
Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: December 2, 2024 **Time:** 7:00PM

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

Item D1: Irricana & District Agricultural Society

E. MINUTES

Item E1: Minutes from November 4, 2024 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

Item G1: Community Futures Wild Rose (Councillor Sim) *(w/ Item J1)*

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: 2025 Council & Committee Meeting Schedule

Item I2: Utility Costs and Federal Carbon Tax

Item I3: Private Use of Public Resources *(Response to Motions 165:23 & 103:24)*

Item I4: 2025 Master Rates Bylaw (Bylaw 008:2024)

Item I5: Chief Administrative Officer Report

J. COMMUNICATION / INFORMATION

Item J1: 2025 Community Futures Campaign *(w/ Item G1)*

Item J2: Joint Municipal Policing Committees

Item J3: Marigold Library Update

Item J4: Motion Tracker

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: Briefing on Servicing and Contracting Strategy, Closed per Sections 24(1) and 25(1) of the Freedom of Information and Protection of Privacy Act.

M. ADJOURN

Item D1

Attachment 'A' – Breakdown of Revenues & Expenses for 2024 Season

Irricana and District Agricultural Society October 2023 to Sept 2024 Campground Breakdown

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sep.	Season Total
Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 548.81	\$ 3,817.38	\$ 7,190.53	\$ 12,046.66	\$ 18,353.40	\$ 18,119.13	\$ 11,083.43	\$ 71,159.34
Expenses													
Adver. (Website/Booking)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104.32	\$ 392.37	\$ 580.90	\$ 954.53	\$ 1,215.65	\$ 948.20	\$ 542.26	\$ 4,738.23
Ball Diamonds- Porta Potties	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 567.00	\$ 430.50	\$ 430.50	\$ 430.50	\$ 430.50	\$ -	\$ 2,289.00
Credit Card Charges	\$ 178.48	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.32	\$ 47.28	\$ 27.25	\$ 301.99	\$ 424.86	\$ 549.18	\$ 450.18	\$ 2,104.54
Firewood	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ 400.00	\$ 200.00	\$ 100.00	\$ 900.00
Fuel- Mower/Trimmer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34.29	\$ 206.44	\$ 434.49	\$ 32.38	\$ -	\$ 47.62	\$ 755.22
Mower/Trimmer Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 880.65	\$ 672.29	\$ -	\$ -	\$ -	\$ 1,552.94
Ice	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124.80	\$ -	\$ 124.80	\$ 124.80	\$ 374.40
Internet	\$ 178.33	\$ 35.00	\$ -	\$ -	\$ -	\$ -	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 1,053.33
Janitorial Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 812.94	\$ -	\$ 170.87	\$ -	\$ -	\$ 983.81
Repair & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,454.85	\$ 250.43	\$ 380.63	\$ -	\$ 183.26	\$ 2,269.17
Utilities-Garbage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 324.34	\$ 324.34	\$ 324.34	\$ 324.34	\$ 324.34	\$ 1,621.70
Utilities - Gas	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 218.29	\$ 170.57	\$ 132.55	\$ 89.65	\$ 97.77	\$ 708.83
Utilities - Power	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 721.39	\$ 992.34	\$ 1,890.84	\$ 1,550.92	\$ 1,517.52	\$ 6,673.01
Utilities - Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,529.30	\$ 5,529.30
Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,276.00	\$ 5,497.92	\$ 5,993.00	\$ 5,245.44	\$ 2,000.00	\$ 22,012.36
Total Expenses	\$ 356.81	\$ 60.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 129.64	\$ 1,180.94	\$ 9,273.55	\$ 10,294.20	\$ 11,535.62	\$ 9,603.03	\$ 11,057.05	\$ 53,565.84
Total Net Profit for 2024													
Net Profit/Loss	-\$ 356.81	-\$ 60.00	-\$ 25.00	-\$ 25.00	-\$ 25.00	\$ 419.17	\$ 2,636.44	-\$ 2,083.02	\$ 1,752.46	\$ 6,817.78	\$ 8,516.10	\$ 26.38	\$ 17,593.50
Capital expenses paid for by Ag Society													\$ 26,615.05
Net Loss													-\$ 9,021.55
Capital Expenses													
Washroom Repairs	\$ 6,427.44											Profit / Loss Split	-\$ 9,021.55
Campground Site Repairs	\$ 1,503.00											Ag Society (70%)	-\$ 6,315.09
Buildings- Gutters	\$ 1,989.00											Town of Irricana (30%)	-\$ 2,706.47
Ball Diamonds - Shale	\$ 4,504.68												-\$ 9,021.55
Tree Services	\$ 11,500.00												
Gravel	\$ 690.93												
	\$ 26,615.05												

Item E1

Minutes from November 4, 2024 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: November 4, 2024 Time: 7:00PM

A. **ATTENDANCE**

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

B. **CALL TO ORDER**

The meeting was called to order by Mayor Bryson at 7:01 pm.

C. **AGENDA**

- (i) Item C1: Adopt Agenda
152:24 Moved by Deputy Mayor McAree to adopt the Agenda, as presented.
CARRIED

D. **PRESENTATIONS**

- (i) Item D1: Irricana & Rural Library Board (*Dawn Mosondz*)

The Library Board provided an overview of 2024 activities, future initiatives, and projected financials through 2027.

E. **MINUTES**

- (i) Item E1: Minutes of the Organizational Meeting for October 21, 2024

153:24 Moved by Councillor Schmaltz to accept the Minutes of the Organizational Meeting for October 21, 2024, as presented.
CARRIED

- (ii) Item E2: Minutes of the Regular Meeting of Council for October 21, 2024

154:24 Moved by Deputy Mayor McAree to accept the Minutes of the Regular Meeting of Council for October 21, 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: Irricana & Rural Library Board – Board Appointments

155:24 Moved by Deputy Mayor McAree that Bob Anderson be appointed to the Board for a two-year term.
CARRIED

156:24 Moved by Councillor Schmaltz that Shannon Simmons be appointed to the Board for a one-year term.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) Item J1: Motion Tracker

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

L. CLOSED SESSION

- (i) None

M. ADJOURN

- (i) Adjournment

157:24 Moved by Councillor Sim to adjourn the meeting at 7:32 pm.
CARRIED

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

Item G1

Committee Report – Community Futures Wild Rose

Community Futures Wildrose Meeting

New Loans

- Since 1989 the CF office has done loans up to \$150,000. They are now expanding this to \$300,000 with a standard prime plus 2 percentage rate.
- Loan Guarantees. CFWR will secure the guarantee with standard security, plus a tri-party agreement between the loan client, the CFWR and the conventional lender providing the loan facility to the client.

Marketing and Awareness

- CFWR Did business walks in 10 shareholder communities.
- As well as 4 council presentations

Information that has been gathered from these visits are invaluable. The message they received was that no matter what the industry, small businesses are slow everywhere. The cause of this has many reasons, one of which is that covid has trained people to go to the big box stores rather than the local small business.

Because of this CFWR has developed a marketing plan for the 2025 year to help support and bring awareness to nominated local small businesses.

CFWR will focus on one quarter of their territory at a time and highlight a nominated business on their pages as well as sending the information to the relevant town CAO. Their goal is to highlight one business per week over a twelve week period. At the end of the 12 week period one business will win \$1000.

See second page for more information

To: Mayor and Council
From: Chief Administrative Officer
Date: December 2, 2024
Purpose: **Request for Decision**
Subject: 2025 Council and Committee Meeting Schedule

Summary:

The 2025 Council & Committee Meeting Schedule identifies the dates in which Regular Meetings and Council and Regular Meetings of the Committee of the Whole are scheduled.

Background and Discussion:

As described in Section 193(1) of the Municipal Government Act, "A council **may** decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places."

