



COUNCIL MEETING

MONDAY, JANUARY 28, 2019

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 28, 2019 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda *	Adoption
Pg. 4	C) Accounts Payable *	For Information
Pg. 8	D) Bank Summary to December 31, 2019 *	For Information
	2. MINUTES	
Pg. 9	A) Council meeting held January 14, 2019, *	For Adoption
Pg. 12	B) Redcliff and District Recreation Services Board meeting held on January 9, 2019 *	For Information
	3. BYLAWS	
Pg. 14	A) Bylaw 1879/2019, Redcliff Cypress Regional Waste Management Authority Facility Upgrade Project Loan Bylaw *	1 st Reading
Pg. 21	B) Bylaw 1878/2019, Riverview Golf Club Loan Bylaw *	1 st Reading
	4. POLICIES	
Pg. 33	A) Policy 80, Land Development Cost Sharing & Endeavors to Assist *	For Information
	5. CORRESPONDENCE	
Pg. 41	A) Alberta Order of Excellence *	For Information
Pg. 42	B) Alberta Municipal affairs * Re: Minister's Awards for Municipal Excellence	For Information
	6. OTHER	
Pg. 44	A) Municipal Manager Report to Council January 28, 2019 *	For Information
Pg. 57	B) Council Important Meetings & Events January 28, 2019 *	For Information

7. RECESS

8. IN CAMERA (CONFIDENTIAL)

A) Boards & Commissions Appointments (FOIP 17 & 24)

B) Personnel (FOIP 23 & 24)

9. ADJOURN

COUNCIL MEETING - JANUARY 28, 2018**TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES**

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
83709	AMSC INSURANCE SERVICES	WAGE & COMPENSATION REPORT	525.00
83710	ALBERTA URBAN MUNICIPALITIES	JOB POSTINGS	945.00
83711	MIKE DAVIES	COMPUTER HARDWARE	88.18
83712	HARVS JANITORIAL SERVICES	JANITORIAL SERVICES	3,948.00
83713	JAMES JOHANSEN	TRAVEL EXPENSE	49.81
83714	KPMG LLP	AUDIT SERVICES	4,753.20
83715	CARLA SPAMPINATO	PROGRAMMING SUPPLIES	20.99
83716	MICHELLE KUZIK	PROGRAMMING SUPPLIES	1,191.61
83717	EARL WESTERGREEN	HAY RIDES	600.00
83718	TOWN OF REDCLIFF	PUBLIC SERVICES PETTY CASH	58.95
83719	WHOLESALE FIRE & RESCUE	FIRE TRUCK SUPPLIES	20,366.55
83720	AB DEVELOPMENT OFFICERS ASS	MEMBERSHIPS	375.00
83721	ALTALIS	PRE-CUT TILES	308.70
83722	AMSC INSURANCE SERVICES	HEALTH SPENDING ACCOUNT & BENEFIT PREMIUMS	20,299.63
83723	ATB MASTERCARD	VARIOUS PURCHASES	19,631.51
83724	CANADIAN BADLANDS	MEMBERSHIP	3,080.00
83725	CYPRESS VIEW FOUNDATION	ANNUAL REQUISITION	75,454.00
83726	FIREWORKS SPECTACULAR	FIREWORKS SHOW DISPLAY	2,000.00
83727	FEDERATION OF CDN MUNICIPALITIES	MEMBERSHIP	1,284.61
83728	JAG CLEANING SERVICES	JANITORIAL SERVICES	3,045.00
83729	JAGUAR MEDIA	SUBSCRIPTION	157.50
83730	SHAW	INTERNET SERVICE	300.04
83731	MURRAY CHEVROLET CADILLAC	BOOSTER	286.44
83732	NEW WEST TRUCK CENTRES	FITTINGS	12.43
83733	PALL CORPORATION	PHONE SERVICE CONTRACT	6,072.15
83734	PRIME PRINTING	BUSINESS CARDS	36.75
83735	PUROLATOR	PARTS FREIGHT	63.31
83736	RECREATION FACILITY PERSONNEL	MEMBERSHIP	441.00
83737	SECURTEK	FIRE HALL SECURITY	72.29
83738	SOCAN	MEMBERSHIP	194.32
83739	TELUS COMMUNICATIONS	PHONE SERVICE	68.46
83740	UNITED FARMERS OF ALBERTA	TAX CREDIT REFUND	1,692.61
83741	JORDAN ZUKOWSKI	STATIONERY	65.06
83742	JENNICA LASSITER	DEPOSIT REFUND	228.75
83743	VALLIN CANADA	EYEWASH STATIONS	311.50
83744	TRUKKERS RESTAURANT	MEALS ON WHEELS	945.00
TOTAL			\$168,973.35

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS

<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01164	CBV COLLECTION SERVICES	COLLECTION SERVICES	4.93
01165	KIRKS MIDWAY TIRE	FOAM FILLS & CHANGEOVER	207.38
01166	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICES	44.10
01167	READY ENGINEERING	PROFESSIONAL SERVICES	1,291.50

01168	ROCKY MOUNTAIN PHOENIX	REMOTE AREA LIGHTING	1,167.60
01169	SCHEFFER ANDREW	PROFESSIONAL SERVICES	2,457.00
01170	TRIPLE R EXPRESS	PARTS FREIGHT	34.65
01171	AIR LIQUIDE	CARBON DIOXIDE	3,722.74
01172	HYDRODIG	CURB STOP REPAIRS	934.50
01173	ATRON REFRIGERATION	SERVICE FURNACES	6,097.99
01174	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	77.07
01175	CEM HEAVY EQUIPMENT	CATCH ASSEMBLY	60.22
01176	CENTRAL SHARPENING	SHARPEN ICE KNIFE	147.00
01177	DIAMOND CUT LAWN SERVICES	JANUARY RCMP SNOW REMOVAL	1,365.00
01178	DIGITEX	PHOTOCOPIER FEES	1,143.04
01179	GAS CITY HYDROVAC	HYDROVAC SERVICES	661.50
01180	REDCLIFF HOME HARDWARE	TIRE TUBE	25.18
01181	INDUSTRIAL MACHINE INC	PUMP, TIRE WASH	441.00
01182	KIRKS MIDWAY TIRE	ALIGNMENTS	168.00
01183	KOST FIRE EQUIPMENT	COVERALLS	105.00
01184	PARK ENTERPRISES	PERMIT FEES	6,424.51
01185	PARTEK	HOSTED BACKUP	735.00
01186	PRAIRIE ROSE SCHOOL DIV#8	LIAISON WORKER	24,000.00
01187	REDCLIFF/CYPRESS LANDFILL	TONNAGE CHARGES	10,644.62
01188	RURAL MUNICIPALITIES OF ALBERTA	AXLE, JOYSTICK, REPAIR MANUAL	11,315.96
01189	RMA FUEL	FUEL	6,451.25
01190	STEEP ROCK	ROAD CRUSH	2,961.34
01191	SUMMIT MOTORS	FILTERS & CONNECTORS	61.16
01192	SUPERIOR TRUCK EQUIPMENT	AIR JOYSTICK REPAIR	1,334.72
TOTAL			\$84,083.96

<u>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ATB MASTERCARD</u>			
<u>DATE</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2018-12-05	STAPLES	STATIONERY	640.64
2018-12-07	STAPLES	STATIONERY	190.04
2018-12-11	STAPLES	STATIONERY	116.19
2019-01-02	STAPLES	STATIONERY	160.40
2019-01-04	SAFeway	BEREAVEMENT	57.74
2018-12-11	AIRDRIE CANVAS	GRAVEL TARP	199.50
2018-12-13	LENS TOOL REPAIR	SWITCH	23.37
2018-12-15	SPLASH & DASH CAR WASH	CAR WASH	9.00
2018-12-19	BOSTON PIZZA	STAFF DINNER	224.75
2019-01-02	PAYPAL - AMSA	MEMBERSHIP RENEWAL	400.00
2019-01-02	AWWOA	WATER & WASTEWATER COURSES	966.00
2019-01-03	THE OUTDOORSMAN	GAME CAMERA	125.99
2018-12-18	TRIMBLE	MAINTENANCE & SUPPORT SUBSCRIPTION	964.08
2018-12-15	ASET	TECHNICIAN ANNUAL DUES	355.00
2018-12-20	INSTITUTE OF TRANSPORT	MEMBERSHIP DUES	422.22
2018-12-20	INSTITUTE OF TRANSPORT	TEXTBOOKS	995.24
2018-12-27	APEGA	MEMBERSHIP DUES	411.60
2018-12-28	ALBERTA PROFS	MEMBERSHIP DUES	583.00

2019-01-02	GETSTAMPS	STAMP	61.64
2018-12-07	VISTAPRINT	PROGRAM SUPPLIES	2.46
2018-12-07	VISTAPRINT	PROGRAM SUPPLIES	349.09
2018-12-07	WAYFAIR	PROGRAM SUPPLIES	350.68
2018-12-07	FUN SERVICES CANADA	PENNY CARNIVAL SUPPLIES	378.02
2018-12-11	COSTCO	STAFF CHRISTMAS FUNCTION	98.19
2018-12-12	LAKELAND COLLEGE	PESTICIDE CERTIFICATION	205.00
2018-12-12	LAKELAND COLLEGE	PESTICIDE CERTIFICATION	205.00
2018-12-12	SKINNYS SMOKEHOUSE	STAFF CHRISTMAS FUNCTION	791.44
2018-12-12	REDCLIFF BAKERY	STAFF CHRISTMAS FUNCTION	14.40
2018-12-13	PRINCESS AUTO	CASTERS	15.94
2018-12-13	MARKS	SAFETY BOOTS	793.76
2018-12-18	REID SIGNS	FCSS PROGRAM SUPPLIES	826.88
2018-12-19	CANADA POST	UTILITY ARREARS POSTAGE	57.62
2018-12-19	CANADA POST	UTILITY ARREARS POSTAGE	57.62
2018-12-19	CANADA POST	UTILITY ARREARS POSTAGE	57.62
2018-12-21	A1 PIZZA	STAFF LUNCH	102.61
2018-12-21	CDW CANADA	COUNCIL LAPTOP	474.48
2018-12-28	NEWEGG	SOLID STATE DRIVES	176.11
2018-12-06	STAPLES	PROGRAMMING SUPPLIES	52.47
2018-12-06	DOLLARAMA	PROGRAMMING SUPPLIES	55.39
2018-12-06	DOLLAR TREE	PROGRAMMING SUPPLIES	15.80
2018-12-06	WAL-MART	PROGRAMMING SUPPLIES	31.47
2018-12-06	BULK BARN	PROGRAMMING SUPPLIES	50.42
2018-12-07	CANADA SAFETY	PROGRAMMING SUPPLIES	445.39
2018-12-11	PHARMASAVE	PROGRAMMING SUPPLIES	5.25
2018-12-16	DOLLARAMA	PROGRAMMING SUPPLIES	5.25
2018-12-06	COSTCO	PROPANE	77.35
2018-12-12	AMAZON	OFFICE SUPPLIES	50.04
2018-12-21	SUPER CLEAN	CAR WASH	10.25
2018-12-21	COSTCO	PROPANE	77.48
2018-12-21	WAYFAIR	CABINETS	432.58
2018-12-28	FILTRATION MONTREAL	FURNACE FILTERS	340.20
2018-12-28	COSTCO	PROPANE	35.31
2018-12-31	COSTCO	PROPANE	188.99
2019-01-03	BEST BUY	TV HANGER	104.99
2019-01-04	COSTCO	PROPANE	53.40
2019-01-03	APWA	PUBLIC WORKS COURSE	834.75
2018-12-13	SPLASH N DASH	CAR WASH	12.00
2018-12-17	EXOTIC TOUCH	CAR WASH	188.95
2019-01-03	SPLASH N DASH	CAR WASH	5.50
2018-12-06	BEEFEATER	STAFF DINNER	631.22
2018-12-13	MEDICINE HAT MALL	CHRISTMAS GIFT CARDS	3,250.00
2018-12-18	EVENTBRITE	COURSE REGISTRATION	378.00
2018-12-17	MACDESIGN	LARGE DECALS	84.00
2018-12-06	SAFEWAY	BEREAVEMENT	57.74
2018-12-24	COSTCO	DESK RISER	293.99

