



# AGENDA

## Regular Council Meeting

3:00 PM - Monday, March 11, 2019

Joint Council Chambers, 309B Macleod Trail SW, High River, AB

**Draft**

	Page
1. PRESENT	
2. CALL TO ORDER	
3. ADOPTION OF AGENDA	
4. ADOPTION OF MINUTES	
4.1. <a href="#">Regular Council - 25 Feb 2019 - Minutes - Pdf</a> <a href="#">Committee of the Whole - 25 Feb 2019 - Minutes - Pdf</a>	5 - 11
5. PUBLIC HEARING	
6. PUBLIC COMMENTS	
7. DELEGATIONS	
7.1. <b>High River Special Olympics Alberta Winter Games Medalists and Participants</b>	12
<b>Summary:</b> For Council to be provided with an opportunity to publicly recognize both the medalists and participants from the recent Special Olympics Alberta Winter Games. <a href="#">RFD-19-098 - Pdf</a>	
8. BOARD & COMMITTEE REPORTS	
9. SENIOR LEADERSHIP REPORTS	
10. FINANCIAL REPORTS	
10.1. <b>Presentation of 2018 Government Finance Officers Association of US and Canada (GFOA) Award on Financial Reporting.</b>	13 - 15
<b>Summary:</b> For Council to be presented with the 2018 GFOA award on Financial Reporting (CAnFR) for the second consecutive year. <a href="#">RFD-19-101 - Pdf</a>	
<b>Recommendation:</b> <b>THAT</b> Council accept and Present the Award to the Finance Department	

**10.2. 2018 Q4 Investments Performance Update**

16 - 20

**Summary:**

For Council to receive an update on the Town's \$50 million investment portfolio with CIBC Wood Gundy as at December 31, 2018.

This report is provided as information only, therefore there is no action required by Council.

[RFD-19-074 - Pdf](#)

**10.3. Additional 2019 Property Tax Arrears List**

21 - 22

**Summary:**

To present a 2019 additional property tax arrears list for a commercial property with a total amount owing of \$28,951.89 to Council for tax notification on Titles in line with the tax recovery process. The property was not included on the previous list approved by Council during the January 28, 2019 regular Council meeting. This property will now be included along with the 46 properties earlier approved by Council in January and proceed to next stage on tax recovery process with notification to Land Titles.

[RFD-19-073 - Pdf](#)

**Recommendation:**

**THAT** Council adopt the additional 2019 tax arrears list as presented by Administration for the property on Tax Roll # 309000 for notification to Alberta Land Titles.

**11. BYLAWS****12. BUSINESS****12.1. Development Update (November 1, 2018 to January 31, 2019)**

23 - 36

**Summary:**

For Council to receive a presentation on the progress of the planning and building activity within the Town of High River from November 1, 2018 to January 31, 2019. This report is for information purposes only, therefore there is no action required by Council.

[RFD-19-026 - Pdf](#)

**12.2. Highwood Ranch Street Naming**

**Summary:**

For Council to discuss and approve the proposed street names for the Highwood Ranch Neighbourhood Outline Plan and the future main arterial roads for the Spitzee Crossing Area Structure Plan lands.

[RFD-19-032 - Pdf](#)

**Recommendation:**

**THAT** Council approve the street name for the north/south portion of the future main arterial road proposed by Planning Staff being "Spitzee Crossing Street NW."

**THAT** Council approve the street name for the east/west portion of the future main arterial road proposed by Planning Staff being "Spitzee Crossing Ave NW."

**THAT** Council approve the proposed street naming plan provided by the applicant, for all 5 phases of the Highwood Ranch Neighborhood Outline Plan.

**12.3. Sheppard Family Park Society Bylaw Amendments**

**Summary:**

For Council to provide direction regarding the proposed changes to the Sheppard Family Park Society Bylaws.

[RFD-19-117 - Pdf](#)

**Recommendation:**

**THAT** Council direct Administration to communicate, in writing, the Town's support for the proposed amendments to the Sheppard Family Park Society Bylaws.

**13. NOTICE OF MOTIONS**

**14. COUNCILLOR REPORTS**

**15. COUNCIL CORRESPONDENCE**

**16. BOARD & COMMITTEE MINUTES**

**17. PUBLIC COMMENTS**

**18. CLOSED MEETING**

**18.1. Closed Meeting Item**

**Summary:**

For Council to move into a Closed Meeting, pursuant to Section 197(2) of the *Municipal Government Act* and Sections 17(f), 17(4)(g)(i), 23(1)(a), 23(1)(b), 24(1)(a), 24(1)(b)(i), 24(1)(c), 24(1)(d), 24(1)(g), 27(1)(a) and 27(1)(b)(iii) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1)(b) and 18(1)(d) of the *Freedom of Information and Protection of Privacy Regulation*, Council is hereby authorized to move into a closed meeting to discuss two land items and one labour item.

**19. ADJOURNMENT**



## MINUTES

### Regular Council Meeting

3:00 PM - Monday, February 25, 2019

Joint Council Chambers, 309B Macleod Trail SW, High River, AB

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**PRESENT:** Mayor Craig Snodgrass, Councillor Jamie Kinghorn, Councillor Cathy Couey, Councillor Bruce Masterman, Councillor Don Moore, Councillor Carol MacMillan, and Councillor Michael Nychyk

**STAFF PRESENT:** Tom Maier (Town Manager), Kola Oladimeji (Chief Financial Officer), Reiley McKerracher (Director of Engineering, Planning & Operational Services), Nicole Chepil (Director of Corporate Services), Kara Rusk (Manager of Legislative Services), and Erin Martinez (Manager of Communications)

**MEDIA:** There was 1 member of the media in attendance.

**PUBLIC:** There was 1 member of the public at large in attendance.

**1. CALL TO ORDER**

Mayor Snodgrass called the meeting to order at 3:00 p.m.

**2. ADOPTION OF AGENDA**

**Resolution #RC1-2019**

Moved by Don Moore

**THAT** Council adopt the agenda for the Regular Meeting of Council on February 5, 2019 as amended to include a labour item as part of the Closed Meeting pursuant to Section 197(2) of the *Municipal Government Act* and Sections 17(4)(f), 19(2), 23(1)(b) and 24(1)(d) of the *Freedom of Information and Protection of Privacy Act*, as well as Section 18(1)(b) of the *Freedom of Information and Protection of Privacy Regulation*.

**Carried**

**3. ADOPTION OF MINUTES**

**Resolution #RC2-2019**

Moved by Cathy Couey

**THAT** Council approve the February 11, 2019 Committee of the Whole Minutes as

presented.

**Carried**

**Resolution #RC3-2019**

Moved by Bruce Masterman

THAT Council approve the February 11, 2019 Regular Minutes of Council as amended to remove the word "lowering" in Resolution RC20190211.1010.

**Carried**

**4. PUBLIC HEARING**

**5. PUBLIC COMMENTS**

There were no public comments.

**6. DELEGATIONS**

**7. BOARD & COMMITTEE REPORTS**

**8. SENIOR LEADERSHIP REPORTS**

**9. FINANCIAL REPORTS**

**10. BYLAWS**

**11. BUSINESS**

11.1 Proposed Compensation for Town Annexation

For Council to discuss and approve Foothills County's requested compensation for the proposed annexation of County lands, as endorsed by the Annexation Negotiation Committee (ANC).

**Resolution #RC4-2019**

Moved by Michael Nychyk

**THAT** Council accept Foothills County's proposal that the Town of High River pay compensation in the sum of \$33,165 for annexation area "B", and direct Administration to bring the annexation agreement back to Council for final approval at a future Regular Meeting of Council.

**Carried**

11.2 2019 Council Disclosure Summary Report

For Council to review the 2019 Council Disclosure Summary Report, as required

Regular Council  
February 25, 2019

by the Council Disclosure Bylaw 4125/2005.

This report is provided as information only, therefore there is no action required by Council.

**12. NOTICE OF MOTIONS**

**13. COUNCILLOR REPORTS**

**14. COUNCIL CORRESPONDENCE**

**15. BOARD & COMMITTEE MINUTES**

**16. PUBLIC COMMENTS**

There were no public comments.

**17. CLOSED MEETING**

17.1 Closed Meeting

For Council to move into a Closed Meeting, pursuant to Section 197(2) of the *Municipal Government Act* and Sections 17(4)(f), 19(2), 23(1)(b) and 24(1)(d) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1)(b) of the *Freedom of Information and Protection of Privacy Regulation* to discuss applications for Council Boards and Committees and one labour item.

**Resolution #RC5-2019**

Moved by Jamie Kinghorn

**THAT** Council Recess the Regular Meeting of Council for February 25, 2019 at 3:14 p.m. and Reconvene at 3:25 p.m.

**Carried**

**Resolution #RC6-2019**

Moved by Michael Nychyk

**THAT** Council Reconvene and move into the Closed Meeting at 3:22 p.m. pursuant to Section 197(2) of the *Municipal Government Act* and Sections 17(4)(f), 19(2), 23(1)(b) and 24(1)(d) of the *Freedom of Information and Protection of Privacy Act* as well as Section 18(1)(b) of the *Freedom of Information and Protection of Privacy Regulation* to discuss applications for Council Boards and Committees and one labour item.

The following individuals were present for the discussion in regards to the Boards and Committee item:

- Mayor Snodgrass

Regular Council  
February 25, 2019

- Councillor Couey
- Councillor Kinghorn
- Councillor MacMillan
- Councillor Masterman
- Councillor Moore
- Councillor Nychyk
- Tom Maier (Town Manager)
- Kola Oladimeji (Chief Financial Officer)
- Nicole Chepil (Director of Corporate Services)
- Reiley McKerracher (Director of Engineering, Planning & Operations)
- Kara Rusk (Manager of Legislative Services)

The following individuals were present for the discussion in regards to the labour item:

- Mayor Snodgrass
- Councillor Couey
- Councillor Kinghorn
- Councillor MacMillan
- Councillor Masterman
- Councillor Moore
- Councillor Nychyk
- Tom Maier (Town Manager)

**Carried**

**Resolution #RC7-2019**

Moved by Bruce Masterman

**THAT** Council move out of the Closed Meeting and Reconvene the Regular Meeting of Council for February 25, 2019 at 4:19 p.m.

**Carried**

**Resolution #RC8-2019**

Moved by Carol MacMillan

**THAT** Council appoint Ms. Brenda Walsh to the High River Arts & Culture Advisory Committee for a three-year term expiring on February 29, 2022.

**Carried**

**Resolution #RC9-2019**

Moved by Carol MacMillan

**THAT** Council appoint Ms. Brenda Walsh and Mr. Ian McKenzie to the Community Vitality Advisory Committee for three-year terms expiring on February 29, 2022.

**Carried**

**Resolution #RC10-2019**

Regular Council  
February 25, 2019



Moved by Carol MacMillan

**THAT** Council appoint Mr. Ian McKenzie to the Subdivision and Development Appeal Board for a three-year term expiring on February 29, 2022.

**Carried**

**18. ADJOURNMENT**

The Regular Meeting of Council on February 25, 2019 was adjourned at 4:20 p.m.

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Mayor/Deputy Mayor

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Town Manager

Regular Council  
February 25, 2019



## MINUTES

### Committee of the Whole Meeting

1:00 PM - Monday, February 25, 2019

Room: L04/05, 309B Macleod Trail SW, High River, AB

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**PRESENT:** Mayor Craig Snodgrass, Councillor Bruce Masterman, Councillor Carol MacMillan, Councillor Cathy Couey, Councillor Jamie Kinghorn, and Councillor Michael Nychyk

**STAFF PRESENT:** Kola Oladimeji (Chief Financial Officer), Nicole Chepil (Director of Corporate Services), Reiley McKerracher (Director of Engineering, Planning & Operational Services), Tom Maier (Town Manager), Kara Rusk (Manager of Legislative Services), and Erin Martinez (Manager of Communications)

**MEDIA:** There was 1 member of the media in attendance.

**PUBLIC:** There was 1 member of the public at large in attendance.

**1. CALL TO ORDER**

Mayor Snodgrass called the Committee of the Whole Meeting for February 25, 2019 to order at 1:00 p.m.

**2. ADOPTION OF AGENDA**

**Resolution #COW008-2019**

Moved by Jamie Kinghorn

THAT Council adopt the agenda for the Committee of the Whole Meeting on February 25, 2019.

**Carried**

**3. DELEGATION**

**4. BUSINESS**

4.1 Parades

For Council to discuss parades in the Town of High River.

**5. QUESTION & ANSWER**

For Council to ask questions of Administration.

**6. ADJOURNMENT**

The Committee of the Whole Meeting on February 25, 2019 was adjourned at 2:40 p.m.

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Mayor/Deputy Mayor

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Town Manager

Committee of the Whole  
February 25, 2019



## Request for Decision Regular Council - 11 Mar 2019

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**Division**

Legislative Services

**Prepared By**

Kara Rusk, Manager of Legislative Services

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**Topic**

High River Special Olympics Alberta Winter Games Medalists and Participants

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**Summary**

For Council to be provided with an opportunity to publicly recognize both the medalists and participants from the recent Special Olympics Alberta Winter Games.

