



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: January 22, 2024 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from December 4, 2023 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

Item G1: Community Futures (Deputy Mayor Sim)

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: 2024 Council & Committee Calendar

Item I2: Kathryn School Aggie Days

Item I3: Utility Safety Partners – Legislative Efforts

Item I4: Ministerial Letter Regarding Water

Item I5: 2019 Municipal Accountability Program Complete

Item I6: Chief Administrative Officer Report

J. COMMUNICATION / INFORMATION

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

Item E1

Minutes from December 4, 2023 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: December 04, 2023 Time: 7:00PM

A. ATTENDANCE

Mayor: Jim Bryson
Deputy Mayor: Julie Sim
Councillors: Nathaniel Fleming, Lisa McAree
Kim Schmaltz (Absent with Notice)
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
186:23 Moved by Deputy Mayor Sim to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

- (i) None

E. MINUTES

- (i) Minutes of the Regular Meeting of Council for November 20, 2023

187:23 Moved by Councillor McAree to accept the Minutes of the Regular Meeting of Council for November 20, 2023, as presented.
CARRIED

F. CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

G. COMMITTEE REPORTS

- (i) Item G1: Rocky View Foundation (Mayor Bryson)

H. OLD BUSINESS

- (i) None

I. NEW BUSINESS

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

188:23 Moved by Councillor McAree that the 2024 FCSS Budget be approved, as presented.

CARRIED

- (ii) Item I2: Interim 2024 Operating Budget

189:23 Moved by Councillor Fleming to increase the Irricana Library funding from \$20,000.00 to \$38,000.00 in the 2024 Interim Budget.

CARRIED

190:23 Moved by Councillor Fleming that the 2024 Interim Operating Budget be approved, as presented.

CARRIED

- (iii) Item I3: Chief Administrative Officer Report

191:23 Moved by Deputy Mayor Sim that the Chief Administrative Officer report be received for information.

CARRIED

J. COMMUNICATION / INFORMATION

- (i) Item J1: Marigold Library Notes to Council

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

L. CLOSED SESSION

- (i) Item L1: Personnel Discussion

192:23 Moved by Mayor Bryson that Council go into Closed Session at 8:05 pm to discuss Personnel, as per Section 17(1) of the Freedom of Information of Privacy Act.

193:23 Moved by Councillor Fleming that Council reconvene to the public portion of the meeting at 8:26 pm.

CARRIED

M. ADJOURN

(i) Adjournment

194:23 Moved by Mayor Bryson to adjourn the meeting at 8:26 pm.

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

Item G1

Community Futures Report – December 2023 and January 2024

Community Futures Meeting Dec 7th 2023

Presentation with the Strathmore AG Society

- They are in the process of trying to build a Western Event and cultural center.
- Starting to gear up for fundraising

This building will house

- Indoor ag events
- Year round ranch school (First of its kind)
- Performing arts events
- They plan to complete this project by 2026

Community Futures meeting

- Was given the 2024/2025 budget to review. Will vote on this in the Jan meeting

Term Loans Invested by Region

Rockyview County	28%
Wheatland County	0%
Trochu	6%
Three Hills	0%
Strathmore	52%
Standard	0%
Rockyford	0%
Linden	0%
Kneehill County	0%
Irricana	0%
Hussar	0%
Chestermere	0%
Carbon	0%
Beiseker	7%
Bassano	0%
Acme	0%
Participation Loans	8%

Sectors that are Trending

Professional, Scientific and Technical Services	17%
Manufacturing	17%
Construction	25%
Agriculture, forestry, fishing and hunting	8%
Accommodation and food services	33%

Community Futures - January 2024

A draft budget was presented to the board.

Community Futures Wild Rose is now in its 35th year! In that 35 years they have:

- Facilitated \$36 million in loans and investments
- Benefiting 1006 local businesses
- Contributing to the creation of 7586 jobs
- Successfully leveraged an additional \$52 million in funding for the area.
- It is one of 268 national offices that foster competitiveness in rural communities across the country
- Watch for 35th year celebrations this year

CFWR currently has 15 loans out

- Last quarter they delivered 3 training courses for entrepreneurs
- Mentorship program will begin in Q1 2024
- Self directed online courses will start in January, you do not need to be a CF client to participate
- Youth Entrepreneur Training initiative (YETI) will be approaching high schools for presentation for students
- YETI program is focused on youth 18-24

The Western Events and Cultural Centre will be a \$17 million facility located just outside of Strathmore. There will be a Community presentation Feb 15 2024.



Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: January 22, 2024
Purpose: Request for Decision
Subject: 2024 Council and Committee Meeting Schedule

Summary:

Administration recommends that Council pass a resolution to formally adopt the 2024 Council and Committee Meeting Schedule.

Background and Discussion:

As described in Section 193(1) of the Municipal Government Act, *"A council **may** decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places."*

Further, the Council Procedural Bylaw (Bylaw 008:2022) details that *"The Regular Meeting of Council shall be held in the Council Chambers or the Irricana Community Hall, in the Town of Irricana on the first and third Monday of each month at 7:00pm. Should the Monday meeting day fall on a Statutory Holiday, the meeting will occur on the next regular business day."*

While Regular Meetings are typically held as described in the Council Procedural Bylaw, it is customary for Council to make adjustments, by way of resolution, during the summer months, in December, and wherever otherwise deemed pragmatic.

