



# REGULAR MEETING OF COUNCIL

---

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

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

---

**A. ATTENDANCE**

**B. CALL TO ORDER**

**C. AGENDA**

**D. PRESENTATIONS**

**E. MINUTES**

Item E1: Minutes from September 5, 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 – Committee of the Whole Bylaw (Bylaw 009:2023)

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

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

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

**J. COMMUNICATION / INFORMATION**

**K. COUNCILLOR UPDATE**

**L. CLOSED SESSION**

**M. ADJOURN**

---

---

**Item E1**

Minutes from September 5, 2023 Regular Meeting of Council

---

---

## REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: September 05, 2023 Time: 7:00PM

---

### 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 7:00pm.

### C. AGENDA

- (i) Adopt Agenda  
127:23 Moved by Councillor Sim to adopt the Agenda, as presented.

**CARRIED**

### D. PRESENTATIONS

- (i) RCMP Quarterly Update and Introduction of Peace Officer  
Presentation: 7:03pm to 7:08pm  
Presenters left the meeting at 7:09pm

- (ii) Public Hearing – Land Use Bylaw 007:2023

#### Call to Order

The Public Hearing was called to order by Mayor Bryson at 7:09pm

This Public Hearing is held pursuant to Section 692 of the Municipal Government Act (MGA) as the Town of Irricana is considering Bylaw 007:2023, being a Land Use Bylaw governing the use and development of lands within the Town.

## **Rules of Conduct**

Mayor Bryson read out the Rules of Conduct as follows:

- a) Oral presentations before Council shall be limited to ten minutes.
- b) The order for presentations shall be as follows:
  - a. Those in support of the proposed Bylaw;
  - b. Those opposed to the proposed Bylaw;
  - c. Any other person deemed affected by the Bylaw who wishes to be heard.
- c) Council members may ask questions of the speakers after each presentation for clarification purposes.
- d) Council members shall refrain from making comments that would indicate any bias either for or against the proposed Bylaw.

## **Comments from Administration**

The Chief Administrative Officer provided information on:

- a) Why a Land Use Bylaw was being contemplated:
  - a. Requirement of the Municipal Government Act;
  - b. Action required from the 2019 Municipal Accountability Program review.
- b) The changes made within the proposed Land Use Bylaw:
  - a. Incorporate previous efforts and amendments into a single document.
  - b. Clarify the Land Use Map for ease of use.
  - c. Make changes to simplify and clarify administration of Land Use within the community.
- c) Advertising of the Public Hearing:
  - a. Two consecutive weeks in the Rocky View Weekly in compliance with the Municipal Government Act:
    - i. August 15 – August 22, 2023
    - ii. August 22 – September 5, 2023
  - b. Administrative efforts:
    - i. Town website
    - ii. Social Media (500+ Users reached, 100+ Engagements)

### **Presentations of those in Support**

Mayor Bryson asked for any presentations in support of the proposed bylaw.

- a) No written submissions received.
- b) No registered presentations.

### **Presentations of those in Opposition**

Mayor Bryson asked for any presentations in opposition to the proposed Bylaw.

- a) Written submission from Anton van Arendonk.
- b) Written submission from Cornelia Pierson.
- c) Oral presentation from Stephanie Katelnikoff.

### **Presentations of those deemed to be Affected**

Mayor Bryson asked for any presentations of those deemed to be affected.

- a) No written submissions received.
- b) No registered presentations.

### **Adjournment**

There being no further presentations, Mayor Bryson adjourned the Public Hearing at 7:20pm.

## **e) MINUTES**

- (i) Minutes of the Regular Meeting of Council for August 14, 2023  
128:23 Moved by Deputy Mayor Schmaltz to accept the Minutes of the Regular Meeting of Council for August 14, 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) None

**j) COMMUNICATION / INFORMATION**

(i) Item J1: Letter of Warning (Alberta Environment and Parks)

(ii) Item J2: Marigold Library – Notes to Council

**k) COUNCILLOR UPDATE**

(i) Roundtable Discussion

**l) CLOSED SESSION**

(i) Closed to Public

129:23 Moved by Mayor Bryson that Council goes into Closed Session at 7:31pm to discuss Item L1: CUPE Collective Agreement, as per Section 24(1) and Section 25(1) of the Freedom of Information and Protection of Privacy Act.

**CARRIED**

(ii) Open to Public

130:23 Moved by Councillor McAree that Council reconvene the public portion of the meeting at 7:37pm.

**CARRIED**

**m) ADJOURN**

(i) Adjournment

131:23 Moved by Councillor Fleming to adjourn the meeting at 7:37pm.

