

**COUNCIL MEETING**  
**MONDAY, AUGUST 18, 2014**  
**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, AUGUST 18, 2014 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
<b>2. DELEGATION</b>	
A) Walt & Bruce's Medicine Hat Towing Ltd. * Re: Request for exemption to park oversize truck at 102 2 Street SE (Scott Irwin to be in attendance)	
<b>3. MINUTES</b>	
A) Council meeting held July 21, 2014 *	For Adoption
B) Redcliff/Cypress Regional Waste Management Authority meeting held July 14, 2014 *	For Information
C) Municipal Planning Commission Special Meeting held August 11, 2014 *	For Information
<b>4. BYLAWS</b>	
A) Bylaw 1789, Riverview Golf Club Rough Mower Loan Bylaw *	2 <sup>nd</sup> /3 <sup>rd</sup> Reading
B) Bylaw 1791/2014, Redcliff Municipal Planning Commission Bylaw *	1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Reading
<b>5. REQUESTS FOR DECISION</b>	
A) Alberta Community Partnership (ACP) Grant Application for Landfill *	For Consideration
B) Rec-tangle Concession Electrical Upgrades *	For Consideration
C) MPE'S Request for Engineering Budget Increase *	For Consideration
D) Broadway Avenue Surface Drainage Problem East of Red Hat *	For Consideration
E) Quan Lee, Trans Canada Truck Stop * Re: Request for permission to put up a sign.	For Consideration
<b>6. POLICIES</b>	
A) Policy 102, Perimeter Fence Adjacent to Parks and Public Reserves *	For Approval

**7. CORRESPONDENCE**

- |           |   |                 |
|-----------|---|-----------------|
| <b>A)</b> | Alberta Municipal Affairs *<br>Re: Review of Safety Codes Act                                       | For Information |
| <b>B)</b> | Alberta Municipal Affairs *<br>Re: 2014/2015 Flood Readiness Supplies Grant Program                 | For Information |
| <b>C)</b> | Canadian Cancer Society *<br>Re: Invitation to attend Medicine Hat Relay for Life fundraising event | For Information |

**8. OTHER**

- |            |   |                                   |
|------------|---|-----------------------------------|
| <b>A)</b>  | Municipal Manager's Report to Council *   | For Information                   |
| <b>B)</b>  | Mayor's Report to Council *   | For Information                   |
| <b>C)</b>  | Alberta Urban Municipalities Convention and Trade Show  |                                   |
| <b>i)</b>  | Convention Brochure *   | For Information                   |
| <b>ii)</b> | Registration Form*  | For Information<br>and Completion |
| <b>D)</b>  | Alberta Transportation *<br>Re: Invitation to meet with Alberta Transportation at AUMA Convention | For Discussion                    |
| <b>E)</b>  | RCMP *<br>Re: Invitation to meet with RCMP at AUMA Convention                                     | For Discussion                    |
| <b>F)</b>  | Farwest Land and Properties Inc. Concerns<br>(J Laurie to be in attendance)                       |                                   |
| <b>i)</b>  | Application for Subdivision approval and Endorsement *  | For Discussion                    |
| <b>ii)</b> | Application to Subdivision appeal Board *<br>Re: Consolidation and redistribution with conditions | For Discussion                    |
| <b>G)</b>  | Landfill Graphs to July 2014 *  | For Information                   |
| <b>H)</b>  | Reminder of upcoming meetings *   | For Information                   |

**9. RECESS**

**10. IN CAMERA**

- |           |                     |
|-----------|---------------------|
| <b>A)</b> | Legal (1), Land (1) |
|-----------|---------------------|

**11. ADJOURN**

<b>ACCOUNTS PAYABLE</b>			
<b>COUNCIL MEETING AUGUST 18, 2014</b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
75143	CIBC VISA	MAY CREDIT CARD PURCHASES	\$5,828.23
75144	CITY OF MEDICINE HAT	MAY SEWAGE OUTLAY	\$49,252.28
75145	CITY OF MEDICINE HAT ELECTRIC	MAY UTILITIES	\$27,519.36
75146	TOWN OF REDCLIFF	JUNE 1 - JUNE 14 REGULAR PAYROLL	\$78,242.67
75147	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS JUNE 1 - JUNE 14	\$16,682.34
75148	RECEIVER GENERAL	JUNE 1 - JUNE 14 STAT DEDUCTIONS	\$33,088.77
75149	TELUS COMMUNICATION INC.	MAY PHONE SERVICE	\$1,851.63
75150	TELUS MOBILITY	MAY CELL PHONE SERVICE	\$547.89
75151	ALBERTA HOTEL & LODGING ASSOCI	2014 CAMPGROUND LISTING FEE	\$309.75
75152	GREYHOUND COURIER EXPRESS	EQUIPMENT PARTS FREIGHT	\$43.56
75153	PRIME PRINTING	TAX NOTICES	\$124.95
75154	WE CARE HOME HEALTH CARE	MAY HOME CARE	\$56.00
75155	WOLSELEY MECHANICAL GROUP	HYDRANTS, VALVES, PIPES, COUPLINGS	\$14,631.35
75156	W.R. MEADOWS	TRAFFIC PAINT	\$1,045.80
75157	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$202.10
75158	SCHEFFER ANDREW LTD.	PLANNING SERVICES	\$4,715.55
75159	STEEP ROCK LTD.	GRAVEL, SAND, ROADCRUSH	\$2,647.49
75160	SUPERIOR TRUCK EQUIPMENT	COMPLETE MAST ASSEMBLY	\$24,405.45
75161	BREWMASTER WHOLESALE FOODS & C	MEALS ON WHEELS SUPPLIES	\$94.58
75162	BERGER'S PLUMBING & CO.	CAMPGROUND FROZEN PIPE REPAIR	\$2,147.80
75163	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES, FIRE SOCIAL CLUB	\$1,240.00
75164	TOWN OF REDCLIFF - LANDFILL	LANDFILL CHARGES	\$5,651.64
75165	UNITED WAY	EMPLOYEE DONATIONS	\$72.00
75166	PRITCHARD & COMPANY LLP	LAND SALES, MISC LEGAL FEES	\$1,572.64
75167	ROSENAU TRANSPORT LTD	CHLORINE CYLINDER FREIGHT	\$132.33
75168	HYDRACO INDUSTRIES LTD.	TWIN WELD PLATE	\$59.22
75169	REDCLIFF HOME HARDWARE	PAINT, VALVES, COUPLERS, BATTERIES	\$485.14
75170	PC CORP INC.	MAY IT SUPPORT CONTRACT	\$2,067.85
75171	SHAW CABLE	TOWN HALL INTERNET	\$120.65
75172	MIKE'S ROADHOUSE	MAY MEALS ON WHEELS	\$1,105.65
75173	MEDICINE HAT NEWS	JOB POSTINGS - IT CLERK	\$1,023.75
75174	MEDICINE HAT CO-OP LTD	O RINGS & VALVES	\$137.94
75176	J. BALMER SAFETY CONSULTING SE	INFANT/CHILD AED PADS	\$149.75
75177	JACOB'S WELDNG LTD.	STRIAGHTEN BACKHOE BUCKET	\$779.63
75178	BOSS LUBRICANTS	ENGINE OIL & TRANSMISSION FLUID	\$3,133.05
75179	ALBERTS FLOOR & CARPET (2001)	AQUATIC CENTRE FLOORING	\$32,340.00
75180	AMSC INSURANCE SERVICES LTD.	EMPLOYEE BENEFITS	\$15,213.81
75181	C.E.M. HEAVY EQUIPMENT	HYUNDAI LOADER REPAIR	\$2,875.90
75182	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,646.23
75183	CORIX WATER PRODUCTS LIMITED P	WATER METERS	\$3,216.81
75184	CANADIAN PACIFIC RAILWAY	MAY FLASHER CONTRACT	\$666.74
75185	C.U.P.E.	APRIL-MAY UNION DUES	\$2,243.83
75186	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSE ADAPTERS	\$73.17

75187	FOX ENERGY SYSTEMS INC.	TENNIS COURT & OUTDOOR RINK SIGNS	\$934.50
75225	ALTA-WIDE BUILDERS SUPPLIES (M	POSTS, PRESERVATIVE, BRUSHES	\$105.89
75226	ISL ENGINEERING & LAND SERVICE	I&I STUDY PROFESSIONAL SERVICES	\$9,040.50
75227	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$2,381.58
75228	BLOUIN, COURTNEY	REFUND KEY & FACILITY DEPOSIT	\$225.00
75229	WILSON, MIKE	REDCLIFF DAYS MUSIC	\$200.00
75230	PLAINS MASONRY LTD	REC-TANGLE BUILDING REPAIR	\$1,365.00
75231	SCHNEIDER, ELLIOT	REFUND DUPLICATE PROPERTY TAX PAYMENT	\$741.04
75232	UNITED RENTALS	DIAMOND BLADE	\$49.88
75233	WORKERS COMPENSATION BOARD	WCB PREMIUMS	\$10,207.26
75234	WOLSELEY MECHANICAL GROUP	GATE VALVE	\$118.30
75235	WOOD, DALE	FIREARMS SAFETY COURSE	\$2,280.00
75236	YOUNG MEDICINE	SOUND SYSTEM RENTAL	\$300.00
75237	STEEP ROCK LTD.	ROADCRUSH	\$2,538.61
75238	ROSENAU TRANSPORT LTD	HYPOCHLORITE SOLUTION	\$441.77
75239	ROBERTSON IMPLEMENT ALBERTA	PIN & LEVER	\$162.17
75240	CNH CAPITAL C3083	HYDRAULIC CHECK VALVE	\$151.70
75241	RIVERVIEW GOLF CLUB	STAFF GOLF TOURNAMENT	\$2,236.00
75242	CANADIAN RED CROSS	AQUATIC CENTRE LESSON PLANS, STICKERS, BOOKS	\$213.44
75243	PUDWELL, BLAINE	FIRE TRAINING COURSE	\$60.00
75244	PAINT IN GENERAL	ROAD PAINT	\$289.64
75245	MURRAY CHEVROLET CADILLAC	TRUCK MIRROR	\$106.96
75246	MPE ENGINEERING LTD.	PROJ#99 RAW WATER PUMP STN PROG PMT	\$2,072.81
75247	SHAW CABLE	INTERNET - WTP, FIRE HALL	\$167.79
75248	MEDICINE HAT CO-OP LTD	IRRIGATION BOXES	\$188.96
75249	MACDESIGN SCREENWORKS INC.	SILKSCREENING LIFEGUARD CHAIRS	\$31.50
75250	L.W. DENNIS CONTRACTING LTD.	FENCE REPAIR/REPLACEMENT	\$5,197.50
75251	LIFESAVING SOCIETY	AED TRAINING & SUPPLIES	\$407.03
75252	KIRK'S MIDWAY TIRE	TIRE REPAIR	\$10.50
75253	REDCLIFF HOME HARDWARE	PAINT, PLANT BASKETS, PLANTS, WATER	\$975.09
75254	FRENCH, RYAN	FIRE TRAINING COURSE	\$236.64
75255	FOX ENERGY SYSTEMS INC.	SCBA REFILL, BIKE HILL SIGNS	\$310.08
75256	FOUNTAIN TIRE	TIRES, BALANCING, VALVES	\$2,918.42
75257	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSE & CLAMPS	\$266.85
75258	COSTCO WHOLESALE	FOLDING TABLE	\$94.49
75259	CORIX WATER PRODUCTS LIMITED P	WATER METER	\$436.80
75260	CLOVERDALE PAINT INC.	PAINT, SPRAYER, ACETONE	\$664.36
75261	CENTRAL SHARPENING	ICE KNIFE SHARPEN	\$84.00
75262	RECEIVER GENERAL	2ND QTR FIRE, JULY COUNCIL STAT DEDUCTIONS	\$2,450.40
75263	TOWN OF REDCLIFF	2ND QTR FIRE, JULY COUNCIL PAYROLL	\$19,369.62
75264	A & B STEEL LTD	DIAMOND BLADE	\$182.07
75265	ECL FIBERGLASS MANUFACTURING	GRAVELINERS & BASES	\$2,880.15
75266	NAPA PARTS & PIECES MEDICINE H	AIR FILTERS	\$313.13
75267	MUNICIPAL WORLD INC	JOB POSTINGS - PUB SERV OP, IT, ENG TECH	\$1,338.75
75268	PERAZA, VERONICA	REFUND POOL RENTAL	\$75.00
75269	ROLLING ACRES GREENHOUSES LTD.	REFUND INACTIVE UTILITY ACCOUNT	\$100.00

75270	WEASEL BEAR, JARON	CANADA DAY PERFORMANCE	\$200.00
75271	WINDMILL GARDEN CENTRE	ANNUAL FLOWERS	\$325.08
75272	YELLOW HORN, JO-ANN	CANADA DAY PERFORMANCE	\$500.00
75273	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$43.97
75274	DIAMOND LINK FENCING INC.	FENCE REPAIR SUPPLIES	\$160.13
75275	TECHMATION ELECTRIC & CONTROLS	ELECTRICIAN LABOUR	\$835.16
75276	WATSON POOLS INC	POOL CHEMICALS	\$1,877.19
75277	BARRETTE, DANICA	REFUND SWIMMING LESSONS	\$27.00
75278	ANTON, DAKOTA	REIMBURSE CRIMINAL RECORDS CHECK	\$53.00
75279	IFTINIUK, LAINA	REFUND SWIMMING LESSONS	\$32.00
75280	MATTSON, TWYLA	REFUND KEY & FACILITY DEPOSIT	\$570.75
75281	PEIGAN BOARD OF EDUCATION	CANADA DAY PERFORMANCE	\$268.66
75282	NIEDERMAYER, MARK	CANADA DAY PERFORMANCE	\$800.00
75283	PARK ENTERPRISES LTD.	MAY PERMITS	\$1,289.41
75284	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$11,723.37
75285	PUROLATOR	WATER SUPPLIES FREIGHT	\$53.21
75286	REDCLIFF ACTION SOCIETY	QUARTERLY COORDINATOR	\$3,000.00
75287	REIMER, ERNIE	TRAVEL TO MAYOR & REEVES CONFERENCE	\$143.00
75288	RODEO FORD SALES LIMITED	NAME PLATE & MOULDING	\$151.45
75289	SANATEC ENVIRONMENTAL	REDCLIFF DAYS TOILETS & WASH STANDS	\$966.00
75290	STEEP ROCK LTD.	ROASCURSH	\$2,438.05
75291	SUMMIT MOTORS LTD	FUEL CONDITIONER, WIPER KNOB	\$43.82
75292	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSE & O RINGS	\$214.73
75293	FINNING (CANADA) A DIVISION OF	ENGINE COOLANT & OIL, FILTERS	\$906.86
75294	FOX ENERGY SYSTEMS INC.	SCBA REFILL	\$223.34
75295	FRANCOTYP-POSTALIA CANADA INC	POSTAGE MACHINE QUARTERLY CONTRACT	\$110.09
75296	GAR-TECH ELECTRICAL	REAPIR POOL & RCMP LIGHTS	\$1,657.36
75297	JACK N' JILL PARTIES	CANADA DAY CLOWN	\$575.00
75298	JACOB'S WELDNG LTD.	GRADER BLADE REPAIR	\$330.75
75299	KEYWAY SECURITY LOCKSMITHS LTD	KEY CUTTING	\$76.65
75300	MACDESIGN SCREENWORKS INC.	VOLUNTEER SHIRTS	\$248.06
75301	MEDICINE HAT MINOR SOFTBALL AS	REFUND KEY & FACILITY DEPOSIT	\$350.00
75302	ACKLANDS - GRAINGER INC	EOC/ICS VESTS	\$196.46
75303	ACTION PARTS	FLOORDRY, GREASE GUN, WIPER BLADES	\$201.43
75304	AFFINITY WELDING & MECHANICAL	REPAIR/WELD BROKEN PARTS	\$178.50
75305	AL'S AUDIO - 1181977 ALBERTA I	WIRELESS HEADSET/MIC SYSTEM	\$42.00
75306	ALTA-WIDE BUILDERS SUPPLIES (M	LUMBER	\$296.97
75307	AMSC INSURANCE SERVICES LTD.	HEALTH SPENDING ACCOUNT	\$244.24
75308	ALBERTA URBAN MUNICIPALITIES A	JOB POSTING - IT CLERK	\$315.00
75309	B & J SIGNS	INSTALL REFLECTIVE DECALLING ON FIRE TRUCK	\$572.25
75310	THE BOLT GUYS	SCREWS, GREASE, KNIFE	\$29.31
75311	CANADIAN PAYROLL ASSOCIATION	MEMBERSHIP RENEWAL	\$210.00
75312	PROVINCIAL TREASURER - LAP	STAT DEDUCTIONS JUNE 15 - JUNE 28	\$16,632.73
75313	RECEIVER GENERAL	LAPP CONTRIBUTIONS JUNE 15 - JUNE 28	\$31,981.98
75314	TOWN OF REDCLIFF	JUNE 29 - JULY 26 PAYROLL	\$80,608.37
75315	REDCLIFF HOME HARDWARE	REPAIR CHOP SAW RECOIL ROPE	\$47.76

75316	CYPRESS HILLS INTERPROVINCIAL	REDCLIFF DAYS EVENT	\$400.00
75317	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$145.77
75318	INLAND CONCRETE, A DIVISION OF	WASHED DE-ICING SAND	\$321.73
75319	JOHN'S WATER HAULING ( A DIVIS	HAUL WATER TO LANDFILL	\$90.00
75320	LETHBRIDGE MOBILE SHREDDING	JUNE SHREDDING	\$46.20
75321	MEDICINE HAT CO-OP LTD	IRRIGATION COUPLER	\$7.54
75322	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$4,403.86
75323	HARV'S JANITORIAL SERVICES	JUNE JANITORIAL SERVICE	\$3,386.25
75324	GARLAND, JAMIE	LANDFILL CERT EXAM	\$50.00
75325	FOX ENERGY SYSTEMS INC.	TRAFFIC SIGNS	\$1,098.59
75326	FOUNTAIN TIRE	FLAT TIRE REPAIR SERVICE CALL	\$101.80
75327	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC UTILITIES	\$101.08
75328	ECONOMIC DEVELOPMENT ALLIANCE	FUNDING COMMITMENT 2 OF 2	\$16,764.00
75329	CYPRESS GROUP	EQUIPMENT CONTRACT FOR TOSHIBA	\$5,444.54
75330	CKMH-FM	REDCLIFF DAYS RADIO ADS	\$430.50
75331	CITY OF MEDICINE HAT	UTILITIES & BUS SERVICE	\$50,684.11
75332	CIBC VISA	JUNE CREDIT CARD PURCHASES	\$16,232.10
75333	ACKLANDS - GRAINGER INC	EOC/ICS VESTS	\$213.92
75334	DJKS SERVICES LTD.	REFUND INACTIVE UTILITY ACCOUNT	\$67.26
75335	LAMOMTAGENE, KRISTIN	REFUND SWIMMING PASS	\$48.00
75336	MACPHEE, JENNIFER	REFUND INACTIVE UTILITY ACCOUNT	\$7.23
75337	MOBIL 1 AUTO SERVICE & LUBE EX	GEAR OIL	\$977.43
75338	REECE, CHRISTINE	REFUND INACTIVE UTILITY ACCOUNT	\$100.00
75339	TORNQUIST, HEATHER	REFUND KEY & FACILITY DEPOSIT	\$225.00
75340	REDCLIFF TINY TOT PLAYROOM	REFUND KEY & FACILITY DEPOSIT	\$225.00
75341	UNITED RENTALS	TAMPER RENTAL	\$88.99
75342	IB WILLIAMS	PESTICIDE APP LICENSE EXAM	\$255.00
75343	WOOD, DALE	FIREARMS SAFETY COURSE	\$1,045.00
75344	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$181.69
75345	REDCLIFF YOUTH SOCCER	REFUND KEY & FACILITY DEPOSIT	\$225.00
75346	SCHEFFER ANDREW LTD.	PROFESSIONAL PLANNING SERVICES	\$1,979.25
75348	STEEP ROCK LTD.	ROADCRUSH	\$3,177.32
75349	TELUS COMMUNICATION INC.	JUNE PHONE SERVICE	\$1,695.63
75350	TELUS MOBILITY	JUNE CELLPHONE SERVICE	\$641.84
75351	MCNEIL, CHRISTINA	VITALIZE CONFERENCE	\$289.40
75352	ALLAN, MEGAN	REFUND POOL RENTAL	\$75.00
75353	ALLIE, TRACY	REFUND INACTIVE UTILITY ACCOUNT	\$100.00
75354	BARTON, SAMANTHA	REFUND UTILITY DEPOSIT	\$100.00
75355	COLE, SHAWNA	REFUND SWIMMING LESSONS	\$22.00
75356	SECURTEK - A SASKTEL COMPANY	FIRE HALL ALARM MONITORING	\$65.99
75357	REDCLIFF T-BALL ASSOCIATION	REFUND KEY & FACILITY DEPOSIT	\$125.00
75358	ACKLANDS - GRAINGER INC	SNAP RING PLIERS	\$42.50
75359	AFFINITY WELDING & MECHANICAL	REPAIR LINKAGE ON MASSEY	\$66.94
75360	CLEARTECH INDUSTRIES INC.	CHLORINE CYLINDERS	\$12,796.94
75361	LADY CARMEN TRUCKING LTD.	CaCL2 FOR ROADS	\$7,560.00
75362	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$5,779.88

75363	BEDOYA, CARMEN	POOL RENTAL CANCELLATION	\$75.00
75364	ZEP SALES & SERVICE OF CANADA	DEGREASER, SOAP, PAPER TOWEL	\$1,189.02
75365	WSP CANADA INC	PROFESSIONAL SERVICES PROJ#32	\$557.55
75366	WOLSELEY MECHANICAL GROUP	WATER FOUNTAIN BUBBLER, MANHOLE PLUGS	\$2,042.97
75367	WE CARE HOME HEALTH CARE	JUNE HOMECARE	\$112.00
75368	WESTERN CANADA WELDING PRODUCT	OXYGEN & ACETYLENE	\$219.98
75369	UNITED RENTALS	TAMPER RENTAL	\$177.99
75370	TRICO LIGHTING PRODUCTS	TUBE LIGHTING	\$135.23
75371	TOWN OF REDCLIFF	PETTY CASH TO JULY 15	\$144.00
75372	TOWN OF REDCLIFF	JUNE 29 - JULY 13 PAYROLL	\$83,354.88
75373	BRUNNER, MATT	WIRELESS ROUTER FOR ENGINEERING	\$73.49
75374	PUDWELL, AUBRIANNE	CELEBRITY POOL PARTY SUPPLIES	\$91.04
75375	DENTY, KRISTA	REFUND SWIMMING LESSONS	\$44.00
75376	WHITE DRAGON KARATE	REDCLIFF DAYS & CANADA DAYS ACTIVITIES	\$350.00
75377	SURF-TEC CORP.	SANDBAGGER/CONVEYER/VIBRATOR/SANDBAGS	\$45,543.75
75378	MATTHEWS, VAL	REFUND SWIMMING LESSONS	\$125.00
75379	HAUSAUER, DANA	REIMBURSE CRIMINAL RECORDS CHECK	\$53.00
75380	CARNEY, LEISA	REFUND SWIMMING LESSONS	\$66.00
75381	ULINE	CABLE TIES	\$1,455.34
75382	LAVALEE, MICHELLE	CANADA DAY ENTERTAINMENT	\$400.00
75383	KEENAN, RBYN	REFUND KEY & FACILITY DEPOSIT	\$225.00
75384	MIKES ROADHOUSE	JUNE MEALS ON WHEELS	\$1,105.65
75385	MUNICIPAL WORLD INC	JOB POSTINGS - DIR FINANCE/DIR COMM & PROTECT	\$945.00
75386	STEEP ROCK LTD.	SCREENED ROCK	\$865.97
75387	SILVER LAKE SOD FARM LTD	SOD REPAIR FOR WATER/SEWER SERVICES	\$34.65
75388	ROSENAU TRANSPORT LTD	HYPO CHLORITE & SANDBAGS	\$1,292.82
75389	RECEIVER GENERAL	STAT DEDUCTIONS JUNE 29 - JULY 12 PAYROLL	\$35,238.68
75390	REDCLIFF ACTION SOCIETY	2ND QTR DISBURSEMENT	\$3,000.00
75391	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS JUNE 29 - JULY 12	\$16,527.51
75392	PRITCHARD & COMPANY LLP	CAVEAT DISCHARGES, PROFESSIONAL SERVICES	\$798.66
75393	THE PRINTER	CAMPGROUND ENVELOPES	\$884.10
75394	PC CORP INC.	JUNE IT SUPPORT CONTRACT	\$1,056.56
75395	SHAW CABLE	AUG INTERNET - TOWN HALL, WTP, FIRE, PUB SERV	\$496.19
75396	MIKE'S ROADHOUSE	JULY MEALS ON WHEELS	\$1,162.35
75397	MEDICINE HAT NEWS	JUNE ADVERTISING (JOB POSTINGS)	\$6,961.51
75398	MEDICINE HAT CO-OP LTD	SPRINKLER	\$419.79
75399	MED. HAT CHAMBER OF COMMER	ANNUAL MEMBERSHIP	\$430.50
75400	LIFESAVING SOCIETY	CANADIAN LIFESAVING MANUAL	\$466.92
75401	LETHBRIDGE MOBILE SHREDDING	JUNE ENGINEERING SHREDDING	\$23.10
75402	LES'S DRAIN CLEANING SERVICE	PRIVATE SEWER MAINTENANCE PROGRAM	\$630.00
75403	LETHBRIDGE HERALD	MAY ADS - COMM SERV, DEV PERMITS, PUB HEARINGS	\$1,007.72
75404	CANADIAN PACIFIC RAILWAY	JUNE FLASHER CONTRACT	\$666.74
75405	CYPRESS COUNTY	REPAIR OILED SURFACES - RAILWAY ST, RR64, HILL	\$29,185.28
75406	CYPRESS VIEW FOUNDATION	2014 INTERIM REQUISITION	\$50,668.00
75407	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSE, STRAPS	\$321.74
75408	FOUNTAIN TIRE	BACKHOE TIRE REPAIR	\$349.59

75409	FOX ENERGY SYSTEMS INC.	STREET SIGNS, RAIN GEAR, PPE	\$586.27
75410	REDCLIFF HOME HARDWARE	BROOMS, BUCKETS, BRUSHES, OIL, HARDWARE	\$270.95
75411	JACOB'S WELDNG LTD.	LANDFILL WINDSCREEN REPAIR	\$1,152.90
75412	JOHN'S WATER HAULING ( A DIVIS	HAUL WATER TO LANDFILL	\$90.00
75413	KLEARWATER EQUIPMENT AND TECHN	ISOPAC FOR WTP	\$1,556.10
75414	CLEAR SKY RADIO	REDCLIFF DAYS RADIO ADS	\$420.00
75415	CITY OF MEDICINE HAT	JUNE UTILITIES & SEWAGE OUTLAY	\$75,300.22
75416	C.E.M. HEAVY EQUIPMENT	BELTS, ELBOW, SEAL	\$192.90
75417	BROWNLEE LLP	PROFESSIONAL LEGAL FEES	\$6,101.76
75418	BROST DEVELOPMENTS INC.	REIMBURSE ADDITIONAL ENGINEERING COSTS	\$15,750.00
75419	BOSS LUBRICANTS	HYDRAULIC OIL	\$2,029.34
75420	THE BOLT SUPPLY HOUSE LTD.	BUG SPRAY	\$150.57
75421	BIG EAGLE SERVICES	REMOVE LEACHATE	\$2,278.50
75422	ATRON REFRIGERATION & AIR COND	SWIMMING POOL HEATER REPAIR	\$182.44
75423	PUROLATOR	SHIP GRANT DOCUMENTS	\$27.64
75424	TOWN OF REDCLIFF - LANDFILL	LANDFILL CHARGES	\$81.00
75425	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES	\$1,351.00
75426	MORRISON, MALLORY	REFUND SWIMMING LESSONS	\$66.00
75427	PETERS, KRISTINA	REFUND SWIMMING LESSONS	\$22.00
75428	PUDWELL, AUBRIANNE	REIMBURSE CRIMINAL RECORDS CHECK	\$53.00
75429	STEEP ROCK LTD.	SCREENED ROCK	\$858.77
75430	SANATEC ENVIRONMENTAL	PUMP LANDFILL SEPTIC TANK	\$136.50
75431	ROSENAU TRANSPORT LTD	CHLORINE FREIGHT	\$1,071.08
75432	CNH CAPITAL C3083	FLAIL MOWER	\$9,167.55
75433	OSMOND, ROBERT	REFUND SWIMMING LESSONS	\$68.00
75434	MEMORY LANE COMPUTERS	COMPUTER REPAIR	\$168.00
75435	LETHBRIDGE HERALD	JUNE ADS - COMM SERV, DEV PERMITS, TAXATION	\$1,855.38
75436	JOHN'S WATER HAULING ( A DIVIS	HAUL WATER TO LANDFILL	\$90.00
75437	ISL ENGINEERING & LAND SERVICE	I&I STUDY PROFESSIONAL SERVICES	\$8,269.31
75438	REDCLIFF HOME HARDWARE	SPARK PLUGS, FILTERS, CHAINS, BOLTS	\$256.24
75439	C.U.P.E.	JUNE-JULY UNION DUES	\$3,857.76
75440	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,657.21
75441	ALBERTA URBAN MUNICIPALITIES A	JOB POSTINGS - DIR OF FINANCE/DIR COMM&PROTECT	\$630.00
75442	ALTA-WIDE BUILDERS SUPPLIES (M	CEMENT POWDER	\$342.30
75443	REDCLIFF HOME HARDWARE	SIGNS, BOLTS, HELMET, TOILET, PAINT, HARDWARE	\$1,420.31
75444	RECEIVER GENERAL	STAT DEDUCTIONS - AUGUST COUNCIL PAY	\$803.33
75445	TOWN OF REDCLIFF	AUGUST COUNCIL PAY	\$6,877.88
75446	CITY OF MEDICINE HAT	UTILITIES - TOWN HALL, MUSEUM, LIFT STATIONS	\$1,583.23
75447	JOHN'S WATER HAULING ( A DIVIS	LANDFILL WATER DELIVERY	\$180.00
75448	RECEIVER GENERAL	STAT DEDUCTIONS JULY 13 - JULY 26 PAYROLL	\$33,637.69
75449	BLENKIN, STEVEN	REFUND INACTIVE UTILITY ACCOUNT	\$84.57
75450	HUTCHINGS, SHANE	REFUND INACTIVE UTILITY ACCOUNT	\$100.00
75451	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$6.95
75452	KRAUSE, DAVID	REFUND SWIMMING LESSONS	\$90.00
75453	WOLSELEY MECHANICAL GROUP	SEAT REMOVAL, CLAMPS, SEWER PIPE	\$1,287.59
75454	UNITED RENTALS	TAMPER RENTAL	\$88.99

75455	TRICO LIGHTING PRODUCTS	BULBS, STRIP LIGHTING	\$258.84
75456	TRANSIT PAVING INC	REMOVE/REPAIR EXISTING TENNIS COURT MATERIAL	\$8,190.00
75457	TOMKO SPORTS SYSTEMS ALBERTA	RESURFACE TENNIS COURTS	\$14,935.72
75458	TOWN OF REDCLIFF	JULY 13 - JULY 26 PAYROLL	\$84,290.15
75459	PRUDEN, TANNER	CRIMINAL RECORD CHECK REIMBURSEMENT	\$53.00
75460	BAKER HUGHES	REFUND DUPLICATE PAYMENT	\$69.80
75461	MERCER, BRENDA	REFUND SEWER SCOPE DEPOSIT	\$50.00
75462	ESPLANADE ARTS AND HERITAGE CE	REFUND SWIMMING LESSONS	\$65.00
75463	ALBUS, ANEEN	REFUND SWIMMING LESSONS	\$27.00
75464	THE SHOPPER	REDCLIFF DAYS ADVERTISING	\$282.45
75465	SIMPLY WATER	BOTTLED WATER FOR POOL	\$81.25
75466	SUMMIT MOTORS LTD	MUDFLAPS	\$38.83
75467	TELUS COMMUNICATION INC.	JULY TELEPHONE SERVICE	\$1,907.83
75468	TELUS MOBILITY	JULY CELLPHONE SERVICE	\$177.47
75469	MUNICIPAL WORLD INC	JOB POSTINGS - EQUIP OP, EXEC ASSIST	\$892.50
75470	STEINKEY, TAMARA	REFUND SWIMMING PASS	\$55.00
75471	TULIP, MARY	CONTRACTED LABOUR	\$1,125.00
75472	JODI BANMAN	ZUMBA INSTRUCTION	\$435.00
75473	BROCK WHITE CANADA COMPANY	SANDBAGS	\$6,194.21
75474	KAIZEN LAB INC.	LEACHATE TESTING	\$474.29
75475	KIRK'S MIDWAY TIRE	TRACTOR TIRE REPAIR	\$21.00
75476	LETHBRIDGE MOBILE SHREDDING	JULY SHREDDING	\$46.20
75477	LIFESAVING SOCIETY	AEC & NL EXAM & RECERT	\$30.00
75478	MEDICINE HAT CO-OP LTD	IRRIGATION FITTINGS/VALVES/CLAMPS	\$640.32
75479	PARK ENTERPRISES LTD.	JUNE PERMITS	\$471.87
75480	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$13,579.90
75481	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$145.77
75482	PRAIRIE ROSE SCHOOL DIV.NO.8	OUTDOOR RINK ELECTRICITY, SPRINKLER REPAIR	\$302.01
75483	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS JULY 13 - JULY 26	\$15,481.29
75484	PUROLATOR	WATER SAMPLES, EQUIPMENT FREIGHT	\$88.34
75485	REDCLIFF HOME HARDWARE	PAINT, BOLTS, CLAMPS, SPRINKLERS	\$206.74
75486	GREYHOUND COURIER EXPRESS	EQUIPMENT/PARTS FREIGHT	\$42.01
75487	GRAND RENTAL STATION	CANADA DAY/HAWAIIAN NIGHT/CELEBRITY NIGHT	\$2,126.96
75488	GRADWELL, RAYMOND	TRAVEL EXPENSES AB FIRE CHIEFS CONFERENCE	\$2,478.21
75489	GAS CITY HYDRO VAC	HYDROVAC CURB STOP & VALVES	\$2,441.25
75490	FOX ENERGY SYSTEMS INC.	GLOVES & SAFETY GLASSES	\$156.40
75491	FINNING (CANADA) A DIVISION OF	CAT ELC	\$99.67
75492	FARMLAND SUPPLY CENTER LTD	HOSES, COUPLERS, NIPPLES	\$241.14
75493	ED MORITZ MASONRY & TILE LTD.	BRICK & CONCRETE	\$64.84
75494	DIRECT LINE LOCATING	CAMPGROUND PARKING LOT ELECTRICAL LINE FIND	\$175.50
75495	MIKE DAVIES	REIMBURSE COFFEE/POP/WATER	\$117.34
75496	C.E.M. HEAVY EQUIPMENT	FAN DRIVE PUMP MOTOR	\$2,950.59
75497	DEL	CABLE ASSEMBLY	\$154.75
75498	CACTUS COMMUNICATIONS	NEW CELL ACTIVATIONS & CASES	\$135.35
75499	BOSS LUBRICANTS	HYDRAULIC OIL	\$726.23
75500	THE BOLT SUPPLY HOUSE LTD.	LATEX GLOVES	\$35.60

75501	BIG HILL SERVICES	ARENA BOARD CLEANING	\$682.50
75502	BERGER'S PLUMBING & CO.	TEMP CONTROL VALVE, SOLINOID REPAIR	\$1,968.50
75503	ATRON REFRIGERATION & AIR COND	A/C CHECK AT SENIORS DROP-IN CENTRE	\$111.56
75504	ACTION PARTS	OIL FILTERS, STARTER, SWITCHES, SEALS	\$288.72
75505	ACKLANDS - GRAINGER INC	PILOT DRILL, ROPE	\$77.47
75506	A & B STEEL LTD	PNUEMATIC WHEEL	\$28.88
75507	CIBC VISA	JULY CREDIT CARD PURCHASES	\$4,660.75
		326 CHEQUES TOTAL:	\$1,357,609.33

# Walt & Bruce's Medicine Hat Towing Ltd.

P.O Box 23039 Medicine Hat Mall

Medicine Hat, AB T1B 4C7

August 2, 2014

Mr. Arlos Crofts

Town Manager

Redcliff, Ab

**RECEIVED**  
Town of Redcliff

Supervisor: \_\_\_\_\_

**AUG - 5 2014**

Action: \_\_\_\_\_

File # \_\_\_\_\_

We are requesting an exemption in Section 55 of the Town of Redcliff Bylaws. If we could park one oversized tow truck in the driveway at 102 2 St SE, we would be able to provide a faster response for the RCMP Traffic Division. The truck is 8600 kg empty and is approximately 35 feet long.