In order to help facilitate annual scheduling and minimize the need for future individual resolutions, Administration recommends that Council adopt the 2024 Council & Committee Meeting Schedule in order to establish the Regular Meetings for 2024, and has prepared a schedule for Council's consideration, shown in Attachment 'A'.

Financial Implication(s):

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

Recommendation:

Administration recommends that Council adopt the proposed 2024 Council and Committee Meeting Schedule, as presented.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the 2024 Council and Committee Meeting Schedule be adopted, as presented.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – 2024 Council and Committee Meeting Schedule

Item I1

Attachment 'A' – 2024 Council and Committee Meeting Schedule



2024 Town Meetings

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	30	

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Legend:



Town Council Meeting



Committee of the Whole Meeting

Town Council Meetings are subject to change at any time.



Council Report

To: Mayor and Council

From: Chief Administrative Officer

Date: January 22, 2024

Purpose: Request for Decision

Subject: Kathryn School Aggie Day Request for Support

Summary:

The Kathryn School Aggie Day Organizing Committee is inviting the Town of Irricana to participate in their 2nd Annual Event, June 6, 2024, and requesting a financial contribution to assist with the event.

Background and Discussion:

In 2023, Kathryn School Aggie Day brought together hundreds of school children, exhibitors, and sponsors to educate and celebrate the significant role of the agricultural industry.

Building on that success, the Kathryn Aggie Day Organizing Committee is seeking participation and contributions for the 2nd Annual Event, as described in their letter (Attachment 'A').

Through FCSS, the Town of Irricana supported programming delivered by the Kathryn School in 2023, but not the Aggie Day Event specifically. Given the community ties to both Kathryn School and the broader agricultural industry, Council may wish to consider a direct contribution.

Financial Implication(s):

As a donation to support the event is not currently included in the 2024 Interim Town Budget, any funds allocated would be 'New Spending'.

A donation aligned with Administration's recommendation (\$250 to \$500) will not have a tangible impact on the Town's overall financial position, and can be absorbed by the People & Community Services Events Budget.

Any decision made by Council will be reflected in the 2024 Town Budget.

Recommendation:

Administration recommends providing a financial contribution of \$250 to **\$500** as a low-cost, high-impact opportunity to develop connections between Town of Irricana residents and those living within the broader region, while enhancing the profile of the agricultural industry and highlighting its importance.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** a \$500.00 donation be made to the Kathryn School Aggie Day Organizing Committee.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment ‘A’ – Kathryn Aggie Day 2024 Invitation Letter

Item 12

Attachment 'A' – Letter from Kathryn Aggie Day Organizing Committee



KATHYRN SCHOOL



Principal: Kelly Huck
Assistant Principal: Angela Rott
Web Site: <http://kathyrn.rockyview.ab.ca>

262066 Range Rd 273 Kathyrn, Alberta T4A 1J4
Telephone: 403.935.4291 FAX: 403.935.4293
Email: kathyrn@rockyview.ab.ca

To Whom It May Concern:

We are excited to announce the 2nd annual Kathyrn School Aggie Day, scheduled for June 6, 2024. This event will bring together over 300 students in kindergarten to grade 8 from both the Kathyrn and Beiseker schools for an educational and interactive experience focusing on the importance of Alberta's agricultural industry.

The remarkable success of last year's Kathyrn Aggie Day was truly a community effort, made possible by generous supporters like your organization. We genuinely hope you'll join us, as your involvement plays a vital role in making a truly successful and memorable event. Just like last year, we are seeking both monetary sponsors and exhibitors to ensure the event's success. Monetary sponsors will help cover costs associated with food, advertising, supplies and activities, while exhibitors will set up booths where students can engage with experts and learn firsthand about various aspects of agriculture. We are also looking for small corporate donation items to include in "swag bags" that the kids can take home as keepsakes of the day.

Recognizing the significant role of agriculture in Alberta, our primary objective is to organize an engaging and educational event that underscored the importance of Alberta's agricultural industry. We provided students with a hands-on, interactive, and enjoyable experience while shedding light on various aspects of Alberta's agricultural heritage and its relevance today. This encompassed aspects like understanding the land's history, ecosystem conservation, farming essentials and equipment, rural safety, livestock, and the origins of our food supply. Your support is crucial in making this educational event a success, and we hope to have the opportunity to discuss this further with you.

Please feel free to contact us at agdaykathyrn@gmail.com at your convenience. Thank you for considering our request, and we look forward to your positive response.

Warm regards,

Kathyrn Aggie Day Organizing Committee,
Quincy Shierman
Joanna Doucette
Nilsa Wise
Rachelle Brundige
Megan Rusnack
Cassandra McKinnon

To: Mayor and Council
From: Chief Administrative Officer
Date: January 22, 2024
Purpose: **Provided for Information**
Subject: Utility Safety Partners – Legislative Efforts

Summary:

Utility Safety Partners is lobbying for, and anticipating approval of, changes to Provincial legislation requiring utility providers and municipalities to register their infrastructure assets with them within the next 24 months.

