

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

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

A. ATTENDANCE

B. CALL TO ORDER

C. AGENDA

D. PRESENTATIONS

Item D1: Irricana & Rural Library Board (*Dawn Mosondz & Bob Anderson*)

E. MINUTES

Item E1: Minutes from October 21, 2024 Organizational Meeting

Item E2: Minutes from October 21, 2024 Regular Meeting of Council

F. CORRESPONDENCE FROM PREVIOUS MEETING

G. COMMITTEE REPORTS

H. OLD BUSINESS

I. NEW BUSINESS

Item I1: Irricana & Rural Library Board – Board Appointments

J. COMMUNICATION / INFORMATION

Item J1: Motion Tracker

K. COUNCILLOR UPDATE

L. CLOSED SESSION

M. ADJOURN

Item E1

Minutes from October 21, 2024 Organizational Meeting



ORGANIZATIONAL MEETING MINUTES

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: October 21, 2024 **Time:** 7:00PM

A. ATTENDANCE

Council Members: Jim Bryson, Kim Schmaltz, Julie Sim, Lisa McAree
Nathaniel Fleming (Absent with Notice)
CAO: Doug Hafichuk
Staff: Patty Malthouse

B. CALL TO ORDER

(i) Chief Administrative Officer served as Meeting Chair until Election of Mayor and called the Organizational Meeting to order at 7:03 pm.

C. AGENDA

(i) 144:24 Moved by Councillor McAree to accept the Agenda as presented.
CARRIED

D. NOMINATIONS AND ELECTIONS

Item D1: Nominations and Election **Office of Mayor**

(i) Chief Administrative Officer, Doug Hafichuk called for nominations for the Office of Mayor.

Lisa McAree nominated Jim Bryson
Jim Bryson accepted the nomination

No other nominations were presented

Mayor <i>(One Vacancy)</i>		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Jim Bryson	X
2.		

- (ii) Chief Administrative Officer, Doug Hafichuk, turned the meeting over to Mayor Bryson who assumed the Chair.

Item D2: Nominations and Election **Office of Deputy Mayor**

- (i) Mayor Bryson called for nominations for the Office of Deputy Mayor

Kim Schmaltz nominated Lisa McAree
Lisa McAree accepted the nomination

No other nominations were presented

Deputy Mayor <i>(One Vacancy)</i>		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Lisa McAree	X
2.		

E. COMMITTEE APPOINTMENTS

Item E1: Nominations and Appointments **Committee of the Whole**

- (i) 145:24 Moved by Mayor Bryson that all 2023 Council Appointments be renewed for 2024.
CARRIED

Chairperson, Committee of the Whole <i>(One Vacancy)</i>		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Julie Sim	X

Item E2: Nominations and Appointments **Municipal Planning Commission**

Commission Member <i>(At Least One, Up to Three Members)</i>		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Nathanial Fleming	X
2.	Julie Sim	X

3.	Jim Bryson	X
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Item E3: Nominations and Appointments **Assessment Review Board**

Board Chair, Local Assessment Review Board (One Vacancy)		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Nathanial Fleming	X
Board Chair, Composite Assessment Review Board (One Vacancy)		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Nathanial Fleming	X

Item E4: Nominations and Appointments **Aqua 7 Water Commission**

Board Member (One Vacancy)		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Nathanial Fleming	X
2.	Alternate: Jim Bryson	X

Item E5: Nominations and Appointments **Community Futures Wild Rose**

Board Member (One Vacancy)		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Julie Sim	X
2.	Alternate: Lisa McAree	X

Item E6: Nominations and Appointments **Irricana & Rural Library Board**

Board Member <i>(At Least One, Up to Two Members)</i>		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Lisa McAree	X
2.	Nathanial Fleming	X

Item E7: Nominations and Appointments **Rocky View Foundation**

Board Member <i>(One Vacancy)</i>		
<i>Nominee</i>		<i>Appointed / Acclaimed</i>
1.	Jim Bryson	X
2.	Alternate: Kim Schmaltz	X

Item E8: Review Council Code of Conduct (Bylaw 002:2022)

Printed copy of Council Code of Conduct to be provided to each of Mayor, Deputy Mayor and Councillors to be reviewed, signed and dated and handed in by end of week.

F. ADJOURN

146:24 Moved by Councillor Schmaltz to adjourn the Organizational Meeting at 7:10 pm.

Jim Bryson
Mayor

Doug Hafichuk
Chief Administrative Officer

Item E2

Minutes from October 21, 2024 Regular Meeting of Council

REGULAR MEETING OF COUNCIL

Council Chambers, Irricana Centennial Centre, 222 2 Street

Date: October 21, 2024 Time: 7:00PM

A. ATTENDANCE

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

B. CALL TO ORDER

The meeting was called to order by Mayor Bryson at 7:09 pm.

