



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: October 16, 2023 **Time:** 7:15PM*

**Following Organizational Meeting at 7:00PM*

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from October 2, 2023 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

Item G1: Community Futures Report (Councillor Sim)

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Chief Administrative Officer Report

Item I2: Request for Fee Waiver, Irricana Playschool (Christmas Market)

Item I3: Irricana and Rural Library Board Appointments

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

Item E1

Minutes from October 2, 2023 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: October 02, 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 6:58 pm.

C. AGENDA

- (i) Adopt Agenda
149:23 Moved by Councillor Fleming to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

- (i) Irricana and Rural Municipal Library Board (Shannon Simmons)
Presentation: 6:59 pm to 7:12 pm
Presenter left the meeting at 7:12 pm

E. MINUTES

- (i) Minutes of the Regular Meeting of Council for September 18, 2023
150:23 Moved by Councillor McAree to accept the Minutes of the Regular Meeting of Council for September 18, 2023, as presented.
CARRIED

A. CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

B. COMMITTEE REPORTS

- (i) None

C. OLD BUSINESS

- (i) None

D. NEW BUSINESS

- (i) Adjustment of Billed Water Use for Utility Customer

151:23 Moved by Deputy Mayor Schmaltz 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.

CARRIED

- (ii) Exploration of Intermunicipal Collaboration Meetings

152:23 Moved by Councillor Fleming 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.

CARRIED

- (iii) Irricana Library Board Proposed 2024 Budget

153:23 Moved by Deputy Mayor Schmaltz that a decision on the 2024 Library Board budget be deferred to November 6, 2023.

CARRIED

E. COMMUNICATION / INFORMATION

- (i) None

F. COUNCILLOR UPDATE

- (i) Roundtable Discussion

G. CLOSED SESSION

- (i) Closed to Public

154:23 Moved by Mayor Bryson that Council goes into Closed Session at 7:43 pm to discuss Item L1: Personnel Evaluation as per Section 17(1) of the Freedom of Information and Protection of Privacy Act.

(ii) Open to Public

155:23 Moved by Councillor McAree that Council reconvene to the public portion of the meeting at 8:09 pm.
CARRIED

H. ADJOURN

(i) Adjournment

156:23 Moved by Councillor Sim to adjourn the meeting at 8:10 pm.
CARRIED

Mayor Jim Bryson

Doug Hafichuk
Chief Administrative Officer

Item G1

Committee Report - Community Futures

Community Futures October 5th 2023 Meeting

- In 2024 Community Futures WildRose Strathmore turns 35 years old.
- In 35 years CFWR has supported many local small businesses from a one time installment from the federal government of 1 million dollars 35 years ago. Now has grown to a total of \$36,090,994.39 overall

Total Value of Loans over 35 years

Acme	\$264,100.00
Bassano	\$842,177.38
Beiseker	\$501,829.28
Carbon	\$487,890.28
Chestermere	\$1,628,232.45
Hussar	\$610,000.00
Irricana	\$711,572.71
Kneehill County	\$510,599.31
Linden	\$454,274.04
Partnership Loans	\$1,162,833.33
Rocky View	\$1,946,650.58
Rockyford	\$1,031,878.88
Standard	\$308,200.00
Strathmore	\$14,070,261.59
Three Hills	\$4,753,285.47
Trochu	\$475,137.24
Wheatland County	\$6,332,071.27
Grand Total	\$36,090,994.39

Current loan dollars by sector.

- Accommodation and food services 40%
- Construction 20%
- Manufacturing 20%
- Agriculture, forestry, fishing and hunting 10%
- Profesional, scientific, and technical services 10%

From the Government of Canada

- Canada Emergency Business account: Government extends repayment and partial loan forgiveness deadlines.
- The repayment deadline for CEBA loans to qualify for partial loan forgiveness of up to 33% is being extended from December 31, 2023 to January 18th, 2024, recognizing that the end of December is a busy time for many Canadian Businesses.
- For CEBA loan holders who make a refinancing application with the financial institution that provided their CEBA loan bu January 19th 2024 the repayment deadline to qualify for partial loan forgiveness now includes a refinancing extension until March 28th, 2024.
- As of January 19th 2024, outstanding loans, including those that are captured by the refinancing extension, will convert to three-year term loans, subject to interest of 5% per annum, with the term loan repayment date extended by an additional year from December 31st 2025 to December 31st 2026.