The proposed changes are ultimately positive and will enhance the existing utility locate system, however, they create operational and financial risks for municipalities.

Background and Discussion:

Utility Safety Partners (Formerly Alberta One-Call) provides utility locate services across the province through their 'Click Before You Dig' service. This important, industry-led, service ensures that major infrastructure is clearly identified, reducing the risk of damage to critical infrastructure decreasing the likelihood of personal injury.

In a December 2023 presentation to the Alberta Municipalities Infrastructure Committee, Utility Safety Partners provided an update on their lobbying efforts to have the Provincial Government require that **all** underground and overhead infrastructure be registered with the program, including those owned by municipalities.

Further details can be found on the Utility Safety Partners' Micro-Site for this initiative, located at <https://damage-prevention.utilityafety.ca/>

Broadly speaking, the initiative is a positive step forward and should be encouraged, however, the legislation, as described, produces a significant challenge for municipalities who lack detailed records (or readily accessible electronic records) for their infrastructure.

Like many other communities, particularly smaller municipalities, the Town of Irricana does not have a comprehensive electronic database (e.g, GIS or Asset Management System) in place to manage its infrastructure, nor the skilled-labor resources necessary to implement and support them.

As such, complying with the proposed 24 month timeframe for compliance is not practical. For a community like Irricana, pursuit of compliance would require an unplanned multi-year effort with associated costs of \$100,000 or more.

Although supportive of the overall concept, the AB Munis Infrastructure Committee made several initial recommendations to Utility Safety Partners, including:

1. Only **new** infrastructure require registration;
2. Existing infrastructure be registered whenever substantially modified OR on a more realistic timeline.

Administration believes it likely that the Province may seek to implement new/updated legislation in 2024, although the final form of that legislation is not yet available.

Ultimately, this initiative highlights the need for the Town of Irricana to develop an Asset Management Strategy and begin making tangible investments in Asset Management Tools.

Financial Implication(s):

There are no financial implications associated with this report, however, the need for GIS and Asset Management tools should be complemented in future budget discussions.

Recommendation:

No specific action is being recommended. Administration continues to follow the proposed legislative changes and will advise Council accordingly.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Administration's 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: January 22, 2024
Purpose: **Provided for Information**
Subject: Ministerial Letter Regarding Water

Summary:

The Minister of Environment and Protected Areas has issued a letter to municipalities regarding the health of water basins within the Province. The letter describes the Province's steps towards managing continued drought conditions and requests municipalities develop water conservation strategies.

Background and Discussion:

As described in the letter from Minister Schulz, a combination of persistent high temperatures and a lack of moisture has stressed water basins, with several basins reaching critical (drought) conditions. As a result, the Province is at Stage 4 (of 5) in its Water Management Plan, with Stage 5 being a province-wide state of emergency.

With the effects of El Niño also present, it is foreseeable that these drought conditions will remain or, quite possibly worsen, in 2024 and the Province is taking steps to prepare for continued drought conditions. These steps include standing up an expert advisory committee, developing a drought management plan, and engaging in new modelling and monitoring.

The Province is also requesting that municipalities take proactive action to prepare for the possibility of continuing drought conditions, including:

- 1) Monitoring water supply infrastructure and levels (e.g., Improved leak detection, loss reduction);
- 2) Reviewing water licenses to understand how future Provincial decision-making may impact municipal (utility) operations;
- 3) Developing a water shortage plan in case water availability decreases.

As an initial effort (+/- 45 days), Administration is taking the following actions:

- 1) Appoint a municipal 'Water Leader' as the primary point of contact and information for the Town of Irricana.
- 2) Engage with Aqua 7 (and Members) to assess potential risks and develop strategies (Local and regional).
- 3) Review water approvals / licenses to fully understand how Provincial decision-making could impact the Town and residents.
- 4) Review Town facilities, infrastructure, and use history to identify early water conservation opportunities.

These initial efforts will ultimately influence a more fulsome response, however, Administration foresees the following longer term (+/- 90 days) actions:

- 1) Develop a leak detection and response plan to identify and address infrastructure related water losses.
- 2) Develop a water shortage plan with strategies to reduce water consumption, for both municipally owned and privately owned property.
- 3) Create information materials and a communication plan to educate residents and keep them apprised of changing conditions.

Financial Implication(s):

There are no financial implications associated with this report.

Recommendation:

No specific action is being recommended. The report is provided for information only.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Administration's report be received for information.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Ministerial Letter Regarding Water

Item 14

Attachment 'A' – Ministerial Letter Regarding Water



ALBERTA

ENVIRONMENT AND PROTECTED AREAS

Office of the Minister

Dear Elected Municipal Leaders,

Alberta is currently in a significant drought. During summer 2023, several water basins reached critical drought conditions due to low rainfall and high temperatures. The world is also experiencing El Niño, a global phenomenon occurring for the first time in seven years. It's causing less snow and rain, along with higher temperatures, heightening the potential for significant drought into spring and summer 2024, particularly in southern Alberta.