**CARRIED**

---

Mayor Jim Bryson

---

Doug Hafichuk  
Chief Administrative Officer

---

**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** September 18, 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 August 12, 2023 to September 12, 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 August 12, 2023 and September 12, 2023.

## **Key Meetings & Discussions**

1. Administration met with Shannon Simmons (Irricana Library Board) for a general update on activities and to coordinate schedules for the annual report, budget presentation, and appointments.
2. Administration has been coordinating with the Rocky View Regional Handi-Bus Society (the Rocky View Bus) to implement service within Irricana, as funded in the 2023 Town Budget.
3. Administration met with Denisa Sanness (Boys & Girls Club of Airdrie) to discuss current programming and potential future activities within Irricana and region.

## **Economic Development Activities**

1. The Town's application to the Green Municipal Fund (Grant) to cover costs associated with the Waste-Energy Feasibility Study was submitted in July. Clarifications have been prepared and the application is expected to be sent to the evaluation committee for decision in September/October 2023.



2. An existing regional business is seeking to relocate to Irricana. Administration has provided a variety of development and licensing services to support the expansion / relocation. The business remains unnamed until the underlying transaction is complete, and details will be provided at a later date.

### **Administrative Activities**

1. Peace Officer Gareth Thomas has received his official appointment from the Alberta Solicitor General and was formally introduced to Council at the September 5, 2023 Regular Meeting.

Tri-Community Peace Officer partners will be meeting in the coming weeks to discuss the initial implementation (Successes and challenges) and make administrative adjustments.

2. CUPE Local 37 Members have voted in favor of a new Collective Agreement for the years 2023 and 2024. Finalization of the agreement (i.e., signatures) is underway and expected to be complete in September 2023.
3. The Town Office was closed to the Public on August 25, 2023 for an Organizational Day. Staff focused on identifying/sorting documentation for filing, archiving, and destruction.
4. The Town Office was unexpectedly closed to the Public on September 8, 2023 due to an unanticipated staff shortage.
5. People & Community Services has launched a '2024 FCSS Survey' to help shape the direction of programming for coming year(s). Alongside the survey is educational material to help share the story of FCSS and its mandate.
6. Draft human resources documentation (Personnel Policy, Health & Safety Manual, and Training & Development plan) has been provided by the contracted third-party and is being reviewed by staff. The project remains on budget and is expected to be completed in October 2023.
7. Administration continued to work with Vendors (Muniware and Neptune) to resolve an issue impacting water meter readings. A software and/or configuration issue was preventing the import of water readings, resulting in new readings having to be entered manually.  
  
Meter readings and utility bills remained accurate throughout, however the issue resulted in approximately 5-7 manhours of manual work per billing cycle.
8. Secure remote network access (i.e., VPN access) has been successfully tested and is expected to be available for regular use in October 2023. VPN access is critical for emergency management preparedness and for providing staff with network access when working remotely.

9. The Irricana.com redevelopment project continues to progress on budget, with the new website expected to launch the week of October 16<sup>th</sup>, 2023.
10. The proposed 2023 Land Use Bylaw continues to advance, with the Town holding its first Public Hearing since 2018. Feedback from the Public Hearing, legal review, and Committee of the Whole discussions are being incorporated and a final document is expected to come to Council at the October 2, 2023 Regular Meeting.

### **Public Works Activities**

1. Public Works resurfaced a segment of alleyway behind Booth Crescent to address significant rutting. A more fulsome policy on laneway maintenance will be produced in 2024, alongside policies on related road maintenance (e.g., Paving, snow clearing).
2. The Irricana Wastewater Lagoon was lowered via continuous discharge between August 17, 2023 and September 8, 2023, under the supervision of a qualified operator. The total volume released has not yet been calculated.
3. Annual Water System Line Flushing is being arranged for late-September or early-October. Flushing will follow the same plan used in 2022 and be completed under the supervision of a qualified operator.
4. Supported by Allnorth Engineering, Public Works is seeking to complete a Paving Program before seasonal shutdown. There are 10 locations requiring action, including pavement patching and sidewalk repairs. If the work cannot be completed in Fall 2023, it will be completed in Spring 2024.
5. The Irricana Spray Park has been closed for the year. Preparation is underway to winterize Town facilities (e.g., Spray Park, Campground) and transition to winter operations.

---

### **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:**

No Attachments

---

**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** September 18, 2023  
**Purpose:** **Request for Decision**  
**Subject:** Committee of the Whole Bylaw (Bylaw 009:2023)

---

---

**Summary:**

---

Council is being asked to consider three readings of a new Bylaw to formally establish a Committee of the Whole.

---

**Background and Discussion:**

---

At the October 17, 2022 Organizational Meeting, Council passed a resolution to form a Committee of the Whole and establish that the committee meets on the first Tuesday of each month.

