



# REGULAR MEETING OF COUNCIL

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

**Date:** October 2, 2023 **Time:** 7:00PM

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**A. ATTENDANCE**

**B. CALL TO ORDER**

**C. AGENDA**

**D. PRESENTATIONS**

Item D1: Irricana and Rural Municipal Library Board (Heard with Item I3)

**E. MINUTES**

Item E1: Minutes from September 18, 2023 Regular Meeting of Council

**F. CORRESPONDENCE FROM PREVIOUS MEETING**

**G. COMMITTEE REPORTS**

**H. OLD BUSINESS**

**I. NEW BUSINESS**

Item I1 – Adjustment of Billed Water Use for Utility Customer

Item I2 – Exploration of Intermunicipal Collaboration Meetings

Item I3 - Irricana Library Board Proposed 2024 Budget

**J. COMMUNICATION / INFORMATION**

**K. COUNCILLOR UPDATE**

**L. CLOSED SESSION**

Item L1: Personnel - Evaluation, Closed per Section 17(1) of the Freedom of Information and Protection of Privacy Act.

**M. ADJOURN**

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**Item E1**

Minutes from September 18, 2023 Regular Meeting of Council

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## REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: September 18, 2023 Time: 7:00PM

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### **A. ATTENDANCE**

Mayor: Jim Bryson  
Deputy Mayor: Kim Schmaltz  
Councillors: Nathaniel Fleming, Julie Sim, Lisa McAree  
CAO: Doug Hafichuk  
Staff: Patricia Malthouse

### **B. CALL TO ORDER**

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

### **C. AGENDA**

(i) Adopt Agenda  
132:23 Moved by Councillor McAree to adopt the Agenda, as presented.  
CARRIED

### **D. PRESENTATIONS**

(i) None

### **E. MINUTES**

(i) Minutes of the Regular Meeting of Council for September 5, 2023  
133:23 Moved by Councillor Sim to accept the Minutes of the Regular Meeting of Council for September 5, 2023, as presented.  
CARRIED

### **F. CORRESPONDENCE FROM PREVIOUS MEETING**

(i) None

**G. COMMITTEE REPORTS**

(i) None

**H. OLD BUSINESS**

(i) None

**I. NEW BUSINESS**

(i) Item I1: Chief Administrative Officer Report

134:23 Moved by Deputy Mayor Schmaltz that the Chief Administrative Officer Report be received for information.  
CARRIED

(ii) Item I2: Committee of the Whole Bylaw 009:2023

135:23 Moved by Councillor McAree that Bylaw 009:2023, a bylaw for the purpose of establishing a Committee of the Whole, be read for a first time this 18<sup>th</sup> day of September, 2023.  
CARRIED

136:23 Moved by Councillor Fleming that Bylaw 009:2023, a bylaw for the purpose of establishing a Committee of the Whole, be read for a second time this 18<sup>th</sup> day of September, 2023.  
CARRIED

137:23 Moved by Mayor Bryson that Bylaw 009:2023, a bylaw for the purpose of establishing a Committee of the Whole, be given unanimous consent for a third and final reading 18<sup>th</sup> day of September, 2023.  
CARRIED

138:23 Moved by Councillor Sim that Bylaw 009:2023, a bylaw for the purpose of establishing a Committee of the Whole, be read for a third and final time this 18<sup>th</sup> day of September, 2023.  
CARRIED

(iii) Item I3: Municipal Planning Commission Bylaw 010:2023

139:23 Moved by Councillor Fleming that Bylaw 010:2023, being a bylaw for the purpose of establishing a Municipal Planning Commission, be read for a first time this 18<sup>th</sup> day of September 2023, as amended.  
CARRIED

140:23 Moved by Councillor Sim that Bylaw 010:2023, being a bylaw for the purpose of establishing a Municipal Planning Commission, be read for a second time this 18<sup>th</sup> day of September 2023, as amended.  
CARRIED

141:23 Moved by Councillor McAree that Bylaw 010:2023, being a bylaw for the purpose of establishing a Municipal Planning Commission, be given unanimous consent for a third and final reading this 18<sup>th</sup> day of September 2023, as amended.  
CARRIED

142:23 Moved by Deputy Mayor Schmaltz that Bylaw 010:2023, being a bylaw for the purpose of establishing a Municipal Planning Commission, be read for a third and final time this 18<sup>th</sup> day of September 2023, as amended.  
CARRIED