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**Background Information**

- The Special Olympics Alberta Winter Games were held February 8 -10, 2019 in Calgary, Alberta.
  - At the February 11, 2019 Committee of the Whole meeting, Councillor Jamie Kinghorn requested that the medalists and participants from the Special Olympics Alberta Winter Games be invited to attend an upcoming Council meeting.
  - As requested, Administration has coordinated the attendance of available medalists and participants from the Special Olympics Alberta Winter Games to appear before Council.
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**Strategic Plan****Vibrant Community**

*The Town of High River provides the foundation for an inclusive, engaged and thriving community.*



# Request for Decision

## Regular Council - 11 Mar 2019

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**Division**

Financial Services

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**Prepared By**

Kola Oladimeji, Chief Financial Officer

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**Topic**

Presentation of 2018 Government Finance Officers Association of US and Canada (GFOA) Award on Financial Reporting.

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**Recommendation**

THAT Council accept and Present the Award to the Finance Department

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**Summary**

To present the 2018 GFOA award on Financial Reporting (CAnFR) for the second consecutive year to Council

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**Background Information**

Town of High River has won the prestigious Government Finance Officers Association of the United States and Canada (GFOA) financial reporting award (CAnFR) based on the 2017 Audited Financial Statements for the second year consecutively.

This award for the Financial Reporting Program was established to encourage municipal governments throughout Canada to publish high-quality financial reports.

This achievement represents a significant accomplishment by the Finance team and the entire staff as a whole for the Town. 15-20 out of 352 municipalities in Alberta win this prestigious award annually.

The award is hereby formally presented to Mayor and Council today as a significant achievement for the Town for the second consecutive year.

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**Alternatives**

None

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**Strategic Plan****Organizational Excellence**

*The Town of High River is a leader, partner and steward of excellent municipal services.*

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**Financial & Resource Implications**

None

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**Communications Plan**

To be published as part of the Town's news release by the Communications Department in all the Town's communication networks.

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**Community Engagement Strategy**

N/A

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**Follow Up Action**

Publish in all the Town's communication networks by the Communication Department.

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**Attachments**

[2018 GFOA Award](#)

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Government Finance Officers Association

**Canadian Award  
for  
Financial Reporting**

Presented to

**Town of High River**

**Alberta**

For its Annual  
Financial Report  
for the Year Ended

**December 31, 2017**

*Christopher P. Morrell*

Executive Director/CEO



# Request for Decision

## Regular Council - 11 Mar 2019

**Division**

Financial Services

**Prepared By**

Kola Oladimeji, Chief Financial Officer

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**Topic**

2018 Q4 Investments Performance Update

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**Recommendation**

**THAT** Council accept the fourth Quarter 2018 investment performance update as presented for information

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**Summary**

To provide Council with an update on the Town's \$50 million investment portfolio with CIBC Wood Gundy as at December 31, 2018.

This report is provided as information only, therefore there is no action required by Council.

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**Background Information**

The Town invested the sum of \$50 million with CIBC Wood Gundy in August 2017 from surplus cash available as part of an efficient cash flow management strategy, fiscal discipline and transparency. The surplus cash is as a result of cashflow timelines for the various ongoing capital projects, various Town capital reserves and other long term payables.

Administration is committed to giving quarterly updates to Council on the status and compliance with the Town's investment policy as information. In accordance with the Town's Investment Policy POL-16-101-02, the Town shall invest its funds in a prudent manner, provide optimum investment returns within the prescribed limits of the *Municipal Government Act* (MGA) while ensuring the safety of the capital, meeting the Town's cash flow requirements and conforming to the Town's investment policy and *MGA* guidelines.

The primary purpose of the Town's investment in the order of priority is listed below:

1. **Safety:**(Preservation of Capital) is the principal objective - investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
2. **Liquidity:** the investment portfolio shall remain sufficiently liquid to meet all operating and capital cash requirements of the Town that may be reasonably anticipated.
3. **Return:** the investments of the fund shall be structured with the objective of attaining a market rate of return commensurate with the respective portfolio benchmark.

The investment type is restricted to permitted fixed income securities that are of a high credit rating quality and meet certain parameters as indicated in the investment policy of the Town.

The Town will continue to adopt a low risk investment strategy to meet primary objective 1 above. As at December 31, 2018 the Town's investment portfolios complied strictly with the Council approved investment policy with a low risk strategy adherence.



The total interest income of \$1.7Million for 2018. Actual interest received for 2018 was \$1.1 Million and accrued interest yet to be paid of \$600K. Market value as at December 31, 2018 was \$49.7 million.

About \$900K of the interest income received will be allocated to capital projects and reserves where the funds originated from with a net interest income of \$700K available for the Town as part of general surplus for the Town.

There is no risk as the investments were not planned to be liquidated at end of December 31, 2018. Also, the accumulated interest of \$1.9 Million from Sept 2017 to date exceeds the unrealized losses of \$300K as at December 31, 2018 due to the nature of bonds investments.

Most of the investments are principal guaranteed investments and are protected against the fluctuations in market prices.

Portfolio Summary Compliance with Investment Policy (Portfolio diversification):

Investment Policy	Actual	Compliant?
Provincial Bonds- Maximum (80%)	27%	Yes
Chartered Bank Bonds - Maximum (50%)	48%	Yes
Managed Funds - Maximum (25%)	24%	Yes
Total Bonds Investments -Maximum (80%)	75%	Yes
Investments Per Issuer - Maximum (25%)	24%	Yes

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**Strategic Plan****Organizational Excellence**

*The Town of High River is a leader, partner and steward of excellent municipal services.*

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**Financial & Resource Implications**

The total interest income of \$1.7 Million for 2018. Market value as at December 31, 2018 was \$49.7 million.

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**Communications Plan**

None

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**Community Engagement Strategy**

None.

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**Follow Up Action**

N/A

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**Attachments**

[Q4 THR Investments Portfolio Summary Dec 31 2018](#)

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CIBC Wood Gundy

Hobson Chahal Advisory Group

**Town of High River**

**Portfolio Attributes**  
(As of Dec 31, 2018)

Return Statistics (net of fees)	%
3 Month	1.013
9 Month	0.789
1 Year	0.198

Return Statistics (net of fees) - Adjusted	%
3 Month	1.386
9 Month	1.463
1 Year	1.503

**Comparable Benchmark Return**

FTSE/TMX Short Term Overall Bond Index (3 Month)	1.364
FTSE/TMX Short Term Overall Bond Index (9 Month)	1.688
FTSE/TMX Short Term Overall Bond Index (1 Year)	1.913

**Investment Policy Constraints**

	Actual	Compliant?
Maximum 80% Total Provincial Bonds	27%	YES
Maximum 50% Total Chartered Bank Bonds	48%	YES
Maximum 25% Total Managed Funds	24%	YES
Maximum 80% Total Bonds	75%	YES
Maximum 25% Per Issuer	24%	YES

**Interest Summary**

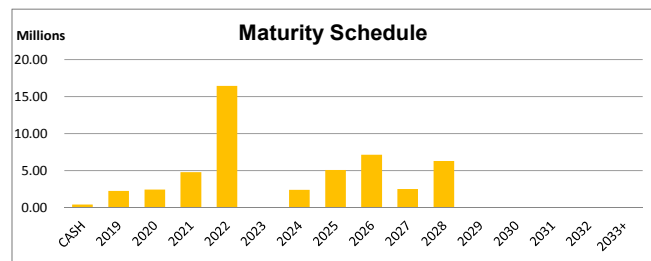
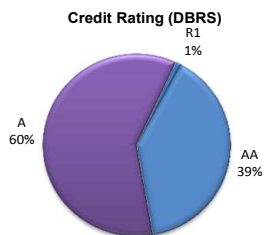
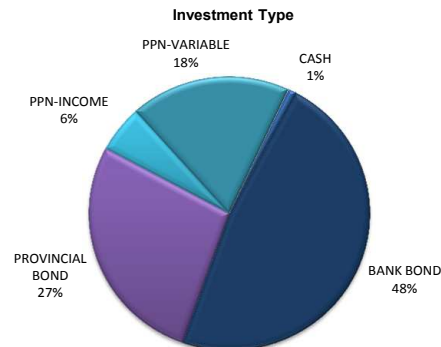
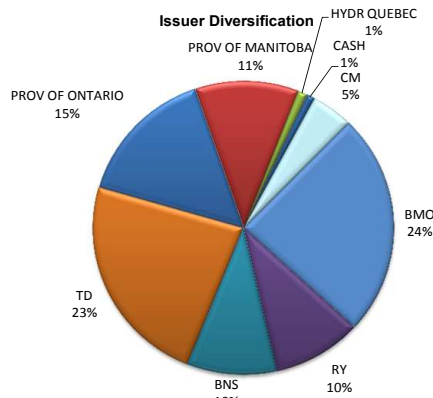
	YTD 2018
Accrued Interest	\$ 584,487.97
Accumulated Interest (Paid)	\$ 1,134,355.20

**Manager commentary:**

The Canadian economy is set to decelerate further in Q4 to a GDP growth rate of just 1.7%. The Bank of Canada also downgraded its 2019 growth forecast from 2.1% to 1.7% in January, citing the drop in oil production, as well as global growth concerns surrounding a China-U.S. tariff war, as reasons for the economy to underperform in the near term. But even before the late-2018 meltdown in crude prices, the economy had only been growing at a 2.1% real pace in the four quarters to Q3. That is not meaningfully above the non-inflationary potential that the Bank is trying to achieve. While the USMCA deal has removed much of the uncertainty surrounding the economy, the structural challenges including the lack of takeaway capacity continue to temper both sentiment and capital flows into the Canadian energy patch and will be a drag on growth in the first half of the year. However, the Government of Alberta's decision to curtail production should improve the situation faster than pure market forces. The labor market ended 2018 on a positive note but wage growth for permanent employees remained slow at 1.5% in December. But so long as oil prices swing at least some of the way back, and the Central Bank stays patient, the economy should be able to post a respectable growth rate in 2019.

The GDP forecast of 2.5% for Q4 has the U.S. tracking another solid quarter to end the year. FOMC members walked a fine line in December with the decision to raise rates at a time of financial market turbulence, but the emphasis will be on a heightened state of data-dependency as the impact of fiscal stimulus fades and the economy slows. The latest core inflation reading remained just below the Federal Reserve's target, with little indication that either wage pressures or tariffs posing a threat to the current inflation outlook. The job market ended the year strong with upside surprises in both job creation and wages but that alone likely will not dissuade the Fed from taking a pause in Q1'2019.

Concerns about rising protectionism and slowing global growth have spurred financial market volatility in the latter part of 2018. The exuberant optimism that helped markets rally for most of the year deteriorated dramatically in the final quarter, causing major U.S. stock indices to relinquish gains and finish the year in the red. The American equity market turmoil also spilled over to Canada, which saw the S&P/TSX composite close off the worst year in a decade, down 12%.



Prepared By: James Hobson, CFA, Investment Advisor & Portfolio Manager  
Charet Chahal, CIM, Investment Advisor

