



COUNCIL MEETING

MONDAY, SEPTEMBER 28, 2020

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 28, 2020 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
	B) Adoption of Agenda	Adoption
Pg. 4	C) Accounts Payable *	For Information
Pg. 6	D) Bank Summary to August 31, 2020 *	For Information
	2. DELEGATION	
Pg. 7	A) Redcliff Youth Centre *	
Pg. 31	B) Dustin Turcotte, Postcard Portables *	
	3 MINUTES	
Pg. 33	A) Council meeting held September 14, 2020 *	For Adoption
Pg. 38	B) Municipal Planning Commission meeting held on September 16, 2020 *	For Information
Pg. 40	C) Redcliff Cypress Regional Waste Management Authority meeting held on September 22, 2020 *	For Information
	4. REQUEST FOR DECISION	
Pg. 42	A) Community Garden Water Fees *	For Consideration
Pg. 44	B) Telus Line Assignment *	For Consideration
	5. CORRESPONDENCE	
Pg. 52	A) Cerebral Palsy Alberta * Re: World Cerebral Palsy Day	For Information
Pg. 53	B) Cypress County * Re: Airport Zoning Regulation Bylaw 2020/08	For Information

Pg. 108	C) Palliser Airshed Society * Re: Annual General Meeting	For Information
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6. OTHER

Pg. 142	A) Memo to Council * Look. Listen. Live. Community Safety Partnership Program	For Information
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Pg. 144	B) Council Important Meetings & Events *	For Information
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7. RECESS

8. CLOSED SESSION (CONFIDENTIAL)

A) Financial Matter (*FOIP* Sec. 16, 24 & 25)

B) Land Matter (*FOIP* Sec. 16, 24 & 25)

C) Personnel (*FOIP* Sec. 17 & 24)

9. ADJOURN

COUNCIL MEETING - SEPT 28, 2020			
TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
85220	SOCIETY OF LOCAL GOV'T MANAGERS	MEMBERSHIP 1/2 YEAR	\$ 262.50
85221	TELUS COMMUNICATION INC.	POOL INTERNET	\$ 89.25
85222	TROPHY AND ENGRAVING WORLD	PLAQUES & LICENCE PLATES	\$ 419.90
85223	VOLKER STEVIN CONTRACTING LTD	LINE PAINTING	\$ 4,462.08
85224	1925082 ALBERTA LTD.	GARBAGE BIN LIDS	\$ 7,371.49
85225	CRITERION PICTURES	FALL FESTIVAL MOVIE LICENSING	\$ 918.75
85226	FCSSAA	FCSS ANNUAL MEMBERSHIP	\$ 808.00
85227	PAGE, ROSEMARY	GARDEN SUPPLIES	\$ 36.76
85228	ROYAL CANADIAN MOUNTED POLICE	QUARTERLY POLICING SERVICE	\$ 279,712.00
85229	FISCHER, MELANIE	KEY DEPOSIT REFUND	\$ 157.50
85230	TRUKKERS RESTAURANT	JULY MEALS ON WHEELS	\$ 2,002.33
TOTAL			\$ 296,240.56

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
EFT#	VENDOR	DESCRIPTION	AMOUNT
EFT0002593	A & B STEEL LTD	STEEL TUBE	\$ 75.71
EFT0002594	THE BOLT GUYS	HEAVY HEX NUTS	\$ 16.56
EFT0002595	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 50.32
EFT0002596	CANADIAN ENERGY	AGM BATTERY	\$ 457.59
EFT0002597	CENTRALSQUARE CANADA SOFTWARE	VIRTUAL CITY HALL UPGRADE	\$ 564.38
EFT0002598	CITY AUTO PARTS	EQUIPMENT PARTS MULTIPLE UNITS	\$ 155.99
EFT0002599	C.U.P.E.	UNION DUES	\$ 3,166.27
EFT0002600	FORSYTH, PHYLLIS	GOLF EVENT SUPPLIES	\$ 40.29
EFT0002601	HOME HARDWARE	GENERAL SUPPLIES	\$ 168.95
EFT0002602	HYDRODIG	HYDROVAC MULTIPLE LOCATIONS	\$ 2,866.50
EFT0002603	JOE JOHNSON EQUIPMENT	ROOT CUTTER & SAW	\$ 4,485.63
EFT0002604	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICE	\$ 68.25
EFT0002605	MEDICINE HAT NEWS	ADVERTISEMENTS	\$ 348.40
EFT0002606	PARTEK IT SOLUTIONS INC	HOSTED BACKUP	\$ 971.25
EFT0002607	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL CHARGES	\$ 13,334.20
EFT0002608	RURAL MUNICIPALITIES OF ALBERTA	PLATFORM & DRUM SQUARE	\$ 2,042.57
EFT0002609	SAFETY CODES	SCC LEVY/STORAGE TANK APPLICATION	\$ 436.00
EFT0002610	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISEMENTS	\$ 697.52
EFT0002611	SUMMIT MOTORS LTD	EQUIPMENT PARTS	\$ 345.21
EFT0002612	WESTERN CANADA WELDING PRODUCT	EQUIPMENT PARTS	\$ 313.83
EFT0002613	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 50.32
EFT0002614	CARO ANALYTICAL SERVICES	WATER ANALYSIS	\$ 168.00
EFT0002615	CENTRALSQUARE CANADA SOFTWARE	VIRTUAL CITY HALL SUPPORT	\$ 225.75
EFT0002616	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 1,137.46
EFT0002617	GILHAM, JEFFREY	TRAVEL EXPENSE	\$ 83.40
EFT0002618	HOME HARDWARE	GENERAL SUPPLIES	\$ 80.27
EFT0002619	JAG CLEANING SERVICES LTD	JANITORIAL	\$ 3,045.00
EFT0002620	KTI LIMITED	COMMAND LINK WALL CHARGER	\$ 193.77
EFT0002621	KUZIK, MICHELLE	PROGRAMMING SUPPLIES & FACILITATOR HOURS	\$ 691.51
EFT0002622	MOLLY MAID	CLEANING (FCSS)	\$ 90.00

EFT0002623	MPE ENGINEERING LTD.	WTP CONTINUING SERVICE CONTRACT	\$ 1,575.00
EFT0002624	PLAY QUEST	PROJ #193(SPLASH PARK) PROGRESS #2	\$ 178,057.27
EFT0002625	RMA FUEL LTD	BULK FUEL	\$ 4,439.06
EFT0002626	CARLA SPAMPINATO	FALL FESTIVAL SUPPLIES	\$ 56.50
EFT0002627	SUN CITY FORD LTD	RESCUE 3 REPAIRS	\$ 402.50
EFT0002628	WHITE FOX GROUP LTD	PROJ #173(RIVER VALLEY POTABLE WATER)	\$ 87,013.94
TOTAL			\$ 307,915.17

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
000715	B DIGITAL ADS INC	SCREEN AD TRANS CANADA HIGHWAY	\$ 314.99
000716	EAGLE LAKE NURSERIES LTD.	NORTHLINE & THIESSEN SASKATOON TREES	\$ 831.97
000717	CYPRESS COUNTY	FACILITY UPGRADE LOAN #3 1879/2019	\$ 57,996.27
000718	PUROLATOR	FREIGHT	\$ 48.44
TOTAL			\$ 59,191.67

<u>REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</u>			
<u>EFT #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
EFT000000000452	CITY AUTO PARTS	EQUIPMENT PARTS UNI T#155	\$ 385.98
EFT000000000453	REDCLIFF HOME HARDWARE	GENERAL SUPPLIES	\$ 162.56
EFT000000000454	KEYWAY SECURITY LOCKSMITHS LTD.	KEY CUTS	\$ 11.81
EFT000000000455	RURAL MUNICIPALITIES OF ALBERTA	SIGNS	\$ 154.62
EFT000000000456	RMA FUEL LTD	BULK FUEL	\$ 1,549.28
EFT000000000457	SAFETY CODES COUNCIL	STORAGE TANK APPLICATION	\$ 225.00
EFT000000000458	SUMMIT MOTORS LTD	FILTERS & DIESEL EXHAUST FLUID	\$ 1,482.72
EFT000000000459	SUPERIOR TRUCK EQUIPMENT INC.	FILTERS & USB SERVICE KEY	\$ 2,486.59
EFT000000000460	FORTY MILE GAS CO-OP LTD.	UTILITIES	\$ 79.80
EFT000000000461	H2O HAULING	HAUL WATER	\$ 405.00
EFT000000000462	RMA FUEL LTD	BULK FUEL	\$ 1,636.62
EFT000000000463	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK	\$ 173.25
EFT000000000464	TOWN OF REDCLIFF	FACILITY UPGRADE LOAN #3 1879/2019	\$ 57,996.27
TOTAL			\$ 66,749.50

TOWN OF REDCLIFF
BANK SUMMARIES FOR AUGUST 31, 2020

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	2,721,351.59	3,106,806.59
DAILY DEPOSITS	474,933.16	60,101.61
DIRECT DEPOSITS	604,391.67	313,187.13
GOVERNMENT GRANTS	0.00	0.00
INTEREST	1,489.41	1,812.06
OTHER DEPOSITS & TRANSFERS	69.14	19,390.10
SUBTOTAL	1,080,883.38	394,490.90
PAYMENTS	953,938.73	566,010.73
ASFF QUARTERLY PAYMENTS	0.00	0.00
DEBENTURE PAYMENTS	5,096.13	0.00
OTHER WITHDRAWALS & SERVICE CHARGES	3,093.24	6,922.97
SUBTOTAL	-962,128.10	-572,933.70
TOTAL	2,840,106.87	2,928,363.79
BANK STATEMENT ENDING BALANCE	2,827,083.36	2,930,323.96
OUTSTANDING CHEQUES (-)	-12,554.31	-4,353.73
DEPOSITS IN TRANSIT (+)	25,577.82	2,393.56
TOTAL	2,840,106.87	2,928,363.79
TOTAL CASH	5,768,470.66	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	26,817,476.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	1,627,755.00
TOTAL INVESTMENTS		28,445,231.00

TOTAL CASH & INVESTMENTS	34,213,701.66
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Maintaining Our Capability

Introduction

The Redcliff Youth Centre is committed to providing a safe, constructive and substance free environment to inspire inclusion, trust, respect, creativity, teamwork, leadership and responsibility in our young adults. The Redcliff Action Society for Youth or RASY is a non-profit organization serving young adults from 10 to 17 years of age. Our long term plan is to establish a life skills motivation program, inspiring adolescents to become more engaged, prepared to face life's challenges and give back to the community. Our young adults will learn everything from how to prepare for their first job interview to planning and preparing meals. These are very important skills for our young adults as they prepare for their future.

Assumptions

*In light of the success we achieved with our previous business plan **Moving Forward**, we want to build the business plan to take advantage of our successes and ensure we are capable of **Maintaining Our Capability**. Several assumptions have been made, and are important to note in the context of ensuring we continue a successful Youth Centre program. These include:*

- The need for the Youth Centre will continue as evidenced by the success of the current program and the sustained number of youth that continue to be registered at the Centre.*
- The overall aim and objectives for the Youth Centre will remain unchanged.*
- The ability to generate successful Grant applications and raise revenue will improve with development of a marketing and fund raising plan.*
- Alternative methods of delivering the program will continue to be implemented to extend the program's reach and cost effectiveness.*
- The Board of Directors will continue to be responsible for governing the program, with enhanced management responsibility and accountability for implementing the program.*
- Funding for operational costs will continue to be the biggest risk to meet the demand for the program; however, the present funding allocations and distribution model will be adjusted to provide greater flexibility in meeting the program's overall needs.*

Moving Forward, the previous strategy for the Redcliff Youth Centre aimed to maintain and build on the success of the program while meeting expanding needs, ensuring a stronger and more accountable Board of Directors, strengthening the management framework of the program, and providing a flexible funding model to meet the overall objectives. **Moving Forward** was very successful in meeting these objectives and managed to increase the number of youth attending our program, maintaining a committed Board of Directors, reviewing and updating all of our policies and procedures, strengthened our partnerships with the Town of Redcliff and the surrounding community. We were also successful in obtaining two large infrastructure grants that allowed us to completely renovate the Centre, inside, including an expansion of space to utilize the entire building and reinvigorate our outside recreation area. Special thanks goes out to all of our sponsors:

The United Way of SEAB, Community Foundation of SEAB, Home Depot Foundation of Canada, Community Facility Enhancement Program of AB, Medicine Hat Realtors, Shaw Birdies for Kids Program, White Water Irrigation, True Gritt Fencing, Marlon Martinez Renovation and Restoration, Quick Way Electrical, Pipeline Grazing, Deadbolt Construction, Sun City Ford, RailPro, Redcliff Bakery, Redcliff Family Foods, Redcliff Red-Hat Co-op, Redcliff Dental, Servus Credit Union, ATB Financial, Western Financial, El' Dorado Farms, Who's on Third, Redcliff Hylton, Medicine Hat & District Food Bank, South Eastern Alberta Riders, Phil & Doreen Monteith, Redcliff Lions & Lionette's Clubs, The Optimist Club, The Kinsmen Club, and the Knights of Columbus.

Vision, Mission, Values

Our Vision

To develop young adults who emulate Canadian values and ethics.

This vision incorporates the following components seen as integral to the program:

- *Provide a safe, drug and alcohol free environment.*
- *Provide no cost group activities for young adults.*
- *Create an environment in which youth have a voice and contribute to the program.*
- *Inspire leadership qualities through volunteerism and development of critical life skills.*
- *Promote and develop youth self-esteem.*

Our Mission

The Redcliff Youth Centre is committed to providing a constructive environment for young adults 10-17 years of age where they can feel safe, be in a substance-free environment and socialize with peers in a variety of educational, recreational and life skill learning activities

Our Core Values

- ② *Commitment: We demonstrate dedication and pride in working with young adults to improve their quality of life.*
- ② *Inclusion, Trust and Respect: We provide an unbiased, harassment free environment for all youth; are open, honest, and responsible in our relationships and recognize the valuable contributions of others.*
- ② *Creativity: We actively and enthusiastically promote creativity in Centre activities.*
- ② *Teamwork: We demonstrate effective interpersonal skills and work together to achieve common goals.*
- ② *Leadership and Responsibility: We focus our efforts on achieving quality results, and we behave in an honest, ethical manner, dealing with others respectfully and fairly.*

Maintaining Our Capability

“Moving Forward” provided us the resources to improve our current program and increase our capacity; injecting additional life skill activities; and developing a business model that is sustainable over the long term. We believe that we have achieved all of our objectives of our previous business plan and “Maintaining Our Capability” will ensure we have the structure in place to provide the resources to sustain our program and capability.

Key objectives of “Maintaining Our Capability”:

- *Maintaining a sustainable program;*
- *Financial plan that focuses on maintaining our operational costs and supplements our grants and donations with planned fund raising objectives;*
- *Continue to deliver a life skills program that meets the needs of our young adults;*
- *Continue discussions with the Town of Redcliff for increased municipal support and ensure we are aligned with the needs of the community; and*

- *Formally evaluate our plan to assess it meets the needs of the Centre.*

Governance and Management Framework

The Board of Directors is the management and decision-making body for the Youth Centre. It plays a pivotal role in the program's governance structure with the mandate to:

- *Develop the program strategy, direction, plans and priorities;*
- *Determine the appropriate components and reach of the Youth Centre;*
- *Determine the appropriate delivery mechanisms for the Youth Centre program;*
- *Make funding allocation decisions for the program;*
- *Provide ongoing oversight to the management and coordination of the program;*
- *Liaise with the community in determining program needs and priorities; and*
- *Oversee general communications and marketing of the program.*

The Board is comprised of volunteers of parents and other members of the community.

Board of Directors

Position	Name	Address	Phone Number
President	Chris Corry	526 5 th Ave SW Redcliff, AB T0J 2P2	403.979.2706
Vice-President			
Secretary	Danielle Lank	77 14th St NW Medicine Hat AB	902.440.7776
Treasurer	Carrie Longbottom	Box 535 Redcliff, AB T0J 2P0	403.977.8806
AGLC - Casino Chair	Dan White	507 Broadfoot Place SW Redcliff, AB T0J 2P2	403.977.2535
Maintenance	Gary Soucey	753 Taylor Rd SE Medicine Hat, AB T1B 4B4	403.928.8973
Maintenance	Marlon Martinez	722 Allowance Ave. SE Medicine Hat, AB	403.594.9415
Director	Catherine Wood	201 1 st St SE Redcliff, AB T0J 2P0	403.977.8806

Town Council Rep	Cathy Crozier	1 3rd St. NE	403-866-8536
Director	Rachel Brushett	301 Main St. S Redcliff, AB	403-527-6075
Director	Lynne Parkes	401 3 rd Street SE Redcliff T0J 2P2	403-529-6002
Ex-officio Youth Wellness - Program Coordinator	Janae Ulrich	824 6th St SE, Redcliff AB T0J 2P0	403.928.6171

Measures of Success

*This degree and success of the business plan **Maintaining Our Capability** will be assessed annually by the Board of Directors and progress reported to RASY stakeholders at the Annual General Meeting. The success in executing our program will be measured by:*

- *The effectiveness of the Board of Directors in providing program leadership and strategic program direction, and in providing transparent decisions to manage program issues.*
- *The ability of the Board to develop the appropriate action plans.*
- *The development of an approved fund raising plan that supports the program and provides a reserve for unforeseen infrastructure needs.*
- *An ability to formally assess our program.*
- *Ongoing consultations with stakeholders to understand our youth's needs and tailor the program accordingly.*
- *The effectiveness of our Communications and Marketing Plan for the program.*
- *Success in program delivery based on the needs of our community.*

Conclusion

In conclusion, the plan for the Redcliff Youth Centre will leverage the significant successes which have been realised to date, and make the necessary enhancements and accommodations to ensure program reach, relevancy, sustainability, visibility, and cost effectiveness within a more robust governance and management framework and flexible funding model.

Annex – Social Media and Communication Plan

Social Media Channels

The following social channels are recommended:

- *Facebook*
- *Twitter*
- *Instagram*

Each of these platforms has a different audience (although individuals may be on multiple platforms). This will allow us to spread our message as widely as possible.

Facebook

Has a very wide use in Redcliff, many residents are accustomed to getting local news and information from Facebook. Easily supports prescheduled posts, both from within Facebook or by using free scheduling tools.

Twitter

Widely used by business and professionals in the area. Prescheduled posts can be created using free scheduling tools.

Instagram

Typically used by a younger age group or those withdrawing from the perceived negativity found on Twitter and Facebook. Image based posts are best used here. Unfortunately, only paid tools allow for prescheduling at this time.

Logistics

Redcliff Action Society for Youth (RASY) create at least one Gmail/Google Docs account to support social media efforts. This should be a functional email account, not personal to anyone person. RASYsocial@gmail.com could be used for this effort.

A functional email account allows duties and responsibilities to be handed off more easily between volunteers when turn over happens. RASYboard@gmail.com allows multiple volunteers to use the same email. This Gmail account can hold a shared Google Calendar, used for scheduling posts. This calendar can be shared with other volunteers.

An IFTTT account is recommended to automate posting scheduled posts from the Google Calendar to Facebook and Twitter.

An online repository for image posts is useful. If the Town of Redcliff cannot share web space for images, a Flickr account is recommended.

Also recommended; that at least two RASY members who are Facebook users be assigned as Facebook page administrators.

The passwords and login information for all the above accounts should be held by the person doing social media AND the RASY secretary as backup. This is to ensure that regardless of the availability of any one individual, that the society can access its' social media accounts.

Content Goals

- *Advertise the Redcliff Youth Centre programs and services*
- *Volunteer/Director Recruitment*
- *Develop fundraising support for the Youth Centre*

Introduction of the Centre, use the content from our annual presentation to town council. Volunteer/Director Recruitment. Posts notifying of meeting time/location. Meeting goals. Facility support: Goals, concepts, pictures. Posts featuring Youth Centre activities.

Content Posting Frequency

Regular posts should occur between 5 - 10 times per week.

Posts should come out at different times of day, in order to be seen by the widest possible audience.

Each post should be repeated at different times at least twice in a given 7-day period; to be seen by the widest possible audience.

Aligned Content

Aligned content is a way of establishing credibility and creating sponsorships in the community with aligned fund raising organizations.

Aligned sponsors include:

- *Town of Redcliff, FCSS*
- *Medicine Hat Women's Shelter*
- *Canadian Mental Health Association*
- *Alberta Health Association*
- *Medicine Hat & District Food Bank*
- *Redcliff Bakery*

- *El Dorado Farms*
- *South Eastern Alberta Riders*
- *Home Depot*
- *Home Hardware*
- *Redcliff Family Foods*
- *Rootz Hair Salon*
- *Who's on Third*
- *Redcliff Hylton*

Other partners should be identified if possible.

RASY should repost content from these aligned sponsors, with additional purpose of pointing out to the community the great support we receive from the community and benefit to the Youth Centre.

Annex – Financial Information

Historical Statements of Financial Position

Balance Sheet	2017	2018	2019
ASSET			
Current Assets			
RASY General Bank Account	77,816.57	36,766.84	39,379.07
RASY Casino Account	-47.96	10,600.15	400.59
Accounts Receivable	3,435.24	1,145.00	1,145.00
Prepaid Expenses			
Programming cheques to Director	3,021.58	-272.19	64.06
Total Current Assets	84,225.43	50,879.80	43,628.72
Capital Assets			
Land	150,000.00	150,000.00	150,000.00
Building	9,000.00	9,000.00	9,000.00
Furniture and Equipment	2,354.80	2,354.80	2,354.80
Amortization Furniture and Equipment	-1,036.11	-1,036.11	-1,036.11
Computers	5,183.92	5,735.11	5,183.92
Accumulated Amortization of Computers	-4,422.86	-4,422.86	-4,422.86
Net Computers	761.06	1,312.25	1,312.25
Total Capital Assets	161,079.75	161,630.94	161,630.94
TOTAL ASSET	245,305.18	212,510.74	205,259.66
LIABILITY			
Current Liabilities			
Accounts Payable	808.79	4,421.69	7,233.48
Deferred Grant Revenue			
Total Current Liabilities	1,796.16	4,438.91	3,300.18
TOTAL LIABILITY	1,796.16	4,438.91	3,300.18
EQUITY			
Owner's Equity			
Retained Earnings – Previous Year	205,388.43	238,475.45	208,071.83
Current Earnings	38,120.59	-30,403.62	-6,112.35
Total Owner's Equity	243,509.02	208,071.83	201,959.48
TOTAL EQUITY	243,509.02	208,071.83	201,959.48

LIABILITIES AND EQUITY	245,305.18	212,510.74	205,259.66
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Historical Income Statements

Income Statement	2017	2018	2019
REVENUE			
Sales Revenue			
Donations	40,590.43	18,277.21	72,727.59
Grants	79,103.40	73,198.00	80,419.85
Fundraisers	2,301.89	1,282.74	2,444.35
AGLC Proceeds		15,529.67	0.00
Net Sales	121,995.72	108,288.12	155,591.79
Other Revenue			
Rent Income	7,316.52	2,000.00	0.00
Rent – Utility Share, Interest	359.09	848.51	14.09
Total Rent		2,848.51	
Lunch Program			
Interest Revenue	18.43	27.95	14.09
Miscellaneous Revenue – energy rebate	279.57		
Total Other Revenue	7,973.61	2,876.46	
TOTAL REVENUE	129,969.33	111,164.58	
EXPENSE			
Cost of Programming			
Monthly Program Cheques to Director	-4,276.41	0.00	0.00
Snack Program	108.76	351.86	186.82
Supper Program	1,050.53	1,225.50	568.64
Homework & Special Program	3,820.95	4225.94	1,860.24
Monthly Program	1,133.26	1491.91	262.41
Total cost of Programming	1,853.84	7,295.21	2,878.11
Cost of Fundraising			
Fundraisers/Special Events	2,081.05	831.80	430.32
Grants and Donations - expenses	280.60	24,307.23	82.00
Total Cost of Fundraising	2,361.65	25,139.03	512.32
Payroll Expenses			
Wages and Salaries	68,897.54	81,461.18	90,781.96
EI Expenses	1,571.25	1,886.82	2,031.41
CPP Expenses	2,692.66	3,329.70	3,789.62
WCB Expenses		318.75	882.37
Total Payroll Expenses	73,161.45	86,996.45	97,485.36

General Administrative Expenses			
Advertising & Promotions		700.00	
Insurance	4,576.68	5,949.70	6,425.34
Interest and Bank Charges	43.16	187.48	2,518.50
Office Supplies and Services	860.85	698.29	1,408.00
Centre Supplies	1,186.73	1,951.48	2,918.72
Property Taxes	157.25	331.23	159.25
Repair and Maintenance	770.42	1,185.33	675.57
Security System	217.92	227.40	
Telecommunications	1,630.38	1,551.52	1,908.51
Utilities – Electricity	5,185.66	5,803.08	6,667.00
Utilities – Gas			
Utilities – Water, Sewer and Garbage			
Total Utilities	7,033.96	7,582.00	8,575.51
Renovations		3,552.00	38,161.55
Suspense			
Total General and Administrative	14,471.80	22,137.51	60,842.44
TOTAL EXPENSE	91,848.74	141,568.20	161,718.23
NET INCOME	38,120.59	30,403.62	6,112.35

Annex Financial Plan 2020

The total amount of required funding for the Youth Centre;

- Our use of funds, e.g. program, salaries, equipment, renovations, inventory, maintenance, etc;
- Our sources of funds, e.g. Grants, Casino, donations and fundraisers;
- The projected date when funds become available;
- All liability limits and insurance coverage necessary to handle environmental and other risks;
- Setting up an investment account; and
- Economic assumptions (inflation, economic trends, interest rates).

Return on Investment - Return on investment (ROI) indicates the efficient use of the Centre's assets.

Cash Flow - Cash flow reveals whether a company will have enough money to meet its needs on a monthly basis. A cash flow forecast, on the other hand, will detail anticipated monthly inflows and outflows of cash for a future period of time.

Town of Redcliff, Grants and Casino

<i>Agreements or Grants</i>	<i>Application Info</i>	<i>Amount</i>	<i>Due Date</i>
<i>Town of Redcliff</i>	<i>Annual contribution</i>	<i>\$12,000</i>	<i>Fall – renegotiate 2020</i>
<i>Community Foundation of SE Alberta (CFSEA)</i>	<i>http://cfsea.ca/</i>	<i>\$10,000</i>	<i>Spring/Fall – annually.</i>
<i>United Way SEAB</i>	<i>http://utdway.ca/funding/granting/</i>	<i>\$18,500</i>	<i>Jan – Mar – annually.</i>
<i>Canada Post Community Foundation for Children</i>	<i>Supporting organizations that benefit children</i>	<i>\$5000 to \$10,000</i>	<i>Mar – annually.</i>
<i>Telus Community Grants</i>	<i>Supporting organizations that benefit youth</i>	<i>\$2,000 to \$5,000</i>	<i>Sep – annually.</i>
<i>AB Community Investment Program</i>	<i>Operations and administration of an organization benefitting the community</i>	<i>\$50,000</i>	<i>Jan, May, Sep – only eligible every 3 yrs. Received Dec 17.</i>

<i>AB Community Facility Enhancement Program</i>	<i>Facility improvement, two funding streams (small & large)</i>	<i>Up to \$125,000</i>	<i>Mar, Jun, Sep – eligible every 3 yrs.</i>
<i>Co-op Community Spaces</i>	<i>Capital</i>	<i>\$25,000 to \$150,000</i>	<i>Feb – must spend within 24 months.</i>
<i>Canada Summer Jobs</i>	<i>Student Employment</i>	<i>Wages</i>	<i>Jan – annually.</i>
<i>Birdies for Kids</i>	<i>Donation match (February – September) each year</i>	<i>\$5000 to \$25,000</i>	<i>January</i>
<i>Casino</i>	<i>Casino</i>	<i>\$10,000 to \$15,000</i>	<i>Every 18 months. Last Casino February 2020.</i>

Common Grants That Communities Use		
Name	Website	Deadline
<i>Shaw Birdies For Kids – Matching Grant</i>	https://shawcharityclassic.com/	<i>January</i>
<i>Alberta Employment-Students</i>	http://www.employment.alberta.ca/AWonline/ETS/4367.html	<i>February</i>
<i>United Way SEAB</i>	http://utdway.ca/funding/granting/	<i>March</i>
<i>Alberta Community Investment Program</i>	https://www.alberta.ca/cip-project-based-grant.aspx/	<i>September</i>
<i>Alberta Community Facility Enhancement Program</i>	https://www.alberta.ca/community-facility-enhancement-program.aspx/default.aspx	<i>September</i>
<i>Alberta Foundation for the Arts</i>	http://www.affta.ab.ca/grants.aspx http://www.affta.ab.ca/individual-project-grant-program.aspx	<i>Various</i>
<i>Heritage Preservation Partnership Program</i>	http://culture.alberta.ca/ahrf/preservationpartnershipprogram.aspx	<i>February & September</i>
<i>Community Facility Enhancement Grant</i>	http://culture.alberta.ca/cfep/default.aspx	<i>Quarterly</i>

Community Initiatives Program	http://culture.alberta.ca/cip/default.aspx	Quarterly
Other Initiatives Program	http://culture.alberta.ca/otherinitiativesprogram/default.aspx	Through MLA
Community Spirit Program	http://culture.alberta.ca/communityspirit/default.aspx	December
Canadian Foundations –Charity Village	https://charityvillage.com/cms/knowledge-centre/fundraising/funder-directory/canadian-foundations	Various
International Youth-Specific Funders	http://www.youthpolicy.org/mappings/donors/directory/foundations/youth-specific/	
The Lawson Foundation	https://lawson.ca/about-lawson/	
The Honda Canada Foundation	http://www.hondacanadafoundation.ca/	
Community Foundations for Youth	https://www.communityfoundations.ca/our-work/youth/	
Max Bell Foundation	http://maxbell.org/our-work/types-programs/	
Alberta – funding incentives for non-profit	https://www.alberta.ca/funding-incentives-for-non-profits.aspx	
Volunteer Alberta	http://volunteeralberta.ab.ca/programs_services_resources/funding/funding-sources/	
Canada – Foundations and Grants	http://www.fundsnet services.com/searchresult/29/Canada-Foundations-&-Grants.html	
Alberta – Grant Watch	https://alberta.grantwatch.com/	
RBC – After School Program	http://www.rbc.com/community-sustainability/commitment-to-youth/index.html	
Alberta – Granting Opportunities	https://cloudfront.ualberta.ca/-/media/arts/departments-institutes-and-centres/community-service-learning/documents/reports/granting-opportunities-for-alberta-2011.pdf	

2020 Forecast

Cash Flow Forecast	Jan	Feb	Mar	Apr	May	Jun
Opening Cash Balance	\$38,113.76	\$26,983.30	\$28,500.00	\$22,902.00	\$31,108.00	\$28,881.00
Revenue						
Grants	\$0.00	\$3,000.00	\$0.00	\$9,250.00	\$11,786.00	\$0.00
Donations	\$0.00	\$5,795.00	\$0.00	\$4,805.00	\$5,000.00	\$1,100.00
Fundraisers	\$0.00	\$0.00	\$0.00	\$2,110.00	\$0.00	\$0.00
Other						
Total Revenue	\$38,113.76	\$35,778.30	\$28,500.00	\$39,067.00	\$47,894.00	\$29,981.00
Disbursements						
Cost of Fundraising	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent						
Utilities	\$367.00	\$820.00	\$707.00	\$289.00	\$179.00	\$999.00
Telecommunications	\$164.00	\$161.00	\$160.00	\$164.00	\$161.00	\$165.00
Security System	\$228.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	\$1,684.00	\$0.00	\$0.00	\$1,667.00	\$0.00	\$0.00
Property taxes				\$150.00	\$0.00	\$0.00
Advertising/promotional	\$0.00	\$0.00	\$239.00	\$0.00	\$0.00	\$0.00
Cash Flow Forecast	Jan	Feb	Mar	Apr	May	Jun
Opening Cash Balance	-\$14,973.26	-\$7,160.05	-\$11,196.43	-\$3,022.04	-\$6,953.07	-\$10,835.39
	-\$23,140.50	-\$12,528.25	-\$17,303.57	-\$7,284.96	-\$13,261.93	-\$16,945.61
Revenue	-\$31,307.73	-\$17,896.46	-\$23,410.71	-\$11,547.89	-\$19,570.79	-\$23,055.82
Grants	-\$39,474.97	-\$23,264.67	-\$29,517.86	-\$15,810.82	-\$25,879.64	-\$29,166.04
Donations	-\$47,642.20	-\$28,632.88	-\$35,625.00	-\$20,073.75	-\$32,188.50	-\$35,276.25
Fundraisers	-\$55,809.43	-\$34,001.08	-\$41,732.14	-\$24,336.68	-\$38,497.36	-\$41,386.46
Other						
Total Revenue	-\$212,348.09	-\$123,483.39	-\$158,785.71	-\$82,076.14	-\$136,351.29	-\$156,665.57
Disbursements						

Jul	Aug	Sep	Oct	Nov	Dec	TOTAL
\$18,889.00	\$37,613.00	\$60,806.19				
\$11,797.00	\$44,050.00	\$3,000.00	\$0.00	\$4,000.00	\$3,000.00	\$89,883.00
\$11,617.00	\$19,888.00	\$200.00	\$500.00	\$500.00	\$500.00	\$49,905.00
\$0.00	\$462.50	\$150.00	\$250.00	\$250.00	\$250.00	\$3,472.50
						\$0.00
\$42,303.00	\$102,013.50	\$64,156.19	\$750.00	\$4,750.00	\$3,750.00	\$143,260.50
						\$0.00
						\$0.00
\$121.00	\$132.90	\$0.00	\$0.00	\$0.00	\$0.00	\$403.90
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$375.00	\$194.46	\$200.00	\$250.00	\$300.00	\$300.00	\$4,980.46
\$0.00	\$167.44	\$170.00	\$170.00	\$170.00	\$170.00	\$1,822.44
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$228.00
\$0.00	\$0.00	\$1,670.00	\$0.00	\$0.00	\$0.00	\$5,021.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$239.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
\$4,976.00	\$5,990.40	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	-\$19,173.84
\$111.00	\$132.50	\$130.00	\$130.00	\$130.00	\$130.00	-\$89,701.32
\$233.00	\$286.22	\$280.00	\$280.00	\$280.00	\$280.00	-\$125,150.19
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$163,113.99
\$0.00	\$0.00	\$13,000.00	\$8,000.00	\$0.00	\$0.00	-\$178,438.58
\$374.44	\$350.00	\$450.00	\$500.00	\$450.00	\$500.00	-\$233,138.72
\$526.07	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$626.07
\$6,716.51	\$7,253.92	\$21,950.00	\$15,330.00	\$7,380.00	\$7,380.00	-\$803,699.76
						\$0.00
\$35,586.49	\$94,759.58	\$42,206.19	-\$14,580.00	-\$2,630.00	-\$3,630.00	\$946,960.26

REDCLIFF Youth CENTRE

19 Main St. South

<https://www.youtube.com/watch?v=NUJtfgPIX-M>

1

Mission

Provide a safe, substance free and constructive environment for youth ages 10-17 to engage in a variety of free educational and recreational programs within a peer setting, under qualified supervision. Our mission enhances the overall social-emotional development of local adolescent teens as they navigate their way into young adulthood. Our agency instills vital life-skills while improving the sense of connection and belonging between youth and our community.



