



# REGULAR MEETING OF COUNCIL

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Council Chambers, Irricana Centennial Centre, 222 2 Street

**Date:** December 4, 2023    **Time:** 7:00PM

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A.    **ATTENDANCE**

B.    **CALL TO ORDER**

C.    **AGENDA**

D.    **PRESENTATIONS**

E.    **MINUTES**

Item E1: Minutes from November 20, 2023 Regular Meeting of Council

F.    **CORRESPONDENCE FROM PREVIOUS MEETING**

G.    **COMMITTEE REPORTS**

Item G1: Rocky View Foundation (Mayor Bryson)

H.    **OLD BUSINESS**

I.    **NEW BUSINESS**

Item I1: People & Community Services Report (2024 FCSS Budget)

Item I2: Interim 2024 Operating Budget

Item I3: Chief Administrative Officer Report

J.    **COMMUNICATION / INFORMATION**

Item J1: Marigold Library Notes to Council

K.    **COUNCILLOR UPDATE**

**L.     CLOSED SESSION**

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

**M.     ADJOURN**

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**Item E1**

Minutes from November 20, 2023 Regular Meeting of Council

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## REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: November 20, 2023 Time: 7:00PM

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### A. ATTENDANCE

Mayor: Jim Bryson (Absent with Notice)  
Deputy Mayor: Julie Sim  
Councillors: Kim Schmaltz, Nathaniel Fleming, Lisa McAree  
CAO: Doug Hafichuk (Absent with Notice)  
Acting CAO: Patricia Malthouse

### B. CALL TO ORDER

The meeting was called to order by Deputy Mayor Sim at 7:00 pm.

### C. AGENDA

(i) Adopt Agenda

182:23 Moved by Councillor Fleming to adopt the Agenda, as presented.  
CARRIED

### D. PRESENTATIONS

(i) None

### E. MINUTES

(i) Minutes of the Regular Meeting of Council for November 06, 2023

183:23 Moved by Councillor Schmaltz to accept the Minutes of the Regular Meeting of Council for November 06, 2023, as presented.  
CARRIED

### F. CORRESPONDENCE FROM PREVIOUS MEETING

(i) None

**G. COMMITTEE REPORTS**

- (i) Irricana Library Board (Councillor McAree)

184:23 Moved by Councillor Fleming to accept Item G1, Committee Reports, as presented.  
CARRIED

**H. OLD BUSINESS**

- (i) None

**I. NEW BUSINESS**

- (i) None

**J. COMMUNICATION / INFORMATION**

- (i) None

**K. COUNCILLOR UPDATE**

- (i) Roundtable Discussion

**L. CLOSED SESSION**

- (i) None

**M. ADJOURN**

- (i) Adjournment

185:23 Moved by Councillor Fleming to adjourn the meeting at 7:05 pm.  
CARRIED

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Mayor Jim Bryson

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Doug Hafichuk  
Chief Administrative Officer

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**Item G1**

Committee Report – Rocky View Foundation

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## Rocky View Foundation Report

	Lodges			
	APL	BHL	RVL	Total
Number of units	93	74	65	232
Occupied Units	75	66	64	205
Vacant Units	18	8	1	27
% occupied	80%	89%	98%	89%

Wait List	2	0	2	4
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APL - Abrio Place Lodge

BHL - Big Hill Lodge

RVL - Rocky View Lodge

### Notes

APL - Delays installing wardrobes in unfinished suites

BHL - Covid outbreak lifted November 9th

RVL - Remaining vacant unit should be occupied Dec 1st

	Self Contained Housing				
	DWM	DJM/S	CRM	EGM	Total
Number of units	24	32	8	22	86
Occupied Units	22	31	7	22	82
Vacant Units	2	1	1	0	4
% occupied	92%	97%	88%	100%	95%

Wait List	36	106	14	51	139
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DWM - Dr. Williams Manor

DJM/S - Diamond Jubilee Manor & Suites

CRM - Crossroads Manor

EGM - Evergreen Manor

### Notes

Minor renovations required for the 4 vacant units

### Ongoing efforts

- Grant applications have been submitted to the AG & CMHC to replace the current BHL building.
- A Bragg Creek Seniors Housing Committee is being established

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** December 4, 2023  
**Purpose:** Request for Decision  
**Subject:** People & Community Services Report (2024 FCSS Budget)

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**Summary:**

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This report provides a summary of FCSS Programming for 2023 and seeks approval of the 2024 FCSS Budget in support of the existing agreement with the Province.