Yours truly



Scott Irwin

Owner

Walt & Bruce's Medicine Hat Towing Ltd.

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, JULY 21, 2014 7:00 P.M.**

<b>PRESENT:</b>	<p>Mayor Councillors</p> <p>Municipal Manager</p> <p>Manager of Legislative &amp; Land Services</p> <p>Public Services Director</p> <p>Manager of Engineering</p> <p>Bylaw Enforcement Officer</p>	<p>E. Reimer C. Brown, C. Crozier, D. Kilpatrick, L. Leipert, E. Solberg A. Crofts</p> <p>S. Simon</p> <p>J. Garland K. Minhas B. McMillan (left at 8:00 p.m.)</p>
<b>ABSENT:</b>	<p>Councillor Acting Director of Finance &amp; Administration</p>	<p>J. Steinke M. Davies</p>

**1. GENERAL**

Call to Order

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

2014-0380 Adoption of Agenda

**B)** Councillor Solberg moved the agenda be adopted as amended to add a Request For Decision regarding “Geotechnical Investigation in the slope failure areas”. - Carried.

**2. PUBLIC HEARING**

2014-0381 Bylaw 1786/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to Amend Land Use district for Lot 1-4, Lot 5-6, Lot 7-10, Lot 11-20, Block 99, Plan 1117V from H Horticultural District to R-1 Single Family Residential District

**A)** Mayor Reimer called the Public Hearing for Bylaw 1786/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to Amend the Land Use District for Lot 1-4, Lot 5-6, Lot 7-10, Lot 11-20, Block 99, Plan 1117V from H Horticultural District to R-1 Single Family Residential District to order at 7:02 p.m.

There were no comments provided by the public present at the meeting.

Mayor Reimer declared the Public Hearing closed at 7:03 p.m.

**3. MINUTES**

2014-0382 Council meeting held June 23, 2014

**A)** Councillor Leipert moved the minutes of the Council meeting held June 23, 2014 be adopted as presented. – Carried.

2014-0383 Special Council meeting held July 15, 2014

**B)** Councillor Crozier moved the minutes of the Special Council meeting held July 15, 2014 be adopted as presented. - Carried.

2014-0384 Economic Development Alliance (EDA) meeting held

**C)** Councillor Kilpatrick moved the minutes of the Economic Development Alliance (EDA) meeting held May 20, 2014 be

May 20, 2014

received for information. – Carried.

2014-0385 Physician Recruitment and Retention Committee meeting held June 20, 2014

**D)** Councillor Brown moved the minutes of the Physician Recruitment and Retention Committee meeting held June 20, 2014 be received for information. – Carried.

2014-0386 Redcliff Public Library Board meeting held on May 27, 2014

**E)** Councillor Crozier moved the minutes of the Redcliff Public Library Board meeting held on May 27, 2014 be received for information. – Carried.

2014-0387 Shortgrass Library System Board Meeting held February 19, 2014

**F)** Councillor Kilpatrick moved the minutes of the Shortgrass Library System Board Meeting held February 19, 2014 be received for information. – Carried.

2014-0388 Shortgrass Library System Board Meeting held April 16, 2014

**G)** Councillor Crozier moved the minutes of the Shortgrass Library System Board Meeting held April 16, 2014 be received for information. – Carried.

#### 4. BYLAWS

2014-0389 Bylaw 1786/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to change the Land Use District for Lot 1-4, Lot 5-6, Lot 7-10, Lot 11-20, Block 99, Plan 1117V from H Horticultural District to R-1 Single Family Residential District

**A)** Councillor Crozier moved Bylaw 1786/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to change the Land Use District for Lot 1-4, Lot 5-6, Lot 7-10, Lot 11-20, Block 99, Plan 1117V from H Horticultural District to R-1 Single Family Residential District be given second reading. – Carried.

2014-0390

Councillor Solberg moved Bylaw 1786/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to change the Land Use District for Lot 1-4, Lot 5-6, Lot 7-10, Lot 11-20, Block 99, Plan 1117V from H Horticultural District to R-1 Single Family Residential District be given third reading. – Carried.

2014-0391

Councillor Brown moved to hear the delegation as Mr. Minor has arrived. – Carried.

#### 5. DELEGATION

David and John Minor

**A)**

2014-0392 John James Autobody and Mechanical Ltd.  
Re: Road condition impacting business and vehicles parking on Town Boulevard

Councillor Solberg moved the presentation provided by David Minor regarding the condition of the road in front of his business impacting his business and vehicles parking on Town Boulevard be received for information. – Carried.

**4. BYLAWS (CONTINUED)**

- 2014-0393 Construction of a Landfill Cell and Leachate Pond
- B)**
- i)** Councillor Crozier moved to approve the revised budget for the Landfill Cell and Leachate pond project of \$2,408,000.00 an increase of \$908,000.00 from the 2014 capital budget. Further that the project be funded \$1,000,000.00 from Redcliff/Cypress Regional Waste Management Authority Landfill reserve, \$704,000.00 from a loan from the Town of Redcliff, and \$704,000.00 from a loan from Cypress County. – Carried.
- 2014-0394
- ii)** Councillor Kilpatrick moved to authorize administration to proceed with the early pay-out to the loans from the Town of Redcliff and Cypress County. This early pay-out is to be funded from the Landfill reserve. – Carried.
- 2014-0395 Bylaw 1790/2014 Landfill Cell and Leachate Pond Construction Loan Bylaw
- iii)** Councillor Crozier moved Bylaw 1790/2014 Landfill Cell and Leachate Pond Construction Loan Bylaw be given first reading. – Carried.

**6. REQUEST FOR DECISION**

- 2014-0396 Portable building behind the Redcliff Public Library
- A)** Councillor Kilpatrick moved to grant permission to the Redcliff Public Library to apply for a development permit for a portable building at the Redcliff Public Library. – Carried.
- 2014-0397 Geotechnical Investigation in the slope failure areas
- B)** Councillor Kilpatrick moved that the Town of Redcliff accept the geotechnical proposal for slope failures evaluation and recommendation from Enviro Geotesting for the coulee areas south of Westside and Kipling Phase 3 subdivisions with a cost of \$32,000.00 with GST the expense to be funded from Tax Stabilization Reserve. - Defeated.
- 2014-0398
- Councillor Solberg moved that the Town of Redcliff accept the geotechnical proposal for slope failures evaluation and recommendation from Enviro Geotesting for the coulee areas south of Westside and Kipling Phase 2 subdivisions including the tender and specification proposal with a cost of \$36,000.00 plus GST. The expense to be funded from Tax Stabilization Reserve. - Carried.

**7. POLICIES**

- 2014-0399 Policy 48, Facilities Use Policy
- A)** Councillor Brown moved that Policy 48, Facilities Use Policy be received for information. Further that the Municipal Manager ensure that staff are following the policy. - Carried.

**8. CORRESPONDENCE**

- 2014-0400 LaVar Payne, MP  
Re: New Building Canada Fund  
**A)** Councillor Crozier moved correspondence dated May 27, 2014 from LaVar Payne regarding Building Canada Fund be received for information. – Carried.
- B. McMillan left at 8:00 p.m.
- 2014-0401 Alberta Congress Board  
Re: Invitation to attend ACB Annual Workplace Conference October 16-19, 2014  
**B)** Councillor Kilpatrick moved correspondence dated June 2, 2014 from Alberta Congress Board regarding an invitation to attend the ACB annual Workplace Conference October 16 - 19, 2014 be received for information. – Carried.
- 2014-0402 Alberta Justice and Solicitor General  
Re: 2014-15 Municipal Policing Assistance Grant (MPAG) and 2014-15 Police Officer Grant (POG)  
**C)** Councillor Solberg moved correspondence dated June 17, 2014 from Alberta Justice and Solicitor General regarding payments of \$244,704.00 and \$100,000.00 for the 2014-15 Municipal Policing Assistance Grant (MPAG) and the 2014-2015 Police Officer Grant (POG) be received for information. – Carried.
- 2014-0403 Alberta Recreation and Parks Association  
Re: Invitation to Conference and Energize Workshop October 23-25, 2014  
**D)** Councillor Leipert moved correspondence dated June 17, 2014 from Alberta Recreation and Parks Association regarding an invitation to attend the Conference and Energize Workshop October 23-25, 2014 be received for information. – Carried.
- 2014-0404 Alberta Environment and Sustainable Resource Development  
Re: Flood Recovery Erosion Control (FREC) program  
**E)** Councillor Kilpatrick moved correspondence dated June 18, 2014 from Alberta Environment and Sustainable Resource Development regarding the Flood Recovery Erosion Control (FREC) program be received for information. – Carried.
- 2014-0405 Alberta Municipal Affairs  
Re: Alberta Community Partnership  
**F)** Councillor Brown moved correspondence dated July 7, 2014 from Alberta Municipal Affairs regarding the new Alberta Community Partnership be received for information. – Carried.
- 2014-0406 L. Neufeld, Feature Finishing Ltd.  
Re: Outstanding Property Tax Bill  
**G)** Councillor Solberg moved correspondence received on June 26, 2014 from L. Neufeld, Feature Finishing regarding outstanding balance on property tax bill be received for information. – Carried.
- 2014-0407 Alberta Development Officers Association  
Re: Sponsorship for 2014 ADOA 30<sup>th</sup> Anniversary Conference  
**H)** Councillor Kilpatrick moved correspondence dated June 1, 2014 from the Alberta Development Officers Association regarding a request for sponsorship for 2014 ADOA, 30<sup>th</sup> Anniversary Conference be received for information. - Carried.
- 2014-0408 Merna Prevost  
Re: Request for Extraordinary Special Meeting of Council to create an Emergency Plan of Action  
**I)** Councillor Brown moved correspondence dated June 16, 2014 from Merna Prevost regarding a request for an extraordinary special meeting of Council to create an Emergency Plan of Action be received for information. Further to include the correspondence as part of the discussions at the Strategic Direction Session in Fall 2014. - Carried.

**9. OTHER**

2014-0409 Subdivision Application  
2014 SUB 02  
Lot 1-4, Block 99, Plan 1117V  
Lot 5-6, Block 99, Plan 1117V  
Lot 7-10, Block 99, Plan 1117V  
Lot 11-20, Block 99, Plan  
1117V

**A)** Councillor Kilpatrick moved Subdivision Application 2014 SUB 02 for Lot 1-4, Block 99, Plan 1117V, Lot 5-6, Block 99, Plan 1117V, Lot 7-10, Block 99, Plan 1117V, Lot 11 – 20, Block 99, Plan 1117V be approved with the following conditions:

1. Environmental Site Assessment (ESA) be provided by an environmental consultant company stating that an ESA has been conducted and that the site is acceptable for residential development.
2. Provision of a grade plan to the satisfaction of the Town's Engineering Department
3. Land Use Bylaw amendment to change the land use to an appropriate land use district.
4. Payment of any outstanding taxes.
5. Payment of Infrastructure Capacity Fee (1.49 acres x \$8,000.00) in the amount of \$11,920.00.
6. Applicant to satisfy Utility Company requirements and provide written confirmation.
7. Applicant entering into a Service Agreement with the Town of Redcliff for the provision of detailed plans and specifications :
  - Provision of a site drainage plan and resolution of drainage issues to the satisfaction of the Manager of Engineering.
  - Confirmation that site drainage is in existence or will be established.
  - Storm sewer
  - Curb/gutter
  - Sidewalk
  - Street lighting
  - Road base construction and pavement
  - Lane construction
  - Other service extension or improvements as required
  - Other items as required by the Town of Redcliff.
8. All legal costs associated with the servicing agreement to be borne by the applicant. – Carried.

2014-0410 Landfill Graphs to June 30,  
2014

**B)** Councillor Kilpatrick moved the Landfill Graphs to June 30, 2014 be received for information. – Carried.

2014-0411 Municipal Manager's Report to  
Council

**C)** Councillor Solberg moved the Municipal Manager's Report to Council be received for information. – Carried.

**10. RECESS**

Mayor Reimer called for a recess at 8:33 p.m.

J. Garland and K. Minhas left the meeting at 8:33 p.m.

Mayor Reimer reconvened the meeting at 9:00 p.m.

**11. IN CAMERA**

2014-0412

Councillor Brown moved to meet In Camera to discuss 2 Land, 1 Legal, and 1 Labour item at 9:00 p.m. – Carried.

L. Leipert left at 9:01 p.m. and returned at 9:27 p.m.

2014-0413

Councillor Kilpatrick moved to return to open session at 9:54 p.m. – Carried.

**12. ADJOURNMENT**

2014-0414 Adjournment

Councillor Kilpatrick moved to adjourn the meeting at 9:54 p.m. – Carried.

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Mayor

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Manager of Legislative and Land Services

**REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY REGULAR MEETING  
MONDAY, JULY 14, 2014  
TOWN OF REDCLIFF**

**PRESENT:** Town of Redcliff:

Councillor	D. Kilpatrick
Municipal Manager	A. Crofts
Landfill Treasurer:	R. Osmond
Municipal Accountant	M. Davies
Landfill Manager:	J. Garland
Executive Assistant/Recording Secretary	C. Cranston

Cypress County: Councillor	L. Pahl
Councillor	R. Oster
CAO	K. Miner

Guests: Salbro Consulting Services	Walter Brodowski,
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<b>ABSENT:</b> Recording Secretary	S. Simon
Councillor	C. Crozier
Mayor	E. Reimer

**1. CALLED TO ORDER**

D. Kilpatrick called the meeting to order at 3:00 p.m.

**2. ADOPTION OF AGENDA**

R. Oster moved the agenda be adopted as presented / amended. – Carried.

**3. MINUTES OF PREVIOUS MEETING**

L. Pahl moved the minutes of the special meeting held on March 21, 2014 be adopted as amended. – Carried.

**4. NEW BUSINESS**

**A) Redcliff/Cypress Regional Waste Management Authority Financial Statements December 31, 2013**

The Redcliff Cypress Regional Waste Management Authority Audited Financial Statements for December 31, 2013 were briefly reviewed. R. Pahl requested that Cypress County board members be provided with more details for expenses at the landfill. R. Osmond advised that a more detail report may be provided however it would not provide the information that Mr. Paul may want. It was suggested that wage allocations be discussed during the 2015 budget discussions.

L. Pahl moved the Redcliff/Cypress Regional Waste Management Authority Financial Statements December 31, 2013 be accepted as presented.

**B) Tender Evaluation and Results**  
**Re: 2014 Construction of Industrial Cell 101, Access Road, and Leachate Storage Pond**

W. Brodowski, Salbro Consulting Services advised that the tender bids received came in higher than the anticipated but are consistent with other bids currently provided to other communities. The budgeted amount is \$1.5 million however the bids came in at \$2.408 million. R. Osmond circulated a copy of the Redcliff/Cypress Regional Waste Management Authority Landfill Reserve.

The board briefly reviewed the work to be done and the anticipated lifespan of the current cell, which is limited. Discussion ensued with regard to the construction of the new cell and future cells, as well as the road and leachate storage pond. There were suggestions for an alternate option for a source of tire shred.

L. Pahl moved that the Redcliff Landfill Authority proceed with the Construction of Industrial Cell 101, Access Road and Leachate storage pond at a total cost of \$2.408 million conditional to the approval being grant by Cypress County Council and Town of Redcliff Council. – Carried.

W. Brodowski advised that he will await the approval of both Councils before announcing the award of the contract.

**5. ADJOURNMENT**

R. Oster moved adjournment of the meeting at 3:39 p.m. – Carried.

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Chairman

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Secretary

## MINUTES

**ABSENT:** Members: S. Clewlow

**4. ADJOURNMENT**

B. Vine moved adjournment of the meeting at 1:15 p.m. – Carried.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

**TOWN OF REDCLIFF  
BYLAW NO. 1789/2014**

**A BYLAW OF THE TOWN OF REDCLIFF FOR THE PURPOSE OF AUTHORIZING THE  
LOAN OF FUNDS TO THE REDCLIFF RIVERVIEW GOLF CLUB, A NON-PROFIT  
ORGANIZATION.**

**WHEREAS** the Municipal Government Act Chapter M-26, R.S.A. 2000 as amended, provides that a municipal council, by bylaw, may authorize the lending of money to a non-profit organization.

**AND WHEREAS** the Redcliff Riverview Golf Club requests a loan to undertake the purchase of a rough mower at an estimated cost of \$50,000.00.

**AND WHEREAS** the Town of Redcliff Council supports the loaning of funds to the Redcliff Riverview Golf Club for the purchase of a rough mower.

**NOW THEREFORE, THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF, IN THE  
PROVINCE OF ALBERTA, DULY ASSEMBLED ENACTS AS FOLLOWS:**

1. This Bylaw shall be known as the "Riverview Golf Club Rough Mower Loan Bylaw".
2. That effective upon passage of this Bylaw, the Council of the Town of Redcliff hereby agree to loan the maximum sum of \$50,000.00 to the Redcliff Riverview Golf Club for the purpose of purchasing a rough mower conditional to the Redcliff Riverview Golf Club signing a promissory note in a form similar to that of Schedule "A" attached hereto.
3. The rate of interest shall be 2.519%. The term of the loan is ten (10) years with twenty (20) equal payments including principle plus interest due semi-annually on the 1<sup>st</sup> day of April and 1<sup>st</sup> day of October of each year beginning April 1, 2015. The rate of interest, the term and the terms of repayment of the loan are outlined on the attached Schedule "B".
4. The source of funds shall be from the Tax Stabilization Reserve.
5. This loan application was advertised in the July 15, 2014 and the and July 22, 2014, editions of the Cypress Courier.

Read a first time this 23<sup>rd</sup> day of June, 2014.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Signed and passed time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF LEGISLATIVE AND LAND SERVICES

**Schedule A****PROMISSORY NOTE****AMOUNT: CDN. \$50,000.00****DUE: October 1, 2024**

FOR VALUED RECEIVED the Redcliff Riverview Golf Club (the "**Borrower**") hereby promises to pay to the order of the Town of Redcliff ( the "**Lender**"), the sum of FIFTY THOUSAND DOLLARS (Cdn. \$50,000.00) (as such amount may be reduced from time to time hereunder, the "**Principal Sum**") together with interest thereon from and after the date hereof and interest on overdue and unpaid interest, before and after demand, default and judgment, at a rate per annum equal to TWO AND FIVE HUNDRED AND NINETEEN ONE THOUSANDTHS percent (2.519%) ("**Interest**") at the times specified herein.

**PAYMENT OF PRINCIPAL SUM AND INTEREST**

1. Commencing on April 1, 2015, the Borrower shall make combined payments of principal (to be applied to the Principal Sum) and Interest to the Lender in TWENTY (20) consecutive semi-annual installments payable on the first business day of April and October of each year (in accordance with the payment schedule attached hereto as Schedule "B"), with all and any outstanding amounts hereunder being due with the final payment on October 1, 2024 (the "**Maturity Date**"). All such payments shall be evidenced on Schedule "B", attached hereto. Notwithstanding the foregoing, all amounts hereunder shall become immediately due and payable upon the occurrence of an Event of Default as provided for in Section 5 and either: following a demand being made by the Lender; or automatically and without such demand in respect of an Event of Default under Section 5(c), 5(d), or 5(e).
2. The borrower may at any time prepay the Principal Sum hereunder, in whole or in part, without any notice or penalty and upon such prepayment, and upon any partial prepayment, the payment schedule hereunder shall be adjusted to reduce the number of payment dates.
3. Interest accruing due hereunder shall be calculated daily in accordance with the "nominal rate" method of interest calculation on the basis of a 365 or 366 day year (as the case may be) and shall be due and payable in arrears in accordance with the terms of Section 1 hereof. Any amount of Interest not paid when due (including overdue and unpaid Interest) shall bear interest at the applicable aforesaid rate, be calculated daily and compounded on the last business day of each calendar month and shall be paid without the necessity of any demand being made, but if demand is made, on demand. The theory of deemed reinvestment shall not apply to the calculation of Interest or the payment of other amounts hereunder.

**COVENANTS OF THE BORROWER**

4. The borrower hereby covenants and agrees with the Lender that, unless the Lender otherwise agrees in writing:
  - (a) it shall duly and punctually pay the Principal Sum and Interest, and all fees and other amounts required to be paid by the Borrower hereunder, as and when the

same becomes due and in the manner specified herein;

- (b) it shall only use the Principal Sum for the purchase of a rough mower, which is owned and operated by the Borrower and located at the Redcliff Riverview Golf Club in Redcliff, Alberta (the "Project")
- (c) it shall carry out the Project, and continue to carry on its business, in a proper and businesslike manner and in accordance with all applicable laws in force in the Province of Alberta;
- (d) it shall be responsible for the purchase the Project and for paying all invoices and expenses in relation to the Project as and when the same are due and payable. The Borrower shall also be responsible for any and all costs overruns with respect to the Project, and shall immediately notify the Lender of any such cost overruns;
- (e) it will not incur any material indebtedness of whatsoever kind or nature other than such indebtedness as previously consented to by the Lender in writing.
- (f) it will not encumber or grant a security interest in any of its material assets or property without the prior written consent of the Lender; and
- (g) it will immediately inform the Lender of the occurrence of any Event of Default described in Section 5.

#### **EVENTS OF DEFAULT**

5. The occurrence and continuance of any one or more of the following events (each such event being herein referred to as an "**Event of Default**") shall constitute a default under this Promissory Note:

- (a) if the Borrower defaults in payment of the Principal Sum and Interest when due and payable, and such default continues for five (5) business days:

- (b) if the Borrower neglects to observe or perform any covenant or obligation of the Borrower contained herein and, if such covenant is able to be cured, such covenant remains uncured for a period of fifteen (15) days following such breach of covenant or obligation;
- (c) if the Borrower files, institutes or commences or otherwise takes any proceeding relating to any reorganization, arrangement, composition or winding up;
- (d) if the Borrower (A) institutes or commences proceedings to be adjudicated bankrupt, or insolvent or consents to the filing of a bankruptcy or insolvency proceeding against it, (B) files, institutes or commences or otherwise takes any proceeding relating to reorganization, adjustment, arrangement, composition, compromise, stay of proceedings or relief similar to any of the foregoing under any applicable law regarding bankruptcy, insolvency, reorganization or relief of debtors (including under the Bankruptcy and Insolvency Act), (C) consents to the filing of any such proceeding, (D) consents to the appointment of a receiver, liquidator, trustee or assignees in bankruptcy or similar official or the liquidation of all or a substantial part of its property and assets, (E) makes an assignment for the benefit of creditors, (F) admits in writing its inability to pay its debts generally as they become due, (G) is generally not paying its debts as they come due or otherwise is insolvent, or (H) takes any other action authorizing or in furtherance of any of the foregoing;
- (e) if any proceeding is filed, instituted or commenced by any person seeking (A) to adjudicate the Borrower a bankrupt or insolvent or the liquidation, adjustment, arrangement, compromise, composition, stay of proceedings or similar relief of or for such party under any applicable law regarding bankruptcy, insolvency, reorganization or relief of debtors (including under the Bankruptcy and Insolvency Act), or (B) to appoint a receiver, liquidator, trustee or assignee in bankruptcy or similar official of the Borrower or of all or a substantial part of its property and assets, and either such proceeding shall remain undismissed or unstayed for a period of thirty (30) days, or any of the actions sought in such proceeding shall occur; or

#### **CONDITONS PRECEDENT**

- 6. The Principal Sum shall be available subject to the Borrower having provided the Lender with the following:
  - (a) evidence of insurance as required hereunder;

- (b) evidence of passage of all necessary bylaws and resolutions by the Board of the Borrower in connection with the Project and all loans to be obtained by the Borrower in connection therewith; and
- (c) such other information and documentation as may reasonably be required by the Lender.

### **MISCELLANEOUS**

7. Any demand, notice or communication to be made or given hereunder shall be in writing and may be made or given by personal delivery or by transmittal by facsimile or other electronic means of communication as follows:

To the Borrower:

Redcliff Riverview Golf Club  
700 Redcliff Way SE  
Redcliff, Alberta  
T0J 2P0  
Fax: 403-548-2400  
Attention: President

To the Lender:

Town of Redcliff  
1 -3<sup>rd</sup> Street NE  
Redcliff, Alberta  
T0J 2P0  
Fax: 403-548-6623  
Attention: Municipal Manager

or to such other address or facsimile number as any party may from time to time notify the other. Any demand, notice or communication made or given by personal delivery shall be conclusively deemed to have been given at the time of and on the day of actual delivery thereof, or, if made or given by facsimile or such other electronic means of communication, on the day of transmittal thereof.

8. The Borrower and each party liable hereunder hereby waives presentment, notice of dishonor, protest and notice of protest of this Promissory Note.

9. the borrower hereby agrees that it shall be liable to the Lender to pay all the Lender's reasonable legal fees and out of pocket expenses incurred in respect of the funds advanced to the Borrower, including, without limitation, any legal fees incurred by the Lender in preparation or drafting of this Promissory Note or any other documents relating to the loan of the Principal Sum. The Borrower shall reimburse the Lender for such legal fees and expenses within thirty (30) days of the receipt of an invoice from the Lender.
10. The Borrower shall indemnify, defend and save harmless the Lender from and against any and all claims, actions, causes of action, damages, costs (including solicitor and client costs) and expenses arising from or if any way related to the loan of the Principal Amount, the construction of the Project or this Promissory Note.
11. The parties acknowledge and agree that the Lender shall have no liability whatsoever for any budget or cost overruns incurred by the Borrower in connection with the Project and the Borrower shall indemnify, defend and save harmless the Lender from any and all such budget or cost overruns arising from or related to the Project.
12. Upon completion of the Project, the Borrower shall provide an accounting of all expenditures related to the Project and evidence there are no liens outstanding in connection with the Project, and upon request of the Lender, the Borrower shall provide copies of all invoices, receipts, agreements and other documents related to the construction of the Project and any costs or payments related thereto.

DATED at Redcliff, Alberta on \_\_\_\_\_, 2014

**REDCLIFF RIVERVIEW GOLF CLUB**

Per: \_\_\_\_\_  
Rob Desjarlais  
Vice-President  
Authorized Signatory

## Schedule "B"

Terms of the Promissory Note Dated  
 \_\_\_\_\_, 2014  
 Granted by Redcliff Riverview Golf Course  
 To the Town of Redcliff

**Summary**

Principal borrowed: \$50,000.00

Regular Payment amount: \$2,843.71

Total Repaid: \$56,874.20

Total Interest Paid: \$6,874.20

Annual Payments: 2

Total Payments: 20 (10 years)

Annual interest rate: 2.52%

Periodic interest rate: 1.2595%

Pmt	Principal	Interest	Cum Prin	Cum Int	Prin Bal
1	2,213.96	629.75	2,213.96	629.75	47,786.04
2	2,241.84	601.87	4,455.80	1,231.62	45,544.20
3	2,270.08	573.63	6,725.88	1,805.25	43,274.12
4	2,298.67	545.04	9,024.55	2,350.29	40,975.45
5	2,327.62	516.09	11,352.17	2,866.38	38,647.83
6	2,356.94	486.77	13,709.11	3,353.15	36,290.89
7	2,386.63	457.08	16,095.74	3,810.23	33,904.26
8	2,416.69	427.02	18,512.43	4,237.25	31,487.57
9	2,447.12	396.59	20,959.55	4,633.84	29,040.45
10	2,477.95	365.76	23,437.50	4,999.60	26,562.50
11	2,509.16	334.55	25,946.66	5,334.15	24,053.34
12	2,540.76	302.95	28,487.42	5,637.10	21,512.58
13	2,572.76	270.95	31,060.18	5,908.05	18,939.82
14	2,605.16	238.55	33,665.34	6,146.60	16,334.66
15	2,637.97	205.74	36,303.31	6,352.34	13,696.69
16	2,671.20	172.51	38,974.51	6,524.85	11,025.49
17	2,704.84	138.87	41,679.35	6,663.72	8,320.65
18	2,738.91	104.80	44,418.26	6,768.52	5,581.74
19	2,773.41	70.30	47,191.67	6,838.82	2,808.33
20	2,808.33	35.37	50,000.00	6,874.19	0.00

**BYLAW NO. 1734/2013 1791/2014**  
**OF THE TOWN OF REDCLIFF**  
**IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF to establish the **Redcliff Municipal Planning Commission** and prescribe its role and responsibilities.