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**Town of High River**

**Portfolio Holdings**  
(As of Dec 31, 2018)

Rating (DBRS)	Issuer		Yield to Maturity	Coupon	Maturity	Weight (%)	Market Value	Book Value	Accumulated Interest (Since Purchase)	Accrued Interest (YTD)	Projected 2019 Interest
<b><u>Provincial</u></b>											
AA(low)	CPN ONTARIO	2JN25	2.83	0.000%	02-Jun-25	5.10	2,537,709.69	2,499,999.37	-	63,826.48	65,442.49
A(high)	CPN MANITOBA	5SP25	2.91	0.000%	05-Sep-25	5.10	2,537,135.25	2,499,999.99	-	65,664.53	67,374.55
AA(low)	CPN ONTARIO	2DC26	2.97	0.000%	02-Dec-26	5.09	2,532,280.06	2,499,999.30	-	67,622.22	69,435.27
AA(low)	CPN ON BK ENTRY	2DC27	3.02	0.000%	02-Dec-27	5.08	2,524,706.37	2,499,999.59	-	68,683.57	70,553.72
A(high)	CPN MANITOBA	5MR28	3.08	0.000%	05-Mar-28	6.08	3,024,126.73	2,974,870.64	-	84,791.61	88,428.65
A(high)	CPN HYDRO QUEBEC	15AG28	3.04	0.000%	15-Aug-28	1.03	511,113.17	503,999.31	-	10,006.33	15,383.22
<b><u>Corporate</u></b>											
R1	ACCOUNT BALANCE CAD			0.000%		0.87	433,651.59	433,651.59	-	-	-
A(low)	CIBC CAP /C 9.976% 30JN19		3.02	9.976%	30-Jun-19	4.51	2,241,195.91	2,476,230.90	324,269.88	-	108,089.96
A(low)	BMO MTN FIXED 3.34% 8DC20		3.07	3.340%	08-Dec-20	4.87	2,420,302.47	2,486,260.00	120,640.80	5,081.94	80,427.20
A(low)	RBC FXD 2021 3.45% 29SP21		3.20	3.450%	29-Sep-21	9.62	4,787,578.00	4,940,144.50	246,174.75	42,162.53	164,116.50
A(low)	BNS FXD 2022 2.58% 30MR22		3.43	2.580%	30-Mar-22	9.67	4,809,345.35	4,953,307.80	191,100.60	32,378.00	127,400.40
A(low)	BMO FIXED 202 2.57% 1JN27		3.43	2.570%	01-Jun-22	4.87	2,420,144.30	2,486,759.90	96,213.83	5,272.03	63,967.30
A(low)	TDBK FXD /C 3.224% 25JL24		3.77	3.224%	25-Jul-24	4.81	2,390,417.76	2,496,312.00	79,213.68	34,225.48	79,213.68
A(low)	TDBK MT NT N 4.859% 4MR26		3.87	4.859%	04-Mar-26	9.25	4,599,877.17	4,908,087.00	315,956.49	68,660.89	210,637.65
<b><u>Principal Protected Note</u></b>											
AA	TD CDN EQTY LOW V/D(2053)			0.000%	10-Aug-22	9.33	4,641,200.00	5,000,000.00	-	-	-
AA	BMO S&P/TSX CMPST/D Ser 98 (2080)			0.000%	30-Aug-22	9.19	4,572,100.00	5,000,000.00	-	-	-
<b><u>Principal Protected Note (Income)</u></b>											
AA	BMO GROWERS INDX LN(5535)			3.850%	29-Aug-28	5.55	2,761,000.00	2,761,000.00	-	36,112.37	106,298.50
<b>Total</b>							<b>49,743,883.82</b>	<b>51,420,621.89</b>	<b>1,373,570.03</b>	<b>584,487.97</b>	<b>1,316,769.07</b>



# Request for Decision

## Regular Council - 11 Mar 2019

**Division**

Financial Services

**Prepared By**

Ray Macintosh, Manager of Accounting Services

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**Topic**

Additional 2019 Property Tax Arrears List

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**Recommendation**

**THAT** Council adopt the additional 2019 tax arrears list as presented by Administration for the property on Tax Roll # 309000 for notification to Alberta Land Titles.

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**Summary**

To present a 2019 additional property tax arrears list for a commercial property with a total amount owing of \$28,951.89 to Council for tax notification on Titles in line with the tax recovery process. The property was not included on the previous list approved by Council during the January 28, 2019 regular Council meeting. This property will now be included along with the 46 properties earlier approved by Council in January and proceed to next stage on tax recovery process with notification to Land Titles.

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**Background Information**

A commercial property in our downtown core has been on our Tax Installment Payment Plan (TIPP) since 2004. In 2012, the property changed ownership. The name and address was changed on the tax and utilities, however the TIPP payment was not stopped by the previous owner. The previous owner continued to pay up to January 2019 when it was finally discovered by the previous owner that he was paying for a property that he does not own.

He then approached the Town on January 28, 2019 for a refund of \$28,951.89 paid wrongly on his previous property.

This will then put the property in tax arrears for 7 years dating back to 2012.

Property Details:

Roll #: 309000; Legal Description: 2245E -4 -5/6+; Commercial

2018	\$10,748.03
2017	\$ 4,538.56
2016	\$ 4,359.84
2015	\$ 4,739.72
2014 & Below	\$ 4,565.74

Total Arrears \$ 28,951.89

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**Alternatives**

- THAT the recommendation is rejected (and defeat the motion).
- THAT Council provide further direction to Administration.

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**Strategic Plan**

**Organizational Excellence**

*The Town of High River is a leader, partner and steward of excellent municipal services.*

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**Financial & Resource Implications**

- Administrative time and resources spent to collect the outstanding tax arrears
- Cash-flow impact on the outstanding tax arrears of \$28,951.89

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**Communications Plan**

None

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**Community Engagement Strategy**

None

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**Follow Up Action**

None

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# Request for Decision

## Regular Council - 11 Mar 2019

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**Division**

Planning & Development

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**Prepared By**

Sarah Peck, Planner I

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**Topic**

Development Update (November 1, 2018 to January 31, 2019)

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**Recommendation**

This report is for information purposes only, therefore there is no action required by Council.

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**Summary**

For Council to receive a presentation on the progress of the planning and building activity within the Town of High River from November 1, 2018 to January 31, 2019.

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**Background Information**

- The Safety Codes and the Planning & Development Divisions have provided data on the number and type of Building Permits and development applications applied for from November 1, 2018 to January 31, 2019.
  - The Safety Codes Report (*Attachment 1*) also highlights permits "of interest", which may include large scale projects and new businesses.
  - The Planning & Development Report (*Attachment 2*) also highlights major pre-applications, major County of Foothills referrals, major applications, and major projects including descriptions, current status (as of January 31, 2019) and the next steps. The major applications and major County of Foothills referrals are mapped (*Attachment 3*).
  - All active planning applications (both major and minor) are also listed on the Town's website (<https://www.highriver.ca/active-developments/>) and are updated on a weekly basis.
  - The public may access the [Active Developments map](#) on the Town's website to obtain further information on active development applications. The public may also contact [planning@highriver.ca](mailto:planning@highriver.ca) for more information.
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**Relevant Governance Documents**

[Land Use Bylaw](#)

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**Strategic Plan****Responsible Development**

*The Town of High River considers the impact of development on residents, infrastructure and environment.*

**Additional Comments**

**Follow Up Action**

The Planning & Development Division will present the next Development Update report in June 2019 which will cover development updates from February 1, 2019 to April 30, 2019.

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**Attachments**

[Attachment 1 Safety Codes Report](#)

[Attachment 2 Planning & Development Report](#)

[Attachment 3: Mapping for Major County of Foothills Referrals and Major Applications](#)

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**Attachment 1: Safety Codes Report**

<b>November 2018 – Building and Demolition Permit Statistics</b>	
Single family dwellings basement developments/accessory buildings/renovations/decks	4
Multi-Family Dwellings basement developments/decks/renovations	1
Commercial tenant occupancy & improvement permits	4
Institutional	0
Recreational	1
Commercial new	1
Industrial renovations	0
Single Family Dwellings	5
Multi Family Dwellings New Builds	0
Total building permits issued in November 2018	16
Total demolition permits issued in November 2018	1
Total house moves into Town in November 2018	0
Total house move-out permits in November 2018	0
Total building and demolition permits issued in November 2018	17
Total estimated permit value in November 2018: \$2,924,328.00	
Total YTD estimated permit value: \$35,957,765.00	
<b><u>Of interest:</u></b>	
Building permit issued for swimming pool refurbishment \$110,000.00	
Building permit issued for the Batch Bakery addition located at 105 8 Avenue SE \$325,000.00	

<b>December 2018 – Building and Demolition Permit Statistics</b>	
Single family dwellings basement developments/accessory buildings/renovations/decks	4
Multi-Family Dwellings basement developments/decks/renovations	2
Commercial tenant occupancy & improvement permits	3
Institutional	0
Commercial new	0
Industrial renovations	0
Single Family Dwellings	1
Multi Family Dwellings New Builds	7
Total building permits issued in December 2018	12
Total demolition permits issued in December 2018	0
Total house moves into Town in December 2018	0
Total house move-out permits in December 2018	1
Total building and demolition permits issued in December 2018	13
Total estimated permit value in December 2018: \$3,013,623.00	
Total YTD estimated permit value: \$38,971,388.00	
<b><u>Of interest:</u></b>	

<b>January 2019 - Building and Demolition Permit Statistics</b>	
Single family dwellings basement developments/accessory buildings/renovations/decks	5
Multi-Family Dwellings basement developments/decks/renovations	1
Commercial tenant occupancy & improvement permits	8
Institutional	0
Commercial new	0
Industrial renovations	0
Single Family Dwellings	0
Multi Family Dwellings New Builds	0
Total building permits issued in January 2019	14
Total demolition permits issued in January 2019	0
Total house moves into Town in January 2019	0
Total house move-out permits in January 2019	1
Total building and demolition permits issued in January 2019	15
Total estimated permit value in January 2019: \$969,640.00	
Total YTD estimated permit value: \$969,640.00	
<b><u>Of interest:</u></b>	
Building permit issued for the exterior renovation of Rodeo Plaza formerly known as the Beef and Brew building \$500,000.00	
Building permit issued for the leasehold improvement of a bay located at 300 High Country Drive NW (currently under construction) for a medical office and pharmacy.	
LAST HOUSE AND DETACHED GARAGE MOVED OUT OF BEECHWOOD SUBDIVISION.	

**Attachment 2: Planning and Development Report**

<b>November 2018 – Accepted Planning &amp; Development Applications</b>	
Single-detached dwellings	4
Multi-unit dwellings	0
Change of use	
Permitted	2
Discretionary	1
Accessory building (discretionary)	1
Signage	3
Home Occupations	
Major	0
Minor	2
Subdivision	0

<b>December 2018 – Accepted Planning &amp; Development Applications</b>	
Single-detached dwellings	1
Multi-unit dwellings	1
Change of use	
Permitted	
Discretionary	0
Accessory building (discretionary)	1
Signage	1
Home Occupations	
Major	0
Minor	2
Subdivision	1

<b>January 2019 – Accepted Planning &amp; Development Applications</b>	
Single-detached dwellings	0
Multi-unit dwellings	1
Change of use	
Permitted	5
Discretionary	0
Accessory building (discretionary)	
Signage	2
Home Occupations	
Major	2
Minor	1
Subdivision	0

<b>Major pre-application meetings</b> (November 1, 2018 – January 31, 2019)	
<p>1. Highlands Subdivision (Plan 1510244; Block 1; Lot 2)</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>The owner of the Highlands of Spitzee Crossing is in negotiations with a potential purchaser which would lead to subdividing a portion of the property to separate the area of land planned for the seniors' development from the rest of the property.</li> <li>Staff have recommended that the interested purchaser have a meeting with staff to discuss the Spitzee Crossing Cost Sharing Agreement as the purchaser will become a party to it.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>Pre-application meeting held on September 13, 2018.</li> </ul> <p><i>Next steps:</i></p> <ul style="list-style-type: none"> <li>No submission to date.</li> </ul>
<p>2. High River Autoplex (Plan 141 2941; Block 7; Lot 11)</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>Surface work was conducted on site without a Development Permit.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>Owner working with Town to submit a Development Permit and submit engineering for surface work.</li> </ul> <p><i>Next steps:</i></p> <ul style="list-style-type: none"> <li>No submission to date – to follow up with applicant.</li> </ul>

<b>Major County of Foothills referrals</b> (November 1, 2018 – January 31, 2019)	
<p>1. EFS Plastics Facility (NW 30-19-28-WS4M)</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>EFS Plastics (a company specializing in reusing recycled plastics) was looking to expand into Western Canada and was inquiring about a piece of land on the outskirts of High River (1800 10 St SE) for their plastics facility.</li> <li>Town of High River had two pre-application meetings with EFS Plastics to review planning and engineering requirements for developing the site, specifically the Town's waste water pollution capacity.</li> <li>EFS Plastics ultimately decided on another piece of land along the 2A industrial corridor to buy, so the County of Foothills will be taking the lead on this project.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>On January 28, 2019 the Town received a circulation from Foothills County which proposes to subdivide and develop the EFS plastics Recycling plant along the Hwy 2A corridor. The application notes that discussions with Public Works are ongoing about the best available method of servicing.</li> </ul>

<p>2. Truck Stop (0612882;1;1-2)</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• Foothills County has received a development proposal to construct a Truck Stop, including service station, convenience store, travel centre, drive-through restaurant, overnight parking for truck drivers and Car Wash on the lands immediately to the NE of the Highway 2 and 12<sup>th</sup> Avenue SE overpass.</li> <li>• A total of one-hundred and eleven (111) parking stalls are proposed, in addition to four (4) barrier free stalls, fifteen (15) truck parking stalls, and five (5) RV parking stalls.</li> <li>• This site is located within the County’s adopted High River Highway Commercial Area Concept Plan</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• Town and County staff had a pre-application meeting with the applicant on February 8, 2019. The lands are designated as ‘Highway Commercial’ and are part of Joint Planning Area 2 in the Intermunicipal Development Plan (IDP). Town Administration commented that the IDP policy direction is for joint planning for servicing, urban design guidelines and economic development to take place prior to subdivision and development, and requested the subject be brought to the March meeting of the Intermunicipal Committee (IMC) for discussion.</li> <li>• The development is proposed to be serviced by two on-site water wells and a pump out septic system, the suitability of which are to be verified by the County when an official application is submitted.</li> <li>• The applicant showed interest in attending the IMC meeting and may submit an official application to the County prior to the meeting.</li> </ul>
<p>3. New Holland Dealership (SW 9-19-28 W4M)</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• Foothills County has received a proposal to redesignate a parcel on the east side of Highway 2, to facilitate development of a New Holland Dealership, including the construction of a steel building for office and shop operations.</li> <li>• If the application is successful, this would relocate the existing New Holland Dealership from along 112 Street East in the proposed Annexation Area ‘A’. The applicant indicated that the dealership has issues with access to the area and drivers often require directions through Town when moving the larger equipment.</li> <li>• The County has not approved an area concept plan for the property</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• Town and County staff had a pre-application meeting with the applicant on February 8, 2019. The lands are designated as ‘Highway Commercial’ and are part of Joint Planning Area 2 in the Intermunicipal Development Plan (IDP). Town Administration commented that the IDP policy direction is for joint planning for servicing, urban design guidelines and economic development to take place prior to subdivision and development and requested the subject be brought to the March meeting of the Intermunicipal Committee (IMC) for discussion.</li> </ul>

