



# REGULAR MEETING OF COUNCIL

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Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: April 2, 2024 Time: 7:00PM

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A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from March 18, 2024 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: 2024 Master Rates Bylaw (Bylaw 002:2024)

Item I2: 2024 Term Borrowing for Town Lands (Bylaw 003:2024)

J. COMMUNICATION / INFORMATION

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

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**Item E1**

Minutes from March 18, 2024 Regular Meeting of Council

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## REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: March 18, 2024 Time: 7:00PM

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### A. ATTENDANCE

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

### B. CALL TO ORDER

The meeting was called to order by Mayor Bryson at 6:59 pm.

### C. AGENDA

- (i) Adopt Agenda  
23:24 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 February 20, 2024  
24:24 Moved by Deputy Mayor Sim to accept the Minutes of the Regular Meeting of Council for February 20, 2024, as presented.  
CARRIED

### F. CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

**G. COMMITTEE REPORTS**

- (i) Community Futures (Deputy Mayor Sim)

**H. OLD BUSINESS**

- (i) None

**I. NEW BUSINESS**

- (i) Item I1: Annual Renewal of Borrowing Bylaw (001:2024)

25:24 Moved by Councillor Schmaltz that the 2024 Municipal Line of Credit Bylaw, Bylaw 001:2024, be read for a first time this 18<sup>th</sup> day of March, 2024.

CARRIED

26:24 Moved by Councillor McAree that the 2024 Municipal Line of Credit Bylaw, Bylaw 001:2024, be read for a second time this 18<sup>th</sup> day of March, 2024.

CARRIED

27:24 Moved by Councillor Fleming that the 2024 Municipal Line of Credit Bylaw, Bylaw 001:2024, be given unanimous consent for a third and final reading this 18<sup>th</sup> day of March, 2024.

CARRIED

28:24 Moved by Deputy Mayor Sim that the 2024 Municipal Line of Credit Bylaw, Bylaw 001:2024, be read for a third and final time this 18<sup>th</sup> day of March, 2024.

CARRIED

- (ii) Item I2: Stop Order Issued

29:24 Moved by Councillor McAree that Administrations report be accepted for information.

CARRIED

- (iii) Item I3: Rocky View Foundation – Letter of Support (Mayor Bryson)

30:24 Moved by Councillor Fleming that Mayor Bryson be directed to issue a Letter of Support to Rocky View Foundation, as provided, on behalf of the Town of Irricana.

CARRIED

**J. COMMUNICATION / INFORMATION**

- (i) None

**K. COUNCILLOR UPDATE**

- (i) Roundtable Discussion

**L. CLOSED SESSION**

- (i) Item L1: Mortgage Renewal

31:24 Moved by Mayor Bryson that Council go into Closed Session at 7:37 pm to discuss:

- a) Item L1: Mortgage Renewal on Town Lands, as per Section 24(1) and Section 25(1) of the Freedom of Information and Protection of Privacy Act;  
AND  
b) Item L2: Leaseholder Negotiations, as per Section 24(1) and Section 25(1) of the Freedom of Information and Protection of Privacy Act.

32:24 Moved by Councillor McAree to reconvene to the public portion of the meeting at 8:15 pm.

33:24 Moved by Councillor Schmaltz that Administration proceed as recommended in the Report.  
CARRIED

34:24 Moved by Mayor Bryson that Administration's Report be accepted as information.  
CARRIED

**M. ADJOURN**

- (i) Adjournment

35:24 Moved by Councillor McAree to adjourn the meeting at 8:16 pm.  
CARRIED

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Jim Bryson  
Mayor

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Doug Hafichuk  
Chief Administrative Officer



# Council Report

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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** April 2, 2024  
**Purpose:** Request for Decision  
**Subject:** 2024 Master Rates Bylaw (Bylaw 002:2024)

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## Summary:

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The Master Rates Bylaw identifies various services provided by the Municipality and the rates charged for their delivery. This report provides Council with a list of proposed rates for the 2024 budget year.

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## Background and Discussion:

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Municipal property taxes are typically levied to fund community-level services and programming, with services that typically benefit individuals or groups funded through user fees. The Master Rates Bylaw describes the various goods and services provided by the Town and establishes related fees for each.