Section 145(2) of the Municipal Government Act states that “a Council may, by Bylaw, establish council committees and other bodies”, meaning that the passing of a resolution alone is insufficient to fully establish the Committee of the Whole.

The proposed Bylaw (Bylaw 009:2023) seeks to properly form the Committee of the Whole and establish its terms of reference.

The purpose of the Committee of the Whole is to provide elected officials with a forum for discussion and information sharing on items that do not require a specific Council decision.

For example, Committee of the Whole meetings can be used to explore broad policy and administrative matters, receive Delegations who wish to share their message but are not specifically seeking a Council decision, or serve as a ‘working group’ to review draft policies and bylaws prior to Council consideration.

Although the Committee of the Whole may pass resolutions which recommend specific action for Council, it does not have decision-making authority and cannot pass resolutions which bind the municipality; Those powers remain exclusively with Council.

**Key Details:**

- The Committee of the Whole is comprised of all Members of Council.
- Council appoints a Committee Chairperson at the Annual Organizational Meeting.
- Quorum is reached through a majority of Members.
- Committee Meetings are Public Meetings.
- Meetings are scheduled for 7:00pm on the first Tuesday of each month.
- Meetings follow the processes outlined in the Council Procedural Bylaw.

In reviewing Bylaw history, Administration has determined that no existing Committee of the Whole bylaw is in place, nor should passing the proposed conflict with any existing bylaws.

---

**Financial Implication(s):**

---

No financial implications.

---

**Recommendation:**

---

Administration recommends that Bylaw 009:2023 be given three readings.

---

**Recommendation Motion(s):**

---

**Option #1:**

Motion #1: **THAT** the Committee of the Whole Bylaw (Bylaw 009:2023) be read for a first time this 18 day of September, 2023.

AND

Motion #2: **THAT** the Committee of the Whole Bylaw (Bylaw 009:2023) be read for a second time this 18 day of September, 2023.

AND

Motion #3: **THAT** unanimous consent be given for a third and final reading this 18 day of September, 2023

AND

Motion #4: **THAT** the Committee of the Whole Bylaw (Bylaw 009:2023) be read for a third and final time this 18 day of September, 2023.

**Option #2:**

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

---

Chief Administrative Officer

**ATTACHMENTS:**

Attachment 'A' – Committee of the Whole Bylaw (Bylaw 009:2023)

---

---

**Item I2**

Attachment 'A' – Committee of the Whole Bylaw (Bylaw 009:2023)

---

# BYLAW 009:2023

## A Bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of establishing a Committee of the Whole.

**WHEREAS** pursuant to Section 145 of the Municipal Government Act, RSA 2000, c M-26, and amendments thereto, a Council of a municipality may, by Bylaw, establish Council Committees;

**AND WHEREAS** the Council may, by Bylaw, establish the functions of the Committee and the procedures to be followed by it;

**AND WHEREAS** the Council of the Town of Irricana deems it desirable to form a Committee of the Whole for the purposes of receiving information and discussing some matters;

**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 "*Committee of the Whole Bylaw*".

### Definitions

2. In this Bylaw, the following definitions apply:
  - a. "**Administration**" means an employee or employees of the Town of Irricana.
  - b. "**Agenda**" means the list and order of business for the meeting.
  - c. "**Chief Administrative Officer**" means the Chief Administrative Officer duly appointed by Council as the Administrative Head of the Municipality, pursuant to Section 205 of the Municipal Government Act. May also be referred to as "CAO".
  - d. "**Chair**" means the Mayor, Deputy Mayor, or any other duly appointed Presiding Officer at a constituted meeting. May also be known as "Meeting Chair".
  - e. "**Committee**" means the Committee of the Whole.
  - f. "**Committee Meeting**" means a meeting of Committee Members for which quorum is present.



- g. **“Council”** means the Municipal Council of the Town of Irricana.
- h. **“Council Chambers”** means the location in which a Public Meeting is held.
- i. **“Delegation”** shall mean an individual or an organization addressing the Council about a specific item on the agenda of a meeting that falls within the body’s jurisdiction but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled.
- j. **“Member of Council”** shall mean a person elected to office in the Town of Irricana. May also be referred to as “Councillor” or “Member”.
- k. **“Municipal Government Act”** means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time. May also be referred to as “MGA”.
- l. **“Public Gallery”** shall mean members of the public who attend a Public Meeting as an observer.
- m. **“Town”** means the Town of Irricana.

### **Purpose of the Committee**

- 3. The Committee of the Whole is a forum for discussion rather than decision making.
- 4. The Committee of the Whole provides an opportunity for Members of Council to acquire information and discuss ongoing matters without the requirement to make decisions.

