

COUNCIL MEETING

MONDAY, OCTOBER 23, 2017

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 23, 2017 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda *	Adoption
Pg. 4	C) Accounts Payable *	For Information
	2. PUBLIC HEARING	
Pg. 6	A) Bylaw 1845/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw *	
	Re: Rezoning Lot 42, Block 91, Plan 9411418 (15 – 3 Street NW) From R-1 Single Family Residential District to R-3 Medium Density Residential District	
	3. DELEGATION	
Pg. 8	A) Redcliff Public Library Board * Re: 2018 Budget	
	4. MINUTES	
Pg. 36	A) Council meeting held October 10, 2017 *	For Adoption
Pg. 39	B) Municipal Planning Commission meeting held October 18, 2017 *	For Information
	5. BYLAWS	
Pg. 41	A) Bylaw 1845/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw *	2 nd / 3 rd Reading
	Re: Rezoning Lot 42, Block 91, Plan 9411418 (15 – 3 Street NW) From R-1 Single Family Residential District to R-3 Medium Density Residential District	
	6. REQUESTS FOR DECISION	
Pg. 43	A) Council Orientation Date Selection *	For Consideration

7. OTHER

Pg. 48	A)	Alberta Urban Municipalities Association (AUMA) *	For Information
	i)	Notice of Special Resolutions 1-4	
	ii)	AUMA Bylaws with Proposed Amendments for 2017 AGM	
	iii)	AUMA Bylaws with Proposed Amendments for 2017 AGM Redlined	
Pg. 79	B)	Memo – Town of Redcliff Population Study – MDP *	For Information
Pg. 112	C)	Memo – Redcliff & District Recreation Committee *	For Information
Pg. 117	D)	Municipal Manager’s Report to Council October 23, 2017 *	For Information
Pg. 134	E)	Council Important Meetings & Events October 23, 2017 *	For Information

8. RECESS

9. IN CAMERA

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

10. ADJOURN

Mastercard Sept 08 - Oct 05, 2017		
Document Date	Document Amount	Transaction Description
9/15/2017	\$1,576.14	CANADA POST - POSTAGE
9/12/2017	\$428.66	AIR CANADA - FLIGHT- APTEAN LC
9/12/2017	\$428.66	AIR CANADA - FLIGHT- APTEAN MD
9/13/2017	\$7.00	AMAZON - LANYARDS
9/16/2017	\$12.48	AMAZON-ID BADGE PINS
9/18/2017	\$56.28	EVENTBRITE-COURSE - JS
9/22/2017	\$56.28	EVENTBRITE-COURSE - MG
9/21/2017	\$20.42	AMAZON-ID BADGES/CLIPS
9/22/2017	\$14.00	AMAZON-LANYARDS
9/27/2017	\$598.49	COSTCO-SURVEILLANCE SYSTEM
9/13/2017	\$127.26	STAPLES-PT/PAPER CLIPS/PENS
9/14/2017	\$253.43	NEWEGG-HARD DRIVE/CABLES
9/15/2017	\$12.29	NEWEGG - CABLE
9/15/2017	\$97.60	NEWEGG- WIRELESS ANTENNAS
9/15/2017	\$103.92	NEWEGG - WIRELESS USB
9/20/2017	\$60.00	COURSE - CR
9/20/2017	\$86.51	STAPLES- ELASTICS/PENS/SHARPIE
9/20/2017	\$36.69	STAPLES-STAPLER/PENS/SANITIZER
9/21/2017	\$50.36	STAPLES - CABLES
9/22/2017	\$112.91	USB DRIVES
9/25/2017	\$24.80	MOUSE
9/27/2017	\$26.20	NAME BADGES
9/27/2017	\$55.84	STAPLER/ORGANIZER
9/28/2017	\$203.93	TONER
9/29/2017	\$162.17	BINDING CASES/FLAGS
9/29/2017	\$1,621.39	MARKETING COMPUTER
9/11/2017	\$16.36	SUBWAY - LUNCH FOR VOLUNTEERS
9/12/2017	\$5.58	REDCLIFF AG FOODS
9/19/2017	\$425.00	BUKSA - CONFERENCE CS
9/20/2017	\$101.19	BOOEKO - ONLINE REGISTRATION
9/22/2017	\$509.28	SINGLE SOURCE - BROCHURE STAND
10/2/2017	\$470.38	OPTEC DISPLAYS - MODULE/CABLE
10/2/2017	\$131.25	CURRIE COMMUNICATION-CONFERENCE
10/3/2017	\$139.32	JOOMAG-SUBSCRIPTION
9/27/2017	\$10.49	COLES - RESOURCE BOOK
10/4/2017	\$32.30	A1 PIZZA - ELECTION LUNCH
9/15/2017	\$14.68	PRINCESS AUTO
9/6/2017	\$316.32	HOTEL BLACKFOOT - COURSE CF
9/5/2017	\$104.98	CDN TIRE - TAR FOR ROOF
9/7/2017	\$29.66	COSTCO - PROPANE
9/7/2017	\$38.94	COSTCO - PROPANE
9/7/2017	\$30.69	COSTCO - PROPANE
9/7/2017	\$241.82	HOME DEPOT - TILES
9/11/2017	\$4.71	MICHAELS - YARN

9/12/2017	\$20.98	PRINCESS AUTO-RATCHET STRAPS
9/12/2017	\$87.53	STEINER PRETO - PROPANE/RECERT
9/15/2017	\$20.98	PRINCESS AUTO- RATCHET STRAPS
9/26/2017	\$27.27	HOME DEPOT - INSIDE CRN
9/7/2017	\$4.73	CAR WASH
9/14/2017	\$15.00	CAR WASH
9/17/2017	\$4.00	CAR WASH
9/19/2017	\$8.66	CAR WASH
9/20/2017	\$5.50	CAR WASH
9/21/2017	\$316.32	HOTEL BLACKFOOT - COURSE CF
9/27/2017	\$47.33	SAIT - COURSE
9/27/2017	\$649.00	SAIT BOOKSTORE - BOOK
10/2/2017	\$238.48	EECOL ELECTRIC - APP ADR6034
10/12/2017	\$10,302.44	TOWN CHEQUE#82324
9/15/2017	\$175.13	CANADA POST-POSTAGE - LANDFILL
10/12/2017	\$175.13	LANDFILL CHEQUE#000143
	10,477.57	TOTAL MC AMOUNT

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

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

Whereas the lands described as

Legal Description

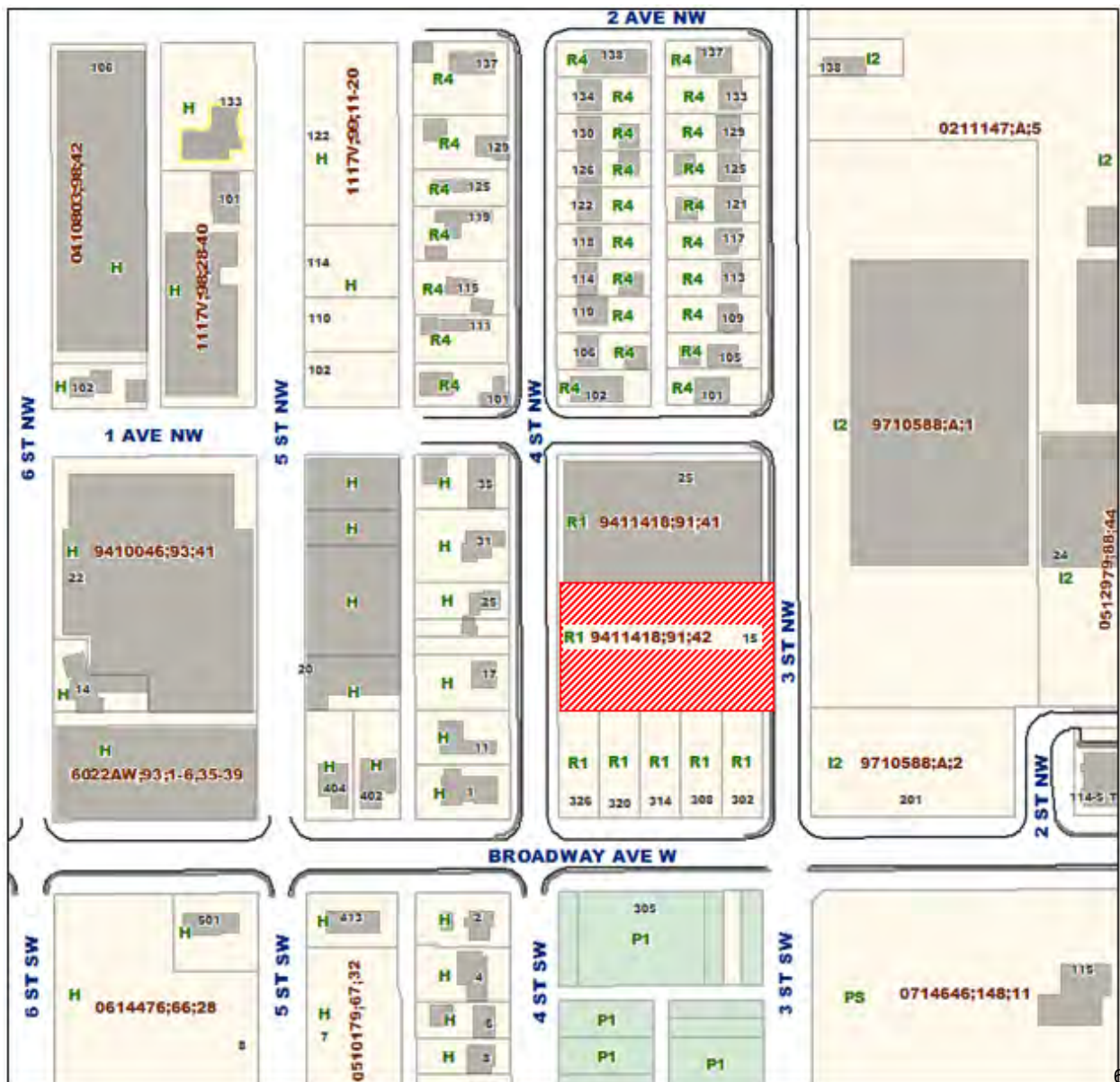
Lot 42, Block 91, Plan 9411418

Civic Address

15 3 Street NW

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

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



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

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

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

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

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

Is hereby designated R-3 Medium Density Residential District.

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

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

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

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

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

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

	A	B	C	D
1	REDCLIFF PUBLIC LIBRARY BUDGET			
2				
3		2018 Budget	2018 % Breakdown	2017 Budget
4	REVENUE			
5	Provincial Grant	31013	13.73%	31013
6	<i>% Increase over Previous Year</i>	<i>100%</i>		<i>113%</i>
7	Town of Redcliff	174,892.48	77.44%	167,418.66
8	<i>%Increase over Previous Year</i>	<i>104.46%</i>		<i>102.49%</i>
9	Private Donations	2500	1.11%	2500
10	Photocopier Income	2000	0.89%	2000
11	Proctoring Fees	60	0.03%	60
12	Rental Income	600	0.27%	600
13	Public Coffee Area	250	0.11%	250
14	Memberships	3380.00	1.50%	2600
15	Overdue Fines	1500	0.66%	1500
16	Fax & Scan to Email	1000	0.44%	1000
17	Books Sold	2300	1.02%	2300
18	Card Replacement	50	0.02%	50
19	Summer Program	1500	0.66%	700
20	Laminator	100	0.04%	100
21	Counter Sales	250	0.11%	250
22	Grants - Other	4398	1.95%	6000
23	Interest Earned	35	0.02%	35
24	TOTAL REVENUE	225,828.48		218,376.66
25				
26	EXPENDITURES			
27	Salaries	133270.14	59.01%	124534.66
28	CPP	5110	2.26%	5000.00
29	EI Premiums	3822.28	1.69%	3740.00
30	Workers Compensation	306.6	0.14%	300.00
31	Books/Mags/AV	6132	2.72%	6000
32	Shortgrass	28669.14	12.70%	28052.00
33	Shortgrass Cataloguing Fee	1000	0.44%	1000
34	Telecommunications (SG)	408.8	0.18%	400
35	Supplies - Office	792.05	0.35%	775
36	Supplies - Book R&M	1839.6	0.81%	1800
37	Supplies - Circ Desk	511	0.23%	500
38	Supplies - Counter Sales	204.4	0.09%	200
39	Supplies - Computer	1533	0.68%	1500
40	Supplies - Photocopier	2555	1.13%	2500
41	Supplies - Staff Room	562.1	0.25%	550
42	Supplies - Emergency	50	0.02%	50
43	Public Coffee Area	255.5	0.11%	250
44	Postage & Shipping	613.2	0.27%	600
45	Telephone & Fax	562.1	0.25%	550
46	Workshops, Meetings	3577	1.58%	3500
47	Auditor	150	0.07%	150
48	Legal Fees	500	0.22%	500
49	Dues & Memberships	664.3	0.29%	650
50	Supplies - LEGO at the Library	200	0.09%	200
51	Library Anniversary/Events	500	0.22%	1000
52	Supplies - Summer Program	562.1	0.25%	550
53	Supplies - Storyhour	102.2	0.05%	100
54	Supplies - Decorations	102.2	0.05%	100
55	RISE	0	0.00%	1000
56	Advertising	270	0.12%	270
57	Recognition	1125	0.50%	1125
58	Contingencies	3000	1.33%	3000
59	Utilities	8176	3.62%	8000
60	Janitorial	10812.76	4.79%	10580
61	Repair & Maintenance	1533	0.68%	1500
62	Insurance	2044	0.91%	2000
63	Capital	4313	1.91%	5850
64	CAP - Public Com. Equip.			
65	Computer Maintenance			
66	GST			
67				
68	TOTAL EXPENDITURES	225,828.48		218,376.66
69				
70	NET INCOME	0.00		0.00
71				
72	GIC	12,400.00		12,400.00
73				
74	Per Capita Town Contribution	\$ 31.30		\$ 29.96
75	Census	5588		5588

Cell: B22
Comment: Catharine Richardson:
Dropped down by loss of Cypress County amount

Cell: A64
Comment: Shortgrass:
Funding Discontinued 2013

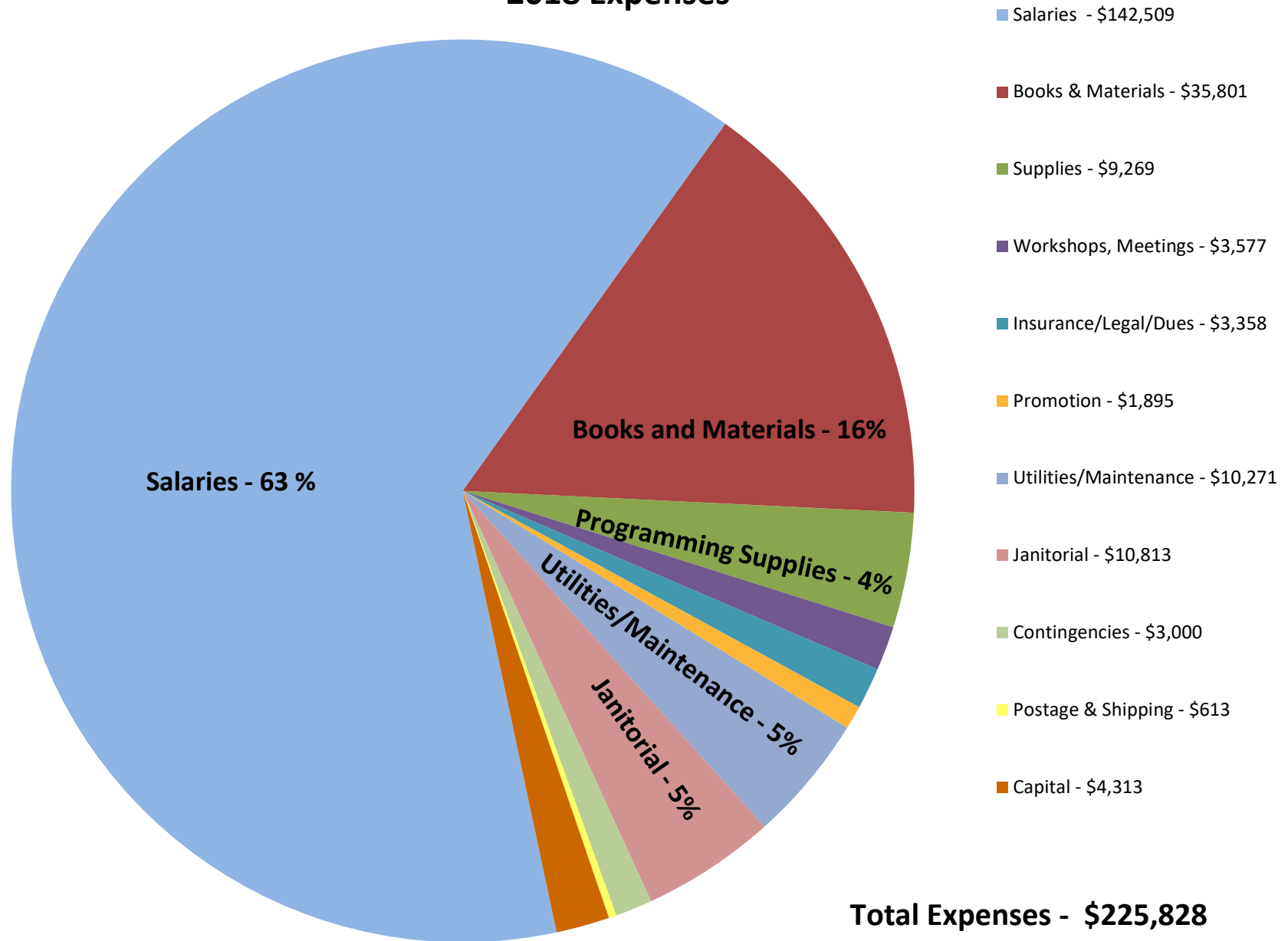
Cell: A65
Comment: catharine:
this is a historical category, left over from when shortgrass charged us for service calls.

