
Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: September 23, 2024 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

Item D1: Village of Acme – Aqua 7 Water Allocation

E. MINUTES

Item E1: Minutes from September 3, 2024 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Utility Penalties Bylaw Revision

Item I2: Chief Administrative Officer Report

J. COMMUNICATION / INFORMATION

Item J1: Marigold Library System – August Update

Item J2: RCMP – New Rural Integrated Sergeant

Item J3: Motion Tracker

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

Item E1

Minutes from September 3, 2024 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: September 03, 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 7:05 pm.

C. AGENDA

(i) Item C1: Adopt Agenda

115:24 Moved by Councillor Fleming to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

(i) Item D1: Council Strategic Plan * (Strategic Steps)
(**Heard in conjunction with Item I1*)
Presentation: 7:06 pm to 7:24 pm
Presenter left the meeting at 7:25 pm

116:24 Moved by Councillor Schmaltz that the Council Strategic Plan (2024-2028) be approved, as presented.
CARRIED

E. MINUTES

(i) Item E1: Minutes of the Regular Meeting of Council for August 12, 2024

117:24 Moved by Deputy Mayor Sim to accept the Minutes of the Regular Meeting of Council for August 12, 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: Council Strategic Plan (2024-2028)

Motion passed under Item D1: Presentations

- (ii) Item I2: Tax Installment Payment Plan (TIPP) Bylaw

118:24 Moved by Deputy Mayor Sim that the Tax Installment Payment Plan (Bylaw 007:2024) be read for a first time this 3rd day of September 2024.

CARRIED

119:24 Moved by Councillor McAree that the Tax Installment Payment Plan (Bylaw 007:2024) be read for a second time this 3rd day of September 2024.

CARRIED

120:24 Moved by Councillor Schmaltz that the Tax Installment Payment Plan (Bylaw 007:2024) be given unanimous consent for a third and final reading this 3rd day of September 2024.

CARRIED

121:24 Moved by Councillor Fleming that the Tax Installment Payment Plan (Bylaw 007:2024) be read for a third and final time this 3rd day of September 2024.

CARRIED

- (iii) Item I3: Intermunicipal Collaboration Framework with Rocky View County

122:24 Moved by Councillor McAree that the Intermunicipal Collaboration Agreement be approved in accordance with the recommendation provided.

CARRIED

- (iv) Item I4: Rescheduling of September 16, 2024 Regular Meeting

123:24 Moved by Councillor Fleming that the September 16, 2024 Regular Meeting of Council be rescheduled to September 23, 2024.
CARRIED

- (v) Item I5: Business Systems Update

124:24 Moved by Councillor Schmaltz that Administration's report be accepted for information.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) Item J1: Motion Tracker

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

L. CLOSED SESSION

125:24 Moved by Mayor Bryson that Council go into Closed Session at 8:04 pm to discuss the following:

- (i) Item L1: 2023 Audit Progress Update, closed as per Section 24(1) and 29(1) of the Freedom of Information and Protection of Privacy Act;
AND
- (ii) Item L2: Legal Update and Direction, closed as per Sections 24(1) and 27(1) of the Freedom of Information Act.

126:24 Moved by Councillor McAree that Council reconvene to the public portion of the meeting at 8:41 pm.

127:24 Moved by Councillor Fleming that Administration be directed to proceed as described.
CARRIED

M. ADJOURN

- (i) Adjournment

128:24 Moved by Councillor McAree to adjourn the meeting at 8:42 pm.
CARRIED

Mayor Bryson

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: September 23, 2024
Purpose: Request for Decision
Subject: Utility Penalties Bylaw Revision

Summary:

Seeking Council approval for amendments to the Utility Penalties Bylaw (Bylaw 005:2021) in order to facilitate the transition from bi-monthly utility billing to monthly utility billing.

Background and Discussion:

The Town is in the process of transitioning from bi-monthly to monthly utility billing to streamline operations, provide residents with more timely invoices, and allow for easier budgeting. As part of this transition, a review of the applicable utility-related bylaws was conducted.

Bylaw 008:2002 (Regulating Water and Sanitary Services) and Bylaw 003:2020 (Regulating Garbage and Recycling) were reviewed, with no amendments required to advance the current objectives.

However, Bylaw 005:2021 (Regulating Utility Penalties) includes multiple references to bi-monthly billing which could present compliance challenges as the Town moves forward. To ensure smooth implementation of the transition and continued compliance with local legislation, amendments to the Utility Penalties Bylaw are being proposed.

