

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: October 21, 2024 **Time:** 7:15PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

E. MINUTES

Item E1: Minutes from October 7, 2024 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Enforcement Services Update

Item I2: Chief Administrative Officer Report

J. COMMUNICATION / INFORMATION

Item J1: Motion Tracker

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

Item E1

Meeting Minutes from October 7, 2024 Regular Meeting

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: October 07, 2024 Time: 7:00PM

A. ATTENDANCE

Mayor: Jim Bryson
Deputy Mayor: Julie Sim
Councillors: Kim Schmaltz, Lisa McAree
Nathanial Fleming (Absent with Notice)
CAO: Doug Hafichuk
Staff: Patricia Malthouse

B. CALL TO ORDER

The meeting was called to order by Mayor Bryson at 7:00 pm.

C. AGENDA

- (i) Item C1: Adopt Agenda
138:24 Moved by Deputy Mayor Sim to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

- (i) Item D1: STARS Air Ambulance (Jackie Seely, Municipal Relations)
Presentation: 7:00 pm to 7:22 pm
Presenter left the meeting at 7:23 pm

E. MINUTES

- (i) Item E1: Minutes of the Regular Meeting of Council for September 23, 2024

139:24 Moved by Councillor Schmaltz to accept the Minutes of the Regular Meeting of Council for September 23, 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 Policy C02-2024 Winter Maintenance

Councillor Schmaltz requested a short recess
Mayor Bryson called for a recess at 7:35 pm
Councillor McAree left the meeting at 7:35 pm
Mayor Bryson reconvened the meeting at 7:39 pm

140:24 Moved by Councillor Schmaltz that Policy C002-2024 be approved, as provided.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) Item J1: Motion Tracker

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

L. CLOSED SESSION

141:24 Moved by Mayor Bryson that Council go into Closed Session at 7:50 pm to discuss the following:

- (i) Item L1: Personnel Evaluation, Closed per Sections 17(4)(f) and 19(2) of the Freedom of Information and Protection of Privacy Act;
AND
- (ii) Item L2: 2023 Audit Update, Closed per Sections 24(1) and 29(1) of the Freedom of Information and Protection of Privacy Act.

142:24 Moved by Mayor Bryson to reconvene to the public portion of the meeting at 9:13 pm.

M. ADJOURN

- (i) Adjournment

143:24 Moved by Deputy Mayor Sim to adjourn the meeting at 9:13 pm.
CARRIED

Mayor Bryson

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: October 21, 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 1, 2024 to September 30, 2024.

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 *July 1, 2024 to September 30, 2024*:

Irricana received 187 Peace Officer service hours during the reporting period. This generally aligns the service level expectations 16-hours per week and was augmented by 123 hours of administrative support.

Public Engagement

Public Contacts	87
Community Events	5
Agency Assist	0

Compliance

Complaints	38	<i>Traffic, Community Standards, Animal Control</i>
Warnings	5	
Reminder Notices	10	
Orders to Remedy	5	~50% Initial Compliance Rate**
Municipal Tickets	7	~30% Ultimate Compliance Rate**

***See comments on Page 2*

Compliance

10 *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.

5 *Orders to Remedy* were issued during the reporting period.

An Order to Remedy is typically issued whenever a Reminder Notice has been ignored or is ineffective in resolving concerns, although an OTR does not necessarily have to follow a Reminder Notice. 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 typically 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 50% (5/10).

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 30% (3/10).

It is noteworthy that the quarterly Compliance Rates are *significantly* lower than typical; While overall compliance remains high, the complexity of files being handled by Enforcement Services and the way they are pursued (e.g., Forgoing Reminder Notices and moving directly to OTRs or Tickets) skews the metrics that are currently in use. Administration is evaluating options to adjust reporting in a way that better aligns with what is actually happening on the ground.

In furtherance of embedding the Community Peace Officer into the community, Enforcement Services conducted three 'Child Carseat Clinics' during the summer, and participated in Irricanarama and (multiple) Pioneer Acres events.

