



COUNCIL MEETING
TUESDAY, NOVEMBER 14, 2017
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, NOVEMBER 14, 2017 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda *	Adoption
Pg. 4	C) Accounts Payable *	For Information
Pg. 9	D) Bank Summary to September 30, 2017 *	For Information
	2. PUBLIC HEARING	
Pg. 10	A) Bylaw 1845/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw *	
	Re: Rezoning Lot 42, Block 91, Plan 9411418 (15 – 3 Street NW) From R-1 Single Family Residential District to R-3 Medium Density Residential District	
	3. DELEGATION	
Pg. 12	A) Council Orientation Presentation * Re: An Introduction to Land Use Planning	For Information
	4. MINUTES	
Pg. 53	A) Organizational meeting held October 23, 2017 *	For Adoption
Pg. 60	B) Council meeting held October 23, 2017 *	For Adoption
Pg. 64	C) Special Council meeting held November 2, 2017 *	For Adoption
Pg. 67	D) Special Council meeting held November 4, 2017 *	For Adoption
Pg. 71	E) Redcliff and District Recreation Services Board meeting held November 6, 2017 *	For Information
Pg. 73	F) Riverview Golf Club meeting held September 19, 2017 *	For Information
Pg. 76	G) Redcliff Public Library Board meeting and Library Manager's Report held September 26, 2017 *	For Information
Pg. 81	H) Subdivision & Development Appeal Board meeting held October 18, 2017 *	For Information

5. BYLAWS

- Pg. 84 **A)** Bylaw 1845/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw * 2nd / 3rd Reading
- Re: Rezoning Lot 42, Block 91, Plan 9411418 (15 – 3 Street NW)
From R-1 Single Family Residential District to R-3 Medium Density Residential District

6. REQUESTS FOR DECISION

- Pg. 86 **A)** Request for Comments from Council * For Consideration
Re: Rezoning land in Cypress County
- Pg. 99 **B)** Council Municipal Development Plan (MDP) Workshop #1 * For Consideration
- Pg. 102 **C)** Appointment of Assessor * For Consideration

7. POLICIES

- Pg. 116 **A)** Policy 124, Physician Recruitment & Retention Committee * For Consideration

8. OTHER

- Pg. 120 **A)** Alberta Urban Municipalities Association (AUMA) * For Information
i) Notice of Special Resolutions 1-4
ii) AUMA Bylaws with Proposed Amendments for 2017 AGM
iii) AUMA Bylaws with Proposed Amendments for 2017 AGM Redlined
- Pg. 151 **B)** Redcliff/Cypress Regional Waste Management Authority * For Information
Re: Landfill Graphs to October 31, 2017
- Pg. 154 **C)** Council Important Meetings & Events November 14, 2017 * For Information

9. RECESS

10. IN CAMERA

- A)** Legal Matter (FOIP S. 27)

11. ADJOURN

<u>COUNCIL MEETING NOV 13, 2017</u>			
<u>ACCOUNTS PAYABLE LIST</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
82405	ALTA-WIDE BUILDERS	DRAIN TILE	\$571.16
82406	ANDRES, BONNIE	EMPLOYEE REIMBURSEMENT	\$58.47
82407	ARROW HOME BUILDERS	REFUND CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00
82408	CARO ANALYTICAL	WATER ANALYSIS/FILTRATION SUPPLIES	\$155.93
82409	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$558.00
82410	DWELLING PLACES INC	REFUND CONSTRUCTION DAMAGE DEPOSIT	\$2,000.00
82411	FRANCOTYP-POSTALIA CANADA	POSTAGE MACHINE FEES	\$114.82
82412	GAS CITY HYDRO	CURB STOP REPAIR	\$511.88
82413	HARV'S JANITORIAL	JANITORIAL SERVICES	\$3,948.00
82414	MEDICINE HAT COLLEGE	REBRANDING	\$2,800.00
82415	CFMY-FM	ADVERTISING	\$262.50
82416	NORWOOD WATERWORKS	INFLOW DISHES AND MANHOLE SEALS	\$11,604.01
82417	ROYAL CANADIAN LEGION	PAINTING WITH VAL FEES	\$53.50
82418	RECEIVER GENERAL	STAT DEDUCTIONS	\$404.16
82419	REIMER, ERNIE	TRAVEL REIMBURSEMENT	\$112.00
82420	RIDEOUT, CLARA	TRAVEL REIMBURSEMENT	\$88.00
82421	ROSENAU TRANSPORT	SHIPPING	\$2,106.27
82422	SANATEC	TOILET/WASH STAND RENTAL	\$341.25
82423	SCHEFFER ANDREW	RIVER ROAD REPAIR/WESTSIDE SLOPE	\$15,080.63
82424	SECURTEK	FIRE HALL ALARM	\$72.29
82425	SERENITY HOMES	REFUND CONSTRUCTION DAMAGE DEPOSIT	\$1,200.00
82426	SPETZ, PATRICIA	TRAVEL REIMBURSEMENT	\$33.00
82427	SCHNELL, GLEN	REFUND CREDIT ON ACCOUNT	\$120.67
82428	TEICHROEB, MARIA WALL	REFUND CREDIT ON ACCOUNT	\$82.17
82429	MILLER, TROY	REFUND CREDIT ON ACCOUNT	\$150.00
82430	VALLEY VEGETATION CONTROL	REFUND CREDIT ON ACCOUNT	\$69.02
82431	WESTERN TRACTOR	SOLENOID	\$265.72
82432	WHITE FOX GROUP	SCREENED ROCK	\$3,286.08
82433	WOOD, DALE	INSTRUCTOR FEES	\$1,805.00
82434	AGCOM	PROPANE	\$267.94
82435	ATB MASTERCARD	VARIOUS	\$10,477.57
82436	BARTLE & GIBSON	SINKS/FITTINGS/VALVE	\$2,262.88
82437	CHAT-FM	ADVERTISING	\$262.50
82438	CROFTS, ARLOS	EMPLOYEE REIMBURSEMENT	\$100.09
82439	DESIGN KITCHEN & COUNTER TOPS	CABINETS/COUNTERTOPS	\$1,076.25
82440	GAR-TECH ELECTRICAL	REPAIRS	\$78.75
82441	GEM TESTING	DENSITY TESTING	\$2,596.13
82442	LMT ENTERPRISING	RIVERVIEW ROAD REPAIR	\$187,444.30
82443	SHAW CABLE	INTERNET	\$189.84
82444	NEW WEST TRUCK CENTERS	ADHESIVE REMOVER	\$388.72
82445	PRIME PRINTING	BALLOTS	\$344.40
82446	PUROLATOR	SHIPPING	\$57.13
82447	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL CHARGES	\$8,356.42
82448	ROSENAU TRANSPORT	SHIPPING	\$566.82
82449	MUNICIPAL WORLD	JOB POSTING	\$446.25
82450	PRACTICA	POOP BAGS	\$394.14

82451	BREWMASTER	OIL/CONTAINERS	\$130.85
82452	SOUTH COUNTRY COOP	COUPLERS/WEeping TILE	\$766.77
82453	3 LITTLE BIRDS TREE CARE	CLEANUP STORM DEBRIS	\$236.25
82454	COX, VALERIE	PAINTING WITH VAL FEES	\$472.50
82455	HIEBERT, KAREN	TAX REFUND	\$975.04
82456	KENNEDY, ALLAN	REFUND CREDIT ON ACCOUNT	\$56.17
82457	NOBLE, LAVERNE	REFUND CREDIT ON ACCOUNT	\$268.01
82458	VANCLIEAF, SCOTT	TRAVEL ADVANCE	\$300.00
82459	WOLSELEY	SEWER SADDLE	\$359.29
82460	AG-PLUS	SEAL KIT/COUPLERS/OIL FLUID/HARNESS/SWITCH	\$551.03
82461	AL'S AUDIO	MICROPHONE	\$135.45
82462	ALBERTA POUND & RESCUE	ANNUAL IMPOUNDMENT FEES	\$2,000.00
82463	BIG HILL SERVICES	COACH BOARDS	\$141.59
82464	BRUCE'S SEWER SERVICE	SEWER CLEANOUT	\$259.88
82465	CASEY, LORNE	TRAVEL REIMBURSEMENT	\$100.00
82466	COMPETITIVE EDGE SOFTWARE	LICENSE RENEWAL	\$1,200.00
82467	DAVIES, MIKE	TRAVEL REIMBURSEMENT	\$100.00
82468	ELDORADO FARMS	REFUND UTILITY DEPOSIT	\$150.00
82469	FLASHING CANINES AGILITY	REFUND KEY DEPOSIT	\$125.00
82470	GAR-TECH ELECTRICAL	LIGHT REPAIRS/WIRING	\$1,183.78
82471	GUZMAN, RAFAEL	TRAVEL REIMBURSEMENT	\$381.12
82472	HAT AGRI SERVICE	SEAL/O-RINGS/SHIFT FORK	\$54.82
82473	HI-WAY EXPRESS	FREIGHT	\$122.37
82474	HYDRACO	GAUGE	\$16.96
82475	SHAW CABLE	INTERNET	\$226.60
82476	NORWOOD WATERWORKS	SERVICE CHARGE	\$232.08
82477	PITNEY WORKS	FOLDER/STUFFER FEES	\$159.08
82478	TOWN OF REDCLIFF LIBRARY BOARD	ALLOTMENT FUNDING	\$55,806.22
82479	QUICK WAY ELECTRIC	PERMIT REFUND	\$13.61
82480	RAECOR ENTERPRISES	CONCESSION WALL	\$1,864.35
82481	RECEIVER GENERAL	DEDUCTIONS	\$397.55
82482	SQUAREONE CONSULTING	ASBESTOS TESTING	\$236.25
82483	SOUTH COUNTRY COOP	CHEMICAL	\$370.00
82484	AUDIO CINE FILMS	MOVIE LICENSE	\$294.00
82485	RISLING, TERRY	REFUND UTILITY DEPOSIT	\$150.00
82486	SMITH, RACHELLE	REFUND UTILITY DEPOSIT	\$150.00
82487	SCHMALTZ, MARVIN	REFUND SEWER ISSUE	\$105.00
82488	MUNSON, COLIN	REFUND ICE RENTAL	\$73.50
82489	UNITED RENTALS	SCISSOR LIFT	\$10,102.05
82490	WEARPRO EQUIPMENT	MOLDBOARD REDUCER BUSHING	\$158.03
82491	WESTERN TRACTOR	SNOWTHROWER	\$1,522.50
82492	W.R. MEADOWS	ASPHALT REPAIR	\$2,075.00
82493	2048658 ALBERTA LTD	COVER GROW	\$1,370.57
82494	AAA STRIPING & SEAL COATING	LINE PAINTING	\$4,284.23
82495	ALBERTA MUNICIPAL ENFORCEMENT	REGISTRATION	\$501.00
82496	GUZMAN, RAFAEL	EMPLOYEE REIMBURSEMENT	\$26.55
82497	HARV'S JANITORIAL	JANITORIAL SERVICES	\$3,948.00
82498	ROYAL CANADIAN LEGION	MEMORIAL WREATH/DRINKS	\$157.25
82499	RECEIVER GENERAL	STAT DEDUCTIONS	\$424.47

82500	RUSSELL HENDRIX FOODSERVICE	WORK TABLE	\$267.07
82501	SCHEFFER ANDREW	PROFESSIONAL SERVICES	\$7,952.72
82502	SOUTH COUNTRY COOP	DOOR SERVICES	\$496.97
82503	SPATIAL TECHNOLOGIES	BATTERY PACK	\$168.00
82504	FIRST EDITION FIRST AID TRAINING	AED/RESPONSE KIT	\$1,843.31
82505	BEING HUMAN SERVICES	CORPORATE TRAINING	\$734.70
82506	COX, VALERIE	PAINTING WITH VAL FEES	\$374.00
82507	THE PARK AFTER DARK	FALL MOVIE	\$525.00
82508	LUCAMBIO, CAMPOS	REFUND INACTIVE CREDIT ON ACCOUNT	\$150.00
82509	YANILUK, DEBBIE	ELECTION REMUNERATION	\$275.00
82510	DREGER, SHIRLEY	ELECTION REMUNERATION	\$275.00
82511	PINDER, MICHELLE	ELECTION REMUNERATION	\$425.00
82512	ERB CONSTRUCTION	REFUND PERMIT FEE	\$70.00
82513	VANCLIEAF, SCOTT	TRAVEL REIMBURSEMENT	\$237.35
82514	WHITE FOX GROUP	SCREENED ROCK	\$6,564.29
82515	WILLIS, HAZEL	ELECTION REMUNERATION	\$3,500.00
82516	WOLSELEY	PEX PIPE	\$371.57
82517	BRUCE'S SEWER SERVICE	CLEAR PLUGGED LINES	\$504.00
		CHEQUES - TOTAL	\$383,633.41

<u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u>			
<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00347	AIR LIQUIDE	CARBON DIOXIDE	\$2,880.33
00348	AMSC INSURANCE	BENEFITS	\$17,669.17
00349	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$60.63
00350	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$365.40
00351	CLEARTECH	CHEMICAL/CONTAINER RETURN	\$24,879.36
00352	DIGITEX	COPIER FEES	\$1,404.63
00353	FARMLAND SUPPLY	HYDRAULIC HOSES/WRAPS	\$204.12
00354	FOX ENERGY	GAS MONITOR CALIBRATION	\$68.20
00355	KIRK'S MIDWAY TIRE	FLAT REPAIR/PATCH	\$157.50
00356	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$68.25
00357	MBSI	HOSTED BACKUP	\$3,213.00
00358	MPE	LIFT STATION UPGRADES/DRAFTING	\$2,718.45
00359	SUMMIT MOTORS	FILTERS	\$24.90
00360	WESTERN CANADA	CYLINDER LEASES	\$545.16
00361	THE BOLT SUPPLY HOUSE	SEALANT TAPE	\$16.95
00362	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$50.40
00363	CUPE	UNION DUES	\$1,932.01
00364	FOX ENERGY	GLOVES/GLASSES/LENS	\$101.38
00365	REDCLIFF HOME HARDWARE	SCREWS/HOSE KIT/SOAP/SEAL/SNOW THROWER	\$1,119.84
00366	LETHBRIDGE HERALD	ADVERTISING	\$1,285.74
00367	MEDICINE HAT NEWS	ADVERTISING	\$464.52
00368	PARK ENTERPRISES	PERMITS	\$4,563.44
00369	TRIPLE R EXPRESS	SHIPPING	\$36.75
00370	AMSC INSURANCE	HEALTH SPENDING	\$18,252.18
00371	ATRON REFRIGERATION	RINK STARTUP/REPAIR FAN & COMPRESSOR/FILTER	\$5,731.32
00372	BRANDT TRACTOR	STARTER	\$688.55
00373	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$65.14

00374	DIGITEX	PHOTOCOPIER FEES	\$486.94
00375	FARMLAND SUPPLY	BUSHINGS	\$19.95
00376	REDCLIFF HOME HARDWARE	SNOWBRUSHES/ANTIFREEZE/BLOWOUT SUPPLIES	\$3,369.58
00377	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRES	\$70.35
00378	KOST FIRE EQUIPMENT	EXTINGUISHER TESTING	\$2,358.82
00379	MPE ENGINEERING	WTP CONTINUING OPERATIONAL ASSISTANCE	\$1,575.00
00380	PARK ENTERPRISES	PERMITS	\$1,185.10
00381	SUNCOR	FUEL	\$10,218.41
00382	STEEP ROCK	ROADCRUSH	\$1,911.29
00383	SUMMIT MOTORS	LAMP	\$36.41
00384	BERT'S VACUUMS	GARBAGE BAGS/CLEANING & PAPER PRODUCTS	\$406.40
00385	ACTION PARTS	BRAKLEEN/HEAT MAGNET/TRIPLE-TAP LIT/CONNECTOR	\$140.64
00386	AIR LIQUIDE	CARBON DIOXIDE	\$661.50
00387	AMSC INSURANCE	HEALTH CARE SPENDING	\$777.29
00388	BARTLE & GIBSON	SUPPLIES FOR RENOVATIONS	\$81.42
00389	BENCHMARK	ASSESSMENT FEES	\$17,091.90
00390	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$32.57
00391	COURTYARD LAW	PROFESSIONAL SERVICES	\$70.13
00392	CUPE	UNION DUES	\$2,108.41
00393	DIGITEX	PHOTOCOPIER FEES	\$222.23
00394	KEYWAY SECURITY	REMOVE & REINSTALL HARDWARE/ADJUST DOORS	\$906.15
00395	KIRK'S MIDWAY TIRE	TURF SAVER/TUBE	\$228.90
00396	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$68.25
00397	MBSI	DOMAIN/HOSTED BACK UP	\$1,306.20
00398	MPE ENGINEERING	CONSTRUCTION CHANGE ORDER DESIGN	\$2,451.75
00399	SANATEC	PORTA POTTY RENTAL	\$126.00
00400	SITEONE LANDSCAPE	IRRIGATION SUPPLIES	\$2,816.82
00401	BERT'S VACUUMS	GARBAGE BAGS/CLEANING & PAPER PRODUCTS	\$61.43
00402	FOX ENERGY	SAFETY SUPPLIES	\$417.80
		EFT - TOTAL	\$139,774.96

<u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00150	A & B STEEL	WIRE CUP/WASHERS/NUTS/BOLTS/LOCKNUTS	\$70.58
00151	FOX ENERGY	GLOVES/BANDAGES/FIRE EXTINGUISHERS	\$484.26
00152	REDCLIFF HOME HARDWARE	PAINT/PAINT SUPPLIES	\$194.08
00153	SHOCKWARE INC	INTERNET	\$52.45
00154	SUNCOR	FUEL	\$1,930.16
00155	TELUS	PHONE SERVICE	\$39.34
00156	ATB MASTERCARD	VARIOUS	\$175.13
00157	ATB MASTERCARD	VARIOUS	\$205.07
00158	H2O HAULING	HAUL WATER	\$105.00
00159	SUNCOR	FUEL	\$2,327.06
00160	49 NORTH LUBRICANTS	EXHAUST FLUID/OIL	\$547.35
00161	C & H IRRIGATION	ELBOW/ADAPTERS	\$24.38
00162	CITY AUTO PARTS	AIR FILTER	\$202.82
00163	CLEAN HARBORS	PAINT RECYCLING	\$1,048.95
00164	CYPRESS COMMUNICATION	INSTALL 2-WAY RADIO	\$908.25
00165	FARMLAND	WATER PUMP/REEL	\$1,414.35

00166	FORTY MILE	UTILITIES	\$97.27
00167	FOX ENERGY	FIRST AID KITS	\$223.55
00168	NAN'S & PAPA'S COIN LAUNDRY	LAUNDER COVERALLS	\$31.50
00169	RITE-WAY FENCING	SUPPLY/INSTALL GATE	\$4,436.82
00170	SANATEC	PUMP SEPTIC TANK	\$168.00
00171	SHOCKWARE	INTERNET	\$52.45
00172	SUMMIT MOTORS	PULLEY/AIR FILTER	\$1,260.04
00173	SUNCOR	FUEL	\$4,792.09
00174	A & B STEEL	GAS SPRING	\$102.90
00175	FINNING CANADA	O-RING/VALVE CHECK	\$59.78
00176	FIRST EDITION FIRST AID TRAINING	AED/RESPONSE KIT/BACKET	\$1,946.22
00177	REDCLIFF HOME HARDWARE	CLOTHS/CLEAR SEAL/TOILET PAPER/WATER	\$25.29
00178	SANATEC	PUMP SEPTIC TANK	\$168.00
00179	TELUS	PHONE SERVICE	\$39.65
		CHEQUES - TOTAL	\$23,132.79

BANK SUMMARY FOR SEPTEMBER 30, 2017

CASH

ATB GENERAL BANK ACCOUNT	5.12.02.121.000	
BALANCE FORWARD		2,372,587.02
DAILY DEPOSITS		150,060.30
DIRECT DEPOSITS		403,730.35
GOVERNMENT GRANTS		0.00
INTEREST		2,541.59
OTHER DEPOSITS		584.49
SUBTOTAL		556,916.73
PAYMENTS		394,755.97
ASFF QUARTERLY PAYMENTS		450,321.49
DEBENTURE PAYMENTS		120,027.43
OTHER WITHDRAWALS		194,633.31
SUBTOTAL		(1,159,738.20)
TOTAL CASH		1,769,765.55
BANK STATEMENT ENDING BALANCE		1,733,250.74
OUTSTANDING CHEQUES (-)		(53,751.77)
DEPOSITS IN TRANSIT (+)		90,266.58
TOTAL CASH		1,769,765.55

INVESTMENTS

CIBC INVESTMENT PORTFOLIO	5.12.02.321.001	19,262,947.00
ATB LANDFILL BANK ACCOUNT	5.12.02.126.000	2,210,871.70
TOTAL INVESTMENTS		21,473,818.70
TOTAL CASH & INVESTMENTS		23,243,584.25

**BYLAW 1845/2017
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW:

Whereas the lands described as

Legal Description

Lot 42, Block 91, Plan 9411418

Civic Address

15 3 Street NW

Herein referred to as "Subject Land A", is presently designated R-1 Single Family Residential District under the Town of Redcliff Land Use Bylaw;

AND WHEREAS it is proposed that Subject Land 'A' be designated R-3 Medium Density Residential District and is located as indicated on the following map.



AND WHEREAS copies of the bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000, Ch. M-26.

AND WHEREAS a public hearing with respect to this bylaw was held in Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2017.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. This Bylaw be cited as the Town of Redcliff Land Use Amending Bylaw 1845/2017.
2. The Land described as:

<u>Legal Description</u>	<u>Civic Address</u>
Lot 42, Block 91, Plan 9411418	15 3 Street NW

Is hereby designated R-3 Medium Density Residential District.

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time this 25th day of September, A.D. 2017.

READ a second time this _____ day of _____, A.D. 2017.

READ a third time this _____ day of _____, A.D. 2017.

PASSED and **SIGNED** this _____ day of _____, A.D. 2017

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES



Town of Redcliff

An Introduction to Land Use Planning

Council Orientation



Agenda

- ▶ Goals and Objectives
- ▶ What is Land Use Planning?
- ▶ Document Hierarchy
- ▶ Plans, Policies, and Bylaws in Redcliff
- ▶ MDP Update Project



Today's Goals

- ▶ Become familiar with the basics of land use planning
- ▶ Recognize the role, importance and hierarchy of planning documents in Council decision-making
- ▶ Become familiar with the basics of the planning process
- ▶ Understand the MDP Update project



What is Land Use Planning?



“ land-use planning means the **scientific, aesthetic,** and **orderly disposition** of **land, resources, facilities and services** with a view to **securing** the **physical,** economic and social efficiency, health and well-being of urban and rural **communities** ”

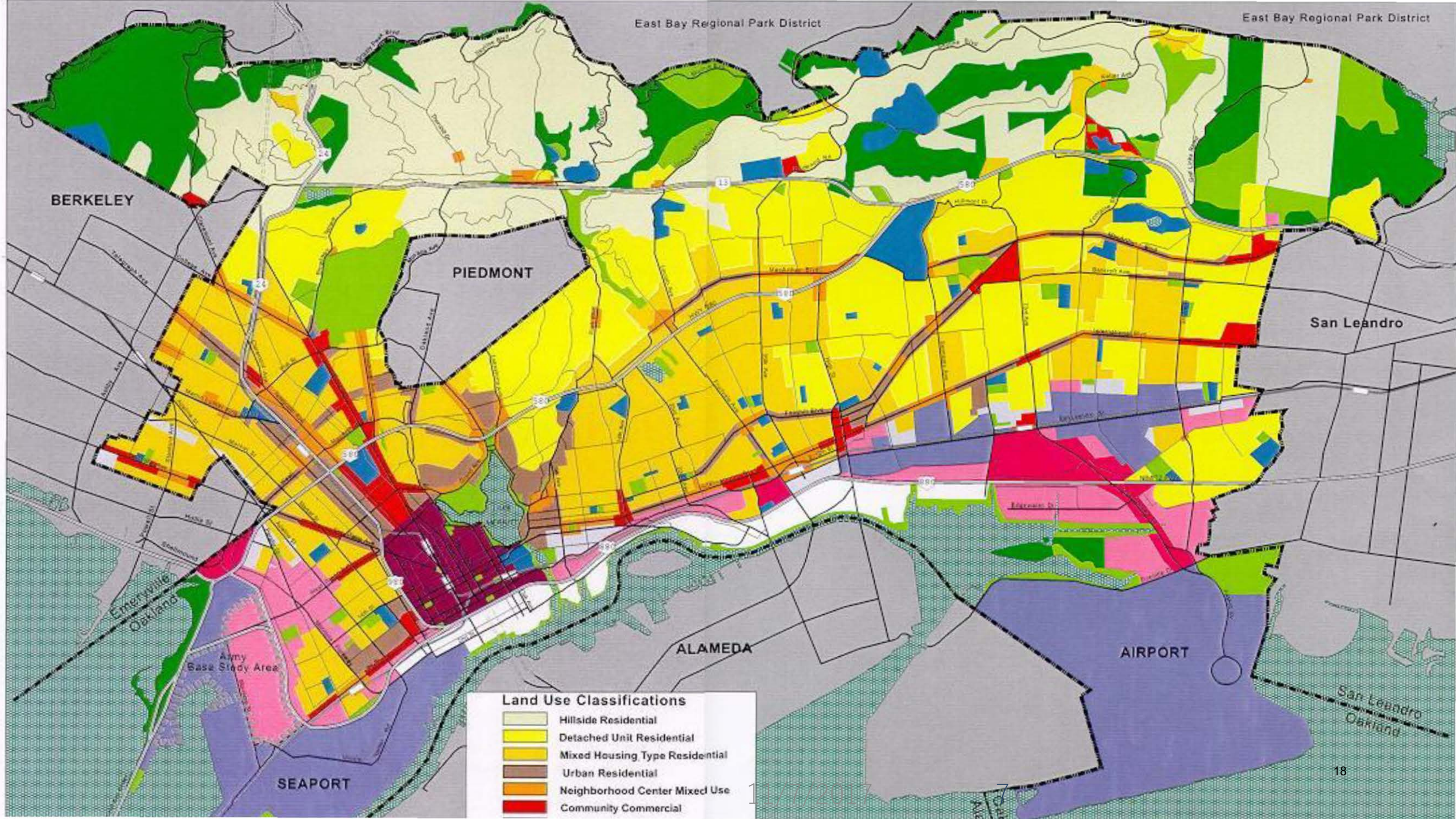
- Canadian Institute of Planners



Why do we Need Planning?

Canada's population is growing and, with more people migrating from rural to urban areas, the planning profession must increasingly deal with urbanization issues, such as:

- ▶ conversion of land from natural habitats to urban built areas,
- ▶ maintenance and use of natural resources and habitats,
- ▶ development of transportation related infrastructure,
- ▶ ensuring environmental protection.





