



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: July 15, 2024 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from June 17, 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

Item I2: AB Municipalities Convention and AGM

Item I3: Irricanarama – Council Participation and Invitations

Item I4: Budget Adjustment – Water Plant Equipment Replacement

J. COMMUNICATION / INFORMATION

K. COUNCILLOR UPDATE

L. CLOSED SESSION

Item L1: Legal Update, Closed per Sections 24(1) and 27(1) of the Freedom of Information and Protection of Privacy Act.

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

Item L3: Development Lands Update, Closed per Sections 24(1) and 25(1) of the Freedom of Information and Protection of Privacy Act.

M. ADJOURN

Item E1

Minutes from June 3, 2024 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: June 17, 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 7:02 pm.

C. AGENDA

- (i) Item C1: Adopt Agenda
Addition of Closed Session Item L1: Emergent Labour
89:24 Moved by Deputy Mayor Sim to adopt the Agenda, as amended.
CARRIED

D. PRESENTATIONS

- (i) Item D1: Rocky View Foundation (Chris Rowe)
Presentation from 7:03 pm to 7:27 pm
Chris left the meeting at 7:27 pm

E. MINUTES

- (i) Item E1: Minutes of the Regular Meeting of Council for June 3, 2024
90:24 Moved by Councillor McAree to accept the Minutes of the Regular Meeting of Council for June 3, 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: Chief Administrative Officer Report

91:24 Moved by Councillor Fleming that the Chief Administrative Officer Report be received for information.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) None

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

L. CLOSED SESSION

- (i) Item L1: Addition of Closed Session Emergent Labour.

92:24 Moved by Mayor Bryson that Council go into Closed Session at 8:19 pm to discuss an Emergent Labour item, as per Section 17(1) of the Freedom of Information of Privacy Act.

93:24 Moved by Councillor Fleming that Council reconvene to the public portion of the meeting at 8:33 pm
CARRIED

M. ADJOURN

- (i) Adjournment

94:24 Moved by Councillor McAree to adjourn the meeting at 8:33 pm.

Mayor Bryson

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: July 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 June 13, 2024 to July 11, 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 June 13, 2024 to July 11, 2024.

Key Meetings & Discussions

1. CAOs from Acme, Beiseker, and Irricana met to discuss review the Tri-Community Peace Officer Agreement (Annual review) and continue planning for an information-sharing session between respective Councils and dignitaries from the Town of Sundre on Wastewater Treatment in September 2024.
2. Intermunicipal Meeting with Rocky View County was held on July 2, 2024, with Mayor Bryson and Councillor Fleming representing Irricana's Council. While each municipality provided a general community update (e.g., development and economic activity), the meeting emphasized the renewal of the Intermunicipal Collaboration Framework (ICF) Agreement.

Subsequently, Administrations have exchanged information, and a renewal agreement is being prepared (Rocky View County leading the effort). No significant changes are anticipated from the 2020-2024 Agreement, and the updated renewal is scheduled to come to Council at the September 15, 2024 Regular Meeting.

- Administration met with the Irricana Curling Club (Maxine Creasser, Bill Kirkwold) to continue discussions on a seasonal 'Anchor-tenant lease' for the Irricana Recreation Centre. Discussions remain positive and a finalized lease is anticipated shortly.

Economic Development Activities

- Discussions continue with DMB2 Land Group about plans for the Prairie View Conceptual Scheme Lands (81 Acre mixed residential / commercial development). No immediate commitments have been made to advance the project.
- Met with a potential residential-centric developer about land availability in Irricana. Further details in Item L3.

Financial Activities

- 2024 Property Taxes were due on June 30, 2024.

Property Tax* (On-time Remittance)			
	Levied	Received	Rate
2024	\$1,911,242	\$1,594,727	83.4%
2023	\$1,759,931	\$1,502,323	85.4%

*Includes funds collected on behalf of the Province of Alberta

\$316,515 remains uncollected in 2024, is subject to penalty (2% monthly), and reminder notices will be mailed to affected Property Owners on July 19, 2024.