TOTAL**\$19,631.51****REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES**

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00435	FORTY MILE GAS CO-OP	UTILITIES	326.15
00436	FOX ENERGY SYSTEMS	SPILL KIT	68.20
00437	JACOBS WELDING	LOADER BUCKET CONNECTING PLATES	1,417.50
00438	KPMG LLP	AUDIT SERVICES	1,021.80
00439	PUROLATOR	PARTS FREIGHT	47.12
00440	SUMMIT MOTORS	FILTERS	118.42
00441	TELUS MOBILITY	CELL PHONE SERVICE	120.79
TOTAL			\$3,119.98

TOWN OF REDCLIFF
BANK SUMMARIES FOR DECEMBER 31, 2018

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,401,228.79	1,386,981.47
DAILY DEPOSITS	139,240.60	34,875.66
DIRECT DEPOSITS	392,642.21	142,145.41
GOVERNMENT GRANTS	863,741.00	0.00
INTEREST	3,619.12	2,563.15
OTHER DEPOSITS	25.07	0.00
SUBTOTAL	1,399,268.00	179,584.22
PAYMENTS	494,786.55	49,354.48
ASFF QUARTERLY PAYMENTS	466,836.36	0.00
DEBENTURE PAYMENTS	225,953.36	0.00
OTHER WITHDRAWALS	196,028.44	74,288.19
SUBTOTAL	(1,383,604.71)	(123,642.67)
TOTAL	1,416,892.08	1,442,923.02
BANK STATEMENT ENDING BALANCE	1,537,657.36	1,494,565.79
OUTSTANDING CHEQUES (-)	(122,921.93)	(51,662.77)
DEPOSITS IN TRANSIT (+)	2,156.65	20.00
TOTAL	1,416,892.08	1,442,923.02
TOTAL CASH	2,859,815.10	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	22,742,551.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	493,396.00
TOTAL INVESTMENTS		23,235,947.00

TOTAL CASH & INVESTMENTS	26,095,762.10
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 14, 2019 @ 7:00 P.M.**

PRESENT: Mayor D. Kilpatrick
Councillors C, Crozier, C. Czember,
L. Leipert, J. Steinke

Municipal Manager Arlos Crofts
Manager of Legislative S. Simon
& Land Services

Director of Finance & J. Tu
Administration

Director of Planning & J. Johansen
Engineering

Director of Community D. Thibault
& Protective Services

Director of Public Services C. Popick

ABSENT: Councillor S. Gale, E. Solberg

1. GENERAL

Call to Order

A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m.

2019-0001 Adoption of Agenda

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

2019-0002 Accounts Payable

C) Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.

2019-0003 Bank Summary to November 30, 2018

D) Councillor Crozier moved the Bank Summary to November 30, 2018 be received for information. - Carried.

2. MINUTES

2019-0004 Council meeting held December 10, 2018

A) Councillor Czember moved the minutes of the Council meeting held December 10, 2018, be adopted as presented. - Carried.

2019-0005 Municipal Planning Commission held December 19, 2018

B) Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held December 19, 2018, be received for information. - Carried.

3. REQUESTS FOR DECISION

2019-0006 Dump Truck with Underbody Plow & Sander Unit

A) Councillor Czember moved to authorize administration to purchase one (1) dump truck with underbody plow and sander from Cubex for \$287,029.77 + GST plus add an additional five year 100,000 mile warranty on the engine, chassis, and transmission for \$10,836.45 for a total purchase price of \$297,866.22 + GST. - Carried.

4. OTHER

2019-0007 Enforcement of Bylaws / Nuisance & Unsightly Premises Bylaw

A) Councillor Leipert moved the memo from Planning & Engineering Department dated January 14, 2019 with regard to Enforcement of Bylaws / Nuisance & Unsightly Premises Bylaw be received for information. - Carried.

2019-0008 Redcliff Community Guide Update & Guide - Winter 2019

B) Councillor Crozier moved the Redcliff Community Update & Guide - Winter 2019, be received for information. - Carried.

2019-0009 Redcliff/Cypress Regional Waste Management Authority Re: Landfill Graphs to December 31, 2018

C) Councillor Leipert moved the Redcliff / Cypress Regional Waste Management Authority Landfill Graphs to December 31, 2018, be received for information. - Carried.

2019-0010 Council Important Meetings & Events January 14, 2019

D) Councillor Czember moved the Council Important Meetings & Events January 14, 2019, be received for information. - Carried.

5. RECESS

Mayor Kilpatrick called for a recess at 7:48 p.m.

Director of Finance & Administration, Director of Public Services, Director of Community and Protective Services, and Director of Planning & Engineering left at 7:48 p.m.

Mayor Kilpatrick reconvened the meeting at 7:55 p.m.

6. IN CAMERA (Confidential Session)

2019-0011

Councillor Leipert moved to meet In Camera to discuss one Intermunicipal Collaborative Framework matter under Sections 16 of the *Freedom of Information and Protection of Privacy Act*; one Riverview Golf Club matter under Section 16, 23 and 24 of the aforementioned Act at 7:55 p.m. - **Carried.**

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager & Manager of Legislative & Land Services for all Items. Director of

Planning & Engineering & Director of Community & Protective Services for Item B.

Director of Planning & Engineering & Director of Community & Protective Services joined at 8:02 p.m.

Riverview Golf Club Executive Members Bill Duncan, Darrell Schaffer, Cliff Sackman, and Jerry Beach were in attendance to discuss the Riverview Golf Club matter. (joined the meeting at 8:09 p.m., left the meeting at 8:27 p.m.)

2019-0012

Councillor Czember moved to return to regular session at 9:29 p.m. - Carried.

2019-0013

Councillor Czember moved to direct Administration to continue discussions with the Riverview Golf Course Executive and further evaluate options available to endeavour to keep the golf course open in 2019, then bring back options including a draft loan bylaw to Council for final consideration. - **Carried.**

7. ADJOURNMENT

2019-0014 Adjournment

Councillor Crozier moved to adjourn the meeting at 9:35 p.m. - Carried.

Mayor Kilpatrick

Manager of Legislative & Land Services

REDCLIFF & DISTRICT RECREATION SERVICES BOARD MEETING
Wednesday, January 9th, 2019 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS

PRESENT:	Chairperson	Justin Getz Sharon Kirvan Shane Hok Christina McNeil Karen Worrell
	Community & Protective Services	Charity Schweitzer Derrin Thibault
ABSENT:	Town of Redcliff Rep.	Shawna Gale

1. GENERAL

- A) Meeting called to order by Chairperson Justin Getz at 6:59 pm
- B) Karen Worrell moved the agenda be adopted as amended. – Carried

2. MINUTES

- A) Christina McNeil moved the minutes from November 5, 2018 be adopted as presented – Carried.

3. Delegation
None

4. OLD BUSINESS

Shane Hok moved report on December dinner meeting received for information – Carried.

5. NEW BUSINESS

- Golf Course** Christina McNeil moved the Riverview Golf Club update be received for information with the following details:
- The Riverview Golf Club has been given a letter of support signed by the Mayor.
 - The Town is working with the Riverview Golf Club to develop a business plan so they can operate for the 2019 season – there is no financial commitment.
 - The Riverview Golf Club is currently having a membership drive. It was discussed that they do not have a good marketing plan as most members of the board had not seen or heard of the drive.
- Carried

- Skatepark Open House** Christina McNeil moved the Skatepark Open House be received for information with the following details:
- There will be a Skate Park Open House Wednesday, January 16th.
 - Town of Redcliff representatives from Community & Protective Services and Planning & Engineering will attend.
 - Council has delegated capital to the project, but more funds are needed to build a full sized skatepark.
 - The open house is to solicit ideas from the public on location, style, and features.

- This project was listed in the 2016 MYCIP, was brought forward and approved by council during the 2019 budgeting process and is being funded through grants/MSI funding.
– Carried

**Boards &
Commissions
Appointments**

Christina McNeil moved the reappointment of Justin Getz and Karen Worrell be received for information
– Carried

**RecTangle
Scheduling**

Shane Hok moved the discussion regarding a user having not properly scheduling his activities be received for information.
– Carried.

Dog Park

Shane Hok moved the discussion regarding feed back on the newly enclosed dog park be received for information.
– Carried

**Lions Splash
Park**

Christina McNeil moved the information on the planned upgrades to the Lions Splash Park project be received for information.
– Carried

6. REQUESTS FOR DECISION

None

7. CORRESPONDENCE

None

8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS

None

9. DATE OF NEXT MEETING – February 4, 2019

10. ADJOURNMENT Christina McNeil moved the meeting be adjourned at 7:53 pm – Carried

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: January 28, 2019

PROPOSED BY: Finance and Administration Department / Public Services Department

TOPIC: Bylaw 1879/2019, Redcliff Cypress Regional Waste Management Authority Facility Upgrade Projects Loan Bylaw

PROPOSAL: That Council consider giving first reading to the proposed bylaw to lend \$1M to Redcliff Cypress Regional Waste Management Authority

Background

At the September 6, 2018 meeting, Redcliff Cypress Regional Waste Management Authority approved to proceed with the following projects: Public Drop-off, Operations Building, and Storage Dome Design, with a budget estimate of \$3.7M.

The Redcliff Cypress Regional Waste Management Authority also passed the following motion:

"A. Belyea moved that the Redcliff/Cypress Regional Waste Management Authority borrow \$2M, \$1M each from Town of Redcliff and Cypress County and submit a request to them for their approval. - Carried."

At the October 9, 2018 Council meeting, Council passed the following motion:

"Council Crozier moved the Town of Redcliff lend \$1M to the Redcliff/Cypress Regional Waste Management Authority for their Landfill Facility Upgrade Project to be funded from the Unrestricted Surplus. Further that Administration prepare a borrowing bylaw for council approval, a letter of understanding between the Town of Redcliff, Cypress County and the Authority, and the repayment schedules as per the interest rate posted on the ACFA website at the time of the borrowing. - Carried"

To meet the funding needs of the Authority in 2019, the Administration is bringing the loan bylaw to Council for consideration.

The Authority has one outstanding loan with the Town and the Cypress County. In 2014, the Town of Redcliff and Cypress County loaned the RCRWMA \$704,000 each totalling \$1,408,000 for the construction of a landfill cell and leachate pond, there is only one payment remaining of \$148,169.47 each totalling \$296,338.94 to pay.

The proposed loan repayment schedule is calculated as per the interest rates posted on the Alberta Capital Fund Authority (ACFA) website on January 16, 2019. For \$1M at the interest rate of 2.913% for a 10-year term (semi-annual payments), one semi - annual payment for the loan is \$57,996.27. For 2019, the Authority will only have one payment to the Town and the County in October 2019.

