



REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: August 12, 2024 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from July 15, 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: Recreation Update

Item I3: Public Works Update

Item I4: Enforcement Services Quarterly Report

J. COMMUNICATION / INFORMATION

Item J1: RCMP Quarterly Report

Item J2: Letter from Closer to Home

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

Item E1

Minutes from July 15, 2024 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: July 15, 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 7:03 pm.

C. AGENDA

(i) Item C1: Adopt Agenda

95:24 Moved by Deputy Mayor Sim to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

(i) None

E. MINUTES

(i) Item E1: Minutes of the Regular Meeting of Council for June 17, 2024

96:24 Moved by Councillor Fleming to accept the Minutes of the Regular Meeting of Council for June 17, 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

97:24 Moved by Deputy Mayor Sim that the Chief Administrative Officer Report be received for information.
CARRIED

- (ii) Item I2: Alberta Municipalities 2024 Convention and AGM

98:24 Moved by Councillor Schmaltz that Administration's Report be received for information.
CARRIED

- (iii) Item I3: Irricanarama – Council Participation and Invitations

99:24 Moved by Councillor Fleming that Council determine a list of invitees for Irricanarama on September 7, 2024.
CARRIED

100:24 Moved by Councillor Schmaltz that the Mayor be authorized to extend a formal invitation to invitees, on behalf of Council.
CARRIED

- (iv) Item I4: Budget Adjustment – Water Plant Equipment Replacement

101:24 Moved by Councillor Schmaltz that the 2024 Town Budget be adjusted to reflect the project revenues and expenses, as determined.
CARRIED

102:24 Moved by Councillor McAree that the 2024 Town Budget be adjusted to reflect the project revenues and expenses, as determined.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) None

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

103:24 Moved by Councillor Schmaltz to direct Administration to review the existing policy related to the rental of the Town's Portable Washroom and bring recommendations back to Council by December 30, 2024.
CARRIED

L. CLOSED SESSION

104:24 Moved by Mayor Bryson that Council go into Closed Session at 7:50 pm to discuss the following items:

Item L1: an updated Legal Item, as per Sections 24(1) and 27(1) of the Freedom of Information of Privacy Act; and

Item L2: Communication Protocols as per Section 24(1) of the Freedom of Information of Privacy Act; and

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

105:24 Moved by Councillor Fleming that Council reconvene to the public portion of the meeting at 8:31 pm.

106:24 Moved by Mayor Bryson that Administration's report be received as information.
CARRIED

M. ADJOURN

(i) Adjournment

107:24 Moved by Councillor McAree to adjourn the meeting at 8:32 pm.

Mayor Bryson

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: August 12, 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 July 12, 2024 to August 8, 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 July 12, 2024 to August 8, 2024.

Financial Activities

1. Following completion of a renewed funding agreement with the Federal Government, the Province has confirmed that the Town will receive a CCBF allocation of \$118,685 for 2024.

Under the previous agreement (and funding formula), the Town was allocated an average of \$74,000 (2021 – 2023) in base funding. CCBF, formerly the Canada Gas Tax Fund, is a broad-based capital grant program funded by the Federal Government and administered by the Province.

2. The Finance Officer is working with financial service provider(s) to develop a consistent investment strategy to take advantage of municipal cashflows. At various periods of the year, the municipality has upwards of \$1 million that can be safely invested in low-risk vehicles like high-interest savings or short-term GICs without impacting operations.

Administrative Activities

1. A lease agreement has been provided to the Irricana Curling Club to be the anchor tenant at the Irricana Recreation Centre. The agreement is expected to be executed shortly, well ahead of the 2024-2025 curling season.
2. Eastlink is undertaking upgrades to their network in Irricana, including backbone upgrades and service connections to approximately 30 homes. The work is funded by grants from the Federal and Provincial Governments, and is expected to be completed in September.
3. Preparations continue for utility bills to switch to a monthly schedule and in electronic format, starting in September 2024.

August 2024 utility bills will include a customer insert to remind/notify customers of the upcoming changes and provide background information. A similar insert was included with June 2024 Utility Bills.

Customer response remains entirely positive, however, registrations for electronic delivery have slowed significantly. To date, 264 account holders (of approximately 520) have registered for electronic billing.