The proposed amendments to Bylaw 005:2021 are as follows:

1. Document Formatting: Update the formatting of the bylaw to align with current municipal standards for clarity and consistency.
2. Removal of Bi-Monthly Billing References: Eliminate all references to bi-monthly billing and reword relevant sections to generically refer to utility billing cycles without specifying a timeframe (e.g., "invoices issued").

3. Elimination of Redundant Definitions:

- a. Remove the definition of "Bi-Monthly Service Charge," as it will no longer be relevant.
- b. Remove the definition of "Director of Public Works," as it is not directly applicable to the administration of utility penalties and unnecessarily complicates the bylaw.

While a comprehensive review and rewrite of utility-related bylaws remains a long-term objective for the Town, these immediate amendments allow the municipality to move forward with its important initiative while maintaining compliance with existing bylaws.

In accordance with Section 63(4) of the Municipal Government Act, in submitting this report to Council, the Chief Administrative Officer is certifying that the proposed revised Bylaw has been prepared in accordance with the Act and may be given first (and subsequent) readings.

Financial Implication(s):

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

Recommendation:

That Council approves the proposed amendments to Bylaw 005:2021 as presented, to facilitate the transition to monthly utility billing.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the Utility Penalties Bylaw – Revised Bylaw (Bylaw 005:2021) be read for a first time this 23rd day of September, 2024.

AND

Motion #2: **THAT** the Utility Penalties Bylaw – Revised Bylaw (Bylaw 005:2021) be read for a second time this 23rd day of September, 2024.

AND

Motion #3: **THAT** unanimous consent be given for a third and final reading this 23rd day of September, 2024.

AND

Motion #4: **THAT** the Utility Penalties Bylaw – Revised Bylaw (Bylaw 005:2021) be read for a third and final time this 23rd day of September, 2024.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Utility Penalties Bylaw – Revised Bylaw (Bylaw 005:2021)

Item I1

Attachment 'A' – Utility Penalties Bylaw – Revised Bylaw (Bylaw 005:2021)

BYLAW 005:2021

A bylaw of the Town of Irricana, in the Province of Alberta, to provide for fees and penalties on Utility Accounts for the supply of utilities by the Town.

WHEREAS the Municipal Government Act, R.S.A. 2000, c. M-26 as amended, authorizes a municipality to pass a bylaw respecting public utilities and services provided by the municipality;

AND WHEREAS it is expedient that the Town enact a general public utility account bylaw respecting service fee charges to be collected for services rendered in connection with the supply of utilities by the Town and respecting penalties to be imposed in connection with unpaid public utility accounts;

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Town of Irricana, in the Province of Alberta, duly assembled, enacts as follows:

Title

1. This Bylaw may be cited as the “***Utilities Penalties Bylaw – Revised Bylaw***”

Definitions

2. In this Bylaw, the following definitions apply:
 - a. “**Application**” means a written request made by a Consumer to the Town after the construction and installation of a Service Connection line for the supply of water to a Premise, and a written or verbal request to establish a Utility Billing Account in that Consumer’s name;
 - b. “**Authorized Person**” means any employee of the Town authorized by the Town’s administration, or any such person appointed by the CAO;
 - c. “**Billing Period**” means the period for which the Town assesses its Utility Services.
 - d. “**c.c.**” or “**Service Curb Cock**” means a Shut-Off valve located on the Service Connection between the Water Main and the structure or improvement receiving water service, for the purpose of isolating the Utility Service from a parcel of land;
 - e. “**Chief Administrative Officer**” or “**CAO**” means the Chief Administrative Officer for the Town of Irricana or his/her designate;
 - f. “**Consumer**” means the registered owner, purchaser, occupant or other person in charge of the land or building to which water is being supplied by the Town, and in whose name a Utility Billing Account has been established. Consumer also

includes any Person who has entered into an agreement with the Town for Utility Services;

g. “**Council**” means the Council of the Town of Irricana;

h. “**Disconnect Tag**” means a tag hung on the door of a Premise notifying the registered owner that the Water Services will be shut - off or transferred to the associated Tax Roll Account, if full payment of the Outstanding Utility Bill is not received prior to the date stipulated in the Final Notice Letter.

i. “**Due Date**” means the date noted on the Utility Bill which payment is due by to avoid penalty

j. “**Extended Period of Time**” means the length of time a Consumer requests Water Services be Shut-Off, and which time is longer than fourteen (14) calendar days;

k. “**Final Notice Letter**” means the letter the Town sends to a Consumer whose Utility Bill remains unpaid as at the last business day of the month.