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**Background and Discussion:**

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Family and Community Support Services (FCSS) provides programming to promote and enhance the well-being on Albertans, families and communities. Under the current agreement (2023-2025) with the Province, the Province provides \$32,901 (80%) in funding, with the Town providing \$8,225 (20%).

FCSS Irricana delivers programming through a variety of means, including:

1. Programs run directly by FCSS Irricana
2. Programs run through partnership with external parties agencies
3. Direct funding of external parties and agencies
4. Administrative and advertising supports (No direct funding/costs)

**2023 Activities and Impact**

In 2023, FCSS Irricana delivered seven programs and events:

- Youth Volunteer Recognition and Appreciation Kits
- Volunteer Appreciation – Special Events
- Irricana Easter Egg Hunt and Family Event
- Random Acts of Kindness Program
- Irricana Snow Angel Program
- Irricana Summer Family Movie Event
- Canada Day Community Connections Dance



In 2023, FCSS Irricana partnered with six external parties to deliver eight programs and events:

- |                                     |  |
|-------------------------------------|--|
| • Closer to Home / FCSS Beiseker    | Babysitting Program                          |
| • Closer to Home / FCSS Beiseker    | Home Along Program                           |
| • Closer to Home                    | Irricana Youth Summer Camp                   |
| • Stepping Stones for Mental Health | Mindfulness in the Park                      |
| • Beiseker School / FCSS Beiseker   | Community Connection Back-to-School BBQ      |
| • Boys & Girls Club                 | Halloween Monster Mash                       |
|                                     | Cookie & Gingerbread Decorating Extravaganza |
|                                     | Popsicles for Positivity                     |
| • Irricana Municipal Library        |  |

In 2023, FCSS Irricana provided direct funding to seven external parties to deliver twelve programs and events:

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| • Boys & Girls Club                  | Summer Day Camps                   |
| • KIK Senior Association             | Senior Events and Support Services |
| • Airdrie Disability Resource Center | Irricana Connect Program           |
| • Closer to Home                     | Easter Family Connection Dance     |
| • Community Links                    | Family Resource Programming        |
| • Kathryn School                     | Junior Leaders Program             |
| • Irricana Municipal Library         | Irricana Welcome Package           |
|                                      | Family Drop-In Program             |
|                                      | Youth Drop-In Program              |
|                                      | Kids Christmas Block Party         |
|                                      | Family Grab Bags                   |
|                                      | Parent and Tot Program             |

Cumulatively, these programs saw nearly 1900 participants, over 400 more than 2022, and were supported by 110 volunteers who provided nearly 420 hours of support (and increase of 29 and 95, respectively).

## **2024 Programming**

With approval of the 2024 FCSS Budget, FCSS Irricana will deliver eight programs and events:

- Volunteer Recognition (Various)
- Easter Family Connections Event
- Paint, Play and Connect Event
- Community Connections Event
- Youth Skill Zone Programs
- Family Day Skate Party
- Random Acts of Kindness Program
- Summer Interagency Programming (Various)

Further, FCSS Irricana will provide administrative and partnership supports for several other initiatives, including:

- Yard Angels Program
- Great Neighbors Program
- Lemonade Entrepreneurship Program
- Babysitting Program
- Snow Angels Program

Lastly, with approval of the 2024 FCSS Budget, FCSS Irricana will provide direct funding to nine external parties to support their program and event delivery:

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| • Closer to Home                     | Family Carnival                     |
| • Boys & Girls Club                  | Summer Day Camps                    |
|                                      | Youth Workshops                     |
| • Community Links                    | Family Resource Services            |
|                                      | Intake and Referral Support         |
| • Irricana Ladies Club               | Women's Conference                  |
| • KIK Seniors Association            | Senior Events and Support Services  |
| • Airdrie Disability Resource Center | Irricana Connect Program            |
| • Irricana 4H Beef and Multi         | Youth Helping Youth Program         |
| • Irricana Municipal Library         | Irricana Welcome Package            |
|                                      | Parent and Tot Program              |
|                                      | Popsicles for Positivity            |
|                                      | Senior Forever Young Social Program |

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

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No change to existing FCSS Funding. Irricana continues to provide 20% of overall funding with the Province of Alberta 80%.

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### **Recommendation:**

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Administration recommends that the 2024 FCSS Budget be approved, as presented.

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### **Recommendation Motion(s):**

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#### **Option #1:**

Motion #1:           **THAT** the 2024 FCSS Budget be approved, as presented.

**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:** December 4, 2023  
**Purpose:** Request for Decision  
**Subject:** 2024 Interim Operating Budget

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## **Background and Discussion:**

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Section 242 of the Municipal Government Act requires that:

- (1) *"Each council must adopt an operating budget for each calendar year by January 1 of that calendar year."*

And that:

- (2) *"A council may adopt an interim operating budget for part of a calendar year."*

And that:

- (3) *"An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted."*

Allowing for an interim operating budget to be passed enables municipalities to ensure that municipal services continue to be delivered until a fulsome budget and associated items (e.g., Tax Rate Bylaw, Master Rates Bylaw) are finalized, and provide baseline funding to ensure that financial obligations (e.g., Payroll, Debt Servicing) are maintained.

Like many (most) municipalities, the Town of Irricana has traditionally passed an interim budget each December based on the Council approved budget from the year prior.

Provided for Council's consideration is a 2024 Interim Operating Budget which authorizes Administration to meet its service and financial obligations, as previously approved by Council, until such time as the 2024 Town Budget is adopted in Spring 2024.

## Lines of Service, 2023 Work Plan, Revenue and Expense Summary

The Organization is comprised of 10 distinct Lines of Service, and 2 generic Lines of Services for basic Administration and Public Works functions.

Each Line of Service draws on resources from across the entire operation to deliver its Core Functions. This helps establish estimates for full-time equivalents (FTE), annual labor hour availability, and cost per hour of service as basic benchmarks for year-over-year comparisons.

A summary of each Line of Service is provided below, and describes:

Staffing Level: The cumulative resources assigned, expressed as FTE.  
Labor Hours: The cumulative labor hours available to deliver service.  
Cost per Hour: The cost (wages, benefits, remittances) of delivering service.

Core Functions: The primary services that the Line of Service provides.

Further, the description of each Line of Service includes:

Tax Funding: Property tax funding allocated.  
Non-Tax Funding: External revenues (e.g., grants, fees) allocated.  
Wages: Employee wages (Permanent Employees).  
Benefits & Remittances: Benefits, WCB, EI, CPP.  
Contracted Services: Operational support provided by a contracted third-party.  
Operational Costs: Non-wage costs (e.g., Consumables, fuel, printing, legal).  
Special Initiatives: Activities undertaken to create service improvements.  
Capital Projects: Activities undertaken to produce a new/improved asset.  
Capital Purchases: Purchases of assets over \$1,000.

## **Council**

Staffing Level: 0.64 FTE  
Labor Hours: 1250 Hours  
Cost per Hour: \$31.68

Core Functions: Governance, Resident Engagement, Intermunicipal and Interagency Activities

Tax Funding: (\$65,325)  
Non-Tax Funding: (\$1,000)  
Wages: \$39,600  
Benefits & Remittances: \$0.00  
Committee Expenses: \$5,250  
Contracted Services: \$0.00  
Operational Costs: \$18,675  
Special Initiatives: \$2,800  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## **Administration (General)**

