



COUNCIL MEETING

**MONDAY, FEBRUARY 11, 2013
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 11, 2013 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to December 31, 2012 *	For Information
2. DELEGATION	
A) RCMP Report to Council (Sgt. D. Ness to be in attendance)	For Information
B) Bylaw Enforcement Officer Report to Council (B. McMillan to be in attendance)	For Information
3. PUBLIC HEARING	
A) Bylaw 1735/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) from C-3 General Commercial District to DC Direct Control District *	
4. MINUTES	
A) Council meeting held January 28, 2013 *	For Adoption
B) Committee of the Whole meeting held January 28, 2013 *	For Information
C) Redcliff Public Library Board Meeting held October 30, 2012 *	For Information
D) Redcliff Public Library Board Meeting held November 28, 2012 *	
5. BYLAWS	
A) Bylaw 1733/2013, being the Subdivision and Development Appeal Board Bylaw *	2 nd /3 rd Reading
B) Bylaw 1734/2013 being the Municipal Planning Commission Bylaw *	2 nd /3 rd Reading

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|-----------|---|--|
| C) | Bylaw 1736/2013 being a bylaw to repeal Bylaw 1648/2013 being the Building and Development Permit Bylaw * | 2 nd /3 rd Reading |
| D) | Bylaw 1735/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) from C-3 General Commercial District to DC Direct Control District * | 2 nd /3 rd Reading |
| E) | Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District | 1 st Reading |
| F) | Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use | 1 st Reading |

6. STAFF RECOMMENDATIONS

- | | | |
|-----------|---|-------------------|
| A) | Disposal of Surplus Equipment * | For Consideration |
| B) | Purchase Proposal for Utility Vehicle * | For Consideration |

7. POLICIES

- | | | |
|-----------|---|--------------|
| A) | Policy 11, Frontage Prepayment Policy - Town Owned Property * | For Approval |
| B) | Policy 23, Investment Policy * | For Approval |
| C) | Policy 42, Computer Purchase Plan * | For Approval |
| D) | Policy 115, Policy and Bylaw Development Review Policy * | For Approval |
| E) | Policy 20, Accounts Payable Penalties * | Cancellation |

8. CORRESPONDENCE

- | | | |
|-------------|--|-----------------|
| A) | MNP LLP
Re: Engagement Letters | |
| i) | Town of Redcliff * | For Information |
| ii) | Redcliff/Cypress Regional Waste Management Authority * | For Information |
| iii) | Family and Community Support Services * | For Information |

9. OTHER

A) Council Remuneration *

For Information

B) 2012 Fire Statistics *

For Information

10. RECESS

11. IN CAMERA

A) Land (2)