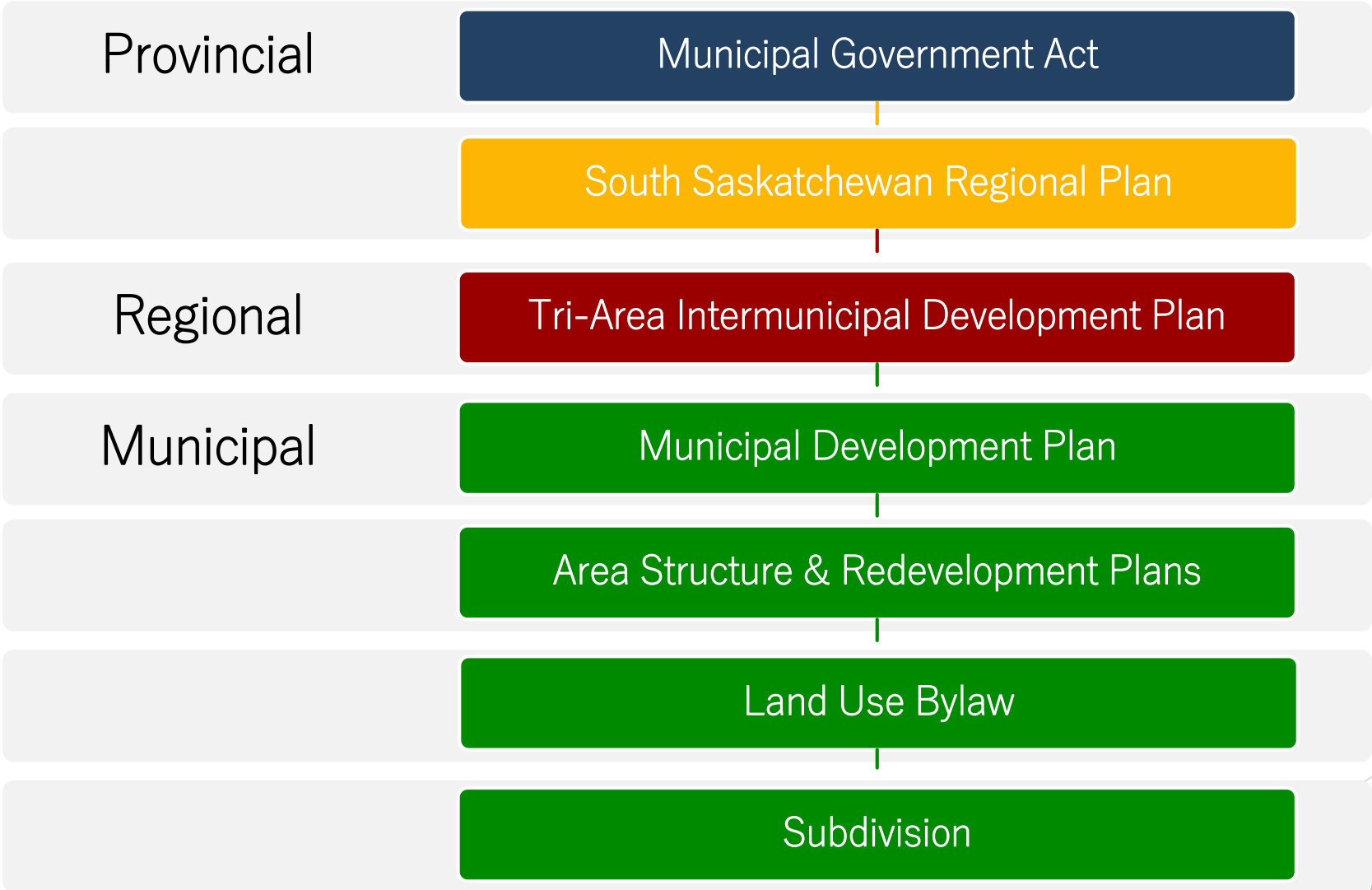
11/7/2017

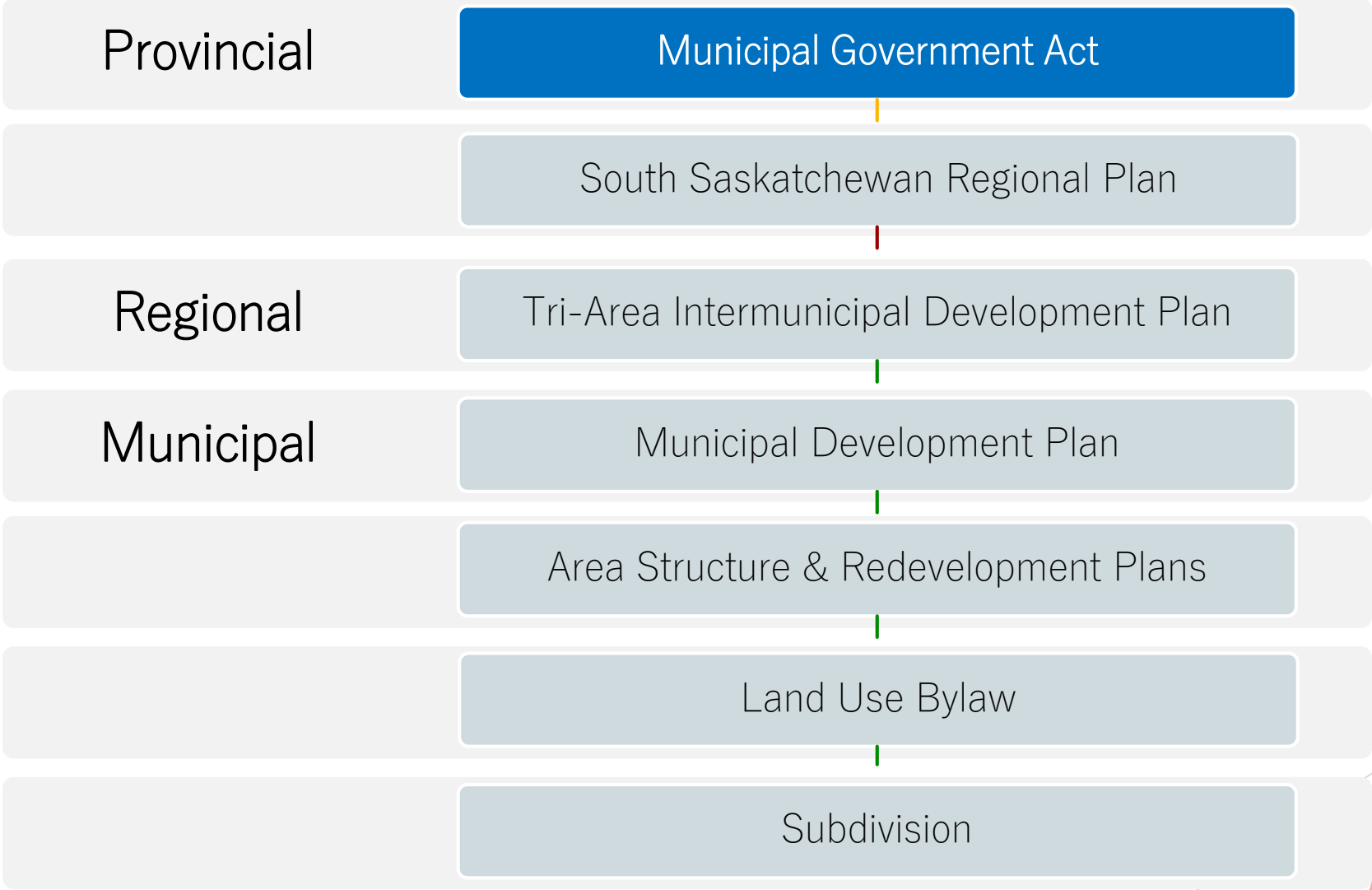
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Document Hierarchy







Municipal Government Act

Delegates governance authority from the province to the municipality in the following major areas:

Governance & Administration

The role of municipal councils

The role of municipal administration

Taxation exemptions

Assessment & Taxation

Property assessments

Property taxes, fees and levies

Taxation exemptions

Planning & Development

Land use planning

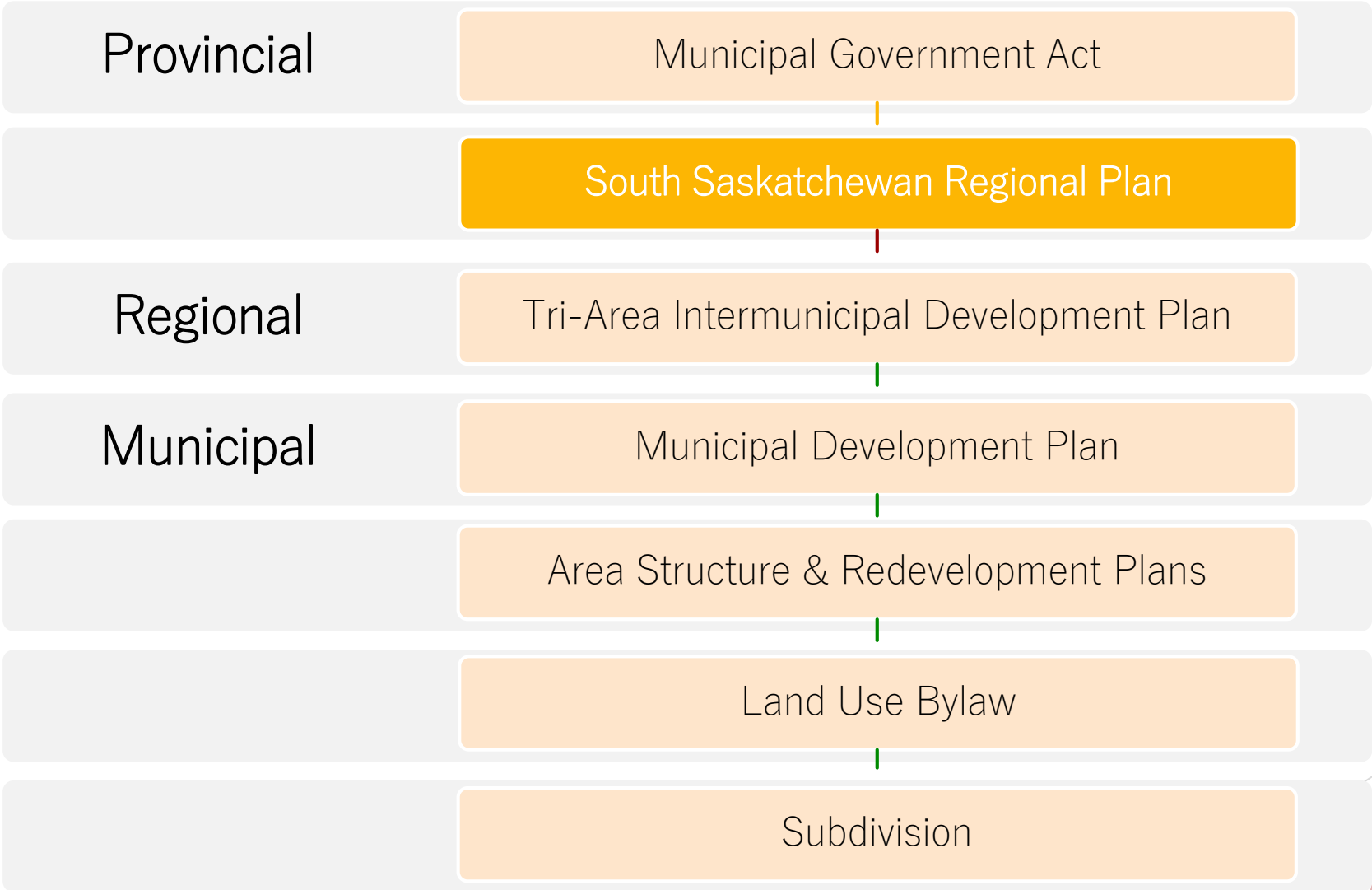
Planning decisions and appeals

Environmental considerations



MGA Contents

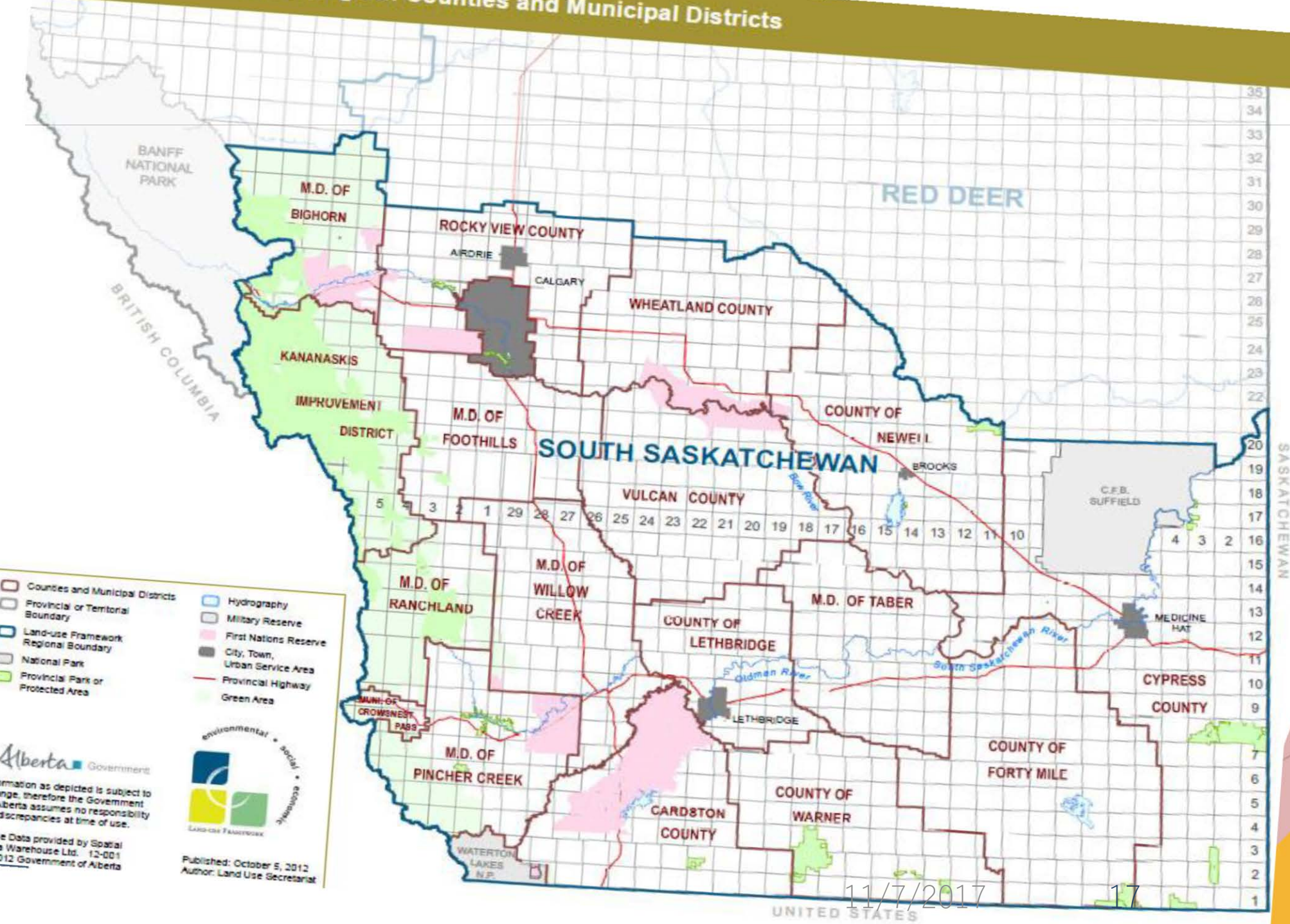
- ▶ Planning Authorities
- ▶ Statutory Plans
- ▶ Guidelines for Preparing Statutory Plans
- ▶ Land Use Bylaw
- ▶ Development Levies
- ▶ Subdivision
- ▶ Reserve Lands
- ▶ Appeals





South Saskatchewan Regional Plan (SSRP)

- ▶ 7 regions based on watershed boundaries
- ▶ SSRP came into effect in 2014
- ▶ Sustainable land management in response to immense growth
- ▶ Our documents must be consistent with the SSRP by 2019

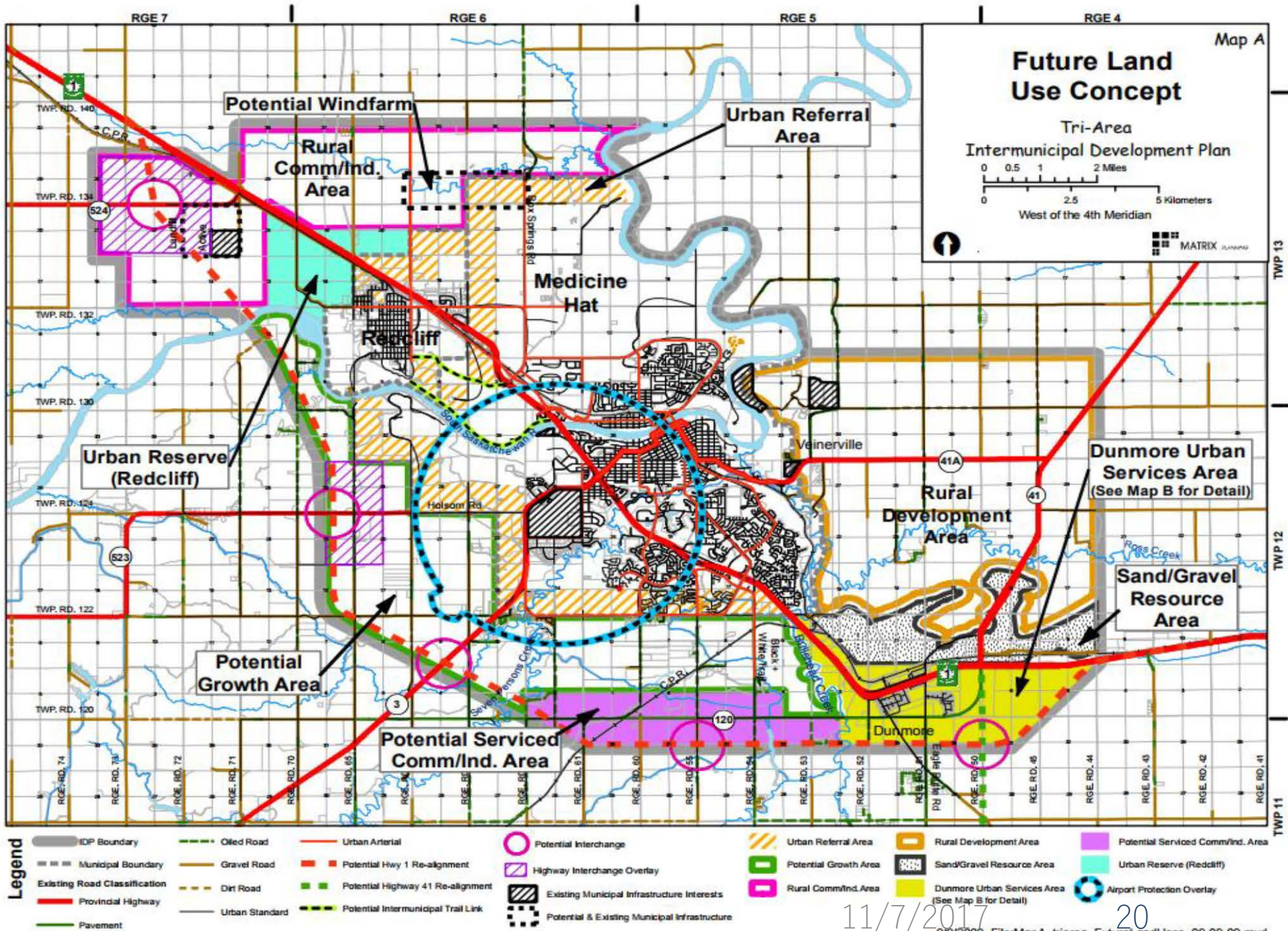






Tri-Area Intermunicipal Development Plan

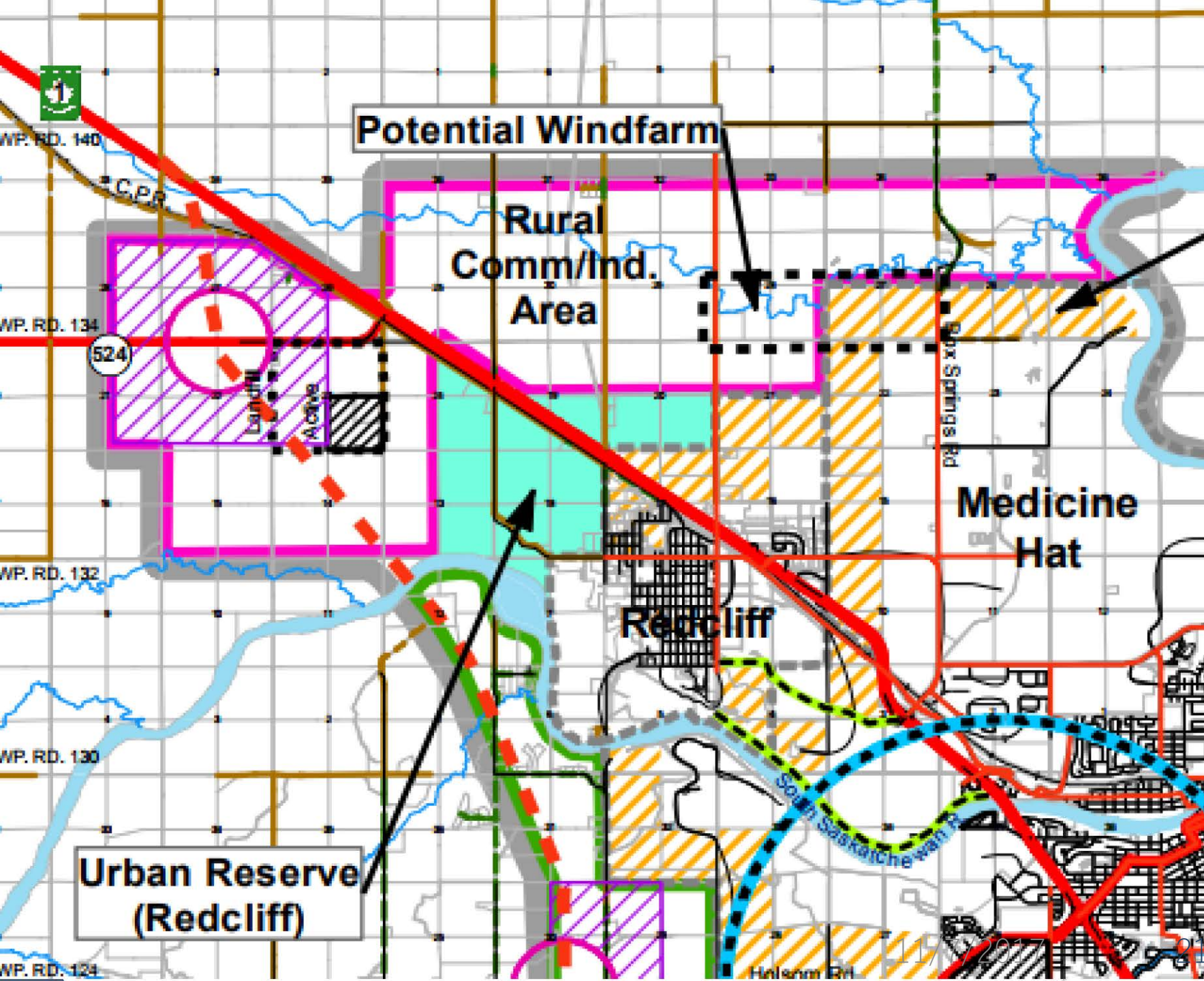
- ▶ Regional framework for:
 - ▶ Economic opportunities
 - ▶ Managing land use, subdivision, and development within the boundary
- ▶ Maintain and enhance mutually beneficial policies and service sharing
- ▶ Provide development potential certainty
- ▶ Strengthen communication
- ▶ Provided implementation details
- ▶ Currently under review



11/7/2017

20

9/9/2009 File:MapA_triarea_FutureLandUses_09-09-09.mxd







Municipal Development Plan

- ▶ Highest-level municipal strategic planning document
- ▶ Mandated by the Municipal Government Act
- ▶ Guides council decisions
- ▶ Sets direction for future growth and development (40 years)
- ▶ Acts as a roadmap for evaluating development proposals against the vision of the community
- ▶ Addresses issues faced today, while looking ahead to the future
- ▶ Balances and includes needs of the community



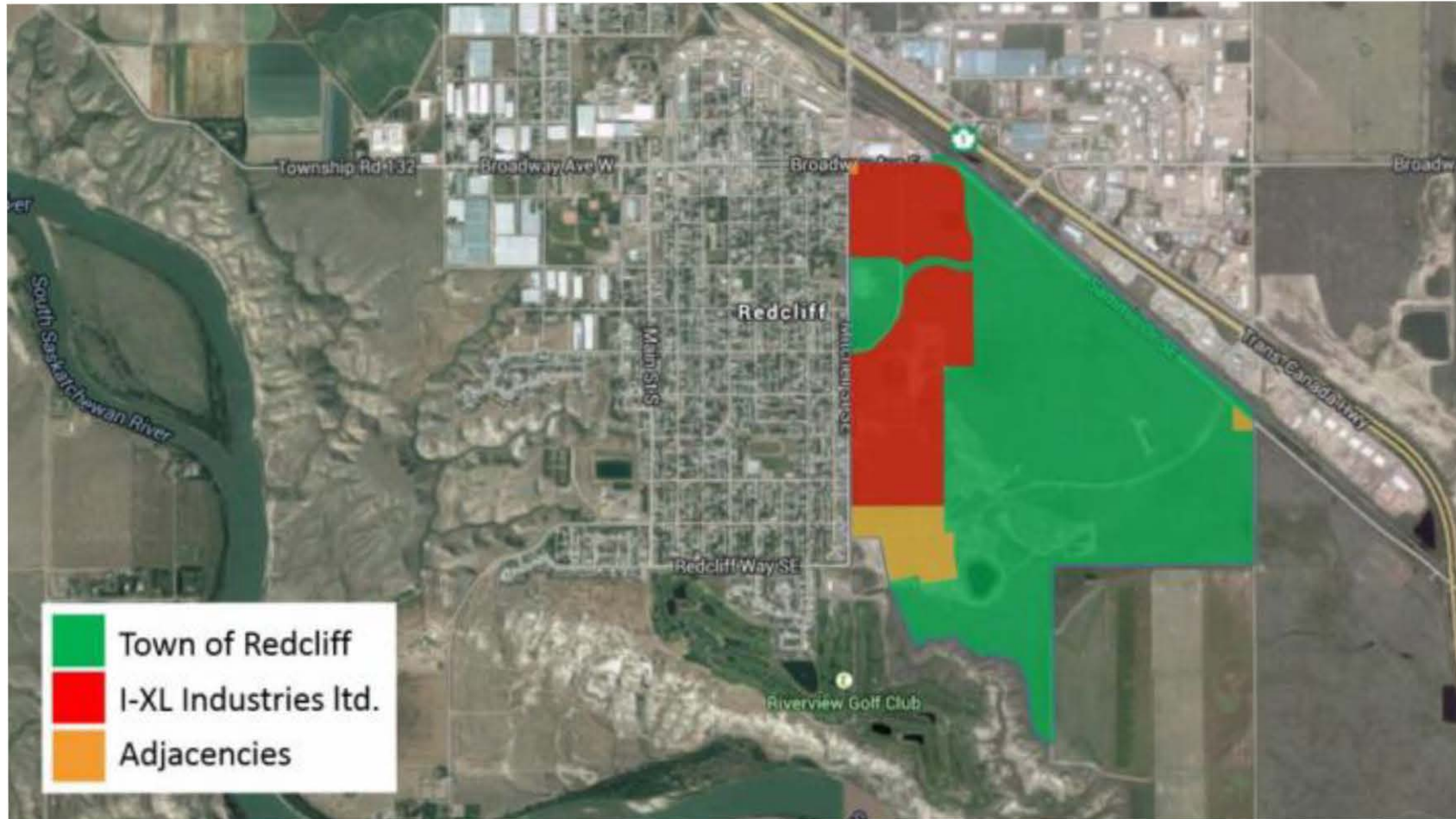


ASPs and ARPs

- ▶ More detailed than the Municipal Development Plan
- ▶ Neighbourhood specific
- ▶ ASP: Development of new neighbourhoods
 - ▶ Eastside
 - ▶ Northside
 - ▶ Westend
- ▶ ARP: redevelopment or reimagining of established neighbourhoods
 - ▶ none



