



**COUNCIL MEETING**

**TUESDAY, OCTOBER 10, 2017**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
TUESDAY, OCTOBER 10, 2017 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
<b>A)</b> Call to Order	
<b>B)</b> Adoption of Agenda *	Adoption
<b>C)</b> Accounts Payable *	For Information
<b>2. DELEGATION</b>	
<b>A)</b> Staff Sgt. Sean Maxwell Re: RCMP Quarterly Report (to be presented)	
<b>B)</b> Redcliff Minor Hockey * Re: Ice Booking Priorities	
<b>3. MINUTES</b>	
<b>A)</b> Council meeting held September 25, 2017 *	For Adoption
<b>4. POLICIES</b>	
<b>A)</b> Policy 064, Community Partnership Program *	For Consideration
<b>5. CORRESPONDENCE</b>	
<b>A)</b> Alberta Municipal Affairs * Re: Gas Tax Fund	For Information
<b>B)</b> Alberta Municipal Affairs * Re: Minister's Awards for Excellence in Public Library Services	For Information
<b>6. OTHER</b>	
<b>A)</b> Development & Safety Codes Permits September 2017 Report *	For Information
<b>B)</b> 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	

**C)** Redcliff/Cypress Regional Waste Management Authority \*  
Re: Landfill Graphs to September 30, 2017

For Information

**D)** Council Important Meetings & Events October 10, 2017 \*

For Information

**7. RECESS**

**8. IN CAMERA**

**A)** Labour (FOIP S. 23, 24)

**9. ADJOURN**

<b><u>COUNCIL MEETING OCT 9, 2017</u></b>			
<b><u>ACCOUNTS PAYABLE LIST</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
82344	REDCLIFF BAKERY	STAFF LUNCH	\$153.30
82345	ROBERTSON IMPLEMENT	RELAY	\$33.80
82346	CITY AUTO PARTS	ELEMENT/FILTERS/BELT/POWERSTEERING PRESSURE	\$170.00
82347	LAFRENTZ ROAD MARKING	DETACK	\$1,284.26
82348	PUROLATOR	SHIPPING	\$57.45
82349	TROPHY AND ENGRAVING WORLD	PLAQUES	\$392.96
82350	GALIKAS, PANOS	TROPHIES/GIANT SLINGSHOT	\$500.00
82351	JACOB'S WELDING	PEDAL TRACTORS	\$315.00
82352	CARO ANALYTICAL	WATER ANALYSIS	\$155.93
82353	GUARDIAN CHEMICALS	SOUR GUARD/BERRY NICE	\$1,047.56
82354	ALI, RAZA	TRAVEL REIMBURSEMENT	\$287.00
82355	REYNOLDS, MICHELLE	REFUND SWIMMING LESSONS	\$25.00
82356	BECHTOLD, ALLAN	REFUND KEY/FACILITY DEPOSIT	\$225.00
82357	NEUFELD, JACOB	KEY REFUND/FACILITY DEPOSIT	\$225.00
82358	LOGOS EMBROIDERY	JACKETS	\$260.40
82359	COX, VALERIE	PAINTING WITH VAL	\$976.50
82360	SPAMPINATO, CARLA	EMPLOYEE REIMBURSEMENT	\$345.65
82361	RAYMOND JUNIOR HIGH SCHOOL	REDCLIFF PARADE	\$1,000.00
82362	RIVERVIEW GOLF CLUB	DRINKS/MEALS ON WHEELS	\$284.05
82363	SHAW CABLE	INTERNET	\$123.52
82364	FCSS	MEMBERSHIP	\$770.00
82365	MERIAM, DIANNE	CHEQUE REISSUE	\$100.00
82366	GARTLEY, MURRAY	CHEQUE REISSUE	\$27.50
82367	DOOLEY, DANIEL	CHEQUE REISSUE	\$150.00
82368	VANDERHORST, MONICA	CHEQUE REISSUE	\$125.00
82369	XL HOME SOILFIELD MAINTENANCE	CHEQUE REISSUE	\$100.00
82370	YOUNG, STEPHEN	CHEQUE REISSUE	\$92.00
82371	SOCIETY OF LOCAL GOVNT	CHEQUE REISSUE	\$245.00
82372	ALTA-WIDE BUILDERS	POSTS	\$545.58
82373	DIAMOND MUNICIPAL SOLUTIONS	VIRTUAL CITY HALL TESTING/SET-UP	\$498.75
82374	DIAMOND SOFTWARE INC	QUESTICA CONSULTING	\$11,595.94
82375	RECEIVER GENERAL	STAT DEDUCTIONS	\$404.15
82376	RED ARC MANUFACTURING	FABRICATE REDCLIFF SIGN	\$393.75
82377	ATRON	REPLACE HOT WATER TANK	\$13,335.00
82378	BARTLE & GIBSON	PLUMBING PARTS	\$289.04
82379	CANADIAN ENERGY	PAGER BATTERY	\$132.26
82380	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$90.30
82381	CYPRESS COMMUNICATIONS	PAGER REPAIRS	\$204.75
82382	DAVIES, MIKE	EMPLOYEE REIMBURSEMENT	\$48.25
82383	DIAMOND SOFTWARE INC	UTILITY BILL MODIFICATION	\$56.44
82384	ED MORITZ MASONRY	INSTALL TILE	\$553.09
82385	FLASHING CANINES	KEY DEPOSIT REFUND	\$128.00
82386	JENKINS, TRACEY	EMPLOYEE REIMBURSEMENT	\$16.80
82387	KILPATRICK, DWIGHT	TRAVEL REIMBURSEMENT	\$100.00
82388	LIFESAVING SOCIETY	EXAM FEES	\$245.00
82389	SHAW	INTERNET	\$88.10

82390	PAD-CAR MECHANICAL	HVAC MAINTENANCE	\$487.97
82391	PITNEY WORKS	STUFFER/FOLDER FEES	\$159.08
82392	PRAIRIE ROSE SCHOOL DIV	ELECTRICAL COSTS	\$107.87
82393	REDCLIFF BAKERY	STAFF LUNCH/MPC LUNCH	\$130.31
82394	REDCLIFF LADIES SOFTBALL ASSOC.	REFUND KEY DEPOSIT	\$250.00
82395	REIMER, ERNIE	TRAVEL REIMBURSEMENT	\$224.00
82396	ROCKY MOUNTAIN PHOENIX	FIREFIGHTER BUNKER GEAR	\$6,994.43
82397	SANATEC ENVIRONMENTAL	VACUUM MUD SUMP	\$709.54
82398	TELUS	INTERNET	\$63.00
82399	WATSON POOLS	FLOW METERS	\$438.90
82400	ULINE	RECYCLE/GARBAGE BINS	\$2,579.79
82401	FAIRHURST, CAM	TRAVEL REIMBURSEMENT	\$250.00
82402	1830540 ALBERTA INC	FENCING	\$2,299.50
82403	REDCLIFF FIREMAN SOCIAL CLUB	3 QTR FIRE PAY	\$285.00
82404	WESTERN TRACTOR	FILTERS	\$24.92
		CHEQUES - TOTAL	\$53,201.39