The loan made by the Town of Redcliff is proposed to be funded from the Unrestricted Surplus. The loan bylaw includes a clause "Redcliff Cypress Regional Waste Management Authority may at any time prepay the Principal Sum hereunder, in whole or in part, without any notice or penalty and upon such prepayment, and upon any partial prepayment, the payment schedule hereunder shall be adjusted to reduce the number of payment dates".

The loan bylaw is drafted conditional to the Town of Redcliff, Cypress County and the Authority signing a letter of understanding.

POLICY / LEGISLATION:

Excerpt from Municipal Government Act

Loans and Guarantees

Purpose of loans and guarantees

264(1) A municipality may only lend money or guarantee the repayment of a loan if

- (a) the loan or guarantee is made under subsection (2) or (3),
- (b) the loan is made to one of its controlled corporations, or
- (c) the guarantee is made in respect of a loan between a lender and one of its controlled corporations.

(2) A municipality may

- (a) lend money to a non-profit organization, or
- (b) guarantee the repayment of a loan between a lender and a non-profit organization

if the council considers that the money loaned or money obtained under the loan that is guaranteed will be used for a purpose that will benefit the municipality.

STRATEGIC PRIORITIES:

Goal 3. The Town of Redcliff fosters an inclusive community through services that support social, recreational and housing opportunities.

ATTACHMENTS:

1. Bylaw 1879/ /2019, being the Redcliff Cypress Regional Waste Management Authority Facility Upgrade Project Loan Bylaw.
2. The letter of understanding between the Town of Redcliff, Cypress County and the Authority

OPTIONS:

1. That Council give first reading to Bylaw 1879/2019, being the Redcliff Cypress Regional Waste Management Authority Facility Upgrade Project Loan Bylaw.
2. That Council not give first reading to Bylaw 1879/2019, being the Redcliff Cypress Regional Waste Management Authority Facility Upgrade Project Loan Bylaw.

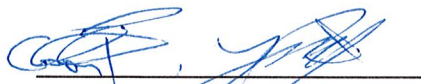
RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1879/2019, being the Redcliff Cypress Regional Waste Management Authority Facility Upgrade Project Loan Bylaw.be given first reading.

SUBMITTED BY:


Department Head


Municipal Manager

**TOWN OF REDCLIFF
BYLAW NO. 1879/2019**

A BYLAW OF THE TOWN OF REDCLIFF FOR THE PURPOSE OF AUTHORIZING THE LOAN OF FUNDS TO THE REDCLIFF CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY, A NON-PROFIT ORGANIZATION.

WHEREAS the Municipal Government Act Chapter M-26, R.S.A. 2000, provides that a municipal council, by bylaw, may authorize the lending of money to a non-profit organization.

AND WHEREAS the Redcliff Cypress Regional Waste Management Authority requests a loan to partially fund their Landfill Facility Upgrade Project including the Public Drop-off, Operations Building, and Storage Dome Design.

AND WHEREAS the Town of Redcliff Council supports the loaning of funds to the Redcliff Cypress Regional Waste Management Authority for their Landfill Facility Upgrade Project at the Redcliff Cypress Regional Landfill.

NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:

1. This Bylaw shall be known as the "Redcliff Cypress Regional Waste Management Authority Facility Upgrade Project Loan Bylaw".
2. That effective upon passage of this Bylaw, the Council of the Town of Redcliff hereby agree to loan the maximum sum of \$1,000,000.00 to the Redcliff Cypress Regional Waste Management Authority for the purpose of upgrading their facilities at the Redcliff Cypress Regional Landfill conditional to the Town of Redcliff, Cypress County and the Redcliff Cypress Regional Waste Management Authority signing a letter of understanding in a form similar to that of Schedule "A" attached hereto.
3. The rate of interest shall be 2.913%. The term of the loan is ten (10) years with twenty (20) equal payments including principle plus interest due annually on the 1st day of April and 1st day of October of each year beginning October 1, 2019. The rate of interest, the term and the terms of repayment of the loan are outlined on the attached Schedule "B".
4. The source of funds shall be from the Accumulated Surplus.
5. This loan application was advertised in _____ and _____ editions of the Cypress Courier.

Read a first time this _____ day of _____ 2019.

Read a second time this _____ day of _____ 2019.

Read a third time this _____ day of _____ 2019.

Signed and passed time this _____ day of _____, 2019.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

Schedule A

January 23, 2019

Town of Redcliff
P.O. Box 40
Redcliff, Alberta
TOJ 2PO

Cypress County
816 - 2nd Avenue
Dunmore, Alberta
TOJ IAO

Attention: Arlos Crofts

Attention: Tarolyn Aaserud

RE: REDCLIFF CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY
LETTER OF UNDERSTANDING REGARDING PROPOSED FINANCIAL ASSISTANCE

The purpose of this letter agreement (to be endorsed by the Town of Redcliff and Cypress County and the Redcliff Cypress Regional Waste Management Authority) is to identify and document the parties' understanding regarding the proposed financial assistance to the Redcliff Cypress Regional Waste Management Authority.

The circumstances giving rise to the agreement and the terms of the financial assistance to Redcliff Cypress Regional Waste Management Authority are as follows:

- a) The Redcliff Cypress Regional Waste Management Authority is a joint venture between the Town of Redcliff and Cypress County.
- b) The Redcliff Cypress Regional Waste Management Authority intends to upgrade their facilities at the Redcliff Cypress Regional Landfill.
- c) The cost of the facility upgrades is \$3,700,000.00, based upon the estimates by Dillon Consulting, pending this financing agreement (the "Redcliff Cypress Regional Waste Management Authority Facility Upgrade" project).
- d) The Redcliff Cypress Regional Waste Management Authority intends to contribute \$3,700,000.00 to the Facility Upgrade project.
- e) The Town of Redcliff and Cypress County agree to lend to the Redcliff Cypress Regional Waste Management Authority a sum sufficient to cover the balance of the cost to complete the Redcliff Cypress Regional Waste Management Authority Facility Upgrade Project (the "loan" or "loan agreement").
- f) The Town of Redcliff and Cypress County agree to make equal contributions to the Redcliff Cypress Regional Waste Management Authority in relation to the loan in the amount of \$1,000,000.00 each.
- g) The loan shall be repaid to the Town of Redcliff and Cypress County, proportionate to their interests, by the Redcliff Cypress Regional Waste Management Authority as follows:

- i) Interest shall be 2.913%, the rate of interest set by the Alberta Capital Finance Authority (ACFA), as published on their website (www.acfa.gov.ab.ca) as at January 16th, 2019.
- ii) The term of the loan is ten (10) years with twenty (20) equal payments including principle plus interest. Interest and principal payments on the loan amount shall be \$57,996.27 to each of the Town of Redcliff and Cypress County due semi-annually on the 1st day of April and 1st of October of each year beginning October 1, 2019.
- iii) The Town of Redcliff as the operator of the Redcliff Cypress Regional Waste Management Authority shall manage and account for the loan and its re-payment.
- iv) Redcliff Cypress Regional Waste Management Authority may at any time prepay the Principal Sum hereunder, in whole or in part, without any notice or penalty and upon any partial prepayment, the payment schedule hereunder shall be adjusted to reduce the number of payment dates.

The parties confirm all the foregoing.

Town of Redcliff

Per: Arlos Crofts – Municipal Manager

Cypress County

Per: Tarolyn. Aaserud - Chief Administrative Officer

Redcliff Cypress Regional Waste Management Authority

Per: Cathy Crozier – Authority Chairman

Schedule B

Terms of the Loan Agreement Dated
_____, 2019

Granted to Redcliff Cypress Regional Waste Management Authority
by the Town of Redcliff

Summary

Principal borrowed: \$1,000,000.00

Regular Payment amount: \$57,996.27

Total Repaid: \$1,159,925.40

Total Interest Paid: \$159,925.40

Annual Payments: 2

Total Payments: 20 (10 years)

Annual interest rate: 2.913%

Periodic interest rate: 1 .4565%

Payment #	Payment	Principal	Interest	Balance
1	\$57,996.27	\$43,431.27	\$14,565.00	\$956,568.73
2	\$57,996.27	\$44,063.85	\$13,932.42	\$912,504.88
3	\$57,996.27	\$44,705.64	\$13,290.63	\$867,799.24
4	\$57,996.27	\$45,356.77	\$12,639.50	\$822,442.47
5	\$57,996.27	\$46,017.40	\$11,978.87	\$776,425.07
6	\$57,996.27	\$46,687.64	\$11,308.63	\$729,737.43
7	\$57,996.27	\$47,367.64	\$10,628.63	\$682,369.79
8	\$57,996.27	\$48,057.55	\$9,938.72	\$634,312.24
9	\$57,996.27	\$48,757.51	\$9,238.76	\$585,554.73
10	\$57,996.27	\$49,467.67	\$8,528.60	\$536,087.06
11	\$57,996.27	\$50,188.16	\$7,808.11	\$485,898.90
12	\$57,996.27	\$50,919.15	\$7,077.12	\$434,979.75
13	\$57,996.27	\$51,660.79	\$6,335.48	\$383,318.96
14	\$57,996.27	\$52,413.23	\$5,583.04	\$330,905.73
15	\$57,996.27	\$53,176.63	\$4,819.64	\$277,729.10
16	\$57,996.27	\$53,951.15	\$4,045.12	\$223,777.95
17	\$57,996.27	\$54,736.94	\$3,259.33	\$169,041.01
18	\$57,996.27	\$55,534.19	\$2,462.08	\$113,506.82
19	\$57,996.27	\$56,343.04	\$1,653.23	\$57,163.78
20	\$57,996.27	\$57,163.78	\$832.49	\$0.00
Totals:	\$1,159,925.40	\$1,000,000.00	\$159,925.40	

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: January 28, 2019

PROPOSED BY: Finance and Administration Department
Community and Protective Services Department
Planning and Engineering Department

TOPIC: Bylaw 1878/2019, the Riverview Golf Club Loan Bylaw

PROPOSAL: That Council consider giving first reading to the proposed Bylaw 1878/2019, being the Riverview Golf Club Loan Bylaw

BACKGROUND:

Since the December 10, 2018 Council meeting, Administration has worked with the Riverview Golf Club Executive Board to gain a full understanding of their financial situation and develop a business plan.

At the January 14, 2019 Council Meeting, Council passed the following motion:

Councillor Czember moved to direct Administration to continue discussions with the Riverview Golf Course Executive and further evaluate options available to endeavor to keep the golf course open in 2019, then bring back options including a draft loan bylaw to Council for final consideration.
- Carried.