Eastside ASP







Land Use Bylaw

- ▶ All municipalities in Alberta must have a Land Use Bylaw
- ▶ Provides rules and regulations for development based on the broad goals and objectives set in the Municipal Development Plan
- ▶ Includes districts, or zones, to separate different land uses, to minimize conflict between incompatible land uses
- ▶ Guides what land uses are desired for the future, not what they are now
- ▶ Outlines the designated powers given to the Development Officer and Municipal Planning Commission by Council to approve development

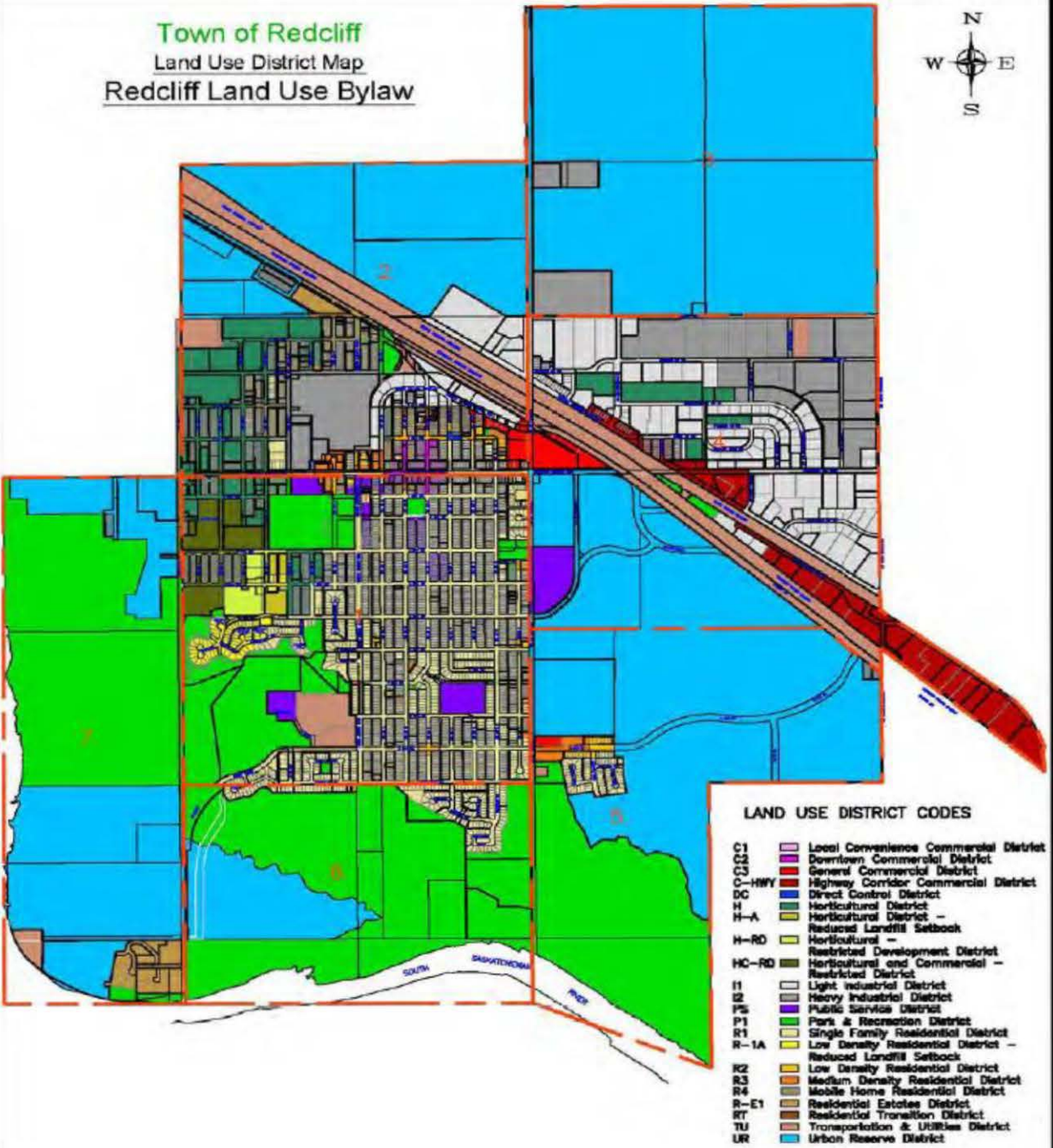


Direct Control Districts (DC)

- ▶ Council retains development authority
- ▶ Developments that do not neatly fall into an existing land use district's approved and discretionary uses can still be approved by Council by rezoning the property to Direct Control
- ▶ Appropriate when Council wants to exercise a high level of oversight of the development



Town of Redcliff
Land Use District Map
Redcliff Land Use Bylaw



- LAND USE DISTRICT CODES
- C1 Local Convenience Commercial District
 - C2 Downtown Commercial District
 - C3 General Commercial District
 - C-HWY Highway Corridor Commercial District
 - DC Direct Control District
 - H Horticultural District
 - H-A Horticultural District - Reduced Landfill Setback
 - H-RD Horticultural - Restricted Development District
 - HC-RD Horticultural and Commercial - Restricted District
 - I1 Light Industrial District
 - I2 Heavy Industrial District
 - PS Public Service District
 - P1 Park & Recreation District
 - R1 Single Family Residential District
 - R-1A Low Density Residential District - Reduced Landfill Setback
 - R2 Low Density Residential District
 - R3 Medium Density Residential District
 - R4 Mobile Home Residential District
 - R-E1 Residential Estates District
 - RT Residential Transition District
 - TU Transportation & Utilities District
 - UR Urban Reserve District







Subdivision

- ▶ Dividing land into 2 or more distinct parcels
- ▶ Legislated by:
 - ▶ MGA Subdivision Regulation
 - ▶ Town of Redcliff's Land Use Bylaw



Municipal Development Plan Update



Why are we Redrafting the MDP?

- ▶ Be consistent with South Saskatchewan Regional Plan
- ▶ Be consistent with Modernized Municipal Government Act
- ▶ Plan alignment with other municipal documents
- ▶ Reflect current demographic and economic context of the Town
- ▶ Involve stakeholders more heavily in the process

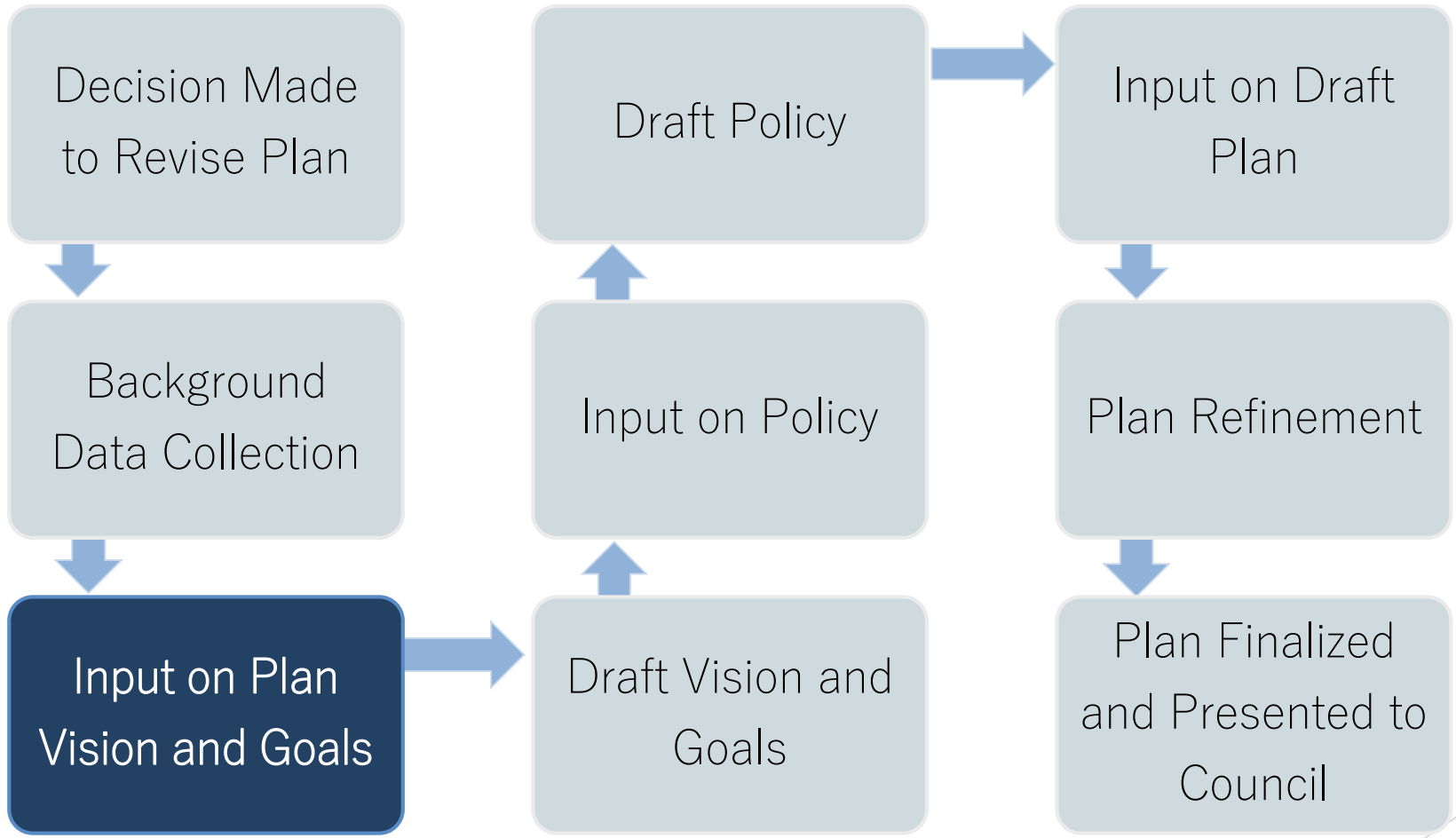


MDP Components

- ▶ Preamble
- ▶ Vision
- ▶ Goals & Objectives
- ▶ Residential
- ▶ Commercial
- ▶ Industrial
- ▶ Transportation
- ▶ Public utilities



Where are we in the Process?





Project Milestones

Background Data Collection	Draft Content	In Progress
<ul style="list-style-type: none">• Best practices• Legislative requirement review• Population Study• History of Planning	<ul style="list-style-type: none">• Plan Scope• Planning Principles• Introduction• Document Skeleton	<ul style="list-style-type: none">• Vision and Goals Engagement Sessions• Steering Committee• Economic Study• Land Inventory



Public Engagement

460 surveys completed
during Redcliff Days

120 (and counting)
online surveys
completed

300+ flags on the “Show
Us Your Redcliff” maps

54 Grade 6 students
participated in a “Show
Us Your Redcliff” design
activity

10 Town of Redcliff staff
members participated in
a “Show Us Your
Redcliff” design activity



Public Engagement Photos



11/7/2017



Reminder:

Public MDP Vision and Goal-Setting Workshops

DATE: November 16, 2017

TIME: 9-11am 3-5pm 6-8pm

LOCATION: Redcliff Legion

All Ages Welcome!



Questions?

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 23, 2017 – 6:30 P.M.**

PRESENT:

Mayor:	D. Kilpatrick
Councillors:	S. Cockle, C. Crozier
	C. Czember, L. Leipert
	E. Solberg, J. Steinke
Municipal Manager	A. Crofts
Manager of Legislative & Land Services	S. Simon
Director of Community & Protective Services	K. Dalton
Director of Planning & Engineering	J. Johansen

1. GENERAL

Call to Order by Municipal Manager **A)** Municipal Manager called the organizational meeting to order at 6:30 p.m.

Swearing in of Mayor **B)** Municipal Manager A. Crofts conducted the ceremony whereby Mayor Kilpatrick took the oath of office.

Municipal Manager passed the gavel to Mayor Kilpatrick.

Swearing in of Councillors **C)** Mayor Kilpatrick conducted the ceremony whereby Councillors C. Crozier, L. Leipert, E. Solberg, J. Steinke, S. Cockle and C. Czember took the oath of office.

Appointment of Deputy Mayor **D)** Mayor Kilpatrick conducted the ceremony whereby Councillors C. Crozier, L. Leipert, E. Solberg, J. Steinke, S. Cockle and C. Czember took the oath of Deputy Mayor for the interim periods as follows:

Cathy Crozier	October 23, 2017 – June 25, 2018
Larry Leipert	June 26, 2018 – February 25, 2019
Eric Solberg	February 26, 2019 – October 28, 2019
Jim Steinke	October 29, 2019 – June 22, 2020
Shawna Cockle	June 23, 2020 – February 22, 2021
Chris Czember	February 23, 2021 – October 25, 2021

2017-0387 Council Meeting Dates and Times

E) Councillor Leipert moved to establish Council meetings for the next Council term as follows:

- Second and fourth Monday of the month with the following exceptions:
 - December – second Monday of the month
 - July – third Monday of the month
 - August - third Monday of the month

Should a Monday meeting fall on a holiday, the meeting will be held on the Tuesday following the holiday. Council meetings will be held at 7:00 p.m. in the Town Hall Council Chambers. - Carried.

2. OTHER

2017-0388 Appointment to Boards and Commissions

A) Councillor Solberg moved the attached document outlining Council member appointments to Committees, Boards and Commissions be approved as amended. - Carried.

2017-0389 Seating Arrangements of Council

B) Councillor Leipert moved Council seating arrangements be as discussed. - Carried.

3. ADJOURNMENT

2017-0390 Adjournment

Councillor Solberg moved to adjourn the meeting at 7:01 p.m. - Carried.

Mayor Kilpatrick

Manager of Legislative & Land Services

Appointment of Council Members to Committees, Boards & Commissions

ASSESSMENT REVIEW BOARD

Councillor Cathy Crozier
Councillor Chris Czember
Mayor Dwight Kilpatrick

As established by the
board in conjunction with
the Board Clerk

CANADA DAY COMMITTEE

Councillor Jim Steinke

at the call of the Chair

CANADIAN BADLANDS

Councillor Chris Czember
Alternate – Councillor Eric Solberg

Annual General Meeting

COMMUNITY ADVISORY COMMITTEE (RCMP)

Councillor Cathy Crozier
Alternate – Councillor Shawna Cockle

3rd Wednesday Bi-monthly at 6:00 pm

CYPRESS VIEW FOUNDATION

Councillor Shawna Cockle
Councillor Eric Solberg

3rd Thursday @ 9:00 a.m.

ECONOMIC DEVELOPMENT ALLIANCE OF SOUTH EAST ALBERTA

Councillor Jim Steinke
Alternate - Larry Leipert

2nd Tuesday 8 a.m.

EMERGENCY ADVISORY COMMITTEE (EAC)

Mayor Dwight Kilpatrick
Councillor Cathy Crozier
Councillor Larry Leipert

annually or at the call of the chair

ENTRE-CORP

Mayor Dwight Kilpatrick
Alternate – Councillor Chris Czember

4th Wednesday @ 1:00 p.m.

MEDICINE HAT AND DISTRICT CHAMBER OF COMMERCE

Councillor Larry Leipert
Alternate – Councillor Eric Solberg

2nd Tuesday @ 8 a.m.

MUNICIPAL DEVELOPMENT PLAN (MDP) STEERING COMMITTEE

Mayor Dwight Kilpatrick
Alternate – Councillor Larry Leipert

As required

MUNICIPAL PLANNING COMMISSION

3rd Wednesday @ 12:30 p.m.

Councillor Jim Steinke
Councillor Larry Leipter
Councillor Shawna Cockle

PALLISER ECONOMIC PARTNERSHIP

at the call of the Chair

Councillor Eric Solberg

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD

1st Monday @7:00 p.m.

Councillor Shawna Cockle
Alternate – Councillor Eric Solberg

REDCLIFF ACTION SOCIETY FOR YOUTH

1st Tuesday of each month @ 6:30 p.m.

Councillor Cathy Crozier
Alternate – Councillor Chris Czember

REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY

Annually and/or at the call of the chair

Councillor Cathy Crozier
Councillor Larry Leipter
Alternate – Councillor Jim Steinke

REDCLIFF DAYS COMMITTEE

Councillor Chris Czember
Alternate – Councillor Jim Steinke

RIVERVIEW GOLF CLUB

2nd Thursday @ 7 p.m.

Councillor Chris Czember
Alternate – Councillor Larry Leipter

REDCLIFF FAMILY & COMMUNITY SUPPORT SERVICES BOARD (FCSS)

2nd Tuesday @ 7:00p.m.

Councillor Cathy Crozier
Alternate - Councillor Eric Solberg

REDCLIFF MUSEUM AND HISTORICAL SOCIETY

2nd Thursday @ 7:00 p.m.

Mayor Dwight Kilpatrick
Alternate – Councillor Eric Solberg

REDCLIFF PUBLIC LIBRARY

Last Tuesday @ 7:30 p.m.

Councillor Jim Steinke

SCHOOL/TOWN JOINT USE COMMITTEE

As required

Councillor Jim Steinke
Alternate – Councillor Shawna Cockle

SENIOR CITIZENS BOARD

Councillor Larry Leipert
Alternate – Councillor Chris Czember

1st Thursday @ 2:00 p.m.

SHORTGRASS LIBRARY SYSTEM

Mayor Dwight Kilpatrick
Alternate – Councillor Jim Steinke

3rd Wednesday @ 1:00 p.m.

SOUTHEAST ALBERTA WATERSHED ALLIANCE

Councillor Larry Leipert
Alternate – Mayor Dwight Kilpatrick

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Councillor Shawna Cockle
Councillor Cathy Crozier

As required

**COMMITTEE AND BOARD MEMBERS
REDCLIFF TOWN COUNCIL**

COUNCILLOR DWIGHT KILPATRICK

Assessment Review Board
Emergency Advisory Committee
Entre-Corp
Municipal Development Plan Steering Committee (MDP)
Redcliff Museum & Historical Society
Shortgrass Library System
Southeast Alberta Watershed Alliance

COUNCILLOR SHAWNA COCKLE

Community Advisory Committee (RCMP) (Alternate)
Cypress View Foundation
Municipal Planning Commission
Redcliff and District Recreation Services Board
School/Town Joint Use Committee
Subdivision and Development Appeal Board

COUNCILLOR CATHY CROZIER

Assessment Review Board
Community Advisory Committee (RCMP)
Emergency Advisory Committee
Family and Community Support Services Board (FCSS)
Redcliff Action Society for Youth
Redcliff/Cypress Regional Waste Management Authority
Subdivision and Development Appeal Board

COUNCILLOR CHRIS CZEMBER

Assessment Review Board
Canadian Badlands
Entre-Corp (Alternate)
Redcliff Action Society for Youth (Alternate)
Redcliff Days Committee
Riverview Golf Club
Senior Citizens Board (Alternate)

COUNCILLOR LARRY LEIPERT

Economic Development Alliance of South East Alberta (Alternate)
Emergency Advisory Committee (EAC)
Medicine Hat and District Chamber of Commerce
Municipal Development Plan Steering Committee (MDP) (Alternate)
Municipal Planning Commission
Redcliff/Cypress Regional Waste Management Authority
Riverview Golf Club (Alternate)
Senior Citizens Board
Southeast Alberta Watershed Alliance

COUNCILLOR ERIC SOLBERG

Canadian Badlands (Alternate)
Cypress View Foundation
Family and Community Support Services Board (FCSS) (Alternate)
Medicine Hat and District Chamber of Commerce (Alternate)
Palliser Economic Partnership
Redcliff and District Recreation Services Board (Alternate)
Redcliff Museum and Historical Society (Alternate)

COUNCILLOR JIM STEINKE

Canada Day Committee
Economic Development Alliance of SE Alberta
Municipal Planning Commission
Redcliff Cypress Regional Waste Management Authority (Alternate)
Redcliff Days Committee (Alternate)
Redcliff Public Library
School/Town Joint Use Committee
Shortgrass Library System (Alternate)

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 23, 2017 @ 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick	
Councillors	S. Cockle, C. Crozier	
	C. Czember,	
	L. Leipert	(left at 8:56 p.m., returned 9:25 p.m.)
	E. Solberg,	
	J. Steinke	
Municipal Manager	Arlos Crofts	
Manager of Legislative & Land Services	S. Simon	
Director of Finance & Administration	J. Tu	(left at 7:29 p.m.)
Director of Community & Protective Services	K. Dalton	(left at 8:56 p.m.)
Director of Planning & Engineering	J. Johansen	(left at 7:29 p.m.)
Planning Specialist	J. Zukowski	(left at 7:29 p.m.)
Development Officer	B. Stehr	(left at 7:29 p.m.)

ABSENT:**1. GENERAL**

- | | |
|------------------------------|---|
| Call to Order | A) Mayor Kilpatrick called the regular meeting to order at 7:01 p.m. |
| 2017-0391 Adoption of Agenda | B) Councillor Steinke moved the Agenda be adopted as amended to delete Item 5A and add an Item to In Camera, Third Party Business Interests re: Golf Course, FOIP S. 16.
- Carried. |
| 2017-0392 Accounts Payable | C) Councillor Czember moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information.
- Carried. |

2. PUBLIC HEARING

- | | |
|--|---|
| Public Hearing
Bylaw 1845/2017, Bylaw to
amend Bylaw 1698/2011
being the Land Use Bylaw | A) Mayor Kilpatrick called the Public Hearing for Bylaw 1845/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw, regarding rezoning Lot 42, Block 91, Plan 9411418 (15 - 3 Street NW) from R-1 Single Family Residential District to R-3 Medium Density Residential District, to order at 7:04 p.m. |
| Re: Rezoning Lot 42, Block
91, Plan 9411418
(15 - 3 Street NW) from R-1
Single Family Residential
District to R-3 Medium Density
Residential District | No comments/concerns were expressed by anyone in the gallery or from Council members. |

It was noted this matter will be presented again at a future council meeting to allow for notified persons to respond.

Mayor Kilpatrick declared the Public Hearing closed at 7:04 p.m.

3. DELEGATION

Redcliff Public Library Board
Re: 2018 Budget

A) Catharine Richardson, member of Redcliff Public Library Board, was in attendance to provide the Redcliff Public Library Budget presentation to Council for the 2018 Budget.

2017-0393

Councillor Steinke moved the Redcliff Public Library 2018 Budget Request be referred to the 2018 Budget discussions.
- Carried.

2017-0394

Councillor Czember moved the Redcliff Public Library Board presentation to Council for the 2018 Budget, presented by Catharine Richardson, be received for information. - Carried.

4. MINUTES

2017-0395 Council meeting held October 10, 2017

A) Councillor Crozier moved the minutes of the Council meeting held October 10, 2017, be adopted as presented.
- Carried.

2017-0396 Municipal Planning Commission meeting held October 18, 2017

B) Councillor Steinke moved the minutes of the Municipal Planning Commission meeting held October 18, 2017, be received for information. - Carried.

6. REQUESTS FOR DECISION

2017-0397 Council Orientation Date Selection

A) Councillor Czember moved that Council Orientation Training be scheduled for Thursday, November 16, 2017 at 5:00 p.m., to be held at Town Hall. - Carried.

7. OTHER

2017-0398 Alberta Urban Municipalities Association (AUMA)

A) Councillor Crozier moved the Alberta Urban Municipalities Association (AUMA) Resolutions 1-4 dated September 29, 2017 and proposed Amendments, be received for information. - Carried.

- | | | |
|-----------|--|---|
| 2017-0399 | Memo – Town of Redcliff Population Study – MDP | B) Councillor Cockle moved the Memo to Council dated October 23, 2017 regarding the Town of Redcliff Population Study – MDP, be received for information. - Carried. |
| 2017-0400 | Memo – Redcliff & District Recreation Committee | C) Councillor Leipert moved the Memo to Council dated October 23, 2017 regarding the Redcliff & District Recreation Committee, be received for information. - Carried. |
| 2017-0401 | Municipal Manager Report to Council October 23, 2017 | D) Councillor Solberg moved the Municipal Manager Report to Council October 23, 2017, be received for information. - Carried. |
| 2017-0402 | Council Important Meetings & Events October 23, 2017 | E) Councillor Solberg moved the Council Important Meetings & Events October 23, 2017, be received for information. - Carried. |

8. RECESS

Mayor Kilpatrick called for a recess at 7:29 p.m.

Director of Planning & Engineering, Director of Finance & Administration, Development Officer and Planning Specialist left the meeting at 7:29 p.m.

Mayor Reimer reconvened the meeting at 7:40 p.m.

9. IN CAMERA

- | | |
|-----------|---|
| 2017-0403 | Councillor Leipert moved to meet In Camera at 7:40 p.m.
- Carried. |
|-----------|---|

Glen Racz, Dean Blezard and Roy Coghlan, Riverview Golf Club representatives, joined the meeting at 7:41 p.m. and left at 8:44 p.m.

Director of Community & Protective Services left the meeting at 8:56 p.m.

Councillor Leipert left the meeting at 8:56 p.m. and rejoined at 9:25 p.m.

- | | |
|-----------|---|
| 2017-0404 | Councillor Steinke moved to return to regular session at 9:26 p.m. - Carried. |
|-----------|---|

- | | | |
|-----------|--|--|
| 2017-0405 | Council member appointment to Subdivision and Development Appeal Board | Councillor Crozier moved the Council member appointed to the Subdivision and Development Appeal Board at the Organizational Meeting of October 23, 2017, be amended to be Councillor Solberg instead of Councillor Cockle – Carried. |
|-----------|--|--|

10. ADJOURNMENT

- | | | |
|-----------|-------------|---|
| 2017-0406 | Adjournment | Councillor Crozier moved to adjourn the meeting at 9:29 p.m. - Carried. |
|-----------|-------------|---|

Mayor Kilpatrick

Manager of Legislative & Land Services

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL
THURSDAY, NOVEMBER 2, 2017 @ 8:30 a.m.**

PRESENT:

Mayor
Councillors

D. Kilpatrick
S. Cockle (left at 10:43 a.m., ret. at 10:46 p.m.)
C. Crozier (left at 12:20 p.m.)
C. Czember
L. Leipert
E. Solberg (arrived at 8:53 a.m., left at 1:37 p.m.)
J. Steinke (left at 10:52 a.m., ret. At 10:53 a.m.)

Municipal Manager
Director of Finance
& Administration
Manager of Legislative
& Land Services
Municipal Accountant
Director of Community
& Protective Services
Director of Public Services
Director of Planning &
Engineering
Planning Specialist
Parks & Recreation
Supervisor

A. Crofts
J. Tu
S. Simon
M. Davies
K. Dalton
C. Popick
J. Johansen
J. Zukowski
M. Melham

ABSENT:

1. GENERAL

Call to Order

A) Mayor Kilpatrick called the special meeting to order at 8:31 a.m.