### **Terms of Reference**

- 5. The Committee of the Whole may:
  - a. Receive Delegations but may only receive presentations for information;
  - b. Receive information from Administration or Council Committees on emerging and ongoing business matters;
  - c. Discuss broad policy matters to provide further direction or clarification to Administration;
  - d. Meet in Closed Session pursuant to the Municipal Government Act and the Freedom of Information and Protection of Privacy Act;
  - e. Pass a resolution which recommends specific action(s) by Council.
- 6. The Committee of the Whole does not:
  - a. Have the authority or duty to pass Bylaws;
  - b. Have the authority or duty to adopt or amend budgets;
  - c. Have the authority or duty to levy taxes;

- d. Have the authority or duty to form sub-committees;
  - e. Have the authority or duty to exercise the decision-making powers of Council unless they are specifically delegated by Council through this Bylaw.
7. The Chief Administrative Officer shall ensure that:
- a. All minutes of Committee Meetings are recorded in the English language, without note or comment;
  - b. The names of Members present and absent are recorded;
  - c. The minutes of each Committee Meeting are given to the Committee for adoption at a subsequent meeting.
8. The Committee of the Whole shall meet at 7:00pm on the first Tuesday of each month unless an alternate schedule is adopted by a Committee resolution.
9. The Chairperson may cancel a scheduled meeting at their discretion.
10. Whereby a procedure, limitation, or entitlement is not specifically prescribed in this Bylaw, the Council Procedural Bylaw shall govern.

### **Membership and Quorum**

11. The Committee of the Whole consists of all Members of Council.
12. The Meeting Chair shall be chosen by Council at the annual Organizational Meeting of Council.
13. If the Meeting Chair is not present, the Mayor shall preside until the Meeting Chair is present.
14. If neither the Meeting Chair nor the Mayor are present, the Deputy Mayor shall preside until either the Mayor or Meeting Chair are present.
15. Quorum shall be reached through a majority of Committee Members.

### **Agendas and Order of Business**

16. Prior to each Committee Meeting, the Chief Administrative Officer shall prepare an Agenda for approval by the Meeting Chair.
17. All proposed Agenda items must be submitted, in writing to the Chief Administrative Officer, by 12:00pm, one week prior to the scheduled Committee Meeting.
18. The approved Agenda will be provided to Committee Members and made available to the public on the Friday preceding a Committee Meeting.

19. The Order of Business shall be:

- a. Attendance
- b. Call to Order
- c. Adoption of the Agenda
- d. Adoption of Meeting Minutes
- e. Presentations (Delegations)
- f. Old Business
- g. New Business
- h. Correspondence / Communications
- i. Member Roundtable (Open Forum)
- j. Closed Session
- k. Adjournment

### **Severability**

20. 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.

### **Effective Date**

21. *Bylaw 009:2023*, being the *Committee of the Whole Bylaw*, is passed when it receives third reading and is signed pursuant to the *Municipal Government Act*.

READ A FIRST TIME this 18 day of September 2023.

READ A SECOND TIME this 18 day of September 2023.

UNANIMOUS CONSENT for THIRD READING given this 18 day of September 2023.

READ A THIRD TIME this 18 day of September 2023.

\_\_\_\_\_  
Jim Bryson  
Mayor

\_\_\_\_\_  
Doug Hafichuk  
Chief Administrative Officer

---

**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** September 18, 2023  
**Purpose:** **Request for Decision**  
**Subject:** Municipal Planning Commission Bylaw (Bylaw 010:2023)

---

## **Summary:**

---

Council is being asked to consider three readings of a new Bylaw to formally establish a Municipal Planning Commission and provide terms of reference.

## **Background and Discussion:**

---

The Irricana Land Use Bylaw (Bylaw 011:2010) calls on a Municipal Planning Commission Bylaw to establish and empower a Municipal Planning Commission, however no such bylaw is currently in force.

To address this shortcoming, and in consideration of future decision-making needs related to development, a Municipal Planning Commission Bylaw (Bylaw 010:2023) has been prepared. The proposed text was reviewed at the September 6, 2023 Committee of the Whole Meeting in preparation for submission to Council for consideration.

Section 623 of the Municipal Government Act requires that Council establish, by Bylaw, a Subdivision Authority and a Development Authority to exercise subdivision and development powers on behalf of the municipality.

Section 625 of the Municipal Government Act further states that "*The council of a municipality may, by bylaw, establish a municipal planning commission*" allowing Council to delegate subdivision or development authority powers to it.

Under the proposed bylaw, the Municipal Planning Commission (MPC) serves as the subdivision authority and as a development authority. Under the Land Use Bylaw (Bylaw 011:2010), MPC may hear applications related to Discretionary Use or any development application that is referred to it by Council or the Chief Administrative Officer.