(iv) Item I4: Municipal Library Board Bylaw 013:2023

143:23 Moved by Councillor Fleming that Bylaw 013:2023, being a bylaw for the purpose of establishing a Municipal Library Board, be read for a first time this 18<sup>th</sup> day of September 2023.  
CARRIED

144:23 Moved by Councillor Sim that Bylaw 013:2023, being a bylaw for the purpose of establishing a Municipal Library Board, be read for a second time this 18<sup>th</sup> day of September 2023.  
CARRIED

145:23 Moved by Deputy Mayor Schmaltz that Bylaw 013:2023, being a bylaw for the purpose of establishing a Municipal Library Board, be given unanimous consent for a third and final reading 18<sup>th</sup> day of September 2023.  
CARRIED

146:23 Moved by Mayor Bryson that Bylaw 013:2023, being a bylaw for the purpose of establishing a Municipal Library Board, be read for a third and final time this 18<sup>th</sup> day of September 2023.  
CARRIED

(v) Item I5: Council Policy on Policies C001:2023

147:23 Moved by Councillor Fleming that Policy C001:2023, being a Policy establishing guidelines for the creation and review of Council Policies be approved this 18<sup>th</sup> day of September 2023.  
CARRIED

**J. COMMUNICATION / INFORMATION**

(i) None

**K. COUNCILLOR UPDATE**

(i) Roundtable Discussion

**L. CLOSED SESSION**

(i) None

**M. ADJOURN**

(i) Adjournment

148:23 Moved by Councillor Fleming to adjourn the meeting at  
7:45pm.

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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:** October 2, 2023  
**Purpose:** Request for Decision  
**Subject:** Adjustment of Billed Water Use for Utility Customer

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## Summary:

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Administration believes that a faulty water meter resulted in a Utility Customer being erroneously charged for 244 m<sup>3</sup> of water services. A more reasonable usage has been determined, and Council is being asked to approve the update due to the lack of a definitive cause and the scale of the proposed adjustment.

## Background and Discussion:

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An Irricana Utility Customer received a bill for 244m<sup>3</sup> of water usage for the July-August 2023 billing period, despite a historical usage of approximately 8m<sup>3</sup> per billing cycle.

That an individual residential home, with a single occupant, could use 244m<sup>3</sup> under normal conditions is highly improbable. For context:

- a) The average Utility Customer uses approximately 23m<sup>3</sup> per billing cycle.
- b) The specific Utility Customer has typically used 8m<sup>3</sup> (Annual average) to 11m<sup>3</sup> (Summer average) per billing cycle over the past three years.
- c) The most common source of significant unintentional use is a faulty toilet, which typically loses 20m<sup>3</sup> per month (40m<sup>3</sup> per billing cycle).
- d) 244m<sup>3</sup> is roughly equivalent to 650 residential bathtubs of water.

The significant discrepancy prompted an investigation by Public Works staff who inspected the property for:

- a) Evidence that the residential water meter had failed or been tampered with.
- b) Evidence of current or recent leaks, including leaky faucets and toilets.
- c) Evidence of current or recent flooding at or adjacent to the property.
- d) Evidence that water may have been taken by a third-party.

The inspection did not identify any evidence that a large volume of water had actually been used. Further, the home has been extensively renovated over the



past year, complete with new faucets and toilets, and everything appeared to be in good working condition.

There was also no evidence of pooling or flooding within the home, on the property, or on adjacent lands, and there is no evidence that a third party had taken water from the property.

While the residential water meter was observed to be operating normally and there was no evidence of tampering or damage, the meter was approximately 20 years old and at/approaching the end of its reliable service life.

A faulty water meter is ultimately believed to be the most likely issue and a new water meter has been installed.

Following discussions with the Utility Customer and a review of typically usage, Administration believes that the Customer's July-August 2023 Utility Bill should be adjusted to reflect a more reasonable volume, 11m<sup>3</sup>, which is consistent with the Customer's average usage for similar periods over the past three years.

Although Administration is authorized to make these adjustments where an error has *clearly* occurred, it cannot be fully established a faulty water meter is the definitive issue. Given that lack of certainty and potential costs, Administration is seeking concurrence (i.e., Approval) from Council before pursuing the intended course of action.

