

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MARCH 25, 2013 – 7:00 P.M.**

**PRESENT:** Mayor R. Hazelaar  
Councillors C. Crozier, D. Kilpatrick,  
E. Reimer, J. Steinke  
Municipal Manager D. Wolanski  
Director of Finance & Administration R. Osmond  
Manager of Legislative and Land Services S. Simon  
Director of Public Services D. Schaffer

**ABSENT:** Councillor C. Brown, E. Solberg

**1. GENERAL**

**Call to Order**

**A)** Mayor Hazelaar called the regular meeting to order at 7:01 p.m.

**Adoption of Agenda**

**B)** Councillor Reimer moved the Agenda be adopted as amended. – Carried Unanimously.

**Accounts Payable**

**C)** Councillor Steinke moved the following 54 general vouchers in the amount of \$283,667.65 be received for information. – Carried Unanimously.

ACCOUNTS PAYABLE MARCH 5 - MARCH 14, 2013			
COUNCIL MEETING MARCH 25, 2013			
72357	A & B STEEL	SQUARE TUBE	\$180.43
72358	TYCO INTEGRATED SECURITY	SEMI-ANNUAL ALARM SERVICES RCMP	\$271.36
72359	AG-PLUS MECHANICAL	PROJECT#113 SKID STEER, TRADE UNIT#81 BOBCAT	\$41,978.59
72360	AMSC INSURANCE	2013 INSURANCE PREMIUMS	\$130,681.78
72361	AUMA	2013 ASSOCIATE MEMBERSHIP - DSCHAFER	\$52.50
72362	BEAVER PLASTICS	MEALS ON WHEELS CONTAINERS	\$320.82
72363	THE BOLT GUYS	SCREWS, GREASE, BIT SET	\$64.91
72364	BRANDT TRACTOR	WIPER BLADES, NOZZLES, SCREWS, NUTS UNIT#102 GRADER	\$175.73
72365	CANSEL	SURVEY VESTS, SPIKES, MEASURING WHEEL, LATH	\$500.85
72366	C.E.M. HEAVY EQUIPMENT	HYDRAULIC FITTINGS UNIT#124 EXCAVATOR	\$148.70
72367	CIBC	SUPPLEMENTAL PENSION PLAN TO FEBRUARY 23, 2013	\$2,475.98
72368	CLOVERDALE PAINT	ORANGE & BLACK PAINT, BRUSHES, PAINT CAN SPOUT	\$195.93
72369	HYDRODIG	PROJECT#106 EAST MARGARET WOODING LANE DRAINAGE	\$354.38
72370	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRE UNIT#93 FORD 3 TON	\$64.05
72371	LETHBRIDGE HERALD	JANUARY ADVERTISING, 1 <sup>ST</sup> QUARTER COMMENTATOR	\$4,207.61
72372	MEDICINE HAT NEWS	JANUARY ADVERTISING	\$2,488.50
72373	SHAW CABLE	MARCH INTERNET SERVICE TOWN HALL	\$100.15
72374	NIEDERMAYER, MARK	FEBRUARY GUITAR INSTRUCTOR FEES	\$315.00
72375	PARK ENTERPRISES	JANUARY PERMITS	\$1,127.43
72376	REDCLIFF BAKERY	MPC LUNCH FEBRUARY 19, 2013	\$68.25
72377	RECEIVER GENERAL	2013 RADIO LICENSE RENEWAL	\$721.00
72378	SCHEFFER ANDREW	JANUARY PLANNING SERVICES	\$1,176.00
72379	SIMON, SHANON	REIMBURSE TRAVEL EXPENSES EMERGING TRENDS	\$255.76
72380	STHR, BRIAN	REIMBURSE TRAVEL EXPENSES ALUP PLANNING LAW	\$988.12
72381	TELUS	MARCH CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$120.94
72382	TELUS MOBILITY	FEBRUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$33.55
72383	STEINKEY, TAMARA	REFUND RENTAL DEPOSIT	\$50.00
72384	ROBINS, AMANDA	REFUND RENTAL DEPOSIT	\$50.00