4. The Town has signed a 3-year service agreement with Dixon Collections. The agreement with Dixon provides the Town with additional tools and resources for collecting unpaid debts, completing skip-tracing, and reporting to credit bureaus.
5. Property Tax Reminder Notices were issued to 103 Property Owners who have yet to pay their 2024 Property Taxes. Cumulatively, \$307,900 remains outstanding (including penalties) for 2024.
6. Full payment of taxes owing (~\$15,000) for Property Tax Roll 38200 has been received. With payment now received, the Tax Notification will be discharged from Title.
7. Implementation of the Tax Installment Payment Plan (TIPP) is nearing completion. A (draft) Bylaw is scheduled for Council in September for consideration and (draft) administrative forms/processes complete.

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

To: Mayor and Council
From: FCSS Director and People and Community Coordinator
Date: August 12, 2024
Purpose: **Provided for Information**
Subject: Recreation Update

Summary:

This report provides an overview of the highlights and areas of opportunity in the operation of the Irricana Recreation Center from May 1st, 2024, to July 31st, 2024.

Background and Discussion:

Planning to Implementation

On May 1st, 2024, the Town of Irricana took over operation of the Irricana Recreation Center from the Irricana Agricultural Society.

Throughout the months of May and June, staff worked collaboratively to focus on key elements that would enhance opportunities for local area residents to be able to participate in community rental opportunities, recreation, social, and leisure pursuits in their community.

Key elements that supported planning were:

- Low Cost/Low Risk programming- high value outputs
- Assessing available space for programs, rentals, and community use opportunities
- Low cost seasonal and drop-in recreation price points
- Implementation of drop-in recreation opportunities that supported all different demographics.
- Implementation of registered fitness and leisure programs following a cost recovery model
- Implementation of an online Facility Rental Software, which manages user booking requests, invoices, forms, insurance etc.
- Hiring of local youth to support drop-in programming and community engagement

- Reviewing and revamping facility rental procedures, documents, and forms
- Creation of facility rental brochures, marketing and advertising materials
- Utilizing a wide range of Town of Irricana staff strengths to support different elements of planning and implementation

On July 3, 2024, planning moved into the active implementation stage with programming started for both drop-in and registered based recreation and leisure opportunities.

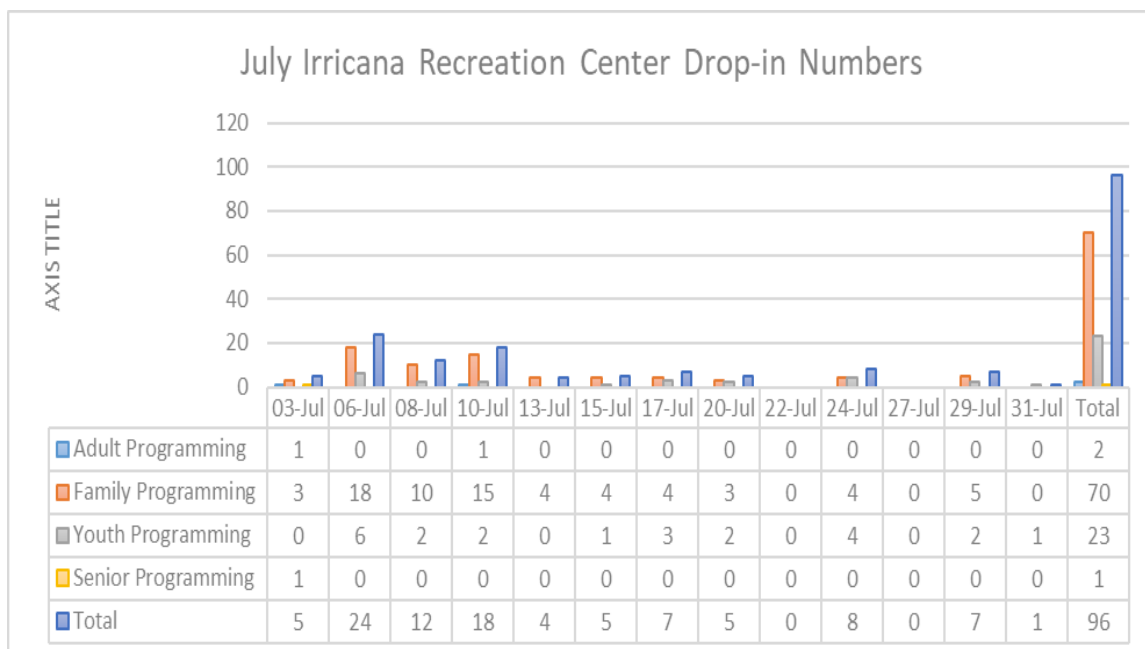
In mid-July, an online booking system (Communal) went live to manage facility rental requests, simplifying the rental process and reducing the administrative time needed to manage them. Customer feedback has been positive, with Communal noted to be very user friendly and easy to use.