**Key Details:**

- The Municipal Planning Commission (MPC) must consist of an odd number of Members, and a minimum of three Members.
- Members are appointed by Council.
- The majority of Members must be Councillors, however Members may include Councillors or Members at Large, as determined by Council.
- Councillor appointments may be up to two years in length, with Members at Large appointed for up to three-year terms.
- Quorum is reached through a majority of Members.
- Municipal Planning Commission Meetings are Public Meetings.
- The Commission must meet at least once every three months but may meet more frequently if necessary. Meetings are called by the Chairperson or by a majority of Members.
- The Chief Administrative Officer is responsible for the production of agendas and meeting minutes.
- The Chief Administrative Officer is responsible for preparing the notices (e.g., public circulation) and communicating decisions to applicants.

In reviewing Bylaw history, Administration has determined that no existing Municipal Planning Commission Bylaw is in place, nor should passing the proposed conflict with any existing bylaws.

---

**Financial Implication(s):**

---

No financial implications.

---

**Recommendation:**

---

Administration recommends that Bylaw 010:2023 be given three readings.

---

**Recommendation Motion(s):**

---

**Option #1:**

Motion #1: **THAT** the Municipal Planning Commission Bylaw (Bylaw 010:2023) be read for a first time this 18 day of September, 2023.

AND

Motion #2: **THAT** the Municipal Planning Commission Bylaw (Bylaw 010:2023) be read for a second time this 18 day of September, 2023.

AND

Motion #3: **THAT** unanimous consent be given for a third and final reading this 18 day of September, 2023

AND

Motion #4: **THAT** the Municipal Planning Commission Bylaw (Bylaw 010:2023) be read for a third and final time this 18 day of September, 2023.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

---

Chief Administrative Officer

**ATTACHMENTS:**

Attachment 'A' – Municipal Planning Commission Bylaw (Bylaw 010:2023)

---

---

**Item I3**

Attachment 'A' – Municipal Planning Commission Bylaw (Bylaw 010:2023)

---

# BYLAW 010:2023

## A Bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of establishing a Municipal Planning Commission.

**WHEREAS** Section 623(a) of the Municipal Government Act, RSA 2000, c M-26, and amendments thereto requires Council to, by Bylaw, establish a Subdivision Authority to exercise subdivision powers and duties on behalf of the municipality;

**AND WHEREAS** Section 623(b) of the Municipal Government Act, RSA 2000, c M-26, and amendments thereto requires Council to, by Bylaw, establish a Development Authority to exercise development powers on behalf of the municipality;

**AND WHEREAS** Section 625(1) of the Municipal Government Act, RSA 2000, c M-26, and amendments thereto, allows a municipality to, by Bylaw, establish a Municipal Planning Commission;

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

### Title

1. This Bylaw may be cited as the "*Municipal Planning Commission Bylaw*".

### Definitions

2. In this Bylaw, the following definitions apply:
  - a. "**Administration**" means an employee or employees of the Town of Irricana under the direction of the Chief Administrative Officer.
  - b. "**Chief Administrative Officer**" means the Chief Administrative Officer duly appointed by Council as the Administrative Head of the Municipality, pursuant to Section 205 of the Municipal Government Act. May also be referred to as "CAO".
  - c. "**Council**" means the Municipal Council of the Town of Irricana.
  - d. "**Councillor**" means a duly elected Councillor of the Town of Irricana;
  - e. "**Development Authority**" means a Development Authority as defined and contemplated in the Municipal Government Act;
  - f. "**Member**" shall mean a person appointed to the Municipal Planning Commission and includes either a Councillor or Member at Large.



- g. **“Member at Large”** means a person appointed to the Municipal Planning Commission who is a member of the public who is not a Councillor.
- h. **“Municipal Government Act”** means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time. May also be referred to as “MGA”.
- i. **“Procedural Bylaw”** means the Council Procedural Bylaw (Bylaw 008:2022) for the Procedure Bylaw for the Town of Irricana, as amended or replaced from time to time;
- j. **“Subdivision Authority”** means a Subdivision Authority as defined and contemplated in the Municipal Government Act;
- k. **“Town”** means the Town of Irricana.

### **Purpose of the Municipal Planning Commission**

- 3. The Municipal Planning Commission:
  - a. Is the Development Authority for any development application referred to the Municipal Planning Commission under an applicable Bylaw, Policy, or Procedure of the Town of Irricana or by the Chief Administrative Officer; and
  - b. Is the Subdivision Authority for any subdivision application referred to the Municipal Planning Commission under an applicable Bylaw, Policy, or Procedure of the Town of Irricana or by the Chief Administrative Officer.