Administration has further evaluated many options to keep the golf course open for the 2019 season and beyond. Options considered are:

OPTION #	Council Approval Required	Advantages	Disadvantages
Riverview Golf Club's proposed plan that includes Town assistance	✓	<p>Public perception that the Town will take an active participatory role in maintaining recreational and cultural opportunities.</p> <p>Plan to pay off all monies owed to the Town.</p> <p>Increase in Town oversight (i.e. Two voting members of the executive board appointed by Council.)</p> <p>Existing mechanism to sell memberships, and organize volunteers.</p>	<p>Town taking on additional golf club debt in the amount of \$208,000, for a total of \$315,000.</p> <p>Increases what the Town could lose if the Golf Club ceases operation.</p> <p>Public perception that the Town is bailing out a recreation activity that is exclusive to a small portion of the population.</p> <p>No commitment beyond 2019.</p>

Riverview Golf Club continues on without Town assistance		<p>Existing mechanism to sell memberships.</p> <p>Existing mechanism to request and organize volunteers.</p> <p>The Riverview Golf Club can apply for certain types of grant funding available to a society.</p>	<p>Debt to multiple parties that was due in 2018. Debt payments consuming all incoming monies resulting in no funds available for operations.</p> <p>High chance of the Riverview Golf Club incurring more debt.</p> <p>Very high cost to the Town to take over and run a Golf Course during mid-season.</p>
Town takes over and does not open the Golf Course in 2019		Minimal Town effort in 2019.	<p>Town loses \$107,000 (currently owed to the Town).</p> <p>Chance the Golf Course will never reopen.</p> <p>Loss of a recreation facility.</p> <p>Homeowners may feel their property values decreased.</p>
Town takes over and runs the Golf Course in 2019	✓	Town ensures the Golf Course is open for the use of the public.	<p>Town loses \$107,000 (currently owed to the Town).</p> <p>Large amount of resources required from the Town including monetary and staff time. Many projects will be delayed.</p> <p>The Golf Course will likely lose money in 2019.</p> <p>No mechanism in place to sell memberships.</p>
A new organization or society (new club) takes over the Golf Course	✓	<p>Ability to enshrine Town financial oversight.</p> <p>Can apply for certain types of grant funding available to a society.</p>	<p>Town loses \$107,000</p> <p>Town may have to upfront money for the club to start.</p> <p>Additional Town staff resources are required to assist in the start-up of a new society.</p> <p>No mechanism in place to sell memberships.</p>
A management company is contracted to operate the Golf Course	✓	<p>Financial risk transferred to the Management Company.</p> <p>Management Company has expertise in running Golf Courses.</p> <p>Management Company is able to quickly make decisions based on current opportunities and revenue.</p> <p>May be benefits due to membership sharing with other golf courses.</p>	<p>Town loses \$107,000</p> <p>Town staff resources are required to find a management company which could take a significant amount of time and could prevent a 2019 golf season.</p> <p>No mechanism in place to sell memberships.</p> <p>A management company cannot apply for certain types of grant funding available for a society.</p>

It is important to note that Administration has worked with Golf Club representatives as well as prepared this information with the underlying assumption that Town Council desires to continue having a Golf Course in Redcliff. Additional options were examined but were variations and combinations of the above listed options. The options were also looked at for feasibility after 2019. Financial models were also run for the options.

Administration found that the lowest cost option to the Town was providing the Riverview Golf Club with a loan that would allow them to consolidate their debt. The Riverview Golf Club was found to be financially viable if:

1. Current debts could be consolidated, and the debt repaid over several years,
2. The Golf Club is managed properly,
3. There is proper financial oversight.

The next lowest cost option for the Town would be contracting a third party to run the Golf Course, negotiations for this need to begin immediately to have the Golf Course in operation in 2019. Sufficient time for this has now become a very significant constraint as it relates to the 2019 season.

The highest cost option is to allow the Riverview Golf Club to struggle on financially. The Riverview Golf Club will require water from the Town to operate and this bill will likely not be paid adding at least another \$40,000 to what the Club owes the Town. It is also likely that the Riverview Golf Club would incur additional debts to vendors and employees as they struggle to continue operations. The highest costs to the Town would occur if the Riverview Golf Club ceased operations in the middle of the golf season as the Town would become responsible to perform at least a minimum level of maintenance if the Golf Course is not being used. If the Town tried to keep operations running at the Golf Course it is very possible that the cost to the Town would be even higher.

Based on Administrations analysis there are two courses of actions that could be taken:

1. The Town loans the Riverview Golf Club money to be paid back over a 10 year period.
2. The Town cancels the Riverview Golf Clubs lease and starts negotiations with a third party to run the Golf Course.

Administration does not consider allowing the Riverview Golf Club to continue operations without financial assistance as a viable option as it will likely be the costliest to the Town.

POLICY / LEGISLATION:

Excerpt from Municipal Government Act

Loans and Guarantees

Purpose of loans and guarantees

264(1) A municipality may only lend money or guarantee the repayment of a loan if

- (a) the loan or guarantee is made under subsection (2) or (3),
- (b) the loan is made to one of its controlled corporations, or
- (c) the guarantee is made in respect of a loan between a lender and one of its controlled corporations.

(2) A municipality may

- (a) lend money to a non-profit organization, or
- (b) guarantee the repayment of a loan between a lender and a non-profit organization

if the council considers that the money loaned or money obtained under the loan that is guaranteed will be used for a purpose that will benefit the municipality.

STRATEGIC PRIORITIES:

Excerpt from 2018-2021 Strategic Plan under the Town's Vision, Mission.

Goal 3 The Town of Redcliff fosters an inclusive community through services that support social, recreational and housing opportunities.

ATTACHMENTS:

Bylaw 1878/2019, the Riverview Golf Club Loan Bylaw

OPTIONS:

1. That Council give first reading to Bylaw 1878/2019, being the Riverview Golf Club Loan Bylaw as presented.
2. That Council not give first reading Bylaw 1878/2019, being the Riverview Golf Club Loan Bylaw.
3. That Council terminate the lease of the Golf Course to the Riverview Golf Club.

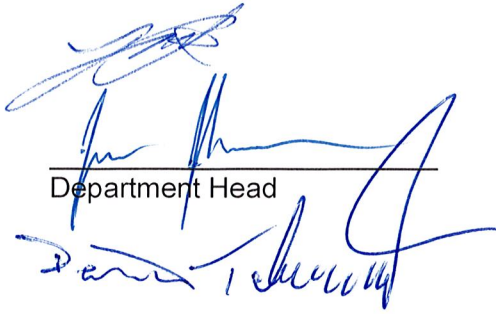
RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1878/2019, being the Riverview Golf Club Loan Bylaw be given 1st reading.
2. Councillor _____ moved to terminate the lease of the Riverview Golf Course to the Riverview Golf Club.

SUBMITTED BY:



Department Head



Municipal Manager

**TOWN OF REDCLIFF
BYLAW NO. 1878/2019**

**A BYLAW OF THE TOWN OF REDCLIFF FOR THE PURPOSE OF AUTHORIZING THE
LOAN OF FUNDS TO THE RIVERVIEW GOLF CLUB, A NON-PROFIT ORGANIZATION.**

WHEREAS the Municipal Government Act Chapter M-26, R.S.A. 2000, provides that a municipal council, by bylaw, may authorize the lending of money to a non-profit organization.

AND WHEREAS the Riverview Golf Club has requested a \$315,000.00 loan, to consolidate their debts, which includes \$72,000.00 to the Town for outstanding water charges, \$36,291.00 to the Town to refinance the rough mower loan (Bylaw No. 1789/2014) and \$205,000.00 to various suppliers and service providers.

AND WHEREAS the Town of Redcliff Council supports the loaning of funds to the Riverview Golf Club to refinance their current debts to the Town and others in order to keep the Riverview Golf Club operational.

**NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF, IN THE
PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:**

1. This Bylaw shall be known as the "Riverview Golf Club Loan Bylaw".
2. The purpose of this loan is to allow the Riverview Golf Club to refinance their debts and encourage repayment of the loan in the shortest time frame possible.
3. That effective upon passage of this Bylaw, the Council of the Town of Redcliff hereby authorizes a loan to the Riverview Golf Club for the purpose of refinancing their debts subject to the following terms and conditions:
 - a. The Riverview Golf Club signing a promissory note in a form similar to that of Schedule "A" attached hereto;
 - b. The loan shall not be for an amount of more than \$315,000.00;
 - c. The term of the loan is for a maximum of ten (10) years;
 - d. A regular loan payment of not less than \$18,268.83, excepting the last payment that pays off the loan, on the first day of April and the first day of October starting October 1, 2019 until the loan is paid off. (Minimum regular loan payment is calculated on the loan of \$315,000.00 for 10 years with 20 equal payments at a interest rate of 2.913%.)
 - e. The rate of interest shall be 2.913%;
 - f. The maximum amount of the loan is based on the Business Plan presented by the Riverview Golf Club if there are only 150 memberships sold in 2019. Both parties understand that it is unknown how many memberships will be sold and the number of memberships sold greatly affects the amount of the loan needed by the Riverview Golf Club. It is agreed that the Golf Club will make an additional payment on the loan principle on the first day of October of each year based on the number of memberships sold in the given year until the loan has been repaid;

Number of Memberships Sold Annually	Additional Payment on Principal
150	\$0.00
200	\$35,000.00
250	\$75,000.00
300	\$105,000.00
350	\$145,000.00
400	\$180,000.00

- g. The Riverview Golf Club is permitted to make additional payments on the loan in addition to the payments made under clauses 3.d and 3.f at any time for the purpose of accelerating the loan repayment.
4. The source of funds shall be from the Unrestricted Surplus.
5. This loan application was advertised in the _____, 2019 and the _____, 2019 editions of the Cypress Courier.

Read a first time this _____ day of _____ 2019.

Read a second time this _____ day of _____ 2019.

Read a third time this _____ day of _____ 2019.

Signed and passed time this _____ day of _____ 2019.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

Schedule A**PROMISSORY NOTE****AMOUNT: CDN. \$315,000.00****DUE: October 1, 2029**

FOR VALUE RECEIVED the Riverview Golf Club (the "**Borrower**") hereby promises to pay to the order of the Town of Redcliff (the "**Lender**"), the sum of THREE HUNDRED AND FIFTEEN THOUSAND DOLLARS (Cdn. \$315,000.00) (as such amount may be reduced from time to time hereunder, the "**Principal Sum**") together with interest thereon from and after the date hereof and interest on overdue and unpaid interest, before and after demand, default and judgment, at a rate per annum equal to TWO AND NINE HUNDRED AND THIRTEEN ONE THOUSANDTHS percent (2.913%) ("**Interest**") at the times specified herein.

PAYMENT OF PRINCIPAL SUM AND INTEREST

1. Commencing on October 1, 2019, the Borrower shall make combined payments of principal (to be applied to the Principal Sum) and Interest to the Lender in an amount not less than \$18,268.83 in consecutive semi-annual installments payable on the first business day of April and October of each year
2. All and any outstanding amounts hereunder being due with the final payment on April 1, 2030 (the "**Maturity Date**"). All such payments shall be evidenced on a payment schedule maintained by Administration.
3. Notwithstanding the foregoing, all amounts hereunder shall become immediately due and payable upon the occurrence of an Event of Default as provided for in Section 8 and either: following a demand being made by the Lender; or automatically and without such demand in respect of an Event of Default under Section 5(c), 5(d), or 5(e).
4. The maximum amount of the loan is based on the Business Plan presented by the Riverview Golf Club if there are only 150 memberships sold in 2019. Both parties understand that it is unknown how many memberships will be sold and the number of memberships sold greatly affects the amount of the loan needed by the Riverview Golf Club. It is agreed that the Golf Club will make an additional payment on the loan principle on the first day of October of each year based on the number of memberships sold in the given year until the loan has been repaid;

Number of Memberships Sold Annually	Additional Payment on Principal
150	\$0.00
200	\$35,000.00
250	\$75,000.00
300	\$105,000.00
350	\$145,000.00
400	\$180,000.00

5. The borrower may at any time pay all or part of the Principal hereunder, without any notice or penalty and upon such prepayment, and upon any partial prepayment, the interest and principal remaining and payment schedule shall be recalculated.
6. Interest accruing due hereunder shall be calculated daily in accordance with the "nominal rate" method of interest calculation on the basis of a 365 or 366 day year (as the case may be) and shall be due and payable in arrears in accordance with the terms of Section 1 hereof. Any amount of Interest not paid when due (including overdue and unpaid Interest) shall bear interest at the applicable aforesaid rate, be calculated daily and compounded on the last business day of each calendar month and shall be paid without the necessity of any demand being made, but if demand is made, on demand. The theory of deemed reinvestment shall not apply to the calculation of Interest or the payment of other amounts hereunder.