This Bylaw shall be known as the “Town of Redcliff Municipal Planning Commission Bylaw.”

**WHEREAS** the *Municipal Government Act* provides that **Council** may by Bylaw establish a **Municipal Planning Commission**;

**NOW THEREFORE THE MUNICIPAL CORPORATION OF REDCLIFF, IN COUNCIL ASSEMBLED, ENACTS AS FOLLOWS:**

**INTERPRETATION**

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
  - a) “Act” means the *Municipal Government Act*, as amended from time to time.
  - b) “Council” means the Municipal Council of the Town of Redcliff.
  - c) “Development” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
  - d) “Development Application” means an application for development made to the Town in accordance with the Town of Redcliff Land Use Bylaw for the purpose of obtaining a Development Permit.
  - e) “Development Officer” means a person appointed to the office of Development Officer pursuant to this Bylaw or the Municipal Planning Commission.
  - f) “Development Permit” means a document which authorizes development pursuant to the Land Use Bylaw and which may include plans, drawings, specifications or other documents.
  - g) “Land Use Bylaw” means a bylaw of the Town of Redcliff to regulate, control or prohibit the use and development of land and buildings within the Town of Redcliff in accordance with the provisions of the *Municipal Government Act*.
  - h) “Member” means a member of the Municipal Planning Commission of the Town of Redcliff.
  - i) “Municipal Planning Commission”, “Planning Commission” or “Commission” means the Redcliff Municipal Planning Commission established by Council pursuant to the *Act*, and constituted and empowered by Council pursuant to Town of Redcliff Bylaws, as amended, or a Bylaw substituted therefor.

- j) "Municipality" means the geographic area situated within the corporate boundaries of the Town of Redcliff.
- k) "Secretary" shall mean the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Commission.
- l) "Subdivision & Development Appeal Board" means a board established by Council pursuant to the *Act*.
- m) "Town" shall mean the Municipal Corporation of the Town of Redcliff.

### **COMMISSION RESPONSIBILITIES**

- 2. The Commission shall perform the functions, and exercise the development powers and duties as outlined in the current Land Use Bylaw of the Town and amendments thereto.

### **LIMITATIONS**

- 3. The Commission shall have no power to spend money, to make any purchases on behalf of the Town, or to obligate or bind the Town in any manner whatsoever.
- 4. Any recommendations made by the Commission regarding general planning issues shall be forwarded to Council.
- 5. The Commission shall have no power in matters concerning selection, rates of pay, fringe benefits or other matters pertaining to the welfare of staff. The Commission may however address related operational concerns and or issues, in writing, through the Municipal Manager and/or through Council.
- 6. The Commission shall restrict its request for information to information required to make sound planning decisions relating to matters within its jurisdiction.

### **COMMUNICATIONS**

- 7. The Commission shall provide a copy of meeting minutes to the Council on a regular basis.
- 8. The Commission may make presentations to Council regarding planning and development related issues.
- 9. The Commission shall ensure original minutes and correspondence of Commission and sub-committee meetings are kept safe at the Town's municipal office.

### **CONFIDENTIALITY**

- 10. The Commission shall withhold the following information, within the possession of the

Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:

- a) commercial information, the disclosure of which would:
  - i. likely prejudice the commercial position of the person who supplied it,
  - ii. reveal a trade secret
  - iii. likely prejudice the Town's ability to carry out its activities or negotiations,  
or
  - iv. allow the information to be used for improper gain or advantage;
- b) information that is subject to obligations of confidence, the disclosure of which would:
  - i. likely prejudice the future supply of similar information or advice,
  - ii. likely prejudice the Town's ability to carry out its activities or negotiations,
  - iii. place Commission Members, Councillors, or employees of the Town at risk of improper pressure or harassment,
  - iv. breach legal professional privilege, or
  - v. prejudice measures protecting health and safety;
- c) personal information, including personnel information, unless its disclosure:
  - i. is for the purpose for which the information was obtained or for a consistent purpose,
  - ii. is required so that the Town can carry out its duties and functions, or
  - iii. is in a statistical or other form so that the name of persons are not revealed or made identifiable;
- d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
- e) information the disclosure of which could prejudice security and the maintenance of the law;
- f) information about assessments and taxes, except as provided in this or any other enactment;
- g) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;
- h) information that is prohibited from being released by this or any other enactment.

### **ESTABLISHMENT AND COMPOSITION**

- 11. The Commission for the Town is hereby established.
- 12. The Commission shall consist of a minimum of three (3) and a maximum of seven (7) Members as follows:

- a) ~~One (1) employee or municipal official of the Town, and~~
  - b) A maximum of ~~six (6)~~ seven (7) residents of the Town of Redcliff who shall not be employees or municipal officials of the Town or members of Council.
13. A person who is the Development Officer or a member of the Subdivision and Development Appeal Board shall not be appointed to the Commission.
14. Each Member of the Commission shall be appointed by resolution of Council.
15. A Member may be reappointed but only by resolution of Council.
16. A vacancy on the Commission may only be filled by resolution of Council.

### **REMUNERATION**

17. Members of the Commission shall hold office without remuneration.
18. A Member may make submissions to Council or as established by policy of Council for Commission related Development expenses.

### **TERMINATION OF APPOINTMENTS**

19. Subject to Section 20 (b) below, the rules of conduct relating pecuniary interest contained in the *Act*, as amended from time to time, shall be deemed to apply to members of the Commission.
20. Council may by resolution terminate the appointment of any Member if:
- a) the Member is absent from three (3) consecutive meetings of the Commission;
  - b) the Member uses information gained through appointment to gain a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
  - c) the Member otherwise conducts himself in a manner that Council considers to be improper.
20. A Member's appointment shall automatically terminate if the Member ceases to reside within the corporate boundary of the Town of Redcliff or if the Member becomes an employee of the Town. ~~and is not appointed as an employee or municipal official by resolution of Council.~~
21. The appointment of a Member may at any time be revoked by resolution of Council.

### **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

22. The Commission shall at its first regular meeting held in the month of January in each year, elect, by a majority vote of the Members present, one Member for the office of Chairman and one Member for the office Vice-Chairman.
23. The Vice-Chairman shall preside over any business before the Commission in the event of the absence or inability of the Chairman to act.
24. In the event of the absence or inability to act of the Chairman and Vice- Chairman at a meeting of the Commission, the Members present shall elect, by a majority vote, a Member to act as Chairman at that meeting.
25. ~~The Member appointed as the "employee" or "municipal official" of the Town shall not hold the position of Chairman or Vice Chairman.~~

### **QUORUM**

26. Majority of the appointed Members shall constitute a quorum at any meeting of the Commission.
27. Only those Members present during the entire length of the discussion pertaining to a matter being considered at a meeting of the Commission shall have a vote on the matter.

### **MEETINGS**

28. The Commission may, at any meeting which all Members are present decide by motion to hold regular meetings. That motion shall state the day, hour and place of every such meeting and no notice of any such meeting is necessary.
29. Special Meetings of the Commission may be established through either of the following processes:
  - a) Written requests for the calling of a special meeting may be made to the Secretary by an applicant for a development application, only upon full completion and payment of the development application, and an administration fee detailed in the Town of Redcliff Rates Policy adopted by Council. Upon receiving the request and all fees being paid, the Secretary shall initiate a request for a special meeting. The Secretary shall firstly contact the Chairman advising him/her of the request and ask the Chairman for a preferred date and time for the meeting and provide the Chairman with the details of the application in hand.

The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the meeting on the suggested date and time. If a two thirds (2/3) majority of the Members agree to the request, the meeting shall be deemed to be called.

The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the

Members' choice, and be released only upon request by the Commission, at the special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.

In the event the meeting is called and a quorum is not reached at the requested meeting, a refund for the full amount, less an administrative fee of \$50.00 for the polling of members, shall be made to the applicant who made the request.

- b) For purposes other than a request from an applicant to expedite an application the Chairman may (at no cost ) advise the Secretary to initiate a request for a special meeting. He/she shall provide the Secretary with a preferred date and time for the meeting, and provide details of the agenda item(s) to be discussed. The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the meeting, for the purpose requested, on the suggested date and time. If a two thirds (2/3) majority of the members agree to the request, the meeting shall be deemed to be called. The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the Members' choice, and be released only upon request by the Commission, at the special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.
  - c) No business other than the business stated in the request and outlined to each Member in the telephone poll, shall be discussed or considered at any special meeting.
30. The Commission shall meet at regular intervals to undertake the duties assigned to it by Council under this Bylaw and any resolution of Council pursuant to this Bylaw.
31. The conduct of the meetings shall be determined by the Chairman who may:
- a) set procedural rules from time to time;
  - b) permit delegations to appear before the Commission;
  - c) rule on any other matter as deemed fit.
- In every case the Chairman shall first obtain a majority vote from the Members present.
32. The Commission may consult or obtain information from any person, advisor or consultant who is not a Member thereof. It may request such person, advisor or consultant to attend its meeting or meetings.
33. The meetings of the Commission shall normally be held in public. The Commission may, based on reasons it seems fit, hold a meeting closed to the public pursuant to the *Act*.
34. The Commission may deliberate and make its decisions in meetings closed to the public,

however when a meeting is closed to the public no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.

## **DECISIONS**

35. The Commission may make its decisions, recommendations and issue notices with or without conditions in accordance with the *Act*, this Bylaw and the Land Use Bylaw.
36. The Chairman, when present, and every other Member present shall vote on every matter.
  - a) Unless, in a specific case the Chairman or Member is excused by resolution of the Commission from voting, or
  - b) Unless disqualified from voting by reason of pecuniary interest.
37. The decisions of the Commission shall be by simple majority vote of the Members present.
38. No seconder is required to make a motion of the Commission.
39. Any resolution in which there is a tie vote shall be deemed to be decided in the negative.
40. The secretary shall, whenever a recorded vote is demanded (in advance of the vote) by a Member, record in the minutes the name of each Member present and whether the Member voted for or against the matter.
41. Minutes of each meeting shall be confirmed at each subsequent meeting of the Commission. The last page of the minutes of each meeting shall be signed by the Chairman or presiding Member and the Secretary.
42. The Chairman or such other person authorized by the Commission for the purpose shall sign all notices of decisions, correspondence on recommendations and other documents on behalf of the Commission relating to any responsibilities of the Commission.
43. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Commission.

## **SECRETARY**

44. The Secretary shall attend all meetings of the Commission and shall keep all minutes, documents and records of the Commission safe in the Municipal Office of the Town.
45. The Development Officer shall prepare an agenda for each meeting of the Commission and prior to each meeting, shall arrange to deliver a copy of the agenda to each Member of the Commission, and to its technical advisors.

46. The Secretary shall conduct the correspondence of the Commission and provide it with such administrative services as required.

**REPEAL**

47. Bylaw Number ~~1143/97~~ 1734/2013 known as the Municipal Planning Commission Bylaw is hereby repealed upon this Bylaw coming into effect.

This Bylaw shall come into force following third reading and signing.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

READ a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF LEGISLATIVE  
AND LAND SERVICES

## **TOWN OF REDCLIFF REQUEST FOR DECISION**

**DATE:** August 18, 2014

**PROPOSED BY:** Public Services Director

**TOPIC:** Alberta Community Partnership Grant Applications for Landfill

**PROPOSAL:** Provide a resolution of support for the grant applications.

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### **BACKGROUND:**

Alberta Municipal Affairs has implemented a new grant program (the former Regional Collaboration Grant) called the Alberta Community Partnership (ACP). The grant program guidelines allows for projects and initiatives that are in pursued in conjunction with two or more municipalities. The Public Services Department has been in close contact with the municipal affairs grant administration staff in an effort submit potential projects that could be eligible for funding in relation to the Redcliff/Cypress Regional Landfill.

The Town of Redcliff and Cypress County are partners in the Regional Landfill and, if successful in its grant applications, may be eligible for up to \$350,000 per application in 2014/15 with a maximum two applications per year. For the following two years of the ACP grant program a cost sharing mechanism will be implemented. For approved projects, the first \$100,000 will be non-cost shared grant; however, the following \$250,000 would have to be matched by the municipalities. For example if there was a project that was \$600,000 in 2015/16 and the grant was approved The Landfill authority would pay \$250,000 with grant contributions of \$350,000.

Administration has submitted two separate ACP intermunicipal grant applications and, as part of the application process, will require resolutions of support from both the Town of Redcliff and Cypress County Councils. The Town is acting as the managing partner for both grant applications and the projects are as follows:

1. New Leachate Pond with Engineering Design and Construction Fees and Heavy Equipment Purchase for Redcliff/Cypress Waste Management Authority
  - A grant application was submitted for the 2014/15 funding of the new leachate pond (\$157,977), leachate pumping equipment (\$46,000) and engineering services for the entire project (\$147,000). Within the same project application for 2015/16 a cost share project for a new loader (\$350,000) was also included. Eligible project costs to be funded from ACP would be:
    - 2014/15 - \$333,804
    - 2015/16 - \$216,250 (\$116,250 would need to be contributed by municipalities; there are sufficient funds in the landfill heavy equipment reserve to sufficiently contribute)
2. New Cell Construction for Redcliff/Cypress Waste Management Authority
  - A grant application was submitted for the 2014/15 funding of the new cell construction (\$2,234,942) with eligible project costs, if approved, to be funded from ACP of
    - 2014/15 \$350,000.

**OPTIONS:**

1. Provide a resolution of support for both grant applications.
2. Provide a resolution of support for grant application #1
3. Provide a resolution of support for grant application # 2
4. Do not support either grant applications

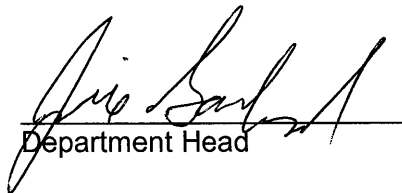
**RECOMMENDATION:**

The Public Services Department recommends Option #1.

**SUGGESTED MOTION(S)**

1. A.) Councillor \_\_\_\_\_ moved that council support the ACP intermunicipal collaboration grant application for a new leachate pond with engineering design and construction fees and heavy equipment purchase with a total grant funding amount of \$ 550,054.00.  
  
B.) Councillor \_\_\_\_\_ moved that council support the ACP intermunicipal collaboration grant application for a new landfill cell with a total grant funding amount of \$ 350,000.00.
2. Councillor \_\_\_\_\_ moved that council support the ACP intermunicipal collaboration grant application for a new leachate pond with engineering design and construction fees and heavy equipment purchase with a total grant funding amount of \$ 550,054.00.
3. Councillor \_\_\_\_\_ moved that council support the ACP intermunicipal collaboration grant application for a new landfill cell with a total grant funding amount of \$ 350,000.00.

SUBMITTED BY:

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_ AD. 2014.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** August 18, 2014

**PROPOSED BY:** Public Services Director

**TOPIC:** Rectangle concession electrical upgrades

**PROPOSAL:** Upgrade electrical service at Rectangle concession – Budget Reallocation

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**BACKGROUND:**

Redcliff Minor Hockey (RMH) approached the Public Services Department with a request to look into additional power outlets in the Rectangle concession. Currently they have been running extension cords to plug in various counter top appliances like toasters, crockpots etc. which is a safety concern.

Public services requested an estimate from Gartech electrical to investigate the electrical loads of the current concession area and to propose a solution to the concerns of RMH. Gartech electrical found that there isn't room for any further outlets on the circuits in the concession and a new line from the electrical room with a new panel in the concession area be installed to meet the current needs as well as room to add some future circuits if needed.

Estimated costs would be \$3300 to install the new line and panel not including additional outlets. Additional outlets would roughly cost \$100 per unit installed.

The current Rectangle budget does not have room to absorb these costs; however funding could be moved from another function of the Public Services Department Operations budget. There was a \$4000 budget approval to purchase a new sign for the Public Services Dept. which could be reallocated to the potential electrical upgrades at the Rectangle in place of the new sign.

**OPTIONS:**

1. Authorize Public Services to fund the upgrade of the Rectangle concession electrical from the Public Services shop budget to a maximum of \$4000.
2. Authorize Public Services to upgrade the Rectangle concession electrical from reserves to a maximum of \$4000.
3. Don't authorize Public Services to upgrade the Rectangle concession electrical this year and consider the item for 2015 budget.

**RECOMMENDATION:**

The Public Services Department recommends option 1

**SUGGESTED MOTION(S)**


Councillor \_\_\_\_\_ moved that the Public Services Dept. be authorized to fund the upgrade of the Rectangle concession electrical from the Public Services shop budget to

maximum of \$4000.

Councillor \_\_\_\_\_ moved that the Public Services Dept. be authorized to fund the upgrade of the Rectangle concession electrical from reserves to maximum of \$4000.

Councillor \_\_\_\_\_ moved that the Public Services Dept. not be authorized to upgrade the Rectangle concession electrical this year and consider for 2015 budget...

SUBMITTED BY:

  
\_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_ AD. **2014.**

**TOWN OF REDCLIFF**  
**Request for Decision (RFD)**

**DATE:** Aug 18, 2014

**PROPOSED BY:** Manager of Engineering

**TOPIC:** MPE's request for engineering budget increase

**PROPOSAL:** To consider some engineering fee increase from MPE's request

---

**BACKGROUND:**

The Town has received a request from MPE Engineering for an engineering budget increase of \$94,600.00 in the form of a letter dated July 22, 2014 due to the scope additions in the final design of the Water Treatment Plant (WTP) project compared to the scope of the work originally identified in the WTP Pre-Design report. MPE has provided a breakdown of all the additions with the estimated costs in their letter. A copy of the letter request is hereby attached with this RFD for council's review and consideration.

The Engineering department has reviewed the additional items listed in the budget increase request letter and did not agree with some of the items in the letter such as Polymer Feed System, Reject Water capacity increase, paving additional site access and locate generator building additions. However, the Town should give consideration to the design changes required due to the addition of the distribution pipeline extension to 9<sup>th</sup> Ave and Chlorine Gas Scrubber required by Alberta Environment. The non-agreed items should be considered as within the scope of the project of this size and typically required as part of the system design.

The total estimated value (engineering and construction) for the distribution pipeline and Chlorine Gas scrubber will be \$445,000.00 plus GST as mentioned in MPE's request letter and based on the established fee of 11% in the pre-design report, the engineering budget increase would be estimated as \$48,950.00 plus GST.

The following options are presented for Council's consideration.

**Options:**

1. Deny the engineering budget increase request of \$94,600.00 from MPE Engineering for the Water Treatment Plant project in their letter dated July 22, 2014.
2. Accept the engineering budget increase request of \$94,600.00 from MPE Engineering for the Water Treatment Plant project in their letter dated July 22, 2014.
3. Accept the engineering fees related to the design of the distribution pipeline and chlorine scrubber additions only with the amount of \$48,950.00 plus GST.

**Recommendation:**

Engineering Department recommends option #3 and the engineering budget increase be funded as approved in the 2014 Capital budget.

**Suggested Motions:**

1. Councilor \_\_\_\_\_ moved the Town of Redcliff deny the engineering budget increase request of \$94,600.00 from MPE Engineering for the Water Treatment Plant project in their letter dated July 22, 2014.
2. Councilor \_\_\_\_\_ moved the Town of Redcliff Accept the engineering budget increase request of \$94,600.00 from MPE Engineering for the Water Treatment Plant project in their letter dated July 22, 2014.
3. Councilor \_\_\_\_\_ moved the Town of Redcliff accept the engineering fees related to the design of distribution pipeline and chlorine scrubber additions only with the amount of \$48,950.00 plus GST. Further that the increase in engineering budget be funded as approved in 2014 Capital budget.

SUBMITTED BY: \_\_\_\_\_

Engineering Department Head

APPROVED BY: \_\_\_\_\_

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2014

Suite 300, 714 5 Avenue South  
Lethbridge, AB T1J 0V1  
Phone: 403-329-3442  
1-866-329-3442  
Fax: 403-329-9354



Town of Redcliff  
#1 – 3<sup>rd</sup> Street NE  
Redcliff, AB  
T0J 2P0

July 22, 2014  
File: N:\34\00\002\02\L24

**Attention:** Khalil Minhas, P.Eng.  
Manager of Engineering

Dear Mr. Minhas

**RE: Water Treatment Plant  
Request for Engineering Budget Increase**

---

As detailed design and tendering of the project has been completed, and with the impending start of construction, we have reviewed the scope of work included in the project relative to the scope defined in the Pre-design Report. Engineering fee budgets were established for this project by utilizing the work scope defined in the Pre-Design Report. As the work scope has increased since completion of the report, MPE respectfully requests an increase to the approved engineering budget, based upon the following breakdown:

Additional items added to the scope of work, and related estimated costs:

- Chlorine Gas Scrubber System: \$320,000
- Polymer Feed System: \$140,000
- Additional Distribution Connection and Pipeline to 9<sup>th</sup> Avenue: \$125,000
- Reject Water – Increased Capacity for Supplementing Raw Water Supply: \$50,000
- Paving and Additional Site Access: \$175,000
- Locate Generator In WTP Building: \$50,000

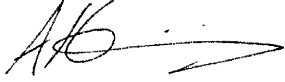
Total estimated value of the added scope is \$860,000.00. Engineering fees for this project were established at 11%. Based upon this fee percentage, an additional budget of \$94,600.00 is respectfully requested. Based on your AMWWP funding level of 44.62%, the Town's portion of the increased fees would be \$52,389.48.

These additional fees are requested as budget was consumed during the design phase for these additional items. Consuming additional budget has in effect, taken budget from our construction management and construction administration fees. To ensure that budgetary concerns do not impact our service levels, this budget increase is being requested.

Please review this request at your convenience and let me know if acceptable. If you have any questions regarding this correspondence, please contact the undersigned.

Yours truly,

**MPE Engineering Ltd**

A handwritten signature in black ink, appearing to be 'AK' followed by a long horizontal stroke.

Andrew Kleisinger, P. Eng.  
Project Manager

AK:mw

Cc: Jason Stusick, MPE Engineering Ltd.

## **TOWN OF REDCLIFF REQUEST FOR DECISION**

**DATE:** Aug 18, 2014

**PROPOSED BY:** Manager of Engineering

**TOPIC:** Broadway Ave surface drainage problem east of Red Hat

**PROPOSAL:** Budget approval for drainage solution

---

### **BACKGROUND:**

At the Regular Council Meeting of May 26, 2014 the following motion was made and carried by council:

2014-0317	<b>Drainage Issue</b> Re: Broadway Avenue between RedHat Cooperatives Ltd. and Roy's Woodshop	Councillor Brown moved to have administration come up with options for solution to Broadway Avenue Area drainage issue. – Carried.
-----------	--	--

The Town of Redcliff received a drainage concern from the property owner of Roy's Woodshop east of the Red Hat Co-op on Broadway Ave. The concern is in relation to drainage coming off of Broadway Avenue and then into the Roy's Woodshop property. In the winter time, one of the contributing factors is the snow dump area that consistently melts and creates drainage in the SE corner of the Red Hat Co-op property. The north boulevard of Broadway Ave does not have a defined drainage ditch and historically the drainage from the road crown east of Mitchell Street, landscaped Boulevard, and Red Hat property follow the topography of the land and enters woodshop property at the SW corner.

In order to address the drainage issue, the Town prepared and presented a couple of design options to Roy's woodshop owner. It was agreed on that an option of adding curbs and gutters extension from Red Hat's existing curb returns towards east with the installation of a culvert at Roy's woodshop entrance. Some ditch re-grading east of Roy's Woodshop property will be required to daylight the drainage ditch to open field. A copy of the proposed plan is attached with this RFD for information. The owner of the woodshop showed no concerns for the existing boulevard drainage so no work is required in the landscape area outside the chain link fence of Roy's Woodshop except for culvert installation and ditch re-grading east of the Roy's Woodshop property. The disturbed areas will be restored with topsoil and grass seed. The Engineering Department requested a price quote from Transit Paving as they are working on the 4<sup>th</sup> Ave SW project currently and their crew can easily mobilize for this work. Transit Paving submitted a price quote of \$42,117.60 plus GST for this work.

#### **Options:**

1. Accept the price quote in the amount of \$42,117.60 plus GST from Transit Paving for the installation of curbs and gutters on the north road edge of Broadway Ave with culvert at Roy's Woodshop entrance east of the Red Hat to address the surface drainage challenges.
2. Do not accept the quote and maintain status quo.

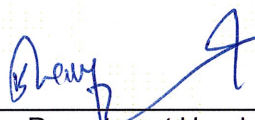
**Recommendation:**

This RFD is being brought forward as a result of the motion made and carried by council at the Regular Council Meeting on May 26, 2014. Administration will require direction from council in relation to proceeding with proposed mitigating efforts for the drainage challenges in this area. The expense could be funded from the Storm System Reserve.

**Suggested Motions:**

1. Councilor \_\_\_\_\_ moved that the Town of Redcliff accept the price quote in the amount of \$42,117.60 plus GST from Transit Paving for the installation of curbs and gutters on the north road edge of Broadway Ave with a culvert at Roy's Woodshop entrance east of Red Hat to address the surface drainage problem. Further to fund this project using the Storm System Reserve.
2. Councilor \_\_\_\_\_ moved that the Town of Redcliff do not accept the quote and maintain status quo.

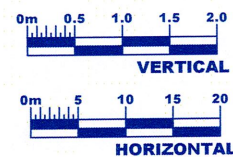
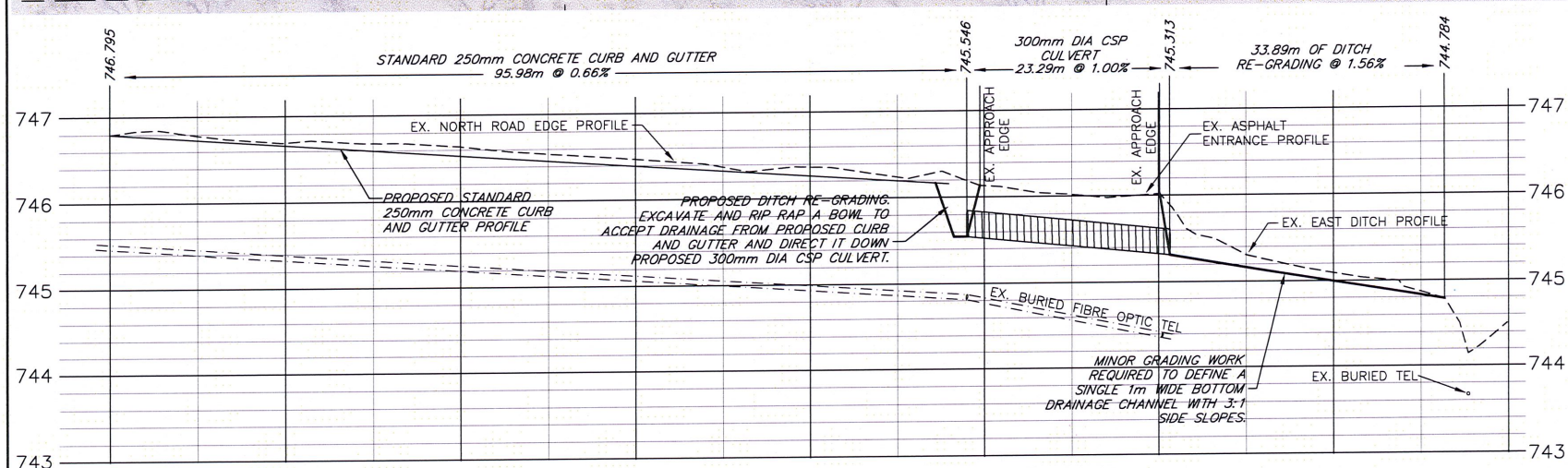
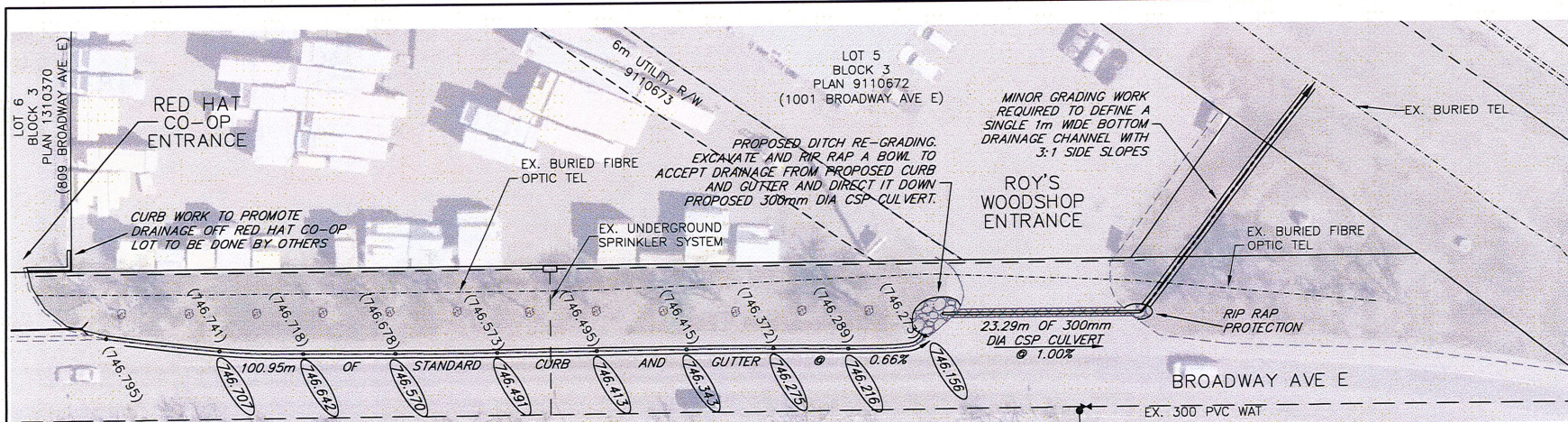
SUBMITTED BY: \_\_\_\_\_

  
Department Head

APPROVED BY: \_\_\_\_\_

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2014



**LEGEND EXISTING:**

- GAS — GAS — GAS BURIED GAS
- OH — OH — OH OVERHEAD POWER AND/OR CABLE TV
- — — — — BURIED POWER
- — — — — BURIED CABLE TV
- — — — — BURIED TELEPHONE
- — — — — WATER MAIN
- — — — — STORM MAIN
- — — — — SANITARY MAIN
- — — — — CURB & GUTTER
- — — — — WATER VALVE
- — — — — FIRE HYDRANT

- MANHOLE
- CATCH BASIN
- POWER POLE
- ▲ PEDESTAL
- ▲ SIGN
- (746.795) EXISTING ELEVATION

**LEGEND PROPOSED:**

- 0.70% PROPOSED CURB & GUTTER
- 749.521 PROPOSED GRADE
- 749.521 PROPOSED ELEVATION
- [Hatched Box] STANDARD CONCRETE CURB AND GUTTER
- [Cross-hatched Box] ASPHALT REPAIR

1	07/14	ISSUED FOR SHALLOW UTILITY REVIEW	JD	KM
0	07/14	ISSUED FOR DISCUSSION	JD	KM
No.	DATE	REVISION	BY	APP

Permit \_\_\_\_\_

Engineers Stamp \_\_\_\_\_



**TOWN OF REDCLIFF**

Project  
**TOWN OF REDCLIFF  
BROADWAY AVE E**

Drawing  
**CURB AND GUTTER OPTION  
(SOUTH OF ROY'S WOODSHOP)**

Designed	JD	Scale	AS NOTED	Date	APR. 2014
Drawn	JD	Project No.		Contract No.	
Checked	KM	Drawing No.		Revision	
Approved	N/A		01		1

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** August 18, 2014

**PROPOSED BY:** Shanon Simon, Manager of Legislative and Land Services

**TOPIC:** Request for permission to apply for a Development Application for a sign to be erected on Lot 1, Block 1, Plan 0815601

**PROPOSAL:** To obtain permission from Council to apply for a Development Permit for a sign

**BACKGROUND:**

---

In January 2012 the Town of Redcliff entered into an Agreement for the sale of Lot 1, Block 1, Plan 0815601 (adjacent to Trukkers) with Kwan Lee (Lee 3 Investment). The terms of the agreement are for instalment payments with the final payment being due on January 1, 2017. The Town of Redcliff will remain the owner of the property until the final payment has been received.