2

Programs, Services and Resources

All programs are implemented with a focus of mental health and wellness, encouraging youth to take healthy risks in a controlled environment. Our community partners assist us in providing various necessary resources for our registered youth and families.



3

Monthly Programming & Events

Free educational & recreational programming offered 5 days a week!

September – June

Monday – Thursday

→ 3:00pm – 8:00pm

Friday's

→ 3:00pm – 10:00pm

Summer hours: (July & August)

Monday – Friday

→ 12:00pm – 10:00pm



September 2020



MON	TUE	WED	THU	FRI	SAT
					05
	Outdoor Games 3:00pm-7:00pm Dinner Program 5:00pm-6:00pm	Homework Program 3:00 – 4:30 Time Capsule Activity 4:30pm – 6:00pm	Stress Balls 3:00pm – 6:30pm	Homework Program 3:00 – 4:30 Backyard Games & Camp Fire 4:30pm – 10:00pm	
06	07	08	09	10	11
Closed	Outdoor Games 3:00pm-7:00pm Dinner Program 5:00pm-6:00pm	Homework Program 3:00 – 4:30 DIY Face Masks 4:30am-6:00pm	World Suicide Prevention Day Rock Painting with AHS 3:00pm – 6:30pm	Virtual Homework Program 3:00 – 4:30 Online Resume Workshop 4:30pm – 7:00pm	12
13	14	15	16	17	18
Homework Program 3:00pm-4:00pm Mindful Monday – Zen Garden 4:30pm – 6:00pm	Outdoor Games 3:00pm-7:00pm Dinner Program 5:00pm-6:00pm	Homework Program 3:00 – 4:30 "Restorative Yoga with Kreggan" from The Loft 5:00pm – 6:00pm	Fall Scavenger Hunt 3:00-4:30 & Tennis Tournament @Redcliff Tennis Courts 4:30-6:30pm	Virtual Homework Program 3:00 – 4:30 Online EAHOOT 6:00pm – 7:30pm	19
20	21	22	23	24	25
Homework Program 3:00-4:00 Mindful Monday - Canvas Art Painting 4:30pm – 6:00pm	Outdoor Games 3:00pm-7:00pm Dinner Program 5:00pm-6:00pm	Homework Program 3:00 – 4:30 Perler Beading 4:30pm – 6:00pm	Bottle Drive Fundraiser 3:00pm – 6:00pm	Backyard Games & Camp Fire Teen Night (13+) 7:00pm – 10:00pm	26
27	28	29	30		
Homework Program 3:00-4:00 Mindful Monday - Inuit Inuksuk's 4:30pm – 6:00pm	Outdoor Games 3:00pm-7:00pm Dinner Program 5:00pm-6:00pm	Homework Program 3:00 – 4:30 DIY Hand Sanitizer Bottles 4:30pm – 6:00pm			



4

Circumstances of Covid-19

Resources & Referrals

Our media platforms & email service will provide accurate information & updates of Covid-19, while sharing valuable community resources and referrals.

Online Mentorship

We are offering online Zoom mentorship services for youth. Individual or Group Setting Video and/or Audio Sessions

Educational Assistance

We are offering online assistance for educational purposes, helping to alleviate stress and pressure at home for our registered youth & families.

Essential Needs

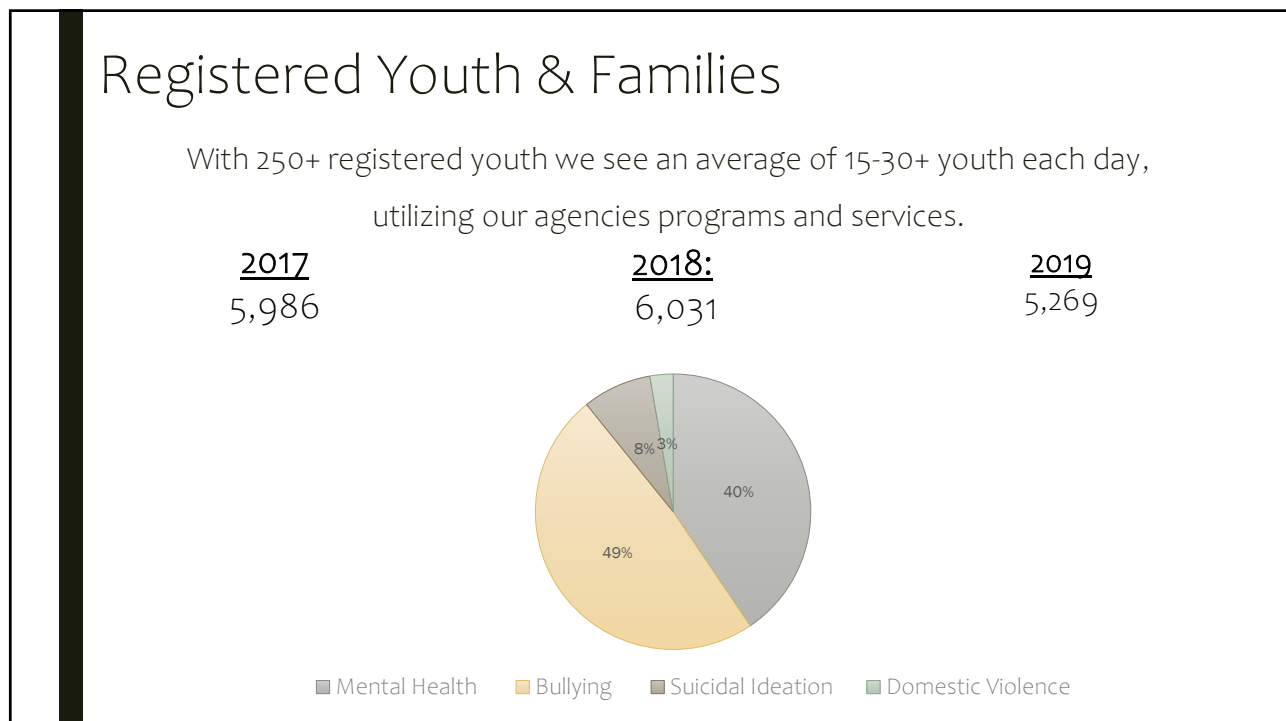
We are working diligently with other local businesses and agencies to ensure our registered youth's basic needs are met including food security, shelter & supplies.

Our Online Focus & Services for Youth

Combating Covid-19; #TOGETHER

For more information, contact rasysocial@gmail.com

5



6

Upgrades & Renovations



7



8



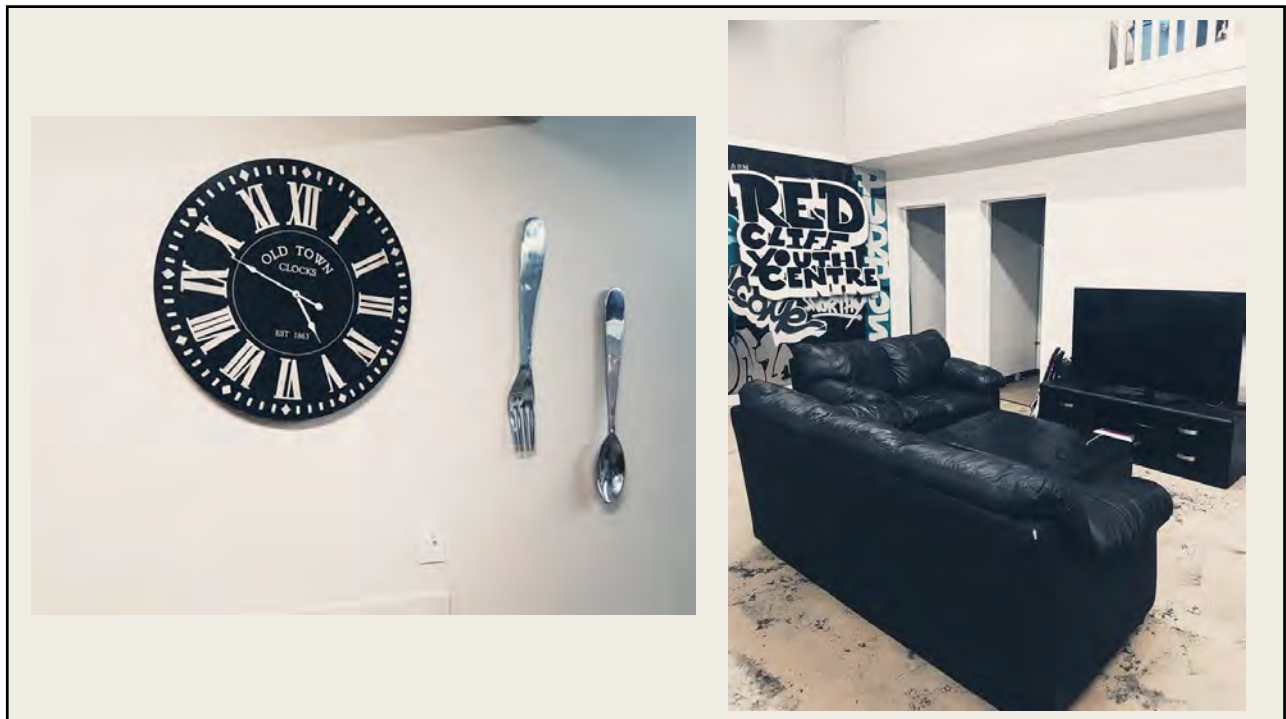
9



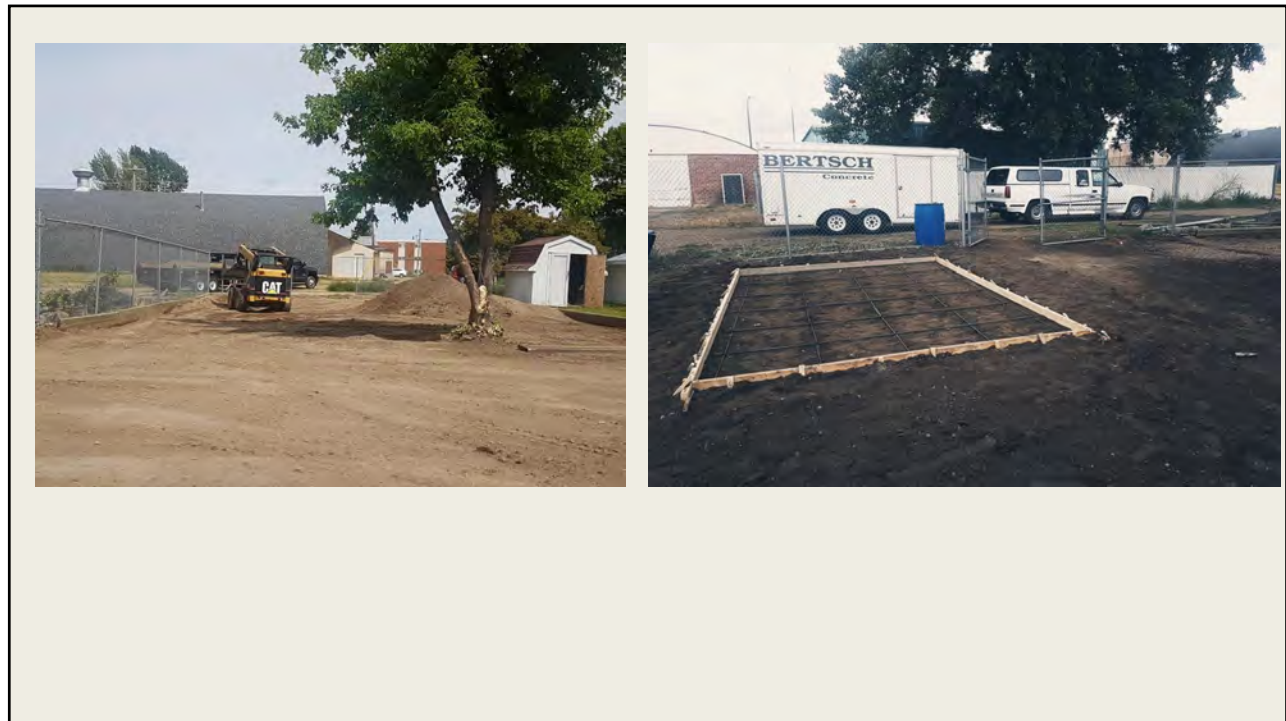
10



11



12



13



14

Balance Statements 2017-2019

Balance Sheet	2017	2018	2019
ASSET			
Current Assets			
RASY General Bank Account	77,816.57	36,766.84	39,379.07
RASY Casino Account	-47.96	10,600.15	400.59
Accounts Receivable	3,435.24	1,145.00	1,145.00
Prepaid Expenses			
Programming cheques to Director	3,021.58	-272.19	64.06
Total Current Assets	84,225.43	50,879.80	43,628.72
Capital Assets			
Land	150,000.00	150,000.00	150,000.00
Building	9,000.00	9,000.00	9,000.00
Furniture and Equipment	2,354.80	2,354.80	2,354.80
Amortization Furniture and Equipment	-1,036.11	-1,036.11	-1,036.11
Computers	5,183.92	5,735.11	5,183.92
Accumulated Amortization of Computers	-4,422.86	-4,422.86	-4,422.86
Net Computers	761.06	1,312.25	1,312.25
Total Capital Assets	161,079.75	161,630.94	161,630.94
TOTAL ASSET	245,305.18	212,510.74	205,259.66
LIABILITY			
Current Liabilities			
Accounts Payable	808.79	4,421.69	7,233.48
Deferred Grant Revenue			
Total Current Liabilities	1,796.16	4,438.91	3,300.18
TOTAL LIABILITY	1,796.16	4,438.91	3,300.18
EQUITY			
Owner's Equity			
Retained Earnings – Previous Year	205,388.43	238,475.45	208,071.83
Current Earnings	38,120.59	-30,403.62	-6,112.35
Total Owner's Equity	243,509.02	208,071.83	201,959.48
TOTAL EQUITY	243,509.02	208,071.83	201,959.48

15

Income Statements 2017-2019

Income Statement	2017	2018	2019
REVENUE			
Sales Revenue			
Donations	40,590.43	18,277.21	72,727.59
Grants	79,103.40	73,198.00	80,419.85
Fundraisers	2,301.89	1,282.74	2,444.35
AGLC Proceeds		15,529.67	0.00
Net Sales	121,995.72	108,288.12	155,591.79
Other Revenue			
Rent Income	7,316.52	2,000.00	0.00
Rent – Utility Share, Interest	359.09	848.51	14.09
Total Rent		2,848.51	
Lunch Program			
Interest Revenue	18.43	27.95	14.09
Miscellaneous Revenue – energy rebate	279.57		
Total Other Revenue	7,973.61	2,876.46	
TOTAL REVENUE	129,969.33	111,164.58	
EXPENSE			
Cost of Programming			
Monthly Program Cheques to Director	-4,276.41	0.00	0.00
Snack Program	108.76	351.86	186.82
Supper Program	1,050.53	1,225.50	568.64
Homework & Special Program	3,820.95	4,225.94	1,860.24
Monthly Program	1,133.26	1,491.91	262.41
Total cost of Programming	1,853.84	7,295.21	2,878.11
Cost of Fundraising			
Fundraisers/Special Events	2,081.05	831.80	430.32
Grants and Donations - expenses	280.60	24,307.23	82.00
Total Cost of Fundraising	2,361.65	25,139.03	512.32
Payroll Expenses			
Wages and Salaries	68,897.54	81,461.18	90,781.96
EI Expenses	1,571.25	1,886.82	2,031.41
CPP Expenses	2,692.66	3,329.70	3,789.62
WCB Expenses		318.75	882.37
Total Payroll Expenses	73,161.45	86,996.45	97,485.36

16

Council Meeting Date: Monday, September 28th, 2020

Topic: Town's Land Use Bylaw – Portable Signs (Time/Usage Limit)

I want to discuss the portable sign bylaw, but not the whole bylaw because we actually believe that permitting and some guidelines and regulations are necessary, but I specifically want to discuss Part VIII (Sign regulations), Section 88, Subsection 14 (Portable Signs), point (i).

*The way this point is written currently it limits the use of a portable sign to 120 days per calendar year and we want to have the discussion about amending that so that there is no time limit, meaning that businesses that get/keep the proper permits in good standing and up to date would be allowed to use a portable sign year round with no restrictions on how long they can use it.

As a little background, most of the portable signs being used in the town currently are all businesses that have been using them for years! It was only recently that one of the sign providers made a poor decision to place a sign on a property which caused a complaint and as a result council informed the town staff that they were to begin enforcing the portable sign bylaw which had been mostly ignored for the last decade. I only mention this because we have been in business for 14+ years in the area and I wanted to provide some additional info to help everyone understand how/why the majority of the Redcliff business that use portable signs have had them for years despite the bylaw wording and limits.

*Our argument/position is two fold, first portable sign advertising is a very cost effective form of advertising for local businesses and in a small town of Redcliff and the fact that there is no dedicated Redcliff Radio Station, Newspaper or traditional advertising media it means that portable sign advertising is not just a luxury but more of a necessity in order to help local businesses promote themselves. Plus, with how the Alberta economy and Covid have effected small business owners we truly feel it's more important then ever for local business to have cost effective solutions for services like advertising and marketing in order to keep Redcliff residents spending their money in town and not travelling into Medicine Hat for everything. Further to that we have support on this topic from some key businesses in the Redcliff Community such as South Country CO-OP (see attached letter), Tim Hortons, Great West Kenworth and those are just the ones we work with so I know there are others that work with my competitors as well. The reality is it's because they understand how important this type of advertising is for their businesses' success. Part two of this topic is that if a business has the space on their property and they/we are approved for a permit after meeting the other criteria, we see no reason why they should be forced to limit the use to only 120 days assuming they make sure to keep the permit up to date and renewed each year and abide by the other requirements in the bylaw. We understand that this wording may have been in place because in the past portable signs may have potentially been a problem esthetically, but this industry has come long way and outdoor/portable signage can look very professional and often enhances the commercial appeal of a property and plaza by drawing positive attention to it.

Summary: We want to open the discussion about changing the limit of 120 days to "No limit" as long as they meet the criteria to get a permit and the permit is kept in good standing.

Sincerely,
Dustin Turcotte
Co-Owner & Operator - Postcard Portables Mini Billboards, Signs & Printing



South Country Co-op Limited

969 16th Street SW
Medicine Hat, Alberta
T1A 4X5 Canada

Phone (403) 528-6600
Fax (403) 528-2205
admin@sccoop.ca
www.southcountrycoop.crs



September 21, 2020

To Redcliff City Council, and members of the Municipal Planning Commission:

My name is Carmen Hudson, and I'm the Marketing and Community Relations Manager at South Country Co-op Ltd. I'm writing in regards to the sign use bylaw (Bylaw No. 1698/2011) and the proposed changes that would limit the use to only 120 days in a calendar year.

As a local business, we rely heavily on billboards, electronic and portable signs, and other signage opportunities to attract guests to our locations and to spend money within the community, instead of continuing to the next city or town.

The fast-paced nature of the commodities we offer demands as many avenues as possible to get our message out: that we're here, we're local, and when you shop with us you're supporting the community.

The proposed changes to this bylaw don't appear to take into account lots with multiple businesses operating within the property boundaries. With such strict limitations on the number of signs allowed on a property, multiple small businesses will lose out on advertising opportunities that are financially feasible for them.

While we have the utmost respect for rules and regulations regarding the positioning and number of signs allowed on a property for safety, we respectfully request a review of the limit on the term a sign can be posted (120 days in a calendar year), and the number of signs on a property with multiple businesses operating within its boundaries.

We wish only the best for the Town of Redcliff, and the success of local businesses and entrepreneurs alike but that will be greatly hindered with strict signage bylaws.

Thank you,

Carmen Hudson
Marketing & Community Relations Manager
South Country Co-op Ltd
403-580-0505
c.hudson@sccoop.ca



**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 14, 2020 @ 7:00 P.M.**

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

Municipal Manager P. Forsyth
Director of Community D. Thibault
& Protective Services
Director of Corporate J. Tu
Services
Director of Public Works C. Popick
Manager of Legislative S. Simon
Services
Executive Assistant E. Engler
Development Officer B. Stehr

ABSENT: Councillor E. Solberg
Director of Planning & J. Johansen
Engineering

1. GENERAL

Call to Order

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

2020-0340 Adoption of Agenda

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

2020-0341 Accounts Payable

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

2020-0342 Bank Summary

D) Councillor Crozier moved the Bank Summary to July 31, 2020 be received for information. - Carried.

2. NON-STATUTORY PUBLIC HEARING

Development in Direct
Control Zone
20-DP-078
Lots 21-31, Block 95, Plan
1117V (39 7 Street NW) &
Lots 32-34, Block 95, Plan
1117V (13 7 Street NW)

A) Mayor Kilpatrick called the Non-Statutory Public Hearing regarding Development Permit Application 20-DP-078, Development in a Direct Control Zone, to order at 7:04 p.m.

Development Officer Stehr provided a summary of Development Permit Application 20-DP-078 as well as the Municipal Planning Commission's recommended conditions for approval of the permit.

The Manager of Legislative Services confirmed that applicant Tim Coehoorn had registered to speak to the matter prior to the hearing. Mr. Coehoorn stated that he disagrees with the Municipal Planning Commission's second recommendation. He would like the setbacks to remain as they are with the existing accessory building on the property as this would allow the new development to remain in line with the mini storage.

Mr. Coehoorn and the Development Officer responded to questions from Council.

The Manager of Legislative Services confirmed that no written submissions had been received. No other persons were in the gallery to speak to the matter. No further comments were expressed by the Council members.

Mayor Kilpatrick declared the Non-Statutory Public Hearing closed at 7:10 p.m.

3. MINUTES

- | | | |
|-----------|---|---|
| 2020-0343 | Council meeting held August 17, 2020 | A) Councillor Leipert moved the minutes of the Council meeting held on August 17, 2020 be adopted as presented. - Carried. |
| 2020-0344 | Special Council meeting held August 24, 2020 | B) Councillor Czember moved the minutes of the Special Council meeting held on August 24, 2020 be adopted as presented. - Carried. |
| 2020-0345 | Riverview Golf Club Board of Directors meeting held August 11, 2020 | C) Councillor Czember moved the minutes of the Riverview Golf Club Board of Directors meeting held on August 11, 2020 be received for information. - Carried. |
| 2020-0346 | Municipal Planning Commission meeting held August 19, 2020 | D) Councillor Gale moved the minutes of the Municipal Planning Commission meeting held on August 19, 2020 be received for information. - Carried. |
| 2020-0347 | Redcliff and District Recreation Committee meeting held September 2, 2020 | E) Councillor Gale moved the minutes of the Redcliff and District Recreation Committee meeting held on September 2, 2020 be received for information. - Carried. |

4. REQUEST FOR DECISION

- | | | |
|-----------|---|---|
| 2020-0348 | Development Permit Application 20-DP-078 (Direct Control)
Lots 21-31, Block 95, Plan 1117 (39 7 Street NW) & Lots 32-34, Block 95, Plan 1117V (13 7 Street NW) | A) Councillor Gale moved that Development Permit Application 20-DP-078 [Lots 21-31, Block 95, Plan 1117V (39 7 Street NW)] – expansion to existing mini storage be approved with the following conditions: <ol style="list-style-type: none"> 1. The Applicant shall consolidate Lots 32-34, Block 95, Plan 1117V (13 7 Street NW) and Lots 21-31, Block 95, Plan 1117V (39 7 Street NW). |
|-----------|---|---|

2. The new construction of Development Permit Application 20-DP-078 needs to comply with the Land Use Bylaw setbacks within the Land Use District of R1 – Single Family Residential District.
3. Applicant shall apply for all applicable Safety Codes Permits.
4. Exterior finishes to compliment the house, mini storage, and/or neighbouring properties to the satisfaction of the Development Officer. - Carried.

2020-0349 Schedule a Non-Statutory Public Hearing for Development Permit Application 20-DP-088 (Direct Control)
Lots 29-30, Block 19, Plan 1117V (418 5 Street SE)

B) Councillor Gale moved to schedule a Non-Statutory Public Hearing for Development Permit Application 20-DP-088 [Lots 29-30, Block 19, Plan 1117V (418 5 Street SE)] for development in a Direct Control Zone during the regular Council meeting of October 13, 2020. - Carried.

5. POLICIES

2020-0350 Policy No. 050, Smoking Policy

A) Councillor Czember moved Policy No. 050, Smoking Policy be approved as presented. - Carried.

2020-0351 Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace Policy

B) Councillor Steinke moved Policy No. 109, Bullying, Discrimination, Harassment & Violence in the Workplace Policy be approved as presented. - Carried.

2020-0352 Policy No. 142, Mobile Device Policy

C) Councillor Crozier moved Policy No. 142, Mobile Device Policy be approved as presented. - Carried.

6. CORRESPONDENCE

2020-0353 Redcliff Victim Services
Re: Letter of Support

A) Councillor Gale moved correspondence from Redcliff Victim Services regarding a letter of support dated August 28, 2020, be received for information. Further that a letter of support be written to fulfill the grant application requirement as requested. - Carried.

2020-0354 Medicine Hat & District Chamber of Commerce
Re: Letter to Business Community

B) Councillor Gale moved correspondence from Medicine Hat & District Chamber of Commerce regarding a message to the business community for the 2020 Business Awards event dated September 1, 2020 be received for information. Further that a message of congratulations be written to the nominees for inclusion in the event materials. - Carried.

2020-0355 Shortgrass Library System
Re: Reduced Shortgrass Library System Budget Request 2021

C) Councillor Leipert moved correspondence from Shortgrass Library System regarding a reduced Shortgrass Library System budget request for 2021 dated September 2, 2020 be received for information. Further that the budget amendment be

approved, and Shortgrass Library System be notified of the approval. - Carried.

7. OTHER

- 2020-0356 Memo to Council
Re: Jesmond Lift Station **A)** Councillor Crozier moved the Memo to Council regarding the Jesmond Lift Station be received for information. - Carried.
- 2020-0357 Memo to Council
Re: RCMP Generator Purchase **B)** Councillor Steinke moved the Memo to Council regarding the RCMP building generator purchase be received for information. - Carried.
- 2020-0358 Municipal Manager Report to Council **C)** Councillor Leipert moved the Municipal Manager Report to Council dated September 14, 2020 be received for information. - Carried.
- 2020-0359 Landfill Graphs **H)** Councillor Crozier moved the landfill graphs to August 31, 2020 be received for information. - Carried.
- 2020-0360 Council Important Meetings & Events **I)** Councillor Gale moved the Council Important Meetings & Events be received for information. - Carried.