## Considerations in Rate Setting

In establishing rates for the 2024 Master Rates Bylaw, Administration completed a review of 7 peer municipalities within the province (Bowden, Falher, Legal, Oyen, Manning, Mayerthorpe, and Trochu), focused on 'Administration and Common Services' and 'Utility Services'.

The review was a continuation of the work undertaken for the 2023 Master Rates Bylaw, that sought to ensure services and fees within the community aligned with directly adjacent communities (Acme, Beiseker, Rocky View County).

The final phase of the work, targeted for implementation in the 2025 Master Rates Bylaw is a review of 'Cemetery', 'Property and Development', and 'Facility Rental' related services and fees.

Rate setting generally emphasizes a cost-recovery model, however, maintaining cost-competitiveness and local affordability are also key drivers. While it's important to minimize the amount of taxpayer dollars used to deliver specific services, it's equally important to ensure that the Town of Irricana remains an affordable place to live and conduct business.

## Changes Between 2023 and 2024

<b>Labour and Meetings</b>	<b>2023</b>	<b>2024</b>
Administrative Labour Rate (Regular Hours) <i>Basis of Change: Cost Recovery</i>	\$40.00	\$30.00
Administrative Labour Rate (Off Hours) <i>Basis of Change: Cost Recovery</i>	NEW	\$50.00
Public Works Labour Rate (Regular Hours) <i>Basis of Change: Cost Recovery</i>	\$40.00	\$30.00
Public Works Labour Rate (Off Hours) <i>Basis of Change: Cost Recovery</i>	NEW	\$50.00

<b>Licensing Fees</b>	<b>2023</b>	<b>2024</b>
Business License – Non-Resident <i>Basis of Change: Peer Review, Cost Recovery</i>	\$50.00	\$100.00
Business License – Home Occupation (Initial License) <i>Rationale: Peer Review, Cost Recovery, No Basis for Fee</i>	\$100.00	REMOVED
Animal License – Dog or Cat (Altered) (Before Jan 31) <i>Rationale: Peer Review, Cost Recovery</i>	\$10.00	\$20.00
Animal License – Dog or Cat (Altered) (After Jan 31) <i>Rationale: Peer Review, Cost Recovery, Incentivize Licensing</i>	\$20.00	\$30.00
Animal License – Dog or Cat (Unaltered) (Before Jan 31) <i>Rationale: Peer Review, Cost Recovery</i>	\$20.00	\$30.00
Animal License – Dog or Cat (Unaltered) (After Jan 31) <i>Rationale: Peer Review, Cost Recovery, Incentivize Licensing</i>	\$30.00	\$45.00
Animal License – Replacement Tag <i>Rationale: Not Previously Listed, Cost Recovery</i>	NEW	\$10.00

<b>Documents and Records</b>	<b>2023</b>	<b>2024</b>
Municipal Development Plan <i>Rationale: Peer Review, Cost Recovery</i>	\$40.00	\$50.00
Land Use Bylaw <i>Rationale: Peer Review, Cost Recovery</i>	\$40.00	\$50.00
Tax Certificate <i>Rationale: Peer Review, Cost Recovery</i>	\$40.00	\$50.00
Tax Roll Search <i>Rationale: Cost Recovery</i>	\$40.00	\$50.00
Tax Assessment Search <i>Rationale: Peer Review, Cost Recovery</i>	\$40.00	\$75.00
Property Compliance Stamp – Residential <i>Rationale: Peer Review, Cost Recovery</i>	\$60.00	\$75.00
Property Compliance Stamp – Non-Residential <i>Rationale: Peer Review, Cost Recovery</i>	\$60.00	\$100.00

<b>Penalties, Fees, and Notifications</b>	<b>2023</b>	<b>2024</b>
Tax Notification Letter <i>Rationale: Cost Recovery</i>	\$25.00	\$75.00
Tax Recovery Letter <i>Rationale: Cost Recovery</i>	\$50.00	\$75.00

<b>Water Services</b>	<b>2023</b>	<b>2024</b>
Sanitary System Connection <i>Rationale: Peer Review, Cost Recovery</i>	NEW	\$200.00
Water Service Disconnect (800am – 400pm, Mon-Fri) <i>Rationale: Peer Review, Cost Recovery</i>	\$90.00	\$75.00
Water Service Disconnect (Off Hours) <i>Rationale: Peer Review, Cost Recovery</i>	NEW	\$150.00
Water Service Reconnection (800am – 400pm, Mon-Fri) <i>Rationale: Peer Review, Cost Recovery</i>	\$45.00	\$75.00
Water Service Reconnection (Off Hours) <i>Rationale: Peer Review, Cost Recovery</i>	\$200.00	\$150.00