Kwan Lee (Lee 3 Investment), Owner and, General Manger of Trans Canada Truck Stop wants to install a sign on Lot 1, Block 1, Plan 0815601 and has submitted a letter requesting permission from the Town of Redcliff to apply for a Development Permit for a sign.

**RECOMMENDATION:**

That Council grant permission to Kwan Lee, Owner/General Manager of Trans Canada Truck Stop to apply for a Development Permit for a sign to be erected on Lot 1, Block 1, Plan 0815601.

**MOTION:**

1. Councillor \_\_\_\_\_ moved that the Town of Redcliff grant permission to Kwan Lee, Trans Canada Truck Stop to apply for a Development Permit for a sign on Lot 1, Block 1, Plan 0815601.

SUBMITTED BY: \_\_\_\_\_  
Department Head

  
\_\_\_\_\_  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_ AD. **2014.**

RECEIVED

AUG 6 2014

TOWN OF REDCLIFF

August 5, 2014

To whom it may concern;

According to Purchase Contract between Town of Redcliff and Lee 3 Investment Ltd. we, at the TRANS CANADA TRUCK STOP, are requesting for permission to install signage on the property located in Plan 0815601, Block 1; Lot 1.

The dimensions and specifics of the sign in question are outlined in the attachment accompanying this letter.

Thank you for your consideration in this matter.



Kwan Lee

Owner/General Manager

TRANS CANADA TRUCK STOP

Attachment : 1. Purchase Contract

2. Preliminary Drawings



### Specifications

Cabinets - sheet metal painted black  
 Frames - Ex7 painted black  
 Illumination - H.O. Fluorescent Lamps and Ballast  
 Faces - White Polycarbonate  
 Graphics: 3630-97 Bristol Blue  
 3630-33 Red  
 3M #22 Matte Black

**ALL SIZES TO BE VERIFIED**  
**preliminary drawing**

7" c to c  
 15" c to c  
 4"x12" Tubing  
 1.25" anchor bolts  
 1" plate  
 14" x 19" Base Plate

Aluminum  
 Base plate cover  
 painted white

Grade

102.5" center to center

7" c to c  
 15" c to c  
 4"x12" Tubing  
 1.25" anchor bolts  
 1" plate  
 14" x 19" Base Plate



## PM SIGNS LTD.

12925 - 148 Street  
 Edmonton, AB T5L 2H9  
 Ph. 780.454.6490

Calgary  
 403.272.7460  
 Saskatoon  
 306.934.8812

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PROJECT NAME

DESCRIPTION

DATE 02/01/2010

RVSN DATE 01/\*\*/2010

SCALE

1: 44

Sales Rep: Be Matheisen  
 Designer: CamMcD  
 File name:  
 Customer:  
 Job#:

This drawing indicates design proposals only.

© Copyright 2010 PM Signs Ltd.

- ☐ Approved
- ☐ Revisions Required
- ☐ Approved as per noted changes

Authorization Signature:

Sales Signature:

Prod. Signature:

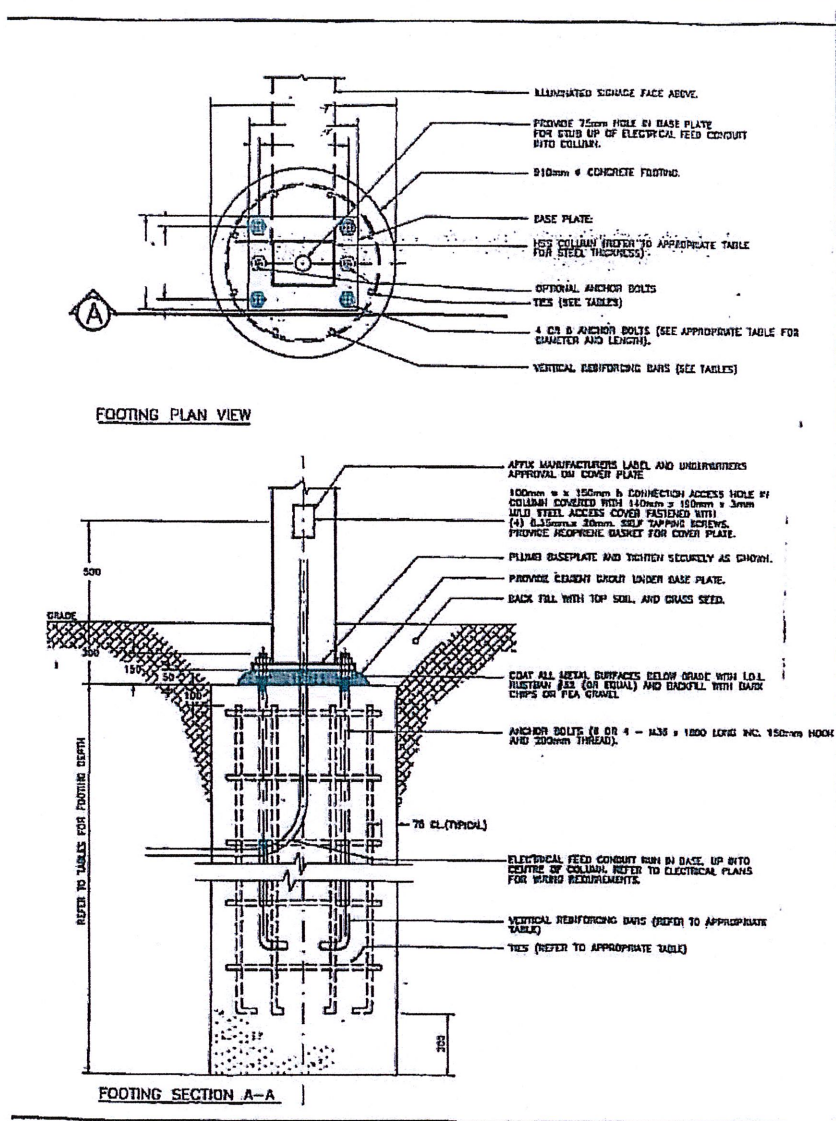
Inst. Signature:

Production Date:

Installation Date:

Revised Inst. Date:

By \_\_\_\_\_ Signature:



## PM SIGNS LTD.

12925 - 148 Street  
Edmonton, AB T5L 2H9  
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403.272.7460  
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306.934.8812

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PROJECT NAME

DESCRIPTION

DATE 01/22/2010

RVSN DATE 01/\*\*/2010

SCALE  
1: 44

Sales Rep: Be Matheisen  
Designer: CamMcD  
File name:  
Customer: ESSO  
Job#:

This drawing indicates design proposals only  
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- ☐ Approved
- ☐ Revisions Required
- ☐ Approved as per noted changes

Authorization Signature:

Sales Signature:

Prod. Signature:

Inst. Signature:

Production Date:

Installation Date:

Revised Inst. Date:

By Signature:

FOOTING AND COLUMN SIZING CHART: DOUBLE POLE M.I.D. SIGNS				
FOR WIND PRESSURES NOT EXCEEDING 0.5 KPA PASSIVE LATERAL RESISTANCE PRESSURE 30 KPA/m. (SILTY SOIL)				
SIGN DESIGNATION SERIES-TYPE	FOOTING DIAMETER & DEPTH	COLUMN SIZE	REINFORCING SIZE	ANCHOR BOLTS
84-H,J,K,L 86-C,D,E,F,G,H,I,J,K,L	752 X 6000	HSS 304.8 X 101.5 X 6.35	6-25M VERT. 10M TIES @ 150mm	4-M36 X 1800, WEL. 150mm HOOK 200mm THREAD
FOR WIND PRESSURES NOT EXCEEDING 0.5 KPA PASSIVE LATERAL RESISTANCE PRESSURE 60 KPA/m. (DENSE CLAY, SAND AND GRAVEL)				
SIGN DESIGNATION SERIES-TYPE	FOOTING DIAMETER & DEPTH	COLUMN SIZE	REINFORCING SIZE	ANCHOR BOLTS
84-H,J,K,L 86-C,D,E,F,G,H,I,J,K,L	752 X 3200	HSS 304.8 X 101.5 X 6.35	6-25M VERT. 10M TIES @ 150mm	4-M36 X 1800, WEL. 150mm HOOK 200mm THREAD
FOR WIND PRESSURES NOT EXCEEDING 0.8 KPA PASSIVE LATERAL RESISTANCE PRESSURE 30 KPA/m. (SILTY SOIL)				
SIGN DESIGNATION SERIES-TYPE	FOOTING DIAMETER & DEPTH	COLUMN SIZE	REINFORCING SIZE	ANCHOR BOLTS
84-H,J,K,L 86-C,D,E,F,G,H,I,J,K,L	752 X 6300	HSS 304.8 X 101.5 X 7.65	6-25M VERT. 10M TIES @ 150mm	4-M36 X 1800, WEL. 150mm HOOK 200mm THREAD
FOR WIND PRESSURES NOT EXCEEDING 0.8 KPA PASSIVE LATERAL RESISTANCE PRESSURE 60 KPA/m. (DENSE CLAY, SAND AND GRAVEL)				
SIGN DESIGNATION SERIES-TYPE	FOOTING DIAMETER & DEPTH	COLUMN SIZE	REINFORCING SIZE	ANCHOR BOLTS
84-H,J,K,L 86-C,D,E,F,G,H,I,J,K,L	752 X 4000	HSS 304.8 X 101.5 X 7.65	6-25M VERT. 10M TIES @ 150mm	4-M36 X 1800, WEL. 150mm HOOK 200mm THREAD
NOTES:				
1 HOURLY (102) WIND PRESSURE REFER TO NATIONAL BUILDING CODE CLIMATE #7 OR FORMATION DESIGN WIND PRESSURE - 1.8 X (HOURLY WIND PRESSURE) MINIMUM LATERAL PASSIVE SOIL PRESSURE - 30 KPA/m (200 psf)				
2 STEEL SHALL CONFORM TO C.S.A. G40.21-44, 350W (53,000 psi) OR EQUAL CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 20 MPa (3000 psi) IN 28 DAYS.				
3 IF THE LOAD BEARING CAPACITY OF THE SOIL IS LESS THAN 120 KPa (2500 psf) OR IF THE TABULATED REFERENCE WIND PRESSURE EXCEEDS 0.8 KPa CONTACT THE ENGINEER FOR INSTRUCTIONS				

Approved by Council: \_\_\_\_\_

**PERIMETER FENCE ADJACENT TO PARKS & PUBLIC RESERVES****BACKGROUND**

The Town of Redcliff has installed chain link fence along parks, public reserves and golf course property in or adjacent to the Kipling, Riverview, **Eastside**, and Westside Subdivisions. Although the fence runs adjacent to the residential properties, the Town of Redcliff retains ownership of this fence. However, in accordance with the restrictive covenant registered to the land title of the residential properties, maintenance is the responsibility of the immediately adjacent property owner.

Although the chain link fence is the property of the Town of Redcliff, certain modifications will be permitted. Any and all modifications shall be in accordance with this policy.

**POLICY**

There shall be no material inserted into, fastened, hung, or connected to the perimeter fence, such as privacy slats or similar types of screening. Vines, hedges or similar vegetation growing in or through the fence shall be permitted and side yard chain link fences may be connected to the perimeter fence. In addition, the following modifications are permitted:

**Golf Course Access**

Properties backing onto the Riverview Golf Club will be permitted to modify their access gate to allow golf cart access onto the golf course. Modifications shall be to the following standards:

- The gate shall not exceed a width of sixty six (66) inches
- Modifications shall only be made by the Town or the Town's approved contractor.
- The cost of any modification shall be borne by the property owner.
- Written permission from Riverview Golf Club to access golf course with golf cart is required prior to any work being completed.
- Payment of the quoted work is due in advance of any work being completed.

**Installing Curb Along Base of Fence**

Property owners shall be permitted to install curbing along the base of a perimeter fence, providing it meets the following standards:

- The curb must have a width of eight (8) inches,
- The curb must have a minimum depth of five and one half (5 ½) inches and a maximum depth of twelve (12) inches.
- The curb must be properly finished and be below the chain link as the chain link must be able to move freely.
- Differences in elevation at any given point within a one hundred and twenty (120) inch length of curb shall not exceed one and one quarter (1¼) inch, and the maximum variation shall not be greater than one and one quarter (1¼) inch.
- Deviations in horizontal alignment at any given point within a one hundred and twenty (120) inch length of curb shall not exceed one and one quarter (1¼) inch, and the fluctuations in the horizontal alignment shall not be greater than one (and one quarter 1¼) inch.

Any unauthorized modifications to the Town's chain link fence shall be required to be removed by the property owner. A written Order in accordance with Section 545 of the Municipal Government Act will be sent to the offending property owner for any remedy deemed required. Failure to comply with the Order will result in the Town initiating necessary action to have any modifications removed and the fence restored to its original state. The costs associated with this shall be charged to the property owner in accordance with Section 552 or 553 of the Municipal Government Act.

Any modifications that have been made to the Town's chain link fence prior to the approval of this Policy will be required to meet the Town's standards. Any modifications that do not meet the Town's standards will be directed to be removed and/or reconstructed to the proper standards. A written Order in accordance with Section 545 of the Municipal Government Act will be sent to the offending property owner. Failure to comply with the Order will result the Town initiating necessary action to have any modifications removed and the fence restored to its original state. The costs associated with this shall be charged to the property owner in accordance with Section 552 or 553 of the Municipal Government Act.

#### Application for Modifications to Town Chain Link Fence

Any person wishing to modify the Town's chain link fence is required to submit an application form. Application for modification to the Town chain link fence may be made to the office of the Public Services Director for the Town on the attached prescribed form (Schedule A).

#### Temporary Removal / Reinstallation of Town Fencing to access Rear Yard

Property owners shall be permitted to temporarily remove the Town's chain link fence located at the rear of their property to obtain access to their rear yard for the purpose of landscaping, construction or delivery of such items such as a hot tub. Reinstallation of Town fencing shall be completed by a Town approved contractor with the property owners being responsible for costs. A refundable damage deposit in the amount of \$500.00 is required at the time of application. The Public Services Department shall conduct an inspection of the fence within 14 days of completion of the reinstallation of the fence, and if deemed satisfactory the deposit shall be refunded.

Temporary removal and subsequent reinstallation of the fence shall not exceed a 60 day timeframe unless otherwise authorized by the Public Services Director.

Property owners will be required to obtain a "Permit to Cross Public Reserve – Vehicular" in accordance with the Town's "Park, Recreational or Public Areas Bylaw".

#### Application for Removal and Reinstallation of Town Fence

Any person wishing to obtain access to their rear yard by removing and reinstalling the Town's fence is required to submit an application form. Application for access to the Town chain link fence may be made to the office of the Public Services Director for the Town on the attached prescribed form (Schedule B).

**APPLICATION FOR MODIFICATION TO TOWN PERIMETER FENCE**

Application Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Civic: \_\_\_\_\_

I hereby apply to the Town of Redcliff Public Services Department for permission to modify the Town's chain link fence adjacent to the above mentioned property.

Type of Modification: (check one or more)

☐ curb along base of fence

I acknowledge that the Public Services Department shall inspect the modification to ensure it meets the Town standards. If the curb fails to meet the Town standards, I acknowledge that I will be required to remove and replace the curb at my cost. I further acknowledge that if I do not remove the curb within the specified time stipulated on the Notice for Removal from the Town, the Town will remove the curb and I will be responsible for the costs of removal.

☐ access gate (golf course property only)

I acknowledge that the Public Services Department or the Town's approved contractor shall perform the necessary work to modify the access gate at my cost. Prior to performing any work, the Public Services Department shall provide me with a quote to complete the work, and will not proceed until payment is received. In addition, I acknowledge that I have obtained written permission from Riverview Golf Club to access the golf course with a golf cart, evidence of which is attached.

I further acknowledge that I assume responsibility of the modifications and will maintain the modifications in a state of good repair at all times.

\_\_\_\_\_  
Witness\_\_\_\_\_  
Applicant(s) Signature**Public Services portion (Do not complete)**

Payment received: \_\_\_\_\_  
Amount Date

Verification that upon inspection, the modifications meet the standards of the Town of Redcliff.

Approved: \_\_\_\_\_ Refused: \_\_\_\_\_  
Public Services Director Public Services Director

**APPLICATION FOR REMOVAL / REINSTALLATION OF TOWN FENCING  
(ACCESS TO REAR YARD)**

Application Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Civic: \_\_\_\_\_

Dates Access Required: From: \_\_\_\_\_

To: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

(Contractor must be approved by Town of Redcliff Public Services Department)

I hereby apply to the Town of Redcliff Public Services Department for permission to remove and reinstall the Town's Perimeter Fence for the purpose of accessing my backyard for the time period specified above.

I acknowledge that the reinstallation of the Town's fence must be completed by a Town approved contractor and I will be responsible for all related costs. If the reinstallation is not acceptable to the Town of Redcliff the Town of Redcliff may undertake to have the fence repaired as necessary and I will be responsible for payment of those costs.

I further acknowledge that I must obtain permission in accordance with the Town's Park, Recreational or Public Areas Bylaw.

Witness \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

<p>Administration portion (Do not complete)</p> <p><input type="checkbox"/> Damage Deposit received:</p> <p>Amount \$500.00</p> <p>Date _____</p> <p>Signed: _____</p> <p style="text-align: center;">Finance Department</p>	<p>Administration portion (Do not complete)</p> <p><input type="checkbox"/> Damage Deposit refunded</p> <p>Amount \$500.00</p> <p>Date _____</p> <p>Authorized by: _____</p> <p style="text-align: center;">Finance Department</p>
<p style="text-align: center;">Public Services portion (Do not complete)</p> <p>Verification that upon inspection (within 14 days of the completion of the reinstallation of the fence), the reinstallation meets the standards of the Town of Redcliff.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Approved: _____</p> <p style="text-align: center;">Public Services Director</p> </div> <div style="width: 45%;"> <p>Refused: _____</p> <p style="text-align: center;">Public Services Director</p> </div> </div>	

RECEIVED  
JUL 28 2014  
TOWN OF REDCLIFF

His Worship Ernie Reimer  
Mayor, Town of Redcliff  
PO Box 40  
Redcliff AB T0J 2P0

Dear Mayor Reimer

Since it came into force 20 years ago, the *Safety Codes Act (SCA)* has served Alberta effectively. It is one of the strongest safety codes systems in the country, in part because we are constantly looking at ways to improve it. Our collective experience with the SCA has identified some new areas for improvement and a need to ensure that the SCA is able to meet Alberta's needs well into the future.

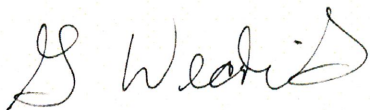
Together with the Safety Codes Council, Municipal Affairs has undertaken a review of the SCA to consider a variety of possible updates and changes, including options for enhancing safety codes service delivery, enforcement mechanisms and assisting municipalities with their safety codes system administration responsibilities.

The next step in our review is to engage municipalities and other key stakeholders in a broad consultation to garner input from those who have been most directly involved in and responsible for the effectiveness of our safety codes system.

In the coming days, Alex Morrison, Acting Assistant Deputy Minister of the Public Safety Division, and Brian Alford, President and CEO of the Safety Codes Council, who will be leading the consultation, will provide your administration with details on the information sessions and the web-based, core consultation process.

Municipal involvement in the safety codes system is vital to managing community risks, and I look forward to hearing from your municipality through this consultation.

Sincerely,



Greg Weadick  
Minister of Municipal Affairs



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

RECEIVED

JUL 29 2014

TOWN OF REDCLIFF

JUL 22 2014

AR74419

His Worship Ernie Reimer  
Mayor, Town of Redcliff  
PO Box 40  
Redcliff AB T0J 2P0

Dear Mayor Reimer,

The Government of Alberta recognizes the profound impact on Southern Alberta as a result of the 2013 flooding, and that those communities hit hardest require better protection from possible future flooding. Therefore, the province has established a flood readiness grant program.

Thank you for submitting your municipality's requirements for the flood readiness supply grant to ensure that your community has the capabilities needed to be prepared. Your application has been reviewed and I am pleased to advise that your municipality has been awarded an additional grant of \$100,650 to acquire the capabilities as outlined in the conditional grant agreement (CGA).

Three copies of the CGA are attached for your review. Please ensure the three copies of the agreement are signed by the Chief Elected Official and Duly Authorized Signing Officer for your municipality. Return all copies to:

Manager, Risk and Mitigation  
Alberta Emergency Management Agency  
Municipal Affairs  
28<sup>th</sup> Floor, Canadian Western Bank Building  
2810, 10303 Jasper Ave NW  
Edmonton AB T5J 3N6

Payment will be processed upon receipt of the signed CGA, and a copy returned to you for your records.

If you have any questions regarding this process, please contact Dave Galea, Executive Director, Public Safety Initiatives, Alberta Emergency Management Agency, toll-free at 310-0000, then 780-415-0914, or at [dave.galea@gov.ab.ca](mailto:dave.galea@gov.ab.ca).

On behalf of Alberta Emergency Management Agency, we would like to extend our gratitude and thank you for taking on the management of the emergency stockpile.

Sincerely,

Greg Weadick  
Minister of Municipal Affairs

Attachments

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

# **CONDITIONAL GRANT AGREEMENT**

## **2014/2015 FLOOD READINESS SUPPLIES GRANT PROGRAM**

**BETWEEN: HER MAJESTY THE QUEEN** in Right of the Province of Alberta as represented by the Minister of Municipal Affairs ("the Minister")

and

\_\_\_\_\_  
Town of Redcliff

whose address is

\_\_\_\_\_  
PO Box 40

\_\_\_\_\_  
Redcliff AB T0J 2P0

\_\_\_\_\_  
("Municipality and/or Organization")

**WHEREAS** the Municipality and/or Organization plans to improve its capacity to better protect its community and its citizens from possible future flooding and has applied to the Minister for a conditional grant in order to obtain financial assistance to carry out the project.

**AND WHEREAS** the Minister has approved the Municipality and/or Organization's application and has agreed to make a conditional grant to the Municipality and/or Organization pursuant to Schedule 1 of the *Municipal Affairs Grants Regulation*.

The parties agree as follows:

1. The Minister shall:
  - (a) subject to the provisions of this Agreement, pay the municipality and/or Organization a one-time conditional grant of One Hundred Thousand and Six Hundred and Fifty DOLLARS (\$100,650.00) (the "Grant") in order to carry out a project under the 2014/2015 Flood Readiness Supplies Grant Program, as further set out in the Grant Application, attached as Schedule "A" and forming part of this Agreement (the "Project");
  - (b) provide the Grant by lump sum payment to the Municipality and/or Organization after receipt of three signed copies of the Conditional Grant Agreement;
  - (c) have the right to conduct an evaluation or audit of the Project at any time; and
  - (d) have the right to publish and distribute any report submitted by the Municipality and/or Organization to the Minister on the results realized from the Project.
2. The Municipality and/or Organization shall:
  - (a) carry out the Project set out in Schedule "A" without material alteration;
  - (b) complete the Project and use the Grant, including any income earned on the Grant, by May 31, 2015;
  - (c) use the entire amount of the Grant, including any income earned on the Grant, for the purpose of carrying out the Project;
  - (d) pay any additional costs required to complete the Project if the total costs exceed the Grant;

- (e) the Grant may only be used to pay for training carried out or materials obtained after April 1, 2014 for purposes of the 2014/2015 flood readiness programs;
  - (f) only use the allocated amounts for the purpose of carrying out the specific components identified in 1(a) above;
  - (g) submit an acknowledgement of compliance to the Minister by June 30, 2015 after completion of the Project to certify that the funds were used for the Project and within the time limit specified in 2(b) above;
  - (h) conduct the Project in accordance with all applicable laws, regulations, and generally accepted standards;
  - (i) ensure that all personnel involved with the Project are suitably qualified; and
  - (j) unless, otherwise authorized by the Minister, refund any unexpended portion of the Grant approved under this Agreement, including any income earned on the Grant, and any amounts expended for purposes other than those specified in this Agreement to the Minister of Treasury Board and Finance.
3. In accepting this conditional grant the Municipality and/or Organization agrees to support other Alberta communities with the equipment or capabilities acquired with the grant funds provided in such circumstances where the Minister may direct and the other municipality agrees to accept this support or assistance.
  4. The Municipality and/or Organization represents and warrants to the Minister that the execution of this Agreement has been duly and validly authorized by the Municipality and/or Organization in accordance with all applicable laws.
  5. If the Municipality and/or Organization does not meet all of its obligations under this Agreement, or uses the Grant or any portion of it for any unauthorized purpose, the Minister will notify the Municipality and/or Organization of such breach in writing and the Municipality and/or Organization will have 20 days to remedy such breach. If, in the opinion of the Minister, the Municipality and/or Organization does not remedy the breach, the Minister may terminate the Agreement without further notice to the Municipality and/or Organization and demand the immediate full refund of the Grant, or such lesser amount as the Minister may determine, to the Minister of Treasury Board and Finance.
  6. The Minister may terminate this Agreement for any reason by notifying the Municipality and/or Organization in writing upon 60 days' notice. Upon receipt of the notice of termination, the Municipality and/or Organization shall only use the Grant to pay reasonable wind-down costs and committed expenses related to the Project. Immediately upon termination of this Agreement, the Municipality and/or Organization shall refund to the Minister of Treasury Board and Finance any unexpended portion of the Grant, including any income earned on the Grant, and any amounts expended for purposes other than those specified in this Agreement.
  7. (a) This Agreement shall come into effect on the date that the Minister or his representative signs this Agreement.  
(b) This Agreement shall cease to be in effect on the date that all provisions of this Agreement have been met by the Municipality and/or Organization, unless terminated earlier by the Minister in accordance with this Agreement.
  8. Amendments to this Agreement, including changes to Schedule "A", may be necessary from time to time and may be initiated by the Minister or the Municipality and/or Organization in writing and shall be agreed upon by both parties.
  9. The Minister and the Municipality and/or Organization acknowledge that the *Freedom of Information and Protection of Privacy Act* (FOIP) applies to all information generated, collected or provided under this Agreement and will comply with its provisions.

10. The Municipality and/or Organization will indemnify and hold harmless the Minister, his employees, servants and agents against any claim, demand, action, suit or proceeding that may at any time be brought against the Minister, his employees, servants or agents arising out of the use of the Grant or the performance or non-performance of this Agreement.
11. This Agreement, including Schedule "A" is the entire agreement between the Minister and the Municipality and/or Organization with respect to the Grant from the Minister for this Project. There are no other agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.
12. The following clauses shall survive conclusion or termination of this Agreement:
  - a) FOIP – Clause 8;
  - b) Indemnity – Clause 9; and
  - c) Entire Agreement – Clause 10.
13. This Agreement shall not be assigned without the express written consent of the Minister.
14. The rights, remedies and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.
15. Any notice under this Agreement shall be deemed to be given to the other party if in writing and personally delivered, sent by prepaid registered mail, sent by facsimile transmission, or emailed to the addresses as follows:

**The Minister**

c/o Grants Coordinator  
Manager, Risk and Mitigation  
Alberta Emergency Management Agency  
Municipal Affairs  
28th Floor, Canada Western Bank Building  
2810, 10303 Jasper Ave NW  
Edmonton AB T5J 3N6

Fax: 780-644-1044

Email: [aema@gov.ab.ca](mailto:aema@gov.ab.ca)

**The Municipality and/or Organization**

Municipality and/or Organization	Town of Redcliff
Name	_____
Address (Street)	PO Box 40
City/Province/Postal Code)	Redcliff AB
	T0J 2P0
Fax:	403-548-6623
Email:	<a href="mailto:redcliff@redcliff.ca">redcliff@redcliff.ca</a>

16. This Agreement is binding upon the parties and their successors.

17. The Parties agree that this Agreement will be governed by the laws in force in the Province of Alberta, and the Parties irrevocably attorn to the jurisdiction of the courts of the Province of Alberta
18. If any portion of this Agreement is deemed to be illegal or invalid, then that portion shall be deemed to have been severed from the remainder of this Agreement and the remainder of this Agreement shall be enforceable.
19. In the event of any conflict between the terms of this Agreement and those in Schedule "A", this Agreement shall take precedence and govern.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

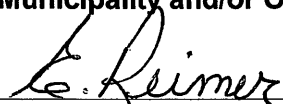
**Her Majesty the Queen**  
in Right of the Province of  
Alberta as Represented by  
the Minister of Municipal Affairs

\_\_\_\_\_  
Signature of Minister of Municipal  
Affairs or  
His Representative

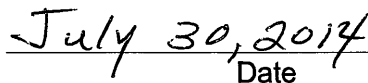
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness (or Seal)

**Municipality and/or Organization**

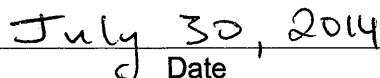


\_\_\_\_\_  
Signature of Chief Elected Official

  
Date

\_\_\_\_\_  
Signature of Witness (or Seal)

  
\_\_\_\_\_  
Signature of Duly Authorized Signing  
Officer

  
Date

\_\_\_\_\_  
Signature of Witness (or Seal)

## SCHEDULE "A"

### 2014/2015 FLOOD READINESS SUPPLIES GRANT PROGRAM

#### Town of Redcliff

ITEM	EXPLANATION	PRICING
Sandbagger, unit with vibrator and conveyor		\$32,500
Sandbags – 50,000 bags at \$0.28		\$14,000
Sandbag ties		\$1,850
Sandbag poly, for 2000' of berm		\$900
Barricage, 4' high and 3' wide 300'		\$12,700
Tiger tube, 6x3' tubes		\$22,100
Emergency operations radio set and base station – 18 at \$258.33		\$4,650
EOC vest kit for municipality – 24 vests at \$58.33		\$1,400
Volunteer ID printer and supplies, supplies for 300		\$2,550
Sea-cans for storage, 20' high cube – 2 at \$4000		\$8,000
<b>KNOWN PRICING TOTAL</b>		<b>\$100,650.00</b>



Canadian Cancer Society  
Société canadienne  
du cancer

RECEIVED

July 23, 2014

JUL 28 2014

Honorable Mayor Ernie Reimer  
Town of Redcliff  
Box 40  
Redcliff, Alberta T0J 2P0

TOWN OF REDCLIFF

Dear Mayor Reimer and Members of Council,

On behalf of the Canadian Cancer Society, I am writing to invite you to attend the Medicine Hat Relay for Life fundraising event on Saturday, September 20, 2014 at the Crescent Heights High School Track from noon to midnight.

Relay for Life is an annual fundraising event that brings together communities to celebrate life, honour and remember loved ones, and unite in the fight against cancer.

We know that approximately half of all cancers can be prevented. By adopting healthy behaviours such as eating well, staying physically active, not smoking and reducing UV exposure, many cancers can be avoided. Relay for Life presents an ideal opportunity to share these and other important cancer prevention messages. This year, awareness initiatives will focus on reducing skin cancer risk and the importance of avoiding tanning beds and being sun-sensible – covering up, using sunscreen and finding shade.

Please find enclosed information for survivors and caregivers as well as luminary forms for the Relay for Life event.

Should you require more information, I would be pleased to provide assistance and can be reached at 403-581-1039.

Thank you for your support.

Sincerely,

*Michelle Sauvé*

Michelle Sauv   
Community Developer  
Canadian Cancer Society  
Alberta/NWT Division



## What is Relay For Life?

Relay For Life is an inspirational, non-competitive, 12-hour overnight fundraising event that brings you and your community together to celebrate life and fight cancer. Relay For Life has a festival-like atmosphere that your family, friends and co-workers can enjoy – regardless of age or fitness level!

Teams of 10-15 people fundraise individually and as a team to help the Canadian Cancer Society save lives and support those who are facing cancer now. Relay participants make a commitment to raise at least \$100 and are supported with all the tools needed to reach their goals.

At Relay, teams gather with cancer survivors at their local track, stadium or sports field and take turns walking laps all night. Each team keeps at least one member on the track at all times, while all around them the party is in full swing.

