

COUNCIL MEETING
MONDAY, OCTOBER 26, 2020
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 26, 2020 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

AGENDA ITEM

RECOMMENDATION

1. GENERAL

	A)	Call to Order	
	B)	Adoption of Agenda	Adoption
Pg. 4	C)	Accounts Payable *	For Information
Pg. 7	D)	Bank Summary to September 30, 2020 *	For Information

2. MINUTES

Pg. 8	A)	Council meeting held October 13, 2020 *	For Adoption
Pg. 11	B)	Special Council meeting held October 19, 2020 *	For Adoption
Pg. 13	C)	Town of Redcliff Library Board meeting held June 2, 2020 *	For Information
Pg. 17	D)	Special Town of Redcliff Library Board meeting held June 23, 2020 *	For Information
Pg. 19	E)	Riverview Golf Club Board of Directors meeting held September 8, 2020 *	For Information

3. REQUEST FOR DECISION

Pg. 22	A)	2020 Investment *	For Consideration
Pg. 30	B)	Banking Services *	For Consideration

4. POLICIES

Pg. 32	A)	Policy No. 078, Provision of Facilities to Service Clubs *	For Consideration
Pg. 34	B)	Policy No. 143, Donations to Organizations, Programs, Events, and Activities *	For Consideration

5. OTHER

Pg. 39	A) Memo to Council * Eastside Surge Tank Project	For Information
Pg. 41	B) Memo to Council * Look. Listen. Live. Community Safety Partnership Program	For Information
Pg. 43	C) 3 rd Quarter Financial Report *	For Information
Pg. 48	D) Project Updates *	For Information
Pg. 68	E) Council Important Meetings & Events *	For Information

6. RECESS

7. CLOSED SESSION (CONFIDENTIAL)

- A)** Economic Matter (*FOIP* Sec. 24 & 25)
- B)** Project Matter (*FOIP* Sec. 17 & 24)
- C)** Intermunicipal Collaboration Framework (*FOIP* Sec. 21 & 24)
- D)** Legal Matter (*FOIP* Sec. 24)

8. ADJOURN

COUNCIL MEETING - OCT 26, 2020			
TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
85252	CANADIAN PACIFIC RAILWAY	MAINTENANCE - FLASHER CONTRACT	\$ 653.00
85253	HAT METAL MART LTD.	ALUMINUM TRIM, DOWNSPOUT, AND SEALANT	\$ 129.14
85254	JACOB'S WELDING LTD.	REPAIR SNOW GATE UNIT #169	\$ 262.50
85255	MEDICINE HAT & DISTRICT CHAMBER OF COMMERCE	MEMBERSHIP & UDI COMMITTEE FEES	\$ 1,050.00
85256	PUROLATOR	FREIGHT	\$ 165.84
85257	ROBERTSON IMPLEMENT ALBERTA	TOTES, ROCKER SWITCH, FILTERS	\$ 957.13
85258	TELUS COMMUNICATION INC.	POOL INTERNET	\$ 89.25
85259	TECHMATION ELECTRIC & CONTROLS LTD	WTP ELECTRICAL	\$ 94.50
85260	REDCLIFF YOUTH CENTRE	3RD & 4TH QTR DISBURSEMENT	\$ 6,000.00
85261	MEDICINE HAT DRAG RACING	REFUND DEPOSIT UT 001916.05	\$ 150.00
85262	DLL FINANCIAL SOLUTIONS PARTNER	POSTAGE MACHINE LEASE	\$ 125.84
85263	INLAND	CRUSHED GRAVEL & WASHED CHIPS	\$ 5,934.39
85264	TOWN OF REDCLIFF LIBRARY BOARD	ALLOTMENT FUNDING	\$ 60,619.87
85265	PUROLATOR	FREIGHT	\$ 444.19
85266	SPIDER ELECTRIC LTD.	ELECTRICAL FLOW METER LIFT STATION	\$ 278.25
85267	TRUKKERS RESTAURANT	MEALS ON WHEELS SEPTEMBER	\$ 2,026.50
		TOTAL	\$ 78,980.40

TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
EFT#	VENDOR	DESCRIPTION	AMOUNT
EFT0002659	PLAY QUEST	PROJ# 193(SPLASH PARK) PROGRESS #2	\$ 178,057.27
EFT0002660	A & B STEEL LTD	6" DRILL PRESS VISE	\$ 61.95
EFT0002661	AG-PLUS MECHANICAL	BOBCAT FILTER	\$ 271.05
EFT0002662	AIR LIQUIDE CANADA INC	CARBON DIOXIDE	\$ 708.87
EFT0002663	AMSC INSURANCE SERVICES	OCTOBER BENEFIT PREMIUMS	\$ 25,280.69
EFT0002664	BARTLE & GIBSON CO. LTD.	MIXING VALVE & SHOWER CARTRIDGE	\$ 4,197.25
EFT0002665	BERT'S VACUUMS & EQUIPMENT RENTAL	SANITIZER & WIPES	\$ 1,231.93
EFT0002666	THE BOLT SUPPLY HOUSE LTD.	BOLTS & NUTS	\$ 42.40
EFT0002667	BOSS LUBRICANTS	ENGINE OIL	\$ 188.37
EFT0002668	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 103.55
EFT0002669	CANADIAN ENERGY	BATTERY & STUD	\$ 322.46
EFT0002670	CARO ANALYTICAL SERVICES	LEAD LAB TESTING	\$ 2,719.50
EFT0002671	CHINOOK EQUIPMENT	EQUIPMENT PART UNIT #123	\$ 1,474.94
EFT0002672	CENTRALSQUARE CANADA SOFTWARE	SOFTWARE SUPPORT	\$ 1,241.63
EFT0002673	CITY AUTO PARTS	EQUIPMENT PARTS FOR MULTIPLE UNITS	\$ 861.80
EFT0002674	C.U.P.E.	UNION DUES	\$ 2,154.41
EFT0002675	FAST TIMES MACHINING	QT360 GRADER BLADES	\$ 708.75
EFT0002676	GLEISNER, WADE	DEPARTMENT T-SHIRTS	\$ 157.50
EFT0002677	HOME HARDWARE	ANTI-FREEZE & GENERAL SUPPLIES	\$ 1,207.23
EFT0002678	HYDRACO INDUSTRIES LTD.	JAWS SERVICE	\$ 630.83
EFT0002679	KIRK'S MIDWAY TIRE	TIRE REPAIRS MULTIPLE UNITS	\$ 283.61
EFT0002680	KOST FIRE EQUIPMENT LTD	FIRE EXTINGUISHER TESTING	\$ 700.09
EFT0002681	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICE	\$ 112.35
EFT0002682	NEW WEST TRUCK CENTRES	BULKHEAD COVER	\$ 24.28
EFT0002683	PARTEK IT SOLUTIONS INC	HOSTED BACKUP	\$ 971.25

EFT0002684	THE PHONE EXPERTS COMMUNICATIONS	PHONE JACK SERVICE	\$ 240.26
EFT0002685	PRIME PRINTING	WORKORDERS	\$ 201.60
EFT0002686	THE PUBLIC SECTOR DIGEST INC.	PSD MUNICIPAL GRANT SERVICE	\$ 389.81
EFT0002687	QUESTICA SOFTWARE INC.	SOFTWARE SUPPORT	\$ 945.00
EFT0002688	REDCLIFF/CYPRESS REGIONAL LANDFILL	LANDFILL CHARGES	\$ 15,674.19
EFT0002689	RURAL MUNICIPALITIES OF ALBERTA	LED FLASHING STOP SIGN/SIGNS/GLOVES/GENERAL SUPPLIES	\$ 7,399.98
EFT0002690	ROSENAU TRANSPORT LTD	FREIGHT	\$ 291.06
EFT0002691	SAFETY CODES	SEPTEMBER SCC FEE	\$ 173.11
EFT0002692	SECURTEK - A SASKTEL COMPANY	ALARM SYSTEM MONITORING	\$ 72.29
EFT0002693	SOUTHERN ALBERTA NEWSPAPERS	ADVERTISING	\$ 792.13
EFT0002694	SUMMIT MOTORS LTD	AIR FILTERS	\$ 395.39
EFT0002695	REDCLIFF FIREMEN SOCIAL CLUB	3RD QUARTER FIRE PAY - SOCIAL	\$ 270.00
EFT0002696	WESTERN CANADA WELDING PRODUCT	OXYGEN & ACETYLENE/WELDING CABLE	\$ 373.54
EFT0002697	A & B STEEL LTD	PORTACUT WHEEL	\$ 324.19
EFT0002698	BREWMASTER WHOLESALE	FALL FESTIVAL SUPPLIES	\$ 27.25
EFT0002699	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	\$ 54.83
EFT0002700	CARO ANALYTICAL SERVICES	LEAD LAB TESTING	\$ 73.50
EFT0002701	DIGITEX CANADA INC.	PHOTOCOPIER FEES	\$ 1,338.60
EFT0002702	GAS CITY HYDRO VAC	HYDROVAC UNIT 728 2 ST SE	\$ 603.75
EFT0002703	GEM TESTING LTD.	PROJ#183(4 ST NW (000, 100, & 200BLK)) & #184(3 ST NW (000, 100, 200, & 300BLK)) MIX ANALYSIS / PROJ#215(BROADFOOT PL & STONE PL UTILITIES & ROAD REHAB) SAMPLING & MIX ANALYS	\$ 4,851.00
EFT0002704	HOME HARDWARE	CHAIN & CHAINSAW BAR	\$ 98.95
EFT0002705	ROGER HUBERDEAU	TRAVEL EXPENSE	\$ 170.00
EFT0002706	MEDICINE HAT CSRD #20	2020 CSRD REQUISITION	\$ 188,801.91
EFT0002707	MOLLY MAID	HOME CLEANING (FCSS)	\$ 270.00
EFT0002708	MPE ENGINEERING LTD.	WTP CONTINUING SERVICE CONTRACT	\$ 1,575.00
EFT0002709	THE PHONE EXPERTS COMMUNICATIONS	IPHONE XR BLACK (FIRE CHIEF)	\$ 960.65
EFT0002710	QUESTICA SOFTWARE INC.	SOFTWARE SUPPORT	\$ 2,100.00
EFT0002711	SUN CITY FORD LTD	EQUIPMENT PARTS UNIT #138	\$ 394.75
EFT0002712	WHITE FOX GROUP LTD	PROJ#246(KIPLING SUBDIVISION REHAB) KIPLING TRAIL REPAIR	\$ 4,719.58
EFT0002713	WOLSELEY MECHANICAL GROUP	8X4 SADDLES & SEWER PIPE	\$ 1,278.48
		TOTAL	\$ 458,574.76

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - CHEQUES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
000723	ANY TREE RANCH	POPLAR TREES	\$ 3,202.50
000724	B DIGITAL ADS INC	TRANS CANADA HIGHWAY SIGN	\$ 314.99
000725	VENTUS GEOSPATIAL INC	PROJ#006(COMPOST PAD) DRONE SURVEY	\$ 2,730.00
		TOTAL	\$ 6,247.49

REDCLIFF/CYPRESS LANDFILL ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS			
EFT #	VENDOR	DESCRIPTION	AMOUNT
EFT000000000468	AMSC INSURANCE SERVICES LTD.	AUGUST HEALTH CARE SPENDING	\$ 79.79
EFT000000000469	CANADIAN ENERGY	625CA AUTO BATTERY	\$ 122.75
EFT000000000470	CLEAN HARBORS CANADA INC.	PAINT RECYCLING	\$ 2,289.79
EFT000000000471	FORTY MILE GAS CO-OP LTD.	UTILITIES	\$ 86.76
EFT000000000472	RURAL MUNICIPALITIES OF ALBERTA	AIR FILTERS	\$ 117.51
EFT000000000473	RMA FUEL LTD	BULK FUEL	\$ 3,830.04
EFT000000000474	RON'S ELECTRIC 2007	POWER TO C-CAN	\$ 3,493.61
EFT000000000475	SOUTHERN ALBERTA NEWSPAPERS	RECYCLING GRANT ADVERTISING	\$ 961.80
EFT000000000476	SUMMIT MOTORS LTD	HYDRAULIC FILTER	\$ 107.54
EFT000000000477	AECOM CANADA LTD	PROJ#006(COMPOST PAD) & #009(LANDFILL CELL) PROJECT MANAGEMENT	\$ 42,838.48
EFT000000000478	H2O HAULING	HAUL WATER	\$ 405.00
EFT000000000479	RMA FUEL LTD	BULK FUEL	\$ 2,497.52
		TOTAL	\$ 56,830.59

TOWN OF REDCLIFF
BANK SUMMARIES FOR SEPTEMBER 30, 2020

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	2,840,106.87	2,928,363.79
DAILY DEPOSITS	533,174.33	71,965.29
DIRECT DEPOSITS	1,022,879.08	257,233.42
GOVERNMENT GRANTS	778,009.00	0.00
INTEREST	1,689.06	1,486.20
OTHER DEPOSITS & TRANSFERS	4,059.74	0.00
SUBTOTAL	2,339,811.21	330,684.91
PAYMENTS	978,504.59	944,105.67
ASFF QUARTERLY PAYMENTS	314,934.44	0.00
DEBENTURE PAYMENTS	120,027.43	0.00
OTHER WITHDRAWALS & SERVICE CHARGES	2,843.60	19,643.02
SUBTOTAL	-1,416,310.06	-963,748.69
TOTAL	3,763,608.02	2,295,300.01
BANK STATEMENT ENDING BALANCE	3,886,400.48	2,284,608.87
OUTSTANDING CHEQUES (-)	-285,011.64	-6,510.40
DEPOSITS IN TRANSIT (+)	162,219.18	17,201.54
TOTAL	3,763,608.02	2,295,300.01
TOTAL CASH	6,058,908.03	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	26,768,294.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	1,631,316.00
TOTAL INVESTMENTS		28,399,610.00

TOTAL CASH & INVESTMENTS	34,458,518.03
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, OCTOBER 13, 2020 @ 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	C. Crozier, C. Czember, S. Gale, L. Leipert, E. Solberg, J. Steinke
Municipal Manager	P. Forsyth
Corporate Services Director	J. Tu (left at 7:21 p.m.)
Environment and Planning Director	C. Popick (left at 7:21 p.m.)
Legislation and Development Director	S. Simon
Operations Director	D. Thibault (left at 7:21 p.m.)
Executive Assistant	E. Engler (left at 7:21 p.m.)

ABSENT:**1. GENERAL**

- | | | |
|-----------|--------------------|---|
| | Call to Order | A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m. |
| 2020-0387 | Adoption of Agenda | B) Councillor Gale moved the Agenda be adopted as presented. - Carried. |
| 2020-0388 | 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. |

2. DELEGATION

- | | | |
|-----------|-------------------------------|--|
| | Redcliff Public Library Board | A) Catharine Richardson, Town of Redcliff Library Board member, was in attendance to present an update on the Redcliff Public Library. |
| 2020-0389 | | Councillor Crozier moved the presentation by Catharine Richardson, Town of Redcliff Library Board member, regarding an update on the Redcliff Public Library be received for information. - Carried. |

3. NON-STATUTORY PUBLIC HEARING

- | | |
|---|--|
| Development in Direct
Control Zone
20-DP-088
Lots 29-30, Block 19, Plan
1117V (418 5 Street SE) | A) Mayor Kilpatrick called the Non-Statutory Public Hearing regarding Development Permit Application 20-DP-088, Development in a Direct Control Zone, to order at 7:11 p.m. |
|---|--|

The Legislation and Development Director confirmed that no written submissions had been received. No 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 7:12 p.m.

4. MINUTES

- | | | |
|-----------|--|---|
| 2020-0390 | Council meeting held September 28, 2020 | A) Councillor Leipert moved the minutes of the Council meeting held on September 28, 2020 be adopted as presented. - Carried. |
| 2020-0391 | Redcliff Family and Community Support Services Board meeting held September 30, 2020 | B) Councillor Solberg moved the minutes of the Redcliff Family and Community Support Services Board meeting held on September 30, 2020 be received for information. - Carried. |
| 2020-0392 | Redcliff and District Recreation Committee meeting held October 7, 2020 | C) Councillor Steinke moved the minutes of the Redcliff and District Recreation Committee meeting held on October 7, 2020 be received for information. - Carried. |

5. REQUEST FOR DECISION

- | | | |
|-----------|--|--|
| 2020-0393 | Development Permit Application 20-DP-088 (Direct Control)
Lots 29-30, Block 19, Plan 1117 (418 5 Street SE) | A) Councillor Gale moved that Development Permit Application 20-DP-088 [Lots 29-30, Block 19, Plan 1117V (418 5 Street SE)] – Accessory Building – 12 x 14 shed be approved with the following conditions: <ol style="list-style-type: none"> 1. Exterior finish shall match and/or compliment house and surrounding neighbourhood. - Carried. |
| 2020-0394 | Boulevard Development Funding Request | B) Councillor Czember moved to approve the funding request for boulevard development at 302 Broadway Avenue W. - Defeated. |

6. OTHER

- | | | |
|-----------|-------------------------------------|--|
| 2020-0395 | Municipal Manager Report to Council | A) Councillor Gale moved the Municipal Manager Report to Council dated October 13, 2020 be received for information. - Carried. |
| 2020-0396 | Landfill Graphs | B) Councillor Leipert moved the landfill graphs to September 30, 2020 be received for information. - Carried. |
| 2020-0397 | Council Important Meetings & Events | C) Councillor Czember moved the Council Important Meetings & Events be received for information. - Carried. |

Corporate Services Director, Environment and Planning Director, Operations Director, and Executive Assistant left at 7:21 p.m.

7. CLOSED SESSION (Confidential Session)

2020-0398

Councillor Gale moved to meet in Closed Session to discuss A) Operations Matter under *FOIP* Section 24 and B) Intermunicipal Collaboration Framework under *FOIP* Sections 21 & 24 at 7:22 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 Legislation and Development Director for all items.

2020-0399

Councillor Leipert moved to return to regular session at 7:30 p.m. - Carried.

2020-0400

Councillor Crozier moved the Redcliff Cypress Regional Waste Management Authority Agreement be approved as amended. Further that the Mayor and Municipal Manager be authorized to sign the amended agreement. - Carried.

8. ADJOURNMENT

2020-0401 Adjournment

Councillor Steinke moved to adjourn the meeting at 7:31 p.m. - Carried.

Mayor

Municipal Manager

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 19, 2020 @ 8:30 a.m.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	C. Crozier, C. Czember (arrived at 8:33 a.m.)
	S. Gale, L. Leipert
	E. Solberg (left the meeting at 10:50 a.m.), J. Steinke
Municipal Manager	P. Forsyth
Corporate Services Director	J. Tu
Environment and Planning	C. Popick
Director	
Legislation and Development	S. Simon
Director	
Operations Director	D. Thibault
Municipal Accountant	M. Davies
Executive Assistant	E. Engler

ABSENT:

1. GENERAL

Call to Order

A) Mayor Kilpatrick called the special meeting to order at 8:30 a.m.

2020-0402 Adoption of Agenda

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

2. DRAFT 2021 CAPITAL BUDGET REVIEW

Preliminary Discussion

A i) P. Forsyth provided an overview of the proposed 2021 Capital Budget Review documents.

Councillor Czember arrived at 8:33 a.m.

Proposed Funded Capital
Projects / Multi Year Capital
Infrastructure Plan (MYCIP)

ii) P. Forsyth presented the Multi Year Capital Infrastructure Plan (MYCIP).