8. RECESS

Mayor Kilpatrick called for a recess at 7:39 p.m.

Director of Community & Protective Services, Director of Corporate Services, Director of Public Works, Executive Assistant, and Development Officer left at 7:39 p.m.

Mayor Kilpatrick reconvened the meeting at 7:47 p.m.

9. CLOSED SESSION (Confidential Session)

- 2020-0361 Councillor Crozier moved to meet in Closed Session to discuss A) Legal Matter under *FOIP* Sec. 27, B) Boards & Commissions under *FOIP* Sec. 17 & 24, and C) Development Matter under *FOIP* Sec. 24 at 7:48 p.m. - Carried.
- Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager and Manager of Legislative Services for all items.
- 2020-0362 Councillor Czember moved to return to regular session at 8:45 p.m. - Carried.
- 2020-0363 Councillor Czember moved to appoint Christopher Howells to the Town of Redcliff Library Board with a term to expire December 31, 2021. - Carried.

2020-0364 Councillor Leipert moved to appoint Christopher Howells to the Subdivision and Development Appeal Board with a term to expire December 31, 2021. - Carried.

2020-0365 Councillor Steinke moved to appoint Christopher Howells to the Assessment Review Board for three years from the date of completing the required training. - Carried.

10. ADJOURNMENT

2020-0366 Adjournment Councillor Gale moved to adjourn the meeting at 8:49 p.m. - Carried.

Mayor

Municipal Manager

**MINUTES OF THE MUNICIPAL PLANNING COMMISSION
WEDNESDAY SEPTEMBER 16, 2020 – 12:30 PM
TOWN OF REDCLIFF**

PRESENT: Members

B. Duncan, S. Gale, J. Steinke,
L. Leipert, J. Beach, B. Vine,
N. Stebanuk

Development Officer
Recording Secretary

B. Stehr
B. Stehr

ABSENT:

APPLICANT:

1. CALL TO ORDER

B. Duncan called the meeting to order at 12:30p.m.

2. ADOPTION OF AGENDA

S. Gale moved the agenda be adopted as presented. – Carried.

3. PREVIOUS MINUTES

A) S. Gale moved the minutes of the MPC meeting August 19, 2020 be adopted as amended. – Carried.

4. REPORTS TO MPC

N. Stebanuk moved to receive for information the following Reports to MPC for the MPC Meeting of September 16, 2020:

A) Dates Development Permits advertised in Commentator

a. Aug. 25, 2020

B) Development Permit Applications approved/denied by Development Officer since the last MPC meeting:

- a. Development Permit Application 20-DP-070
Murray Spanier
Lot 25, Block 7, Plan 0212632 (336 Redcliff Way SW)
Approved: Swimming Pool
- b. Development Permit Application 20-DP-079
Jeff Long
Lot 26-27, Block 1, Plan 8150AS (912 3 Street SE)
Approved: Accessory building – Detached Garage
- c. Development Permit Application 20-DP-080
Alex MacKinnon
Lot 9, Block 7, Plan 0012006 (118 Redcliff Way SE)
Approved: Swimming Pool

- d. Development Permit Application 20-DP-081
Russel Foster
Lot 17-18, Block 45, Plan 1117V (205 3 Street SE)
Approved: Portable Garage

C) Appeals of Development Decisions received since the last MPC Meeting

- a. No Appeals of Development decisions have been received.

D) SDAB Decisions rendered since the last MPC Meeting

- a. NO SDAB Decisions have been rendered since the last MPC Meeting.

E) Council Decisions and Direction related to the Land Use Bylaw since the last MPC

- a. No Decisions or Directions related to the Land Use Bylaw have been received.

F) Items Received for Information

- a. No items have been received for information.

- Carried.

5. DEVELOPMENT PERMIT APPLICATION FOR MPC COMMENT

- A)** Development Permit Application 20-DP-088
Janzen Builders
Lot 29-30, Block 19, Plan 1117V (418 5 Street SE)
Accessory Building

B. Vine moved to recommend to Council that Development Permit Application 20-DP-088 – Accessory Building at 418 5 Street SE (Lots 29-30, Block 19, Plan 1117V) be approved subject to the following condition:

- 1. Exterior finish shall match &/or compliment house and surrounding neighbourhood.

- Carried

6. ADJOURNMENT

J. Steinke moved adjournment of the meeting at 12:41 p.m. – Carried.

Chairman

Recording Secretary

**REDCLIFF CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY MEETING
TUESDAY SEPTEMBER 22, 2020 at 9:00 a.m.
REDCLIFF TOWN COUNCIL CHAMBERS**

PRESENT:	Town of Redcliff:	Councillor Councillor	C. Crozier L. Leipert
		Landfill Manager Landfill Secretary	C. Popick S. Simon
	Cypress County:	Councillor Councillor	A. Belyea S. Hok
		CAO Director of Public Works	Tarolyn Aaserud (via Teams) Kim Dalton (via Teams)
ABSENT:	Town of Redcliff	Landfill Treasurer	J. Tu

1. CALLED TO ORDER

Chairperson Crozier called the meeting to order at 9:01 a.m.

2. ADOPTION OF AGENDA

S. Hok moved the agenda be adopted as presented. – Carried.

3. MINUTES OF PREVIOUS MEETING

A. Belyea moved the minutes of the meeting held on May 8, 2020 be adopted as presented. – Carried.

4. NEW BUSINESS

A) 2021 Budget

A. Belyea moved to receive the 2021 budgets for information and grant approval to the 2021 Operating and Interim Capital Budgets. – Carried.

B) 2021 Landfill Rates

L. Leipert moved that the Redcliff Cypress Regional Waste Management Authority approve the 2021 Landfill Rates and Policy No. 003 Fees, Rates, and Charges Policy as presented. – Defeated.

S. Hok moved Administration review landfill rate fees and possible ways to recover bank charges incurred due to credit card usage. – Carried.

C) APRG Committee Meeting Minutes of July 30, 2020

S. Hok moved the APRG Committee Meeting Minutes dated July 30, 2020 be received for information. – Carried.

D) Landfill Graphs

L. Leipert moved the Redcliff Cypress Regional Landfill Graphs to August 31, 2020, be received for information. – Carried.

E) Landfill Manager Report

A. Belyea moved the Landfill Manager's Report to September 17, 2020, be received for information. – Carried.

F) 2nd Quarter Financials

S. Hok moved the 2nd Quarter Financial Statements be received for information. – Carried.

5. CLOSED SESSION (CONFIDENTIAL)

S. Hok moved the Redcliff Cypress Regional Waste Management Authority meet in Closed Session at 9:54 a.m. to discuss Item A) Operational Matter under *FOIP* Sections 24 and 25, Item B) Operational Matter under *FOIP* Sections 24 and 25, and Item C) Operational Matter under *FOIP* Sections 24 and 25.

Town of Redcliff Municipal Manager, Landfill Manager, Landfill Secretary, Cypress County CAO (via teams), and Cypress County Director of Public Works (via teams) were in attendance during the Closed Session for all items.

A. Belyea moved to return to regular session at 10:19 a.m.

A. Belyea moved to recommend to Cypress County Council and Redcliff Town Council changes to the Redcliff Cypress Regional Waste Management Authority Agreement as presented. – Carried.

L. Leipert moved to provide written notice to terminate the existing agreement with Ridgeline Greenfill. In addition, begin a Request for Proposal period where the Redcliff Cypress Regional Waste Management Authority looks into proposals from other third-party operators to begin operations after the existing agreement with Ridgeline Greenfill expires in October 2021. – Carried.

S. Hok moved not to authorize solid waste collections as a Redcliff Cypress Regional Waste Management Authority service. – Carried.

5. NEXT MEETING DATE

The next meeting will be held at the call of the chair.

6. ADJOURN

S. Hok moved adjournment of the meeting at 10:21 a.m. – Carried.

Chairperson

Secretary

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: September 28, 2020

PROPOSED BY: Community & Protective Services (Redcliff FCSS)

TOPIC: Redcliff Community Garden

PROPOSAL: To waive water costs related to the Community Garden for 2020

BACKGROUND:

On August 20, 2018, Council determined that the Redcliff Community Garden administrator must make an annual request to waive water fees related to the Redcliff Community Garden.

It is proposed that Council waive the Community Garden's 2020 season water fees as per the attached 2020 utility invoice.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

- 2020 utility invoice

OPTIONS:

1. To approve the Redcliff Community Garden administrator's annual request to waive watering costs in the amount of \$215.30 associated with the Redcliff Community Garden for 2020.
2. To decline the request.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to waive the Redcliff Community Garden 2020 season of water fees.

SUBMITTED BY:



Department Head



Municipal Manager



Town of Redcliff

PO Box 40
#1 - 3rd St NE
Redcliff, AB T0J 2P0
Canada

UTILITY INVOICE

Questions?

Online: www.redcliff.ca
Email: info@redcliff.ca
Phone: 403-548-3618
Monday to Friday 8:00 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Statement Date (Due Date): September 17, 2020

Billing Period: July 1, 2020 - August 31, 2020

Your account number: 002559.02

For service at: GARDEN 320 7 ST. S.E.

Penalty Date: October 7, 2020

TOWN OF REDCLIFF - F.C.S.S.
BOX 40
REDCLIFF, AB T0J 2P0

Meter Reading and Usage Details this bill

Meter: 67617033

Reading on 8/20/2020

Actual 5,363,000

Previous reading on 6/12/2020

Actual 5,152,643

Amount of water you used

210 M3

Payment and Adjustment Details

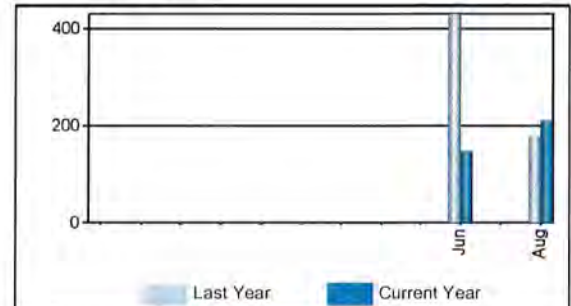
Adjustments on 7/21/2020

-\$149.41

Amount Owning

Amount of your last bill	\$149.41
Adjustments processed	-\$149.41
Late fees added	\$0.00
Payments we processed	\$0.00
New Charges	\$215.30
Ebill Rebate	-\$1.00
Water - Garden Service	\$216.30
210.00 M3 @ \$1.03	= \$216.30
Total Payment now due	\$215.30
Payment Due as of October 7, 2020	\$215.30

Your Historic Usage



Additional Billing Highlights

Manage your account online through My Redcliff on our website at www.redcliff.ca

Number of days in the period: 62

Your average daily utility cost: \$3.47

Payment Return Slip

Please complete and return this slip with your payment. Make your payment payable to Town of Redcliff. For other payment options, please contact us.

Your Account Number	Total payment due	Payment Due as of October 7, 2020
002559.02	\$215.30	\$215.30

Payment enclosed

\$

TOWN OF REDCLIFF - F.C.S.S.
BOX 40
REDCLIFF, AB T0J 2P0

Town of Redcliff
PO Box 40
#1 - 3rd St NE
Redcliff, AB T0J 2P0
Canada

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: September 28, 2020

PROPOSED BY: Planning & Engineering / Legislative Services

TOPIC: Utility Line Assignment at 120 5 Avenue SW (Lot 15, Block 1, Plan 9412409)

PROPOSAL: That Council Authorize Administration to proceed in providing approval of the requested line assignment.

BACKGROUND:

Permission is being requested by Roehampton Solutions on behalf of Telus to place a new service vault and a new cabinet near existing Telus infrastructure located at 120 5 Avenue SW within an existing utility right-of-way on Town-owned land.

Administration has reviewed the request and found that it does not conflict with existing infrastructure and from a municipal operations perspective has no issue with the proposed infrastructure.

In the current Land Use Bylaw, Lot 15, Block 1, Plan 9412409 is zoned as Residential; however, the West Side Area Structure Plan dated April 14, 2003 shows the parcel of land as a Municipal Reserve parcel, zoned as P-1 (Park).

The lot in question was included in Subdivision Plan 941 2409 that created Stone Place SW in 1994. Administration reviewed the records relative to this parcel and found that during the Public Hearing for Bylaw No 1348/2003, the West Side Area Structure Plan Bylaw, several members of the public expressed concern with the lack of parks on the West Side and requested that the lot be made a Municipal Reserve. In July 2009 Council passed a motion that 17MR, Block 1, Plan 9412409 remain undeveloped at this time. No further history was located for Lots 15, 16, and 17MR, Block 1, Plan 9412409. It is unclear what the intent of this parcel is.

The Town is currently working on the West Side Redevelopment Plan and some of the options presented show disposing of the MR parcels on the east side of 2nd Street and creating a large neighbourhood central park to the west. Small MR parcels are not desirable as they are expensive to operate and provide minimal recreation opportunities.

If there was a desire to sell this lot, Administration's concern is that by allowing the placement of another large Telus cabinet at this location the lot will be undevelopable for single family or duplex development. However, if consolidated with adjacent lots it would be able to be developed as multi-family, neighbourhood commercial, or MR.

POLICY / LEGISLATION:

Part 3, Division 3, Section 45(2) of the Municipal Government Act

STRATEGIC PRIORITIES:

Goal 1 The Town of Redcliff has a well-planned, cost efficient and sustainable infrastructure system that meets the current and future needs of the community.

Strategies

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

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

Strategies

- 3.3. Assess the needs of community organizations and where community needs may be underserved

Goal 4 The Town of Redcliff is effective in governance and public service delivery.

Strategies

- 4.1. Conduct a review to identify how existing bylaws, policies and procedures may restrict the realization of the Town's vision
- 4.3. Develop a policy that defines the Town's scope and level of services within a sustainable level of financial resources

ATTACHMENTS:

- Application for Utility Line Assignment
- Subdivision Plan of Lots 1 through 17, Block 1, Plan 9412409
- Figure 11 – West Side Area Structure Plan

OPTIONS:

1. The request is approved with the following conditions:
 - a. The Town receives a copy of the construction proximity agreement with the City of Medicine Hat Gas Department sent to plan_eng@redcliff.ca prior to construction beginning. Proximity agreements can be obtained by emailing landconsents@medicinehat.ca;
 - b. Copies of all locates sent to plan_eng@redcliff.ca prior to construction beginning;
 - c. All construction is to occur in the boulevard with no disruption to local road traffic;
 - d. All excavation must be done by hydrovac;
 - e. Grades are to be re-established after improvements are installed,
 - f. Minimum 12" of topsoil shall be placed on all disturbed areas and seeded with a dry grass seed mix;
 - g. Telus is responsible for mowing weeds in the disturbed area for 1 year;
 - h. Any Town infrastructure damaged by construction must be replaced by Telus; and,

- i. Site is to be restored to its original state or better.
2. Administration request Telus to purchase a portion of the property to create a public utility lot in recognition that the large cabinet is sterilizing the land. All subdivision and legal cost to be the responsibility of the Applicant.
3. Administration work with the Telus to locate the cabinet in a location with less impact on the developability of the lot.

RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

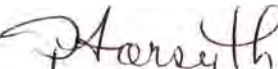
1. Councillor _____ moves that Administration approve the request to place a new Telus service vault and cabinet at 120 5 Avenue SW (Lot 15, Block 1, Plan 9412409) in accordance with the application made by Roehampton Solutions, with the following conditions:
 - a. The Town receives a copy of the construction proximity agreement with the City of Medicine Hat Gas Department sent to plan_eng@redcliff.ca prior to construction beginning. Proximity agreements can be obtained by emailing landconsents@medicinehat.ca;
 - b. Copies of all locates sent to plan_eng@redcliff.ca prior to construction beginning;
 - c. All construction is to occur in the boulevard with no disruption to local road traffic;
 - d. All excavation must be done by hydrovac;
 - e. Grades are to be re-established after improvements are installed,
 - f. Minimum 12" of topsoil shall be placed on all disturbed areas and seeded with a dry grass seed mix;
 - g. Telus is responsible for mowing weeds in the disturbed area for 1 year;
 - h. Any Town infrastructure damaged by construction must be replaced by Telus and
 - i. Site is to be restored to its original state or better.
2. Councillor _____ moves that Administration request Telus to purchase a portion of the property to create a public utility lot to place a new Telus service vault and cabinet at 120 5 Avenue SW (Lot 15, Block 1, Plan 9412409)) in accordance with the application made by Roehampton Solutions, with the following conditions:
 - a. The Town receives a copy of the construction proximity agreement with the City of Medicine Hat Gas Department sent to plan_eng@redcliff.ca prior to construction beginning. Proximity agreements can be obtained by emailing landconsents@medicinehat.ca;
 - b. Copies of all locates sent to plan_eng@redcliff.ca prior to construction beginning;
 - c. All construction is to occur in the boulevard with no disruption to local road traffic;

- d. All excavation must be done by hydrovac;
 - e. Grades are to be re-established after improvements are installed,
 - f. Minimum 12" of topsoil shall be placed on all disturbed areas and seeded with a dry grass seed mix;
 - g. Telus is responsible for mowing weeds in the disturbed area for 1 year;
 - h. Any Town infrastructure damaged by construction must be replaced by Telus and
 - i. Site is to be restored to its original state or better.
 - j. All subdivision and legal costs to be the responsibility of the Applicant
3. Councillor _____ moves that Administration work with Telus and Roehampton Solutions to locate the vault and cabinet in a location with less impact on the developability of 120 5 Avenue SW (Lot 15, Block 1, Plan 9412409), and the following conditions shall be applied to the approval:
- a. The Town receives a copy of the construction proximity agreement with the City of Medicine Hat Gas Department sent to plan_eng@redcliff.ca prior to construction beginning. Proximity agreements can be obtained by emailing landconsents@medicinehat.ca;
 - b. Copies of all locates sent to plan_eng@redcliff.ca prior to construction beginning;
 - c. All construction is to occur in the boulevard with no disruption to local road traffic;
 - d. All excavation must be done by hydrovac;
 - e. Grades are to be re-established after improvements are installed,
 - f. Minimum 12" of topsoil shall be placed on all disturbed areas and seeded with a dry grass seed mix;
 - g. Telus is responsible for mowing weeds in the disturbed area for 1 year;
 - h. Any Town infrastructure damaged by construction must be replaced by Telus and
 - i. Site is to be restored to its original state or better.

SUBMITTED BY:



Department Head



Municipal Manager

ROEHAMPTON SOLUTIONS

#305, 809 Manning Rd NE

Calgary, AB, T2E 7M9

 www.roehamptoncommunications.ca



September 15, 2020

Town of Redcliff
1 - 3rd Street NE
Redcliff
T0J 2P0

Attn: James Johansen
Director of Planning and Engineering

**APPLICATION FOR UTILITY LINE ASSIGNMENT
EXCHANGE - REDCLIFF
TELUS PROJECT - 2792918
PROPOSED PLACEMENT OF NEW VAULT, CABINET AND CONDUIT.**

Permission is hereby requested for the purpose of placement of a new service vault with an FDH Cabinet and conduit from the new vault to an existing TELUS SG6 pedestal. The work is located at the rear of 120 5 Avenue SW, Redcliff. Legal land NW 8-13-6 W4M.

Please forward the line assignment directly back to me.

The Excavation Permit will be picked up prior to commencement of construction.

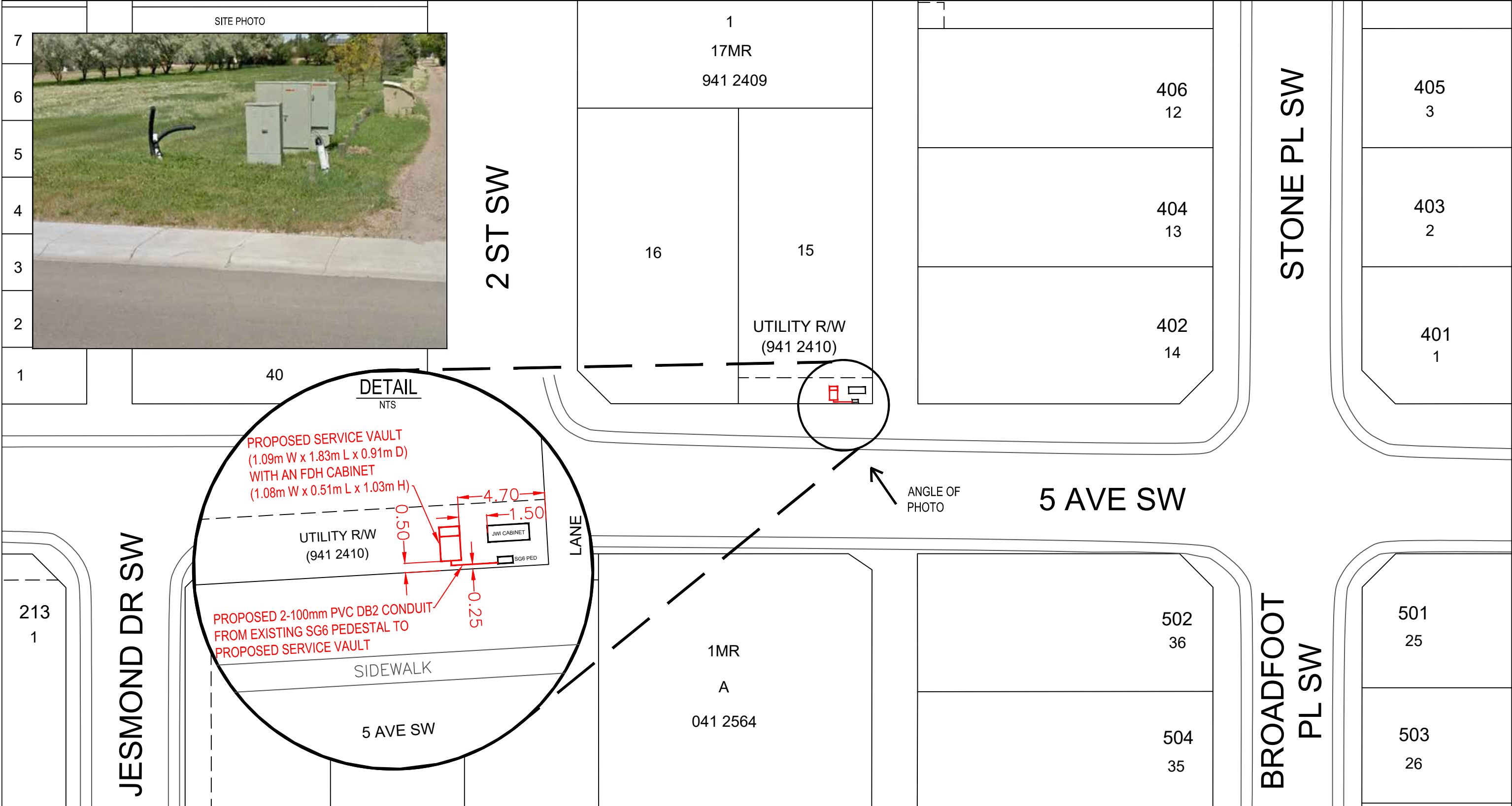
A complete set of plans is enclosed.

Please review the plans and if you require any additional information or feel that a meeting is necessary prior to construction, please contact me directly at (403) 831-4410 or Rodrigo@Roehamptonwest.ca

Yours truly,

Rodrigo Ruidiaz
Roehampton Solutions
Calgary

On behalf of TELUS



APPROVAL CONDITIONS:

Town of Redcliff Line Assignment

Approved ULA#: XXXXXXXX

Expires: XXXX/XX/XX

QA MANAGER: _____

SURVEY BY: _____

AS BUILT BY: _____

EXCAVATION PERMIT #: _____

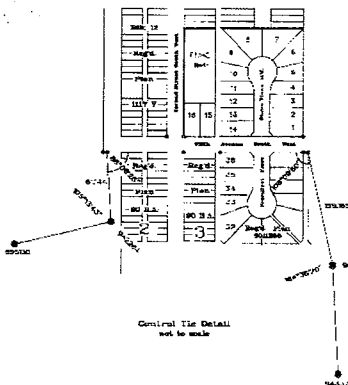
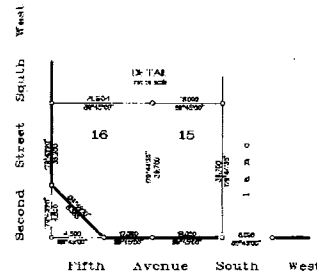
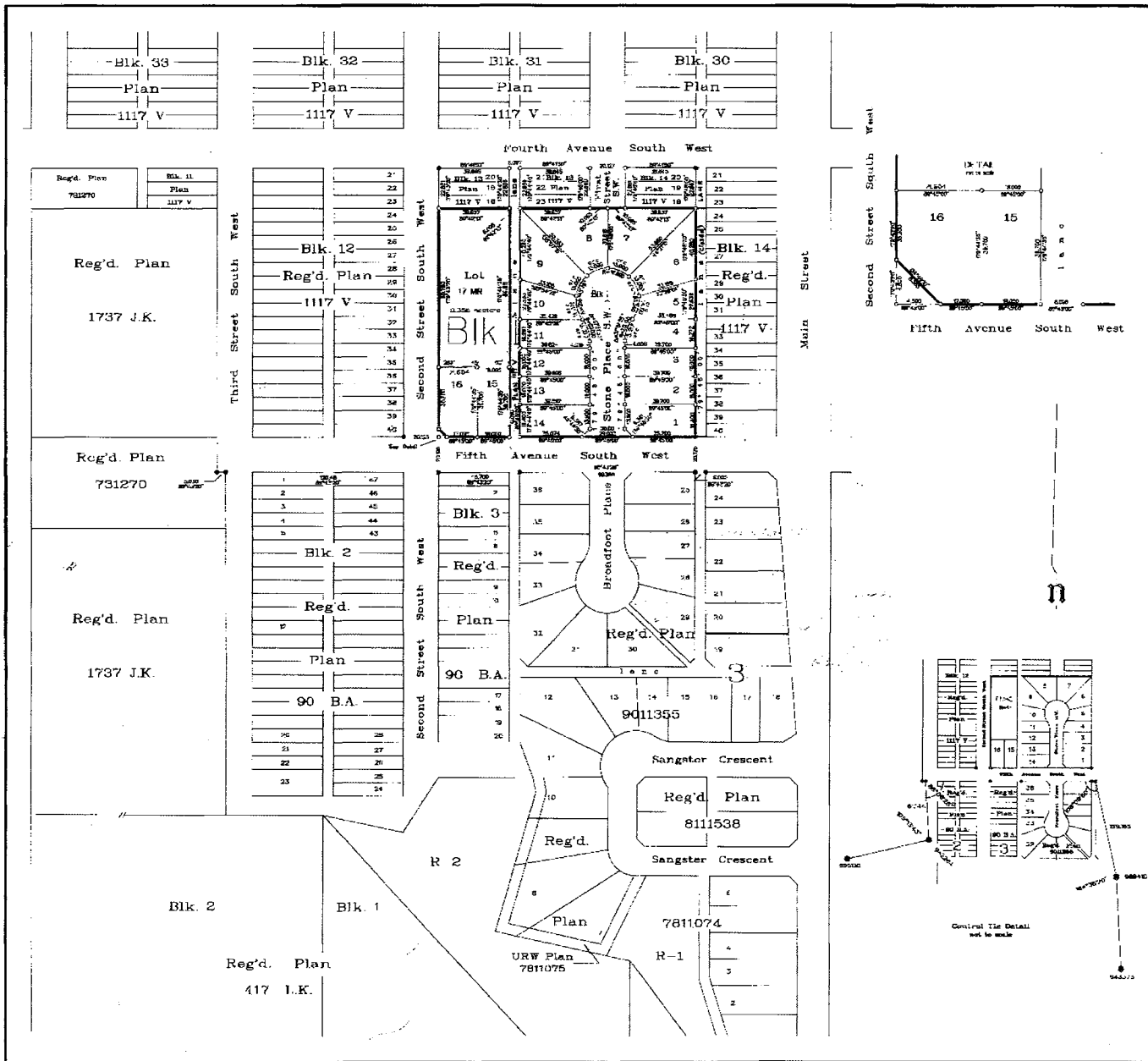
PRE ☐ POST ☐

COMPANY: _____

ALL CONDITIONS, MEASUREMENTS AND MATERIAL PLACED MUST BE INDIVIDUALLY INITIALED AS MET AND ACCURATE

DESIGN BY: RODRIGO RUIDIAZ		SCALE 1:500	ORIGINATOR: MARC WRAY
PHONE: 403-831-4410		PROJECT: P-2050446	PHONE: 587-984-5466
PREPARED BY:		FILE NAME: 2792917-RDCL-902.dwg	NETWORK: 2792918
		LEGAL DESCRIPTION: NW-8-13-6 W4M	WIRE CENTRE: REDCLIFF - RDCL
	DATE: Sep. 15, 2020	REISSUE: -	DICW:
			PLAN NUMBER: 902
			PLAN SIZE: 11"x17"

49



Redcliff, Alberta.

Plan Showing Survey of
SUBDIVISION
of
Lots 1 through 17 & 24 through 40,
Block 13, Reg'd. Plan 1117 V.
and
Lots 1 through 17,
Block 14, Reg'd. Plan 1117 V.
together with
Closed Street
Reg'd. Plan 1117 V.
all within
W. 1/2 sec.8, twp.13, rge.6, W4M.
1994

Scale 1:1000
J.R. Hogg, A.L.S. & C.L.S.



PLAN NO. 9412409

ENTERED AND REGISTERED

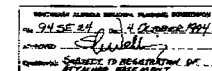
ON NOV 15 1994

INSTRUMENT NO. 941295208

REGISTRAR
A.D. REGISTRAR

REGISTRAR
South Alberta Land Registration District

Approval Date: 04.02.94



Southeast Alberta Regional Planning Commission

I, James Henry Hogg, Alberta Land Surveyor, of the City of Medicine Hat, in the Province of Alberta, make Oath and say:
1. that the survey represented by this plan was made under my personal supervision.
2. that the survey was made in accordance with good surveying practices and in accordance with the provisions of The Survey Act, and.
3. that the survey was performed between the dates of 04.02.94 and 04.02.94, and that this plan is true and correct and is prepared in accordance with the provisions of The Land Titles Act.

Sworn before me at the City of Medicine Hat, in the Province of Alberta, this 04.02.94, A.D. 1994.
J.R. Hogg, A.L.S. & C.L.S.
A Commissioner for Oaths in and for the Province of Alberta.