<b><u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u></b>			
<b><u>EFT#</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
00327	ACTION PARTS	FILTER/SEAT COVERS	\$1,149.89
00328	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$28.06
00329	CHAMCO INDUSTRIES	COMPRESSOR FIELD SERVICE	\$3,311.91
00330	FARMLAND	WASHER PUMP/HOSE/T-STRAINER/ELBOW	\$805.73
00331	FOX ENERGY	SCBA REFILL	\$36.70
00332	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRE	\$173.25
00333	MACDESIGN SCREENWORKS	T-SHIRTS	\$1,147.96
00334	MPE ENGINEERING	WTP CONTINUING OPERATIONAL ASSISTANCE	\$1,575.00
00335	SUNCOR	FUEL	\$7,196.93
00336	SUNCITY FORD	GASKET/LUBRICANT/SPARK PLUG/CAP ROD/FLUID BRAKE	\$122.94
00337	ACTION PARTS	OIL/SEAL	\$218.42
00338	ATRON	REPAIR BRINE LEAK	\$1,823.54
00339	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$28.06
00340	FARMLAND	PLUMBING PARTS	\$64.45
00341	FOX ENERGY	SCBA REFILL	\$36.70
00342	REDCLIFF HOME HARDWARE	FLAG/SEAL/MARKERS/KNIFE/CAULK/TOWELS/CLAMPS	\$164.91
00343	KIRK'S MIDWAY TIRE	REPAIR FLAT/ALIGNMENT	\$142.75
00344	PARK ENTERPRISES	PERMITS	\$9,349.60
00345	SUMMIT MOTORS	ROD	\$40.53
00346	BERT'S VACUUMS	TOILET PAPER	\$173.59
		EFT - TOTAL	\$27,590.92

<b><u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
00144	NANA'S & PAPA'S LAUNDRY	LAUNDRY COVERALLS	\$42.00
00145	REDCLIFF HOME HARDWARE	DRILL BITS/WATER/HIGHLIGHTERS/TRAPS	\$40.79
00146	SUMMIT MOTORS	FILTERS	\$851.91
00147	SUNCOR	FUEL	\$1,802.85
00148	BOSS LUBRICANTS	ANTIFREEZE	\$116.55
00149	SUNCOR	FUEL	\$1,473.50

CHEQUES - TOTAL	\$4,327.60
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## Kim Dalton

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**From:** Bruce Johnson <bjohnson@cciwireless.ca>  
**Sent:** September 22, 2017 11:24 PM  
**To:** Kim Dalton  
**Subject:** Additional ice

Hi Kim,

I totally lost track of my week. Sorry for the delay in getting this to you. Let me know if you can still get this on the agenda, and if I could be there in person.

Thanks

Bruce

To Whom it may concern,

My name is Bruce Johnson, and I am the ice scheduler with Redcliff Minor Hockey. I would like to open a discussion about possibly grouping some additional ice together on Saturdays. I have spoke with the recreational services team and it has been suggested that I bring this issue to Councils attention. All divisions in RMHA excluding the youngest division, initiation, play in the Central Alberta Hockey League. This is an organized competitive league comprised of multiple tiers to ensure our teams play at a level that compliments their varying ability. This league encompasses 7500-8000 kids from approximately Red Deer south, and has become virtually the only league in which we can choose to play competitive hockey.

The CAHL league is quite dictative as to how much ice, and what times we must make available for them to build their schedule. We are in a major struggle at all times to accommodate all the ice necessary to fulfill our commitments. With the city closing the arena, and now Ralston arena stopping all public bookings ice is at an all time premium. The ice slot I would like to discuss is the Saturday afternoon 4:30-5:30 p.m. rec league ice. I have tried to negotiate a solution with them directly, but we cannot come to an agreement. While I am sympathetic to, and have utilized this ice myself to play, I will say that of all the facilities that my kids play in throughout the season ours is the only one that has something other than minor hockey in mid afternoon on a Saturday. I have discussed an alternative ice time for the public skating ice, and have offered to switch with the rec ice to put a larger block together for us in the afternoon. This would give us the ability to open up another game slot every Saturday which would dramatically aid our ice shortage through the season. I would like to discuss this matter further with Council in person to explore a solution that works for everyone involved.

Regards

Bruce Johnson  
RMHA Ice Scheduler  
403-502-6925  
bjohnson@cciwireless.ca

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, SEPTEMBER 25, 2017 @ 7:00 P.M.**

**PRESENT:**

Mayor	E. Reimer	
Councillors	D. Kilpatrick, C. Brown	
	J. Steinke, E. Solberg,	
	C. Crozier	
	L. Leipert	(Left at 8:46 p.m. and rejoined at 9:09 p.m.)
Municipal Manager	Arlos Crofts	
Manager of Legislative & Land Services	S. Simon	
Director of Finance & Administration	J. Tu	(Left at 7:35 p.m.)
Director of Community & Protective Services	K. Dalton	(Left at 7:35 p.m., rejoined at 8:00 p.m.) (Left at 8:46 p.m.)
Director of Planning & Engineering	J. Johansen	(Left at 7:35 p.m., rejoined at 9:15 p.m.)

**ABSENT:**

**1. GENERAL**

- |   |  |
|---|--|
| Call to Order                             | <b>A)</b> Mayor Reimer called the regular meeting to order at 7:00 p.m.  |
| 2017-0345 Adoption of Agenda              | <b>B)</b> Councillor Leipert moved to add correspondence from Cypress County dated September 21, 2017 regarding purchase of municipal water to the Agenda be approved.<br>- Carried.   |
| 2017-0346                                 | Councillor Solberg moved the Agenda be adopted as amended to add Item 6D, Cypress County Correspondence dated September 21, 2017 regarding purchase of municipal water. - Carried.     |
| 2017-0347 Accounts Payable                | <b>C)</b> Councillor Crozier moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information.<br>- Carried. |
| 2017-0348 Bank Summary to August 31, 2017 | <b>D)</b> Councillor Steinke moved the Bank Summary to August 31, 2017, be received for information. - Carried.  |

**2. MINUTES**

- |   |   |
|---|---|
| 2017-0349 Council meeting held September 11, 2017 | <b>A)</b> Councillor Crozier moved the minutes of the Council meeting held September 11, 2017, be adopted as presented.<br>- Carried. |
|---|---|



- 2017-0350      Municipal Planning Commission meeting held September 20, 2017      **B)** Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held September 20, 2017, be received for information. - Carried.
- 2017-0351      Redcliff Family & Community Support Services meeting held September 12, 2017      **C)** Councillor Brown moved the minutes of the Redcliff Family & Community Support Services meeting held September 12, 2017, be received for information. - Carried.
- 2017-0352      Redcliff/Cypress Regional Waste Management Authority meeting held September 7, 2017      **D)** Councillor Kilpatrick moved the minutes of the Redcliff/Cypress Regional Waste Management Authority meeting held September 7, 2017, be received for information. - Carried.
- 2017-0353      Riverview Golf Course meeting held September 19, 2017      **E)** Councillor Leipert moved the minutes of the Riverview Golf Course meeting held September 19, 2017, be received for information. - Carried.