Further, the Council Procedural Bylaw (Bylaw 008:2022) details that "*The Regular Meeting of Council shall be held in the Council Chambers or the Irricana Community Hall, in the Town of Irricana on the first and third Monday of each month at 7:00pm. Should the Monday meeting day fall on a Statutory Holiday, the meeting will occur on the next regular business day.*"

Regular Meetings are typically held as described in the Council Procedural Bylaw, however, it is customary for Council to make minor adjustments, by way of resolution, during the summer months or whenever deemed pragmatic. These adjustments need to be made via resolution, and doing so through an annual schedule minimizes the number of individual resolutions required.

Further, in September 2024, the Committee of the Whole passed a resolution to adjust meeting dates to the second Monday of March, June, September, and December, with the 2025 schedule capturing the change.

Adopting an annual schedule does not prevent Council or Committees from calling additional meetings, if necessary, helps facilitate scheduling throughout the year, minimizes the need for individual resolutions to address scheduling conflicts during the year, and provides residents and delegations with clear notice of planned meetings.

Financial Implication(s):

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

Recommendation:

Administration recommends that Council adopt the 2025 Council & Committee Meeting Schedule in order to establish the Regular Meetings for 2024, and has prepared a schedule for Council's consideration, shown in Attachment 'A'.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the 2025 Council and Committee Meeting Schedule be adopted, as presented.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – 2025 Council and Committee Meeting Schedule

Item I1

Attachment 'A' – 2025 Council and Committee Meeting Schedule



2025 Town Meetings

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Legend:



Town Council Meeting



Committee of the Whole Meeting

Town Meetings are subject to change at any time.

To: Mayor and Council
From: Chief Administrative Officer
Date: December 2, 2024
Purpose: **Provided for Information**
Subject: Utility Costs and Federal Carbon Tax

Summary:

Council is being provided with an analysis of municipal heating costs from 2022 to 2025, highlighting Administration's energy efficiency efforts, trends in costs per gigajoule (GJ), and the growing impact of non-consumption charges, particularly the Federal Carbon Tax.

Background and Discussion:

Heating municipal buildings is a significant operational expense, with 2024 expenses totalling approximately \$42,000. While Administration is actively working to reduce energy consumption through efficiency measures, heating costs have continued to rise due to non-consumption charges, particularly the Federal Carbon Tax, which now accounts for roughly 35% of the total costs.

Working from the baseline of 4290 GJ recorded in 2022, efficiency measures have resulted in consumption reduction of 10.4% in the past two years (4158 GJ in 2023, 3844 GJ in 2024), and are expected to reach 15% in 2025 (3640 GJ).

These improvements have largely come through improved building maintenance, energy management practices, and optimizing heating schedules to reduce unnecessary consumption, and without any notable capital costs being placed on ratepayers.

While further *modest* improvements may be possible, it is unlikely that meaningful reductions (beyond the 15%) are likely without significant investment (e.g., HVAC system replacements, building envelope improvements), resulting in an estimated baseline of ~3650 GJ from which to year-to-year performance can be measured and budgeted for.

Usage Decreasing, Costs Rising

The Town has benefitted from group-pricing through Alberta Municipalities, allowing natural gas prices to remain (relatively) constant over the past three years. Rates have ranged from \$2.33 per gigajoule in 2022 and 2023, to \$2.40 in 2024, with periodic purchases (at market rates) required to supplement natural gas demand.

The Town has recently participated in a new gas-aggregation through Alberta Municipalities, securing a three-year rate of \$3.175 per gigajoule through the end of 2027. Despite being a highly competitive outcome, the increased rate is expected to add approximately \$2,800 to municipal heating costs each year.

Despite the general stability of rates and a 10.4% reduction in consumption, total heating costs have increased 7.2% during the period, from \$39,070 in 2022 to \$41,881 in 2024, primarily due to the Federal Carbon Tax.

The Federal Carbon Tax has increased steadily from \$2.10 per gigajoule in 2022 to \$4.10 per gigajoule in 2024, adding over \$4,000 to annual costs. With the Federal Carbon Tax expected to increase to \$4.75 per gigajoule in 2025 to \$6.25 per gigajoule in 2027, municipal heating costs are expected to increase by another \$2,600 annually (until 2030).

Cumulatively, heating costs are expected to increase (against 2024) by a further \$10,600 per year by 2027.

	2025	2026	2027
Natural Gas Cost	\$2,800	\$2,800	\$2,800
Federal Carbon Tax	\$2,600	\$5,200	\$7,800
Total	\$5,400	\$8,000	\$10,600

In 2025, the cost of natural gas will be approximately 26% of total heating costs, the cost of delivery will be approximately 37%, with the Federal Carbon Tax making up the remaining 37%. Longer term, it is foreseeable that by 2027, the Federal Carbon Tax will make up 50% of total municipal heating costs.

Impact and Potential Next Steps

Despite making meaningful, tangible, long-term improvements to its energy use, the Town is still expected to see costs rise significantly over the next several years, to arguably unaffordable levels. Recognizing the challenges ahead, the Town may want to consider a variety of options, such as capital investments in energy efficiency, advocating for carbon tax rebates, consolidating building inventory, and replacing existing facilities.

1. *Capital Investments in Energy Efficiency.*

Aim to enhance energy efficiency by exploring investments in renewable energy sources, such as solar heating and heat pumps, to reduce reliance on natural gas. Additionally, completing energy audits on municipal buildings may identify opportunities for further savings and improved efficiency.

2. *Advocate for Carbon Tax Rebates.*

Engage with provincial and federal governments to seek funding or rebates to offset the financial impact of non-consumption costs, specifically the Federal Carbon Tax.

3. *Consolidate Building Inventory to Reduce Overall Demand.*

Reducing the number of buildings being serviced will reduce the cumulative heating costs while also improving the (dollar) efficiency for spaces that are currently underutilized.

Options to consider may include consolidating all municipal staff into an existing building (e.g., Shuttering the Public Works Building) or bringing leaseholders from the Community Hall and Recreation Center under a single roof.

4. *Replace Existing Facilities with Energy-Efficient Facilities.*

Given the relative age and condition of many Town Facilities (e.g., Community Hall, Recreation Center, Public Works Building), it is worth considering how to replace aging facilities with a new multi-purpose facility (or multiple buildings), and using the energy savings to help offset capital costs.

Financial Implication(s):

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

Recommendation:

No specific recommendations. The report is provided for information only.

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: December 2, 2024
Purpose: **Provided for Information**
Subject: Private Use of Public Resources

Summary:

Provided in response to previous Council motions, this report provides an analysis of the potential impacts and considerations regarding the use of municipally owned assets for private purposes, including "for-fee" services such as snow clearing and commercial advertising. The report also addresses the need to balance these opportunities with the Town's current operational challenges and strategic priorities.

Background and Discussion:

The Town has made significant progress over the past two years in improving municipal operations, but challenges remain in consistently delivering core services, such snow clearing, greenspace maintenance, or effective communication with residents.

Requests for private use of public assets, including arrangements for private snow clearing or commercial advertising, can generate revenue, but these activities also draw on the Town's limited resources, impacting its ability to deliver essential services in a consistent fashion.

Given this context, any decision to allow the use of public assets for private purposes must be evaluated through the lens of three key principles: **Value**, **Intentionality**, and **Fairness**.

Activities should be pursued with clear, measurable benefits to ratepayers, with an intentional focus on addressing critical community needs, and avoid the perception that the municipality is choosing 'Winners and Losers', even inadvertently.

Further, its important for municipalities to remain focused on their mandated / strategic role in community building and avoid the trap of overextending themselves in an attempt to be 'everything to everyone'.