### **Terms of Reference**

- 4. When acting as the Development Authority, the Municipal Planning Commission exercises the requisite development powers and duties under the Municipal Government Act and its applicable regulations. Permitted uses where there is no proposed variance will be administered by Administration wherever possible.
- 5. When acting as the Subdivision Authority, the Municipal Planning Commission exercises the requisite subdivision powers and duties under the Municipal Government Act and its applicable regulations.
- 6. Whereby a procedure, limitation, or entitlement is not specifically prescribed in this Bylaw, the Council Procedural Bylaw shall govern, followed by the Municipal Government Act.

## **Membership and Quorum**

7. The Municipal Planning Commission shall consist of an odd number of Members and no fewer than three (3) Members, of which a majority must be Councillors for the Town of Irricana.
8. The Municipal Planning Commission may consist of Councillors and/or Members at Large, as determined by Council.
9. Members of the Municipal Planning Commission are appointed by resolution of Council and serve at the pleasure of Council.
  - a. Councillors are appointed for a (up to) two-year term at the annual Organizational Meeting; AND
  - b. Members at Large are appointed for a (up to) three-year term.
10. Quorum shall be reached through a majority of Members.

## **Remuneration**

11. Members are remunerated in accordance with applicable Town of Irricana policies and procedures.

## **Chair and Vice Chair**

12. Council shall appoint a Chair at the annual Organizational Meeting for a one-year term.
13. The Municipal Planning Commission shall appoint a Vice Chair at its first meeting following the annual Organizational Meeting for a one-year term.
14. The Chair presides over all Municipal Planning Commission meetings while in attendance and has all the requisite powers of a Chair under the Procedural Bylaw.
15. The Vice Chair performs the duties of the Chair when the Chair is unable to perform those duties.

## **Meetings**

16. Municipal Planning Commission meetings are to be held at least once every three months on dates determined by the Commission.
17. Additional meetings may be called, either by the Chair or by a majority of Members, on dates and times determined by the Municipal Planning Commission as required to fulfill its duties.

18. Municipal Planning Commission meetings are advertised in accordance with the Municipal Government Act and any applicable Town of Irricana Bylaw, Policy, or procedure.
19. Applications to be considered at Municipal Planning Commission meetings are circulated in accordance with the Municipal Government Act and its applicable regulations and applicable Town of Irricana Bylaw, Policy, or procedure.
20. The Chief Administrative Officer is responsible for:
  - a. Preparing agendas and minutes for each Municipal Planning Commission meeting;
  - b. Providing notice of each Municipal Planning Commission meeting and each application to be considered at a Municipal Planning Commission meeting;
  - c. Preparing and issuing notices of decision on behalf of the Municipal Planning Commission; and
  - d. Signing decisions and instruments required for endorsements, easements, caveats, development permits, and other documents that are required for development and subdivision.

### **Meetings Procedures**

21. Municipal Planning Commission meetings are conducted in accordance with the Procedural Bylaw.
22. Decisions of the Municipal Planning Commission are determined by simple majority vote.

### **Severability**

23. 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.

### **Effective Date**

24. *Bylaw 010:2023*, being the *Municipal Planning Commission Bylaw*, is passed when it receives third reading and is signed pursuant to the *Municipal Government Act*.

READ A FIRST TIME this 18 day of September 2023.

READ A SECOND TIME this 18 day of September 2023.

UNANIMOUS CONSENT for THIRD READING given this 18 day of September 2023.

READ A THIRD TIME this 18 day of September 2023.

---

Jim Bryson  
Mayor

---

Doug Hafichuk  
Chief Administrative Officer

---

**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** September 18, 2023  
**Purpose:** **Request for Decision**  
**Subject:** Municipal Library Board Bylaw (Bylaw 013:2023)

---

## **Summary:**

---

The existing Municipal Library Board Bylaw (Bylaw 006:2019) is poorly formed and may be open to challenge. Council is being asked to consider three readings of a new Bylaw to govern the "Irricana & Rural Municipal Library Board".

---

## **Background and Discussion:**

---

The current Municipal Library Board Bylaw (Bylaw 006:2019) is insufficiently formed and may be open to challenge. Further, the Membership of the Board is specifically set at six members, rather than the five to ten prescribed in the Libraries Act, making it unnecessarily difficult to establish a Board.

An updated Bylaw (Bylaw 013:2023) has been proposed to address these concerns and provide an effective Board for the Irricana & Rural Municipal Library, with the text reviewed at the September 6, 2023, Committee of the Whole meeting.