To: Mayor and Council
From: Chief Administrative Officer
Date: October 16, 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 September 13, 2023 to October 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 September 13, 2023 and October 12, 2023.

Key Meetings & Discussions

1. Administration met with Ala Lada (Alberta Municipalities) to discuss their Power+ Program and assess the Town's current utility rates. The Town's existing rates remain highly competitive, however further discussions are planned on offerings for Employee Benefits, Investment Services, and Group Retirement.
2. Administration met with Pete Hagel (Irricana Ag Society) to discuss placing a Seacan at Founders Park for equipment storage and baseball diamond upkeep in preparation for (potential) extensive use in 2024.

Administrative Activities

1. Town Staff and Management are seeking to establish a Joint Health and Safety Committee. Staff are working to identify representatives and a terms of reference is targeted for completion by the end of 2023.
2. Tax Recovery Agreement has been signed for Tax Roll 40700. The agreement was prepared in compliance with Section 418(4) of the MGA and will see property tax arrears brought current over a 36-month period (or earlier).

3. Pre-Audit activities, including onsite visits, have been scheduled for November 2023. The pre-Audit provides the Auditor and Administration to better coordinate activities leading up to year-end and prepare for the full audit in the spring.
4. 2024 Interim Operating Budget is being prepared for Council/Committee discussions in November. Building on 2023 efforts, current activity is focused on:
 - a. Data collection and analysis, including preliminary 2024 equalized assessments and external requisitions.
 - b. Identifying operational priorities for 2024-2026.
 - c. Defining a suite of 'Operational Programs' to simplify annual budgeting.
 - d. Adding more depth to background materials for Council.

Building and infrastructure assessments are also underway to develop a comprehensive 5-year capital plan and support budget finalization in the spring.

5. Administration is reviewing various third-party software platforms to improve the management of Council Agendas, Facility Rentals, Work Order / Task Tracking, and Document Management.
6. Administration is reviewing its telecommunications requirements, including the office telephone system, cellular phone services, and internet access.
7. The Irricana.com redevelopment project remains on budget, but the launch of the new website has been postponed for 2-4 weeks. The new website will now go live in November.
8. With secure remote network access (i.e., VPN access) successfully tested, remote access is being provided for some staff. Pending successful implementation, remote access will be made available to other staff in service of employee recruitment/retention and emergency preparedness objectives.
9. The Irricana Fire Department will be conducting a special training exercise at the Irricana Community Hall on November 7, 2023. The evening event will provide first responders with an enhanced training opportunity and better familiarize them with the Town's primary emergency facility.

As the exercise is directly related to the Town's emergency preparedness, a fee waiver has been granted in compliance with the Master Rates Bylaw (Section 4b).

Public Works Activities

1. In furtherance of intermunicipal collaboration, Public Works staff travelled to Beiseker to meet with their Public Works team.
2. Annual Water System Line Flushing was completed in October by Rocky View Utility Corp, in conjunction with Public Works.
3. Following a competitive procurement process, the 2023 Road Surfacing Program has been awarded to WR Paving, including sidewalk and road surface repairs in 9 locations throughout Irricana. The work is funded through MSI Capital Grants, ensures our infrastructure remains protected and available for safe use, and all work is scheduled for completion by the end of October 2023.
4. Emergency Generators at the Water Plant and Community Hall have been inspected, serviced, and tested. No concerns or major deficiencies were noted.
5. Building Assessments are underway for the Recreation Center, Community Hall and Public Works Building, with a report from Allnorth Engineering expected by the end of the year. Assessments for other key facilities (e.g., Water Plant, Town Office) will be scheduled in the future.
6. A Security Access Review has been initiated for Town Facilities to confirm key and alarm code requirements and to develop procedures for maintaining a registry of each. The review will include engagement with facility users (e.g., Irricana Playschool, Calvary Chapel) and is expected to be complete in 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:

No Attachments

To: Mayor and Council
From: Chief Administrative Officer
Date: October 16, 2023
Purpose: Request for Decision
Subject: Fee Waiver Request from Irricana Playschool Association

Summary:

In support of its annual Christmas Market fundraiser, the Irricana Playschool is requesting that Council consider waiving fees for their rental of the Community Hall.

Background and Discussion:

The Irricana Playschool Association hosts an annual Christmas Market at the Irricana Community Hall and is held in conjunction with the broader 'Christmas on Main' festivities.

As described in the Association's letter to Council (Attachment 'A'), the Christmas Market serves as an important fundraiser for the Irricana Playschool, while also providing residents with an opportunity to congregate and support local vendors.

Although the cost of renting the Community Hall is relatively nominal for non-profits (\$150 for this intended use), the costs nevertheless represent a significant portion of the final proceeds raised, and the Association is kindly requesting that Council waive the fees entirely. The Association will still provide the \$500 (refundable) security deposit and complete the setup and cleaning activities associated with the rental.

In appreciation for Council's consideration, and in further service to the community, the Irricana Playschool Association has also indicated a desire support the local food bank by including a donation table/hamper at the event.

Financial Implication(s):

Community Hall Rental fees (for non-profits) are generally intended to cover the incremental labour costs incurred as part of the rental.

The direct labour costs for the event are estimated at \$100 to \$200, but can be minimized by coordinating activities to avoid having staff work outside normal business hours.

Recommendation:

Administration generally recommends against waiving fees and penalties which benefit individuals or specific groups at the expense of the broader community.

The Christmas Market however has a significant benefit to the community (e.g., Residents, vendors) and is a key aspect of the larger 'Christmas on Main' community celebration. On that basis, Administration recommends approving the waiver request.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the Irricana Community Hall be provided to the Irricana Playschool Association at no charge for purposes of hosting the 2023 Christmas Market.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Letter from Irricana Playschool Association

Item I2

Attachment 'A' – Letter from Irricana Playschool Association

Dear Irricana Councilors,

October 8, 2023

The Irricana Playschool has been a vital part of the community for many years. With the playschool being a private, non-profit, we depend on fundraisers to keep our doors open and to educate the young new minds of tomorrow.

For many years we have participated in the events of Christmas on Main by providing the community with a Christmas Market at the Irricana Community Hall. The Christmas Market is one of the major fundraisers for the Irricana Playschool.

The Christmas on Main events, including the Christmas Market, are great events for the community and businesses alike; it brings extra business to our existing businesses as well as support local artists whom might consider starting businesses in or around town. The event as a whole creates a positive spotlight on the town and its residents.

Unfortunately, this year the Playschool has received fewer than usual student registrations and we will be struggling to have enough funds for the school year. We would like to ask for council to waive the Community Hall fee as well as the Inspection Fee for this year's Christmas Market which will be held on Friday December 1st.

As a thank you for waiving this fee, we would love to set up a food bank donation table that the Irricana Playschool Association would donate in the Town of Irricana's name.

Thank you for your consideration to help out our local Playschool.

We hope to see you at the market.

Thank you again,

Carli Green (Christmas Market Organizer) and the Irricana Playschool Association.

To: Mayor and Council
From: Chief Administrative Officer
Date: October 16, 2023
Purpose: **Request for Decision**
Subject: Irricana Library Board Appointments

Summary:

The Irricana and Rural Municipal Library Board has provided Council with a list of recommended names for appointment to the Library Board.