### 3. BYLAWS

- 2017-0354      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      **A)** Councillor Crozier moved that Bylaw 1845/2017 being a Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw, to rezone Lot 42, Block 91, Plan 9411418 (15 – 3 Street NW) from R-1 Single Family Residential District to R-3 Medium Density Residential District, be given first reading. - Carried.

### 4. REQUESTS FOR DECISION

- 2017-0355      Council Orientation Agenda      **A)** Councillor Brown moved the Council Orientation Agenda to take place following the municipal election be approved as presented. - Carried.
- 2017-0356      Redcliff Days Street Dance and Concert      **B)** Councillor Brown moved to allow Chris Czember, Who's on Third to speak to Council regarding his event application for 2018 Redcliff Days Street Dance and Concert. – Carried.
- 2017-0357      Councillor Leipert moved to approve the Special Event Application for a Redcliff Days Street Dance and Concert for June 15 to June 17, 2018 as presented. – Carried.

**5. POLICIES**

- 2017-0358 Policy 135, Municipal Development Plan Steering Committee Terms of Reference Policy
- A)** Councillor Crozier moved Policy 135, Municipal Development Plan Steering Committee Terms of Reference Policy, be approved, and Administration create an MDP Steering Committee position description and it be advertised that the MDP Steering Committee is seeking membership. - Carried.

**6. CORRESPONDENCE**

- 2017-0359 RhPAP – Alberta's Rural Health Professions Action Plan  
Re: Opportunity to Host 2018 RhPAP Conference
- A)** Councillor Solberg moved correspondence from RhPAP - Alberta's Rural Health Professions regarding the 2018 RhPAP Conference, be received for information. - Carried.
- 2017-0360 TransCanada  
Re: Pipeline Safety
- B)** Councillor Leipert moved correspondence from TransCanada received September 12, 2017, regarding pipeline safety, be received for information. - Carried.
- 2017-0361 CHAT 94.5 FM Food Drive 2017
- C)** Councillor Crozier moved correspondence from CHAT 94.5 FM regarding the 2017 Food Drive, be received for information. Further, that the Town of Redcliff support and participate in the CHAT 94.5 FM Food Drive 2017. - Carried.
- 2017-0362 Cypress County  
Re: Water Service to Suffield
- D)** Councillor Kilpatrick moved correspondence from Cypress County dated September 21, 2017 regarding purchase of municipal water for conveyance to Suffield, be received for information. Further, that Council supports this initiative in principle and directed Administration to investigate the feasibility. - Carried.

**7. OTHER**

- 2017-0363 Municipal Manager Report to Council September 25, 2017
- A)** Councillor Solberg moved the Municipal Manager Report to Council September 25, 2017, be received for information. - Carried.
- 2017-0364 Council Important Meetings & Events September 25, 2017
- B)** Councillor Steinke moved the Council Important Meetings & Events September 25, 2017, be received for information. - Carried.

**8. RECESS**

Mayor Reimer called for a recess at 7:35 p.m.

Director of Community & Protective Services, Director of Planning & Engineering and the Director of Finance & Administration left at 7:35 p.m.

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

## 9. IN CAMERA

2017-0365

Councillor Brown moved to meet In Camera at 7:40 p.m.  
- Carried.

Rick Wagenaar of Tri Ventures joined the meeting at 7:43 p.m. and left at 7:59 p.m.

Director of Community & Protective Services rejoined the meeting at 8:00 p.m. and left at 8:46 p.m.

Councillor Leipert left the meeting at 8:46 p.m. and rejoined at 9:09 p.m.

2017-0366

Councillor Solberg moved to return to regular session at 9:09 p.m. - Carried.

2017-0367

Offer to Purchase  
Ptn 2<sup>nd</sup> Ave between 6 St. SW  
and 8 St. SW.

Councillor Kilpatrick moved to authorize Administration to sell east portion of 2<sup>nd</sup> Avenue SW between 6 St. SW and 8 St. SW (.185 acres) for \$6,621.15 [\$35,790/acre x .185 acres] conditional to a road closure bylaw for the east .185 acre portion of 2<sup>nd</sup> Avenue SW between 6 St. SW and 8 St. SW and consolidation with adjacent lands. All costs relating to the road closure bylaw and consolidation are to be the responsibility of the purchaser. - Carried.

Director of Planning & Engineering rejoined at 9:15 p.m.

2017-0368

Councillor Kilpatrick moved that correspondence be sent to the Riverview Golf Club with regard to the Driving Range Project outlining the Town requirements/conditions of release of Town funds in support of the Driving Range project including but not limited to:

- Provision to the Town of an approved project with detailed project budget.
- Provision of proof of project being publicly tendered.
- Provision, in writing, from the provincial government (the agency responsible for the Community Facility Enhancement Program grant administration) that they have approved the project scope changes from the original grant application.
- Written confirmation from the provincial government that all conditions of the grant and approved project have been complied with and are fully satisfied.

- All outstanding accounts with the Town of Redcliff must be current.
- Provision to the Town, the Riverview Golf Club audited financial statements from 2016, 2015, and 2014 as well as the detailed 2017 Budget and corresponding year to date financial reports.
- Letter of request to Redcliff Town Council seeking support, with a council motion of support, of the new project and subsequent scope change.
- Release of municipal funds will be in a progressive manner based on submitted expenses.

- Carried.

2017-0369 Water License Acquisition

Councillor Crozier moved that Administration continue negotiating the purchase price of Water License. - Carried.

## **10. ADJOURNMENT**

2017-0370 Adjournment

Councillor Brown moved to adjourn the meeting at 9:25 p.m.  
- Carried.