Alberta has five stages in its water management plan. Ranging from Stage 1, which is a minor drought, to Stage 5, which is a province-wide emergency. We are currently in Stage 4. The Government of Alberta is closely monitoring the situation and working to be prepared in case the province faces a similar – or worse – drought next year. Staff from Environment and Protected Areas, along with Agriculture and Irrigation, are working with water licence holders, major water users, and other partners to develop water conservation plans and water-sharing agreements.

Alberta has stood up a Drought Command Team in the event of an emergency and an early first draft of a 2024 Drought Emergency Plan has been completed and is now being refined. We have also initiated drought modelling work that will allow the province to determine how to maximize the province's water supply. Alberta is considering a wide range of tools and approaches to respond to an emergency situation, including both regulatory and non-regulatory tools.

The province will also be striking an advisory panel of leaders to help provide advice in the months ahead. And we are preparing for the future, looking at what long-term infrastructure is needed to help manage water supplies for future generations.

However, municipal action is also needed. In order to be fully prepared for a severe drought, municipal leaders throughout Alberta will need to take action. From my time as the Minister of Municipal Affairs, I have had the pleasure of meeting and working with many of you, and I am confident that Albertans will find their municipal leaders are ready and willing to deal with this challenge head-on.

That's why I am writing to all municipalities to ask that the following be undertaken in the coming months:

- 1.) Initiate efforts to monitor water supply infrastructure proactively, paying particular attention to water intake relative to water levels.
- 2.) Begin a review of the terms of your municipality's water licence so you are aware of any conditions that may limit your ability to withdraw water during a drought.
- 3.) Alert municipal water managers to prepare to be engaged with officials from the Drought Command Team, should conditions within your municipal water licence need to be triggered.
- 4.) Develop a water shortage plan so your municipality is prepared to respond if water availability decreases.

We are asking all water users to start planning now to use less water in 2024. We are committed to providing information and supporting any additional conservation efforts that your municipality may adopt in the future.

Stay up-to-date on precipitation and water levels through the Alberta Rivers app or the Alberta Rivers Basins web page at rivers.alberta.ca. To learn more about the impacts of drought on communities and the principles for sound water management, please visit alberta.ca/drought.

Environment and Protected Area would like to hear from your water management staff on perceived risks of drought in 2024, what impacts it could have on your operations, and how your municipality plans to mitigate risks. To connect with our team, please email epa.drought@gov.ab.ca.

Alberta has navigated many droughts before and has a long, proud history of coming together during tough times. I know we can count on our municipal partners to work together in the face of adversity.

Sincerely,



Rebecca Schulz
Minister of Environment and Protected Areas

cc: Honourable Ric McIver
Minister of Municipal Affairs

Honourable RJ Sigurdson
Minister of Agriculture and Irrigation

Stacey Smythe
Assistant Deputy Minister, Regulatory Assurance
Environment and Protected Areas

Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: January 22, 2024
Purpose: **Provided for Information**
Subject: 2019 Municipal Accountability Program Complete

Summary:

Municipal Affairs has issued a letter to the Town of Irricana confirming completion of all items noted in the 2019 Municipal Accountability Program review.

Background and Discussion:

The Province of Alberta (Municipal Affairs) initiated the Municipal Accountability Program (MAP) as a proactive way to:

- a) Assist municipalities with their knowledge of mandatory legislated requirements;
- b) Aid municipalities in achieving legislative compliance;
- c) Provide a collaborative partnership between the ministry and municipalities.

As a community under 2,500, the Town of Irricana was required to participate in a MAP Review, resulting in a 2019 report which identified numerous opportunities for improvement and highlighting the Provincial resources available to address them.

The passing of the 2023 Land Use Bylaw (Bylaw 007:2023) marked the completion of all recommendations made in the 2019 MAP Report, and Municipal Affairs has provided the Town with a letter confirming completion.

The second cycle of MAP (2024-2027) has begun and, although not selected for participation in 2024, the Town of Irricana will be required to participate in the cycle.

Financial Implication(s):

There are no financial implications associated with this report.

Recommendation:

No specific action is being recommended. The report is provided for information only.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Administration's report be received for information.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Letter from Municipal Affairs (ADM Sandberg)

Item 15

Attachment 'A' – Letter from Municipal Affairs (ADM Sandberg)

AR96685

December 19, 2023

Mr. Doug Hafichuk
Chief Administrative Officer
Town of Irricana
PO Box 100
Irricana AB T0M 1B0

Dear Mr. Hafichuk:

As a follow-up to the email you received from Ruth McCuaig, Municipal Accountability Advisor, on December 11, 2023, and after reviewing documents from your municipal website, I can confirm the completion of all items identified in the 2019 Municipal Accountability Program (MAP) report for the Town of Irricana.

I commend the town for moving forward and addressing these items, and I am pleased to advise that the Town of Irricana 2019 MAP review has been completed to the satisfaction of the ministry.

On behalf of Municipal Affairs, I wish the town all the best for the future.