12. ADJOURN

ACCOUNTS PAYABLE JANUARY 22, 2013 - JANUARY 31, 2013			
COUNCIL MEETING FEBRUARY 11, 2013			
72178	ACTION PARTS	PROBE EXTENSION	\$86.95
72179	ATRON REFRIGERATION	FURNACE REPAIRS - WTP & ARENA	\$2,962.00
72180	BROWNLEE LLP	2013 EMERGING TRENDS SEMINAR - SS	\$125.00
72181	CAMA	2013/2014 MEMBERSHIP FEES - DW	\$262.50
72182	CENTRAL SHARPENING	SHARPEN BLADE UNIT#101 ZAMBONI	\$78.75
72183	CITY OF MEDICINE HAT	VARIOUS UTILITY ACCOUNTS, DECEMBER SEWAGE OUTLAY	\$45,164.22
72184	EDA	1ST INSTALLMENT - 2013 FUNDING COMMITMENT	\$16,764.00
72185	FORTY MILE GAS	DECEMBER GAS UTILITY - LANDFILL	\$348.46
72186	GADER, SALEH	REFUND OVERPAYMENT FOR LANE WORK	\$1,725.23
72187	KIRK'S MIDWAY TIRE	TIRE REPAIRS UNIT# 132 KUBOTA	\$42.00
72188	LGAA	2013 MEMBERSHIP FEES - SS	\$147.00
72189	MEMORY LANE	2013 WEB HOSTING	\$287.70
72190	MNP LLP	2011 FCSS REVIEW ENGAGEMENT	\$2,205.00
72191	MH CSRD #20	4TH INSTALLMENT 2012 SCHOOL TAX LEVY	\$44,744.38
72192	MH WHOLESALE FOODS	MOW CONTAINERS & LIDS	\$119.60
72193	SHAW CABLE	FEBRUARY INTERNET FEES - TOWN HALL, FIRE HALL	\$204.43
72194	M.P. ECO MECHANICAL	HOLDBACK PROJ#61 BROADWAY COURT LIFT STATION	\$34,043.65
72195	PARK ENTERPRISES	DECEMBER PERMITS	\$584.64
72196	SUNCOR ENERGY	DYED DIESEL - LANDFILL	\$1,449.54
72197	PITNEY BOWES	POSTAGE MACHINE LEASE - FEBRUARY 1 TO APRIL 30, 2013	\$227.02
72198	RECEIVER GENERAL	STATUTORY DEDUCTIONS FOR JANUARY COUNCIL PAY	\$629.52
72199	RECEIVER GENERAL RCMP	4TH QTR 2012 POLICING COSTS, 2011/12 ADJUSTMENT	\$246,286.17
72200	STAPLES	SIGN HOLDER FOR NEWSLETTERS	\$57.38
72201	STEELE, MELISSA	REFUND RENTAL DEPOSIT	\$225.00
72202	KENNEDY, SHANE JOHN	REFUND GUITAR LESSONS	\$117.60
72203	PINNACLE HR	REVIEW COLLECTIVE AGREEMENT	\$803.25
72204	TOWN OF REDCLIFF	JANUARY COUNCIL PAY	\$7,207.22
72205	TRANSIT PAVING	PROJECT# 85 - DIRKSON DRIVE INDUSTRIAL	\$2,249.06
72206	TRICO LIGHTING	CASE OF LIGHTS, BALLAST, COVER, TUBE GUARDS - ARENA	\$346.73
72207	VOLUNTEER ALBERTA	2013 MEMBERSHIP RENEWAL	\$50.00
72208 - 72228	VOID	PRINTER ERROR	\$0.00
72229	ACKLANDS - GRAINGER	SWEEPING COMPOUND, DRILL BITS, BRUSHES, WELDING RODS, ETC	\$336.02
72230	ACTION PARTS	12 VOLT BATTERIES - UNIT#88 LOADER	\$353.77
72231	AMSC INSURANCE	DECEMBER 2012 HEALTH SPENDING, FEBRUARY EMPLOYEE BENEFITS	\$15,919.47
72232	AUMA	PUBLIC SERVICES OPERATIONS SUPERVISOR JOB POSTING	\$288.75
72233	AUMA	2013 MEMBERSHIP FEES	\$5,378.21
72234	CANADIAN BADLANDS	TOURISM DEVELOPMENT CONFERENCE SPONSORSHIP, 2013 MEMBERSHIP	\$3,548.00
72235	CITY OF MEDICINE HAT	VARIOUS UTILITY ACCOUNTS	\$9,428.40
72236	CONSTRUCTION SUPPLY	MASONARY BITS	\$33.45
72237	FARMLAND SUPPLY	HYDRAULIC HOSE, COUPLERS, ADAPTORS, ETC	\$577.98
72238	GIRL GUIDES OF CANADA	CANADA DAY FACE PAINTING, TATTOOS, CLEAN UP, HANDOUTS	\$150.00
72239	MH CSRD #20	2012 SUPPLEMENTARY LEVY - SEPARATE SCHOOL TAX	\$45.95
72240	MINISTER OF FINANCE	2012 SUPPLEMENTARY LEVY - PUBLIC SCHOOL TAX	\$5,489.98
72241	SHAW CABLE	FEBRUARY INTERNET FEES - PS, WTP	\$167.90
72242	NSC MINERALS	FINE ROAD SALT	\$2,501.39
72243	PUROLATOR	FREIGHT OF WTP SUPPLIES	\$30.86
72244	QUICK WAY ELECTRIC	ANNUAL FIRE ALARM INSPECTION - TH, ARENA, RCMP, SENIORS	\$1,387.18
72245	STEEP ROCK	ROADCRUSH	\$2,314.89
72246	TELUS COMMUNICATION	JANUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$123.36
72247	CANADA MUNICIPAL JOBS	PUBLIC SERVICES OPERATIONS SUPERVISOR JOB POSTING	\$147.00
72248	PACHOLEK, STACY	REFUND RENTAL DEPOSIT	\$50.00
72249	WESTERN CANADA WELDING	WELDING ROD	\$108.63
72250	CIBC	SUPPLEMENTAL PENSION TO JANUARY 26, 2013	\$2,475.55
72251	CUPE	UNION DUES TO JANUARY 26, 2013	\$1,762.72
72252	PROVINCIAL TREASURER	LAPP CONTRIBUTIONS TO JANUARY 26, 2013	\$15,665.15
72253	RECEIVER GENERAL	STATUTORY DEDUCTIONS FOR REGULAR PAY TO JANUARY 26, 2013	\$25,714.98
72254	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS TO JANUARY 26, 2013	\$550.00
72255	TOWN OF REDCLIFF	REGULAR PAY TO JANUARY 26, 2013	\$55,115.80
	TOTAL CHEQUES: 57	AMOUNT OF CHEQUES	\$559,209.39