- Insurance coverage and options were discussed at a mid-year review with the Town's Insurer. Reducing premium costs remains a key objective and an assessment of options will occur in the fall, during the pre-renewal phase.
- Grant funding (\$157,000) was received from the Province of Alberta (via MSI Capital) as reimbursement for expenses already incurred by the Town for various projects / expenditures.
- As discussed with Council at the June 15, 2024 Regular Meeting (Item L1: Labour), an emergent issue has further delayed completion of the 2023 Financial Statements. Parties have subsequently been working against a revised schedule and remain on-track to present the Audit Report to Council on August 16, 2024.

Administrative Activities

- Municipal Staff received First-Aid and CPR Training on June 19, 2024, with staff from the Village of Beiseker also participating. A total of 10 municipal staff were (re)certified.

2. The Town Office transitioned to new hours on July 1, 2024. The Office is now open 830am to 430pm Monday to Thursday (Closed 1230pm to 130pm) and 830am to 130pm on Friday.
3. Programming at the Irricana Recreation Centre has begun.

Summer Drop-In Programming opened on July 3, 2024, with 9 visits recorded on the first day (2.5 hours of programming). 25 visitors also attended an 'Open House' on July 6, 2024 (from 10:00am to 2:00pm), and a half-dozen seasonal drop-passes were sold in the first week.

Also launching was the Town's first foray into registered programming, with two classes, 'Sit & Be Fit' and 'Fit Fusion', both launching on July 2, 2024. The programs had a total of 13 registrations for the first week of classes, with additional registrations expected for week two.

Overall, early indications suggest that recreation programming is on track to achieve the objectives of (a) increasing Recreation Centre utilization and (b) contributing to improved facility cost-recovery, all while providing between 15-20 hours per week of low-cost, low-commitment recreation options for visitors.

4. Preparations continue for utility bills to switch to a monthly schedule and in electronic format, starting in September 2024.

June 2024 utility bills included a customer insert (see Attachment 'A') to notify customers of the upcoming changes and provide background information. A similar insert will be included with August 2024 Utility Bills.

Customer response has been entirely positive, and a *significant* number of customers have already provided an email address in preparation for electronic billing at the end of September.

To further simplify the process, a dedicated online registration portal will launch in mid-July, although customers remain welcome to register over the phone, via email, or in-person at the Town Office.

Public Works Activities

1. The Spray Park opened on June 21, 2024. The Spray Park is available for use 7-days per week from 9:00am to 9:00pm and will remain available until at least after the Labour Day Weekend.
2. Annual wastewater lagoon release began the week of July 8, 2024 and is expected to last up to three weeks. Notification letters were issued to downstream landowners and the release is being overseen by Rocky View Utility Corp. Flowmeters (temporary) have been installed to measure flow rates and a monitoring and testing regime is in place.

3. Water distribution service was briefly interrupted on June 23, 2024 due to an issue with the inlet flowmeter (Aqua 7).

The inlet flowmeter indicated that water was being conveyed at normal rates despite no water being delivered into the reservoir. As a result, the reservoir drew down to 50% (Approx.) and triggered an automated shutdown on the duty pump. Staff switched the system to 'manual' and restored service, with the outage lasting approximately 6 minutes.

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' – Utility Customer Bill Insert

Item I1

Attachment 'A' – Utility Customer Bill Insert

Utility Billing Changes in September 2024

We're excited to share a pair of upcoming changes to utility billings that will take effect starting in September 2024.

1. Change to Monthly Utility Billing:

To better serve customers and provide a more consistent and manageable billing service, the Town of Irricana will be *transitioning from bi-monthly utility bills to monthly utility bills*. This change will allow customers to plan and budget more effectively with smaller, more regular payments.