Cell: B72
Comment: :
Audrey Redmond
Shortgrass:
Videoconference Equipment Replacement Fund \$2500
Operating Grant Variability
Fund \$5000

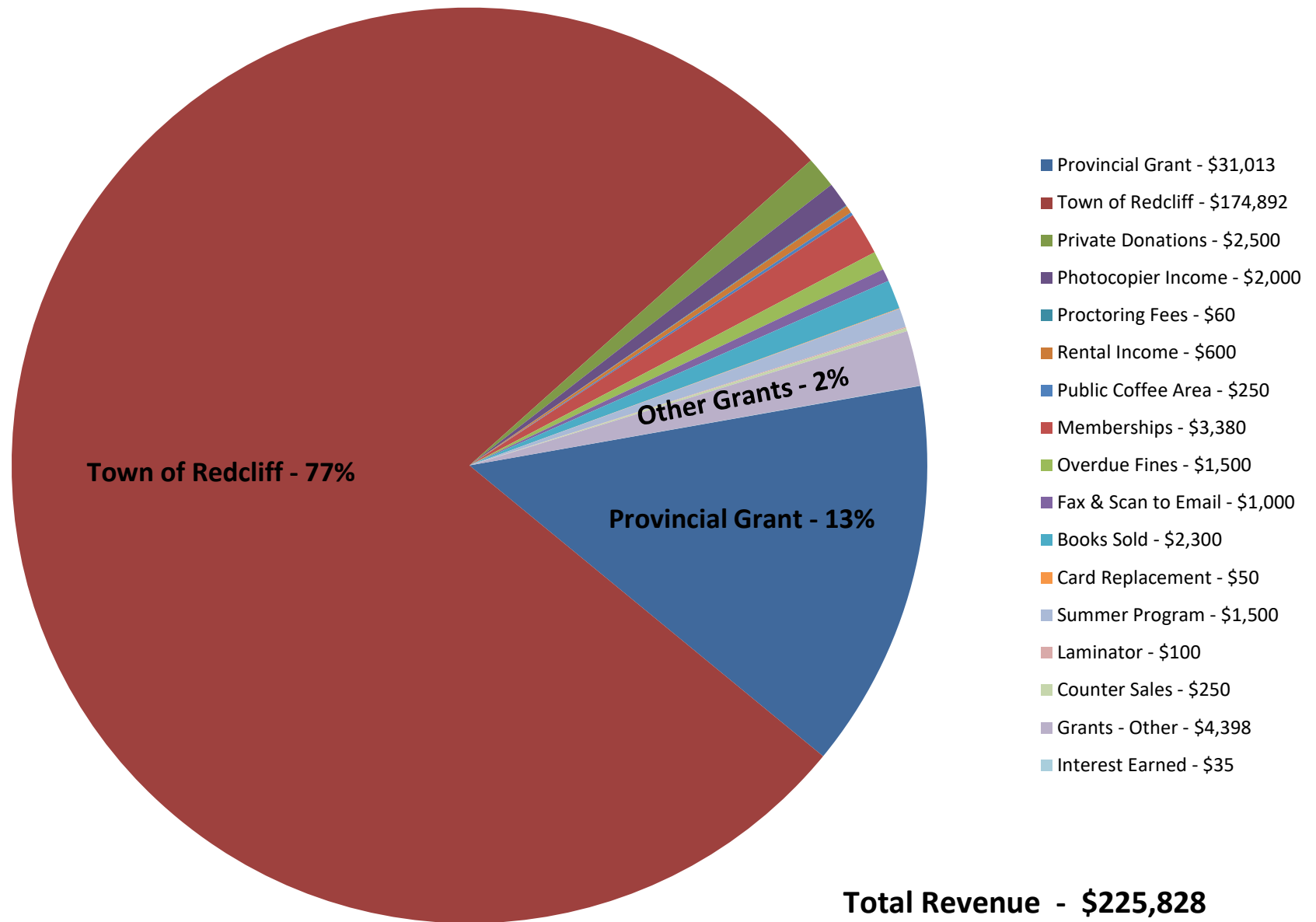
CAPITAL BUDGET

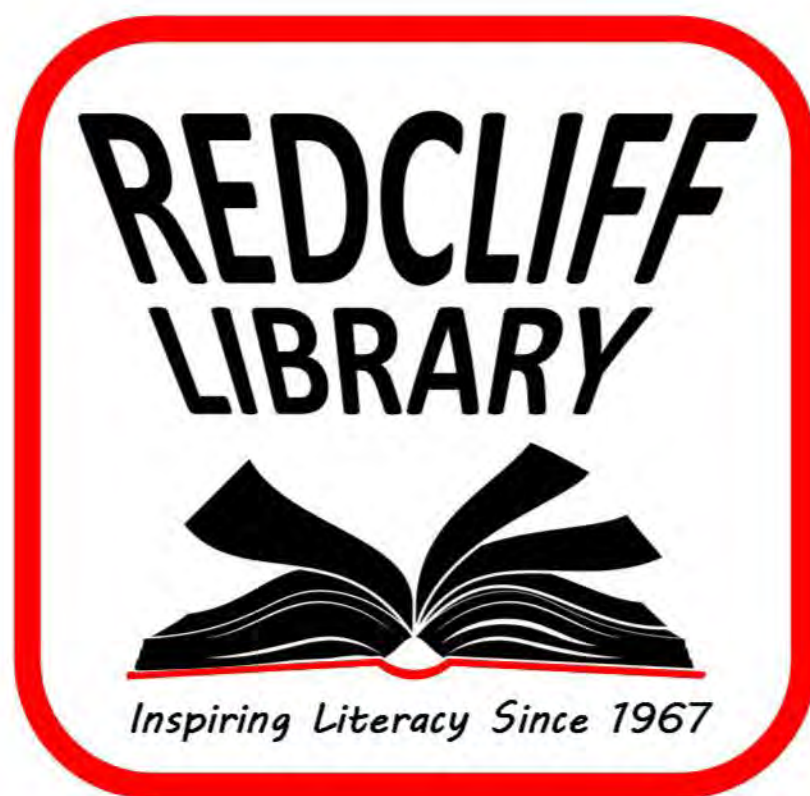
Item	2018
Laptop	\$ 1,200.00
Computer - Desktop Qty 2	\$ 1,200.00
Computer - Monitors Qty 2	200
2 - Coffee Tables	\$1,063.00
Sony 32" monitor (circ display)	\$650.00
Total	\$4,313.00

2018 Expenses

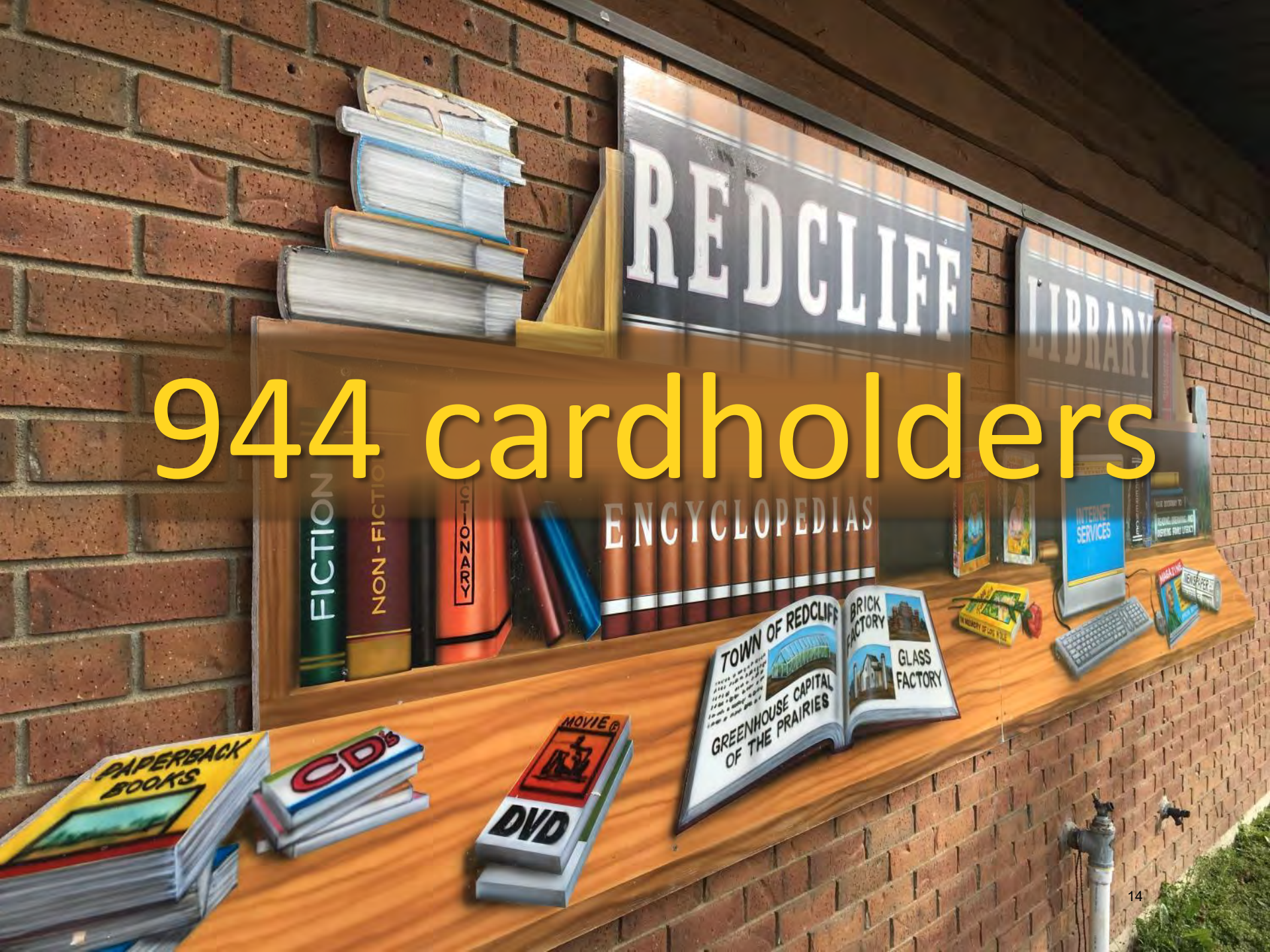


2018 Revenue





944 cardholders




+ 31063 visits



The background of the slide is a photograph of a library. It features tall bookshelves filled with books, a black leather armchair, and a table with more books. A green semi-transparent overlay covers the entire image.

+ 45,091 items
checked out

15,668
website visits



14,422 items
lent to other libraries
around the province



5,175 hours logged in
at our computers



4,461 wifi connections

**Cenovus Energy
Tim Reimer Wood Finishing
Redcliff Lions
Redcliff Lionettes
AB Government - CFEP Grant
Royal Canadian Legion Ladies
Auxiliary
Community Foundation of
Southeastern Alberta (CFSEA)
Friends of the
Redcliff Public Library Society**

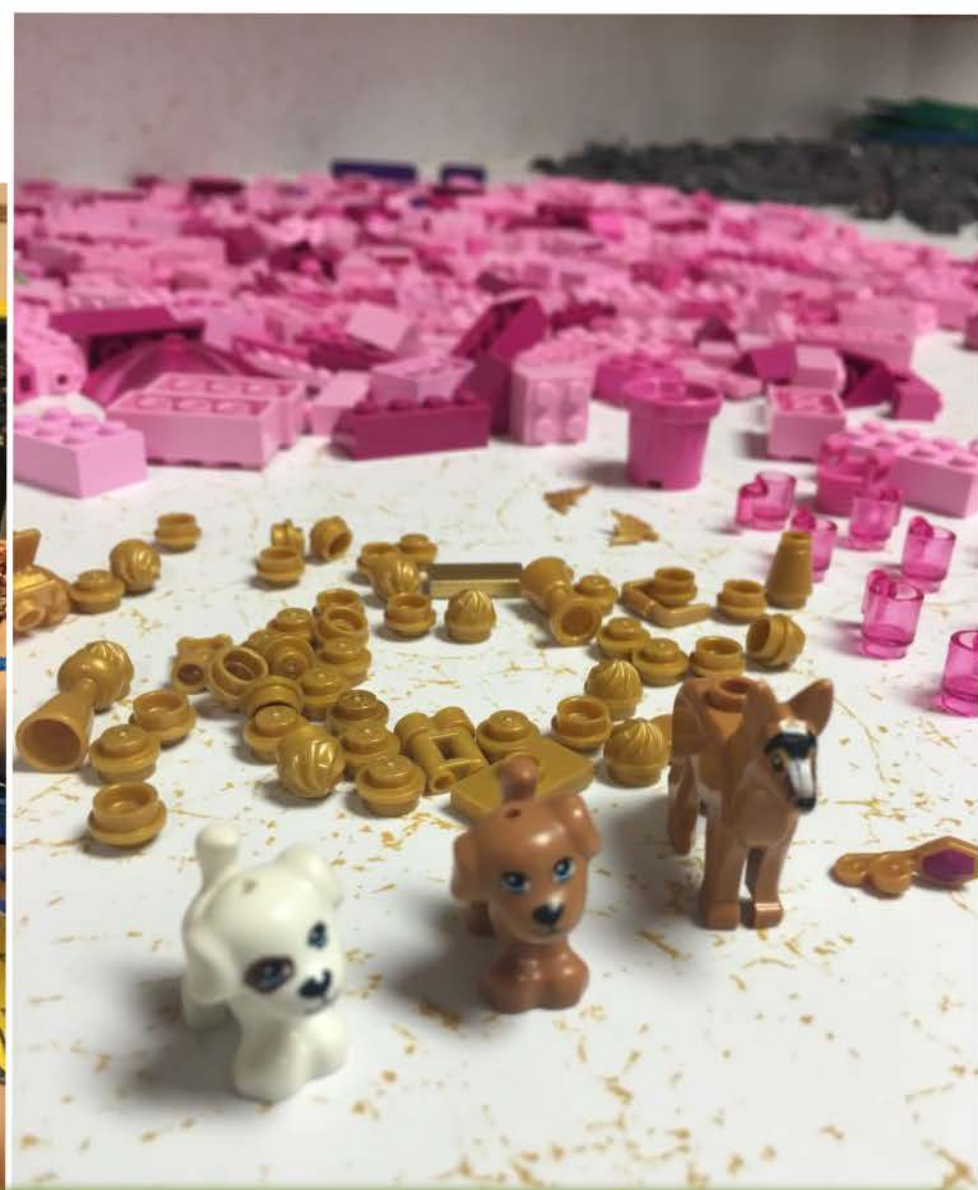




**A heartfelt
thank you
for your help in renovating our
meeting room.**



Summer Reading Program



Lego at the Library



Children's literacy



REDCLIFF PUBLIC LIBRARY

GREAT SUMMER READS CONTEST!

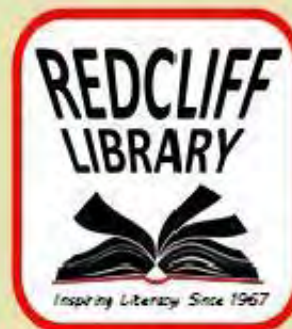
ENTER TO WIN!

**TELL US ABOUT YOUR
GREAT SUMMER READ.**

**IT ONLY TAKES A
SENTENCE OR TWO!**

**ONE ADULT PRIZE
& ONE CHILD PRIZE WILL
BE RANDOMLY DRAWN.**

DRAW DATE AUG 31/17



**ALL QUOTES WILL BE POSTED
ON SOCIAL MEDIA USING
FIRST NAMES ONLY.**

facebook®





50+ Cafe

Tuesdays 10am - 12 pm

Join us for coffee and a variety of presentations and guest speakers at the library

Tech Help



Wednesdays 1-3pm

Oct 11 - Nov 29

@the library

Help with all the library's online resources; Libby, Overdrive, Hoopla, Consumers Reports Online, Ancestry Library edition, etc.

Makey Makey Day!

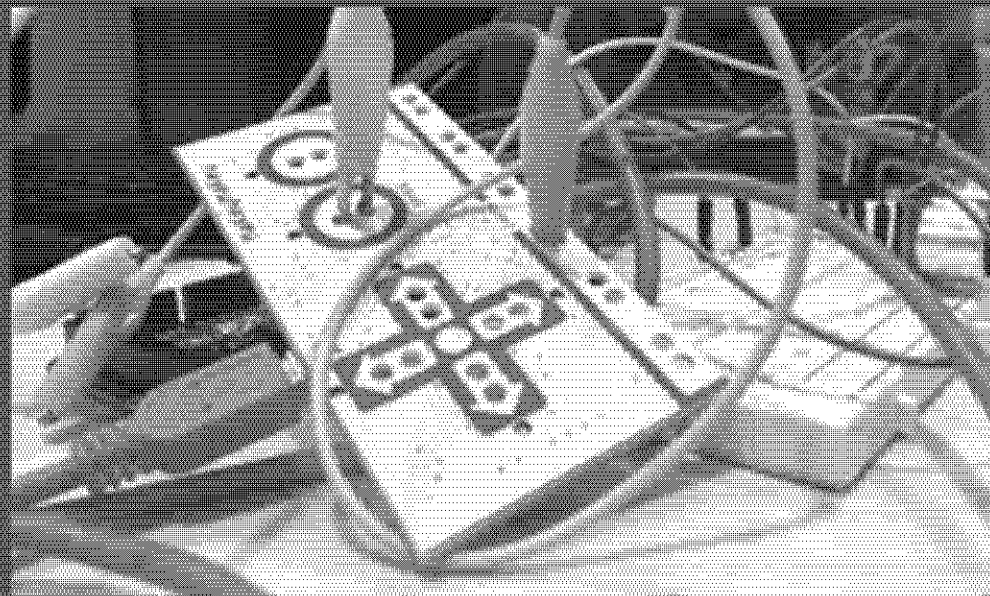
For Tweens

Friday, October 27

(School Improvement Day)

1:00 - 3:00 pm

@ the library!

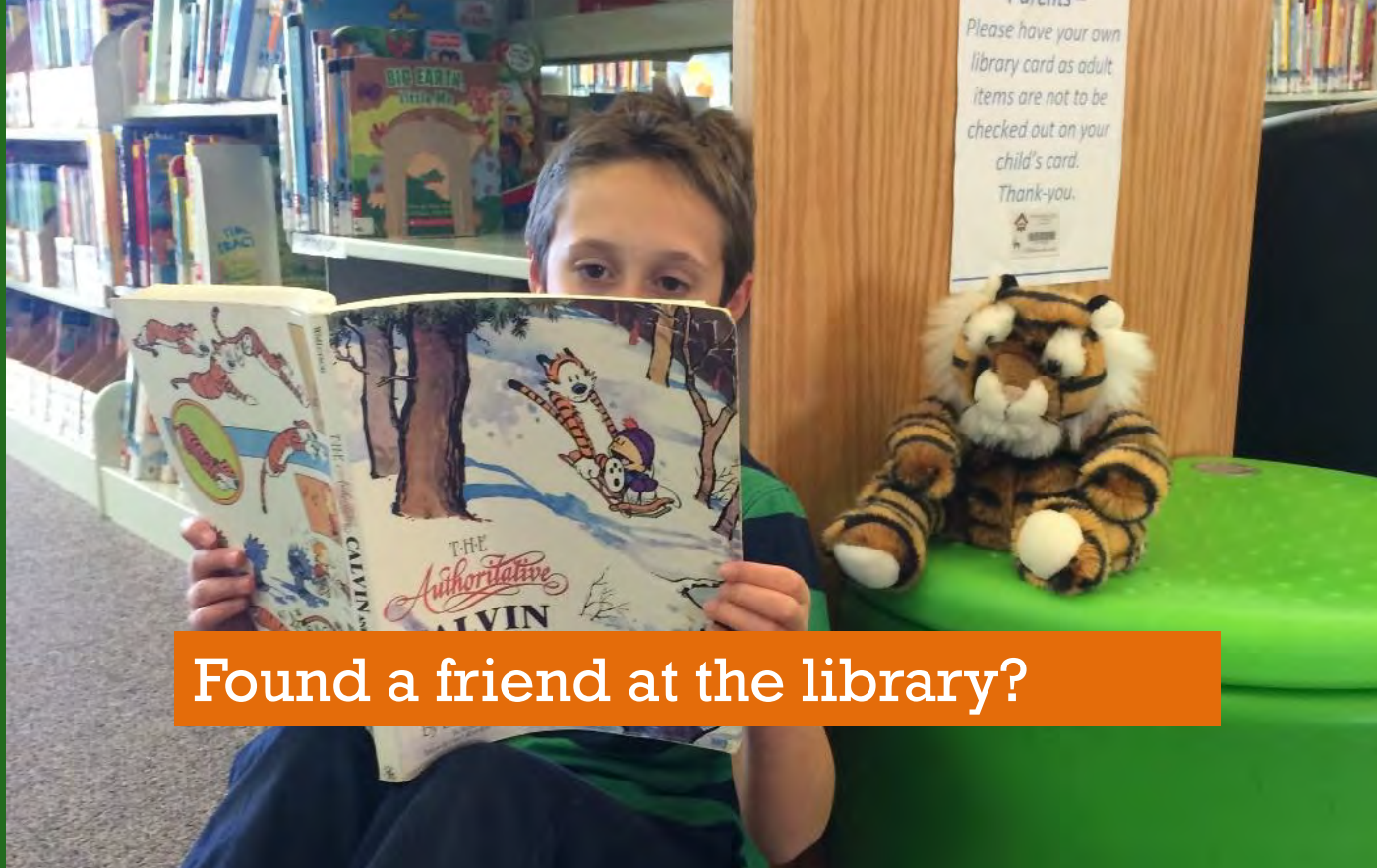






Mini Golf fundraiser





Found a friend at the library?

The Redcliff Public Library
needs friends
contact the front desk
to join the
Library Friends Society

"Serving on the Library Board is an opportunity to give back to my community. I feel that the library is an important place in Redcliff, it is a source of enjoyment and vital information that welcomes all ages and needs."

Brian L. Board Chair.



OCTOBER
14



REDCLIFF LIBRARY



Inspiring Literacy Since 1967

50th Anniversary Party



Redcliff Public Library
1:00 to 4:00 pm

Come and celebrate 50 years of growing with Redcliff

Face Painting and Festivities

Cupcakes and Coffee

Stories and Pictures from the last 50 years

REDCLIFF.SHORTGRASS.CA

In 2016...

The **Redcliff Public Library** lent **45,091** items to patrons in Redcliff and the entire Shortgrass Library System. The library also lent out **14,422** items to other libraries in Alberta.



1,230 people attended **141** programming sessions at the library.



The library's Wi-Fi was connected to **4,461** times, that's almost 13 connections a day. Library visitors also used the library's computers **7,326** times to go online, research, create documents and access a variety of other software. Time spent on computer sessions was **5,175** hours.



