

**RIVERDALE MUNICIPALITY  
AGENDA  
DECEMBER 17TH, 2019 - 6:00PM**

**COUNCIL CHAMBERS, RIVERDALE MUNICIPAL OFFICE**

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes - December 3rd, 2019
4. Delegation/Public Hearings:
  - 4.1 PIER - Bridge Assessment - 6:05pm
  - 4.2 Fire Chief Richard Brown - F. Dept Budget presentation - 6:30pm
5. COMMUNICATIONS
6. MONTHLY REPORTS:
  - 6.1 Municipal Works & Utilities:
  - 6.2 Police:
    - 6.2.1 Monthly Report - Chief B. Futrell
    - 6.2.2 Police Board - member
  - 6.3 Finance:
    - 6.3.1 List of Accounts  
*General/Utility Chq 8926 - 9057 = \$1,411,645.92*
    - 6.3.2 Bank Reconciliation - September - October
    - 6.3.3 Financial Statement - November 30th, 2019
    - 6.3.4 Interim Operating Budget
    - 6.3.5 Annual Authorization to Operate a Line of Credit
    - 6.3.6 Fire Department Transfers
    - 6.3.7 2018 Draft Audited Statement
  - 6.4 Riverdale Planning:
  - 6.5 Personnel (Liasion)
    - 6.5.1 In Camera - Personnel
    - 6.5.2 2020 Remuneration
    - 6.5.3 Hiring\_Step Grid Policy
7. UNFINISHED BUSINESS:
8. NEW BUSINESS:
  - 8.1 Riverdale Accessibility Plan
  - 8.2 Cleaning Contract
  - 8.3 Cell Phone reimbursement
  - 8.4 2019 Tax Sale Report
  - 8.5 Municipal Pins - Scotties
9. CONSIDERATION OF BY-LAWS:
  - 9.1 By-Law 2019-09 - being a bylaw to provide for the maintenance of property within Rivers, Chimo, Wheatland , Bradwardine, Paradise, Aspen - 3rd & final reading
10. COUNCILLOR'S REMARKS & SUGGESTIONS:

11. MAYOR'S REMARKS & SUGGESTIONS:
12. CHIEF ADMINISTRATIVE OFFICER'S REPORT:
13. ADJOURNMENT

## RIVERDALE MUNICIPALITY

The minutes of the regular meeting of Council for Riverdale Municipality held in the Council Chambers on the 17<sup>th</sup> day of December 2019.

Mayor Todd Gill called the meeting to order at 6:00 p.m. with the following members of Council in attendance:

Councillor Ian Dyer  
Councillor Alastair McFadden  
Councillor David Creighton  
Councillor Ken Tait  
Councillor Everett Smith  
Councillor Dave Falkevitch

Chief Administrative Officer Kat Bridgeman recorded the minutes.

No. 245-19 GILL-TAIT

Be It Resolved that the regular meeting agenda dated December 17<sup>th</sup>, 2019 be adopted as presented;

Be It Further Resolved that the agenda form part of the minutes.

CARRIED

No. 246-19 SMITH-MCFADDEN

Be It Resolved that the minutes of December 3<sup>rd</sup>, 2019 be adopted as circulated.

CARRIED

#### **4. DELEGATION:**

4.1 PIER – Bridge Assessment – 6:05pm

Representatives from Pier Solutions made presentation on bridge assessment, bridge maintenance, and critical repair. Under further review for budget.

4.2 Fire Chief Richard Brown – Fire Dept Budget presentation – 6:30pm  
Chief Brown made presentation on the budgetary requirements for the Fire Department.

#### **6. MONTHLY REPORTS:**

##### **6.1 Public Works**

##### **6.2 Police**

Chief Futrell – Monthly report – reviewed and filed

##### **6.3 Finance**

###### **6.3.1 List of Accounts**

No. 247-19 MCFADDEN-DYER

Be It Resolved that the List of Accounts submitted to Council and having been certified by said council and totaling the sum of \$1,411,645.92 being cheques numbered 8926 to 9057 be hereby passed for payment.

CARRIED

###### **6.3.2 Bank Reconciliation**

No. 248-19 TAIT-SMITH

Be It Resolved That the Bank Reconciliation for the General and Utility accounts for September – October 31<sup>st</sup>, 2019 be hereby adopted as presented.

CARRIED

**6.3.3 Financial Statement**

No. 249-19 DYER-CREIGHTON  
Be It Resolved That the financial statement for the period ended November 30<sup>th</sup>, 2019 be hereby adopted as presented.

