



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: April 15, 2024 Time: 7:00PM

A. **ATTENDANCE**

B. **CALL TO ORDER**

C. **AGENDA**

D. **PRESENTATIONS**

E. **MINUTES**

Item E1: Minutes from April 2, 2024 Regular Meeting of Council

F. **CORRESPONDENCE FROM PREVIOUS MEETING**

G. **COMMITTEE REPORTS**

H. **OLD BUSINESS**

I. **NEW BUSINESS**

Item I1: Chief Administrative Officer Report

J. **COMMUNICATION / INFORMATION**

K. **COUNCILLOR UPDATE**

L. **CLOSED SESSION**

Item L1: 2024 Operating Budget, Closed per Section 24(1) of the Freedom of Information and Protection of Privacy Act.

Item L2: Town Utility Administration, Closed per Section 24(1) of the Freedom of Information and Protection of Privacy Act.

M. **ADJOURN**

Item E1

Minutes from April 2, 2024 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: April 02, 2024 Time: 7:00PM

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 7:01 pm.

C. AGENDA

- (i) Adopt Agenda

36:24 Moved by Councillor McAree to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

- (i) None

E. MINUTES

- (i) Minutes of the Regular Meeting of Council for March 18, 2024

37:24 Moved by Councillor McAree to accept the Minutes of the Regular Meeting of Council for March 18, 2024, as presented.
CARRIED

F. CORRESPONDENCE FROM PREVIOUS MEETING

- (i) None

G. COMMITTEE REPORTS

- (i) None

H. OLD BUSINESS

- (i) None

I. NEW BUSINESS

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

38:24 Moved by Councillor McAree that the 2024 Master Rates Bylaw, Bylaw 002:2024, as amended, be read for a first time this 2nd day of April, 2024.

In Favour: Mayor Bryson, Deputy Mayor Sim, Councillor Fleming,
Councillor McAree

Opposed: Councillor Schmaltz
CARRIED

39:24 Moved by Councillor Fleming that the 2024 Master Rates Bylaw, Bylaw 002:2024, as amended, be read for a second time this 2nd day of April, 2024.

CARRIED

40:24 Moved by Councillor McAree that the 2024 Master Rates Bylaw, Bylaw 002:2024, as amended, be given unanimous consent for a third and final reading this 2nd day of April, 2024.

CARRIED

41:24 Moved by Councillor Fleming that the 2024 Master Rates Bylaw, Bylaw 002:2024, as amended, be read for a third and final time this 2nd day of April, 2024.

CARRIED

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

42:24 Moved by Councillor Schmaltz that the 2024 Term Borrowing for Town Lands, Bylaw 003:2024, be read for a first time this 2nd day of April, 2024.

CARRIED

43:24 Moved by Councillor McAree that the 2024 Term Borrowing for Town Lands, Bylaw 003:2024, be read for a second time this 2nd day of April, 2024.

CARRIED

44:24 Moved by Mayor Bryson that the 2024 Term Borrowing for Town Lands, Bylaw 003:2024, be given unanimous consent for a third and final reading this 2nd day of April, 2024.

CARRIED

45:24 Moved by Councillor Fleming that the 2024 Term Borrowing for Town Lands, Bylaw 003:2024, be read for a third and final time this 2nd day of April, 2024.

CARRIED

J. COMMUNICATION / INFORMATION

(i) None

K. COUNCILLOR UPDATE

(i) Roundtable Discussion

L. CLOSED SESSION

(i) None

M. ADJOURN

(i) Adjournment

46:24 Moved by Councillor Fleming to adjourn the meeting at 7:29 pm.

CARRIED

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: April 15, 2024
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 February 15, 2024 to April 10, 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 February 15, 2024 to April 10, 2024.

Key Meetings & Discussions

1. Administration met with Municipal Affairs (Advisory Team) on April 4, 2024. Discussion topics included a follow-up on the Ministry's letter of February 14th 2023 (Item 16, February 21, 2023 Regular Meeting), the Municipal Accountability Program, and connecting the Town with Advisory Team supports, as needed.
2. Irricana attended Provincial Town Hall Meeting(s) regarding ongoing drought conditions within Alberta. Conditions have improved in recent weeks, however, multi-year drought conditions remain prevalent. Conservation remains a key request from the Province in order to avoid an emergency declaration.
3. Irricana met with Aqua 7 and Inter-municipal partners to discuss water conservation strategies, and how to take a consistent approach towards conservation while still meeting local needs. Collaboration is ongoing.
4. Administration attended a presentation on the Irricana Hotel development, hosted by the developer, describing the vision for a revitalized site.
5. Staff participated in a Regional Emergency Management Table-Top Exercise, hosted by the Town of Crossfield.