## **Key Details:**

- The Board is comprised of five to ten Members, appointed by Council.
- At least one, and no more than two, Members of Council are to be appointed.
- Members of Council are appointed to a one-year term; Members at Large are appointed for a (up to) three-year terms.
- Quorum is reached through a majority of Members but may be otherwise managed through a Board Bylaw.
- An annual budget is to be presented to Council, in compliance with the Libraries Act, with the Chief Administrative Officer coordinating the specific timing and format (for alignment with other municipal budgeting / reporting activities).

---

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

---

No financial implications.

---

**Recommendation:**

---

Administration recommends that Bylaw 013:2023 be given three readings.

---

**Recommendation Motion(s):**

---

**Option #1:**

Motion #1: **THAT** the Municipal Library Board Bylaw (Bylaw 013:2023) be read for a first time this 18 day of September, 2023.

AND

Motion #2: **THAT** the Municipal Library Board Bylaw (Bylaw 013:2023) be read for a second time this 18 day of September, 2023.

AND

Motion #3: **THAT** unanimous consent be given for a third and final reading this 18 day of September, 2023

AND

Motion #4: **THAT** the Municipal Library Board Bylaw (Bylaw 013:2023) be read for a third and final time this 18 day of September, 2023.

**Option #2:**

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

---

Chief Administrative Officer

**ATTACHMENTS:**

Attachment 'A' – Municipal Library Board Bylaw (Bylaw 013:2023)

---

---

**Item I4**

Attachment 'A' – Municipal Library Board Bylaw (Bylaw 013:2023)

---

# BYLAW 013:2023

## A Bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of establishing a Municipal Library Board.

**WHEREAS** pursuant to the Libraries Act, RSA 2000, c L-11, and amendments thereto, a Council of a municipality may, by Bylaw, establish a Municipal Library Board;

**AND WHEREAS** the Municipal Library Board is a Corporation that shall be known, in the Town of Irricana, as “The Irricana & Rural Municipal Library Board”;

**AND WHEREAS** the Council of the Town of Irricana deems it desirable to form a Municipal Library Board and appoint its Members;

**AND WHEREAS** the Libraries Act and Regulations govern the provision of library services within a municipality;

**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 “*Municipal Library Board Bylaw*”.

### Definitions

2. In this Bylaw, the following definitions apply:
  - a. “**Board**” means the Irricana & Rural Municipal Library Board.
  - b. “**Board Member**” means an individual appointed to the Board by Council.
  - c. “**Chief Administrative Officer**” means the Chief Administrative Officer duly appointed by Council as the Administrative Head of the Municipality, pursuant to Section 205 of the Municipal Government Act.
  - d. “**Council**” means the Municipal Council of the Town of Irricana.
  - e. “**Member at Large**” means a person appointed to the Municipal Library Board who is a member of the public and not and Member of Council.
  - f. “**Member of Council**” means a person elected to office in the Town of Irricana. May also be referred to as “Councillor”.



## **Purpose of the Board**

3. The Irricana & Rural Municipal Library Board provides library services for the Town of Irricana, pursuant to the Libraries Act, related regulations, and any other applicable legislation or order.

## **Board Membership**

4. The Board shall consist of no fewer than five (5) and no more than ten (10) Board Members, appointed by Council, and shall consist of:
  - a. At least one (1) Member of Council and no more than two (2) Members of Council; AND
  - b. Members at Large.
5. Employees of the Irricana Library or the Town of Irricana are not eligible for appointment to the Board.
6. The Board shall elect a Chairperson and may elect Officers. Such elections must be from amongst Board Members.

## **Term of Office**

7. The term of office for:
  - a. Councillors shall be for one (1) year starting from the time they are appointed at the annual Organizational Meeting;
  - b. Members at Large shall be for up to three (3) calendar years at the discretion of Council.
8. A Member is eligible to be reappointed for only 2 additional consecutive terms of office, unless at least 2/3 of the whole Council passes a resolution stating that the Member may be reappointed as a Member for more than 3 consecutive terms.

## **Meetings and Quorum**

9. The Board shall meet at least once every four (4) months and at any time it considers necessary.
10. Quorum shall be achieved by a majority of appointed Board Members unless specifically stated otherwise in a Board-approved Bylaw.

## **Duties and Powers**

11. The Board will perform all duties and exercise all powers described by the Libraries Act, related regulations, and any other applicable legislation or order.

12. The Board shall submit a proposed budget to Council on an annual basis, in compliance with the Libraries Act, with the timing and format determined by the Chief Administrative Officer.

13. The Board may enter into agreements related to exercising their powers and duties.

14. The Board may not enter into agreements on behalf of the Town of Irricana.

### **Severability**

15. 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)**

16. *Bylaw 006:2019*, being the *Municipal Library Board Bylaw*, is repealed upon this Bylaw passing and coming into full force and effect.