## Why is Relay overnight?

For the thousands of Canadians fighting cancer right now, their journey is long and hard. From the shock of initial diagnosis, through days of treatment and the long nights that follow, for them, cancer never sleeps, so neither do we. At Relay For Life, each step we take is our way of showing them that they are not alone. As the sun rises and Relay draws to a close, we commit to continuing the fight for life all year long.

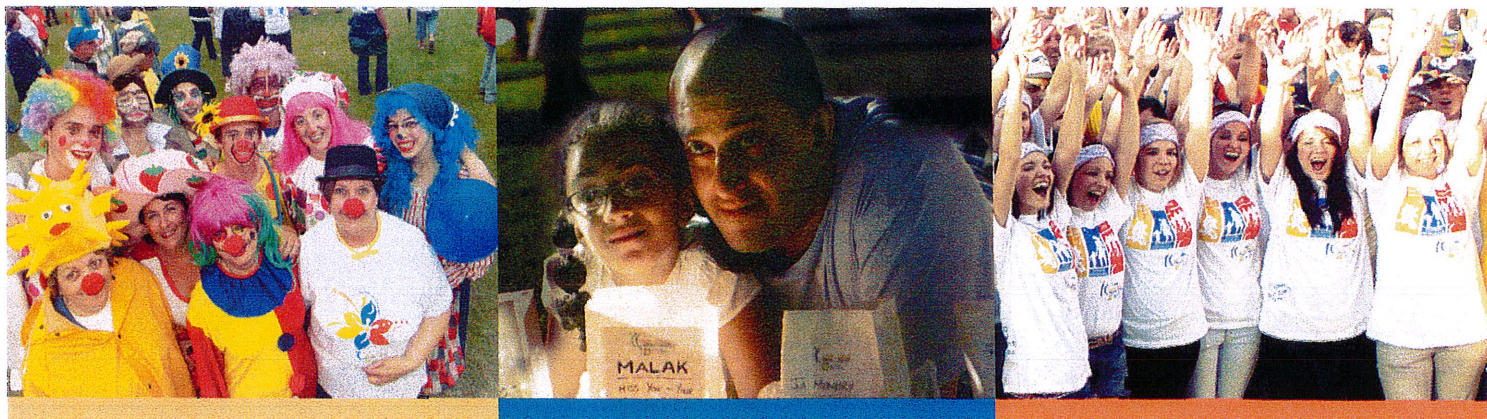
“Relay is only 12 short hours. Between the inspirational Survivors' Victory Lap and the poignant Luminary Ceremony, there is almost too much to do. When you make the most of the experience, I guarantee you will become a Relay For Lifer like me!”

~ Lucy, Team Captain

## What makes Relay special?

Relay For Life is a global movement against cancer, taking place in 20 countries worldwide including over 500 communities across Canada. Although every Relay is unique, they all share:

- **Survivors' Victory Lap** – Cancer survivors are surrounded by an emotional wave of support as they walk the first lap of the evening. In this moment, survivors **celebrate** success in their battle with cancer and give hope to those still facing the disease.
- **Luminary Ceremony** – Luminaries are special candles that honour cancer survivors and **remember** loved ones who have lost their fight with cancer. After being lit during a twilight ceremony, luminaries provide light and inspiration to participants all night.
- **Fight Back Ceremony** – As the sun rises, participants join together to make a personal commitment to **fight back** against cancer in their own lives all year long.



“When you do the Survivors' Victory Lap and you hear your name called out, you are a survivor in every sense. It is so emotional as people in your community are cheering and applauding for you. It is truly an indescribable feeling. Events like Relay For Life really do make a difference.” ~ Tarja, cancer survivor

## Join us.

As a **team captain**, you can take a leadership role to unite friends, family and co-workers together to mobilize a powerful team of cancer-fighters.

As a **participant**, you can join a team, unite in the fight and celebrate life! You and your team can put the fun in fundraising and then come together to enjoy music, food, activities and entertainment in the decorated tent city.

As a **survivor**, you can celebrate your own victory against cancer while sharing in a remarkable experience that brings strength and courage to all those who have been touched by the disease.

As a **volunteer**, you can give a little time to make a big difference. Our generous volunteers are the heart of Relay. By donating your time, you will be part of a global movement and a local party!

To get involved, please contact:  
Keri Griffith  
403-581-1038  
Keri.Griffith@cancer.ab.ca

## Where does the money go?

Every dollar you raise at Relay For Life helps the Canadian Cancer Society to have more impact, against more cancers in more communities than any other cancer charity in Canada. You are helping us to:

- *Fund life-saving cancer research.* More people are surviving cancer than ever before. Today, 62% of people diagnosed with cancer will survive compared to only 25% in the 1940s when we began funding research.
- *Stop cancer before it starts.* Our researchers are leading the fight to prevent cancer while we promote healthy lifestyles and advocate for policies that protect our health.
- *Ensure no one facing cancer is alone* by offering compassionate services and support to those living with cancer and their families and friends.
- *Empower Canadians with information* about cancer to help them make informed choices about their health.

Join the Relay movement online.  
Follow us on Facebook or Twitter.



[relayforlife.ca](http://relayforlife.ca)

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Canadian  
Cancer  
Society

Société  
canadienne  
du cancer

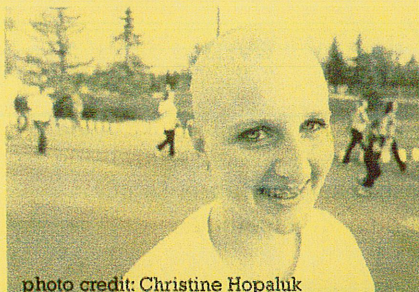


photo credit: Christine Hopaluk

Today, over

**60%**

of Canadians diagnosed with cancer will survive at least five years after their diagnosis. In the 1940s, survival was about 25%.

photo credit: Michael Ericsson



**CELEBRATE**

the lives of those who have had cancer

**12 Hours**  
to make a difference



photo credit: Christine Hopaluk

# CELEBRATING CANCER SURVIVORS

The Canadian Cancer Society invites cancer survivors to take part in our Relay For Life Survivors' Victory Lap and Survivor VIP Reception.

The Canadian Cancer Society Relay For Life is an inspiring event that gives you and your community the opportunity to **celebrate** cancer survivors, **remember** and honour loved ones lost to cancer, and **fight back** against this indiscriminate disease. Grab your friends and family and walk with us in this 12-hour overnight event as we fight back against cancer.

The Survivors' Victory Lap is a way to celebrate survivors and give hope to those currently battling the disease. All registered survivors will be acknowledged during the opening ceremony. As an honoured guest, you and a guest will receive an invitation to the Survivor VIP Reception.

To register as a cancer survivor for the Relay For Life Survivors' Victory Lap and the Survivor VIP Reception, please complete the following registration form or register online at [relayforlife.ca](http://relayforlife.ca).

Salutation: ☐ Mr ☐ Mrs ☐ Ms ☐ Dr

Name \_\_\_\_\_

Address \_\_\_\_\_

City/province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Are you currently on a Relay For Life team? ☐ Yes ☐ No

If **YES**, what is your team name and number?

If **NO**, would you like to join a team, be a Team Captain and/or volunteer?

☐ Yes ☐ No

I have been a cancer survivor for \_\_\_\_\_ years. (optional)

Would you like your name read out as a survivor? ☐ Yes ☐ No

I am/was a caregiver to someone with cancer. ☐ Yes ☐ No

☐ I am under 18 years of age. My age is \_\_\_\_\_

Parent/guardian \_\_\_\_\_

(if participant is under 18 years of age)

I was previously a participant in:

☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐ 2007 ☐ 2008 ☐ 2009

☐ 2010 ☐ 2011 ☐ 2012 ☐ 2013

Requested T-shirt size: ☐ S ☐ M ☐ L ☐ XL ☐ XXL ☐ XXXL

☐ youth

Relay For Life event location \_\_\_\_\_

Relay For Life event date \_\_\_\_\_

For more information, please contact the Canadian Cancer Society at 1-888-939-3333 or [alberta.relayforlife@cancer.ab.ca](mailto:alberta.relayforlife@cancer.ab.ca), or contact your local office.



## PARTICIPANT WAIVER / RELEASE AGREEMENT

### Canadian Cancer Society Relay For Life event

- I grant permission to the Canadian Cancer Society to photograph me in the course of my participation in the Relay For Life event, and to use my name and any photographs and videos of me for the Canadian Cancer Society promotional purposes in any media and territory in perpetuity.
- I waive and release any and all claims for myself, my heirs, executors and administrators against the Canadian Cancer Society, its agents, employees and licensees and any sponsors, officials and organizers of the Relay For Life event in connection with any injury, illness or death which may directly or indirectly result from my participation in this event, or from any claim arising in connection with the use of my name or any photographs of me.
- I acknowledge that I will not receive any financial remuneration for any of the above and that my compensation is the opportunity to contribute to the activities of the Canadian Cancer Society.

I have read and fully understand and agree with the contents of this Agreement, prior to participating in the Relay For Life event.

NAME | please print

SIGNATURE | Parent/guardian signature required if under 18 years old

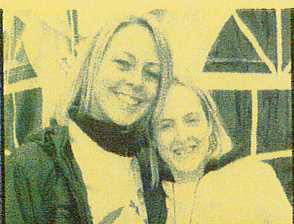
AGE, IF UNDER 18 YEARS OLD

## PRIVACY POLICY

We respect your privacy. The Society collects your personal information in order to process your registration and to keep you informed about Relay For Life. We may also contact you from time to time with information about other ways you can help us in our fight against cancer.

For more information about our privacy practices, visit [cancer.ca](http://cancer.ca), call 1-800-661-2262 or email [privacy.officer@cancer.ab.ca](mailto:privacy.officer@cancer.ab.ca).

- ☐ Yes, I would like to receive email updates from the Society.
- ☐ Yes, I would like to receive postal mail from the Society.



every  
3 minutes  
another Canadian is faced with fighting cancer



**CANCER**

is the number one  
cause of premature  
death in Canada.



photo credit: Sean Mascaluk





Canadian  
Cancer  
Society

Société  
canadienne  
du cancer

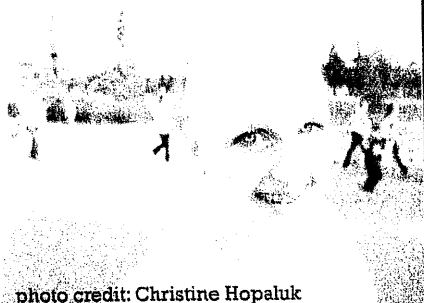


photo credit: Christine Hopaluk

Today, over

**60%**

of Canadians diagnosed with cancer will survive at least five years after their diagnosis. In the 1940s, survival was about 25%.

photo credit: Michael Ericsson



**CELEBRATE**

the lives of those who have had cancer

**12 HOURS**  
to make a difference



photo credit: Christine Hopaluk

# CELEBRATING CANCER CAREGIVERS

The Canadian Cancer Society invites caregivers to take part in Relay For Life.

The Canadian Cancer Society Relay For Life is an inspiring event that gives you and your community the opportunity to **celebrate** cancer survivors, **remember** and honour loved ones lost to cancer, and **fight back** against this indiscriminate disease. Grab your friends and family and walk with us in this 12-hour overnight event as we fight back against cancer.

A caregiver is a family member, friend, loved one, or other support person who lends physical, emotional or other support to someone at any time during the cancer journey. Caregivers are instrumental in the fight against cancer and we want to recognize your role in your loved one's cancer journey.

To register as a cancer caregiver for Relay For Life, please complete the following registration form or register online at **relayforlife.ca**.

Salutation: ☐ Mr ☐ Mrs ☐ Ms ☐ Dr

Name \_\_\_\_\_

Address \_\_\_\_\_

City/province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Are you currently on a Relay For Life team? ☐ Yes ☐ No

If **YES**, what is your team name and number?

If **NO**, would you like to join a team, be a Team Captain and/or volunteer?

☐ Yes ☐ No

I am/was a caregiver to someone with cancer. ☐ Yes ☐ No

I am attending the Survivor Reception with my survivor. ☐ Yes ☐ No

Your survivor's name (if attending together): \_\_\_\_\_

☐ I am under 18 years of age. My age is \_\_\_\_\_

Parent/guardian \_\_\_\_\_  
(If participant is under 18 years of age)

I was previously a participant in:

☐ 2013 ☐ 2012 ☐ 2011 ☐ 2010 ☐ 2009 ☐ 2008 ☐ 2007 ☐ 2006  
☐ 2005 ☐ 2004 ☐ 2003 ☐ 2002

Relay For Life event location \_\_\_\_\_

Relay For Life event date \_\_\_\_\_

For more information, please contact the Canadian Cancer Society at **1-888-939-3333** or **alberta.relayforlife@cancer.ab.ca**, or contact your local office.



**RELAY  
FOR LIFE**

**RELAIS  
POUR LA VIE**



Canadian  
Cancer  
Society

Société  
canadienne  
du cancer

**REMEMBER**

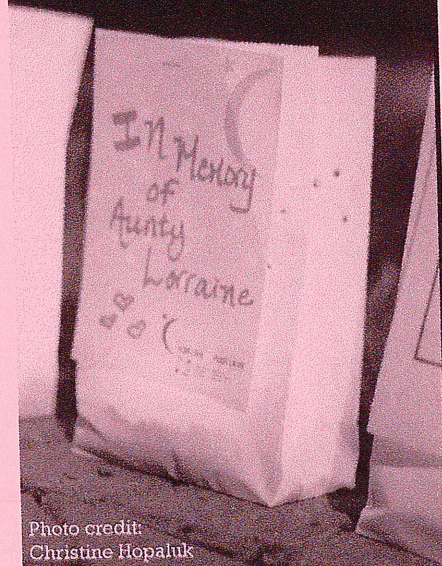


Photo credit:  
Christine Hopaluk

**1**

One Canadian  
is diagnosed  
with cancer  
every three  
minutes.



photo credit:  
Feschuk Photography

**REMEMBER**

loved ones and their battle against cancer

# HELP LIGHT UP THE NIGHT

The Canadian Cancer Society *Relay For Life* is an inspiring event that gives you and your community the opportunity to **celebrate** cancer survivors, **remember** and honour loved ones lost to cancer, and **fight back** against this indiscriminate disease.

Luminaries are lit during a twilight ceremony. Their inspirational glow honours loved ones and motivates participants throughout the night. The **Remember Ceremony** is an emotional ceremony that demonstrates the need for vital support services and life-saving research to fight cancer.

**Purchase your luminary online by going to [relayforlife.ca](http://relayforlife.ca) – it's quick and easy – or purchase your luminary on site the day of the event.**

Name of person	Message

Luminaries are \$5 each and are not eligible for a tax receipt. You may buy as many as you like.

## **PURCHASED BY:**

Salutation: ☐ Mr ☐ Mrs ☐ Ms ☐ Dr

Name \_\_\_\_\_

Address \_\_\_\_\_

City/province \_\_\_\_\_ Postal code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## **PAYMENT METHOD:**

I would like to purchase \_\_\_\_\_ luminaries at \$5 each.

I'm enclosing a payment of \$ \_\_\_\_\_.

You may pay by cheque, cash or credit card.

Paid by: ☐ Visa ☐ MasterCard ☐ American Express

☐ Cash ☐ Cheque (Make all cheques payable to the Canadian Cancer Society)

Card number \_\_\_\_\_

Exp. date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder name \_\_\_\_\_

Signature \_\_\_\_\_

For more information, please contact the Canadian Cancer Society at 1 888 939-3333 or [alberta.relayforlife@cancer.ab.ca](mailto:alberta.relayforlife@cancer.ab.ca), or contact your local office.

### **Emergency Management**

- Met with City in County in an effort to finalize the 3 MEMPS and begin the process of implementing the regional emergency management plan.

### **On-going Projects**

- Working in coordination with the engineering department regarding implementation of the Inflow and Infiltration Investigation. The survey for residents has been completed and has been distributed to residents and is available on the website to fill out electronically. The office is currently receiving completed surveys.
- Continued planning regarding the establishment of upcoming priority planning (2015-2017). This has been set for September 30<sup>th</sup> – October 1<sup>st</sup>. As the time approaches a more detailed agenda will be distributed.
- Continuing to work with Municipal Affairs in relation to the closing of multiple building permit files. They have assisted the Town in going through and reviewing the files since 2007. Currently we are investigating the most cost efficient way to move forward in bringing resolution to these files.
- Working with Bylaw Enforcement in relation to some of the larger enforcement files.
- Researching and reviewing the towns existing organizational structure.
- Significant time over the last 6 weeks has been devoted to staff recruitment.

### **Day to Day Responsibilities**

- Continuing work on various legal files.
- Responding to media requests as they arise.
- Continue to meet with multiple residents regarding pre-existing drainage and other challenges throughout the Town.
- Carry out regularly scheduled management and staff team meetings.
- Respond to human resource and operational issues as they arise.
- Respond to councillor inquiries as they arise.
- Continue to spend significant time with staff recruitment.

### **Staff Recruitment**

**Operations Supervisor** - Evan Huberdeau has been hired as the new Operations Supervisor. His first day with the Town was August 12.

**Landfill** – Recruitment still ongoing.

**Engineering Technician** – Interviews for Engineering Technologist – Level 3 position have been completed and Felipe Baja from BC is the successful candidate. Felipe started with the Town on July 28th.

**Director of Finance and Administration** – The recruitment process for this position has ended with Ms. Jennifer Kwok being the successful candidate. Her first day with the Town is August 18, 2014.

**Director of Protective and Community Services** – The recruitment process for this position has ended with Mr. R. Kim Dalton being the successful candidate. His first day of employment with the Town is September 15, 2014.

**Executive Assistant** - Carol Cranston will be retiring this September. The advertisement for this position has closed and interview will be scheduled to begin within the next few weeks.

### **Municipal Enforcement**

Total files this reporting period 34 (12 reported, the balance self-generated)

**TRAFFIC BYLAW:** 9 files, 2 reported, 7 self-generated, all relating to parking on Blvd. and RV parking. It should be noted that this current RV season to date there have been significantly fewer complaints relating to RV parking than previous seasons. This I would attribute to an increased awareness by RV owners and continuous enforcement.

**STREET BYLAW:** 0 files related to this bylaw, this is largely due to the enforcement provisions in the newer Nuisance Bylaw that also deals with overhanging trees, hedges and vegetation, but with significant higher penalties.

**NOISE BYLAW:** There were no files generated relating to this Bylaw.

**DOG CONTROL BYLAW:** 6 files generated, 4 barking complaints with bylaw notices issued, 1 dog impounded and returned to owner (visiting tourist), 1 dog Impounded at large, very aggressive, kept in pound as no owner claimed the dog, which was taken to SPCA. During this process injuries sustained to hand and wrist requiring medical treatment. The dog was to be quarantined for 10 days however became so unmanageable that it had to be euthanized within a day of being in quarantine. The Veterinarian euthanizing the dog felt it should be examined for rabies, which turned out to be negative.

**BUSINESS LICENSE BYLAW:** No files generated, routine checks are made on all businesses working in Redcliff and action taken if unlicensed.

**NUISANCE AND UNSIGHTLY PREMISES BYLAW:** 12 files generated, all relating to unsightly premises under the provisions of this bylaw. There are still 2 files ongoing that require constant monitoring to ensure the major clean-up mandated by the remedial orders issued is being complied with. There is 1 new remedial order being prepared and will be served within the next week.

**MISC:** Calls are still being received with regularity relating to rattle and bull snakes, these are re-located to a safe area. Although this is not specifically a bylaw mandated enforcement action, it is being done as assistance to general public.

### **Fire Department**

### **COMMUNITY SERVICES:**

Community services have been busy preparing and carrying out multiple community events, including the recently held penny carnival. The Movie in the Park has been postponed for the evening of August 18<sup>th</sup>. We are hoping to hold the event in the near future.

### **PUBLIC SERVICES:**

#### ***Water and Sewer Utilities***

Staff has been involved in assisting Engineering in the cleaning and data collection of portable flow meters for the purpose of the inflow and infiltration study of the sewer system.

Several utility locate requests have been handled as the summer construction season is here.

Staff has conducted several sewer camera inspections.

Water treatment staff have been busy working alongside contractor to correct deficiencies at new raw water pump station and working with MPE in answering any questions regarding the future water plant.

Several water meter fixes occurred. Varying issues corrected including wiring issues, faulty remotes, faulty meters, access to touch pads.

On August 5, 2014 approx. 12:00am staff responded to power failures of several sanitary lift stations. Staff mobilized portable genset and began pumping N.W area lift station while monitoring remaining lift stations. Staff later moved genset to Jesmond lift station as its levels rose and pumped it down also. Power was restored at approx. 4:00am and no other lift stations required backup power during the outage as levels remained low.

Dean Harrison attended water treatment plant start-up meeting in Lethbridge July 24 along with Khalil Minhas. Construction is scheduled to begin on the new water plan August 14, 2014.

Staff has installed a new valve/Tee/ pipe extensions to begin water main replacement on 11st.N.E. This work initially will minimize the affected area of future shutdowns while the main is being replaced by our crew.

Staff have sprayed for weed control around sewage lift stations

#### ***Municipal Works***

Road and alley maintenance is ongoing. Most of the "soft" areas have been maintained now and are in good condition. Spot areas of concern are being monitored and maintained as needed.

We have had a few funerals to prepare for over the past month.

Staff has been busy mowing the municipal properties and areas owned by the Town.

Several sign maintenance and installations have taken place.

Transit Paving has begun repairing concrete and asphalt areas that have been identified by Public Services Dept.

Staff moved the portable pump at Dirkson Drive storm pond from the south side and pumped the level down into the north slough over the berm. This spring we received permission to pump the pond into the City of Medicine Hats system due to the slough being full at the time. The city requires several conditions for us to meet in order for them to accept our request to discharge into their system including water testing from an independent lab.

Staff worked with the engineering Dept. on moving & extending a drainage culvert on Industrial Drive / Boundary Road N.E. and also installed jersey barriers for protection.

Staff has also been filling in hydrovac holes as needed for engineering projects around town.

Staff did a thorough cleaning of all catch basin grates around town.

### ***Parks and Recreation***

Preparing for the gospel music jamboree at Lions Park in conjunction with community services. The jamboree has taken place and by all accounts went very well.

Preparing for the Dog Show at the ball diamonds in conjunction with community services. The dog show has taken place and by all accounts went very well.

Turf maintenance, campground operation, irrigation are all significant ongoing daily operations for the staff during the summer months.

The swimming pool has been running relatively well. The new operators have been learning the process and are developing into very competent operators of the system.

Cemetery maintenance has been a priority this season and gopher control has been implemented as they are an ongoing nuisance. Staff has received several compliments on the conditions this season compared to the past.

Weed spraying has begun on our parks and green areas. In 2013 we did not have a certified pesticide applicator and did not spray at all. The areas are now slowly becoming weed free and looking better. Weather and staff vacancies are contributing to not being able have all areas completed as of yet.

Tennis court surface has been repaired and resurfaced by Tomko sports. A new sign has also been installed on the site.

Parks staff has been doing a significant amount of tree trimming over the past month also. Maintenance in the arena has also been occurring over the last month. Including painting, repairs on the boards etc.

### ***Landfill***

The Landfill has been accepting average amounts of materials for this time of year. As is typical this time of year, we are receiving more construction type materials and yard waste. In addition Ridgeland has been hauling significant amount of soils to our facility.

Both Loaders have needed various repairs over the past month. I will be researching the options for replacement timelines or leasing options for the landfill equipment and make a recommendation at budget time.

Tendering of the new cell and Leachate pond came in over budget with a total cost of \$2,407,940.00. It was presented to the Landfill authority July 14, 2014 and will need approval from both municipal councils prior to award.

Staff graded landfill roads and stripped an area of topsoil for the interim storage of the tire shred which will be used in construction of the new cell.

An application was made to Alberta Recycling for tire shred to be used as the base of the new cell for the purpose of a leachate collection system. It is estimated we will need 7800 tonnes(290 semi loads) of material. The material comes from the Edmonton area and we can expect 6 loads a day to arrive until the end of September. There will be no charge to the landfill authority for this material. It is estimated that the cost of the material and trucking would have been around \$750,000 if the application was not accepted. Material has begun arriving on site. Typically 7-10 truckloads a day.

Significant management hours are been spent on this particular function of the dept. Primarily due to the pending cell construction and Ridgeline business. Also dealing with various staffing vacancies.

### **ENGINEERING:**

#### **2014 CAPITAL PROJECT**

##### **4<sup>th</sup> Ave SW (1<sup>st</sup> St – 4<sup>th</sup> St) road, storm and sanitary**

- Project start-up meeting with Transit Paving and their sub Industrial Backhoe happened on July 18, 2014.
- Industrial Backhoe started work on Aug 5th for storm installation from 5th Ave stub but some obstructions due to existing concrete duct removal, a second abandoned gas main (steel), and Town's old AC 4" main occurred on 4th St SW, slowed the work.
- Town is using in-house staff for survey work and construction management.
- Transit Paving scheduled to start road granular base work on August 15th and pavement Sept 15th. The work will be carried out block by block on 4th Ave.
- Notices to residents and traffic accommodation will be managed by Transit Paving as the work goes along.
- Traffic accommodation and ECO plans have been provided by the contractor and reviewed by Town.

### **Sanitary Inflow and Infiltration Investigations**

- Bi weekly data retrieval from flow monitors and rain gauge in progress.
- Cleaning and maintenance of flow monitors by Public Services.
- Building drainage surveys and smoke testing notices have been sent out to residents and businesses on August 7, 2014 and Town is receiving feedback on drainage surveys. Surveys will be received until August 22<sup>nd</sup> through paper copy return to Town hall, website, Facebook and twitter.
- ISL has built the sewer model and calibration for dry and wet weathering in progress.
- Smoke testing schedule to start August 18 or 19 by SFE Global. Door stickers will be placed in advance of the smoke testing. Residents concern on smoke testing are noted over the phone by the Engineering and passed to Inder Lakhian at SFE global. Inder can be reached (780)691-2422 or [inder.lakhian@sfeqlobal.com](mailto:inder.lakhian@sfeqlobal.com) if any question or concern.

### **WATER TREATMENT PLANT, RAW WATER PUMP STATION AND PIPELINE UPGRADES:**

#### **Water Treatment Plant (WTP) Construction:**

- Project start-up meeting with Contractor (MPEco) on Thursday July 24, 2014 was held in MPE's Lethbridge office with Town Engineering and Public Services staff
- Contract document has been signed by MPEco and the Town will receive shortly for endorsement.
- MPEco has provided a preliminary schedule with project completion by November 30, 2015. The Work is expected to start the week of August 12<sup>th</sup>. Aug 18-20<sup>th</sup> the removal of dirt above the reservoir and sandblasting and carry on other activities.
- Dan Farrell will be the contractor's project manager on site.
- Town has received the City Electric, City Gas and CO2 supply from Air Liquide agreements and plans after review from MPE. Town will follow up with these companies.

#### **Raw Water Supply pipeline project:**

- Deficiencies repair inspection will be scheduled once contractor completes them.
- Project is under two years warranty and L.W. Dennis contractor is being contacted by Public Services Department if any problem occurred in the main.

#### **Pump Station Upgrade:**

- All deficiencies related to contract have been completed by Carver.
- Holdback release and final invoices from Carver are being processed for payments.
- MPE is working with the suppliers on some minor troubleshooting issues.
- Park Enterprises conducted the buildings inspection and identified the need for emergency exit signage. A price quote has been received and installation will start shortly.

**Pump Station Flood and River Bank Erosion Protection:**

- Request for proposal has been sent out for design and engineering services and will close on Friday August 22, 2014
- The funding for this project will be as per the Flood Recovery Erosion Control (FREC) Program. Town has received a letter from Alberta Environment and a copy was provided in the July 21<sup>st</sup> Council meeting.

**Coulees slope failure areas**

- Town has contracted the Geotechnical Investigation to Enviro Geo Testing on July 21<sup>st</sup>.
- Boreholes drilling are scheduled to start in the last week of August.
- Enviro Geo testing is interviewing the residents in the nearby areas.

**OTHER MISCELLANEOUS:**

- Broadway Ave drainage east of Red Hat property was discussed with the Red Hat and Roy's Woodshop owners in different meetings. Town brought the concern on deviation from the original approved site drainage plan. Town did survey work and designed different options for drainage solutions in front of Roy's woodshop and presented to the owner of Roy's Woodshop. Locates and hydrovac completed. The option of curbs and gutters with culvert at the shop entrance driveway is acceptable to the owner of the Roy's Woodshop. Town has further requested quotes from Transit Paving since their crew is currently working in Town and will bring to Council for review and approval.
- 2013 Road Rehab Program: Transit Paving will complete the deficiencies in spring 2014. Project is under 2 year warranty.
- Warranty deficiency follow up for 2011 and 2012 projects with different contractors.
- Review of laneway drainage on 4<sup>th</sup> Ave between Main Street and 1<sup>st</sup> Ave in progress.
- GIS attaching CCTV Camera data to maps and identifying sanitary defects on GIS maps.
- Misc. Site Drainage Plans review, comments and meeting with the consultant and developers as part of Development applications.
- Review the line assignments for Alberta Supernet line assignment for 102 4<sup>th</sup> St NE (Old RCMP building).
- Residents question and meetings on on-going basis.
- On-going map updates for Public Services and Land Sales & Legislative departments.

## Mayor's Report to Council – August 18, 2014

- May 2, 2014 I attended RPAP meeting at Medicine Hat Hospital. Kim MacKinnon presented a session on RPAP website Community page and Alberta Physicians link. A new website will be forth coming for RPAP within the next six months. Could be up and running in mid-September 2014. The Alberta Physician link is the only website for physician recruitment in Alberta. All out of province doctors wishing to practice in Alberta will need to access this website. Alberta has the highest physician qualification requirement in Canada. There are presently five local resident doctors who will be looking for positions in the next year or two. Next PARN meeting is September 12, 2014.
- June 13, 2014 I attended a Mayor and Reeves meeting in Empress, Alberta. This meeting was attended by approximately ten interest parties of South East Alberta. Reeve Bob Olson reported that there are approximately 6,000 elk on the CFB block. There are another 2,000 Elk outside the confines of the block. These elk are becoming a major problem for the neighboring farmers and ranchers in the immediate areas. Bob Olson says he will speak to his neighbors in regards to what needs to be done about the elk over population and will bring back information to our next meeting on September 12, 2014.
- The committee will draft a letter to send to Employment Minister Jason Kenny to support the efforts of foreign workers in Alberta.
- June 17, 2014 I attended a preliminary discussion meeting hosted by Mr. Bob Wanner in regard to an FCC – Family Care Clinic which could be operational in Medicine Hat or somewhere in the region. There are currently nine communities approved for an FCC in Alberta. Three pilot FCC's are currently operating in the province. I was asked by Mr. Wanner if Redcliff would be interested in having a satellite FCC. More information will be forth coming in the near future.
- June 20, 2014 I attended a Physician Retention meeting in our Council chambers. This was our first meeting. The next Physician Retention meeting will be in September 14, 2013. Date to be determined.
- July 10, 2014 I was invited by Alberta Municipal Affairs to a small informal meeting in Medicine Hat in regard to Flood Readiness Grants. This was a media event in which I was asked to comment on the grants we received, by Municipal Affairs Minister Greg Weadick.
- July 24, 2014 my wife and I were a part of the annual Medicine Hat Stampede parade.
- August 1, 2014 Attended a Gospel Jamboree at Redcliff's Lions Park and was asked to make a speech to welcome all who were in attendance.



# AUMA CONVENTION AMSC TRADE SHOW

# 2014

September 24-26 Edmonton  
Shaw Conference Centre

Making  
All Matters  
Local



WE ARE  
economies  
OF SCALE

WE ARE THE  
support  
YOU NEED

WE ARE THE  
experts  
IN MUNICIPALITIES

WE ARE YOUR  
advocate

# Chair's **Message**

## **Plan to join us at the 2014 AUMA Convention and AMSC Trade Show.**

Hello to all of my colleagues in municipal government. It's hard to believe, but it's that time already—time to register for this year's convention. Just nine short months ago we were catching our breath after a successful election campaign, anxious to tackle the challenges facing both our communities and the very foundation of municipal government in Alberta.

**We know that you will leave more knowledgeable, more connected and more inspired to meet the challenges you face.**



These past months presented newly elected officials with a steep learning curve and pushed all community leaders to stand up for local matters. That makes the theme for this year's convention—Making All Matters Local—even more relevant as we in municipal government continue to deal with real issues that affect real people every day; and we understand that no matter where they begin, they end at home with people in our communities.