J. Tu, C. Popick, S. Simon, and D. Thibault presented the proposed Funded Capital Projects.

Mayor Kilpatrick called for a recess at 9:50 a.m.

Mayor Kilpatrick reconvened the meeting at 10:03 a.m.

Councillor Solberg left the meeting at 10:50 a.m.

2020-0403

Councillor Czember moved the proposed 2021 Capital Projects presentation be received for information. Further that the proposed 2021 Capital Projects as amended be

brought forward for consideration at the November 3, 2020 Special Council meeting. - Carried.

2020-0404

Councillor Crozier moved the Special Council meeting scheduled for Tuesday, October 20, 2020 be cancelled. - Carried.

3. ADJOURN

2020-0405 Adjournment

Councillor Gale moved to adjourn the Special Council meeting at 11:10 a.m. - Carried.

Mayor

Municipal Manager

TOWN OF REDCLIFF LIBRARY BOARD

Minutes

June 2nd, 2020 7:00 PM

Vision Statement

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

Attending: Clarke Storle, Katherine Rankin, Robyn Orthner, Dianne Smith, Brian Lowery, & Catharine Richardson

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Carol Williams, Jim Steinke, Tammy Hillier,

Call to order: 7:03pm

Approval of Agenda: Catharine moved to approve. Brian 2nd. All in favor. Carried.

Approval of Minutes for April meeting: Clarke moved for approval. Robyn 2nd. All in favor. Carried.

Financial Statements for April for information only: Catharine moved for information only. Brian 2nd. All in Favor. Carried.

Accounts Payable: Clarke moved to accept, contingent of further information received. Robyn 2nd. All in favor. Carried.

Library Manager's Report: In addition to the book sale information, we have also received another \$150.00 in online donations. Robyn suggested we hold another one in the fall. If we do hold another one, we will need more staff hours (and/or volunteers) and a better way of displaying the Easy books since the titles do not show on the spine very well for photos online.

Our summer reading program student starts June 15 and we have a volunteer that will be working with her to create online content. Children can register online through the TDSRC program and will be able to choose Redcliff as their home library so that we still get stats for the program. Catharine also suggested we contact the base for programming content as well, such as science experiments, etc.

Medicine Hat Public Library patrons continue to use us as their library during the COVID-19 closures. The number of items checked out to MHPL patrons who used Redcliff as their pick-up library during March 15 – May 25 was 378.

Instead of using the planter out front of the library for flowers, we are using it this year for tomato plants with a sign for people to help themselves as they see ripe ones out there.

We are holding another staff meeting before we open so that everyone knows and understands what the expectation of them are and what our restrictions will be.

Brian moved to approve the report. Clarke 2nd. All in Favor. Carried.

Correspondence: Nothing to report

Policies Report: Nothing to report

Financial Report: The Finance committee is working on a revised budget for COVID-19; possibly creating three different amended budgets for different scenarios this year.
They will meet again in August after reopening; will reevaluate at that time and start working on the 2021 budget.

Personnel Report: Nothing to report

Needs Assessment/Library Advocacy: Nothing to report

Friends of the Library (FRPL): They have signed on with Grant Advance for fundraising support and are working with Tracy and Katherine on grant applications.

Social Media Report:

- Sidewalk chalk Snakes & Ladders game photo reached 1723 people
- Up to 747 followers on Facebook; as of meeting date we are up to 763 followers
- 151 Followers on Instagram; as of meeting date we increased to 159 followers
- Virtual Field trip Monday, June 1st; as of the meeting date this event reached 391 people with 97 engagements

Ongoing Maintenance Projects: Leaky outdoor water valve replaced, May 20, 2020

Old & Unfinished Business: Clarke moved to change the meeting dates to the 3rd Tuesday of each month. Brian 2nd. All in favor. Carried.

Catharine Richardson moved that the hours of employment of the Library Manager increase from 35 hours to 37.5 hours per week. This increase will be applied retroactively to April 1, 2020 and will be in effect until December 31, 2020. Clarke 2nd. All in favor. Carried.

Brian made the motion to accept the plexiglass bid from Speedpro. Clarke 2nd. All in favor. Carried.

Due to recent COVID-19 updates, Catharine moved that in the document, Library Book and Material Handling Procedure COVID-19, the quarantine time decrease from 2 weeks to 72 hours and adding in shields. Clarke 2nd. All in favor. Carried

In response to the recent fire inspection, staff will create the emergency escape route and post it.

New Business:

Katherine suggests reviewing plan of service during the COVID-19 pandemic.

If anyone knows of any potential board members please direct them to the application online.

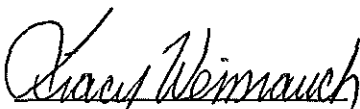
Needs assessment meeting June 9th @ 7:00 pm.

Finance Committee meeting June 11th @7:00 pm

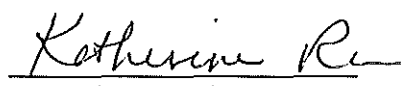
Special Meeting: June 23rd @ 7:00 pm.

Clarke moved for adjournment at 9:01 pm.

Secretary


Tracy Weinrauch

Chair


Katherine Rankin

Library Manager's Report

Circulation for April was 2025 books, 7 children's audios & kits, 49 Blu-rays, 383 DVDs, 74 talking books, 40 CD's, 81 magazines, 2 videogames and 650 Overdrive checkouts.

APRIL STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2020	1413	612	555	81	2661	12245	650
2019	2253	1332	968	209	4762	16445	456
						-4200	194

Circulation for May was 1153 books, 9 children's audios & kits, 8 Blu-rays, 271 DVDs, 40 talking books, 41 CD's, 27 magazines, 3 videogames, 1 eReader and 598 Overdrive checkouts.

MAY STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2020	859	294	373	27	1553	13798	598
2019	1264	858	910	147	3179	19264	410
						-5466	188

**Overdrive stats to date 2020 vs 2019 = 2766 vs 2178 (increase of 588)

As mentioned in a previous email, despite closing to the public during COVID-19, we are still checking items out at a rate of 70% compared to last year at the end of May.

COMPUTER USAGE

April had 0 half hour sessions (an average of 0 per day) and 158 Wi-Fi sessions.

May had 0 half hour sessions (an average of 0 per day) and 191 Wi-Fi sessions.

As of May 31st, 2020, we have taken in \$1034.99 membership fees.

Attended webinars:

- Helping Your Not-For-Profit Organization Weather the Economic Storm (Charity Village)
- How to Safely Reopen Your Business (Community Futures Entre-Corp Business Development)

As of June 1st, the book sale brought in \$1470.00. I set a goal of \$1000.00 and we are still waiting for a few more people to pick up items. The sale ended on May 29th @ 4:00 pm. I have also sent a letter to Sun City Dental requesting a matching donation for proceeds raised.

Shortgrass Library System Board is contributing another \$15,000.00 to the purchase of more eBooks, due to the demand during the pandemic.

We still have one more bike to order to complete the grant from CFSEA for the bike-lending

program. I have been in touch with the Community Foundation of Southeastern Alberta and we will be receiving an extension on the completion documents for that grant. Our bikes may be available by mid-summer as well, once we feel comfortable with all of the other changes of operation that we are dealing with.

TOWN OF REDCLIFF LIBRARY BOARD

Special Meeting

Minutes

June 23, 2020

Vision Statement

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

In attendance: Jim Steinke, Catharine Richardson, Brian Lowery, Dianne Smith, Katherine Rankin, Tammy Hillier, Robyn Orthner, & Clarke Storle

Recording Secretary: Tracy Weinrauch

Not in attendance: Carol Williams

Call to order 7:02 pm

New Business:

Tracy presented four different scenarios for reopening hours, ranging in an increase of \$1,043.87 to \$3,689.81 over a normal schedule for July. The increase in hours is to allow for proper reopening after the COVID-19 pandemic.

Catharine made a motion to accept scenario #2, an increase of \$3,081.18, which includes closing Sundays. Brian 2nd. All in favor. Carried.

The Policy Committee presented the COVID-19 Pandemic Policy. Members of the board suggested a few changes.

-add: No more than 2 families at one time.

-revise the hours to match the approved reopening operating hours.

-revised the bike lending program: Bike Lending Program will not be available until further notice.

-remove: Bikes must be wiped down when returned by the patron. Wipes will be provided by the library.

-revision to last statement: Staff have authority to question patrons who appear to be ill and the patron may be asked to leave the building ~~if sick~~.

Clarke made a motion to accept the policy as amended. Brian 2nd. All in favor. Carried.

Tracy will contact the Medicine Hat News, 40 Mile County Commentator/Cypress Courier, and radio CHAT news with reopening strategy. There will also be posts on all of our social media pages.

Next Special meeting: July 28th @ 7:00 pm.

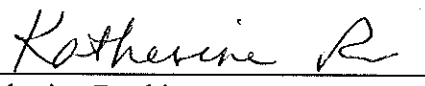
Next Regular meeting: September 15th @ 7:30 pm.

Adjournment: Tammy moved to adjourn at 7:42 pm.

Secretary

Chair


Tracy Weinrauch


Katherine Rankin

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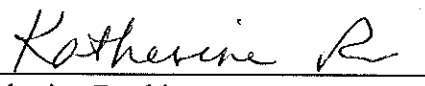
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Secretary

Chair


Tracy Weinrauch


Katherine Rankin

RIVERVIEW GOLF CLUB BOARD OF DIRECTORS MEETING MINUTES
September 8, 2020 at 1:00 PM

Present: Bill Duncan, Vice President
Darrell Schaffer, Secretary
Russ Paulson, Director
Jerry Beach, Treasurer
Todd Read, General Manager
Jordy Sautner, Grounds Superintendent
Chris Czember, Town of Redcliff
Derrin Thibault, Town of Redcliff

Bill Duncan called the meeting to order at 1:09 P.M.

MOTION: Russ Paulson moved the agenda for September 8, 2020 meeting be adopted as presented. MOTION CARRIED.

MOTION: Jerry Beach moved the minutes of the August 11, 2020 Board Meeting be approved as presented. MOTION CARRIED.

FINANCIAL REPORT

MOTION: Darrell Schaffer moved the Financial Report to August 31, 2020 be received for information. MOTION CARRIED.

GROUNDS AND BUILDING COMMITTEE

MOTION: Chris Czember moved the report from Jordy Sautner, Grounds Superintendent be received for information. MOTION CARRIED.

MOTION: Jerry Beach moved the Riverview Golf Course close for the season on October 18, 2020 to allow staff to prepare the course for winter. MOTION CARRIED

ADMINISTRATION COMMITTEE

MOTION: Derrin Thibault moved the report from Todd Read, General Manager be received for information. MOTION CARRIED.

MOTION: Derrin Thibault moved the report on the C.F.E.P. project presented to the Board be received for information. MOTION CARRIED.

MOTION: Chris Czember moved the meeting be adjourned at 2:47 P.M.

Riverview Golf Club
INCOME STATEMENT

	Sept 2020	YEAR TO DATE	BUDGET 2020
REVENUE			
Sales Revenue			
Memberships	\$ -	\$ 253,186.00	\$ 285,000.00
Green Fees	\$ 46,448.50	\$ 248,671.90	\$ 195,000.00
Cart Rentals - Public	\$ 22,912.00	\$ 108,764.39	\$ 82,000.00
Tournaments	\$ 1,080.10	\$ 7,761.47	\$ 72,000.00
Cart Leases and Storage	\$ -	\$ 58,759.00	\$ 66,000.00
League	\$ -	\$ 13,790.06	\$ 33,000.00
Merchandise Sales	\$ 3,775.25	\$ 23,022.13	\$ 20,000.00
Net Sales	\$ 74,215.85	\$ 713,954.95	\$ 753,000.00
Other Revenue			
Kitchen Lease	\$ 3,499.65	\$ 11,119.95	\$ 16,800.00
Donations	\$ 1,720.21	\$ 6,737.61	
Sponsorships & Tournament Donations	\$ -	\$ 3,087.00	\$ 2,000.00
Advertising	\$ -	\$ 300.00	
Miscellaneous Revenue	\$ 54.94	\$ 17,409.95	\$ 2,000.00
Patronage Dividends		\$ 918.01	
Golf Canada Memberships	\$ 34.95	\$ 3,465.05	\$ 4,500.00
Gain/Loss on Disposal of Assets			
Total Other Revenue	\$ 5,309.75	\$ 43,037.57	\$ 25,300.00
TOTAL REVENUE	\$ 79,525.60	\$ 756,992.52	\$ 778,300.00
EXPENSE : Payroll Expense			
Grounds Wages	\$ 30,310.41	\$ 162,475.01	\$ 215,000.00
Pro Shop Wages	\$ 8,350.57	\$ 46,970.74	\$ 65,000.00
EI & CPP Expense	\$ 2,539.35	\$ 13,789.72	\$ 19,500.00
WCB Expense		\$ 344.33	\$ 2,500.00
Employee Benefits		\$ 330.00	
Total Payroll Expense	\$ 41,200.33	\$ 223,909.80	\$ 302,000.00
Grounds Expense			
Course Grounds Expense	\$ 8,859.04	\$ 70,272.88	\$ 45,000.00
Water & Pump House Expense	\$ 12,857.60	\$ 36,937.65	\$ 45,000.00
Cart Repairs & Maintenance	\$ -	\$ 7,147.93	\$ 2,000.00
Shop Expense	\$ 377.29	\$ 4,995.85	\$ 4,000.00
Equipment Expense	\$ 535.82	\$ 13,690.26	\$ 30,000.00
Freight	\$ -	\$ 731.44	\$ 1,300.00
TOTAL Grounds Expense	\$ 22,629.75	\$ 133,776.01	\$ 127,300.00
Pro shop Expense			
Merchandise Expense	\$ 1,222.36	\$ 12,936.88	\$ 15,000.00
Total Pro Shop Expense	\$ 1,222.36	\$ 12,936.88	\$ 15,000.00

Riverview Golf Club
INCOME STATEMENT

	Sept 2020	YEAR TO DATE	BUDGET 2020
General & Administrative Expense			
Accounting & Legal		\$ 17,500.00	\$ 22,500.00
Advertising & Promotions		\$ 1,131.35	\$ 1,000.00
Membershipfees & Licenses	\$ 306.00	\$ 4,365.25	\$ 6,000.00
Cash Short/Over	\$ (28.35)	\$ (82.94)	\$ 200.00
Credit Card Charges	\$ 1,091.64	\$ 8,748.92	\$ 7,500.00
Insurance	\$ 1,258.70	\$ 15,274.04	\$ 20,000.00
Interest & Bank Charges	\$ 7.25	\$ 238.25	\$ 1,000.00
Interest on Leases	\$ 4,757.48	\$ 16,057.13	
Admin Supplies and Expense	\$ 181.78	\$ 5,257.14	\$ 10,000.00
Property Taxes		\$ 2,477.04	\$ 2,600.00
Tournament Expense	\$ 1,010.96	\$ 3,085.06	\$ 40,000.00
Miscellaneous Expense	\$ -	\$ 1,943.87	\$ 700.00
Building Repairs & Maintenance	\$ 90.00	\$ 4,715.63	\$ 4,000.00
Cleaning Supplies	\$ -	\$ 1,226.99	
Telephone & Internet	\$ 343.08	\$ 4,324.38	\$ 4,000.00
Utilities	\$ 3,377.99	\$ 24,657.67	\$ 22,000.00
Kitchen Expense	\$ -	\$ 1,037.19	\$ 1,000.00
Total General & Admin Expenses	\$ 12,396.53	\$ 111,956.97	\$ 142,500.00
TOTAL EXPENSE	\$ 77,448.97	\$ 482,579.66	\$ 586,800.00
NET INCOME	\$ 2,076.63	\$ 274,412.86	\$ 191,500.00
Loan/Lease Payments			\$ 156,000.00
Additional Financial Comments			
Changes to Assets/Liabilities		Current Liabilities September 30, 2020	
Ground Improvement	\$ 33,107.87	Accounts Payable	\$ 4,707.02
Building Purchases	\$ 103,846.22	Receiver General	\$ 9,541.51
Grounds Vehicle & Equipt	\$ 69,076.00	GST owing	\$ 5,237.80
Furniture & Fixtures (Kitchen)	\$ 12,192.20	TOTAL	\$ 19,486.33
TOTAL	\$218,222.29		
Loan#1 CEBA	\$ 40,000.00		
Accounts Receivable	\$ 1,971.49		
(De Lage Landen Re: payout of club carts)		Long Term Liabilites at September 30, 2020	
		Cart Lease	\$ 161,168.78
Book Balance of Credit Union September 30, 2020		JD Financial	\$ 39,440.93
Credit Union Chequing	\$ 148,395.32	Town of Redcliff	\$ 240,903.23
Credit Union Casino	\$ 4,042.52	CEBA Loan	\$ 40,000.00
Credit Union Savings	\$ 206,678.26	TOTAL	\$ 481,512.94
Common Shares	\$ 1.00		
Servus Rewards-2	\$ 104.00		
GIC - 1 Year #3	\$ 5,000.00	Accrued Interest=	\$ 8.63
Loan #1 CEBA	\$ 40,000.00		
Bank Balance of Credit Union September 30, 2020		Prepaid Memberships & Cart Rentals	
Credit Union Chequing	\$193,495.28	(Incl. Ralston)	\$28,955.00

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: October 26, 2020

PROPOSED BY: Corporate Services

TOPIC: 2020 Investment

PROPOSAL: Consideration of \$1M investment with CIBC Wood Gundy

BACKGROUND:

The Town's bond portfolio has been performing well since its inception in 2016. As of October 20, 2020, the Town invested \$29.5M through CIBC Wood Gundy, withdrew \$5.5M to cover the operating needs, and generated about \$2M interest revenues and gains.

The September 30, 2020 investment report shows \$26,768,294 as the market value which is listed as follows:

- Cash (earned interest to be reinvested): \$89,561
- Cash Equivalents (securities expiring within a year): \$3,071,380
- Short Term: \$6,109,442
- Medium Term: \$17,442,088
- Accrued Interest: \$55,823

Currently, there is \$3.3M in the Town's bank account. The Town is expecting to receive the 2020 Federal Gas Tax (FGT) grant funding of \$320,330, and there is \$525,000 in outstanding current tax to be collected.

Although Administration expects to pay out \$2M - \$3M for operating and capital projects during the next few months, they are not paid out all at once. Thus, Administration proposes to invest to earn some interest.

Administration proposes investing \$1M through CIBC Wood Gundy. As per Policy No. 023, Investment Policy, for long term investments (maturities greater than one year), an approval is required from the municipal Council.

The proposed \$1M will be invested in CIBC 2% Autocallable Bond, as below:

Town of Redcliff
Portfolio Recommendations

October 20, 2020

Investment Grade Bonds	Maturity	Yield	Amount	Rating	Est. Annual Return
CIBC 2.00% Autocallable Bond	2-Nov-2027	2.00%	\$ 1,000,000	AA	\$ 20,000
Total Bonds		2.00%	\$ 1,000,000		\$ 20,000

Notes

Callable starting at year 2 and annually thereafter

Automatically redeemed on any call date where the reference index is flat or higher

INVESTMENT LIQUIDITY

The proposed investment is liquid and can be redeemed to cash, with interest and without fee, and transferred to the Town's bank account in as little as one business day if required. Bonds can be sold at any time, with interest accrued daily, and there is no fee or penalty to sell them

prior to maturity.