COVENANTS OF THE BORROWER

7. The borrower hereby covenants and agrees with the Lender that, unless the Lender otherwise agrees in writing:
 - (a) it shall duly and punctually pay the Principal Sum and Interest, and all fees and other amounts required to be paid by the Borrower hereunder, as and when the same becomes due and in the manner specified herein;
 - (b) it shall only use the Principal Sum for the debt refinancing by the Borrower.
 - (c) it shall carry on its business, in a proper and businesslike manner and in accordance with all applicable laws in force in the Province of Alberta;
 - (e) it will not incur any material indebtedness of whatsoever kind or nature other than such indebtedness as previously consented to by the Lender in writing.
 - (f) it will not encumber or grant a security interest in any of its material assets or property without the prior written consent of the Lender; and
 - (g) it will immediately inform the Lender of the occurrence of any Event of Default described in Section 8.

EVENTS OF DEFAULT

8. The occurrence and continuance of any one or more of the following events (each such event being herein referred to as an "**Event of Default**") shall constitute a default under this Promissory Note:
 - (a) if the Borrower defaults on payment of the Principal Sum and Interest or Principal with respect to membership sales when due and payable, and such default continues for five (5) business days;
 - (b) if the Borrower neglects to observe or perform any covenant or obligation of the Borrower contained herein and, if such covenant is able to be cured, such covenant remains uncured for a period of fifteen (15) days following such breach of covenant or obligation;

- (c) if the Borrower files, institutes or commences or otherwise takes any proceeding relating to any reorganization, arrangement, composition or winding up;
- (d) if the Borrower (A) institutes or commences proceedings to be adjudicated bankrupt, or insolvent or consents to the filing of a bankruptcy or insolvency proceeding against it, (B) files, institutes or commences or otherwise takes any proceeding relating to reorganization, adjustment, arrangement, composition, compromise, stay of proceedings or relief similar to any of the foregoing under any applicable law regarding bankruptcy, insolvency, reorganization or relief of debtors (including under the Bankruptcy and Insolvency Act), (C) consents to the filing of any such proceeding, (D) consents to the appointment of a receiver, liquidator, trustee or assignees in bankruptcy or similar official or the liquidation of all or a substantial part of its property and assets, (E) makes an assignment for the benefit of creditors, (F) admits in writing its inability to pay its debts generally as they become due, (G) is generally not paying its debts as they come due or otherwise is insolvent, or (H) takes any other action authorizing or in furtherance of any of the foregoing;
- (e) if any proceeding is filed, instituted or commenced by any person seeking (A) to adjudicate the Borrower a bankrupt or insolvent or the liquidation, adjustment, arrangement, compromise, composition, stay of proceedings or similar relief of or for such party under any applicable law regarding bankruptcy, insolvency, reorganization or relief of debtors (including under the Bankruptcy and Insolvency Act), or (B) to appoint a receiver, liquidator, trustee or assignee in bankruptcy or similar official of the Borrower or of all or a substantial part of its property and assets, and either such proceeding shall remain undismissed or unstayed for a period of thirty (30) days, or any of the actions sought in such proceeding shall occur; or

CONDITONS PRECEDENT

- 9. The Principal Sum shall be available subject to the Borrower having provided the Lender with the following:
 - (a) evidence of passage of all necessary bylaws and resolutions by the Board of the Borrower in connection with the loan to be obtained by the Borrower in connection therewith; and
 - (b) such other information and documentation as may reasonably be required by the Lender.

MISCELLANEOUS

10. Any demand, notice or communication to be made or given hereunder shall be in writing and may be made or given by personal delivery or by transmittal by facsimile or other electronic means of communication as follows:

To the Borrower:

Riverview Golf Club
700 Redcliff Way SE
Redcliff, Alberta
T0J 2P0
Fax: 403-548-2400
E-Mail: admin@golfriverview.com
Attention: President

To the Lender:

Town of Redcliff
1 -3rd Street NE
Redcliff, Alberta
T0J 2P0
Fax: 403-548-6623
Attention: Municipal Manager

or to such other address or facsimile number as any party may from time to time notify the other. Any demand, notice or communication made or given by personal delivery shall be conclusively deemed to have been given at the time of and on the day of actual delivery thereof, or, if made or given by facsimile or such other electronic means of communication, on the day of transmittal thereof.

11. The Borrower and each party liable hereunder hereby waive presentment, notice of dishonor, protest and notice of protest of this Promissory Note.
12. The borrower hereby agrees that it shall be liable to the Lender to pay all the Lender's reasonable legal fees and out of pocket expenses incurred in respect of the funds advanced to the Borrower, including, without limitation, any legal fees incurred by the Lender in preparation or drafting of this Promissory Note or any other documents relating to the loan of the Principal Sum. The Borrower shall reimburse the Lender for such legal fees and expenses within thirty (30) days of the receipt of an invoice from the Lender.
13. The Borrower shall indemnify, defend and save harmless the Lender from and against any and all claims, actions, causes of action, damages, costs (including solicitor and client costs) and expenses arising from or if any way related to the loan of the Principal Amount, or this Promissory Note.
14. The parties acknowledge and agree that the Lender shall have no liability whatsoever for any budget or cost overruns incurred by the Borrower in connection with the loan/operation and the Borrower shall indemnify, defend and save harmless the Lender

from any and all such budget or cost overruns arising from or related to the loan/operation.

15. The Borrower, on a monthly basis, shall provide copies of all invoices, receipts, agreements and other documents related to any costs or payments related thereto.

DATED at Redcliff, Alberta on _____, 2019

RIVERVIEW GOLF CLUB

Per: _____
Cliff Sackman
President
Authorized Signatory

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: January 28, 2019
PROPOSED BY: Director of Planning & Engineering
TOPIC: Policy 80, Land Development Cost Sharing & Endeavours to Assist
PROPOSAL: Approve new Policy 80, Land Development Cost Sharing & Endeavours to Assist

BACKGROUND:

This policy is being reviewed as part of the review process outlined in Policy No. 115, Policy and Bylaw Development and Review Policy. This allows for Administration and Council to review policies on a routine basis to ensure policies are kept current with applicable legislation as well as to stay in alignment with the directives of Council.

Policy 80 is currently called the “Land Development Related Utility Extensions”, however reading the policy it is clear that the policy is focused on recovering monies from the installation of improvements.

However the policy is strictly focused on the Town recovering monies from town installed improvements. This leaves a large gap of how the Town will assist developers in recovering funds that they expend to install improvements to their property and more importantly not laying out a policy on what the Town will not participate in assisting a developer with cost sharing.

Also the policy is not about how to fund improvement projects and that should be dealt with in a separate policy.

STRATEGIC PRIORITIES:

Goal 1, Strategy 1.1. Establish long-term financial solutions to fund the maintenance, replacement and expansion of the community’s infrastructure.

Goal 2, Strategy 2.3. Promote a positive culture towards business and development.

Goal 4, Strategy 4.1. Conduct a review to identify how existing bylaws, policies and procedures may restrict the realization of the Town’s vision

Goal 4, Strategy 4.3. Develop a policy that defines the Town’s scope and level of services within a sustainable level of financial resources

ATTACHMENTS

Policy 80, Land Development Related Utility Extensions (Active)

Policy 80, Land Development Cost Sharing & Endeavours to Assist (Proposed)

OPTIONS:

1. Approve Policy 80, Land Development Cost Sharing & Endeavours to Assist.
2. Suggest changes to Policy 80, Land Development Cost Sharing & Endeavours to Assist and have administration bring the changes to a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 80, Land Development Cost Sharing & Endeavours to Assist be approved as presented.
2. Councillor _____ moved that administration change the proposed Policy 80, Land Development Cost Sharing & Endeavours to Assist as per the following general guidance:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

SUBMITTED BY:



Department Head



Municipal Manager

Approved by Council Month Day, 20XX

LAND DEVELOPMENT COST SHARING & ENDEAVOURS TO ASSIST

BACKGROUND

Land development often requires that municipal and other infrastructure must be installed to service the properties. Funding of the improvements to service property is typically the responsibility of the Developer of the site to be serviced. Where another land owner may benefit from the improvements installed by the Developer it is typical that a cost sharing arrangement is agreed to. Often when the land owners are unprepared to enter into a cost sharing arrangement the municipality agrees to extend an Endeavour to Assist in collecting the monies when the lands develop.

Cost sharing arrangements typically include three different types of cost sharing:

- (a) Oversize cost sharing – a Developer installs improvements through their property and are requested by the municipality to increase the size of those utilities to facilitate future servicing. The cost sharing is calculated based on the cost to install the improvement for the benefit of future development less the cost to install the improvement for just the benefit of the Developer.
- (b) Boundary cost sharing – a Developer shares a common boundary with another land owner and the improvements installed on the common boundary will benefit both. Typically the cost sharing is split on a percentage basis (often 50% / 50%).
- (c) Area benefit cost sharing – a Developer installs improvements which are typically non-linear and is of benefit to other land owners. The costs are divided evenly among all the benefiting properties, typically an area basis. Examples of the kind of improvements that fall under this category are lift stations, stormwater management facilities, reservoirs, pump stations, intersections, etc.
- (d) Future Benefit cost sharing – a Developer installs improvements through another property to reach their property or bypasses several other undeveloped properties to service their property. This kind of development is known as leap frog development. Municipalities often have special policies in place to deal with this kind of cost sharing as it is typically seen as undesirable.

To keep cost sharing calculations simple, municipalities typically adopt a policy that they will only enter into an oversize agreement when the infrastructure required is over a minimum size. An example is, if a developer only required a 200mm water line to service their development but were passing through or by another property and to service this property a 250mm water line was required for future servicing then the municipality would typically offer an endeavor to assist to the Developer for the cost difference between installing a 250mm water line and a 200mm water line unless they had a policy that stated that the endeavor to assist would only be offered if the line was oversize to a specified size. The reality is that there is very little difference in the cost of an installed 200mm water line and a 250mm water line. In the case of waterlines there is not a large cost difference between standard sizes under 300mm. There is a large difference in cost between 300mm and 400mm. For this reason most municipalities typically adopt a policy on only cost

sharing on water lines above 300mm diameter as the Developer is responsible to perform the cost of the calculations and request the cost sharing monies from the burdened lands when development occurs and these costs consumes a substantial amount of the monies that could be recovered.

Endeavors to Assist create some liability for the municipality in that the municipality must do everything within their reasonable power to collect the monies owed by a land owner to a developer when the land owner develops. This is typically interpreted to mean that the municipality will make future developers aware of the endeavor to assist and that payment of the monies owed will be a condition of development and or subdivision. However if the municipality is unable to collect then the developer will not receive the funds.