Bi-monthly billing will continue for two more full billing cycles before transitioning to monthly:

- May-June 2024: *Bi-monthly* bill delivered at the end of June (Due in July 2024)
- July-August 2024: *Bi-monthly* bill delivered at the end of August (Due in September 2024)
- September 2024: *Monthly* bill delivered at the end of September (Due in October 2024)

2. Change to Electronic Utility Billing:

In our ongoing efforts to enhance convenience, reduce environmental impact, and manage the cost of delivering services, we will also be *transitioning from paper billing to electronic billing*.

Beginning in September 2024, utility bills will be delivered via email. This change will ensure more timely delivery of your bills and reduce paper waste. Paper copies can still be provided upon request, however a \$5.00 fee will apply.

For early-adopters who signed up for electronic billing before June 30, 2024, the existing \$5.00 incentive (account credit) will remain in place through December 31, 2024.

We Need Your Help to be Successful!

- *Ensure your contact information is up-to-date before August 16, 2024:* Please verify that we have your current email address on file. You can update your email address by contacting the Town Office (403-935-4672 or irricana@irricana.com) or visiting the Town Office during normal business hours. An online registration form will also be made available and is expected to launch July 15, 2024.
- *Watch for your first electronic bill in September 2024:* Your bill will be sent to the email address we have on record. If you do not receive your bill, please check your spam/junk folder or contact our customer service team.

We understand that these changes may require some adjustments, and we are here to assist during the transition. If you have any questions or need support, please do not hesitate to visit the Town Office or reach out at 403-935-4672 or irricana@irricana.com.

Thank you for your continued support and cooperation as we work to improve our services!

Questions & Answers

1. **Why Are These Changes Being Made?**

Cost Savings: By switching to monthly billing and electronic billing, we can reduce the cost of utility administration by approximately \$11,500 annually. These savings will help offset the cost of service and utility rates, ultimately benefiting all customers.

Improved Cashflows: Transitioning to monthly billing will improve municipal cashflows by approximately \$50,000. This allows us to better use existing funds to generate investment income, mitigate against the costs of short-term borrowing, and fund important community programming, without any impact to rates.

More information on why these changes are being pursued can be found in the May 6, 2024 report to Council (*Item 12*) available on the Town Website at:

<https://townofirricana.ca/wp-content/uploads/2024/05/TOI-Agenda-May-06-2024.pdf>

2. **Will the amount I pay for utilities change with the switch to monthly billing?**

The overall cost of your utilities will not change. However, you will receive bills more frequently with smaller amounts due each month.

- For customers who already have a radio-enabled water meter, bills will be based on actual consumption during the billing period.
- For customers who have yet to receive a radio-enabled water meter, bills will be based on actual consumption every two-months, with the interim bill being estimated at 50% of the previous consumption.

3. **How will I receive my electronic bill and what if I don't have an email address?**

Accounts without an email address registered by August 16, 2024 will continue to receive a paper copy by mail, however the \$5.00 paper bill fee will apply. Registering an email address by August 16, 2024 is a fast and convenient way to manage utility costs.

4. **How will these changes affect my current payment methods and due dates?**

The payment methods you currently use will remain available. However, with monthly billing, the due dates will be adjusted to a monthly schedule. This should help in managing smaller, more frequent payments.

Monthly utility bills will be issued on the last business day of the month and due on the last business day of the following month.

5. **What steps should I take if I do not receive my electronic bill?**

This is a big change, and minor issues are entirely foreseeable. If you do not receive your electronic bill, please check your spam/junk folder first. If it's not there, please contact the Town Office to ensure we have the correct email address on file or to resolve any other concerns promptly.

To: Mayor and Council
From: Chief Administrative Officer
Date: July 15, 2024
Purpose: **Provided for Information**
Subject: Alberta Municipalities 2024 Convention and AGM

Summary:

The Alberta Municipalities Convention and AGM (w/ Trade Show) is scheduled for September 25-27, 2024 in Red Deer, Alberta.

Background and Discussion:

Alberta Municipalities (ABMunis) represents the municipalities where over 85% of Albertans live (Summer villages, villages, cities, towns, and specialized municipalities), providing a variety of corporate services (e.g., Insurance, energy, and investments), education opportunities, and advocacy support to members.