AUMA has worked hard over the course of the last 109 years to be the experts in municipalities, creating a framework to identify the issues, understand the challenges, navigate the landscape, develop the relationships and create a foundation for effectively supporting our members. The results of those efforts are reflected in the events and activities at our annual convention and trade show.

The convention committee has put together an itinerary that offers something for everyone; with the anticipation that you will leave more knowledgeable, more connected and more inspired to meet the challenges you face.

Take some time to review and consider attending the Pre-Convention Sessions which are intended to elevate the effectiveness of community leaders; the Annual General Meeting and Committee Reports which provide an update as to the progress of key initiatives, and the various Education Sessions which offer convention delegates an opportunity to strengthen various aspects of community leadership. Government Day will prove to be quite interesting this year as we will have a newly minted Premier of Alberta by convention and quite possibly a new cabinet.

Plan to make the most of convention—listen, learn, share and vote—committing to make your mark in municipal government. The value that our annual convention and trade show offers is second to none and I look forward to seeing you there.

A handwritten signature in black ink, appearing to read 'Helen Rice'.

Sincerely,  
Helen Rice,  
AUMA President, Convention Chair

# 2014 Program

## Monday, September 22

10:00 am – 5:00 pm Elected Officials Education Program Sessions†

## Tuesday, September 23

7:00 am – 5:30 pm Registration

9:00 am – 4:00 pm Pre-Convention Sessions†

## Wednesday, September 24

7:00 am – 4:00 pm Registration

7:00 am – 8:00 am Hot Buffet Breakfast

8:00 am – 8:30 am Morning Announcements

8:30 am – 9:45 am Board & Committee Reports

10:00 am – 11:30 am CAO/CFO Session

10:15 am – 11:30 am Board & Committee Reports

11:30 am – 12:30 pm Lunch

12:30 pm – 1:30 pm Opening Ceremonies & Keynote

1:30 pm – 2:00 pm AUMA Annual General Meeting

2:00 pm – 3:00 pm Municipal Government Act Session

3:00 pm – 4:00 pm Resolutions

3:00 pm – 5:30 pm Trade Show Dessert Reception

4:15 pm – 5:00 pm Supplementary Sessions

5:00 pm – 7:00 pm Municipal Affairs Reception

After 6 pm Sponsor's Networking Evening

## Thursday, September 25

7:00 am – 4:00 pm Registration

7:00 am – 7:30 am Government of Alberta Hot Buffet Breakfast

7:30 am – 7:35 am Announcements

7:40 am – 8:15 am Municipal Excellence Awards

8:30 am – 9:30 am Dialogue with Ministers

9:45 am – 10:45 am Dialogue with Ministers

10:00 am – 2:00 pm Trade Show Opening

11:00 am – 11:30 am Premier's Address

11:30 am – 1:30 pm Trade Show Luncheon including Prize Draws

1:45 pm – 2:45 pm Education Sessions

3:00 pm – 4:00 pm Education Sessions

7:30 pm – 9:30 pm City of Edmonton Reception\*

## Friday, September 26

7:00 am – 12:00 pm Registration

7:00 am – 8:00 am Hot Buffet Breakfast

7:55 am – 8:00 am Priorities Survey & Announcements

8:00 am – 8:45 am Opposition Parties

8:45 am – 9:00 am FCM President

9:00 am – 10:00 am Election of President and Directors

10:00 am – 10:30 am Resolutions

10:30 am – 11:00 am Election of Vice President(s)

11:00 am – 11:25 am Federal Update

11:25 am – 11:50 am Minister of Municipal Affairs

11:50 am Closing

\*City of Edmonton Reception tickets are sold separately.

†The Elected Officials Education Program and Pre-Convention sessions are available at a separate cost, see page 5 for details.



### As a registered delegate, you...

- provide important input into building and improving the framework for the municipal order of government in Alberta.
- learn about the obligations of an elected official.
- set the priorities for AUMA for the coming year.
- have an opportunity to network with Alberta's municipal leaders.
- address key issues directly in the Dialogue with Ministers sessions.
- are inspired by Opening Ceremonies featuring top keynote speaker Frank O'Dea.
- participate in your choice of timely education sessions to help you address the latest key challenges facing municipalities.
- network with key service providers addressing municipal challenges at the AMSC Trade Show, network with colleagues and enjoy the dessert reception Wednesday afternoon and lunch with exhibitors Thursday.
- choose who will represent your municipality on the AUMA Board.
- appreciate convenient shuttle service with Edmonton Transit to and from Convention hotels.



# Keynote Speaker

## Frank O'Dea: Canadian Entrepreneur, Humanitarian, Author

As a young man, Frank O'Dea was homeless—living on the streets, panhandling for nickels and dimes. Today, he is a celebrated businessman and an Officer of the Order of Canada.

At 30, he and a partner opened the first Second Cup café. After growing that business to 150 locations across Canada and the United States, he sold his interests and pioneered the industry of on-site document shredding with Proshred Security.

Frank lived on the streets as a young man.  
Today he is a celebrated businessman  
and an Officer of the Order of Canada.

- Frank O'Dea, Canadian Entrepreneur, Humanitarian, Author



His life of service began by sitting on boards of directors for charities and not-for-profit organizations. This led to his co-founding Street Kids International, an organization created to help homeless children in third world countries. Soon after, he became the founding Chair of War Child (Canada), an organization that fights against suffering and abuse for children in war affected countries; and co-founded the Canadian Landmine Foundation, an organization that raises funds and awareness for the dismantling of minefields around the world. Today, O'Dea sits on the board of the Canadian Institute for Advanced Research; and as founding Chair of AGSI Global, developing affordable housing in Sao Paulo, Brazil and Thompson, Manitoba.

## MGA Session

Wednesday, September 24 2:00 - 3:00 PM

### Modernizing the Alberta Municipal Government Act

Attend this special session for a status update on the modernization of the MGA.

Subsequent to the historic multi-stakeholder meeting at AUMA's President's Summit on the MGA and submissions of stakeholder input, including one from AUMA to the province in the spring, everyone is awaiting the response from Municipal Affairs.

The Act will address:

- Alberta's municipal infrastructure and services deficit
- Revenue requirements to maintain infrastructure and services and meet demands of growth
- Effective governance at the municipal order of government
- Productive and collaborative relationships

It's time for bold leadership and innovative changes...

"We have been preparing for this opportunity for many years, through studies, Minister's Reports, working groups—the list goes on. The problems are known. The solutions are clear.

It's time for bold leadership and innovative changes—the kind that will ensure the economic, social and environmental wellbeing of our communities."

- Helen Rice  
President AUMA.

# Elected Officials Education Program

**Monday, September 22 10:00 AM - 5:00 PM**

**Separate cost of \$340**

## Messaging for success: communications and media relations

Everyone communicates. Not everyone communicates effectively. As an elected official, your success depends on the ability to communicate with a wide variety of stakeholders. What does it mean to communicate effectively? How can I become comfortable speaking in public? Why is it important to develop a strategy for communicating with the media? Communication is often taken for granted, but even the best ideas can be misunderstood and overlooked if not communicated properly.

## Municipal leadership

What skills and qualities make for a strong leader? This course focuses on various aspects of leadership, including: creating a vision, setting priorities, seeking solutions, enabling others to act, and managing change. The goal of this course is to encourage elected officials to understand their leadership style and how it affects decision-making, delegation of responsibility and collaboration with members of council and the public. Participants will learn about personal leadership growth strategies.

**EOEP<sup>®</sup>**  
ELECTED OFFICIALS  
Education Program

These sessions are offered as part of the Elected Officials Education Program.

Visit them at the AMSC Trade Show for more details on the program.



# Pre-Convention Sessions

**Tuesday, September 23 9:00 AM - 4:00 PM**

**Separate cost of \$365**

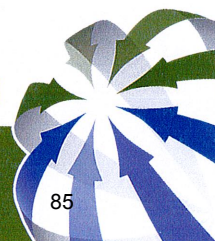
## The legal perspective: issues of interest to municipalities

The lawyers of Reynolds Mirth Richards & Farmer LLP will offer a session that covers both Planning & Development and Human Resources issues of interest to municipalities. Recent court decisions impacting planning and development decisions commonly made by municipalities will be discussed. The human resources portion will explore several topics including bring your own device policies, privacy and human rights issues. If time permits, RMRF will also undertake a review of the new Canadian Anti-Spam Legislation implemented on July 1, 2014.

## Drawing from experience: comprehensive emergency planning

When disaster strikes, it is the local government that leads the initial response in their communities. Are you prepared for any situation? Attend this session to become more informed about what is needed to create a comprehensive emergency plan for your community. You will have the opportunity to explore and discuss various elements including: risk assessment, mitigation, preparedness, planning, response and recovery. Participants will learn first-hand from a panel of experts and fellow municipal colleagues about their experience.

Making All Matters Local



# Committee Reports

**Wednesday, September 24 8:30 - 9:45 AM**

## **Infrastructure and Energy Standing Committee** **Operationalizing Asset Management**

Municipalities are constantly challenged to meet the increasing needs of their communities with limited resources. These challenges, while amplified by high growth and aging infrastructure, can be effectively addressed when decision makers adopt sound asset management practices. The key benefits of which are realized through the prioritization of demands and allocation of resources. In this session, municipal leaders from Alberta and beyond will share their experiences and insights relating to the importance of effective asset management. Attendees will learn how to integrate asset management principles into both capital planning and service delivery activities, and to proactively utilize information about insured infrastructure.

## **Sustainability and Environment Standing Committee** **A tale of two municipalities: challenges and opportunities in brownfield redevelopment**

Alberta municipalities across the province are home to hundreds of brownfield sites – derelict properties where past actions have resulted in actual or perceived contamination. These properties detract from investment, blight our landscapes, and prevent economic and social development. Sit in on this session to learn about the primary barriers to brownfield redevelopment and possible approaches Alberta communities can take to return these sites back to productive use. Leaders from Alberta and British Columbia municipalities will share lessons learned and success stories.

## **Women in Municipal Government Committee** **Mastering the art of juggling: tips for balancing work and home responsibilities**

Municipal leaders have to manage complex schedules and often, stressful situations. That poses a challenge for maintaining a healthy balance between work and personal life. Guest speaker Ariel Haubrich, a Certified Professional Counsellor, will share her insights on time and stress management and achieving overall wellness. Participants will also pick up some tips from their peers about surviving and thriving in such a demanding role. This session is not gender specific; open to all delegates who are interested in learning how to juggle!

## **AMSC Board of Governors / MUNIX Boards of Directors** **Member services meeting the needs of municipalities**

The AMSC Board of Governors provides guidance, direction and oversight to a diverse portfolio of services. As such, members derive benefit from aggregated pricing for various service programs including: Energy, Risk Management, Insurance, Employee Benefits, Retirement Services, Consulting and Investments. Join us for a brief overview of the progress of the AMSC Board, MUNIX Board and AGM.

## **APEX Board of Directors** **Defined benefit plan performance and trends**

The APEX Board of Directors was established to provide oversight and direction for the APEX Defined Benefit Plan and has now expanded its oversight to include all retirement service plans. The Board is comprised of industry experts and is chaired by a member of the AUMA Board of Directors. Attend this session to find out how well the plan has done and the work of the Board in the past year.

# Committee Reports

**Wednesday, September 24 10:15 - 11:30 AM**

## **Safe and Healthy Communities Standing Committee** **Seniors' housing: challenges, issues and possible solutions**

It is well documented that between 2016 and 2031, the fastest growing segment of the Canadian population will be that of people ages 65 and above - seniors. This significant demographic shift will trigger a number of challenges for municipalities as they endeavour to provide housing and supports to seniors that allow people to maintain their independence and consider both personal and societal sustainability. In this session, attendees will learn from experts in seniors' care about various housing options, supports and creative solutions.

## **Municipal Governance Standing Committee** **Regionalization: what it holds for the future of municipal governance**

The concept of regionalization is being raised more frequently by municipal leaders as they explore viable approaches to achieving municipal sustainability. However, the issue remains contentious and the impacts of regionalization are often hotly debated. Approaches vary along a continuum from inter-municipal cooperation and cost-sharing agreements to regional governance and amalgamation. This presentation will explore the range of challenges and opportunities related to regionalization and will provide members with information on how this trend could best be utilized to benefit their respective municipalities.

## **Small Communities Committee** **Fostering inter-municipal cooperation**

In this session, delegates will learn first-hand from their peers about the ways in which small communities can forge successful relationships with municipal partners and community leaders. Inter-municipal cooperation is considered a cornerstone of success in smaller communities. Elected officials from selected communities engaging in co-operative relationships will share their experiences - offering guidance and encouragement to municipal leaders seeking to benefit from opportunities for cooperation. Representatives from Municipal Affairs will also share resources relating to supporting inter-municipal cooperation.

## **Audit and Finance Committee** **Financial performance: AUMA strategies and results**

AUMA adheres to a thorough and stringent process in managing its own finances and those of its wholly-owned subsidiary, the Alberta Municipal Services Corporation. In this session, the Audit & Finance Committee will deliver a review of the financial statements and present its approach to investment. AUMA's CFO will provide an overview, to ensure that members are well versed in how membership dues are managed and how they provide a financial foundation to deliver effective advocacy and valued services.

## **Executive Committee**

AUMA's Executive Committee is a catalyst for change across Alberta's municipal landscape. Responsible for driving both provincial and federal advocacy initiatives, the Executive Committee represents Alberta's communities on a wide array of issues. In this session, members will become more knowledgeable about the activities on both the provincial and federal fronts, reviewing the status of initiatives undertaken over the course of the past year as well as those ahead.



# Supplementary Sessions

**Wednesday, September 24 4:15 - 5:00 PM**

## **Persons with Disabilities: An untapped labour pool**

People with disabilities offer public sector employers access to a significant and largely untapped pool of talent. This group represents many disciplines and skills often required by the local ecosystem. In this interactive session, participants will examine the issues, challenges, solutions and benefits to hiring and accommodating persons with disabilities in the public workplace. Everyone will gain a better understanding of the business case for employing those with disabilities, and what actions can be taken by their organizations to improve workplace accessibility.

## **Alberta Recreation and Parks Association**

Alberta Recreation and Parks Association recently introduced a new program, the Excellence Series, to help municipalities make better decisions and improve the quality of their recreation and parks in their community. Online services include: RecMetrics, RecFocus, RecExcel and Yardstick; providing councils and administrators with information and processes to effectively manage one of their largest budget areas. Users can compare their performance against other municipalities and sector standards, communicate more effectively with citizens, and community leaders. Attend this session and discover how easy and cost-effective it is to achieve greater certainty and results for your community!

## **Combined Heat and Power**

Combined Heat and Power (CHP) refers to the dual use of an engine to generate electricity as well as heat. Fuelled by clean and affordable natural gas, CHP units are more efficient than conventional power plants, produce less emissions and offer reliability to the end user. In this session hosted by former Alberta Minister of Municipal Affairs, Rob Renner, attendees will learn about CHP and its environmental, economic and resilience-related benefits. Hear case studies of commercial installations, presented by Dan Cloutier, president of Power Ecosystems and receive information outlining a program funded by the Climate Change and Emissions Management Corporation.

## **Federation of Canadian Municipalities**

### **Federal Election 2015: Amplifying the Municipal Message**

The next federal election provides the municipal sector with a significant opportunity to elevate local issues within the national agenda. The FCM is working with municipal elected officials across the country to achieve success. AUMA members - you know your communities, you understand the issues, and importantly, you know how to get things done. Attend the FCM Election Readiness Workshop to be a part of and help shape our federal election strategy. Learn about the Hometown Champions project and find out how you can get involved. With your help, we'll ensure that local issues will be front and centre in Election 2015.

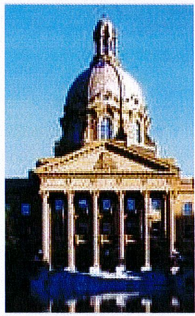
## **CAO/CFO Session**

**Wednesday, September 24 10:00 - 11:30 AM**

The role of a Chief Officer in the municipal arena is a complex one, providing a balance between the direction of council and the needs of the community. Effective local leadership requires an appreciation for the context within which decisions are made and how stakeholders are engaged through those decisions. While good governance practice is an expectation at all levels of government, municipal administrators are regarded as key enablers of impact for a wide array of citizens. In this session, participants will gain an enhanced understanding of the main modalities that enable governance effectiveness in public roles.

## Government Day

### Thursday, September 25



Government Day offers delegates a chance to hear, first-hand, the perspectives of the Premier, the Minister of Municipal Affairs and various Cabinet Ministers.

Due to the PC Leadership vote taking place Sept 6, we will have a new Premier by convention, and quite possibly, a new cabinet. This will make your presence even more vital.

The first Dialogue with Ministers session is 8:30 am and the second will follow at 9:45 am.

Provincial ministers will respond to delegate questions and outline their plans for supporting the communities in which Albertans choose to live, work and raise their families.

## Education Sessions

**Thursday, September 25 1:45 - 2:45 PM**

### **Dedicated Public Safety Broadband**

Public safety in Canada is threatened by the inability of personnel to have reliable access to multi-media information and communicate readily with one another as the situation demands it. Communication issues had a major effect on first responders during the last three major emergencies in Alberta: Lake Wabamun Derailment, Slave Lake Fire, and the Southern Alberta floods. Join this session to get an update on the provincial and federal positions on spectrum dedicated to all emergency response personnel and the role AUMA serves in the process.

### **A new model for Municipal Governance: Amalgamation and Regionalization**

Municipalities are challenged to develop and implement new approaches to regional cooperation, including frameworks for intermunicipal cost and revenue sharing, land use planning and dispute resolution. This session relates directly to a resolution that will be debated at convention and is a continuation of the dialogue pertaining to the modernization of the MGA. Delegates are invited to participate in the discussion where a panel of Alberta's municipal leaders from centres of varying sizes will share their experiences and insights.

### **Extended Session: High River - a case study in recovery and resiliency** **1:45 - 4:00 PM**

The floods of 2013 affected many Alberta communities. The impact was more significant in some areas than others and the resources available to address the aftermath were more abundant in some than in others as well. One year later, across the affected areas, the effects of the flood remain. In this convention session, participants will learn first-hand from the experiences of the Town of High River. As seen through the lens of a small-town municipal government, convention delegates will gain important insight into the details contributing to successful pre and post disaster planning, preparation and implementation.



# Education Sessions

**Thursday, September 25 1:45 - 2:45 PM**

## **CAO Performance Evaluations: the role of council**

The MGA section 205.1 mandates that a council must provide the chief administrative officer with an annual written performance evaluation. However, it doesn't offer specifics as to what should be included or how to conduct the evaluation. Gord Syme of Conroy Ross Partners will provide participants with information on the role of council, best practices, a suggested format of the evaluation and an annual cycle to follow to ensure it is valuable to both Council and the CAO.

## **Collision Reporting Centres: Reducing police administrative burden**

Collision Reporting Centres (CRCs) have helped municipal police provide superior service to their residents and reduce administrative costs. In Lethbridge, the CRC has resulted in an estimated time savings of 4,600 police hours and nearly 2,000 administrative hours each year. Additionally, municipalities can access and analyze road safety data compiled through the reporting mechanism (e.g. road surface conditions, time of collision incidents, nature of collision). Panel speakers will share their experiences with CRCs and discuss the benefits to municipalities.

## **"The Client, the Coach and the Wardrobe" Coaching to achieve more meaningful conversations**

Leaders in public office have to inspire, persuade and influence others through their communication with peers, colleagues and members of the public. David Ramsey, an accredited executive coach, will lead an interactive session that looks at the concept of coaching and why it is one of the top leadership tools used today. Participants will explore case study examples and receive effective tools to be able to incorporate certain aspects of coaching to improve communications, solve problems and help people move forward.

### **What members have said about convention**

*"I always take the early sessions. If it's your first convention or if you've been on council for 20 years you always walk away with new information – these people are full of answers."*

- Vanessa Van Der Meer,  
Mayor, Village of Linden  
(2nd term, 4th convention)

*"You recognize that government and administration are on the same team trying to hit the same targets based on council's list of priorities and it is administration's job to deliver that plan."*

- CAO Jody Quickstad,  
Town Manager, Town of Vegreville

## **City of Edmonton Reception**

**Thursday, September 25 7:30 - 9:30 PM**

*This is a ticketed event.*

### **City Hall, 1 Sir Winston Churchill Square**

Please join Edmonton City Council and the members of the Coalition of Civic Unions for refreshments, great conversation and door prizes. You will have an opportunity to enjoy young local musical talent while touring City Hall and networking with colleagues.

Tickets: \$15.00 per person

All tickets must be purchased in advance. No tickets will be available at the door.

# Education Sessions

**Thursday, September 25 3:00 - 4:00 PM**

## Effective Media Communications

The media can be an effective tool for municipalities that need and want to communicate with their residents. The intent is to develop a positive working relationship with media - informing them, getting them onside and engaging them in the overall communications process. A well thought out and executed framework that defines clear goals, roles and responsibilities for council and administration as well as concise and consistent messaging can generate tangible results. Session participants will come away with an appreciation for the importance and value of media relations.

## The Power of Storytelling: How to impassion your audience

Join Anne Tomsic, Chief Storyteller and communications expert, for an engaging discussion about the benefits of incorporating the art of storytelling into your municipality's communications mix. You will learn how to: differentiate your message; educate and inform in a memorable, shareable way; use effective storytelling techniques for oral presentations, video and social media; be authentic—providing value: the keys to good storytelling that goes viral; choose the right story to tell; leverage the same story across different mediums.

## Energized for Excellence

In today's fast-paced and competitive work environment it's important to stand out and make an impact for yourself and those you serve...while staying healthy and motivated along the way. It's clear that abundant energy is at the core of excellence in work and in life. Without it your enthusiasm and output will be poor, and with more of it your passion and productivity will soar! Join Health and Productivity Expert Michelle Cederberg in looking at health and productivity in a more profound way.

## Generating New Revenue Channels

Are you seeking to generate additional revenues outside of property taxes and user fees? Have you considered corporate sponsorship? Perhaps you are not sure where to start the process. What is the upside...the downside? In this interactive session, representatives from Alberta municipalities will share their experiences in securing sponsorship dollars. A leading municipal sponsorship consulting agency will offer some guidance for small towns and metro centres, drawing on case studies, research and facts.

## Local Government Administration Association: Administrative Briefings

This session will explore the options councils have in the settings where they will conduct business. When should and shouldn't an item be addressed in camera? What makes a gathering of council a public meeting?

### What members have said about convention

*"I like our time together as councillors. When you come together at convention there's a different kind of bonding that takes place. You also receive information from different people across the province, broadening our perspective."*

- Judy Kokotilo-Bekkerus, Councillor,  
Town of Beaverlodge  
(3rd term, 7th convention)

*"It's been a great opportunity to build some new relationships and connect with other officials. The Keynote was Fantastic!"*

- Glen Finstad, Councillor,  
City of Leduc  
(2nd term, 4th convention)

*"When you are a small municipality it is hard to get your voice heard. I like the direction AUMA is going. They are focussing on the right issues - issues that concern municipalities of every size."*

- Shelley Ross, Deputy Mayor,  
Town of Bruderheim  
(4th term, 8th convention)

*"The courses - they were great. I loved the Laughing Matters session - I am going to take the Ultimate Rock-Paper-Scissors concept to our local junior high school."*

- Vanessa Van der Meer,  
Councillor, Village of Linden

Making All Matters Local

# New to Convention?

Every year, the AUMA Convention and AMSC Trade Show is packed with opportunities to learn new skills, to connect with people, and to become better informed about the issues facing Alberta municipalities. This year is no exception and to help you get the most from your convention experience, we have some tips:

## What does my registration fee include?

- admission to the AGM and Opening Ceremonies, including the Keynote Address, all committee reports, education and supplemental sessions. You may also attend and participate in the Resolution Sessions (depending on your membership status), Dialogue with the Ministers, and general addresses delivered by the Premier, the Minister of Municipal Affairs and Opposition Party Leaders
- trade show viewing, dessert reception and lunch
- shuttle service to and from host hotels
- full buffet breakfast and lunch Wednesday and Thursday, breakfast and lunch-to-go Friday
- refreshment breaks
- connect with provincial cabinet ministers and network with other municipal leaders.

## Where do I register?

Register online at [auma.ca](http://auma.ca).

When you arrive at the Shaw Conference Centre, proceed to the Assembly Level where the registration desk will be located. The registration desk is where you get your convention package (including your name tag, voting information, CLiKAPAD, pre-purchased event tickets, and Partners' Program packages). Your nametag is your admission to the sessions and meals, so it is a must-wear item during convention.

Each registered delegate will also receive a convention handbook. This handbook is an invaluable resource containing transportation information, facility floor plans, session details, resolutions, and day-to-day agendas.

## How do I vote on resolutions and for the 2014-15 Board of Directors?

With your CLiKAPAD of course!

Make your vote count. Be sure to attend the resolutions session on Wednesday, Sept 24 at 3:00 PM and Friday, Sept 26 at 10:00 AM in Hall A.

A copy of the resolutions book will be included in your convention package.

AUMA Board elections take place **Friday, Sept 26**. Nominations must be received at the AUMA office by email to [ReturningOfficer@auma.ca](mailto:ReturningOfficer@auma.ca) no later than **4:30 p.m. Thursday, Sept 11**.

Election times:

- President: 9:00 am
- Directors: immediately following President election
- Vice-Presidents: approx 10:30 am

Cast your vote using the CLiKAPAD handheld voting device.



# New to Convention?

## What is a CLiKAPAD?

Delegates with voting privileges receive a CLiKAPAD with their registration packages. Be sure to keep it with you, as this device is used for voting purposes during the resolutions session, elections and setting priority for 2015 initiatives. It is very important that the CLiKAPAD is returned to AUMA before you leave the convention. If you do forget to hand it in, if you leave it in your hotel room or take it with you, AUMA will not be contacting you to ensure its safe return. Rather, you will be charged \$300. So don't forget!

## Tell me about the meals

Wednesday morning starts out with a full buffet breakfast and lunch outside of Hall A. Later in the day, the Sun Life Dessert Reception will be hosted in the AMSC Trade Show in Halls B/C. Join us for the Government of Alberta Breakfast Thursday, and then in Halls B/C for the AMSC Trade Show lunch. Friday brings you a full buffet breakfast and lunch-to-go to get you on your way home.

## What is the deal with resolutions?

At this year's convention, a number of policy papers and resolutions have been tabled for debate and member voting. Resolutions sessions will be held on Wednesday, Sept 24 starting at approximately 3:00 pm and Friday, Sept 26 at 10:00 am. Resolutions were to be submitted to AUMA by May 31 and will be provided in your convention handbook (provided onsite when you register). Only voting delegates will receive a CLiKAPAD electronic device and will be able to vote.

## What about the AGM?

The Annual General Meeting will be held Wednesday, Sept 24. Elected officials can vote during the AGM.

## What can I find at the trade show?

The AMSC Trade Show is held Wednesday, Sept 24 and Thursday, Sept 25 in conjunction with the annual convention. The trade show takes place in Halls B/C. There will be more than 100 exhibitors offering products and services that are relevant to municipalities' needs.



## Is there a mobile app available to download?

Absolutely. Check out the AUMA Convention App to connect with the program agenda, up-to-date information and each other. Simply download it from the App Store, Google Play, or visit [auma2014.zerista.com](http://auma2014.zerista.com).

An introductory email is provided when registering (*ensure you register with your own email address*), but if you do not receive it, a representative at the Registration Desk can help.

Once connected, use the AUMA 2014 app to find everything you need to know: find recommendations, build a custom schedule, join

in discussions, explore exhibitors and learn about solutions, find people, set-up meetings and send messages.

Visit [auma2014.zerista.com](http://auma2014.zerista.com) to download the Convention App.

Making All Matters Local



# Info & Hospitality Desk

The City of Edmonton will host an Information & Hospitality Desk during peak periods Wednesday to Friday. City staff will be on hand to answer your questions about Edmonton, including interesting attractions, restaurants, medical services, shopping, esthetic services and transportation.

## Transportation

Shuttle service to the Shaw Conference Centre will be offered to delegates staying at the Chateau Lacombe, Delta Edmonton Centre Suite, and The Sutton Place Hotel. Due to close proximity, the shuttle service will not be offered from The Fairmont Hotel Macdonald, The Courtyard by Marriott or The Westin Hotel.

Shuttle service will be offered during peak periods of the convention on Wednesday, Thursday and Friday.

If you or your partner has special transportation requirements, please note this upon registration.

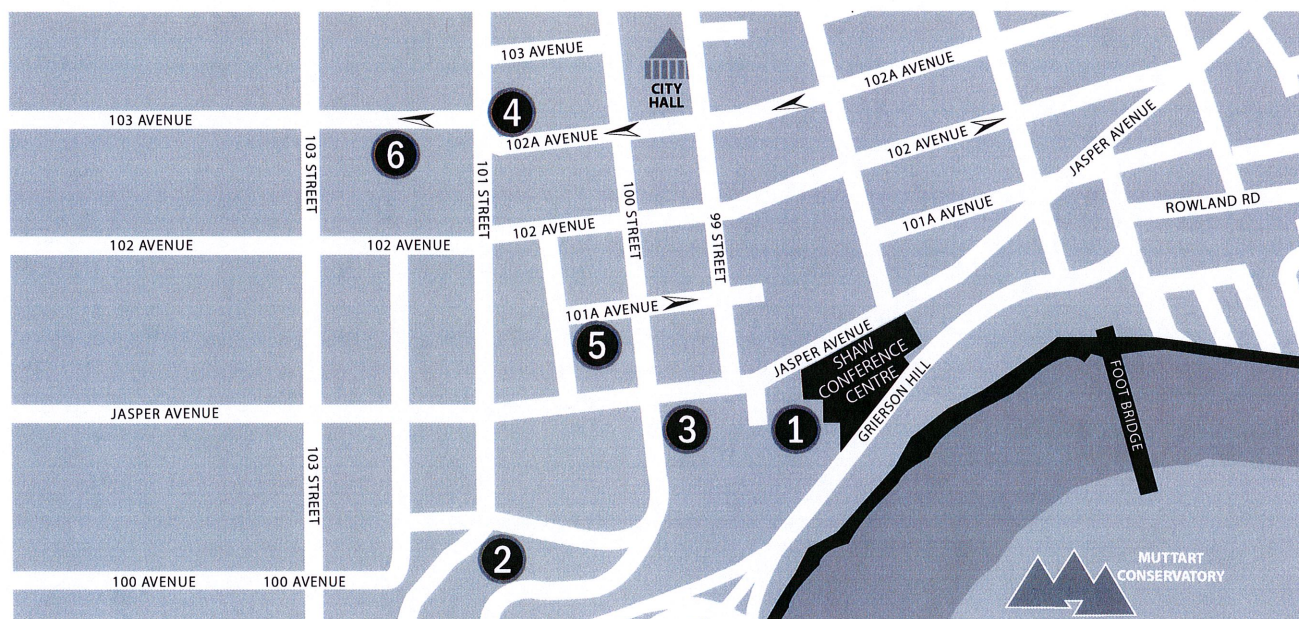
## Where to stay in Edmonton

Accommodations are subject to availability on a first-come, first-served basis.

These hotels have room blocks on hold for the event; to qualify for the special convention room rates, please identify yourself as an AUMA delegate when you make your reservation.

A deposit will be required. Visit [www.auma.ca](http://www.auma.ca) for details.

Please note that room blocks may already be full and the AUMA rate will no longer be available. Rooms may become available later at hotels that are currently sold out. Check back later and often.



## Hotel Legend

1

**Courtyard Marriott**  
1-866-441-7591  
<http://www.marriott.com/hotels/travel/yegcy-courtyard-edmonton-downtown>

2

**Chateau Lacombe**  
1-877-660-8550  
[www.chateaulacombe.com](http://www.chateaulacombe.com)

3

**Fairmont Hotel Macdonald**  
1-800-257-7544  
[www.fairmont.com](http://www.fairmont.com)

4

**Sutton Place**  
1-866-378-8866  
[www.edmonton.suttonplace.com](http://www.edmonton.suttonplace.com)

5

**The Westin Edmonton**  
1-780-426-3636  
[www.thewestinedmonton.com](http://www.thewestinedmonton.com)

6

**Delta Edmonton Centre Suite**  
1-888-890-3222  
[www.deltahotels.com/Hotels/Delta-Edmonton-Centre-Suite-Hotel](http://www.deltahotels.com/Hotels/Delta-Edmonton-Centre-Suite-Hotel)

# Partner's Program

The following activities are open to partners of convention delegates.  
Minimum and maximums registration limits apply.