Municipalities are not required by the MGA to offer an Endeavor to Assist. As providing a developer with an Endeavor to Assist requires municipal time and record keeping, municipalities usually limit what improvements they are willing to provide an Endeavor to Assist for. Often Endeavors to Assist include sunset clauses to ensure that at some point in the future the municipality will no longer have to track and monitor the Endeavor to Assist.

POLICY

- (1) The Town of Redcliff will follow the principal that land being serviced should pay the costs of servicing whether the Town installs the utility service main lines or enters into an agreement to install utility service main lines.
- (2) The Town will only accept entering into a cost sharing agreement based on the principles of fairness to all and financial prudence.
- (3) The Town will not require any Developer to enter into an Endeavour to Assist with the Town.
- (4) The Town will only accept entering into an agreement to render an Endeavour to Assist with a Developer receiving funds from another land owner if the following conditions are met:
 - (a) The cost sharing is between different land owners. No Endeavor to Assist will be entertained between two parcels owned by the same land owner.
 - (b) The Town agrees that the cost sharing is fair and equitable to all parties,
 - (c) The cost sharing is not for an off-site levies project,
 - (d) That the project has been evaluated as an offsite levies project and found not to qualify as an offsite levies project,
 - (e) The cost sharing is only for improvements the Town has:
 - (i) requested oversizing on, or
 - (ii) required for an area above what is owned by the developer in the case of Area Benefit cost sharing, or
 - (iii) Boundary cost sharing.

- (g) The cost sharing is only for one of the following municipal improvements:
 - (i) Oversize cost sharing:
 - Waterlines 400mm diameter and larger,
 - Sanitary mains 450mm diameter and larger,
 - Storm sewer mains 600mm diameter and larger,
 - Roads with a travel surface pavement width greater than 12.4 metres,
 - (ii) Boundary cost sharing:
 - Waterlines,
 - Sanitary mains
 - Storm sewer mains
 - Roads,
 - Parks,
 - Trails,
 - Sidewalks,
 - Drainage swales and ditches,
 - Landscaped areas.
 - (iii) Area benefit cost sharing:
 - Water booster stations,
 - Pressure reducing stations,
 - Pump and lift stations (storm and sanitary),
 - Stormwater detention and treatment facilities (ponds, wetlands, outfalls, etc.),
 - Emergency access roads,
 - Intersections,
 - Major Parks,
 - (iv) Future benefit cost sharing – no endeavor to assist will be offered,
- (h) There is a sunset clause agreed to by the developer,
- (i) Cost sharing is for more than \$20,000.
- (5) The Town will not entertain an Endeavour to Assist for gas, electric or telecommunication servicing.
- (6) The Town will not entertain an Endeavour to Assist for services from a main to the property boundary except where:
 - (a) The service is for water, sanitary or storm,
 - (b) To install the service when the property developers would require digging up an arterial road within 10 years of it being completed to its final configuration. If the arterial road is not being completed to its final configuration then the service can be installed later.
 - (c) If delaying the installation of the service would result in major traffic detours and delays in the future.

- (7) The Town takes no responsibility for Developers and land owners financial burdens due to their development activities.
- (8) The Endeavour to Assist will be for 15 years with the value of the Endeavour to Assist reduced by 10% per year after five years.
- (9) The Town's Endeavour to Assist is limited making the recommendation that a land owner pay the monies owed for infrastructure installed as a condition of a development permit or subdivision applied for by the land owner. The Town will be released from their obligation to collect and disburse monies issued under an Endeavour to Assist if:
 - (a) The Municipal Planning Commission does not make paying the monies owed under an Endeavor to Assist a condition of Development,
 - (b) The Subdivision Approval Authority does not make paying the monies owed under an Endeavor to Assist a condition of Subdivision,
 - (c) The Subdivision and Development Appeal Board does not make paying the monies owed under an Endeavor to Assist a condition of Development or Subdivision,
 - (d) A Court of Law having jurisdiction removes the condition to pay the monies owed under an Endeavor to Assist.
- (10) The Town shall inform a Developer when the Municipal Planning Commission or Subdivision Approval Authority or Subdivision and Development Appeal Board fails to make payment of monies owed under an Endeavor to Assist a condition of development.
- (11) The Town shall receive payment for any monies owed under an Endeavor to Assist and shall make payment to the Developer owed the monies under the Endeavor to Assist less any monies owed by the Developer to the Town.
 - (a) Endeavor to Assist monies that flow through the Town shall be deposited into a flow through account and not the Land Development Reserve.
 - (b) Where the Town receives monies for an Endeavor to Assist owed to the Town the monies shall flow through the endeavor to Assist Account and be deposited in the Land Development Reserve.
- (12) The Town shall not pay out more monies for an Endeavor to Assist than it receives for the Endeavor to Assist.
- (13) Where the Town is the Developer the Town:
 - (a) Should only rely on an Endeavour to Assist as a last resort to have another land owner pay for improvements made to service their property,
 - (b) Ensure land sales prices reflect the cost of improvements installed to service the property,
 - (c) Ensure that the land sales prices shall not be reduced by any amount of monies owed for lands not owned by the Town and that the Town decides to use the mechanism of an Endeavor to assist to collect the monies,

- (15) Where the Developer is not the Town, the Town:
- (a) Should attempt to negotiate a cost sharing agreement outside of the Endeavour to Assist process,
 - (b) Pay the Developer the monies owed under an Endeavor to Assist for Town owned land when the land is developed or subdivided regardless of the conditions placed on the Development or subdivision,

Approved by Council - December 14, 1998

LAND DEVELOPMENT RELATED UTILITY EXTENSIONS

BACKGROUND

The Town of Redcliff has in the past had to extend services past vacant Town owned land in order to service property being sold further away from the service point.

At other times the Town of Redcliff develops land for sale or arranges to sell a single lot in an area which is not fully serviced and the costs of the utility main service lines needs to be paid.

This can be done by different methods which include a frontage bylaw, the past practice of the Town to paying for the installation of these services and pro rating the cost of the utilities installed to all the vacant land which is adjacent to the utility being installed and incorporating the cost into the sale price of the affected municipal properties.

POLICY

1. The Town of Redcliff may install utility service main lines or enter into an agreement to install utility service main lines into areas where services are not presently available.
2. Payment of costs of construction and installation of utility service main lines may be done by:
 - a) Frontage Bylaw; or
 - b) If the project cost is less than \$5,000.00 the Municipal Manager may approve any such unbudgeted project and pro rate the cost of the utilities installed to all the vacant land which is adjacent to the utility being installed, based on a front footage basis (1 front foot equals 130 sq feet of property).
 - c) These items to be funded from Land Development Reserves.
3. Future land sales prices shall reflect the cost of utilities installed that have been pro rated to vacant property.
4. Where the Town provides for servicing of an area and there are private holdings in the area affected, the private land holders will be allowed to access the services upon payment of their pro rated share of costs.
5. These pro rated costs are for main lines only and do not include cost of service connections.



THE ALBERTA ORDER OF EXCELLENCE

RECEIVED

JAN 14 2019

TOWN OF REDCLIFF

January 7, 2019

His Worship Dwight Kilpatrick
Town of Redcliff
PO Box 40
Redcliff AB T0J 2P0

Dear His Worship Kilpatrick,

The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. The membership of the Order reflects a true diversity of strengths, ideas and fields of endeavor and yet all members have one thing in common. They are united in their understanding that caring and committed individuals can and do make a difference in the strength of our communities, in the quality of life enjoyed by Albertans and in the benefits Canada has to offer the world.

Because of your position, I trust that you might know a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, I encourage you to nominate them for 2019. Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.

More information and nomination forms are available on our website at www.lieutenantgovernor.ab.ca/aoe. The deadline for submission is Friday, February 15, 2019.

Sincerely,

Andrew C.L. Sims
Chair

Facebook: @AlbertaOrderofExcellence
Twitter: @AOEalberta



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Leduc-Beaumont*

RECEIVED

JAN 18 2019

TOWN OF REDCLIFF

AR96051

January 15, 2019

His Worship Dwight Kilpatrick
Mayor, Town of Redcliff
PO Box 40
Redcliff AB T0J 2P0

Dear Mayor Kilpatrick,

I am pleased to invite the Town of Redcliff to provide submissions for the 18th annual Minister's Awards for Municipal Excellence, which formally recognizes excellence in local government practices and promotes knowledge sharing among municipalities. These awards offer an opportunity to recognize the truly great work happening in local governments in Alberta.

An independent review committee, comprised of representatives from various municipal associations, will recommend award recipients in five categories and, if chosen by the review committee, one award for outstanding achievement:

- Innovation – Recognizes a leading practice embodying the first use of an idea in a municipal context in Alberta (municipalities with a population of less than 500,000);
- Partnership - Recognizes a leading municipal practice involving consultation, co-ordination and co-operation with other municipalities, jurisdictions or organizations (municipalities with a population of less than 500,000);
- Safe Communities – Recognizes a leading practice focused on making municipalities safer through prevention and enforcement (municipalities with a population of less than 500,000);
- Smaller Municipalities – Recognizes an innovative practice developed by communities with less than 3,000 residents;
- Larger Municipalities – Recognizes an innovative and creative practice of larger municipalities with populations of 500,000 or greater that have a substantial resource base and who can partner with departments within the municipality's control; and
- Outstanding Achievement – Recognizes a municipality or municipal partnership that has helped to inspire action and change that has benefited local government practice in Alberta. This award, if chosen by the review committee, recognizes the best submission from the other categories.

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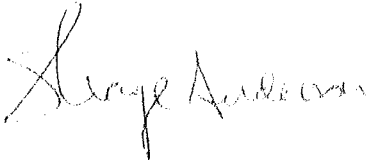
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Further details regarding eligibility and submission requirements may be found on the Municipal Excellence Awards webpage at www.municipalaffairs.gov.ab.ca/1595. The deadline for submission is March 29, 2019.

Should you have any questions regarding the Municipal Excellence Awards, please contact the Municipal Excellence Team, at 780-427-2225, or by email at menet@gov.ab.ca.

I encourage you to share your success stories, and look forward to celebrating these successes with your communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Shaye Anderson". The signature is fluid and cursive, with a large initial "S" and a long, sweeping underline.

Shaye Anderson
Minister of Municipal Affairs

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

January 28, 2019



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MUNICIPAL MANAGER

Ongoing Projects

- Continued work and coordination with regard to ICF. Met multiple times with CMH and CC administration to prepare for ICF Steering Committee meetings (these meetings will now be occurring more frequently).
- Working with Redcliff Fibre (Certainteed) to obtain required lands for 3rd and 3rd lift station attenuation project. Working with legal counsel for the drafting of a purchase agreement. Subdivision of lands has proceeded and are awaiting some signatures from the landowner.
- Responding to, in coordination with Planning and Engineering, developer inquiries.
- Working through final stages of cell tower lease agreement.

Ongoing Day to Day Responsibilities

- Legal files continue to require large amounts of time.
- Council meeting preparation and Request for Decision Review and drafting.
- HR functions represent a significant portion of the municipal manager regular work week (40%-50% weekly). Recruitment continues to occupy much of administration's time.
- Correspondence with CUPE as required (ie. benefits reviews and consultation).
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries as they arise.