Each year, ABMunis hosts a Convention and Annual General Meeting where over 1,000 elected officials and municipal leaders gather to network, participate in education panels, confer with Provincial ministries, and debate the important policy resolutions that help shape municipal-provincial advocacy efforts.

The 2024 Convention is being held in Red Deer (Westerner Park) from September 25 to September 27, 2024. Event registration is now open, with Early-Bird pricing in effect until August 16, 2024.

The 2024 Agenda will be issued closer to the convention date, however the 2023 Agenda has been attached for reference, with the 2024 Advocacy and Resolutions package (for debate and voting at the convention) is expected to be released in August 2024.

Financial Implication(s):

The inclusive cost per attendee (Registration, accommodation, etc) is approximately \$1100, with funds allocated in the approved 2024 Town Budget.

Recommendation:

1. Administration recommends Council consider sending a delegation of at least two Council members to the 2024 Convention.
2. A decision should be made as soon as reasonably possible; Early Bird pricing is available until August 16, 2023, and reduced-cost accommodations have begun to sell out.

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’ – ABMunis 2023 Convention Agenda

Item I2

Attachment 'A' – ABMunis 2023 Convention Agenda

2023 Alberta Municipalities Convention and Trade Show

Please note: All agenda items and times are subject to change. Breakout session descriptions can be found on the second page.

Wednesday, September 27

7:30 a.m. – 5:30 p.m.	Registration
7:30 a.m. – 8:30 a.m.	Hot Buffet Breakfast
8:30 a.m.	Morning Announcements
9:15 a.m. – 10:30 a.m.	Education Sessions [sessions listed on next page]
11:00 a.m. – 12:15 p.m.	Education Sessions [sessions listed on next page]
12:15 p.m. - 1:15 p.m.	Buffet Lunch
1:15 p.m. – 3:00 p.m.	Opening Ceremonies & Keynote Speaker: Kendal Netmaker
3:00 p.m. - 5:30 p.m.	Trade Show Opens - Trade Show Dessert Reception
4:30 p.m. - 6:00 p.m.	Alberta Municipal Affairs Reception
After 6:00 p.m.	Sponsors' Networking Events

Thursday, September 28

7:00 a.m. – 4:00 p.m.	Registration
7:30 a.m. - 8:30 a.m.	Hot Buffet Breakfast
8:20 a.m.	Morning Announcements
9:00 a.m. – 10:15 a.m.	Education Sessions [sessions listed on next page]
10:00 a.m.	Trade Show Opens
10:30 a.m. – 11:30 a.m.	Building Respectful Municipal-Indigenous Relations
11:30 a.m. – 1:30 p.m.	Trade Show Buffet Lunch and Prize Draws
1:45 p.m. – 2:20 p.m.	Thursday Keynote: Bean Gill
2:30 p.m. – 5:00 p.m.	Resolutions
5:00 p.m. – 6:00 p.m.	Women in Government Reception
6:00 p.m. – 9:00 p.m.	City of Edmonton Reception
After 6:00 p.m.	Sponsors' Networking Events

Friday, September 29

7:00 a.m. – 1:00 p.m.	Registration
7:00 a.m. - 8:30 a.m.	Hot Buffet Breakfast
8:00 a.m.	Morning Announcements
8:10 a.m. – 9:10 a.m.	Alberta Municipalities AGM Including Board of Director Elections
9:15 a.m. – 9:45 a.m.	Leader of the Opposition Address
10:00 a.m. – 10:30 a.m.	Premier's Address
10:45 a.m. – 12:00 p.m.	Minister Dialogue Session
12:05 p.m. – 12:50 p.m.	Closing Entertainment – <i>The Debaters Live</i>
12:50 p.m.	Close Convention
1:00 p.m.	Bag Lunch-to-go