Staffing Level: 0.43 FTE  
Labor Hours: 839 Hours  
Cost per Hour: \$59.53

Core Functions: General Administration, Labor Pool

Tax Funding: (\$107,049)  
Non-Tax Funding: (\$4,125)  
Wages: \$44,988  
Benefits & Remittances: \$4,962  
Contracted Services: \$0.00  
Operational Costs: \$60,850  
Special Initiatives: \$375  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## **Office of the Chief Administrative Officer**

Staffing Level: 0.45 FTE  
Labor Hours: 877 Hours  
Cost per Hour: \$62.17

Core Functions: Council & Legislative Supports, Strategy & Performance,  
Intergovernmental Relations, Legal

Tax Funding: (\$82,927)  
Non-Tax Funding: (\$0.00)  
Wages: \$48,412  
Benefits & Remittances: \$6,115  
Contracted Services: \$0.00  
Operational Costs: \$20,800  
Special Initiatives: \$7,600  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## **Community Development**

Staffing Level: 0.35 FTE  
Labor Hours: 682 Hours  
Cost per Hour: \$69.36

Core Functions: Economic Development, Planning & Development, Engineering,  
Capital Project Delivery

Tax Funding: (\$63,107)  
Non-Tax Funding: (\$42,150)  
Wages: \$42,309  
Benefits & Remittances: \$4,998  
Contracted Services: \$15,500  
Operational Costs: \$0.00  
Special Initiatives: \$42,450  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## Corporate Services

Staffing Level: 0.80 FTE  
Labor Hours: 1560 Hours  
Cost per Hour: \$48.44

Core Functions: Financial Reporting & Controls, Accounts Payable/Receivable, Payroll & Benefits, Finance & Investments, Asset Management (TCA), Grant Administration, Corporate Technology

Tax Funding: (\$160,849)  
Non-Tax Funding: (\$4,700)  
Wages: \$62,030  
Benefits & Remittances: \$13,539  
Contracted Services: \$13,800  
Operational Costs: \$71,480  
Special Initiatives: \$11,200  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## Municipal Administration

Staffing Level: 0.78 FTE  
Labor Hours: 1511 Hours  
Cost per Hour: \$54.87

Core Functions: Assessment & Taxation, Licensing, Records Management, FOIP, Purchasing, Municipal Clerk, Council & Committee Support

Tax Funding: (\$82,809)  
Non-Tax Funding: (\$25,600)  
Wages: \$71,863  
Benefits & Remittances: \$11,046  
Contracted Services: \$15,000  
Operational Costs: \$0.00  
Special Initiatives: \$10,500  
Capital Projects: \$0.00  
Capital Purchases: \$0.00



## **People & Community Services**

Staffing Level: 0.98 FTE  
Labor Hours: 1901 Hours  
Cost per Hour: \$44.82

Core Functions: Family & Community Support Services (FCSS), Community Events & Engagement, Bylaw Enforcement, Fire Services, Emergency Management, Health & Safety, Human Resources

Tax Funding: (\$281,372)  
Non-Tax Funding: (\$53,477)  
Wages: \$70,275  
Benefits & Remittances: \$14,921  
Contracted Services: \$0.00  
Operational Costs: \$65,356  
Special Initiatives: \$21,050  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

In addition to normal expenses, People & Community Services oversees the following contracts / relationships:

Marigold Library Society \$7,995  
Irricana Library \$20,000  
Rockyview Handibus \$5,300  
Rocky View County Fire \$85,000  
Provincial Police \$44,952

## **Communication & Customer Care**

Staffing Level: 0.88 FTE  
Labor Hours: 1706 Hours  
Cost per Hour: \$40.82

Core Functions: Customer Service, Communications (Digital & Print), Marketing Support

Tax Funding: (\$79,345)  
Non-Tax Funding: (\$4,000)  
Wages: \$59,540  
Benefits & Remittances: \$10,106  
Contracted Services: \$700  
Operational Costs: \$9,000  
Special Initiatives: \$4,000  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## **Public Works (General)**

Staffing Level: 0.58 FTE  
Labor Hours: 1121 Hours  
Cost per Hour: \$63.63

Core Functions: General Public Works, Labor Pool

Tax Funding: (\$89,079)  
Non-Tax Funding: (\$8,250)  
Wages: \$64,200  
Benefits & Remittances: \$7,129  
Contracted Services: \$0.00  
Operational Costs: \$26,000  
Special Initiatives: \$0.00  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## **Utility Services**