Recreation and Leisure Programming

Highlights:

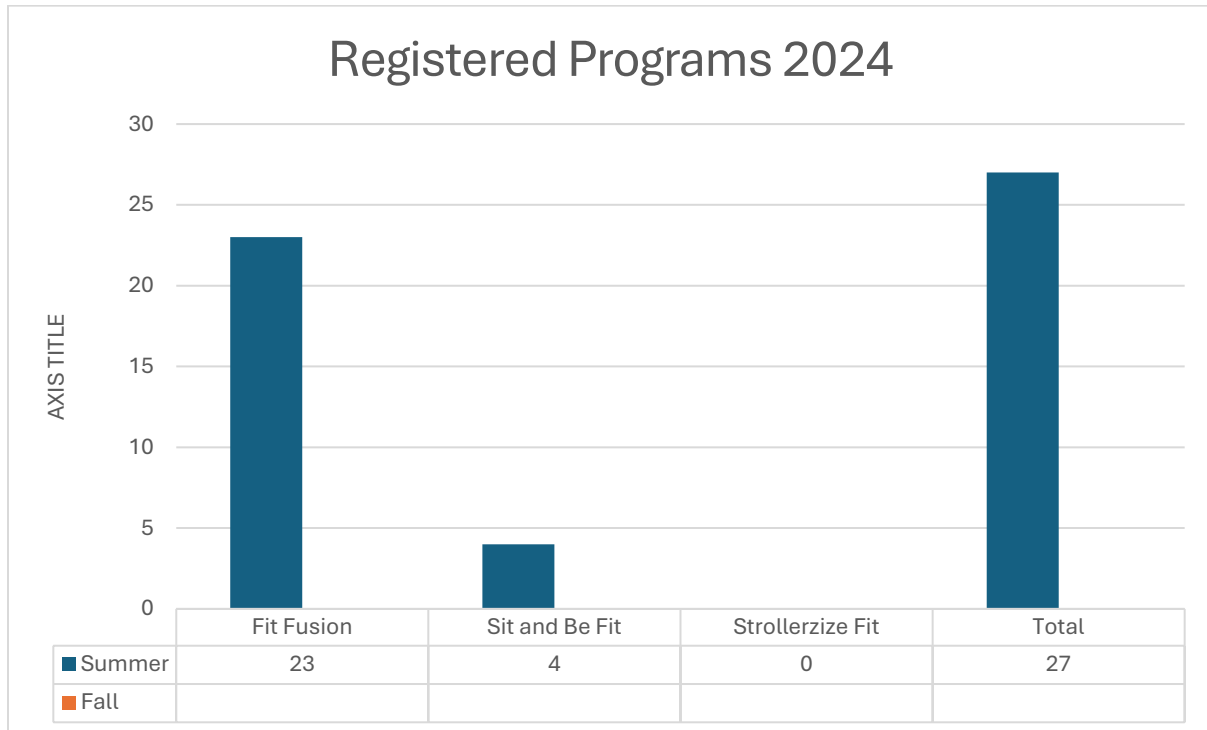
On July 6th, 2024, the Town of Irricana hosted an Open House at the Irricana Recreation Center to showcase to the community the different Leisure, Social and Recreation drop-in activities that would be available over the summer months. The event was a success with twenty-four people attending.

When programs and services are introduced at a community level sometimes it is difficult to gauge what the utilization will be and the interest level, we are happy to share that we saw ninety-six individuals participate in the drop-in programming throughout the month of July.



The introduction of registered fitness and leisure programs was an original add-on from the baselevel plan for the summer months. Programs were implemented based on a cost-recovery model, with minimum registration requirements set to ensure the programs delivered value for both registrants and the instructors.

Administration was pleasantly surprised to see a higher than expected interest level in these programs, especially over the summer months, with twenty-seven people registered.