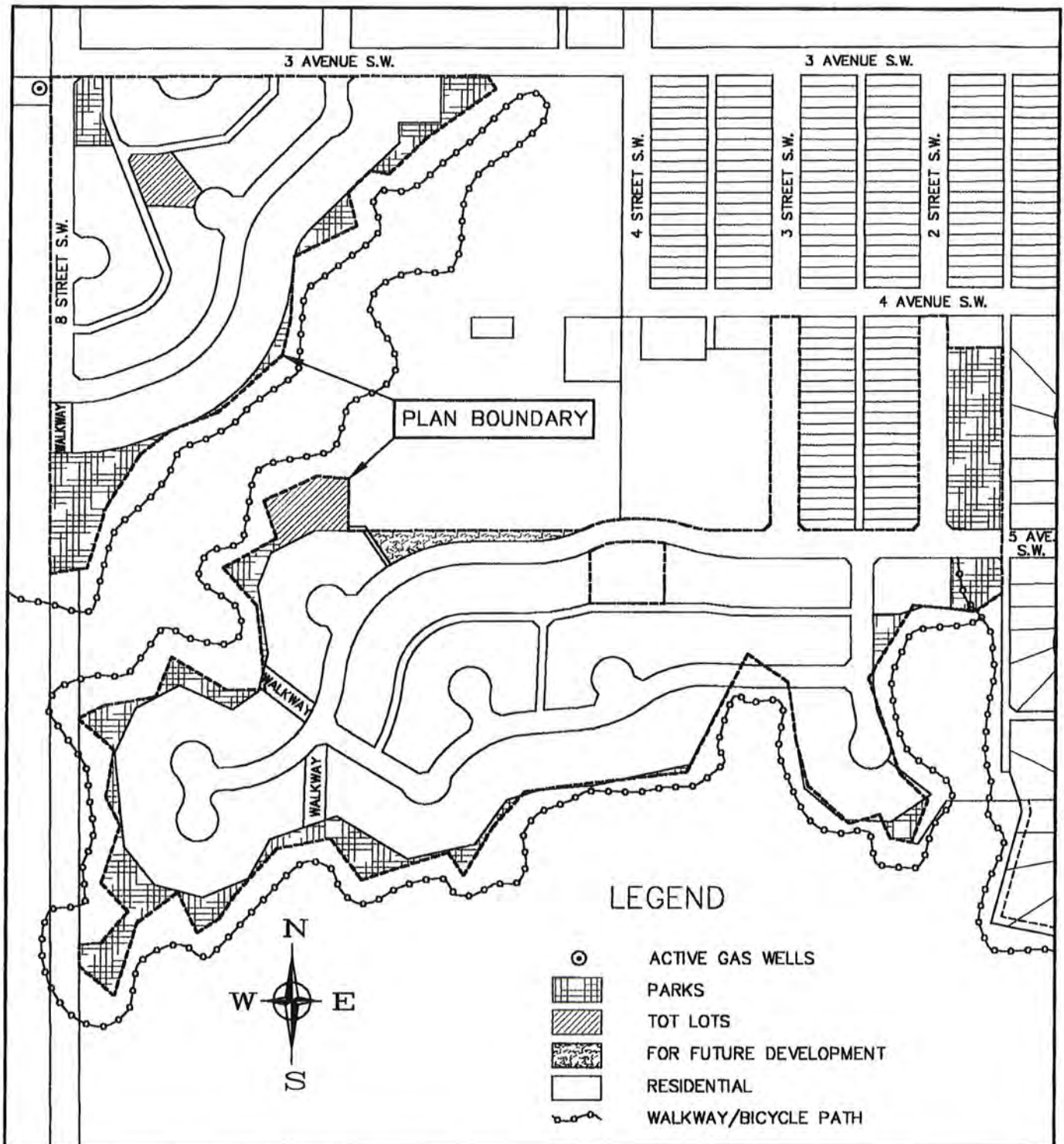
File: 93 05 030

Approval
W. Hogg
Town of Redcliff

Legend
Distances are in metres and decimals thereof.
Boundary lines shown thus: —
Boundary lines shown thus: —
Boundary lines shown thus: —
Total area being 140 hectares.
Boundaries are given and are referred to a N.T.M. map of the area.
A.C.M. shows thus: —

J.R. Hogg & Associates Ltd.
25 - 9th Street S.E.
Medicine Hat, Alberta
T1A 8P8

9412409



TOWN OF REDCLIFF
WEST SIDE
AREA STRUCTURE PLAN
 FIGURE 11
SUBDIVISION LAYOUT

SCALE: 1: 4,000



DRAWN: G. de V.

DATE: MARCH, 2003

APPROVED:

DRWG. NO.: FIGURE-11

September 9, 2020

Mayor Dwight Kilpatrick
1 - 3rd Street N.E.
P.O. Box 40
Redcliff, AB
T0J 2P0

RECEIVED
SEP 14 2020
TOWN OF REDCLIFF

Dear Mayor Kilpatrick,

Since 2012, communities across Alberta have come together to recognize World Cerebral Palsy Day. This annual event is designed to raise public awareness about the serious challenges that remain for people affected by cerebral palsy.

To help us achieve this goal in communities across Alberta, we would like to request a proclamation of World Cerebral Palsy Day be made in your community to help us raise awareness locally and to mark this important event.

World Cerebral Palsy Day is **October 6, 2020** and if possible, we request the proclamation be made for this day.

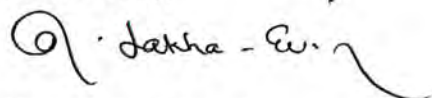
Proclamations can be shared through social media and website, through local newspapers or magazines. **Cerebral Palsy Alberta services over 3900 members across the province, including Redcliff.** By proclaiming World CP Day in your community, we can work together to create a bright, more just and sustainable future for all Albertans; empowering men, women and children with cerebral palsy to love, learn, laugh and live as full citizens.

Together we make a difference!

Cerebral Palsy Alberta offers innovative opportunities for community inclusion and takes a proactive stance in building capacity for persons with disabilities. Placing the utmost value on respect and dignity, the CPAA empowers members to live a Life Without Limits. Members have access to informed and compassionate support services, health and wellness activities and community advocacy.

Thank you for helping us to create a **Life Without Limits**. I look forward to hearing from you.

Respectfully,



Mezaun Lakha-Evin
Associate Executive Director

From: Jeffrey
Date: Thu, Sep 24, 2020 1:01 PM
To: Kent Snyder;Jeff Huntus;Leah Olsen;James Johansen;
Cc:
Subject:Cypress County Airport Zoning Regulation Bylaw 2020/08

Good afternoon, attached is the English and French versions of Bylaw 2020/08, Cypress County's Municipal Airport Zoning Regulations.

The purpose of Bylaw 2020/08 is to prohibit or regulate and control the use and development of land and buildings within Cypress County's boundaries and adjacent to or in the vicinity of the regional airport to ensure that the use and development are not incompatible with the safe operation of the airport and aircraft, and to support the long term viability of the airport as a direct benefit to the region in the services that it provides. This Bylaw supports a similar bylaw that has been adopted by the City of Medicine Hat.

Please note that the public hearing for this Bylaw is set for 10:00 am, October 6, 2020, by virtual means. The public hearing can be viewed live on the Cypress County's website at 10:00 am, on October 6th.

If you would like to provide any comments on behalf of your organization to Cypress County in advance of the public hearing, please submit them to myself by 8:30 am, October 2nd.

Thank-you,

Jeffrey Dowling



Jeffrey R. Dowling | Director of Municipal Services

Phone: (403) 526-2888

Email: jeffrey.dowling@cypress.ab.ca

Address: 816 2nd Ave, Dunmore AB, T1B 0K3

CYPRESS COUNTY

BYLAW 2020/08

A Bylaw of Cypress County in the Province of Alberta to regulate the use of lands adjacent to or in the vicinity of the Medicine Hat Municipal Airport within Cypress County for the purpose of ensuring that any use is not incompatible with the safe operation of the Airport.

WHEREAS the County has entered into an agreement with Her Majesty the Queen in Right of Canada, as represented by the Minister of Transport, pursuant to section 5.81 of the *Aeronautics Act*, R.S.C., 1985, c. A-2;

AND WHEREAS the County has the authority to enter into the said agreement pursuant to the *Aeronautics Act Agreements (City of Medicine Hat and Cypress County) Regulation*, being Alta. Reg. 33/2014, made under section 603(1) of the *Act* (“Regulation”).

AND WHEREAS the said agreement and Regulation allow the County to enact bylaws to prohibit or regulate and control the use and development of land and buildings within County boundaries and adjacent to or in the vicinity of the Airport for the purpose of ensuring that the use and development are not incompatible with the safe operation of an airport or aircraft;

AND WHEREAS, while enacting such bylaws, Council shall have due regard to the safety and welfare of the public, both as users of the Airport and as members of the public who live in or are passing through the vicinity of the Airport;

AND WHEREAS Council has advertised its intention to consider the provisions of this Bylaw pursuant to section 606 of the *Act*;

AND WHEREAS copies of this Bylaw and related documents were made available for inspection by the public at the office of the County’s Chief Administrative Officer as required by the *Act*;

AND WHEREAS Council has held a public hearing as required by Section 692 of the *Act*.

NOW THEREFORE THE MUNICIPAL CORPORATION OF THE CITY OF MEDICINE HAT, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:

NAME OF BYLAW

1. This Bylaw may be cited as the “Cypress County Municipal Airport Zoning Regulations”.

INTERPRETATION

2. In this Bylaw:

- (a) **“Act”** means the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended or replaced from time to time;
- (b) **“Airport”** means the Medicine Hat Municipal Airport, in the City of Medicine Hat in the Province of Alberta;
- (c) **“Airport Manager”** means the City employee responsible for the management and operation of the Airport or his or her designate;
- (d) **“Airport Reference Point”** means the point described in Part I of Schedule “A” and illustrated on sheet 13 of Schedule “B”;
- (e) **“Approach Surfaces”** means the imaginary inclined planes more particularly described in Part II of Schedule “A” and shown in blue in Schedule “B”;
- (f) **“Building”** means building as defined in the Cypress County Land Use Bylaw;
- (g) **“Building Inspector”** means the Chief Building Inspector of the Building Inspection Department or his or her designate;
- (h) **“Bylaw Enforcement Officer”** means a person appointed as a Bylaw Enforcement Officer pursuant to Cypress County’s Bylaw, 2005/18, as amended or replaced from time to time, and includes any peace officer employed by Cypress County;
- (i) **“City”** means the municipal corporation of the City of Medicine Hat or where the context requires, the area within the boundaries of the City;
- (j) **“Chief Administrative Officer or CAO”** means the person appointed as Chief Administrative Officer, Municipal Services for the County pursuant to the CAO Bylaw, 2015/35, as amended or replaced from time to time, and includes any person to whom the CAO has delegated any power, duty or responsibility assigned to the CAO under this Bylaw, or any person appointed to act in the absence of the Chief Administrative Officer;
- (k) **“Council”** means the Council of Cypress County;
- (l) **“County”** means the municipal corporation of Cypress County or where the context requires, the area within the boundaries of Cypress County.
- (m) **“Cypress County Land Use Bylaw”** means Cypress County Land Use Bylaw, to regulate and control development, as amended or replaced from time to time.
- (n) **“Development”** means development as defined in the Cypress County Land Use Bylaw;
- (o) **“Object of Natural Growth”** includes trees and shrubs;

- (p) **“Outer Surface”** means an imaginary surface located above and in the vicinity of the Airport, more particularly described in Part III of Schedule “A”, and shown in yellow in Schedule “B”;
- (q) **“Runway Strip”** means a surface associated with an Airport runway, including runway extensions, that is prepared for the take-off and landing of aircraft in a particular direction, more particularly described in Part IV of Schedule “A”, and shown in green and grey in Schedule “B”; and,
- (r) **“Transitional Surfaces”** means the imaginary inclined planes more particularly described in Part V of Schedule “A” and shown in magenta in Schedule “B”.

APPLICATION

- 3. This Bylaw applies to those lands within the County, as further identified in Appendix C, excluding those lands within the City of Medicine Hat. Furthermore, those lands;
 - (a) including public road allowances, that are adjacent to or in the vicinity of the Airport within the limit described in Part VI of Appendix “A”, with reference to Appendix “C”. For greater certainty, the lands include land under water and public road allowances; and
 - (b) that consist of lands within or directly under an Approach Surface, Outer Surface, Runway Strip or Transitional Surface.

BUILDING RESTRICTIONS

- 4. No person shall erect or construct, or permit the erection or construction, on any land to which this Bylaw applies, any Building, Development, structure or object or any addition to an existing Building, Development, structure or object, any part of which would exceed in elevation at the location of that part of the Building, Development, structure, object or addition the:
 - (a) Approach Surface;
 - (b) Outer Surface;
 - (c) Transitional Surface.

OBJECT OF NATURAL GROWTH

- 5. Subject to section 6, no person shall permit any part of an Object of Natural Growth, on any land to which this Bylaw applies, any part of which would exceed in elevation at the location of that part of the Object of Natural Growth, the:
 - (a) Approach Surface;

- (b) Outer Surface;
- (c) Transitional Surface.

WILDLIFE HAZARD

6.

- (a) A person must not use or permit another person to use any of the lands for activities or uses that attract wildlife – particularly birds – that may create a hazard for aviation safety.
- (b) Despite subsection 6(a), a person may use or permit another person to use any of the lands as a site for long term or permanent purposes intended for the storage of irrigation water, or for storing water for fire suppression needs.

NON-CONFORMING

7. Subject to section 9, if a Development permit has been issued on or before the coming into force of this Bylaw in respect of lands to which this Bylaw applies, and the Bylaw would make the Development for which the permit was issued non-conforming, the Development may continue in spite of this Bylaw.

8. A non-conforming Development may continue only in the manner and to the extent allowed by the Cypress County Land Use Bylaw and the Act. Subject to section 9, the following may continue as they exist as of the date this Bylaw comes into force provided that any required permits, licenses or other permissions were in place on or before the date this Bylaw comes into force:

- (a) Objects of Natural Growth that penetrate an Approach Surface, Outer Surface, Strip Surface or Transitional Surface;
- (b) Electronic interference that causes interference with a signal to or from an aircraft or to or from any facility used to provide services to aeronautics;
- (c) A use or development of land that attracts wildlife and that may create a hazard for aviation safety.

9. Any

- (a) Non-conforming Development;
- (b) Object of Natural Growth referred to in subsection 8(a);
- (c) Electronic interference referred to in subsection 8(b);
- (d) Use or development of land that attracts wildlife that may create a hazard for aviation safety referred to in subsection 8(c),

shall be deemed as a non-conforming use and may continue only in the manner and to the extent that non-conforming uses are allowed in the Cypress County Land Use Bylaw and the Act.

EXEMPTION

10. An exemption from this Bylaw may be granted if the Chief Administrative Officer determines the exemption would not be incompatible with the safe operation of the Airport or an aircraft. Prior to granting an exemption from this Bylaw, the Chief Administrative Officer may, at their discretion, consult with the Minister of Transport as permitted under section 3 of the Agreement.
11. An aeronautical assessment commissioned by the proponent and undertaken according to approved industry standards, may, in the Chief Administrative Officer's discretion, be required to make a determination pursuant to section 10.

ADMINISTRATIVE POWERS AND DUTIES

12. The Chief Administrative Officer is responsible for administering and enforcing this Bylaw and in so doing has the authority to create or issue forms, procedures, protocols, requirements and guidelines in relation to this Bylaw.
13. The CAO may at his or her sole discretion delegate any or all responsibilities, duties and powers created by this Bylaw, to any other Cypress County employee.

INTERFERENCE WITH COMMUNICATION

14. Subject to section 7 and section 8, no person shall use or develop, or permit another person to use or develop, any land to which this Bylaw applies in a manner that causes interference with any signal or communication;
 - (a) To or from an aircraft;
 - (b) To or from any facility used to provide services to aeronautics.

INSPECTION

15. The Chief Administrative Officer or his or her designate may inspect any lands to which this Bylaw applies in accordance with the Act for the purposes of determining compliance with the provisions of this Bylaw.

OFFENCES AND PENALTIES

16. A person who contravenes any provision of this Bylaw by doing any act or thing which the person is prohibited from doing or by failing to do any act or thing the person is required to do is guilty of an offence.

17. Where a Bylaw Enforcement Officer believes on reasonable and probable grounds that a person has contravened any provision of this Bylaw, the Bylaw Enforcement Officer may commence proceedings against the person by issuing a Part 2 summons or Part 3 offence notice by means of a violation ticket in accordance with the Provincial Offences Procedures Act, Chapter P-34, R.S.A. 2000.
18. A person who contravenes any provision of this Bylaw is liable upon conviction to pay a fine not more than ten thousand dollars (\$10,000.00) or in default of payment of any fine imposed, to imprisonment for a period of not more than one year.

NO COMPENSATION

19. No person is entitled to any compensation or costs for any loss, damage, removal or alteration resulting from the application of this Bylaw to any;
 - (a) lands,
 - (b) Building,
 - (c) Development,
 - (d) Object,
 - (e) Structure,
 - (f) Object of Natural Growth,
 - (g) Use of land that attracts wildlife, thereby creating a hazard for aviation safety,
 - (h) Use of land that causes interference with any signal or communication to or from aircraft or facilities used to provide services to aeronautics.

OTHER ACTION

20. Nothing herein contained shall prevent the County from taking any such other lawful action as is necessary to prevent or remedy any violation or breach of this Bylaw.

APPENDICES

21. Appendices “A”, “B”, “C”, “D” attached to this Bylaw shall form part of this Bylaw.
22. In the event of a conflict within this Bylaw between:
 - (a) Appendix “A” and Appendix “C”, Appendix “A” shall prevail; or,
 - (b) Appendix “A” and section 2 of the Bylaw, Appendix “A” shall prevail.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26 of

the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of Cypress County in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1. Having prepared the Cypress County Airport Zoning Regulation, which will serve to regulate the use of lands adjacent to or in the vicinity of the Medicine Hat Municipal Airport within Cypress County for the purpose of ensuring that any use is not incompatible with the safe operation of the Airport.
2. Having held a public hearing on the document, the Airport Zoning Regulation is hereby adopted as the Cypress County Airport Zoning Regulation, as shown in the attached Appendices “A”, “B”, “C”, and “D”.
3. This bylaw shall take effect upon on the day on which the bylaw is registered by the Federal Clerk of the Privy Council.

Read a first time this 21st day of April, 2020.

Read a second time this _____ day of _____, 2020.

Read a third time and finally passed this _____ day of _____, 2020.

Reeve

Chief Administrative Officer

BYLAW 2020/07

**APPENDIX “A”
PREAMBLE**

In this Bylaw:

1. all bearings described are geodetic grid coordinates, measured in metres (m) and refer to the Alberta 3-degree Transverse Mercator Projection (“Alberta 3TM”) and North American Datum of 1983 (CSRS).
2. Geodetic grid coordinates have been computed in Alberta 3TM with a Central Meridian of 111 degrees West using a combined average scale factor of 0.9999; and,
3. all elevations are in metres and reference the geodetic datum (mean sea level) 1929 adjustment.

APPENDIX “A”

PART I – DESCRIPTION OF THE AIRPORT REFERENCE POINT

The Airport Reference Point, is a point located at:

Geodetic Coordinates	N 5542431.76 E 20019.94
Geographic Coordinates ¹	N 50°01’08.02” W 110°43’14.26”
Elevation	716.00 metres Above Sea Level

and shown on Sheet 13 of Schedule “B”.

The Airport Reference Point assigned elevation of 716 metres is established with reference to the geodetic elevation of the Runway Strip end closest to Runway Threshold 21.

¹ Geographic coordinates are presented in degrees, minutes and seconds of latitude and longitude.

APPENDIX “A”

PART II – DESCRIPTION OF THE APPROACH SURFACES

The Approach Surfaces are imaginary surfaces abutting each end of the Strip Surface surfaces with Runways 03-21 and 09-27. The Approach Surfaces are described as follows:

- (a) the Approach Surface abutting the 03 end of the Runway Strip surface associated with Runway 03-21 (shown on sheet 16 of Schedule “B”), consists of an inclined surface having a ratio of 1.00 (ONE) m measured vertically to 50.00 (FIFTY) m measured horizontally, rising to an imaginary line drawn at right angles to the projected centreline of the Runway Strip surface and distant 15,000.00 (FIFTEEN THOUSAND) m measured horizontally from the end of the Runway Strip surface; the outer edge having a length of 2,400.00 (TWO THOUSAND FOUR HUNDRED) m on either side of the projected centreline and a height of 300.00 (THREE HUNDRED) m above the elevation at the end of the Runway Strip surface;
- (b) the Approach Surface abutting the 21 end of the Runway Strip surface associated with Runway 03-21 (shown on sheet 13 of Schedule “B”), consists of an inclined surface having a ratio of 1.00 (ONE) m measured vertically to 50.00 (FIFTY) m measured horizontally, rising to an imaginary line drawn at right angles to the projected centreline of the Runway Strip surface and distant 15,000.00 (FIFTEEN THOUSAND) m measured horizontally from the end of the Runway Strip surface; the outer edge having a length of 2,400.00 (TWO THOUSAND FOUR HUNDRED) m on either side of the projected centreline and a height of 300.00 (THREE HUNDRED) m above the elevation at the end of the Runway Strip surface;
- (c) the Approach Surface abutting the 09 end of the Runway Strip surface associated with Runway 09-27 (shown on sheet 12 of Schedule “B”), consists of an inclined surface having a ratio of 1.00 (ONE) m measured vertically to 30.00 (THIRTY) m measured horizontally, rising to an imaginary line drawn at right angles to the projected centreline of the Runway Strip surface and distant 2,500.00 (TWO THOUSAND FIVE HUNDRED) m measured horizontally from the end of the Runway Strip surface; the outer edge having a length of 295.00 (TWO HUNDRED NINETY FIVE) m on either side of the projected centreline and a height of 83.33 (EIGHTY THREE POINT THREE THREE) m above the elevation of the end of the Runway Strip surface;
- (d) the Approach Surface abutting the 27 end of the Runway Strip surface associated with Runway 09-27 (shown on sheet 13 of Schedule “B”), consists of an inclined surface having a ratio of 1.00 (ONE) m measured vertically to 30.00 (THIRTY) m measured horizontally, rising to an imaginary line drawn at right angles to the projected centreline of the Runway Strip surface and distant 2,500.00 (TWO THOUSAND FIVE HUNDRED) m measured

horizontally from the end of the Runway Strip surface; the outer edge having a length of 295.00 (TWO HUNDRED NINETY FIVE) m on either side of the projected centreline and a height of 83.33 (EIGHTY THREE POINT THREE THREE) m above the elevation of the end of the Runway Strip surface.

The elevation of an Approach Surface at any point is equal to the elevation of the nearest point on the centreline of that Approach Surface. The elevation of an Approach Surface centreline is calculated from the elevation of the abutting end of the strip surface, increasing at the constant ratios as provided herein.

APPENDIX “A”

PART III – OUTER SURFACE

The Outer Surface, as shown on the zoning plan, Appendix “C” is an imaginary circle-shaped surface with its centre located at the Airport Reference Point, with a radius of 4,000.00 (FOUR THOUSAND) metres and located at a constant elevation that is 45.00 (FORTY FIVE) metres above the Airport Reference Point, but where that elevation would place the Outer Surface at an elevation of less than 9 (NINE) metres above the ground, the Outer Surface will be located at 9 (NINE) metres above the ground.

APPENDIX “A”
PART IV – STRIP SURFACE

The strip surface, as shown on the zoning plan, Appendix “C”, is an imaginary rectangular surface described as follows:

The Strip Surface associated with Runway 03-21 is described as follows:

- (a) 300.00 m in total width, being 150.00 m on either side of the centreline of the runway, commencing 61.00 m to the southwest of Proposed Threshold 03 and ending 61.00 m to the northeast of Threshold 21, and having a total length of 2,255.60 m;
- (b) the 03 end of the Runway Strip has an elevation of 716.00 m and the 21 end of the Runway Strip has an elevation of 716.00 m;
- (c) Proposed Threshold 03 has grid coordinates of 5541451.01 North and 19061.64 East and geographic coordinates² of N 50° 00’36.388” and W 110° 44’02.576”; and,
- (d) Threshold 21 has grid coordinates of 5542975.30 North and 20554.55 East and and geographic coordinates of N 50° 01’25.548” and W 110° 42’47.298”.

The Strip Surface associated with Runway 09-27 is described as follows:

- (a) 90.00 m in total width, being 45.00 m on either side of the centreline of the runway, commencing 60.00 m to the northwest of Threshold 09 and ending 60.00 m to the southeast of Threshold 27, and having a total length of 988.30 m;
- (b) the 09 end of the Runway Strip has an elevation of 716.00 m and the 27 end of the Runway Strip has an elevation of 716.30 m;
- (c) Threshold 09 has grid coordinates of 5542324.85 North and 19618.98 East and geographic coordinates of N 50° 01’04.607” and W 110° 43’34.422”; and,
- (d) Threshold 27 has grid coordinates of 5542067.09 North and 20448.12 East and geographic coordinates of N 50° 00’56.164” and W 110° 42’52.819”.

The elevation of a Strip Surface at any point is equal to the elevation of the nearest point on the centreline of that Runway Strip surface.

² Geographic coordinates are presented in degrees, minutes and seconds of latitude and longitude.

The elevation of the Strip Surface surface centreline between the Strip Surface end and the closest Strip Surface Threshold (or Proposed Threshold) is equal to the elevation of the Strip Surface end.

The elevation of the Strip Surface surface centreline between the Strip Surface surface Thresholds is calculated using a constant ratio between the elevations of the Strip Surface surface Thresholds.

APPENDIX “A”

PART V – TRANSITIONAL SURFACES

Transitional Surfaces, as shown on the zoning plan, Appendix “C”, are imaginary inclined surfaces that extend upward and outward from the lateral limits of the abutting Runway Strip surface and the abutting Approach Surface rising at a ratio of 1.00 (ONE) m measured vertically to 7.00 (SEVEN) m measured horizontally and perpendicularly to the centreline of each Runway Strip surface or Approach Surface, as the case may be, and continuing to a point where it intersects with the Outer Surface or with the Transitional Surface of an adjoining Strip Surface.

The elevation of the Transitional Surface where it abuts a Strip Surface is equal to the elevation of the nearest point on the centreline of the abutting Strip Surface.

The elevation of the Transitional Surface where it abuts an Approach Surface is equal to the elevation of the nearest point on the centreline of the abutting Approach Surface.

PART VI – LIMIT OF AREA CONTAINING LANDS

The limit of the area containing the lands to which these Regulations apply is defined by a circle with a radius of 4000 m centered on the airport reference point, as shown on the zoning plan in Appendix “C”.

PART VII – WILDLIFE HAZARD ZONE

The wildlife hazard zone would generally mean the area located in the immediate vicinity of the airport and described in this Part VII of Appendix “A”, but in the case of the Medicine Hat Municipal Airport is NOT APPLICABLE.

APPENDIX “B”
PARAMETERS FOR MEDICINE HAT MUNICIPAL
AIRPORT ZONING REGULATION

RUNWAY	03	21
Code Number & Letter	4D	4D
Runway Type	I-P	I-P
Runway end elevation above sea level	716.0 m	716.0 m
Runway length	2133.6 m	2133.6 m
Strip length	2255.6 m*	2255.6 m*
Strip width	300 m	300 m
Distance runway end to inner edge of approach surface	61 m	61 m
Length of inner edge each side of runway centerline	150 m	150 m
Takeoff/Approach Surface divergence	15 %	15 %
Takeoff/Approach Surface length	15000 m	15000 m
Takeoff/Approach Surface slope	2.0 % (1:50)	2.0 % (1:50)
Transition Surface slope	14.3 % (1:7)	14.3 % (1:7)
PAPI OPS (If requested by Airport Operator)	n/a	n/a

* Strip provides protection for the possible future extension of Runway 21 by 609.6 m.