## Wednesday, September 24 10:00 AM - 2:00 PM

### West Edmonton Mall Shopping Experience

Enjoy a shopping experience in North America's largest shopping mall. You will be welcomed by a mall representative who will provide you with a West Edmonton Mall shopping bag, map, coupon book and a feature sheet with new stores listed. Enjoy the mall at your leisure, dine on Bourbon Street or at one of the many fine eateries located throughout the mall. The bus returns to the Shaw Conference Centre at 2:00 p.m.

**Cost: \$16.00**

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## Wednesday, September 24 12:00 - 4:00 PM

### Afternoon Warriors

Spend an afternoon with some of Canada's finest young men and women in uniform. You will depart the Shaw Conference Centre for Canadian Forces Base Edmonton at noon where you will be met by senior leaders who will escort you to the Officer's mess for a luncheon prepared by military chefs.

Following lunch, activities are planned to give you a small taste of what it is like to be a soldier in the Canadian Forces. Pants, long sleeved shirts and sturdy boots highly recommended.

**Cost: \$45.00**

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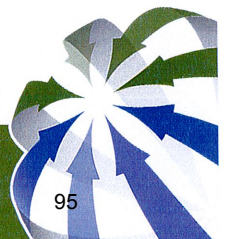
## Thursday, September 25 12:30 - 3:00 PM

### Wine and Cheese Tasting at Vinomania

Allow yourself to be guided through a great selection of wines by Mr. Gurvinder Bhatia, owner of Vinomania, one of Canada's top 20 wine stores. He is the wine columnist for the Edmonton Journal and Global TV, wine editor for Quench (Canada's most widely distributed wine and food publication columnist and international wine judge.)

Mr. Bhatia will share his passion for fine wine and food with you until 3:00 p.m. at which time you will be bused back to the Shaw Conference Centre. Bread and cheese will be served during your tasting.

**Cost: \$70.00**



# General info & registration fees

**Registration fees\* for the 2014 AUMA Convention are:**

Type	Member	Non-Member
Event Early Bird	\$700	\$875
Event after Early Bird	\$825	\$1025
On Site	\$875	\$1225
One Day Early Bird	\$600	\$700
One Day after Early Bird	\$650	\$750
EOEP Sessions Sept 22 only	\$340	\$340
Pre-Convention Sessions Sept 23 only	\$365	\$365

**Early bird deadline is: 4:00 pm MST August 29, 2014**

Average temperatures in Edmonton for September range between 3°-17°C.

Be sure to bring suitable outerwear. Casual business attire is suggested for all activities.

\*Prices do not include GST

## Register & pay in 1 of 3 ways

1. Online at [auma.ca](http://auma.ca)
2. Download (you can find it at [www.auma.ca](http://www.auma.ca)) and complete the registration, scan and email to [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com) (Cheque or money order payable to: "AMSC 2014")
3. Mail payment and completed registration form (keep a copy for your records)  
 2014 AUMA Convention  
 AMG Solutions Inc.  
 Attention: Leah Doyle  
 P.O. Box 53058 14035 - 105 Ave NW  
 Edmonton, AB T5N 0Z1  
 For inquiries email [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com) or phone 780-668-3005

*You will receive either a receipt or invoice for your registration within two working days of registering. If you do not receive either, email [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com).*



## Delegate **Registration**

Delegate **Information** *As it should appear on nametag (please print clearly)*

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Position: \_\_\_\_\_ Municipality/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Phone: ( ) \_\_\_\_\_ Email (mandatory): \_\_\_\_\_

Are you: ☐ AUMA Member ☐ Non-Member ☐ Life Member ☐ Other

Special Requests: (i.e. dietary requirements) \_\_\_\_\_

## Registration **Fees** *Enter appropriate fee(s) in Amount section*

	Member	Non-Member	Amount
Event <i>registering before August 29</i>	\$700	\$875	
Event after Early Bird <i>registering after August 29</i>	\$825	\$1025	
On site	\$875	\$1225	
One Day Early Bird <i>registering before August 29</i>	\$600	\$700	
One Day after Early Bird <i>registering after August 29</i>	\$650	\$750	
<b>Elected Officials Education Program</b> September 22 10am - 5pm			
Messaging for Success: Communications and Media Relations	\$340	\$340	
Municipal leadership	\$340	\$340	
<b>Pre-Convention Sessions</b> September 23 9am - 4pm			
The legal perspective: issues of interest to municipalities	\$365	\$365	
Drawing from experience: comprehensive emergency planning	\$365	\$365	
<b>Partner's Program</b>			
West Edmonton Mall Shopping Experience September 24 10am - 2pm	\$16	\$16	
Afternoon Warriors September 24 12 - 2pm	\$45	\$45	
Wine and Cheese Tasting at Vinomania September 25 12:30 - 3pm	\$70	\$70	
Participant's Name: _____ Email: _____			
<b>City of Edmonton Reception</b> September 25 7:30 - 9:30 pm	\$15	\$15	
<b>Sub Total</b>			
<b>GST 5%</b> GST # R123692360			
<b>Total Amount Enclosed</b>			

Delegate First Name: \_\_\_\_\_

Delegate Surname: \_\_\_\_\_

## Session Selection

Committee Reports and Education Sessions are part of your registration fee. Please indicate your first and second choices. Your indication of preferences will help with room allocation. During the Convention, sessions are on a first-come, first-served basis.

Committee Reports Sept 24 8:30 - 9:45 am		Committee Reports Sept 24 10:15 - 11:30 am	
	Infrastructure & Energy		Safe & Healthy Communities
	Sustainability & Environment		Municipal Governance
	Women in Municipal Government		Small Communities
	AMSC/MUNIX		Audit & Finance
	APEX Board of Directors		Executive Committee
Education Sessions Sept 25 1:45 - 2:45 pm		Education Sessions Sept 25 3:00 - 4:00 pm	
	Dedicated Public Safety Broadband		Effective Media Communications
	A new model for Municipal Governance		The Power of Storytelling
	CAO Performance Evaluations: the role of council		Energized for Excellence
	Collision Reporting Centres		Generating New Revenue Channels
	Coaching to achieve more meaningful conversations		LGAA: Administrative Briefings
Special Extended Education Session Sept 25 1:45 - 4:00 pm		Supplementary Sessions Sept 24 4:15 - 5:00 pm	
	High River: a case study in recovery and resiliency		Persons with Disabilities: an untapped labour pool
			Alberta Recreation and Parks Association
CAO/CFO Session Sept 24 10:00 - 11:30 am			Combined heat and power
	Yes! I would like to attend		FCM: Election 2015

**What do you want to get** from this year's convention? Check all that apply:

	Meet people and collaborate on specific issues of interest to me		Face-to-face meetings with partners, vendors and companies with product offerings specific to municipalities
	Talk and discuss issues specific to the municipal world		Spend time with colleagues away from the office
	Insight into the workings of the other orders of government		Seek advice
	Learn about my position as an elected official		Understand the value of AUMA
	Have fun		

## Payment Information

- ☐ My cheque is enclosed (payable to AMSC 2014).  
☐ My cheque will follow by mail.  
☐ Please charge to my VISA / MasterCard:

Card #: \_\_\_\_\_

Expiry Date (mm/yy): \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_

Total Amount \$: \_\_\_\_\_

**Delegate List:** A delegate list is produced for each AUMA Annual Convention and is made available to AMSC Trade Show exhibitors. If you do not want your name to appear on this list, initial here: \_\_\_\_\_ I do not want my name appearing on the delegate listing.

F.O.I.P. The personal information on this form will be used for the purposes of managing the convention only. The information is protected by the provisions of the Alberta Freedom of Information and Protection of Privacy Act.

**Refunds and Cancellations:** All cancellations must be submitted in writing to: AUMA, AMG Solutions Inc., ATTN: Leah Doyle PO Box 53058 14035 105 Ave Edmonton, AB T5N 0Z1 or email: [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com). Requests received **prior to Thursday, Sept 12 4:00 pm** MST will receive a refund less a \$75 administrative fee. All refunds will be issued after the AUMA 2014 Convention. Cancellations after **Sept 12** will not be eligible for a refund.

## Register and pay in one of three ways

1. Online at [www.auma.ca](http://www.auma.ca)
2. Complete this form, scan and email to: [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com) (cheque or money order payable to: **AMSC 2014**)
3. Mail payment and completed registration form to (keep a copy for your records):

2014 AUMA Convention  
 AMG Solutions Inc.  
 Attention: Leah Doyle  
 P.O. Box 53058  
 14035 – 105 Ave NW  
 Edmonton, AB T5N 0Z1

For inquiries phone: 780-668-3005 or e-mail [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com).

Confirmation will be sent upon receipt of your completed registration form and payment.

**From:** Darrell Camplin [mailto:Darrell.Camplin@gov.ab.ca]  
**Sent:** Wednesday, August 06, 2014 4:15 PM  
**Cc:** Gail Guinn  
**Subject:** AUMA

I am pleased to advise that regional staff from Alberta Transportation, Delivery Services Southern Region will be attending the Fall 2014 Alberta Urban Municipalities Association Convention and Trade Show in Edmonton.

Should you wish to arrange a meeting time with Alberta Transportation regional staff, please coordinate through Gail Guinn at 403-382-4060, or by email at [gail.guinn@gov.ab.ca](mailto:gail.guinn@gov.ab.ca) prior to September 10, 2014 with your items for discussion (including brief background).

Meeting times will be available on September 25, 2014 at the Shaw Conference Centre. We will confirm the meeting room closer to Convention.

Should you wish to meet with regional staff and we are not able to accommodate a suitable meeting time for your municipality, department staff will be available to meet at your convenience at a future date.

Yours truly,

Darrell Camplin, P. Eng.  
Regional Director  
Alberta Transportation  
Delivery Services – Southern Region



Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit [511.alberta.ca](http://511.alberta.ca) or follow us on Twitter @511Alberta to get on the road to safer travel.

<http://511.alberta.ca/ab/en.html>  
<https://twitter.com/511Alberta>

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**From:** Sean MAXWELL [<mailto:Sean.W.MAXWELL@rcmp-grc.gc.ca>]  
**Sent:** Wednesday, July 30, 2014 1:58 PM  
**To:** Arlos Crofts  
**Subject:** AUMA Fall Convention

Hi Arlos,

How are things going for the summer? Just thought I would touch base with you in general to see if there is anything we need to discuss, but as well I gather the AUMA Fall Convention is coming September 24 and 25. I have been asked to see if there are any issues the town wishes to bring up to the Commanding Officer and her staff, and if so, I will let them know so we can get the town scheduled in.

Thanks,

Sean

(Sean Maxwell), S/Sgt.  
Detachment Commander  
Redcliff Detachment  
Phone: (403)548-2288  
email: [sean.w.maxwell@rcmp-grc.gc.ca](mailto:sean.w.maxwell@rcmp-grc.gc.ca)

RECEIVED  
Town of Redcliff

Supervisor: \_\_\_\_\_

AUG 11 2014

Action: \_\_\_\_\_

File # \_\_\_\_\_



---

E-mail address: [farwestgroup@shaw.ca](mailto:farwestgroup@shaw.ca) Tel. (403) 548-3626  
43, Riverview Drive SE, Redcliff, Alberta T0J 2P0.

August 11<sup>th</sup>, 2014.  
Delivered by hand.

**Attn. Municipal Manager**  
**Town of Redcliff**  
**1, 3<sup>rd</sup> Street, N.E.**  
**Redcliff, Alberta. T0J 2P2.**

**Reference: Application for subdivision approval & Endorsement**  
**Under Section 75 of the Land Titles Act of Alberta.**  
**Re: Lots 1 - 20 inclusive, Block 99, Plan 1117V.**

---

**Dear Arlos,**

I think that a number of possible reversible errors in procedure have been conducted by the administration and Sub-dividing authority and Town Council of the Town of Redcliff with respect to an application for approval and endorsement of an instrument of consolidation and separation submitted June 18<sup>th</sup>, 2014. under the Alberta Land Titles Act section 75 - Consolidations and separations.

**The substance of our concern is as follows:**

1) On June 18<sup>th</sup>, 2014 This Company submitted an instrument for approval and endorsement by the Town of Redcliff under Alberta Land Titles Act, section 75. With respect to Consolidation / Separation of Titles. (We have a date stamped copy of the submitted documents.)

The instrument clearly manifest under **Purpose** that it was an application for Consolidation and Separation. (See copy of instrument attached).

We discussed this process at some length with members of the administration because they appeared to misunderstand the process, or were not aware of it.  
(See copy of CON-1, SEP-1 & form A attached hereafter.)

2) The instrument submitted and dated June 9<sup>th</sup>, 2014. Clearly states the **Purpose** of the instrument is to separate the existing certificates of Title's # 081 152 394, 081 152 394+1, 081 152 394+2 & 081 152 394+3 into 9 separate titles as follows:

Lots 1 - 3 inclusive, Block 99, plan 1117V.  
Lots 4,5, Block 99, Plan 1117V.  
Lots 6,7, Block 99, Plan 1117V.  
Lots 8,9, Block 99, Plan 1117V.  
Lots 10,11, Block 99, Plan 1117V.  
Lots 12,13, Block 99, Plan 1117V.  
Lots 14,15, Block 99, Plan 1117V.  
Lots 16,17, Block 99, Plan 1117V.  
Lots 18-20 Inclusive, Block 99, Plan 1117V.

3) In accordance with the Alberta Land Titles Act, a consolidation / Separation of title normally **does not** have to be approved by a subdivision authority because it is a pre-existent subdivision, except, and solely in the case of registrations made before 1950. In which case the matter should be referred to the subdivision authority for approval and endorsement without conditions, and based solely on confirming the minimum area of the lots newly created are compliant with the local bylaw, since it was a pre-existent subdivision and it could have had lots that did not meet current local bylaw requirements.

(We simply doubled the size of the lots by joining (2) x 25' lots together, and in the case of corner lots (3) x 25' lots to accommodate the corner lot side yard requirements in the Town of Redcliff bylaw.)

4) The Municipal Government Act S.652(2)(e) and S652(4) outlines the responsibility of the subdivision authority if a consolidation/separation is conducted. (it was not a subdivision) this process allows the subdivision authority 60 days to approve, approve with conditions, or deny an application. The subdivision process allows the subdivision authority to impose conditions in accordance with section s650 of the MGA and precipitates fee's to be charged which include \$350.00 processing fee, \$ 100.00. fee per lot created, and an endorsement fee of \$ 100.00. Making a total of \$ 1,350.00.

5) The consolidation / separation of title process **which we elected to use** under the Alberta land title Act allows for subdivisions created before 1950, to consolidate contiguous parcels and re-distribute them into a number of titled lots, and provides 21 days for the instrument application to be submitted to the subdivision authority to simply review the application to confirm all of the lots exceed the minimum requirements for lot sizes as required by the Town of Redcliff bylaw, and approve, if compliant, and this should have been done in 21 days or less. This would have allowed the plan of subdivision by instrument to have been submitted to Land Titles for registration some time ago.

The cost to endorse the plan, according to the Town of Redcliff policy is \$ 100.00. Which means we should be reimbursed the sum of \$ 1,250.00.

6) For some reason the application has been diverted it into a formal subdivision **which we advised was not the process** we had elected to use. Nor was it required by law. As a direct result, it has taken longer, cost more, and produced an environment of misunderstanding.

7) We therefore re-iterate that there is a Lawful provision in the Alberta Land Titles Act for the approval of our application without going through the formal subdivision process. **We are entitled by law to the immediate endorsement of the plan without conditions** as presented in accordance with the Alberta Land Titles Act, section 75, and documents CON-1 and Form-A, and the Municipal Government Act.

We therefore ask for your immediate assistance to correct this error, and provide the approved and endorsed copy of the application without conditions as required under Section 75 of the Alberta Land Titles Act and the Municipal Government Act.

And finally, In essence, we are asking for the Council of the Town of Redcliff, as the subdivision authority, to treat our application with the respect it deserves, as prescribed by law.

Yours Truly



---

**J.S. (Jim) Laurie**  
**Managing Director**

JSL/

Att. Copy of Instrument. (1) page  
Copy of SEP-1 and CON-1 and Form A. (4) pages

Copy to : Minister of Municipal Affairs.  
: General counsel.  
: Chief Registrar of Alberta Land Titles office.

TENTATIVE PLAN OF SUBDIVISION  
(BY INSTRUMENT)

2nd AVENUE N.W.

1117V 98	LOT 21
	LOT 22
	LOT 23
	LOT 24
	LOT 25
	LOT 26
	LOT 27
	LOT 28
	LOT 29
	LOT 30
	LOT 31
	LOT 32
	LOT 33
	LOT 34
	LOT 35
	LOT 36
	LOT 37
	LOT 38
PLAN BLOCK	LOT 39
	LOT 40

5th STREET N.W.

20	39.62	
22.86	BLOCK 99 LOT 49	22.86
18	Area=905.71 Sq.m.	
17	39.62	
15.24	BLOCK 99 LOT 48	15.24
16	Area=603.31 Sq.m.	
15	39.62	
15.24	BLOCK 99 LOT 47	15.24
14	Area=603.31 Sq.m.	
13	39.62	
15.24	BLOCK 99 LOT 46	15.24
12	Area=603.31 Sq.m.	
11	39.62	
15.24	BLOCK 99 LOT 45	15.24
10	Area=603.31 Sq.m.	
9	39.62	
15.24	BLOCK 99 LOT 44	15.24
8	Area=603.31 Sq.m.	
7	39.62	
15.24	BLOCK 99 LOT 43	15.24
6	Area=603.31 Sq.m.	
5	39.62	
15.24	BLOCK 99 LOT 42	15.24
4	Area=603.31 Sq.m.	
3	39.62	
22.86	BLOCK 99 LOT 41	22.86
1	Area=905.71 Sq.m.	
	39.62	

1st AVENUE N.W.

LANE

LOT 21	99 1117V
LOT 22	
LOT 23	
LOT 24	
LOT 25	
LOT 26	
LOT 27	
LOT 28	
LOT 29	
LOT 30	
LOT 31	
LOT 32	
LOT 33	
LOT 34	
LOT 35	
LOT 36	
LOT 37	
LOT 38	
LOT 39	BLOCK PLAN
LOT 40	



124, 1310 Kingsway Ave. S.E. Phone (403) 526-6300  
Medicine Hat, Alberta T1A 2Y4 E-mail: bmunro@globalraymac.ca

THE TOWN OF REDCLIFF

TENTATIVE PLAN OF SUBDIVISION

AFFECTING

Lots 1 to 20 Inclusive  
Block 99, Plan 1117V

WITHIN THE

SW 1/4 SEC 17 TWP 13 RGE 6 W4M

NOTES:

DISTANCES ARE IN METRES AND DECIMALS THEREOF.  
AREA UNDER SUBDIVISION SHOWN BOUNDED THUS  
AND CONTAINS 0.604 ha or 1.49 Acres

PURPOSE:

To separate the current C. of T's. # 081 152 394, 081 152 394+1,  
081 152 394+2 & 081 152 394+3.

Into 9 separate titles as follows:

LOTS 1,2,3 Inclusive BLOCK 99, PLAN 1117V

and

LOTS 4,5, BLOCK 99, PLAN 1117V

and

LOTS 6,7, BLOCK 99, PLAN 1117V

and

LOTS 8,9, BLOCK 99, PLAN 1117V

and

LOTS 10,11 BLOCK 99, PLAN 1117V

and

LOTS 12,13 BLOCK 99, PLAN 1117V

and

LOTS 14,15 BLOCK 99, PLAN 1117V

and

LOTS 16,17 BLOCK 99, PLAN 1117V

and

LOTS 18,19,20 BLOCK 99, PLAN 1117V

C. of T. Search Date : June 9th, 2014.

Dated this 9th day of June A.D. 2014.

Municipal Address:

102, 5th Street NW  
Redcliff, Alberta

Client: FAR WEST PROPERTIES

File No.

Drawn by: P. Algie

Scale: 1:750

GRS. File No.14MC0066



## BACKGROUND

Section 75 of The Land Titles Act provides a mechanism for an application to the Registrar to consolidate land contained in two or more certificates of title into one or more certificate(s) of title. Registrants should exercise care in requesting consolidation as a future separation may be subject to subdivision approval, especially in the case of parcels in subdivisions registered before July 1, 1950.

## REGISTRATION PROCEDURE

1. The registered owner(s), or an agent acting on behalf of the registered owner(s), may make application for consolidation by use of the form developed ([FORM A](#)) or by request on a Document Registration Request form ("D.R.R.") or in a letter. The application form, a photocopy of the D.R.R. or the letter requesting the consolidation is registered. Attestation requirements do not need to be complied with.
2. The registered owner(s) and the estate owned must be consistent in all certificates of title for consolidation to proceed. If there is some question as to identity, further confirmation of identity must be obtained (see procedure under [IDE-1](#)).
3. **Subdivided land** - Lots may be consolidated if they are from the same subdivision plan, are contiguous and contained within the same block. ([1](#))
4. **Unsubdivided land** - The land must be within the same section.
5. Subdivided land may not be consolidated with unsubdivided land.
6. Land taken by a taxing authority pursuant to the Municipal Government Act cannot be consolidated with other land owned by the taxing authority with the exception of land taken under the Municipal Government Act which is situated in a special area. ([2](#))
7. All registrations against the former certificates of title are carried forward to the consolidated title. If an instrument or caveat relates only to part of the land in the consolidated title, a notation that only a part is affected is included in the memorandum.
8. Where an application is made to consolidate two adjacent parcels of land into one certificate of title and one of the parcels included in the consolidation was
  - (i) formerly a public road, right of way, drainage ditch, canal or the bed and shore of a body of water
  - (ii) transferred to or vested in the registered owner to accommodate an encroachment or rights to exclusive possession

Subject: **SEPARATION OF TITLE**Date Issued **2005 10 01**

## BACKGROUND

Section 75 of The Land Titles Act provides for an application to the Registrar to separate land in a certificate of title into two or more certificates of title. For example a certificate of title containing multiple lots or quarter sections may be separated into individual lots or quarter sections using the procedure below. A title may only be separated by way of a plan if the description of the parcel to be separated is different from the description in the title. Check with Land Titles office to determine if a plan of survey or a descriptive plan will be acceptable.

## REGISTRATION PROCEDURE

1. The registered owner(s), or an agent acting on behalf of the registered owner(s), may make application for separation by use of the form developed (see procedure under [\(CON-1, FORM A\)](#) or by submitting the request in a letter. The application form or the letter requesting the separation is registered. Attestation requirements do not need to be complied with.
2. **Subdivision Approval** - See procedure on Requirements in Respect of the Subdivision of Land Under Part 17 of the Municipal Government Act [SUB-1](#) to determine if subdivision approval is required.
3. **Irrigation District Approval** - Where a title is subject to an irrigation council order or an irrigable unit resolution see procedure on Irrigable Units [IRR-2](#) to determine if approval from the Irrigation District is required for the order or the resolution.
4. Where a person requires separate titles for undivided interests in a parcel of land, the title may be separated using the above procedure.
5. **Fees** - The fee in [Tariff item 11\(4\)](#) is charged on all separations. The fee listed in [Tariff item 12](#) is charged for each new title issued after the first one.

all encumbrances registered or caveated against the other parcel immediately prior to the application are deemed to apply to all the land comprised in the consolidated parcel. (3)

In order to make appropriate endorsements of encumbrances on the consolidated title, the registered owner should indicate on the form if the consolidation is one to which the above deeming provisions apply.

9. Where a person has more than one title for undivided shares in a parcel of land, the titles can only be consolidated if the registered instruments and caveats are identical on each of the certificates of title that are requested to being consolidated.

10. **Condominiums** - Consolidation does not apply to condominiums as there may only be one condominium unit in each certificate of title. (4)

11. **Fees** - The fee in [Tariff item 11\(4\)](#) is charged on all consolidations. The fee listed in [Tariff item 13](#) is charged for the cancellation of each title after the first one.

## STATUTE AND CASE REFERENCES

1. s. 26, Land Titles Act, R.S.A. 2000, c. L-4
2. s. 21, Special Areas Act, R.S.A. 2000, c. S-16
3. s. 75(2), Land Titles Act
4. s. 5(2), Condominium Property Act, R.S.A. 2000, c. C-22

1)

2) Is/Are the registered owner(s) of:

3) (LINC number(s): \_\_\_\_\_).

4) I/We am/are requesting the Registrar to cancel the certificate(s) of title and issue \_\_\_\_\_ new  
certificate(s) in my/our (the registered owner's) name(s).

5) Describing the land or interest as:

\_\_\_\_\_  
(Signature of (select one))

\_\_\_\_\_  
(Print name of person signing)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of (select one))

\_\_\_\_\_  
(Print name of person signing)

☐

Owner(s)

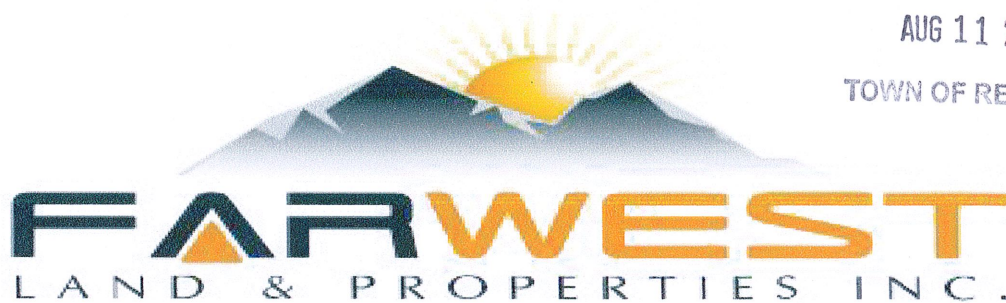
-OR-

☐

Owner's Agent

This information is being collected for the purposes of land titles records in accordance with the Land Titles Act. Questions about the collection of this information can be directed to the Freedom Of Information and Protection Of Privacy Co-ordinator for Alberta Registries, Research and Programme Support, Box 3140, Edmonton, Alberta T5J 2G7, (780) 427-2742.

REG 3077 (99/04)



RECEIVED

AUG 11 2014

TOWN OF REDCLIFF

---

E-mail address: [farwestgroup@shaw.ca](mailto:farwestgroup@shaw.ca) Tel. (403) 548-3626  
43, Riverview Drive SE, Redcliff, Alberta T0J 2P0.

August 11<sup>th</sup>, 2014.  
Delivered by hand.

**Attn. Municipal Manager  
Town of Redcliff  
1, 3<sup>rd</sup> Street, N.E.  
Redcliff, Alberta. T0J 2P2.**

**Reference: Application to subdivision appeal Board  
Approval of consolidation & redistribution with conditions  
Lots 1 - 20 inclusive, Block 99, Plan 1117V.**

---

**Dear Arlos,**

Thank you for the letter dated July 23<sup>rd</sup> 2014 confirming approval of the application for a land use amendment and conditional approval of the plan of consolidation and redistribution submitted to the Town of Redcliff for consideration by this Company.

In reviewing the letter it was felt that we needed clarification of several issues in order to prepare for a service agreement, I met with the Manager of Legislative and Land services and Manager of Engineering department and was advised to appeal to council for clarification and perhaps removal of duplication items, and further, that all decisions with regard to the conditional approval rest with council, not the Town of Redcliff administration.

Therefore we respectfully request a hearing by the subdivision Appeal Board made up of members of council and others scheduled for August 18<sup>th</sup>, 2014. We specifically request that the meeting **not be in-camera** and therefore waive our rights to such and request a copy of the minutes of the sub-division Authority meeting.

Specifically, we note that many of the items contained in the letter are from a subdivision procedure checklist and are not included in or contemplated by the Municipal Government Act or the Alberta Municipal Development Authority Manual, without agreement by the developer.

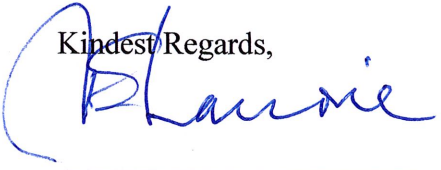
I have attached hereafter, a copy of the conditional letter received, a copy of our letter of July 29<sup>th</sup>, 2014, and a summary of the issues raised in the conditional approval with our comments attached.

Our recommendation would be to revise / amend the conditions as follows:

- 1) Remove item (2) - Reason: Duplication in service agreement.
- 2) Remove item (3) - Reason: Issue redundant due to approval by Council.
- 3) Remove item (4) - Reason: Taxes have been confirmed and paid up to date.
- 4) Remove or Clarify Item (5) By obligation in the MGA.
- 5) Remove item 7.2 - Reason: Duplication / Issue resolve in Item 7.1.
- 6) Clarify 7.3 Storm sewer requirements since no storm sewer exist other than catch basins at north and south ends of block 99, Plan 1117V.
- 7) Clarify or remove item 7.7 Road base construction & Pavement. This is not a subdivision, the street is pre-existent, and new road base and pavement are only required if there is no existing access according to the MGA.
- 8) Clarify or remove item 7.8 Lane construction. Again this is not a subdivision, The lane and its attendant grades are pre-existent.
- 9) Remove item 7.9 - Reason: Redundant, there are no other extensions required According to the Manager of the Engineering department of the Town of Redcliff.
- 10) Remove item 7.10 - Reason: Redundant, there is no other requirement of the Town of Redcliff, and the MGA and legal precedent do not provide for open ended agreements, they must be specific and provided for in the MGA.
- 11) Other issues to be presented at the sub-division appeals board meeting.

In conclusion, we ask that the subdivision appeal board consider our concerns in a climate of due diligence, objectivity, the fiduciary duty of good faith, and the duty to act in fairness, free from any conflicts of interest.

Kindest Regards,



---

J.S. (Jim) Laurie  
Managing Director

JSL/

Att. - Copy of conditional approval  
- Copy of Letter to CAO July 29<sup>th</sup>, 2014.  
- Summary of conditions



# TOWN OF REDCLIFF

1 – 3<sup>rd</sup> Street NE  
P.O. Box 40  
Redcliff, Alberta T0J 2P0  
Phone 548-3618  
Fax 548-6623

Email [redcliff@town.redcliff.ab.ca](mailto:redcliff@town.redcliff.ab.ca)  
[www.town.redcliff.ab.ca](http://www.town.redcliff.ab.ca)

## PURSUANT TO THE TOWN OF REDCLIFF SUBDIVISION AND DEVELOPMENT APPEAL BOARD BY-LAW AND THE LAND USE BY-LAW

### NOTICE OF APPEAL

To: Municipal Manager  
Town of Redcliff  
Box 40  
Redcliff, Alberta T0J 2P0

I / We FARWEST LAND & PROPERTIES INC.

Hereby give notice to the Subdivision and Development Appeal Board of the Town of Redcliff that I / WE appeal the decision on the matter of the application for

☐ Development ☒ Subdivision (check the one that applies) in respect of:

APPLICATION FOR APPROVAL & ENDORSEMENT OF INSTRUMENT TO  
BE REGISTERED UNDER ALT SECTION 75, CONSOLIDATION/SEPARATION.

Lot 1-20 Block 99 Plan 1117V.

Municipal Address 102, 5TH ST. N.W.

Particulars, specifications and / or other documents attached hereto.

The grounds for the appeal in this matter are as follows:

- ① APPROVAL PROCESS (LTA. SECT 75) (SEE ATTACHED DOCS)
- ② CONDITIONS OF APPROVAL (SEE ATTACHED DOCS)
- ③ WITHHOLDING REGISTRATION AT ALBERTA LAND TITLES

Date: Aug 11/2014

Signed: AS Laurie

Note: A fee of \$100.00 must be submitted with this Notice of Appeal

Rev. March 2013



**FILE COPY**

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E-mail address: [farwestgroup@shaw.ca](mailto:farwestgroup@shaw.ca) Tel. (403) 548-3626  
43, Riverview Drive SE, Redcliff, Alberta T0J 2P0.

July 29<sup>th</sup>, 2014.  
Delivered by hand.