Yours truly,



Gary Sandberg
Assistant Deputy Minister

cc: Honourable Ric McIver, Minister, Municipal Affairs
Brandy Cox, Deputy Minister, Municipal Affairs
Ruth McCuaig, Municipal Accountability Advisor, Municipal Affairs



Council Report

To: Mayor and Council
From: Chief Administrative Officer
Date: December 4, 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 December 1, 2023 to January 17, 2024.

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 December 1, 2023 and January 17, 2024.

Absence

The Chief Administrative Officer was away from January 2, 2024 to January 14, 2024 (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 schedule a staff presentation (Lunch & Learn format) on retirement benefits. The presentation will be in March 2024. The Local Authorities Pension Plan (LAPP) will be invited to a similar event as well.
2. Administration met with Jim den Beste (Irricana Lions) to discuss the Lions Club's lease at the Community Hall and share updates on each organization's current activities / priorities.
3. Administration participated in a Regional Emergency Management Meeting, led by Rocky View County, to begin planning for a large scale Tabletop Exercise in 2024, and Live Exercise in 2025. Rocky View County has secured \$50,000 in grant funding to support the 2025 Live Exercise.

4. The Alberta Municipalities Infrastructure Committee, of which Irricana is a Member, held its first meeting of the new term. A copy of the 2024 Committee Work Plan is available as Attachment 'A'.

Economic Development Activities

1. The Town has received an application to open a licensed childcare facility in Irricana. As the application is for a 'Discretionary Use', it needs to be heard by the Municipal Planning Commission, and Administration is working to schedule an MPC Meeting and prepare the necessary report(s) in a timely manner.
2. The Town has been working with a registered landowner on a potential industrial subdivision. A formal application is foreseeable in early 2024, with the discussion also triggering the (re)development of related forms and processes.

Financial Activities

1. The Financial Officer, in collaboration with the Canada Revenue Agency, identified a \$34,000 credit resulting from inaccurate payroll remittances in 2018 and 2019. This credit was fully utilized in 2023 so as not to carry forward into 2024.
2. Scase & Partner was onsite to complete 2023 pre-audit activities. Preparations are underway for the full annual audit, which are expected to begin in February.
3. The mortgage for municipally owned lands adjacent to the Amasco Development (31 acres at Lot 1, Block 2, Plan 0514328) is scheduled to renew in March. Renewal options are being explored and options are expected to come to Council at the February 20 Regular Meeting.

Administrative Activities

1. The Town of Irricana has hired Greg Perrault as the Manager of Public Works, with a start date of January 22, 2024. Mr. Perrault is responsible for the entirety of the Public Works portfolio (Roads, Water, Parks, Facilities) and serves on the Municipal Leadership Team.
2. Patty Malthouse, Manager of Municipal Administration, has successfully completed Subdivision Development Appeal Board (SDAB) training. Ms. Malthouse is now formally qualified to serve as an SDAB Clerk, addressing a critical skill gap within the organization.
3. 2024 Business License and Pet License renewals have been issued. Revamped internal processes have reduced the amount of labor required to process renewals by (approx.) 50%, and reduced customer-service wait times by a similar amount.

4. In support of financial, customer service, and emergency management objectives, cellular phone plans have been (shopped and) renewed, and new lines added for elected officials.

A similar effort is underway for the office phone system, and once fully implemented, the changes are expected to significantly improve communication capabilities and reduce overall telecom costs.

5. Wireless network and internet access have been installed at the Public Works Building. Similar installations are being pursued, where practical, at all facilities operated by the Town of Irricana.

6. The Town took receipt of new computer hardware (6 Laptops and associated peripherals) to replace aged, problematic, desktop hardware.

Beyond reducing labor downtime, the updated hardware allows for more effective use of existing office space, supports recruitment and retention strategies, and improves the Town's emergency management capabilities.

These investments also support Administration's objective of embracing technology to be more efficient and cost-effective (e.g., Electronic Work Order, GIS, and Agenda Management).

7. An updated Quality Management Plan was submitted to, and approved by, the Safety Codes Council.

Submission of an updated QMP was identified as a key task in the Town's 2022 Safety Codes Audit and ensures the Town of Irricana remains an accredited agency.

8. The Town of Irricana was selected (instructed) by Statistics Canada to participate in the 2023 Federal Infrastructure Study.

The comprehensive reporting required (approx.) six hours to complete but was greatly aided by previous efforts in 2023 to improve document management practices and organization.

9. An updated Memorandum of Understanding (MOU) has been signed with the Boys & Girls Club (BGC).

The updated MOU allows for the continued operation of BGC activities in Irricana while allowing BGC to explore alternate funding and programming strategies.

10. The Town has renewed its membership with Alberta Municipalities for 2024.

Public Works Activities

1. Public Works completed two residential Curb Cock ('CC') replacements.
2. The Water Meter Replacement program replaced 4 units in December, with five (tentatively) scheduled in January.

Following discussions with municipal peers about similar projects, Public Works is exploring the feasibility of contracting a third party to help expedite the timeline.

3. Following a quiet start to winter, Snow and Ice Control (SNIC) operations are now the primary (daily) Public Works activity. A revised (Administrative) SNIC Policy is expected in February.
4. An appropriate weather window has yet to arrive to flood the Outdoor Rink, with temperatures either consistently too warm (e.g., above freezing) or too cold (e.g., below -15 degrees) to establish quality ice.