- The standard transfer time is three business days; however, transfers can be accommodated when required (i.e. next day).
- In the bond portfolio as of September 30, 2020, there was \$3,160,941 kept in cash and cash equivalent to meet any sudden withdrawal needs.

POLICY/LEGISLATION:

The proposed investment fits within the requirements as set out in Section 250 of the Municipal Government Act as follows:

- All investments fit within the language and spirit of Section 250 (Investments);
- All securities fall under Section 250-2(c): "*securities that are issued or guaranteed by a bank, treasury branch, credit union, or trust corporation;*"
- All investments are issued and guaranteed by a bank or credit union as described above;
- All recommended securities are permitted under section 250(c) of the MGA;
- The proposed investments fall under the category of "bonds" and "guaranteed investment certificates."

The proposed investment fits within the guidelines of Policy No. 023 as follows:

- Credit Quality: all bonds are issued by Canadian Chartered Banks and credit unions, and rated "A to AA" by DBRS;
- With respect to credit quality ratings, 50% of the portfolio is invested in bonds rated 'A' and the other 50% in 'AA' as permitted under the policy;
- All investments are sufficiently liquid to meet any sudden withdrawal requirements from the Town.

ATTACHMENTS:

1. Policy No. 23, Investment Policy and MGA Section 250
2. \$1M Investment Recommendation
3. Town Investment Bond Portfolio from 2016 to October 20, 2020

OPTIONS:

1. To authorize \$1M investment in the CIBC 2% Autocallable medium-term bond as presented.
2. To deny \$1M investment in the CIBC 2% Autocallable medium-term bond.

RECOMMENDATION:

Option 1.

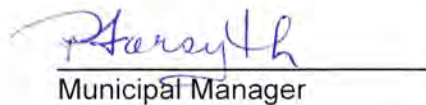
SUGGESTED MOTION(S):

1. Councillor _____ moved that Administration be authorized to invest \$1M in the CIBC 2% Autocallable medium-term bond in accordance with Policy No. 023, Investment Policy, and Municipal Government Act Section 250.

SUBMITTED BY:



Department Head



Municipal Manager

POLICY NO. 023 (2016)

Approved By Council: January 11, 2016

INVESTMENT POLICY

BACKGROUND

The Town of Redcliff at times has surplus/reserve funds on deposit at the Bank and it is important for The Town to invest these funds in a prudent manner that will provide optimum investment returns with maximum security, while meeting the Town's cash flow requirements. The investments must conform to the policies and guidelines set forth below, as well as operate within the language and spirit of legislative requirements under the Municipal Government Act (Section 250, Investments).

POLICY

Purpose:

To provide general investment principles, rules and delegation of authority for managing and monitoring the investments of the Town of Redcliff. Adherence to the investment Policy will ensure compliant and effective investment management and assist in achieving the strategic goals and growth objectives of the Town of Redcliff.

Objectives:

1. Credit Quality

The Town's investments will be limited to the following securities issued or guaranteed by:

- a) The Federal Government of Canada (including crown corporation)
- b) Any Provincial Government body or entities guaranteed by such province (i.e. Alberta Treasury Branch)
- c) Any securities that are issued or fully guaranteed by the Chartered Banks in Canada, treasury branch, credit union or trust corporation
- d) Securities with a maturity date of less than one year (i.e. money market) must have a minimum rating of R-1 (high) from the date of issue
- e) Investments in the portfolio will ensure preservation of capital and adhere to the following credit quality restrictions:

Debt Rating Category	Minimum	Maximum
"BBB" or lower	0 %	0 %
"A"	0 %	50 %
"AA" or higher	50 %	100 %

- f) Investments rated below "A-" or equivalent at time of purchase are not permitted. If a security's credit rating falls below "A-" after time of purchase, it shall be removed from the portfolio as soon as practical.
- g) All ratings refer to the ratings of the Dominion Bond Rating Service Ltd. (DBRS).
- h) In the event that DBRS does not rate a security, ratings from any of the other agencies allowed by the Municipal Government Act.

2. Liquidity

- a) The investment portfolio will be sufficiently liquid in order to enable the Town of Redcliff to meet any projected or sudden cash flow requirement which might reasonably be expected to occur.
- b) For the purpose of this policy, the Town defines liquidity as the ability to convert an investment into cash with minimal risk associated with loss of principal or accrued interest, taking into consideration any costs associated with converting investments into cash.

3. Return and Performance Standards

The Bank of Canada 91 day T-Bill index will be used as the benchmark to determine whether acceptable short-term market yields are being achieved. Investments will be reviewed in the event of underperformance and adjusted if necessary by the Director of Finance and Administration.

4. Authority

The authority to invest surplus/ reserve funds will be as follows:

- a) Short Term Investment (maturity term less than one year), the Municipal Manager and/or Director of Finance and Administration
- b) Long Term Investment (maturities greater than one year), Town Council

For assistance in determining what investments to consider the following definitions are provided:

SECURITIES - Includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

BANKERS' ACCEPTANCES - A commercial draft drawn down by a borrower for payment on a specified date, accepted or guaranteed by the borrower's bank. The bank's acceptance is signified by their counter signature on the draft. Once the draft has been co-signed, it becomes a "Banker's Acceptance" backed by the credit of the accepting bank.

TREASURY BILLS - Short term government debt, issued in large denominations and sold chiefly to large institutional investors. Treasury bills do not pay interest but are sold at a discount and mature at par (100). The difference between the issue price and par at maturity represents the lenders income in lieu of interest.

- (a) the municipality,
- (b) an elector or taxpayer of the municipality, or
- (c) a person who holds a security under a borrowing made by the municipality.

1994 cM-26.1 s249

Investments

Authorized investments

250(1) In this section, “securities” includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

(2) A municipality may only invest its money in the following:

- (a) securities issued or guaranteed by
 - (i) the Crown in right of Canada or an agent of the Crown, or
 - (ii) the Crown in right of a province or territory or an agent of a province or territory;
- (b) securities of a municipality, school division, hospital district, health region under the *Regional Health Authorities Act* or regional services commission in Alberta;
- (c) securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation;
- (d) units in pooled funds of all or any of the investments described in clauses (a) to (c);
- (e) shares of a corporation incorporated or continued under the *Canada Business Corporations Act* (Canada) or incorporated, continued or registered under the *Business Corporations Act* if the investment is approved by the Minister.

(2.1) Subsection (2) does not apply to a municipality’s investment in a controlled corporation.

(3) The approval of the Minister under subsection (2)(e) may contain conditions.

(4) In addition to the investments referred to in subsection (2), the Minister may by regulation allow one or more municipalities to invest their money in other investments described in the regulation.

(5) Nothing in this section prevents a municipality from acquiring a share or membership in a non-profit organization.

RSA 2000 cM-26 s250;2012 cE-0.3 s279;2016 c24 s20

Borrowing

Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.

(2) A borrowing bylaw must set out

- (a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;
- (b) the maximum rate of interest, the term and the terms of repayment of the borrowing;
- (c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.

(3) A borrowing bylaw must be advertised.

1994 cM-26.1 s251

Debt limit

252(1) No municipality may make a borrowing if the borrowing will cause the municipality to exceed its debt limit, unless the borrowing is approved by the Minister.

(2) For the purposes of subsection (1), a borrowing made by a municipality to pay for costs associated with clean energy improvements as defined in Part 10, Division 6.1 does not count against the debt limit or debt service limit of the municipality.

RSA 2000 cM-26 s252;2018 c6 s4

Use of borrowed money

253(1) Money obtained by a municipality under a borrowing must be used for the purpose for which it is borrowed.

(2) Money obtained by a municipality under a borrowing for the purpose of financing a capital property may be used for an operating purpose if the amount spent is available when it is needed for the capital property.

1994 cM-26.1 s253



CIBC
Wood Gundy

Hobson Chahal
Advisory Group

Town of Redcliff

Portfolio Recommendations

October 20, 2020

Investment Grade Bonds	Maturity	Yield	Amount	Rating	Est. Annual Return
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Total Bonds		2.00%	\$ 1,000,000		\$ 20,000

Notes

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This report is not an official record, but is supplemental to your official account statements. In the event of discrepancy between this report and your CIBC Wood Gundy client statement or tax package, the client statement or tax package should be considered the official record of your accounts. Information contained herein is obtained from sources believed to be reliable, but is not guaranteed. Some positions may be held at other institutions not covered by the Canadian Investor Protection Fund (CIPF). Refer to your official statements to determine which positions are eligible for CIPF protection or held in segregation. Calculations/projections are based on a number of assumptions; actual results may differ. Yields/rates are as of the date of this report unless otherwise noted. CIBC Wood Gundy is a division of CIBC World Markets Inc., a subsidiary of CIBC.



PORTFOLIO PERFORMANCE (CAD)

As of October 20, 2020

TOWN OF REDCLIFF (755383401C)

Cash

Your Investment Advisor: J HOBSON/C CHAHAL

	YEAR TO DATE	SINCE INCEPTION
	01/01/2020 - 10/20/2020	01/27/2016 - 10/20/2020
Starting Value	\$ 22,728,411.07	\$ 0.00
Inflows	\$ 3,000,000.00	\$ 29,500,983.86
Outflows	\$ 0.00	\$ -5,500,000.00
Income	\$ 451,102.89	\$ 1,955,169.94
Ending Value	\$ 26,813,008.71	\$ 26,813,008.71
Time-Weighted-Net	4.627 %	3.253 %

Notes: Values in percentage are annualized for periods of more than twelve months.

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: October 26, 2020

PROPOSED BY: Corporate Services

TOPIC: Banking Services

PROPOSAL: To authorize administration to execute all necessary documents and agreements to enter a new banking relationship

BACKGROUND:

It is a best practice to issue a request for proposals ("RFP") periodically to review banking services. The goals are to obtain updated, competitive pricing information; to re-evaluate the best overall services, both existing and optional; and to explore new technologies and services that might not have been available previously.

Banking services and technologies have evolved over the years and the Town would like to take advantage of these innovations to enhance customer service by offering a variety of payment channels for taxes, utilities, etc., and to increase transaction processing efficiency that will reduce costs, transaction error, and to promote greater security.

An RFP for banking services was developed and issued after the Town was notified that the branch of the bank currently used by the Town would be closing. It was determined that it would be too time consuming for staff and/or expensive to continue banking with that institution due to travel time and/or increasing costs for daily deposits. The Town received two proposals from the following institutions:

- CIBC
- Servus

After a review of each proposal and an evaluation based on services, geographic location, interest rates and fees, Administration has surmised the following:

CIBC

CIBC is a past banking provider, and the current provider of our long-term investments (CIBC Wood Gundy).

Branch Proximity:

- 200m from Town Hall (11 - 3rd St SE)

Pricing and fees:

- Most basic banking fees are waived but there are some charges for a select few services that are volume driven.

Interest on operating account:

- Prime (2.45%) less 2.25% (0.20%) calculated on average balance and only if balance is over \$500,000, yet under \$2,000,000. Prime (2.45%) less 1.95% (0.50%) calculated on average balance and only if balance is over \$2,000,000, yet under \$5,000,000. Potential interest of \$10,186 based on the average monthly closing balances to date in 2020.

Interest on High Interest Savings account:

- 0.9% calculated on average balance. Potential interest of \$18,335 based on the average monthly closing balances to date in 2020.

Point of Sale Provider:

- Global Payments

Corporate Credit Card:

- Visa

Servus

Servus is a past banking provider for the Redcliff/Cypress Regional Waste Management Authority.

Branch Proximity:

- 750m from Town Hall (#5, 631 S Railway Dr)

Pricing and fees:

- Most basic banking fees and volume-driven transactions are proposed to be waived.

Interest on operating account:

- Prime (2.45%) less 1.90% (0.55%) calculated on daily closing balance. Potential interest of \$11,205 based on the average monthly closing balances to date in 2020.

Point of Sale Provider:

- Chase

Corporate Credit Card:

- MasterCard

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITY:

N/A

ATTACHMENTS:

N/A

OPTIONS:

1. Accept banking services from CIBC.
2. Accept banking services Servus.
3. To remain with current financing institution.

RECOMMENDATION:

Option #1.

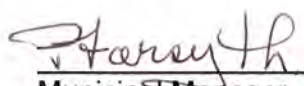
SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff enter into a banking relationship with CIBC.
2. Councillor _____ moved that the Town of Redcliff enter into a banking relationship with Servus.
3. Councillor _____ moved that the Town of Redcliff remain with the current financial institution and further that Administration adjust the operating budget to accommodate the costs associated with current service levels.

SUBMITTED BY:



Department Head



Municipal Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 26, 2020

PROPOSED BY: Operations

TOPIC: Policy No. 078, Provision of Facilities to Service Clubs

PROPOSAL: To cancel Policy No. 078, Provision of Facilities to Service Clubs

BACKGROUND:

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

Upon review of this policy it has been determined that the provisions in this policy are covered under a new policy, Policy No. 143, Donations to Organization, Programs, Events, and Activities and are therefore no longer required under Policy 078.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Town's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Policy No. 078, Provision of Facilities to Service Clubs

OPTIONS:

1. Cancel Policy No. 078, Provision of Facilities to Service Clubs.
2. Suggest changes to Policy No. 078, Provision of Facilities to Service Clubs and have Administration draft an amended Policy No. 078, Provision of Facilities to Service Clubs for review at a future Council meeting.

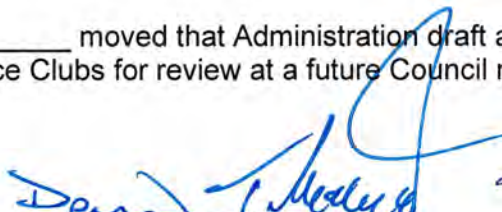
RECOMMENDATION:

Option 1


SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 078, Provision of Facilities to Service Clubs be cancelled.
2. Councillor _____ moved that Administration draft an amended Policy No. 078, Provision of Facilities to Service Clubs for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

Approved by Council: April 10, 2017

POLICY ON PROVISION OF FACILITIES TO SERVICE CLUBS

BACKGROUND

The Town of Redcliff has a large number of facilities that are utilized by various non-profit Redcliff Service Clubs and organizations.

At times, these organizations request the use of facilities at no charge or at reduced fees. These requests often come with very little notice.

Administration for the Town of Redcliff requires direction on the process for handling such requests for reduction in rates for use of Town owned and managed facilities.

POLICY

It shall be the policy of the Town of Redcliff that requests for a reduction or elimination of fees for use of Town of Redcliff facilities shall be forwarded to Director of Community and Protective Services.

The Director of Community and Protective Services shall prepare a "Request for Decision" to Council clearly indicating that the request is from a non-profit service club or organization active in the community and that the function or event is a fund raising activity or a community endeavor.

In the event the request is not provided to the Director of Community and Protective Services in time for it to be presented to a meeting of Town Council for consideration before the event occurs, the organization shall pay the standard fees and may be reimbursed at a future time after the matter has been considered by Council.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: October 26, 2020

PROPOSED BY: Administration

TOPIC: Policy No. 143, Donations to Organizations, Programs, Events, and Activities

PROPOSAL: To consider approval of Policy No. 143, Donations to Organizations, Programs, Events, and Activities

BACKGROUND:

This is a new policy created to assist Council in administering the annual Other Community Organizations Budget and to provide information and a process for those wishing to request financial support for a cause or event.

POLICY/LEGISLATION:

N/A

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Town's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations, as well as with other municipal policies and bylaws.

ATTACHMENTS:

Policy No. 143, Donations to Organizations, Programs, Events, and Activities

OPTIONS:

1. Approve Policy No. 143, Donations to Organizations, Programs, Events, and Activities as presented.
2. Suggest changes to Policy No. 143, Donations to Organizations, Programs, Events, and Activities and have Administration draft an amended Policy No. 143, Donations to Organizations, Programs, Events, and Activities for review at a future Council meeting.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy No. 143, Donations to Organizations, Programs, Events, and Activities be approved as presented.
2. Councillor _____ moved that Administration draft an amended Policy No. 143, Donations to Organizations, Programs, Events, and Activities for review at a future Council meeting with suggested changes.

SUBMITTED BY:

Department Head



Municipal Manager



Approved by Council: XXX XX, 20XX

DONATIONS TO ORGANIZATIONS, PROGRAMS, EVENTS, AND ACTIVITIES

BACKGROUND

The purpose of this policy is to assist Council in administering the annual Other Community Organizations Budget and to provide information and a process for those wishing to request financial support for a cause or event; and to provide the authority to the Municipal Manager regarding requests for donations up to a value of \$200.00.

POLICY

The Town of Redcliff appreciates the positive contributions that community organizations make to the quality of life in the Town and recognizes that municipal government support may be required to help further the goals of community programs, organizations, events, and activities.

POLICY IMPLEMENTATION

(1) Eligibility

- a. Consideration of providing support of community programs, organizations, events, and activities through donations shall be limited to those that demonstrate any of the following:
 - i. A Provincially or Federally registered charity, non-profit association, or society which has a physical location within Redcliff that provides community, cultural, or recreational programs within the community;
 - ii. A club, association, team, group, or organized youth who are active within Redcliff or include membership who reside within the Town and are considered formally or informally as not-for-profit;
 - iii. A need for financial support or specific in-kind contributions from the Town;
 - iv. Are held for the enjoyment and benefit of the general public;
 - v. Are hosted on a yearly basis or recognize significant milestones events; and/or,
 - vi. Take place within the Town boundaries.
- b. The following are not eligible for support under this policy:
 - i. Private functions;
 - ii. Private corporations;
 - iii. Capital facilities and equipment including requests for gravel donations;
 - iv. Major Town events.
- c. Requests for financial assistance for capital items should be made directly to Council through Policy 10 (Community Group Financial Assistance).

(2) Donations

- a. Donations may be cash or in-kind contributions.
- b. In-kind contributions are donations that do not involve a direct cash contribution but instead might include providing promotional items, Town services, or other materials or supplies.

(3) Criteria

- a. In evaluating each application, decisions will be based on merit with consideration being given to the following:
 - i. Evidence for the need;
 - ii. Number of local residents served;
 - iii. Quality of management (established track record, proposal well thought out, etc.);
 - iv. Number of local volunteers;
 - v. Mitigation of barriers to services for people with mental and physical disabilities and minority groups;
 - vi. Level of involvement with other community partners;
 - vii. Agreement to acknowledge the Town's contribution in all publicity related events or activities relating to the event.

(4) Funding Allotment and Allocation

- a. The Town shall support this policy through an annual budget allotment to establish the amount of cash or goods and services in-kind that the Town is able to donate, determined during the annual budgeting process.

(5) Applications

- a. Applications must be completed in full and contain the following:
 - i. Name, address, and contact information for the organization;
 - ii. The amount of financial support being requested;
 - iii. A description of the program, event, or activity and associated dates and timelines;
 - iv. A budget identifying the proposed revenue and expenditure pertinent to the request;
 - v. An explanation of how the Town's support will be recognized during the program, event, or activity;
 - vi. Completed application forms must be submitted to the Town. If the application is not properly filled out, the grant application will not be considered;
 - vii. Must be received at least 30 days before the date of the need for support.
- b. Town Council shall be the deciding authority on all applications, except for donation requests of \$200.00 or less, which the Municipal Manager will have the authority to approve.

(6) Accountability of Funds

- a. Applicants will be notified in writing once a final decision on their application has been made.
- b. Applicants who are provided with support pursuant to this policy shall be

accountable for the expenditures of funds provided.