**Attn. Municipal Manager**  
**Mr. Arlos Croft**  
**Town of Redcliff**  
**1, 3<sup>rd</sup> Street, N.E.**  
**Redcliff, Alberta. T0J 2P2.**

**Reference: Approval of subdivision with conditions**  
**Lots 1 - 20 inclusive, Block 99, Plan 1117V.**

---

**Dear Sir,**

Thank you for the letter dated July 23<sup>rd</sup> 2014 confirming approval of the land use amendment and conditional approval of the plan of subdivision.

In reviewing the letter it was felt that we needed clarification of several issues in order to prepare for a service agreement.

Let me review each item and add our comments and solicit your response or clarification:

1) **Environmental site assessment**

Comments: We have ordered this and as of this morning it is in production for delivery to me early next week. **No clarification required.**

2) **Provision of a grade plan**

Comments: This will be submitted as soon as it is produced. Further, each individual lot plan submitted with a development permit application will provide individual site grades.

**No clarification required.**

3) **Land use bylaw compliant.**

Comments: Approval was granted by the Town of Redcliff Council to a Land use amendment application on July 21<sup>st</sup>, 2014. **No clarification required.**

4) **Payment of outstanding taxes.**

Comments: We are currently not aware of any outstanding taxes and have sought confirmation of this condition. **No clarification required.**

5) **Payment of infrastructure capacity fee.**

Comments: I do not have a problem paying this amount, however, As I understand it, this is a negotiable item according to Policy N0: 100 (2012) Council may consider negotiated these fees. I think that is wise considering that there are no “*Costly upgrades to the existing infrastructure*” required to facilitate this particular development. And further, all of the upgrades or extensions to services are paid for by Farwest group.

The MGA specifically says that levy’s of any kind are to be used to improve the specific development. **Clarification required.**

6) **Satisfy utility company requirements.**

Comments: We have met with Mr John Stigter and initiated design work and costing for upgrading transformers on existing power lines to facilitate electrical service to the proposed lots. **No clarification required.**

We have also contacted Mr D. Panabaker and initiated communication relative to Gas service to the proposed lots. No upgrades are required to provide service in the normal application process. **No clarification required.**

7) **Applicant to enter a service agreement.**

Comments: Subject to clarification and possible revisions in the conditional requirements, we have no issue with a service agreement.

**Specifics and clarification required as noted herein.**

\* **Provision of a site drainage plan.**

Comments: This will be provided along with individual lot drainage details attached to development permit application in the form of a site plan.

\* **Confirmation that site drainage is in existence or will be established.**

Comments: Current site and road drainage is in existence via (4) catch basins at North and South end of the property. The individual lot will also provide site drainage to the front and rear of the lots and again via catch basins located at the North and South ends of the Block. **Note: This appears to be a duplication of the issue 7.1 noted above. Also a duplication of Item 2.**

\* **Storm Sewer.**

Comments: There is no storm sewer provision for lot drainage. However, there

Are (4) street surface storm sewer catch basins located (2) at the north end of the block and (2) at the South end of the block. We plan to upgrade them and incorporate into the curb and gutter. **If this is not what is required then clarification is required.**

\* *Curb and Gutter.*

We plan to install Approx. 760 Lin. Ft. of rolled curb and gutter i.e. frontage and flankage of the block.

\* *Sidewalk.*

We intend to install Approx. 500 lin. Ft. of 4ft. Wide sidewalk to town standards. **If this is not that which is required then clarification is required.**

\* *Street Lighting.*

We have consulted the City of Medicine Hat Electrical division for costs to provide street lighting.

\* *Road base construction and pavement.*

This item requires additional consideration with respect to clarity, practicality, and Scope of the work anticipated and the practicality to perform since we do not own the adjacent property and the current owners do not wish to participate in the costs of upgrading of the street. i.e. sidewalk, curb, Gutter, and paving and street lighting. We note also that the adjoining blocks with residential development do not have street lighting, sidewalks, curb, gutter or paving.

\* *Lane construction.*

The lane was pre-existent. We assume this mean to add gravel to the surface and re-grade the lane since it cannot be moved, lifted or lowered without affecting the already adjoining homes. **Clarification is required.**

\* *Other service extensions or improvements as required.*

We have planned to install sewer and water extensions to each lot. There are no other extensions or services or improvements required. **Clarification is required.**

\* *Other items as required by the Town of Redcliff.*

**Clarification is required.**

8) **Costs of service agreement preparation.**

Comments: Since we are to bear the costs, we will prepare the development agreement in the manner and format to suite the circumstances. The MGA will be used to establish the substance of the agreement.

We request your assistance in clarifying or focusing the issues to the point of crystallization in order to prepare a service agreement.

**Yours Truly**



---

**J.S. (Jim) Laurie**  
**Managing Director**

JSL/

Att. Copy of Town of Redcliff Letter of July 23<sup>rd</sup>, 2014.

Cc. - Brian Munro

**FILE COPY**



---

E-mail address: [farwestgroup@shaw.ca](mailto:farwestgroup@shaw.ca) Tel. (403) 548-3626  
43, Riverview Drive SE, Redcliff, Alberta T0J 2P0.

July 30<sup>th</sup>, 2014.  
Delivered by E-Mail.

**Attn. Shanon Simon**  
**Manager of legislative and land services**

**Town of Redcliff**  
**1, 3<sup>rd</sup> Street, N.E.**  
**Redcliff, Alberta. T0J 2P2.**

**Reference: Service agreement / acceptance of costs**  
**Lots 1 - 20 inclusive, Block 99, Plan 1117V.**

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**Dear Shanon,**

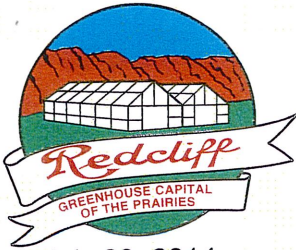
Further to our conversation yesterday in your office, this will advise you to proceed with the preparation of the service agreement between the Town of Redcliff and this Company with reference to the development of the above noted and legally described properties.

Further, this will acknowledge our acceptance of the costs to be billed to us after the production and execution of the agreement.

**Yours Truly**

---

**J.S. (Jim) Laurie**  
**Managing Director**



July 23, 2014

# TOWN OF REDCLIFF

P.O. Box 40, 1 - 3rd Street N.E.  
Redcliff, Alberta, T0J 2P0  
Phone 403-548-3618  
Fax 403-548-6623  
redcliff@redcliff.ca  
www.redcliff.ca

Brian Munro  
Global Raymac Surveys Inc.  
124, 1310 Kingsway Ave SE  
Medicine Hat, AB  
T1A 2Y4

**RE: Subdivision Application 2014 SUB 02**  
**Lots 1-4, Block 99, Plan 1117V (102 5 Street NW)**  
**Lots 5-6, Block 99, Plan 1117V (110 5 Street NW)**  
**Lots 7-10, Block 99, Plan 1117V (114 5 Street NW)**  
**Lots 11-20, Block 99, Plan 1117V (122 5 Street NW)**

Please be advised that the application for subdivision approval, as described above, has been **APPROVED** by the Town of Redcliff Council at the meeting of July 21, 2014 conditional to:

1. Environmental Site Assessment (ESA) be provided by an environmental consultant company stating that an ESA has been conducted and that the site is acceptable for residential development.
2. Provision of a grade plan to the satisfaction of the Town's Engineering Department.
3. Land Use Bylaw amendment to change the land use to an appropriate land use district.
4. Payment of any outstanding taxes.
5. Payment of Infrastructure Capacity Fee (1.49 acres x \$8,000.00) in the amount of \$11,920.00.
6. Applicant to satisfy Utility Company requirements and provide written confirmation.
7. Applicant entering into a Service Agreement with the Town of Redcliff for the provision of detailed plans and specifications :
  - Provision of a site drainage plan and resolution of drainage issues to the satisfaction of the Manager of Engineering.
  - Confirmation that site drainage is in existence or will be established.
  - Storm sewer.
  - Curb/gutter.
  - Sidewalk.
  - Street lighting.
  - Road base construction and pavement.
  - Lane construction.
  - Other service extension or improvements as required
  - Other items as required by the Town of Redcliff.
8. All legal costs associated with the servicing agreement to be borne by the applicant.

The approval is valid for a period of one year from the date of approval within which time the plan must be endorsed by this office.

Under provisions of the Municipal Government Act, the decision may be appealed by: the applicant; the school authorities that may be affected by the decision; or by a Government Department if the application is required by the subdivision and development regulations to be referred to that department.

In the event of an appeal, the applicable form must be completed and submitted to the attention of the Municipal Manager, Town or Redcliff, 1 – 3<sup>rd</sup> Street NE, Box 40, Redcliff, Alberta T0J 2P0. Appeal forms are available at the Town office. Further be advised that there is a \$100.00 fee for an appeal, and must accompany the letter of appeal.

Because of appeal provisions, this office can only endorse the application for separation after August 11, 2014 upon all conditions being met (this date is 14 days from the date of this letter + 5 days for mail processing). Approval date listed above is the date that council approved or refused this application). Submission of the application for separation must include an endorsement fee of \$100.00.

Regards,



Shanon Simon  
Manager of Legislative and Land Services

Enc.

cc: Prairie Rose Regional Division  
Telus – Dan Rigby  
Shaw Cable – Terry Dousselaere  
City of MH Electric Dept. – J. Stigter  
City of MH Gas Dept. – D. Panabaker  
Ben Petch, Planning Consultant  
Canada Post  
Cypress County – Jeffrey Dowling

Redcliff Municipal Planning Commission  
Redcliff Tax Dept. – Mike Davies  
Redcliff Utilities – Jamie Garland  
Redcliff Development Officer – Brian Stehr  
Manager of Engineering – Khalil Minhas  
Municipal Manager – Arlos Crofts  
J. Laurie, Farwest Land and Properties Inc.  
Adjacent Landowners

APPLICATION FOR SUBDIVISION APPROVAL	For official use only	
Date of receipt of completed Form <u>June 18, 2014</u>	Fee submitted: <u>1150.00</u>	File No. <u>2014 Su 602</u>

THIS FORM IS TO BE COMPLETED IN FULL WHEREVER APPLICABLE BY THE REGISTERED OWNER OF THE LAND THAT IS THE SUBJECT OF THE APPLICATION OR BY A PERSON AUTHORIZED TO ACT ON THE REGISTERED OWNER'S BEHALF

1. NAME OF REGISTERED OWNER OF LAND TO BE SUBDIVIDED. ADDRESS, POSTAL CODE AND PHONE NO. -

HEATHER DELANEY, WARREN DELANEY, THOMAS MANLEY.

2. NAME OF AGENT (PERSON AUTHORIZED TO ACT ON BEHALF OF REGISTERED OWNER), IF ANY. ADDRESS, POSTAL CODE AND PHONE NO.

BRIAN MUNRO BRANCH MANAGER GLOBAL PAYMAC SUBEYS INC.  
#124, 1310 KINGSWAY AVE SE, MEDICINE HAT AB T1A 2T4

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/part of the SW 1/4 sec. 17 twp. 13 range 6 west of 4 meridian

Being all/parts of Lots 1-20 incl. Block 99 Reg. Plan No. 1117V

C.O.T. No 081 152 394, 081 152 394+1,  
081 152 394+2, 081 152 394+3,

Area of the above parcel of land to be subdivided 0.604 hectares 1.49 acres

Municipal address (if applicable) 102 5TH ST. NW, REDCLIFF AB

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of TOWN OF REDCLIFF

b. Is the land situated immediately adjacent to the municipal boundary?

Yes ☐

No ☒

If "yes", the adjoining municipality is

c. Is the land situated within 0.8 kilometres of the centre line of a highway right of way?

Yes ☐

No ☒

If "yes", the highway is No.

d. Does the proposed parcel contain or is it adjacent to a river, stream, lake or other body of water or by a drainage ditch or canal?

Yes ☐

No ☒

If "yes", state its name

e. Is the proposed parcel within 1.5 kilometres of a sour gas facility?

Yes ☐

No ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

Describe:

a. Existing use of the land VACANT

b. Proposed use of the land R-1, SINGLE FAMILY HOMES

c. The designated use of the land as classified under a land use bylaw (H: HORTICULTURAL DISTRICT) R1 AMENDMENT IN PROGRESS.

6. PHYSICAL CHARACTERISTICS OF LAND TO BE SUBDIVIDED (WHERE APPROPRIATE)

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed) FLAT

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc., - sloughs, creeks, etc.) NATIVE GRASS

c. Describe the kind of soil on the land (sandy, loam, clay, etc.) CLAY, LOAM

7. EXISTING BUILDINGS ON THE LAND TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

VACANT

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal.

MUNICIPAL USE FROM THE TOWN OF REDCLIFF.

9. REGISTERED OWNER OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF

I BRIAN MUNRO hereby certify that  
(Full Name)

☐ I am the registered owner, or ☒ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Address #124, 1310 KINGSWAY AVE SE (Signed) Brian Munro  
MEDICINE HAT AB T1A 2Y4  
Phone No. (403) 526-6300 Date June 17, 2014

THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED

1. Number of Parcels being created NINE (9)
2. Size of parcels being created 2 at 905.7 m<sup>2</sup>, 7 @ 603.3 m<sup>2</sup>
3. Reason for Subdivision TO CREATE 9 NEW LOTS FOR SINGLE FAMILY RESIDENCES.
4. Any other relevant information in support of application

**RIGHT OF ENTRY:** I hereby authorize the agent of the Redcliff Planning Board to enter my land for the purpose of conducting a site inspection in connection with the application for subdivision approval. This right is granted pursuant to Section 653 (2) of the Municipal Government Act.

Brian Munro (AGENT)  
Property Owner's Signature

SUBDIVISION FEES:

The application fee is \$350.00 plus \$100.00 per proposed lot, excluding parcels proposed as reserve or public utility lots. #1250<sup>00</sup>  
After approval has been granted a fee of \$100.00 must be paid to have the final plan of survey or other instrument checked and endorsed prior to registration at the Land Titles Office.  
NOTE: There is no obligation for the Subdivision Approving authority to return to the applicant either a subdivision application or any documentation accompanying it. Fees are not refundable once a complete application has been accepted.

THIS SECTION FOR OFFICAL USE



TENTATIVE PLAN OF SUBDIVISION  
(BY INSTRUMENT)

2nd AVENUE N.W.

1117V 98	LOT 21
	LOT 22
PLAN BLOCK	LOT 23
	LOT 24
	LOT 25
	LOT 26
	LOT 27
	LOT 28
	LOT 29
	LOT 30
	LOT 31
	LOT 32
	LOT 33
	LOT 34
	LOT 35
	LOT 36
	LOT 37
	LOT 38
	LOT 39
	LOT 40

5th STREET N.W.

20	39.62	1117V
22.86		22.86
16	Area=905.71 Sq.m.	
16	PROPOSED LINE OF SUBDIVISION	
17	39.62	
15.24	Area=603.31 Sq.m.	15.24
16	PROPOSED LINE OF SUBDIVISION	
15	39.62	
15.24	Area=603.31 Sq.m.	15.24
14	PROPOSED LINE OF SUBDIVISION	
13	39.62	
15.24	Area=603.31 Sq.m.	15.24
12	PROPOSED LINE OF SUBDIVISION	
11	39.62	
15.24	Area=603.31 Sq.m.	15.24
10	PROPOSED LINE OF SUBDIVISION	
9	39.62	
15.24	Area=603.31 Sq.m.	15.24
8	PROPOSED LINE OF SUBDIVISION	
7	39.62	
15.24	Area=603.31 Sq.m.	15.24
6	PROPOSED LINE OF SUBDIVISION	
5	39.62	
15.24	Area=603.31 Sq.m.	15.24
4	PROPOSED LINE OF SUBDIVISION	
3	39.62	
22.86	Area=905.71 Sq.m.	22.86
1		

LANE

LOT 21	99 1117V
LOT 22	
LOT 23	
LOT 24	
LOT 25	
LOT 26	
LOT 27	
LOT 28	
LOT 29	
LOT 30	
LOT 31	
LOT 32	
LOT 33	
LOT 34	
LOT 35	
LOT 36	
LOT 37	
LOT 38	BLOCK PLAN
LOT 39	
LOT 40	

1st AVENUE N.W.

global raymac  
surveys

124, 1310 Kingsway Ave. S.E.  
Medicine Hat, Alberta T1A 2Y4  
Phone (403) 626-6300  
E-mail: bmunro@globalraymac.ca

THE TOWN OF REDCLIFF

TENTATIVE PLAN OF SUBDIVISION

AFFECTING

Lots 1 to 20 Inclusive  
Block 99, Plan 1117V

WITHIN THE

SW 1/4 SEC 17 TWP 13 RGE 6 W4M

NOTES:

DISTANCES ARE IN METRES AND DECIMALS THEREOF.  
AREA UNDER SUBDIVISION SHOWN BOUNDED THUS  
AND CONTAINS 0.604 ha or 1.49 Acres

PURPOSE:

To separate the current C. of T's. # 081 152 394, 081 152 394+1,  
081 152 394+2 & 081 152 394+3.

Into 9 separate titles as follows:

LOTS 1-3 INCLUSIVE BLOCK 99, PLAN 1117V

and

LOTS 4,5, BLOCK 99, PLAN 1117V

and

LOTS 6,7, BLOCK 99, PLAN 1117V

and

LOTS 8,9, BLOCK 99, PLAN 1117V

and

LOTS 10,11 BLOCK 99, PLAN 1117V

and

LOTS 12,13 BLOCK 99, PLAN 1117V

and

LOTS 14,15 BLOCK 99, PLAN 1117V

and

LOTS 16,17 BLOCK 99, PLAN 1117V

and

LOTS 18-20 INCLUSIVE BLOCK 99, PLAN 1117V

C. of T. Search Date: June 9th, 2014.

Dated this 9th day of June, A.D. 2014.

Municipal Address:  
102, 5th Street NW  
Redcliff, Alberta

Client: FAR WEST LAND AND PROPERTIES INC.

File No.

Drawn by: P. Algie

Scale: 1:750

GRS. File No.14MC0066

APPROVED

Valid for 12 months  
File: 2014-51603 Date: July 21, 2014

Authorized Officer of Approving Authority  
TOWN OF REDCLIFF

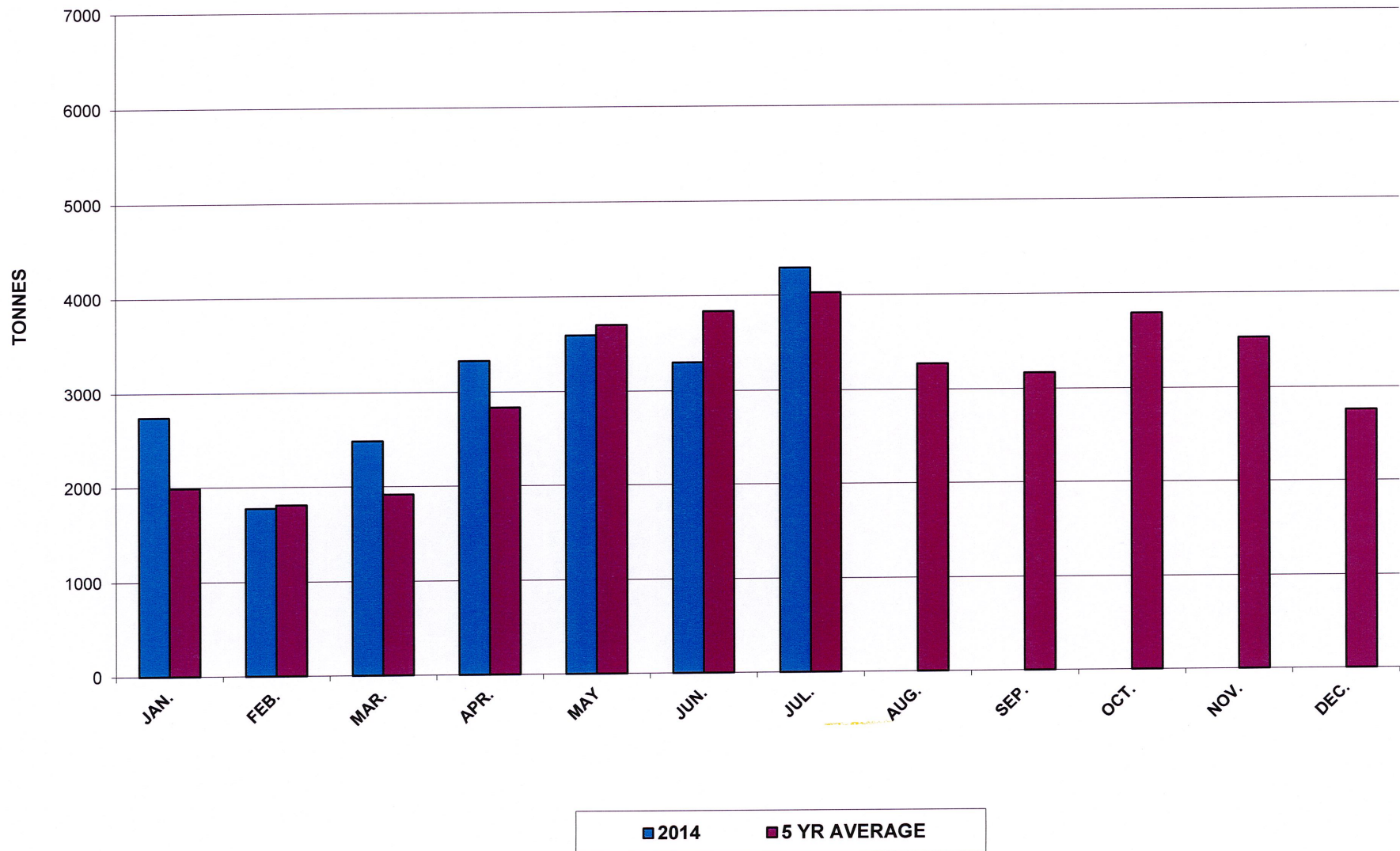
See Conditions on Attached Letter

**Summary of Conditional Approval**  
August 8th, 2014.

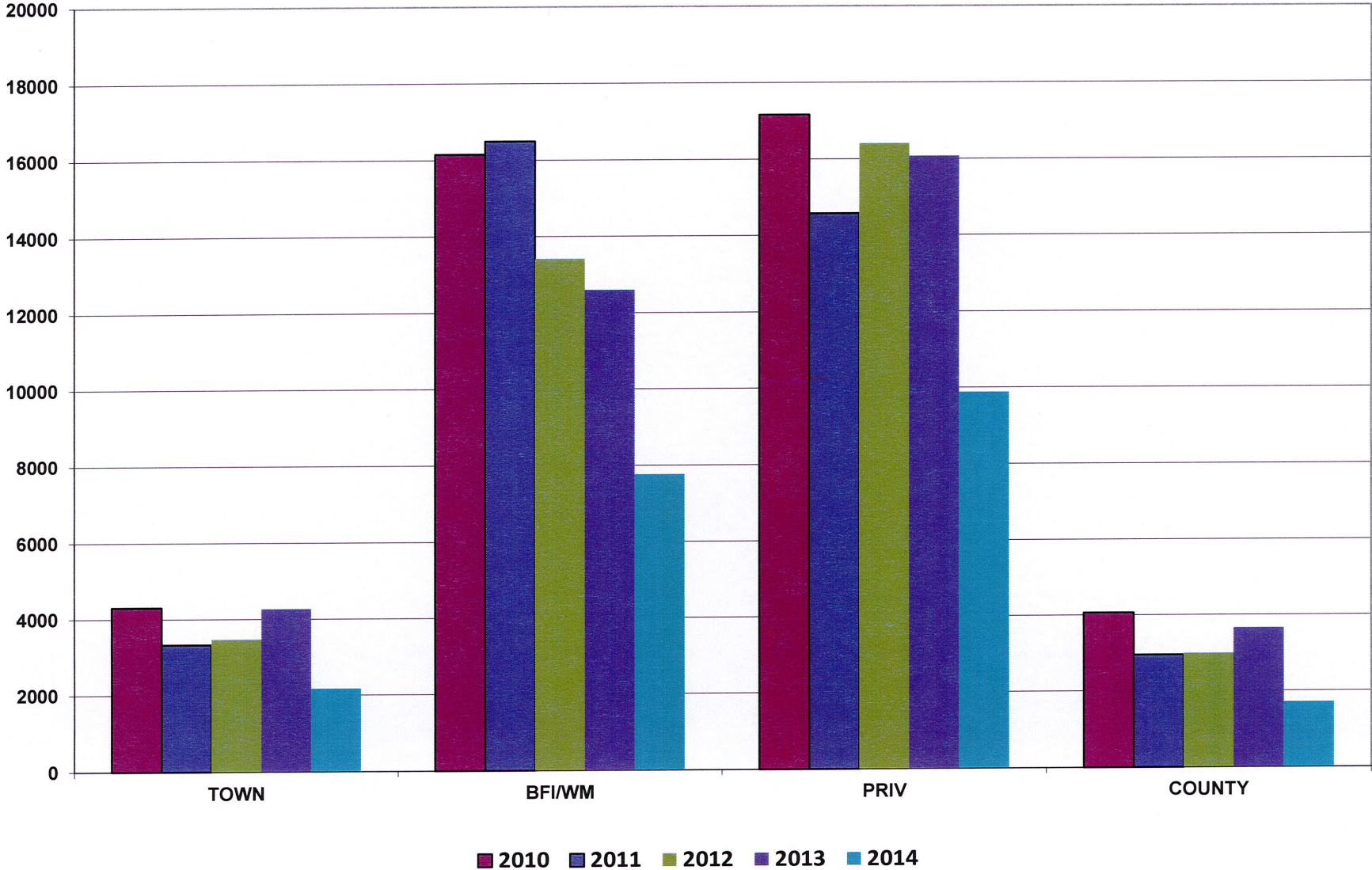
\* - Denotes revision or exclusion  
from conditions.

No.	Condition	Condition	Clarification Required	Compliant
1	Environmental site assessment (ESA) (To prove site is acceptable for Residential development.)	Agreeable	None	Compliance in progress (Available Mid August)
2	Provision of a grade plan To satisfaction of Eng. Dept.	Error - Duplication	None	Not required - Remove *
3	Land Use Bylaw amendment required	Redundant requirement	None	Compliant / Remove *
4	Payment of outstanding Property Taxes (A review has proven that all 2014 Property Tax has been paid in full)	Redundant requirement	None	Compliant / Remove *
5	Payment of Infrastructure Capacity fee (\$ 11,920.00.) (See documentation attached) (May have already been paid by last applicant)	Not a lawful requirement	Clarification required	Compliant with Clarification
6	Applicant to satisfy Utility Co. requirements & provide written confirmation (No gas requirements / Electrical provided)	N/A	None	Compliance in progress
7	Applicant to enter service agreement with Town of Redcliff (Subject to MGA and Alberta Municipal Development Authority Manual) (Also subject to fairness rules)	Removal of duplication / Redundant issues & compliant with MGA	Clarification required	Compliant with clarification and amendments
*	Site drainage plan & resolution of site drainage issues	Agreeable	None	Compliance in Progress
*	Confirmation that site draiage is in existance or will be established.	Duplication of &.1 & Item 2 above	None	Duplication / Remove *
*	Storm Sewer (See notes)	Not enough Detail	Clarification required	Compliant with clarification
*	Curb & Gutter	Required by MGA	None	Compliance in progress
*	Sidewalk	Required by MGA	None	Compliance in progress
*	Street Lighting	Agreeable	None	Compliance in progress
*	Road Base / Pavement (See notes)	Pre-existant / Not a subdivision	Clarification required	Compliant with clarification
*	Lane construction (See notes)	Pre-existant / Not a subdivision	Clarification required	Compliant with clarification
*	Other service extensions	None required / Redundant	None	Remove from Conditions *
*	Other items as required by Town of Redcliff	None required / Redundant	None	Remove from Conditions *
8	Accept all legal costs of preparation of Servicing agreement to Include: (No evidence of resposibility Noted in MGA - Remove or share costs)	Not In MGA	Clarification required	Compliant with clarification

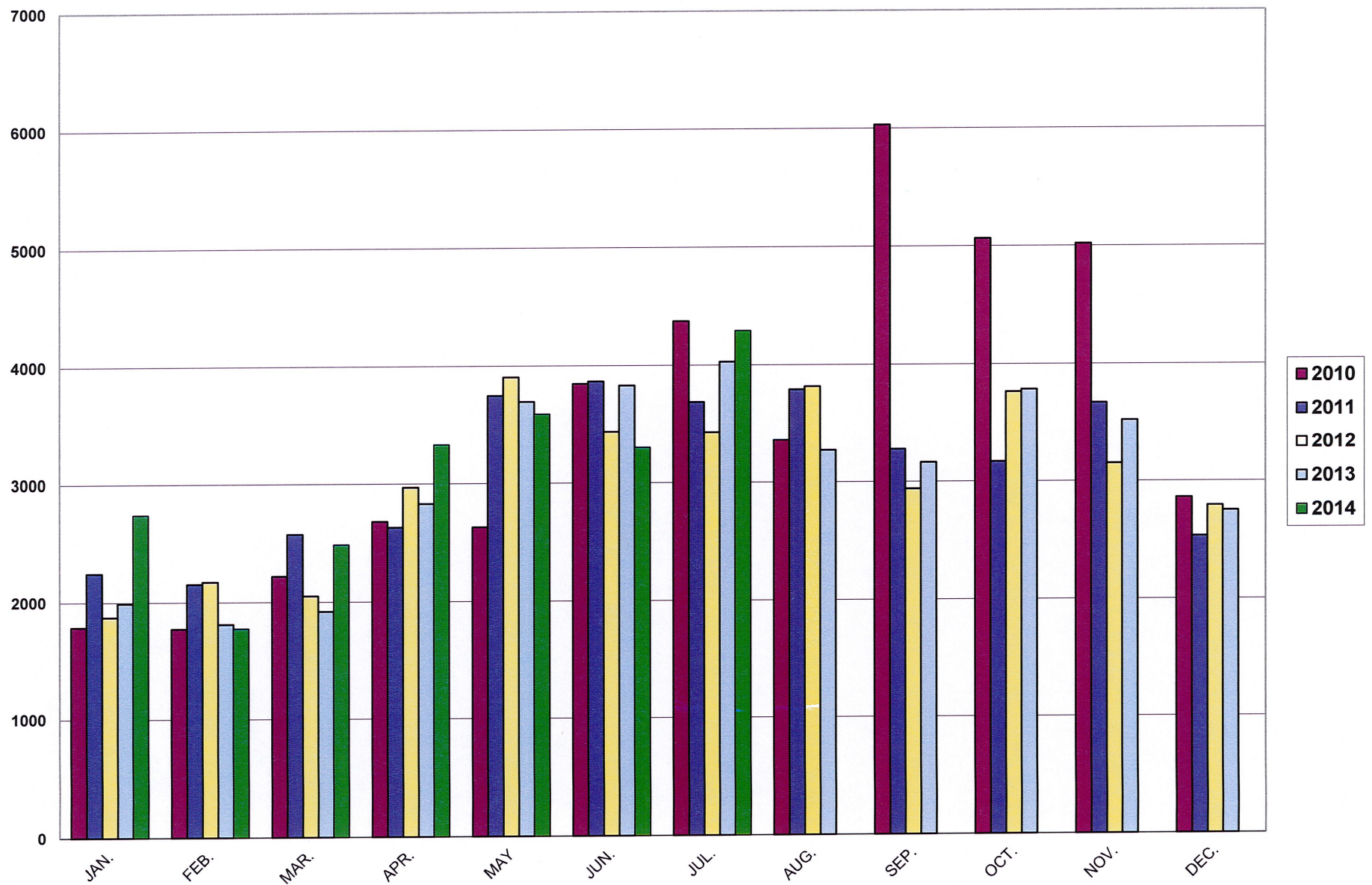
REDCLIFF/CYPRESS REGIONAL LANDFILL  
2014 VS 5 YEAR AVERAGE  
TO JULY 31, 2014



# REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES BY SOURCE 2010-2014 TO JULY 31, 2014



# REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2010-2014 TO JULY 31, 2014



## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
September 23 – 26, 2014	Alberta Urban Municipalities Annual Conventions and Trade Show	AUMA Website / In August 18, 2014 Agenda Packager
September 30, 2014	Strategic Planning Meeting	Redcliff Senior Citizens
October 1, 2014	Strategic Planning Meeting	Redcliff Public Library