2017-0407 Adoption of Agenda

B) Councillor Leipert moved the Agenda be adopted as presented. – Carried.

2. Draft 2018-2020 Budget Review

Draft 2018-2020 Budget Review

A)(i) Municipal Manager addressed Council with regard to the process of the Draft 2018-2020 Budget Review meeting.

Municipal Accountant and Director of Finance & Administration provided a brief overview about budgets, the Town's account structure and Operating Budget Summary by Tree.

Councillor Solberg arrived at 8:53 a.m.

Community & Protective Services Operating Budget

ii) Director of Community & Protective Services presented the proposed Community & Protective Services Operating Budget.

Councillor Cockle left the meeting at 10:43 a.m., returned at 10:46 a.m.

Councillor Steinke left the meeting at 10:52 a.m., returned at 10:53 a.m.

Mayor Kilpatrick called a recess of the Special Council meeting at 10:53 a.m.

Mayor Kilpatrick reconvened the Special Council meeting at 11:08 p.m.

Finance & Administration
Operating Budget

iii) Director of Finance & Administration presented the proposed Finance & Administration Operating Budget to Council.

2017-0408

Councilor Steinke moved to discontinue the Rebranding project for the 2018 Budget. – Carried.

Councillor Crozier left the meeting at 12:20 p.m.

3. RECESS FOR LUNCH

Mayor Kilpatrick called a recess of the Special Council meeting at 12:20 p.m.

4. RECONVENE

Mayor Kilpatrick reconvened the Special Council meeting at 12:55 p.m.

Legislative & Land Services
Operating Budget

iv) Manager of Legislative & Land Services presented the proposed Legislative & Land Services Operating Budget to Council.

Question and Answer
Session

v) No members of the Public were in attendance.

Public Services Operating
Budget

vi) Director of Public Services presented the proposed Public Services Operating Budget to Council.

Councillor Solberg left at 1:37 p.m.

Rates Review

vii) Municipal Manager & Public Services Director presented the three Utility Bylaws (Water, Sewer, and Garbage Rates and Collection) and the Fees Rates and Charges Bylaw for review.

Planning & Engineering
Operating Budget

viii) Director of Planning & Engineering presented the proposed Planning & Engineering Operating Budget.

Public Submission Budget
Consideration Requests

ix) Municipal Manager advised no Public Submission Budget Consideration Requests were received.

Question and Answer
Session

x) No members of the public were in attendance.

5. ADJOURN

2017-0409 Adjournment

Councillor Leipert moved to adjourn the Special Council meeting at 3:59 p.m. – Carried.

Mayor

Manager of Legislative & Land Services

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL
SATURDAY, NOVEMBER 4, 2017 @ 8:30 a.m.**

PRESENT:	Mayor	D. Kilpatrick
	Councillors	S. Cockle
		C. Crozier
		C. Czember
		L. Leipert (left at 10:16 a.m., ret. at 3:07 p.m.)
		E. Solberg (arrived at 8:42 a.m., left at 10:14 a.m., ret at 10:15 p.m.)
		J. Steinke
	Municipal Manager	A. Crofts
	Manager of Legislative & Land Services	S. Simon
	Director of Finance & Administration	J. Tu
	Municipal Accountant	M. Davies
	Director of Planning & Engineering	J. Johansen
	Director of Community & Protective Services	K. Dalton
	Director of Public Services	C. Popick

ABSENT:**1. GENERAL**

	Call to Order	A) Mayor Kilpatrick called the special meeting to order at 8:33 a.m.
2017-0410	Adoption of Agenda	B) Councillor Leipert moved the Agenda be adopted as presented. - Carried.

2. DRAFT 2018-2020 BUDGET REVIEW

	Draft 2018-2020 Budget Review	A)(i) The Municipal Manager provided a brief explanation regarding budget allocations for debentures and a brief overview of the process for capital budget.
	Capital Projects / Multi Year Capital Infrastructure Plan (MYCIP)	ii) The Municipal Manager, Director of Planning & Engineering, Director of Community & Protective Services and the Director of Public Services presented the proposed 2018 Capital Projects Budget.
		Councillor Solberg arrived at 8:42 a.m.
		Councillor Solberg left the meeting at 10:14 a.m., Returned at 10:15 p.m.
		Councillor Leipert left the meeting at 10:16 p.m.

Mayor Kilpatrick called a recess of the Special Council meeting at 10:33 a.m.

Mayor Kilpatrick reconvened the Special Council meeting at 10:47 a.m.

- 2017-0411 Councillor Crozier moved that 2011 Carry Forward Project - Northside Industrial Subdivision Project be removed from the proposed 2018 Capital Budget. Further that its budget amount be reallocated to future MSI projects. – Carried.
- 2017-0412 Councilor Solberg moved that the 2011 Carry Forward Project - 150 North Infill & Infiltration – Operating project be removed from the proposed 2018 Capital Budget. – Carried.
- 2017-0413 Councillor Cockle moved that 2017 Carry Forward Project - P11 Lions Park Irrigation Repairs & Pump Abandonment project be removed from the proposed 2018 Capital Budget. – Carried.
- 2017-0414 Councillor Crozier moved that 2017 Carry Forward Project - L6 Eastside Detailed Design Phase II project be removed from the proposed 2018 Capital Budget. Further that the Eastside Phase II Detailed Design be completed in house. – Carried.
- 2017-0415 Councillor Steinke moved that 2017 Carry Forward Project - D41 Outfall 45599 Coulee Restoration Project be removed from the proposed 2018 Capital Budget. – Carried.
- 2017-0416 Councillor Cockle moved that Project OS-T5 Broadway Avenue Mitchell Street Intersection project be removed from the proposed 2018 Capital Budget. – Carried.
- 2017-0417 Councillor Crozier moved that Project OS-W13 Water License Purchases and Project D6 – Dirkson Drive Industrial Storm Pond Expansion Project be removed from the proposed 2018 Capital Budget. – Carried.
- 2017-0418 Councillor Crozier moved that Administration review the Annual Reserve Allocation Bylaw and incorporate a water license purchasing reserve in the amount of \$25,000 to be funded through existing water rates. – Carried.
- 2017-0419 Councillor Steinke moved that the Fire Hall Replacement Project proposed be deferred to 2019 Budget. Further that the budget amount for the proposed replacement of the Fire Truck be reduced to \$250,000.00 and Administration review options for an interim fire truck. And further that the purchase of a Bylaw Truck be removed from the proposed 2018 Capital budget. – Carried.

- 2017-0420 Councillor Solberg moved that Project B18 Rectangle Roof Rehab Project, Project B25 - Fabric Covered Shelter with Metal End Walls Project, Project B10 Aquatic Centre Pool Resurface Project, and Project P13 Rivervalley Park Irrigation and Green Area expansion Project be removed from the proposed 2018 Capital Budget. – Carried.
- 2017-0421 Councillor Solberg moved that Project B9 Town Hall Upgrade Phase 1 / Elevator / HVAC upgrade / Windows be removed from the proposed 2018 Capital Budget. – Carried.
- 2017-0422 Councillor Czember moved that Project P1 Dog Park Improvement budget amount be reduced to \$20,000 for the proposed 2018 Capital Budget. – Carried.
- 2017-0423 Councillor Steinke moved that Project P12 RV Dumping Station be removed from the proposed 2018 Capital Budget. – Carried.
- 2017-0424 Councillor Cockle moved that Project B19 Aquatic Centre Rehab – Phase 1 / LED Lighting / Handicap Accessibility / Family Change room and Project B 20 - Aquatic Centre Rehab Phase 2 projects be combined. – Carried.
- 2017-0425 Councillor Cockle moved that replacement of Unit 108 Ranger UTV be removed from the proposed 2018 Capital Budget. – Defeated.
- Mayor Kilpatrick called a recess of the Special Council meeting at 1:36 p.m. for a lunch break.
- Mayor Kilpatrick reconvened the Special Council meeting at 3:07 p.m.
- Councillor Leipert rejoined the meeting at 3:07 p.m.
- 2017-0426 Councillor Leipert moved that the Gravel/Plow/Sander Truck be removed from the proposed 2018 Capital Budget. – Carried.
- 2017-0427 Councillor Cockle moved to include \$100,000 for a loan to the Riverview Golf club in the proposed 2018 Capital Budget. – Defeated.
- 2017-0428 Councillor Czember moved that the purchase of council laptops be removed from the proposed 2018 Operating Budget. – Carried.

Questions and Answer
Session

iii) No members of the Public were in attendance.

3. ADJOURN

2017-0429 Adjournment

Councillor Steinke moved to adjourn the Special Council meeting at 4:23 p.m. – Carried.

Mayor

Manager of Legislative & Land Services

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Town Council Chambers Town Office
November 6th, 2017 at 7:00 pm

PRESENT:

Chairperson	Karen Worrell
Members at Large	Christina McNeil
	Sharon Kirvan
Community Services	Kim Dalton
Absent	Shawna Cockle

1. GENERAL

Call to Order:

A) Meeting called to order at 7:07 pm.

Adoption of the Agenda

B) C. McNeil moved adoption of the agenda as presented. – Carried.

2. MINUTES

Board meeting held October

A) Meeting was a work meeting in which we decorated the Town Float.

3. DELEGATION –

4. OLD BUSINESS

Redcliff and District Recreation
Committee Bylaws (Society)

A) C. McNeil moved for the Bylaws be taken as information. -- Carried

Redcliff Parks and Recreation
Master Action Plan

B) C. McNeil moved that the Society papers be taken as information. – Carried.

Rec Desk Software

C) C. McNeil moved that the Demo be taken as information. – Carried.

5. NEW BUSINESS

6. CORRESPONDENCE

Next Meeting

7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

A) Next meeting will be a Christmas Dinner meeting

8. DATE OF NEXT MEETING- December 4th, 2017

Adjournment

9. ADJOURNMENT

A) C. McNeil moved that we adjourn at 8:15 pm. – Carried.



700 REDCLIFF WAY S.E.
REDCLIFF AB. T0J 2P0

PHONE: 403-548-7118
FAX: 403-548-2400

EMAIL: INFO@GOLFRIVERVIEW.COM
WEB: WWW.GOLFRIVERVIEW.COM

Board of Directors Meeting September 19, 2017

Call to Order: Dean called the mtg to order at 6:40 pm

Board Members:

X = absent

Dean Blezard	Michael Anderson X
Dean Schmaltz	Gary Hurlbert
Rob Desjarlais	Jeff Anderson
Larry McGregor X	Charles Rathke
Roy Coghlan X	Cody Booker X

Director of Golf:	Glenn Racz
Superintendent:	Scott Hiles

Town Representative: Larry Leipert

Minutes of Last Meeting:

- Approval of August 22, 2017 minutes

Charles motioned for the approval of the August 22, 2017 minutes as presented, seconded by Gary.
Carried.

Business arising from the minutes:

- None.

Reports:

1. Town Liaison:

- Town has applied for another grant for drainage but it probably won't be approved until next year.
- Larry to email Glenn on how to access the funds from the town for the driving range.
- Discussion on the cost of water for the golf course. It has been a very dry year and the town has been stockpiling water in ponds for emergency use. Larry stated that the cost of \$0.18 per cubic liter that we currently pay may increase.

2. Financial report:

- See attached financial report to the end of August.
- Current YTD actual sitting at \$71.5K and a deficit of \$32.5K compared to budget.
- Glenn is having issues with the Golf Canada stock software. When someone purchases an item and charges it to their account the stock is not decreased in the system.
- Looking at a reciprocal rate with Medicine Hat Golf and Country Club until the end of the

season. Rates would be \$25 Monday – Thursday and \$30 Friday – Sunday. Proposal will be addressed and voted on at the next MHGCC Board of Directors meeting.

Committee Reports:

1. Grounds:

- Scott was introduced to the board members present.
- Weed spraying is ongoing.
- Fertilized the fairway at a cost of less than \$1.5K.
- Greens are going well.
- Tree removal is ongoing.
- Irrigation is an issue that and needs to be addressed. Also stated that there is problems with the current equipment and facilities as well as safety requirements (i.e. no showers available in case of chemical burn).
- Relayed his concern and need of having a full time mechanic and irrigation person to assist with Grounds.
- Would like to see and assist with a long term plan for the course done.

2. Clubhouse and Pro Shop:

- Par 3 tournament. Currently have only 40-44 players registered. Would like to see around 60. Still a need for volunteer spotters at each hole.
- Club storage. Discussion on the idea of purchasing a sea can that could be used as a club storage and locker facility for the members. This would free up much needed space in the back of the Pro Shop. The new storage area would also house a secure area for the Club's documents. Looking at a cost of \$150 to have the club storage/locker.
- Cart lease is due next year and Glenn would like to see the Club lease carts with GPS. The benefits would be live scoring updates in tournaments, staff being able to know where each cart is at all times, etc. There will be an additional costs for running Wi-Fi, etc. The board agreed that it would be great to be the first course in our area to feature these carts and may help in attracting new members. Glenn will do more investigating and have a cost for the next board meeting.

3. Finance and Compensation:

- Glenn talking with our bank representative about increasing our line of credit to \$175K and a lease line of \$500K.
- Discussion on fees for next year. Dean brought forth the idea of reducing the capital levy to \$75 and a \$100 drop across the board for membership dues. The strategy is in attracting more members. With these reduction we would need to have 325 members to be on par with our current fees / members. Glenn will do up an initial budget sheet for next year for presentation at our next meeting.
- A new line item in the budget will be added for legal costs.

Open General Discussion:

- Driving Range. See attached map of proposal to have driving range go down #10. . This will be on our leased land and will not be dependent of the Town of Redcliff securing funding for their drainage issues which would cause delays in our implementation of the project.
- Number #10 would be changed into a par 3 and looking at changing #11 or #18 into a par 5. Scott relayed his concerns about the proposal and recommended the board have an expert look at the design. Glenn will do some investigating and see what the industry standards are for how high the netting should be, etc.
- A member General meeting is scheduled for this Sunday, September 24th at 2:00 pm in the clubhouse to discuss and present our proposal.

In Camera Discussion:

Next Meeting Date:

- The next Board of Director meeting is scheduled for Tuesday October 24th at 6:30 pm in the Clubhouse.

Adjournment:

- Dean adjourned the meeting at 9:30 pm.

TOWN OF REDCLIFF LIBRARY BOARD

Minutes

September 26th, 2017 7:30 PM

Vision Statement

The Redcliff Public Library is your doorway to reading, dreaming, and inspiring family literacy.

Attending: Catharine Richardson, Robin Corry, Valarie Westers, Dianne Smith, Brian Lowery, Katherine Rankin, & Jim Steinke

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Matt Stroh, Jackie Hope-Hammel, Clarke Storle

Call to order: 7:30 pm

Additions/Deletions to Agenda: add the 2018 budget for approval to the Financial Report.

Approval of Agenda: Catharine moved to approve the agenda as amended. All in favor. Carried.

Approval of Minutes for June meeting: Valarie moved to approve the minutes. All in favor. Carried.

Financial Statements for June, July, & August for information only: Motion was made to move the financial statements for information only.

Accounts Payable: Motion was made to move the accounts payable for information only.

Library Manager's Report: Attached. Katherine inquired about the mould issue in the office. Tracy explained what procedures have taken place to this point. The Board has expressed concern over the issue and agree that it should be resolved as quickly as possible. Motion was made to accept the report for information.

Correspondence: - Shortgrass Clippings; SLS Board Meeting Minutes; Author Talk flyer;

50th Anniversary Report – Invitations have been sent out; Mayor Ernie Reimer available until 2:00 to speak at the event; Petra will be attending say a few words as well; board members will hang up posters throughout the community; email attendance requests have been sent out again to Drew Barnes, MLA and Glen Motz, MP; Face painting will take place 1-3; Tracy will purchase refreshment supplies; advertising is scheduled for the Commentator, Shopper, and electronic town sign. The final meeting will be at the Red Stone Café on October 5th, if anyone is interested in attending and helping with final preparations it would be greatly appreciated. Valarie suggested having the Redcliff Rangers here to help serve or tidy up. The board thanks Katherine and the committee for all of their hard work in putting together the anniversary celebration. Catharine made a motion to approve the report for information. All in favor.

Policies Report - Nothing to report

Financial Report: - Valarie made motion to change the bank account to the Business Plan 30 at a rate of \$20/month instead of paying per transaction. All in favor. Carried.

- Catharine made a motion to raise the cost of adult library cards to \$8.00 annually beginning January 1/18. Valarie 2nd. All in favor. Carried.

- Robin made a motion to approve the 2018 budget. Dianne 2nd. All in favor. Carried.
- Brian went to the local breweries and spoke to them about doing a fundraiser for us, although they were very receptive to the idea they weren't sure what kind of fundraiser we wanted. Brian will go again and bring forward the idea that Banff Public Library partnered on with their local brewery.

Personnel Report: - Nothing to report

Needs Assessment Review: - Nothing to report

Friends of the Library (FRPL): - The current board executive members are stepping down and the society will be dissolved by June 1, 2018, if replacements cannot be found.

Library Advocacy: - Nothing to report.

Social Media Committee – Posts about the value of the library now has over 3000 views and although the Redcliff Rearview mirror posts haven't received a lot of views, other groups such as the museum have started doing similar posts.

Ongoing Maintenance Projects: - After having furnace issues on September 13 and calling the gas company to check out the gas smell in the front lobby, Tracy sent Mike an email regarding the issue and was told that Atron would be called to come out and check the heat exchangers and it would be done fairly quickly, as of September 26th they have not been here yet.

- An online maintenance request was completed on September 13 to notify the Town that our A/C isn't working. By 5:00 pm the temperature in the library is anywhere between 78 – 80 degrees. The A/C is our only means of air movement, other than the ceiling fan above the circulation desk, and it usually get used this time of year until about the middle of October. We have had patrons complaining about how hot it is in our building. As of September 26, nothing has been done to remedy the problem and we will definitely need it for the anniversary celebration.

- Crane's restoration was here to do up a quote for the Town on fixing the window and mould issue in Tracy's office.

- The Town also had a company come into the library to test the ceiling tiles and walls for asbestos, to date there have been no results forwarded to Tracy.

- Brian will meet with Arlos to discuss the maintenance issues.

ALTA (Alberta Library Trustees Association) Report: - Catharine's term is expiring next year and she is not running for the position again as it takes up too much time away from doing more for us. She is trying to help find her replacement from our area so if anyone is interested please let her know.

Old & Unfinished Business: - Nothing to report.

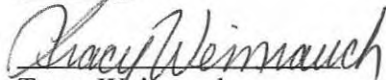
New Business: – It was agreed to hold our annual appreciation dinner at the Riverview Golf Club on January 27th and January 13th as a back-up date.

- Tracy received a call from a patron that would like to meet at the library's anniversary celebration to discuss areas in the library that she could donate to for improving our space. Some of the suggestions that Tracy will price out are new benches, bike racks, & a garbage receptacle for the front of the library; new commercial quality tables and chairs with charging stations, possibly pod seating, in our reading area. We would definitely place a plaque of acknowledgement in the area that she donates to as a thank you.

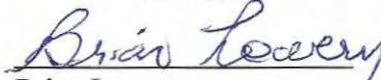
Next Regular meeting: October 24th, 2017 @ 7:30 pm.

Catharine moved for adjournment at 9:15 pm.

Secretary


Tracy Weinrauch

Chairman


Brian Lowery

- New Business**
- January Appreciation dinner location suggestions
 - Donation

Next Regular meeting: October 24th, 2017 @ 7:30 pm

Adjournment:

Library Manager's Report

Circulation for June was 2300 books, 19 children's audios & kits, 8 Blu-rays, 661 DVDs, 72 talking books, 60 CD's, 270 magazines, 7 games and 428 Overdrive checkouts.

JUNE STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2017	1522	778	827	270	3397	23227	428
2016	1518	1015	823	268	3624	<u>23561</u>	<u>319</u>
						-334	109

Circulation for July was 2711 books, 25 children's audios & kits, 27 Blu-rays, 707 DVDs, 68 talking books, 59 CD's, 216 magazines, 4 games and 514 Overdrive checkouts.

JULY STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2017	1431	1280	890	216	3817	27044	514
2016	1309	1093	898	258	3558	<u>26910</u>	<u>368</u>
						134	146

Circulation for August was 2568 books, 17 children's audios & kits, 42 Blu-rays, 647 DVDs, 72 talking books, 66 CD's, 224 magazines, 11 games and 449 Overdrive checkouts.

AUG STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2017	1333	1235	855	224	3647	30691	449
2016	1392	1046	1170	213	3821	<u>30530</u>	<u>399</u>
						161	50

COMPUTER USAGE

June had 586 half hour sessions (An average of 20 per day) and 487 Wi-Fi sessions.

July had 701 half hour sessions (An average of 23 per day) and 430 Wi-Fi sessions.

August had 757 half hour sessions (An average of 25 per day) and 455 Wi-Fi sessions.

COMPARED TO 2016:

June 557 half hour sessions and 328 Wi-Fi sessions

July 731 half hour sessions and 364 Wi-Fi sessions

August 850 half hour sessions and 368 Wi-Fi sessions

As of September 20th, 2017 we have taken in \$2274.94 in membership fees.

The fall festival parade had great attendance and we had lots of information bags and supplies to hand out. There were 8 people participating in our entry to hand items out and a great time was had by all. Thank you to everyone who helped out.

Local author, Deanna Sweeney, was here during the fall festival with only 1 person and me showing up for it. She had an amazing story of how she got into writing and I wish more people had been here, but I enjoyed having her and I have highly recommended her to other libraries.

As of September 21st, we have received \$16,523.00 in grants and donations for the project. The cost of the room, to date, is \$13,492.41 with only the bills for plumbing and electrical to come yet.

The Summer Reading Program was a success again this year. We had 42 of the possible 50 spots filled. I was concerned that the Summer Fun mornings would affect registration but it did not. The summer fun mornings were attended on average by 3 regulars but we had a few others join in occasionally.

There will be new theme kits available in the library for children. We have put together child size backpacks with books, an activity, and a toy or game. These are intended for preschool age. In the future we may do adult kits as well, such as Christmas baking with cookbooks and cookie cutters, travel/culture packs with travel book and cookbook from the same country, etc.

Donated paperbacks are now available at the Red Stone Café. These items are for customers of the café to take and enjoy. All books have been labelled with our library information on it, so wherever the item ends up is free advertising for us.

Shake, Rattle, & Read will be starting up on September 25th. Karen and Carol will be running the program this year. Karen will also be running the School Improvement Day Activity for the tweens. This month will be Karaoke and next month will be a Makey Makey day using the kits from Shortgrass. The Makey Makey day is a day for making electronics out of fruit and vegetables, such as using a banana to run a keyboard.

**MINUTES OF THE MEETING OF THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
WEDNESDAY, OCTOBER 18, 2017 at 7:00 p.m.**

PRESENT: Members: C. Crozier, B. Christian, G. Shipley

Development Officer	B. Stehr
Director of Planning & Engineering	J. Johansen
Planning Intern	J. Zukowski
Recording Secretary	S. Simon

Appellant: Joel McNally

1. CALL TO ORDER

Recording Secretary called the appeal hearing to order at 7:00 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

2. ELECTION OF CHAIRMAN

G. Shipley nominated C. Crozier to be Chairman, seconded by B. Christian. C. Crozier accepted and assumed control of the appeal hearing.

3. Appeal of Development Application 17-DP-076

**Lot A, Block 6, Plan 7410658 (1901 Highway Avenue SE, Redcliff)
(Freestanding Sign)**

Chairman Crozier asked the appellant if he had any objection to any board members hearing the appeal. J. McNally advised he had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

J. McNally referenced the information provided and confirmed that the freestanding sign is larger and higher than what is allowed in the Town's Land Use Bylaw, but commented it is not out of line for the past signs approved in the Town of Redcliff (ie: Burger King sign). He commented that he feels the sign is proportionally acceptable with the surrounding area and he further confirmed the existing sign would be replaced.

b) Presentation of Planning and Engineering (Report Attached)

The Development Officer referred to his Report and confirmed that the sign is larger and higher than is allowed as per the Town's Land Use Bylaw. The Development Officer advised the Land Use Bylaw does not differentiate signage rules for different areas of town.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance. The Director of Planning & Engineering indicated that the Municipal Planning Commission declined to comment.

d) Presentation of anyone served notice of hearing

No one was in attendance.

e) Presentation of anyone claiming to be affected

No one was in attendance.

f) Rebuttal of Appellant/Applicant

The Appellant stated that with the Land Use Bylaw was developed to cover all areas versus separate zones which may require different considerations. He indicated he feels the proposed sign is appropriate for the area.

g) Appeal Board Questions

B. Christian asked the Appellant if this sign is a standard sized U-haul sign? J. McNally confirmed it was.

h) Other

Nothing further was discussed.

i) Recess

B. Christian moved to meet in camera at 7:06 p.m.

The Appellant, Director of Planning & Engineering, Development Officer and the Planning Intern left the meeting at 7:06 p.m.

j) Decision

G. Shipley moved the appeal against the decision of the Development Officer to refuse to issue a permit for Development Permit Application 17-DP-076 (Lot A, Block 6, Plan 7410658 [1901 Highway Avenue SE] for an oversize/over height freestanding sign be upheld and the decision of the Development Officer be revoked. Further that Development Permit Application 17-DP-076 (Lot A, Block 6, Plan 7410658 [1901 Highway Avenue SE] for an oversize/over height freestanding sign be approved as presented conditional to:

1. The sign shall not display lights that will adversely affect adjacent properties.
2. The sign shall not display lights that will obstruct the view of, or may be confused with a traffic control device, in the opinion of the Development Authority;
3. The sign shall not obstruct the view of, or otherwise pose a potential hazard to vehicle or pedestrian traffic, in the opinion of the Development Authority;
4. The sign shall be maintained in good repair at all times, notwithstanding the sign shall at all times be structurally sound, the sign shall not be allowed to peel or become torn, or that any portion of the sign that is metal shall not be allowed to rust;
5. No auxiliary sign shall be attached to the Free Standing Sign.

Carried.

Reasons for Decision

The proposed freestanding sign is consistent with highway signage and is appropriate for the area. Further the proposed freestanding sign does not interfere with traffic.

B. Christian moved to return to regular session at 7:14 p.m. – Carried.

The Appellant, Director of Planning & Engineering, Development Officer and Planning Intern rejoined the meeting at 7:14 p.m.

Chairman Crozier advised the appellant of the decision and that the written decision would be forthcoming.

4. ADJOURNMENT

B. Christian moved the meeting be adjourned at 7:16 p.m.



C. Crozier, Chairman



S. Simon, Recording Secretary

**BYLAW 1845/2017
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW:

Whereas the lands described as

Legal Description

Lot 42, Block 91, Plan 9411418

Civic Address

15 3 Street NW

Herein referred to as "Subject Land A", is presently designated R-1 Single Family Residential District under the Town of Redcliff Land Use Bylaw;

AND WHEREAS it is proposed that Subject Land 'A' be designated R-3 Medium Density Residential District and is located as indicated on the following map.



AND WHEREAS copies of the bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000, Ch. M-26.

AND WHEREAS a public hearing with respect to this bylaw was held in Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2017.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. This Bylaw be cited as the Town of Redcliff Land Use Amending Bylaw 1845/2017.
2. The Land described as:

<u>Legal Description</u>	<u>Civic Address</u>
Lot 42, Block 91, Plan 9411418	15 3 Street NW

Is hereby designated R-3 Medium Density Residential District.