Outer Surface radius	4,000 m
1. Outer Surface height above Airport Reference Point	45 m, except when terrain rises to a height less than 9 m below the outer surface elevation, in which case natural growth is limited to 9 m AGL (to be determined in consultation with local forestry authority)
Airport Reference Point assigned elevation above sea level	716 m
2. Area for Natural Growth Clause to apply	Approach, transitional, and outer surfaces

Area for Interference with Communications Clause to apply	<p>_____ (to be determined by NavCanada)</p> <p>Contact: George Donovan, In-House General Counsel NavCanada, 77 Metcalfe Street, Ottawa Tel: 613-563-7737; Fax: 613 563 3357 Email: donovag@navcanada.ca</p> <p>Mr. Donovan handles ASFA agreements and restrictive covenants that either flow from ASFAs or are related to a particular airport. He will coordinate with the applicable technical sections in NavCan to determine the area that this clause should apply.</p>
3. Bird Hazard Zone(s) for Bird Hazards Clause to apply:	
None	Airport Operator has not requested a Bird Hazard Clause and Transport Canada concurs
Standard	<p>Primary BHZ from Safety Above All (from parameters on next page)</p> <p>Or</p> <p>BHZ within the limits of the Outer Surface as described in Part III of the Regulations</p>
Enhanced	<p>Secondary BHZ from Safety Above All (from parameters on next page)</p> <p>Or</p> <p>BHZ within the limits of the Outer Surface as described in Part III of the Regulations and extending to _____ km under the Approach Surfaces (8 km maximum)</p>
Special	Any BHZ in excess of the above which is supported by the Airport Wildlife Management Plan or an equivalent site-specific bird hazard study acceptable to Transport Canada

RUNWAY	09	27
Code Number & Letter	2B	2B
Runway Type	I-NP	I-NP
Runway end elevation above sea level	716.0 m	716.3 m
Runway length	868.3 m	868.3 m
Strip length	988.3 m	988.3 m
Strip width	90 m	90 m
Distance runway end to inner edge of approach surface	60 m	60 m
Length of inner edge each side of runway centerline	45 m	45 m
Takeoff/Approach Surface divergence	10 %	10 %
Takeoff/Approach Surface length	2,500 m	2,500 m
Takeoff/Approach Surface slope	3.33 % (1:30)	3.33 % (1:30)
Transition Surface slope	14.3 % (1:7)	14.3 % (1:7)
PAPI OPS (If requested by Airport Operator)	n/a	n/a

Outer Surface radius	4000 m
Outer Surface height above Airport Reference Point	45 m, except when terrain rises to a height less than 9m below the outer surface elevation, in which case natural growth is limited to 9m AGL
Airport Reference Point assigned elevation above sea level	716.00 m
Area for Natural Growth Clause to apply	Approach, transitional, and outer surfaces
Area for Interference with Communications Clause to apply	as determined by NavCanada
Bird Hazard Zone(s) for Bird Hazards Clause to apply:	
None	Airport Operator has not requested a Bird Hazard Clause and Transport Canada concurs

APPENDIX "C"

**MEDICINE HAT AIRPORT ZONING PLAN
PLAN OF LANDS AFFECTED BY ZONING REGULATION BYLAW NO.4294**

MEDICINE HAT MUNICIPAL AIRPORT ZONING REGULATIONS

RÈGLEMENTS DE ZONAGE L'AÉRPORT MUNICIPAL DE MEDICINE HAT

APPENDIX C TO MEDICINE HAT
MUNICIPAL AIRPORT ZONING
REGULATIONS BYLAW 4294

ANNEXE C AU RÈGLEMENTS DE
ZONAGE L'AÉRPORT MUNICIPAL DE
MEDICINE HAT BYLAW 4294



PREPARATION OF PLANS AND COMPILED OF
CADASTRAL LOTS, RUNWAYS AND BOUNDARIES
OF THE AIRPORT BY:

PLANS ET COMPILED DES LOTS FIGURANT AU
CADASTRE, DES PISTES ET DES LIMITES DE
L'AÉROPORT PRÉPARÉS PAR:



2300 YONGE STREET, SUITE 2300
TORONTO, ONTARIO, CANADA, M4P 1K4
PHONE: (416) 788-3550 FAX: (416) 788-3550
WWW.WSPGROUP.COM

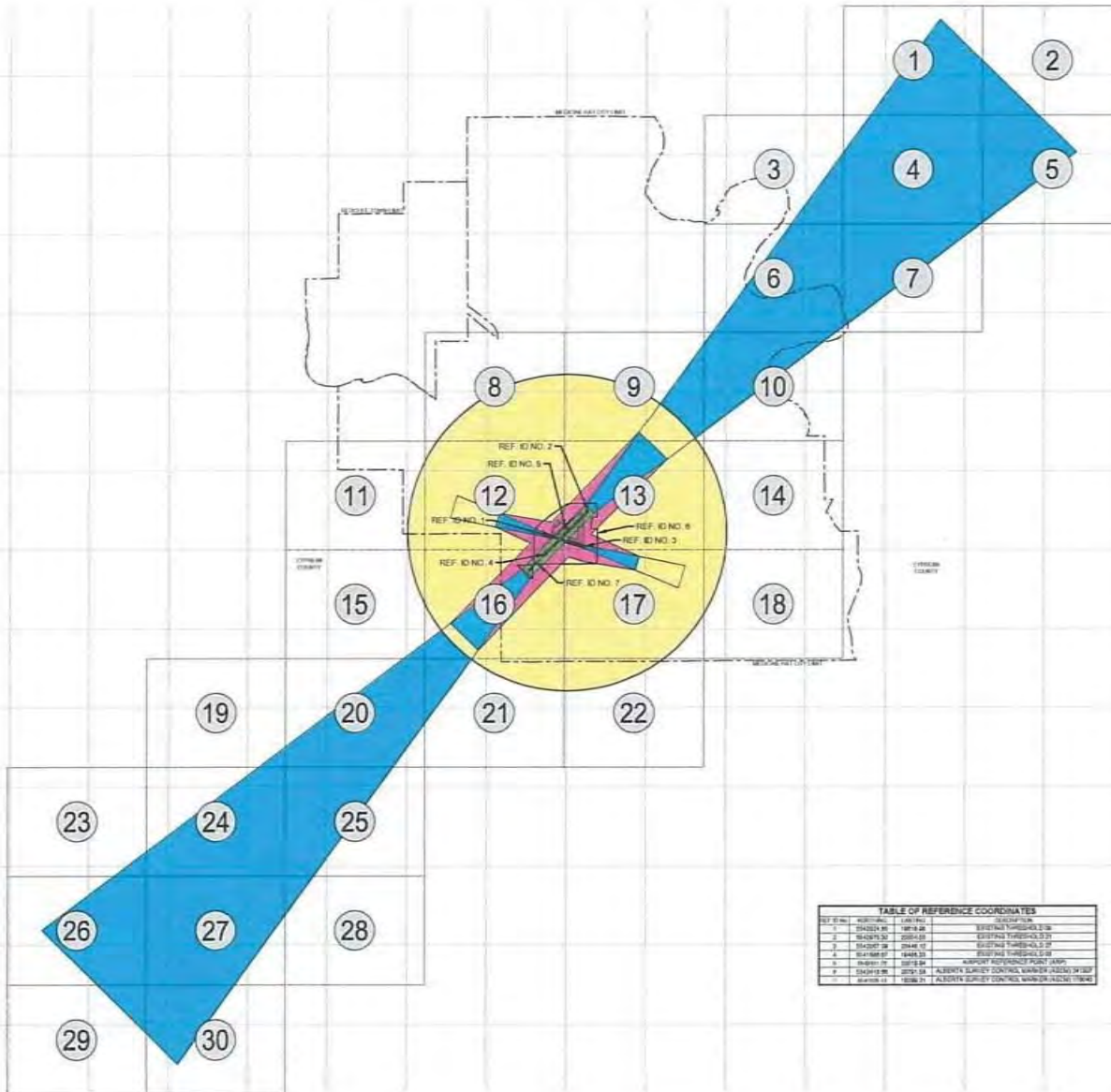
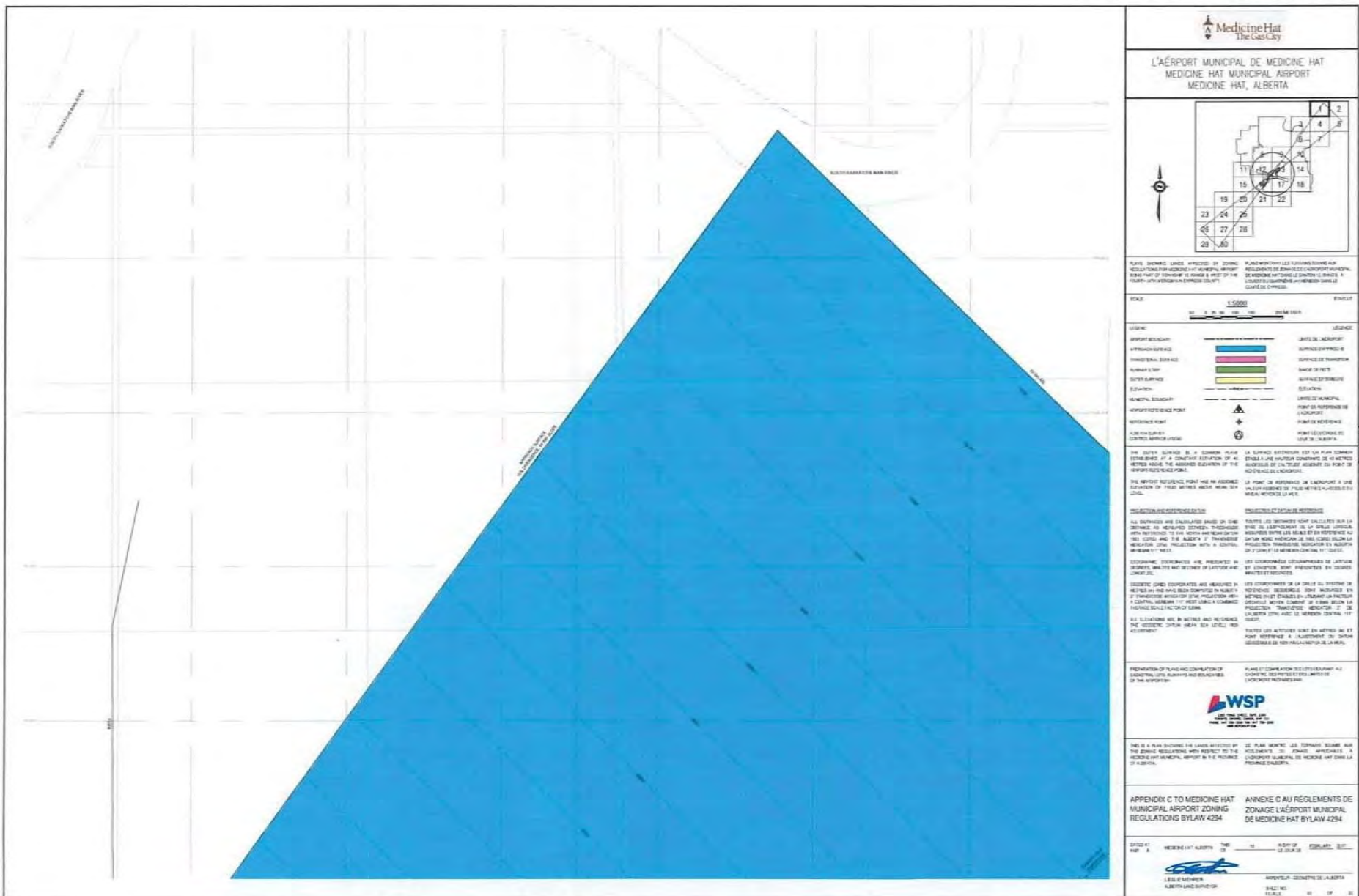
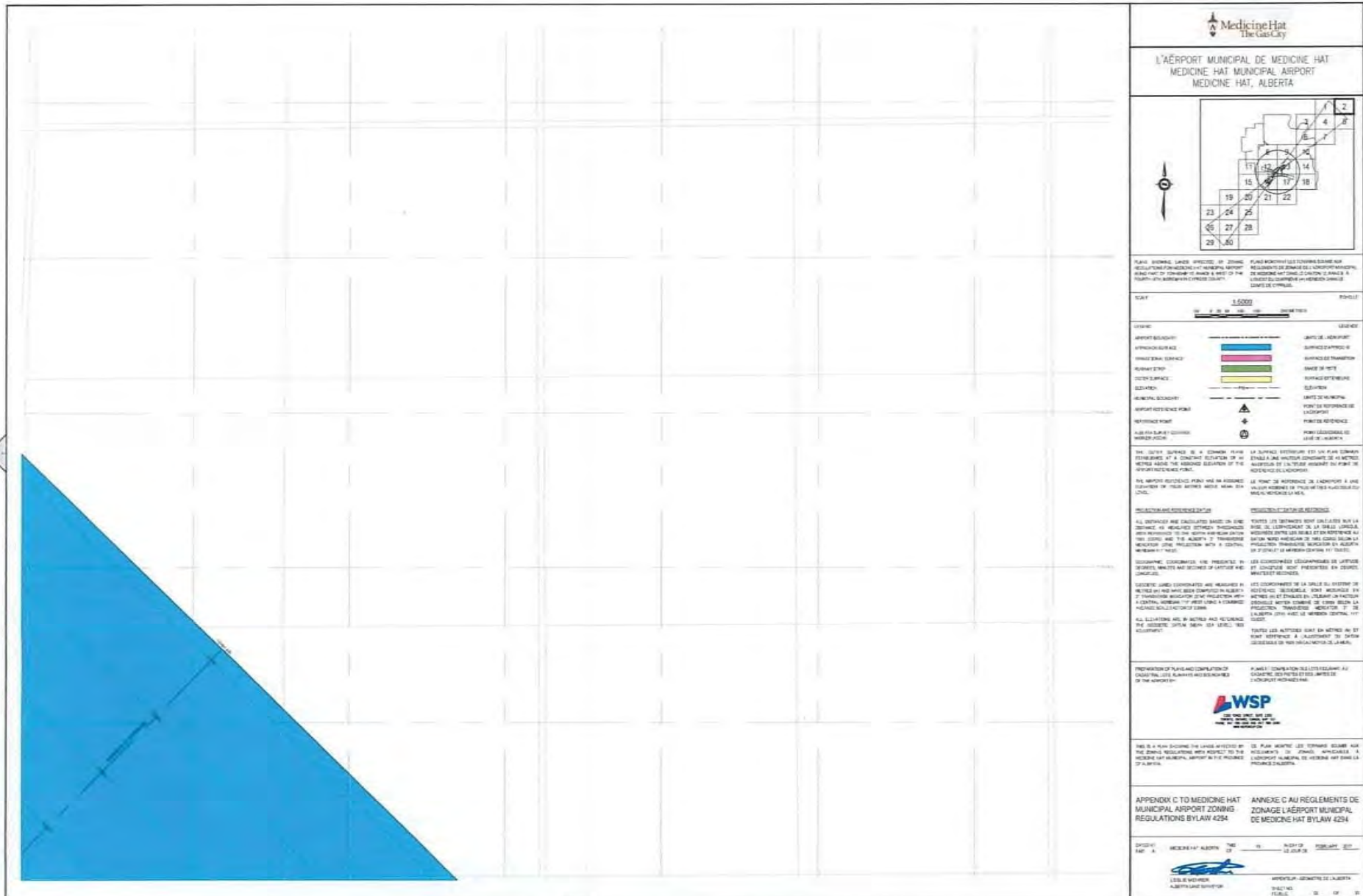
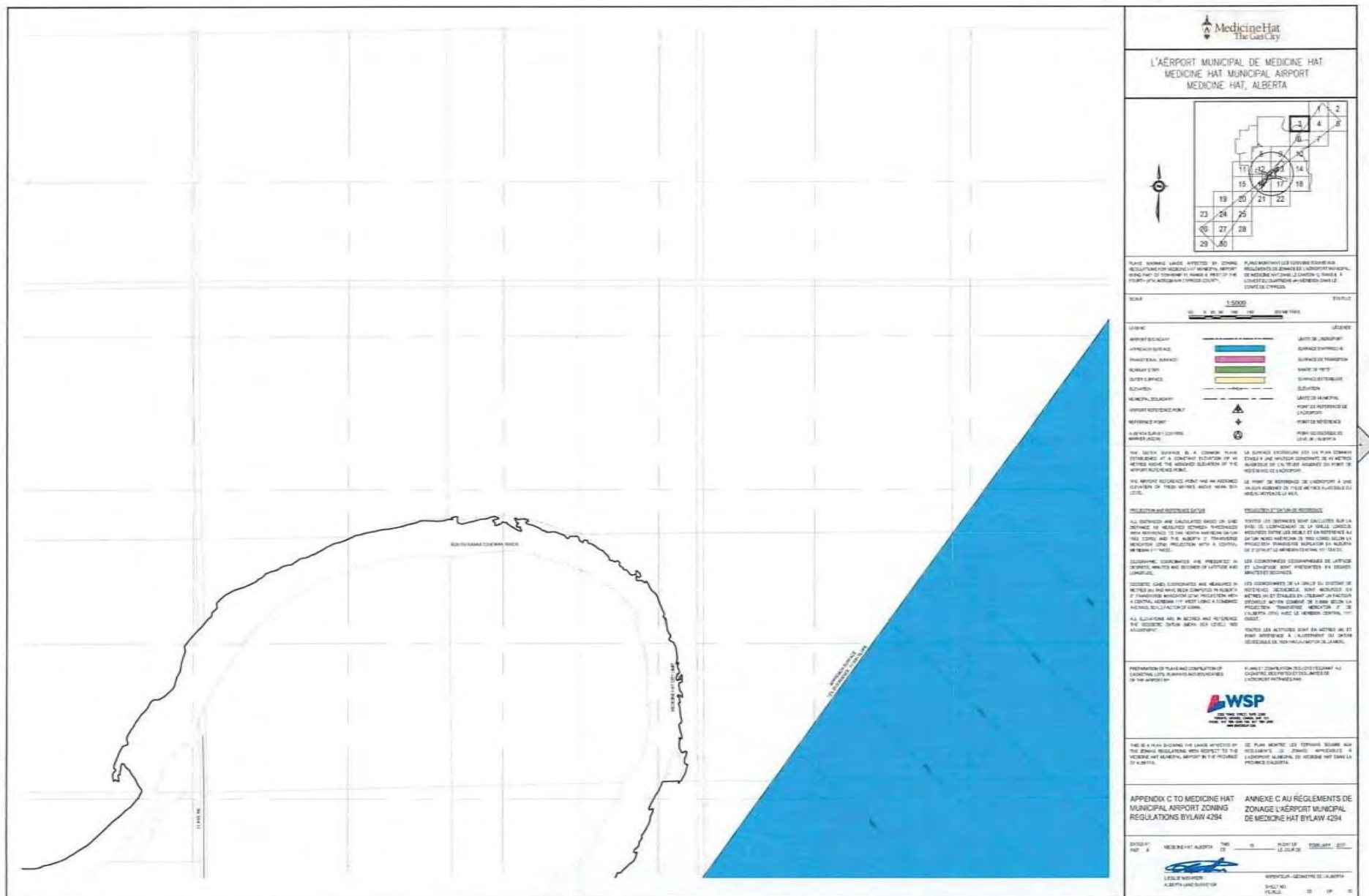


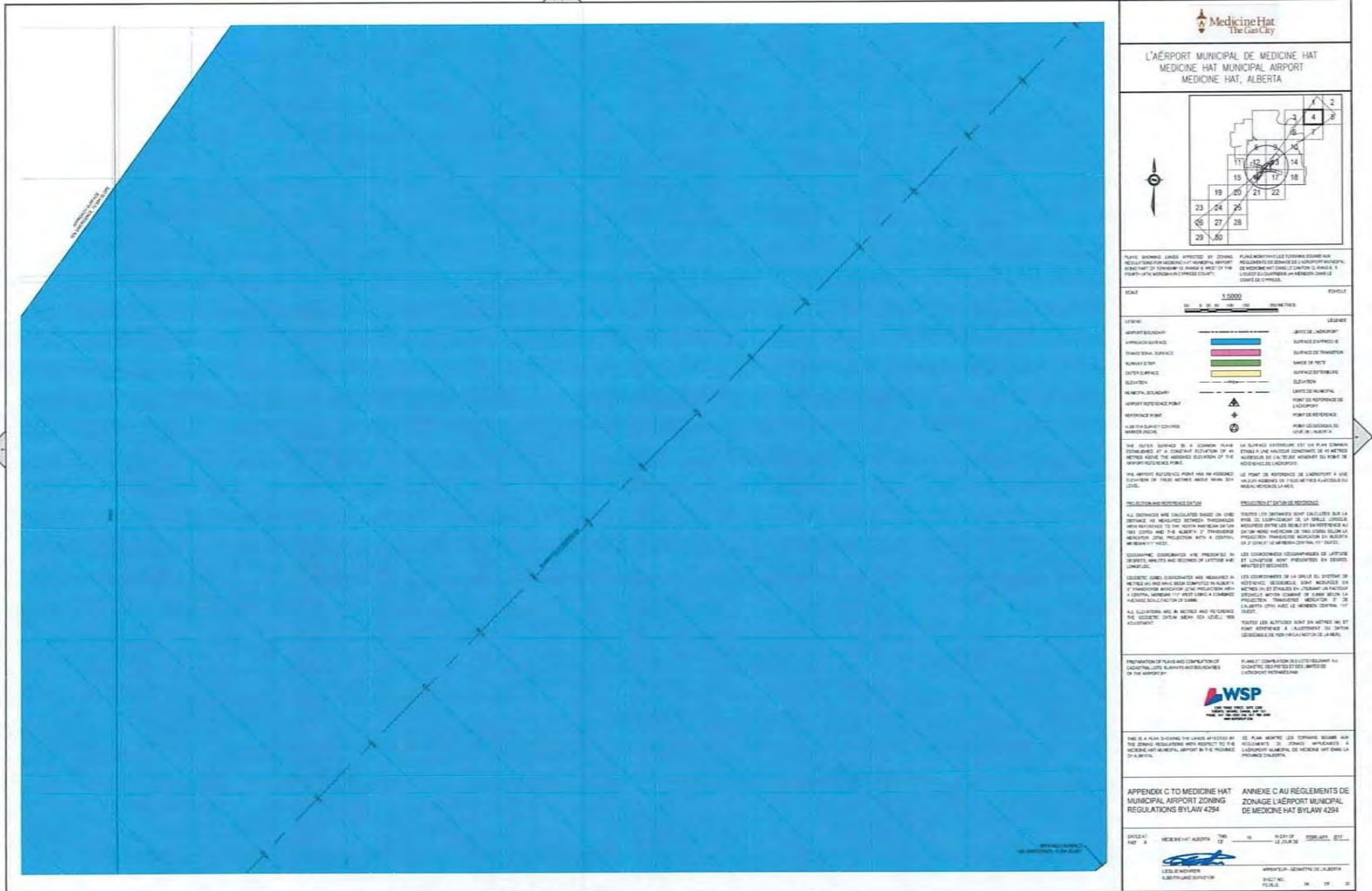
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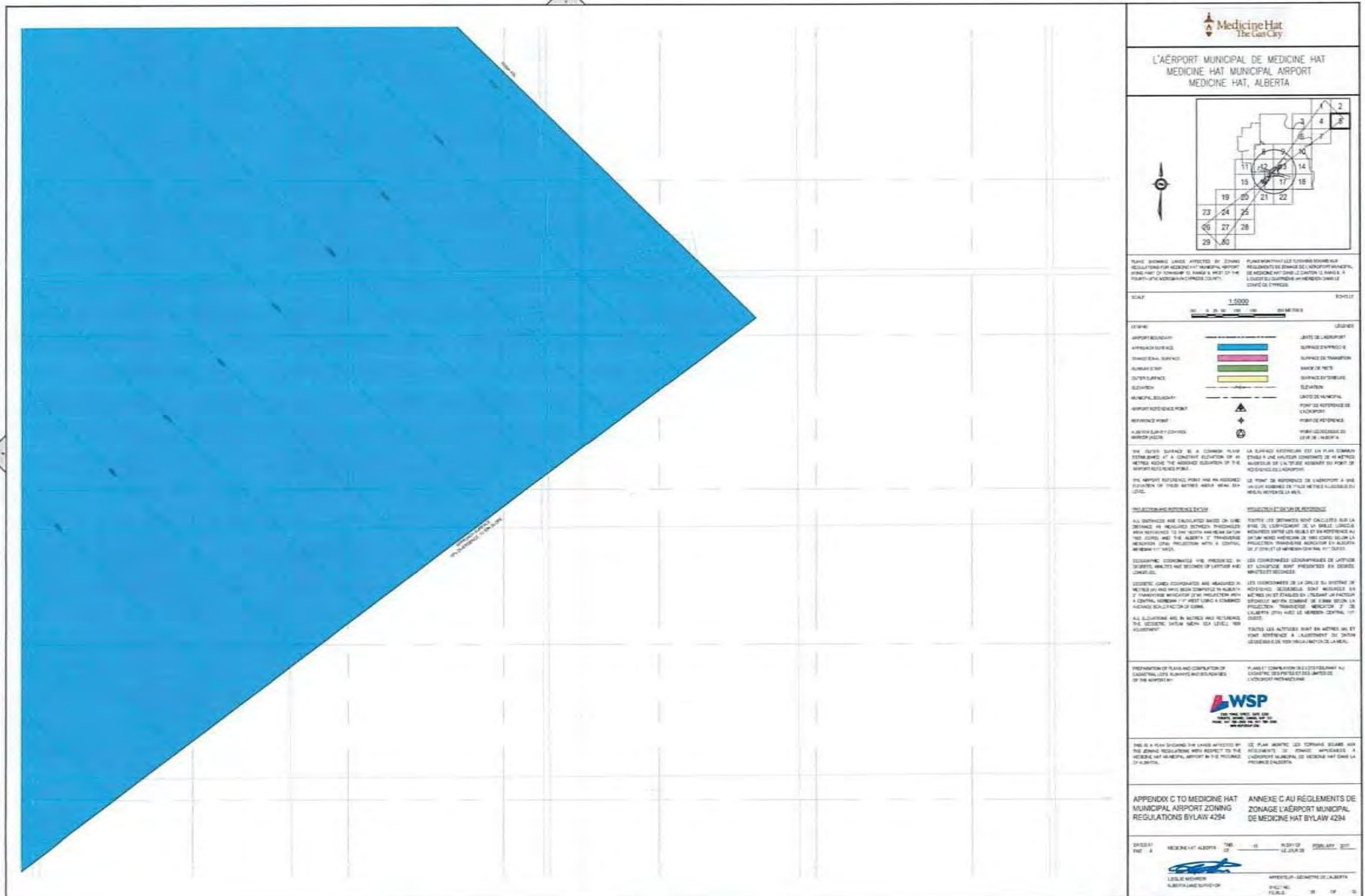
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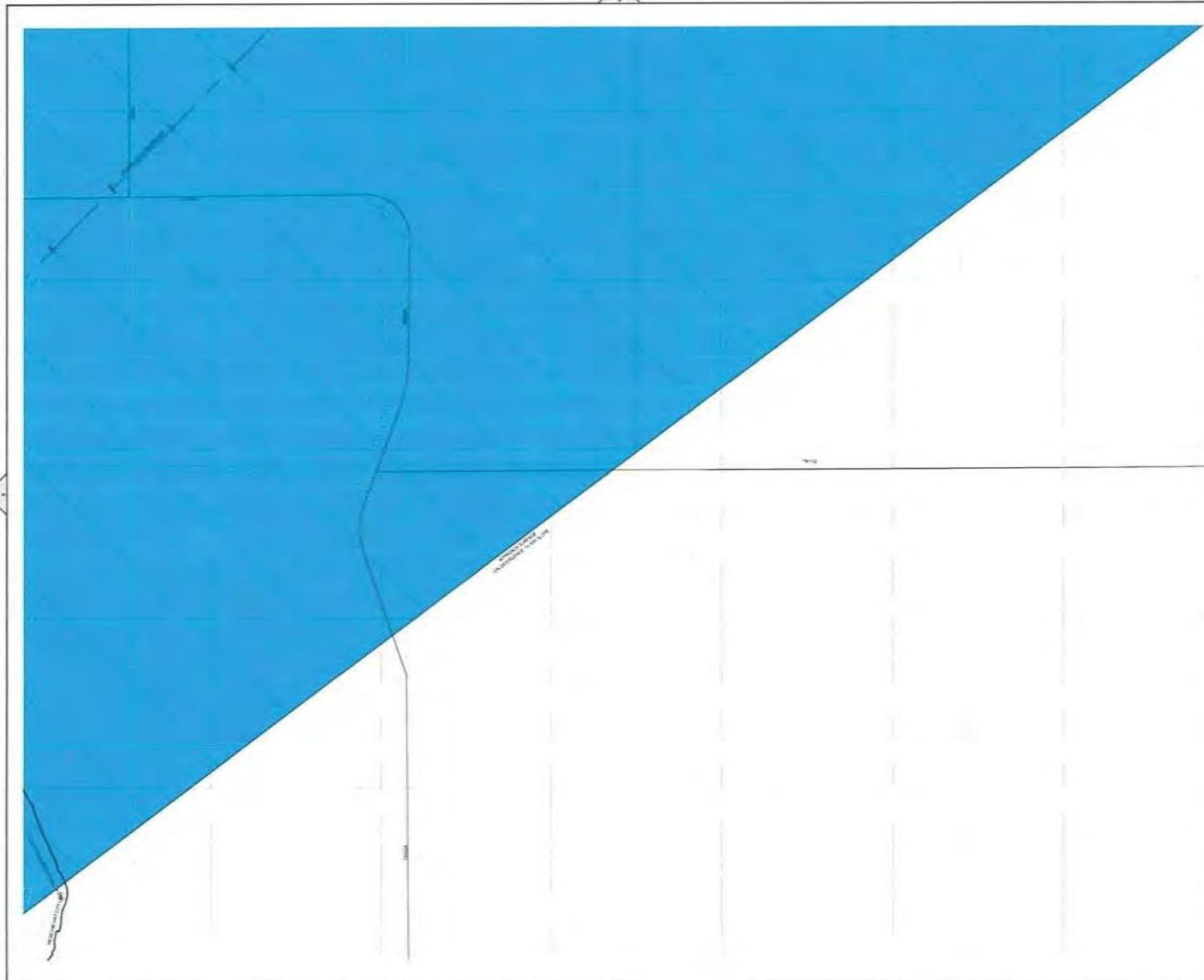














Medicine Hat
The Gas City

L'AÉROPORT MUNICIPAL DE MEDICINE HAT
MEDICINE HAT MUNICIPAL AIRPORT
MEDICINE HAT, ALBERTA



SCALE 1:5000



<p>LEGEND</p> <p>AIRPORT BOUNDARY</p> <p>TRANSMISSION SURFACE</p> <p>ALTIMETER SURFACE</p> <p>OTHER SURFACE</p> <p>ELEVATION</p> <p>AIRPORT BOUNDARY</p> <p>REFERENCE POINT</p> <p>ALTIMETER SURFACE</p>	<p>LEGEND</p> <p>SURFACE D'IMPACT</p> <p>SURFACE DE TRANSMISSION</p> <p>SURFACE DE PENTE</p> <p>SURFACE D'ÉLEVATION</p> <p>ELEVATION</p> <p>POINT DE RÉFÉRENCE</p> <p>POINT DE RÉFÉRENCE</p> <p>POINT DE RÉFÉRENCE</p>
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WSP
WATSON & SONS LTD.
1000 - 10th Avenue S.E.
Medicine Hat, Alberta T1A 7P1

THIS IS A PLAN 2-DIMENSIONAL MAP PREPARED BY THE ZONING REGULATIONS WITH RESPECT TO THE MEDICINE HAT MUNICIPAL AIRPORT IN THE PROVINCE OF ALBERTA.

CE PLAN MONTRÉ LES DONNÉES GÉNÉRALES RELATIVES À L'AÉROPORT MUNICIPAL DE MEDICINE HAT DANS LA PROVINCE D'ALBERTA.