- c. The entire amount of financial support provided must be used exclusively for the program, organization, event, or activity identified in the application.
- d. The community program, activities, and events must be conducted within six months of the date the donation is approved.
- e. If the community program, activities, or events do not occur within the allotted time, a written letter of request for an extension must be submitted. If a written letter of request for extension is not received, or if an extension is not granted, the community organization or group shall return all the funds provided by the Town.
- f. The Town's support must be recognized during the program, event, or activity in the manner described in the application.
- g. Organizations, programs, events, and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes, and regulations.

(7) Door Prizes

- a. If the request is for a door prize, silent auction item, or other similar promotional items, a written request is required. Funds for door prizes, silent auction items, or promotional items of a value of \$200.00 or less shall be decided upon by the Municipal Manager.

DONATION REQUEST APPLICATION

Community organization:	
Contact name:	
Contact information:	
Board of Directors contacts:	Contact information for Board of Directors:
a)	
b)	
c)	
d)	
Amount of funding requested:	
Description of request including timelines:	
Other sources of funding:	
Total cost of program, event, or activity:	
How will the Town contribution be recognized?	
Submitted by:	

Donations by the Town of Redcliff are not to be regarded as a commitment by the Town to continue such donations in the future.

Memo



To: Redcliff Town Council

From: Legislation & Development

Date: October 26, 2020

Re: Eastside Surge Tanks & Sanitary Sewer Extension

BACKGROUND:

The Eastside Sanitary Sewer Surge Tank Project was tendered and closed on August 11, 2020. Six bids were received with the Town accepting the lowest bid from White Fox Group Ltd. for \$2,026,032.50.

The project includes consolidation of 3 offsite levy projects (9th Avenue Sanitary Sewer Trunk, Sanitary Trunk Replacement, Downstream Capacity Upgrades) and will complete the sanitary sewer for the entire length of 9th Avenue SE.

The project includes installation of a new sanitary main that varies in size from 450mm (18") to 525mm (21") and a sanitary surge tank in the unbuilt portion of 9th Avenue SE. The 3550mm (11') diameter surge tank will be placed along the future storm pond for a length of 170m (558') in the area of the former sewage lagoon, providing 1500m³ of storage.

The existing 1973 sanitary main will be completely removed from service and the new lines will be installed with enough capacity for the future.

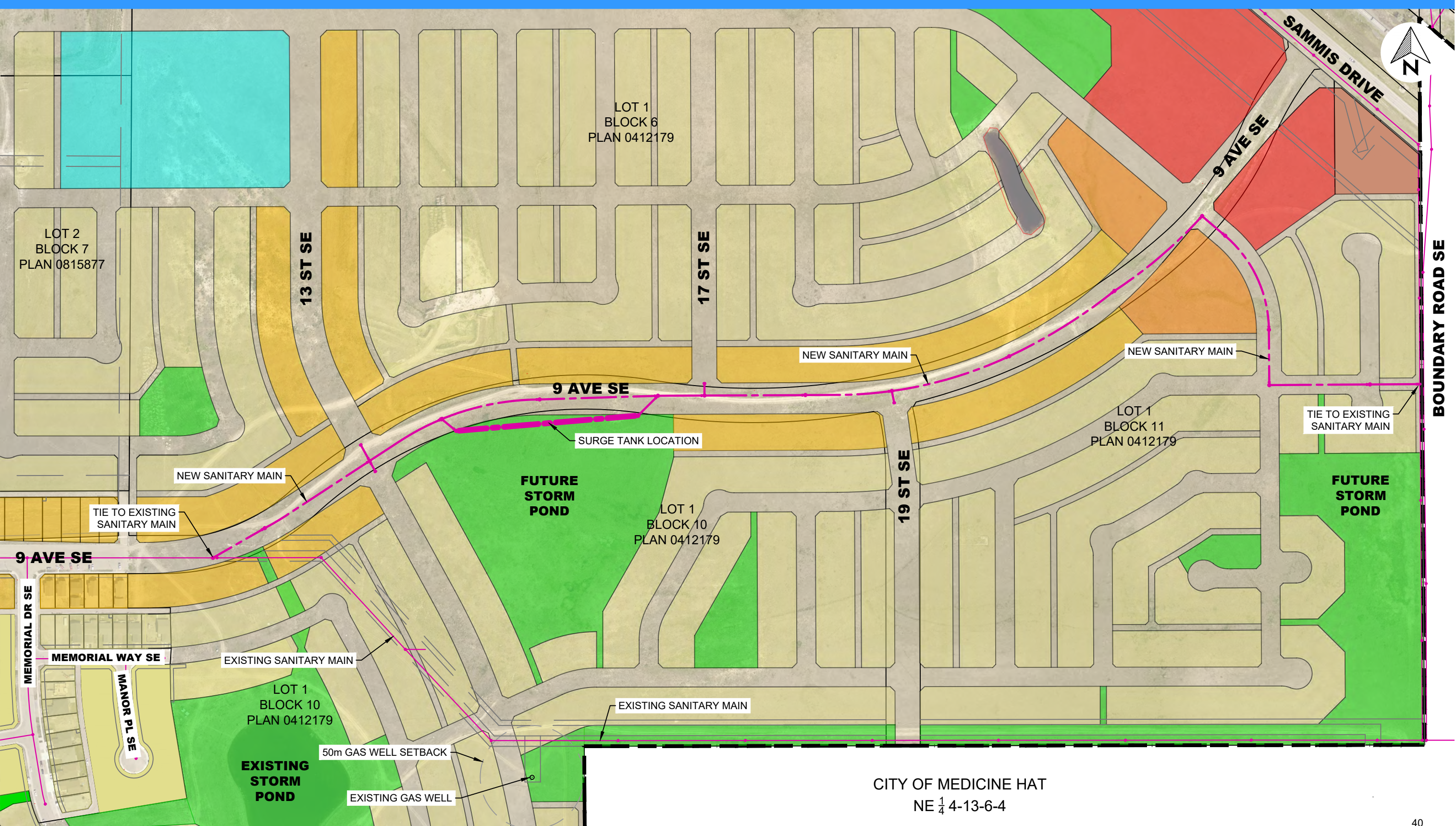
SCHEDULE:

All of the sanitary manholes and sanitary pipe material have arrived. The sanitary main is currently being installed from Boundary Road SE to 9th Avenue SE, as well as some minor adjustments to the existing water main. The new sanitary main is scheduled to be completed this year but is weather dependent. The surge tank material has been ordered but will not be on site until Spring 2021.

ATTACHMENTS:

- Overall Project Sketch

EASTSIDE SURGE TANKS & SANITARY SEWER EXTENSION



Memo



To: Redcliff Town Council

From: Operations

Date: October 26, 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.

At the request of Council from the September 28th, 2020 Council meeting, Administration was requested to gather more information around the cost and application of the Look. Listen. Live. decals.

Administration has found the following information:

- The first decal and installation are free and then the cost per additional decal is:
 - 3' X 3' = \$350
 - 4' X 4' = \$400
- There is a requirement for a sealing kit which is \$100 (may be used on more than 1 decal).
- The decals are made of thermal plastic which means they get applied with heat (blow torch). There would also be a charge for this as the Town does not have the equipment to perform the work.

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.

Currently HUB is booking decal installations in the spring of 2021.

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.



Memo



To: Redcliff Town Council
From: Corporate Services
Date: October 26, 2020
Re: 3rd Quarter Financials

Administration would like to provide the following highlights to the attached quarterly budget report:

In summary, the revenues and expenses remain relatively consistent with 2019. The excess of revenue over expenses is 6.39% lower than the same quarter of 2019, individually 1.96% lower in revenue and 1.03% lower in expenses.

- Revenue
 - 82.23% of 2020 budget revenues have been generated
 - 2019 Comparisons
 - 1.96% lower
- Expenses
 - 70% of the budget (factoring in 14.53% amortization) has been expended, most construction/recreation type of expenses occurred in the third quarter.
 - 1.03% lower

At this time, Administration has identified no areas of concern in the 2020 budget.

TOWN OF REDCLIFF
For the Nine Months Ending 30 September 2020

	2020 Actual	2020 Budget	% of Budget	2019 Actual	% Prior Period
REVENUES					
TAXES, REQUISITION AND SPECIAL ASSESSMENT REVENUE	\$7,958,973	\$8,030,722	99.11%	\$8,096,162	(1.69%)
GOODS & SERVICES REVENUES					
ADMINISTRATION	7,332	13,030	56.27%	9,267	(20.88%)
PROTECTIVE SERVICES	2,218	1,600	138.63%		0.00%
PUBLIC WORKS	26,874	45,962	58.47%	31,676	(15.16%)
WATER UTILITY	1,749,159	2,493,500	70.15%	1,704,517	2.62%
SANITARY UTILITY	881,626	1,115,050	79.07%	856,014	2.99%
WASTE UTILITY	491,268	607,558	80.86%	496,883	(1.13%)
COMMUNITY SERVICES	15,003	9,000	166.70%	11,129	34.81%
DEVELOPMENT & LAND SERVICES	225,550	442,065	51.02%	132,351	70.42%
PARKS & RECREATION	177,744	251,705	70.62%	202,471	(12.21%)
	3,576,773	4,979,471	71.83%	3,444,308	3.85%
PENALTIES	63,348	67,000	94.55%	91,541	(30.80%)
OTHER GENERAL REVENUE	317,250	650,785	48.75%	365,948	(13.31%)
GRANTS & CONTRIBUTION	341,578	566,685	60.28%	504,584	(32.31%)
TRANSFERS - RESERVE & OTHER		612,863	0.00%		0.00%
TOTAL REVENUES	12,257,922	14,907,526	82.23%	12,502,543	(1.96%)
EXPENSES					
SALARIES, WAGES & BENEFITS					
ADMINISTRATION	491,476	716,594	68.59%	497,686	(1.25%)
PROTECTIVE SERVICES	255,489	366,642	69.68%	232,641	9.82%
PUBLIC WORKS	542,576	698,032	77.73%	479,525	13.15%
WATER UTILITY	407,879	660,744	61.73%	393,043	3.77%
SANITARY UTILITY	231,598	350,457	66.08%	215,025	7.71%
WASTE UTILITY	153,527	216,102	71.04%	148,677	3.26%
COMMUNITY SERVICES	71,940	93,672	76.80%	83,784	(14.14%)
DEVELOPMENT & LAND SERVICES	299,674	369,402	81.12%	302,323	(0.88%)
PARKS & RECREATION	559,541	787,656	71.04%	580,557	(3.62%)
	3,013,700	4,259,299	70.76%	2,933,261	2.74%
CONTRACTED & GENERAL SERVICES					
ADMINISTRATION	545,409	808,468	67.46%	461,679	18.14%
PROTECTIVE SERVICES	534,260	1,126,420	47.43%	708,565	(24.60%)
PUBLIC WORKS	193,291	394,224	49.03%	157,675	22.59%
WATER UTILITY	72,237	208,039	34.72%	98,572	(26.72%)
SANITARY UTILITY	408,688	558,500	73.18%	280,091	45.91%
WASTE UTILITY	114,053	174,000	65.55%	108,922	4.71%
COMMUNITY SERVICES	65,396	137,101	47.70%	71,348	(8.34%)
DEVELOPMENT & LAND SERVICES	57,655	295,872	19.49%	87,649	(34.22%)
PARKS & RECREATION	111,257	137,107	81.15%	142,779	(22.08%)
	2,102,246	3,839,731	54.75%	2,117,279	(0.71%)
MATERIALS, GOODS & UTILITIES					
ADMINISTRATION	18,970	38,146	49.73%	16,589	14.35%
PROTECTIVE SERVICES	39,989	119,800	33.38%	33,541	19.23%
PUBLIC WORKS	162,768	372,350	43.71%	233,897	(30.41%)
WATER UTILITY	394,402	497,550	79.27%	289,336	36.31%
SANITARY UTILITY	16,265	23,000	70.72%	21,695	(25.03%)
WASTE UTILITY	66,206	154,000	42.99%	23,856	177.52%
COMMUNITY SERVICES	909	2,600	34.96%	4,870	(81.34%)
DEVELOPMENT & LAND SERVICES	3,869	20,456	18.91%	27,730	(86.05%)
PARKS & RECREATION	166,135	254,090	65.38%	165,992	0.09%
	869,512	1,481,992	58.67%	817,505	6.36%
AMORTIZATION		3,580,390	0.00%	1,986	(100.00%)
REQUISITION AND TOWN CONTRIBUTION	1,494,944	2,588,361	57.76%	1,712,719	(12.72%)
DEBT MAINTENANCE & BANK CHARGES	413,307	646,418	63.94%	413,223	0.02%
TRANSFERS - EQUITY, RESERVE & OTHER	2,348,443	2,091,724	112.27%	2,353,280	(0.21%)
TOTAL EXPENSES	10,242,150	18,487,915	55.40%	10,349,254	(1.03%)
EXCESS OF REVENUE OVER EXPENSE	2,015,772	(3,580,390)	(56.30%)	2,153,290	(6.39%)

REDCLIFF/CYPRESS LANDFILL

For the Nine Months Ending 30 September 2020

	<u>2020 Actual</u>	<u>2020 Budget</u>	<u>% of Budget</u>	<u>2019 Actual</u>	<u>% Prior Period</u>
Landfill Revenue	\$2,736,993.09	\$3,119,190.00	87.75%	\$2,587,333.87	5.78%
Landfill Expense	2,330,766.59	3,119,190.00	74.72%	906,434.20	157.14%
EXCESS OF REVENUE OVER EXPENSE	406,226.50		0.00%	1,680,899.67	(75.83%)

Explanations to the 2020 Third Quarter Financial Report - Town of Redcliff

	1st Column	2nd Column	3rd Column	4th Column	5th Column
	2020 Actual Revenues and Expenses	2020 Budgeted Revenues & Expenses	2020 Actual is Compared to 2020 Budget, the Percentage of Revenues Generated and the Expenses Expended	2019 Actual Revenues and Expenses in the Same 3rd Qtr	Compared to the Same 3rd Qtr in 2019
Total Revenues	12,257,922.00	14,907,526.00	82.23%	12,502,543.00	-1.96%
			Generated 82.23 % of 2020 Budgeted Revenues		1.96% Lower than revenues generated in the same 3rd Qtr in 2019. Individually: 1. Goods & Services Revenues
					1.1 Community Services: 34.81% higher than 2019. It is due to the increases from \$6.5 to \$7/per meal for Meals & Wheels, and the clients from 6 to 16.
					1.2. Development & Land Services: 70.42% higher than 2019 as one land sale paid the full amount in the third Qtr.
					2. Penalties: 30.80% decrease due to 2020 tax penalties down to \$21,630.17 from \$30,037.60 (2019) by the due date.
					3. Grants & Contribution: 32.31% decrease due to the disappearance of the grants (Cannabis Supports: \$20,455; Emergency Preparedness: \$1,730; Volunteer : \$1,000), and FCSS grant is paid monthly instead of Quarterly \$106,992 Vs \$118,754 (2019) in the 3rd Qtr.
Total Expenses	10,242,150.00	18,487,915.00	55.40%	10,349,254.00	-1.03%
			Expended 55.40% of 2020 Budgeted Expenses. If the 3rd Qtr unfunded amortization of 14.53% [\$3,580,390/\$18,487,915/4]*3 is included, the percentage should be adjusted to 70%		1.03% lower than expenditures occurred in the 3rd Qtr in 2019. Individually:
					1. Salaries & Benefits: Remain consistently with 2019.
					2. Contracted & Gen Svc - Devpt & Land Services: 34.22% lower than the same 3rd Qtr in 2019 as intern's salaries & benefits, more subdivisions were included in 2019.
					3.1 Materials, Goods & Utilities - Public Works: 30.41% lower while Waste Utility is 177.52% higher as the Gas & Oil cost (\$32,000) was allocated to Waste Garbage Truck in the 3rd Qtr in 2020, while \$30,000 reallocation in the 4th Qtr in 2019.
					3.2 Materials, Goods & Utilities - Community Svc: 81.34% lower in 2020, as there was miscoded \$3,279.01 in the same Qtr in 2019 .
					3.3 Materials, Goods & Utilities - Development & Land Services: 86.05% lower than the same 3rd Qtr in 2019, \$3,869 Versus \$27,730. In 2019, \$13,960 of 2018 unused budget was brought forward to use on the Town Office Basement Washroom in 2019.
Excess of Revenue Over Expense	2,015,772.00	(3,580,389.00)		2,153,290.00	As a whole, Excess of Revenue Over Expense is 6.39% lower than 2019, as the revenues generated are 1.96% lower than that in 2019, but the expenditures spent are 1.03% lower than 2019

Explanation to the 2020 Third Quarter Financial Report - Redcliff/Cypress Landfill

	1st Column	2nd Column	3rd Column	4th Column	5th Column
	2020 Actual Revenue and Expenses	2020 Budget	2020 Actual is Compared to 2020 Budget, the Percentage of Revenues Generated and the Expenses Expended	2019 Actual Revenues and Expenses in the Same 3rd Qtr	Compared to the Same 3rd Qtr in 2019
Operating Revenues	2,736,993.09	3,119,190.00	87.75%	2,587,333.87	5.78%
			Generated 87.75 of 2020 Budgeted Revenues		5.78 % Higher than revenues generated in the same 3rd Qtr in 2019 due to the following customers: (1) GFL Enviromental Inc - Composting (new in 2020); (2) Calgary Waste -Nine months in 2020 Vs three months in 2019 (Starting in June 2019)
Operating Expenses	2,330,766.59	3,119,190.00	74.72%	906,434.20	157.14%
			Expensed 74.72% of 2020 Budgeted Expenditures		157.14% Higher than expenditures occurred in the same 3rd Qtr in 2019, the major expense: \$1.1M (2020) Versus \$0 (2019) budget transfer to Landfill Reserve;
Excess of Revenue Over Expense	406,226.50	-		1,680,899.67	



Project Updates

September 30, 2020

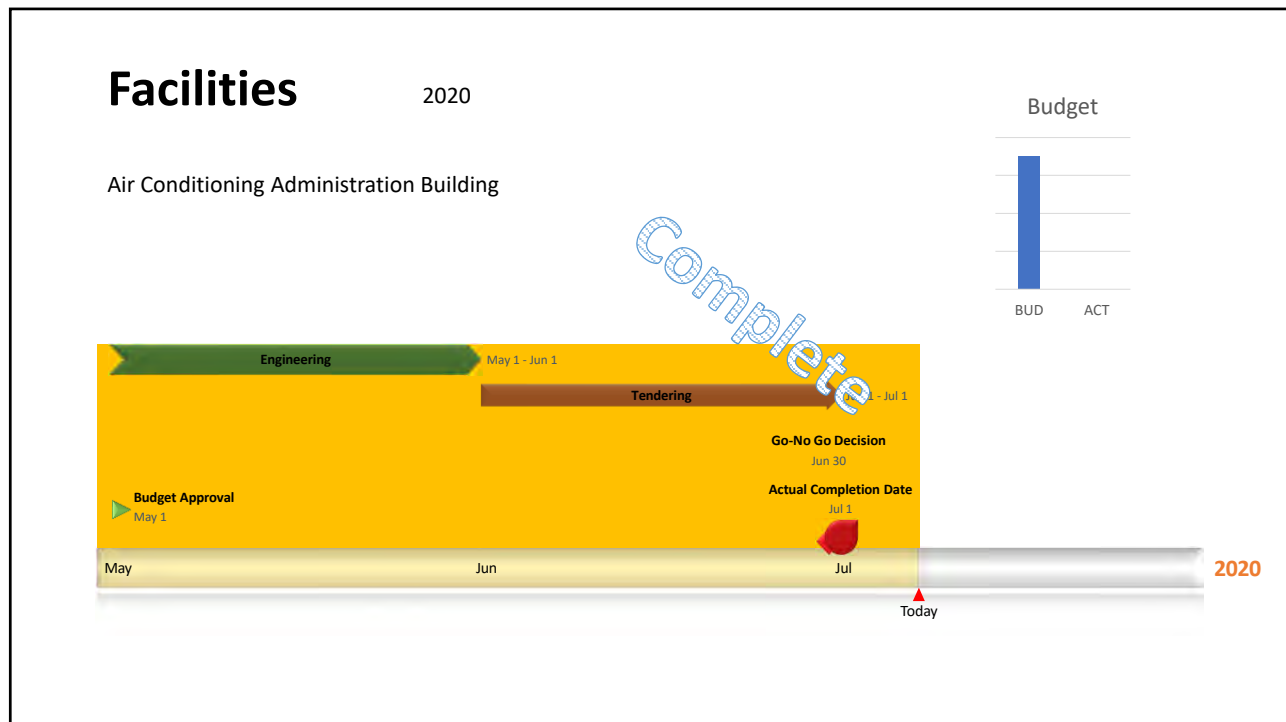
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Project Updates