If an appropriate weather window does not arrive shortly, the Outdoor Rink may not be put into use this year, particularly considering Provincial recommendations to limit the use of water and the limited timeframe that ice would be available.

Financial Implication(s):

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

Recommendation:

Administration recommends that the report be received for information.

Recommendation Motion(s):

Option #1:

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

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – AB Munis Infrastructure Committee 2024 Work Plan

Item 16

Attachment 'A' – AMIC 2024 Work Plan



5.3. RFD – 2023-2024 Infrastructure Committee Work Plan

For Approval

REQUEST FOR DECISION

DATE:

November 29, 2023

TOPIC:

2023-24 Infrastructure Committee Workplan

RECOMMENDATION:

THAT the Infrastructure Committee recommend that the ABmunis Board approve 2023-24 Infrastructure Committee Workplan.

BACKGROUND:

Each Alberta Municipalities standing committee reviews a work plan at their first meeting of the Committee term, which outlines their intended work for that term. The work plan must align with the Committee's Terms of Reference and priorities assigned by the Alberta Municipalities Board (work plan enclosed).

As outlined in the enclosed Terms of Reference, the Infrastructure Committee's scope encompasses:

- **Asset Management*** - Provide asset management training for elected officials and administrators. Promote asset management as a tool to improve infrastructure decision making.
- **Transportation/Transit** - Advocate on issues related to transportation and transit for members. Educate members on forthcoming programs and opportunities.
- **Emergency Management/Disaster and Emergency Planning** - Liaise with the Alberta Emergency Management Agency on issues that impact members. Ensure liaison with members impacted by disasters.
- **Broadband** - Support advocacy on improved access to broadband.
- **Forthcoming Federal/Provincial Infrastructure Funding Programs** – Contribute to program development and participate in engagements on new programs. Communicate forthcoming programs to members.
- **Electricity and Community Generation** - Monitor regulatory changes that impact municipalities. Promote opportunities that improve utility affordability for municipalities.

The work plan also reflects active 2021-2023 resolutions assigned to the committee, along with other initiatives related to the Infrastructure Committee's scope.

ANALYSIS:

The Committee priorities and overall work plan are drafted using Alberta Municipalities' Prioritization Framework (enclosed) as a frame of reference. The enclosed framework was adopted in early 2019 to establish a prioritization process that engages and serves our members in identifying and addressing priority issues within Alberta Municipalities' capacity.

The Committee is asked to take into consideration the questions posed in the Prioritization Framework when considering the issues in the work plan.

FINANCIAL & RESOURCES:

Alberta Municipalities' 2023 and 2024 budgets include funding for the following meetings:

- December 6, 2023
- February 2, 2024
- May 17, 2024
- July 19, 2024

There is enough flexibility in the budgets to cover costs associated with ad hoc online meetings should the Committee need to review and provide recommendations that emerge between regular Committee meetings.

The Committee is supported by Alberta Municipalities' Policy and Advocacy team.

IMPLEMENTATION & MONITORING:

The work plan will be presented to the Alberta Municipalities' Board for approval. An update showing the status of the work plan will be provided at each Committee meeting.

ENCLOSURES:

1. 2023-24 Infrastructure Committee Work Plan
2. Infrastructure Committee Terms of Reference
3. Advocacy Prioritization Framework

2024 Infrastructure Committee Work Plan

Priority Initiatives		
Priority	Description	Goals
Asset Management	<ul style="list-style-type: none"> Partner with RMA and Infrastructure Asset Management Alberta to offer asset management training to members. Including: <ul style="list-style-type: none"> Delivery of a comprehensive program that will assist two cohorts of 6-10 municipalities to move from level one to level two of the FCM Asset Management Readiness Scale. Deliver two cohorts of advanced programming for municipalities who have already moved to level two on the Asset Management Readiness Scale. Deliver one-day workshops for elected officials in five locations around Alberta. 	<ul style="list-style-type: none"> Promote asset management as an effective strategy for making data-driven infrastructure and service level decisions
Transportation/Transit	<ul style="list-style-type: none"> Advocate to the federal and provincial 	<ul style="list-style-type: none"> All orders of government are informed of municipalities needs for transit.

2024 Infrastructure Committee Work Plan

Priority Initiatives		
Priority	Description	Goals
	<p>government on members' transit needs</p> <ul style="list-style-type: none"> Advocate to Alberta Transportation on items identified by members Provide input/advocacy to new and existing funding programs operated by Alberta Transportation 	<ul style="list-style-type: none"> ABmunis is looked at as a thought leader on the issue of public transit. Alberta Transportation is aware of municipal issues with provincial highway authority, transportation infrastructure upgrades and programs that fall under the purview of Alberta Transportation.
Emergency Management	<ul style="list-style-type: none"> Provide input in the development of supports to ensure municipalities are prepared for new and emerging threats caused by climate change. Develop tools and information that allow Alberta Municipalities members to better prepare for emergencies in their communities. Review the emergence of cyber security as a risk for municipalities Present risk management as a cost-saving measure for municipalities as it relates to their insurance costs. Participation on external working groups as required. 	<ul style="list-style-type: none"> The provincial and federal governments are aware of the needs of municipalities when it comes to emergency management. ABmunis is seen as a trusted partner when it comes to improving emergency and disaster response and planning.