APPENDIX C TO MEDICINE HAT MUNICIPAL AIRPORT ZONING REGULATIONS BYLAW 4294

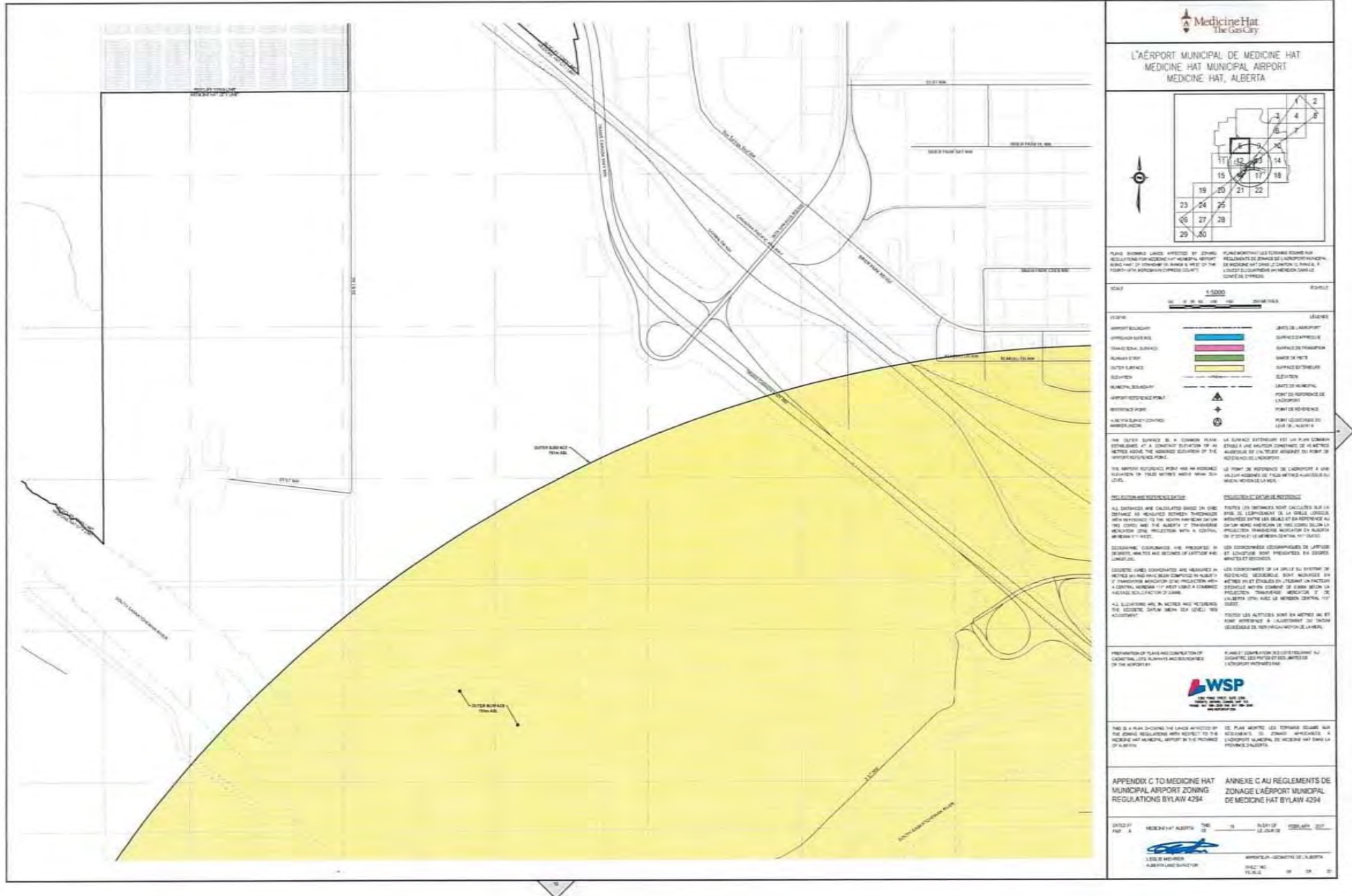
ANNEXE C AU RÈGLEMENTS DE ZONAGE L'AÉROPORT MUNICIPAL DE MEDICINE HAT BYLAW 4294

DATED AT MEDICINE HAT, ALBERTA **THIS** 01 **DAY OF** JULY **2014**

DATED AT MEDICINE HAT, ALBERTA **THIS** 01 **DAY OF** JULY **2014**

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Medicine Hat, Alberta T1A 7P1

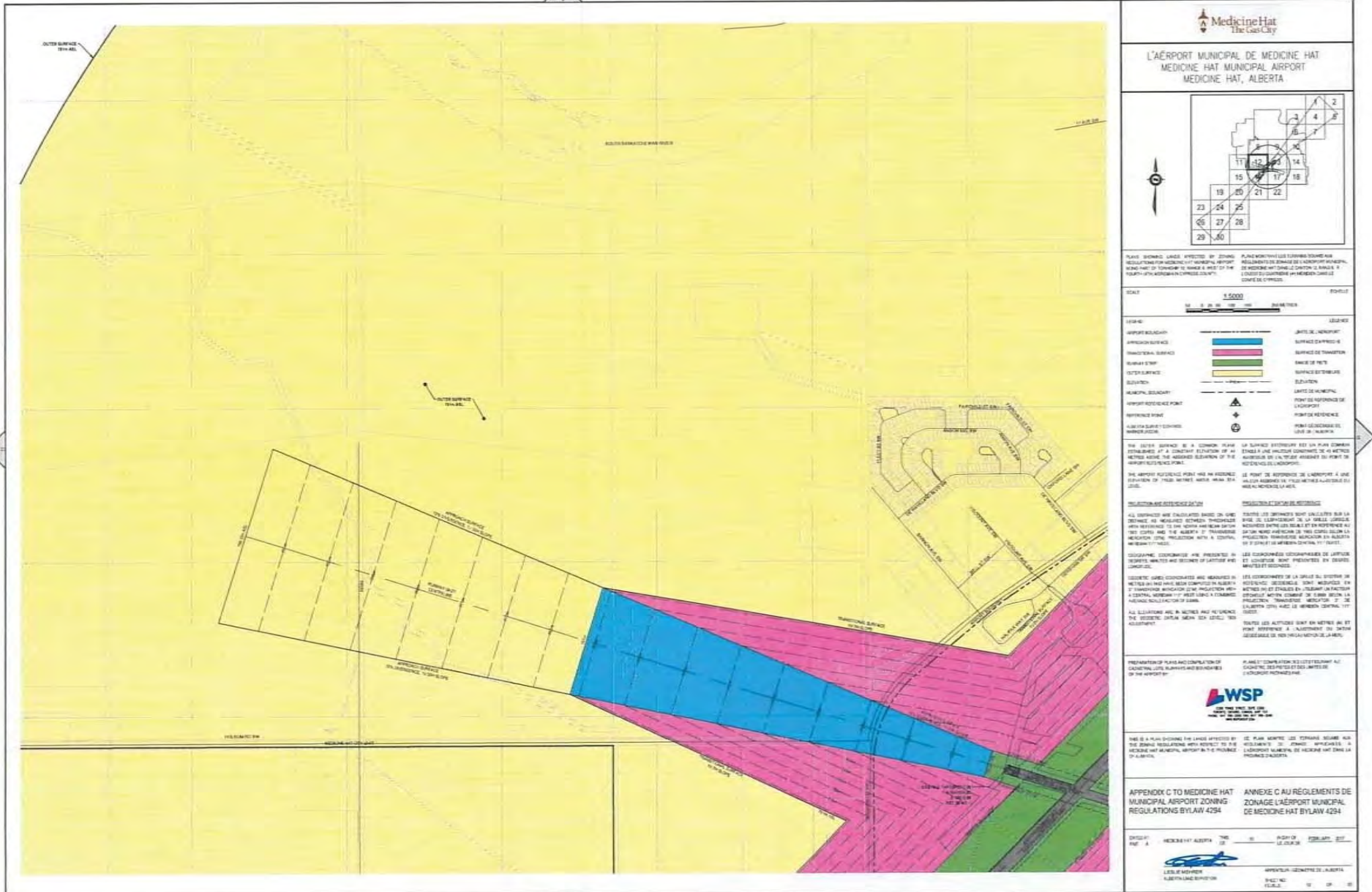
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1000 - 10th Avenue S.E.
Medicine Hat, Alberta T1A 7P1