<b>Consumption Charges</b>	<b>2023</b>	<b>2024</b>
Potable Water <i>Rationale: Peer Review, Cost Recovery</i>	\$7.25	\$25.00
Non-Potable Water <i>Rationale: Peer Review, Cost Recovery</i>	\$5.25	\$25.00

<b>Solid Waste &amp; Recycling</b>	<b>2023</b>	<b>2024</b>
Extra Bags – Curbside Collection <i>Rationale: Not Previously Listed, Cost Recovery</i>	NEW	5.00

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**Financial Implication(s):**

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Rates established by the 2024 Master Rates Bylaw are used in the preparation of the 2024 Town Budget. The cumulative changes between the 2023 Master Rates Bylaw and the 2024 Master Rates Bylaw are not expected to have a material impact on the broader 2024 Town Budget.

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**Recommendation:**

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Administration recommends that the 2024 Master Rates Bylaw (Bylaw 002:2024) be given all three readings.



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**Recommendation Motion(s):**

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**Option #1:**

Motion #1: **THAT** the 2024 Master Rates Bylaw (Bylaw 002: 2024) be read for a first time this 2<sup>nd</sup> day of April, 2024.

AND

Motion #2: **THAT** the 2024 Master Rates Bylaw (Bylaw 002: 2024) be read for a second time this 2<sup>nd</sup> day of April, 2024.

AND

Motion #3: **THAT** unanimous consent be given for a third and final reading this 2<sup>nd</sup> day of April, 2024.

AND

Motion #4: **THAT** the 2024 Master Rates Bylaw (Bylaw 002: 2024) be read for a third time this 2<sup>nd</sup> day of April, 2024.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

Attachment 'A' – 2024 Master Rates Bylaw (Bylaw 002: 2024)

Attachment 'B' – 2024 Master Rates Bylaw Schedule 'A'

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**Item I1**

Attachment 'A' – 2024 Master Rates Bylaw (Bylaw 002:2024)

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# BYLAW 002:2024

**A bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of establishing rates and fees for the provision of various municipal goods and services.**

**WHEREAS** pursuant to the Municipal Government Act, RSA 2000, c M-26, and amendments thereto Council may fix charges for the goods and services listed in the attached schedule;

**AND WHEREAS** the Town of Irricana receives requests for the provision of such goods and services;

**AND WHEREAS** the Town of Irricana deems it desirable to request payment for the provision of such goods and services;

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

## **Title**

1. This Bylaw may be cited as the “2024 *Master Rates Bylaw*”

## **Definitions**

2. In this Bylaw, the following definitions apply:
  - a. “**Chief Administrative Officer**” means the Chief Administrative Officer of the Town of Irricana or their authorized delegate;
  - b. “**Municipal Government Act**” means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time.

## **Effect**

3. The Town of Irricana establishes the rates and fees set out in Schedule ‘A’ attached to and forming part of this Bylaw.
4. The Chief Administrative Officer may waive or excuse an individual from paying all or part of a rate or fee set out in Schedule ‘A’ of the Bylaw if, in the opinion of the Chief Administrative Officer:
  - a. Facts were not disclosed which should have been disclosed at the time the fee was considered;

- b. Extenuating circumstances warrant a waiver or excusal.

### **Severability**

5. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of the Bylaw will remain valid and enforceable.

### **Repeal of Bylaw(s)**

6. *Bylaw 006-2023* being the *Master Rates Bylaw*, is repealed upon this Bylaw passing and coming into full force and effect.

### **Effective Date**

7. *Bylaw 002:2024*, being the *2024 Master Rates Bylaw*, is passed when it receives third reading and is signed pursuant to the *Municipal Government Act*.

READ A FIRST TIME this 2 day of April 2024.

READ A SECOND TIME this 2 day of April 2024.

UNANIMOUS CONSENT for THIRD READING given this 2 day of April 2024.

READ A THIRD TIME this 2 day of April 2024.