	<ul style="list-style-type: none"> <li>• Servicing solutions are still being explored by the applicant with the potential for either drilling a new water well with approval from Alberta Environment, or haul in/out water. There would likely be on-site septic servicing.</li> <li>• The applicant is waiting to hear back from County Administration on the outcomes of the IMC discussion, prior to submitting an official application</li> </ul>
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<b>Major Application Updates (active)</b>	
<p><b>1. Development Permit 2007.18</b> Residential 8 Plex at 40 4 Ave SE</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• This is a major development application for a residential 8 plex (8 dwelling units) on 40 4 Ave SE.</li> <li>• This development will require a Development Agreement and Letter of Credit due to servicing requirements.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• This application has received an extension to complete the prior to release items of the Notice of Decision issued June 29, 2018. The extension was signed on December 6, 2018 and extended the time period for the applicant to finish the prior to release items from December 28, 2018 to <u>December 30, 2019.</u></li> </ul> <p><i>Next Steps:</i></p> <ul style="list-style-type: none"> <li>• Execute a Development Agreement with Letter of Credit</li> <li>• Release Development Permit upon completion of outstanding items.</li> </ul>
<p><b>2. Subdivision 22.01.18</b> Hampton Hills Phase 4</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• A subdivision application for Hampton Hills Phase 4 to create 46 Residential Lots.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• Endorsement packaged signed – Applicant to register subdivision with Alberta Land Titles.</li> </ul> <p><i>Next steps:</i></p> <ul style="list-style-type: none"> <li>• Await subdivision registration confirmation.</li> </ul>
<p><b>3. Subdivision 22.03.18</b> Hampton Hills Phase 5</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• On June 19, 2018, a subdivision application was received for a Subdivision to create 35 residential parcels, 1 MR parcel and 2 PUL parcels in the Hampton Hills area. This subdivision is for Phase 5.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• Transmittal of Decision was issued on August 28, 2018.</li> </ul> <p><i>Next steps:</i></p> <ul style="list-style-type: none"> <li>• Applicant to satisfy subdivision conditions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Applicant working on street naming plan.</li> <li>• Execute Subdivision Development Agreement.</li> <li>• Once all prior to endorsement conditions are met, execute the endorsement package.</li> </ul>
<p><b>4. Subdivision 23.01.18 Highwood Ranch Phase 1</b></p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• Located directly south of Coal Trail E and west of the Avalon/Vista Mirage area, in the Spitzee Crossing ASP</li> <li>• Part of Highwood Ranch Neighbourhood Outline Plan (adopted by Council in February 2018)</li> <li>• 20.91 acres (9.436 hectares)</li> <li>• 68 lots (67 Residential and 1 municipal reserve)</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• Transmittal of Decision was issued October 5, 2018. The applicant has until October 5, 2019 to complete all prior to endorsement items.</li> <li>• The Engineering Department is waiting on outstanding engineering items. They are also reviewing items that have already been received and providing comments.</li> </ul> <p><i>Next steps</i></p> <ul style="list-style-type: none"> <li>• Planning Department will be presenting the proposed street naming plan to Council on March 11, 2019</li> <li>• Sign Cost Sharing Agreement</li> <li>• Applicant to submit Letter of Credit</li> <li>• Prepare Subdivision/Development Agreement</li> <li>• Once all prior to endorsement conditions are met, Endorsement package is to be signed and registered.</li> </ul>
<p><b>5. Subdivision 2008-36- (10,11,14,15(2)) Montrose 2C</b></p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• On July 17, 2018 the Town received the endorsement documents for Phase 2C subdivision for registration of 47 lots.</li> <li>• The original subdivision approval was from 2008.</li> <li>• Four (4) time extensions since 2008 have been granted and the applicant plans to complete the subdivision this year.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• The applicant is currently working on an amending agreement that will accompany the original Subdivision Development Agreement in place from 2008</li> <li>• Stripping and grading permit has been issued.</li> </ul> <p><i>Next steps:</i></p> <ul style="list-style-type: none"> <li>• Applicant to submit offsite levy payment</li> <li>• Applicant and Town to execute the amending agreement</li> <li>• Execute endorsement package.</li> </ul>
<p><b>6. Subdivision 2008-36- (10,11,14,15(2)) Montrose 2D</b></p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• Original Subdivision approval for Montrose Phase 2D is from 2008.</li> <li>• Four (4) extensions have been approved since 2008.</li> </ul>

	<ul style="list-style-type: none"> <li>• The subject subdivision consists of 53 lots.</li> <li>• Applicant requested a further subdivision extension for Phase 2D subdivision.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• On October 22, 2018, Council granted a one (1) year extension for Montrose Phase 2D Subdivision being July 23, 2019.</li> </ul> <p><i>Next steps:</i></p> <ul style="list-style-type: none"> <li>• Applicant to submit offsite levy payment</li> <li>• Applicant to enter into an amending agreement to accompany the original 2008 Development agreement.</li> <li>• Execute endorsement package prior to the extension deadline of July 23, 2019.</li> </ul>
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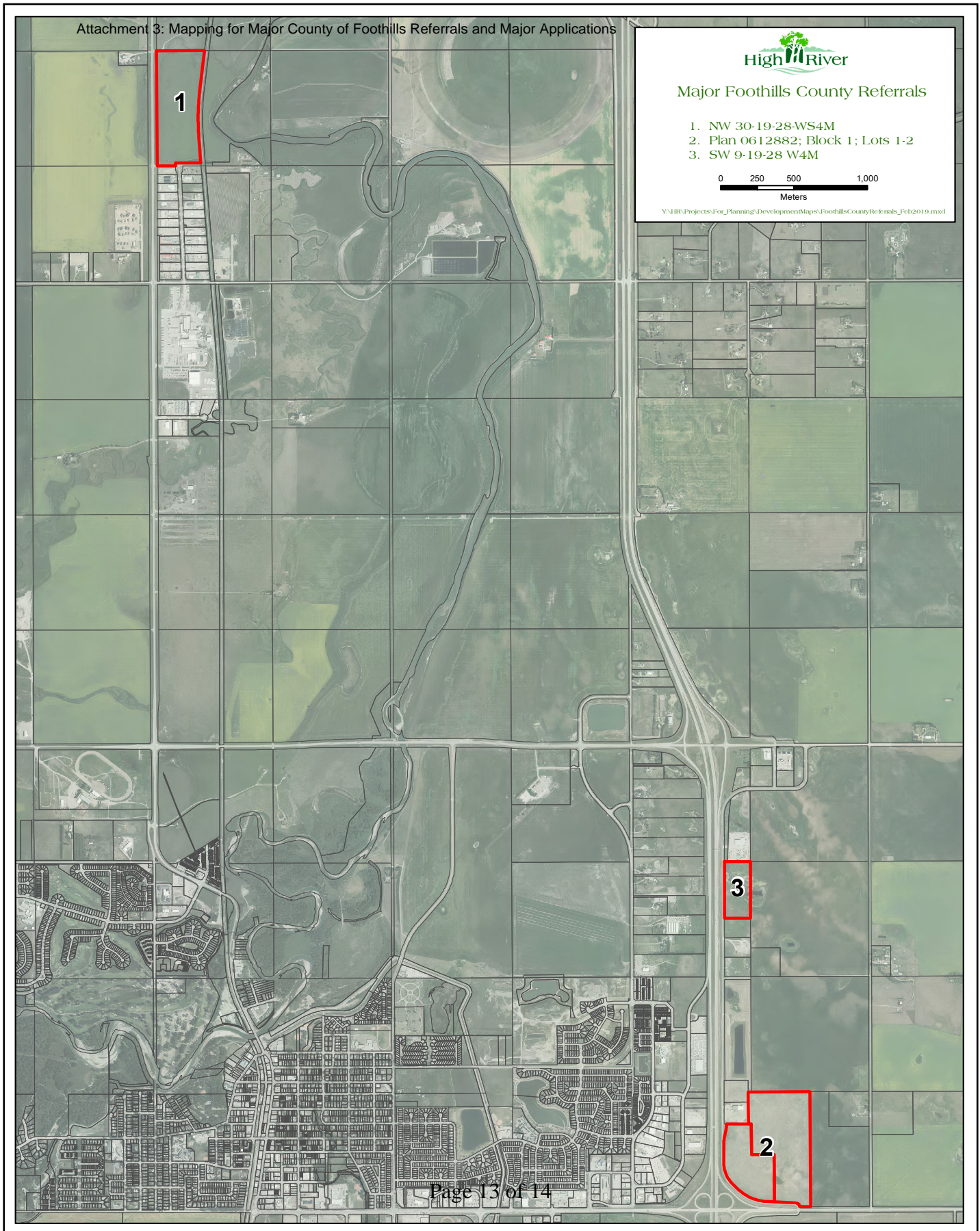
<b>Major Application Updates (complete)</b>	
<p><b>1. Development Permit 4001.18</b> Batch Bakery 105 8 Ave. SE</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• This is a major development application for an addition to an existing commercial building.</li> <li>• The development will require a Development Agreement and Letter of Credit due to the Landscaping and sidewalk installation.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• COMPLETE – Development Permit released on Nov 6, 2018.</li> </ul>
<p><b>2. Development Permit 4002.18</b> Highwood Village North – Phase 2 Building #3</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• This is a major development application for building #3 in the Highwood Village North commercial development. This building will have 3 bays, with 4 parking stalls and one loading stall</li> <li>• The Engineering requirements were met with the previous development permit for the existing buildings – therefore NO development agreement is necessary.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• COMPLETE – Development Permit Issued October 30<sup>th</sup>, 2018</li> </ul>
<p><b>3. Subdivision 22.02.18</b> Pope land</p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• On May 17, 2018, an application for subdivision of a 1.205-acre parcel north of the Hampton Hills Storm Pond was received. The purpose of the subdivision of this parcel was to expand the area to the north of Hampton Hills Storm Pond to properly complete construction of the supporting wall for that facility.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• COMPLETE – Subdivision registered on September 20, 2018. Parcel will be consolidated into the Hamptons storm pond MR upon registration of Hamptons Phase 5 Subdivision.</li> </ul>