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time this 25th day of September, A.D. 2017.

READ a second time this _____ day of _____, A.D. 2017.

READ a third time this _____ day of _____, A.D. 2017.

PASSED and **SIGNED** this _____ day of _____, A.D. 2017

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: November 14, 2017
PROPOSED BY: Planning & Engineering
TOPIC: Cypress County – Land Use Bylaw Amendment – Proposed Rezoning
PROPOSAL: Provide Comments to Council of Cypress Council

BACKGROUND:

The Town of Redcliff received a request for comments from Cypress County regarding a proposed Land Use Bylaw amendment.

The subject land of the proposed amendment is

- legally described as SE 18-13-6-W4, Plan 0815467, Block 1, Lot 4, and
- locally known as Huber's greenhouse or El Dorado Farms,
- located immediately west of 8th Street NW,
- adjacent to the Town boundary and
- Located in an area identified in Tri Area Inter-municipal Development Plan (IDP) as:
 - referral area – Redcliff
 - Urban Reserve (Redcliff) Area.

Under the terms of the IDP, the Town may provide comments on proposed rezoning of properties located in the Urban Reserve (Redcliff) Area.

Administration has reviewed the application and has noted the following:

1. Section 2.11.1 of the IDP states:

Non-residential development South of Highway 1

For lands South of Highway 1, other non-residential uses may be approved for a development permit on a variety of existing parcel sizes if they are suitable of intended use and

- *Are deemed to be related to agricultural industry or extensive recreation uses such as stand alone golf courses (without associated residential uses),*
- *Occur on less capable agricultural lands and*
- *Conform to the A1 land use district of the County Land Use Bylaw.*

2. Section 2.11.2.g of the IDP, Urban Reserve (Redcliff) Area Policy (South of Highway 1 Land use) states:

g) That portion of the Urban Reserve (Redcliff) Area located south of Highway 1 is generally suitable for continued agricultural and agricultural support uses, extensive recreation uses and limited country residential use. Land uses other than what is provided for in the A-1 and CR-IDP Districts of the Land Use Bylaw shall not be

allowed unless the existing or proposed use is already within another district existing as of the date of this IDP approval. The intent of this Plan is that future rezoning applications to CR and CR-2 will not be allowed in this IDP policy area.

3. The proposed rezoning of the property does not conform to the IDP;
4. The Table below compares the general definition and permitted and discretionary uses of the current zoning and the proposed zoning.

AGRICULTURAL IDP DISTRICT 1 (A-1 IDP)	AGRICULTURAL DISTRICT 3 (A-3 HORTICULTURE)
<p><i>This is an agricultural district, the general purpose being the regulation and control of urban, non-agricultural land uses within the tri-area intermunicipal development plan (IDP) area. All development within this district is subject to the policies of the tri-area intermunicipal development plan as well as this bylaw and any other statutory plans that may be in effect as amended from time to time.</i></p>	<p><i>The general purpose of this district is to permit activities associated with horticulture and greenhouse production that do not require specific lighting for the sole purposes of stimulating and/or enhancing the growth of a greenhouse crop, and to strengthen the agricultural character of this district.</i></p>
<p>1. PERMITTED USES</p> <ol style="list-style-type: none"> (1) Accessory buildings and uses (2) Single country residence on a parcel, provided the parcel existed as of the date that the Tri-Area IDP came into force in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP (3) Farmstead buildings and uses in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP 	<p>1. PERMITTED USES</p> <ol style="list-style-type: none"> (1) Accessory building unit (upon completion of greenhouse) (2) Accessory buildings and uses (3) Greenhouse (more than 139m² of maximum floor area) (4) Addition to existing greenhouse
<p>2. CLASS I DISCRETIONARY USES</p> <ol style="list-style-type: none"> (1) Compressor and metering stations (2) Family care home (3) Home Occupation (office use only) (4) Move-in buildings for residential uses and accessory uses that are permitted or discretionary uses in this District, in compliance with the Limited Country Residential use provisions of the Tri-Area IDP (5) Private Signs (6) Public Utilities (7) Three or more storage containers on site (8) Solar energy panels and associated equipment for personal use 	<p>2. CLASS I DISCRETIONARY USES</p> <ol style="list-style-type: none"> (1) Home occupation (2) Family care home (3) Move-in accessory buildings (4) Private signs (5) Public and quasi-public buildings and uses (6) Three or more storage containers (7) Solar energy panels and associated equipment for personal or individual use

<p>3. CLASS II DISCRETIONARY USES</p> <p>(1) <i>Second or additional dwelling unit(s) or mobile home(s) for farmstead uses in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP</i></p> <p>(2) <i>Farm subsidiary occupation/home occupation</i></p> <p>(3) <i>Greenhouse (for existing development permits issued prior to August 6, 2013)</i></p> <p>(4) <i>Market garden and/or retail store/plant nursery</i></p> <p>(5) <i>Kennels</i></p> <p>(6) <i>Public and quasi-public buildings and uses</i></p> <p>(7) <i>Single country residence on a farmstead separation (to a maximum of 1 per quarter) in compliance with Limited Country Residential Use provisions of the Tri-Area IDP</i></p> <p>(8) <i>Sand, gravel and surface mineral extraction</i></p> <p>(9) <i>Veterinary clinic</i></p> <p>(10) <i>Waste disposal site</i></p> <p>(11) <i>Golf courses (with no residential use)</i></p> <p>(12) <i>Retail store with a floor area of 400m²</i></p> <p>(13) <i>Eating establishments, pubs, and other licensed premises with a floor area limit of 600m²</i></p> <p>(14) <i>Commercial solar energy production facility</i></p> <p>(15) <i>Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission that are in compliance with Limited Country Residential Use provisions of the Tri-Area IDP</i></p>	<p>3. CLASS II DISCRETIONARY USES</p> <p>(1) <i>Additional dwelling unit(s) or mobile home(s) or move-in residences</i></p> <p>(2) <i>Agricultural processing plants</i></p> <p>(3) <i>Farm subsidiary occupation</i></p> <p>(4) <i>Market garden</i></p> <p>(5) <i>Plant nursery</i></p> <p>(6) <i>Top soil stripping</i></p> <p>(7) <i>Other uses consistent with the Definition of General Purpose of the Land Use District as approved by the Municipal Planning Commission</i></p>
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5. Comparing the current zoning A-1 IDP to the proposed zoning A-3 HORTICULTURE it appears that the proposed zoning is more restrictive with the following exceptions:
 - New and additions to greenhouses are permitted,
 - Residential development is not limited by the Limited Country Residential Use provisions of the Tri-Area IDP.
6. The purpose of the Urban Reserve (Redcliff) Area Policy is to limit development that may hamper re-development patterns and efficient servicing of the land when it is annexed into the Town;
7. The proposed development is not the issue and should not be considered in a rezoning application as any of the permitted uses are a default automatic approval and any of the discretionary uses should be considered likely to be approved. Zoning changes therefore should only consider what would be allowed on the property once the zoning changes and not what a developer is proposing to build.
8. Currently the Town is providing potable water to that area from three (3) individual services (metres). These services are not consistent with Policy 52, Provision of services outside of the Town. It may be worthwhile to ask the County to have the Developer bring these services into compliance with the Town's Policy as a condition of development.

9. The proper procedure that the County should be following is:

- to ask for an amendment to the IDP to allow for A-3 HORTICULTURE zoning in the Urban Reserve (Redcliff) and once approved apply for rezoning, or
- to amend the County Land Use Bylaw to allow greenhouse development in the A-1 IDP zone.

POLICY/LEGISLATION:

Policy No. 119 External Municipal Planning Documents Review Policy,

Policy No. 52 Provision of services outside of the Town

Tri-Area Inter-municipal Development Plan

STRATEGIC PRIORITIES:

Development outside of the Town's boundary is not identified as a strategic priority. However when developments are proposed inside of the Town's future growth area it is relevant to ask how the proposed development (and associated changes in zoning, and or subdivision) may impact the Town's:

- current services,
- ability to efficiently provide services in the future, and
- future development.

ATTACHMENTS:

- Referral from Cypress County of the proposed Land Use Bylaw Amendment
- County Land Use Bylaw – Agricultural IDP District 1 (A-1 IDP)
- County Land Use Bylaw – Agricultural District 3 (A-3 Horticulture)

OPTIONS:

1. Council instructs administration to forward it's comments in writing to Cypress County indicating it is in opposition to the proposed Land Use Bylaw amendment, Bylaw 2017/28, for the land legally described as SE 18-13-6-W4 (Lot 4, Block 1, Plan 0815467) from Agricultural IDP District 1 "A-1 IDP" to Agricultural District 3 "A-3 Horticultural" for the following reasons:
 - The proposed rezoning of the property does not conform to the IDP;
 - The proposed rezoning may impact future growth and servicing of the Town;
 - Additionally, the Town is not prepared to provide additional water services to this property.
2. Council instructs administration to not provide any comments to Cypress County on the proposed Land Use Bylaw amendment, Bylaw 2017/28, for the land legally described as SE 18-13-6-W4 (Lot 4, Block 1, Plan 0815467) from Agricultural IDP District 1 "A-1 IDP" to Agricultural District 3 "A-3 Horticultural".

3. Council instructs administration to forward it's comments in writing to Cypress County indicating it supports the proposed Land Use Bylaw amendment, Bylaw 2017/28, for the land legally described as SE 18-13-6-W4 (Lot 4, Block 1, Plan 0815467) from Agricultural IDP District 1 "A-1 IDP" to Agricultural District 3 "A-3 Horticultural".

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

Councillor _____ moved that Council instructs administration to forward it's comments in writing to Cypress County indicating it is in opposition of the proposed Land Use Bylaw amendment, Bylaw 2017/28, for the land legally described as SE 18-13-6-W4 (Lot 4, Block 1, Plan 0815467) from Agricultural IDP District 1 "A-1 IDP" to Agricultural District 3 "A-3 Horticultural" for the following reasons:

- The proposed rezoning of the property does not conform to the IDP;
- The proposed rezoning may impact future growth and servicing of the Town;
- Additionally, the Town is not prepared to provide additional water services to this property.


Councillor _____ moved that Council instructs administration to not provide any comments to Cypress County on the proposed Land Use Bylaw amendment, Bylaw 2017/28, for the land legally described as SE 18-13-6-W4 (Lot 4, Block 1, Plan 0815467) from Agricultural IDP District 1 "A-1 IDP" to Agricultural District 3 "A-3 Horticultural".

Councilor _____ moved that Council instructs administration to forward it's comments in writing to Cypress County indicating Council's support for the proposed Land Use Bylaw amendment, Bylaw 2017/28, for the land legally described as SE 18-13-6-W4 (Lot 4, Block 1, Plan 0815467) from Agricultural IDP District 1 "A-1 IDP" to Agricultural District 3 "A-3 Horticultural".

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2017.

From: Jeffrey [<mailto:Jeffrey.Dowling@cypress.ab.ca>]
Sent: Wednesday, October 25, 2017 3:30 PM
To: Erin Onoferychuk; robsis@medicinehat.ca; James Johansen
Subject: Cypress County Land Use Bylaw Amendment Bylaw 2017_28 In Tri Area IDP

Hello Erin, Robert, and James, attached is a land use bylaw amendment, Bylaw 2017/28, located at the SE 18-13-6-W4, Plan 0815467, Block 1, Lot 4, in the Urban Reserve (Redcliff) Area of the Tri-Area IDP. Eldorado Vegetable Farms is wanting to apply to the County's Municipal Planning Commission to get approval to construct 5 new bays (96' x 133') onto the west side of their existing greenhouse structure that is located just inside the County along Township Road 132. The applicants have indicated that the greenhouse is typically only operational from the middle of February to the end of April. There is no intent to have artificial lighting, as the proposed greenhouse expansion will continue to use natural lighting. There is no subdivision involved. The property is located just to the west of Redcliff's intersection of Broadway Avenue and 8th Street N.W..

Section 2.11.2 Urban Reserve (Redcliff) Area Policy a), states that the intent of this area is to provide for the continued use of agricultural pursuits. Therefore, it would appear that this proposal is in compliance with the Tri-Area IDP policies.

Section 3.2 (g), Intensive Agriculture, of the County's Municipal Development Plan, requires that any new or expansions to existing greenhouse operations must first apply to the County Council for approval of a re-classification from the current agricultural land use district to the appropriate greenhouse district prior to a development permit being issued.

The Public Hearing is scheduled for Tuesday, November 21st, please have any comments to me by November 13th and I will include them in my report to the Council.

Thanks,

Jeffrey R. Dowling
Cypress County
403-526-2888
Jeffrey@cypress.ab.ca

CYPRESS COUNTY

BYLAW 2017/28

A Bylaw of Cypress County in the Province of Alberta to amend Bylaw 2016/16 being the Land Use Bylaw.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of Cypress County, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1. Having received an application (17/A19) from Eldorado Vegetable Farms Ltd., to re-classify a portion of the S.E. 18-13-6-W4, Plan 0815467, Block 1, Lot 4, as shown on the attached Schedule A, from Agricultural IDP District 1 “A-1 IDP” to Agricultural District 3 “A-3 Horticulture”.
2. Having held a public hearing on the matter, Land Use Bylaw 2016/16, as amended, is hereby amended to change that portion of the S.E. 18-13-6-W4, Plan 0815467, Block 1, Lot 4, as shown on the attached Schedule A, from Agricultural IDP District 1 “A-1 IDP” to Agricultural District 3 “A-3 Horticulture”.
3. This bylaw shall take effect upon final passage thereof.

Read a first time this 24th day of October, 2017.

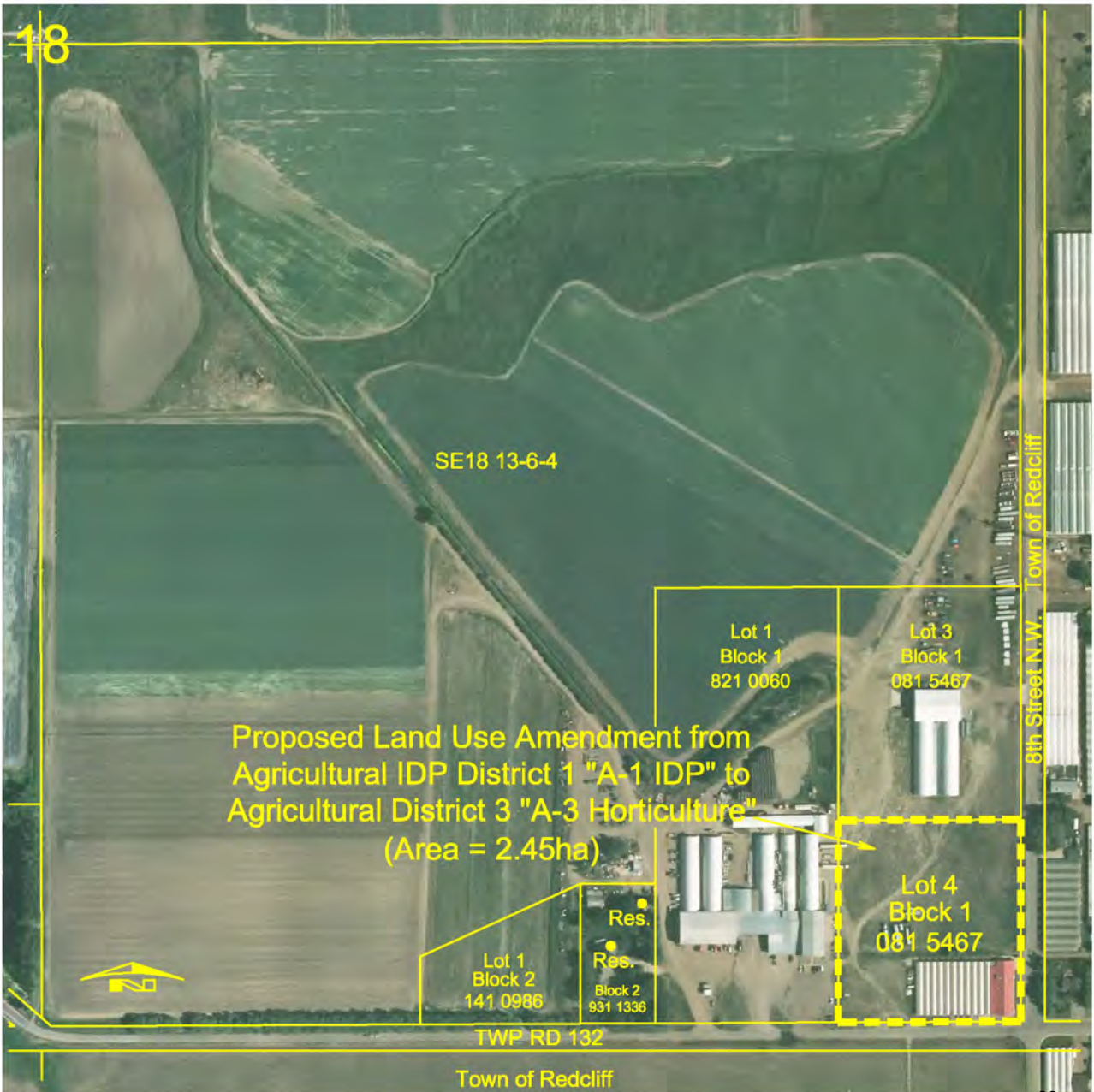
Read a second time this _____ day of _____, 2017.

Read a third time and finally passed this _____ day of _____, 2017.

Reeve

Chief Administrative Officer

CYPRESS COUNTY BYLAW 2017/28 Schedule "A"



AGRICULTURAL IDP DISTRICT 1 (A-1 IDP)

THIS IS AN AGRICULTURAL DISTRICT, THE GENERAL PURPOSE BEING THE REGULATION AND CONTROL OF URBAN, NON-AGRICULTURAL LAND USES WITHIN THE TRI-AREA INTERMUNICIPAL DEVELOPMENT PLAN (IDP) AREA. ALL DEVELOPMENT WITHIN THIS DISTRICT IS SUBJECT TO THE POLICIES OF THE TRI-AREA INTERMUNICIPAL DEVELOPMENT PLAN AS WELL AS THIS BYLAW AND ANY OTHER STATUTORY PLANS THAT MAY BE IN EFFECT AS AMENDED FROM TIME TO TIME.

1. PERMITTED USES

- (1) Accessory buildings and uses
- (2) Single country residence on a parcel, provided the parcel existed as of the date that the Tri-Area IDP came into force in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP
- (3) Farmstead buildings and uses in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP

2. CLASS I DISCRETIONARY USES

- (1) Compressor and metering stations
- (2) Family care home
- (3) Home Occupation (office use only)
- (4) Move-in buildings for residential uses and accessory uses that are permitted or discretionary uses in this District, in compliance with the Limited Country Residential use provisions of the Tri-Area IDP
- (5) Private Signs
- (6) Public Utilities
- (7) Three or more storage containers on site
- (8) Solar energy panels and associated equipment for personal use

3. CLASS II DISCRETIONARY USES

- (1) Second or additional dwelling unit(s) or mobile home(s) for farmstead uses in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP
- (2) Farm subsidiary occupation/home occupation
- (3) Greenhouse (for existing development permits issued prior to August 6, 2013)
- (4) Market garden and/or retail store/plant nursery
- (5) Kennels
- (6) Public and quasi-public buildings and uses
- (7) Single country residence on a farmstead separation (to a maximum of 1 per quarter) in compliance with Limited Country Residential Use provisions of the Tri-Area IDP
- (8) Sand, gravel and surface mineral extraction
- (9) Veterinary clinic
- (10) Waste disposal site
- (11) Golf courses (with no residential use)
- (12) Retail store with a floor area of 400m²
- (13) Eating establishments, pubs, and other licensed premises with a floor area limit of 600m²
- (14) Commercial solar energy production facility
- (15) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission that are in compliance with Limited Country Residential Use provisions of the Tri-Area IDP

4. FARMSTEAD SEPARATION

(1) Eligibility for Subdivision

The only subdivision allowed in this district is a single family Farmstead Separation in compliance with the Municipal Development Plan and the Limited Country Residential Use provisions of the Tri-Area IDP

(2) Maximum Subdivision Density

One parcel from an unsubdivided quarter section for an established farmstead separation that is in compliance with the Municipal Development Plan and the Limited Country Residential Use provisions of the Tri-Area IDP

(3) Maximum Area To Be Subdivided

The area of a farmstead separation may not exceed 10% of the unsubdivided quarter section (typically 6.47 hectares or 16 acres).

5. MINIMUM PARCEL SIZE FOR USES OTHER THAN A FARMSTEAD SEPARATION

An unsubdivided quarter section or land in title as of the date of the adoption of the Tri-Area IDP

6. MINIMUM YARD REQUIREMENTS FOR PRINCIPAL AND ACCESSORY BUILDINGS

Front	Side	Flankage	Rear
See Section 47	3.04 metres (10 feet)	See section 47	3.04 metres (10 feet)

7. SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following Regulations shall apply:

- (1) Compressor stations shall not be permitted within 750 metres (2460 feet) of residential developments
- (2) An accessory building shall be located at least 1.52 metres (5 feet) from a principal building

8. LIMITED COUNTRY RESIDENTIAL USE PROVISIONS OF THE TRI-AREA IDP

- (1) "Limited Country Residential Use Provisions of the Tri-Area IDP" is a defined term meaning provisions Section 2.6 Potential Growth Area and those parts of Section 2.11 Urban Reserve (Redcliff) applicable to the lands south of Highway #1. Whenever the phrase "in compliance with the Limited Country Residential Use provisions of the Tri-Area IDP", or a variation of this phrase, is used in the description of a permitted or discretionary use in the Bylaw,
 - (a) the provisions are an integral part of the description of the use, and
 - (b) the use must comply with these provisions, without variation or waiver except to the extent expressly allowed in Section 2.6 or 2.11 of the Tri-Area IDP, in order to constitute the permitted or discretionary use in question.
- (2) For convenience of reference, Schedule G shows maps of the lands that are subject to "Limited Country Residential Use". The full text of Section 2.6 and 2.11 of the Tri-Area IDP is found in schedule H and these policies have been reflected in this district.

AGRICULTURAL DISTRICT 3 (A-3 HORTICULTURE)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO PERMIT ACTIVITIES ASSOCIATED WITH HORTICULTURE AND GREENHOUSE PRODUCTION THAT DO NOT REQUIRE SPECIFIC LIGHTING FOR THE SOLE PURPOSES OF STIMULATING AND/OR ENHANCING THE GROWTH OF A GREENHOUSE CROP, AND TO STRENGTHEN THE AGRICULTURAL CHARACTER OF THIS DISTRICT.

(1) PERMITTED USES

- (1) Accessory building unit (upon completion of greenhouse)
- (2) Accessory buildings and uses
- (3) Greenhouse (more than 139m² of maximum floor area)
- (4) Addition to existing greenhouse

(2) CLASS I DISCRETIONARY USES

- (1) Home occupation
- (2) Family care home
- (3) Move-in accessory buildings
- (4) Private signs
- (5) Public and quasi-public buildings and uses
- (6) Three or more storage containers
- (7) Solar energy panels and associated equipment for personal or individual use

(3) CLASS II DISCRETIONARY USES

- (1) Additional dwelling unit(s) or mobile home(s) or move-in residences
- (2) Agricultural processing plants
- (3) Farm subsidiary occupation
- (4) Market garden
- (5) Plant nursery
- (6) Top soil stripping
- (7) Other uses consistent with the Definition of General Purpose of the Land Use District as approved by the Municipal Planning Commission

(4) MINIMUM LOT AREA

2 hectares (5 acres) or as required by the Municipal Planning Commission

(5) MINIMUM SIDE YARD REQUIREMENTS

Front	Side	Flankage	Rear
See Section 47	3.04 metres (10 feet)	See Section 47	3.04 metres (10 feet)

(6) SITE RESTRICTIONS

In addition to the requirements of the General Land Use Regulations and Schedules, the following Regulations shall apply:

- (1) All developments must have access to an assured supply of water.
- (2) An accessory building shall be located at least 1.52 metres (5 feet) from a principal building.
- (3) A dwelling unit shall be located a minimum distance of 100 metres (328 feet) away from a gas or oil well, or may be within a lesser distance with written approval from the

Alberta Energy Regulator. Distances are measured from the well head to the closest point of the dwelling.

TOWN OF REDCLIFF

REQUEST FOR DECISION

DATE: November 14, 2017

PROPOSED BY: Director of Planning & Engineering

TOPIC: Date for Council Municipal Development Plan (MDP) Workshop #1

PROPOSAL: To determine a date for Council to participate in a visioning and goal-setting workshop for the Municipal Development Plan update project

BACKGROUND:

The purpose of an MDP is to provide direction for the future growth and development of Redcliff. The MGA requires that the MDP be adopted by Council as a bylaw. It is important that Redcliff Town Council is given the opportunity to provide input regarding the direction and content of the MDP, understands the challenges, constraints and opportunities to grow, and take part in developing a consensus of the direction of the municipality.

Town Council is requested to set a date for the first of several Council workshops intended to give Council the opportunity to participate in the MDP update. The first workshop will last approximately 4 hours and will focus on developing a vision statement and overarching goals for the MDP. The vision and goals will set the direction for MDP policy development. Potential workshop dates and times are outlined in the 'Options' section.

To date, input on the MDP includes 460 surveys completed during Redcliff Days, 120 (and counting) online surveys completed, 300+ flags on the "Show Us Your Redcliff" maps at Redcliff Days and the Fall Festival, 54 Grade 6 students from Margaret Wooding participating in a "Show Us Your Redcliff" design activity, and 10 Town of Redcliff staff members participating in a "Show Us Your Redcliff" design activity. A public open house for the MDP Update was held on November 7th. In addition, a series of vision and goal-setting workshops for the public will be held on November 16th.

DISCUSSION

Hosting the Council workshop on November 18th would provide the opportunity for Councillors to view and discuss the raw input received from the public workshops 2 days prior, encourage the draft vision and goals to be completed at an earlier date, and allow a planner from Scheffer Andrew to be present for the Council workshop. However, given Council's busy schedule in November, the 18th may not be ideal.

Hosting the Council workshop the week of December 5-10 would allow for less scheduling conflicts as Council has many prior engagements throughout the month of November such as the AUMA conference, training, and orientation. However, hosting the Council workshop at a later date means the draft vision and goals will be completed at a later date, and a planner from Scheffer Andrew may not be able to attend.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Preliminary Workshop Agenda.

OPTIONS:

1. November 18: 8am-12pm
2. December 5: 3-7pm OR 4-8pm OR 5-9pm
3. December 6: 3-7pm OR 4-8pm OR 5-9pm
4. December 7: 3-7pm OR 4-8pm OR 5-9pm
5. December 8: 3-7pm OR 4-8pm OR 5-9pm
6. December 9: 8am-12pm OR 9am-1pm OR 12pm-4pm OR 1pm-5pm
7. December 10: 8am-12pm OR 9am-1pm OR 12pm-4pm OR 1pm-5pm

RECOMMENDATION:

N/A

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Council MDP vision and goal-setting workshop be held on _____ from _____ to _____.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2017.