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Jim Bryson  
Mayor

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Doug Hafichuk  
Chief Administrative Officer

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**Item I1**

Attachment 'B' – 2024 Master Rates Bylaw Schedule 'A'

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# 2024 Master Rates Bylaw - Schedule 'A'

## ADMINISTRATION and COMMON SERVICES

### LABOUR and MEETINGS

Special Meeting of Council	\$ 500.00	Each
Special Meeting of Committee of the Whole	\$ 350.00	Each
Municipal Planning Commission (MPC) Meeting	\$ 500.00	Each, Min. Actual Costs and Administrative Time
Administrative Labour Rate (Regular Hours)	\$ 30.00	Each, per half hour
Administrative Labour Rate (Off Hours)	\$ 50.00	Each, per half hour
Public Works Labour Rate (Regular Hours)	\$ 30.00	Each, per half hour
Public Works Labour Rate (Off Hours)	\$ 50.00	Each, per half hour

### LICENSING FEES

<i>Business License - Hawker/Peddler/Vendor</i>	\$ 25.00	Monthly
<i>Business License - Non-Resident</i>	\$ 100.00	Annually
<i>Business License - Home Occupation (Renewal)</i>	\$ 50.00	Annually
<i>Business License - Store Front</i>	\$ 50.00	Annually
<i>Animal License - Dog or Cat (Altered)</i>		Veterinarian Record Required
<i>Before Jan 31 Each Year</i>	\$ 20.00	Annually
<i>After Jan 31 Each Year</i>	\$ 30.00	Annually
<i>Animal License - Dog or Cat (Unaltered)</i>		
<i>Before Jan 31 Each Year</i>	\$ 30.00	Annually
<i>After Jan 31 Each Year</i>	\$ 45.00	Annually
<i>Animal License - Replacement Tag</i>	\$ 10.00	Each

### DOCUMENTS and RECORDS

<i>Town Technical Reports</i>	\$ 150.00	Each
<i>Municipal Development Plan</i>	\$ 50.00	Each
<i>Land Use Bylaw</i>	\$ 50.00	Each
<i>Tax Certificate</i>	\$ 50.00	Each
<i>Tax Roll Search</i>	\$ 50.00	Each
<i>Tax Assessment Search</i>	\$ 75.00	Each
<i>Property Compliance Stamp - Residential</i>	\$ 75.00	Each
<i>Property Compliance Stamp - Non-Residential</i>	\$ 100.00	Each

### PENALTIES, FEES, and NOTIFICATIONS

<i>Non-Sufficient Funds (NSF)</i>	\$ 40.00	Each
<i>Credit Card Service Fee</i>	2%	Transaction Total (Incl. Tax)
<i>Interest on Overdue Account Receivables</i>	2%	Balance Owning, Monthly
<i>Property Tax Arrears Penalty</i>	\$ -	See <i>Property Tax Penalty Bylaw</i>
<i>Utility Arrears Penalty</i>	\$ -	See <i>Utility Arrears Penalty Bylaw</i>
<i>Tax Notification Letter</i>	\$ 75.00	Each, Minimum. Actual Costs and Administrative Time
<i>Tax Recovery Letter</i>	\$ 75.00	Each, Minimum. Actual Costs and Administrative Time
<i>Accounts Sent to Collection (Surcharge)</i>	15%	Total Balance Owning

### FREEDOM OF INFORMATION / ACCESS TO INFORMATION

<i>Records Search / FOIP - Personal</i>	\$ -	Each
<i>Records Search / FOIP - Initial Fee</i>	\$ 25.00	Each
<i>Records Search / FOIP - Continuing Request</i>	\$ 50.00	Each
<i>Records Search / FOIP - Processing Costs (if Over \$150)*</i>	\$ -	Each, Estimate to be Provided

\*50% Payment Required Prior to Search

\*Balance Due Upon Delivery, Actual Costs

# 2024 Master Rates Bylaw - Schedule 'A'

## UTILITY SERVICES

### WATER SERVICES

<i>Sanitary System Connection</i>	\$ 200.00	Each, Minimum. Actual Costs and Administrative Time
<i>Water Meter Connection</i>	\$ 200.00	Each, Meter at Cost
<i>Water Meter Replacement</i>	\$ 200.00	Each, Meter at Cost
<i>Water Service Disconnect (800am - 400pm, Mon-Fri)</i>	\$ 75.00	Each, Minimum. Actual Costs and Administrative Time
<i>Water Service Disconnect (Off Hours)</i>	\$ 150.00	Each, Minimum. Actual Costs and Administrative Time
<i>Water Service Reconnection (800am - 400pm, Mon-Fri)</i>	\$ 75.00	Each, Minimum. Actual Costs and Administrative Time
<i>Water Service Reconnection (Off Hours)</i>	\$ 150.00	Each, Minimum. Actual Costs and Administrative Time