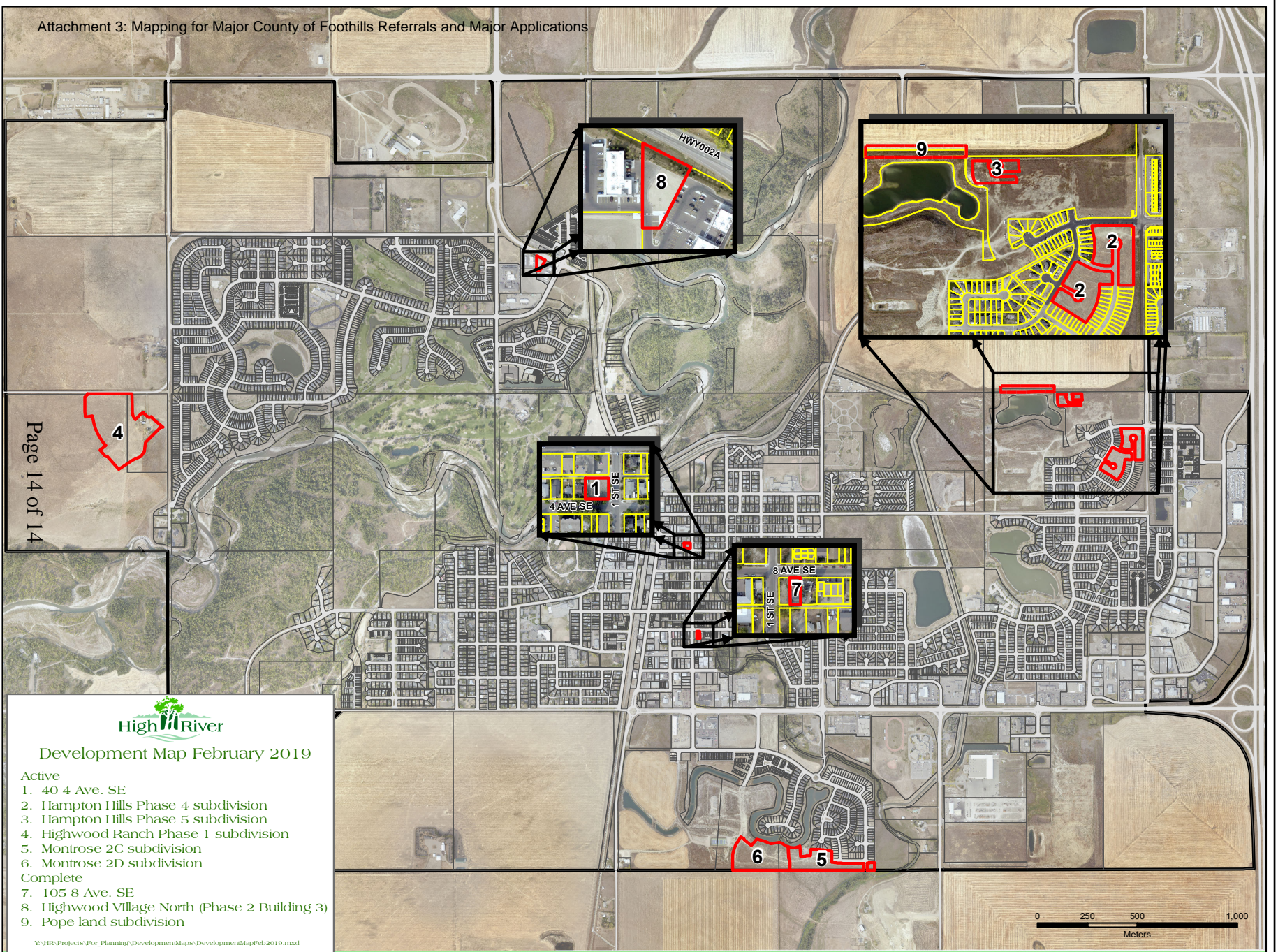
<b>Major Projects Updates (active)</b>	
<p><b>1. Annexation</b></p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• Planning and Development is in the process of preparing an annexation application to annex 111 hectares (275 acres) of land into the Town.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• On October 26, 2018, an amended Notice of Intent to annex was issued and submitted to the Municipal Government Board, MD of Foothills and all related stakeholders.</li> <li>• The Town/County Annexation Agreement is in the final stages of completion</li> <li>• The annexation application requirements are in various stages of completion (mapping, servicing info, MDP and IDP analysis, economic development info, etc.)</li> </ul> <p><i>Next Steps:</i></p> <ul style="list-style-type: none"> <li>• Complete annexation agreement</li> <li>• Complete remaining application requirements</li> <li>• Submit application to MGB by May/June 2019</li> </ul>
<p><b>2. Calgary Metropolitan Region Board (CMRB) Progress and planning role</b></p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• The Calgary Metropolitan Region Board (CMRB) consists of representatives from 10 municipalities – including High River – mandated to develop a long-term plan for managed, sustainable growth in the Calgary region. It was officially established in January 2018.</li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• The CMRB has completed the Interim Growth Plan (IGP) and the Interim Regional Evaluation Framework (IREF) and it has been approved by the Minister of Municipal Affairs.</li> </ul> <p><i>Next Steps:</i></p> <ul style="list-style-type: none"> <li>• The CMRB is now beginning work on the fulsome Growth Plan and Servicing Plan. The documents must be completed by December 31, 2020.</li> <li>• Technical background studies to be completed include the Regional Employment Analysis, the South &amp; East Calgary Regional Transportation Study, and the Environmentally Sensitive/Significant Areas Study.</li> </ul>
<p><b>3. Signage Enforcement</b></p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• It has come to staff’s attention that there are a considerable number of commercial signs that have been installed without Development Permits. Staff created a Communications Plan and presented it to the Committee of the Whole on January 14, 2019.</li> </ul> <p><i>Status:</i></p>

	<ul style="list-style-type: none"> <li>• Staff made a presentation to the Chamber of Commerce on January 24, 2019</li> <li>• As of January 31, 2019, Staff have had a telephone conversation with five (5) owners of prohibited signs and have issued them orders to remove the signs within 30 days.</li> </ul> <p><i>Next Steps:</i></p> <ul style="list-style-type: none"> <li>• Staff will continue to contact signage owners and then issue removal orders for the prohibited signage.</li> </ul>
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<b>Major Projects Updates (complete)</b>	
<p><b>4. Intermunicipal Development Plan Amendment</b></p>	<p><i>Description:</i></p> <ul style="list-style-type: none"> <li>• The Town of High River and the County of Foothills completed amendments to the Future Land Use Scenario map in the Intermunicipal Development Plan to               <ol style="list-style-type: none"> <li>1. Re-designate two areas of land to facilitate future annexation; and</li> <li>2. Change the designation of the Agricultural Society Land to reflect a change that was made to the County of Foothills' Land Use Bylaw.</li> </ol> </li> </ul> <p><i>Status:</i></p> <ul style="list-style-type: none"> <li>• Complete – The County and the Town have completed final readings of the amendments.</li> </ul>



Attachment 3: Mapping for Major County of Foothills Referrals and Major Applications



Page 14 of 14



Development Map February 2019

Active

- 1. 40 4 Ave. SE
- 2. Hampton Hills Phase 4 subdivision
- 3. Hampton Hills Phase 5 subdivision
- 4. Highwood Ranch Phase 1 subdivision
- 5. Montrose 2C subdivision
- 6. Montrose 2D subdivision

Complete

- 7. 105 8 Ave. SE
- 8. Highwood Village North (Phase 2 Building 3)
- 9. Pope land subdivision

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# Request for Decision

## Regular Council - 11 Mar 2019

**Division**

Planning & Development  
Services

**Prepared By**

Becky Soby, Development Officer

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**Topic**

Highwood Ranch Street Naming

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**Recommendation**

**THAT** Council approve the street name for the north/south portion of the future main arterial road proposed by Planning Staff being "Spitzee Crossing Street NW."

**THAT** Council approve the street name for the east/west portion of the future main arterial road proposed by Planning Staff being "Spitzee Crossing Ave NW."

**THAT** Council approve the proposed street naming plan provided by the applicant, for all 5 phases of the Highwood Ranch Neighborhood Outline Plan.

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**Summary**

For Council to discuss and approve the proposed street names for the Highwood Ranch Neighbourhood Outline Plan and the future main arterial roads for the Spitzee Crossing Area Structure Plan lands.

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**Background Information**

- **February 1, 2019:** as part of the Highwood Ranch Phase I subdivision application, Planning and Development Services received a proposal for street naming for all five phases of the Highwood Ranch Neighbourhood Outline Plan.
  - Please refer to Attachment 1.0 for a complete list of all proposed street names, and Attachment 2.0 for map of street names.
- As part of this subdivision phase 1 application, it has triggered the need to name the future main arterial road in the Spitzee Crossing ASP lands to the north. Planning and Development Services propose the street name, "Spitzee Crossing Street NW" for the north/south portion of the main arterial, and "Spitzee Crossing Ave NW" for the east/west portion (please see Attachment 3.0 for this map).
  - Please refer to Attachment 1.0 for the rationale behind choosing these names.
  - The naming of "Spitzee Crossing Road NW" and "Spitzee Crossing Street NW" was circulated for comments to all Spitzee Crossing ASP landowners via email on December 20th, 2018. Please refer to Attachment 1.0 for the circulation responses.

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**Alternatives**

**THAT** Council approve the street name for the north/south portion of the future main arterial road proposed by Planning Staff being "Spitzee Crossing Street NW."

**THAT** Council approve the street name for the east/west portion of the future main arterial road proposed by Planning Staff being "Spitzee Crossing Ave NW."

**THAT** Council approve the proposed street naming plan provided by the applicant, for all 5 phases of the Highwood Ranch Neighborhood Outline Plan.

**THAT** Council refer the proposed street name for the north/south portion of future the main arterial road being " Spitzee Crossing Street NW" back to administration for specific changes as directed by Council.

**THAT** Council refer the proposed street name for the east/west portion of future the main arterial road " Spitzee Crossing Ave NW" back to administration for specific changes as directed by Council.

**THAT** Council refer the proposed street naming plan for Highwood Ranch Neighbourhood Outline Plan back to the applicant for specific changes as directed by Council.

**THAT** Council refuse street name for the north/south portion of the future main arterial road proposed by Planning Staff being "Spitzee Crossing Street NW."

**THAT** Council refuse the street name for the east/west portion of the future main arterial road proposed by Planning Staff being "Spitzee Crossing Ave NW."

**THAT** Council refuse the proposed street naming plan provided by the applicant, for all 5 phases of the Highwood Ranch Neighbourhood Outline Plan.

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**Relevant Governance Documents**

PRO 22-101-00 Naming Procedure  
[Highwood Ranch Neighbourhood Outline Plan](#)  
[Spitzee Crossing Area Structure Plan](#)

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**Strategic Plan**

**Vibrant Community**

*The Town of High River provides the foundation for an inclusive, engaged and thriving community.*

**Attachments**

[Attachment 1.0 - Street Naming Background Information](#)  
[Attachment 2.0 - Highwood Ranch Neighbourhood Outline Plan Street Naming - 5 Phases](#)  
[Attachment 3.0 - Future Main Arterial in Spitzee Crossing Area Structure Plan](#)

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**Attachment 1.0: Background Information**

- **February 2018:** Highwood Ranch Neighbourhood Outline Plan (NOP) is approved with five phases.
- **June 22, 2018:** The Planning Department accepted a subdivision application for the first phase of the of the Highwood Ranch NOP - Highwood Ranch Phase I Subdivision which is comprised of 68 lots.
- **October 5, 2018:** The Transmittal of Decision is issued for the Highwood Ranch Phase I subdivision. This subdivision will be endorsed once all prior to endorsement conditions have been met.
- **February 1, 2019:** As part of the subdivision application, Planning and Development Services received a proposal for street naming for all five phases of the Highwood Ranch Neighbourhood Outline Plan.

**Highwood Ranch Street Naming for all Five Phases:**

In accordance to the Town of High River Naming Procedure (PRO 22-101-00), Site Specific Naming Guidelines state the following:

Development Areas:

- A theme may be applied to a development area.
- Subject to an approved theme, neighbourhoods within the development area may be associated with the theme. However, repetition of a single name(s) i.e. High River Road, High River Avenue, High River Street etc. will not be accepted to avoid confusion in the delivery of public services, municipal addressing and the public at large.
- Any Neighbourhood entry feature must clearly and equitably identify the area with the approved official name

The Highwood Ranch Neighbourhood Outline Plan proposed street names for all five phases using a theme. The names are as follows (please also see Attachment 2.0);

Streets running north/south	Streets running east/west
Boundary Street NW	Ranchers Road NW
Coyote Street NW	Mountainview Road NW
Stage Coach Street NW	Lariat Road NW
Pioneer Way NW	Pioneer Way NW
Chinook Road NW	Chinook Road NW
Western Street NW	Spur Road NW
Settler Street NW	Highwood Ranch Road NW

\*Please note that “Settler Street NW” and “Stage Coach Street NW” will remain the names for each road as they continue north into the future Spitzee Crossing ASP area.

The applicant has provided the following rationale for choosing this naming theme;

- *The ‘western’ theme of the subdivision road naming is inspired by the ranching history of the area*

**Future Spitzee Crossing Area Structure Plan Main Arterial Road:**

As part of this Subdivision Phase 1 application, it has triggered the need to name the future main arterial road in the Spitzee Crossing ASP lands to the north. This arterial runs both east/west and north/south, ending in the Highwood Ranch Subdivision in the south of the ASP. Planning and Development Services propose the street name, "Spitzee Crossing Street NW" for the north/south portion of the main arterial, and "Spitzee Crossing Ave NW" for the east/west portion (please see Attachment 3.0). This decision was based on direction from the Town of High River Fire Department. The Fire Department rationale for this naming is as follows;