CARRIED

**6.3.4 Interim Operating Budget**

No. 250-19 CREIGHTON-TAIT  
Whereas Section 163 of the Municipal Act provides for Council to adopt an interim budget of all operating and capital expenditures of the municipality for the period January 1, 2020 until the adoption of the annual budget.

Now Therefore Be It Resolved that the following provisional estimates be hereby adopted.

**GENERAL OPERATING REQUIREMENTS**

General Government Services	105,000.00
Protective Services	90,000.00
Transportation Services	85,000.00
Environmental Services	30,000.00
Public Health & Welfare Services	15,000.00
Environmental Development Services	6,000.00
Economic Development Services	5,000.00
Recreational and Cultural Services	165,000.00
Fiscal Services	10,000.00

**GENERAL CAPITAL REQUIREMENTS**

Borne by Reserves	100,000.00
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**UTILITY OPERATING REQUIRMENTS**

Water Supply	50,000.00
Sewage Collection and Disposal	20,000.00
Contributions to Capital	25,000.00

**UTILITY CAPITAL REQUIRMENTS**

Borne by Reserves	30,000.00
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CARRIED

**6.3.5 Annual Authorization to Operate a Line of Credit**

No. 251-19 FALKEVITCH-MCFADDEN  
WHEREAS 173(1) of the Municipal Act provided that, "A Council may by resolution borrow money for the operating expenses during a fiscal year, but the amount borrowed must not exceed that amount collected in taxes and grant in lieu of taxes in the previous fiscal year";

AND WHEREAS the Council of Riverdale Municipality (herein called "the Corporation") deems it necessary to borrow the sum of One Million Five Hundred Thousand Dollars (\$1,500,000.00) to meet the current expenditures of the Corporation for the fiscal year 2020 until such time as the taxes levied therefore are collected;

AND WHEREAS the total amount of the taxes collected by the Corporation last year was the sum of Two Million, Five Hundred and Seven Thousand, Three Hundred Fifty Nine Dollars (\$2,507,359.02).

NOW THEREFORE it is hereby enacted by the Corporation of Riverdale Municipality as follows:

1. THAT the Mayor and Treasurer of the Corporation be and they are hereby authorized to borrow under the seal of the Corporation from the Westoba Credit Union Ltd. (herein called "the Credit Union") the sum of One Million Five Hundred Thousand Dollars (\$1,500,000.00), for the purpose of

aforesaid and to pay or agree to pay interest thereon, or on so much thereof as remains from time to time unpaid, calculated at the Credit Union's prime interest rate per annum in effect from time to time plus arranged % per annum, as well after as before maturity, default and judgment, with interest on overdue interest at the same rate as the principal.

2. THAT the amount so borrowed with interest aforesaid be evidenced by either of the following means:

- a) by one or more promissory notes under the seal of the corporation and signed by the Mayor and Treasurer thereof and given to the Credit Union, or
- b) by overdraft on the account of the corporation with the Credit Union by cheques signed by the Mayor and Treasurer thereof.

3. THAT the Corporation hereby mortgages, assigns, transfers, pledges and hypothecates to the said Credit Union the taxes of the Corporation for the present year for municipal, school or the purposes of The Minister of Local Government as additional security for the repayment of the amount so borrowed for any of such respective purposes.

4. THAT the Corporation shall deposit said taxes with the Credit Union as collected in a special account as collateral security for payment of the amount so borrowed and interest, but the Credit Union shall not be restricted to the said taxes for payment of the sum borrowed hereunder, nor shall it be bound to wait for repayment of said sum until said taxes are collected, or be required to see that they are deposited or applied as aforesaid.

5. THAT the amount so borrowed and interest shall be payable within the current fiscal year.

6. THAT the Mayor and Treasurer are hereby authorized to give to the said Credit Union in the name, on behalf of and under the seal of the Corporation as security for the moneys so borrowed, and interest thereon, a covenant or agreement containing a clause that all taxes levied or to be levied by the Corporation for the present year be and they are hereby pledged, hypothecated, mortgaged, transferred and assigned to the Credit Union as security for said loan and interest thereon and are charged as a first charge with repayment of such loan and interest, or a clause to like effect; and that said taxes shall be deposited forthwith on being collected in the Credit Union to the credit to the Corporation in a special account as collateral security for said advance.

7. THAT nothing herein or in said covenant or agreement contained shall waive, prejudicially affect or exclude any right, power, or security by statute, common law or otherwise given to or implied in favor of the said Credit Union.