BANK SUMMARY FOR DECEMBER 31, 2012

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	374,217.38 ✓	10,000.00 ✓	384,217.38
DAILY DEPOSITS	359,803.50	134,769.05	494,572.55
CIBC DIRECT DEPOSITS/ TELEBANKING	272,713.16		272,713.16
INTEREST EARNED	7,206.00		7,206.00
T-BILL REDEMPTIONS	0.00		0.00
OTHER DIRECT DEPOSITS	654,143.35		654,143.35
SUBTOTAL	1,293,866.01 ✓	134,769.05 ✓	1,428,635.06
CHEQUES	(1,470,216.63)	(134,769.05)	(1,604,985.68)
ASFF QUARTERLY PAYMENTS	(445,692.55)		(445,692.55)
DEBENTURE PAYMENTS	(488,941.72)		(488,941.72)
T-BILL PURCHASES	0.00		0.00
NSF CHEQUES	0.00		0.00
OTHER DIRECT WITHDRAWALS	(15,909.10)		(15,909.10)
SUBTOTAL	(2,420,760.00) ✓	(134,769.05) ✓	(2,555,529.05)
TOTAL	(752,676.61) ✓	10,000.00 ✓	(742,676.61)
BANK CLOSING BALANCE	(105,223.19)	10,000.00	(95,223.19)
ADD:O/S DEPOSITS	21,020.21		21,020.21
LESS:O/S CHEQUES	(668,473.63)		(668,473.63)
TOTAL	(752,676.61) ✓	10,000.00 ✓	(742,676.61)

INVESTMENTS

CIBC PREMIUM T-BILL FUND	5.12.02.321	12,100,000.00 ✓
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,635,781.31 ✓
TOTAL INVESTMENTS		13,735,781.31

TOWN OF REDCLIFF
 JAN 20 2013
 FINANCE DEPT.