Staffing Level: 0.83 FTE  
Labor Hours: 1623 Hours  
Cost per Hour: \$42.20

Core Functions: Water System Operations, Sanitary System Operations,  
Stormwater System Operations, Solid Waste & Recycling

Tax Funding: (\$105,700)  
Non-Tax Funding: (\$669,415)  
Wages: \$58,662  
Benefits & Remittances: \$9,824  
Contracted Services: \$42,000  
Operational Costs: \$617,379  
Special Initiatives: \$47,250  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## **Parks & Greenspaces**

Staffing Level: 1.20 FTE  
Labor Hours: 2347 Hours  
Cost per Hour: \$37.88

Core Functions: Cemetery Operations, Park Maintenance & Landscaping, Pathway Maintenance, Rodent & Weed Control, Amenity Maintenance (e.g. Dog Park, Ice Rink, Spray Park)

Tax Funding: (\$87,042)  
Non-Tax Funding: (\$68,930)  
Wages: \$76,280  
Benefits & Remittances: \$12,626  
Contracted Services: \$3,500  
Operational Costs: \$14,766  
Special Initiatives: \$48,800  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## **Roads & Fleet**

Staffing Level: 1.39 FTE  
Labor Hours: 2719 Hours  
Cost per Hour: \$39.11

Core Functions: Road Maintenance, Sidewalk Maintenance, Snow & Ice Control, Street Sweeping, Line Painting, Road Signage, Road Lighting, Equipment Inspection & Maintenance

Tax Funding: (\$189,956)  
Non-Tax Funding: (\$28,700)  
Wages: \$91,559  
Benefits & Remittances: \$14,782  
Contracted Services: \$0.00  
Operational Costs: \$83,515  
Special Initiatives: \$28,800  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## **Buildings & Facilities**

Staffing Level: 0.48 FTE  
Labor Hours: 937 Hours  
Cost per Hour: \$42.13

Core Functions: Facility Operations & Maintenance, Security & Access,  
Regulatory Compliance (e.g. Fire Safety & Inspections)

Tax Funding: (\$169,688)  
Non-Tax Funding: (\$78,500)  
Wages: \$34,309  
Benefits & Remittances: \$5,167  
Contracted Services: \$9,000  
Operational Costs: \$146,211  
Special Initiatives: \$53,500  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

## **Borrowing and Investments**

The Town has two long-term debt obligations, a debenture (Province of Alberta) with annual costs of \$36,358, and a mortgage (First Connect Credit Union) with annual costs of \$51,218.

These costs are partially offset through investment income (Savings accounts, T-Bills) and are expected to produce \$32,608 in revenues in 2023.

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## 2024 Interim Budget Summary

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Staffing Level: 9.79 FTE  
Labor Hours: 19,073 Hours  
Cost per Hour: \$46.10

Tax Funding: (\$1,564,248)  
Non-Tax Funding: (\$992,547)  
Wages: \$764,027  
Benefits & Remittances: \$115,215  
Contracted Services: \$99,500  
Operational Costs: \$1,115,357  
Special Initiatives: \$294,200  
Capital Projects: \$0.00  
Capital Purchases: \$0.00

Committee Expenses: \$5,250  
External Agreements: \$163,247

Total Revenues: (\$2,556,795)  
Total Expenses: \$2,556,775

Investment Income: (\$32,608)  
Debt Expenses: \$89,977

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### Financial Implication(s):

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No new financial implications. The 2024 Interim Operating Budget allows for the continuation of existing and previously approved spending.

No new initiatives, service level adjustments, or capital spending has been included.

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### Recommendation:

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Administration recommends that the 2024 Interim Budget be approved, as presented.

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**Recommendation Motion(s):**

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**Option #1:**

Motion #1:           **THAT** the 2024 Interim Operating Budget be approved, as presented.