Private Use of Public Assets: Pros and Cons

Pros:

1. *Revenue Generation:* Renting out municipal facilities and equipment or offering services for a fee can provide additional revenue, which could be reinvested in community initiatives or potentially offset costs to ratepayers.
2. *Enhanced Community Engagement:* Offering access to municipal assets for private groups (e.g., sports clubs) fosters community connections and supports local initiatives.
3. *Asset Optimization:* Underutilized assets, such as recreation facilities or equipment, can be better utilized, benefiting the broader community. This is particularly impactful when assets already have a sunk cost (e.g., A building is already being heated or cleaned).

Cons:

1. *Operational Strain:* Although the direct cost of labor for facilitating private use may seem manageable, the critical issue is the diversion of resources from essential tasks. Labor and equipment used for private purposes may reduce the capacity to deliver core municipal services, like snow clearing and greenspace maintenance, which the Town continues to struggle with.
2. *Equity Concerns:* Public assets used for private purposes may lead to perceptions of favoritism or inequitable access, especially if some groups or businesses benefit disproportionately. How does the municipality choose between two private entities wanting to use the same asset?
3. *Liability Risks:* The municipality may face legal or financial liability in case of damages or accidents occurring during private use of public assets.

Thought Exercise: Two Real-Life Scenarios

Scenario 1: Private Snow Clearing Services

Pros:

- *Revenue Generation:* Charging for private snow clearing services offers the potential for additional income to offset public costs.
- *Service Flexibility:* It may address service gaps, particularly in areas where private snow clearing is scarce or insufficient.

Cons:

- *Resource Drain:* Directing staff and equipment towards private snow clearing services will reduce the Town's ability to clear municipal roads and public spaces promptly and effectively. This is particularly concerning given the ongoing strain on resources for core services.
- *Fairness and Equity Issues:* Some residents may feel that those paying for private services are receiving preferential treatment, leading to potential dissatisfaction among the broader community.

Scenario 2: Commercial Advertising on Municipal Signage

Pros:

- *Revenue Generation:* Advertising on municipal signage or other public assets can provide steady income with relatively low operational impact.
- *Support for Local Business:* Providing advertising opportunities to local businesses can help raise their visibility and encourage economic growth.

Cons:

- *Competition with the Private Sector:* Services like commercial advertising are already widely available through private companies. Using taxpayer-funded assets for commercial advertising could be seen as unfairly competing with local businesses, potentially benefitting one entity at the expense of others.
- *Aesthetic Concerns:* Excessive or inappropriate advertising may detract from the Town's aesthetic or public image.

Supporting Private Business: A Strategic Approach

Council has previously discussed "How best to support local businesses?".

Despite appearing straightforward, providing direct access to municipal assets and labor can easily raise concerns of favoritism, misuse of public resources, or unintentionally benefitting the individual at the expense of others (e.g., Ratepayers, other businesses).

Instead, the Town can support businesses in the following ways:

- *Maintain Critical Infrastructure:* Ensuring the Town's infrastructure is well-maintained, properly staffed, and capable of supporting local businesses is essential.
- *Foster a Business-Friendly Environment:* Keeping tax rates competitive, simplifying permit processes, and ensuring that high-quality infrastructure is available for business growth creates a robust environment for investment.

- *Indirect Support for Business:* Rather than providing direct services, the Town can invest in programs that benefit the community as a whole, such as economic development initiatives or strategic infrastructure projects.

This approach satisfies the need to be **intentional** in what the Town undertakes, produces significant **value** beyond the singular beneficiary, and is an inherently more **fair** approach by supporting all businesses.

Avoiding the Trap of Being 'Everything to Everyone'

Municipalities are responsible for an extensive list of services and, as public servants, it is understandable to want to meet every need within the community. However, it is important to ensure that community-level services are being delivered consistently and effectively, and are prioritized over activities that benefit a select group. It is important for a municipality to 'play to its strengths' and 'stay in its own lane' by:

1. *Prioritizing Core Services:* Given the ongoing challenges in snow clearing and greenspace maintenance, the Town should prioritize essential services over expanding programs that allow for private use of public assets.
2. *Developing Clear Guidelines:* Establish a comprehensive policy framework that outlines the terms and conditions under which public assets can be used for private purposes, ensuring that each activity aligns with the principles of value and intentionality.
3. *Avoiding Competition with the Private Sector:* Services such as advertising or portable washroom rentals, which are readily available in the private market, should be carefully evaluated to ensure that the Town is not unfairly competing with local businesses.
4. *Supporting Business Indirectly:* Focus on maintaining infrastructure, keeping tax rates competitive, and fostering a positive business climate, which benefits the entire community rather than providing direct service delivery to individual private entities.
5. *Move Slowly with Pilot Projects:* Consider implementing limited, pilot programs for "for-fee" services, such as private snow clearing, to assess their feasibility without detracting from core operations. Recognize that these Pilot Projects may come with additional costs or resource demands.

The use of public assets for private purposes and the provision of "for-fee" services must be considered with caution. While there may be short-term benefits, the impact on core services and the potential for unfair competition with private businesses should be carefully weighed. By prioritizing operational sustainability and focusing on community-wide benefits, the Town can ensure that its resources are used effectively and that ratepayers receive maximum value.

Financial Implication(s):

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

Recommendation:

Should Council wish to pursue a 'fee-for-service' model, the matter should be referred to the Committee of the Whole for more robust discussion, exploration of what services may be viable, and the creation of guidelines for their provision.

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: December 2, 2024
Purpose: Request for Decision
Subject: 2025 Master Rates Bylaw (Bylaw 008:2024)

Summary:

The Master Rates Bylaw identifies various services provided by the Municipality and the rates charged for their delivery. This report provides Council with a list of proposed rates for the 2025 budget year, for approval.

Background and Discussion:

Municipal property taxes are typically levied to fund community-level services and programming, with services that typically benefit individuals or groups funded through user fees. The Master Rates Bylaw describes the various goods and services provided by the Town and establishes related fees for each.

Considerations in Rate Setting

Rate setting generally emphasizes a cost-recovery model, however, maintaining cost-competitiveness and local affordability are also key drivers. Further, a comprehensive review / comparison of 7 peer municipalities was completed in Spring 2024 and reassessed in preparation of the 2025 Master Rates Bylaw.

The 2025 Master Rates Bylaw largely mirrors the 2024 version, with only two changes being proposed:

- 1) A 2.5% increase to Water & Wastewater rates as a hedge against likely increases in utility operating costs, most notably an anticipated 3-5% increase in the cost of water from Aqua 7. The 2.5% change would result in the average customer bill increasing by \$3.32 per month (\$39.84 annually).
- 2) Rental spaces at the Irricana Recreation Center have been added to the Master Rates Bylaw to coincide with the Town of Irricana operating the facility. This codifies the rate structure that has been in use by the Town since taking over facility operations.

Financial Implication(s):

The 2025 Master Rates Bylaw is used in the preparation of the 2025 Town Budget.

Recommendation:

Administration recommends that the 2025 Master Rates Bylaw (Bylaw 008:2024) be given all three readings.

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** the 2025 Master Rates Bylaw (Bylaw 008:2024) be read for a first time this 2nd day of December, 2024.

AND

Motion #2: **THAT** the 2025 Master Rates Bylaw (Bylaw 008:2024) be read for a second time this 2nd day of December, 2024.

AND

Motion #3: **THAT** unanimous consent be given for a third and final reading this 2nd day of December, 2024.

AND

Motion #4: **THAT** the 2025 Master Rates Bylaw (Bylaw 008:2024) be read for a third time this 2nd day of December, 2024.

Option #2:

As determined by Council.