Opportunities for Improvement / Growth:

1. Reach out to the community (drop-in users) to identify time frames and activities that might create more engagement (facilitate online poll at the end of the season).
2. Weekend time frames didn't consistently create very much participation, especially when the weather was good, or it fell on a long weekend.
3. Adult and senior drop-ins were not very successful however we will look at different program opportunities that will increase the level of participation.

Rentals

With the implementation of the online booking request software this has streamlined the process of:

- Viewing availability and requesting space online for Town of Irricana facilities (Irricana Lions Community Hall and Irricana Recreation Center)

- Immediate rental invoicing
- Communication between Renters and Administration
- Signing and viewing rental terms of conditions, cleaning expectations, and insurance requirements
- Minimize/eliminate rental duplication
- Central location for all facility rentals and internal based programming
- Easy to book process for Town Administration
- In system statistical reporting

As it relates to current state vs. future state for rental opportunities, Administration is focusing on advertising the available rental spaces, online booking request software and reaching out to local groups, interagency partners, and organizations to inform them about space availability.

For future state, we will be looking at different avenues to increase rental opportunities and ensure the Irricana Lions Community Hall and the Irricana Recreation Center are used at a capacity which supports the balance of community need, rental demand, and revenue generation.

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 Recreation Update Report be received for information.

Option #2:

As determined by Council.

Respectfully submitted,

"Brook Swanson"

FCSS Director and
Community and People
Coordinator

ATTACHMENTS:

No Attachments

To: Mayor and Council
From: Manager of Public Works
Date: August 12, 2024
Purpose: **Provided for Information**
Subject: Public Works Update

Summary:

This report from the Manager of Public Works provides a high-level summary of key Public Works activities from July 15, 2024, to August 12, 2024.

Background and Discussion:

The Manager of Public Works provides updates to Council, either directly or through the CAO, on key activities which may impact the community or Council decision-making, and this report emphasizes activities between July 15, 2024, to August 12, 2024.

Public Works Activities

1. Pest Control - The Town received its third and final Pest control treatment on July 31st from Greentech Environmental Services.

Success for reducing pest populations in targeted areas of Town requires consistency in a phased strategic plan. We observed a positive impact thus far, in year 2, of this initiative and adhering to this treatment plan. Although we will never fully eliminate the pest fully, we can expect to see continued success with staying the course next moving forward.

2. Traffic Data Collection – Traffic data collection equipment is currently set up in locations throughout Town and will continue into early Fall.

The data collected allows us the ability to make informed decisions on infrastructure maintenance planning, complaint resolution and enforcement support as well as public safety initiatives.

This process provides real time data to establish and set priorities, sequencing, justification for budget planning, preparation and reporting purposes. Data is

saved and filed for historical reference and to investigate changes in traffic volume, flow and vehicle classification.

3. Preparations for Winter Operations – Public works staff start preparations for Snow and Ice control in the month of August. Equipment maintenance and readiness are prioritized with the goal of being fully prepared for Winter Operations by the start of October.

Public Works implemented a new strategy and procedure for Snow Clearing and Removal in the latter part of winter. This procedural and methodology shift will continue into the coming season with an emphasis on fine tuning and training to ensure its success. The changes are aimed at achieving service level objectives efficiently while ensuring environmental compliance along with Public Safety are prioritized in the process.

Based on observations last season, current snow and ice operations require additional attention. Of note, current equipment, storage, materials, and material storage require improvement to ensure compliance with environmental and safety regulations.

A comprehensive report on snow and ice control procedures, including recommendations for improvement, will be shared with Council later in 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** Administration’s report be received for information.

Option #2:

As determined by Council.

Respectfully submitted,

"Greg Perrault"

Manager of Public Works

ATTACHMENTS:

No Attachments

To: Mayor and Council
From: Chief Administrative Officer
Date: August 12, 2024
Purpose: **Provided for Information**
Subject: Enforcement Services Update

Summary:

This report summarizes activities for the Tri-Community Peace Officer Program for the period of July 24, 2023 to September 30, 2023.

Background and Discussion:

The Town of Irricana delivers Enforcement Services (i.e., Bylaw, Traffic) through the Tri-Community Peace Officer Agreement, a cost-sharing partnership with Village of Beiseker and the Village of Acme.

As part of the underlying agreement, each partner is provided with a quarterly summary of activities. For the period of *April 1, 2024 to June 30, 2024*:

Irricana received 169 Peace Officer service hours during the reporting period. This meets the service level target of 16-hours per week (adjusted for vacation) and was augmented by 146 hours of administrative support.

