified of, which I believe due to the circumstances of a delay causing the penalty to be imposed, and waive the penalty that was applied on July 1st and any further penalty that will be applied to this account.

I have spoken to the interim CAO about this, and was advised that the Legal land description AND tax account number is required by council in order to confirm the location is in fact located in the town. I would think that the tax roll number would suffice to confirm this and any information that could lead to the identity of the "person" who owns the property to be withheld from the minutes, to adhere to privacy regulation

Here are the circumstances to be considered:

I delivered payment in full for my taxes on **June 30, 2022** – hand delivered cheque to town office. Technically taxes were paid.

CAO has confirmed on Aug 9, 2022 – an email from ATB was received by CAO on **July 11, 2022**, and she did not know what it was as it was in some form of encryption. I was, therefore, not notified of my tax payment not being cleared. I was not aware of any issue with my payment not being cleared until I received a letter from the town office post marked **July 31, 2022**, which I picked up and opened Aug 4th.

I immediately called my bank and discovered they had held the funds that I transferred for 4 days and when the cheque was put through it was returned "funds frozen/not cleared"

I was on the phone with my bank for over ½ hr discussing the issue of why I was not notified. They have agreed to reimburse the \$50 service charge.

As mentioned, DELAY, in notifying me, is a concern as to why I now have the penalty applied. Both from my bank – which we have now rectified – and the town.

The cheque was processed July 5th – delay – if it was processed on July 4th, there would not have been any issue with it clearing in my bank.

I received a letter from the town, post marked July 31, 2022 – a substantial delay in notice to me of any issue.

Given that Irricana is a small town, I would think that a phone call to advise of the cheque not clearing, to which I would have resolved the issue that same day.

When I received the letter and opened it the town office was already closed, I tried calling on Friday –only to find the town office has "summer hours" and closed on Fridays. Another circumstance that caused a delay.

In talking to the town office August 8th I have now also learned there will be another penalty applied for August. I am in shock, since I have no control over the delay in council approving or denying my request.

I have immediately transferred payment online to pay my taxes in full. I moved here last year, just after tax billing and had no idea of the process, and the possible delays, that could cause me to have a tax penalty imposed.

In addition to a large tax bill, with the increase to taxed imposed recently –without much notice – I having these penalties imposed is a financial hardship for me.

Since technically the funds were paid on the due date, the cheque was NOT NSF, yet an NSF fee has been applied to my tax account?, and the tax penalty applied as of July 1st, when there was no indication the taxes were not paid, and is a bank holiday and the circumstances noted above, I am requesting the penalty to be waived. I cannot stress any further, the funds were not NSF, and had I known there was an issue with my cheque not clearing I would have IMMEDIATELY rectified it and paid IN FULL.

Attachment 'B'

Approved Minutes from August 22, 2022 Regular Meeting of Council

TOWN OF IRRICANA

Minutes of the Regular Meeting of Council held

Date: August 22, 2022 Time: 7:00 pm

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

ATTENDANCE

Mayor:	Jim Bryson
Deputy Mayor:	Kim Schmaltz
Councillors:	Lisa McAree
Interim CAO:	Corinne Newman

CALL TO ORDER

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

AGENDA

- (i) Adopt Agenda
152:22 Moved by Deputy Mayor Schmaltz to adopt the Agenda as presented.
CARRIED

PRESENTATIONS

None

MINUTES

- (i) Minutes from July 27, 2022 Regular Council Meeting
153:22 Moved by Mayor Bryson to amend the July 27 2022 Minutes, Motion 150:22 to read: *that the Town of Irricana engage the services of a professional Consultant firm in the recruitment of a Chief Administrative Officer, at a cost of \$27,000.00, removing the word 'Interim'.*
CARRIED

154:22 Moved by Councillor McAree to accept the Minutes of the Regular Meeting of Council for July 27, 2022, as amended.
CARRIED

CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

COMMITTEE REPORTS

- (i) None

OLD BUSINESS

- (i) None

NEW BUSINESS

- (i) RFD – Tax Roll 5850 – Waive Tax Penalties
155:22 Moved by Mayor Bryson to deny the ratepayers request to waive the July 1, 2022 tax penalty of \$183.14 and the August 1, 2022 tax penalty of \$183.14, for Tax Roll 5850, legally described as Block 4, Lots 20-22, Plan 5087W.
Recorded Vote requested by Mayor Bryson
In Favour: Mayor Bryson, Councillor McAree
Opposed: Deputy Mayor Schmaltz
CARRIED
- (ii) RFD – Cancel Sept 6, 2022 Council Meeting
156:22 Moved by Deputy Mayor Schmaltz that the regularly scheduled Council Meeting for Tuesday September 6, 2022 be cancelled, as this date is set for the Town of Irricana's By-Election, with the next meeting to be held as scheduled on Monday September 19, 2022.
CARRIED

COMMUNICATION/INFORMATION

- (i) Financial Reports – Quarter 2
157:22 Moved by Councillor McAree to accept the Quarter 2 Financial Reports as presented.
CARRIED
- (ii) AUMA Annual Convention Information
158:22 Moved by Deputy Mayor Schmaltz that Mayor Bryson attend the annual AUMA convention, held in Calgary September 21 – 23, 2022.
CARRIED
- (iii) RCMP Quarterly Community Policing Report
- (iv) Alberta RCMP Provincial Policing Report
- (v) Call to Action – RCMP
159:22 Moved by Deputy Mayor Schmaltz to support the Call to Action to the Government of Alberta letter dated June 27, 2022.
CARRIED
- 160:22 Moved by Deputy Mayor Schmaltz to accept Communication / Information items J-2 to J-5 as presented.
CARRIED

FOLLOW-UP/ACTION & STATUS

- (i) None

PUBLIC INPUT

- (i) *As per Motion 32:21 Questions from public to be submitted to Administration by Monday noon of the Council meeting day.*
Questions were presented to Council.

CLOSED SESSION

- (i) Closed to Public
161:22 I, Mayor Bryson, move that Council go into Closed Session at 7:26 pm, to discuss an item of which may be considered privileged information under Section 27(1) of the FOIP Act.

- (ii) Open to Public
162:22 Moved by Mayor Bryson that Council reconvene to the public portion of the meeting at 7:53 pm.

163:22 Moved by Mayor Bryson that Council accept the terms of agreement and authorizes the settlement to the Alberta Human Rights Commission Complaint N2022/04/0019 between the Town of Irricana and the Complainant.
CARRIED

ADJOURN

- (i) Adjournment
164:22 Moved by Mayor Bryson to adjourn the meeting at 7:57 pm.

Mayor Jim Bryson

Corinne Newman
Interim Chief Administrative Officer

Item J1

Motion Tracker for April 17, 2023

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: Meeting Held on Apr-13. Comments circulated to lawyer for revisions. Anticipate signatures by end of April.	17-Apr-23