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Mayor Reimer

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Manager of Legislative & Land Services

**TOWN OF REDCLIFF**  
**REQUEST FOR DECISION**

**DATE:** October 10th, 2017

**PROPOSED BY:** Director of Community and Protective Services

**TOPIC:** Policy No. 64 – Community Partnership Program

**PROPOSAL:** Approve Policy No. 64 as proposed.

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**BACKGROUND:**

Council approved Policy No. 64 on January 24, 2000 to deal with the Community Facility Enhancement Program grant applications. The grant program has dramatically changed since 2000 and Policy No. 64 has been redrafted to encompass more potential relationships and is not specific to one grant. The purpose of this policy is to provide direction with respect to the development of community partnerships for major capital projects between community groups and the Town of Redcliff.

**POLICY/LEGISLATION:**

Policy 115 requires that policies are reviewed every three years.

**STRATEGIC PRIORITIES:**

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:**

- Proposed Policy No. 64 as redrafted by Administration.

**OPTIONS:**

1. That Council approve Policy No. 64 as presented.
2. That Council direct Administration to modify Policy No. 64 as presented and bring the modified policy back to Council.

**RECOMMENDATION:**

Option 1 is recommended.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Council approve Policy No. 64 – Community Partnership Program Policy as presented.
2. Councillor \_\_\_\_\_ moved Administration modify Policy No. 64 - Community Partnership Program Policy as follows:

- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**SUBMITTED BY:**

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2017.

Approved by Council – xxxx, 2017 ~~January 24, 2000~~

**COMMUNITY FACILITIES ENHANCEMENT PROGRAM**  
**COMMUNITY PARTNERSHIP PROJECTS (CPP)**

**1 BACKGROUND**

~~The Provincial Government has announced a further version of the CFEP program which is similar in format to what CFEP I & II & III were, it is intended for communities to improve their recreational, sporting, cultural and related family and community use areas and facilities within the community. Under this program the government allocates funding from the Lottery Funds for this program which normally is based over a three year term.~~

~~Project eligibility, the level of funding, and funding conditions will be as established in the program criteria as per application form.~~

Partnerships are an effective way to support community groups and the Town in achieving community and strategic goals. The Community Partnership Projects is a policy and a process which helps the Town identify and prioritize appropriate partnerships. The CPP ensures a single entry-point into the Town for proposals from groups and/or individuals, as well as a fair and consistent approach to reviewing, assessing and approving community proposals. With the objective of streamlining community partnership projects between community interest groups, volunteers and the Town of Redcliff, this policy provides a framework for effective and efficient coordination of both community interest/volunteer groups and municipal resources.

**2 POLICY:**

**2.1 Application**

The policy applies to all partnerships between community groups and the Town of Redcliff for major capital projects. Major capital projects are projects of an unusual or extraordinary nature, with a total projected capital cost of at least \$10,000.

~~1. The application process to be followed by the Town of Redcliff is:~~

~~A. Community Services Department during the currency of this program will annually place an advertisement in a newspaper circulating in the area that funding for community projects is available under the program and any organizations seeking municipal support shall apply to the Community Services Department, Town of Redcliff.~~

~~B. All applications involving municipal property or facilities will be referred to the Recreation Services Board for review and recommendation to Council regarding their opinion on provision of municipal support.~~

~~C. Applications from not for profit groups seeking funding under CFEP, who do not require municipal support, may obtain application forms from Community Services Department and may apply directly to:~~

~~Community Facility Enhancement Program  
50 Corriveau Avenue  
St. Albert, Alberta, T8N 3T5~~

- ~~D. Applications from not for profit groups seeking municipal support must present their application to the Community Services Department who shall have the application reviewed by the Recreation Services Board and a recommendation made to Council regarding their opinion on provision of municipal support.~~
- ~~E. Incomplete applications will be returned to applicants for completion before consideration will be given by Recreation Services Board regarding their opinion on provision of issuance of letter of municipal support.~~
- ~~F. Deadline for applications that may involve municipal participation or a request for municipal support shall be as established by Council:~~
- ~~2. The Recreation Board when prioritizing CFEP applications for their recommendation to Council will reserve a minimum of 50% of the allocation to be directed to municipal projects initiated by the Town of Redcliff and the balance of the allocation to be directed to projects initiated by not for profit organizations~~

## 2.2 Objectives

- a) The development of capital projects that respond to priority needs as identified through the Town's capital planning process.
- b) The support of community initiatives for the development and improvement of facilities which serve the Town of Redcliff
- c) The development of cost-effective capital projects which minimize the Town's contribution and leverage funding from other sources.

## 2.3 Principles

- a) The goals of the Community Group and the Town of Redcliff should be aligned with the Towns Park and Recreation Master Plan, recreation strategies, other Community Partnership Projects, business plans and priorities.
- b) All facilities developed under such partnerships must be open and accessible to all residents of the Town of Redcliff
- c) All partnership funding arrangements are subject to the availability of funding.
- d) Capital partnerships will only be considered where they can be supported by a business plan that indicates that the completed project is sustainable over the long term.

The Town will consider Community Partnership Projects that:

- Enhance Redcliff planned service levels based on approved plans and strategies, and
- Provide for innovative public recreation, parks, and cultural opportunities.

The Town will not consider Community Partnership Projects that:

- Are solely for the purpose of private gain, and
- Fail to document a community contribution and benefit.

Partnerships may involve third party organizations including community not-for-profit groups, other public sector groups and private groups, ie. Minor Sport Associations, Older Adult Associations, Recreation Societies.



Collaborations between the Town and partners will:

- Meet community needs.
- Protect public interests in the short and long term.
- Provide opportunities that are open and accessible to all citizens of Redcliff.
- Align with Town of Redcliff strategic plans, strategies, standards and priorities.
- Demonstrate trustworthiness, mutual respect, and high standards of ethical and professional conduct.
- Demonstrate a clear understanding of respective roles and responsibilities including cost, risk and benefits.

#### 2.4 Eligibility

The following conditions for eligibility apply:

- a) The community group must be a duly constituted non-profit community organization, in good public standing. The group must demonstrate that it has the human resources and expertise to carry out the proposed project in partnership with the Town.
- b) Proposals may relate to an asset that is owned by the Town, built on Town owned land, is a Municipal Capital Facility or to an asset that is operated by a community partner who delivers service on behalf of the Town.
- c) Proposals must be major capital projects for new facilities, major renovations, expansions or redevelopment. The facility must be with the Town of Redcliff.
- d) Proposals must not duplicate existing facilities at the same site or within the same service area.
- e) A detailed business plan must be submitted with the proposal. The Town reserves the right to require an additional review of the cost estimate, either by an independent consultant or by the Town Planning and Engineering Department. The impact on the town contribution to future operating costs must be included in the plan.