**Wednesday, September 27 – Breakout session #1
9:15 a.m. to 10:30 a.m.**

Room	Session Title	Session Description
Salons 10/11	Help Wanted: Staffing and the Future of Small Communities	<p>Many small communities struggle to attract and retain Chief Administrative Officers (CAOs) and other key municipal employees. Join small communities from across Alberta for a discussion on trends impacting municipal administration and practical solutions you can implement to find and keep qualified staff.</p> <p>Sponsor: Colliers Project Leaders</p>
Salon 8	Laughing Matters	<p>Nothing wears you down like job stress and uncertainty, especially these days. You're exhausted. You're cranky. You're losing sleep. And worst of all you feel powerless – you have no control over the changes that are coming at you. That's where LAUGHING MATTERS comes in. In 25 years as a broadcaster, and decades as a comic and writer, Peter Brown has dealt with wave after wave of cutbacks, cancellations, rejection, and restructuring. At times he struggled to cope with all that uncertainty. But he learned to use humour to manage his stress and improve his outlook. He'll share those lessons – and those laughs – in LAUGHING MATTERS. Explore the many ways laughter can help you cope with stress and change. From known physical benefits, to a deeper connection with colleagues and friends, to a greater feeling of control and perspective, learn how to use laughter to make your life better in any situation.</p>
Salon 4	Net-Zero Infrastructure Story Hour	<p>Like all good stories, this session will highlight the beginning, middle and end of a net-zero infrastructure project. You will hear the struggles and successes from our brave trio of elected officials as they go from hero to net-zero. They will share their experiences slaying grants, being wooed by vendors and searching for public buy-in as they deliver net-zero projects for their communities.</p>
Salon 9	Overcoming Roadblocks to Economic Development and Strategic Growth	<p>Overcoming Roadblocks to Economic Development and Strategic Growth – Convention 2023</p> <p>Municipalities of all sizes across the province face similar challenges when it comes to ensuring they are a vibrant, resilient, welcoming and affordable community. This session will explore key challenges related to housing affordability, workforce attention and retraction and quality, affordable childcare and steps your community can take to tackle to overcome them.</p>

Salon 12	Digging up the Roots: Causes of Social Disorder and an Evidence-Based Approach to Prevention and Resolution	Municipalities have been increasingly challenged by issues related to mental health and addictions, homelessness, and crime. Join criminologist Dan Jones to explore the root causes of these issues and what actually works to resolve them. Attendees will also hear from people with lived experience of these issues about the barriers they faced and opportunities for government to enhance supports and services.
Wednesday, September 27 – Breakout session #2 11:00 a.m. to 12:15 p.m.		
Room	Session Title	Session Description
Salons 10/11	Code Blue: Municipalities to the Rescue of Healthcare	Technically the healthcare system is outside the jurisdiction of municipalities. However, as access to healthcare is essential to the viability of communities, municipalities are increasingly stepping up to fill gaps in the system. Hear the successes and challenges municipalities are experiencing in taking a leading role in ensuring residents have access to healthcare services.
Salon 8	Fight for Your Right Not to Party: Defending the Local in Local Elections	Mayors and councillors are elected to consider the welfare and interests of municipalities and the people who live in them. ABmunis is concerned that introducing political parties at the municipal level could undermine the ability of councils to effectively fulfil their roles, as well as diminish municipal autonomy. A collective effort is required to ensure local elections enable Albertans to engage on local issues respectfully and constructively as candidates and voters. Join this session to share your thoughts on how Alberta Municipalities can advance our local, non-partisan election principles and learn how you can contribute to the political viability of your municipality.
Salon 12	When It Rains It Pours: Water and Disaster Planning	Changing weather patterns and related extreme weather events have risks for municipalities. Thoughtful long term planning regarding water demand management, stormwater system changes, and other land use planning can mitigate the effects of drought and extreme weather events. Learn how to adapt to lower your water usage through water demand management and how to modernize your stormwater system to deal with extreme storms.
Salon 4	It's Electric! Fleet Electrification and Electric Buses with the City of St. Albert and Roam Transit (Bow Valley Regional Transit Services Commission)	If your organization is considering the switch to electric vehicles, you should attend this panel to hear firsthand experiences from those that have made the transition. Transit specialists from the City of St. Albert and Bow Valley Regional Transit Services will share their experiences operating electric buses in their communities.