Respectfully submitted,

“Doug Hafichuk”

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – 2025 Master Rates Bylaw (Bylaw 008:2024)

Attachment 'B' – 2025 Master Rates Bylaw Schedule 'A'

Item I4

Attachment 'A' – 2025 Master Rates Bylaw (Bylaw 008:2024)

BYLAW 008:2024

A bylaw of the Town of Irricana, in the Province of Alberta, for the purpose of establishing rates and fees for the provision of various municipal goods and services.

WHEREAS pursuant to the Municipal Government Act, RSA 2000, c M-26, and amendments thereto Council may fix charges for the goods and services listed in the attached schedule;

AND WHEREAS the Town of Irricana receives requests for the provision of such goods and services;

AND WHEREAS the Town of Irricana deems it desirable to request payment for the provision of such goods and services;

AND THEREFORE the Municipal Council of the Corporation of the Town of Irricana, duly assembled in Council, enacts as follows:

Title

1. This Bylaw may be cited as the “2025 *Master Rates Bylaw*”

Definitions

2. In this Bylaw, the following definitions apply:
 - a. “**Chief Administrative Officer**” means the Chief Administrative Officer of the Town of Irricana or their authorized delegate;
 - b. “**Municipal Government Act**” means the Municipal Government Act, RSA 2000, c M-26, as amended or replaced from time to time.

Effect

3. The Town of Irricana establishes the rates and fees set out in Schedule ‘A’ attached to and forming part of this Bylaw.
4. The Chief Administrative Officer may waive or excuse an individual from paying all or part of a rate or fee set out in Schedule ‘A’ of the Bylaw if, in the opinion of the Chief Administrative Officer:
 - a. Facts were not disclosed which should have been disclosed at the time the fee was considered;
 - b. Extenuating circumstances warrant a waiver or excusal.

Severability

5. 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.

Repeal of Bylaw(s)

6. *Bylaw 005-2024* being the *Master Rates Bylaw*, is repealed upon this Bylaw passing and coming into full force and effect.

Effective Date

7. *Bylaw 008:2024*, being the *2025 Master Rates Bylaw*, is passed when it receives third reading and is signed pursuant to the *Municipal Government Act*.

READ A FIRST TIME this 2 day of December 2024.

READ A SECOND TIME this 2 day of December 2024.

UNANIMOUS CONSENT for THIRD READING given this 2 day of December 2024.

READ A THIRD TIME this 2 day of December 2024.

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

Item I4

Attachment 'B' – 2025 Master Rates Bylaw Schedule 'A'

2025 Master Rates Bylaw - Schedule 'A'

ADMINISTRATION and COMMON SERVICES

LABOUR and MEETINGS

Special Meeting of Council	\$ 500.00	Each
Special Meeting of Committee of the Whole	\$ 350.00	Each
Municipal Planning Commission (MPC) Meeting	\$ 500.00	Each, Min. Actual Costs and Administrative Time
Administrative Labour Rate (Regular Hours)	\$ 30.00	Each, per half hour
Administrative Labour Rate (Off Hours)	\$ 50.00	Each, per half hour
Public Works Labour Rate (Regular Hours)	\$ 30.00	Each, per half hour
Public Works Labour Rate (Off Hours)	\$ 50.00	Each, per half hour

LICENSING FEES

<i>Business License - Hawker/Peddler/Vendor</i>	\$ 25.00	Monthly
<i>Business License - Non-Resident</i>	\$ 100.00	Annually
<i>Business License - Home Occupation (Renewal)</i>	\$ 50.00	Annually
<i>Business License - Store Front</i>	\$ 50.00	Annually
<i>Animal License - Dog or Cat (Altered)</i>		Veterinarian Record Required
<i>Before Jan 31 Each Year</i>	\$ 20.00	Annually
<i>After Jan 31 Each Year</i>	\$ 30.00	Annually
<i>Animal License - Dog or Cat (Unaltered)</i>		
<i>Before Jan 31 Each Year</i>	\$ 30.00	Annually
<i>After Jan 31 Each Year</i>	\$ 45.00	Annually
<i>Animal License - Replacement Tag</i>	\$ 10.00	Each

DOCUMENTS and RECORDS

<i>Town Technical Reports</i>	\$ 150.00	Each
<i>Municipal Development Plan</i>	\$ 50.00	Each
<i>Land Use Bylaw</i>	\$ 50.00	Each
<i>Tax Certificate</i>	\$ 50.00	Each
<i>Tax Roll Search</i>	\$ 50.00	Each
<i>Tax Assessment Search</i>	\$ 75.00	Each
<i>Property Compliance Stamp - Residential</i>	\$ 75.00	Each
<i>Property Compliance Stamp - Non-Residential</i>	\$ 100.00	Each

PENALTIES, FEES, and NOTIFICATIONS

<i>Non-Sufficient Funds (NSF)</i>	\$ 40.00	Each
<i>Credit Card Service Fee</i>	2%	Transaction Total (Incl. Tax)
<i>Interest on Overdue Account Receivables</i>	2%	Balance Owning, Monthly
<i>Property Tax Arrears Penalty</i>	\$ -	See <i>Property Tax Penalty Bylaw</i>
<i>Utility Arrears Penalty</i>	\$ -	See <i>Utility Arrears Penalty Bylaw</i>
<i>Tax Notification Letter</i>	\$ 75.00	Each, Minimum. Actual Costs and Administrative Time
<i>Tax Recovery Letter</i>	\$ 75.00	Each, Minimum. Actual Costs and Administrative Time
<i>Accounts Sent to Collection (Surcharge)</i>	15%	Total Balance Owning

FREEDOM OF INFORMATION / ACCESS TO INFORMATION

<i>Records Search / FOIP - Personal</i>	\$ -	Each
<i>Records Search / FOIP - Initial Fee</i>	\$ 25.00	Each
<i>Records Search / FOIP - Continuing Request</i>	\$ 50.00	Each
<i>Records Search / FOIP - Processing Costs (if Over \$150)*</i>	\$ -	Each, Estimate to be Provided

*50% Payment Required Prior to Search

*Balance Due Upon Delivery, Actual Costs

2025 Master Rates Bylaw - Schedule 'A'

UTILITY SERVICES

WATER SERVICES

<i>Sanitary System Connection</i>	\$ 200.00	Each, Minimum. Actual Costs and Administrative Time
<i>Water Meter Connection</i>	\$ 200.00	Each, Meter at Cost
<i>Water Meter Replacement</i>	\$ 200.00	Each, Meter at Cost
<i>Water Service Disconnect (800am - 400pm, Mon-Fri)</i>	\$ 75.00	Each, Minimum. Actual Costs and Administrative Time
<i>Water Service Disconnect (Off Hours)</i>	\$ 150.00	Each, Minimum. Actual Costs and Administrative Time
<i>Water Service Reconnection (800am - 400pm, Mon-Fri)</i>	\$ 75.00	Each, Minimum. Actual Costs and Administrative Time
<i>Water Service Reconnection (Off Hours)</i>	\$ 150.00	Each, Minimum. Actual Costs and Administrative Time

CONSUMPTION CHARGES

<i>Water</i>	\$ 5.22	Cubic Meter
<i>Wastewater</i>	\$ 3.30	Cubic Meter (Billed at 90% of Water Consumption)
<i>Potable Water</i>	\$ 25.00	Each, Minimum, \$7.25 per Cubic Meter
<i>Non-Potable Water</i>	\$ 25.00	Each, Minimum, \$5.25 per Cubic Meter

SOLID WASTE and RECYCLING

<i>Garbage Collection</i>	\$ 18.25	Monthly
<i>Recycling Collection</i>	\$ 12.75	Monthly
<i>Extra Bags - Curbside Collection</i>	\$ 5.00	Per Tag (Available at Town Office)