COMMUNITY & PROTECTIVE SERVICES

Parks, Recreation and Facilities

Rec-Tangle:

- Completed recovering two of the bleachers in the lobby
- Prep for office addition upstairs
- Complete ice operations for normal use
- Repairs to brine system due to leak (temporary fix)
- Assembly of new nets - one set broke due to use and age
- Check air makeup unit fan noise

Pool:

- Receive pumps for main pool and wading pool
- Complete assessment of chemical requirements for 2019

Facilities:

- Complete building inspections and perform minor repairs as necessary
- Replace batteries in emergency lights as necessary
- Replace bulbs and light fixtures at RCMP as necessary
- Remove sewer blockages as necessary at RCMP building
- Complete cold weather checks on unoccupied buildings (weekly)
- Installed additional electrical outlets at town hall

- Attended Seniors Drop-In Center monthly meeting and discussed grants
- Installed anti-theft stand for library as required

Parks:

- Replaced locks as required on vaults
- Oversaw fence installation on Dog Park
- Installed garbage receptacles and picnic tables at Dog Park
- Installed Dog refuse bag holders at Dog Park
- Purchased stock water bins for Dog Park

Other:

- Participated in performance review
- Produced project document for 2019 pending projects
- Prepared for pesticide aquatic testing certificate
- Updated 2019 employee schedule and distributed

FCSS, Community Services and Special Events

- Delivered monthly RAK
- Completed and submitted the Alberta Recycling Grant, requesting funding for the expanded area of the Redcliff Aquatic Centre.
- In conjunction with McMann Parent link, hosted weekly play groups
- Attended the monthly Community Assistance Network meeting
- Attended the annual FCSSAA Conference
- In conjunction with McMann Parent link, hosted weekly play groups
- Attended meeting with Planning and Engineering, beginning stages of Skate park design.
- Attended first meeting with Medicine Hat stampede staff and the Musical Ride coordinator, began early stages of planning for the July 2019 event.
- Circulated FCSS Grant application to community organizations
- Hosted various cultural, recreational and preventative programming such as:
 - Skate with Santa
 - Family Fun Night
 - Painting with Val
 - Gingerbread house making
- Attended monthly DREAMS meeting
- Continued spring event planning (Volunteer Week/Pitch-In Week etc)
- Completed program and event planning for spring 2019
- Completed the Community Guide and circulated.
- Met with client(s) needing connection to resource (food bank, Alberta Works, AISH, Community Housing)
- Bookings for programming ongoing
- Bookings for Ice ongoing
- Continued facility bookings for private events
- Completed AR requests for previous month
- Pulled reports from RecDesk system for payment transfers
- Weekly Commentator/Redcliff Reports updated and sent out
- Weekly updates completed on Electronic Sign
- Input new programming into Rec Desk

Bylaw and Protective Services

Initiatives:

- Working on Business Licenses and companies that are in arrears.
- Ensuring the residents are keeping their sidewalks clear of snow and ice.
- Continued monitoring of East Side Town Properties to ensure that no further dumping has occurred. At this time the new signs may have deterred further occurrences.
- The parking issue in the 1400 block of Highway Ave S.E. is ongoing and continues to be monitored.
- Continued review, revision, and development of Health and Safety Management Program
- Attended AEMA Disaster Summit
- Attended 2019 Regional Full Scale Exercise Planning Meeting
- Met with County Fire Services regarding collaboration on standard operating guidelines and training.
- Researching means to update Fire Services records and data to a digital platform.
- Met with City of Medicine Hat regarding 911 Services.

Bylaw Year-End Review

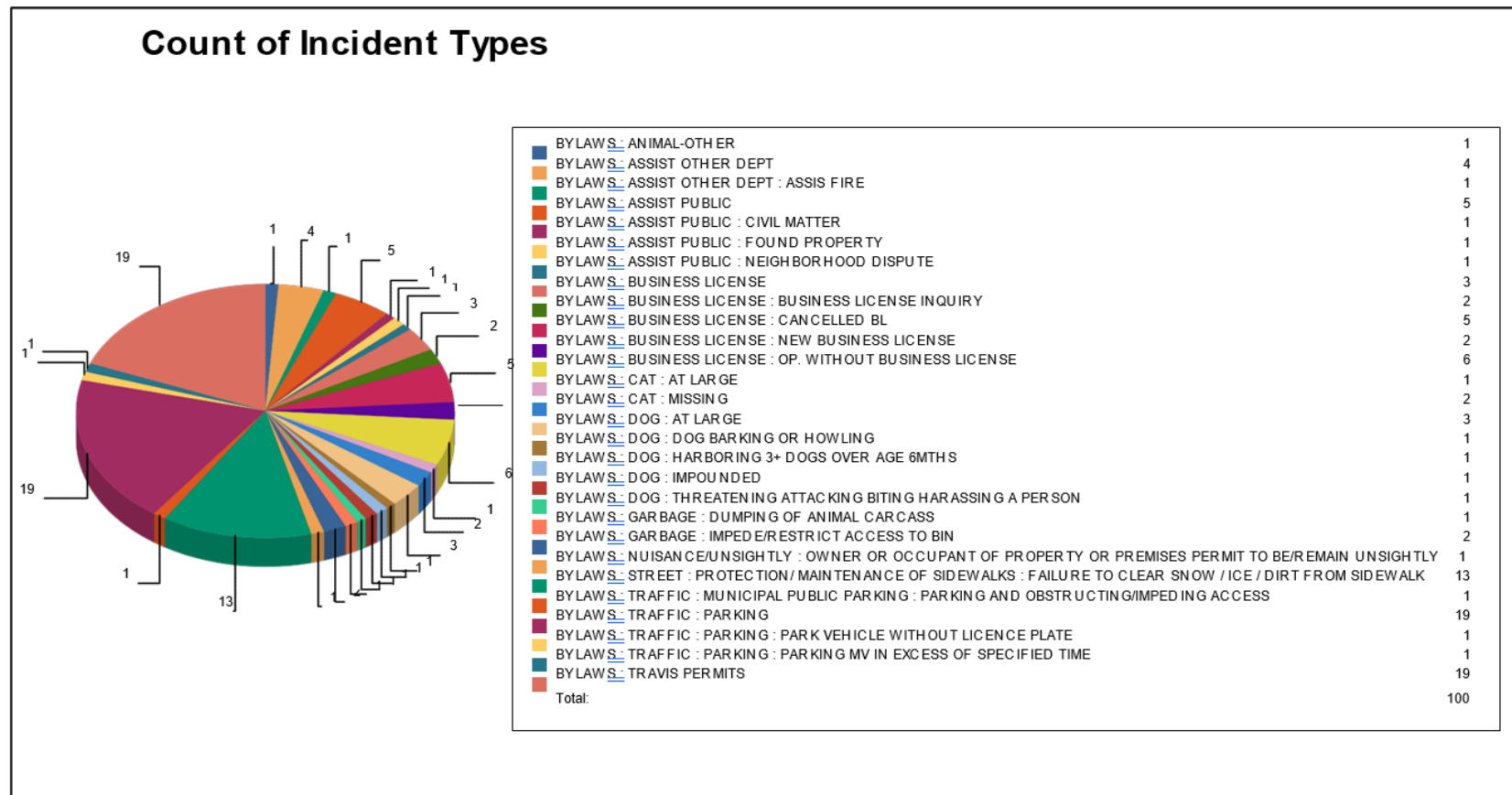
In 2016, the Bylaw Officer was responsible for 676 investigations where the majority of them were dealt without charges. There were 2 charges laid related to dog attacks. There were no reportable Citizen Complaints against the Bylaw Officer.

In 2017, the Community Peace Officer was responsible for 862 investigations. There were 6 charges laid related to dog attacks. There were no reportable Citizen Complaints against the Community Peace Officer.

In 2018, the Community Peace Officer was responsible for 1,091 investigations. These investigations were successfully dealt with and no charges laid. There were no Citizen Complaints against the Community Peace Officer.

Town of Redcliff

Statistics from Occurred Date: 12/1/2018 12:00:00AM to 12/31/2018 11:59:00PM



Fire Services Year End Review

The 4th quarter saw the department respond to 18 calls in total:

- 7 Motor Vehicle accidents
- 7 Alarm company calls
- 2 trash / dumpster fires
- 1 burning electrical wiring

This brought the year total to 71 calls requiring a response and 6 false alarms which was down significantly from last year's total of 103 calls. There was however one major call during the year and that was the Red Hat Cooperative fire on May 26, 2018.

The end of the year department staffing sits at 21 including officers.

Two department vehicles were retired, Engine 1 was replaced with an engine purchased from Medicine Hat Fire Service. The replacement engine was thoroughly overhauled and fitted with gear to match Engine 1. Squad 3 was not being utilized so ultimately was removed from the fleet.

All turnout gear was checked, and outdated gear replaced.

PUBLIC SERVICES

Department

- Preparing diversion water license transfer documents for Alberta Environment and Parks
- Public Tenders for Scale house, Operations Building, Earthworks
- Prepare construction management documents
- Transfer Site, Scale System, and Operations Building design assistance and budget tracking
- 3rd St NE initial road design for spring construction
- Drainage review and initial assessments 8th St SW and 3rd Ave SW intersection
- Landfill Annual Report
 - Submit by 04/30, 2019
- Water Annual Report
 - Submit by 02/28, 2019
- Sanitary Annual Report
 - Submit by 02/28, 2019

Water and Sewer Utilities

Utility Services have:

- Completed several locate requests
- Completed water treatment daily duties
- Minor repairs in water plant
- Weekly water testing
- Pre/Post construction inspections for new housing developments

- Completed daily inspections of sewer lifts
- Curb stop repairs
- Installed Radio Read meters
- Helped with snow clearing

Municipal Works

Municipal Works have:

- Conducted various Funeral interments
- Hauled sand and gravel to stock pile in yard
- Bin placements/pickups as needed
- Repair garbage can lids (on going)
- Bladed gravel roads in town
- Fix various signs around town
- Graveled roads as needed
- Marked out a number of areas for Monument installation at cemetery
- Hauled snow from arena
- Cleared sidewalks of snow
- Snow clearing
- Took Down Christmas Lights
- Hauled out metal to scrap yard
- Fixed pot holes
- Repaired water leak at 500 block of 3rd Street SE
- Cleaned up alleys of garbage around bins
- Trimmed trees that are blocking road signs
- Repaired Ditch on River Road
- Replaced curb stop 1902 Dirkson Drive
- Did inventory
- Shop maintenance
- Straighten up signs around town

Landfill Authority

Landfill staff have:

- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Clean scales (on going)
- Hauled cover soil (on going)
- Ridgeline hauling in soil
- Maintained roads inside landfill
- Equipment maintenance (on going)
- Cleaned under scales (on going)
- Cleaned up shop (on going)
- Completed daily compacting
- Cleared snow
- Scales calibrated

- Cleaned up hoses for winter
- Put up new signs in tipping area

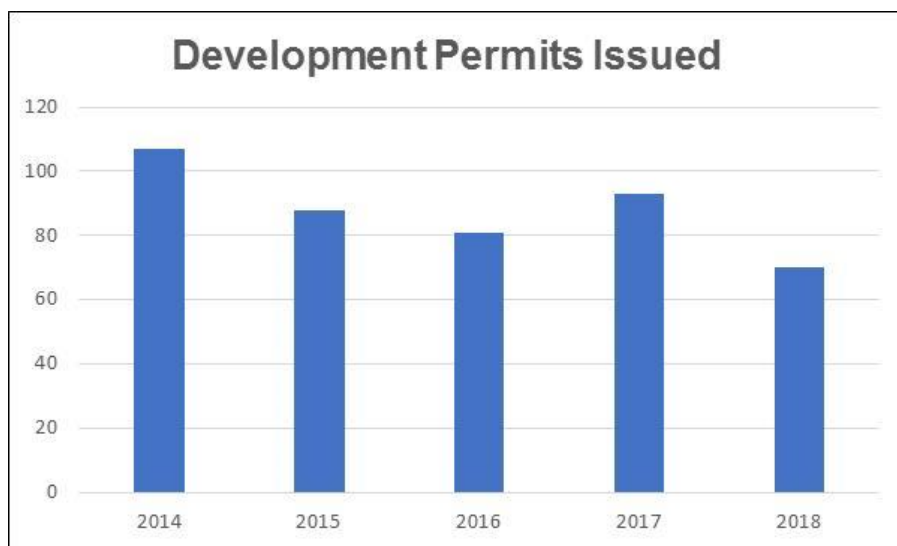
PLANNING & ENGINEERING:

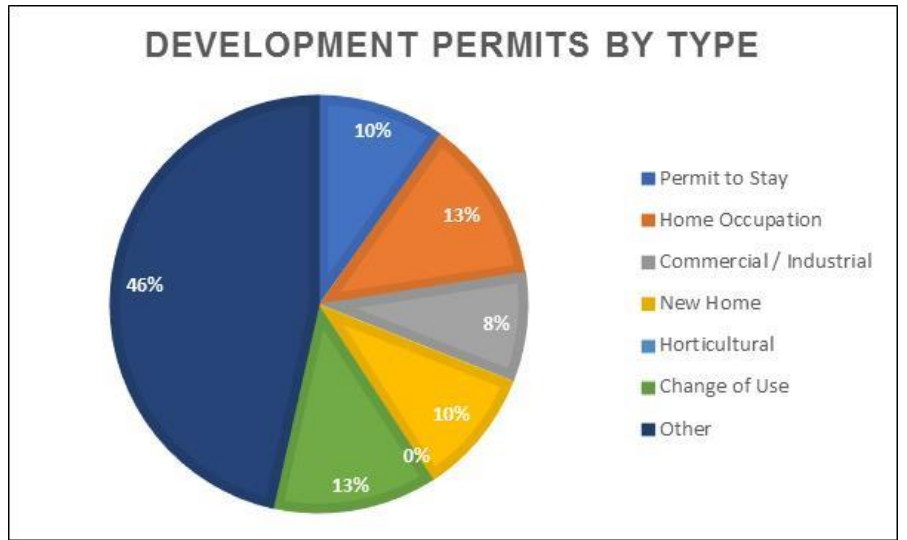
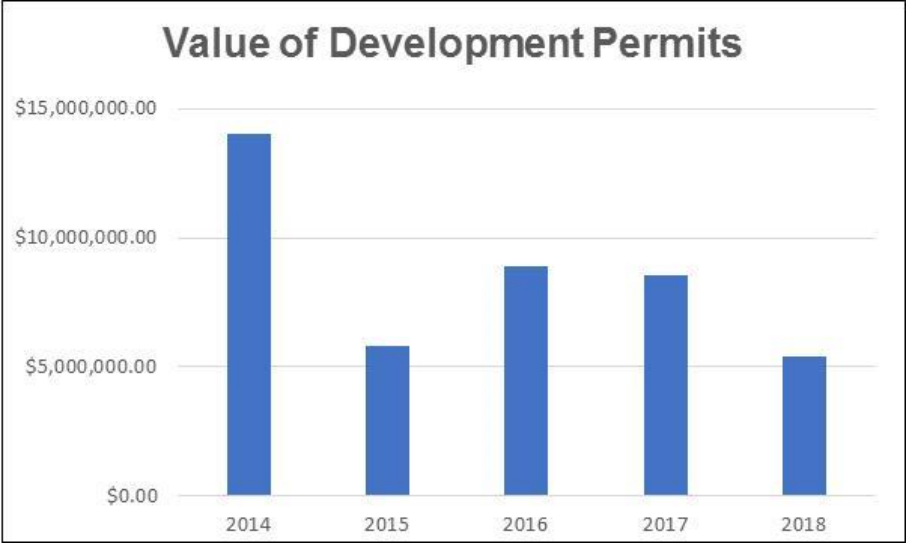
Priorities for December

- Sanitary Sewer Master Plan
- Subdivision Procedure
- Asset Management
- MDP Final Consultations
- Staff meetings are being held each week on Tuesday afternoon

Planning

- Land Use Bylaw – The overall LUB rewrite is starting. The intent is that as sections are drafted, they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow. It is expected that the project will be completed in 2019.
- Municipal Development Plan - The MDP is in final public consultation with the MDP scheduled to be brought to Council for first reading of the adopting bylaw on February 11, 2019
- Development Permits – In 2018 the Town of Redcliff issued the following Development Permits as shown below:





Subdivisions

- Farwest was approved for a subdivision of 625 1st Street SE into 3 lots.

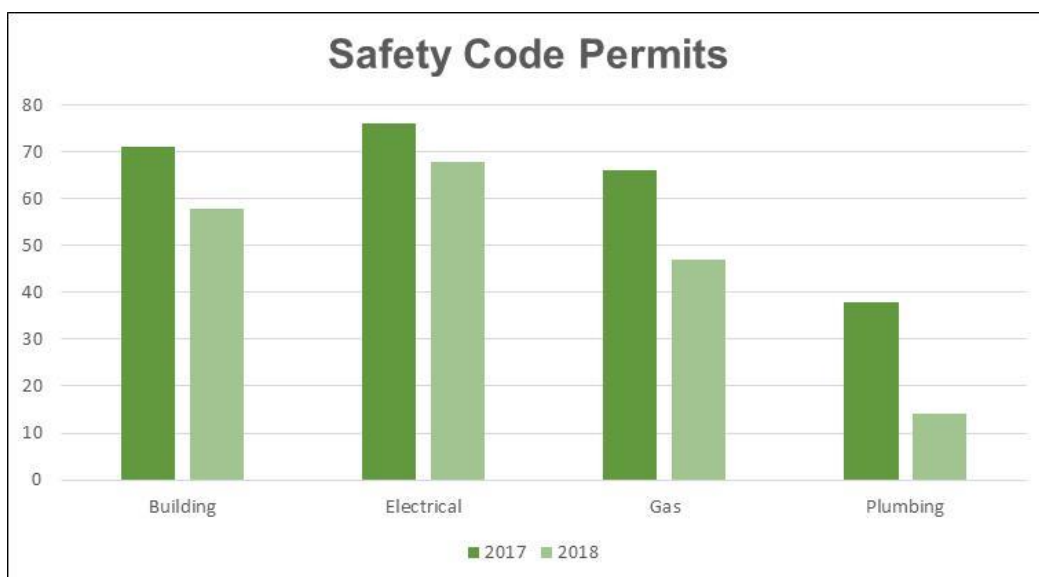
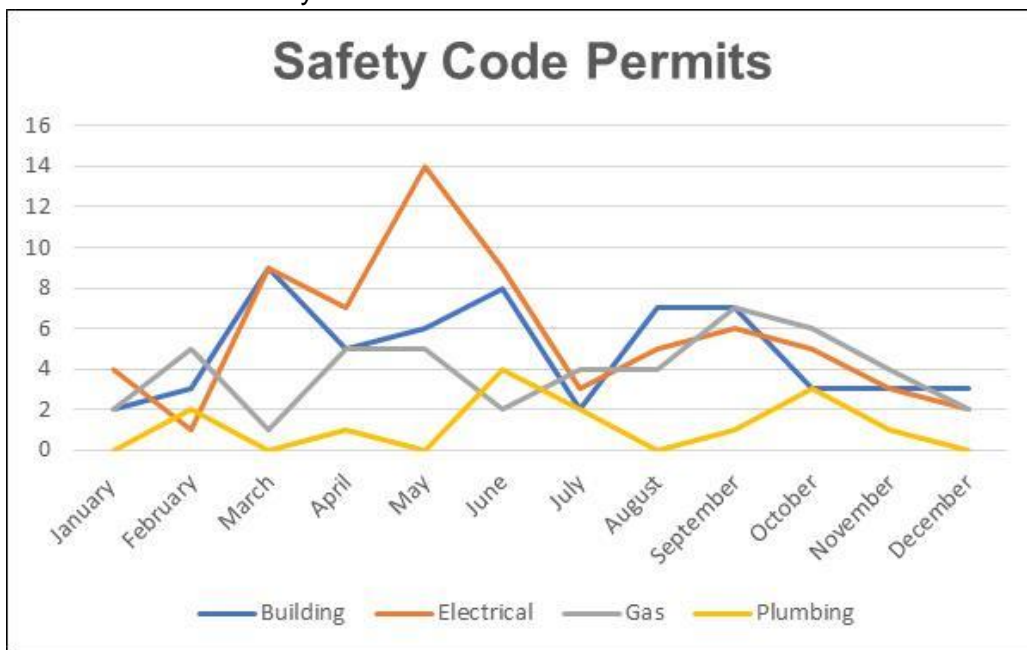
Agreements

- New Rock Developments: A development agreement was sent to New Rock Developments for their project located at 15 – 3rd Street NW.

Safety Codes

A meeting was held December 10, 2019 with staff to review the QMP and permit fees.

Safety Codes Permits issued by the Town in 2018.



Engineering

- Sewer System Bylaw review in progress.
- Off-site Levies Calculator in Alpha Testing.

Studies:

Inflow and Infiltration Study

The Town's sanitary sewer model is now calibrated the model can be used to identify and quantify how for dry weather flow. Work continues to simulate the July, 2013 event. The model is confirming that the biggest issue is inflow and new efforts to identify potential sources of inflow and eliminate them will be coming.

Capital Projects:

3rd and 3rd Lift Station Upgrades

The plan of subdivision has been approved. The local manager of CertainTeed has been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed back construction.

Sanitary Sewer Improvements

Planning & Engineering and Public Services will undertake additional work on the sanitary sewer system in 2019 to raise manholes tops that are located in ditches and fields, install more manhole lid pans, seal more manhole chimneys and repair or replace manholes that are in very poor shape. The goal is to reduce inflow to the system. In addition, monitoring is going to be done to validate that the inflow issues are being addressed. As part of this effort data sheets for every manhole that requires improvements have been created. These sheets will help to document what the issue was and how it has been fixed.

Jesmond Lift Station Upgrade

Council approved upgrading at the Jesmond lift station. Preliminary engineering is completed and detailed design has commenced.

Golf Course Coulee Outfall An ARCP grant application was made for this project. The estimated cost of the whole project is \$2,571,520 of which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. We have been informed, for the 2018 grant cycle, that the project was deemed eligible but is not being funded.

Eastside Sewage Surge Tanks

Preliminary design report is 50% complete.

FINANCE AND ADMINISTRATION

- Year End Audit & Loan Bylaws
- Finance Clerk Recruitment
- Cover for the Finance Clerk
- Regular daily duties related to finance

LEGISLATIVE & LAND SERVICES

- Ongoing inquires re: general land sales. One pending sale.
- Council agenda preparation & follow up. Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Reviewing Records Retention Bylaw / Drafting master document / filing list.
- Reviewing Policies/Procedures.
- Website update project is in process.
- Recruitment for Executive Assistant position in process.



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
February 11, 2019	Council Meeting	Town Hall Council Chambers 7:00 p.m.
February 18, 2019	Statutory Holiday Family Day Town Office Closed	
February 25, 2019	Council Meeting	Town Hall Council Chambers 7:00 p.m.