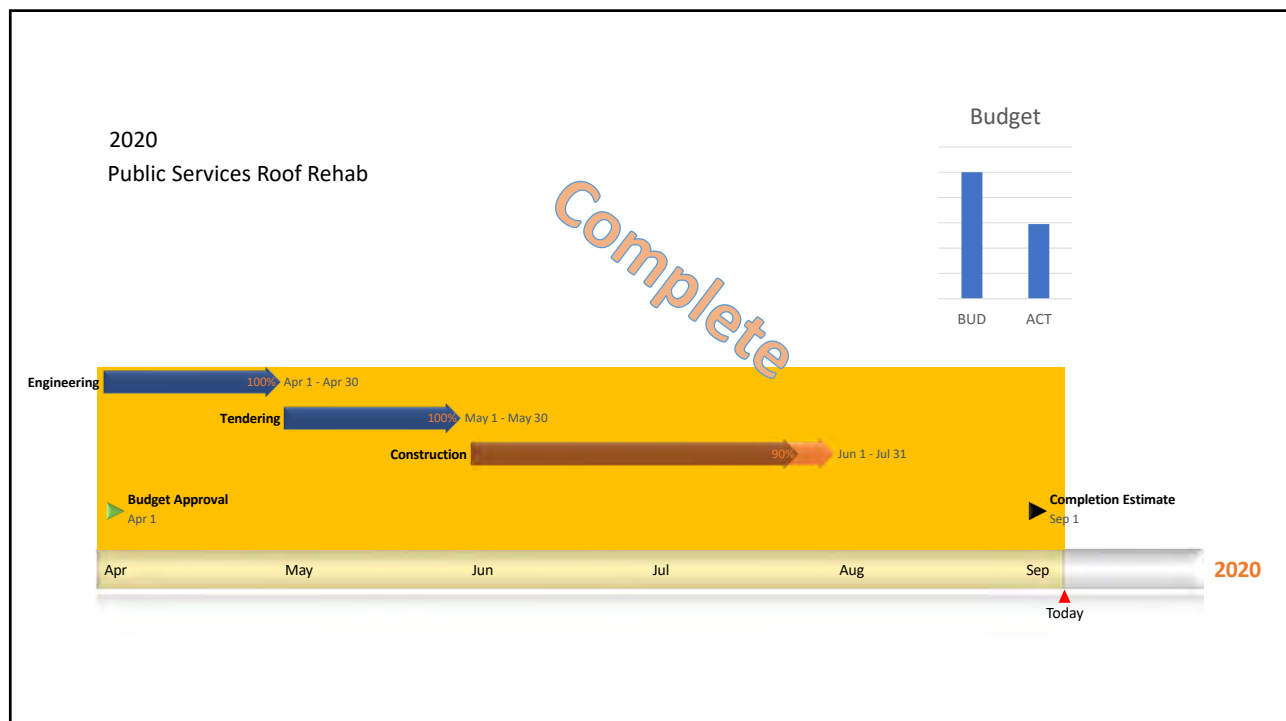
Community and Protective Services



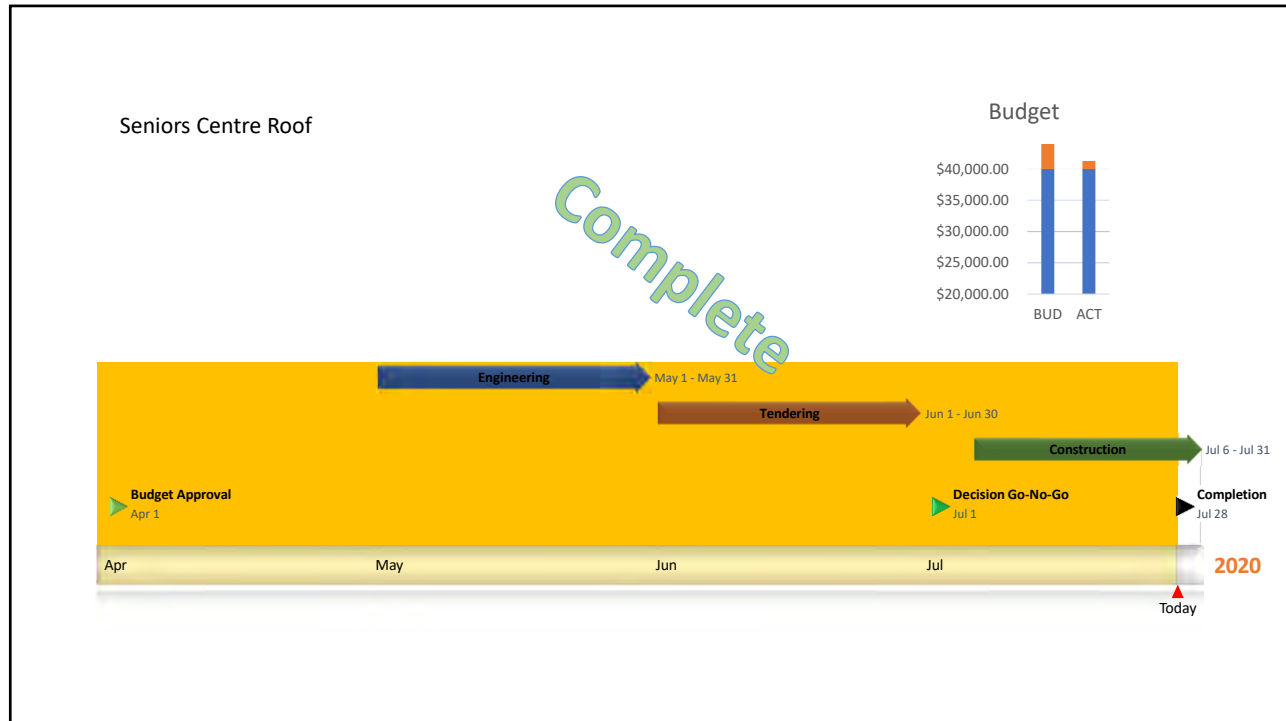
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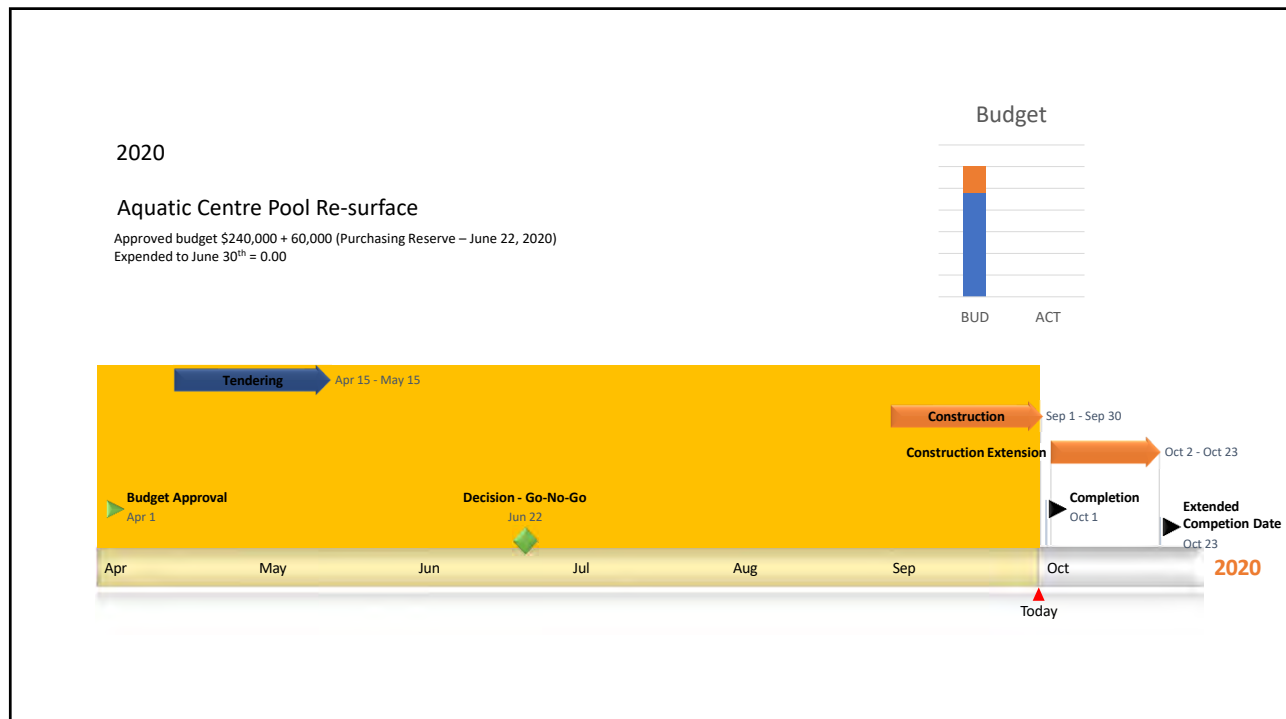
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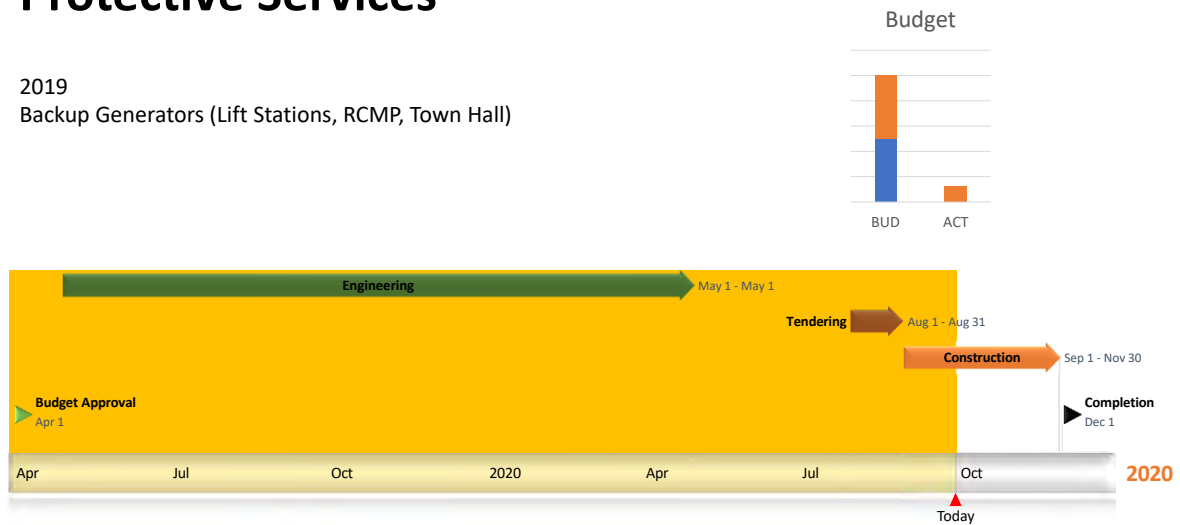
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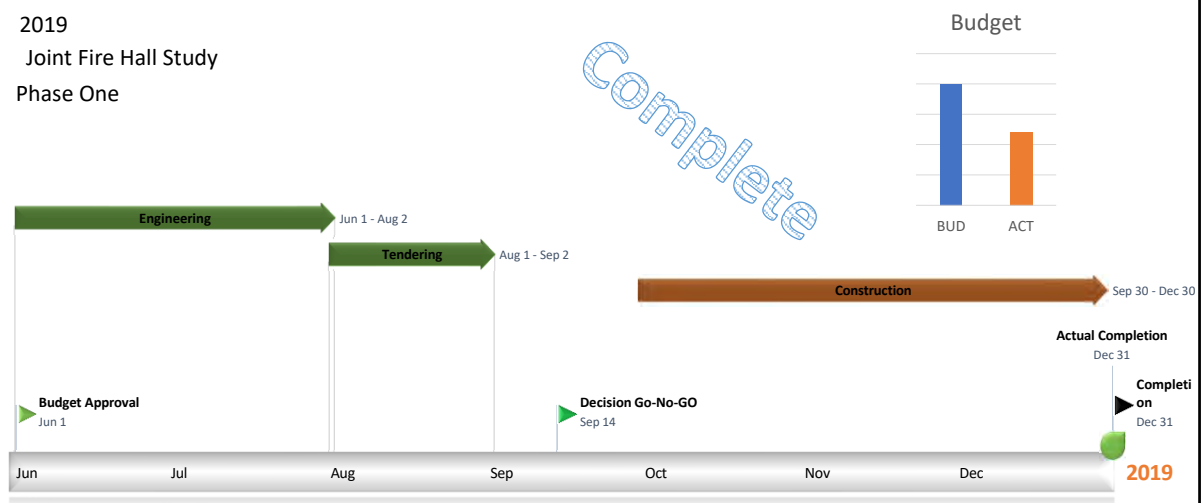
Protective Services

2019
Backup Generators (Lift Stations, RCMP, Town Hall)



7

2019
Joint Fire Hall Study
Phase One



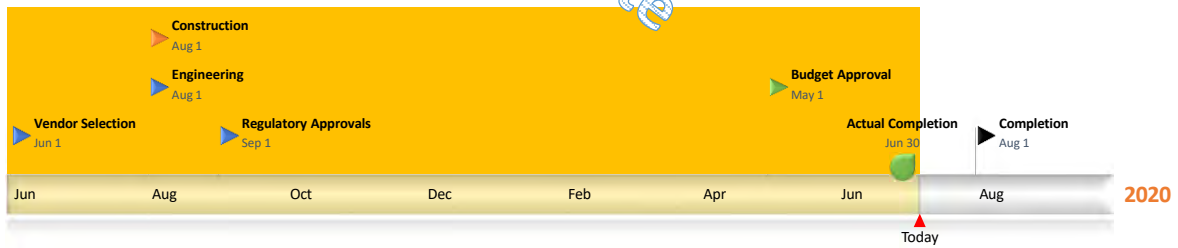
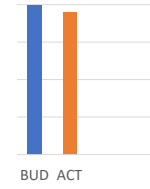
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Recreation

2017

Splash Park Rehab

Budget

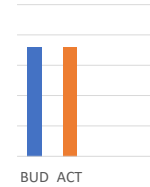


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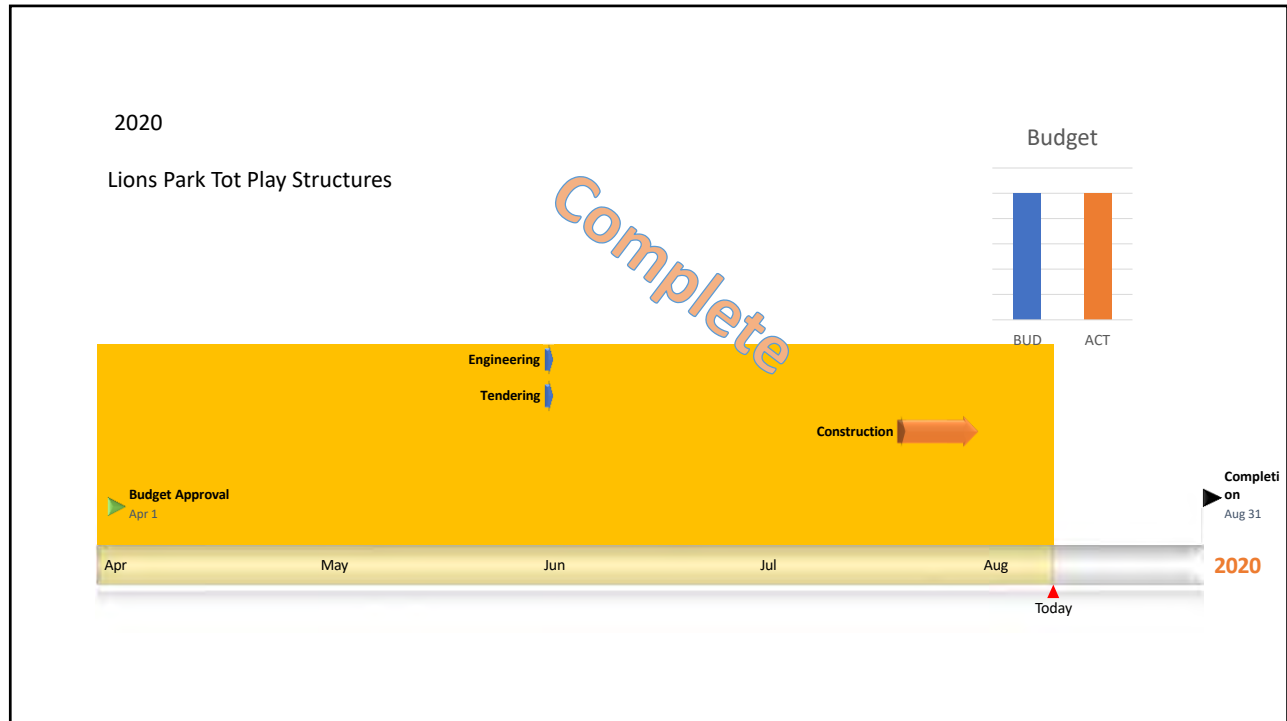
Tractor