CEMETERY

PURCHASES and SERVICES

<i>Plot Purchase</i>	\$ 500.00	Each
<i>Opening and Closing - Casket</i>	\$ 500.00	Each
<i>Opening and Closing - Urn</i>	\$ 250.00	Each
<i>Weekend or Holiday Premium</i>	\$ 250.00	Each
<i>Perpetual Maintenance Fee - All Internments</i>	\$ 350.00	Per Plot

2025 Master Rates Bylaw - Schedule 'A'

PROPERTY and DEVELOPMENT		
PRE-APPLICATION CONSULTATIONS		
<i>Resident Consultation - Intial (30 Minutes)</i>	\$ -	Each
<i>Resident Consultation - Extended (30 Minutes)</i>	\$ 40.00	Each
<i>Subdivision</i>	\$ 500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Redesignation</i>	\$ 500.00	Each, Minimum. Actual Costs and Administrative Time
DEVELOPMENT APPLICATIONS		
<i>Development Permit - Minor, Permitted Use</i>	\$ 40.00	Each
<i>Development Permit - Minor, Discretionary Use</i>	\$ 80.00	Each
<i>Development Permit - Intermediate, Permitted Use</i>	\$ 80.00	Each
<i>Development Permit - Intermediate, Discretionary Use</i>	\$ 120.00	Each
<i>Development Permit - Major, Permitted Use</i>	\$ 120.00	Each
<i>Development Permit - Major, Discretionary Use</i>	\$ 160.00	Each
<i>Demolotion Permit</i>	\$ 120.00	Each
<i>Adjustment for Development Without Permit</i>	150%	of All Applicable Fee(s)
LAND USE		
<i>Area Structure Plan</i>	\$ 3,500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Area Structure Plan - Amendment</i>	\$ 1,750.00	Each, Minimum. Actual Costs and Administrative Time
<i>Conceptual Plan</i>	\$ 2,500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Conceptual Plan - Amendment</i>	\$ 1,250.00	Each, Minimum. Actual Costs and Administrative Time
<i>Amendment - Municipal Development Plan</i>	\$ 1,500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Amendment - Land Use Bylaw</i>	\$ 1,750.00	Each, Minimum. Actual Costs and Administrative Time
<i>Land Use (Zoning) Confirmation</i>	\$ 40.00	Each, Minimum. Actual Costs and Administrative Time
<i>Change of Permitted Use (Same Land Use District)</i>	\$ 80.00	Each, Minimum. Actual Costs and Administrative Time
PROPERTY and DEVELOPMENT APPEALS		
<i>Appeal - Property Tax Assessment (Residential & Farmland)</i>	\$ 125.00	Each
<i>Appeal - Property Tax Assessment (Other)</i>	\$ 225.00	Each
<i>Appeal - Decision of Development Authority, by Landowner</i>	\$ 300.00	Each, Minimum. Actual Costs and Administrative Time
<i>Appeal - Decision of Development Authority, by Affected Party</i>	\$ 300.00	Each, Minimum. Actual Costs and Administrative Time
<i>Appeal - Stop Work Order Issued by Development Authority</i>	\$ 300.00	Each, Minimum. Actual Costs and Administrative Time
GENERAL PROPERTY and DEVELOPMENT SERVICES		
<i>Lot Endorsement</i>	\$ 250.00	Each
<i>Discharge Caveats</i>	\$ 100.00	Each, Minimum. Actual Costs and Administrative Time
<i>Third-Party Legal or Technical Review</i>	\$ 500.00	Each, Minimum. Actual Costs and Administrative Time
<i>Compliance Review - Initial</i>	\$ -	Each, Per Permit
<i>Compliance Review - Additional</i>	\$ 80.00	Each, Per Permit
PERFORMANCE SECURITIES		
<i>Security - Minor, Permitted Use</i>	\$ -	Each, Per Permit
<i>Security - Minor, Discretionary Use</i>	\$ -	Each, Per Permit
<i>Security - Intermediate, Permitted Use</i>	\$ 750.00	Each, Per Permit
<i>Security - Intermediate, Discretionary Use</i>	\$ 750.00	Each, Per Permit
<i>Security - Major, Permitted Use</i>	\$ 1,500.00	Each, Per Permit
<i>Security - Major, Discretionary Use</i>	\$ 1,500.00	Each, Per Permit
<i>Security - Discretionary</i>	15%	TIC, As Determined by Development Authority

2025 Master Rates Bylaw - Schedule 'A'

FACILITY RENTALS

COMMUNITY HALL

MAIN HALL*		Includes Audio / Visual Equipment
General Purpose	\$ 400.00	Per Day, Inspection Fee Applies
Fundraisers	\$ 200.00	Per Day, Inspection Fee Applies
Funerals and Memorials	\$ 200.00	Per Day, Inspection Fee Applies
Pre and Post Inspection Fee	\$ 100.00	Per Rental
Early Setup or Late Cleanup Fee (3Hrs Pre or Post Booking)	\$ 100.00	
COMMERCIAL KITCHEN*		
All Bookings	\$ 200.00	Per Day, Inspection Fee Applies
REFUNDABLE DAMAGE DEPOSIT	\$ 500.00	One-Time Fee, All Rentals

**50% Discount Available for Registered Non-Profit and Local Service Groups*

RECREATION CENTER

FITNESS / DANCE STUDIO*		
Hourly Rental	\$ 30.00	Per Hour
Half Day Rental (4 Hours)	\$ 90.00	Per Rental
Full Day Rental (8 Hours)	\$ 150.00	Per Rental
LOWER LOUNGE*		
Hourly Rental	\$ 30.00	Per Hour
Half Day Rental (4 Hours)	\$ 90.00	Per Rental
Full Day Rental (8 Hours)	\$ 150.00	Per Rental
COMMERCIAL KITCHEN*		
Hourly Rental	\$ 20.00	Per Hour
Half Day Rental (4 Hours)	\$ 60.00	Per Rental
Full Day Rental (8 Hours)	\$ 100.00	Per Rental
UPPER FLOOR ORGANIZATIONAL MEETING ROOM*		
Hourly Rental	\$ 20.00	Per Hour
Half Day Rental (4 Hours)	\$ 60.00	Per Rental
Full Day Rental (8 Hours)	\$ 100.00	Per Rental
UPPER FLOOR LOUNGE*		
Hourly Rental	\$ 40.00	Per Hour
Half Day Rental (4 Hours)	\$ 120.00	Per Rental
Full Day Rental (8 Hours)	\$ 200.00	Per Rental
UPPER FLOOR LOUNGE w/ BAR*		
Hourly Rental	\$ 45.00	Per Hour
Half Day Rental (4 Hours)	\$ 135.00	Per Rental
Full Day Rental (8 Hours)	\$ 225.00	Per Rental
DRY PAD SPORTS FLOOR*		
Hourly Rental	\$ 50.00	Per Hour
Half Day Rental (4 Hours)	\$ 150.00	Per Rental
Full Day Rental (8 Hours)	\$ 250.00	Per Rental
BIRTHDAY PARTY PACKAGE (Lower Lounge & Sports Floor)		
Half Day Rental (4 Hours)	\$ 150.00	Per Rental
REFUNDABLE DAMAGE DEPOSIT	\$ 500.00	One-Time Fee, All Multi-Hour Rentals

**20% Discount Available for Long-Term Bookings*

**20% Discount Available for Registered Non-Profit and Local Service Groups*

To: Mayor and Council
From: Chief Administrative Officer
Date: December 2, 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 October 16, 2024 to November 28, 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 October 16, 2024 to November 28, 2024.