Salon 9	CAO/CFO Session: Managing in a Hybrid World	From Teams to Zoom, at home meetings and in-office gatherings, the way we once worked has forever shifted. And for most leaders, things continue to shift. From fully in-office to fully remote, and everything in between, how we adapt impacts the candidates we attract and the talent we retain. Join our panel of leaders as we discuss how managing people has shifted in a hybrid world, and learn how you can adjust your managing to best suit your day-to-day needs.
Thursday, September 28 – Breakout session #3 9:00 a.m. to 10:15 a.m.		
Room	Session Title	Session Description
Salons 10/11	Deciphering the Code for Council Behaviour	Join Alifeyah Gulamhusein, Partner with Brownlee LLP and co-author of <i>Councillor Codes of Conduct: A Guide For Municipalities</i> developed for ABmunis and RMA with the support of municipal Affairs. Alifeyah will share her wisdom and experience on how councils can use codes more effectively. The session will focus on: <ul style="list-style-type: none"> • When and when not to use the codes • The importance of understanding a clear process for implementing the codes • How to participate fully in the code process even when things get awkward (which they will) • Dealing with social media • Other tips to help implement codes so that they help, not hinder council's important work
Salon 8	The Council-CAO Bargain	There are different types of CAOs just like there are different types of councils. The question is how well your council and CAO are aligned in understanding the level of advice and service you expect from your CAO. Does your CAO feel empowered, or do they hold back in providing advice and taking action out of caution for the security of their job? This session, hosted by the Local Government Administration Association of Alberta, will feature a panel of experienced CAOs who will share advice on how your council can avoid misunderstandings and get the most out of your CAO. If your council is considering terminating your CAO, the panel will also offer suggestions on how you can set yourself up for success with your next CAO.
Salon 4	Bright Lights, Small Town! Attracting film productions to your municipality	In 2022 the Town of Didsbury, the Town of Sundre, and Mountain View County started a project that was not only meant to leverage the film industry opportunities, but to capitalize on attracting tech talent and companies that cater to the film industry. In 2023 the project was finalized and the first rural Alberta film office opened its doors, the Mountain View Regional Film Office. Learn first-hand if the film industry is a good fit for your community. From being discovered, the challenges and considerations that will have a major impact on your community, your staff, and resources. The movies are here, now what?!

Salon 9	Prepping for EPR: The Time in Now!	Extended Producer Responsibility (EPR) shifts the physical and financial burden of collecting, sorting, processing, and recycling away from municipal governments and taxpayers to the producers. Producers now have an incentive to reduce packaging waste in products and to use more recyclable materials. EPR is one part of the transition to a circular economy—where waste is designed out of the system. Learn about the issues around transitioning recycling responsibility from municipalities to producers.
Salon 12	Emergency Disaster Management – Presented/Led by the Town of Edson and City of Grande Prairie	Collaboration is essential during an emergency. Looking back at the 2023 hazard season, this session will look at the importance of collaboration within a municipality as well as between municipalities during a disaster. The Town of Edson will highlight the importance of collaboration between council and administration, and the City of Grande Prairie will showcase the city’s relationship with the County of Grande Prairie and MD of Greenview.

To: Mayor and Council
From: Chief Administrative Officer
Date: July 15, 2024
Purpose: Request for Decision
Subject: Irricanarama – Invitation to Dignitaries

Summary:

The Town of Irricana is hosting a new annual community event, Irricanarama, on September 7, 2024, and Administration recommends formally inviting elected officials from other orders of government to attend.

Background and Discussion:

The Town of Irricana, supported by more than a dozen local agencies and community groups, is seeking to build an annual 'Signature Event' that serves as a showcase for, and celebration of, the community.