MUNICIPAL DEVELOPMENT PLAN (MDP) COUNCIL WORKSHOP #1 AGENDA VISION AND GOAL-SETTING (draft)

Item No.	Activity Description	Duration
1.	Project Introduction <ul style="list-style-type: none"> - Goals - Expectations - Status update - What is the MDP? 	15 minutes
2.	Discussion <ul style="list-style-type: none"> - How has the MDP guided Council decision-making in the past? 	20 minutes
3.	Walking/Driving Tour & Observations <ul style="list-style-type: none"> - Weather dependent 	30 minutes
4.	SWOT Analysis & Priorities	30 minutes
5.	Visioning Exercise	15 minutes
6.	MDP Scope	15 minutes
7.	Planning Principles	15 minutes
8.	Design Charrette <ul style="list-style-type: none"> - Utopian Redcliff - Community gems - Neighbourhoods 	1 hour
9.	Presentation and discussion of public input to date	30 minutes
10.	Debrief and next steps	10 minutes

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: November 14, 2017

PROPOSED BY: Director of Finance and Administration

TOPIC: Appointment of Assessor

PROPOSAL: To Appoint Landon Wehlage as the Town of Redcliff's Assessor

BACKGROUND:

Now that the current appointed assessor Wayne Lamb has retired from Benchmark Assessment Consultants Inc., we request to remove Wayne Lamb from the appointed assessor position and Milenet account, and replace him with Landon Wehlage as the new appointed assessor and also update the Milenet account.

Section 210 and 284 of Municipal Government Act and Assessor Regulation 233/2005 require municipalities to establish the position of assessor as a designated officer and appointment of a qualified person to that position. Landon Wehlage is an Accredited Municipal Assessor of Alberta with twelve years' experience in municipal assessment.

Bylaw 1842/2017 stipulates that Council may by resolution appoint individuals to the Designated Officer positions established by this Bylaw. Assessor is listed as one of the designated officers in 7 e) of this Bylaw.

POLICY/LEGISLATION:

Section 210 and 284 of Municipal Government Act and Assessor Regulation 233/2005;
Bylaw 1842/2017

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

1. Section 210 and 284 of Municipal Government Act and Assessor Regulation 233/2005;
2. Bylaw 1842/2017;
3. Profile of Landon (Lance) Wehlage from Benchmark Assessment Consultant Inc. Website.

OPTIONS:

1. To appoint Landon Wehlage as the Town of Redcliff's Assessor and update the Milenet account.
2. To appoint a different assessor and update the Milenet account accordingly.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved to appoint Landon Wehlage as the Town of Redcliff's Assessor update the Milenet account.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2017.

carrying out powers, duties or functions delegated to them by the council.

1994 cM-26.1 s208;1998 c24 s10

Delegation by chief administrative officer

209 A chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions under this or any other enactment or bylaw to a designated officer or an employee of the municipality.

1994 cM-26.1 s209

Designated officers

210(1) A council may by bylaw establish one or more positions to carry out the powers, duties and functions of a designated officer under this or any other enactment or bylaw.

(2) Council may give a position established under subsection (1) any title the council considers appropriate.

(3) The bylaw must include which of the powers, duties and functions referred to in subsection (1) are to be exercised by each position.

(4) Unless otherwise provided by bylaw, all designated officers are subject to the supervision of and accountable to the chief administrative officer.

(5) A chief administrative officer may exercise all of the powers, duties and functions of a designated officer under this or any other enactment or bylaw if

- (a)** no position of designated officer has been established by council,
- (b)** the position of designated officer is vacant, or
- (c)** this or any other enactment or bylaw refers to a designated officer and the power, duty, function or other thing relating to the designated officer has not been assigned to any designated officer by council.

1994 cM-26.1 s210

Revocation

211(1) A municipality may revoke with or without cause the appointment of a person to the position of a designated officer.

(2) A designated officer whose appointment is revoked without cause is, subject to any written agreement between the municipality and the officer, entitled to reasonable notice or to compensation instead of reasonable notice.

(3) A designated officer whose appointment is revoked with cause is, subject to any written agreement between the municipality and the officer, not entitled to reasonable notice or to compensation instead of reasonable notice.

1994 cM-26.1 s211; 1995 c24 s25

Delegation by designated officer

212 A designated officer may delegate any of the officer's powers, duties or functions under this or any other enactment or bylaw to an employee of the municipality.

1994 cM-26.1 s212

Fidelity bond

212.1(1) Starting with the 1998 financial year, the council of each municipality must annually obtain a fidelity bond, or equivalent insurance, in an amount the council considers appropriate.

(2) The fidelity bond or equivalent insurance must cover

- (a) the chief administrative officer of the municipality,
- (b) the designated officers of the municipality, and
- (c) other employees of the municipality

while carrying out duties relating to any money or security belonging to or held by the municipality.

1997 c19 s3

Signing or authorization of municipal documents

213(1) Minutes of council meetings must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(2) When council has delegated a power, duty or function to a council committee, the minutes of a council committee meeting that deal with the power, duty or function must be signed by

- (a) the person presiding at the meeting, and
- (b) a designated officer.

(3) Bylaws must be signed by

- (a) the chief elected official, and
- (b) a designated officer.

(4) Agreements and cheques and other negotiable instruments must be signed or authorized

- (a) on the request of the council,
 - (b) on the request of not fewer than 1/3 of the councillors on the council, or
 - (c) on receiving a sufficient petition from the electors of the municipality requesting the appointment of an auditor.
- (2) The municipality is liable to the Minister for the costs of the audit as determined by the Minister.
- (3) The auditor must submit the auditor's report to the Minister and to council.

1994 cM-26.1 s282

Access to information by auditors

283(1) An auditor appointed by the council or the Minister is at all reasonable times and for any purpose related to an audit entitled to access to

- (a) the records of the municipality, and
 - (b) data processing equipment owned or leased by the municipality.
- (2) A councillor, chief administrative officer, designated officer, employee or agent of, or a consultant to, a municipality must give the auditor any information, reports or explanations the auditor considers necessary.
- (3) An auditor who receives information from a person whose right to disclose that information is restricted by law holds that information under the same restrictions respecting disclosure that govern the person from whom the information was obtained.

1994 cM-26.1 s283

Part 9

Assessment of Property

Interpretation provisions for Parts 9 to 12

284(1) In this Part and Parts 10, 11 and 12,

- (a) "assessed person" means a person who is named on an assessment roll in accordance with section 304;
- (b) "assessed property" means property in respect of which an assessment has been prepared or adopted;
- (c) "assessment" means a value of property determined in accordance with this Part and the regulations;

- (d) "assessor" means a person who has the qualifications set out in the regulations and
- (i) is designated by the Minister to carry out the duties and responsibilities of an assessor under this Act, or
 - (ii) is appointed by a municipality to the position of designated officer to carry out the duties and responsibilities of an assessor under this Act,
- and includes any person to whom those duties and responsibilities are delegated by the person referred to in subclause (i) or (ii);
- (e) "council" includes
- (i) a collecting board that is authorized under section 180 of the *School Act* to impose and collect taxes in a district as defined in that Act, and
 - (ii) the Minister, in respect of an improvement district or special area;
- (f) "Crown" means the Crown in right of Alberta, and includes a Provincial agency as defined in the *Financial Administration Act* and an agent of the Crown in right of Alberta;
- (f.1) "designated manufactured home" means a manufactured home, mobile home, modular home or travel trailer;
- (g) "electric power system" means a system intended for or used in the generation, transmission, distribution or sale of electricity;
- (g.1) "extended area network" has the meaning given to it in the regulations;
- (h) "farm building" has the meaning given to it in the regulations;
- (i) "farming operations" has the meaning given to it in the regulations;
- (j) "improvement" means
- (i) a structure,
 - (ii) any thing attached or secured to a structure, that would be transferred without special mention by a transfer or sale of the structure,



Province of Alberta

MUNICIPAL GOVERNMENT ACT

QUALIFICATIONS OF ASSESSOR REGULATION

Alberta Regulation 233/2005

With amendments up to and including Alberta Regulation 96/2017

Office Consolidation

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*The year of first publication of the legal materials is to be completed.

Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 96/2017)

ALBERTA REGULATION 233/2005

Municipal Government Act

QUALIFICATIONS OF ASSESSOR REGULATION

Table of Contents

- 1 Definitions
- 2 Qualifications of assessor
- 3 Report by assessor
- 3.1 Restriction on delegation
- 4 Repeal
- 6 Coming into force

Definitions

1 In this Regulation,

- (a) “Act” means the *Municipal Government Act*;
- (b) “Alberta Assessment Quality Minister’s Guidelines” means the Alberta Assessment Quality Minister’s Guidelines referred to in the *Matters Relating to Assessment and Taxation Regulation* (AR 220/2004).

AR 233/2005 s1;307/2006

Qualifications of assessor

2 No person is eligible to be an assessor within the meaning of section 284(1)(d) of the Act unless the person

- (a) is registered as an accredited municipal assessor of Alberta (AMAA) under the *Municipal Assessor Regulation* (AR 84/94),
- (b) holds the designation Certified Assessment Evaluator (CAE) issued by the International Association of Assessing Officers,
- (c) holds the designation Accredited Appraiser Canadian Institute (AACI) issued by the Appraisal Institute of Canada, or
- (d) has qualifications or experience or a combination of qualifications and experience that, in the opinion of the

Minister, is equivalent to one or more of the qualifications referred to in clauses (a) to (c).

Report by assessor

3 A person appointed as a designated officer to carry out the duties and responsibilities of an assessor under the Act on behalf of a municipality must declare to the Minister, annually in accordance with the Alberta Assessment Quality Minister's Guidelines, the person's name and qualifications to carry out those duties and responsibilities.

AR 233/2005 s3;307/2006

Restriction on delegation

3.1 A municipal assessor shall not delegate the assessor's duty to make a declaration under section 3.

AR 96/2017 s2

Repeal

4 The *Qualifications of Assessor Regulation* (AR 54/99) is repealed.

5 Repealed AR 96/2017 s3.

Coming into force

6 This Regulation comes into force on January 31, 2006.

**TOWN OF REDCLIFF
BYLAW NO. 1842/2017**

A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE APPOINTMENT OF DESIGNATED OFFICERS.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, a Council may by Bylaw appoint Designated Officer(s) and prescribe their duties.

PURPOSE

1. The purpose of this Bylaw is to establish certain Designated Officer positions, to assign powers, duties and function to those positions and to establish a frame work for delegation of administrative functions.

DEFINITIONS

2. **Chief Administrative Officer** means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by Council or statute.
3. **Council** shall mean the Council of the Town of Redcliff.
4. **Municipality** shall mean the Town of Redcliff.
5. **Designated Officer** shall mean a Designated Officer within the meaning of the Municipal Government Act.
6. **Municipal Government Act** shall mean the *Municipal Government Act*, RSA 2000, c. M 26.

DESIGNATED OFFICER

7. The following Designated Officer positions are established, and the persons appointed to these positions will have the following titles:
 - a) **Manager of Legislative and Land Services** is the designated officer for the purposes of the following sections of the Municipal Government Act:
Section 69 – Consolidating Bylaws.
Section 213 (1)(b) – Signing minutes of Council Meetings.
Section 213 (3)(b) – Signing Bylaws.
Section 455(1) – Clerk of Assessment Review Board.
Section 461(1) and (2) – Address to which complaint is sent.
Section 462(1) – Notice of Assessment Review Board Hearings.
Section 483 – Decision admissible on appeal.
Section 606(7) – Requirements for proof of advertising.
Section 612 – Certifying copies of bylaws and records.
 - b) **Director of Finance and Administration** is the designated officer for the purposes of the following sections of the Municipal Government Act:
Section 270 – opening and closing all the accounts of the Town that hold money.
Section 309(1) (d) – Contents of assessment notices.
Section 334(1) (e) – Contents of tax notices.
Section 336(1) – Certifying date of sending tax notices.
Section 343(2) – Application of tax payments.
Section 350 – Issuing tax notices.
Section 420 (2) – Obtaining possession of lands.



Section 439 (2) – Preparing and issuing distress warrants and seizing goods.

- c) Development Officer is the designated officer for the purposes of and in accordance with Bylaw 1698/2011 being the Land Use Bylaw and any relevant sections (Part 17) of the Municipal Government Act as it pertains to the development officer.
- d) Bylaw Enforcement Officer, is the designated officer for the purposes of and in accordance with bylaw 1798/2015 being the Bylaw Enforcement Bylaw.
- e) Assessor, to carry out the powers, duties and functions set out by the Municipal Government Act and Professional Services Agreement.

APPOINTMENT OF DESIGNATED OFFICER

- 8. Council may by resolution appoint individuals to the Designated Officer positions established by this Bylaw.

SUB-DELEGATION

- 9. Designated Officer(s) are hereby authorized to further delegate, and to authorize for the delegation of any matter delegated to them to any employee of the municipality.

ACCOUNTABILITY

- 10. All Designated Officer(s) are accountable to the Chief Administrative Officer for the exercise of their powers, duties and functions.
- 11. The Chief Administrative Officer shall establish for each designated officer, the job description or service parameters outlining any additional and specific powers, duties and functions for the municipality.

REPEAL

- 12. Bylaw 1570/2008 A Bylaw to Appoint Designated Officer(s) is hereby repealed.

SEVERABILITY

- 13. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

EFFECTIVE DATE

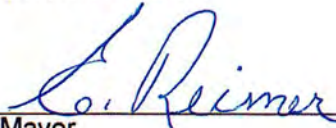
- 14. The effective date of this Bylaw shall be upon 3rd reading and signing.

READ A FIRST TIME THE 27th DAY OF FEBRUARY, 2017.


READ A SECOND TIME THE 27th DAY OF FEBRUARY, 2017.

READ A THIRD TIME THE 27th DAY OF FEBRUARY, 2017.

SIGNED AND PASSED THE 27th DAY OF FEBRUARY, 2017.



Mayor



Manager of Legislative & Land Services

Profile of Landon (Lance) Wehlage

Lance Wehlage, AMAA

Lance has over 12 years' experience in municipal assessment, valuing a range of property types including heavy industrial, shopping centres, hotels, and high-rise offices. As an Accredited Municipal Assessor of Alberta, Lance has dedicated his time to assessment defense appearing before Composite Assessment Review Boards as the municipal respondent. Lance has recently joined the team at Benchmark Assessment Consultants inc. in 2017, and will be providing assistance to municipalities in various capacities. When Lance isn't in the office, you can find him on the golf course working on his game. Lance can be contacted by email at lance@benchmarkassessment.ca.

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: November 14th, 2017

PROPOSED BY: Director of Community and Protective Services

TOPIC: Policy No. 124 (2014) – Physician Recruitment and Retention Committee

PROPOSAL: Review Policy No. 124 (2014).

BACKGROUND:

In the 2017 Town of Redcliff Organizational Meeting there was no member of council assigned to the Redcliff Physician Recruitment and Retention Committee (RPRRC). The committee was formed after the Town of Redcliff was without a medical clinic for a number of years with the intention to recruit a physician and to assist in maintaining a medical practitioner in the community.

The committee composition is described as follows:

The RPRRC is comprised of a minimum of five (5) and a maximum of seven (7) members who represent the following stakeholders groups:

- The Town of Redcliff Council. Up to two representatives with one alternate.
- Health care recruiter or HR representatives.
- The medical and/or nursing professional community.
- Internationally educated health professionals.
- Other invited representatives (school, recreation, religious groups, real estate, etc...).

POLICY/LEGISLATION:

Policy 124 (2014)

STRATEGIC PRIORITIES:

The topic of Physician Recruitment and Retention was determined in the 2015-2017 strategic priorities as #4 on the corporate priorities which was established by the previous Town of Redcliff council.

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policies are consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policies.

ATTACHMENTS:

- Policy No. 124 (2014) Physician Recruitment and Retention Committee.

OPTIONS:

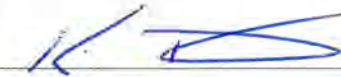
1. That Council appoint a member of council to sit on the Physician Recruitment and Retention Committee
2. That Council dissolve the Physician Recruitment and Retention Committee.

RECOMMENDATION:

If council wishes to continue with the RPRRC then Option 1 is recommended. If council does not wish to continue with the RPRRC then Option 2 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Council appoint _____, _____, to sit on the Physician Recruitment and Retention Committee.
2. Councillor _____ moved the Physician Recruitment and Retention Committee be dissolved and Policy No. 124 - Physician Recruitment and Retention Committee be cancelled:

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2017.

Approved by Council: February 24, 2014

PHYSICIAN RECRUITMENT AND RETENTION COMMITTEE TERMS OF REFERENCE POLICY

BACKGROUND

The retirement of the only physician practicing in the Town of Redcliff, over three years ago, has left our residents without medical care within the Town. Many of our residents have not been able to find a new family physician due to the drastic shortage of doctors in the province. As a result our residents must travel to Medicine Hat to a walk-in clinic or attend the Medicine Hat Regional Hospital emergency department for medical care.

The Town has been consulting with the Medicine Hat Regional Hospital - Physician's Retention Network to develop a plan to recruit and retain physicians, especially in underserved communities such as Redcliff. In order to initiate any plans it is necessary to create a formal committee to focus on recruiting a physician for the Town of Redcliff.

POLICY

MISSION

- The Redcliff Physician Recruitment and Retention Committee (RPRRC) is a partnership of community representatives with a mission to recruit and retain physician services within the community of Redcliff.

MEMBERSHIP AND MEETINGS

- Members of the RPRRC are working participants who share actively in strategic planning, the work of subcommittees and program implementation.
- Membership of the committee is comprised of individuals and organizations that have a significant interest in the recruitment and retention of physicians.
- Each member is accountable to the RPRRC for meeting the responsibilities assigned to the position held on the committee.
- Date, time and location set for monthly meetings are organized on an annual schedule agreed to by the committee members.
- A simple majority of the members represents a quorum. A majority vote determines the decision.

COMMITTEE COMPOSITION

The RPRRC is comprised of a minimum of five (5) of a maximum of seven (7) who represent obvious stakeholders, such as:

- The Town of Redcliff Council. Up to two representatives with one alternate.
- Health care recruiter or HR representatives.

- The medical and/or nursing professional community.
- Internationally educated health professionals.
- Other invited representatives (school, recreation, religious groups, real estate, etc...).

TERMS OF OFFICE

- Members are asked to commit to a two-year term.

DUTIES AND RESPONSIBILITIES

- To plan and facilitate welcoming initiatives for perspective physicians entering practice in the community.
- To generate creative ideas to support retention.
- To monitor the success of the committees work.

RECOMMENDED POSITIONS

- Chair
- Incentives advocate
- Site visit coordinator

TERMINATION OF APPOINTMENTS

- Council may by resolution terminate the appointment of any Member if:
 - The Member is absent from three (3) consecutive meetings of RPRRC;
 - The Member uses information gained through appointment to a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
 - The Member otherwise conducts himself in a manner that Council considers to be improper.

REMUNERATION

- Members of the RPRRC shall hold office without remuneration.
- Committee members may make requests and subsequent submission to Council, in accordance with established policy for RPRRC related recruitment and/or retention expenses.

September 29, 2017

NOTICE OF SPECIAL RESOLUTION #1

The Board of Directors of the Alberta Urban Municipalities Association (AUMA) hereby gives notice that at the 2017 Annual General Meeting of the AUMA to be held November 24, 2017, the Board of Directors will be proposing the following Special Resolution to amend the AUMA Bylaws:

WHEREAS the Section 16.01 states that “The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.”

WHEREAS the following proposed amendments have been submitted to the Association only after taking into consideration:

- a. the Association’s fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. the Association’s tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007

and that the proposed amendments herein will not, by their nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association’s tax exempt status under para. 149(1) (d.5) of the Income Tax Act, Canada as same may be amended from time to time.

BE IT RESOLVED THAT the AUMA Bylaws be amended as follows:

1. Section 3.04 is repealed and replaced with the following:

All regular members are municipalities, for the purpose of these bylaws classifications of Regular Members are

- a) Municipalities over 500,000 population
- b) Municipalities 10,000 to 500,000 population
- c) Municipalities under 10,000 population, except Villages and Summer Villages
- d) Villages
- e) Summer Villages

2. Section 4.03 (a) and (b) are repealed, and (c) and (d) are renumbered (a) and (b)

3. Section 8.02 (c), (d) and (e) are repealed and replaced with the following:

- c) four Directors representing Municipalities 10,000 to 500,000 population
- d) three Directors representing Municipalities under 10,000 population, except Villages and Summer Villages
- e) two Directors representing Villages

4. Section 8.03 is repealed and replaced with the following:

The Directors representing Municipalities and Villages shall be elected by electoral zone.

5. Section 8.04 is repealed and replaced with the following:

The Board of Directors shall publish the electoral zone information by June 30 in each year.

6. Section 8.07 (a) iii., iv., v., and vi.; and (b) iii., iv., and v. are repealed and replaced with the following:

- (a)
 - iii. 2 Municipalities 10,000 to 500,000 population
 - iv. 2 Municipalities under 10,000 population, except Villages and Summer Villages
 - v. 1 Village
 - vi. 1 Summer Village
- (b)
 - iii. 2 Municipalities 10,000 to 500,000 population
 - iv. 1 Municipalities under 10,000 population, except Villages and Summer Villages
 - v. 1 Village

7. Section 8.09 is repealed and replaced with the following:

Should the legal municipal status or population change of the municipality of which a Director is an elected representative,

- a) the Director is eligible to remain in the position until the next annual general meeting, and
- b) if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term

September 29, 2017

NOTICE OF SPECIAL RESOLUTION #2

The Board of Directors of the Alberta Urban Municipalities Association (AUMA) hereby gives notice that at the 2017 Annual General Meeting of the AUMA to be held November 24, 2017, the Board of Directors will be proposing the following Special Resolution to amend the AUMA Bylaws:

WHEREAS the Section 16.01 states that "The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws."

WHEREAS the following proposed amendments have been submitted to the Association only after taking into consideration:

- a. the Association's fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. the Association's tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007

and that the proposed amendments herein will not, by their nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association's tax exempt status under para. 149(1) (d.5) of the Income Tax Act, Canada as same may be amended from time to time.

BE IT RESOLVED THAT the AUMA Bylaws be amended as follows:

1. Section 6.02 (d) is added as follows:

for President or Vice-President, have nomination approved by a motion of the council of the nominee's municipality, village or summer village.

September 29, 2017

NOTICE OF SPECIAL RESOLUTION #3

The Board of Directors of the Alberta Urban Municipalities Association (AUMA) hereby gives notice that at the 2017 Annual General Meeting of the AUMA to be held November 24, 2017, the Board of Directors will be proposing the following Special Resolution to amend the AUMA Bylaws:

WHEREAS the Section 16.01 states that “The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.”

WHEREAS the following proposed amendments have been submitted to the Association only after taking into consideration:

- a. the Association’s fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. the Association’s tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007

and that the proposed amendments herein will not, by their nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association’s tax exempt status under para. 149(1) (d.5) of the Income Tax Act, Canada as same may be amended from time to time.

BE IT RESOLVED THAT the AUMA Bylaws be amended as follows:

1. Section 6.03 and Section 6.04 are renumbered as Section 6.04 and Section 6.05
2. Section 6.03 is added as follows:

A municipality shall not have more than one elected representative serving in a Director position, except for the cities of Edmonton and Calgary. In the event more than one elected representative from a municipality is nominated, the municipalities’ council needs to approve a motion for only one nominee.



September 29, 2017

NOTICE OF SPECIAL RESOLUTION #4

The Board of Directors of the Alberta Urban Municipalities Association (AUMA) hereby gives notice that at the 2017 Annual General Meeting of the AUMA to be held November 24, 2017, the Board of Directors will be proposing the following Special Resolution to amend the AUMA Bylaws:

WHEREAS the Section 16.01 states that “The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.”

WHEREAS the following proposed amendments have been submitted to the Association only after taking into consideration:

- a. the Association’s fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b. the Association’s tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007

and that the proposed amendments herein will not, by their nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association’s tax exempt status under para. 149(1) (d.5) of the Income Tax Act, Canada as same may be amended from time to time.

BE IT RESOLVED THAT the AUMA Bylaws be amended as follows:

1. Section 7.02 is repealed and replaced with the following:

The Returning Officer shall establish and publish election procedures in accordance with these bylaws.



BYLAWS

Article I – NAME

- 1.01** The name of the Association shall be the Alberta Urban Municipalities Association, referred to in these bylaws as the “Association.”

Article II - PURPOSE OF BYLAWS

- 2.01** The purpose of these bylaws is to conform to the provisions of the Societies Act, R.S.A. 2000, c. S-14 and to set out how the Association will provide leadership in advocating local government interests to the Provincial Government and other organizations, and provide services that address the needs of its membership.
- 2.02** These Bylaws establish, and shall continue to establish in each and every year of the Association’s existence, a fundamental and paramount principle that the Association is owned and controlled by the Regular Members of the Association in every material way, and that the Association’s Bylaws, or any other constating document of the Association, shall be interpreted by the Association’s Members, any court of competent jurisdiction and any taxing authority having jurisdiction, in a manner consistent with this fundamental and paramount principle.

Article III - GENERAL

- 3.01** The Board of Directors may establish procedures for convening any meeting referred to in these Bylaws by electronic or other communication facilities including a conference telephone call, facsimile, e-mail or such other technology as may become available.
- 3.02** Notwithstanding anything in these Bylaws, if by virtue of severe weather conditions, a pandemic or other emergency reason, it is impossible for a quorum to participate in any scheduled or required meeting
- the time for undertaking any action, and
 - the terms of office of the President, Vice-Presidents and Directors re extended until the meeting can be reconvened.
- 3.03** When written notice is required to be provided under these Bylaws, the notice may be given by mail, facsimile or other electronic means which enables the recipient to review the entire text of the notice.
- 3.04** All regular members are municipalities, for the purpose of these bylaws classifications of Regular Members are
- Municipalities over 500,000 population
 - Municipalities 10,000 to 500,000 population
 - Municipalities under 10,000 population, except Villages and Summer Villages
 - Villages
 - Summer Villages
- 3.05** A reference in these Bylaws to “elected representative” means a member of the council of a Regular Member.



3.06 A reference in these Bylaws to a “special general meeting” means a meeting of the membership held at a time other than the annual general meeting.

Article IV - MEMBERSHIP

4.01 Any municipality, organization or business which

- a) desires to further the Object of the Association,
- b) qualifies under a membership category described in 4.02, and
- c) pays the relevant membership fee may become a member of the Association.

4.02 The categories of membership are:

- a) REGULAR MEMBERSHIP which shall be available to
 - i. any City, Town, Village, Summer Village, or Specialized Municipality located in Alberta; and
 - ii. after July 1, 2007, any successor municipality of a Regular Member referred to in subsection (i) above, including any Municipal District or County if the Municipal District or County is the successor municipality thereof.
- b) ASSOCIATE MEMBERSHIP which shall be available to
 - i. any municipality other than a municipality referred to in Article 4.02(a)(i);
 - ii. any organization wholly owned by one or more municipalities that are eligible to be Regular Members or Associate Members, any municipally-related non-profit organization or special purpose board or commission;
 - iii. any municipally-related non-profit organization or special purpose board or commission that holds a reciprocal membership that has been approved by the Board of Directors; and
 - iv. any other local authority or related non-profit organization incorporated pursuant to provincial legislation.
- c) AFFILIATE MEMBERSHIP which shall be available to any company, organization or individual, in or outside of the Province of Alberta.

4.03 For purposes of determining membership classification, a Specialized Municipality, Municipal District or County which has a population equal to or greater than the population set out in the Municipal Government Act, R.S.A. 2000, c. M-26, or any amendments thereto, for a

- a) village shall be considered a village, and
- b) if less than the population set out for a village, shall be considered a summer village.