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### **Financial Implication(s):**

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If a failed water meter is the source of the issue, there is no cost implication, as the water was not actually used. The Town is only billed based on meter readings upstream at the Water Plant and an erroneous error downstream would not impact Town costs.

However, if the issue was not a faulty residential water meter and 244m<sup>3</sup> was used, the cost implications to the Town would be \$1861.20 in lost revenue (\$1185.97 for water, \$675.23 for sanitary).

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### **Recommendation:**

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Administration routinely recommends against decisions which reduce/eliminate revenues, including fees and penalties, however, given that a faulty residential water meter is, by far, the most probable cause of the significant Utility Bill, and that a more reasonable usage can be established using a three year average, Administration strongly recommends adjusting the billed usage from 244m<sup>3</sup> to 11m<sup>3</sup>.

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**Recommendation Motion(s):**

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**Option #1:**

Motion #1: **THAT** Administration be directed to adjust the volume of water used by the subject property during the July-August 2023 billing period from 244 cubic meters to 11 cubic meters.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

No Attachments

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** October 2, 2023  
**Purpose:** **Request for Decision**  
**Subject:** Exploration of Intermunicipal Collaboration Meetings

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**Summary:**

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Administration is seeking Council direction on establishing Intermunicipal Collaboration Meetings between Irricana, Beiseker, and Acme.

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**Background and Discussion:**

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The Town of Irricana has established a positive and mutually beneficial working relationship with the Village of Beiseker and the Village of Acme, with the Tri-Community Peace Officer Agreement being a recent example.

Given that all three communities share common needs and challenges, and that ad-hoc, issue-specific discussions between the communities have already resulted in positive benefits for all, Administration is seeking Council's endorsement to explore more formal meetings between elected officials of each community.

With Council support, the Chief Administrative Officers will discuss the format and frequency of IMC Meetings, establish an initial list of topics of mutual interest, and report back to their Council's with recommendations.

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**Financial Implication(s):**

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There are no cost implications.

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**Recommendation:**

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Administration recommends approval in accordance with Option #1.

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**Recommendation Motion(s):**

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**Option #1:**

Motion #1:       **THAT** Administration be directed to explore Intermunicipal Collaboration Meetings with the Village of Beiseker and the Village of Acme, and report back to Council with proposed details.

**Option #2:**

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

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Chief Administrative Officer

**ATTACHMENTS:**

No Attachments

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** October 2, 2023  
**Purpose:** Request for Decision  
**Subject:** Irricana and Rural Municipal Library Board 2024 Budget

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## **Summary:**

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The Irricana and Rural Municipal Library Board is seeking \$38,000 in municipal funding to support service delivery in 2024.

## **Background and Discussion:**

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The Irricana and Rural Municipal Library Board provides library services, as detailed in the Libraries Act, for the residents of Irricana and adjacent lands within Rocky View County.

As prescribed in the Irricana Municipal Library Board Bylaw (Bylaw 013-2023), the Library Board provides an annual budget for Council's consideration, including a funding request.

In 2023, the Irricana Library reported 6,500 in-person and 3,900 virtual visitors, or 200 visitors per week. The library also provided more than 80 in-house delivered programs (820 participants) and 3 out-reach programs (120 participants) in 2023.

Given the lack of a dedicated school in the community and the prevalence of home-schooling, the Irricana Library serves as the community's primary place of learning, offering four computer workstations, internet access (4,300 wifi sessions) and free proctoring services.

As an integrated part of the community, the Irricana Library works with local and regional agencies and partners to deliver programming and supports, including Rockyview Schools, Community Links, the Irricana Ag Society, the Irricana Lions Club, University of Calgary, Alberta Health Services, and Town Administration (FCSS, Community Events).

## **Administration Comments**

Following operational and financial discussions with Board representatives over the course of 2023, Administration offers the following observations:

### **1. Overreliance on Fundraising to Meet Operational Needs**

The Libraries Act and related regulations require that the Library Board produce a 'Balanced Budget' each year; They are not allowed to operate in deficit.

This creates a cycle whereby a budget is struck, an operational shortfall is determined, and the shortfall is addressed by manipulating the amount of 'Fundraising' that is required.