Did you know?

That the library was open for **2850** hours in 2016.

Our volunteers contributed **200** hours of volunteer work to the community.

The library was visited **31,063** times in person and our website had **15,668** visits.



Library cards in 2016 were **\$6.00 per year** and we have **944** card holders

A library card gives you free **24/7 access** to eBooks, eAudio, streaming music and video, digital newspapers and magazines.

We offer photocopying, faxing, laminating, and scan to email services.

Various non-profit groups spend almost **20 hours** a month using our meeting space for free.

Find out more on our website: redcliff.shortgrass.ca

Visit us at 131 Main Street South Redcliff, AB T0J 2P0

Phone us (403) 548-3335 or email redcliffpubliclibrary@shortgrass.ca

Open: Monday-Thursday 10 am – 8:00;
Friday and Saturday 10:00 am – 5:00 pm;
Sunday 1:00 – 4:00 pm.



[redcliffpubliclibrary](https://www.facebook.com/redcliffpubliclibrary)



[@redclifflibrary](https://twitter.com/redclifflibrary)



[redclifflibrary](https://www.pinterest.com/redclifflibrary)

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, OCTOBER 10, 2017 @ 7:00 P.M.**

PRESENT:	Mayor Councillors	E. Reimer D. Kilpatrick, J. Steinke C. Crozier, L. Leipert
	Municipal Manager Manager of Legislative & Land Services Director of Finance & Administration Director of Community & Protective Services	Arlos Crofts S. Simon J. Tu (left at 7:27 p.m., returned 7:30 p.m.) (left at 7:52 p.m.) K. Dalton (left at 7:52 p.m.)
ABSENT:	Councillors	C. Brown, E. Solberg

1. GENERAL

	Call to Order	A) Mayor Reimer called the regular meeting to order at 7:01 p.m.
2017-0371	Adoption of Agenda	B) Councillor Leipert moved the Agenda be adopted as presented. - Carried.
2017-0372	Accounts Payable	C) Councillor Crozier moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.

2. DELEGATION

	Staff Sgt. Sean Maxwell Re: RCMP Quarterly Report	A) Staff Sgt. Sean Maxwell, Redcliff RCMP, was in attendance to provide the RCMP quarterly report to Council for the period July 1, 2017 to September 30, 2017.
2017-0373		Councillor Kilpatrick moved the RCMP Report to Council for the period July 1, 2017 to September 30, 2017 presented by Staff Sgt. Sean Maxwell, be received for information. - Carried.
	Redcliff Minor Hockey Re: Ice Booking Priorities	B) B. Johnson, Redcliff Minor Hockey, was in attendance to discuss ice time/availability.
2017-0374		Councillor Kilpatrick moved the presentation by B. Johnson of Redcliff Minor Hockey regarding ice time/availability, be received for information. - Carried.

2017-0375

Councillor Kilpatrick moved that without consultation and agreement there be no change to the ice schedule.

Councillor Leipert requested a recorded vote.

Votes in Favor: Councillors Kilpatrick, Steinke, Crozier, Leipert and Mayor Reimer.

Votes Against: None

- Carried.

Director of Finance & Administration left at 7:27 p.m. and returned at 7:30 p.m.

3. MINUTES

2017-0376 Council meeting held
September 25, 2017

A) Councillor Steinke moved the minutes of the Council meeting held September 25, 2017, be adopted as presented.
- Carried.

4. POLICIES

2017-0377 Policy 064, Community
Partnership Program

A) Councillor Crozier moved that Council approve Policy No. 64, Community Partnership Program Policy as presented.
- Carried.

5. CORRESPONDENCE

2017-0378 Alberta Municipal Affairs
Re: Gas Tax Fund

A) Councillor Leipert moved correspondence from Alberta Municipal Affairs dated September 4, 2017 regarding the Gas Tax Fund, be received for information. - Carried.

2017-0379 Alberta Municipal Affairs
Re: Minister's Awards for
Excellence in Public Library
Services

B) Councillor Steinke moved correspondence from Alberta Municipal Affairs dated September 12, 2017, regarding Minister's Awards for Excellence in Public Library Services, be received for information. - Carried.

6. OTHER

2017-0380 Development & Safety Codes
Permits September 2017
Report

A) Councillor Kilpatrick moved the Development & Safety Codes Permits September 2017 Report, be received for information. - Carried.

2017-0381 Alberta Urban Municipalities
Association (AUMA)

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

- | | | |
|-----------|---|---|
| 2017-0382 | Redcliff/Cypress Regional Waste Management Authority
Re: Landfill Graphs to September 30, 2017 | C) Councillor Kilpatrick moved the Redcliff / Cypress Regional Waste Management Authority Landfill Graphs to September 30, 2017, be received for information. - Carried. |
| 2017-0383 | Council Important Meetings & Events October 10, 2017 | D) Councillor Steinke moved the Council Important Meetings & Events October 10, 2017, be received for information. - Carried. |

7. RECESS

Mayor Reimer called for a recess at 7:52 p.m.

Director of Finance & Administration and Director of Community & Protective Services left at 7:52 p.m.

Mayor Reimer reconvened the meeting at 7:56 p.m.

8. IN CAMERA

- | | |
|-----------|---|
| 2017-0384 | Councillor Steinke moved to meet In Camera at 7:56 p.m.
- Carried. |
|-----------|---|

- | | |
|-----------|---|
| 2017-0385 | Councillor Steinke moved to return to regular session at 8:00 p.m. - Carried. |
|-----------|---|

9. ADJOURNMENT

- | | | |
|-----------|-------------|--|
| 2017-0386 | Adjournment | Councillor Leipert moved to adjourn the meeting at 8:00 p.m.
- Carried. |
|-----------|-------------|--|

Mayor Reimer

Manager of Legislative & Land Services

MINUTES

ABSENT: Members: E. Solberg, L. Leipert

1. A stormwater management plan to the satisfaction of the Director of Planning & Engineering;
2. Screening of the Shipping Containers from the Trans-Canada Highway to the satisfaction of the Development Authority;
3. Setbacks of the Shipping Containers are to:
 - a. Comply with the Land Use Bylaw on the south, east, and west sides of the site;
 - b. Be relaxed to 2.7 meters, the maximum allowed by the Land Use Bylaw on the north side, adjacent to the lane. (Note that MPC would have reduced the setback on the north side to zero if they had the authority under the Land Use Bylaw to do so.);
4. All existing signs and signs proposed on the development plan must comply with the Town's Land Use Bylaw;
5. Entrance to be to the satisfaction of the Director of Planning & Engineering
6. The exterior of the Shipping Containers shall be painted a neutral color to the satisfaction of the Development Officer;
7. The height of the Shipping Containers is limited to one unit in height;
8. All exterior lighting shall comply with Section 63 of the Town's Land Use Bylaw;

7. FOR INFORMATION

J. Steinke moved that the incomplete Development Permit Application for a proposed driving range at Redcliff Golf Club be accepted for information.

- Carried

8. FOR COMMENTS

A) SDAB Appeal of Development Permit Application 17-DP-076

U-Haul

Lot A, Block 6, Plan 7410658 (1901 Highway Avenue NE)

Free Standing Sign

B. Lowery moved that the MPC has not comments regarding this SDAB appeal

9. REQUEST FOR DECISION

B. Lowery moved that B. Vine of the Redcliff Municipal Planning Commission be appointed to the Municipal Development Plan Steering Committee.

10. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 1:45 pm.

- Carried.

Chairman

Secretary

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

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

Whereas the lands described as

Legal Description

Lot 42, Block 91, Plan 9411418

Civic Address

15 3 Street NW

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

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



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

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

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

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

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

Is hereby designated R-3 Medium Density Residential District.

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

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

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

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

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

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 23, 2017

PROPOSED BY: Municipal Manager

TOPIC: Council Orientation Dates

PROPOSAL: To set dates for new council orientation

BACKGROUND:

Offering orientation training is a new legislated requirement under the Municipal Government Act and is to be held within 90 days after councillors takes the oath of office. The orientation provides an opportunity to review the Town of Redcliff organization, provide a high level review of pertinent municipal government legislation and provide some general education relevant to municipal government and Town of Redcliff.

At the September 25, 2017 Regular Council meeting the following agenda for council orientation was approved by Council:

1. Purpose of the Orientation
 - General overview (as opposed to little details)
2. Municipal Manager Presentation
 - the Municipal Government Act
 - legal considerations related to the role of Members of Council
 - the purpose of a municipality
 - role of the Municipal Manager
 - legislative governance and Council's role in the process
 - and an overview of the organizational structure
3. Legislative Services Presentation
 - The Town of Redcliff Procedure Bylaw
 - Freedom of Information and Protection of Privacy Act
 - role of Manager of Legislative and Land Services
 - role of Executive Assistant
 - manual of policies (digital); and
 - manual of commonly referenced bylaws (digital)
4. Finance and Administration Presentation
 - The most recent Financial Statements of the Town
 - Town Budget processes
 - Remuneration and benefits processes
5. Land-Use Planning Presentation
 - Introduction to land-use planning
6. Municipal Manager Update on Key Points

- Corporate Risk Management Perspectives
- AUMA Convention and Trade show
- Council Strategic Priorities – setting/confirming and moving forward
- Confidential Land/Labour/or Legal Matters

7. Other

- Establish a date for a facility tour
- Any other miscellaneous information that may arise following the approval of the orientation agenda

Now that the new council has been elected we can move forward in setting a date to have an initial Town of Redcliff Orientation. It is suggested that this take place over a morning, afternoon, or evening session (approximately 3-4 hours in length). A suggested date range to consider would be between November 9th – 18th, 2017. It is also suggested that a small portion of time during council meetings moving forward into the new term be set aside for approximately 6-9 months for an opportunity of continued orientation initiatives (in an effort to avoid potential information overload).

POLICY/LEGISLATION:

Excerpt from Municipal Government Act

Orientation training

- 201.1 (1) A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office.
- (2) The following topics must be addressed in orientation training required under subsection (1):
- (a) role of municipalities in Alberta;
 - (b) municipal organization and functions;
 - (c) key municipal plans, policies and projects;
 - (d) roles and responsibilities of council and councillors;
 - (e) the municipality's code of conduct;
 - (f) roles and responsibilities of the chief administrative officer and staff;
 - (g) budgeting and financial administration;
 - (h) public participation;
 - (i) any other topic prescribed by the regulations.

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

Policy 121, Council Orientation Policy

OPTIONS:

1. Set the council orientation date as follows:

_____ at _____

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that Council Orientation Training be scheduled for _____(DATE)_____ at _____(TIME)_____ to be held at Town Hall.

SUBMITTED BY:

Department Head



Municipal Manager

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

Approved: June 12, 2017

COUNCIL ORIENTATION POLICY**BACKGROUND**

The Town of Redcliff, under the direction of the Municipal Manager, provides an orientation for all Members of Council after every general municipal election, and for those who may be elected through a by-election held within a term. The orientation is provided to assist Members of Council in their governance roles, and provide them with information that may be useful for their reference.

PURPOSE

To establish guidelines for Council's orientation to ensure Members of Council have an overview of:

- their roles, responsibilities, and duties under the *Municipal Government Act*;
- their roles, responsibilities, and duties under The Town of Redcliff Procedure Bylaw;
- working relationships with Administration and The Town's governance structure;
- Town bylaws, Council policies, strategic plans, status of Town business and current issues facing The Town; and
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

POLICY

The Town of Redcliff will provide an orientation for all Members of Council after every general municipal election, and for those who may be elected through a by-election held within a term.

RESPONSIBILITIES

The Municipal Manager will provide the Members of Council with a presentation and information including but not limited to:

- the *Municipal Government Act*;
- legal considerations related to the role of Members of Council;
- the purpose of a municipality;
- the role of the Municipal Manager;
- and an overview of the organizational structure, corporate focus and key contacts;
- legislative governance and Council's role in the process; and
- any other information related to the immediate status of Town business and current issues.

The Municipal Manager will also:

- coordinate the development and delivery of the components of the Orientation program by Administration;
- present an agenda prepared in coordination with the Manager of Legislative and Land Services to Council for approval before every general municipal election;

- assist with the transition of the Mayor and Council office into the Town Hall workplaces and making available information related to the functions of the Mayor as a Member of Council.

The Manager of Legislative and Land Services will provide the Members of Council with a presentation and information including but not limited to:

- The Town of Redcliff Procedure Bylaw;
- Freedom of Information and Protection of Privacy Act;
- the role of the Manager of Legislative and Land Services;
- the role of the Executive Assistant;
- a manual of policies; and
- a manual of commonly referenced bylaws.

The Director of Finance and Administration will provide the Members of Council with a presentation and information including but not limited to:

- The most recent Financial Statements of the Town;
- the most recent provincial financial indicator graphs; and
- Town budget processes.

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
- 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.

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) village shall be considered a village, and~~

~~d) 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~~4~~ 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.

Memo

To: Redcliff Town Council

From: Director of Planning and Engineering

Date: October 23, 2017

Re: Town of Redcliff Population Study

As part of the Municipal Development Plan (MDP) update project, several background reports are being created by Planning and Engineering to provide context into the current and possible future state of Redcliff. The intent of these reports is to inform and guide the content of the MDP. These reports will include:

- Population Study
- Economic Study
- Land Inventory

The Population Study has been completed by Planning and Engineering, and is attached for your information. Data used for the Population Study was compiled and analyzed from the 2016 Canadian Census.

The main findings from the Population Study include:

- Redcliff's historic population has closely mirrored the provincial fossil fuel economy, growing in boom years and decreasing or increasing by small amounts during the Great Depression and in times of recession.
- Redcliff's population density is lower than other Towns in Alberta with a similar population, indicating there may be an opportunity to increase density.
- Redcliff's current population has a high proportion of seniors (65+). The 45-64 year old population is also relatively high, suggesting the percentage of seniors in the population will increase in the future.
- Redcliff's current population has a high proportion of children under 15; however, there are few 15-24 year olds in Redcliff. This could indicate a shortage of suitable opportunities and housing in the community for young adults.
- 42% of Redcliff's households are families with children. Average family size is 2.9 persons.
- Of couples with children, the highest percentage had 2 children, while the vast majority of single-parent families had 1 child.
- The high migration scenario was selected as the best representation for Redcliff's future population, predicting a 2036 population of 7,273 and a 2056 population of 8,727. The high migration scenario takes into account the growing trend of decreased birth rates in

Canada, while also assuming in-migration due to increased economic activity in the area will account for most of the population growth in Redcliff.

- If birth rates continue to decline and in-migration does not occur in Redcliff, the population will likely begin to decrease due to a high percentage of seniors. Under this scenario, the average cohort scenario, Redcliff's population is predicted to be 5,774 in 2036 and 5,436 in 2056.
- The Population Study projects a lower 2056 population for Redcliff than the current Municipal Development Plan (10,000), and the Tri Area Intermunicipal Development Plan (14,000); there are several reasons for the difference in projected future population:
 - The current MDP projected population by simply applying a constant growth rate to a base population value; whereas the Population Study used multiple projection techniques which took into account the main factors that contribute to population change- birth, death, and migration.
 - The MDP and IDP were written nearly 10 years ago, the Population Study took into account current economic and fertility trends to project a realistic scenario.
 - The City of Medicine Hat has delayed releasing their new off-site levies rates about a year. In discussions with the City of Medicine Hat they indicated that one of the issues with their most current off-site levies calculations is that they were done with new population projections that were much lower than what was used in the previous calculations, which resulted in substantial higher off-site levies. The City's current off-site levies were calculated around the time the IDP was written. This indicates the 2056 population projections for the IDP are now considered high by the City, based on current trends.

The population study is one of many components used to develop goals, objectives and policies for the Municipal Development Plan. Upon completion of the Land Inventory and Economic Study, the Municipal Development Plan Steering Committee will forward its recommendations to Council for content to include in the Municipal Development Plan, based on the trends and findings from the background reports.

Town of Redcliff Population Study



Town of Redcliff Population Study

Prepared By: Planning and Engineering Department, Town of Redcliff, August 2017

Prepared For: 2018 Municipal Development Plan Redraft

Contents

Introduction.....	1
Purpose.....	1
Document Organization.....	1
Historical Trends	2
Current Demographics.....	5
Population Density.....	5
Age-Sex Distribution.....	5
Fertility & Births.....	7
Households & Families.....	7
Migration	10
Population Projection	10
Aggregate Model	10
Introduction.....	10
Methods	10
Scenarios.....	11
Cohort Model.....	14
Introduction.....	14
Methods	14

Scenarios	14
Conclusion	19
Forecast.....	19
Appendix A	21
Appendix B	25
References.....	27

List of Figures

Figure 1. Redcliff's historical population trend, 1913 – 2016.....	4
Figure 2. Population density of Redcliff	5
Figure 3. 2016 Redcliff population pyramid.	6
Figure 4. Age-specific fertility rates, crude birth rate, and total fertility rate for Alberta, 2009-2013.	7
Figure 5. Redcliff's private households by size.....	8
Figure 6. Redcliff's private households by type.....	8
Figure 7. Redcliff's 15+ population by marital status.	8
Figure 8. Redcliff's census families by number of persons.....	9
Figure 9. Redcliff's census families by type.....	9
Figure 10. Redcliff's census-family couples by number of children....	9
Figure 11. Redcliff's census-family lone parents by number of children.....	9
Figure 12. Summary of error statistics for the 9 curves considered for best fit. Highlighted curves indicated best fit.	11
Figure 13. Chart -Actual Redcliff population from 1966 – 2016, and 5 projection scenarios for Redcliff's population, 2016 – 2056, based on four curves of best-fit, and the average of the four curves.	12
Figure 14. Table- Actual Redcliff population from 1966 – 2016, and 5 projection scenarios for Redcliff's population, 2016 – 2056, based on four curves of best-fit, and the average of the four curves.	13

Figure 15. Average cohort scenario population projections for Redcliff, 2016 (actual data), and 2021 – 2056 (projected), divided by major age group.	15
Figure 16. Population pyramid depicting the projected population changed in Redcliff by cohort from 2016 to 2036 to 2056, based on the average cohort scenario.	16
Figure 17. High migration cohort scenario population projections for Redcliff, 2016 (actual data), and 2021 – 2056 (projected), divided by major age group.	17
Figure 18. Population pyramid depicting the projected population changed in Redcliff by cohort from 2016 to 2036 to 2056, based on the high migration cohort scenario.	18
Figure 19. All Redcliff future population projection scenarios from 2021 to 2056 from the aggregate and cohort models.	20

Introduction

Purpose

Population studies are a vital component of municipal planning. Population studies provide context to decision-makers by presenting an overview of the current demographic composition of a municipality. Often, such studies include multiple projections of what the future population of an area may look like. The most likely projection scenario for the future population is referred to as the forecast. Multiple forecasts are possible to reflect various growth scenarios which are tied to how the economy is generally performing.

Municipalities must plan and make decisions for the future. A population forecast may help a municipality decide how large its water treatment plant will be or what types of recreation spaces should be built today in order to serve a future population. Projects like a new recreation centre require significant investment from the municipality. A municipality does not want to make the wrong decision by building a facility that will be too small in 20 years and require extensive additions; they also do not want to construct a facility too large that is too costly to maintain and operate given the current tax-base. A population projection study provides information as to what the future population might be, so council

and administration can make effective decisions about municipal finances, services and operations.

Municipalities, like Redcliff, operate on a long-term time scale, often looking decades ahead. The following population study provides population projections 40 years into the future, to the year 2056. The projections align with the 2009 Tri-Area Intermunicipal Development Plan which considers a 50 year planning time frame to the year 2059.

It is important to note that while the population projection scenarios attempt to predict what the future population of Redcliff will be, no scenario is 100% accurate. Population growth is affected by countless factors. The following projection scenarios and forecast are based on available knowledge and data to make assumptions about an unpredictable future.

Document Organization

The following report is organized into four parts. The first part provides an overview of historic population trends in the Town of Redcliff, and provides possible reasons for those trends. The second part describes the current population of Redcliff, as of the 2016 Canadian Census. The third part outlines the methods and results from two population projection techniques which project the Town of Redcliff 2056 population. Finally, the conclusion provides an overview of the report and a forecast of the most likely 2056 future

population of Redcliff, based on current knowledge of demographic and economic trends.