6. Administration met with the Alberta Emergency Management Agency for the annual review of the Town's Emergency Management Plan. The AEMA will provide a report in Summer 2024 and, although no significant issues were identified, AEMA's report is expected to help prioritize areas for improvement.

Financial Activities

1. The 2023 Audit continues. Despite slower-than-expected progress the Town remains on track to submit a Financial Information Return (etc) by May 1, 2024.
2. Options are being assessed to transition from Muniware to an alternative product. As an interim step, Administration is evaluating the use of Quickbooks to address the most impactful deficiencies with the current software (Accounting and reporting).
3. The first draft of the 2024 Operating Budget has been completed with the 2024 Capital Budget also nearing completion. The 2024 Town Budget is scheduled to come to Council at the May 21, 2024 Regular Meeting.
4. Provincial grant reporting is complete, with 2023 Statement of Financial Expenditures (SFE) submitted to the Province for both MSI Operating and MSI Capital.

Administrative Activities

1. Property assessments were received from the Town's Designated Assessor (Wild Rose Assessments) and assessment notices were mailed on March 5, 2024. Cumulatively, assessments increased by approximately 9.5% in 2023. While the Designated Assessor has fielded a few routine inquiries, only one change has been necessary, and no assessment appeals have been filed.
2. A process was implemented to notify and assist Utility Customers impacted by underbilled/overbilled consumption resulting from prolonged inability to acquire water meter reads (Item I5, February 05, 2024 Regular Meeting).
3. Irricana's annual 'Easter Egg Hunt and Community Dance' was held on March 23, 2024. The all-ages event remains popular, with approximately 250 participants attending, despite the inclement weather.
4. The Town of Irricana Website (www.irricana.com) experienced an outage on the evening of March 18, 2024. The outage was due to back-end updates completed by the site host and service was restored early the following morning.
5. Municipal staff have completed Basic Emergency Management and ICS-100 training. Two staff members also attended the ICS-200 training session hosted by Rocky View County in March, and three staff members have completed (or are scheduled) for ESS training.

6. The Town participated in the 2024 Alberta Municipalities Wage Survey. By participating in the comprehensive annual survey, the Town will receive a copy of the final report, expected in July 2024.
7. Public Works schedules have been adjusted to better reflect operational needs and codify 800am to 400pm as 'Core Hours'. Administrative hours are also being reviewed, following collection of 'walk-in traffic statistics' at the Town Office.
8. Arrangements are complete for a Strategic Planning Workshop in April 2024. Strategic Steps will facilitate the workshop and produce a final Strategic Plan for Council's consideration/adoption in June 2024.
9. Following discussion(s) with Town Resident(s), Administration is exploring options for a 'Food Truck Pilot Program' to generate interest in Irricana and to incentivize participation at community events/gatherings.

Public Works Activities

1. Waste Transfer Site usage was assessed, with RVC recording 1657 visits from Irricana residents in 2023, an increase of 17% since 2020. With the average cost-per-trip (\$18.10) well below the cost of ad-hoc use (\$25.00), the \$30,000 per year annual agreement appears to be delivering strong value for residents.
2. Public Works obtained quotes for facility cleaning services. The Town has struggled to find a vendor that can consistently deliver janitorial services for larger public buildings, particularly following late-night and weekend rentals.
3. A Request for Proposal has been prepared for the 'Water Meter Changeout Program'. The RFP will be issued following approval of the 2024 Town Budget and vendor selection is expected by August 2024.
4. Public Works responded to a sanitary line backup (Pioneer Drive) on April 4, 2024. Crews worked from 400pm to 630pm to clear a blockage in the line and ensure the system was operating normally. 'Flushable Wipes' appear to have been a significant contributor to the blockage and no property damage was reported.
5. Pest Control is scheduled for the end of April, weather depending. The Town will be using the same plan (Locations, vendor, products) that was successful in 2023, with follow-up treatments if/as necessary. Weed Control will follow shortly thereafter with specific dates and locations communicated through the Town Website and Social Media.
6. Road & Sidewalk repairs (deferred from October 2023) are being scheduled with the contractor, with work tentatively planned for late-May. Details will be shared through the Town Website and Social Media.

7. Public Works is exploring the use of 'mudjacking' as a cost-effective way to raise sections of sidewalks that have sunk but are in otherwise good condition. A preliminary assessment should be completed in June 2024.

Financial Implication(s):

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

Recommendation:

Administration recommends that the report be received for information.

Recommendation Motion(s):

Option #1:

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

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

No Attachments