2020

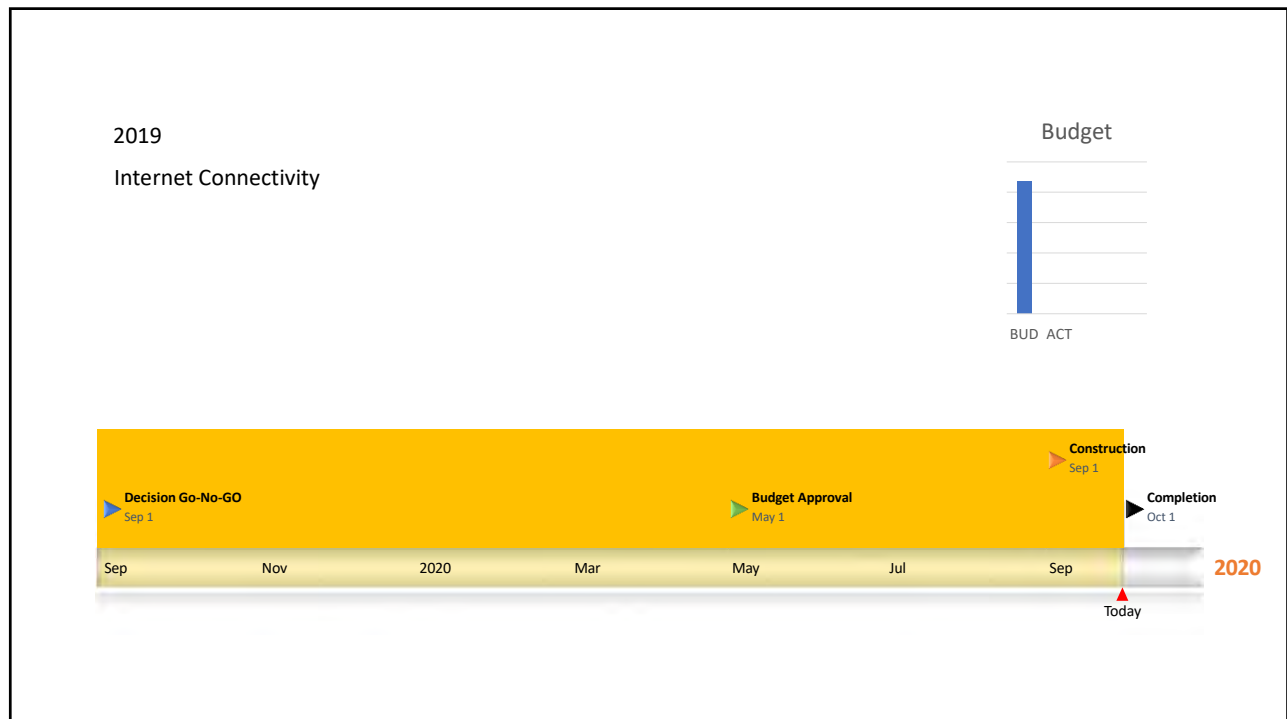
Budget



10



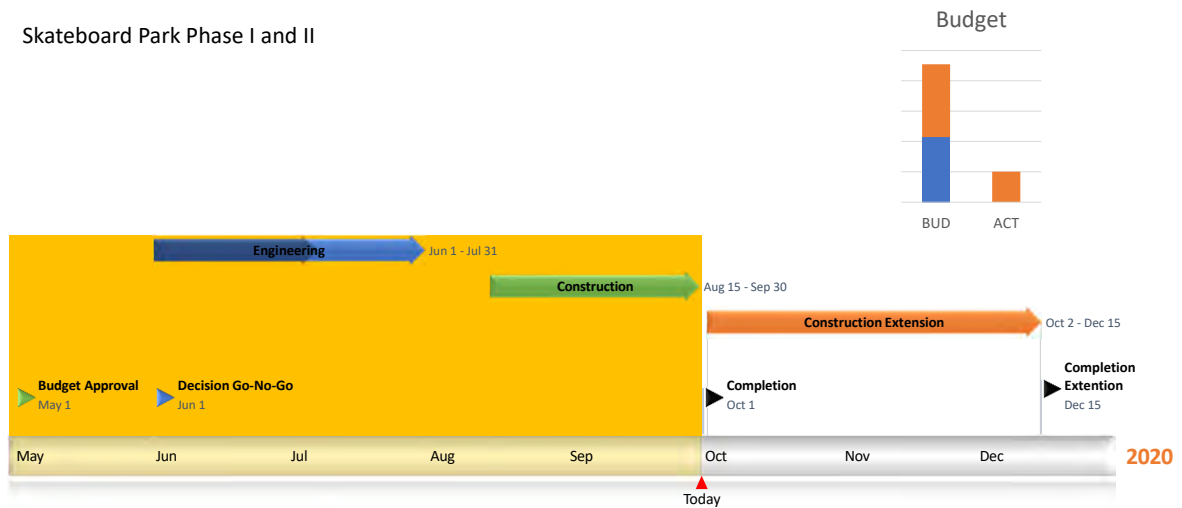
11



12

2019

Skateboard Park Phase I and II



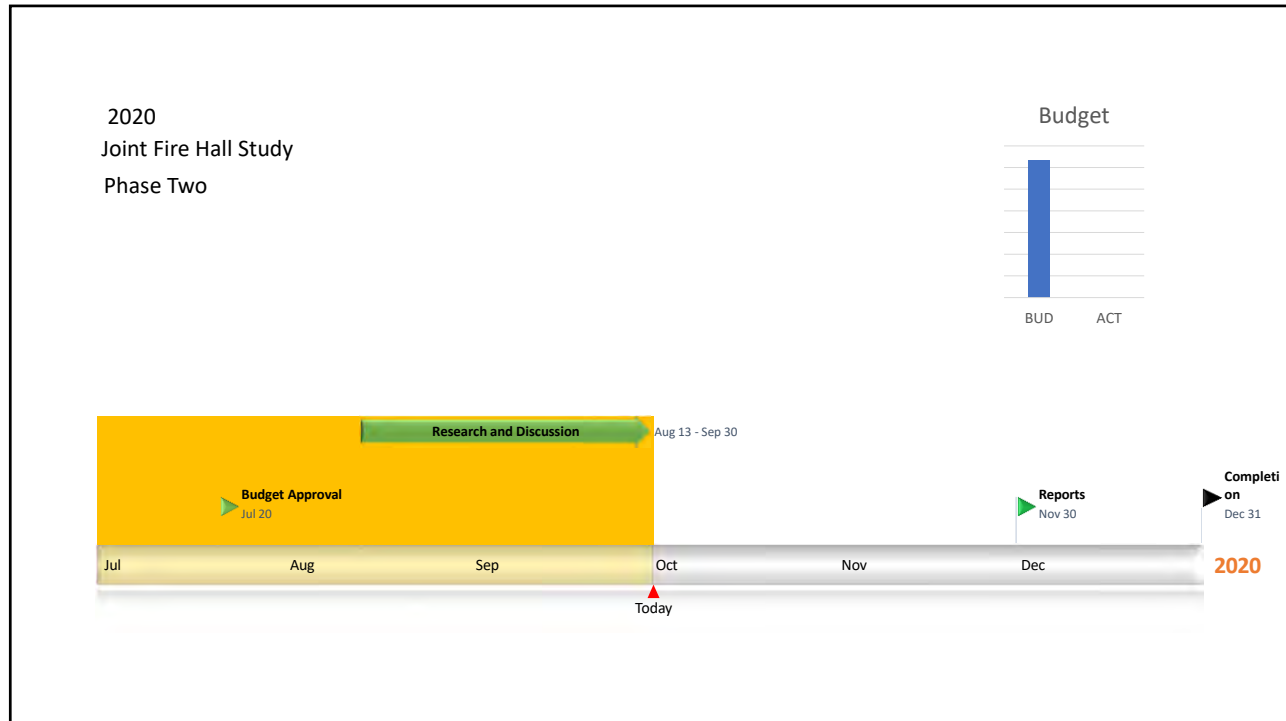
13

2019

Rectangle Parking Lot



14



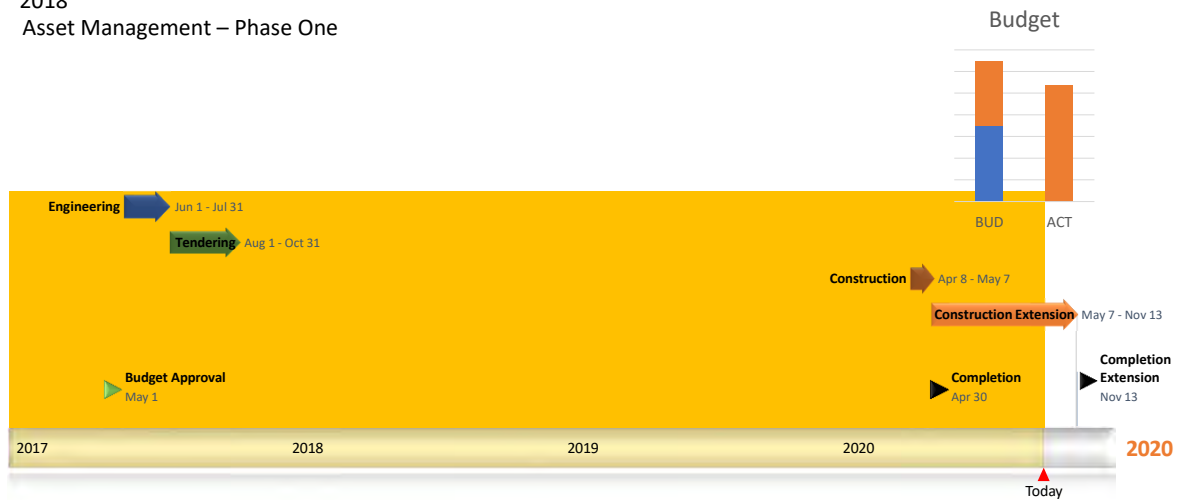
15

Project Updates

Corporate Services

16

2018
Asset Management – Phase One



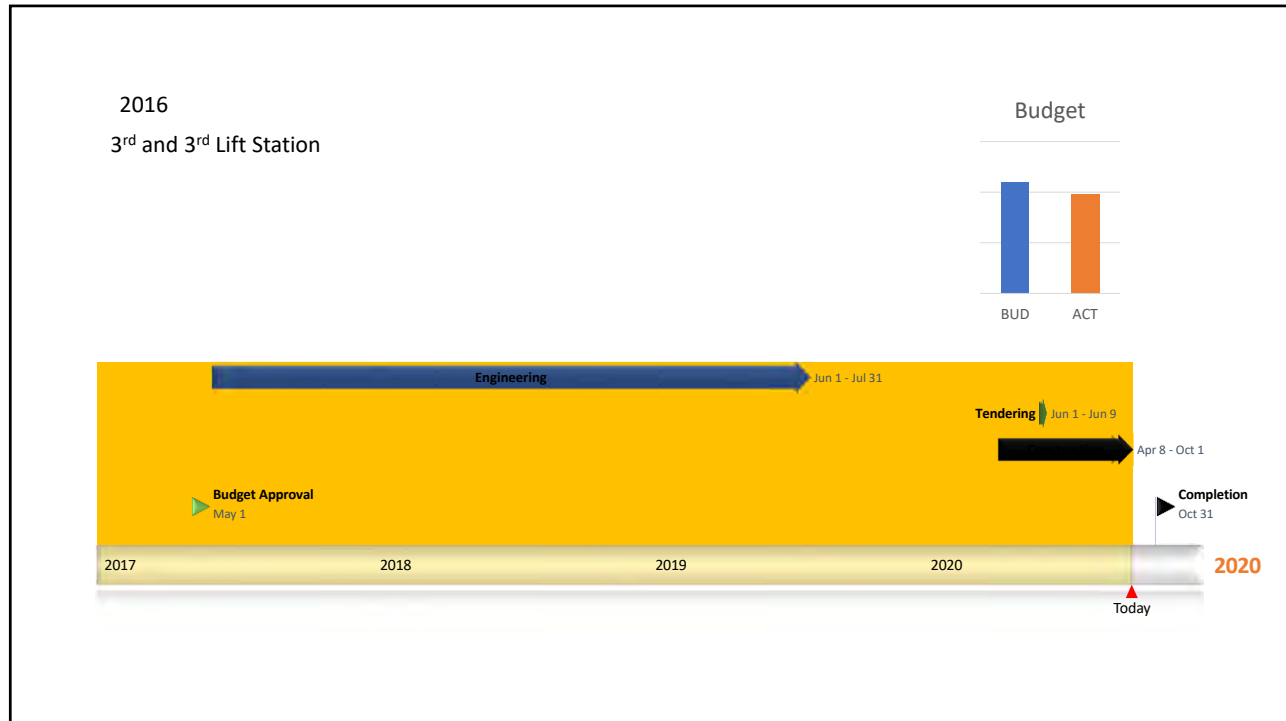
17

Project Updates

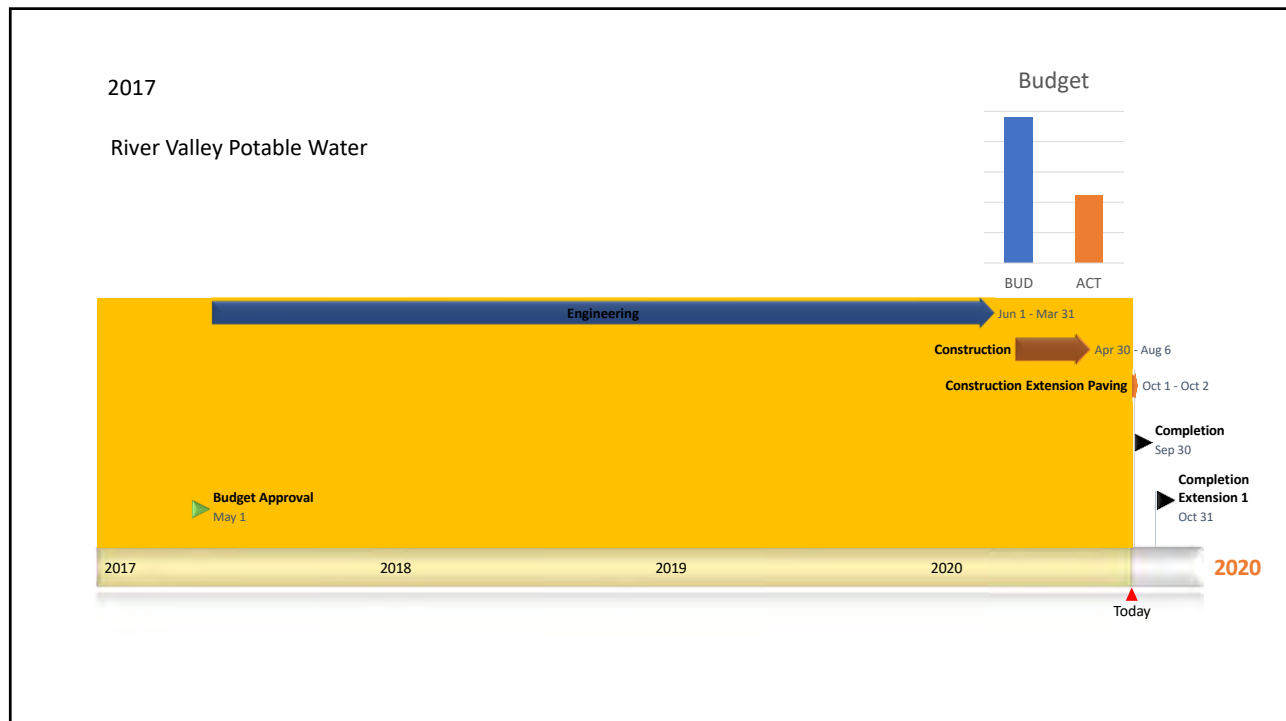
Engineering and Planning



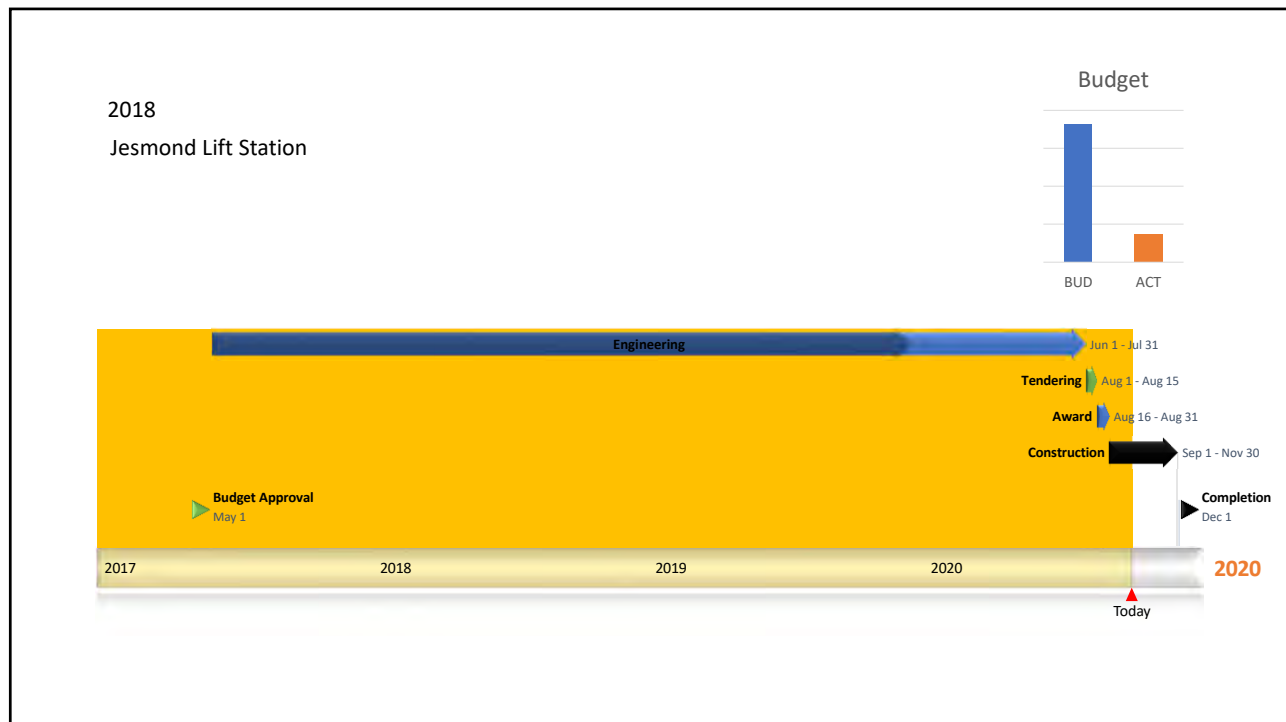
18



19



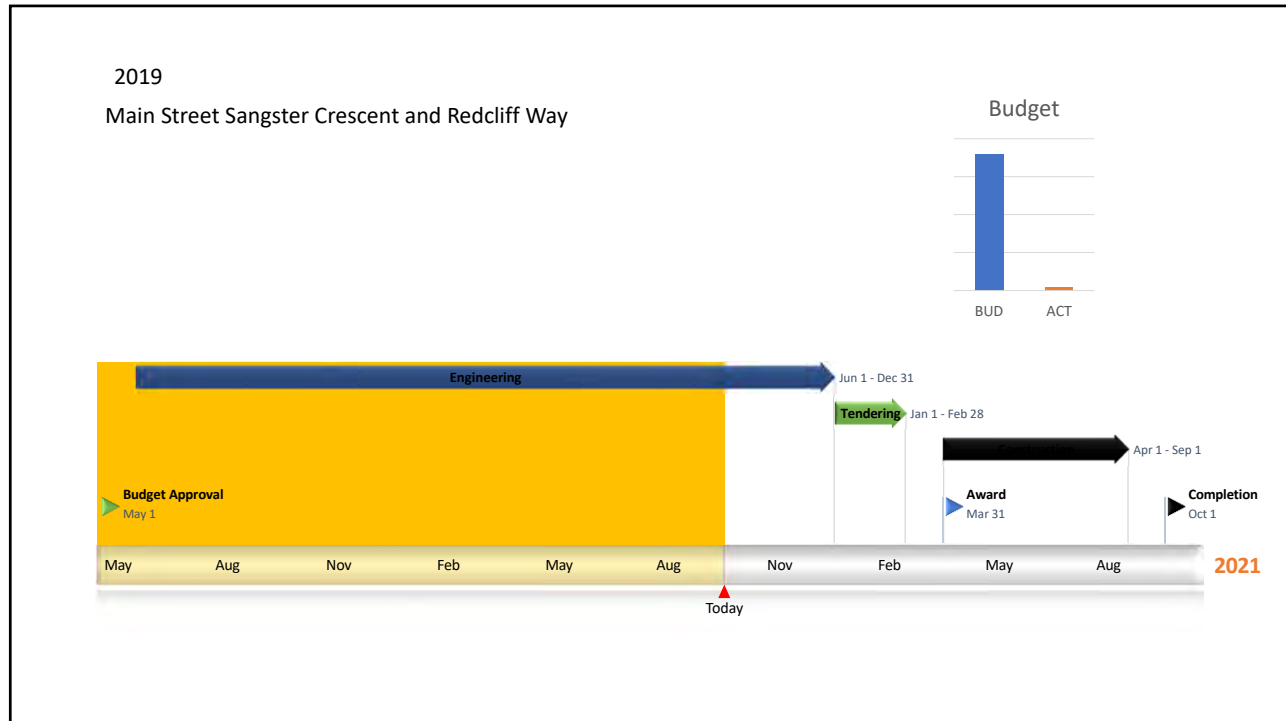
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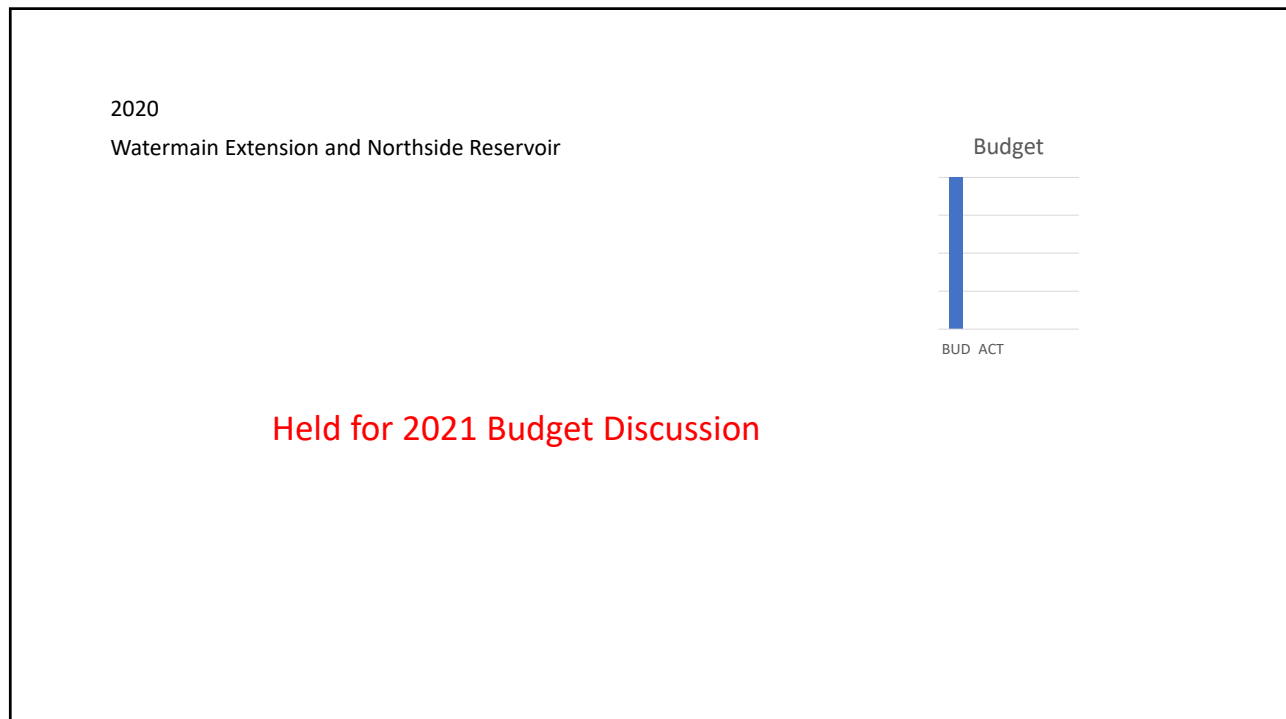
21