Planning for the event began in the fall of 2023 and has produced a full-day event that is seeking to draw up to 1,000 attendees from the community and broader region.

The event, dubbed 'Irricanarama', is being held on Saturday, September 7, 2024. The day is book-ended by a Pancake Breakfast in the morning and a Dinner and Dance in the evening, and includes a Junior Rodeo, a Car Show & Community Cruise, a Vendor Market, Live Music and numerous other family-friendly events, all capped-off with an evening fireworks display.

Given the opportunity to showcase the community, Administration recommends extending a formal invitation to elected officials (and other dignitaries), such as MLA Nathan Cooper and MP Martin Shields, to attend.

Financial Implication(s):

There are no financial implications associated with this report.

Recommendation:

Administration recommends that Council consider inviting dignitaries to attend Irricanarama. As indicated in the report, Council may wish to consider inviting MLA Cooper and MP Shields, but also elected officials from neighboring communities such as Rocky View County, the Village of Beiseker, the Village of Acme.

Once the list of invitees is determined, Administration recommends that the Mayor issue a formal invitation *on behalf of Council and the community*.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Council determine a list of invitees for Irricanarama on September 7, 2024.

Motion #2: **THAT** the Mayor be authorized to extend a formal invitation to invitees, on behalf of Council.

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: July 15, 2024
Purpose: Request for Decision
Subject: Water Plant Equipment Replacement (Budget Adjustment)

Summary:

Replacement of the PLC and SCADA for the Water Plant is necessary to ensure the consistent and safe operation of the water distribution network.

Background and Discussion:

Administration is requesting a budget adjustment of \$66,340 for the replacement of the existing Programmable Logic Controller (PLC) and Supervisory Control and Data Acquisition (SCADA) system at the Water Treatment Plant.

This request is based on several critical factors that impact the safe and continuous operation of our water distribution system.

1. Aging Equipment

The current PLC/SCADA system has been in operation for over 20 years. In the past twelve months, we have encountered two hardware failures. Each failure has highlighted the difficulty in sourcing replacement components due to the system's obsolescence.

2. System Configuration Concerns

There are strong indications that the existing system is not configured according to the original design logic. However, there is a significant lack of documentation regarding what changes have been made over the years. This situation necessitates a full reprogramming to ensure the system operates effectively and safely.

3. Operational Responsibility

The Town has an inherent responsibility to ensure the safe and continuous operation of the water distribution system. A modern and reliable PLC/SCADA system is essential for monitoring and controlling the water treatment processes,

ensuring compliance with safety and quality standards, and mitigating risks associated with equipment failures.

Preparations and Timeline

Preparations for the replacement of the PLC/SCADA system have been underway since late 2023, with an acceptable project proposal (i.e., quotation) received in February 2024 from the Town's contracted service provider (Rocky View Utility Corp.)

This project was initially planned for inclusion in the 2025 Town Budget. However, due to the increasing frequency of hardware failures and the critical nature of this infrastructure, it is imperative to expedite this process and address the budgetary requirements now.

To that end, RVUC has agreed to 'front-end' the costs and labor associated with the work until such time as the grant funding has been formally approved, and the anticipated timeline for completion is approximately 4-8 weeks.

Financial Implication(s):

The total cost for the replacement of the PLC/SCADA system is estimated at \$66,340. This includes the procurement of new equipment, installation, reprogramming, and necessary training for our staff.

Funding will be provided through capital grants (CCBF) and is not expected to directly result in increased costs to customers or ratepayers.

Recommendation:

This investment is crucial to avoid further operational risks and potential costs associated with emergency repairs or system downtime.

As such, Administration recommends that Council approve the budget adjustment of \$66,340 for the immediate replacement of the PLC/SCADA system at the Water Treatment Plant. This proactive measure will ensure the reliability, safety, and efficiency of our water distribution operations.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Administration be directed to apply for capital grant funding to cover the anticipated project expenses.

Motion #2: **THAT** the 2024 Town Budget be adjusted to reflect the project revenues and expenses, as determined.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

No Attachments