*KZB*

72385	WEEKES, LISA	REFUND RENTAL DEPOSIT	\$50.00
72386	TRICO LIGHTING PRODUCTS	BALLASTS & LAMPS FIRE HALL	\$61.17
72387	WESTERN CANADA WELDING	WELDING RODS	\$93.56
72388	WIL-DEN MECHANICAL	METERING URINAL VALVE, SHOWER VALVE & HEAD ARENA	\$1,109.93
72389	WOOD, DALE	FEBRUARY FIREARMS INSTRUCTOR FEES	\$760.00
72390	AMSC INSURANCE	JANUARY EMPLOYEE HEALTH SPENDING ACCOUNT	\$323.27
72391	CBV COLLECTION SERVICES	JANUARY COLLECTION SERVICE FEES	\$204.46
72392	CIBC VISA	HOTEL DEPOSITS, PLANNING LAW COURSE BSTEHR, PRINTERS, ETC	\$5,905.53
72393	DAN JANE VENTURES	DECEMBER, JANUARY & FEBRUARY PROPANE	\$948.20
72394	PRICE, TAMMY	REIMBURSE TRAVEL EXPENSES ARB CLERK TRAINING	\$306.68
72395	RECEIVER GENERAL	STATUTORY DEDUCTIONS MARCH COUNCIL PAY	\$629.52
72396	SOUTH COUNTRY GLASS	AUTOMATIC DOOR MAINTENANCE LIBRARY, SENIORS, TOWN HALL	\$409.50
72397	TELUS	MARCH CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$1,706.38
72398	JACOB'S WELDING	WELD QUICK CONNECT UNIT# 134 LOADER LANDFILL	\$283.50
72399	RATHJE, OWEN	FEBRUARY SKATE MARSHALL	\$150.00
72400	VALOIS, ROEDER	REFUND UTILITY CREDIT	\$9.02
72401	GOMEZ, KYLER	REFUND UTILITY CREDIT	\$28.50
72402	SC COMPUTING	REPLACE COMPUTER MOTHERBOARD	\$89.25
72403	TOWN OF REDCLIFF	MARCH COUNCIL PAY	\$7,207.22
72404	WIL-DEN MECHANICAL	REPAIR FROZEN WATERLINES IN CHANGE ROOMS ARENA	\$16,744.48
72405	WOLSELEY	FLUSH VALVE ARENA	\$144.61
72406	EPCOR	FEBRUARY ELECTRIC UTILITY LANDFILL	\$213.46
72407	PITNEY BOWES LEASING	CANADA POST RATE DOWNLOAD ON POSTAGE MACHINE	\$418.95
72408	PITNEY WORKS	MARCH SERVICE CONTRACT FOLDER / STUFFER	\$145.77
72409	TELUS MOBILITY	MARCH CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$335.22
72410	TOWN OF REDCLIFF	REGULAR PAY TO MARCH 9, 2013	\$56,221.15
	TOTAL CHEQUES: 54	AMOUNT OF CHEQUES:	\$283,667.65

Bank summary to January 31, 2013

**D)** Councillor Reimer moved the Bank Summary to January 31, 2013 be received for information. – Carried Unanimously.

## 2. MINUTES

Council meeting held March 11, 2013

**A)** Councillor Crozier moved the minutes of the Council meeting held March 11, 2013 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held March 11, 2013

**B)** Councillor Kilpatrick moved the minutes of the Committee of the Whole meeting held March 11, 2013 be received for information. – Carried Unanimously.

Redcliff Family and Community Support Services Board meeting held March 12, 2013

**C)** Councillor Reimer moved the minutes of the Redcliff Family and Community Support Services Board meeting held March 12, 2013 be received for information. – Carried Unanimously.

Community Food Connections Association Food Charter

**i)** Councillor Reimer moved that Administration seek more information on the Community Food Connections Association Food Charter and what the Town's involvement /commitment would be and bring back the Food Charter to a future Council meeting for further consideration. – Carried Unanimously.

Redcliff Public Library Board meeting held January 29, 2013

**D)** Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held January 29, 2013 be received for information. – Carried Unanimously.

### 3. STAFF RECOMMENDATION

Community Food Connections  
Association of South Eastern Alberta  
Re: Reimbursement of Water Costs

A) Councillor Crozier moved to authorize the reimbursement of \$344.67 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2012 season. – Carried Unanimously.

Strategic Direction Amendments

B) Councillor Crozier moved that the Strategic Direction 2012-2014 be adopted as presented. – Carried Unanimously.

Reports from Council Format

C) Councillor Reimer moved that the Mayor and Council prepare monthly reports to Council under the following guidelines:

1. The Mayor and Council will submit their information electronically to the Municipal Manager no later than two weeks prior to the meeting in which the report is to be included.
2. The Mayor and Council will submit information related to their attendance at meetings/events in which they submit an expense claim to the Town for reimbursement.
3. The Municipal Manager will compile all of the information into one report.
4. The report will be included in the last Council meeting of each month and in the only meeting of the month when there is one.

– Carried Unanimously.