#### 2.5 Criteria for Assessment

At a minimum, the following criteria will be considered in assessing the desirability of entering into a proposed community partnership with an eligible community group for an eligible capital project:

- a) The extent to which the proposal provides the opportunity for increased community participation.
- b) The extent to which the proposal leverages the amount of funding contributed through other sources.
- c) The existence of the other potential partners and their involvement and contributions to the project.
- d) An assessment of the status of the planning and funding for the project, including the prospect and timing of additional funding support from other agencies.
- e) The appropriateness of the scale of the proposed project and the financial or other input being requested from the Town.
- f) The equity and fairness of proceeding with the project in regards to the distribution of expenditures with the Town.
- g) The track record of the community group, demonstrating an ability to undertake and complete the project.

- h) The extent of community support for the project and the degree to which there will be positive benefits to the community.

## 2.6 Town Contribution

The Town contribution towards capital projects for Town-owned assets will be maximum of 50% of the eligible capital cost of the project. For projects involving community owned assets, the maximum contribution will be 25% of the eligible capital cost of the project.

The contribution from the town may be provided in one or more of the following ways:

- a) A cash grant payment.
- b) Provision of land by way of gift or long-term lease.
- c) Services provided in kind.
- d) Waiver of municipal fees (if eligible within existing policies.)

Approval in principle may be provided for eligible capital projects prior to other funding sources being secured. This may be necessary in order that the organization can apply for funding from other sources. In these cases, the approval will include conditions that must be met prior to the release of any Town funds, such as evidence of approval of the application for funding from other sources.

The business plan for each proposed partnership will be analyzed and evaluated by the staff in the relevant department. All Corporate policies and regulation must be followed.

## 2.7 Eligible Capital Costs

The following costs are eligible for cost-sharing under a community partnership:

- a) Concept and design costs
- b) Construction costs
- c) Site development costs
- d) Fixed Equipment

The following costs are not eligible:

- a) Financing costs
- b) Fund raising costs
- c) Non fixed furniture and equipment costs
- d) Computer and IT costs
- e) Ongoing repairs, maintenance or renovations in the normal course of operations.

## 2.8 Submission of Proposals

Interested parties will contact the Community and Protective Services Department and a copy of the Community Partnership Policy will be provided to them. Requests will be evaluated in accordance with this policy. Each application must include an estimate of the total project costs, an estimate of on-going operating costs and proposed funding sources. The proposal must define the program elements, target users and timelines for the completion of the project.

Administration will bring forward a report to Council with recommendations with respect to requests under this Policy. Council will decide whether or not to accept Administration's

recommendations for the Town to enter into specific community partnerships.

## 2.9 Accountability and Monitoring

In order to protect the Town from unplanned liabilities and/ or costs, a formal partnership agreement must be entered into by the Town and the Community Group. Administration will monitor the terms of the agreement. The partnership agreement will address, at a minimum, the following points:

- a) Clauses stating the intentions of each party, shared objectives and outcomes and detailed description of the capital project.
- b) The governance structure and the appropriate level of Town involvement. Generally, it is desirable to have a representative from the Town Administration attend all Board meetings of the Community Group for the duration of the Project.
- c) Conditions that allow the Town to appoint a project manager or to appoint a project development advisor to the governing body for the duration of the project.
- d) Town approval for the various stages of the project development, including final design and cost estimate, construction tender, tender acceptance, and variations to contract.
- e) A requirement that the Partnership abide by the Town's purchasing policies, and all applicable Federal, Provincial and/or Municipal Statutes, Regulations and By-laws for all work on the Project.
- f) Clauses to specify the responsibility for appropriate public liability and property damage insurance.
- g) The manner in which funding payments are to be provided, including an appropriate review and approval process.
- h) The financial controls and financial management procedures to be put into place for the duration of the projects.
- i) Conditions for safeguarding the Town's investment in the capital project should the community group cease to operate or exist during the life of the project.
- j) Agreed upon timelines for completion of the capital project.
- k) For community owned facilities, clarification that the Town assumes no liability for ongoing operational or maintenance funding, unless already being provided by the Town.
- l) Dispute resolution process.

## 3.0 Financial Reporting and Control

As indicated in the previous section, the legal agreement will specifically address the financial controls and financial management of the project. All reports, monitoring and projections referred to in this section on Financial Reporting and Control are the responsibility of the Director of the Town Department in which the project resides.

For additional clarification, there are certain key points that are necessary for adequate financial reporting and control:

- a) The original business plan must provide precise estimates for all aspects of work to be performed, to allow for appropriate monitoring of the progress of the project. It should include cash flow projections by month for all anticipated expenditures and

- revenues. All estimates should be supported by appropriate documentation.
- b) The original business plan must be monitored by administration on a monthly basis to ensure that the plan is still appropriate. Any changes to the plan must be approved by Administration prior to implementation. The financial impact of these changes must be clearly identified and a revised plan submitted.
  - c) A financial report must be prepared and/or reviewed monthly by Administration to compare budgeted expenditures and revenues to actual. Any variances should be clearly explained, together with a plan to bring the project back into line with an appropriate timetable, given the variance. For example, this may involve changes in the scope of the work to be carried out.
  - d) Monthly cash flow projections must be prepared for the project to ensure that funds are available as needed to perform the work.
  - e) If the Town agrees to provide administrative support for the Project, all transactions related to the Project must be processed through the Town's accounting system, with the exception of direct payments to employees of the Community Group. Where payments are required to such employees, the town will make payment to the Community group and it will be the responsibility of the Community Group to make those payments to employees.
  - f) If the Community Group handles the accounting and administration of the Project, payments would be made to reimburse for eligible expenditures upon appropriate evidence of payment.
  - g) Whether the accounting for the Project is handled by the Town or the Community Group, full accrual accounting should be used to ensure that all expenditures are captured appropriately. In addition, all commitments should be tracked and reported on a monthly basis. Commitments and expenditures should be reconciled monthly to the original business plan and contracts.
  - h) Town Administration must appoint a project manager to oversee the Project. Monthly reporting should be provided as to the progress of the capital works pursuant to site visits, review of purchase orders and other documentation. An assessment of the progress in relation to the original plan should be included in the monthly reporting, together with recommendation for revisions, where problems are indicated.

### 3.1 Dispute Resolution

It is desirable to resolve disputes so as to avoid the judicial process. The actual process for resolving disputes should be outlined in the Partnership Agreement.

As such, wherever possible, the Director of the relevant Town Department and the Community organization's representative for the Project should work to resolve any dispute. If such efforts are unsuccessful, the Chair of the Board of the Community Organization and the CAO of the Town of Redcliff will make every attempt to negotiate a reasonable settlement with the original cost estimates of the Project. If reasonable settlement cannot be made with the original cost estimate, and a potential settlement requires addition Town funds, the proposed settlement must be approved by Council.