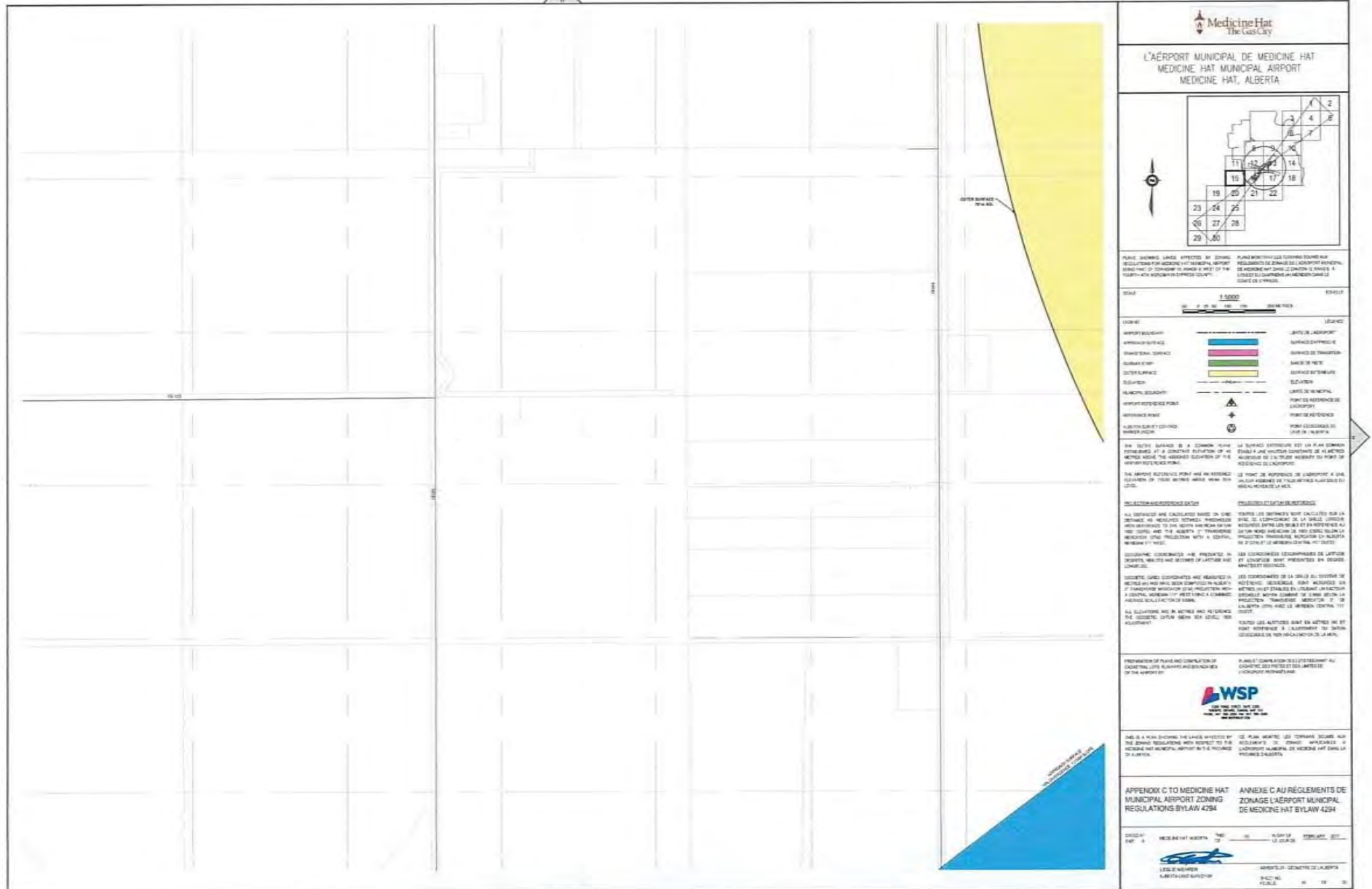




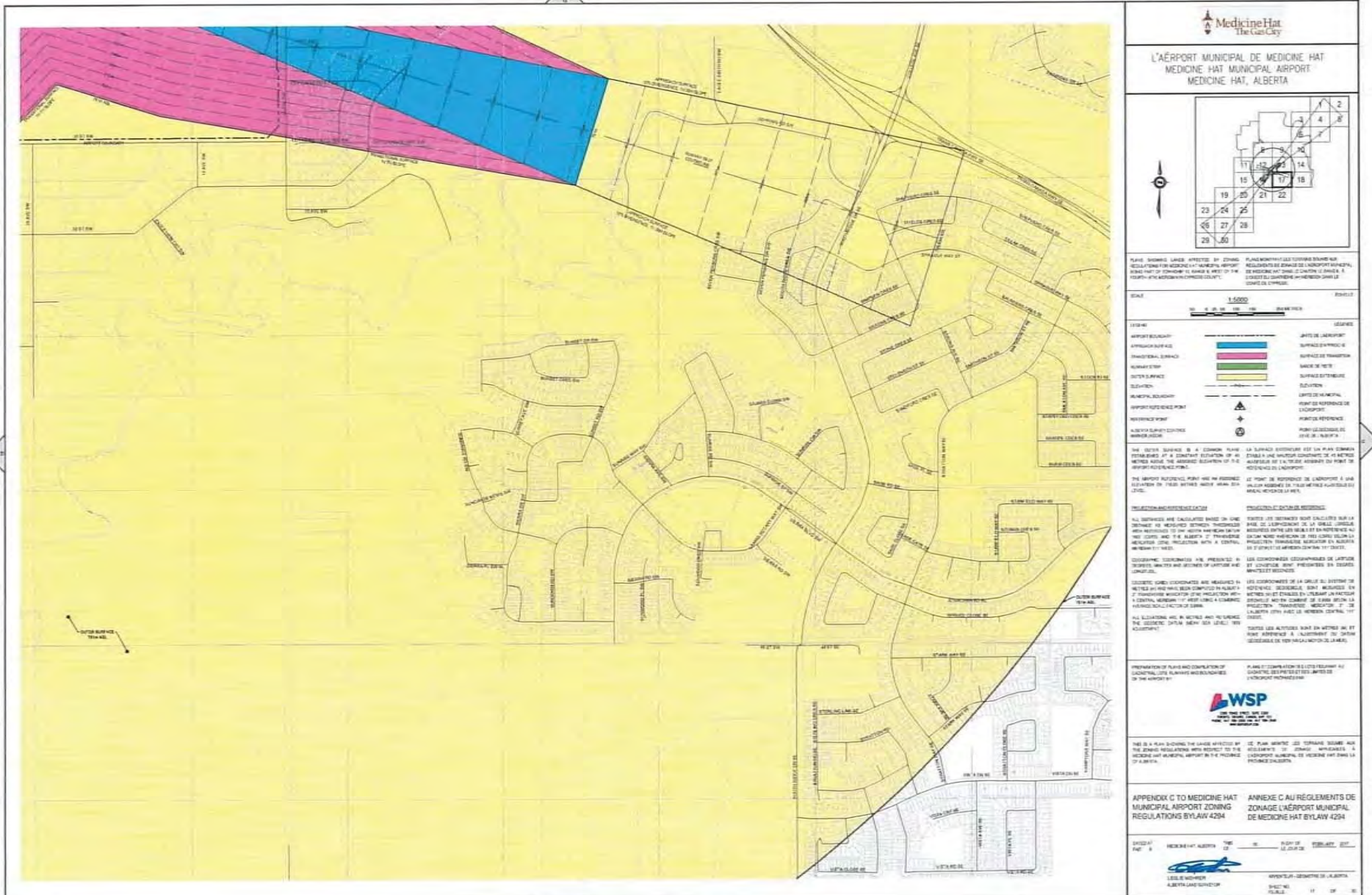




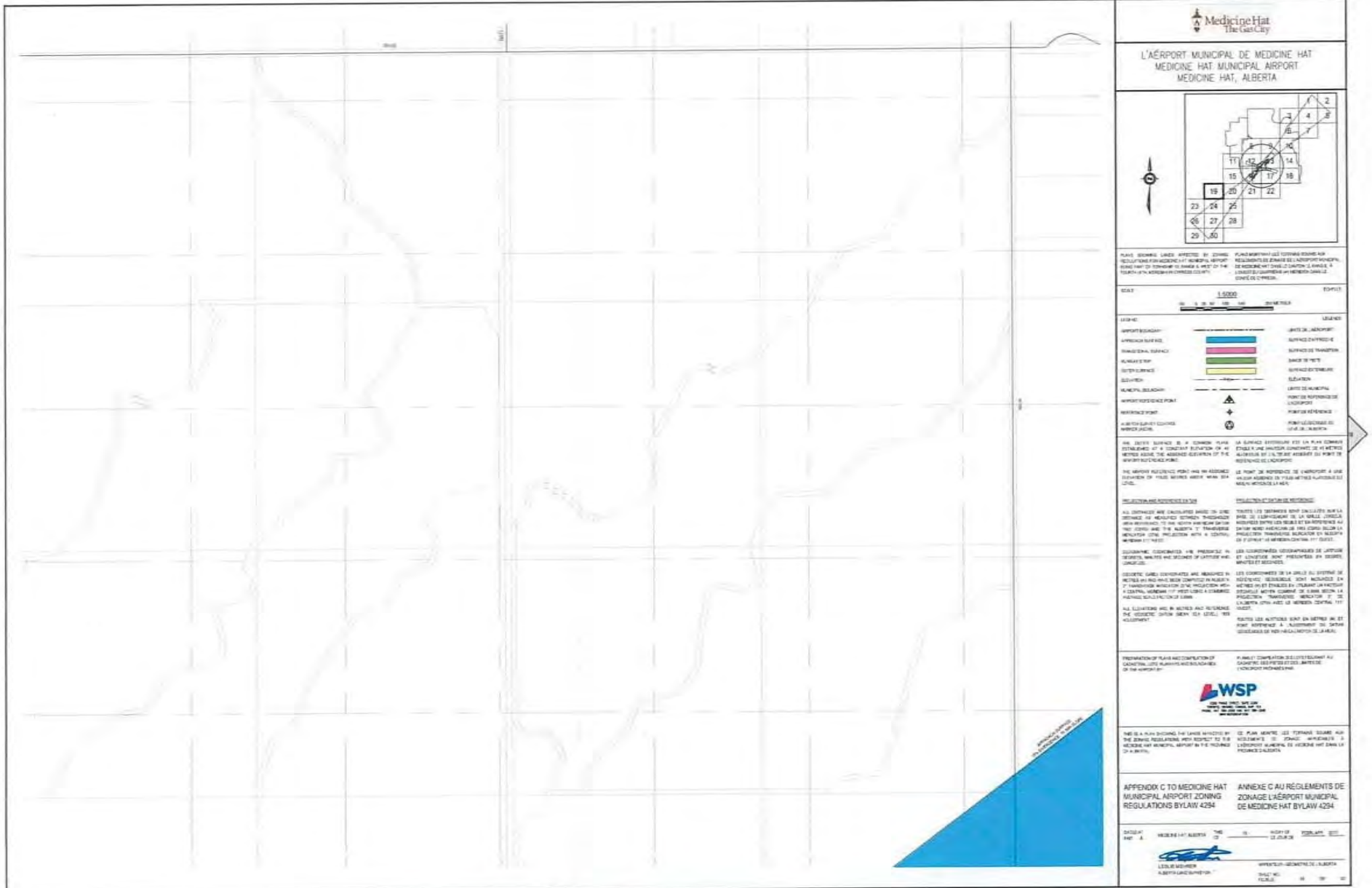


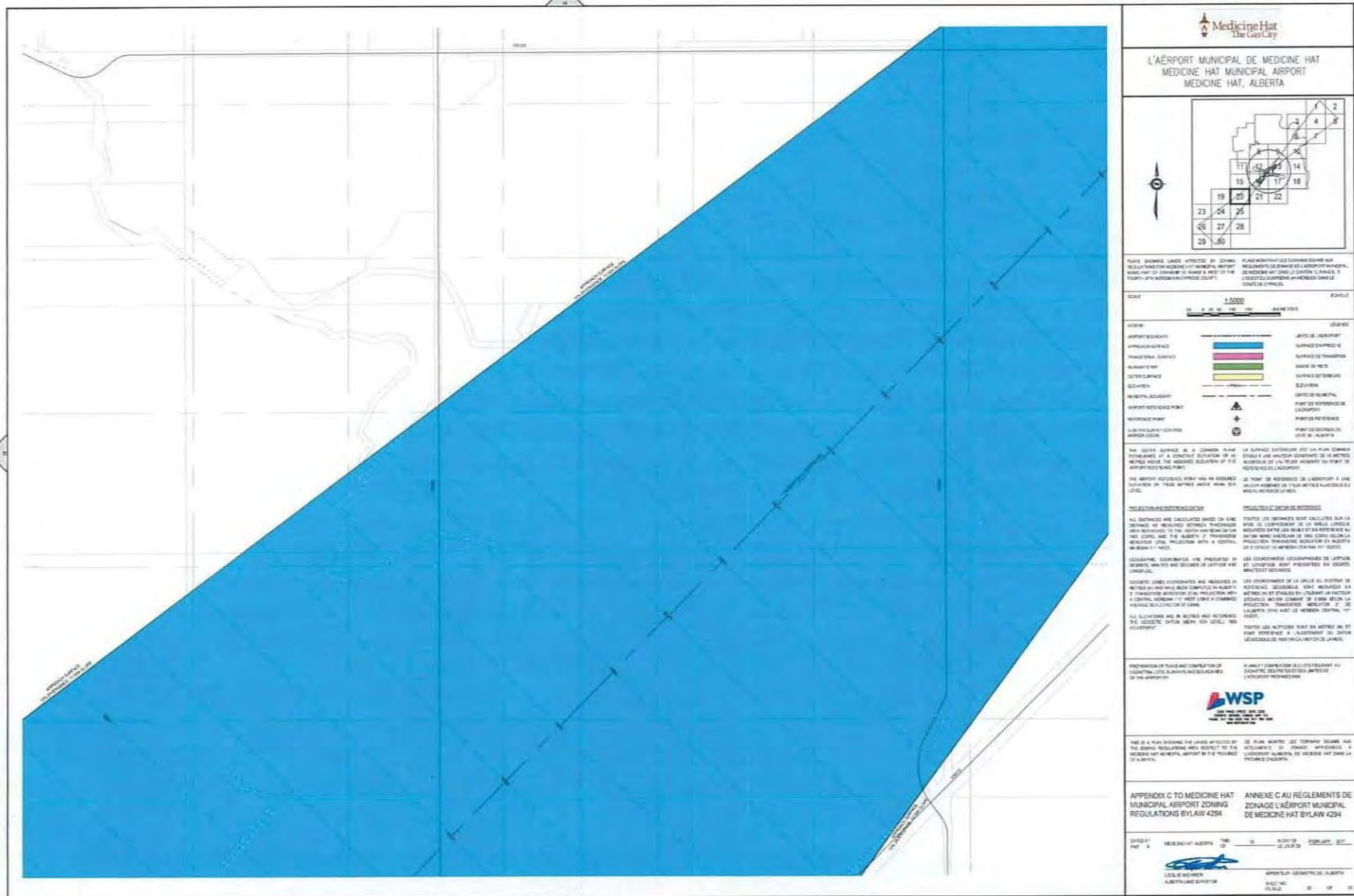




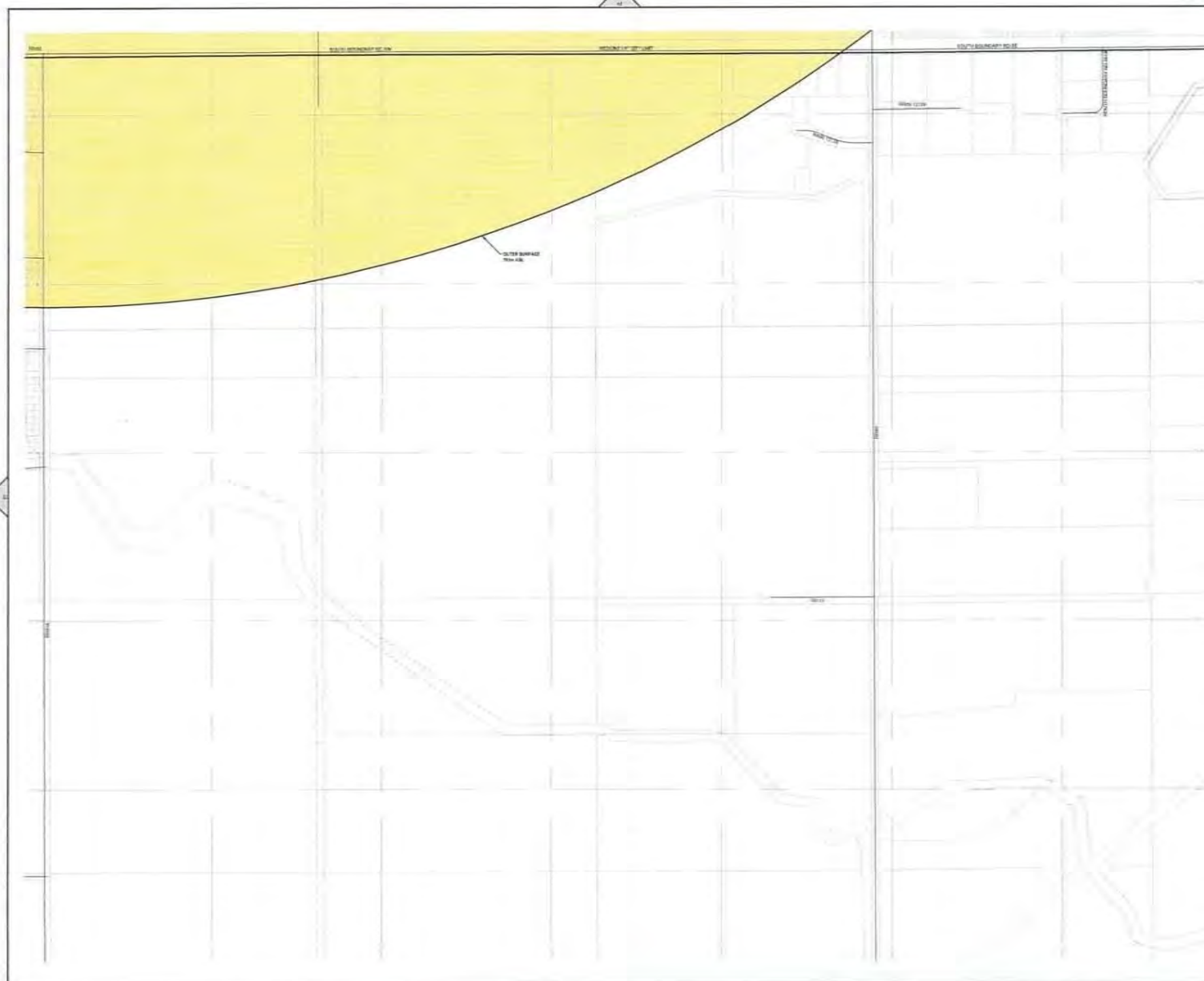


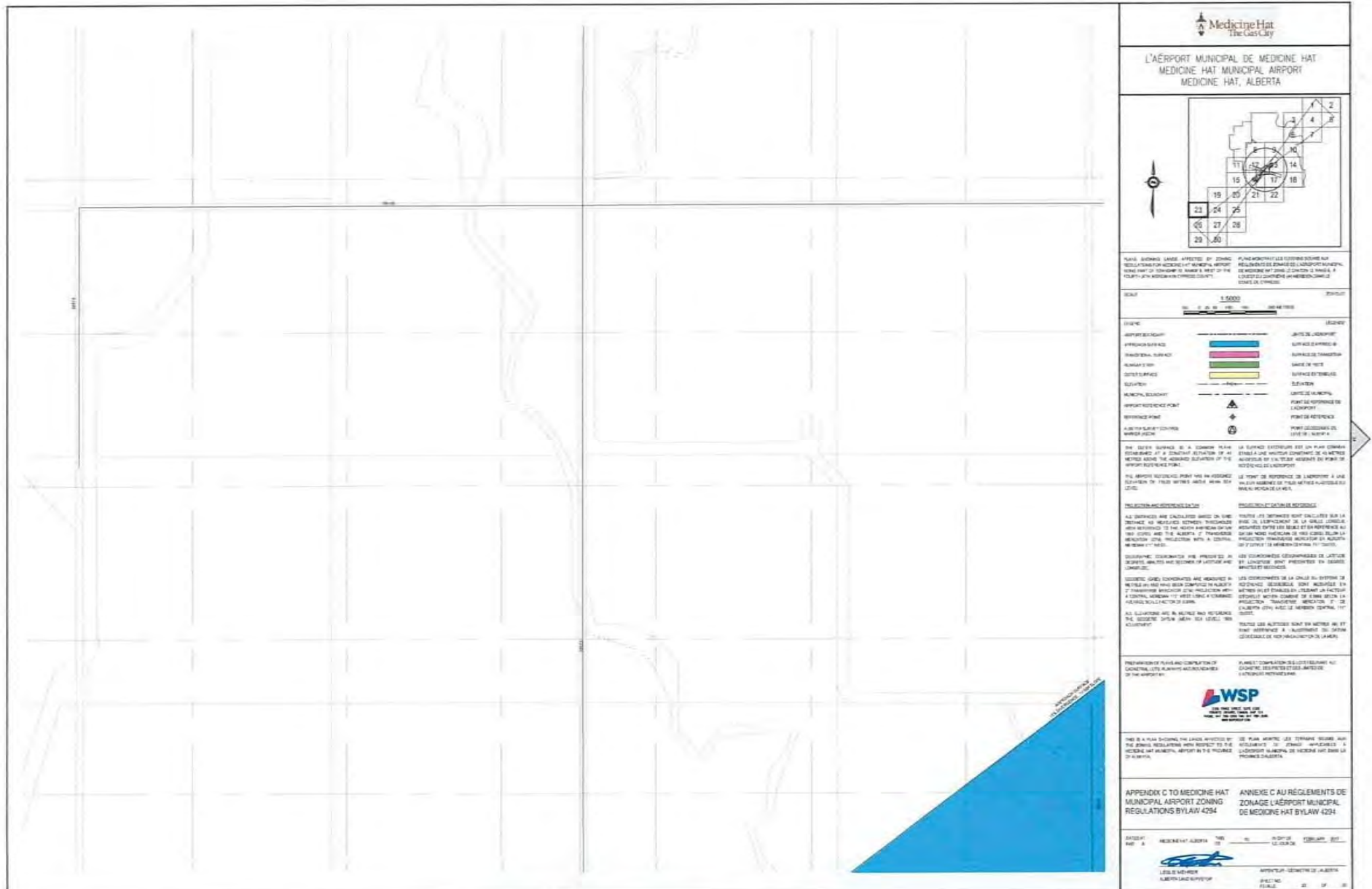


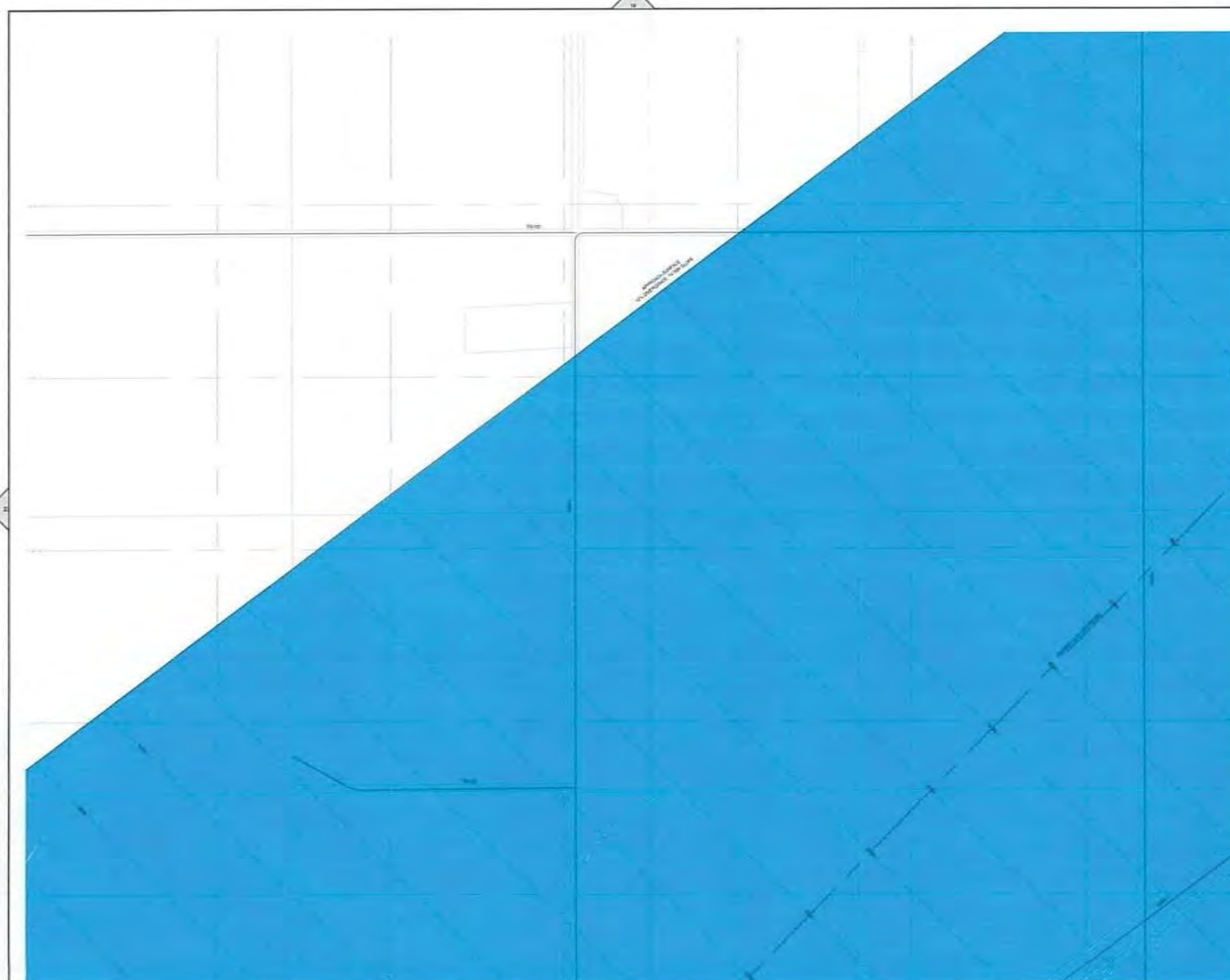


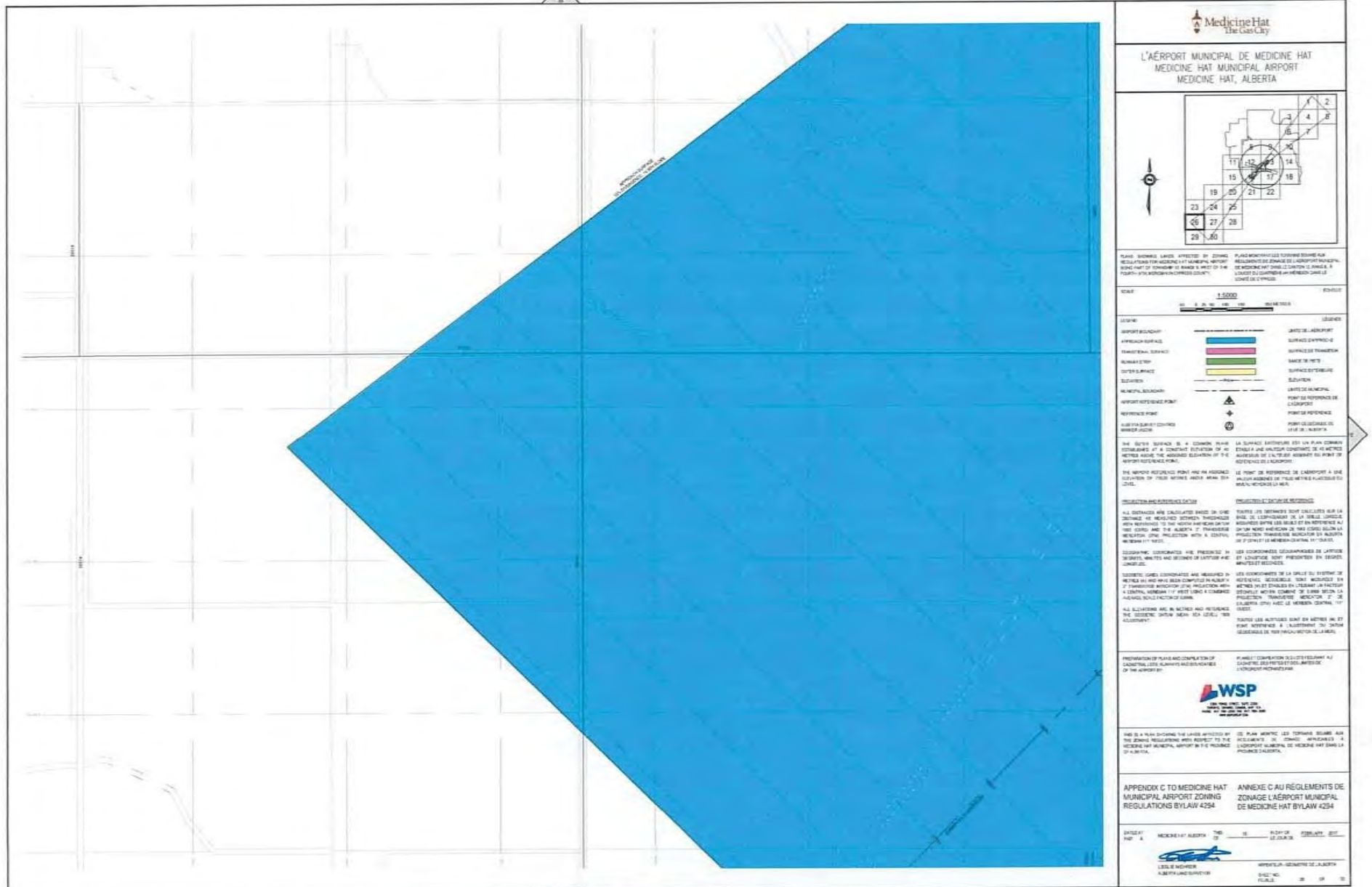


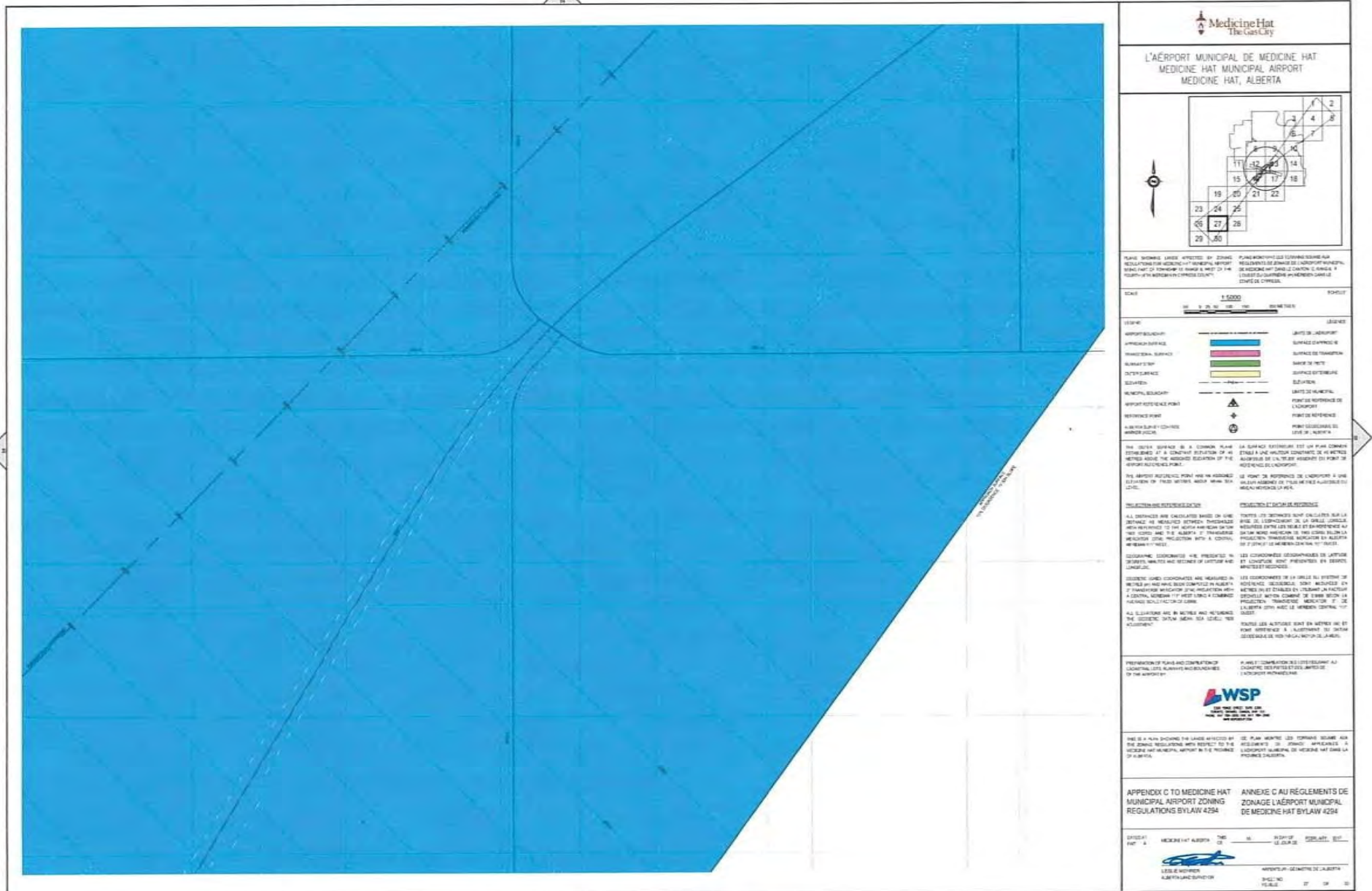


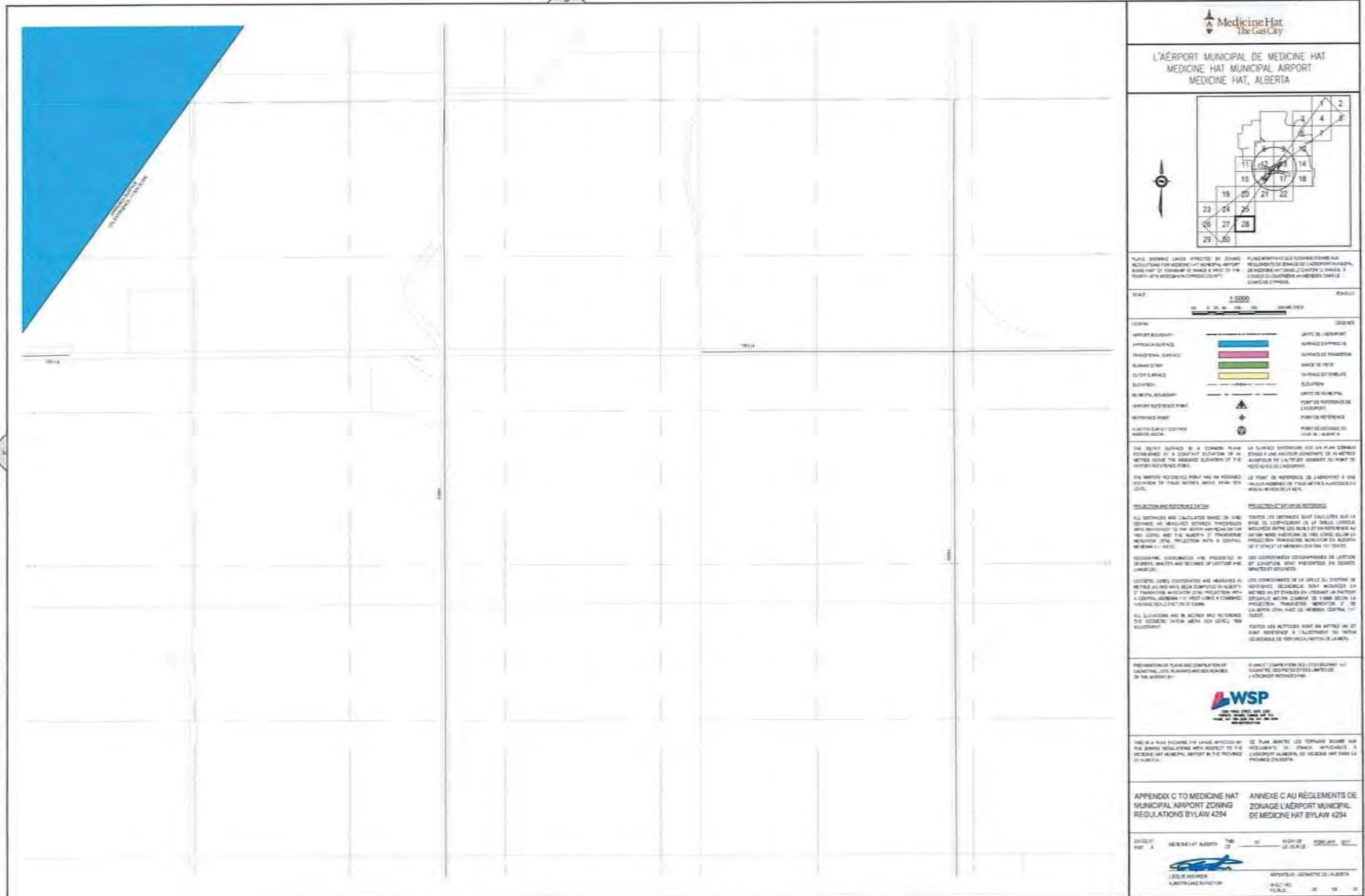
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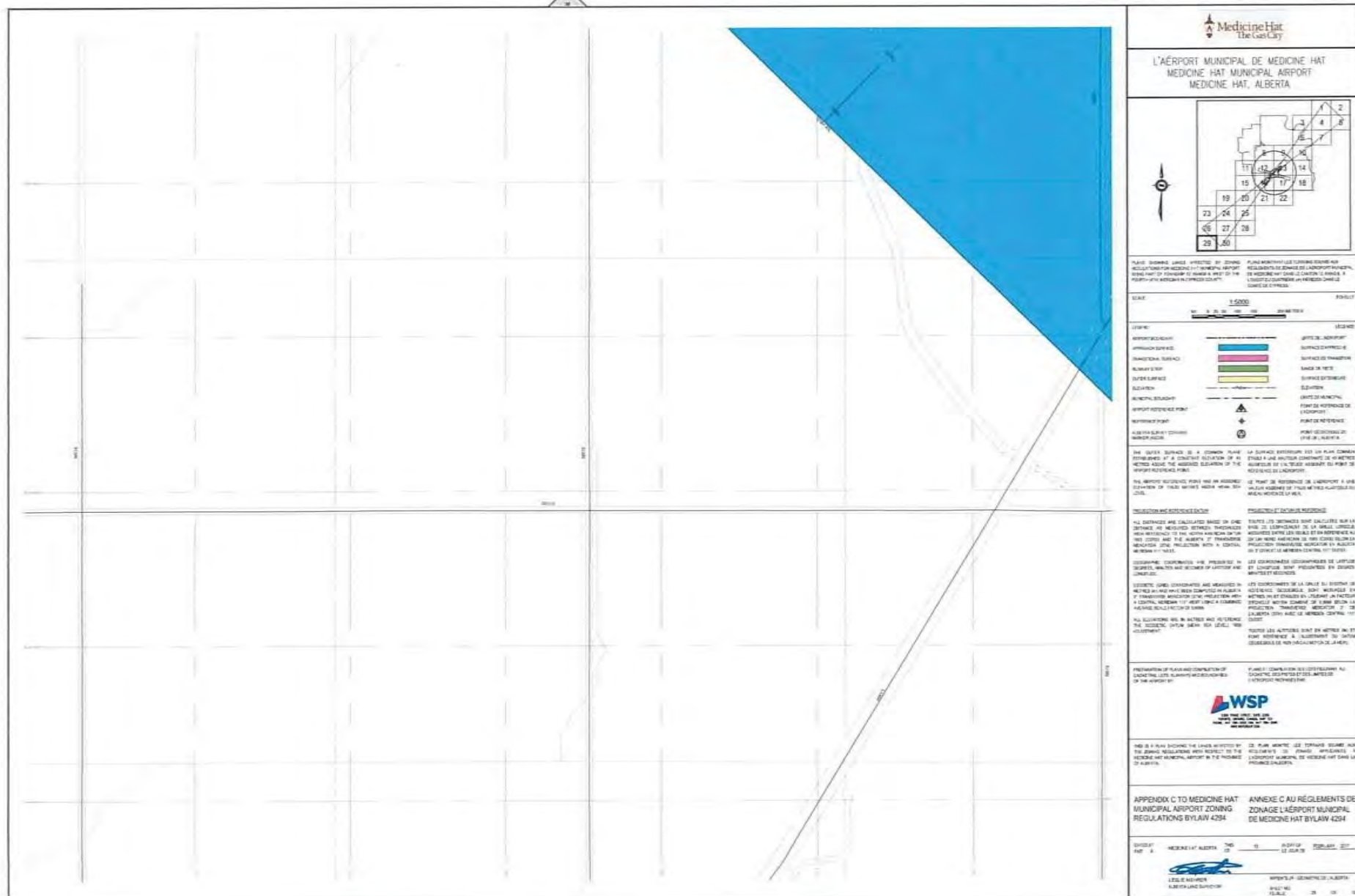


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APPENDIX "D"**APPENDIX D - AIRPORT
Medicine Hat Municipal Airport Legal Description**

The Medicine Hat Municipal Airport is located in the City of Medicine Hat, with an Airport Reference Point of

Geodetic Coordinates	N 5542431.76 E 20019.94
Geographic Coordinates ³	N 50°0T08.02" W 110°43'14.26"
Elevation	716.00 metres Above Sea Level,

and includes the following lands:

1. PLAN 3728JK
BLOCK 8
CONTAINING 190 HECTARES (469.5 ACRES) MORE OR LESS
EXCEPTING THEREOUT:

PLAN	NUMBER	HECTARES	(ACRES) MORE	OR
LESS				
Subdivision	4210JK	0.231	0.57	
SUBDIVISION	5424JK	0.231	0.57	
SUBDIVISION	7066JK	3.33	8.22	
ROAD	9811146	0.032	0.08	
ROAD	0614659	0.943	2.33	

EXCEPTING THEREOUT ALL MINES AND MINERALS
2. MERIDIAN 4 RANGE 6 TOWNSHIP 12
SECTION 23
THE EAST HALF OF THE NORTH HALF OF THE NORTH EAST QUARTER
CONTAINING 16.2 HECTARES (40 ACRES) MORE OR LESS
EXCEPTING THEREOUT ALL MINES AND MINERALS
AND THE RIGHT TO WORK THE SAME
3. PLAN 0510749
BLOCK 6
LOT 6
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 1.45 HECTARES (3.58 ACRES) MORE OR LESS
4. PLAN 0510749
BLOCK 6
LOT 7
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 1.24 HECTARES (3.06 ACRES) MORE OR LESS
5. PLAN 4210JK
BLOCK 5
LOT 1
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 0.231 HECTARES (0.57 ACRES) MORE OR LESS

³ Geographic coordinates are presented in degrees, minutes and seconds of latitude and longitude.

6. PLAN 4210JK
BLOCK 6
LOT 2
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 2.23 HECTARES (5.51 ACRES) MORE OR LESS
7. PLAN 5424JK
BLOCK 6
LOT 1
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 1.46 HECTARES (3.61 ACRES) MORE OR LESS
8. PLAN 0510749
BLOCK 5
LOT 5
EXCEPTING THEREOUT ALL MINES AND MINERALS
9. PLAN 0510749
BLOCK 7
LOT 1
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 1.05 HECTARES (2.59 ACRES) MORE OR LESS
10. PLAN 1550AK
BLOCK 35
LOTS 1 TO 36 INCLUSIVE
11. PLAN 0110768
BLOCK 1
LOT 1
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 3.23 HECTARES (7.98 ACRES) MORE OR LESS
12. PLAN 0110768
BLOCK 1
LOT 3
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 1.89 HECTARES (4.67 ACRES) MORE OR LESS
13. PLAN 0110768
BLOCK 1
LOT 2
EXCEPTING THEREOUT ALL MINES AND MINERALS
AREA: 2.1 HECTARES (5.19 ACRES) MORE OR LESS

From: Lorna Morishita <lmorishita@shaw.ca>

Sent: September 24, 2020 8:44 AM

To: LM Morishita <lmorishita@shaw.ca>

Cc: Russ Golonowski <rgolonowski@cfindustries.com>; Brian Strandlund <bristr@medicinehat.ca>;

Pamela Hodgkinson <pamela.hodgkinson@albertahealthservices.ca>; David Gue

<davidgue@telusplanet.net>; Ed Rahn <Ed.Rahn@aer.ca>; Ryan Hornung <rhornung@methanex.com>;

Kim Schacher <kim.schacher@international-petroleum.com>; Wendy Lyka <wenlyk@medicinehat.ca>;

Jason Sweeney <Jason_Sweeney@cancarb.com>; Mark Grant <mgrant@torxen.net>

Subject: Palliser Airshed Society - AGM - Special Resolution

Palliser Airshed Society Membership,

The Palliser Airshed Society is in the process of finalizing the details for our Virtual Annual General Meeting on October 21st.

Included in the Agenda for the AGM is a Special Resolution to revise the current By-laws - please see attached. Some members may be aware that a Special Resolution for the By-Law revision was passed at the 2018 AGM. Alberta Corporate Registry reviewed the updated By-laws and made some recommendations. The recommendations were reviewed by the Board and are included in the attached Draft By-laws. Some of the approved changes are as follows.

1) **Bylaw 3.5:** the asset or property after dissolution would be not distributed among members as the society is non-profit in nature, can be donated to other charitable organization or non-profit organization.

Upon the dissolution of the Society, the property of the Society shall be converted into cash and added to the funds of the Society. Any amount remaining after the settlement of any debts and liabilities of the Society shall be distributed to another charitable organization or non-profit organization as directed by the Board.

2) **Bylaw 7.6:** how directors be removed from office beside automatically removal

REMOVE "AUTOMATICALLY"

ADD

c) any other circumstance approved by resolution of the Board

3) **Bylaw 12.2:** Audit of Accounts : The bylaws must contain provisions for the audit of the society's financial records, with specific use of the word 'audit'.

RENAME 12.2 as FINANCIAL ACCOUNTABILITY

ADD

a) Financial Review

b) Financial Audit

ADD NEW

B) A full financial audit may be conducted as required upon approval of the Board.

4) **Bylaw 15.2:** Custody and Use of the Seal of the Society: When the society has a seal, the bylaws must indicate how to use the seal.

REPEAL 15.2

I have also included a copy of the 2019 signed Financial Statements that will be reviewed at the AGM.

Please note there are 3 open seats on the Board of Directors. Let me know if you would like to stand for nomination or nominate a member for the following positions:

- 1) Government of Alberta AEP - (Incumbent - Susan MacIntosh- AEP) - Nominee - Brian Hills- AEP
- 2) Agriculture (no Incumbent) - Nominee - Albert Cramer - Big Marble Farms
- 3) Electric / Utilities (Incumbent - Brian Strandlund - City of Medicine Hat Electric) - Nominee - Josh Gale - City of Medicine Hat Electric

The current members of the Board have been cc'd on this email and are available if you have any questions.

Lorna Morishita
Executive Director
Palliser Airshed Society
www.palliserairshed.com
lmorishita@shaw.ca
(403) 512-0085



SPECIAL RESOLUTION TO ADOPT REVISED BY-LAWS FOR THE PALLISER AIRSHED SOCIETY at an Annual General Meeting of the Members held at Medicine Hat, AB on the 27th day of May, 2020

WHEREAS the Board of Directors of the Palliser Airshed Society (the Association) has approved for adoption by its members revised By-laws: THEREFORE, BE IT RESOLVED THAT: the current By-laws of the Association be withdrawn and the proposed new By-laws of the Association, a copy of which has been distributed to every member, be adopted as the approved By-laws of the Association in place of the current Bylaws.

Date: May 27, 2020

Lorna Morishita
Executive Director
Palliser Airshed Society

Resolution for Adoption of Revised PAS Bylaws

“In the interest of updating and clarifying PAS bylaws, be it resolved to adopt the document PAS Bylaws - Revised 2020, and rescind the current Bylaws last updated in 2008.”

**PALLISER AIRSHED
SOCIETY BYLAWS**

Draft Revision 22 January 2020

L. Morishita

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PALLISER AIRSHED SOCIETY

BYLAWS

ARTICLE 1

INTERPRETATION

1.1 DEFINITIONS. In these Bylaws, unless the context otherwise requires:

- (a) "Act" means the Societies Act, R.S.A. 2000, c. S-14;
- (b) "Board of Directors", or "Board" means the Board of Directors of the Society as appointed by the Members from time to time, subject to the terms of Section 4.4 of these bylaws;
- (c) "Bylaws" means these bylaws of the Society and modifications or alterations in force from time to time;
- (d) "CASA" means the Clean Air Strategic Alliance
- (e) "Chairperson" means the chief executive officer of the Society appointed pursuant to Section 8.1 of these Bylaws;
- (f) "Consensus" means group solidarity and general agreement;
- (g) "Directors" means the directors of the Society pursuant to Section 7.3 of these Bylaws;
- (h) "Emitting Member" means an organization or individual who conducts activities which have an actual or potential impact on air quality in the Zone, has applied for membership in the Society, and whose application has been accepted by the Board;
- (i) "Executive Director" means the person appointed by the Board of Directors to administer the affairs of the Society and oversee the management of programs established by the Society;
- (j) "Levy" means the annual payment to be made by Emitting Members pursuant to Section 4.5 of these Bylaws
- (k) "Member" means, collectively, the Emitting Members and Other Members of the Society;
- (l) "Monitoring Program" means the air quality monitoring and management program of the Society for the Zone;

- (m) "Other Member" means an individual or a representative of a government, non-government or public organization with an interest in air quality in the Zone who has applied and has been accepted by the Board as a Member, but is not an Emitting Member;
- (n) "Person" means an individual, corporation, government agency, association, partnership, trust or other business or legal entity;
- (o) "Sector" means a group of Members who share some commonality of interest and have been recognized by the Board and authorized to select one representative as a Director to represent their interests;
- (p) "Society" means the Palliser Airshed Society;
- (q) "Special Resolution" means a resolution to approve a fundamental change in the structure or bylaws of the Society, pursuant to Section 1(d) of the Societies Act. Specific procedures for notice and voting on Special Resolutions are specified by the Act.
- (r) "Stakeholder" means any organization or individual interested in, or conducting activities relevant to, air quality within the Zone;
- (s) "Zone" means the area as defined in current business plan of the Society

Words imparting the singular include the plural and vice versa; words imparting gender include the masculine, feminine and neuter genders; and words imparting persons include individuals, bodies corporate, partnerships, trusts and unincorporated organizations.

The headings used throughout these Bylaws are inserted for reference purposes only, and are not to be considered or taken into account in construing the terms or provisions of any Article nor to be deemed in any way to qualify, modify or explain the effect of any such terms or provisions.

ARTICLE 2
STATUS OF THE SOCIETY

2.1 STATUS. The Society is a not-for-profit organization.

ARTICLE 3
BUSINESS OF THE SOCIETY

3.1 REGISTERED OFFICE. The Society will, by resolution of the Directors, establish a place within Alberta as the registered office of the Society.

3.2 EXECUTION OF DOCUMENTS. Licences and material contracts entered into on behalf of the Society shall be signed by any two Directors or Officers. Contracts in the ordinary course of the Society's operations for commitments not exceeding \$1000 in aggregate may be entered into on behalf of the Society by any one of the Chairperson or the Treasurer. Contracts in the ordinary course of the Society's operations for commitments exceeding \$1000 in aggregate may be entered into on behalf of the Society by the Chairperson or Treasurer and any one other Officer.

3.3 BORROWING POWERS. For the purpose of carrying out its objects, the Society may enter into banking arrangements, including without limitation borrowing or raising or securing the payment of money in such manner as it thinks fit, and the Society may assign, transfer, charge, hypothecate, mortgage and pledge all or any part of the assets of the Society to secure such sums and on such terms as the Board of Directors may determine, subject to approval in advance by a Special Resolution of the Members of the Society.

3.4 POLICIES AND PROCEDURES. The Board shall establish such policies and procedures as are necessary for the prudent management and protection of the Society.

3.5 DISTRIBUTION OF ASSETS. Upon the dissolution of the Society, the property of the Society shall be converted into cash and added to the funds of the Society. Any amount remaining after the settlement of any debts and liabilities of the Society shall be distributed to another charitable organization or non-for-profit organization as directed by the Board.

ARTICLE 4
MEMBERSHIP

4.1 OBTAINING MEMBERSHIP. Any corporation, government body, person, agency or registered non-profit society engaging in activities within the zone may become a Member of the Society by:

- a) submitting a completed application to the Board of Directors indicating the class of membership desired and the Sector to which the Member will belong, and committing to support the objects of the Society and to pay the relevant Levy or membership fees as applicable;
- a) having its application for membership approved by a 75% majority of the Board at a duly constituted Board of Directors meeting;
- b) immediately establishing communications with the Director representing the Sector to which it belongs.

4.2 CLASSES AND DUTIES OF MEMBERS. The Society may establish various classes of Members, as determined by the Board and approved by a majority of the Members at a general meeting of the Society. These classes shall include, but not be limited to:

- a) Emitting Members, who shall pay the Levy annually as provided for herein. Each Emitting Member shall be entitled to send representatives to any meeting of the Members and may cast one vote on any question brought before such meeting.
- b) Other Members shall contribute personnel and resources to further the objects of the Society. Each Other Member shall be entitled to attend or send representatives to any meeting of the Members and may cast one vote on any question brought before such meeting.

4.3 SECTORS. The Society shall establish various Sectors to which Members will belong, as determined by the Board and approved at a general meeting of the Society. The Sectors shall include, but not be limited to, the following:

- a) City of Medicine Hat
- b) municipalities other than the City of Medicine Hat
- c) Government of Alberta departments and agencies
- d) the local Health Authority in the Zone
- e) oil and gas producers
- f) industry other than oil and gas producers
- g) electric utilities
- h) agriculture
- i) non-governmental organizations
- j) public at large

Any existing or prospective Member or group of Members may request the Society to establish a new Sector, provided the total number of Sectors does not exceed 12. Creation of a new Sector requires approval by the Board and by a general meeting of the Society.

4.4 SECTOR REPRESENTATIVES TO THE BOARD. Members of each Sector shall select their own representative to the Board through a process acceptable to the Board and will notify the Board of the contact information of their representative. An alternate Sector representative may also be selected. Should a Sector representative position become vacant, the Board may appoint an interim Sector representative to serve until the next Annual Meeting of the Society.

4.5 ASSESSMENTS. Each Member shall be expected to contribute money, property, or services to the Society. The Board shall have the authority to set, assess and collect financial support from the Members as follows:

- a) an annual Levy to cover each Emitting Member's portion of the Society's operating and administrative costs;
- b) membership fees for Other Members.