Background and Discussion:

The Town of Irricana Municipal Library Board (Bylaw 013:2023):

1. Establishes the Irricana and Rural Municipal Library Board for the purposes of providing "...*library services for the Town of Irricana, pursuant to the Libraries Act, related regulations, and any other applicable legislation or order*" to residents of Irricana and the surrounding area.
2. Requires that the Board consist of at least five and no more than ten Members.
3. Allows Members at Large to serve a term of **up to** three years.
4. Requires Members seeking appointment beyond three terms to have the support of at least two-thirds of Council.

The current Board includes the following Members at Large:

	Expiry	Term
Bob Anderson	2023	Third
Shannon Simmons	2023	Third
Nathaniel Fleming	2023	Second
Annette Culp	2024	Second
Teresa Cameron	2024	Second

To ensure the continued operation of the Board, the following Members at Large have been recommended for appointment by Council:

	Term	Length	Expiration Date
Dawn Mosondz	First	3-Years	October 31, 2026
*Nathaniel Fleming	Third	1-Year	October 31, 2024
Bob Anderson	Fourth	1-Year	October 31, 2024
Shannon Simmons	Fourth	1-Year	October 31, 2024

*If not appointed as a Council Representative

As Mr. Anderson and Ms. Simmons would be serving a fourth consecutive term, their respective appointments must receive support from at least four Members of Council.

Financial Implication(s):

There are no financial implications.

Recommendation:

Administration recommends providing appointments as provided.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Dawn Mosondz be appointed to the Irricana and Rural Municipal Library Board as a Member at Large, for a three-year term expiring on October 31st, 2026.

Motion #2: **THAT** Nathaniel Fleming be appointed to the Irricana and Rural Municipal Library Board as a Member at Large, for a one-year term expiring on October 31st, 2024.

Motion #3: **THAT** Bob Anderson be appointed to the Irricana and Rural Municipal Library Board as a Member at Large, for a one-year term expiring on October 31st, 2024.

Motion #4: **THAT** Shannon Simmons be appointed to the Irricana and Rural Municipal Library Board as a Member at Large, for a one-year term expiring on October 31st, 2024.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Fact Sheet for Alberta Public Library Boards and Councils

Item I2

Attachment 'A' – Fact Sheet for Alberta Public Library Boards and Councils

Appointments to the Municipal Library Board

A Fact Sheet for Alberta Public Library Boards and Councils

Municipal councils select individuals from their communities to sit on a library board. These individuals are appointed to the library board to ensure comprehensive and efficient library services are provided to the community. Councils appoint individuals with unique skills and perspectives to create a competent, well-rounded library board.

Appointment Basics

Board Members

As per the *Libraries Act*, council may appoint between 5 and 10 board members to a municipal library board. Of these appointees, no more than two may be municipal councillors (for more information about appointing councillors to a municipal library board, see Public Library Services Branch (PLSB)'s *Appointing Councillors to the Municipal or Intermunicipal Library Board* fact sheet).

Only the council of the municipality that established the library board has the authority to appoint members. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing. When making an appointment, council should include the name of the individual(s) being appointed and their term length in the motion.

Term Limits

Library board members are appointed for a term not exceeding 3 years. A board member cannot automatically serve more than 3 consecutive terms. If council wishes to have an individual on the municipal board for longer than 3 terms, 2/3 of the majority of council must vote in favour of re-appointing that individual for another term. This 2/3 majority vote must occur every time the individual is re-appointed. If a former board member who has not served on the board for a period of time seeks to be appointed to the board again, council may appoint this individual for a brand new term, regardless of whether they served 3 terms during their previous time on the board.

Selecting Board Members

Council has the prerogative to decide who is appointed to the municipal library board; however, it is good practice for council to involve the library board with recruitment and selection of board members. The board can suggest what skillsets would be beneficial to the board, assist with any interview processes, and put forward names to council. It is then council's decision whether or not to appoint the suggested individuals. Council does not simply approve the names put forward – they must *appoint* each individual. Please note that library staff, as employees of the board, cannot be board members. Staff can attend board meetings in a supporting capacity if the board desires.