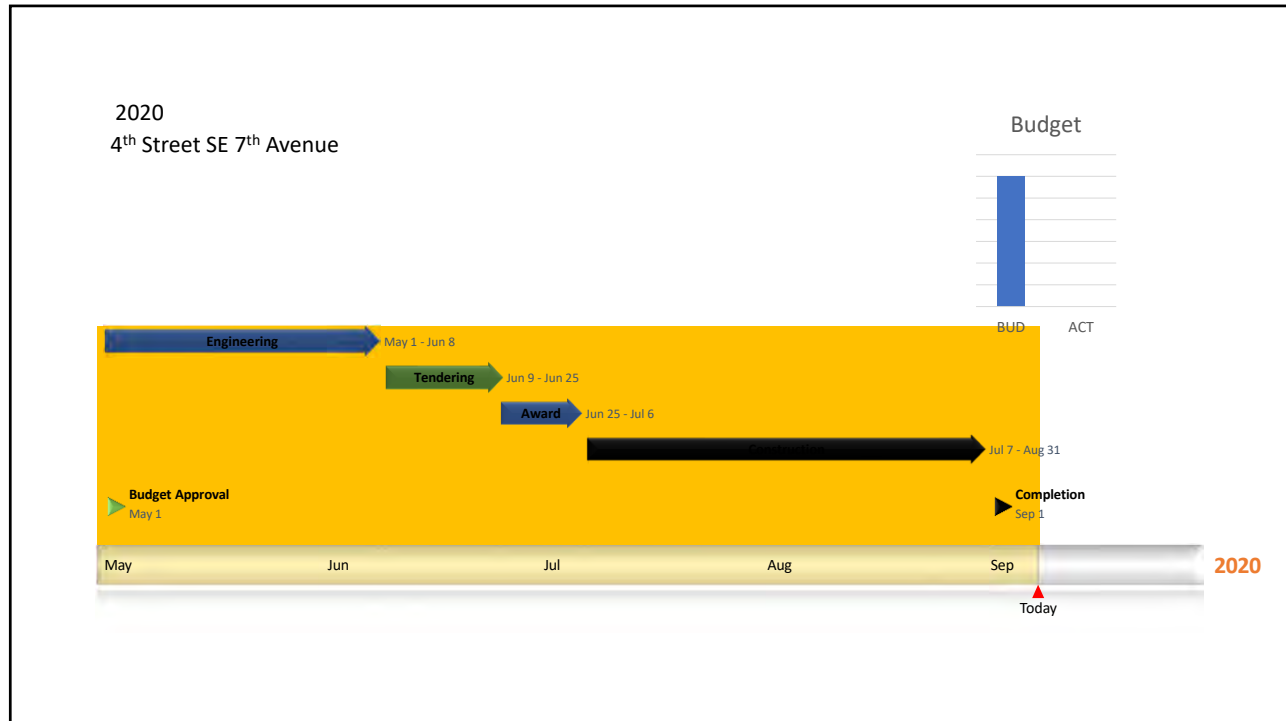
22



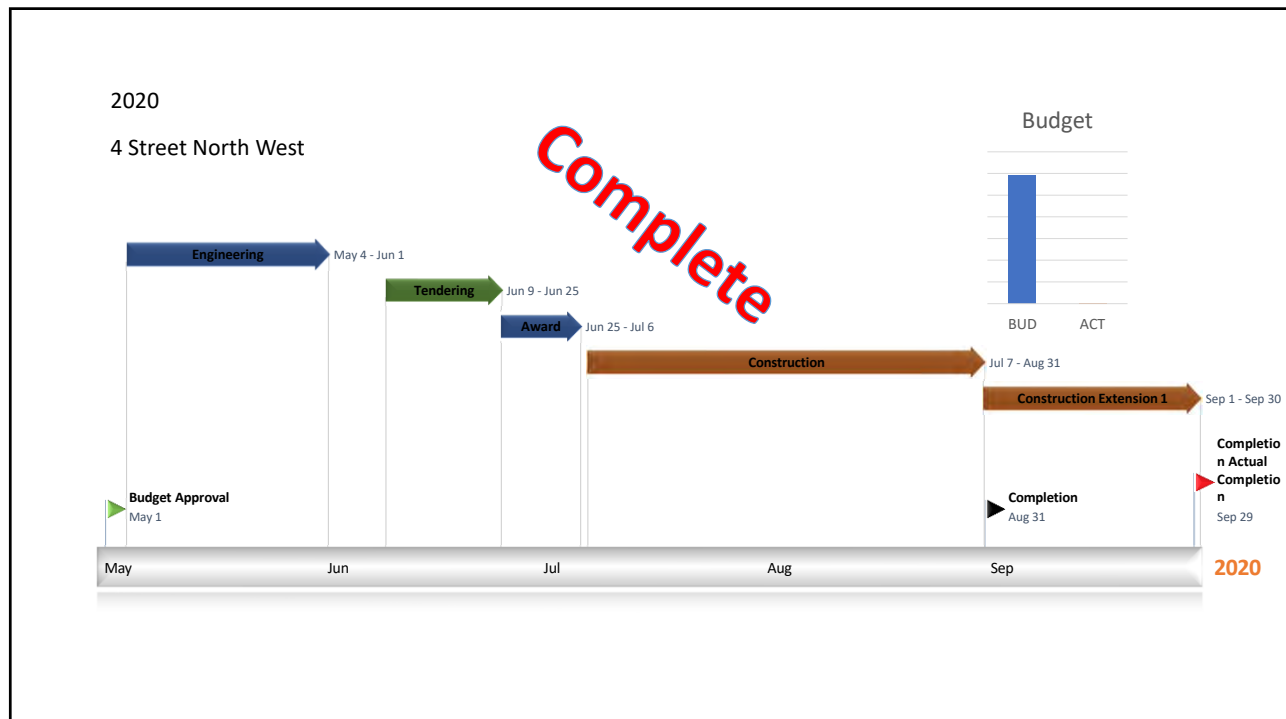
23



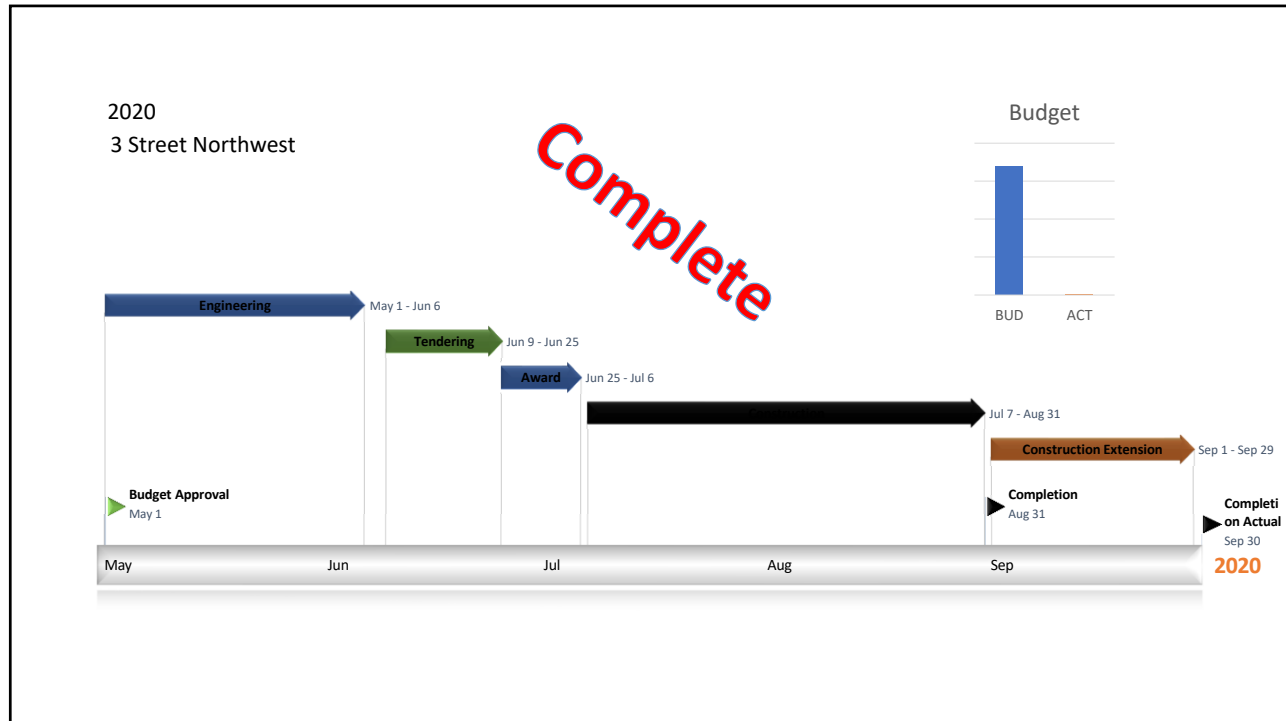
24



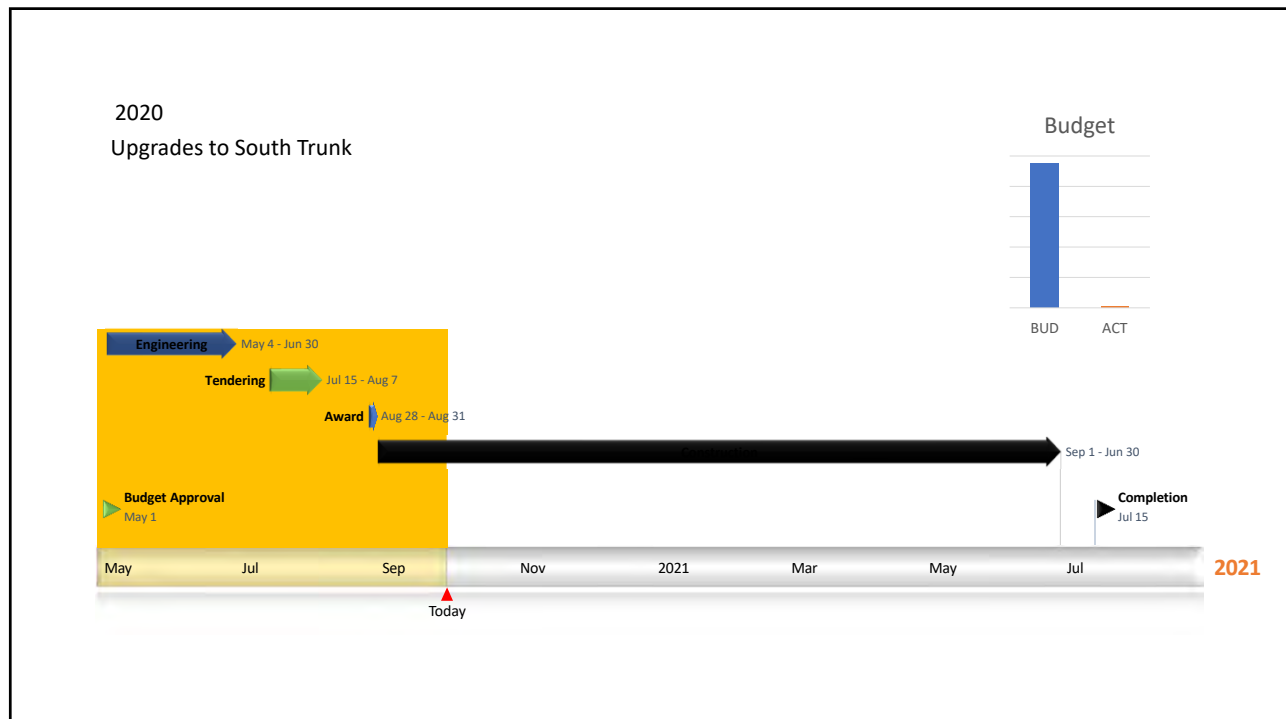
25



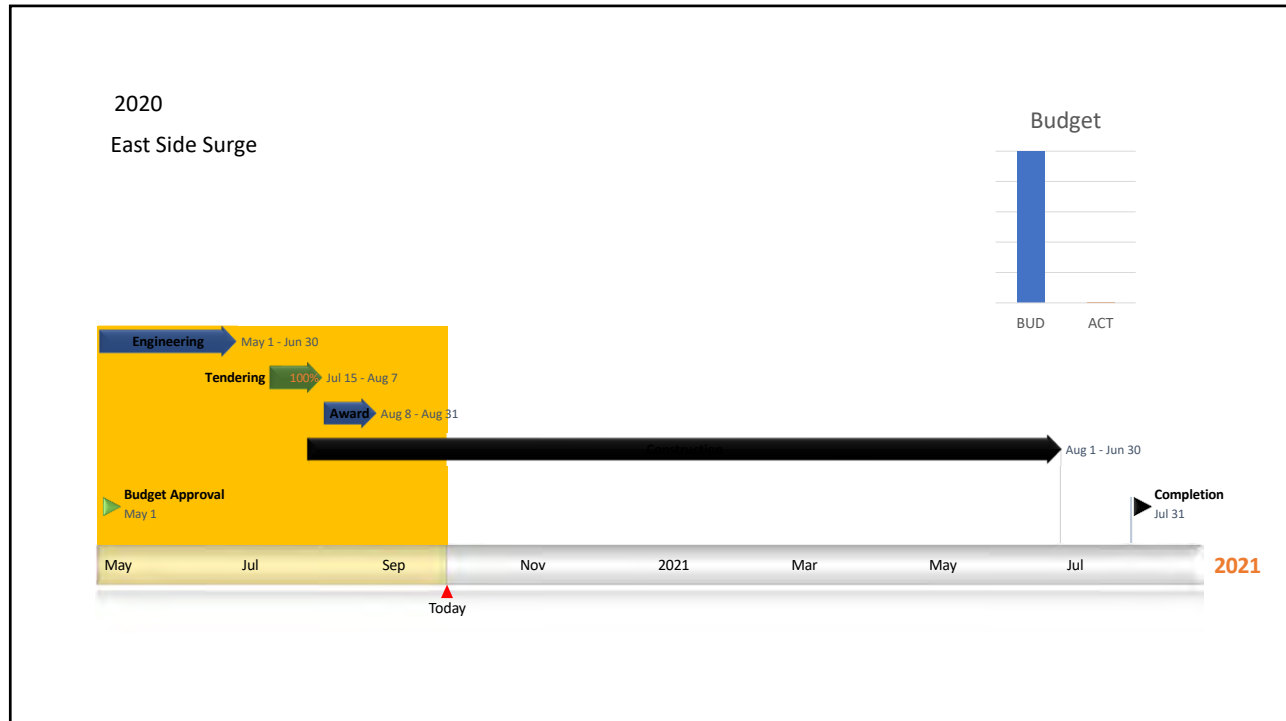
26



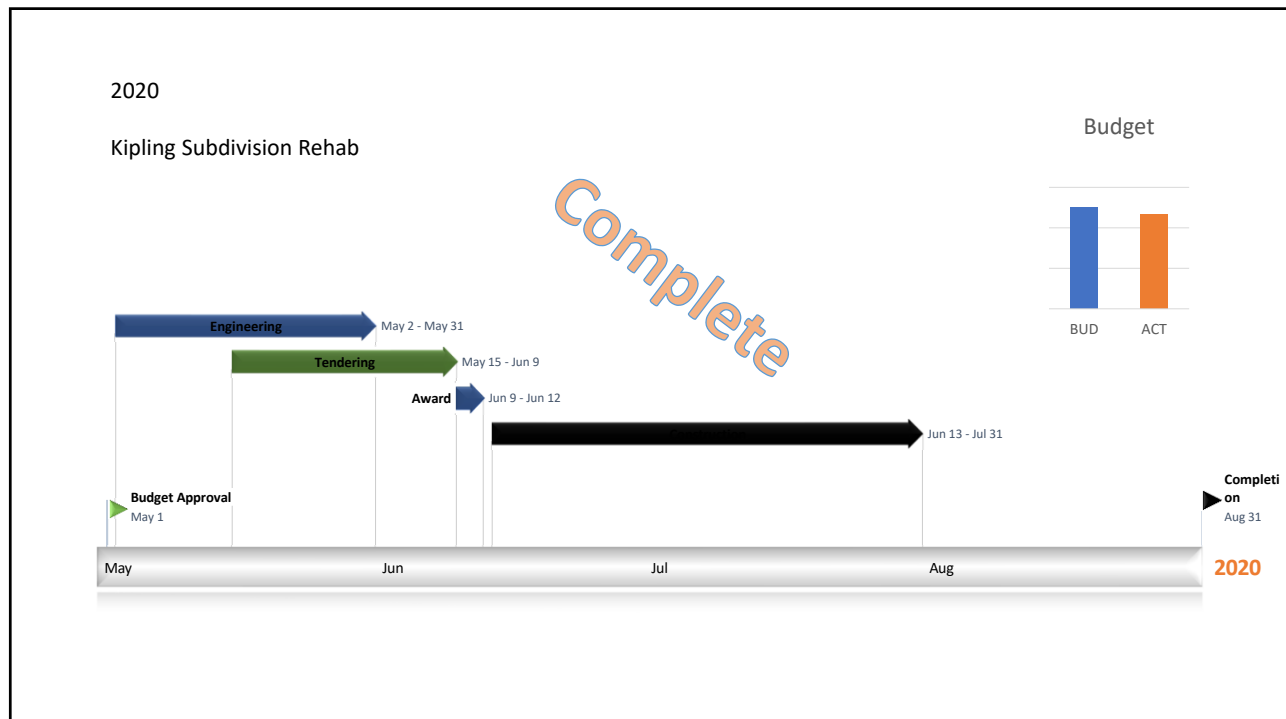
27



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Project Updates

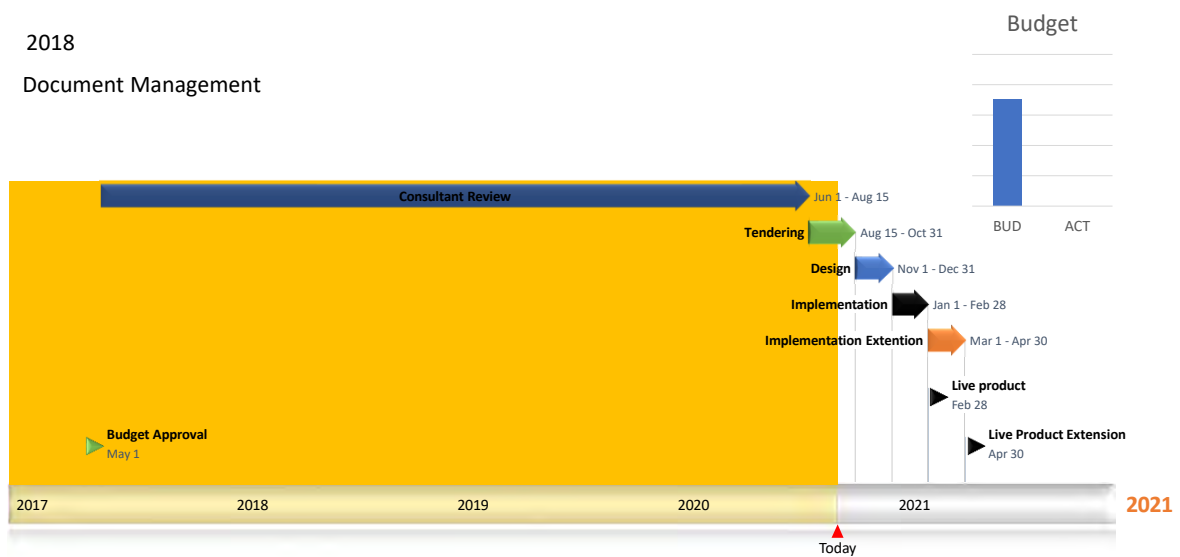
Legislation



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2018

Document Management



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Project Updates

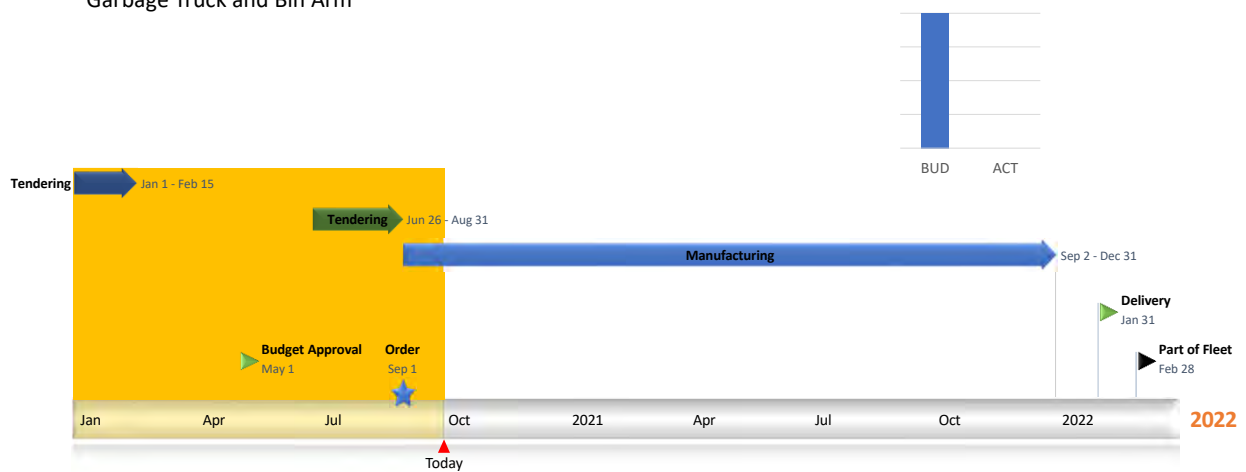
Public Works



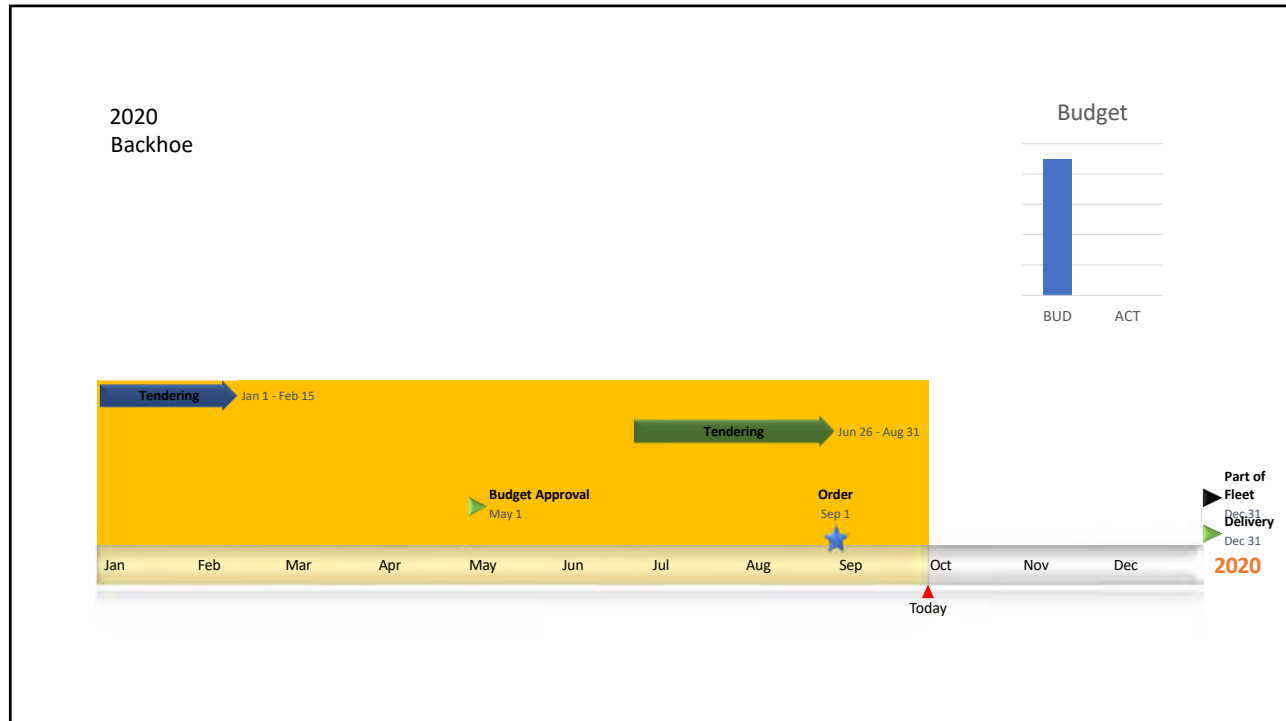
33

2020
Garbage Truck and Bin Arm

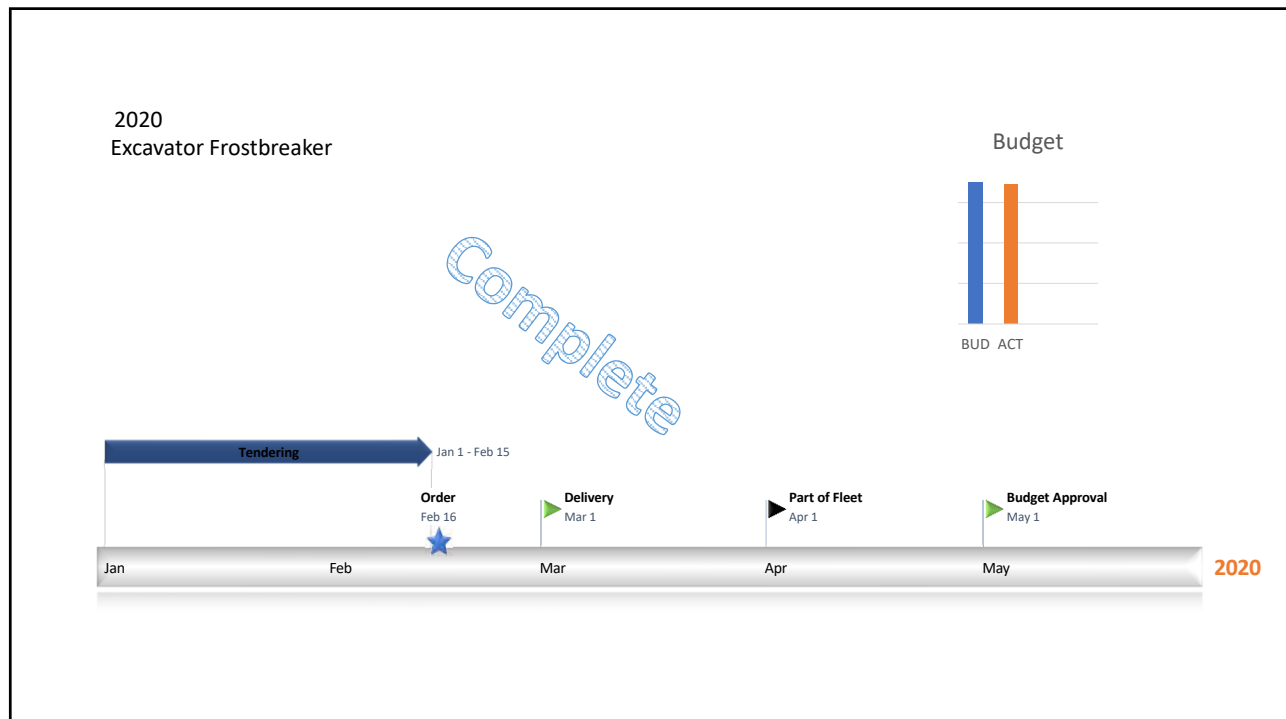