For Premises occupied by the registered owner:

i) That in the event any Outstanding Utility Bill is not paid by the date stipulated in the Final Notice Letter, the CAO is authorized to Shut-Off the Water Services to that Premise; and

ii) That any outstanding amount on the Outstanding Utility Bill may be collected in the same manner as municipal taxes, and in accordance with this Bylaw. If any outstanding amount is transferred to the tax roll.

For Premises occupied by a Person who is not the registered owner:

i) That in the event any Outstanding Utility Bill is not paid by the date stipulated in the Final Notice Letter, any outstanding amount on the Outstanding Utility Bill may be collected in the same manner as municipal taxes, and in accordance with this Bylaw.

l. “**Garbage Services**” means the collection and disposal of residential waste by the Town’s designated contractor pursuant to the Town’s responsibility to comply with the environmental, regulatory, public health and permit requirements and guidelines;

m. “**Meter**” means a water measuring device approved by the Town that meets the American Water Works Association standard for potable water meters, and includes the individual, and all other equipment and instruments supplied and used by the Town to calculate and register the amount of water consumed relative to the land and buildings the meter is designed to monitor;

- n. “**Meter Room**” means a self-contained unit that houses a Meter and metering equipment and/or equipment and accessories which enable the reading of water consumption without entering the building;
- o. “**Municipality**” means the municipality of the Town of Irricana;
- p. “**Outstanding Utility Bill**” means any Utility Bill, or portion thereof, that is unpaid after the Due Date;
- q. “**Person**” means a partnership, firm, body corporate, individual, entity or other legal representatives of person to whom the context applies according to law;
- r. “**Premise(s)**” means any land, building, or both, or any part thereof, either occupied or unoccupied;
- s. “**Recycle Services**” means the collection and disposal of recyclable waste by the Town’s designated contractor pursuant to the Town’s responsibility to comply with the environmental, regulatory, public health and permit requirements and guidelines;
- t. “**Sanitary Sewer Services**” means the Town’s system for the collection, transmission, treatment and disposal of wastewater;
- u. “**Service Connection**” means the portion of pipe used to supply water from the Water Main to a building, or other place, on a parcel of land for the purpose of providing water to the parcel, and includes the pipe running up to the building, located on or within the exterior walls of the building, and running from exterior walls to couplings, stop-cocks, Meters and any other apparatus placed inside the building by the Town;
- v. “**Service Point**” means the portion of the Water System that provides Water Services to the Premise, which includes the service saddle, standpipe, and service tap;
- w. “**Shut-Off**” means an interference with, or discontinuance of, the supply of water to a Premise;
- x. “**Street**” means a public thoroughfare within the Town and includes, where the context so allows, the sidewalk and boulevards, and all parts set aside for a public thoroughfare, as appears in the Land Titles Office;
- y. “**Town**” means the Town of Irricana;
- z. “**Turn-On**” or “**Turned-On**” means the turning on of the Water Services to a Premise after the Utility Service Application has been Approved, or for the purpose of restoring service on an existing Utility Billing Account;

aa. **“Utility Bill”** means the invoice which sets out a Consumer’s charges for a Consumer’s Utility Services, and which may include penalties and arrears, if applicable;

bb. **“Utility Billing Account”** means an account a Consumer sets up with the Town whereby a Consumer is charged maintenance charges and water usage for a stated period of time;

cc. **“Utility Service(s)”** means the water, sanitary sewer, storm, irrigation, garbage and recycle services provided by the Town;

dd. **“Utility Service Termination”** means a request made by a Consumer to discontinue a Utility Service being supplied by the Town;

ee. **“Violation Tag”** means a tag that is mailed to the Premise or hung on the door of the Premise notifying a Consumer that he/she is in violation of this Bylaw, and which requires the Consumer’s immediate attention;

ff. **“Violation Ticket”** means a ticket issued pursuant to Parts II and III of the Provincial Offences Procedure Act, R.S.A. 2000, c. P-34, as amended.

gg. **“Water Main”** means those pipes installed for the conveyance of water within the Town to which Service Connections may be connected;

hh. **“Water Services”** means the drinking water and wastewater services (including sewage treatment) to residential, commercial and industrial Premises provided by the Town;

ii. **“Water Supply System”** means the portion of the water supply delivery system that is between the c.c. and the Meter, including the c.c., water shut-off valve and Meter;

jj. **“Water System”** means the equipment, materials and property owned and operated by the Town for the provision of water to Consumers, and includes the Water Main and Service Connections, to and including the c.c., or if there is no c.c. then to the property line;

kk. **“Working Day”** means the normal working hours for the municipality.