### CONSUMPTION CHARGES

<i>Water</i>	\$ 5.09	Cubic Meter
<i>Wastewater</i>	\$ 3.22	Cubic Meter (Billed at 90% of Water Consumption)
<i>Potable Water</i>	\$ 25.00	Each, Minimum, \$7.25 per Cubic Meter
<i>Non-Potable Water</i>	\$ 25.00	Each, Minimum, \$5.25 per Cubic Meter

### SOLID WASTE and RECYCLING

<i>Garbage Collection</i>	\$ 32.69	Bi-Monthly
<i>Recycling Collection</i>	\$ 21.79	Bi-Monthly
<i>Extra Bags - Curbside Collection</i>	\$ 5.00	Per Tag (Available at Town Office)

## COMMUNITY HALL

### DAY RENTALS

<i>General Purpose*</i>	\$ 400.00	Per Day
<i>Fundraisers*</i>	\$ 200.00	Per Day
<i>Funerals and Memorials*</i>	\$ 200.00	Per Day
<i>*Plus \$100 Hall Inspection / Setup Fee</i>		
<i>Audio / Video System (\$500 Damage Deposit Required)</i>	\$ 100.00	Per Use
<i>Small Upper Floor Meeting Room</i>	\$ 100.00	Per Use
<i>Kitchen User Fee</i>	\$ 200.00	Per Use

*20% Discount for Residents*

*50% Discount for Registered Non-Profit and Local Service Groups*

## CEMETERY

### PURCHASES and SERVICES

<i>Plot Purchase</i>	\$ 500.00	Each
<i>Opening and Closing - Casket</i>	\$ 500.00	Each
<i>Opening and Closing - Urn</i>	\$ 250.00	Each
<i>Weekend or Holiday Premium</i>	\$ 250.00	Each
<i>Perpetual Maintenance Fee - All Internments</i>	\$ 350.00	Per Plot

# 2024 Master Rates Bylaw - Schedule 'A'

PROPERTY and DEVELOPMENT		
<b>PRE-APPLICATION CONSULTATIONS</b>		
<i>Resident Consultation - Initial (30 Minutes)</i>	\$ -	Each
<i>Resident Consultation - Extended (30 Minutes)</i>	\$ 40.00	Each
<i>Subdivision</i>	\$ 500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Redesignation</i>	\$ 500.00	Each, Minimum. Actual Costs and Administrative Time
<b>DEVELOPMENT APPLICATIONS</b>		
<i>Development Permit - Minor, Permitted Use</i>	\$ 40.00	Each
<i>Development Permit - Minor, Discretionary Use</i>	\$ 80.00	Each
<i>Development Permit - Intermediate, Permitted Use</i>	\$ 80.00	Each
<i>Development Permit - Intermediate, Discretionary Use</i>	\$ 120.00	Each
<i>Development Permit - Major, Permitted Use</i>	\$ 120.00	Each
<i>Development Permit - Major, Discretionary Use</i>	\$ 160.00	Each
<i>Demolition Permit</i>	\$ 120.00	Each
<i>Adjustment for Development Without Permit</i>	150%	of All Applicable Fee(s)
<b>LAND USE</b>		
<i>Area Structure Plan</i>	\$ 3,500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Area Structure Plan - Amendment</i>	\$ 1,750.00	Each, Minimum. Actual Costs and Administrative Time
<i>Conceptual Plan</i>	\$ 2,500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Conceptual Plan - Amendment</i>	\$ 1,250.00	Each, Minimum. Actual Costs and Administrative Time
<i>Amendment - Municipal Development Plan</i>	\$ 1,500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Amendment - Land Use Bylaw</i>	\$ 1,750.00	Each, Minimum. Actual Costs and Administrative Time
<i>Land Use (Zoning) Confirmation</i>	\$ 40.00	Each, Minimum. Actual Costs and Administrative Time
<i>Change of Permitted Use (Same Land Use District)</i>	\$ 80.00	Each, Minimum. Actual Costs and Administrative Time
<b>PROPERTY and DEVELOPMENT APPEALS</b>		
<i>Appeal - Property Tax Assessment (Residential &amp; Farmland)</i>	\$ 125.00	Each
<i>Appeal - Property Tax Assessment (Other)</i>	\$ 225.00	Each
<i>Appeal - Decision of Development Authority, by Landowner</i>	\$ 300.00	Each, Minimum. Actual Costs and Administrative Time
<i>Appeal - Decision of Development Authority, by Affected Party</i>	\$ 300.00	Each, Minimum. Actual Costs and Administrative Time
<i>Appeal - Stop Work Order Issued by Development Authority</i>	\$ 300.00	Each, Minimum. Actual Costs and Administrative Time
<b>GENERAL PROPERTY and DEVELOPMENT SERVICES</b>		
<i>Lot Endorsement</i>	\$ 250.00	Each
<i>Discharge Caveats</i>	\$ 100.00	Each, Minimum. Actual Costs and Administrative Time
<i>Third-Party Legal or Technical Review</i>	\$ 500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Compliance Review - Initial</i>	\$ -	Each, Per Permit
<i>Compliance Review - Additional</i>	\$ 80.00	Each, Per Permit
<b>PERFORMANCE SECURITIES</b>		
<i>Security - Minor, Permitted Use</i>	\$ -	Each, Per Permit
<i>Security - Minor, Discretionary Use</i>	\$ -	Each, Per Permit
<i>Security - Intermediate, Permitted Use</i>	\$ 750.00	Each, Per Permit
<i>Security - Intermediate, Discretionary Use</i>	\$ 750.00	Each, Per Permit
<i>Security - Major, Permitted Use</i>	\$ 1,500.00	Each, Per Permit
<i>Security - Major, Discretionary Use</i>	\$ 1,500.00	Each, Per Permit
<i>Security - Discretionary</i>	15%	TIC, As Determined by Development Authority