### 3.2 Communication

Communication requirements must be taken into account when developing, negotiating, or implementing community partner arrangements. When informing the public or publishing

information about community partnerships, the contributions of all participants must be fairly acknowledged and recognized. Departments and partner must use the Town of Redcliff corporate logo when identifying the Town's participation in a community partner initiative. Departments must ensure that the partners involved acknowledge the municipal Corporation's contribution in their own communications with the public.



Office of the Minister  
MLA, Leduc-Beaumont

RECEIVED  
SEP 29 2017  
TOWN OF REDCLIFF

AR90705

September 4, 2017

His Worship Ernie Reimer  
Mayor  
Town of Redcliff  
PO Box 40  
Redcliff AB T0J 2P0

Dear Mayor Reimer,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying project submitted by your municipality under the GTF program.

Project #	Project Name	GTF Funding
711869	Dirkson Storm Pond Expansion	\$100,000

The provincial government appreciates opportunities to celebrate your GTF funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [ma.gtfgrants@gov.ab.ca](mailto:ma.gtfgrants@gov.ab.ca).

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff





*Office of the Minister  
MLA, Leduc-Beaumont*

RECEIVED  
SEP 21 2017  
TOWN OF REDCLIFF

AR91202

September 12, 2017

Mr. Brian Lowery  
Chairperson, Town of Redcliff Library Board  
c/o Redcliff Public Library  
Box 280  
Redcliff AB T0J 2P0

Dear Mr. Lowery,

I am pleased to announce the call for nominations for the annual Minister's Awards for Excellence in Public Library Service. These awards formally recognize exemplary services at public libraries and promote knowledge-sharing within Alberta's library community.

The YOU Libraries Award will also continue in 2018. This award is adjudicated by a popular vote open to all Albertans. A jury will select up to four winning submissions that demonstrate excellence and/or innovation in library service to receive the Minister's Award for Excellence in Public Library Service. All nominations that meet the Minister's Award for Excellence in Public Library Service criteria will be automatically eligible for the YOU Libraries Award.

Nominations will open on December 1, 2017, and the submission deadline is February 23, 2018. Nomination forms and additional details will be available at [www.albertalibraries.ca](http://www.albertalibraries.ca). Winners will be notified by early April 2018 and announced at the Alberta Library Conference in Jasper from April 26 - 29, 2018.

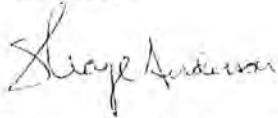
If you have any questions regarding the awards program, please contact Karen Petch, Branch Information Co-ordinator, Public Library Services Branch, toll-free at 310-0000, then 780-427-9709, or at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca).

I would like to again recognize the 2017 award recipients: the library boards for Lac La Biche County, Olds, Edmonton and Airdrie for, respectively, Creating Young Readers, Cyber Seniors, Exploring Reconciliation, smartlocker™, and the YOU Libraries Award winner, Lac La Biche County for Creating Young Readers.

.../2

Thank you for your work in ensuring public libraries will remain an integral part of supporting vibrant communities across Alberta. I look forward to hearing and celebrating your stories.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaye Anderson". The signature is fluid and cursive, with the first name "Shaye" being more prominent.

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: His Worship Ernie Reimer, Mayor, Town of Redcliff  
Ms. Tracy Weinrauch, Library Manager, Redcliff Public Library  
Karen Petch, Public Library Services Branch, Municipal Affairs



# Memo

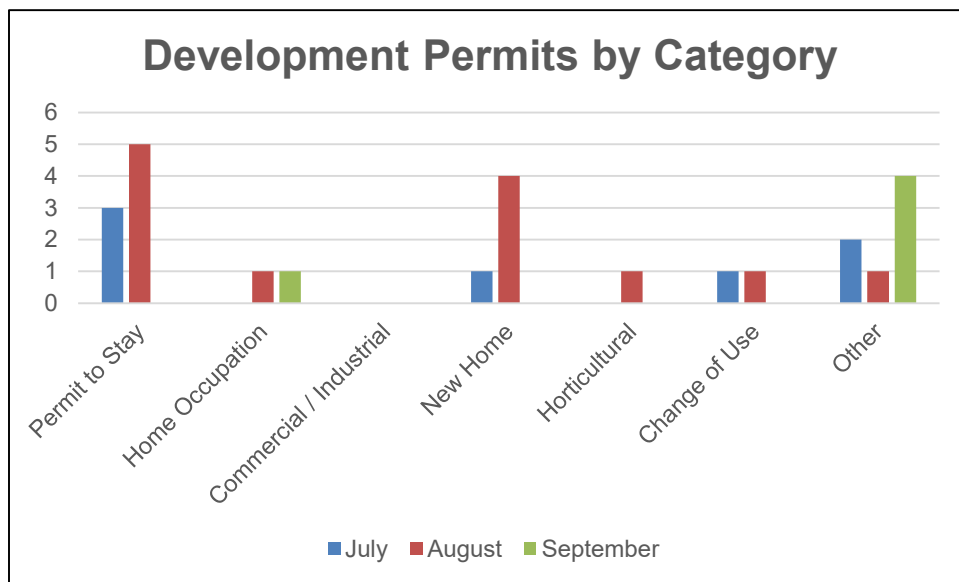
**To:** Council

**From:** Director of Planning & Engineering

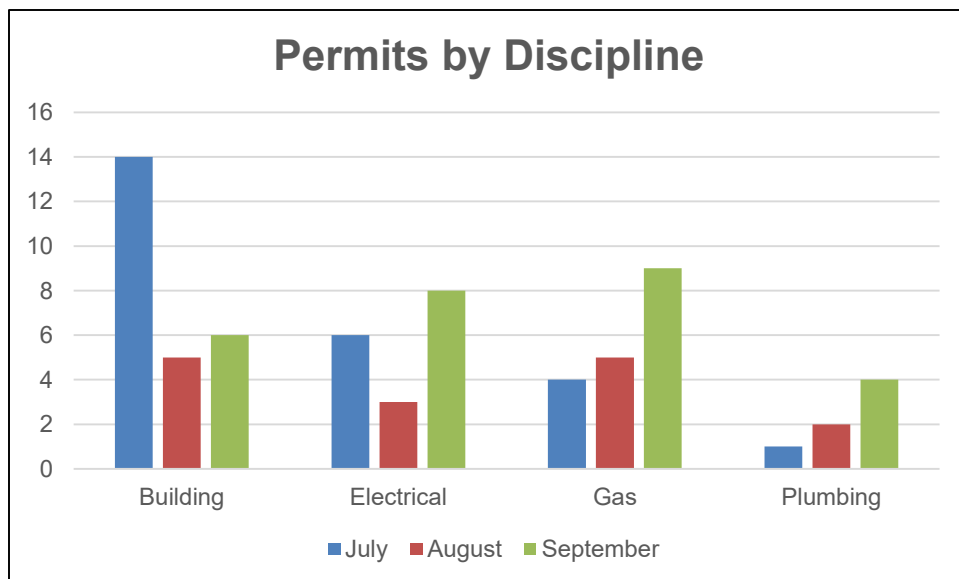
**Date:** October 2, 2017

**Re:** Permits issued in September 2017

In September the Town of Redcliff issued the following Development Permits as shown below:



Safety Codes Permits issued by the Town for the month of September.