Effect

3. Any property owner or owners requiring public utility services must make an application for those services at the Town of Irricana Municipal office and complete the utility application.
4. Applicants will be required to provide personal information for Town of Irricana purposes only. The information will be protected by Town of Irricana bylaws, policies and the Freedom of Information Act Privacy Protection.

5. The Application must be set up in the property owner's name(s) only.

The registered owner of a Premises may submit a Utilities Rental Agreement regarding Forwarded Utility Bills, as set forth in Schedule "F" hereto, to the Town to have the Utility Bill forwarded to the tenant or occupant of the Premises, with the original of the utility invoice sent to the property owner.

6. No utility account shall be set up for an occupant of a parcel of land who is not the registered owner, for the use of the water supply and distribution system, sanitary sewer collection and disposal system, or for the provision of waste disposal and recycle services upon the final passing of this bylaw.
7. Every person, firm or corporation being the registered owner on the Certificate of Title of a rental property, for which service is provided, shall be solely responsible for any utility charges to the property.

Utility Contract and Billing

8. A Deposit of **\$250.00** shall be paid by the Applicant to the Town of Irricana for utility services and will be held for a period of one year, to be refunded with no interest, providing the utility account is current.
9. Utility bills will be sent to all Consumers at a frequency determined by the Town.
10. A charge shall be made for the use of water supply and distribution system, sanitary sewage collection and disposal system, and for the provision of waste and recycle disposal services, pursuant to the Master Rates Bylaw, as amended from time to time.
11. The charges hereby imposed shall be payable by the property owner on or before the date which will be set out on the utility invoice mailed or delivered to the property owner each billing period.
12. If a property owner is in default of payment of the said rates after the date named, the Town shall have the right to disconnect water supply to said property or shall have the right to enforce payment of the said rates by transfer of the municipal services to the owner's tax account.
13. If any amount on the billed charges remains unpaid after the stated due date, a penalty will be added to all outstanding charges.

Penalties

14. Invoices shall be due on the last day of the month in which the billing is issued. If paying by mail, telephone banking, internet banking, or at a specified banking facility, allow ten (10) working days for payment to be processed.

15. In the event that the charges remain unpaid after the date on which the bill was due and payable, there shall be added thereto by way of a penalty, an amount which shall be **2%** of the then unpaid utility/service bill. The said penalty shall be added to and shall form part of the unpaid utility bill.

Failure to receive a Utility Bill, either by mail (paper copy) or by e-mail cannot be accepted as a reason for non-payment or exemption of a late penalty and does not absolve the Consumer of the obligation to make inquiries of the Town as to amounts that may be outstanding to pay the Utility Bill.

16. When any form of payment, tendered for payment of any of the fees, rates or charges referred to or imposed by this Bylaw, is dishonored for any reason, there shall be imposed an additional charge in the amount determined by the Rates and Fees Bylaw, as amended or any bylaw substituted therefore.
17. All payments on Utility Bills shall firstly be applied to any arrears outstanding, and any balance thereafter shall be applied to the current Utility Bill.
18. If a utility account is not paid by the due date stated on the utility billing invoice, the Town Authorized individual is authorized and empowered to do the following:
 - a. Within 7 days after due date, a Reminder to Remit Letter is issued;
 - b. Within 14 days after due date, a Second Notice is issued;
 - c. Within 30 days after due date, a Final Notice is issued, stating that utility services may be transferred to the tax roll and a service charge may apply.
19. In the event full payment of the Outstanding Utility Bill is not received by the deadline set by the Town in its Final Notice Letter, and in the event the Consumer made arrangements with the Town for payment of the Outstanding Utility Bill and subsequently defaults on said payments, the balance of the arrears and penalties will be transferred to the property tax roll account without further notice.