C. AGENDA

- (i) Item C1: Adopt Agenda
147:24 Moved by Councillor Sim to adopt the Agenda, as presented.
CARRIED

D. PRESENTATIONS

- (i) None

E. MINUTES

- (i) Item E1: Minutes of the Regular Meeting of Council for October 7, 2024

148:24 Moved by Councillor Schmaltz to accept the Minutes of the Regular Meeting of Council for October 7, 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: Enforcement Services Update
149:24 Moved by Councillor Schmaltz that Administration's report be received for information.
CARRIED

- (ii) Item I2: Chief Administrative Officer Report
150:24 Moved by Councillor Sim that the Chief Administrative Officer Report be received for information.
CARRIED

J. COMMUNICATION / INFORMATION

- (i) Item J1: Motion Tracker
Not available – to be provided at Nov 04, 2024 meeting

K. COUNCILLOR UPDATE

- (i) Roundtable Discussion

L. CLOSED SESSION

- (i) None

M. ADJOURN

- (i) Adjournment
151:24 Moved by Councillor Schmaltz to adjourn the meeting at 7:51 pm.

Mayor Bryson

Doug Hafichuk
Chief Administrative Officer

To: Mayor and Council
From: Chief Administrative Officer
Date: November 4, 2024
Purpose: **Request for Decision**
Subject: Irricana Library Board Appointments

Summary:

The Irricana and Rural Municipal Library Board has provided Council with a list of recommended names for appointment to the Library Board.

Background and Discussion:

The Town of Irricana Municipal Library Board (Bylaw 013:2023):

1. Establishes the Irricana and Rural Municipal Library Board for the purposes of providing "...*library services for the Town of Irricana, pursuant to the Libraries Act, related regulations, and any other applicable legislation or order*" to residents of Irricana and the surrounding area.
2. Requires that the Board consist of at least five and no more than ten Members.
3. Allows Members at Large to serve a term of **up to** three years.
4. Requires Members seeking appointment beyond three terms to have the support of at least two-thirds of Council.

The current Board includes the following Members at Large:

	<i>Expiry</i>	<i>Term</i>	<i>Member Status</i>
Deputy Mayor McAree	2025	-	Council Representative
Councillor Fleming	2025	-	Council Representative
Dawn Mosondz	2026	First	Member at Large
Bob Anderson	2024	Fourth	Member at Large
Shannon Simmons	2024	Fourth	Member at Large

To ensure the continued operation of the Board, the following Members at Large have been recommended for appointment by Council:

	Term	Length	Expiration Date
Bob Anderson	Fifth	2-Year	October 31, 2026
Shannon Simmons	Fifth	1-Year	October 31, 2025

As Mr. Anderson and Ms. Simmons would each be serving a fifth consecutive term, their respective appointments must receive support from at least four Members of Council.

Financial Implication(s):

There are no financial implications.

Recommendation:

Administration recommends approving the appointments, as provided by the .

Recommendation Motion(s):

Option #1:

Motion #1: **THAT** Bob Anderson be appointed to the Irricana and Rural Municipal Library Board as a Member at Large, for a two-year term expiring on October 31st, 2026.

Motion #2: **THAT** Shannon Simmons be appointed to the Irricana and Rural Municipal Library Board as a Member at Large, for a one-year term expiring on October 31st, 2025.

Option #2:

As determined by Council.

Respectfully submitted,

"Doug Hafichuk"

Chief Administrative Officer

ATTACHMENTS:

Attachment 'A' – Fact Sheet for Alberta Public Library Boards and Councils

Item I1

Attachment 'A' – Fact Sheet for Alberta Public Library Boards and Councils

Appointments to the Municipal Library Board

A Fact Sheet for Alberta Public Library Boards and Councils

Municipal councils select individuals from their communities to sit on a library board. These individuals are appointed to the library board to ensure comprehensive and efficient library services are provided to the community. Councils appoint individuals with unique skills and perspectives to create a competent, well-rounded library board.

Appointment Basics

Board Members

As per the *Libraries Act*, council may appoint between 5 and 10 board members to a municipal library board. Of these appointees, no more than two may be municipal councillors (for more information about appointing councillors to a municipal library board, see Public Library Services Branch (PLSB)'s *Appointing Councillors to the Municipal or Intermunicipal Library Board* fact sheet).

Only the council of the municipality that established the library board has the authority to appoint members. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing. When making an appointment, council should include the name of the individual(s) being appointed and their term length in the motion.

Term Limits

Library board members are appointed for a term not exceeding 3 years. A board member cannot automatically serve more than 3 consecutive terms. If council wishes to have an individual on the municipal board for longer than 3 terms, 2/3 of the majority of council must vote in favour of re-appointing that individual for another term. This 2/3 majority vote must occur every time the individual is re-appointed. If a former board member who has not served on the board for a period of time seeks to be appointed to the board again, council may appoint this individual for a brand new term, regardless of whether they served 3 terms during their previous time on the board.