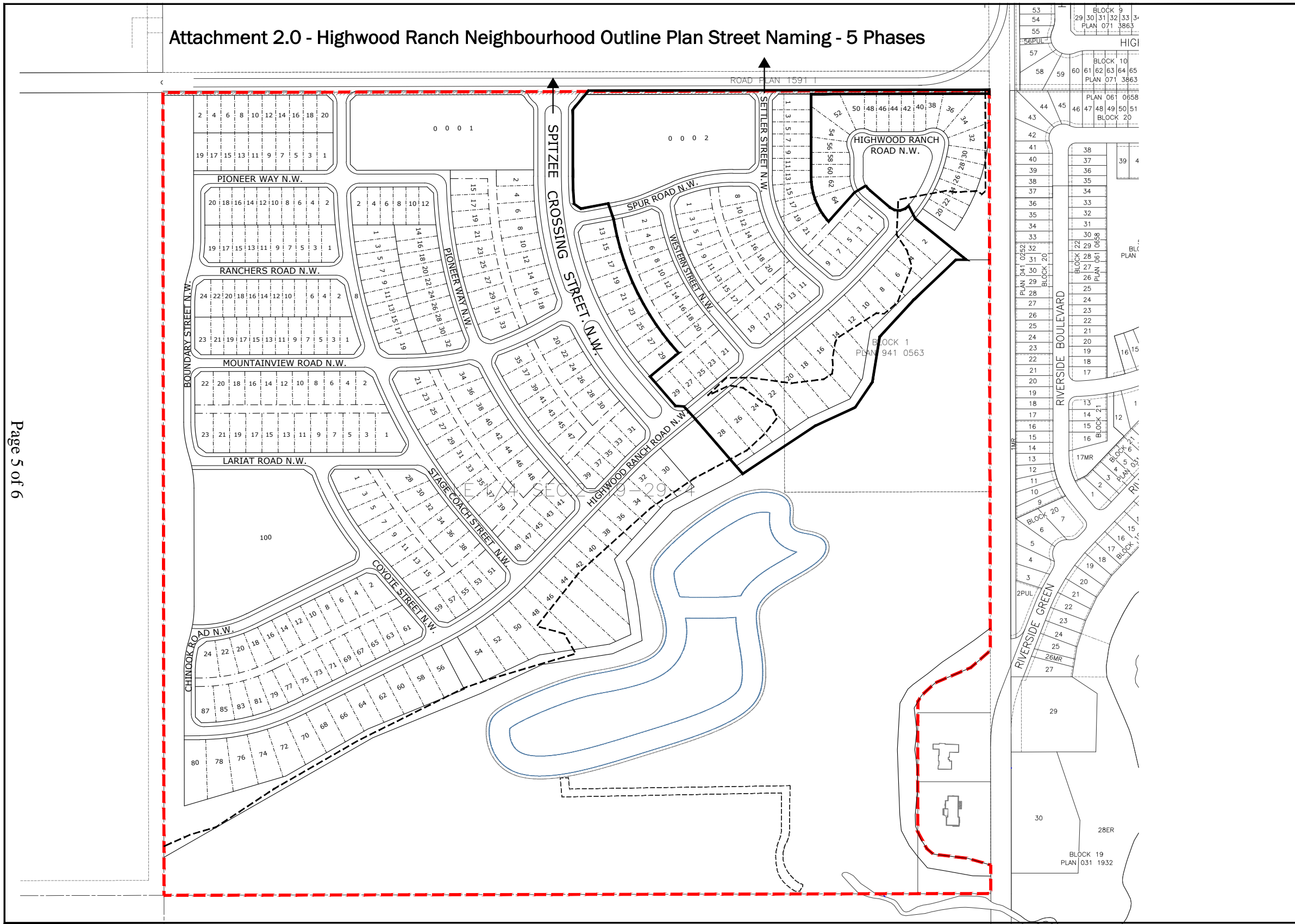
1. *To simplify for the future and build consistency in the Town's roadways*
2. *When there is a roadway that is of greater than normal length (for example High Country Drive or Riverside Drive) it is an extremely long roadway to drive to find an address that may be incorrect. Assigning only one name to the entire main arterial gives the Fire Department a very lengthy roadway to search. If this roadway was split into 2 separate roadways it narrows the search area significantly That is critical time for the Fire Department and the person requiring their assistance.*

The naming of "Spitzee Crossing Road NW" and "Spitzee Crossing Street NW" was circulated for comments to all Spitzee Crossing ASP landowners via email on December 20<sup>th</sup>, 2018. Five (5) email replies were received in response to this circulation. Four (4) of the landowners were in favor of this proposed street naming. One (1) landowner expressed concern with the proposed street naming (please see below response).

*"I presume all the residential areas in the future development will be best served by typical neighborhood nomenclature, i.e. Close, Court, Bay, Manor, etc. Would it not be more appropriate to refer to the two main traffic corridors as something like Spitzee Crossing Way or Spitzee Crossing Boulevard or something similar instead of a numbered street and avenue? I generally think of numbered roads as straight north/south, east/west grid patterned roads. That's better for me if I'm lost but in an area that is meant to be quiet and residential I think it sounds better for everyone if the main through fares are named instead of numbered."*



# Attachment 2.0 - Highwood Ranch Neighbourhood Outline Plan Street Naming - 5 Phases



5119 Elbow Drive SW  
Suite 460  
Calgary, AB  
T2V 1H2

HIGHWOOD RANCH SUBDIVISION

PROJECT NUMBER  
13-036

LEGAL ADDRESS  
N.E. 1/4 SEC 2-19-29 W4

DATE  
2019-01-31

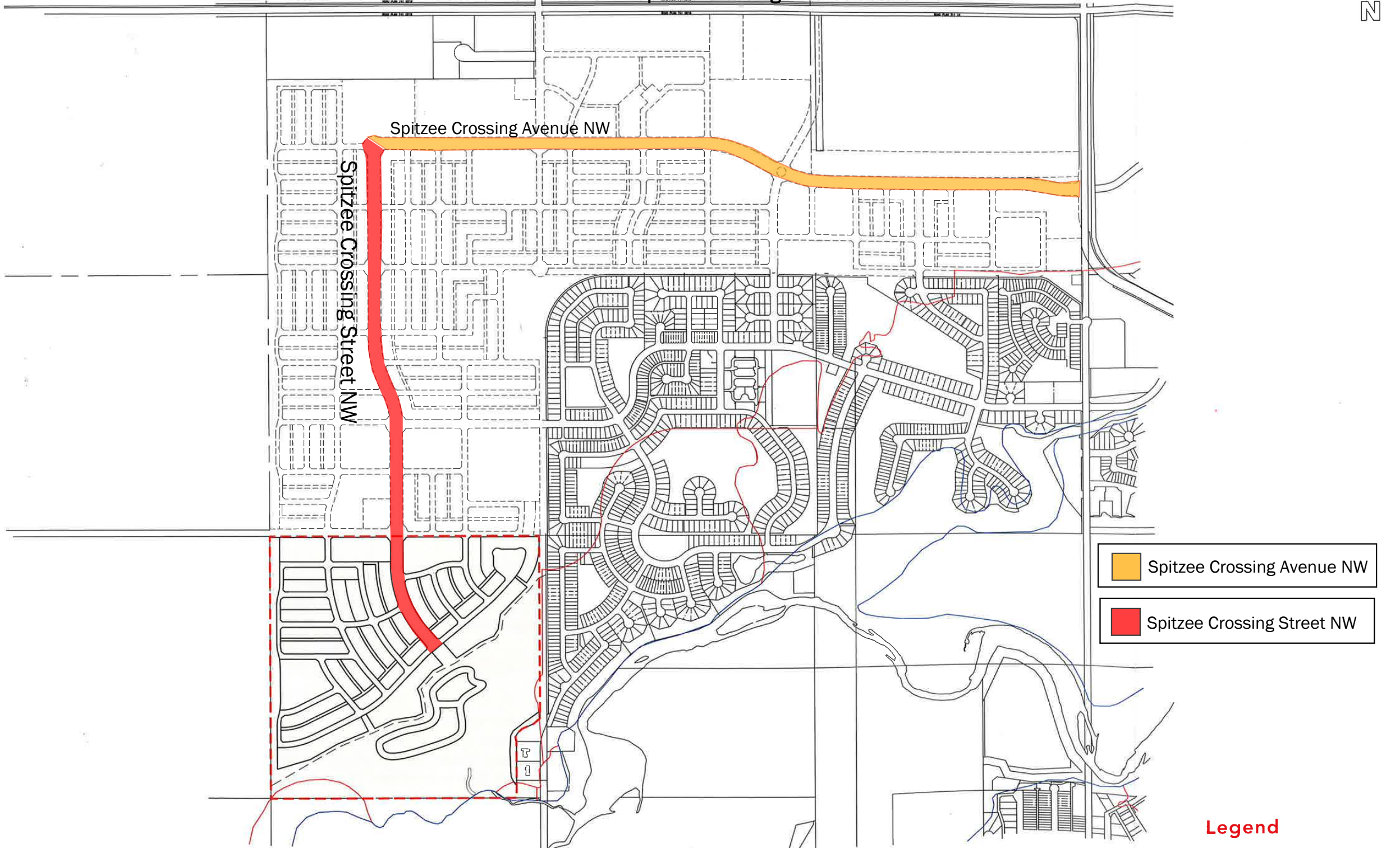
HIGHWOOD RANCH PHASE 1  
ADDRESSING MAP

SCALE  
1:3500

SHEET  
**S1**  
MUNICIPAL ADDRESSING



### Attachment 3.0 - Future Main Arterial in Spitzee Crossing Area Structure Plan





# Request for Decision

## Regular Council - 11 Mar 2019

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**Division**

Parks Planning

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**Prepared By**

Kara Rusk, Manager of Legislative Services

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**Topic**

Sheppard Family Park Society Bylaw Amendments

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**Recommendation**

**THAT** Council direct Administration to communicate, in writing, the Town's support for the proposed amendments to the Sheppard Family Park Society Bylaws.

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**Summary**

For Council to provide direction regarding the proposed changes to the Sheppard Family Park Society Bylaws.

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**Background Information**

- A letter dated January 17, 2019 was provided to the Town of High River which enclosed the Sheppard Family Park Society Bylaws with proposed amendments.
  - The proposed amendments are in relation to Sections 5.01, 7.03 and 7.03(a) and provide clarification regarding the number of Directors that are appointed or elected. Section 7.03 has been updated to expand upon the election requirements.
  - These amendments are being brought forward to Council for consideration because there is a requirement in the Sheppard Family Park Society Bylaws to circulate proposed amendments to the Town so that the Town can disapprove of these changes if it deems it appropriate to do so.
  - Given the minor changes to the Sheppard Family Park Society's Bylaws, Administration has no concerns with regards to these changes.
- 

**Alternatives**

**THAT** Council direct Administration to communicate, in writing, the Town's disapproval for the proposed amendments to the Sheppard Family Park Society Bylaws.

**THAT** Council refer this matter back to Administration for further consideration.

---

**Strategic Plan****Organizational Excellence**

*The Town of High River is a leader, partner and steward of excellent municipal services.*

**Follow Up Action**

Parks Planning will draft a letter indicating Council's direction following the conclusion of the meeting and will deliver the same on or before March 12, 2019.

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**Attachments**

[Letter from Sheppard Family Park Society with Proposed Bylaws](#)

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## Sheppard Family Park Society

1201 – 5 Street S.E.  
High River, Alberta T1V 1J2  
Telephone: 403-652-1128  
sf\_park@telus.net

January 17, 2019

Town of High River

Mayor and Council Members:

Re: **Proposed Amendments to the Sheppard Family Park Society By-Laws**

Please find enclosed the following proposed amendments to the Sheppard Family Park Society By-Laws highlighted in red. These proposed changes were made under a motion by the Board on January 15, 2019.

By-Law 5.01 ...eight (8) Directors shall be "elected"...

By-Law 7.03 ....., and of Schedule 1 (is removed) ... "eight (8)" Directors...

By-Law 7.03(a) ... and of Schedule 1...(is removed). There is no Schedule 1.

Pursuant to 17.02 of the By-laws "... the Town of High River shall be given thirty (30) days from the date the Board approves a motion to propose an amendment of the By-Laws to the members to indicate their disapproval in writing to the Board, failing which the Board may proceed to implement action to achieve the proposed By-Law change."

Our Annual General Meeting will be held on Tuesday, March 12, 2019. We seek your approval of these amendments before we present them to the membership.

If you have any questions please do not hesitate to contact me at your convenience.

Yours truly,

Mary Ann Dearing  
President  
Sheppard Family Park Society  
403-652-6242  
Enclosure

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

**1. Name**

1.01 The name of the Society shall be The Sheppard Family Park Society.

**2. Interpretation**

2.01 "Board" shall mean the Board of Directors of the Society. It shall be comprised of the following:

- (a) The President of the Society;
- (b) The Vice-President of the Society;
- (c) The Secretary of the Society;
- (d) The Treasurer of the Society;
- (e) One (1) representative of each of the following organizations, appointed pursuant to the provisions of Article 5.02 hereof; namely:
  - (i) The Rotary Club of High River;
  - (ii) The Kinsmen Club of High River;
  - (iii) The St. Benedict's Anglican Church of High River;
  - (iv) The Museum of the Highwood
- (f) Such additional Directors as shall be elected at the Annual General Meeting.
- (g) Nothing herein shall prohibit any of the representatives listed in subparagraph 2.01(e) from being elected to and occupying the offices of the President, Vice-President, Secretary or Treasurer of the Society.

2.02 "Town" shall mean the Town of High River.

2.03 "Executive Committee" shall mean the Executive Committee of the Board and it shall consist of: the President, the Vice-President and such additional Directors or persons as the Board may appoint.

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

2.04 "General Meeting" shall include the Annual General Meeting and a Special Meeting.

2.05 "Officers" shall comprise the following:

- (a) A President
- (b) A Vice-President
- (c) A Secretary; and
- (d) A Treasurer.

The term of office for all Officers shall be one (1) year.

Any one person may fill both the offices of the Secretary and Treasurer of the Society.