**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:** December 4, 2023  
**Purpose:** **Provided for Information**  
**Subject:** Chief Administrative Officer Report

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**Summary:**

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This report from the CAO provides a high-level summary of key Administrative and Public Works activities from October 13, 2023 to November 30, 2023.

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**Background and Discussion:**

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The Chief Administrative Officer provides updates to Council on key initiatives, issues, and activities which may impact the Community or Council decision making, and this report emphasizes activities between October 13, 2023 and November 30, 2023.

**Absence**

The Chief Administrative Officer was away from November 13, 2023 to November 20, 2023 (Inclusive), with Patty Malthouse serving as Acting Chief Administrative Officer during that period.

**Key Meetings & Discussions**

1. Administration met with Walsie Gordon (Alberta Municipalities) to discuss Retirement Benefit offerings. AB Munis will be invited to present their offerings to staff as part of a larger discussion on the Town's Retirement Benefits plan.
2. Administration met with Peter Olorundimu (CEO, Harvest Recycling) about their interest in building a new facility to service the area (e.g., Irricana, Beiseker, Crossfield, Acme). Harvest Recycling and Irricana will continue to meet regularly as the concept develops.
3. Administration met with Elaine Tracz (Cemetery Revitalization Committee) for a 2023 year-end discussion and begin planning 2024 initiatives.

4. Administration met with Denisa Sanness (BGC Airdrie) to discuss 2024 programming, updates to the existing Memorandum of Understanding, and potential updates to the BGC space in Irricana.

### **Economic Development Activities**

1. The Town was involved in multiple meeting with the Federation of Canadian Municipalities regarding is application to the Green Municipal Fund (Grant) to cover costs associated with the Waste-Energy Feasibility Study (Item 13).
2. The Town has been approached by a party interested in opening a licensed childcare facility. As part of their due diligence, the party sought to confirm that the potential location was appropriately zoned and to understand the development application process.
3. Discussions continued to support the Prairie View development. The property owner is currently working with a developer in preparation to move forward.

### **Financial Activities**

1. MSI Capital funding (\$20,000) has been approved by the Province to support building assessments for the Recreation Center, Community Hall, and Public Works Building.
2. Updates to the Chart of Accounts have been completed and stress tested. CoA updates focus exclusively on revenue and expenditure accounts and will allow for improved accounting practices and financial reporting. Journal entries have been prepared and the updated CoA will be in full-time use by mid-December.
3. 2023 Leaseholder Invoices have been issued for the Community Hall and Recreation Center.
4. 2024 Town Budget preparation continues. Updates have been made to the list of 'Municipal Peers' based on the Province's 'Municipal Index' and a Draft Operating Budget provided for Council's consideration (Item 12).
5. 2023 Year-End and Pre-Audit activities are underway.

### **Administrative Activities**

1. Administration continues to review third-party software platforms to improve the management of Council Agendas, Facility Rentals, Work Order / Task Tracking, and Document Management.
2. The new Collective Agreement with CUPE L37 has been signed and is in effect.



3. The Town is actively recruiting a Manager of Public Works. The position is responsible for the operations of Public Works, including policy development, budget administration, workforce planning/oversight, and execution of construction contracts.
4. Health & Safety Policy update is nearing completion, with draft documents now reviewed. Finalized policy updates are expected to be in place by year-end.
5. Rocky View Regional Handi-Bus Society is now providing regular service to Irricana Residents, with 2023 funding to be remitted upon receipt of the finalized service agreement.
6. Agreements have been provided to the Irricana & District Agricultural Society for the operation of Founders Park (Campground, Arena, and Baseball Diamonds) and for the continued lease of the Recreation Center.

A pair of options have been provided for the Recreation Center:

- a) Operate the facility in its entirety for the purposes of providing community programming (i.e., Status quo).
- b) Lease the upper floor (the Lounge) as a private space for Members.