Historical Trends

Historical population trends can provide insight into future population change. It is important to look at historical population changes and the underlying causes of historical population changes to understand how Redcliff got to where it is today, and what trends may repeat themselves in the future. Figure 1 presents Redcliff's population change from 1913 to 2016. Appendix A includes historical maps and air photos which provide a visual story of how Redcliff's built environment has changed over time.

Redcliff's population has grown steadily over the years, largely influenced by growth periods resulting in an upwards of 25% population increase per census period (5 years). A booming economy was the reason behind large growth periods in the early 1900s, 1970s, and early 2000s.

Originally First Nations territory of the Cree, Assiniboiné, Gros Ventre, Blood, and Peigan people that was ceded by Treaty 7, Redcliff was first settled by Europeans in the 1880s. Near the turn of the 20th Century many industrialists, manufacturers, and investors were attracted to the resource-rich area. Redcliff became known as the 'Smokeless Pittsburgh of the West' due to abundant oil and

natural gas reserves and proximity to the railroad. Manufacturing of brick, glass, shoes, cigars, and furniture occurred during the boom years in the early 1900s. The first greenhouse in Redcliff, the Redcliff Rosery, was built in 1912 (Harth, 2011).

Growing industrial activity led to a population surge in the first years of the 20th Century. A growing population meant a Council and administration were needed to handle the affairs of the community, including safety and police services, sanitary inspection, and street light maintenance. Redcliff was first incorporated as a Village in 1910 upon recommendation from the Minister of Public Works.

Continued population growth during the boom years (early 20th Century) led Redcliff to quickly meet the Alberta definition of a Town, population greater than 1,000, only two years after it was first incorporated as a municipality. Following a petition by the ratepayers of the Village of Redcliff, Redcliff changed municipal status from Village to Town in 1912.

Shortly after gaining Town status, the boom years surged Redcliff's population to 2,500. At the time, Redcliff and Medicine Hat were competing to see which would become bigger. However, the prosperity ended due to a tornado in 1915 which destroyed many industries, the first and second world wars, fire, epidemic, and the depression. Population growth was stagnant and the total

population of Redcliff drastically declined to 1,000 due to increased death rates from the Spanish flu and outmigration caused by the declining economy. The population remained close to 1,000 through the 1920s, 30s, and 40s, slow to recover due to lack of industry and the depression (Harth 2011, Hall 1962, Cypress Courier 2015, Alberta Municipal Affairs 2017). Population decline led to Redcliff occupying a fraction of the urban footprint that was originally envisioned for the near future. The 1913 “Smokeless Manufacturing Centre of Canada” Town scheme envisioned Redcliff occupying an area many times larger than the 1949 aerial photo depicts in Appendix A.

The discovery of oil near Leduc, Alberta in 1947 ushered in a new era for all of Alberta. Rapid economic growth occurred in the oil and gas sector, and the spin-off effects were felt throughout the province. In addition to the discovery of oil, men and women were returning from World War II, and a building boom occurred in Redcliff to provide services and residences for veterans. From 1941 – 1961, Redcliff’s population nearly doubled, from just over 1,000 to just over 2,000 residents, though growth was slower than in the early 1900s (Harth, 2011).

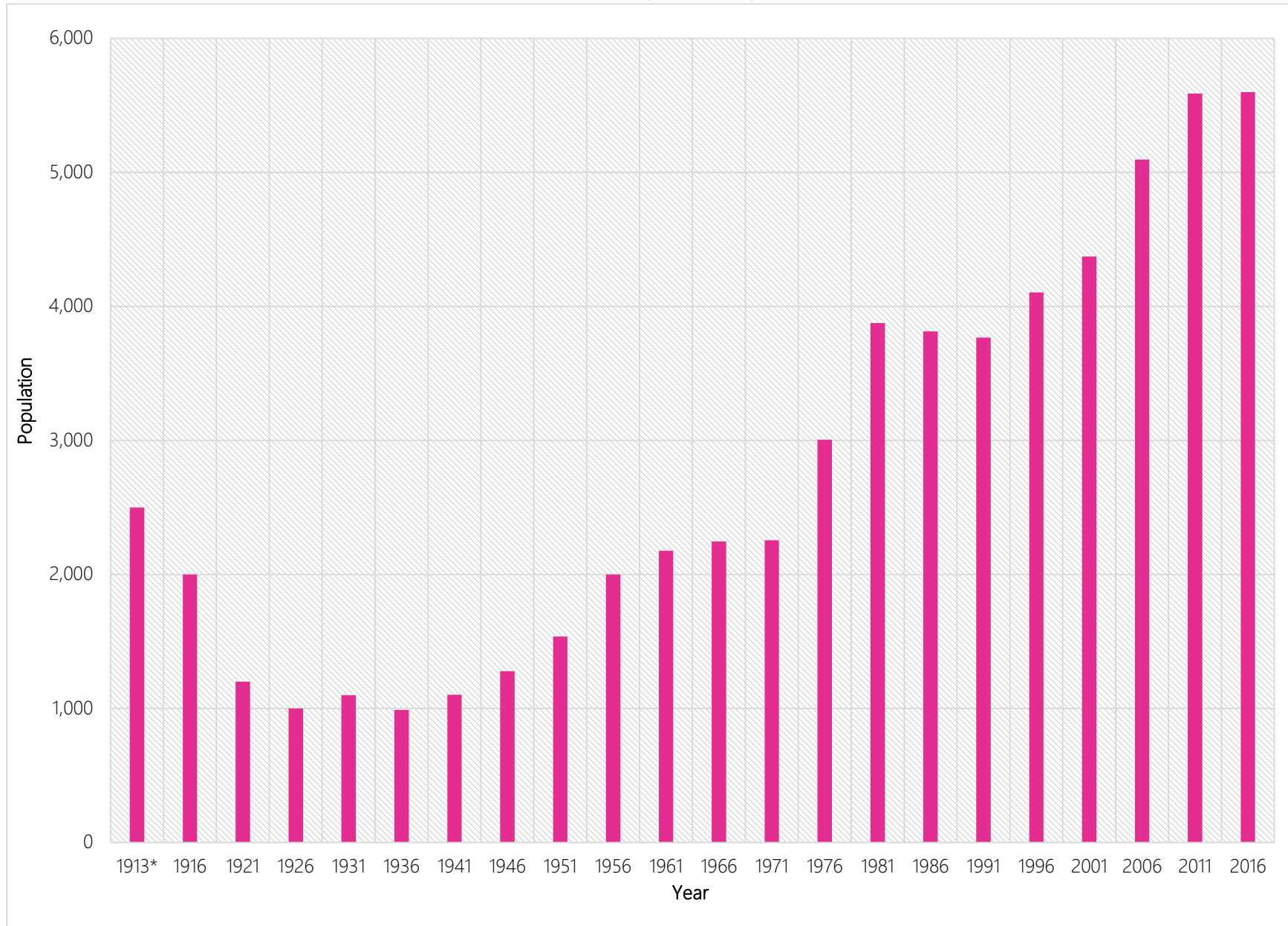
Population growth ceased again in the 1960s, but was followed by another surge in population growth in the 1970s. The 1960s and 1970s brought new residential, commercial, and industrial

subdivisions, and many greenhouse businesses were established. The population increasing by 25% every 5 years between 1971 and 1981, reaching nearly 4,000 in 1981.

Population growth slowed again throughout the 80s and at one point declined slightly, due to the crash of oil prices and onset of recession in Alberta and Canada. Around this time, the Town had created a master plan for the Lockwood Industrial Park NE of the Trans-Canada Highway to provide serviced industrial land to oil and gas companies. However, the economic slump resulted in the business park remaining largely empty until the 1990s when the oil and gas industry picked up and large greenhouses were constructed on the land (Harth, 2011).

During the 1990s, the population began to slowly increase as the national, provincial, and local economies recovered. Record-high oil prices in the 21st Century once again brought economic prosperity to Alberta and Redcliff, with the population increasing from 4,400 in 2001, to nearly 5,600 in 2011. The crash of gas, then oil prices in the 2010s led to slow population growth. In 2016, the population of Redcliff only increased by 12 people, or 0.2%, from 2011.

Figure 1. Redcliff's historical population trend, 1913 – 2016. Asterisks denotes the first year of available Alberta Municipal Affairs Population Data. (Alberta Municipal Affairs 2017, Stats Canada 1996 2007, 2012 2013a, 2013b, 2017, Southeast Alberta Regional Planning Commission 1984)



Current Demographics

Every five years Stats Canada conducts a national census. The most recent census was conducted in 2016, providing an accurate and recent database of population statistics for the Town of Redcliff.

Population Density

Population density represents the average number of people living within a defined geographic area. In this report population density is defined as the number of people per square kilometre of land area. Places with a lower population density tend to have sprawling development, whereas higher density areas generally have more compact development. In 2016 the population density of Redcliff was 344.6 persons per square kilometre. Redcliff's population density reflects its small town identity, with a lower population density than Medicine Hat, but comparable to Alberta towns with a similar population.

Figure 2. Population density of Redcliff, compared to other municipalities in Alberta. (Stats Canada 2017)

Jurisdiction	Population Density (persons/km2)
Redcliff	344.6
Medicine Hat	564.6
Stettler	798.5
Taber	537.9
Vegreville	405.4

Age-Sex Distribution

Population pyramids break down a population into age and sex categories called cohorts. Population pyramids are useful for visualizing a population and its future needs. For example, if the population of 45-55 year olds is high, one would assume there will be a demand for senior housing and amenities in the near future.

The 2016 population pyramid for the Town of Redcliff depicted in Figure 3 illustrates a fairly even age distribution for all cohorts under 65+ years of age, with the exception of 5-9 and 35-39 year olds being the largest cohorts. A high youth and 35-39 year old population suggests a high proportion of families. There are a large number of children, both male and female; however, there are fewer 15-24 year olds than children. The top of the pyramid decreases in population rapidly, due to old age. A large proportion of the population is aged 45-64, suggesting that the proportion of seniors will increase in the next 10-20 years.

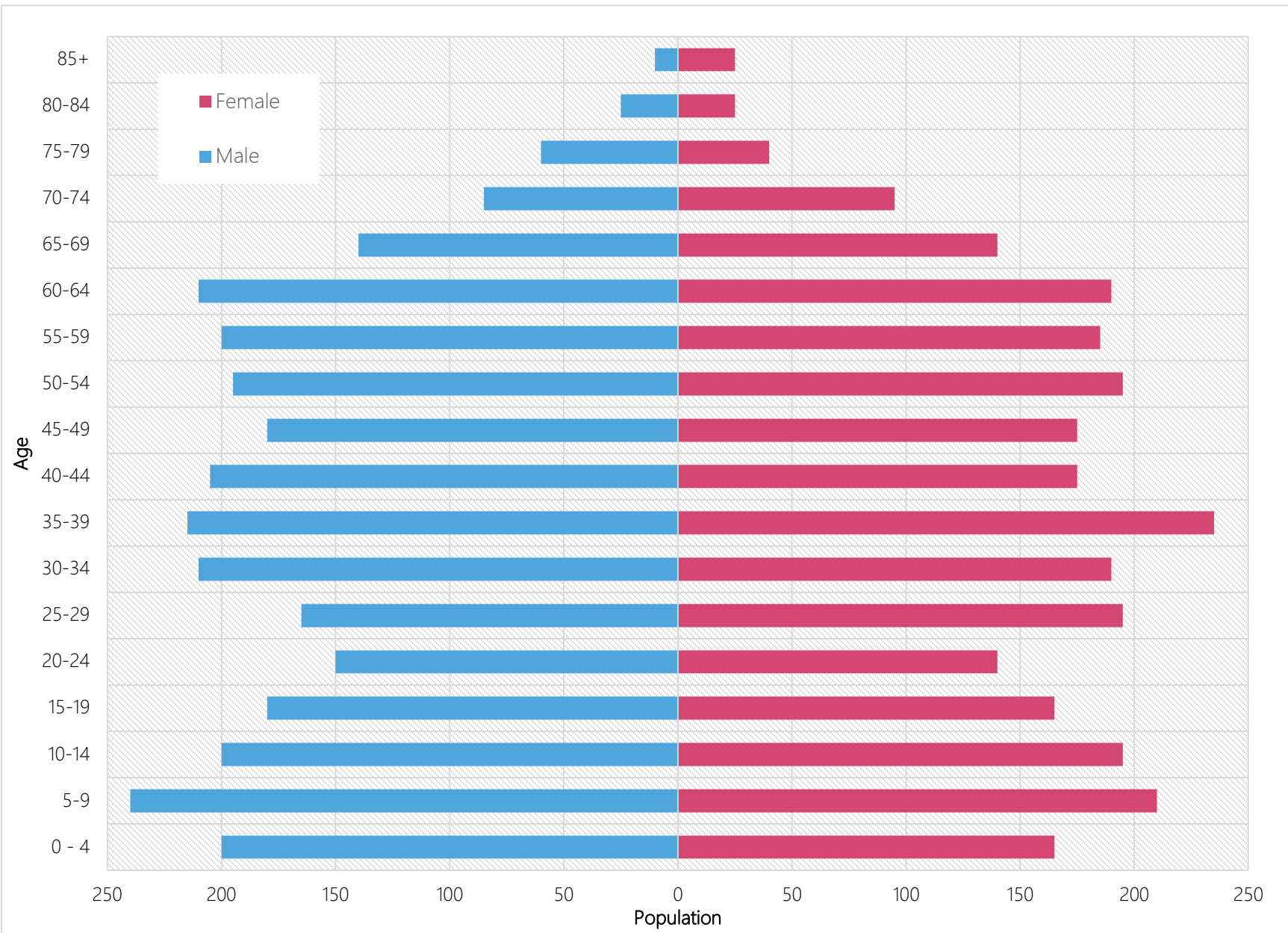


Figure 3. 2016 Redcliff population pyramid. (Stats Canada 2017)

Fertility & Births

Fertility data is not available on the municipal level; therefore, provincial data on fertility and births was used in this section.

The age-specific fertility rates declined in Alberta for most female age groups from 2009-2013. Fertility rates are only observed to increase in 35-39 and 40-44 years olds. The total fertility rate and crude birth rate in Alberta also decreased from 2009-2013.

Fertility Rate refers to the number of births per 1,000 females in each age group.

Crude Birth Rate is the number of live births per 1,000 females.

Total Fertility Rate is an estimate of the average number of live births a female can be expected to have in her lifetime, based on the age-specific fertility rates per 1,000 females in a given year. The total fertility rate is a sum of all the age-specific fertility rates in a single year.

Figure 4. Age-specific fertility rates, crude birth rate, and total fertility rate for Alberta, 2009-2013. (Stats Canada 2017)

Age	2009	2010	2011	2012	2013
Females 15 to 19	20	18.3	17.3	16	15.2
Females 20 to 24	65.6	61.6	58.9	57.3	55
Females 25 to 29	115.6	109.7	107.8	104.9	102.2
Females 30 to 34	114.8	112	114.6	109.8	109.6
Females 35 to 39	52.6	53.8	53	54.9	54.6
Females 40 to 44	9.8	10.7	11	10.9	11
Females 45 to 49	0.6	0.5	0.5	0.5	0.6
Crude Birth Rate	14.1	13.7	13.5	13.5	13.4
Total fertility Rate	1891.8	1827.9	1807	1761	1728.7

Households & Families

The Stats Canada census data provides details on households and families in the Town of Redcliff. These characteristics help us understand the composition of families and households in Redcliff, which can aid in planning residential areas and providing community services.

Redcliff's 2016 population of 5,600 lived in 2,160 private households. Of those households, Figure 5 shows the majority had 2 persons, 39%, followed by 1 person, 21%. The average household size in Redcliff in 2016 was 2.6 persons (Stats Canada 2017). Figure 6 reveals the majority of private households were one-census-families with children, followed by one-census-families without children. One-person households were also common. Of non-census-family households, 85% were one-person.

A *census family* is defined as a married couple (with or without children of either and/or both spouses) a common-law couple (with or without children of either and/or both partners) or a lone parent of any marital status with at least one child living in the same dwelling. (Stats Canada 2017)

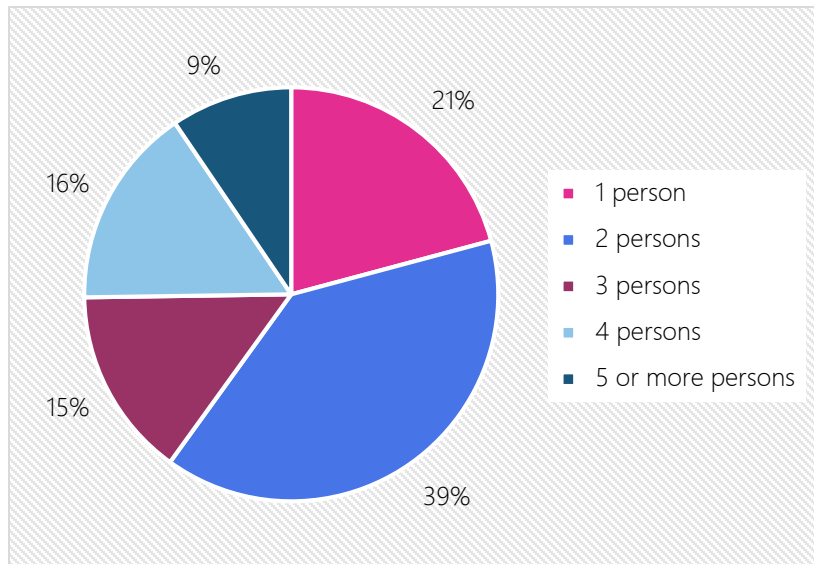


Figure 5. Redcliff's private households by size. (Stats Canada 2017)

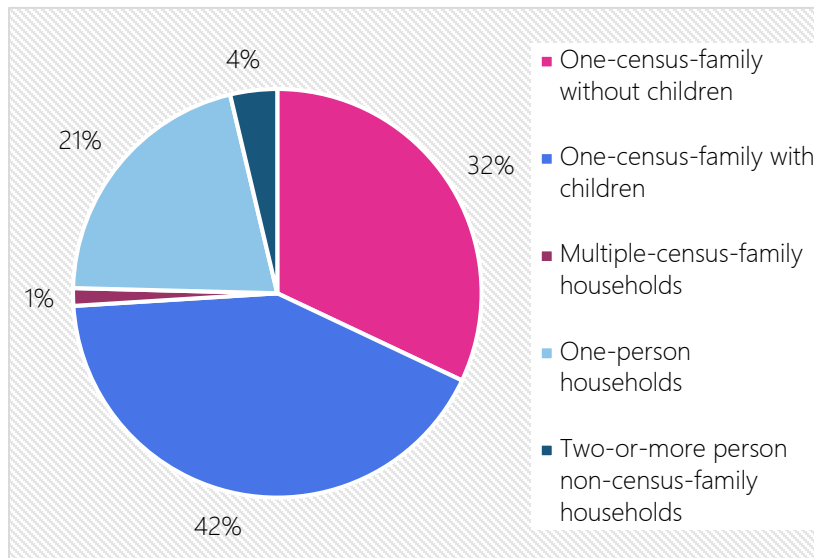


Figure 6. Redcliff's private households by type. (Stats Canada 2017)

The majority of Redcliff's population aged 15 years or older were married, 54%, or never married, 22%, depicted in Figure 7.

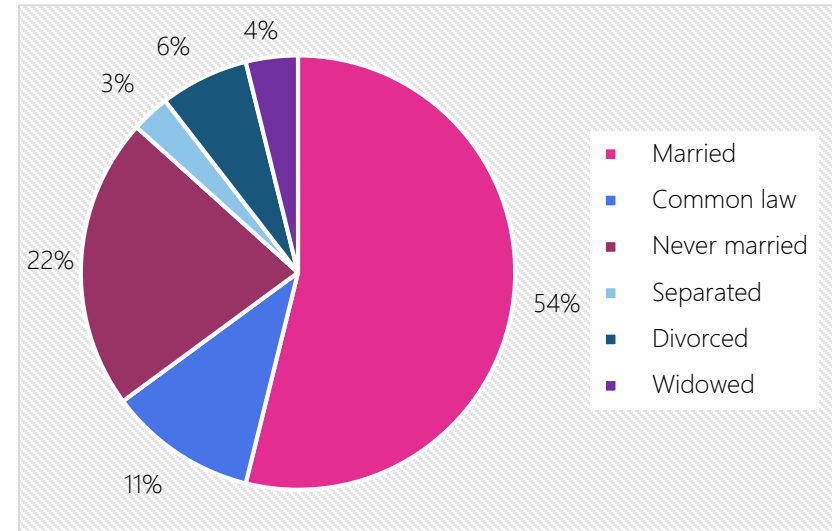


Figure 7. Redcliff's 15+ population by marital status. (Stats Canada 2017)

The average size of a census family in Redcliff was 2.9 persons, and there were 1,655 census families in 2016 (Stats Canada 2017). Figures 8 and 9 show the majority of census families had 2 persons and were married couples. Of couples, those without children slightly outnumbered those with children. Lone-parent families were the smallest proportion of census families. There were nearly 4 times as many female lone-parent families in Redcliff than male lone-parent families. Figures 10 and 11 reveal that of couple families with children the highest proportion was 2, while the vast majority of lone-parent families had 1 child.