Selecting Board Members

Council has the prerogative to decide who is appointed to the municipal library board; however, it is good practice for council to involve the library board with recruitment and selection of board members. The board can suggest what skillsets would be beneficial to the board, assist with any interview processes, and put forward names to council. It is then council's decision whether or not to appoint the suggested individuals. Council does not simply approve the names put forward – they must *appoint* each individual. Please note that library staff, as employees of the board, cannot be board members. Staff can attend board meetings in a supporting capacity if the board desires.

Councils are only responsible for appointing individuals, and may not appoint officer positions. The election of officers is a process that happens at the board table amongst board members.

It is recommended that council not add details surrounding appointments within the municipal establishment bylaw. This can lead to inflexibility and redundancy (or contradiction) with clauses stated within provincial legislation. The establishment bylaw simply creates the municipal library board.

Board Turnover

Once a board member's term expires, council has two options – appoint the individual again (ensuring 2/3 of council has approved the resolution if beyond 3 consecutive terms), or opt not to reappoint. In the latter case, council must appoint another individual to the board as soon as reasonably possible, particularly if board membership drops below the minimum of 5 members.

A board member is not permitted to serve more than three terms (unless approved by 2/3 of council) to allow for turnover of library board membership and allow new individuals to be appointed and share their perspectives. The library board belongs to the whole community – not simply a select few individuals. Other community members should have the opportunity to have a voice at the table should they wish to. Councils in smaller communities may assert that it is

a struggle to find new individuals to appoint to the library board, citing a lack of willing volunteers from the community to sit on the board. It is worthy of note that there is no residency requirement for library board members. Board members need not live in the same municipality as the council that created the board. In fact, it can be beneficial to appoint individuals living outside of the municipality to garner perspective from surrounding municipalities, whose community members may utilize those library services.

Municipal vs. System Appointments

Note that appointing an individual to a municipal library board is not the same process as appointing an individual to a regional library system board. Municipalities that are members of a library system have the ability to appoint an individual to the system board to represent their municipality (for more information about system board appointments, see PLSB's *Appointments to the Library System Board* information sheet). This individual can serve on both the local and the regional system boards should council desire, but each appointment must be made separately.

The Importance of Ensuring ALL Board Members are Appointed

Having individuals on the library board that are not appointed by council not only poses a significant legal risk to the board and library, but to the individual who is not appointed. Decisions and motions made at board meetings, if challenged, would not be likely to hold up in a court of law. Minutes signed by a board member who is not legally appointed would technically not be approved from a legal standpoint. While it is important that board members are appointed when first selected for the board, it is also important that council track when board member terms are expiring to ensure members are appointed for another term (if being reappointed) before their current appointment expires. If a gap exists between appointments, any voting or motions made by that individual would not be legally valid. A Board Member Tracker Template is included with this information sheet.

Board Member Responsibilities

Council appoints *individuals* to municipal library boards, not representatives or officer positions. There is no seat on a municipal library board reserved for council, and councillors do not have a designated role to fill on the library board. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions. Councils may not appoint alternates

to these library boards because an alternate cannot represent the views of another individual.

Once a library board is established, it is an autonomous corporation – a legal entity separate from the municipality that established it. It has full management and control of library services in the community. Board members have fiduciary duties to fulfill in their roles. This includes the duty of care – each board member must be knowledgeable about their role and carry out their duties with the degree of care and attention that can reasonably be expected of them – and the duty of loyalty – to act honestly and in the best interests of the board and library, regardless of other boards and committees that individual may sit on.

Support and Resources

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at libraries@gov.ab.ca. Information is also available on the PLSB website at www.albertalibraries.ca.

<The (Name of Municipality) Library Board>

Requirements as per the *Libraries Act*, section 4:

- Only the municipal council that established the library board has the authority to appoint board members
- Minimum of 5, maximum of 10 board members can be appointed to the municipal library board
- A maximum of 2 board members may also be councillors from the municipality that established the board
- A single term on the board cannot exceed 3 years
- After 3 consecutive terms, 2/3rds of council must approve the individual being reappointed for each consecutive term thereafter (e.g. for a fourth, fifth term)
- Alternates are not allowed

Name of board member	Date of initial appointment	Current term ends	Number of terms served	History (e.g. motion # or date of letter of appointment)
Bob Smith	October 15, 2014	October 15, 2019	2	Motion#12345s – appointed for a 2 year term Motion#98765f – appointed for a 3 year term

Item J1

Motion Tracker for November 4, 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	31-Oct-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	In Progress	Scheduled for discussion at Dec 2 2024 Regular Meeting	31-Oct-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.	28-Aug-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	Scheduled for discussion at Dec 2 2024 Regular Meeting	31-Oct-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	Scheduled for discussion at Dec 2 2024 Regular Meeting	31-Oct-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