4.04 The Townsite of Redwood Meadows, the Special Areas Board and an Improvement District are eligible for inclusion in the classification of Regular Membership appropriate to its population.

4.05 Repealed.

4.06 (a) Subject to sub-clause (b), any member may withdraw from membership in the Association at any time by notice in writing.

(b) A Regular Member which wishes to withdraw from membership in the Association shall provide at least 12 months' notice in writing to the Association accompanied by a certified copy of the resolution of council.

(c) Any notice of withdrawal of membership shall be presented to the Board of Directors.



(d) A member which withdraws from membership is not entitled to reimbursement of any membership fees.

4.07 The membership year is the calendar year.

4.08 A “member in good standing” is a member in respect of whom the Association has received the membership fee for the current membership year or in the case of a Regular Member evidence of intention to pay satisfactory to the Board of Directors has been received.

4.09 For purposes of this section “Association activities” means all activities of the Association under its mandate other than business services, and “business services” means any product or service provided by the Association to its members either directly or indirectly through a service delivery entity owned by the Association

- a) Regular Members - Regular Members are entitled to participate in all Association activities and business services, including the right to vote as set forth in Article V.
- b) Associate Members - Associate Members are entitled to participate in business services and may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
- c) Affiliate Members - Affiliate members are not entitled to participate in business services but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.
- d) Eligible Members (Regular and Associate Member Categories) - Municipalities or organizations eligible for the Regular or Associate Membership categories shall not be entitled to participate in Association activities when not a member in good standing, but shall be entitled to participate in the Association’s business services.

4.10 If a member ceases to be a member in good standing, at the expiration of six (6) months from the date for which the membership fee was due, the member shall be automatically expelled from the Association and thereafter shall not be entitled to participate in association activities or enjoy membership privileges until the member has been brought into good standing and reinstated by the Board of the Directors.

Article V - VOTING RIGHTS

5.01 The persons entitled to vote at any annual general meeting or special general meeting are those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing.

5.02 Each person qualified to vote at any annual general meeting or special general meeting shall be entitled to one vote.

Article VI - NOMINATIONS

6.01 Nominations shall be conducted in accordance with the election procedures established by the Returning Officer.

6.02 To be eligible for nomination a person must



- a) be an elected representative of a Regular Member in good standing,
- b) submit a completed nomination in the form prescribed by the Returning Officer,
- c) be nominated by at least two other elected representatives of Regular Members in good standing, and
- d) for President or Vice-President, have nomination approved by a motion of the council of the nominee's municipality, village or summer village.

6.03 A municipality shall not have more than one elected representative serving in a Director position, except for the cities of Edmonton and Calgary. In the event more than one elected representative from a municipality is nominated, the municipalities' council needs to approve a motion for only one nominee.

6.04 The persons making a nomination and the person being nominated must be eligible to vote in the election for which the nomination is being made.

6.05 The persons eligible for nomination as Vice-President for a classification are the persons who are elected or appointed as Directors for that classification provided that, for purposes of electing a Vice-President,

- a) the City of Calgary shall be considered as one classification
- b) the City of Edmonton shall be considered as one classification, and
- c) Villages and Summer Villages shall be considered one classification.

Article VII - ELECTIONS

7.01 The Board of Directors shall appoint a person as Returning Officer who shall be responsible for the fair and proper conduct of elections.

7.02 The Returning Officer shall establish and publish election procedures in accordance with these bylaws.

7.03 Elections shall be held at the annual general meeting.

7.04 The election of the

- a) President shall be conducted among all of the persons,
- b) Vice-Presidents shall be conducted among all of the persons from the relevant classification as established in Clause 3.04
- c) Directors shall be conducted among all of the persons from the relevant classification as established in Clause 3.04 and electoral zone if applicable who are eligible to vote and are in attendance at the meeting.

Article VIII - BOARD OF DIRECTORS

8.01 The Association shall have a Board of Directors consisting of

- a) the President, and
- b) 14 Directors.

8.02 The number of Directors representing each classification is:

- a) two Directors appointed by the City of Calgary, one of whom shall be designated by the City as Vice-President for Calgary



- b) two Directors appointed by the City of Edmonton, one of whom shall be designated by the City as Vice-President for Edmonton
- c) four Directors representing Municipalities 10,000 to 500,000 population
- d) three directors representing Municipalities under 10,000 population, except Villages and Summer Villages
- e) two Directors representing Villages
- f) one Director representing Summer Villages

8.03 The Directors representing Municipalities and Villages shall be elected by electoral zone.

8.04 The Board of Directors shall publish the electoral zone information by June 30 in each year.

8.05 The term of office for each position on the Board

- a) commences at the organizational meeting of the Board following the annual general meeting and
- b) continues until the end of the next annual general meeting at which time the position is available for election.

8.06 The term of office for the position of

- a) President is two years
- b) Vice-President is one year
- c) Director is two years.

8.07 (a) The term of office for the following Director positions shall begin in odd numbered years

- i. 1 Calgary Director
- ii. 1 Edmonton Director
- iii. 2 Municipalities 10,000 to 500,000 population
- iv. 2 Municipalities under 10,000 population, except Villages and Summer Villages
- v. 1 Village
- vi. 1 Summer Village

(b) The term of office for the following Director positions shall begin in even numbered years

- i. 1 Calgary Director
- ii. 1 Edmonton Director
- iii. 2 Municipalities 10,000 to 500,000 population
- iv. 1 Municipalities under 10,000 population, except Villages and Summer Village
- v. 1 Villages

8.08 (a) A President who is no longer an elected representative immediately ceases to be President and a member of the Board of Directors.

(b) A Director who is no longer an elected representative immediately ceases to be a member of the Board of Directors.

(c) In the case of either (a) or (b), if the period until the next annual general meeting is longer than three months, the position shall be deemed to be vacant.

8.09 Should the legal municipal status or population change of the municipality of which a Director is an elected representative,

- a) the Director is eligible to remain in the position until the next annual general meeting, and



- b) if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term
- 8.10** Should the office of the President become vacant, the remaining Board of Directors shall forthwith appoint a member of the Board to serve as President until the next annual general meeting.
- 8.11** (a) Should a vacancy occur in a Director position other than a Director appointed by the City of Calgary or the City of Edmonton or in a Vice-President position
- the Board may appoint a replacement to serve until the next annual general meeting, and
 - if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term.
- (b) Should a vacancy occur in a Director position or a Vice-President position appointed by the City of Calgary or the City of Edmonton, the relevant city may appoint a replacement for the remainder of the term of office of the position.
- 8.12** A person appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.
- 8.13** In carrying out the responsibilities of a Director, every Director of the Association shall
- act honestly and in good faith with a view to the best interests of the Association,
 - exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances,
 - comply with the Societies Act (Alberta) and any regulations under it and with the bylaws and policies of the Association,
 - maintain the confidentiality of all Association information given to the Director that is considered confidential, except in the following circumstances
 - the confidential information is or subsequently enters the public domain through no action of the Director; or
 - the confidential information is required to be disclosed by law,
- and if the Director receives Association information that is considered confidential
- from his or her own independent sources; or
 - any third party not under an obligation to keep the information Confidential,
- the Director will disclose to the Board that he or she has received that information.
- 8.14** A member of the Board of Directors ceases to be a Director if:
- the person is disqualified from Council pursuant to Section 174(1) of the Municipal Government Act; R.S.A. 2000, c. M-26, or any amendments thereto, or
 - the person misses three consecutive regular meetings of the Board, unless authorized by resolution prior to the conclusion of the missed third consecutive regular meeting of the Board.



- 8.15** The Board of Directors may by resolution passed by at least three fourths (3/4) of the votes cast declare that a Board Member has ceased to be a Board member. The provisions of Article 9.05 regarding notice and an opportunity to be heard apply to a resolution under this Article.

ARTICLE IX - DISQUALIFICATION OF BOARD MEMBERS

9.01 In this Article

- a) "Board member's family" means the Board member's spouse, the Board member's children, the parents of the Board member and the parents of the Board member's spouse;
- b) "spouse"
 - i. includes a party to a relationship between a man and a woman who are living together on a bona fide domestic basis, and
 - ii. does not include a spouse who is living apart from the other spouse if the spouses have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

9.02 (1) A member of the Board of Directors has a pecuniary interest in a matter if;

- a) the matter could monetarily affect the Board member or an employer of the Board member, or
- b) the Board member knows or should know that the matter could monetarily affect the Board member's family.

(2) For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects

- a) the person directly,
- b) a corporation, other than a corporation the shares of which are traded on a stock exchange, in which the person is a shareholder, director or officer,
- c) a corporation, the shares of which are traded on a stock exchange, in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- d) a partnership or firm of which the person is a member.

(3) A Board member does not have a pecuniary interest by reason only of any interest

- a) that the Board member or a member of the Board member's family may have by reason of being appointed by the Board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the Association or by reason of being appointed as the representative of the Board on another body;
- b) that the Board member or member of the Board member's family may have with respect to any allowance, honorarium, remuneration or benefit to which the Board member or member of the Board member's family may be entitled by being appointed by the Board to a position described in clause (a);
- c) that the Board member may have with respect to any allowance, honorarium, remuneration or benefit to which the Board member may be entitled by being a Board member; or



- d) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Board member.

9.03 (1) When a Board member, or a Regular Member of which the Board member is an elected representative, has a pecuniary interest in a matter before the Board, a Board committee or any other body to which the Board member is appointed as a representative of the Board, the Board member must, if present,

- a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- b) abstain from voting on any question relating to the matter,
- c) abstain from any discussion of the matter, and
- d) subject to subsection (2), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the Board member, or the Regular Member of which the Board member is an Elected Representative has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Board member to leave the room.

9.04 (1) A member of the Board of Directors ceases to be a Board Member if he or she

- a) as a Board Member, takes part in a decision knowing that the decision might further a private interest of
 - i. the Board Member,
 - ii. a corporation, firm or partnership referred to in section 4.1.2(2) of this Article 4.1, or
 - iii. a Regular Member of which the Board member is an Elected Representative,
- b) where applicable, does not declare an interest and withdraw from a meeting without voting on or discussing a matter before the Board of Directors which might further a private interest referred to in clause (a)(i), (ii) or (iii), or
- c) accepts
 - i. a fee of any amount other than a fee or honorarium paid by the Association for the Board member's services as a Board member, or
 - ii. a gift or other benefit having a value of more than \$100 that is received because the Board Member is a Board Member.

(2) Subsection (1)(c) does not apply if a Board Member is invited to attend an event or function as a representative of AUMA and the Board Member discloses such attendance in a manner approved by the Board from time to time.

9.05 (1) A meeting of the Board of Directors may be called under section 10.01 to determine whether a Board Member has ceased to be a Board member under this Article.

(2) The Board Member

- a) shall be given notice of a meeting of the Board of Directors called under this section;
- b) upon request
 - i. shall be given particulars of the grounds on which it is alleged that he or she has ceased to be a Board member;
 - ii. shall be given an opportunity to make representations to the Board of Directors in writing or in person, or by legal counsel, or any combination of the foregoing;



- c) is not entitled to be present while the Board of Directors discusses the question whether or not the Board Member has ceased to be a Board Member.

9.06 (1) The Board of Directors may by resolution state that the Board Member has ceased to be a Board Member.

(2) The provisions of Article VIII relating to the filling of vacancies on the Board until the next annual general meeting apply to filling a vacancy under this Article.

9.07 A Board Member, by accepting appointment or election as a Board Member, agrees the Board Member will not be entitled to assert any claim or bring any legal action, whether for defamation or any other cause of action, against the Association or any officer, director or employee of the Association, in respect of anything done by any of them in good faith pursuant to this Article.

Article X - POWERS AND DUTIES OF THE BOARD

10.01 Meetings of the Board of Directors shall be held

- a) pursuant to a regular schedule of meetings set by the Board at its organizational meeting following the annual general meeting, or
- b) at the call of the President, or
- c) upon the written request of four Directors with at least 72 hours notice.

10.02 A quorum of the Board is eight members.

10.03 At meetings of the Board of Directors each Board Member present shall have one vote and, in the case of a tie, the motion shall be lost.

10.04 The Board of Directors has the authority and responsibility to carry out as appropriate, or delegate to its committees, the powers and duties conferred upon the Association.

10.05 If the Board establishes and prescribes the terms of reference for any committee, or delegates that authority to the Executive Committee, the persons appointed as committee members may be

- a) Directors
- b) elected representatives of members
- c) other persons, or
- d) any combination of the above.

10.06 Members of the Board of Directors and Executive Committee shall receive an honorarium for their service and shall be reimbursed for expenses reasonably incurred in performing their duties on the Board of Directors or Executive Committee.

Article XI - EXECUTIVE COMMITTEE

11.01 The Executive Committee shall consist of the President and the Vice-Presidents.

11.02 A quorum shall consist of three (3) members of the Executive.

11.03 The Executive Committee shall have all the powers of the Board of Directors between meetings of the Board on emergent issues in accordance with such rules as the Board of Directors may adopt provided that the Executive may only recommend

- a) the employment or termination of the Chief Executive Officer of the Association,



- b) the amount of membership fees under clause 15.04, and
- c) borrowing money under clauses 15.07 and 15.08.

11.04 The Executive Committee shall report any action taken under clause 11.03 at the next meeting of the Board.

11.05 The President and Vice-Presidents have the duties and powers commonly assigned to such officers.

Article XII - MEETINGS

12.01 The annual general meeting of the Association shall be held at such time and place as the Board of Directors may determine.

12.02 Written notice of the date of the annual general meeting shall be provided to each member not less than twelve (12) weeks prior to the date of the meeting.

12.03 A special general meeting of the Association may be held at the call of five (5) percent of the Regular Membership or by two-thirds vote of all the Board and written notice shall be provided to each member not less than fourteen (14) days before the date of the meeting.

12.04 A quorum at an annual general meeting or special general meeting shall be representation from twenty-five percent of the Regular Membership in good standing and the quorum shall be determined within fifteen minutes of the posted starting time of the meeting.

12.05 The President or another member of the Board delegated by the President shall chair the annual general meeting and any special general meeting.

12.06 The persons entitled to speak at an annual general meeting or special general meeting are

- a) those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing,
- b) in the event a Regular Member is unable to be represented at the annual general meeting or special general meeting by an elected representative, an official appointed by motion of the Council to represent it, provided that notice of such appointment is submitted in writing to the Chief Executive Officer at least three (3) days prior to the date of the annual general meeting or special general meeting, and
- c) upon a motion from the floor, a representative of an Associate Member.

12.07 Except as otherwise provided in these Bylaws, the Rules of Procedure to be followed at meetings of the Board of Directors, the annual general meeting and any special general meeting shall be those in "Robert's Rules of Order, Newly Revised."

Article XIII - CHIEF EXECUTIVE OFFICER

13.01 The Board shall appoint a Chief Executive Officer to manage the affairs of the Association.

13.02 The Chief Executive Officer is the chief officer of the Association and any of its subsidiaries ensures that the policies and programs of the Association are implemented, and performs the duties and functions and exercises the powers assigned to the Chief Executive Officer by the Board of Directors.

13.03 The Chief Executive Officer may employ any administrative staff required within the expenditure authority included in the Association's budget.



Article XIV - SIGNING AUTHORITY

- 14.01** After they are approved, the minutes of all Board meetings shall be signed by the Chief Executive Officer.
- 14.02** The Board of Directors shall designate signing authorities for any financial instrument and the use of the seal.

Article XV - FINANCIAL AFFAIRS

- 15.01** The fiscal year of the Association shall be the calendar year.
- 15.02** Before the end of each fiscal year, the Board of Directors shall approve a budget for the next fiscal year which shall include revenues at least sufficient to pay the estimated expenditures.
- 15.03** The Board of Directors may approve an interim budget for part of the next fiscal year.
- 15.04** The Board of Directors shall annually determine a method of calculating membership fees which will generate the membership fee revenue projected in the budget.
- 15.05** If any number of Regular Members agree to undertake a special initiative, the Board of Directors may levy a special fee on those members to raise the required revenue.
- 15.06** The membership fees in effect on the date that these bylaws are approved are continued until they are changed by the Board of Directors.
- 15.07** The Board of Directors shall have the power to borrow on behalf of the Association and upon the credit of the Association for operating purposes an amount not in excess of sixty percent (60%) of annual fees or special assessments then levied or assessed by the Association to its membership but not yet collected.
- 15.08** By a two-thirds majority vote of the Board, the Association may borrow for capital purposes.
- 15.09** The Association may draw, make, accept, endorse, execute and issue promissory notes, bills of exchange and other negotiable instruments.
- 15.10** The books and records of the Association shall be available for the inspection by any Regular Member of the Association at the Association's office during normal business hours.
- 15.11** In the event the Association is wound up or dissolved, all of its remaining assets after payment of its liabilities shall be paid to such registered and incorporated non-profit organization or organizations with purposes similar to those of the Association as a Majority of the Regular Members determine. In no event shall any Member become entitled to any assets of the Association.
- 15.12** The Board of Directors shall appoint by resolution an auditor and an audited annual financial statement shall be submitted to each annual general meeting.
- 15.13** The Association may acquire by gift or purchase and have, possess and enjoy land, tenements, rents, annuities and other property of any kind whatsoever within the Province of Alberta.
- 15.14** The Association may from time to time sell, alienate, exchange, mortgage, let, lease or otherwise dispose of any part of its real or personal estate.
- 15.15** Every Director and officer of the Association and their heirs, executors and administrators, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against:



- a) all costs, charges, damages and expenses whatsoever which they sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against them or in respect of any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and
 - b) all other costs, charges, damages and expenses which they sustain or incur in or about in relation to any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office;
- except such costs, charges, damages and expenses as are occasioned by their own willful act, default or dishonesty.

Article XVI - AMENDMENTS

- 16.01** The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.
- 16.02** A proposed special resolution may be considered at the annual general meeting or at a special general meeting.
- 16.03** Written notice of a proposed special resolution shall be provided to each member not less than eight (8) weeks before the meeting at which the special resolution is to be considered.
- 16.04** An amendment to the Bylaws shall not be made unless a three-quarters (3/4) majority of the votes cast by representatives of Regular Members in good standing present at the meeting vote in favour of the amendment.
- 16.05** Notwithstanding any other provision of contained in these Bylaws, every Special Resolution to amend these Bylaws shall contain the following preamble:

"WHEREAS the following proposed amendment has been submitted to the Association only after taking into consideration:

- a) the Association's fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b) the Association's tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007,

and that the proposed amendment herein will not, by its nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association's tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as same may be amended from time to time."

- 16.06** In 2015 and every subsequent year divisible by five (5), the President shall establish a special committee to conduct a general review of the Bylaws of the Association.
- 16.07** In the event any provision of these Bylaws is in any manner determined to be inconsistent with, or in violation of, the fundamental and paramount principle of the Association set forth in Article 2.02 above, then such provision shall be deemed to be void ab initio and of no force



and effect, and such provision shall be struck from these Bylaws without further notice or approval by the Regular Members.

DRAFT WITH PROPOSED AMENDMENTS



BYLAWS

Article I – NAME

- 1.01** The name of the Association shall be the Alberta Urban Municipalities Association, referred to in these bylaws as the “Association.”

Article II - PURPOSE OF BYLAWS

- 2.01** The purpose of these bylaws is to conform to the provisions of the Societies Act, R.S.A. 2000, c. S-14 and to set out how the Association will provide leadership in advocating local government interests to the Provincial Government and other organizations, and provide services that address the needs of its membership.
- 2.02** These Bylaws establish, and shall continue to establish in each and every year of the Association’s existence, a fundamental and paramount principle that the Association is owned and controlled by the Regular Members of the Association in every material way, and that the Association’s Bylaws, or any other constating document of the Association, shall be interpreted by the Association’s Members, any court of competent jurisdiction and any taxing authority having jurisdiction, in a manner consistent with this fundamental and paramount principle.

Article III - GENERAL

- 3.01** The Board of Directors may establish procedures for convening any meeting referred to in these Bylaws by electronic or other communication facilities including a conference telephone call, facsimile, e-mail or such other technology as may become available.
- 3.02** Notwithstanding anything in these Bylaws, if by virtue of severe weather conditions, a pandemic or other emergency reason, it is impossible for a quorum to participate in any scheduled or required meeting
- the time for undertaking any action, and
 - the terms of office of the President, Vice-Presidents and Directors re extended until the meeting can be reconvened.
- 3.03** When written notice is required to be provided under these Bylaws, the notice may be given by mail, facsimile or other electronic means which enables the recipient to review the entire text of the notice.
- 3.04** All regular members are municipalities, for the purpose of these bylaws The classifications of Regular Members are
- Municipalities ~~Cities~~ over 500,000 population
 - ~~Cities up to 500,000 population~~ Municipalities 10,000 to 500,000 population
 - Municipalities ~~Towns~~ under 10,000 population, except Villages and Summer Villages
 - Villages
 - Summer Villages
- 3.05** A reference in these Bylaws to “elected representative” means a member of the council of a Regular Member.



3.06 A reference in these Bylaws to a “special general meeting” means a meeting of the membership held at a time other than the annual general meeting.

Article IV - MEMBERSHIP

4.01 Any municipality, organization or business which

- a) desires to further the Object of the Association,
- b) qualifies under a membership category described in 4.02, and
- c) pays the relevant membership fee may become a member of the Association.

4.02 The categories of membership are:

- a) REGULAR MEMBERSHIP which shall be available to
 - i. any City, Town, Village, Summer Village, or Specialized Municipality located in Alberta; and
 - ii. after July 1, 2007, any successor municipality of a Regular Member referred to in subsection (i) above, including any Municipal District or County if the Municipal District or County is the successor municipality thereof.
- b) ASSOCIATE MEMBERSHIP which shall be available to
 - i. any municipality other than a municipality referred to in Article 4.02(a)(i);
 - ii. any organization wholly owned by one or more municipalities that are eligible to be Regular Members or Associate Members, any municipally-related non-profit organization or special purpose board or commission;
 - iii. any municipally-related non-profit organization or special purpose board or commission that holds a reciprocal membership that has been approved by the Board of Directors; and
 - iv. any other local authority or related non-profit organization incorporated pursuant to provincial legislation.
- c) AFFILIATE MEMBERSHIP which shall be available to any company, organization or individual, in or outside of the Province of Alberta.

4.03 For purposes of determining membership classification, a Specialized Municipality, Municipal District or County which has a population equal to or greater than the population set out in the Municipal Government Act, R.S.A. 2000, c. M-26, or any amendments thereto, for a

~~a) city shall be considered a city,~~

~~b) town shall be considered a town,~~

~~c) a~~ village shall be considered a village, and

~~d) b~~ if less than the population set out for a village, shall be considered a summer village.

4.04 The Townsite of Redwood Meadows, the Special Areas Board and an Improvement District are eligible for inclusion in the classification of Regular Membership appropriate to its population.

4.05 Repealed.

4.06 (a) Subject to sub-clause (b), any member may withdraw from membership in the Association at any time by notice in writing.



(b) A Regular Member which wishes to withdraw from membership in the Association shall provide at least 12 months' notice in writing to the Association accompanied by a certified copy of the resolution of council.

(c) Any notice of withdrawal of membership shall be presented to the Board of Directors.

(d) A member which withdraws from membership is not entitled to reimbursement of any membership fees.

4.07 The membership year is the calendar year.

4.08 A "member in good standing" is a member in respect of whom the Association has received the membership fee for the current membership year or in the case of a Regular Member evidence of intention to pay satisfactory to the Board of Directors has been received.

4.09 For purposes of this section "Association activities" means all activities of the Association under its mandate other than business services, and "business services" means any product or service provided by the Association to its members either directly or indirectly through a service delivery entity owned by the Association

a) Regular Members - Regular Members are entitled to participate in all Association activities and business services, including the right to vote as set forth in Article V.

b) Associate Members - Associate Members are entitled to participate in business services and may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.

c) Affiliate Members - Affiliate members are not entitled to participate in business services but may, on conditions set by the Board from time to time, be entitled to participate in some or all Association activities, not including the right to vote.

d) Eligible Members (Regular and Associate Member Categories) - Municipalities or organizations eligible for the Regular or Associate Membership categories shall not be entitled to participate in Association activities when not a member in good standing, but shall be entitled to participate in the Association's business services.

4.10 If a member ceases to be a member in good standing, at the expiration of six (6) months from the date for which the membership fee was due, the member shall be automatically expelled from the Association and thereafter shall not be entitled to participate in association activities or enjoy membership privileges until the member has been brought into good standing and reinstated by the Board of the Directors.

Article V - VOTING RIGHTS

5.01 The persons entitled to vote at any annual general meeting or special general meeting are those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing.

5.02 Each person qualified to vote at any annual general meeting or special general meeting shall be entitled to one vote.



Article VI - NOMINATIONS

- 6.01** Nominations shall be conducted in accordance with the election procedures established by the Returning Officer.
- 6.02** To be eligible for nomination a person must
- be an elected representative of a Regular Member in good standing,
 - submit a completed nomination in the form prescribed by the Returning Officer, ~~and~~
 - be nominated by at least two other elected representatives of Regular Members in good standing, and-
 - d) for President or Vice-President, have nomination approved by a motion of the council of the nominee's municipality, village or summer village.
- 6.03** A municipality shall not have more than one elected representative serving in a Director position, except for the cities of Edmonton and Calgary. In the event more than one elected representative from a municipality is nominated, the municipalities' council needs to approve a motion for only one nominee.
- 6.043** The persons making a nomination and the person being nominated must be eligible to vote in the election for which the nomination is being made.
- 6.054** The persons eligible for nomination as Vice-President for a classification are the persons who are elected or appointed as Directors for that classification provided that, for purposes of electing a Vice-President,
- the City of Calgary shall be considered as one classification
 - the City of Edmonton shall be considered as one classification, and
 - Villages and Summer Villages shall be considered one classification.

Article VII - ELECTIONS

- 7.01** The Board of Directors shall appoint a person as Returning Officer who shall be responsible for the fair and proper conduct of elections.
- 7.02** The Returning Officer shall establish and publish election procedures in accordance with these bylaws ~~and generally in accordance with the provisions of the Local Authorities Election Act, R.S.A. 2000, c. L-21 or any amendments thereto with any necessary modifications.~~
- 7.03** Elections shall be held at the annual general meeting.
- 7.04** The election of the
- President shall be conducted among all of the persons,
 - Vice-Presidents shall be conducted among all of the persons from the relevant classification as established in Clause 3.04
 - Directors shall be conducted among all of the persons from the relevant classification as established in Clause 3.04 and electoral zone if applicable who are eligible to vote and are in attendance at the meeting.

Article VIII - BOARD OF DIRECTORS

- 8.01** The Association shall have a Board of Directors consisting of
- the President, and



b) 14 Directors.

8.02 The number of Directors representing each classification is:

- a) two Directors appointed by the City of Calgary, one of whom shall be designated by the City as Vice-President for Calgary
- b) two Directors appointed by the City of Edmonton, one of whom shall be designated by the City as Vice-President for Edmonton
- c) ~~four~~three Directors representing ~~Municipalities~~Cities up to 10,000 to 500,000 population
- d) three directors representing ~~Towns~~Municipalities under 10,000 population, except Villages and Summer Villages
- e) ~~two~~three Directors representing Villages
- f) one Director representing Summer Villages

8.03 The Directors representing ~~Municipalities~~Towns and Villages shall be elected by electoral zone.

8.04 ~~For purposes of establishing electoral zones, the Board of Directors shall group~~

- ~~a) Towns into three zones in such a manner that the number of Towns in each zone is approximately the same~~
- ~~b) Villages into three zones in such a manner that the number of Villages in each zone is approximately the same~~

~~and~~ The Board of Directors shall publish the electoral zone information by June 30 in each year.