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.
- 6.04** ~~3~~ 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** ~~4~~ 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,



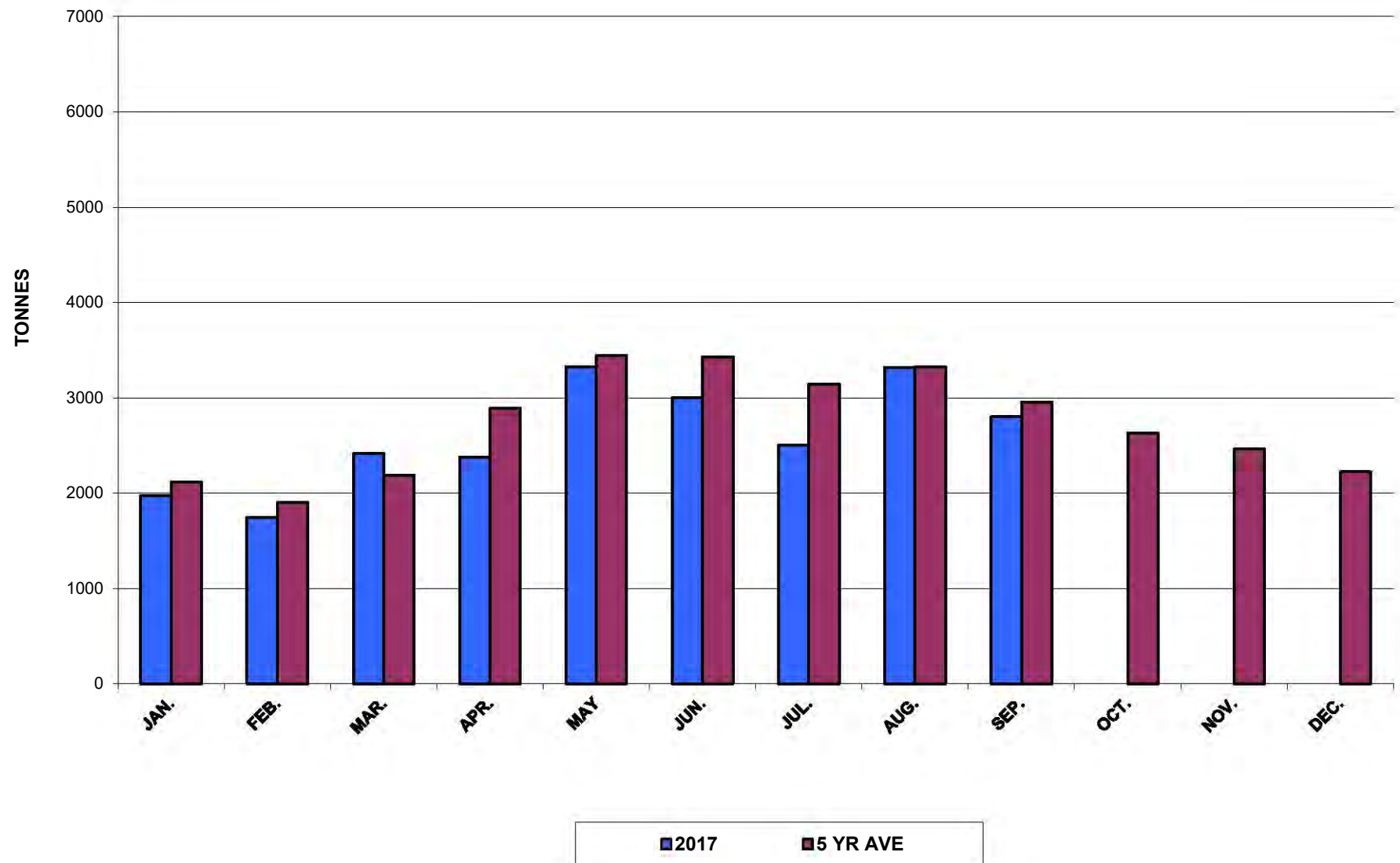
and that the proposed amendment herein will not, by its nature, content or description, compromise, modify, alter, affect or change in any way the fundamental and paramount principle of the Association (the Association being owned and controlled by its Regular Members only) or the Association's tax exempt 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.