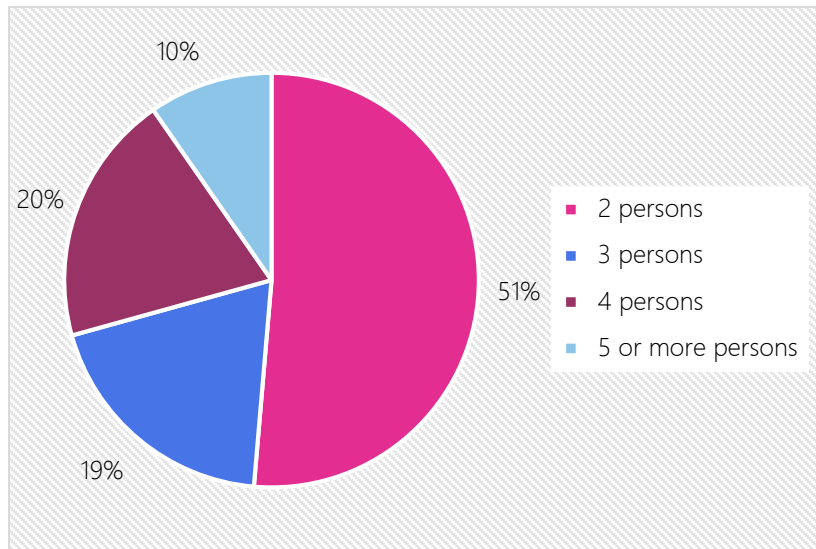


Figure 8. Redcliff's census families by number of persons. (Stats Canada 2017)

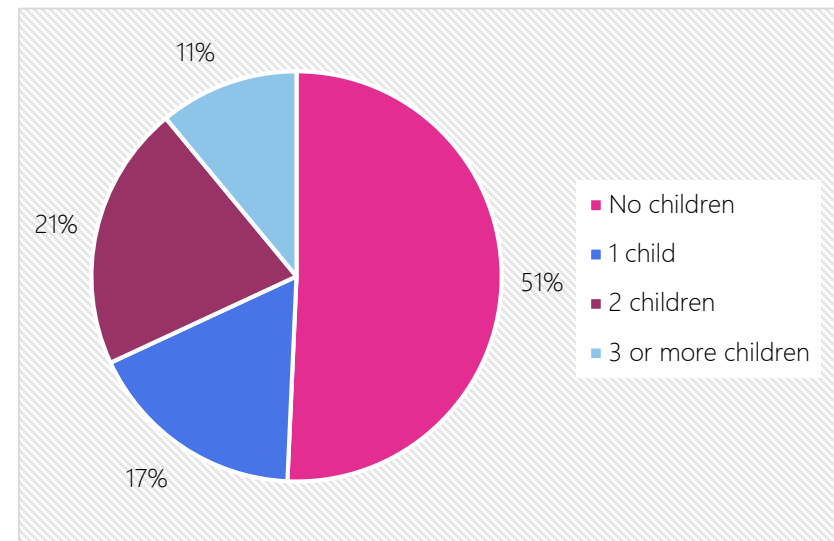


Figure 10. Redcliff's census-family couples by number of children. (Stats Canada 2017)

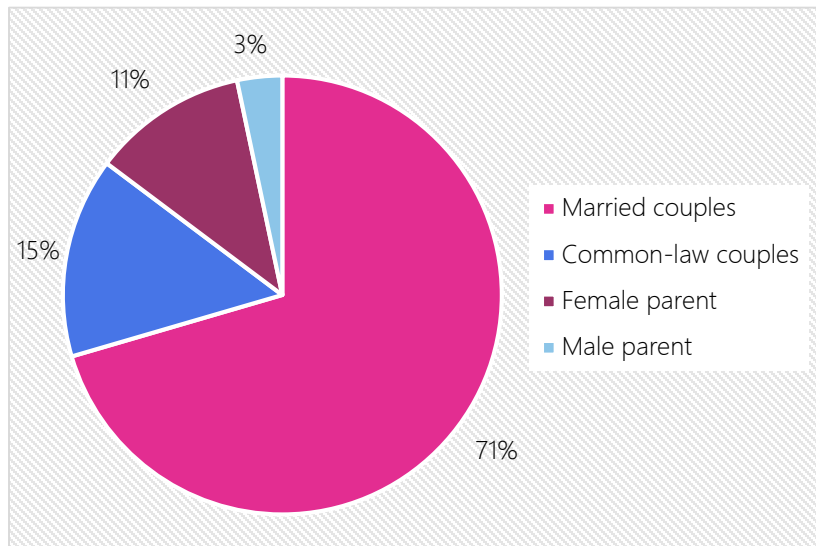


Figure 9. Redcliff's census families by type. (Stats Canada 2017)

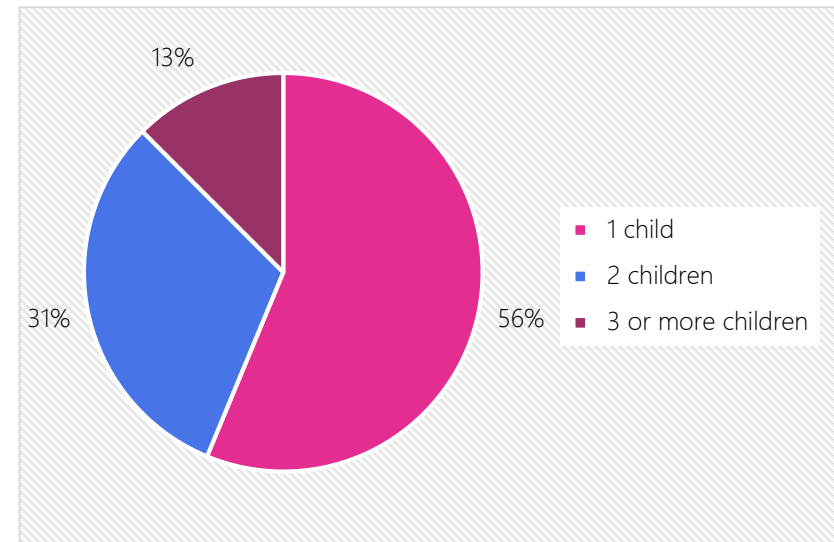


Figure 11. Redcliff's census-family lone parents by number of children. (Stats Canada 2017)

Migration

**2016 Stats Canada census data on migration will be released on November 29th 2017 and included in this report upon release.*

Population Projection

Projections are “if, then” statements that calculate future conditions that may exist as a result of adopting certain assumptions. For example, “*if* the average birth rate and migration rate from the last 10 years is applied, *then* municipality X’s population will be 20,000 in the year 2050.” Because there is no guarantee that the average birth rate and migration rate from the last 10 years will continue into the future, the projection represents one possible scenario of something that *may* happen.

There are many ways to project a future population. Two projection methods were used in this study, aggregate and cohort.

Aggregate Model

Introduction

The aggregate population projection model uses aggregate data from the past to predict future conditions in Redcliff. Aggregate projections consider the total population for the Town of Redcliff, and do not break the population into its subcomponents (cohorts) of age or sex. Aggregate projections do not attempt to account for

underlying demographic and economic processes which caused the trends.

Though aggregate projections do not provide details of underlying trends, they are favourable because the data is easier to obtain and analyze. Oftentimes cohort data or data of underlying demographic and economic trends is not available at the Redcliff-specific scale.

Methods

Historical aggregate population data for Redcliff from 1966 - 2016 was plotted in a graph. The trend line of the historical data was compared to standard curves to determine which curve has the “best fit” – in other words, which curve best matches the historical data? Nine standard curves were used in the aggregate population for the Town of Redcliff (Linear Regression, Geometric, Parabolic, Modified Exponential, Modified Exponential with an upper limit, Gompertz, Gompertz with an upper limit, Logistic, Logistic with an upper limit). The equations for each curve and details on the methodology can be found in Appendix B.

Best fit can be determined by simply looking at the curves; however, statistics can also be used to determine the best fit. Three different statistical measures were considered when determining best fit, coefficient of relative variation (CRV), mean error (ME), and mean absolute percentage error (MAPE). The three statistics measured the difference between Redcliff’s historical population

curve and each standard curve, presenting an error value. The higher the value, the higher the error, and the larger the difference between the historical and standard curve. The four curves with the lowest error values were selected as possible future population scenarios for Redcliff: Linear Regression, Geometric, Modified Exponential Upper Limit, and Gompertz Upper Limit. The average of the four best-fitting curves was also calculated to create an average scenario for Redcliff's 2056 population.

Figure 12. Summary of error statistics for the 9 curves considered for best fit. Highlighted curves indicated best fit.

Curve	CRV	ME	MAPE
Linear Reg.	106.78	0.00	5.74%
Geometric	119.71	6.84	6.65%
Parabolic	114667.15	0.00	5.68%
Mod Exp	305.86	20.88	6.78%
Mod Exp UL	272.33	-3.54	6.13%
Gompertz	308.65	31.73	6.43%
Gomp UL	274.98	5.27	6.71%
Logistic	311.68	37.72	6.18%
Log UL	277.84	9.64	6.95%

Scenarios

The following five scenarios in Figures 13 and 14 represent possible future populations for the Town of Redcliff. Four are based on the best-fitting curves, while the fifth is based on the average of the four best-fitting curves. All scenarios predict constant population growth, with the highest projected 2056 population 12,546, and the lowest 7,369.

While there is a large difference in the 2056 projected population between the five curves, each scenario is plausible. If multiple population surges occur in Redcliff as they did during historical periods of growth, the Geometric scenario is likely.

If Redcliff experiences periods of growth followed by periods of stagnation, as in the last 10 years, the Average, Linear, or Gompertz Upper Limit scenarios are likely. If the current economic climate continues without any boom cycles, the Modified Exponential Upper Limit scenario is possible as it predicts slower, gradual growth.

Figure 13. Chart -Actual Redcliff population from 1966 – 2016, and 5 projection scenarios for Redcliff’s population, 2016 – 2056, based on four curves of best-fit, and the average of the four curves.

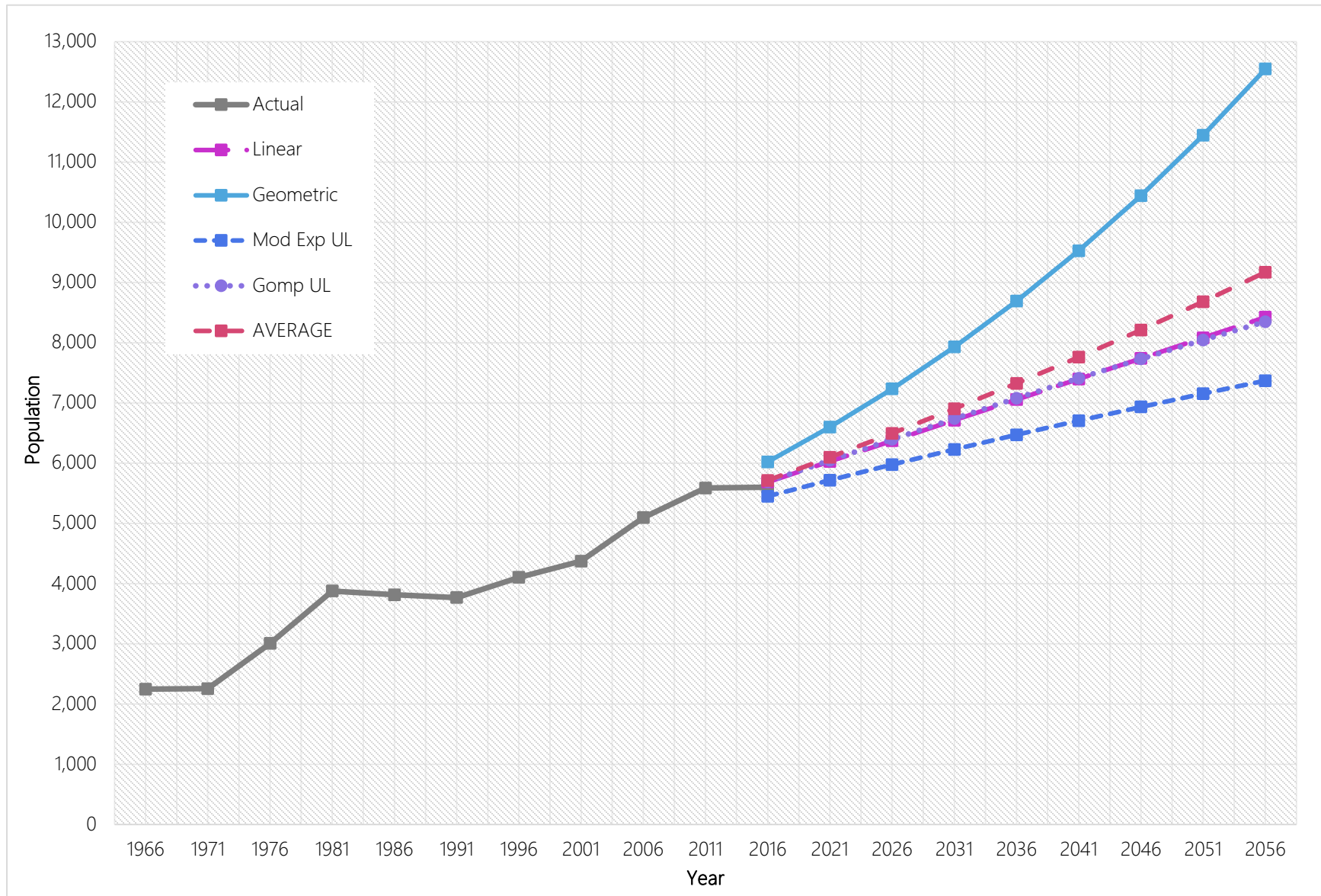


Figure 14. Table- Actual Redcliff population from 1966 – 2016, and 5 projection scenarios for Redcliff’s population, 2016 – 2056, based on four curves of best-fit, and the average of the four curves.

Year	Actual	Linear Reg.	Geometric	Mod Exp UL	Gompertz UL	Average
1966	2,247	2,264	2,406	2,251	2,318	2,328
1971	2,255	2,606	2,637	2,619	2,614	2,626
1976	3,006	2,948	2,890	2,975	2,925	2,932
1981	3,876	3,291	3,168	3,320	3,248	3,245
1986	3,814	3,633	3,472	3,654	3,582	3,568
1991	3,768	3,975	3,806	3,977	3,924	3,900
1996	4,104	4,317	4,172	4,291	4,272	4,243
2001	4,372	4,660	4,573	4,594	4,626	4,597
2006	5,096	5,002	5,012	4,889	4,981	4,964
2011	5,588	5,344	5,494	5,174	5,338	5,344
2016	5,600	5,686	6,022	5,450	5,694	5,740
2021		6,029	6,600	5,717	6,047	6,151
2026		6,371	7,235	5,976	6,396	6,579
2031		6,713	7,930	6,227	6,741	7,027
2036		7,055	8,692	6,470	7,079	7,494
2041		7,398	9,527	6,706	7,409	7,983
2046		7,740	10,443	6,934	7,731	8,496
2051		8,082	11,446	7,155	8,045	9,035
2056		8,425	12,546	7,369	8,349	9,601

Cohort Model

Introduction

Population is affected by births, deaths, and migration. While the aggregate model takes into account the total population, it does not account for the above three components that affect population change.

The cohort model divides the population data into its subgroups based on age and sex to project a future population. Births, deaths, and migration trends are applied to the subgroups in the hopes of creating a more accurate population projection.

Methods

Cohorts were created based on sex and five year age span (i.e. female 0-4, 5-9... male 0-4, 5-9...). Provincial data from Stats Canada for each cohort from 2011-2013 was used to calculate a survival rate. The survival rate was applied to each cohort in historical Redcliff population data from 2006, 2011, and 2016 to estimate a surviving population. An average migration rate from 2006-2016 was determined by calculating the difference between the surviving population of one cohort, and the initial population of the next cohort.

Survival rate refers to the proportion of the population that survives on to the next year. For example, if there are 1,000 individuals aged 5 and 997 survive into the next year, the survival rate for 5-year-olds is 99.7% (Klosterman 1990).

Migration was assumed to be all population changes that were not accounted for by the survival rate. Additional model assumptions are listed in Appendix B.

Fertility rates for female cohorts were taken from provincial data from 2009-2013. The average fertility rate was calculated, and applied to each female cohort of reproduction age to project the number of births.

The final population projections were determined by applying the survival rate, migration rate, then birth rate to each cohort. Two projection scenarios were created. The first used the average migration and birth rates, while the second used the average birth rate and the highest five year migration rate from 2006-2016. The high migration cohort projection scenario was created to determine what the future population of Redcliff may be in the case that external factors such as the economy lead to a high influx of residents into the Town.

Scenarios

Average

The average scenario projects Redcliff's population to increase moderately to 5,774 from 2016 to 2036, then decrease slightly to 5,436 by 2056, as seen in Figure 15. The pattern of slow growth followed by decline is attributed to the average migration rate, which was negative for most cohorts over the 2006-2016 time

period considered. The negative birth rate leads to eventual population decline because more people are moving out of each cohort than are being born every year. Along with population decline, Figure 16 shows the senior population is projected to increase and the youth population decrease. The largest projected age group in the average scenario for the year 2056 is 45-55 year olds. The average scenario projects a higher proportion of Redcliff's population over 55 in 2036, when compared to 2016. The 40-49 year old population has declined. While the 25-29 year old population has increased, the 15-24 year old population has declined drastically. There is also a much higher proportion of male to female youth in 2036.

In 2056 the average scenario projects the majority of Redcliff's population will be over 55 years of age, there are also many people aged 85+ when compared to previous years. Youth under 19 are one of the smallest age groups. The population increases slightly by cohort from birth to middle age. The male population is larger than the female population, especially for those 19 and under.

The average cohort scenario projects a very different 2056 Redcliff population than the aggregate scenarios, which indicated population growth. The average cohort scenario projects what may happen if migration rates in Redcliff remain negative over time.