**BYLAW NO. 1735/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BY-LAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW:

WHEREAS the lands described as

Legal Description

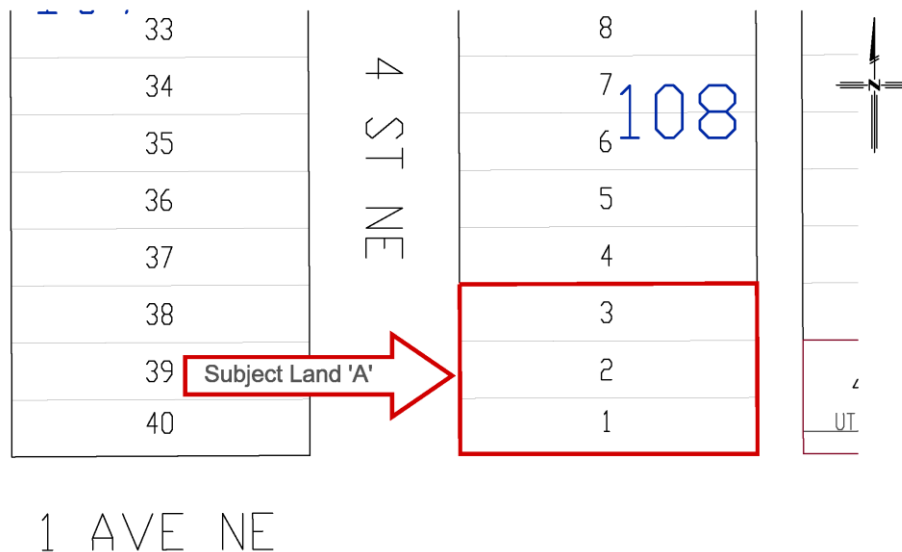
Lot 1-3, Block 108, Plan 1117V

Civic Address

102 4 Street NE

(herein referred to as "Subject Land A"), is presently designated C-3 (General Commercial) District; under the Town of Redcliff Land Use Bylaw;

AND WHEREAS it is proposed that 'Subject Land A' be redesignated to DC (Direct Control) District. 'Subject Land A' is located as indicated on the following map.



AND WHEREAS copies of this bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000, Ch. M-26;

AND WHEREAS a public hearing with respect to this bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2013.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1735/2013.
2. The land described as

Legal Description

Lot 1-3, Block 108, Plan 1117V

Civic Address

102 4 Street NE

is hereby redesignated as DC (Direct Control) District.

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the 14th day of January, 2013.

READ a second time the _____ day of _____, 2013.

READ a third time this the _____ day of _____, 2013.

PASSED and **SIGNED** this the _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 28, 2013 – 7:00 P.M.**

PRESENT: Mayor R. Hazelaar
Councillors C. Brown, C. Crozier, D. Kilpatrick,
E. Reimer, E. Solberg,
Director of Finance & Administration R. Osmond
Manager of Legislative and Land Services S. Simon
Cypress Courier C. Weiss (left at 7:35 p.m.)

ABSENT: Municipal Manager D. Wolanski
Councillor J. Steinke

1. GENERAL

Call to Order **A)** Mayor Hazelaar called the regular meeting to order at 7:00 p.m.

Adoption of Agenda **B)** Councillor Crozier moved the Agenda be adopted as presented. – Carried Unanimously.

Accounts Payable **C)** Councillor Crozier moved the following 218 general vouchers in the amount of \$2,057,493.90 be received for information. – Carried Unanimously.