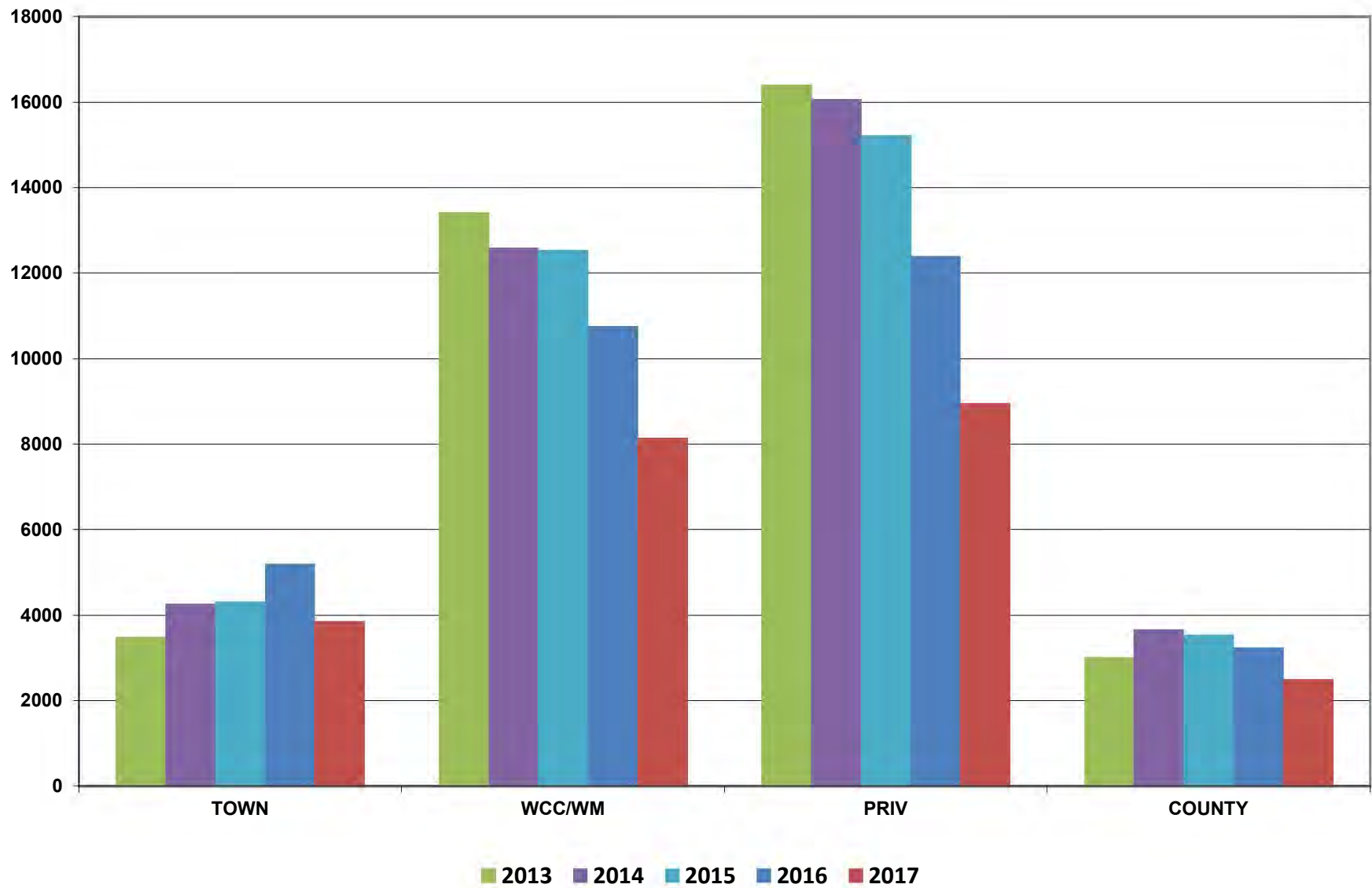
**16.07** In the event any provision of these Bylaws is in any manner determined to be inconsistent with, or in violation of, the fundamental and paramount principle of the Association set forth in Article 2.02 above, then such provision shall be deemed to be void ab initio and of no force and effect,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



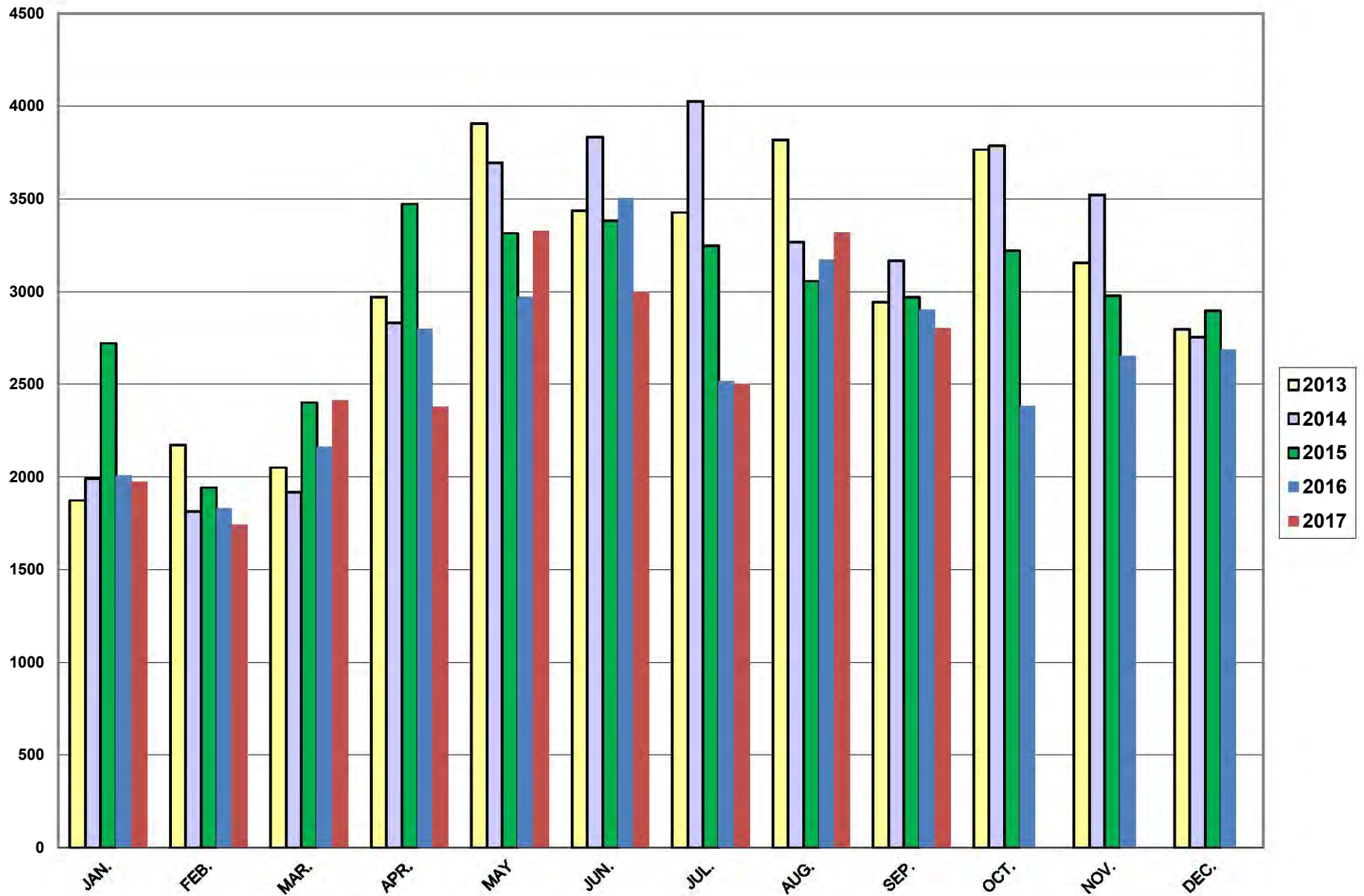
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2017 VS 5 YEAR AVERAGE  
TO SEPTEMBER 30, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2013-2017  
TO SEPTEMBER 30, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES IN TONNES 2013-2017  
TO SEPTEMBER 30, 2017**



## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
October 16, 2017	Election Day	10:00 a.m. to 8:00 p.m. Redcliff Senior Citizens Centre
November 2, 2017	2018 Budget Review	8:30 a.m. to 5:00 p.m. Town Hall Chambers
November 3, 2017	Roles / Responsibilities Orientation Training  (Required as per new Municipal Government Act)	To Be Confirmed
November 4, 2017	2018 Budget Review	8:30 a.m. to 5:00 p.m. Town Hall Chambers