### **Public Works Activities**

1. The 2023 Road Surfacing Program has been postponed until the Spring of 2024. The contractor, WR Paving, has agreed to hold the existing pricing until the work can be properly completed.
2. The Town's Water Distribution System went offline for approximately 25 minutes on the morning of October 30, 2023 due to a faulty PLC component. Water service was restored by switching the Water Plant to manual operation and the distribution system maintained pressure throughout. The component has subsequently been replaced and the system returned to automated operation.

RVUC has completed an assessment of the existing PLC and identified options to replace it.

3. The Town's water meter reading hardware required repair, and replacement parts were difficult to source. As a risk-management strategy, Public Works has purchased a second set of hardware to ensure that meter reads can continue without issue.

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

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

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**Recommendation:**

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Administration recommends that the report be received for information.

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**Recommendation Motion(s):**

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**Option #1:**

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

**Option #2:**

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

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Chief Administrative Officer

**ATTACHMENTS:**

No Attachments

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**Item J1**

Marigold Library – Notes to Council

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# Notes to Council



## November 18, 2023 Board Meeting Highlights

### Welcome

Marigold Board welcomed recently appointed representatives:

- Carrie Fobes, Kneehill County
- Miriam Kirk, Town of Three Hills
- Donna Biggar, Wheatland County

### Marigold Board Orientation 2024

A Marigold Board Orientation Session will be held on **Tuesday, February 20, 2024 at 3:00 PM** virtually on TEAMS.

For more information or to schedule an individual session, contact CEO Lynne Price.

### Financial Statements

Unaudited financial statements to October 31, 2023 were accepted as presented.



### 2024 Draft Marigold Budget Review

The draft Operating Budget 2024—2026 and the 2024 Capital & Projects Budget reflect increased costs expected in 2024.

Marigold's 2024 budget is \$6,234,988 which is 6.7% higher due to the increase in provincial grants, Schedule C levies, and an estimated increase in the Alberta Treasury population numbers from 2022.

In recent years, Marigold's service population and patron use of Marigold's services have steadily increased, along with costs for fuel, vehicles, utilities, IT equipment, and supplies.

### Policy Approval & Decision

#### Policies reviewed & approved:

- Access & Acceptable Use of Information Technology Policy
- Contingency Plan for Finance
- Finance Policy

#### Library Service Points policies:

- Community Libraries Plan of Service 2024—2028
- Unattended Children Policy
- Use of Work-Issued Technology Policy



#### Upcoming Board Meetings:

**Saturday, January 27, 2024 9:30 AM**  
TEAMS Virtual Meeting

**Saturday, April 20, 2024 9:30 AM**  
Marigold Library System & Western Irrigation  
District Community Room, Strathmore

#### Questions?

Contact CEO Lynne Price  
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# Notes to Council—November 18, 2023

## Freedom to Read Week 2024

Freedom to Read Week will take place February 18—24, 2024. Jessie Bach, Communications & Engagement Manager, read the Freedom to Read proclamation and presented to the Board about intellectual freedom.



## IT Update: Richard Kenig



The Board heard a presentation from IT Manager Richard Kenig. In 2023, the IT department continued several long-term projects, moved ahead with several new security initiatives, upgraded network hardware at member libraries, and provided the top-tier support users expect from Marigold.

In addition, several new policies and procedures are being developed to ensure that Marigold's systems are being used safely and securely.

In the future, the IT department will undertake several more security initiatives, explore new options for internal software inventory and deployment tools, review tools for password management, and integrate new hardware systems into a robust management and monitoring platform.

## CEO & COO Updates

**COO L. Taylor** Information was shared about the launch of the annual Library Staff & Board Member Satisfaction Survey. J. Bach provided information about new e-resource Kanopy Plus, which was launched on November 1, 2023. Kanopy Plus offers nearly 1000 streaming titles available for simultaneous use.

**CEO L. Price** provided updates on the relocation of the Mîni Thnî Book Deposit, as well as opportunities for collaboration with I.D. 9 and Banff Public Library. Information was shared about an upcoming meeting with Deb Cryderman, the new Director at Airdrie Public Library, and a collection insurance project at Chestermere Public Library. Lastly, the Board heard HQ news including staffing changes, and social media content.



CEO Lynne Price



COO Laura Taylor