2024 Infrastructure Committee Work Plan

Priority Initiatives		
Priority	Description	Goals
Broadband	<ul style="list-style-type: none"> Advocate to the federal and provincial government on municipalities broadband needs. Act as an aggregator for members to leverage competitive rates for broadband service where possible Develop a resource for members who are interested in a community broadband project. 	<ul style="list-style-type: none"> Alberta Municipalities members have functional channels of communication with the provincial and federal governments and Internet Service Providers The Alberta Government and ISP's are aware of municipalities challenges with connectivity
Forthcoming Federal/Provincial Infrastructure Funding Programs	<ul style="list-style-type: none"> Work to ensure that the next generation of Investing in Canada Plan funding integrates municipal perspectives, specifically if those programs require a municipal contribution to the funding formula. The work on the Local Government Fiscal Framework formula will be led by Executive Committee 	<ul style="list-style-type: none"> Updates to the Investing in Canada Plan are clearly communicated to members so they can position themselves to best utilize the available funds. Municipal input incorporated into the design of new infrastructure programs. Advocacy for increased funding from the province so municipalities can access all available federal dollars. Any new programs or opportunities communicated to members.
Electricity and Community Generation	<ul style="list-style-type: none"> Advocate for regulatory improvements to enable municipalities to pursue community generation projects. Provide general updates on regulated 	<ul style="list-style-type: none"> Alberta Municipalities members are able to pursue community generation projects. Regulatory issues impacting municipalities are addressed.

2024 Infrastructure Committee Work Plan

Priority Initiatives		
Priority	Description	Goals
	electricity market and advocacy as needed.	

2024 Infrastructure Committee Work Plan

Advocacy on Resolutions		
Resolution	Government Response	Notes
2023 Resolutions		
Infrastructure Servicing and Construction Costs of School Sites	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to ensure provincial allocations of capital funding for school construction cover all costs of construction, including the servicing of school sites with the required infrastructure.	<ul style="list-style-type: none"> Resolution forwarded to Alberta Government.
Review of Vehicle Collision Reporting Damage Threshold	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to engage stakeholders and review the \$2,000 collision reporting damage threshold to reflect current repair costs, while reducing red tape and administrative work for municipal police departments	<ul style="list-style-type: none"> Resolution forwarded to Alberta Government.
E-Scooters and Modernizing the Alberta Traffic Safety Act for Personal Use	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to engage stakeholders and review the \$2,000 collision reporting damage threshold to reflect current repair costs, while reducing red tape and administrative work for municipal police departments.	<ul style="list-style-type: none"> Resolution forwarded to Alberta Government.

2024 Infrastructure Committee Work Plan

Advocacy on Resolutions		
Resolution	Government Response	Notes
Use of Golf Carts on Designated Municipal Roads	IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to make changes to the Alberta Traffic Safety Act and regulations plus the Use Of Highway And Rules Of The Road Regulation that would allow Municipalities, if they so desire, to approve the use of golf carts on certain approved roads and public lands within their municipality	<ul style="list-style-type: none"> Resolution forwarded to Alberta Government.
2022 Resolutions		
Transportation Infrastructure Funding	Resolution forwarded to government.	<ul style="list-style-type: none"> No update.
IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate to the Government of Alberta for the establishment of both a clear process to elevate and equitably fund municipal transportation infrastructure projects that are in alignment with the Building Forward Plan objectives and principles.		
Operational Transit Funding for Small to Medium Sized Municipalities	The response from government indicates that they are working to develop options for rural transit and are working to receive	<ul style="list-style-type: none"> Resolution related to operating funding has been adopted by FCM.

2024 Infrastructure Committee Work Plan

Advocacy on Resolutions		
Resolution	Government Response	Notes
<p>IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to ensure sustainable and predictable operating funding opportunities be expanded under the new Rural Transit Fund for small to medium sized municipalities to begin their transit planning journey.</p> <p>FURTHER, BE IT RESOLVED THAT the Alberta Municipalities advocate for the Federation of Canadian Municipalities (FCM) to ensure the new Rural Transit Fund be expanded to include further operational funding, outside of the Active Transportation Fund and the Zero Transmission Fund for small to medium sized municipalities.</p>	<p>more funding from the federal government for transit funding.</p>	
<p>Disparity in Electricity Distribution and Transmission Rates</p> <p>IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to eliminate the disparity in electricity pricing for transmission and distribution charges across the Province by adopting a model similar to British Columbia or Saskatchewan.</p>	<p>The response from Affordability and Utilities had some language that directly refuted the basis of the resolution. Specifically that transmission rates do not vary based on where consumers reside. The response went on to say that the province would be looking at the amount of transmission build in the province as a way to keep costs affordable moving forward.</p>	<ul style="list-style-type: none"> A number of initiatives being undertaken by the Ministry of Affordability and Utilities seem to be attempting to address this issue.