ACCOUNTS PAYABLE DECEMBER 6, 2012 - JANUARY 17, 2013			
COUNCIL MEETING JANUARY 28, 2013			
71960	AMSC INSURANCE	OCTOBER HEALTH SPENDING	\$11.17
71961	BIG EAGLE SERVICES	OCTOBER LEACHATE EVACUATION LANDFILL	\$1,139.25
71962	CIBC	SUPPLEMENTAL PENSION TO NOVEMBER 17, 2012	\$2,441.79
71963	CIBC VISA	CONFERENCE ACCOMODATION, SIDING, MEMBERSHIPS, OFFICE SUPPLIES, ETC	\$4,120.43
71964	CICA	2013 ACCOUNTING HANDBOOK SUBSCRIPTION	\$253.58
71965	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS, SPECIAL TRANSIT SEMI-ANNUAL SERVICE	\$37,094.18
71966	CANADIAN PACIFIC RAILWAY	NOVEMBER FLASHER CONTRACT	\$667.24
71967	DIAMOND MUNICIPAL	NOVEMBER COMPUTER SUPPORT SERVICE	\$137.81
71968	EPCOR ENERGY SERVICES INC.	NOVEMBER ELECTRICAL UTILITY LANDFILL	\$152.85
71969	FEDERATION OF CDN MUNICIPALITIES	MEMBERSHIP DUES APRIL 1, 2013 TO MARCH 31, 2014	\$1,069.35
71970	GAR-TECH ELECTRICAL	REPAIR LIGHTS, INSTALL RECEPTACLES FOR COMPRESSOR RELOCATE - FIREHALL	\$406.45
71971	GRADWELL, RAYMOND	REIMBURSE TRAVEL EXPENSES AFMA SUMMIT	\$1,089.85
71972	GUY, JUSTIN	REIMBURSE TRAVEL EXPENSES FIRE PUMPER TRAINING	\$45.00
71973	LETHBRIDGE HERALD	NOVEMBER ADVERTISING	\$606.11
71974	MPE ENGINEERING	SANITARY SYSTEMS EVALUATION, WTP UPGRADE, RAW WATER PUMP & SUPPLY PIPELINE	\$32,237.32
71975	NEWTON, TOBY	REIMBURSE TRAVEL EXPENSES FIRE PUMPER TRAINING	\$273.44
71976	PC CORP	OCTOBER BACK UP MANAGER	\$425.25
71977	SUNCOR ENERGY	DYED DIESEL - LANDFILL	\$2,198.61
71978	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO DECEMBER 1, 2012	\$15,536.27
71979	REDCLIFF BAKERY	LUNCH FOR SAFETY CLASS NOVEMBER 21, 2012	\$99.50