Key Meetings & Discussions

1. The Town of Irricana has been selected to participate on the Alberta Municipalities Infrastructure Committee for 2025.
2. Met with Resident to discussing Provincial changes to allow for the use of Golf Carts and E-Scooters on municipal roadways. A briefing note will be brought to a future Committee of the Whole meeting for background and discussion.
3. Met the Irricana Lions Club (Jim den Beste) to discuss the renewal of the Club's lease at the Community Hall. A general framework has been agreed upon in principle and a finalized agreement is anticipated by year's end.
4. Met the Irricana Playschool (Shailee Staranchuk, Carla Russell) to discuss the renewal of the Playschool's lease at the Community Hall. A finalized agreement is anticipated by year's end.
5. Follow-up discussion with a local landowner seeking to pursue a multi-unit light-industrial subdivision. Discussions/Planning will continue through the next several weeks, with a goal of having a subdivision application before the Municipal Planning Commission in late-Q1/early-Q2 2025.

Financial Activities

1. Completed annual assessment of water, wastewater, and solid waste and recycling revenues and expenses. The annual assessment serves as a review-point for the services being procured / delivered and assists in annual rate setting through the Master Rates Bylaw.
2. A Council workshop was delivered in support of 2025 Budget preparation. The workshop included a high-level summary of year-over-year changes but was primarily focused on providing background information on the strategic initiatives / projects being proposed for 2025. The 2025 Interim Town Budget will be brought forward on December 9, 2024.
3. The Town has regained access to its CRA Online Account. The 18-month ordeal impacted critical functions such as GST and Payroll Remittances, T4 filings, and completion of annual financial returns. The Town was graciously supported by MP Martin Shields' office.
4. Transitioning of payroll services to ADP Canada has been delayed to January 1, 2025. The delay allows time to address minor quality control concerns, complete user training, and simplify tracking of remittances and accruals.
5. The Town is preparing to send 6 substantially delinquent accounts (of various types and values) to collection, through Dixon Collections. A fulsome policy to guide the use of external collections is on the 2025 workplan.

Administrative Activities

1. The Town has entered into a payment agreement with Stephanie Katelnikoff to recover \$6,500 in costs awarded by Justice Davidson following the dismissal of the claim against the Town, and \$5,335.75 awarded by the Alberta Court of Appeal following the dismissal of the subsequent appeal. The \$11,835.75 will be paid in pre-determined amounts in 11 increments over the course of 2025.
2. Following an initial delay to further confer with Members, CUPE Local 37 has confirmed its readiness to negotiate a new Collective Agreement. Negotiations are anticipated to occur over the next several weeks, and a new Collective Agreement is anticipated by mid-Q1 2025.
3. The Town has participated in a 'Gas Aggregation' procurement through Alberta Municipalities. By leveraging the pooled purchasing power of Alberta Municipalities, the Town of Irricana has secured a rate of \$3.175 per gigajoule through 2027.
4. The office phone system replacement went on live on Tuesday, October 24, 2024. Minor disruptions occurred but were addressed quickly and the system is working well. Some additional work, including improved menu systems and call-direction will continue in order to maximize the system's capabilities.

5. R&R Symphony testing was completed, with very favorable results, and full implementation is underway. The implementation remains on schedule, with a target 'Ready for Use' date of December 16, 2025, and a 'Go Live' date of January 1, 2025.
6. Following its participation in an in-depth wage survey (Conducted by Y-Station on behalf of Alberta Municipalities) the Town has requested a comparison report against 5 of its direct peers.
7. Following the first round of monthly utility billing, adjustments are being made to billing timelines. Previously, bills were issued on the last business day of the month (with reads potentially sooner), which could lead to bills being issued before previous payments were received. The new service standard is for utility bills to be prepared on the 3rd business day of the month.
8. An Asset Disposal Policy has been prepared and will be brought to the Committee of the Whole on December 9, 2024 for feedback and discussion. Following Committee discussion, the policy will be brought to Council for debate and decision.
9. TIPP Program availability has been shared with the community through social media, town signage, and a utility bill insert. The Town has seen modest uptake early on but is anticipating numbers to grow through 2025.
10. FCSS external funding applications have been reviewed and assessed against standardized criteria. A list of recommended funding will be included in the 2025 Interim Budget.
11. The Town has seen a significant increase in residential solar panel installations. Given the frequency and likelihood that these installations will continue in the future, Administration has begun assessing a 'Residential Solar Installation' policy to help guide development and simplify the process.

Public Works

1. Heating systems have been reviewed at all Town Facilities. Unfortunately, numerous furnaces/unit heaters have either failed or are nearing failure. The heating system at the Water Plant have been replaced (had failed completely), with options being assessed at the Public Works Building and Town Office.
2. Upstream work completed by Aqua 7 resulted in a yellowing of the municipal water supply. Water safety was maintained throughout, however residents expressed concern about water quality (e.g., Clarity).

The Town did not receive prior notice of the work, and the need for improved notification has been raised with Aqua 7 system operator (and well received).

3. The Town has received approval for ~\$260,000 in funding for the Water Meter Replacement Project. The project will see all analog water meters replaced with new radio-frequency meters.

An RFP will be released in December to secure a delivery partner, with award anticipated in February and work expected to begin in Spring 2025.

4. Public Works is evaluating a new enzyme treatment to reduce sludge buildup in wastewater lagoons. If effective, the treatment may significantly improve effluent quality and reduce costs related to lagoon dredging.

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 J1

2025 Community Futures Campaign (*w/ Item G1*)



CFWR 2025 Campaign: "Heart of our Community"

Community Futures Wild Rose (CFWR) is excited to kick off the "Heart of our Community" campaign in January 2025. This initiative aims to honour the essential contributions that local businesses make to their communities. Before the campaign officially begins, CFWR will open nominations, inviting community members to highlight the businesses they believe deserve this recognition.

The campaign will focus on one area at a time, with the Wild Rose region divided into four quadrants. Each quarter of 2025 will shine a light on a different quadrant, featuring weekly stories about local businesses and their contributions on CFWR's social media channels. At the end of each quarter, the CFWR Board will choose one exceptional business to receive a \$1,000 award in appreciation of their efforts.

Campaign Timeline and Focus by Quadrant:

Quadrant 1 Spotlight: January – March 2025

Strathmore, Rockyford, Standard, Hussar, Gleichen, Bassano, and Wheatland County.

Taking Nominations: Dec 1st, 2024 - Feb 28th, 2025

Quadrant 2 Spotlight: April – June 2025

Trochu, Three Hills, Carbon, Rosebud, and Kneehill County.

Taking Nominations: March 1st - May 30th, 2025

Quadrant 3 Spotlight: July – September 2025

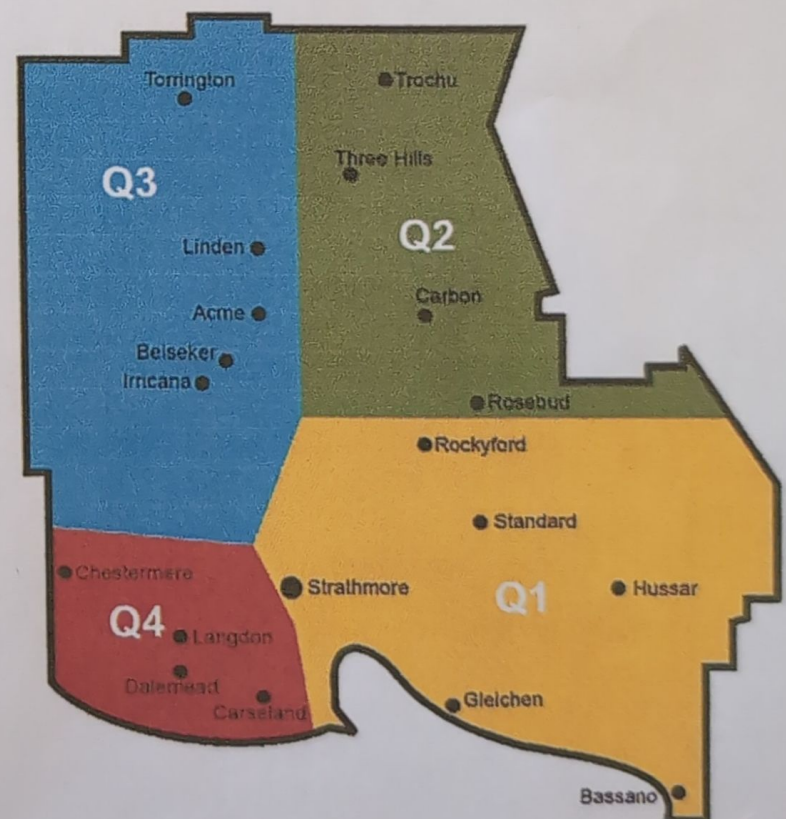
Torrington, Linden, Acme, Beiseker, Irricana, and the surrounding area.