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

To: Mayor and Council
From: Chief Administrative Officer
Date: October 21, 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 September 20, 2024 to October 15, 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 September 20, 2024 to October 15, 2024

Key Meetings & Discussions

1. Participated in a preliminary Emergency Management discussion with Beiseker and the Province to explore collaboration and cost-sharing initiatives focused on improving local emergency management capabilities (within the context of the existing Regional Emergency Management Plan with Rocky View County).
2. Met the Irricana Lions Club (Jim den Beste) to discuss the Club's ongoing construction of a gazebo at Lions Centennial Park. Work has begun and is expected to be completed in 2024.
3. Met with the Irricana Library (Dawn Mosondz & Bob Anderson) to discuss the Library's 2024 activities and schedule the annual presentation to Council. In benefit to both parties, funding will transition from quarterly payments in 2024 to a lump-sum model in 2026.

Financial Activities

1. Transitioning payroll services to ADP Canada is near completion. Rollout to staff (e.g., Electronic timesheets) will begin shortly and the first payroll with ADP is expected for either October 25, 2024 or November 8, 2024.

2. The Town has provided MP Shields (the Office of) with the formal permissions / documents required to assist in the Town's ongoing struggles with the Canada Revenue Agency. While Parliamentarians cannot specifically expedite action or outcomes, they can advocate and assist in navigating CRA bureaucracy.
3. Assembly of the 2025 Town Budget is underway, with 'major expense reviews' and 'special initiatives' being prioritized in preparation for a potential Council Workshop in November. Administration is on-pace for the interim budget to be presented at the December 2, 2024 Regular Meeting, as described in the Fall Workplan.
4. Insurance renewal is underway; Administration has completed a pre-renewal questionnaire and staff is undertaking a deep-dive into current coverages and deductibles. To help address escalating premium costs (~\$76,000 in 2024), the review is emphasizing adequate coverage against *impactful* losses versus general losses.

Administrative Activities

1. The Town successfully switched to monthly (electronic) billing, with the first 'monthly' utility bills issued at the end of September 2024. The change has been largely well received with far fewer post-implementation inquiries than anticipated, with four customers reaching out for additional information.
2. Office phone system replacement will 'Go Live' on Tuesday, October 24, 2024. Hardware has been received and on-site installation and programming is on Monday, October 23, 2024. While no issues are anticipated, external messaging has been prepared to inform residents that service *may* be briefly impacted during the changeover.
3. R&R Symphony (aka Muniware replacement) testing is nearing completion. Results have been favorable and Administration will be working with R&R on an implementation plan to have Symphony in place no later than January 1, 2025.
4. The Town will participate in a 'Gas Aggregation' procurement through Alberta Municipalities. The objective is to leverage pooled purchasing power to secure favorable, consistent gas rates through 2027.
5. The Town has provided CUPE Local 37 with recommended dates to exchange bargaining proposals and negotiate a new collective agreement. A new collective agreement is anticipated to be in place prior to presentation of the 2025 Town Budget in December.
6. Irricana participated in an in-depth wage survey (Conducted by Y-Station on behalf of Alberta Municipalities) in mid-2024 and, in exchange, has received a copy of the completed report. While an in-depth review of the report remains pending, staff wages appear to generally fall within the mid-point of our peers.

Public Works

1. Public Works is preparing to implement the Policy C002-2024 Winter Maintenance, as approved by Council at the October 7, 2024 Regular Meeting.
2. As part of the broader 'telecom' initiative, internet service has installed at the Community Hall and Recreation Centre, with existing service updated at the Water Plant. The changes ensure that core community facilities have reliable internet access, which can be used for a variety of operational purposes.
3. Boiler servicing has been completed at the Community Hall. The boiler system is functioning and is ready for winter, however it was noted that the pressure relief tank is undersized and should be reassessed in the future.
4. Summer-to-Winter transition is underway; The Irricana Spray Park and Founders Park Campground are winterized, and key equipment (e.g., Wille) have been serviced in lead up to winter.
5. Public Works made a concerted effort through summer-2024 to clean and organize the Public Works shop, yard, and outbuildings. In doing so, various hazards were identified and mitigated, new workspaces made available, and underutilized assets identified.

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