71980	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO DECEMBER 1, 2012 & DECEMBER COUNCIL PAY	\$20,319.35
71981	SENFT, COLIN	REIMBURSE TRAVEL EXPENSES TRAINING	\$10.00
71982	TELUS COMMUNICATION	DECEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$678.27
71983	TELUS MOBILITY	DECEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$335.29
71984	GARTLY, MARLENE & DALE	REFUND DEVELOPMENT PERMIT APPLICATION FEE	\$50.00
71985	MIKES ROADHOUSE	NOVEMBER MEALS ON WHEELS	\$1,804.95
71986	TATARYN, HOLLY	REFUND FACILITY DEPOSIT	\$50.00
71987	WELBOURNE, DANNA	REFUND FACILITY DEPOSIT	\$100.00
71988	PEACOCK, SHAWN	INSURANCE CLAIM	\$1,102.99
71989	TOWN OF REDCLIFF	REGULAR PAYROLL TO DECEMBER 1, 2012 & DECEMBER COUNCIL PAY	\$65,574.10
71990	WHOLESALE FIRE & RESCUE	HOSE FITTINGS	\$70.98
71991	WOLANSKI, DAVID	REIMBURSE LEADERSHIP COURSE REGISTRATION, CUPE & LEGAL LUNCH MEETING EXPENSES	\$565.76
71992	TOWN OF REDCLIFF - LANDFILL	TRANSFER TO LANDFILL TO FUND RESERVES	\$319,564.13
71993	A & B STEEL	SCREW PIN ANKLE SHACKLE, NYLON SLING, REBAR WIRE	\$107.47
71994	ACKLANDS - GRAINGER	SHOVEL, BATTERIES, LUBRICANT SPRAY, PUSH BROOMS	\$355.50
71995	ACTION PARTS	HEATER SWITCH UNIT #103 CUBE VAN, GROMMET & SEALS UNIT# 119 INTERNATIONAL	\$34.62
71996	AFFINITY WELDING	REPAIRS UNIT #128 GARBAGE, MASTHEAD UNIT #94 GARBAGE, REPAIRS UNIT #117 BOMAG	\$5,673.63
71997	BIG BROTHERS/BIG SISTERS	2012 FCSS YEAR END DONATIONS	\$1,500.00
71998	CENTRAL SHARPENING	SHARPEN BLADE UNIT #101 ZAMBONI	\$142.80
71999	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS	\$17,347.66
72000	DAN JANE VENTURES	SEPTEMBER, OCTOBER & NOVEMBER PROPANE	\$832.96
72001	DAVIES, MIKE	REIMBURSE FOR OFFICE CHAIR	\$120.74
72002	FARMLAND SUPPLY	HOSES - PROJECT #69 IRRIGATION PUMP	\$1,329.51
72003	FORTY MILE GAS CO-OP	NOVEMBER GAS UTILITY LANDFILL	\$275.83
72004	FOX ENERGY SYSTEMS	STREET NAME SIGNS, CALIBRATE GAS DETECTOR, GLOVES, RECHARGE CYLINDERS, ETC	\$3,109.79
72005	GAR-TECH ELECTRICAL	LIFT STATION DIALERS REPAIR, REPAIR LIGHTS PUBLIC SERVICES SHOP	\$1,446.37
72006	HAZELAAR, ROBERT	REIMBURSE 2012 TRAVEL EXPENSES	\$510.72
72007	REDCLIFF HOME HARDWARE	CLEANER, GLOVES, PAINT, GARBAGE BAGS, ICE MELT, VARIOUS SUPPLIES FOR LANDFILL	\$384.45
72008	INLAND CONCRETE	WASHED DE-ICING SAND	\$6,571.84
72009	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
72010	KIRK'S MIDWAY TIRE	RECAP TIRES UNIT #102 GRADER, REPAIR TIRE AND TUBE UNIT #131 PACKER	\$3,312.75
72011	MEDICINE HAT DRYWALL SUPPLY	CEILING TILES	\$247.30
72012	SHAW CABLE	JANUARY 2013 INTERNET SERVICES AT WTP, FIRE DEPARTMENT, PUBLIC SERVICES	\$246.49
72013	NIEDERMAYER, MARK	DECEMBER GUITAR INSTRUCTOR FEES	\$225.00
72014	PARK ENTERPRISES	OCTOBER PERMITS	\$730.59
72015	PC CORP	OCTOBER SUPPORT SERVICE	\$1,267.88
72016	PINNACLE INTERNATIONAL	DRIVE SHAFT UNIT #25 MOWER	\$1,087.74
72017	PRITCHARD & COMPANY	LEGAL FEES FOR LAND SALE 0913590, 13, 22	\$383.25
72018	PRO COMM SOLUTIONS	RELOCATE TELEPHONE JACK PUBLIC SERVICES	\$66.94
72019	REDCLIFF ACTION SOCIETY	2012 FCSS YEAR END DONATIONS	\$4,000.00
72020	REDCLIFF AUTOBODY	INSURANCE CLAIM, REPAIRS TO UNIT#135 - STREET SWEEPER	\$4,523.61
72021	REDCLIFF PUBLIC LIBRARY	2012 FCSS YEAR END DONATIONS	\$1,500.00
72022	RITE ENTERPRISES	REMOVE AND TRIM TREES	\$1,013.25
72023	REDCLIFF SENIOR CITIZENS	KITCHEN RENTALS	\$825.00
72024	SAFETY CODES	OCTOBER SAFETY CODES	\$98.19
72025	TELUS COMMUNICATION	DECEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$678.03
72026	TELUS MOBILITY	DECEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$76.25
72027	DREGER, RACHELLE	REFUND RENTAL DEPOSIT	\$100.00
72028	SOUTH EASTERN ALBERTA SAFETY	2012 FCSS YEAR END DONATIONS	\$5,000.00
72029	TOWN OF REDCLIFF	TOQUES FOR PROSTATE CANCER FUNDRAISER, SKATE WITH SANTA SUPPLIES, ETC	\$222.65
72030	TOWN OF REDCLIFF - LANDFILL	NOVEMBER LANDFILL TONNAGE	\$3,068.20
72031	WOLSELEY MECHANICAL	HYDRANT EXTENSION KITS, CONVERSION KIT, COUPLINGS,	\$2,805.38