If any outstanding amount is transferred to the tax roll, a charge will be applicable without further notice, in accordance with Rates and Fees Bylaw. The amount transferred to the property tax roll account shall be an amount owing to the Town and is subject to collections under the tax recovery process.

20. Once the Town technician arrives at the Premises, notwithstanding that payment arrangements may have been made, there will be a charge, in accordance with the Town's Rates and Fees Bylaw, as amended, or any bylaw substituted therefore, for the Town technician's services to Shut-Off the water, even if the Water Services are not required to be Shut-Off.

In the event Water Services are Shut-Off for non-payment, a reconnection fee in accordance with the Rates and Fees Bylaw, as amended, or any bylaw

substituted therefore, shall be charged and shall be payable in advance of services being Turned-On.

21. On notification that a Premises has been sold, the Town may elect to transfer the amount of the final Utility Bill, as at possession date, to the tax roll.

Termination of Services

22. Termination of services will be accepted from the owner of a property and must be in writing, providing forwarding address and contact information for final utility billing.
23. Upon written notification by the property owner that a property has been sold, a consumption read will be conducted by the Town on the final day of possession of the premises.
24. Final Utility Billings will be issued within 7 days from the date of the final consumption read and sent by either mail or e-mail.

Severability

25. 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.

Effective Date

26. Bylaw 005:2021, being the Utility Penalties Bylaw – Revised Bylaw, is passed when it receives third reading and is signed pursuant to the Municipal Government Act.

READ A FIRST TIME this 23 day of September 2024.

READ A SECOND TIME this 23 day of September 2024.

UNANIMOUS CONSENT for THIRD READING given this 23 day of September 2024.

READ A THIRD TIME this 23 day of September 2024.

Julie Sim
Deputy Mayor

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: September 23, 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 August 9, 2024 to September 19, 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 August 9, 2024 to September 19, 2024.

Key Meetings & Discussions

1. Participated in Intermunicipal Meeting (Acme, Beisker, Linden) to hear from the Town of Sundre and their ongoing Wastewater Treatment Pilot Project. Elected Officials from each municipality were present to hear about the technology, the project, and the anticipated future outcomes.
2. Met with Maxine Creasser to finalize a lease agreement between the Town and the Irricana Curling Club for the Irricana Recreation Centre. The agreement is now in place and preparations for the 2024-2025 curling season is underway.

Financial Activities

1. 2023 Financial Audit continues, with field staff (Scase & Partner) onsite, periodically, since mid-August. The Audit Report is anticipated to be provided at the next Regular Meeting of Council.
2. The Town has engaged ADP Canada to provide payroll services, with service to begin in October 2024. ADP provides a suite of tools to simplify timesheets and approvals, manage remittances, and provide tax documents.

Third-party costs are comparable to existing labour-costs being incurred, but frees-up administrative staff to pursue other value-producing objectives.

3. CIBC has resolved an issue which impacted (three) residents and their ability to remit payment to the Town.
4. The Town has contacted MP Shields for assistance with the Canada Revenue Agency to regain access to the CRA's online systems. Despite numerous attempts over an extended period of time, the Town has not been able to navigate CRA bureaucracy and resolve a straightforward issue.

Administrative Activities

1. Per Council direction, the Town of Irricana donated \$500 to the Colin Hough Memorial Fund. Collectively, the fund has raised ~\$94,000 for the family following Mr. Hough's tragic death in August.
2. The switch to monthly (electronic) billing is complete, and the first 'monthly' utility bills will be issued at the end of September 2024.

306 customers (of approximately 520) have registered for electronic billing. While this is lower than anticipated, Administration anticipates a significant increase in registrations following the introduction of a \$5.00 paper fee with September bills.

3. Office phone system replacement is progressing. Hardware has been received and scheduling for installation and programming is underway. The anticipated 'Go Live' date is October 1, 2024 (Subject to install availability).
4. R&R Symphony (aka Muniware replacement) preparations continue. The test environment (Sandbox) has been prepared and testing will be completed through the balance of September.
5. The Fall 2024 Work Plan has been prepared and was discussed at the September 4, 2024 Committee of the Whole meeting. The Work Plan identifies 14 initiatives being emphasized for the balance of 2024, including the 2025 Town Budget, Collective Bargaining with CUPE L37, and the completion of two Business System upgrades.
6. The Town is working to address a squatting encampment on municipal lands, directly adjacent to Highway 9. An Order to Remedy has been issued and arrangements are being made to clear the encampment if the Order is not complied with.