Pitch-In Week

D) Councillor Crozier moved that the Town of Redcliff support Pitch-In Week by offering free dumping at the Landfill to local residents delivering yard and household waste during the week of April 22 to 27, 2013. Further that Council participates in a clean-up of the downtown area on Saturday, April 20 and that advertising be placed asking for community participation. – Carried Unanimously.

Local Improvement Conversion Bylaw  
Delay

E) Councillor Kilpatrick moved to delay the first reading of the bylaw to convert the local improvement taxes for rehabilitation and reconstruction projects to at large levies to no later than June 10, 2013 to allow administration additional time to review the bylaw from a legal and legislative perspective and prepare for information for public consultation. – Carried Unanimously.

Year End Motions required for Various Transactions

F) Councillor Crozier moved to approve transfers to and from reserves and operating funds as follows:

**1. OPERATING FUNDS**

**Street Lighting account**

**2.32.06.254.000**

Following an approximate 37% increase in energy commodity charges in 2010/11, it was forecasted that rates would somewhat normalize in 2012. Although we have seen a 3% reduction this was far less than expectations during the 2012 budget process. As a result, street lighting costs were higher than budgeted in 2012.

Total Budget \$75,000.00 and actual \$100,341.24.

**\$25,341.24**

**Gas & Oil account 2.99.43.521.000**

The most significant contribution to this over expenditure is linked to the new Al-Jon compactor. The new compactor uses more fuel than the compactor it replaced; these costs are partially offset by the machine's performance efficiencies. Fuel costs remain at levels previously identified as elevated, which has been addressed in the 2013 operating budget.

Total Budget \$70,000.00 and actual \$93,136.83

**\$23,136.83**

**Miscellaneous Service account**

**2.99.43.219.000**

Advertising expenses for seasonal positions was higher than the previous years, totalling \$1,945.38 in 2012. In addition, vacuum truck services for leachate removal were expensed at \$6,107.50 this year.

Total Budget \$1,000.00 and actual \$8,052.88.

**\$7,052.88**

**R & M Supplies Various Town Vehicles account 2.xx.65.520.xxx**

The following vehicle repairs beyond established budgets for 2012 were required for the continued operation of our vehicles and equipment.

*Handwritten initials/signature*

- Unit #102 – '95 John Deere Grader
  - Weld blades (\$1,180.00)
  - Gear box (\$8,573.84)
  - Recap tires, casing, changeovers (\$3,040.00)
- Unit #128 – '08 Interna SF637 Garbage Truck
  - Master Lift Cam Repair (\$1,070.22)
  - A/C Compressor Repair (\$2,057.19)

Budget and Motions \$92,584.18 and  
actual \$108,615.10

**\$16,030.92**

## **2. GRANTS & DONATIONS RESERVE**

The unused portion of the \$80,000 budget for the 2010 Transportation Master Plan was not carried forward to the 2012 budget when the project was closed during the 2011 yearend. The charges in 2012 for this project of \$18,754.08 leave \$10,006.16 for carry forward to 2013. The 2012 amount was withdrawn from the G & D Reserve. Funds withdrawn from this reserve:

**\$18,754.08**

In 2012 there was a payment made using donations to the Parent & Caregivers of Children with Disabilities Support Group for childcare expenses. Additionally the funds held in trust for the group were returned as their status as an organization has changed and now administer their own funds. Funds withdrawn from this reserve:

**\$2,231.97**

## **3. LANDFILL RESERVE**

The Redcliff/Cypress Regional landfill Authority surplus was transferred to this reserve. Funds added to this reserve:

**\$218,173.34**

Principal payments on the Redcliff/Cypress Regional landfill Authority's excavation loan shared between the Town and County was transferred to this reserve for payment in 2013. Funds added to this reserve:

**\$64,000.00**

#### 4. LAND DEVELOPMENT RESERVE

In 2012, the proceeds from land sales were contributed to this reserve. Funds added to this reserve:

**\$90,292.40**

- Carried Unanimously

#### **4. CORRESPONDENCE**

LaVar Payne, M.P.  
Re: National Health & Fitness Day Program

**A) Councillor Steinke moved**

WHEREAS:

Canada by nature offers abundant recreational and fitness opportunities through such things as our mountains, oceans, lakes, forests, parks, and wilderness;

We as Canadians could therefore be the healthiest and fittest people on earth;

Participation rates in healthy physical activities have been declining;

We have public facilities to promote health and fitness;

Canadians recognize the growing concern over chronic disease and other impediments to health and fitness;

Health and fitness ought to be promoted for Canadians of all ages and abilities;

The first week of June is Environment Week in Canada, and walking and cycling are great ways to reduce vehicle pollution and encourage physical fitness; and

We all aspire to increase participation by Canadians in health, recreational sports, and fitness activities;

THEREFORE:

We proclaim National Health & Fitness day in the Town of Redcliff as the first Saturday in June;

In order to leverage the effect of our proclamation, we shall advise the Federation of Canadian Municipalities of our proclamation. - Carried unanimously.