2.06 "Past President's Committee" shall comprise the following:

- (a) All past Presidents; and
- (b) The President

2.07 "Society" shall mean the Sheppard Family Park Society.

2.08 "Special Resolution" means:

- (a) a resolution passed
  - i. at a general meeting of which not less than twenty-one (21) days' notice specifying the intention to propose the resolution has been duly given, and
  - ii. by the vote of not less than seventy-five (75%) percent of those members who, if entitled to do so, vote in person,
- (b) a resolution proposed and passed as a special resolution at a general meeting of which not less than twenty-one (21) days' notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or
- (c) a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person.

2.09 The masculine shall include the feminine and where applicable shall include the neuter.

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

2.10 All written notices hereinafter provided for shall be validly given by remitting them in a postage prepaid envelope deposited in any mail box or post office in the Province of Alberta and they shall be deemed to have been received by the addressee seven (7) days after deposit. The address required shall be the last address given by the addressee to the Society.

**3. Membership**

3.01 The membership of the Society shall consist of those persons eighteen (18) years of age or over, who reside in the Town of High River or within a fifty (50) mile, eighty (80) kilometre radius from the town limits of the Town of High River and who have subscribed for membership, paid such membership dues as may from time to time be prescribed by the Board and whose membership has been approved by the Board.

3.02 The membership of any person in the Society shall terminate on removal of residence from the area prescribed in Article 3.01 hereof.

3.03 Any member desiring to withdraw from membership may do so by submitting to the Secretary his written resignation and thereupon he shall cease to be a member. Such action shall not preclude that member from becoming a member in the future.

3.04 Any member may be expelled from membership for any reason which is deemed to be prejudicial to the best interests of the Society by a majority vote of the members of the Board. Prior to the vote being taken, the person proposed for expulsion shall be given twenty-one (21) days' notice in writing of the proposed expulsion and shall be afforded an opportunity to explain or justify his position to the persons present. At such meeting no persons other than Board members and the person proposed for expulsion and any necessary witnesses shall be present.

3.05 The Directors shall have the power from time to time and at any time to appoint any person they deem appropriate to fill any vacancy created or existing in the membership.

**4. Meetings of Members**

4.01 The Annual General Meeting of the Society shall be held within nine (9) months following the fiscal year end of the Society at such time and place in the Town of High River as



**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

the Board may decide to consider and vote on the reports of the previous year's activities and to transact such other items of business as may come before it.

4.02 Special Meetings and General Meetings of the members may be called at any time by the President or the Board; they may also be called by any ten (10) members of the Society on written notice to the Secretary and such notice shall specify in detail the reasons for the request and the matters to be discussed at the meeting and no other matters shall be raised at such meeting without the concurrence of the President.

4.03 All business shall be deemed special that is transacted at a Special Meeting and all that is transacted at an Annual General Meeting, with the exception of the consideration of accounts, balance sheets and the ordinary report of the Directors, Auditors and other Officers, the election of Directors and other Officers in the place of those retiring, the fixing of the remuneration of the Auditors and the transaction of any other which under these By-Laws shall be transacted at a General Meeting. Special business or a Special Resolution may be passed at an Annual General Meeting provided the requisite notice has been given in accordance with Article 2.08.

4.04 Publications of notice of the Annual General Meeting and of a Special Meeting and of a General Meeting, called by the President or the Board shall be made as follows:

- (a) by notice in writing by mail or email remitted not later than twenty-one (21) days prior to the proposed date of the meeting; or
- (b) by publication of such notice in any publication or periodical published by the Society and remitted to all members thereof not later than twenty-one (21) days prior to the date of the meeting; or
- (c) by the publication of a notice specifying the time, date and place of the Annual General Meeting in at least one newspaper circulated in the Town of High River for two times of publication on consecutive weeks not later than twenty-one (21) days prior to the date proposed for such meeting.

4.05 For each and every Special Meeting as a result of requisition from the members the only notice required shall be in accordance with Article 4.04(b) and 4.04(c) supra and such notice

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

shall include the reasons for the request as quoted from the written notice received by the Secretary.

4.06 Ten (10) Members in good standing shall constitute a quorum at the Annual Meeting, at a Special Meeting and a General Meeting. In the event that no quorum is present within thirty (30) minutes from the time appointed for the meeting, the meeting, if convened upon the requisition of Members, shall be dissolved; in any other case, upon the expiration of thirty (30) minutes the Members present shall constitute a quorum.

4.07 No proxies shall be accepted at any General Meeting, Special Meeting or the Annual General Meeting of the Society.

4.08 At all General Meetings, Special Meetings and at the Annual General Meeting, the President shall be entitled to take the chair. In his absence the Vice-President shall be Chairman and in their absence the Members present shall choose another Director as Chairman; and if no Director is present, or if all the Directors present decline to take the chair, then the Members present shall choose one (1) of their number to be Chairman.

4.09 At any General Meeting, Special Meeting and at the Annual General meeting a resolution put to the vote of the meeting shall be decided on a show of hands, unless a poll is, before or on the declaration of the result of the show of hands, demanded by at least two (2) Active Members entitled to vote, and unless a poll is so demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried or lost, and an entry to that effect in the book of the proceedings of the Society, shall be conclusive evidence of the fact, without proof as to the number or proportion of the votes recorded in favour of, or against that resolution.

4.10 If a poll is duly demanded, it shall be taken in such manner as the Chairman directs, and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

4.11 In the event of a tie vote, the Chairman shall have a second or casting-vote.

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

4.12 If the Board deems it desirable, they may request a person or persons to attend its meeting in an advisory capacity, but that person shall not have a vote.

4.13 Members of the public may attend meetings. During the Annual General Meeting, an open question period will be allowed. A person who wishes to speak must be recognized by the Chair and speak to an item on the agenda for a maximum of five minutes.

4.14 If a member of the Park or of the public wishes to speak at a regular Board meeting, he/she must request to be added to the agenda prior to the adoption of the agenda at said meeting. This request must be approved by the Chair.

**5. Board of Directors**

5.01 Unless otherwise determined at a General Meeting the number of Directors shall be twelve (12), four (4) of which shall be appointed as provided by Article 5.02 hereof, the remaining eight (8) Directors shall be elected as provided by Article 7.03 hereof.

5.02 The groups or organizations listed below shall at all times each be entitled to appoint one (1) member of the Board of Directors, by written notice to the Secretary of the Society, and who shall hold office during the pleasure of their respective groups or organization, which may also, by similar notice, appoint an alternate representative who shall be entitled to sit and vote as a member of the Board of Directors, representing his respective group or organization in the absence of the representative of such group or organization. Such representatives shall have all the powers of an elected Director.

- (a) The Rotary Club of High River
- (b) The Kinsmen Club of High River
- (c) The Anglican Church
- (d) The Museum of the Highwood

**6. Nominating Procedure**

6.01 The Executive Committee, not less than thirty (30) days prior to the Annual General Meeting, shall appoint from the Directors a Nominating Committee consisting of

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

a chairman and two (2) members to present nominations for Directors of the Society at the Annual General Meeting.

6.02 The appointment of a member to the Nominating Committee shall not disqualify that member from nomination as Director or a member of the Executive Committee.

6.03 The Nominating Committee shall communicate its recommendations to the President not less than five (5) days prior to the Annual General Meeting.

6.04 The President shall cause the report of the Nominating Committee to be posted at the Registered Office of the Society not less than two (2) days prior to the Annual General Meeting.

6.05 Any nominee so nominated shall have given his or her written consent to such nomination to the Nominating Committee prior to the nomination.

6.06 Additional nominations may be made in writing in triplicate by the submission of a nomination signed by six (6) nominators being members in good standing of the Society, and also signed by the nominee to signify acceptance. Such nominations shall be delivered personally to the Chairman of the Nominating Committee or President and a copy of each nomination shall be similarly posted at the Registered Office of the Society. Such additional nominations shall not be accepted after the second day prior to the Annual General Meeting.

6.07 All nominations whether by virtue of Article 6.03 or 6.06 shall be alphabetically arranged by surname on ballots or a list of nominees to be prepared for the Annual General Meeting.

**7. Board of Directors: Terms and Conditions**

7.01 The Board shall consist of eligible Members as may be elected thereto at an Annual General Meeting or appointed thereto as hereinafter set forth.

7.02 The term of office of a Director is two (2) years and shall commence on the date of the first Board meeting following the Annual General Meeting at which he is elected as a Director and shall

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

cease on the date of the first Board meeting held after the second Annual General Meeting; provided, however, that he may be reelected subject to the provisions of Article 7.04 hereof.

7.03 Subject to the provisions of Articles 5.01 hereof, at each Annual General Meeting, eight (8) Directors shall be elected to fill the complement of twelve (12) Directors.

- (a) subject to the provisions of Articles 5.01 hereof, at each Annual General Meeting, an election shall be held, if required, to complete the term of a Director who has, for any reason, left the Board.

7.04 No Director elected pursuant to the provisions of Article 7.03 hereof shall serve for more than three (3) consecutive two (2) year terms.

7.05 A person being a former Director and disqualified from so serving as aforesaid in Article 7.04, shall not be eligible for re-election until the General Meeting next following his retirement.

7.06 No Director shall, directly or indirectly, contract with the Society or have any pecuniary interest in any contract with the Society; provided, however, that the foregoing shall not apply in the following circumstances:

- (a) Where the contracting party is a limited liability company in which neither a Director nor any of his family (which shall include his spouse, child, mother, father, sister, and brother) individually or collectively holds more than ten (10%) percent of the voting shares; or
- (b) Where, in the opinion of the President, or in his absence, the Vice-President, a matter is of sufficient emergency to warrant such contracting, but then only for the duration of the emergency; or
- (c) Where, in the opinion of the President, or in his absence, the Vice-President, a Director is possessed of expertise in the subject matter of the contract and no such expertise is otherwise reasonably available.

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

7.07 The position of Director shall forthwith be vacated upon the holder thereof:

- (a) Being absent for three (3) consecutive regular meeting of the Board; provided, however, upon application and upon the Board concluding that there was adequate reason for such consecutive absences, the Board may waive the application of this disqualification on such terms as it may deem proper;
- (b) Ceasing for any reason to be a member;
- (c) Contracting with the Society in contravention of Article 7.06 supra;
- (d) If in the opinion of the Board, as evidenced by eight (8) affirmative votes, the individual is acting in a manner detrimental to the purposes of the Society;
- (e) If he is found a lunatic or becomes of unsound mind;
- (f) If he is convicted of any offence involving imprisonment without the option of a fine;
- (g) If by notice in writing to the Society, he resigns his office upon the time hereinafter fixed for the resignation to take effect or the previous acceptance of the same.

7.08 A Director may retire from office upon giving one (1) months' notice in writing to the Secretary of his intention to do so, and such resignation shall take effect upon the expiration of such notice or its earlier acceptance.

7.09 No Director shall receive remuneration for his services, but he shall be entitled to be paid any out-of-pocket expenses incurred by him in the course of discharging any duty for the Society.

**8. Board of Directors: Powers**

8.01 The Board shall:

- (a) Set general policy affecting the future operations of the Society;
- (b) Exercise general supervision over the Officers and all personnel employed by or working for the Society;
- (c) Manage all resources of the Society in a proper manner;
- (d) Perform such duties as may generally be within the province of a Board of this nature;

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

- (e) Establish honorary positions or titles as considered desirable, and make such appointments thereto and prescribe terms and conditions in connection therewith;
- (f) Make such rules and regulations as it deems proper provided that such rules and regulations are not inconsistent with the By-Laws.

8.02 The Board shall not permit the Society to enter into any contract or agreement (excluding a contract for provision of personal services) with any employee of the Society or the Town, except in the following circumstances:

- (a) Where the contracting party is a limited liability company in which neither the employee nor any of his family (which shall include his spouse, child, mother, father, sister, and brother) individually or collectively holds more than ten (10%) percent of the voting shares; or
- (b) Where, in the opinion of the President, or in his absence, the Vice-President, a matter is of sufficient emergency to warrant such contracting, but then only for the duration of the emergency; or
- (c) Where, in the opinion of the President, or in his absence, the Vice-President, an employee is possessed of expertise in the subject matter of the contract and no such expertise is otherwise reasonably available.

8.03 Any vacancy occurring in the Board of Directors for any reason may be filled by the Board and the person so chosen shall continue to hold office until the first meeting of the Board following the next Annual General Meeting;

8.04 The Board shall have the power to appoint a General Manager. In the event that the General Manager is an employee of the Town, such appointment shall be subject to approval by the Town.

8.05 The Board shall also have the power to dismiss the General Manager for such reasons as the Board deems proper; provided, however, that if the General Manager is an employee of the Town, such dismissal shall not occur without the concurrence of the Town.

**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

8.06 The Board shall have the power to establish both standing and ad-hoc committees and determine the terms of reference thereof. Each standing committee shall, so far as is possible, have its Chairman, a member of the Board of Directors.

**9. Board of Directors: Meetings**

9.01 The Board shall convene at the call of any President, the Executive Committee, or such person or persons as may be directed by them, to consider all matters referred to the Board.