All financial assessments shall be payable within thirty (30) days of the Member receiving a notice from the Society of the amount due. Upon payment, an acknowledgement and receipt will be provided promptly by the Treasurer of the Society.

No Member shall be entitled to any return of fees, assessments, or other amounts whatsoever from the Society, save and except where the Society has ceased to conduct activities.

4.6 WITHDRAWAL OF MEMBERSHIP. Any member wishing to withdraw from membership may do so by giving notice in writing to the Board of its intention to withdraw its membership effective at the end of the current financial year of the Society.

4.7 CANCELLATION OF MEMBERSHIP. The Board may, by a resolution passed by a majority of seventy-five (75) percent of those present at a meeting of the Directors, cancel the membership of a Member deemed to have:

- a) failed to contribute to the goals and objectives of the Society; or
- b) failed to act in compliance with the Bylaws or the Act.

4.8 NON-TRANSFERABLE. No right or privilege of any Member is transferable to another person or organization. All rights and privileges of the Society cease when the Member withdraws or is expelled.

4.9 LIMITATION OF LIABILITY. No Member is, in his or her individual capacity, liable for any debt or liability of the Society, except as set out under Section 3.5 of these Bylaws.

4.10 CODE OF CONDUCT, CONFIDENTIALITY AND CONFLICT OF INTEREST.

Members shall ascribe to the Code of Conduct, confidentiality standards, and conflict of interest policies, and any other policies and procedures adopted by the Board from time to time.

ARTICLE 5 REGISTER OF MEMBERS

5.1 REGISTER. A complete and current register of Members in such form as the Board may approve shall be maintained in which the names, addresses, contact information, and classes of membership of all Members shall be recorded.

ARTICLE 6 MEETINGS OF MEMBERS

6.1 ANNUAL GENERAL MEETING. The Society shall hold an annual general meeting of the Members in the second quarter of each fiscal year at a place in Alberta determined by the Board. At each annual general meeting, the following business shall be conducted:

- a) the Board shall present its report on the affairs of the Society for the previous year, the financial statements, and the review of the financial statements by the accountant;
- b) the Members shall be asked to
 - i. ratify the number of Sectors, including any additional Sectors accepted by the Board, and to appoint the representatives selected by each of the Sectors as Directors;
 - ii. to appoint an accountant;
 - iii. to deal with such other business as may properly be brought before an annual general meeting.

6.2 GENERAL AND SPECIAL MEETINGS. General meetings of the Members may be called at any time by an officer of the Society upon the instructions of the Chairman or Board. A special meeting of the Members shall be called by an officer of the Society upon receipt of a notice signed by three Members in good standing setting for the reason for calling such a meeting and containing sufficient information to allow the Members to form a reasoned judgment regarding the matters to be considered at the meeting.

6.3 NOTICE OF MEETINGS. Notice in written or electronic form of the time and place of annual, general or special meetings of the Members shall be sent to the last known address of each Member at least 14 days prior to the date of such meeting, provided that if a Special Resolution is required to be passed by the Members, the notice shall be delivered at least 21 days prior to the meeting.

6.4 OMISSIONS AND ERRORS. Irregularities in the notice of any meeting of the Members, or in the giving of the notice, or the accidental omission to give notice of any meeting, or the non-receipt of any notice by any Member or Members, shall not prevent the holding of such meeting or invalidate any resolution passed or any proceeding taken at such meeting.

6.5 REPRESENTATIVES. The authority of an individual to represent a body corporate or association at a meeting of Members shall be established in a manner satisfactory to the chairperson of the meeting.

6.6 PARTICIPATION BY ELECTRONIC MEANS. With the consent of the chairperson and those persons present and entitled to vote at a meeting of Members, any other person entitled to attend the meeting may participate by means of telephone or other electronic communication facilities which permit all those participating to hear each other. A person participating in the meeting by such means shall be considered present at the meeting.

6.7 QUORUM. The quorum for the transaction of business at any meeting of the Members shall be twenty percent (20%) of the number of Members of the Society.

No business shall be transacted at a meeting of the Members unless a quorum is present. If within one half hour from the time appointed for the meeting to begin a quorum is not present, the meeting shall stand adjourned. A new meeting must be scheduled to be held within 30 days of the date of adjournment, and the required advance notice of the new meeting must be provided to all Members. If at such new meeting a quorum is not present, those Members present shall constitute a quorum.

6.8 VOTING. Any Member in good standing present at a meeting of the Members shall have the right to one vote on any resolution presented to the meeting. The chairperson shall not vote except where there is a tie vote. Voting by proxy shall not be permitted.

- a) Every resolution submitted to a meeting shall be decided in the first instance by a show of hands, or otherwise as the chairperson may direct, unless a ballot is required by the Act or demanded by a Member present at the meeting.
- b) A demand for a ballot may be withdrawn at any time prior to the taking of the ballot.
- c) Unless a ballot is required or demanded, or unless the Act or these Bylaws otherwise provide, a declaration by the chairperson of the meeting that a vote has been carried or not carried, and an entry to that effect in the minutes of the meeting, shall be prima facie evidence of the decision of the Members concerning the resolution being considered.

- d) If a ballot is taken, the result of the ballot shall be the decision of the Members concerning the resolution being considered.

6.9 RULES OF ORDER. Meetings of the Members shall be conducted in accordance with Rules of Order acceptable to the chairperson.

ARTICLE 7 BOARD OF DIRECTORS

7.1 POWERS OF THE BOARD. The management of the affairs of the Society shall be vested in the Board of Directors. The Board of Directors may enact and enforce policies and procedures regarding the management and operation of the air quality monitoring and data collection program of the Society.

7.2 NUMBER OF DIRECTORS. The Board of Directors shall consist of a minimum of five and a maximum of twelve 12 Directors, each representing one of the designated Sectors of the Society.

7.3 APPOINTMENT AND TERM. The Members of each Sector shall select one (1) person to serve as a Director and act as their representative at meetings of the Board for a three (3) year term. A Director may serve more than one term if reappointed by the Members of their Sector. The selected representatives shall be ratified as Directors at each Annual General Meeting of the Members.

A Director may designate an alternate and notify the Chair or designate of the contact information of the alternate. If need arises, a Sector may designate an interim Director to represent its interests until the next Annual General Meeting of the Members.

7.4 RESIGNATION. A Director may resign by giving the Board notice in writing to that effect. Members of the Sector or the Board may then designate an interim Director to represent the interests of that Sector until the next Annual General Meeting of the Members.

7.5 DUTIES OF DIRECTORS. Directors shall have the following duties:

- a) attending whenever possible all meetings of the Board or requesting their alternate to attend and represent the interests of the Sector;
- b) keeping their alternate (if appointed) fully informed of the business of the Board;
- c) ensuring that members of their Sector are informed of decisions and actions of the Board that may affect the interests of their Sector

7.6 REMOVAL. A Director shall be removed from that position upon:

- a) cancellation of the membership of the last Member of the Sector for which he is representative,
or

- b) cancellation of the membership of the member acting as a Director.
- c) Any other circumstance approved by resolution of the Board

7.7 MEETINGS OF THE BOARD OF DIRECTORS. Meetings of the Board shall be held as often as may be required, and shall be called by the Chairperson. A special meeting of the Board may be called upon the written request of any three (3) Directors. Such written request shall state the business to be brought before the meeting. Meetings may be held without notice if a quorum of the Board is present; provided, however, that any business transacted at such meeting shall be null and void unless ratified at the next regularly constituted meeting of the Board.

Deleted:

7.8 PLACE OF THE MEETINGS. Meetings of the Board may be held at any place approved by the Board within the Province of Alberta.

7.9 PARTICIPATION BY ELECTRONIC MEANS. With the consent of all Directors participating in a meeting, one or more Directors may participate by means of telephone or other electronic communication facilities which permit all those participating to hear each other. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Directors held while a Director holds office. A Director participating in the meeting by such means shall be considered present at the meeting.

7.10 NOTICE OF MEETINGS. Notice in written or electronic form of the time and place of each meeting of the Directors shall be sent to the last known address of each director at least 14 days prior to the date of such meeting, or not less than ten (10) days before the meeting if delivered personally. If mailed, such notice shall be deemed to have been received on the tenth (10th) day following the date of mailing. If delivered by electronic means, such notice shall be deemed to have been received on the date of transmission, and if delivered personally, on the date of delivery. A Director who participates in a meeting shall be deemed to have received notice thereof.

7.11 QUORUM. The quorum for the transaction of business at any meeting of the Board shall consist of sixty (60%) percent of the Directors.

7.12 VOTES TO GOVERN. Except as specifically provided in these Bylaws, or required by other bodies in which the Society may from time to time participate, the Board will follow CASA principles of consensus decision making whenever possible. If consensus cannot be achieved in a timely fashion when a matter is brought before a meeting, the matter shall be resolved as follows:

- a) by a further attempt to reach consensus at a future meeting, after possible options have been summarized and circulated to all Directors by the chairperson or designate; or,
- b) by majority vote of those Directors present at the meeting, provided that no less than 75% of such Directors agree the matter requires immediate decision. In such case, each Director present shall have one (1) vote, the ballot shall be conducted in a manner acceptable to the

chairperson, and the question shall be resolved by a simple majority of those Directors present at the meeting.

Should a formal vote be required or considered advisable in the case of an administrative matter, each Director present at the meeting shall have one (1) vote, the ballot shall be conducted in a manner acceptable to the chairperson, and the question shall be resolved by a simple majority of those Directors present at the meeting.

7.13 RESOLUTION IN WRITING. Notwithstanding anything to the contrary in these Bylaws, a resolution in writing signed by all of the Directors shall be valid and effectual as if it had been passed at a meeting duly called and constituted.

ARTICLE 8 OFFICERS

8.1 APPOINTMENT. The officers of the Society shall consist of a Chairperson, a Vice-Chairperson, a Secretary/Treasurer and such other officers as the Board of Directors may deem necessary and desirable from time to time. Officers shall be chosen from those persons who are Directors of the Society and shall be appointed by the Board of Directors.

8.2 ELIGIBILITY. Any Director shall be eligible to hold any office in the Society.

8.3 CHAIRPERSON. The Chairperson shall have such duties and powers as the Board may specify and delegate. The Chairperson shall when present, preside at all meetings of the Members of the Society and of the Board of Directors. During the absence or inability of the Chairperson, his/her duties and powers shall be exercised by the Vice-Chairperson. The Chairperson's term of office shall be two (2) years or such other period as may be approved by the Board.

8.4 VICE-CHAIRPERSON. The Vice-Chairperson shall have such duties and powers as the Board may specify and delegate. During the absence or inability of the Chairperson, his/her duties and powers shall be exercised by the Vice-Chairperson. The Vice-Chairperson's term of office shall be two (2) years or such other period as may be approved by the Board.

8.5 SECRETARY/TREASURER. The Secretary/Treasurer shall have such duties and powers as the Board may specify and delegate. The Board may choose to divide such duties and powers between two Directors, one acting as Secretary and the other as Treasurer. The Board may delegate specific duties of the Secretary/Treasurer to an Executive Director of the Society. The Secretary/Treasurer's term of office shall be two (2) years.

The Secretary/Treasurer shall:

- a) attend all meetings of the Board of Directors and of the Members and cause to be entered in records kept for that purpose minutes of all proceedings of the meetings;
- b) keep a register of the names of all the Members of the Society and their addresses as required by Article 5, and send all notices of meetings as required;
- c) collect and receive the membership fees or Levies assessed by the Society and be responsible for the deposit of same in a Canadian chartered bank, trust company, credit union, treasury branch or deposit receiving agency designated from time to time by the Board;
- d) properly account for the funds of the Society and keep such books and records as may be directed by the Board, and present a full detailed account of receipts and disbursements to the Board whenever required.

Should the Secretary/Treasurer be unable to attend a meeting of the Board or of the Members, the chairperson of the meeting shall appoint another person to keep a record of the proceedings of the meeting and transmit said record to the Secretary/Treasurer.

8.6 POWERS AND DUTIES OF OTHER OFFICERS. The powers and duties of all other officers shall be such as the terms of their engagement call for or as the Board may specify and delegate.

8.7 REMOVAL OF OFFICERS. The Directors may at any time, in their discretion, remove any officer of the Society by a vote of Directors passed in accordance with Section 7.12 (b) of these Bylaws.

ARTICLE 9 PROGRAM MANAGEMENT

9.1 EXECUTIVE DIRECTOR. The Board of Directors may from time to time appoint an Executive Director, who shall be an ex-officio member of the Board of Directors without voting power.

9.2 POWERS AND DUTIES. The Board may delegate to the Executive Director full authority (subject to any restrictions contained in the Act or imposed from time to time by the Board) to manage and direct the business and affairs of the Society and to employ and discharge agents and employees of the Society. The Executive Director shall at all reasonable times give to the Board of Directors all information the Board may require regarding the affairs of the Society.

9.3 AGENTS OF THE SOCIETY. The Board may upon the recommendation of the Executive Director or in its sole discretion, assign management of any program of the Society to agents or employees other than the Executive Director.

9.4 QUALIFICATIONS AND CONTRACTS OF EMPLOYEES. The Board shall establish qualifications, selection procedures, and terms of employment for all employees and shall ensure that regular performance assessments are conducted for all employees.

ARTICLE 10 COMMITTEES

10.1 APPOINTMENT. Committees for promoting the objects or functions of the Society may be appointed by the Board of Directors. The powers of a committee shall be defined by the Board.

10.2 COMPOSITION. Every committee shall be composed of a chairperson who shall be a Director and such other persons as may be required. The Chairperson of a committee may designate an alternate to act on his/her behalf. The Chairperson of the Board and the Executive Director, if one has been appointed, shall be ex-officio members of all committees and are entitled to notification of and to attend all meetings of committees.

10.3 PROCEDURE. Unless otherwise determined from time to time by the Board, each committee shall have the power to fix its quorum, to elect its chairperson, to set the time and place of meetings, and to regulate its procedures, provided that CASA principles of consensus decision making are followed whenever possible. Committees shall report their decisions and activities in a timely manner to the Board.

10.4 TRANSACTION OF BUSINESS. The powers of a committee may be exercised by consensus decision, by a resolution passed at a meeting of the Committee at which a quorum is present, or by a resolution in writing signed by all members of such committee who would have been entitled to vote on that resolution at a meeting of the committee.

10.5 TERMINATION OF COMMITTEE MEMBERSHIP. Any chairperson of a committee who ceases for any reason to be a Director shall, upon ceasing to be a Director, thereupon also cease to be chairperson of said committee.

ARTICLE 11 PROTECTION OF DIRECTORS AND OFFICERS.

11.1 ACTING HONESTLY AND IN GOOD FAITH. Every Director and Officer of the Society in exercising his or her powers and discharging his or her duties shall act honestly and in good faith with a view to the best interests of the Society and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

11.2 LIMITATION OF LIABILITY. Subject to the forgoing, no Director, officer or member of a project team or committee of the Society shall be liable for the acts, receipts, neglects or defaults of any other Director or officer or member of a committee or employee of the Society, or for joining in any receipt of other act of conformity, or for any loss, damage or expense happening to the Society through the insufficiency or deficiency of title to any property acquired by order of the Board of Directors for or on behalf of the Society, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Society shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any of the monies, securities or effects of the Society shall be deposited, or for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, damage or misfortune whatsoever which shall happen in the execution of the duties of their offices or in relation thereto unless the same shall happen through their own willful neglect or default.

11.3 INDEMNITY. Subject to any applicable statutory enactment, the Society shall indemnify the Members and former members of the Board of Directors, officers and former officers, and members and former members of all Committees of the Society and each of them, and each of their respective heirs, executors, administrators, successors and assigns, shall from time to time and at all times be indemnified and saved harmless out of the assets and profits of the Society from and against all costs, charges, losses, damages and expenses which they, or any of them, or any of their heirs, executors, administrators, successors and assigns, shall or may incur or sustain by or by reason of the performance of their duty or purported duty in their respective offices, if:

- a) he or she acted honestly and in good faith with a view to the best interests of the Society; and
- b) in the case of a criminal or administrative action or proceedings that are enforced by a monetary penalty, he or she had reasonable grounds for believing that his or her conduct was lawful.

This indemnification is in addition to, but not exclusive of, any other right of indemnification to which the members and former members of the Board of Directors, officers and former officers and members and former members of all Committees of the Society may be entitled to at law or in equity.

ARTICLE 12 FINANCIAL ARRANGEMENTS

12.1 FINANCIAL YEAR. The financial year end for the Society shall be the 31st day of December in each year.

12.2 FINANCIAL ACCOUNTABILITIES.

- a) **Financial Review.** An annual review of the financial records of the Society shall be conducted by an accountant appointed for that purpose at each Annual General Meeting of the Members. Should need arise, an interim accountant shall be appointed by the Board of Directors to act until the next Annual General Meeting of the Members. With the assistance of the Secretary Treasurer, the accountant shall prepare a financial statement and submit a report of his/her findings to the Board. Such financial statements duly signed by the Chairperson and Treasurer and accompanied by a written signed report of the accountant shall be placed before the Members at the next annual meeting of the Members. The remuneration of the accountant shall be subject to the approval of the Directors.
- b) **Financial Audit.** A full financial audit may be conducted as required upon the approval of the Board.

12.3 BANK ACCOUNTS. All monies received by the Society shall, promptly following their receipt, be deposited to the credit of the Society in a Canadian chartered bank, trust company, credit union, treasury branch or deposit receiving agency designated from time to time by the Board of Directors.

12.4 SIGNING OFFICERS. Cheques drawn by the Society shall be signed by such persons as are designated from time to time by the Board of Directors.

ARTICLE 13 PAYMENT OF DIRECTORS AND OFFICERS

13.1 REMUNERATION. No Director, Officer or Member shall receive any remuneration for services rendered to the Society unless authorized at a meeting of the Board or Members and after notice of such authorization is sent to the members of the Board and the Members.

13.2 REIMBURSEMENT OF EXPENSES. Directors representing the Society may be reimbursed for reasonable expenses incurred by them in the performance of their duties, according to policies and procedures established by the Board.

ARTICLE 14 AMENDING BYLAWS

14.1 AMENDMENTS. These Bylaws may be rescinded, altered or added to by Special Resolution of the Members of the Society, subject to the provisions of the Act. Any rescission, alteration of or addition to the Bylaws becomes effective upon acceptance by the Corporate Registry of Alberta.

ARTICLE 15
BOOKS AND RECORDS

15.1 INSPECTION. Any and all books, records and registers of the Society shall be open for inspection by any Member at the annual meeting or at such other time upon giving reasonable notice to the officers having charge of the books and records.

ARTICLE 16
DISPUTE RESOLUTION

16.1 AMICABLE RESOLUTION. Disputes or controversies among members, directors, officers, committee members, or volunteers of the Corporation arising out of, or related to these bylaws or out of any aspect of the operations of the Society are as much as possible to be resolved by private meetings between the parties.

16.2 MEDIATION AND ARBITRATION. Without prejudice to or in any other way derogating from the rights of the members, directors, officers, committee members, employees or volunteers of the Corporation as set out in these bylaws or the Act, a dispute or controversy that cannot be resolved by private meetings between the parties shall be settled by a process of mediation and/or arbitration as follows:

- a) The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the Board of the Corporation) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.
- b) The number of mediators may be reduced from three to one or two upon agreement of the parties.
- c) If the parties are not successful in resolving the dispute through mediation, then the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with legislation governing domestic arbitration in Alberta. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

- d) All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

ARTICLE 17
EFFECTIVE DATE

17.1 EFFECTIVE DATE. These Bylaws shall be effective when made by the Board in accordance with the Act, approved by a Special Resolution at a meeting of the Members and approved by appropriate provincial authority.

Palliser Airshed Society
Financial Statements
December 31, 2019

Palliser Airshed Society
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For the Year Ended December 31, 2019

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Independent Practitioner's Review Engagement Report

To the Members of Palliser Airshed Society

I have reviewed the accompanying financial statements of Palliser Airshed Society (the Society) that comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that the financial statements do not present fairly, in all material respects, the financial position of Palliser Airshed Society as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with ASNPO.

Medicine Hat, Alberta
September 1, 2020

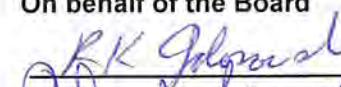



Sean D. Miller Professional Corporation
Chartered Professional Accountant

Palliser Airshed Society
Statement of Financial Position
December 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash and cash equivalents <i>(Note 4)</i>	\$ 161,225	\$ 123,411
Guaranteed investment certificate <i>(Note 5)</i>	30,000	-
Contributions and grants receivable <i>(Note 6)</i>	29,828	29,828
Accrued interest receivable	584	-
Goods and services tax recoverable	2,586	6,678
Prepaid expenses	5,444	5,170
	<u>229,667</u>	165,087
CAPITAL ASSETS <i>(Note 7)</i>	<u>66,299</u>	82,874
	<u>\$ 295,966</u>	<u>\$ 247,961</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	<u>\$ 17,324</u>	<u>\$ 5,418</u>
NET ASSETS		
Unrestricted net assets	212,343	159,669
Invested in capital assets	<u>66,299</u>	82,874
	<u>278,642</u>	242,543
	<u>\$ 295,966</u>	<u>\$ 247,961</u>

On behalf of the Board

 Chairperson
 Treasurer

See notes to financial statements
Sean D. Miller Professional Corporation

Palliser Airshed Society
Statement of Operations
For the Year Ended December 31, 2019

	2019	2018
REVENUE		
Member contributions	\$ 128,352	\$ 108,516
Government contracts - Alberta Environment & Parks	114,900	128,320
Government grant revenue - Alberta Environment & Parks	37,870	-
	<u>281,122</u>	<u>236,836</u>
EXPENSES		
Monitoring and program management fees	202,035	210,820
Amortization	16,575	17,900
Insurance	7,686	7,471
Office	5,390	1,774
Memberships and subscriptions	5,187	1,960
Professional fees	4,950	5,825
Travel and honorarium	3,061	2,330
Meals and entertainment	321	82
Meetings and conventions	291	731
Interest and bank charges	117	103
	<u>245,613</u>	<u>248,996</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>35,509</u>	<u>(12,160)</u>
OTHER REVENUE		
Interest	590	-
Loss on disposal of capital assets	-	(11,522)
	<u>590</u>	<u>(11,522)</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ 36,099</u>	<u>\$ (23,682)</u>

Palliser Airshed Society
Statement of Changes in Net Assets
For the Year Ended December 31, 2019

	Unrestricted Net Assets	Invested in Capital Assets	2019	2018
NET ASSETS - BEGINNING OF YEAR	\$ 159,669	\$ 82,874	\$ 242,543	\$ 266,225
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	52,674	(16,575)	36,099	(23,682)
NET ASSETS - END OF YEAR	\$ 212,343	\$ 66,299	\$ 278,642	\$ 242,543

Palliser Airshed Society
Statement of Cash Flows
For the Year Ended December 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Excess (deficiency) of revenue over expenses	\$ 36,099	\$ (23,682)
Items not affecting cash:		
Amortization	16,575	17,900
Loss on disposal of capital assets	-	11,522
	<u>52,674</u>	<u>5,740</u>
Changes in non-cash working capital:		
Contributions and grants receivable	-	13,420
Accrued interest receivable	(584)	-
Prepaid expenses	(274)	(98)
Goods and services tax recoverable	4,092	(1,781)
Accounts payable and accrued liabilities	11,906	417
	<u>15,140</u>	<u>11,958</u>
Cash flow from operating activities	<u>67,814</u>	<u>17,698</u>
INVESTING ACTIVITIES		
Purchase of capital assets	-	(22,545)
Purchase of guaranteed investment certificate	(30,000)	-
Cash flow used by investing activities	<u>(30,000)</u>	<u>(22,545)</u>
INCREASE (DECREASE) IN CASH FLOW	<u>37,814</u>	<u>(4,847)</u>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>123,411</u>	<u>128,258</u>
CASH AND CASH EQUIVALENTS - END OF YEAR (Note 4)	<u>\$ 161,225</u>	<u>\$ 123,411</u>
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Cash	<u>\$ 161,225</u>	<u>\$ 123,411</u>

Palliser Airshed Society
Notes to Financial Statements
For the Year Ended December 31, 2019

1. PURPOSE OF THE SOCIETY

Palliser Airshed Society (the "society") is a not-for-profit organization incorporated provincially under the Societies Act of Alberta. The society is exempt from the payment of income tax under Section 149(1) of the Income Tax Act.

The society's principal business activity is to monitor air quality using a combination of both continuous and passive monitoring technologies. The society is committed to collecting and communicating credible ambient air quality data back to all stakeholders.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

Fund accounting

Palliser Airshed Society follows the deferral method of accounting for contributions.

The Unrestricted Net Assets Fund reports the revenue and expenses related to the day to day monitoring activities and operations.

The Invested in Capital Assets Fund reports the assets, liabilities, revenues, and expenses related to the society's capital assets.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

(continues)

Palliser Airshed Society
Notes to Financial Statements
For the Year Ended December 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

Revenue recognition

Palliser Airshed Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions consist of grant revenue received from Alberta Environment and Parks and are designated to be spent on executive director fees, office operations, and board expenses. These amounts are included in "Monitoring and program management fees".

Unrestricted contributions consist of member contributions in the year and are not designated for a specific purpose. Membership contributions consist of both mandatory and voluntary memberships.

Mandatory membership fees are received from companies who are regulated and mandated by the jurisdiction to be a local airshed member. These contributions are recognized as revenue at the time of billing.

Voluntary membership fees are received from companies who are regulated but not mandated by the jurisdiction to be a local airshed member. Municipalities also make contributions through voluntary membership. These contributions are recognized as revenue when received instead of at the time of billing due to the fact that these membership fees are voluntary and depend solely on the contributors' decision to renew their annual membership.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives at the following rates and methods:

Equipment	20% diminishing balance method
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The society regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use before the end of the year are not amortized until they are placed into use.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Items in the financial statements requiring estimates by management include accrued interest receivable, prepaid expenses, the estimated useful life of capital assets and accounts payable and accrued liabilities. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Palliser Airshed Society
Notes to Financial Statements
For the Year Ended December 31, 2019

3. FINANCIAL INSTRUMENTS

Fair Value

The society's carrying value of cash and cash equivalents, contributions and grants receivable, goods and services tax recoverable, prepaid expenses and accounts payable and accrued liabilities approximates its fair value due to the immediate or short term maturity of these instruments.

4. CASH AND CASH EQUIVALENTS

	<u>2019</u>	<u>2018</u>
Cash	\$ 161,225	\$ 123,411

5. GUARANTEED INVESTMENT CERTIFICATE

	<u>2019</u>	<u>2018</u>
GIC - Royal Bank of Canada (effective rate 2.00%, maturity Jan 10, 2020)	\$ 30,000	\$ -

6. CONTRIBUTIONS AND GRANTS RECEIVABLE

	<u>2019</u>	<u>2018</u>
Alberta Environment and Parks	\$ 28,725	\$ 28,725
Mandatory memberships	1,103	1,103
	\$ 29,828	\$ 29,828

7. CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>2019 Net book value</u>	<u>2018 Net book value</u>
Equipment	\$ 273,077	\$ 206,778	\$ 66,299	\$ 82,874

Palliser Airshed Society
Notes to Financial Statements
For the Year Ended December 31, 2019

8. RELATED PARTY TRANSACTIONS

The following is a summary of the society's related party transactions:

	<u>2019</u>	<u>2018</u>
Membership Contributions <i>Contributions received from companies represented on the Board of Directors</i>	<u>\$ 50,834</u>	<u>\$ 47,115</u>
Government Contracts <i>Contributions received from governments represented on the Board of Directors</i>	<u>114,900</u>	<u>128,320</u>
	<u>\$ 165,734</u>	<u>\$ 175,435</u>

Contributions receivable include \$28,725 (2018 - \$28,725) due from members of the society represented on the Board of Directors.

These transactions are in the normal course of operations and are measured at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

9. CONTRACTUAL OBLIGATIONS

The agreement between the society and Wood PLC has been extended for a three-year period of July 1, 2019 - June 30, 2022. The agreement states that Wood PLC will provide the following services to the society:

Monitoring Network Operations and Maintenance \$11,779.95/month

The society has a contract in place for Executive Director services for the period January 1, 2019 to December 31, 2021 as follows:

Executive Director Services: \$ 4,900.35/month

10. SUBSEQUENT EVENTS

In March 2020, the World Health Organization declared a global pandemic due to the novel coronavirus (COVID-19). The situation is constantly evolving, and the measures put in place are having multiple impacts on local, provincial, national and global economies.

As at September 01, 2020, the society is aware of changes in its operations as a result of the COVID-19 crisis, including switching to virtual Board of Directors' meeting effective March 2020 and the deferral of the Annual General Meeting and year-end process.

Management is uncertain of the effects of these changes on its financial statements and believes that any disturbance may be temporary; however, there is uncertainty about the length and potential impact of the disturbance.

As a result, management is unable to estimate the potential impact on the society's operations as at the date of these financial statements.

Palliser Airshed Society
Notes to Financial Statements
For the Year Ended December 31, 2019

11. ECONOMIC DEPENDENCE

The society derives substantially all of its income from member contributions and Alberta Government contracts and grants. The society's ability to continue viable operations is dependant upon continuing to receive funding from these sources.

Memo



To: Redcliff Town Council

From: Community & Protective Services

Date: September 28, 2020

Re: Look, Listen, Live. Community Safety Partnership Program

BACKGROUND:

In 2018, Operation Lifesaver partnered with HUB Surface Systems to launch the Look. Listen. Live. Community Safety Partnership Program. The program encourages municipalities to work to prevent railway crossing incidents by installing Look.Listen.Live. decals on the pavement near select crossings in their communities.

Staff Sergeant Sean Maxwell recently inquired via e-mail to the Town of Redcliff on behalf of Jeff Zimmer who is with the CP Police wondering if the Town of Redcliff would have any interest in participating with this initiative.

<https://www.operationlifesaver.ca/initiatives/rail-safety-in-your-community/lll-community-partnership-program/>

PROCESS:

First Look.Listen.Live. decal

First safety decal to be provided at no cost. Through the program, HUB Surface System will generously install the first rail-safety decal at no cost to the participating community. Any additional decals will be made available to communities at a discounted rate.

A public unveiling of the decals

If supported by the municipality, the unveiling of the Look. Listen. Live. decals are marked by an official launch event, with the participation of Town Council and local media.





COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
October 12, 2020	Statutory Holiday Thanksgiving Day Town Office Closed	
October 13, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
October 19, 2020 October 20, 2020 (if required)	Special Council Meeting Capital Budget Review	Town Hall Council Chambers 8:30 a.m.-5:00 p.m. (Meeting end time may be adjusted as required)
October 26, 2020	Organizational Council Meeting	Town Hall Council Chambers 6:30 p.m.
October 26, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
November 3, 2020 November 4, 2020 (if required)	Special Council Meeting Operating Budget Review	Town Hall Council Chambers 8:30 a.m.-5:00 p.m. (Meeting end time may be adjusted as required)