		CURBSTOPS	
72032			
72034	VOID	PRINTER ERROR	\$0.00
72035	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO DECEMBER 15, 2012	\$15,409.19
72036	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO DECEMBER 15, 2012, 4TH QTR FIRE, COUNCIL	\$21,607.17
72037	TOWN OF REDCLIFF	4TH QTR FIRE PAY & ADDITIONAL DECEMBER COUNCIL PAY	\$9,359.99
72038	TOWN OF REDCLIFF	REGULAR PAY TO DECEMBER 15, 2012	\$59,834.96
72039	A & B STEEL	GLOVES, FLASHLIGHT, GREASE FITTING	\$20.81
72040	ACE LANDSCAPING	OCTOBER AND NOVEMBER SNOW REMOVAL SERVICES RCMP	\$1,470.00
72041	ACKLANDS - GRAINGER	PAINT, STEP LADDER, SAFETY GLASSES, PVC CONNECTORS, EXTENSION CORD, RATCHETS, ETC	\$1,292.07
72042	ACTION PARTS	FUEL LINE HOSES, FUEL FILTERS, FUSE HOLDERS, FUSES, MOTOR TREATMENT, ETC	\$87.43
72043	TYCO INTEGRATED SECURITY	1ST QTR 2013 ALARM SERVICES WTP	\$114.03
72044	AMSC INSURANCE SERVICES	NOVEMBER HEALTH SPENDING ACTIVITY, JANUARY 2013 EMPLOYEE HEALTH BENEFITS	\$14,101.58
72045	ATRON REFRIGERATION	REPAIRS TO FURNACES AT THE ARENA AND SENIORS CENTER, REPLACE RINK BOILER	\$4,557.00
72046	BEN'S OFFICE MACHINES	RIBBON CARTRIDGE, FINGER PADS, PENS	\$108.44
72047	CACTUS COMMUNICATIONS	UPGRADE BLACKBERRY BOLD MONTH TO MONTH CONTRACT	\$661.50
72048	CANSEL	20 LBS SUPER WHITE BOND PAPER	\$57.67
72049	DEL	SPREADER CONTROLLER UNIT FOR UNIT#118 - CHEV 3 TON	\$1,761.87
72050	CEE GEE SOUTHERN INC	REFUND CREDIT ON ACCOUNT FOR PORTABLE HYDRANT	\$1,304.74
72051	C.E.M. HEAVY EQUIPMENT	FUEL CAP FOR UNIT #134 - LOADER	\$73.70
72052	CENTRAL SHARPENING	SHARPEN BLADE UNIT #101 ZAMBONI	\$78.75
72053	CIBC	SUPPLEMENTAL PENSION TO DECEMBER 15, 2012	\$2,475.53
72054	CICA	2013/2014 PUBLIC SECTOR ACCOUNTING HANDBOOK SUBSCRIPTION	\$114.71
72055	CITY OF MEDICINE HAT	NOVEMBER UTILITIES - ARENA, NOVEMBER SEWAGE OUTLAY, 2012 DISASTER SERVICES	\$59,664.52
72056	CITY OF MEDICINE HAT ELECTRIC	VARIOUS UTILITY ACCOUNTS	\$5,894.59
72057	CLEARTECH INDUSTRIES	CHLORINE	\$1,054.58
72058	CORIX WATER PRODUCTS	WATER TREATMENT SUPPLIES	\$2,773.43
72059	C.U.P.E.	UNION DUES TO DECEMBER 15, 2012	\$1,689.63
72060	CYPRESS GROUP	TOSHIBA 6540 COPIER FINAL QUARTER SERVICE CONTRACT	\$2,093.81