Councils are only responsible for appointing individuals, and may not appoint officer positions. The election of officers is a process that happens at the board table amongst board members.

It is recommended that council not add details surrounding appointments within the municipal establishment bylaw. This can lead to inflexibility and redundancy (or contradiction) with clauses stated within provincial legislation. The establishment bylaw simply creates the municipal library board.

Board Turnover

Once a board member's term expires, council has two options – appoint the individual again (ensuring 2/3 of council has approved the resolution if beyond 3 consecutive terms), or opt not to reappoint. In the latter case, council must appoint another individual to the board as soon as reasonably possible, particularly if board membership drops below the minimum of 5 members.

A board member is not permitted to serve more than three terms (unless approved by 2/3 of council) to allow for turnover of library board membership and allow new individuals to be appointed and share their perspectives. The library board belongs to the whole community – not simply a select few individuals. Other community members should have the opportunity to have a voice at the table should they wish to. Councils in smaller communities may assert that it is

a struggle to find new individuals to appoint to the library board, citing a lack of willing volunteers from the community to sit on the board. It is worthy of note that there is no residency requirement for library board members. Board members need not live in the same municipality as the council that created the board. In fact, it can be beneficial to appoint individuals living outside of the municipality to garner perspective from surrounding municipalities, whose community members may utilize those library services.

Municipal vs. System Appointments

Note that appointing an individual to a municipal library board is not the same process as appointing an individual to a regional library system board. Municipalities that are members of a library system have the ability to appoint an individual to the system board to represent their municipality (for more information about system board appointments, see PLSB's *Appointments to the Library System Board* information sheet). This individual can serve on both the local and the regional system boards should council desire, but each appointment must be made separately.

The Importance of Ensuring ALL Board Members are Appointed

Having individuals on the library board that are not appointed by council not only poses a significant legal risk to the board and library, but to the individual who is not appointed. Decisions and motions made at board meetings, if challenged, would not be likely to hold up in a court of law. Minutes signed by a board member who is not legally appointed would technically not be approved from a legal standpoint. While it is important that board members are appointed when first selected for the board, it is also important that council track when board member terms are expiring to ensure members are appointed for another term (if being reappointed) before their current appointment expires. If a gap exists between appointments, any voting or motions made by that individual would not be legally valid. A Board Member Tracker Template is included with this information sheet.

Board Member Responsibilities

Council appoints *individuals* to municipal library boards, not representatives or officer positions. There is no seat on a municipal library board reserved for council, and councillors do not have a designated role to fill on the library board. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions. Councils may not appoint alternates

to these library boards because an alternate cannot represent the views of another individual.

Once a library board is established, it is an autonomous corporation – a legal entity separate from the municipality that established it. It has full management and control of library services in the community. Board members have fiduciary duties to fulfill in their roles. This includes the duty of care – each board member must be knowledgeable about their role and carry out their duties with the degree of care and attention that can reasonably be expected of them – and the duty of loyalty – to act honestly and in the best interests of the board and library, regardless of other boards and committees that individual may sit on.

Support and Resources

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.

<The (Name of Municipality) Library Board>

Requirements as per the *Libraries Act*, section 4:

- Only the municipal council that established the library board has the authority to appoint board members
- Minimum of 5, maximum of 10 board members can be appointed to the municipal library board
- A maximum of 2 board members may also be councillors from the municipality that established the board
- A single term on the board cannot exceed 3 years
- After 3 consecutive terms, 2/3rds of council must approve the individual being reappointed for each consecutive term thereafter (e.g. for a fourth, fifth term)
- Alternates are not allowed

Name of board member	Date of initial appointment	Current term ends	Number of terms served	History (e.g. motion # or date of letter of appointment)
Bob Smith	October 15, 2014	October 15, 2019	2	Motion#12345s – appointed for a 2 year term Motion#98765f – appointed for a 3 year term