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**To:** Mayor and Council  
**From:** Chief Administrative Officer  
**Date:** March 18, 2024  
**Purpose:** Request for Decision  
**Subject:** 2024 Term Borrowing for Town Lands (Mortgage Renewal)

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**Summary:**

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Administration recommends renewing the mortgage on 31 acres of land for one year and switching the mortgage to ATB Financial in the process.

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**Background and Discussion:**

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**Lot 1, Block 2, Plan 0514328**

- (+/-) 31 Acres, Zoned PSR
- Purchased in 2018
- Opening Balance of \$512,200
- Current Balance of \$249,168
- 2023 Monthly Payments \$4,268.20

The existing mortgage on Town owned lands has matured (March 2024), with a remaining balance of \$249,168 owed.

Over the past several months, Administration has sought to identify options to either (a) pay out the remaining balance outright and/or (b) obtain competitive lending to continue paying down the debt owed.



Capital grant funding can (typically) be used to purchase project-related lands, however, recent changes to funding rules now require a commitment that the funded project be completed within 5 years of funding being allocated.

Although the lands have been identified for a number of potential uses (e.g., future school site, various recreational amenities, municipal infrastructure), there are no

Council-approved plans for the lands. Additionally, none of the current concepts are mature enough to result in a successful application for grant funding.

Administration recommends renewing the mortgage for a short term, providing time for background information to be prepared in support of a successful capital grant submission.

Renewal options were shared with Council (March 18, 2024 Regular Meeting, Item L1), with direction given for Administration to pursue a 1-Year Fixed Term with ATB Financial at a rate of 6.92%.

Bylaw 003:2024 satisfies that direction while providing the Mayor and Chief Administrative Officer with authority to provide the lender with required background materials and to sign the resulting agreement.

Whereas new municipal borrowing (typically) requires public advertising, Section 261 of the Municipal Government Act clarifies that:

*"If the purpose of a proposed borrowing is to refinance, redeem or restructure the unpaid principal of one or more existing borrowings...the borrowing bylaw for the proposed borrowing does not have to be advertised."*

As such, Council may provide all three readings of the Bylaw 002:2024 if desired.

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

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1. Fixed monthly payments will increase from \$4,268 to approximately \$4,450.
2. Ancillary costs (e.g., Title update, administrative fees) associated with switching lenders are not included in the borrowing and will be paid through the operating budget. These costs are expected to be minimal, estimated at less than \$500.

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### **Recommendation:**

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Administration recommends that the 2024 Term Borrowing for Town Lands (Bylaw 003:2024) be given all three readings.