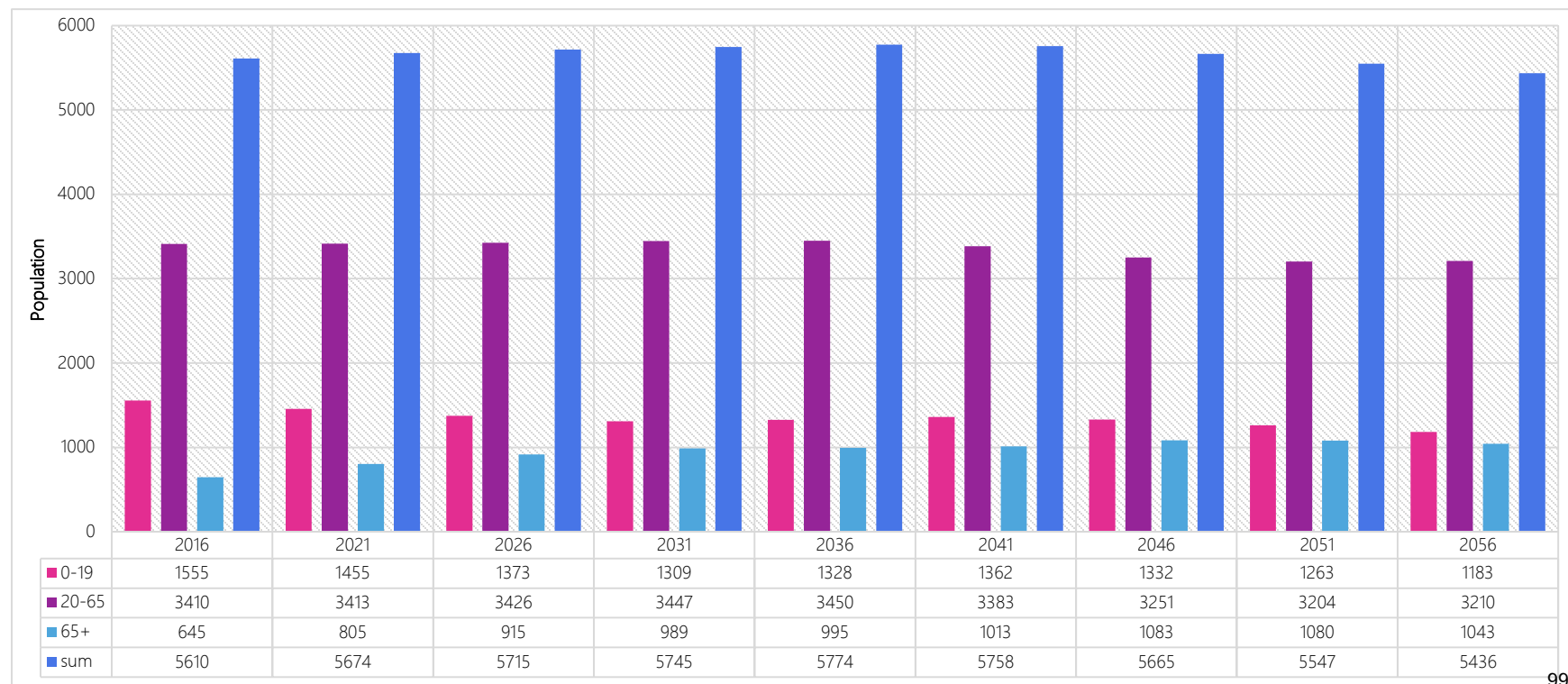


Figure 15. Average cohort scenario population projections for Redcliff, 2016 (actual data), and 2021 – 2056 (projected), divided by major age group.

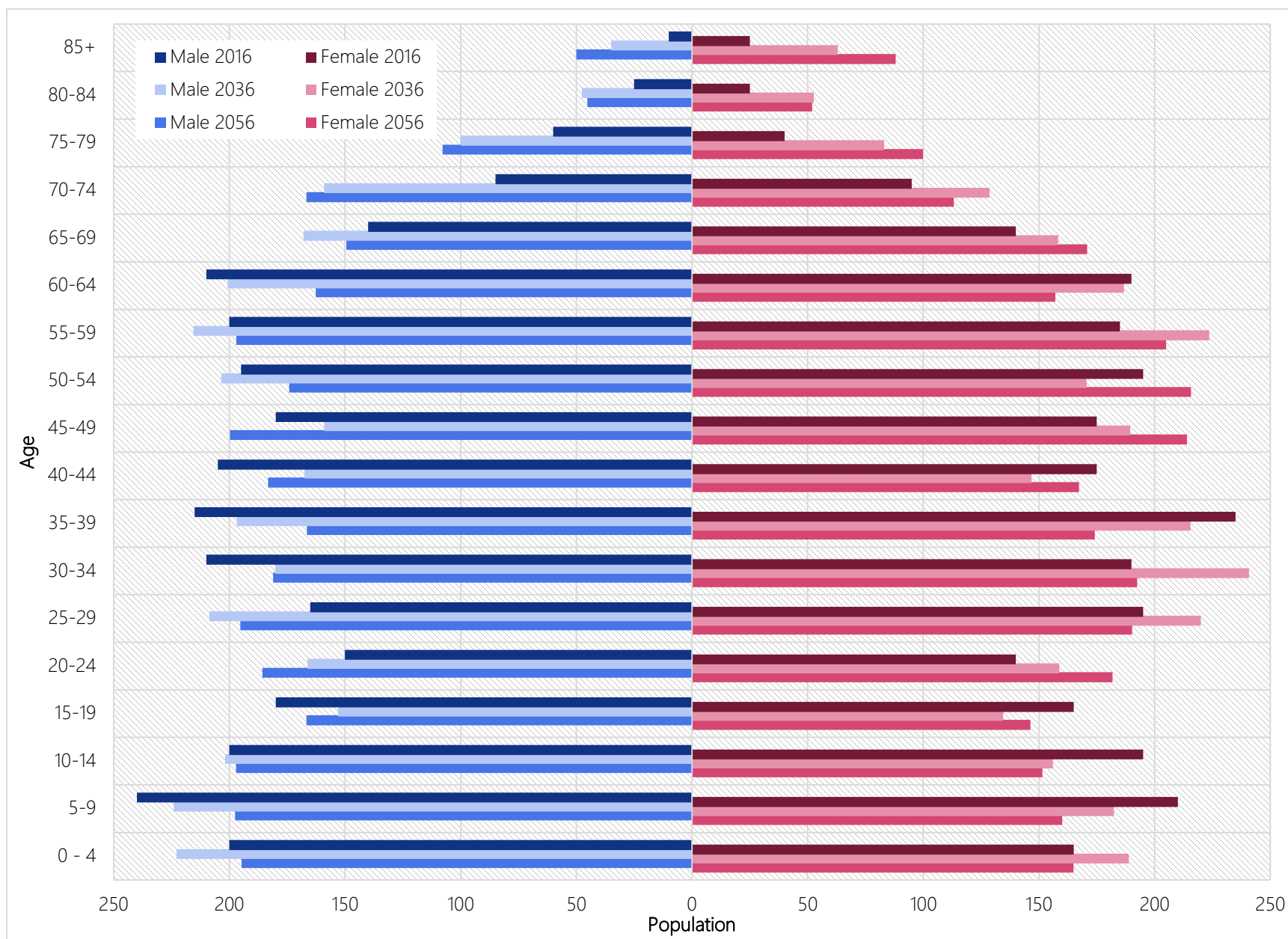


Figure 16. Population pyramid depicting the projected population changed in Redcliff by cohort from 2016 to 2036 to 2056, based on the average cohort scenario.

High Migration

The high migration scenario projects a constant population increase over time in Redcliff, as seen in Figure 17. The population of both seniors and youth also increases over time. The 2036 population under the high migration scenario is 7,273, and the 2056 projected population is 8,782.

Figure 18 shows the 25-40 year old age group is projected to be the largest in the year 2036, especially females. The 50-65 age group also has a high population.

Though a high proportion of the population is projected to be under 10 years of age, the 15-24 age group still remains the lowest. In 2056 the high migration scenario projects a high female population aged 50-65. The middle-aged population is larger than the youth population, and there are many more male than female youth. There is also a higher relative proportion of 15-24 year olds for both sexes when compared to previous years.

The high migration scenario projects a constant population increase, similar to the aggregate model scenarios.

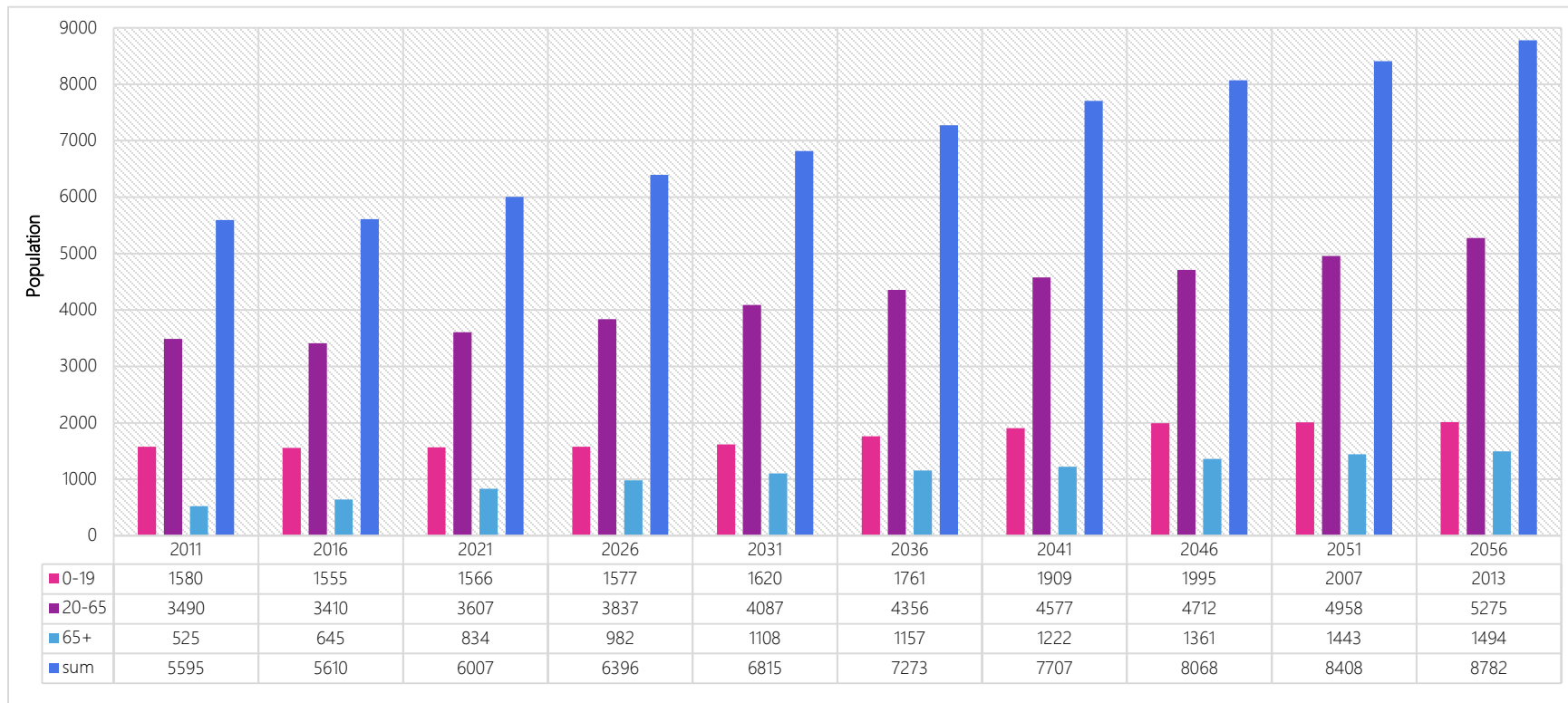


Figure 17. High migration cohort scenario population projections for Redcliff, 2016 (actual data), and 2021 – 2056 (projected), divided by major age group.

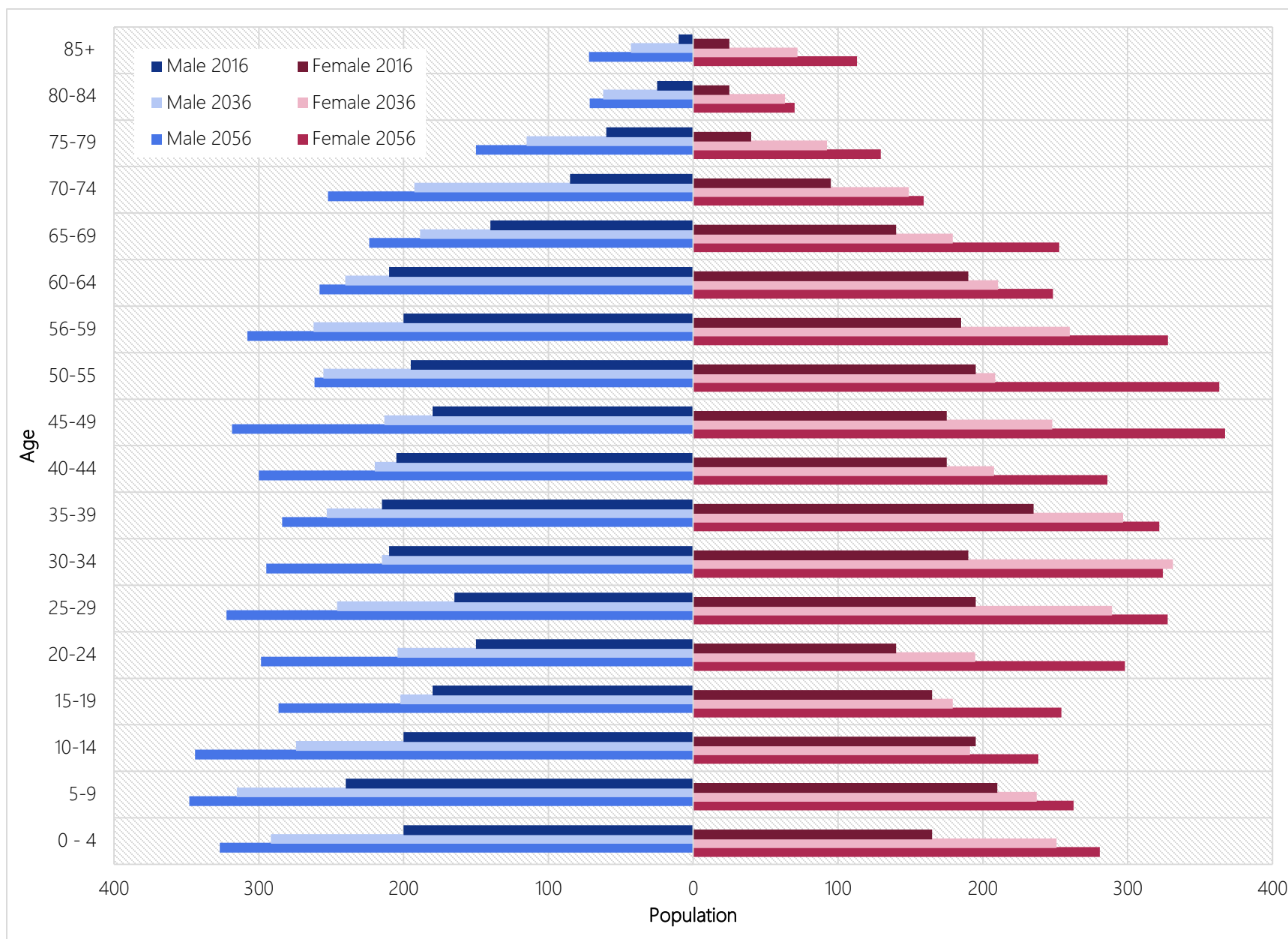


Figure 18. Population pyramid depicting the projected population changed in Redcliff by cohort from 2016 to 2036 to 2056, based on the high migration cohort scenario.

Conclusion

Forecast

A population forecast represents the most likely future population for the Town of Redcliff. Based on recent economic and social trends, the high migration cohort scenario was selected as the forecasted for Redcliff's future population. The high migration cohort scenario was chosen because the cohort model takes into account the underlying factors that contribute to population change – birth, death, and migration. The high migration scenario is the best representation of current trends, and therefore becomes the forecast. All of the scenarios can be seen together in Figure 19.

The high migration scenario used a constant average birth rate. According to Stats Canada, national birth rate and fertility rates have been declining over the past few decades. In 2016 the average Canadian fertility rate was 1.61 children per women, which is less than the 2.1 children per women fertility rate needed to ensure replacement of the existing population. The fertility rate in Canada has not been higher than 2.1 since the early 1970s. Fertility rates have decreased due to the increasing costs of having children, and societal changes of potential mothers and couples choosing to either delay having children to pursue a career, or not have children altogether (Stats Canada 2011). Though fertility is in decline, Canada's population has still grown due to immigration. A constant

birth rate based on provincial 2009-2013 rates creates an idealistic scenario in which the birth rate does not decline any further.

The high migration scenario used the highest of the two five-year migration rates between 2006-2016. The highest migration rate was used because the average rate included the 2011-2016 census period where little growth occurred, and is not reflective of large periods of population growth Redcliff has experienced in the past. In July 2017, the Conference Board of Canada released their Economic Outlook for Canadian Mid-Sized Cities, which projected Medicine Hat's real GDP to expand by 2.7% in 2017 and 2.0% in 2018 due to economic recovery in the oil and gas industry (Conference Board of Canada 2017). Additionally, the Province of Alberta's recent Economic Outlook noted the provincial economy has exceeded expectations for the first half of 2017 and recovery and growth are occurring in almost every sector (Government of Alberta 2017). Current and future economic growth expected in the region is predicted to increase migration into Redcliff, making the high migration scenario realistic.

Due to anticipated stagnant future birth rates and increased economic growth, the high migration scenario was determined to represent the future forecasted population for the Town of Redcliff, with a 2056 total population of 8,782, representing a population increase of over 55% from 2016.

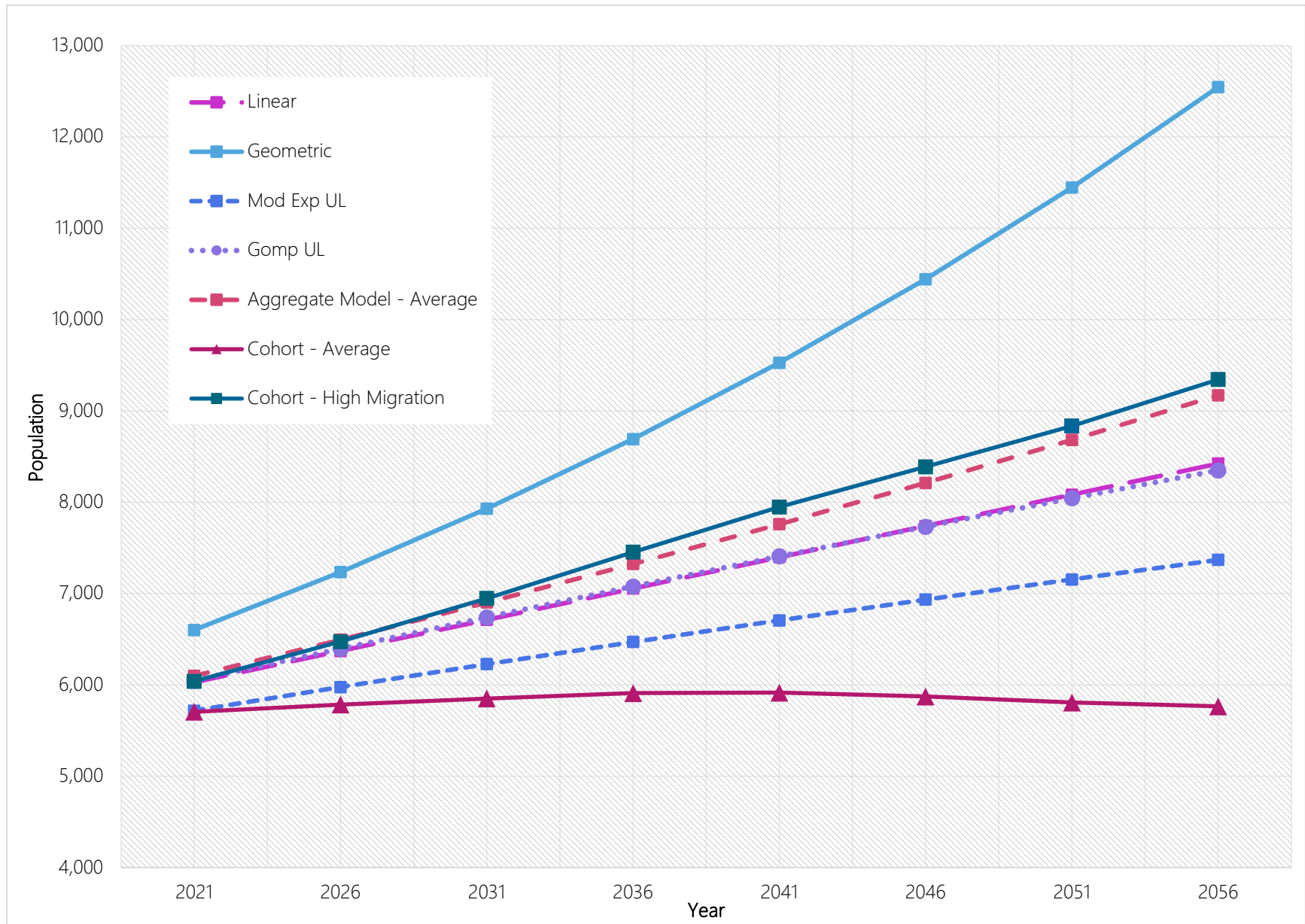


Figure 19. All Redcliff future population projection scenarios from 2021 to 2056 from the aggregate and cohort models. The cohort high migration scenario was chosen as the forecast to represent the most likely future.