Alberta Justice and Solicitor General  
Re: Finding Solutions to Address Marijuana Grow Operations (MGOs)

**B) Councillor Crozier moved correspondence from Alberta Justice and Solicitor General dated March 8, 2013 regarding solutions to address marijuana grow operations (MGOs) be received for information. –**



Alberta Municipal Affairs  
Re: Municipal Sustainability Initiative  
(MSI) – 2011 Capital Statement of  
Funding and Expenditures (SFE)

Carried Unanimously.

C) Councillor Kilpatrick moved correspondence from Alberta Municipal Affairs dated March 8, 2013 regarding Municipal Sustainability Initiative (MSI) – 2011 Capital Statement of Funding and Expenditures (SFE) be received for information. – Carried Unanimously.

Western Economic Diversification  
Canada  
Re: Redcliff Aquatic Centre Facility  
Rehabilitation Project No. C001601

D) Councillor Crozier moved correspondence from Western Economic Diversification Canada dated March 15, 2013 regarding Redcliff Aquatic Centre Facility Rehabilitation Project No. C001601 not being selected for a CIIF grant be received for information. – Carried Unanimously.

## 5. OTHER

Pritchard & Company  
Re: Application for Encroachment  
Permit

A) Councillor Crozier moved that the Encroachment Permit for Inge Bennie at 540 3<sup>rd</sup> Street S.E. (Lot 39-40, Block 4, Plan 3042AV) for encroachment of a fence as identified on Real Property Report dated September 21, 2012 be denied. Further that Administration prepare amendments to the Encroachment Permit bylaw as discussed. Further that the applicant reapply subsequent to the passing of an amended bylaw. – Carried.

Redcliff Victim Services  
Re: Letter of Support for Grant  
Application

B) Councillor Reimer moved correspondence from Redcliff Victim Services dated March 16, 2013 requesting a letter of support for the grant application to the Solicitor General be received for information. Further that a letter of support be sent to Redcliff Victim Services. – Carried Unanimously.

Municipal Manager's Report to Council

C) Councillor Steinke moved that the Municipal Manager's report to Council dated March 25, 2013 be received for information. – Carried Unanimously.

## 6. ADJOURNMENT

Adjournment

Councillor Steinke moved to adjourn the meeting at 8:04 p.m. – Carried Unanimously.



Mayor



Manager of Legislative and Land Services

# **BANK SUMMARY FOR JANUARY 31, 2013**

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	(752,676.61) ✓	10,000.00 ✓	(742,676.61)
DAILY DEPOSITS	210,354.87	181,391.81	391,746.68
CIBC DIRECT DEPOSITS/ TELEBANKING	263,905.26		263,905.26
INTEREST EARNED	6,981.57		6,981.57
T-BILL REDEMPTIONS	1,700,000.00		1,700,000.00
OTHER DIRECT DEPOSITS	6,583.33		6,583.33
SUBTOTAL	2,187,825.03	181,391.81	2,369,216.84
CHEQUES	(1,273,200.79)	(126,276.01)	(1,399,476.80)
ASFF QUARTERLY PAYMENTS	0.00		0.00
DEBENTURE PAYMENTS	0.00		0.00
T-BILL PURCHASES	0.00		0.00
NSF CHEQUES	0.00		0.00
OTHER DIRECT WITHDRAWALS	(6,367.59)		(6,367.59)
SUBTOTAL	(1,279,568.38)	(126,276.01)	(1,405,844.39)
<b>TOTAL</b>	<b>155,580.04</b> ✓	<b>65,115.80</b> ✓	<b>220,695.84</b>
BANK CLOSING BALANCE	596,528.42	65,115.80	661,644.22
ADD:O/S DEPOSITS	6,081.32		6,081.32
LESS:O/S CHEQUES	(447,029.70)		(447,029.70)
<b>TOTAL</b>	<b>155,580.04</b> ✓	<b>65,115.80</b> ✓	<b>220,695.84</b>

## **INVESTMENTS**

CIBC PREMIUM T-BILL FUND	5.12.02.321	10,400,000.00 ✓
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,637,178.11 ✓
<b>TOTAL INVESTMENTS</b>		<b>12,037,178.11</b>

TOWN OF REDCLIFF  
MAR 19 2013  
FINANCE DEPT.

70 8