CARRIED

### **6.3.6 Fire Department - Transfers**

No. 252-19 TAIT-CREIGHTON

Whereas the Fire Department has received various claims for the 2019 year;

Therefore Be It Resolved That the following transfers be made:

- 1) MPI – MVA claims totaling \$8,102.36 be transferred to the Fire Reserve
- 2) Riverdale Splash Park Donation in the amount of \$5,000.00 be put forwarded to the Rivers/Day Fire Department
- 3) CN Track Fires in the amount of \$15,564.56 be used towards operational expenses with the balance being transferred to Reserves.

CARRIED

### **6.3.7 2018 Draft Audited Statement**

No. 253-19 SMITH-FALKEVITCH

Be It Resolved that Council for Riverdale Municipality approve the draft copy of the 2018 Financial Statement.

And Further that Mayor Gill and Ian Dyer sign on behalf of Riverdale Municipality, the approval documents and representation letter;

And Further Be It Resolved that Chief Administrative Officer Kat Bridgeman be authorized to sign the Statement of Responsibility.

CARRIED

### **6.4 Riverdale Planning**

### **6.5 Personnel(Liasion)**

#### **6.5.1 In Camera – Personnel**

No. 254-19 MCFADDEN-CREIGHTON

Be It Resolved That Council recess the regular meeting to sit in camera as a Committee of the Whole to discuss personnel issues.

Be It Further Resolved That all matters discussed are to be kept confidential.

CARRIED

No. 255-19 FALKEVITCH-SMITH

Be It Resolved That Council come out of Committee of the Whole and continue with the regular meeting.

CARRIED

#### **6.5.2 2020 Remuneration - Reviewed**

#### **6.5.3 Hiring\_Step Grid Policy**

No. 256-19 CREIGHTON-DYER

Be It Resolved That Council adopt the HR\_13-19 – Hiring\_Step Grid Policy as presented.

CARRIED

### **7. UNFINISHED BUSINESS:**

### **8. NEW BUSINESS:**

#### **8.1 Riverdale Municipality Accessibility Plan**

No. 257-19 TAIT-MCFADDEN

Whereas the Riverdale Municipality Accessibility Plan has been reviewed and revised;

Therefore Be It Resolved That Council adopt the Riverdale Municipality Accessibility Plan dated December 2019 as presented.

CARRIED

Councillor Ken Tait recused himself for the following discussion.

#### **8.2 Cleaning Contract**

Councillor Tait returned for the balance of the meeting.

**8.3 Cell Phone Reimbursement**

No. 258-19 DYER-SMITH  
Be It Resolved That eligible employees who are not issued a municipal phone, be reimbursed \$85.00 per month for cell phone usage as per employee contract phones;

Be It Further Resolved That all costs including replacement, repairs, upgrades and additional data plans remains the responsibility of the account holder.

CARRIED

**8.4 2019 Tax Sale Report – Reviewed and filed**

**8.5 Municipal Pins – Scotties**

No. 259-19 FALKEVITCH-CREIGHTON  
Be It Resolved that Council approve the purchase of 1,000 (1 ¼”) municipal pins at a cost of .94 each + set-up fee.

CARRIED

**9. CONSIDERATION OF BY-LAWS:**

**9.1 Property Maintenance By-Law No. 2019-09**

No. 260-19 CREIGHTON-SMITH  
Be It Resolved that By-Law No. 2019-09, being a By-Law of Riverdale Municipality to provide for the maintenance of property within the urban centres of the municipality, including Rivers, Chimo, Wheatland, Bradwardine, Paradise Valley & the Aspen Road development be given 3<sup>rd</sup> & final reading.

<u>Member Present</u>	<u>Vote</u>
Councillor Falkevitch	For
Councillor Smith	For
Councillor Tait	For
Councillor Creighton	For
Councillor Dyer	For
Councillor McFadden	For
Mayor Gill	For

CARRIED

**10. COUNCILLOR’S REMARKS & SUGGESTIONS:**

Councillor Falkevitch – full RCC staff coverage required for Scotties dedicated to cleaning and maintenance

Councillor McFadden – Bridge on Road 119 W requires attention, rubber is pulling away and damaging tires

Councillor Creighton – Red Theatre Seating requires TLC or removal prior to Scotties

Councillor Dyer – Wheelchair Access button not working at RCC entrance

**11. MAYOR’S REMARKS & SUGGESTIONS:**

Mayor Gill – Utility Dispute policy discussed, contact methods for garbage pickup need to be available

**12. CHIEF ADMINISTRATIVE OFFICER’S REPORT:**

**13. ADJOURNMENT:**

No. 261-19 TAIT-MCFADDEN  
Be It Resolved that Council do now adjourn.

TIME: 9:05 p.m.

CARRIED

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Todd Gill  
Mayor

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Kat Bridgeman  
Chief Administrative Officer