Public Works

1. Repairs were completed to address a substantial, long-term leak in the water distribution system. The repair was ultimately straightforward but the leak itself, located near the south-end of Madison Drive, required several weeks to

locate and required outside assistance. The leak is estimated to have cost approximately \$25,000 in water loss and \$10,000 for the repair.

2. The annual wastewater lagoon discharge has been completed. The 2024 program exceeded expectations and a final report from RVUC is expected in late-September to confirm discharged volumes and resulting lagoon capacity.
3. Road Markings (i.e., Line painting) was completed in early September, with a specific focus on intersections (e.g., Crosswalks, stop bars).
4. Sidewalk maintenance was conducted through August and September, including an assessment of municipal sidewalks (e.g., Damaged panels, sunken panels, trip hazards) and repairs to a number of located in the NE quadrant of Town. Remaining locations will be completed through the 2025 program (Spring/Summer).
5. Public Works is seeing an increase in requests for laneway (alleyway) maintenance. While Administration has already committed to developing a laneway maintenance policy to guide activities, there are no current standards or funds allocated to repair laneways.
6. Traffic counts continue; Following the collection of traffic data and key intersections, Public Works is now focused on collecting speed data on key roadways.
7. The Irricana Spray Park closed for the season on September 9, 2024. Winterization will be completed in early October, coinciding with winterization work at the Founders Park Campground.
8. Annual fire-safety inspections have been conducted for Town Facilities. While the official reports remain pending, no items or concern were identified during the inspections.
9. Testing and servicing of the Emergency Generators (Community Hall, Water Plant) has been scheduled. The third-party inspections are supported by routine periodic inspections completed by Public Works staff.
10. Boiler servicing is being arranged for the Community Hall. The existing boiler system has been problematic over the past two winters.

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

Item E1

Minutes from September 3, 2024 Regular Meeting of Council

Notes to Council

August 24, 2024 Board Meeting Highlights

Welcome

Marigold Board welcomed the recently appointed representative from the Town of Cochrane, Charles (Chuck) Love.



Charles (Chuck) Love tours Marigold with CEO Lynne Price, July 24, 2024

Financial Statements

Unaudited financial statements to July 31, 2024 were accepted as presented.

Budget Estimates for 2025

CEO Lynne Price presented the 2025 budget estimates. These estimates are provided to member municipal councils every September, as required by the Marigold Agreement.

Policy Approval & Decision

Policies reviewed & approved:

- Integration of Members into Marigold Policy
- Library Service Points—Personnel Policy
- Library Service Points—Grievance Appeal Process Policy
- Library Service Points—Workplace Harassment Prevention Policy
- Library Service Points—Workplace Violence Prevention Policy

Population Date for Levy Rates

Marigold Board moved to apply the Municipal Affairs population from April 1 of the year preceding the fiscal year when levy invoices are issued for municipalities and library boards.



Upcoming Board Meetings:

Saturday, November 23, 2024 9:30 AM
TEAMS Virtual Meeting

Saturday, January 25, 2025 9:30 AM
TEAMS Virtual Meeting

Questions?

Contact CEO Lynne Price
lynne@marigold.ab.ca

Marigold Library System

B 1000 Pine Street, Strathmore Alberta, T1P 1C1
1-855-934-5334 | marigold.ab.ca

Notes to Council—August 24, 2024



Meet the Staff: Savannah Sillito

The Board heard a presentation from Digital Experience Consultant, Savannah Sillito. Savannah delivers library staff technology training, develops training materials, updates the Marigold and member library websites, serves on Marigold and TRAC Committees. She also supervises the Kits & Games collection and Marigold's summer programs.

Summer Reading Program 2024

Summer Program Assistant Emily Manderville delivered updates from this summer's program. 41 programs were held at 21 Marigold libraries. 409 children participated, representing an increase of 72 over 2023. Programs included Ozobots, a fossil dig, a story book activity, and more.

Emily also administered the virtual Teen Summer Reading challenge, an HQ staff activity, and the Marigold Programs Website.

October is Canadian Library Month

Canadian Library Month provides an opportunity to raise awareness of the valuable role libraries play in the lives of Canadians. This year, the theme for Canadian Library Month is "*Libraries for Life.*" To help libraries promote the event, digital resources like website banners, posters, and social media templates are available on the Ontario Library Association website, accessola.com.