Public Engagement

Public Contacts	40
Community Events	1
Agency Assist	4

Compliance

Complaints	35	<i>Community Standards Bylaw Most Common</i>
Warnings	10	
Reminder Notices	40	
Orders to Remedy	10	<i>~75% Initial Compliance Rate</i>
Municipal Tickets	7	<i>~82.5% Ultimate Compliance Rate</i>

Compliance

40 Reminder Notices were issued during the reporting period.

Reminder Notices are the preferred method of intervention, serving as an opportunity to educate the public on specific Bylaw components, and providing them with time to remedy issues without financial penalty.

Reminder Notices provide 3 weeks to address a non-compliance.

10 Orders to Remedy were issued during the reporting period.

An Order to Remedy is issued whenever a Reminder Notice has been ignored or is ineffective in resolving concerns. Unlike the more informal nature of a Reminder Notice, the Order to Remedy is an official demand to achieve compliance.

7 Municipal Tickets were issued during the reporting period.

Municipal Tickets are issued when an Order to Remedy has been ignored or is ineffective in achieving compliance.

As a general measure of effectiveness, an 'Initial Compliance Rate' is determined by comparing the number of Reminder Notices against the number of Orders to Remedy. For this reporting period, the Initial Compliance Rate is 75% (30/40).

A secondary measure of effectiveness, 'Ultimate Compliance Rate' is determined by comparing the number of Reminder Notices against the number of Municipal Tickets. For this reporting period, the Ultimate Compliance Rate is 82.5% (33/40).

Financial Implication(s):

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

Recommendation:

Administration recommends that the report be received for information.

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

Item J1

RCMP Quarterly Report

**Village of Irricana - Beiseker Detachment
Crime Statistics (Actual)
April to June: 2021 - 2024**

All categories contain "Attempted" and/or "Completed"

July 31, 2024

CATEGORY	Trend	2021	2022	2023	2024	% Change 2021 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	N/A	N/A	0.0
Sexual Assaults		1	0	0	0	-100%	N/A	-0.3
Other Sexual Offences		0	0	0	0	N/A	N/A	0.0
Assault		1	2	3	1	0%	-67%	0.1
Kidnapping/Hostage/Abduction		0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	2	0	0	-100%	N/A	-0.5
Uttering Threats		2	0	1	4	100%	300%	0.7
TOTAL PERSONS		5	4	4	5	0%	25%	0.0
Break & Enter		1	0	1	2	100%	100%	0.4
Theft of Motor Vehicle		1	3	1	0	-100%	-100%	-0.5
Theft Over \$5,000		0	0	1	0	N/A	-100%	0.1
Theft Under \$5,000		4	5	1	0	-100%	-100%	-1.6
Possn Stn Goods		0	0	0	0	N/A	N/A	0.0
Fraud		2	2	1	2	0%	100%	-0.1
Arson		0	0	0	1	N/A	N/A	0.3
Mischief - Damage To Property		5	1	3	0	-100%	-100%	-1.3
Mischief - Other		3	2	1	0	-100%	-100%	-1.0
TOTAL PROPERTY		16	13	9	5	-69%	-44%	-3.7
Offensive Weapons		0	0	0	0	N/A	N/A	0.0
Disturbing the peace		1	0	0	0	-100%	N/A	-0.3
Fail to Comply & Breaches		0	2	0	0	N/A	N/A	-0.2
OTHER CRIMINAL CODE		0	0	0	2	N/A	N/A	0.6
TOTAL OTHER CRIMINAL CODE		1	2	0	2	100%	N/A	0.1
TOTAL CRIMINAL CODE		22	19	13	12	-45%	-8%	-3.6

Village of Irricana - Beiseker Detachment
Crime Statistics (Actual)
April to June: 2021 - 2024

All categories contain "Attempted" and/or "Completed"