Budget



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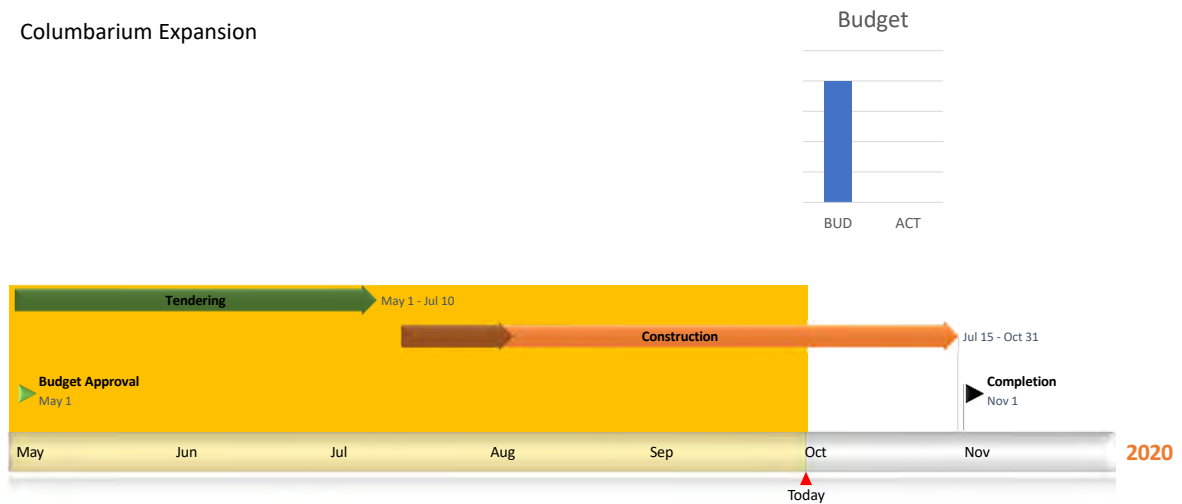


35



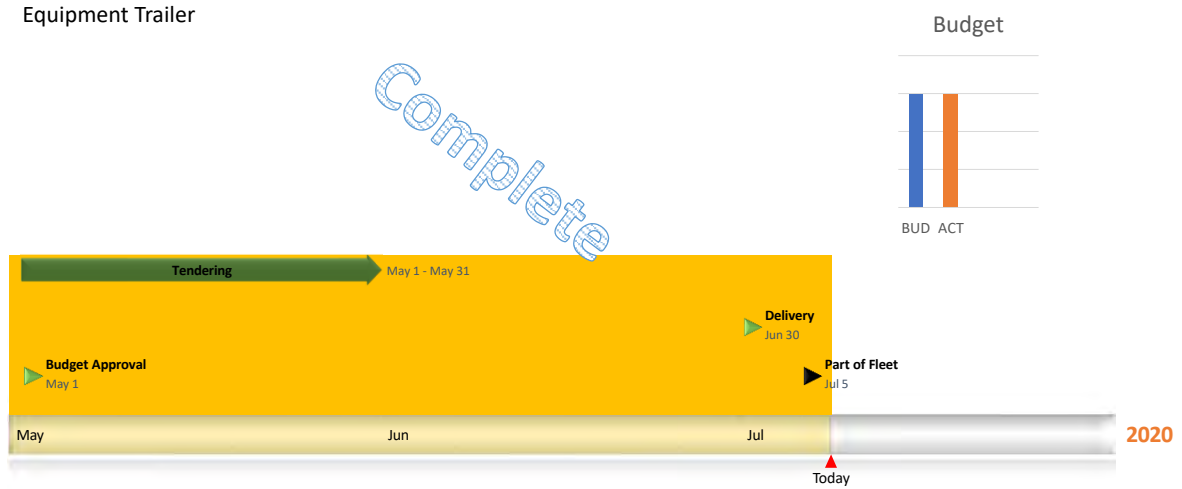
36

2020
Columbarium Expansion

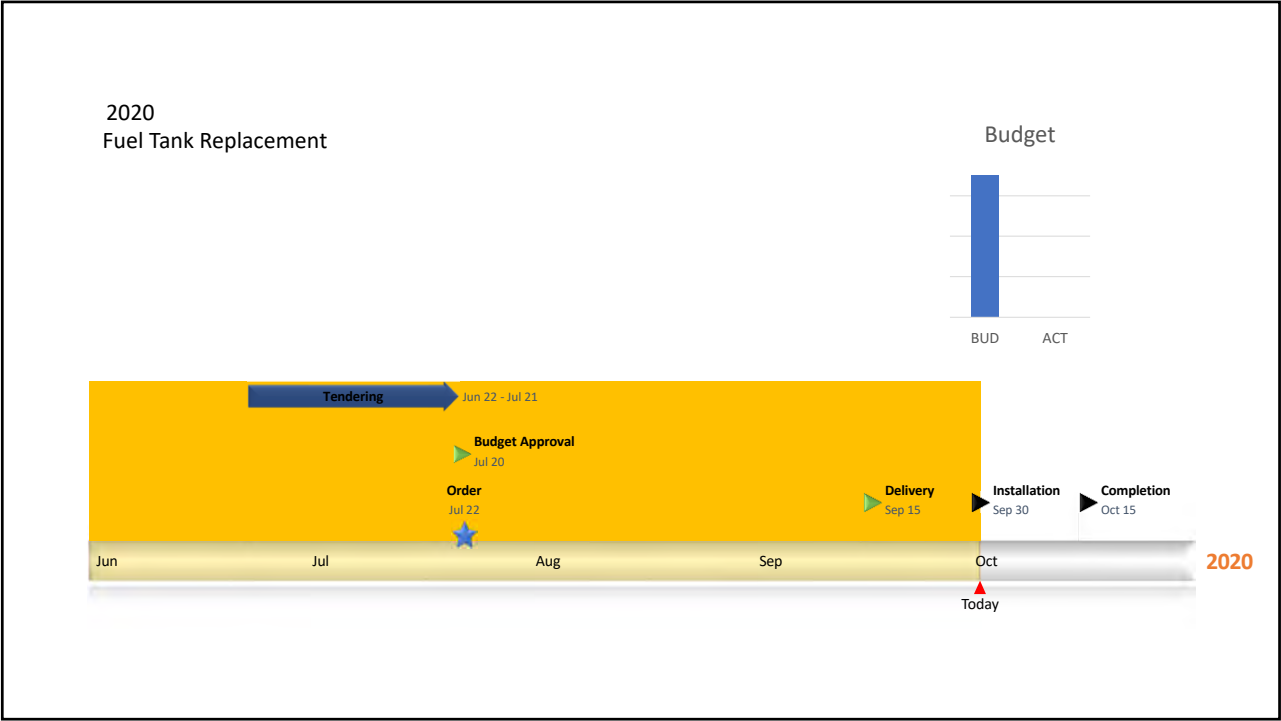


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2019
Equipment Trailer



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COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
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)
November 9, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
November 11, 2020	Statutory Holiday Remembrance Day	Town Office Closed
November 23, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.
December 14, 2020	Council Meeting	Town Hall Council Chambers 7:00 p.m.