Appendix A

Historical Maps and Air Photos



1913 "Smokeless Pittsburgh of the West" Future Concept Map for Redcliff, Alberta



1949 Air Photo



1969 Air Photo



1976 Air Photo



1984 Air Photo



2015 Air Photo

Appendix B

Methods Details – Aggregate Model

Upper Limit

In the Aggregate Model, 14,000 was chosen as an upper limit for the population to calculate the three standard curves with upper limits. The upper limit was chosen because it reflects a more than doubling of the population, and was the predicted 2060 Redcliff population from the 2010 Tri-Area Intermunicipal Development Plan for Redcliff, Cypress and Medicine Hat

Curve Equations

Linear Regression:

$$Y_c = a + bX$$

Geometric:

$$\log Y_c = \log a + \log b(X)$$

Parabolic:

$$Y_c = a + b \times (X + c) \times X^2$$

Where $c = (N \times \text{Sum}X^2 \times Y - \text{Sum}X^2 \times \text{Sum}Y) / (N \times \text{Sum}X^4 - (\text{Sum}X^2)^2)$

$a = (\text{Sum}Y - c \times \text{Sum}X^2) / N$ and,

$$b = \text{Sum}XY / \text{Sum}X^2$$

Modified Exponential:

$$Y_c = c + ab^x$$

Where $b = (\text{Sum } 9-12) - (\text{Sum } 5-8) / (\text{Sum } 5-8) - (\text{Sum } 1-4)$

$$a = (\text{Sum } 5-8) - (\text{Sum } 1-4) \times ((b-1)/(b^{n-1}-1)^2)$$

$$c = (1/n) \times ((\text{Sum } 1-4) \times (\text{Sum } 9-12) - \text{Sum } 5-8^2) / ((\text{Sum } 1-4) + (\text{Sum } 9-12) - 2(\text{Sum } 5-8)) \quad \text{and,}$$

"1-12" represent the actual Redcliff census numbers for 12 census years, 1966 to 2021. 2021 population was needed for the model to create a number of observations divisible by 3. 2021 estimated population was estimated by applying the average census period population change from 1966 to 2016, 1.08%, to the 2016 actual census population. This was also used for the Gompertz and Logistic curves.

Modified Exponential, Upper Limit:

$$\log (c - Y_c) = \log a + \log b (X)$$

Where a, b, and c are the same as in the Modified Exponential curve.

Gompertz:

$$Y_c = c a \exp (b^x)$$

Where $b = (\text{Sum } 9-12) - (\text{Sum } 5-8) / (\text{Sum } 5-8) - (\text{Sum } 1-4)$

$a = (\text{Sum } 5-8) - (\text{Sum } 1-4) \times ((b-1)/(b^{n-1})^2))$ and,

$c = (1/n) \times ((\text{Sum } 1-3) \times (\text{Sum } 9-12) - \text{Sum } 5-8^2) / ((\text{Sum } 1-4) + (\text{Sum } 9-12) - 2(\text{Sum } 5-8))$

Gompertz, Upper Limit:

$\log(\log c - \log Y_c) = \log(\log a) + \log b(X)$

Where a, b, and c are the same as in the Gompertz curve.

Logistic:

$Y_c = (c + ab^x)^{-1}$

Where $b = (\text{Sum } 9-12) - (\text{Sum } 5-8) / (\text{Sum } 5-8) - (\text{Sum } 1-4)$

$a = (\text{Sum } 5-8) - (\text{Sum } 1-4) \times ((b-1)/(b^{n-1})^2))$ and,

$c = (1/n) \times ((\text{Sum } 1-4) \times (\text{Sum } 9-12) - \text{Sum } 5-8^2) / ((\text{Sum } 1-4) + (\text{Sum } 9-12) - 2(\text{Sum } 5-8))$

Logistic, Upper Limit:

$\log(Y_c^{-1} - c) = \log a + \log b(X)$

Assumptions

- X-axis is the independent variable
- Y-axis is the dependent variable

- Population change is reflective of births, deaths, and migration, which vary through time
- Time is a proxy which reflects the net effect of a large number of unmeasured events (time does not directly impact population, but the demographic and economic events that occur through time do)

Methods Details – Cohort Model

Assumptions

- Redcliff survival rate is equal to the Alberta survival rate
- Survival rate is constant over time
- Canadian fertility rate is equal to the Redcliff fertility rate
- Birth rate is derived from fertility rate and is constant over time
- Only women 15-49 are giving birth
- Average female population over a census period (5 years) is used to predict births (Klosterman 1990)
- Any population change not accounted for in births or deaths is migration
- Average scenario – migration rate is constant over time, equal to the average migration over the last 10 years; high migration scenario – migration rate is constant over time, equal to the highest migration rate over the last 10 years

References

- Alberta Municipal Affairs. 2017. Municipal Census and Population Lists. Retrieved from http://www.municipalaffairs.alberta.camc_official_populations
- Conference Board of Canada. 2017. Improved Economic Outlook for Many Canadian Mid-Sized Cities. Retrieved from http://www.conferenceboard.ca/press/newsrelease/17-07-27/improved_economic_outlook_for_many_canadian_mid_sized_cities.aspx
- Cypress Courier. 2015. 100 Years since tornado cut devastating path through Redcliff. Retrieved from <http://bowislandcommmentator.com/news/2015/05/26/100-years-sincetornado-cut-devastating-path-through-redcliff/>
- Government of Alberta. 2017. Economic Outlook. Retrieved from <https://www.alberta.ca/budget-economic-outlook.aspx>
- Hall, C.T. 1962. The Golden Years of Redcliff: a 50 year reflection on Redcliff. Retrieved from <http://www.ourroots.ca/page.aspx?id=3542057&qryID=422db56a-a66e-4b708d30-60b6b7a1f78c>
- Harth, F.B. (ed.). 2011. Bricks, Bottles, and Babies... Centennial History of Redcliff, Alberta. Freisens Corporation, Altona MB.
- Klosterman, R.E. 1990. Community Analysis and Planning Techniques. Rowman & Littlefield Publishers Inc. Lanham, Maryland.
- Southeast Alberta Regional Planning Commission. 1984. Regional Population Study Update.
- Statistics Canada. 1996. Redcliff Alberta, Town, Electronic Area Profile. Census of Population, Statistics Canada Catalogue no. 95F0181XDB96001.
- Statistics Canada. 2007. *Redcliff, Alberta (Code4801018)* (table). *2006 Community Profiles*. 2006 Census. Statistics Canada Catalogue no. 92-591XWE. Ottawa. Released March 13, 2007.
- Statistics Canada. 2011. Canadian Megatrends. Fertility: fewer children, older moms. Retrieved from <http://www.statcan.gc.ca/pub/11-630-x/11-630-x2014002-eng.htm>
- Statistics Canada. 2012. *Redcliff, Alberta (Code 4801018) and Division No. 1, Alberta (Code 4801)* (table). *Census Profile*. 2011 Census. Statistics Canada Catalogue no. 98-316-XWE. Ottawa. Released October 24, 2012.
- Statistics Canada. 2013a. *Redcliff, T, Alberta (Code4801018)* (table). *National Household Survey (NHS) Profile*. 2011 National Household Survey. Statistics Canada Catalogue no. 99-004-XWE. Ottawa. Released September 11, 2013.
- Statistics Canada. 2013b. *Redcliff, T, Alberta (Code4801018)* (table). *2001 Community Profiles*. 2001 National Census. Statistics Canada Catalogue no. 93 F0053-XIE. Ottawa. Released 2002.
- Statistics Canada. 2017. *Redcliff, T [Census subdivision], Alberta a Alberta [Province]*(table). *Census Profile*. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa.

Memo

To: Council
 From: Director of Community and Protective Services
 Date: October 23rd, 2017
 Re: **Redcliff and District Recreation Committee**

The evolution of the current Redcliff Recreation Services Board is recommended to assist in recreation and culture asset development. The provincial government has changed the way lottery funds are disbursed, and municipalities are no longer eligible for lottery funding. With incorporating the Redcliff Recreation Services Board this will allow greater access to provincial funding.

The Redcliff and District Recreation Committee will be formed to promote recreation in Redcliff and surrounding area. The committee, which will be incorporated under the Alberta Societies Act and will have representation from the Redcliff Town Council, the Cypress County Council, the Redcliff Town Administration and citizens of the town and county.

The Recreation Committee will develop relationships with community recreation groups and with Town and County councils. As opportunities arise to improve community facilities and programs, our committee hopes to be able to facilitate the cooperation of community groups and councils to make things happen.

Attached below is a list of lottery funding received by other Alberta communities have received and further per capita calculations.

Alberta Lottery Fund (Recreation & Culture)

TOWN	POPULATION	Total \$	\$ per capita
Bow Island	2025	\$ 1,912,324.00	\$ 944.36
Provost	2041	\$ 3,391,711.00	\$ 1,661.79
Millet	2092	\$ 2,099,483.00	\$ 1,003.58
Nanton	2132	\$ 3,945,539.00	\$ 1,850.63
Turner Vally	2167	\$ 1,248,789.00	\$ 576.28
Tofield	2182	\$ 2,807,838.00	\$ 1,286.82
Beaverlodge	2365	\$ 3,089,307.00	\$ 1,306.26
Black Diamond	2373	\$ 2,171,050.00	\$ 914.90
Magrath	2376	\$ 2,594,605.00	\$ 1,092.01
Rimbey	2378	\$ 4,042,669.00	\$ 1,700.03
Penhold	2476	\$ 3,075,395.00	\$ 1,242.08
Sexsmith	2418	\$ 3,149,493.00	\$ 1,302.52
Grimshaw	2515	\$ 5,078,899.00	\$ 2,019.44
High Prairie	2600	\$ 8,691,405.00	\$ 3,342.85
Sundre	2695	\$ 5,004,134.00	\$ 1,856.82

Hanna	2673	\$ 4,060,775.00	\$ 1,519.18
Crossfield	2853	\$ 2,874,841.00	\$ 1,007.66
Athabasca	2990	\$ 9,804,197.00	\$ 3,279.00
Gibbons	3030	\$ 2,241,214.00	\$ 739.67
Fort Macleod	3117	\$ 7,531,231.00	\$ 2,416.18
Fairview	3162	\$ 5,374,003.00	\$ 1,699.56
Three Hills	3230	\$ 3,854,371.00	\$ 1,193.30
Carstairs	3442	\$ 3,367,341.00	\$ 978.31
Cardston	3580	\$ 6,930,609.00	\$ 1,935.92
High Level	3641	\$ 7,617,980.00	\$ 2,092.28
Pincher Creek	3619	\$ 5,221,332.00	\$ 1,442.76
Raymond	3982	\$ 3,602,810.00	\$ 904.77
Claresholm	3758	\$ 6,819,770.00	\$ 1,814.73
Vermilion	4545	\$ 10,303,227.00	\$ 2,266.94
Grande Cache	4319	\$ 2,095,324.00	\$ 485.14
Barrhead	4432	\$ 5,190,774.00	\$ 1,171.20
Westlock	4823	\$ 7,612,534.00	\$ 1,578.38
Didsbury	4957	\$ 3,924,443.00	\$ 791.70
St. Paul ^[N 8]	5844	\$ 10,352,142.00	\$ 1,771.41
Redcliff	5588	\$ 1,905,417.00	\$ 340.98
Vegreville	5758	\$ 6,895,400.00	\$ 1,197.53
Stettler	5748	\$ 8,020,856.00	\$ 1,395.42
Wainwright	5925	\$ 5,854,521.00	\$ 988.10
Bonnyville	6837	\$ 10,617,249.00	\$ 1,552.91
Blackfalds	7275	\$ 2,512,972.00	\$ 345.42
Devon	6510	\$ 4,050,034.00	\$ 622.13
Peace River ^[N 7]	6729	\$ 8,643,709.00	\$ 1,284.55
Ponoka	6773	\$ 10,124,441.00	\$ 1,494.82
Slave Lake	6782	\$ 9,589,791.00	\$ 1,414.01
Rocky Mountain House	7300	\$ 17,377,742.00	\$ 2,380.51
Drayton Valley	7049	\$ 10,443,289.00	\$ 1,481.53
Coaldale	7526	\$ 4,692,372.00	\$ 623.49
Banff	7251	\$ 14,201,480.00	\$ 1,958.55



RECREATION COMMITTEE

TERMS OF REFERENCE

1. Introduction

- 1.1. In the Recreation Master Plan of 2016 the Town of Redcliff identified the need to use a more interactive delivery system, with both direct and community led programming to enable the Town to better access local talent, leverage resources and optimize opportunities. With recommendations to:
- a) Create a culture of ongoing community collaboration and consultation; employ a variety of methods for staff interaction with stakeholders and the wider community.
 - b) Develop partnerships with community organizations to enhance and expand recreational programs and facilities.

2. Mandate

- 2.1. The mandate of the Committee is the act as an advisory body to Council, the Chief Administrative Officer, and the Director of Community & Protective Services regarding matters pertaining to the community parks, and recreation.
- 2.2. The primary role of the Committee is to support the recreation capacity of the community by:
- a) Providing quality parks, trails and facilities;
 - b) Reviewing Facilities, Programs and Services that support recreation and provide direction and support where needed.
 - c) Providing support services to community organizations;
 - d) Planning and coordinating recreation opportunities within the town;
 - e) Providing direct programs and events where there is no other organization meeting that need;
 - f) Providing information;
 - g) Nurturing volunteerism by identifying and promoting Community need for fund raising initiatives.



- h) Collaborating with other organizations, agencies and municipalities;
- i) Advising Council on policy to support the vision of an active, healthy community.
- j) Looking at Community needs related to Recreation and make recommendations to the Town Council on what areas need, enhancement, and support or decommissioning.
- k) Helping facilitate full, active participation of all recreation activities and address barriers, such as physical, gender, cultural, financial and age that can limit citizen participation.
- l) Creating public awareness of facilities, programs, events and activities related to recreation.

3. Definitions

- 3.1. "Administration" means an employee of the Town of Redcliff
- 3.2. "Committee" means the Redcliff Recreation Committee Governing Bylaw
- 3.3. "Town" means the Municipal Corporation of the Town of Redcliff
- 3.4. "Council" means the Municipal Council of the Town of Redcliff as duly elected
- 3.5. "Officer" means a Director who has been appointed by resolution to serve as Chairperson, Vice Chairperson, Secretary or Treasurer

4. Appointment of Committee

- 4.1. The Committee shall consist of a minimum of five (5) and a maximum of eleven (11) Directors and will include at least:
 - a) One Director who shall be a member of Town Council
 - b) One Director who shall be member of County Council
 - c) One Director who shall be a member of Administration
 - d) Two Directors at large

5. Committee Meetings

- 5.1. The Committee shall:
 - a) Hold a regular meeting at least twice (2) per calendar year
 - i) All Directors must be notified by either phone or email of when a meeting will be held at least seventy two (72) hours prior to the said meeting.



- ii) The Secretary will record, keep and distribute minutes of the AGM to all Directors.
 - iii) A quorum of the committee shall be a majority of Directors
- b) Hold an annual General Meeting (AGM) every year prior to March 31st
 - i) All directors shall be notified of the AGM by phone or email
 - ii) Notice of the AGM and a call for Directors shall be posted in a public place no less than two (2) weeks in advance of said meeting
 - iii) Printed copies of the minutes of the previous AGM will be provided by the Secretary and reviewed at the AGM.
 - iv) The Secretary will record, keep and distribute minutes of the AGM to all Directors.
- c) Hold special meetings as needed according to the following protocols:
 - i) A special meeting may be called by the Chairperson or Secretary as needed.
 - ii) A special meeting shall also be called by the Chairperson or Secretary upon receipt of a petition signed by one-third of the Directors in good standing, setting forth the reasons for calling such meeting.
 - iii) All Directors must be given twenty-four (24) hours' notice of a special meeting.
 - iv) A quorum at a special meeting is a majority of Directors.
 - v) The Secretary will record, keep, and distribute minutes of the special meeting to all Directors.

TOWN OF REDCLIFF REGULAR COUNCIL MEETING

October 23rd, 2017



Contents

MUNICIPAL MANAGER REPORT TO COUNCIL	3
Ongoing Projects	3
Day to Day Responsibilities	3
COMMUNITY & PROTECTIVE SERVICES	4
Parks and Recreation	4
FCSS, Community Services and Special Events	4
Bylaw, and Protective Services	5
PUBLIC SERVICES	12
Water and Sewer Utilities	12
Municipal Works	12
Inflow and Infiltration	13
Landfill	13
PLANNING & ENGINEERING:	14
Priorities for October	14
Planning	14
New Agreements	14
Engineering	15
Inflow and Infiltration Study	15
Pavement Management System	15
Riverview Groundwater	15
Stormwater Management Model	15
Capital Projects:	15
Westside Slope failure mitigation	15
Northside Functional Servicing Report	15
3rd and 3rd Lift Station Upgrades	16
Sanitary Sewer Improvements	16
2nd Street and 5th Avenue Lift Station	16
Golf Course Coulee Outfall	17
FINANCE AND ADMINISTRATION	17
LEGISLATIVE AND LAND SERVICES	17

MUNICIPAL MANAGER REPORT TO COUNCIL

Ongoing Projects

- Responding to, in coordination with Planning and Engineering, developer inquiries as they arise.
- Working on, in coordinated effort with the City of Medicine Hat and Cypress County, initiating a regional solid waste management feasibility study. Project has been awarded to GHD Group and the feasibility study is underway.
- Reviewing and working with Finance team to look at benefit providers information and costs etc – currently on hold until more time is available.
- Budget preparations are now underway (this continues to require significant staff time from regular operations).

Day to Day Responsibilities

- Legal files continue to require large amounts of human resource capacity. This has slowed down completion and initiation of other projects and is affecting day to day operations of multiple departments.
- Individual issues/requests are occupying significant amount of administrations available time resulting in missing important items for the community as a whole (ie. progress on established priorities and such things as grant application deadlines are becoming more and more difficult to achieve).
- Council meeting and organizational meeting preparation and Request for Decision Review.
- Correspondence with CUPE regarding collective agreement and resolution of grievances as they arise (these are HR functions completed by the municipal manager as mandated by the collective agreement).
- Assist with and respond to media inquiries as they arise.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries as they arise.
- Working on Seniors Centre Drop-In facility use/rental agreement.
- October 6 – Met with Town assessor regarding current and upcoming Municipal Government Act and assessment regulation changes.
- October 16 – Budget preparation and review (Finance and Administration).
- October 17 – Budget preparation and review (Utilities).
- October 19 – Budget preparation and review (Community & Protective Services and Planning & Engineering).
- October 20 – Budget preparation and review (Public Services)
- October 17-18 – Assisted staff with response to windstorm incident. Recognition goes out to all staff and volunteers that responded and assisted in the response (in keeping the Town's critical infrastructure running) and continue to assist in the recovery.

COMMUNITY & PROTECTIVE SERVICES

- Conducted a full department meeting to prepare for ice/winter season and to review the summer season. Topics covered:
 - Number of Summer students enabled more projects to be efficiently handled
 - Equipment concerns were discussed
 - Review of Spring / Summer events
 - On call status was reviewed
 - Morning safety meeting was discussed

Parks and Recreation

Rec-Tangle:

- Concession renovations near completion, just awaiting the new grill
- Washroom cabinets and sink installation completed and washrooms opened to the public with a few improvements ongoing
- Ice installation completed and Rec-Tangle opened September 18th
- Furnace installations completed
- Rebate forms completed for LED lighting upgrades

Parks:

- Cutting operations completed for the year

Pool:

- Pool draining and winterization started

Other:

- Commenced Library repairs, awaiting estimates.
- Assistance with Fall festival activities
- Paper product standardization program 99% complete. Just waiting to deplete current paper inventory before finalizing.
- Plant pots removed from Broadway
- Operating Budget requests revised for 2018
- Adjusted rink schedule to accommodate new ice bookings

FCSS, Community Services and Special Events

- Executed the Fall Festival and Parade:
 - The Parade had 62 entries and was very well received
 - The Fall Festival was successful with many attendees and a lot of positive feedback, we hope to make this an annual event
 - Movie in the Park – this event was sponsored by Servus Credit Union. It was a success with a large amount of attendees
- Returned Fall Festival supplies and props to storage.
- Part 2 of the FCSS board planning session was a success. The board is very excited about our vision and goals we have set for 2018
- End of season meeting with Community Garden representative. Discussed goals and changes for 2018

- Met with Greg Godard with Prairie Rose School Division to review the roles of DREAMS/FSLW and FCSS funding role
- Commenced bookings for Fall programming
- Continued ice bookings with new regulars and casual users
- Continued facility bookings for private events
- Ongoing campground registration processing
- Trained on necessary front desk duties to enable coverage of front desk when required.
 - Covered front desk for a morning during a finance training session.
- Met with Test of Humanity organisers Cyclepath to aid in setup of the race.
- Met with Minor Hockey regarding progress of concession and ice scheduling requests.
- Research into software applications to enable more efficient facility and program management
- Processing of Special Event Applications for 2018
- Finalized and released the Fall Community Guide & Newsletter
- Began work on FCSS budget

Bylaw, and Protective Services

- Attended training for Alberta Emergency Alert.
- Patrolling of alleys to have trees trimmed. This will be ongoing.
- Ongoing patrols of path parking lots to deter thefts.
- Continual checks of all the parks and playgrounds for snakes. Due to the lack of snakes found in September there was no training supplied to the RCMP.
- Worked with local ratepayer to downsize and the cease the feeding of feral cats.
- September was a busy month for calls of a time consuming nature.