July 31, 2024

CATEGORY	Trend	2021	2022	2023	2024	% Change 2021 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	0	N/A	N/A	0.0
Cannabis Enforcement		0	0	0	0	N/A	N/A	0.0
Federal - General		1	0	0	0	-100%	N/A	-0.3
TOTAL FEDERAL		1	0	0	0	-100%	N/A	-0.3
Liquor Act		1	1	0	0	-100%	N/A	-0.4
Cannabis Act		0	0	0	0	N/A	N/A	0.0
Mental Health Act		5	5	3	6	20%	100%	0.1
Other Provincial Stats		8	3	4	3	-63%	-25%	-1.4
Total Provincial Stats		14	9	7	9	-36%	29%	-1.7
Municipal By-laws Traffic		1	0	0	0	-100%	N/A	-0.3
Municipal By-laws		8	1	1	1	-88%	0%	-2.1
Total Municipal		9	1	1	1	-89%	0%	-2.4
Fatals		0	0	0	0	N/A	N/A	0.0
Injury MVC		0	0	1	0	N/A	-100%	0.1
Property Damage MVC (Reportable)		3	0	1	1	-67%	0%	-0.5
Property Damage MVC (Non Reportable)		0	0	0	2	N/A	N/A	0.6
TOTAL MVC		3	0	2	3	0%	50%	0.2
Roadside Suspension - Alcohol (Prov)		1	0	0	0	-100%	N/A	-0.3
Roadside Suspension - Drugs (Prov)		0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		46	10	4	5	-89%	25%	-12.9
Other Traffic		0	0	0	0	N/A	N/A	0.0
Criminal Code Traffic		1	0	1	0	-100%	-100%	-0.2
Common Police Activities								
False Alarms		0	3	4	2	N/A	-50%	0.7
False/Abandoned 911 Call and 911 Act		0	1	1	0	N/A	-100%	0.0
Suspicious Person/Vehicle/Property		8	2	3	4	-50%	33%	-1.1
Persons Reported Missing		1	0	0	2	100%	N/A	0.3
Search Warrants		N/A	N/A	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		N/A	N/A	3	4	N/A	33%	1.0
Form 10 (MHA) (Reported)		N/A	N/A	0	0	N/A	N/A	0.0



August 1st, 2024

Inspector Lauren Weare
Officer in Charge
Airdrie/Beiseker, Alberta

Dear Mayor and Council,

Please find attached the quarterly Community Policing Report for the period from April 1st to June 30th, 2024. This report provides a detailed overview of human resources, financial data, and crime statistics for the Town of Irricana.

As we progress through summer, I would like to reflect on the 2023 wildfire season, which was one of the most devastating in Alberta's history. In preparation for the 2024 wildfire season, the Alberta RCMP has ensured that we are well-prepared to meet the needs of the communities we serve. This proactive approach involved early staffing of our Division Emergency Operations Center to facilitate the processing of information and the deployment of additional resources to communities under threat. Although the moderate weather in May and June resulted in fewer wildfires compared to 2023, we have observed an increase in wildfire activity towards the end of July. The Alberta RCMP remains vigilant and ready to respond as these wildfires continue to threaten our citizens and communities.

Additionally, the recently announced G7 meeting scheduled to take place in Kananaskis in 2025 will require significant coordination and effort. While the specific dates have yet to be released, planning is already underway. As more information becomes available regarding the event and the expectations for the Alberta RCMP, we will keep our communities informed.

Thank you for your ongoing support and engagement. I am always available to discuss your community-identified policing priorities and any ideas you may have to enhance our service delivery. As the Chief of Police for your community, please do not hesitate to contact me with any questions or concerns.

Lauren Weare

Inspector Lauren Weare (M.O.M.)
Officer in Charge
Airdrie/Beiseker Detachments



Item J2

Letter from Closer to Home



July 10, 2024

Town of Irricana
Attn: Brook Swanson
Box 100
222 2nd Street
Irricana, AB T3K 0K1

Dear Brook and Friends of the Town of Irricana,

Thank you so much for your fund disbursement of \$2,500.00 towards the Family Carnival event organized by our View Points program back in June of this year. With the support of community volunteers, the event was a resounding success with over 150 individuals coming together to participate, thanks to your generous support!

Thank you for journeying with us to uncover strength, hope and healing for families. With your help, we continue to meet our goal of better serving vulnerable families. As a community, we will grow stronger and more resilient, together.

You are so deeply appreciated!

Kind Regards,

A handwritten signature in blue ink, appearing to read "Karen Olivier".

Karen Olivier
Chief Executive Officer

Please visit our website for more stories about how you are helping children and families. If you would like to connect with us personally, please contact our Fund Development Department at (403) 543-0550. We would love to hear from you.