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

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

Motion #1:           **THAT** the 2024 Term Borrowing for Town Lands (Bylaw 003:2024) be read for a first time this 2<sup>nd</sup> day of April, 2024.

AND

Motion #2: **THAT** the 2024 Term Borrowing for Town Lands (Bylaw 003:2024) be read for a second time this 2<sup>nd</sup> day of April, 2024.

AND

Motion #3: **THAT** unanimous consent be given for a third and final reading this 2<sup>nd</sup> day of April, 2024.

AND

Motion #4: **THAT** the 2024 Term Borrowing for Town Lands (Bylaw 003:2024) be read for a third time this 2<sup>nd</sup> day of April, 2024.

**Option #2:**

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

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Chief Administrative Officer

**ATTACHMENTS:**

Attachment 'A' – 2024 Term Borrowing on Town Lands (Bylaw 003-2024)

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**Item 12**

Attachment 'A' – 2024 Term Borrowing on Town Lands (Bylaw 003-2024)

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# BYLAW 003:2024

**A bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of borrowing to refinance or restructure existing borrowing as specified in Section 261 of the Municipal Government Act.**

**WHEREAS** the Town of Irricana considers it necessary to borrowing certain sums of money for the purpose of:

*Refinancing or restructuring the borrowing used to purchase lands described as Lot 1, Block 2, Plan 0514328 (+/- 31 Acres) within the Town of Irricana (the "Lands");*

**AND WHEREAS** the Section 261 of the Municipal Government Act (the "MGA") does not require the advertisement of borrowing for the purpose of refinancing or restructuring previously approved borrowing;

**AND WHEREAS** having considered various options at the March 18, 2024 Regular Meeting of Council (Item L1), the Town of Irricana wishes to place that borrowing with ATB;

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

## **Title**

1. This Bylaw may be cited as the "2024 Term Borrowing for Town Lands Bylaw".

## **Definitions**

2. In this bylaw, the following definitions apply:
  - a. "**ATB**" means ATB Financial, a financial institution or a subsidiary or division thereof, and Crown corporation wholly owned by the Province of Alberta;
  - b. "**Chief Administrative Officer**" means the Chief Administrative Officer of the Town of Irricana or their authorized delegate;
  - c. "**Chief Elected Official**" means the person elected or appointed as the Chief Elected Official under Section 150 of the Municipal Government Act; and
  - d. "**Municipal Government Act**" means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time.

## **Effect**

3. The Town of Irricana is hereby authorized to borrow from ATB up to the principal sum of \$249,168, payable upon demand by ATB, not to exceed 6.92%, and for a term of 12-months.
4. The Chief Elected Official and Chief Administrative Officer are authorized for and on behalf of the Town of Irricana:
  - a. to apply for or maintain the aforesaid loan and to arrange with ATB the amount(s), terms, and conditions of the loan and security / securities to be given to ATB;
  - b. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and the renewal of such negotiable instruments or evidences of debt;
  - c. to give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
  - d. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfers to and in favor of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Town of Irricana or in which the Town of Irricana may have any interest, and any other documents or contracts necessary to give to or to furnish to ATB the security or securities required by it.
5. The source(s) of money to be used to repay the principal and interest owing under the borrowing from ATB are municipal taxes, reserves, and grants.
6. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
7. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Town of Irricana decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph five (5) hereof and delivered to ATB will be valid and conclusive proof against the Town of Irricana of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document, or security.

## **Severability**

8. If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of the Bylaw will remain valid and enforceable.

## Repeal of Bylaw(s)

9. *Revised Bylaw 001:2018*, being the *Revised Municipal Borrowing Bylaw*, is repealed upon this Bylaw passing and coming into full force and effect.

## Effective Date

10. *Bylaw 003:2024*, being the *2024 Term Borrowing for Town Lands Bylaw*, is passed when it receives third reading and is signed pursuant to the *Municipal Government Act*.

READ A FIRST TIME this 2<sup>nd</sup> day of April 2024.

READ A SECOND TIME this 2<sup>nd</sup> day of April 2024.

UNANIMOUS CONSENT for THIRD READING given this 2<sup>nd</sup> day of April 2024.

READ A THIRD TIME this 2<sup>nd</sup> day of April 2024.

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Jim Bryson  
Mayor

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Doug Hafichuk  
Chief Administrative Officer