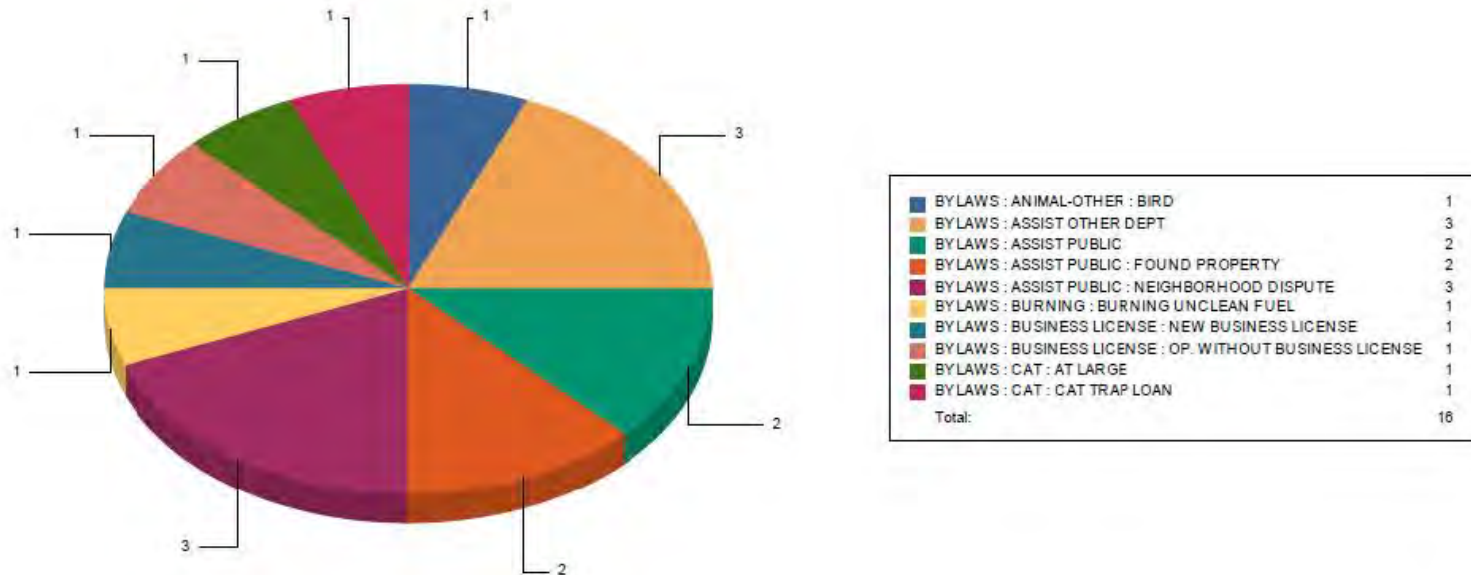
PATH PATROLS SEPT 2017			
Date	Time in minutes	Location	Results
Sep 1 2017	10	River Valley Park	Abandoned Pontiac RCMP notified
Sep 1 2017	15	Camp ground area	Several persons talked to
Sep 6 2017	13	Camp ground area	2 persons talked to one dog
Sep 8 2017	35	River Valley Park	6 peds, 3 dogs
Sep 11 2017	60	River Valley Park	Assist RCMP search suicidal youth, Several persons and dogs
Sep 19 2017	45	River Valley Park	2 Illegal campers no peds
Total minutes:	178		
Hours:	2.97 hrs time		

Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 9/1/2017 12:00:00AM to 9/30/2017 11:59:59PM

Case Report

Count of Incident Types



BYLAWS : ANIMAL-OTHER : BIRD: 1 1%

Case Report

BYLAWS : ASSIST OTHER DEPT: 3 4%

BYLAWS : ASSIST PUBLIC: 2 3%

BYLAWS : ASSIST PUBLIC : FOUND PROPERTY: 2 3%

BYLAWS : ASSIST PUBLIC : NEIGHBORHOOD DISPUTE: 3 4%

BYLAWS : BURNING : BURNING UNCLEAN FUEL: 1 1%

BYLAWS : BUSINESS LICENSE : NEW BUSINESS LICENSE: 1 1%

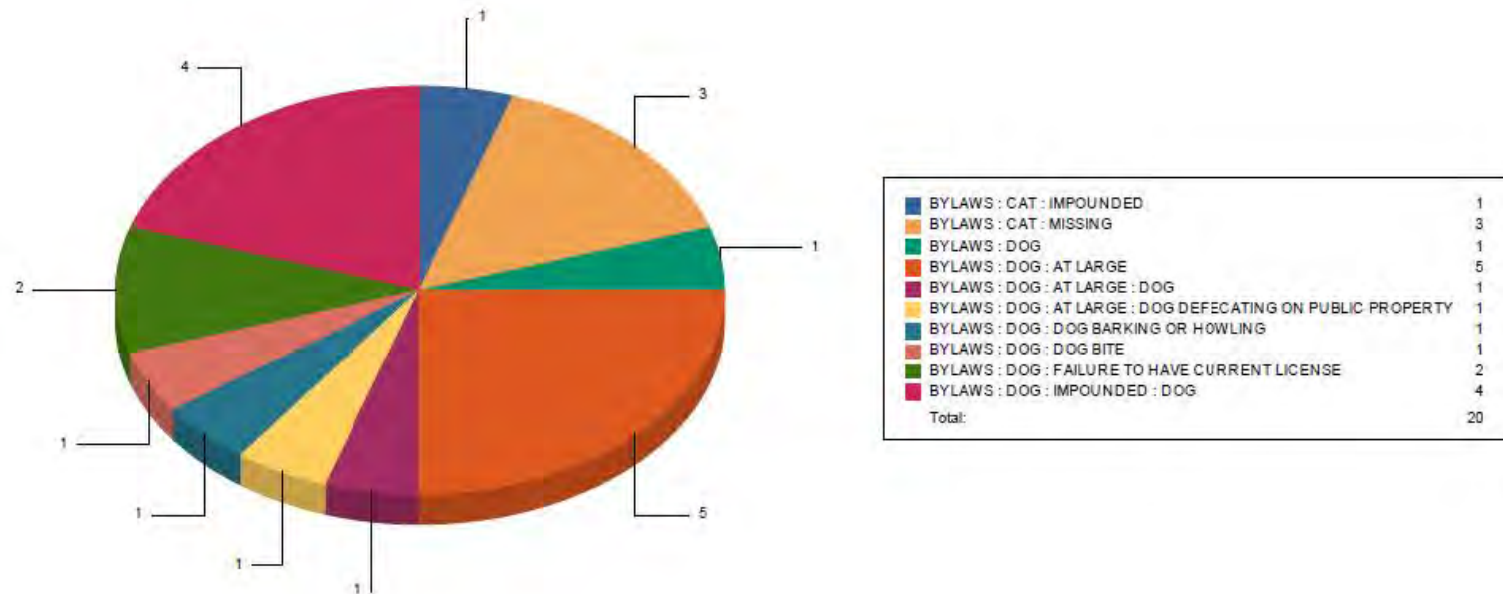
BYLAWS : BUSINESS LICENSE : OP, WITHOUT BUSINESS LICENSE: 1 1%

BYLAWS : CAT : AT LARGE: 1 1%

BYLAWS : CAT : CAT TRAP LOAN: 1 1%

Case Report

Count of Incident Types



BYLAWS : CAT : IMPOUNDED: 1 1%

BYLAWS : CAT : MISSING: 3 4%

BYLAWS : DOG: 1 1%

BYLAWS : DOG : AT LARGE: 5 6%

Case Report

BYLAWS : DOG : AT LARGE : DOG: 1 1%

BYLAWS : DOG : AT LARGE : DOG DEFECATING ON PUBLIC PROPERTY: 1 1%

BYLAWS : DOG : DOG BARKING OR HOWLING: 1 1%

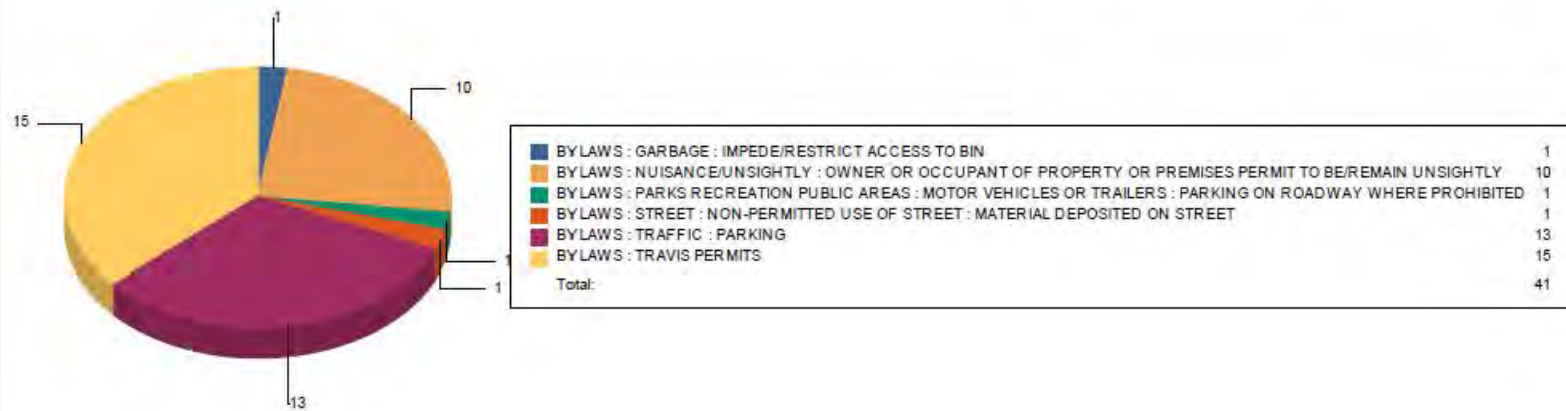
BYLAWS : DOG : DOG BITE: 1 1%

BYLAWS : DOG : FAILURE TO HAVE CURRENT LICENSE: 2 3%

BYLAWS : DOG : IMPOUNDED : DOG: 4 5%

Case Report

Count of Incident Types



BYLAWS : GARBAGE : IMPEDE/RESTRICT ACCESS TO BIN: 1 1%

BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 10 13%

BYLAWS : PARKS RECREATION PUBLIC AREAS : MOTOR VEHICLES OR TRAILERS : PARKING ON ROADWAY WHERE PROHIBITED: 1 1%

BYLAWS : STREET : NON-PERMITTED USE OF STREET : MATERIAL DEPOSITED ON STREET: 1 1%

Case Report

BYLAWS : TRAFFIC : PARKING: 13 17%

BYLAWS : TRAVIS PERMITS: 15 19%

Grand Total: 100.00% Total # of Incident Types Reported: 77

PUBLIC SERVICES

Water and Sewer Utilities

Utility Services have:

- Been installing several radio reads for use with new meter reading equipment
- Completed sewer camera jobs as requested
- Completed several locate requests
- Completed several curb stop repairs
- Completed water treatment daily duties
- Main sewer line flushing
- Minor repairs in water plant
- Weekly water testing
- Particle counter troubleshooting
- Completed all pumps and motor oil changes
- Repaired a Flow Transmitter on Pall Membrane
- Begun Hydrant winterizing
- Water Meter reader completed level 1 prep course
- Water Operator completed his level 2 prep course
- Repaired and moved Aerators in big pond
- Pre/Post construction inspections for new housing developments
- Completed daily inspections of sewer lifts
- Ran portable generator on sewer stations affected by power outage during heavy snow storm

Municipal Works

Municipal Works have:

- Been conducting garbage bin repairs and lid repairs
- Conducted various Funeral interments
- Replaced or repaired multiple signs around town
- Graded and shaped alleys as needed
- Hauled gravel to stock pile in yard for I & I projects
- Crack sealing roads
- Cut grass on municipal properties
- Trimmed trees in alleys during winter storm
- Hauled WPT sludge to landfill
- Cleared and sanded roads during winter storm
- Cleared sidewalks during winter storm
- Completed line painting
- Helped set up and clean up Fall Festival
- Installed water and sewer lines at 638 - 2nd Street SE
- Installed sewer and water lines at 805 - 2nd Street SE

- Installed sewer and waterlines at 806 Main Street South
- Assisted RCMP in shed clean up
- Bin placements/pickups as needed

Inflow and Infiltration

- Installed dewatering station at 4th Street NW
- Installed dewatering station at 5th Street NW
- Completed test hole at 3rd Street NW for water table level
- Completed test hole at 7th Street SE to check water table level
- Completed sealing manhole at Saamis Drive NE

Landfill

Landfill staff have:

- Received New Tana compactor
- Completed training on new compactor
- 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
- Stocked piled crushed cement
- Maintained roads inside landfill
- Equipment maintenance (on going)
- Cleaned under scales (on going)
- Cleaned up shop (on going)
- Washed units (on going)
- Filled in low spots on inactive cells
- Set up pipes for leachate pond
- Sorted out e waste containers
- Pulled leachate pump and cleaned
- Put up wire mesh around leachate pond to keep small animals from entering
- Painted guards rails around ground water stations
- Finished off graveling on top of berm to make access better
- Had Precision Scales come and repair scales and calibrate
- Had wind screen and catch screen repaired as needed
- Completed daily compacting

PLANNING & ENGINEERING:

Priorities for October

- Sanitary I&I program.
- MDP, LUB public outreach, background reports
- Establishment of an MDP steering committee
- Sanitary Sewer system improvements for 2018 construction
- Budget preparation
- Staff meetings are being held each week on Monday afternoon.

Planning

- Completion of the unfilled boxes of documents is underway using department admin staff.
- Preliminary redrafting of the LUB will start shortly. 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 late in 2018.
- Municipal Development Plan - Significant work has been undertaken on the MDP update. Much of the background information has been gathered. The next steps are:
 - Creating a preliminary draft of the MDP for discussion purposes,
 - Sharing the preliminary draft of the MDP with the steering committee and making adjustments as needed,
 - Sharing the preliminary draft with Council and making adjustments as needed,
 - Public consultation and input on the preliminary draft,
 - Report to Council on the public responses to the preliminary draft,
 - Prepare the draft MDP

It is expected that these next steps will take 4 to 6 months.

New Agreements

- Farwest requested a service agreement for 2014SUB02. The Developer representative contacted Planning and Engineering on August 9, 2017 to inform us that they are reviewing the Agreement. We provided them with a copy of the word document to assist in their review. Farwest has applied for a subdivision extension that is going to MPC on September 20, 2017.
- New Rock Development Agreement (Broadway Avenue Duplexes).
- Meadowlands Development Agreement (Burger King).

Engineering

- Department Realignment: The Department has transferred the flow monitoring, smoke testing and GPS survey equipment to Public Services as the operation of this equipment falls more in line with their scope.
- Sewer System Bylaw review in progress.
- Off-site Levies Calculator in Alpha Testing.

Inflow and Infiltration Study

- On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Services staff.
- Working on developing a public education and awareness program for the Town's Inflow and infiltration.
- Manhole conditions showing the need for repair during the installation of lid pans have are being repaired as resources become available. Authorization has been given to use I&I funding to fix the worst problems.

Pavement Management System

Note a Capital Budget was not approved for this task so the department will attempt to do what we can in house.

Riverview Groundwater

Project is complete with the exception of some cleanup work, mudjacking of driveways. The top lift of asphalt has been deferred till spring 2018 to allow any settling that may happen due to the installation of weeping tile to be repaired prior to the final lift being placed. Project is on Budget.

Stormwater Management Model

A sub-model of the base stormwater management model was used to prepare a preliminary engineering study for the Golf Course Coulee Outfall grant application.

Capital Projects:

Westside Slope failure mitigation

Dirt moving is completed and the slopes have been top-soiled. Work remaining is site cleanup and trail repair. Seeding is tentatively scheduled to be done this fall by Public Services.

Northside Functional Servicing Report

Final report was received. Some work still to be done due to staff changes between Scheffer and the Town.

3rd and 3rd Lift Station Upgrades

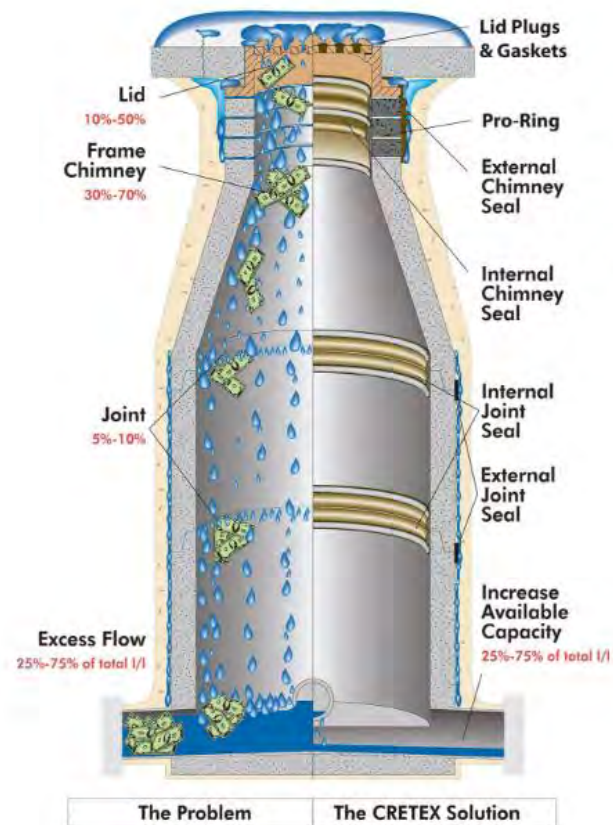
The local manager of CertainTeed has now been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed construction to the spring of 2018 unless the contractor decides to start earlier and not charge the Town for winter construction.

Sanitary Sewer Improvements

HOW MUCH IS THE I&I IN YOUR MANHOLE COSTING YOU?

The Problem

- Leaking Lid
- Leaking Frame & Chimney
- Structure loss in Chimney
- Leaking Barrel Joints
- Leaking Pipe Joints



The CRETEX Solution

- Internal Chimney Seals
- External Chimney Seals
- PRO-RING
- Easy Seal SG
- Internal Joint Seals
- External Joint Wrap
- HydraTite Pipe Joint Seals
- Inflow Dish
- Lid Plugs

- Planning and Engineering has become aware of an elastomeric check valve that has no mechanical components and is designed to be installed in sanitary sewer mains. We are looking into acquiring a couple of the valves for installation in the sewer collection system to automatically allow for isolation of parts of the distribution system from other parts of the distribution system during sewer backups.

2nd Street and 5th Avenue Lift Station

Preliminary design and siting is complete. Information received from Xyleme on costs and design. Purchasing a fiberglass lift station with the pumps and mechanical installed and the electronic control system is approximately \$120,000. It is estimated that the installation and other work required will cost approximately \$150,000. Civil design is being completed.

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. Grant announcements are expected in April 2018.

FINANCE AND ADMINISTRATION

- Working on 2018 Operating and Capital Budgets and Utility Rates.

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales – four sales in 2017 to date.
- Council agenda preparation & follow up. / Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- Assisted the Returning Officer with the 2017 Municipal Election (ie: preparation of materials / supplies, assisting with election training for Election workers, working the Advance Vote, working the Election Day, and assisting with post-Election Day requirements.
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Assisting with provision of information to a FOIP Request.
- Preparation of documentation for newly elected officials.

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
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
November 22 - 24, 2017	2017 AUMA Convention	Calgary, Alberta