### **Effective Date**

17. *Bylaw 013:2023*, being the *Municipal Library Board Bylaw*, is passed when it receives third reading and is signed pursuant to the *Municipal Government Act*.

READ A FIRST TIME this 18 day of September 2023.

READ A SECOND TIME this 18 day of September 2023.

UNANIMOUS CONSENT for THIRD READING given this 18 day of September 2023.

READ A THIRD TIME this 18 day of September 2023.

\_\_\_\_\_  
Jim Bryson  
Mayor

\_\_\_\_\_  
Doug Hafichuk  
Chief Administrative Officer

---

**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** September 18, 2023  
**Purpose:** **Request for Decision**  
**Subject:** Council Policy on Policies (Policy C001:2023)

---

## **Summary:**

---

The Council Policy on Policies establishes guidelines for the creation and review of Council Policies, while delineating between policies for which Council has an inherent role and those that are merely administrative in nature.

## **Background and Discussion:**

---

Policies are used to provide guidance on the management of activities and decision-making and are used to bridge the gap between legislation (e.g., Bylaws) and the specific mechanics used to complete work (e.g., Procedures).

Council is responsible for all aspects of governance for the community, whereas Administration is responsible for the implementation of decisions (e.g., Funded programs and services) made by Council. As such, effective policies should delineate between those in which Council has an inherent role and those which describe the administrative processes used to implement Council directives.

In service of a larger objective to regularly review and update all Town policies, Policy C001:2023 serves as the anchor for all Council Policies, noting that:

- Council is committed to good governance and accountability through effective policy development;
- Council Policies and Administrative Policies are inherently different and should be managed as such;
- Council Policies should undergo a review at least once every four years; AND
- Council Policies should be readily accessible to the public.

Further, a new Policy Template has been developed to help manage three key policy aspects:

1. Policy Approval Date and the recommended Review by Date should be clearly shown on every policy for transparency and tracking of updates.

2. Council Policies should include a Purpose, Policy Statement, and Policy Details to clarify the intent, rationale, and effects of the policy.
3. The Council Resolution Number is identified to help correlate policy approvals with background material (e.g., Council report).

---

**Financial Implication(s):**

---

No financial implications.

---

**Recommendation:**

---

Administration recommends that Council approves Council Policy C001:2023.

---

**Recommendation Motion(s):**

---

**Option #1:**

Motion #1:           **THAT** the Council Policy on Policies (Policy C001:2023) be approved, as presented.

**Option #2:**

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

---

Chief Administrative Officer

**ATTACHMENTS:**

Attachment ‘A’ – Council Policy on Policies (Policy C001:2023)

---

---

**Item I5**

Attachment 'A' – Council Policy on Policies (Policy C001:2023)

---

---

---

## **Council Policy on Policies**

---

---

Approval Date: September 18, 2023

Review by Date: September 18, 2027

---

### **Policy Purpose:**

1. Policy C001-2023 (the Council Policy on Policies) defines the responsibilities for making and monitoring Council Policies.

### **Policy Statement:**

2. Council is committed to providing good governance through Council Policies that:
  - a. Support the objectives, standards, and priorities identified by Council;
  - b. Give strategic direction to the Chief Administrative Officer on the provision of programs and services; and
  - c. Promote Council's accountability to the Public and the Town itself.
3. Council regularly develops and reviews Council Policies to ensure that Council's objectives are represented and the needs of the Town are addressed, pursuant to its responsibilities in the Municipal Government Act, as amended from time to time.
4. Council recognizes the need to delineate between policies in which Council has an inherent role (Council Policies) and policies which are exclusively for the Chief Administrative Officer to carry out appointed duties (Administrative Policies).
5. This Policy applies to all Council Policies and does not apply to Administrative Policies.

### **Policy Details:**

6. Council may direct Administration to develop or amend Council Policies to support any issues, standards, objectives, and priorities.
7. Council may enact, amend, or rescind any Council Policy by a resolution of Council.

8. Council Policies must include a Purpose to summarize what the policy is for, a Policy Statement that explains the rationale for the policy, and Policy Details which detail the specific aspects of the policy.
9. Council Policies take effect once approved by Council and signed by the Chief Elected Official or their designate.
10. Council Policies are accessible to the public through the Town Website.
11. Council Policies should be reviewed at least once every four (4) years.
12. The Chief Administrative Officer is responsible for maintaining an original copy of all Council Policies.

**Enactment:**

13. Resolution ABC-123 was by passed Council on September 5, 2023 to enact Policy C001-2023, being the Council Policy on Policies.

“Original Signed”

---

Jim Bryson

Mayor

**ATTACHMENTS:**

Attachment 'A' – Example of Text