The Board appears to rely heavily on 'Fundraising' to balance its operational budget. As a result, failing to meet overly optimistic fundraising goals results in consistent budget deficits.

### **2. Misalignment Between Service Levels and Funding**

Administration believes that there is insufficient base funding from which to build programming, leading to an overreliance on inconsistent funding sources such as grants and donations (as noted above).

Compounding the issue is that service levels do not align with the funds available. Being open 6 days per week may be highly desirable, but there must be consistent funding in place to do so.

The library's service levels (e.g., Hours of operation) need to be aligned to the funding available and not aspirational funding which routinely fails to arrive.

### **3. The 'Car with Three Tires' Problem**

It's of no value to purchase a car with only three tires. Either a fourth tire must be purchased to unlock the actual potential/value of the car, or the car should be sold, and other transportation options considered.

It's noteworthy that the library plays an especially significant community role given the lack of educational and community spaces, and that it appears to be very well operated.

Council needs to consider whether a Library is desirable, and if so, be willing to fund it to a level that delivers value. This should be done in consultation with the Library Board who, as noted above, should be aligning service levels to the funding being offered.

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**Financial Implication(s):**

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In 2023, the Town of Irricana provided \$20,000 in funding to the Irricana Library, and approximately \$6,500 of in-kind support related to the building itself.

In-kind costs are expected to remain similar in 2024, however granting the Board's request to increase funding from \$20,000 to \$38,000 would increase the average residential property tax bill from \$2,579 to \$2,613 per year (+\$34.00 per year).

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**Recommendation:**

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Administration recommends Council defer a decision to a future date.

The proposed budget should include a general narrative on what the funding is to be used for, what service levels the Library Board is seeking to provide in 2024 and demonstrates that those basic elements can be delivered without the use of donations, grants, and fundraising.

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**Recommendation Motion(s):**

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**Option #1:**

Motion #1:           **THAT** a decision on the 2024 Library Board budget be deferred to November 6, 2023.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

Attachment 'A' – Irricana Library Proposed 2024 Budget

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**Item I3**

Attachment 'A' – Irricana Library Board 2024 Proposed Budget

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**Town of Irricana Municipal Library**  
**Proposed 2024 Budget**  
 January through December 2024

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	<b>Jan - Dec 24</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Government Contributions</b>	
Marigold Library System	3,500.00
Provincial Operating Grant	17,483.00
Rocky View County appropriat...	5,200.00
Town of Irricana appropriation	38,000.00
<b>Total Government Contributions</b>	64,183.00
<b>Other Revenue</b>	
Donations	5,000.00
Grants	5,758.50
<b>Total Other Revenue</b>	10,758.50
<b>Total Income</b>	74,941.50
<b>Expense</b>	
<b>Administration</b>	
Bank Charges	120.00
GST Expense (50%)	100.00
Interest/Late fees	5.00
Payroll service	600.00
Professional Fees	
Audit	100.00
<b>Total Professional Fees</b>	100.00
<b>Program Expense</b>	
Other	1,000.00
<b>Total Program Expense</b>	1,000.00
Rent	1.00
<b>Supplies</b>	
Software	400.00
<b>Total Supplies</b>	400.00
Telephone	1,400.00
<b>Total Administration</b>	3,726.00

**Town of Irricana Municipal Library**  
**Proposed 2024 Budget**  
 January through December 2024

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	<b>Jan - Dec 24</b>
<b>Asset Purchases</b>	
<b>Computer Hardware</b>	300.00
<b>Total Computer</b>	300.00
<b>Total Asset Purchases</b>	300.00
<b>Building Maintenance</b>	
<b>Contract cleaning</b>	500.00
<b>Insurance</b>	3,500.00
<b>Total Building Maintenance</b>	4,000.00
<b>Staff</b>	
<b>Appreciation</b>	400.00
<b>Payroll</b>	
<b>Employer Contributions</b>	4,000.00
<b>Permanent</b>	56,620.00
<b>Total Payroll</b>	60,620.00
<b>WCB</b>	230.00
<b>Total Staff</b>	61,250.00
<b>Transfer Payments</b>	
<b>Marigold</b>	5,665.50
<b>Total Transfer Payments</b>	5,665.50
<b>Total Expense</b>	74,941.50
<b>Net Ordinary Income</b>	0.00
<b>Net Income</b>	<b>0.00</b>