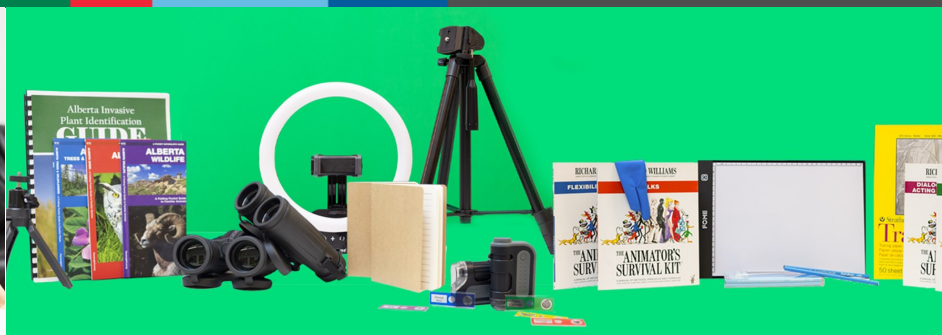
CEO & COO Updates

COO L. Taylor shared eResource news including the addition of All Access Comics to OverDrive/Libby, HQ staff updates, the Canadian Urban Library Council's *Safety & Security Toolkit*, and a new fundraiser at the Airdrie Public Library called *Your Story Goes Here*.

CEO L. Price provided updates on the Indigenous Grant and the return of Minecraft for member libraries. She also shared news from TAL and TRAC, including her recent election as TRAC Chair, and progress on the implementation of a new Discovery Layer for the library catalogue.



Marigold Summer Reading Program 2024



New Kits & Games Additions 2024

Item J2

RCMP – New Rural Integrated Sergeant

Doug Hafichuk

From: Weare, Lauren (RCMP/GRC) <Lauren.Weare@rcmp-grc.gc.ca>

Sent:

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(RCMP/GRC)

Subject: Integrated Rural Sergeant

Good Afternoon, I am pleased to announce that Sergeant Ian Patey has been identified for the Rural Sergeant position. Ian has 20 years service and has experience in various areas including general duty policing, Customs and Excise, and Federal Policing.

Ian will formally join the Integrated Rural Team on October 25th however, he can make himself available if required. Where possible, either myself, Cpl. Ryan Meko or Cpl. P.J. Bodo may pop in with Ian for a brief introduction.

Please continue to reach out to either myself, PJ or Ryan as needed.

Thank you,

Lauren

Item J3

Motion Tracker for September 23, 2024

Motion Tracker

Motion #	Description	Action Required	Motion Date	Public / In Camera	Due Date	Status	Comments	Last Update
012:23	Assessment of Town Committees	to direct Administration to complete a review of Town Committees and report back to Council in April 2023	23-Jan-23	Public	03-Apr-23	On Hold	No recent activity.	28-Aug-24
024:23	OneConnect Waste to Energy	that Administration be directed to conduct a feasibility study on the use of Waste-to-Energy, including applying for and managing available grants and report back to Council upon completion.	06-Feb-23	Public		On Hold	Grant funding application rejected by FCM on criterion basis. Alternative path forward being developed.	28-Aug-24
101:24	Budget Adjustment:	(Water Plant Equipment Replacement) that the 2024 Town Budget be adjusted to reflect the project revenues and expenses, as determined.	15-Jul-24	Public		In Progress	Grant application in progress. Submission in August 2024.	28-Aug-24
103:24	Policy Review	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.	15-Jul-24	Public	30-Dec-24	Not Yet Started	Expected to coincide with 2025 budget/business planning	28-Aug-24
104:23	Minimum Tax	to direct Administration to investigate the feasibility of eliminating the policy of minimum tax and report back to Council	15-Jun-23	Public		In Progress	Background work largely complete; Report to be drafted and presented to Council.	28-Aug-24
152:23	Intermunicipal Collaboration Meetings	that Administration be directed to explore Intermunicipal Collaboration Meetings with the Village of Beiseker and the Village of Acme, and report back to Council with proposed details.	02-Oct-23	Public		Complete	To be raised during CAO Meetings on Oct 7, 2024.	20-Sep-24
165:23	Rental of Town Signs	that Administration prepare a report for Council detailing options related to the rental of Town signs.	16-Oct-23	Public		On Hold	Originally deferred until Strategic Plan completed; Ready to revisit.	28-Aug-24