Taking Nominations: June 1st - Aug 31st, 2025

Quadrant 4 Spotlight: October – December 2025

Chestermere, Langdon, Dalemead, Carseland, and the surrounding area.

Taking Nominations: Sept 1st - Nov 30th, 2025



"Heart of our Community" aims to remind everyone of the critical role local businesses play in making small towns thrive and encourage the community to support them.

THINK BIG, Shop Small

Item J2

Joint Municipal Policing Committees



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West*

AR 29969

November 20, 2024

His Worship Jim Bryson
Mayor
Town of Irricana
PO Box 100
Irricana AB T0M 1B0

Dear Mayor Bryson:

As a respected partner in the field of police governance in Alberta, I am writing to highlight how recently proclaimed legislative changes may affect your community.

The Government of Alberta is enhancing civilian governance of the Royal Canadian Mounted Police (RCMP) by proclaiming sections of the *Police Amendment Act, 2022*, and creating the Police Governance Regulation and Police Governance (Ministerial) Regulation. These amendments will ensure communities policed by the RCMP have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

These changes will take effect on March 1, 2025, after a transition period to allow municipalities to pass and implement relevant bylaws. Every community in Alberta served by the RCMP will be required to be represented by one of the following types of governance bodies, depending on their population size and type of police service agreement.

Communities with a population of 15,000 or greater, policed under a Municipal Police Service Agreement

- These communities are required to establish a Municipal Policing Committee (MPC), through bylaws, by March 1, 2025.
- MPCs will consist of between three and seven members appointed by the municipality's council.
- The Minister may also appoint committee members based on the size of the committee.

.../2

Communities with a population of less than 15,000, policed under a Municipal Police Service Agreement

- These communities are required to establish a Regional Policing Committee, through bylaws, by March 1, 2025.
- Each RCMP district is a region (e.g., South, Central, East, and West), and each region contains five to 10 municipalities required to work with other communities in the same RCMP district to form a Regional Policing Committee (RPC).
- RPCs will consist of at least one member appointed by each municipality represented.
- Communities may opt out of a RPC in favour of establishing their own municipal committee, or a joint committee with another municipality, with ministerial approval.

Communities policed under the Provincial Police Service Agreement

- Small and rural communities policed under the Provincial Police Service Agreement, including municipalities with a population under 5,000, municipal districts and counties, and Metis Settlements, will be represented by the Provincial Police Advisory Board.
- The province will appoint up to 15 members to the Provincial Police Advisory Board, including representation from First Nations, Métis communities, Rural Municipalities of Alberta, Alberta Municipalities, and all four provincial RCMP districts.
- Costs for the Provincial Police Advisory Board will be borne by the province.
- The Provincial Police Advisory Board will be operational by March 1, 2025.

Attached for further reference is a Frequently Asked Questions document with more information about the new requirements for RCMP local governance bodies. You can also find the Police Governance (Order in Council) Regulation, the Police Governance (Ministerial) Regulation, and the proclamation of the *Police Act* sections establishing these governance bodies on the Alberta.ca website at www.alberta.ca/alberta-kings-printer.

Please note that in the next few weeks your administration will receive communication from department representatives with details about planned information sessions regarding these governance bodies. If you have any questions or require support in the set-up of these governance bodies, please contact the department at: AlbertaPoliceGovernance@gov.ab.ca.

Thank you for everything you do to help ensure Albertans can live, work, and raise families in safe and secure communities.

Sincerely,



Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

Attachment

Frequently Asked Questions:

RCMP civilian governance

Alberta's government is enhancing civilian governance of RCMP policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

This document provides answers to questions about the establishment and operation of RCMP civilian governance bodies.

Why is the government mandating civilian governance bodies for RCMP-policed communities?

Creation of these new civilian governance bodies responds to a long-standing desire of communities to have more say in how they are policed by the RCMP.

By establishing municipal and regional governance committees and the Provincial Police Advisory Board, we are giving communities the opportunity to provide input on both local and provincial policing priorities and RCMP service delivery while increasing police accountability.

Civilian governance bodies support a paradigm shift that sees local police as an extension and a reflection of the communities they serve.

What will the function of the municipal police committees be?

Municipal policing committees will enhance civilian governance of local policing by:

- Overseeing the administration of the municipality's police service agreement;
- Representing public interests and concerns to local RCMP leadership and collaborating with local detachments to plan yearly priorities and strategies for municipal policing and community safety; and
- Regularly reporting on the implementation of programs and services that support police service priorities.

What will the function of the regional police committees be?

Regional policing committees will help ensure Alberta's small rural communities have a voice in how they are policed.

- Regional committee's roles and responsibilities will be similar to their municipal counterparts, advocating for the priorities and concerns of smaller communities while also supporting integrated community safety planning for RCMP policed municipalities in the region.
- The boundaries of the four new regional policing committee zones correspond to Alberta's four RCMP districts, to ensure local policing priorities are accurately reflected in service delivery.

How many different civilian governance bodies will be established?

Four regional policing committees will be established to align with the four RCMP districts in Alberta.

The number of municipal policing committees will depend on whether individual communities decide to either participate in one of the four regional boards, form joint municipal policing committees with neighbouring communities, or form their own municipal policing committee. It is recognized that some communities already have a committee similar in nature to what is envisioned.

How will the civilian governance body for a community be determined?

Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal policing committees.

RCMP policed communities with a population between 5,000 and 15,000 will be represented by regional policing committees but can apply to opt out and form their own municipal policing committee.

Communities with a population under 5,000 that are served by the RCMP under the Provincial Police Service Agreement will be represented by the Provincial Police Advisory Board. The board will make recommendations on province-wide policing priorities and other aspects of RCMP service delivery.

What is the timeline for these governance bodies to be established?

The amendments and new regulations will come into force on March 1, 2025.

A transitional period, between November 2024 and February 2025, will allow municipalities to pass relevant bylaws and make other preparations for implementation.

This transition period also allows municipalities that already have civilian governance bodies time to adapt those bodies to the new statutory requirements.

What is the process for communities that want to opt out of a regional committee and establish their own municipal or joint policing committee?

Communities seeking to opt out of a regional committee in favour of establishing their own municipal committee (or a joint committee with another municipality) must have a formal process in place to do so, consistent with how other municipal committees are established and aligned with the *Police Act* and Police Governance Regulation.

- Municipalities will also need ministerial approval in order to opt out of a regional committee and/or form a joint municipal committee.
- Any municipality can be part of a joint municipal policing committee, as long as it meets the definition of municipality in the *Police Act*.

To initiate the process of obtaining ministerial approval, a municipality can contact the Ministry of Public Safety and Emergency Services at AlbertaPoliceGovernance@gov.ab.ca.

What are the requirements for the composition of the municipal and regional policing committees?