8.05 The term of office for each position on the Board

- a) commences at the organizational meeting of the Board following the annual general meeting and
- b) continues until the end of the next annual general meeting at which time the position is available for election.

8.06 The term of office for the position of

- a) President is two years
- b) Vice-President is one year
- c) Director is two years.

8.07 (a) The term of office for the following Director positions shall begin in odd numbered years

- i. 1 Calgary Director
- ii. 1 Edmonton Director
- iii. 2 ~~Cities up to~~Municipalities 10,000 to 500,000 population
- iv. 2 Municipalities~~Towns under 10,000 population~~East, except Villages and Summer Villages
- v. 1 Villages
- vi. 1 Summer Villages

(b) The term of office for the following Director positions shall begin in even numbered years

- i. 1 Calgary Director
- ii. 1 Edmonton Director
- iii. 2 ~~Municipalities~~Cities up to 10,000 to 500,000 population



- iv. 1 Municipalities Towns West and South under 10,000 population, except Villages and Summer Villages
 - v. 12 Villages East and West
- 8.08** (a) A President who is no longer an elected representative immediately ceases to be President and a member of the Board of Directors.
- (b) A Director who is no longer an elected representative immediately ceases to be a member of the Board of Directors.
- (c) In the case of either (a) or (b), if the period until the next annual general meeting is longer than three months, the position shall be deemed to be vacant.
- 8.09** Should the legal municipal status or population change of the municipality of which a Director is an elected representative,
- a) the Director is eligible to remain in the position until the next annual general meeting, and
 - b) if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term
- 8.10** Should the office of the President become vacant, the remaining Board of Directors shall forthwith appoint a member of the Board to serve as President until the next annual general meeting.
- 8.11** (a) Should a vacancy occur in a Director position other than a Director appointed by the City of Calgary or the City of Edmonton or in a Vice-President position
- i. the Board may appoint a replacement to serve until the next annual general meeting, and
 - ii. if the term of office for the position does not expire at the end of the next annual general meeting a by-election shall be held at the next annual general meeting to fill the position for the remainder of the term.
- (b) Should a vacancy occur in a Director position or a Vice-President position appointed by the City of Calgary or the City of Edmonton, the relevant city may appoint a replacement for the remainder of the term of office of the position.
- 8.12** A person appointed to fill a vacancy in any position must be eligible for election to that position if an election were held.
- 8.13** In carrying out the responsibilities of a Director, every Director of the Association shall
- a) act honestly and in good faith with a view to the best interests of the Association,
 - b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances,
 - c) comply with the Societies Act (Alberta) and any regulations under it and with the bylaws and policies of the Association,
 - d) maintain the confidentiality of all Association information given to the Director that is considered confidential, except in the following circumstances
 - i. the confidential information is or subsequently enters the public domain through no action of the Director; or



- ii. the confidential information is required to be disclosed by law, and if the Director receives Association information that is considered confidential
- iii. from his or her own independent sources; or
- iv. any third party not under an obligation to keep the information Confidential, the Director will disclose to the Board that he or she has received that information.

8.14 A member of the Board of Directors ceases to be a Director if:

- a) the person is disqualified from Council pursuant to Section 174(1) of the Municipal Government Act; R.S.A. 2000, c. M-26, or any amendments thereto, or
- b) the person misses three consecutive regular meetings of the Board, unless authorized by resolution prior to the conclusion of the missed third consecutive regular meeting of the Board.

8.15 The Board of Directors may by resolution passed by at least three fourths (3/4) of the votes cast declare that a Board Member has ceased to be a Board member. The provisions of Article 9.05 regarding notice and an opportunity to be heard apply to a resolution under this Article.

ARTICLE IX - DISQUALIFICATION OF BOARD MEMBERS

9.01 In this Article

- a) "Board member's family" means the Board member's spouse, the Board member's children, the parents of the Board member and the parents of the Board member's spouse;
- b) "spouse"
 - i. includes a party to a relationship between a man and a woman who are living together on a bona fide domestic basis, and
 - ii. does not include a spouse who is living apart from the other spouse if the spouses have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

9.02 (1) A member of the Board of Directors has a pecuniary interest in a matter if;

- a) the matter could monetarily affect the Board member or an employer of the Board member, or
- b) the Board member knows or should know that the matter could monetarily affect the Board member's family.

(2) For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects

- a) the person directly,
- b) a corporation, other than a corporation the shares of which are traded on a stock exchange, in which the person is a shareholder, director or officer,
- c) a corporation, the shares of which are traded on a stock exchange, in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- d) a partnership or firm of which the person is a member.

(3) A Board member does not have a pecuniary interest by reason only of any interest



- a) that the Board member or a member of the Board member's family may have by reason of being appointed by the Board as a director of a company incorporated for the purpose of carrying on business for and on behalf of the Association or by reason of being appointed as the representative of the Board on another body;
- b) that the Board member or member of the Board member's family may have with respect to any allowance, honorarium, remuneration or benefit to which the Board member or member of the Board member's family may be entitled by being appointed by the Board to a position described in clause (a);
- c) that the Board member may have with respect to any allowance, honorarium, remuneration or benefit to which the Board member may be entitled by being a Board member; or
- d) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the Board member.

9.03 (1) When a Board member, or a Regular Member of which the Board member is an elected representative, has a pecuniary interest in a matter before the Board, a Board committee or any other body to which the Board member is appointed as a representative of the Board, the Board member must, if present,

- a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,
- b) abstain from voting on any question relating to the matter,
- c) abstain from any discussion of the matter, and
- d) subject to subsection (2), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the Board member, or the Regular Member of which the Board member is an Elected Representative has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the Board member to leave the room.

9.04 (1) A member of the Board of Directors ceases to be a Board Member if he or she

- a) as a Board Member, takes part in a decision knowing that the decision might further a private interest of
 - i. the Board Member,
 - ii. a corporation, firm or partnership referred to in section 4.1.2(2) of this Article 4.1, or
 - iii. a Regular Member of which the Board member is an Elected Representative,
- b) where applicable, does not declare an interest and withdraw from a meeting without voting on or discussing a matter before the Board of Directors which might further a private interest referred to in clause (a)(i), (ii) or (iii), or
- c) accepts
 - i. a fee of any amount other than a fee or honorarium paid by the Association for the Board member's services as a Board member, or
 - ii. a gift or other benefit having a value of more than \$100 that is received because the Board Member is a Board Member.



(2) Subsection (1)(c) does not apply if a Board Member is invited to attend an event or function as a representative of AUMA and the Board Member discloses such attendance in a manner approved by the Board from time to time.

9.05 (1) A meeting of the Board of Directors may be called under section 10.01 to determine whether a Board Member has ceased to be a Board member under this Article.

(2) The Board Member

- a) shall be given notice of a meeting of the Board of Directors called under this section;
- b) upon request
 - i. shall be given particulars of the grounds on which it is alleged that he or she has ceased to be a Board member;
 - ii. shall be given an opportunity to make representations to the Board of Directors in writing or in person, or by legal counsel, or any combination of the foregoing;
- c) is not entitled to be present while the Board of Directors discusses the question whether or not the Board Member has ceased to be a Board Member.

9.06 (1) The Board of Directors may by resolution state that the Board Member has ceased to be a Board Member.

(2) The provisions of Article VIII relating to the filling of vacancies on the Board until the next annual general meeting apply to filling a vacancy under this Article.

9.07 A Board Member, by accepting appointment or election as a Board Member, agrees the Board Member will not be entitled to assert any claim or bring any legal action, whether for defamation or any other cause of action, against the Association or any officer, director or employee of the Association, in respect of anything done by any of them in good faith pursuant to this Article.

Article X - POWERS AND DUTIES OF THE BOARD

10.01 Meetings of the Board of Directors shall be held

- a) pursuant to a regular schedule of meetings set by the Board at its organizational meeting following the annual general meeting, or
- b) at the call of the President, or
- c) upon the written request of four Directors with at least 72 hours notice.

10.02 A quorum of the Board is eight members.

10.03 At meetings of the Board of Directors each Board Member present shall have one vote and, in the case of a tie, the motion shall be lost.

10.04 The Board of Directors has the authority and responsibility to carry out as appropriate, or delegate to its committees, the powers and duties conferred upon the Association.

10.05 If the Board establishes and prescribes the terms of reference for any committee, or delegates that authority to the Executive Committee, the persons appointed as committee members may be

- a) Directors
- b) elected representatives of members
- c) other persons, or



d) any combination of the above.

10.06 Members of the Board of Directors and Executive Committee shall receive an honorarium for their service and shall be reimbursed for expenses reasonably incurred in performing their duties on the Board of Directors or Executive Committee.

Article XI - EXECUTIVE COMMITTEE

11.01 The Executive Committee shall consist of the President and the Vice-Presidents.

11.02 A quorum shall consist of three (3) members of the Executive.

11.03 The Executive Committee shall have all the powers of the Board of Directors between meetings of the Board on emergent issues in accordance with such rules as the Board of Directors may adopt provided that the Executive may only recommend

- a) the employment or termination of the Chief Executive Officer of the Association,
- b) the amount of membership fees under clause 15.04, and
- c) borrowing money under clauses 15.07 and 15.08.

11.04 The Executive Committee shall report any action taken under clause 11.03 at the next meeting of the Board.

11.05 The President and Vice-Presidents have the duties and powers commonly assigned to such officers.

Article XII - MEETINGS

12.01 The annual general meeting of the Association shall be held at such time and place as the Board of Directors may determine.

12.02 Written notice of the date of the annual general meeting shall be provided to each member not less than twelve (12) weeks prior to the date of the meeting.

12.03 A special general meeting of the Association may be held at the call of five (5) percent of the Regular Membership or by two-thirds vote of all the Board and written notice shall be provided to each member not less than fourteen (14) days before the date of the meeting.

12.04 A quorum at an annual general meeting or special general meeting shall be representation from twenty-five percent of the Regular Membership in good standing and the quorum shall be determined within fifteen minutes of the posted starting time of the meeting.

12.05 The President or another member of the Board delegated by the President shall chair the annual general meeting and any special general meeting.

12.06 The persons entitled to speak at an annual general meeting or special general meeting are

- a) those elected representatives in attendance whose municipalities are Regular Members of the Association in good standing,
- b) in the event a Regular Member is unable to be represented at the annual general meeting or special general meeting by an elected representative, an official appointed by motion of the Council to represent it, provided that notice of such appointment is submitted in writing to the Chief Executive Officer at least three (3) days prior to the date of the annual general meeting or special general meeting, and
- c) upon a motion from the floor, a representative of an Associate Member.



- 12.07** Except as otherwise provided in these Bylaws, the Rules of Procedure to be followed at meetings of the Board of Directors, the annual general meeting and any special general meeting shall be those in "Robert's Rules of Order, Newly Revised."

Article XIII - CHIEF EXECUTIVE OFFICER

- 13.01** The Board shall appoint a Chief Executive Officer to manage the affairs of the Association.
- 13.02** The Chief Executive Officer is the chief officer of the Association and any of its subsidiaries ensures that the policies and programs of the Association are implemented, and performs the duties and functions and exercises the powers assigned to the Chief Executive Officer by the Board of Directors.
- 13.03** The Chief Executive Officer may employ any administrative staff required within the expenditure authority included in the Association's budget.

Article XIV - SIGNING AUTHORITY

- 14.01** After they are approved, the minutes of all Board meetings shall be signed by the Chief Executive Officer.
- 14.02** The Board of Directors shall designate signing authorities for any financial instrument and the use of the seal.

Article XV - FINANCIAL AFFAIRS

- 15.01** The fiscal year of the Association shall be the calendar year.
- 15.02** Before the end of each fiscal year, the Board of Directors shall approve a budget for the next fiscal year which shall include revenues at least sufficient to pay the estimated expenditures.
- 15.03** The Board of Directors may approve an interim budget for part of the next fiscal year.
- 15.04** The Board of Directors shall annually determine a method of calculating membership fees which will generate the membership fee revenue projected in the budget.
- 15.05** If any number of Regular Members agree to undertake a special initiative, the Board of Directors may levy a special fee on those members to raise the required revenue.
- 15.06** The membership fees in effect on the date that these bylaws are approved are continued until they are changed by the Board of Directors.
- 15.07** The Board of Directors shall have the power to borrow on behalf of the Association and upon the credit of the Association for operating purposes an amount not in excess of sixty percent (60%) of annual fees or special assessments then levied or assessed by the Association to its membership but not yet collected.
- 15.08** By a two-thirds majority vote of the Board, the Association may borrow for capital purposes.
- 15.09** The Association may draw, make, accept, endorse, execute and issue promissory notes, bills of exchange and other negotiable instruments.
- 15.10** The books and records of the Association shall be available for the inspection by any Regular Member of the Association at the Association's office during normal business hours.
- 15.11** In the event the Association is wound up or dissolved, all of its remaining assets after payment of its liabilities shall be paid to such registered and incorporated non-profit organization or



organizations with purposes similar to those of the Association as a Majority of the Regular Members determine. In no event shall any Member become entitled to any assets of the Association.

- 15.12** The Board of Directors shall appoint by resolution an auditor and an audited annual financial statement shall be submitted to each annual general meeting.
- 15.13** The Association may acquire by gift or purchase and have, possess and enjoy land, tenements, rents, annuities and other property of any kind whatsoever within the Province of Alberta.
- 15.14** The Association may from time to time sell, alienate, exchange, mortgage, let, lease or otherwise dispose of any part of its real or personal estate.
- 15.15** Every Director and officer of the Association and their heirs, executors and administrators, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against:
- a) all costs, charges, damages and expenses whatsoever which they sustain or incur in or about any action, suit or proceeding which is brought, commenced or prosecuted against them or in respect of any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office; and
 - b) all other costs, charges, damages and expenses which they sustain or incur in or about in relation to any act, omission, deed, matter or thing whatsoever made, done or permitted by them in or about the execution of the duties of their office;
- except such costs, charges, damages and expenses as are occasioned by their own willful act, default or dishonesty.

Article XVI - AMENDMENTS

- 16.01** The Board of Directors or a Regular Member may propose a special resolution, as required by the Societies Act, R.S.A. 2000, c. S-14, or any amendments thereto, to amend these Bylaws.
- 16.02** A proposed special resolution may be considered at the annual general meeting or at a special general meeting.
- 16.03** Written notice of a proposed special resolution shall be provided to each member not less than eight (8) weeks before the meeting at which the special resolution is to be considered.
- 16.04** An amendment to the Bylaws shall not be made unless a three-quarters (3/4) majority of the votes cast by representatives of Regular Members in good standing present at the meeting vote in favour of the amendment.
- 16.05** Notwithstanding any other provision of contained in these Bylaws, every Special Resolution to amend these Bylaws shall contain the following preamble:

"WHEREAS the following proposed amendment has been submitted to the Association only after taking into consideration:

- a) the Association's fundamental and paramount principle of ownership and control of the Association by its Regular Members; and
- b) the Association's tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as discussed by the Canada Revenue Agency in its letter dated March 14, 2007,

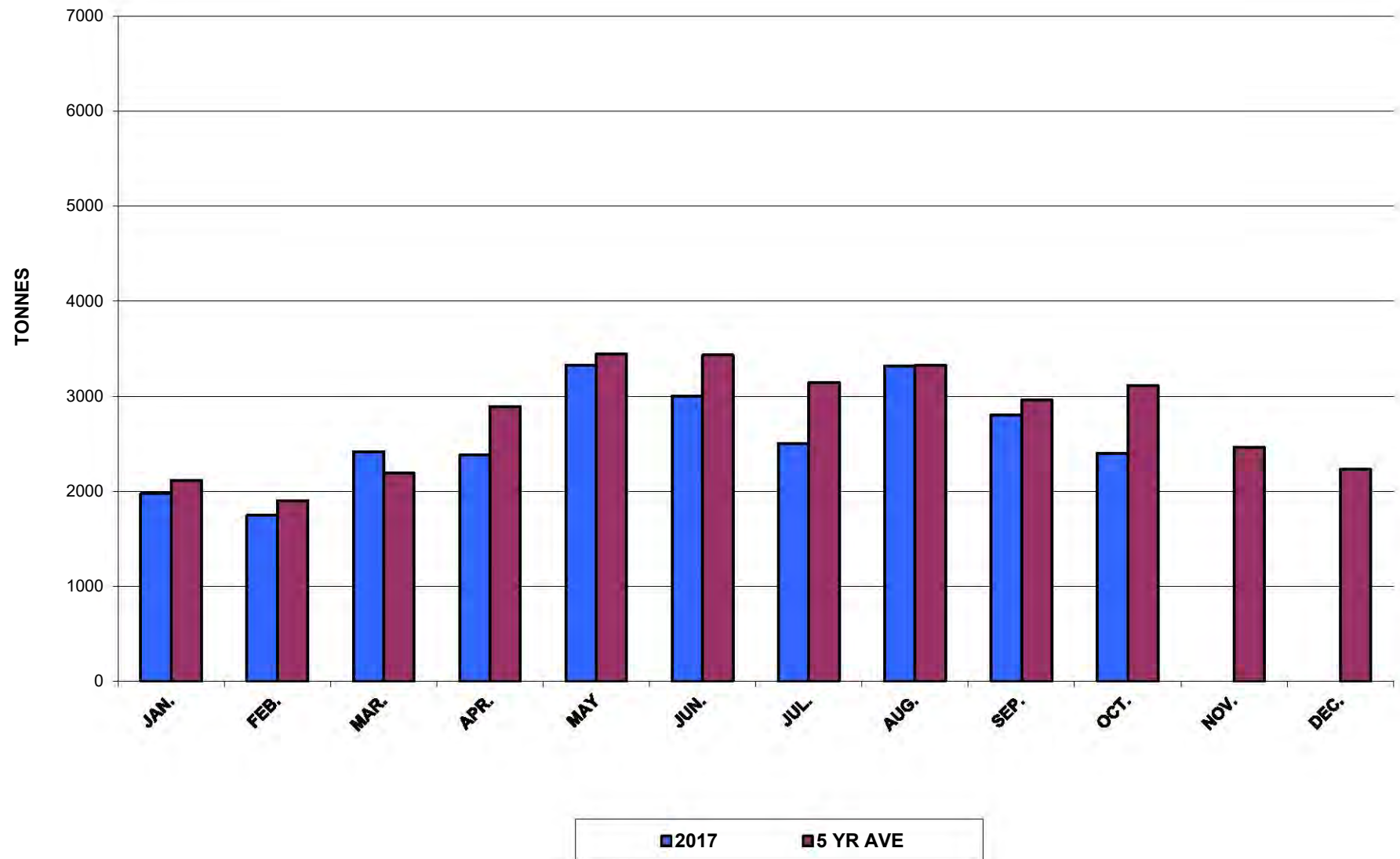


and that the proposed amendment herein will not, by its nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association's tax exempt status under para. 149(1)(d.5) of the Income Tax Act, Canada as same may be amended from time to time."

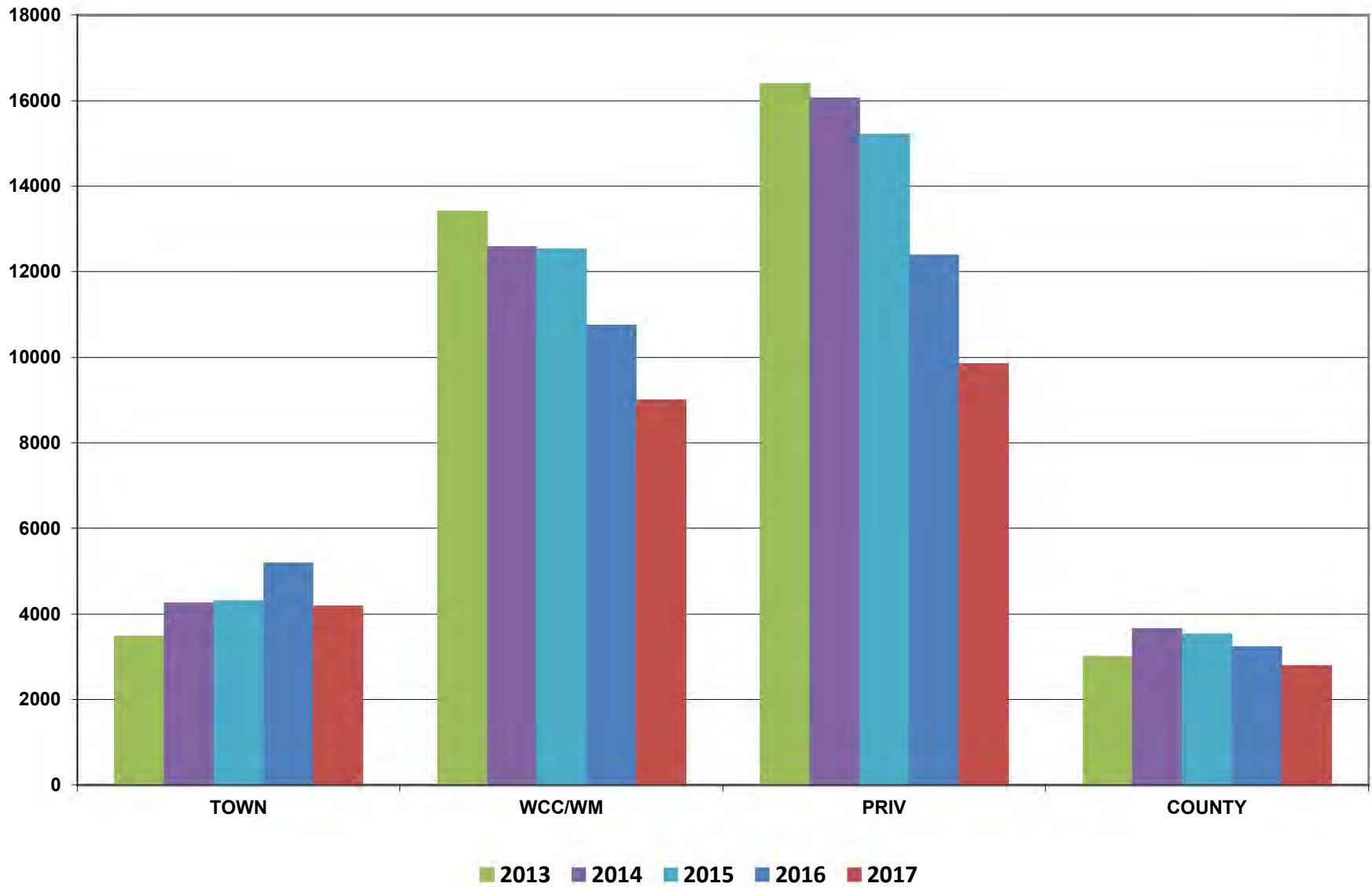
16.06 In 2015 and every subsequent year divisible by five (5), the President shall establish a special committee to conduct a general review of the Bylaws of the Association.

16.07 In the event any provision of these Bylaws is in any manner determined to be inconsistent with, or in violation of, the fundamental and paramount principle of the Association set forth in Article 2.02 above, then such provision shall be deemed to be void ab initio and of no force and effect, and such provision shall be struck from these Bylaws without further notice or approval by the Regular Members.

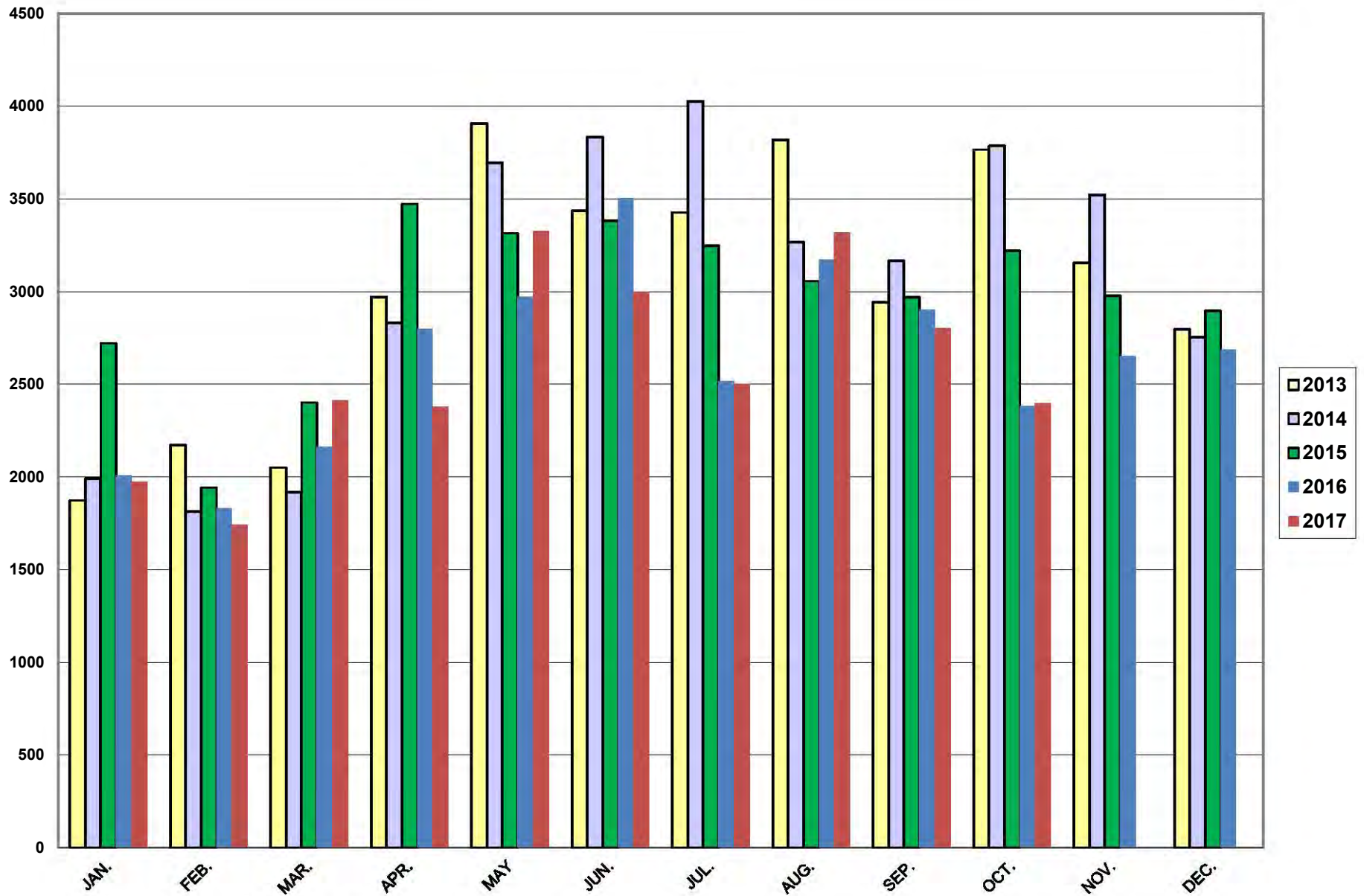
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2017 VS 5 YEAR AVERAGE
TO OCTOBER 31, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2013-2017
TO OCTOBER 31, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2013-2017
TO OCTOBER 31, 2017**



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
November 16, 2017	Council Orientation	5:00 p.m. Town Hall Chambers
November 22 - 24, 2017	2017 AUMA Convention	Calgary, Alberta