2024 Infrastructure Committee Work Plan

Advocacy on Resolutions		
Resolution	Government Response	Notes
<p>Traffic Safety Act Exemption for Angle Parking in Cul-de-Sacs</p> <p>IT IS THEREFORE RESOLVED THAT Alberta Municipalities advocate for the Government of Alberta to amend the <i>Traffic Safety Act</i> and Use of Highway and Rules of the Road Regulation, Division 10, section 46(2) to allow for angle parking in cul-de-sacs in municipalities that pass bylaws allowing this practice.</p>	<p>The response from government indicated that they would look at this issue during a future legislative review.</p>	<ul style="list-style-type: none"> No update.
<p>Hydrogen Industry Support</p> <p>IT IS THEREFORE RESOLVED THAT Alberta Municipalities requests the Government of Alberta and the Government of Canada increase their commitment to support and resource the current hydrogen initiatives in Northern and Southern Alberta to assist Alberta and its innovative energy industry partners to become leaders in the developing hydrogen economy.</p>	<p>Government's response was very supportive and pointed to a number of hydrogen-based initiatives they are pursuing.</p>	<ul style="list-style-type: none"> The Economic Strategies Committee is the lead on this resolution.
2021 Resolutions		

2024 Infrastructure Committee Work Plan

Advocacy on Resolutions		
Resolution	Government Response	Notes
<p>National Flood Insurance Strategy and Community Resiliency Advocacy</p> <p>IT IS THEREFORE RESOLVED THAT the AUMA advocate for the Government of Alberta to participate in and contribute to the work of the National Task Force on Flood Insurance and Relocation, with the goal of developing a national high-risk residential flood insurance program and to secure sustainable, long-term funding for provinces, Indigenous communities and municipalities for flood mitigation programs, projects and initiatives that increase overall community resiliency.</p>	<p>The Municipal Affairs response indicated that the Alberta Emergency Management Agency would be leading the work on the federal Flood Insurance and Relocation Project. This project would align with the advocacy requested in the resolution.</p>	<p>ABmunis will continue to promote the DMAF as the best option currently available to municipalities to improve community resiliency.</p> <p>ABmunis is continuing to work with the AEMA on the Hazard Identification and Risk Assessment (HIRA) tool to support community decision making as it relates to natural disasters.</p>
<p>Improved Provincial-Municipal Emergency Collaboration and Communications</p> <p>IT IS THEREFORE RESOLVED THAT the Alberta Urban Municipalities Association urge the Government of Alberta to:</p> <ul style="list-style-type: none"> • Work collaboratively with municipalities and their emergency management organizations on conducting a comprehensive lessons-learned review of the COVID-19 pandemic response and incorporate those lessons in an improved 	<p>The response from Municipal Affairs indicated that the AEMA was willing to consider municipal feedback on how we can work together moving forward.</p>	<p>ABmunis staff demoed the training that the AEMA will be using to roll out the HIRA. Feedback was provided via survey following the training.</p>

2024 Infrastructure Committee Work Plan

Advocacy on Resolutions		
Resolution	Government Response	Notes
<p>Provincial emergency response and communications plan;</p> <ul style="list-style-type: none"> Commit that going forward Alberta's municipalities and their emergency management organizations will be treated as trusted and valued partners in Provincial emergency response; and Establish an advisory group of municipal emergency management organizations and other key stakeholders to better advise and support the Government of Alberta's decision making and emergency order drafting and to improve emergency communications, coordination, and collaboration. 		
<p>Provincial Broadband Strategy</p> <p>IT IS THEREFORE RESOLVED THAT AUMA advocate for the Government of Alberta to immediately engage municipalities and other stakeholders in developing a provincial broadband strategy with measurable goals, concrete actions and a dedicated budget that recognizes broadband as an essential utility.</p>	<p>The response from Service Alberta expressed a willingness to collaborate on this issue and pointed to the release of the provincial broadband strategy and funding announcements that would support this.</p>	<p>No update at this time</p>
2020 Resolutions		

2024 Infrastructure Committee Work Plan

Advocacy on Resolutions		
Resolution	Government Response	Notes
<p>Permanent Transit Funding</p> <p>IT IS THEREFORE RESOLVED THAT the AUMA advocate for the Government of Alberta to reinstate permanent long-term transit funding that would provide predictable and stable funding so that Alberta municipalities with public transit can maximize the benefits of the strategic investments and contributions from the other orders of government.</p>	<p>Government's response declined to commit to permanent funding for transit, but did focus on the many investments that have been made under GREENTrip and other programs.</p>	<p>No update at this time.</p>
<p>Increase Provincial Flood Mitigation and Mapping Standards</p> <p>IT IS THEREFORE RESOLVED THAT the AUMA advocate for the Government of Alberta to revise the provincial standard from 1:100 to 1:200 for flood mitigation measures for all new development.</p>	<p>The province responded that Alberta Environment and Parks is currently updating flood maps based on a 1:100 year standard and to speak to department representatives regarding this requested change.</p>	<p>There are currently 22 completed flood inundation studies available at Alberta Floods Portal</p> <p>These maps are available from a 1:2 year event all the way up to a 1:1000 year event.</p>