Municipal policing committees will consist of between three and seven members, appointed by the municipality's council, for terms of two to three years. The municipality's chief elected officer is not eligible to be elected as chair or vice-chair of a municipal policing committee.

Regional policing committees will consist of at least one member appointed by each municipality represented for terms of two to three years.

- Regional policing committees can include additional members appointed by the municipalities with the agreement of all the municipalities in the region. Both municipal and regional policing committees may also include provincial members appointed by the minister.

Will committee positions be voluntary or paid?

Municipalities can choose whether to establish remuneration for their policing committee (municipal or regional) members through their respective bylaws.

Will the municipalities have to pay for the setup and administration of the governance bodies

Municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees.

If a municipality cannot afford these costs, they have the option of utilizing a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

Communities with populations between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

What is the role of the Provincial Police Advisory Board?

The Provincial Police Advisory Board will serve as an advisory body for about 275 small rural municipalities, such as municipal districts and counties, as well as eight Metis Settlements policed by the RCMP under the Provincial Police Service Agreement. The board will support the alignment of local and provincial priorities across the province.

The PPAB will be responsible for developing and maintaining communication between the Alberta RCMP, the provincial government, and the small and rural communities it represents.

The PPAB will help advance the interests of RCMP-policed communities by

- Advising and supporting collaboration between the RCMP, communities, and community agencies on integrated community safety planning;
- Representing the interests of communities served by the RCMP under a provincial police service agreement;
- Reporting annually on progress related to provincial police service priorities, provincial police service resourcing, and related initiatives; and
- Working with the RCMP and the Ministry of Public Safety and Emergency Services to communicate with municipalities about provincial priorities, resourcing, and community specific challenges.

How will the government ensure alignment between provincial and municipal policing priorities?

Both municipal and regional policing committees are required to consider provincial policing priorities when setting local ones.

The Provincial Police Advisory Board will provide advice on behalf of small and rural communities policed by the RCMP, to support overall alignment of local and provincial policing priorities.

Who will pay administration costs associated with the Provincial Police Advisory Board?

Costs for the Provincial Police Advisory Board will be the responsibility of the province.

Can the government appoint provincial members to these policing committees or to the board?

Yes. The government is responsible for ensuring adequate and effective policing across the province, and provincial appointees help the government fulfill that obligation.

The Minister of Public Safety and Emergency Services appoints all members of the Provincial Police Advisory Board and can appoint a small number of members to municipal, joint municipal, or regional policing committees based on size.

Who can municipalities contact with questions about the new civilian governance bodies?

Municipalities can contact the Ministry of Public Safety and Emergency Services at AlbertaPoliceGovernance@gov.ab.ca with questions and/or support in setting up these new governance bodies.

More information on RCMP civilian governance bodies can be found in the *Police Act* and in the Police Governance Regulations, found at Alberta King's Printer.

Item J3

Marigold Library Update

Notes to Council

November 23, 2024 Board Meeting Highlights

Welcome

Marigold Board welcomed recently appointed representatives:

- Faye McGhee, Kneehill County
- Laura Chitwood, Rocky View County

Financial Statements

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

Budget 2025: Operating and Capital & Projects Budgets

The Operating and Capital & Projects Budgets were approved.

Freedom to Read Week 2024

Marigold proclaimed Freedom to Read Week, which will take place February 23—March 1, 2025. Jessie Bach, Communications & Engagement Manager, read the Freedom to Read proclamation and presented to the Board about intellectual freedom.

Policy Approval & Decision

Policies reviewed & approved:

- Contingency Plan for Finance
- Finance Policy
- Provision of Services Policy
- Collection Management Policy
- Transfer Payments Policy
- IT Capacity Fund Policy
- Information Technology (IT) Services Policy
- TRAC Card Operational Bylaw



Upcoming Board Meetings:

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

Saturday, April 12, 2025 9:30 AM
Marigold Library System & Western Irrigation
District Community Room, Strathmore

Questions?

Contact CEO Lynne Price
lynne@marigold.ab.ca

Marigold Library System

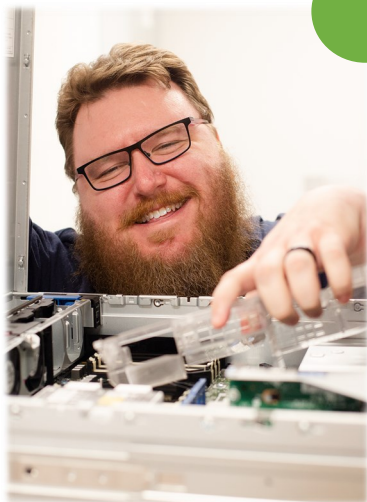
B 1000 Pine Street
Strathmore Alberta, T1P 1C1 | 1-855-934-5334
marigold.ab.ca

Notes to Council—November 23, 2024

Indigenous Services Update: Kim Visser

Library Services Consultant Kim Visser presented an update about Marigold’s services to the Stoney Nakoda Nation. Throughout 2024, Indigenous Outreach Specialist Rose Reid promoted library service to residents and attended ceremonies and other events on the Nation.

Kim and Rose attended the provincial Indigenous Library Liaison meeting in Maskwacis in March and hosted the Indigenous Advisory Group at Marigold in September.



IT Update: Richard Kenig

The Board heard a presentation from IT Manager Richard Kenig. In 2024, the IT department focused on several major infrastructure and maintenance projects including purchasing and installing switch replacements and UPS battery backups at all member libraries. Library moves in Airdrie, Morrin, and Rumsey also required IT support.

2024 projects also included two major library software upgrades, investigating alternative products for patron texts and e-mail notifications, investigating a new user-friendly online catalogue for patrons to find library books, ebooks, etc., and planning for ongoing reliability and resiliency of IT services.

Going forward, the IT department is working on several new projects with Microsoft to ensure libraries have the most up-to-date productivity software and support for mobile solutions.

CEO & COO Updates

COO L. Taylor encouraged Board members to complete the annual Library Staff & Board Member Satisfaction Survey. Information and updates were shared from recent meetings with the provincial Public Library Network Operating Partners and the Public Library Services Branch. Lastly, the Board heard about Marigold’s weeding and inventory projects, including recent projects at the Banff and Bighorn libraries.

CEO L. Price provided updates from The Alberta Library and the Library Association of Alberta. Information was shared about provincial advocacy efforts, new language in the Alberta Libraries Act regarding intermunicipal library boards, and Supernet bandwidth.



*Wednesday in the Woods “Ice Cream Activity”
Stoney Park Campground, Summer 2024*

Bighorn Library, 2024

Item J4

Motion Tracker for December 2, 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	Administration recommends placing on Q1 2025 Work Plan.	31-Oct-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	N/A	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	N/A	In Progress	Grant application in progress. Submission in August 2024; Awaiting Approval. Meeting with RVUC on status and action plan.	2-Dec-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	Complete	See Item I3 of December 2, 2024 Agenda.	2-Dec-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	N/A	In Progress	Background work largely complete; Report to be drafted and presented to Council. Administration recommends placing on Q1 2025 Work Plan.	2-Dec-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	N/A	In Progress	See Item I3 of December 2, 2024 Agenda.	2-Dec-24
64:24	Council Remuneration	that Administration be directed to review the Council Remuneration Policy and recommend potential changes to take effect following the next municipal general election.	21-May-24	Public	01-Oct-25	In Progress	Third-Party advisory team identified; Coordinating schedules for meeting. Report to Council delayed until January.	2-Dec-24
131:24	Utility Penalties Bylaw	that the Utility Penalty Bylaw be referred to the Committee of the Whole for review at the next scheduled meeting.	23-Sep-24	Public	N/A	In Progress	On Agenda for December 3 Committee Meeting	3-Oct-24