9.02 At any meeting of the Board, five (5) Directors, of which three (3) must be elected, shall form a quorum for the transaction of business.

9.03 If there is no quorum within one-half (1/2) hour after the time for which a meeting has been called, the meeting shall stand adjourned. The President shall call a further meeting to which proper notice is given and, if a quorum is in attendance, the meeting shall be conducted.

9.04 Notice in writing shall be given to each Director of each Board Meeting at least twenty-four (24) hours prior to such meeting.

9.05 Any resolution shall be valid in the absence of a meeting if unanimous agreement thereto is obtained from all Directors in writing.

9.06 Any five (5) Directors may in writing demand a Board Meeting by delivering to the Secretary a notice of such demand. Upon receipt of such demand, the President shall convene such meeting not later than seven (7) days from the date of receipt of such demand.

9.07 At all Board Meetings, the President shall take the chair. In his absence the Vice-President shall be President and in the absence of both, a board member appointed by those present shall preside.

9.08 At all meetings of the Board, every question shall be determined by a majority of votes by show of hands. In the event of a tie vote, the President shall have a second or casting vote.



**SHEPPARD FAMILY PARK SOCIETY BY-LAWS**

**As Amended January 15, 2019**

9.09 All acts done at any meeting of the Directors, or of a committee of Directors or by any person acting as a Director shall, notwithstanding that it shall afterwards be discovered that there was some defect in the manner of giving notice of any meeting or in the appointment of such Directors or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Director and as if proper notice had been given, provided that such acts are ratified at the next properly called meeting of the Board after with the defect was discovered failing which the act shall forthwith be declared void, but no rights accruing to third parties shall be affected by such declaration.

**10. Officers: Establishment**

10.01 Each Officer shall be and remain during his term of office a Director in good standing of the Society.

10.02 In the event of a vacancy among the Officers, the President shall be empowered to appoint a replacement Officer from among the elected Directors, but it shall be necessary for the Board to ratify such appointment at the next Board Meeting, failing which, the appointment shall be forthwith cancelled, and the Board shall thereupon appoint a replacement Officer.

10.03 No Officer shall receive compensation for his services as an Officer.

10.04 (a) Immediately after the close of an Annual General Meeting or as soon thereafter as the Board considers practical, the Board shall meet and elect from amongst its elected Directors a President, a Vice-President, Secretary and a Treasurer to hold office until their successors are appointed;

(b) In the event that a vacancy occurs in the Office of the President, for whatever reason, the Vice-President automatically assumes the office of the President effective immediately.

10.05 The Board of Directors shall have the power to appoint such other officers as in its discretion it deems necessary.

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10.06 The President:

- (a) Shall be the Chief Executive Officer of the Society;
- (b) Shall endeavour to attend all meetings of the Society, of its Board, and of its Executive Committee and shall preside over the proceedings of the Executive Committee and the Board;
- (c) Shall be the official spokesman for the Society but he may delegate such power in regard to public pronouncements to such active member of the Society as he may decide;
- (d) Shall be responsible for all of the Society's functions and activities;
- (e) Shall be an ex officio member of every committee;
- (f) Shall act at all times in accordance with the lawful directives of the Board;
- (g) Shall execute all contracts and other documents binding upon the Society; provided, however, that he may designate others to execute the same in his absence or under such terms and conditions as he may prescribe;
- (h) Shall cause to be brought to the attention of the Executive Committee and where he deems proper, the Board, all matters affecting the well-being of the Society and its operations;
- (i) May from time-to-time with the concurrence of the Executive Committee approve the formation of Committees of the Society and prescribe their functions and limitations and appoint persons to serve thereon; provided, however that each appointment to membership on each committee shall cease and determine on the day prior to the next Annual General Meeting;
- (j) May designate specific areas of responsibility for each member of the Executive Committee.

10.07 The Vice-President shall do all the things reasonably required of him by the President for the better functioning of the Society.

10.08 The Secretary shall:

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- (a) Maintain minutes of all meetings of the Society, its Board and its Executive Committee and in that capacity, he shall be Clerk thereof. He may obtain and utilize the services of a stenographer and in the absence of contrary direction from the President, such stenographer may attend with the Secretary at the aforementioned meetings;
- (b) Maintain accurate records of members and their addresses;
- (c) Be responsible for the transmission of all notices on the directions of the President;
- (d) Be directly responsible for the filing of all documents prescribed by the Societies Act and Revenue Canada in order that the charitable registration of the Society be maintained;
- (e) Be responsible for the safekeeping of the Seal and all documents of the Society;
- (f) Perform such other duties as the president may from time to time direct.

10.09 The Treasurer:

- (a) Shall be responsible for the maintenance of all required books of account and financial records;
- (b) Shall endeavour to establish and maintain adequate systems for the control of all expenditures;
- (c) shall prepare or have prepared under his direction the proposed budget and its presentation by him to the Board for approval or amendment;
- (d) Shall endeavour to maintain the Society within the expenditures of the accepted budget or within such alterations thereof as the executive Committee may lawfully make;
- (e) Shall endeavour to establish and maintain adequate systems to ensure that the funds of the Society are properly received, adequately protected, and properly deposited and accounted for in accordance with normal accounting procedures;
- (f) Shall ensure that all necessary appointments of signing officers for banking and borrowing documentation are made from time to time by the Board;
- (g) Shall endeavour to assist the President in such other areas of financial control, as the President may require.

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**11. Executive Committee: Powers and Duties**

11.01 The Members of the Executive Committee not otherwise qualified by virtue of their office shall be elected at the first meeting of the Board following the Annual General Meeting.

11.02 Any vacancy occurring in the Executive Committee for any reason may be filled by the Board of Directors and the person so chosen shall continue to hold office for the remainder of terms of the vacating member.

11.03 The Executive Committee shall have all the powers of the Board between meetings of the Board. It shall report to the Board all decisions made by it affecting the policy or operations of the Society and any such decisions shall be subject to cancellation or revision by the Board but no rights accruing to third parties by virtue of the decisions of the Executive Committee shall be affected by such cancellation or revision; provided, however, that the omission to make such reports shall not subject the Executive Committee to censure in the event that the same shall occur by inadvertence or shall be prejudicial to the confidentiality of any negotiation or other sensitive matters.

11.04 The Executive Committee shall have, within the limitations of the approved budget, the exclusive authority to set salaries and other remunerations for the employees of the Society. It shall further have the exclusive authority to retain the services of and dismiss all employees of the Society and to establish their terms of reference and responsibility and all job descriptions.

11.05 The Executive Committee shall have the power to establish ad-hoc committees and determine the terms of reference thereof.

**12. Executive Committee: Meetings**

12.01 Meetings of the Executive Committee shall convene on the call of the President or of any two (2) members of the Executive Committee, and in any event meeting shall be convened at least once in each calendar month.

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12.02 Notice of Executive Committee meetings shall be given at least twenty-four (24) hours prior to the proposed date of the meeting by the Secretary or some person appointed by the Secretary so to do, provided, however, that in the event that the Executive Committee establishes a regular date or dates or day or days in a calendar month and a regular place and time, no notices shall thereafter be required. Notice of cancellation of any such regular meeting may validly be given by telephone to each member.

12.03 Notwithstanding the provisions of Article 12.02, an emergency Executive Committee meeting can be called on less than twenty-four (24) hours' notice to its members provided a legitimate attempt is made to reach all members of the Executive Committee and the decision of the emergency meeting is ratified at the next properly called meeting of the Executive Committee, failing which, the decision shall forthwith be declared valid, but no right accruing to third parties shall be affected by such declaration.

12.04 The President shall be the Chairman of the Executive Committee meetings but in his absence the Vice-President shall be Chairman.

12.05 The quorum at an Executive Committee meeting shall be three (3) of the members thereof. If there is no quorum within one-half (1/2) hour following the time for which the meeting has been called, the meeting shall stand adjourned. The President shall call a further meeting to which proper notice is given and, if a quorum is in attendance, the meeting shall be conducted.

12.06 All votes taken at an Executive Committee meeting shall be by show of hands and no proxies shall be permitted.

12.07 In the event of a tie vote, the Chairman of the Executive Committee shall have a second or casting-vote.

12.08 A resolution signed by all of the members of the Executive Committee shall be as effective as a resolution passed at an Executive Committee meeting duly convened and held.

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12.09 All acts done at any Executive Committee meeting shall, notwithstanding that it shall afterwards be discovered that there was some defect in the manner of giving notice of any meeting, be as valid as if proper notice had been given, provided that such acts are ratified at the next properly called Executive Committee meeting after which the defect was discovered, failing which, the acts shall forthwith be declared void, but no rights accruing to third parties shall be affected by such declaration.

**13. The Seal**

13.01 The seal of the Society shall at all times be kept in the custody of the Secretary.

13.02 The seal of the Society shall not be affixed to any instrument except in the presence of the Secretary and one (1) other Director of the Society or in the presence of two (2) Officers of the Society, and such Officers and Director shall sign every instrument to which the seal of the Society is so affixed in their presence.

**14. Finance**

14.01 The fiscal year of the Society shall be determined by the Board from time to time; provided, however, that until such determination shall be made, the fiscal year of the Society shall commence on the first day of January in each year and terminate on the last day of December in the same year.

14.02 All money belonging to the Society shall be deposited in a bank account for the account of the Society at a branch of a Chartered Bank or Trust Company in Canada by any officer or by any employee so designated by the Executive Committee. No cheque or other order for the payment of monies shall be valid unless signed in accordance with the resolution of the Executive Committee made from time to time.

14.03 The books, accounts, and records of the Society shall be audited at least once a year by a duly qualified accountant elected for that purpose at the Annual General Meeting. Complete and proper financial statements for the previous year shall be presented at the Annual General Meeting of the Society for approval.

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14.04 The books and records of the Society may be inspected by any Director at any time upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of the same.

14.05 The books and records of the Society may be inspected by any member of the Society at any time upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of the same; provided, however, that the member making such request shall specify the exact reasons for the request and the specific information which he seeks to know and he shall be entitled only to examine such books and records as may pertain directly to the specified information requested.

14.06 For the purposes of carrying out its objects, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit, but in no case shall debentures or charges on real or personal property be issued or made without the sanction of a Special Resolution of the Society.

**15. Rules and Regulations**

15.01 The Executive Committee shall have the full power to make such rules and regulations as it may from time to time consider necessary for the government and wellbeing of the Society and the conduct generally of its members, but such rules and regulations shall not be inconsistent with the By-Laws and the provisions of the Societies Act. All such rules and regulations shall be submitted for ratification to the Board at its next regular meeting and in the event that any of the rules and regulations so proposed are rejected by the Board by a majority vote, the same shall be deleted. No rules or regulations shall be made if they have the effect of setting policy for the future activities of the Society.

15.02 All approved rules and regulations shall take effect upon posting the same at the Registered Office of the Society.

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**16. Indemnity**

16.01 The Society hereby agrees to indemnify and save harmless the Directors for all actions undertaken by them on behalf of the Society acting in good faith, provided that no Director shall be indemnified by the Society in respect of any liability, costs, charges or expenses that he sustains or incurs as a result of his own fraud, dishonesty, willful neglect or willful default.

**17. Amendments to the Objects or By-Laws**

17.01 The objects and/or By-Laws may only be amended by Special Resolution of the members as defined in paragraph 2.08 hereof, pursuant to Section 1(d) of the Societies Act.

17.02 Notwithstanding the provisions of Article 17.01, the Town of High River shall be given thirty (30) days from the date the Board approves a motion to propose an amendment of the By-Laws to the members to indicate their disapproval in writing to the Board, failing which the Board may proceed to implement action to achieve the proposed By-Law change.

17.03 The notice specifying the intention to propose the resolution as a Special Resolution shall be given in the same manner as the notice of the Annual General Meeting as set forth in Article 4.04 and also in accordance with Article 2.08 supra; provided that, in the discretion of the Board, the entire content of the proposed amendment may either:

- (a) be published in and as a part of the notice; or
- (b) be posted in the same manner as notices of the Nominations for Directors but in such instance the notice of the resolution shall state that the exact amendments are so posted and give the location of the notice board. Further, such posting shall occur not less than thirty (30) days prior to the Annual General Meeting and the Proposed amendments shall be retained on the notice board until the day following the Annual General Meeting.

**18. Winding Up or Dissolution**

18.01 Upon the winding up of the Society the accumulated funds held by the Society which are directly attributable to revenues from Sheppard Family Park operations and fund-raising



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activities, together with the capital funds shall be given to a society or other organization registered as a charity under the Income Tax Act, Canada.

**Dated at the Town of High River, in the Province of Alberta, this 15th day of January, 2019.**

  
Witness

  
Mary Ann Dearing

  
Witness

  
Angela Caldwell

  
Witness

  
Bill Moran

  
Witness

  
John Forbes


  
Witness

  
Sarah Stinn


  
Witness

  
Carol Knox

  
Witness

  
Barry Warnica

  
Witness

  
Paul Milligan