72061	DAVIDSON, CRYSTAL	CHRISTMAS HISTORY BOOK POSTER DESIGN	\$20.00
72062	ESRI CANADA	ARC GIS SOFTWARE LICENSE	\$10,395.00
72063	FOX ENERGY SYSTEMS	TRAFFIC SIGNS, CONFINED SPACE TRAINING - KUSTRA	\$1,478.98
72064	GUY, JUSTIN	REIMBURSE TRAVEL EXPENSES FIRE TRAINING	\$144.64
72065	REDCLIFF HOME HARDWARE	LIGHTS, RESERVOIR CUP, BROOMS, HANDLES, ROPE, THERMOSTAT, GARBAGE BAGS, ETC	\$278.00
72066	HYDRODIG	HYDROVAC SERVICE INDUSTRIAL DR / 3 AVE SW, REPAIR 3 CURB STOPS	\$1,617.00
72067	INLAND CONCRETE	WASHED DE-ICING SAND	\$4,605.57
72068	KAIZEN LAB	COMPLETE WATER ANALYSIS	\$1,423.38
72069	KIRK'S MIDWAY TIRE	STEERING TIRES FOR UNIT# 119 INTERNATIONAL	\$1,084.65
72070	LETHBRIDGE MOBILE SHREDDING	NOVEMBER SHREDDING SERVICE - TH	\$44.10
72071	MEDICINE HAT DRYWALL SUPPLY	INSULATION	\$31.45
72072	SHAW CABLE	JANUARY 2013 INTERNET SERVICES AT TOWN HALL	\$125.84
72073	MOSKAL MECHANICAL	SPEED CONTROLLERS FOR BRAY VALVES - WTP	\$124.74
72074	MURRAY, CINDY	REIMBURSE 2012 TRAVEL EXPENSES FCSSAA CONFERENCE, 2012 MILEAGE - CM	\$255.48
72075	NEWTON, TOBY	REIMBURSE TRAVEL EXPENSES FIRE TRAINING	\$60.00
72076	PAD-CAR MECHANICAL	REPAIR FURNACE AT RCMP BUILDING	\$210.00
72077	PARK ENTERPRISES	NOVEMBER PERMITS	\$1,828.68
72078	PC CORP	2013 SONICWALL SUPPORT SERVICE, NOVEMBER BACKUP MANAGER, VM6 SUPPORT	\$1,883.70
72079	SUNCOR ENERGY	FUEL, DIESEL AND DYED DIESEL FOR PUBLIC SERVICES & LANDFILL	\$16,412.85
72080	PINNACLE INTERNATIONAL	POWER STEERING PUMP FOR UNIT #132 KUBOTA MOWER	\$1,017.45
72081	PITNEY BOWES	POSTAGE MACHINE REFILL	\$2,100.00

72082	PITNEY WORKS	1ST QTR 2013 FOLDER/STUFFER SERVICE CONTRACT	\$145.77
72083	PRAIRIE ROSE SCHOOL DIV.NO.8	4TH QTR 2012 FAMILY/SCHOOL LIASON WORKER	\$9,600.00
72084	PRECISION GIANT SYSTEMS	CALIBRATE WEIGH SCALES AT LANDFILL	\$1,309.35
72085	PRECISION SCALE	CALIBRATION AND TROUBLESHOOTING WEIGH SCALES AT LANDFILL	\$4,524.75
72086	PRITCHARD & COMPANY	LEGAL FEES FOR DISCHARGE OF CAVEAT 13,B,0412564	\$82.20
72087	PUROLATOR	FREIGHT OF WATER TREATMENT SAMPLES AND PARTS FOR UNIT#134 LOADER	\$59.74
72088	RECEIVER GENERAL RCMP	3RD QTR 2012 POLICING COSTS, 2ND QTR 2012 POLICING COSTS	\$428,270.50
72089	REDCLIFF MINOR HOCKEY	SKATE WITH SANTA CONCESSION	\$118.39
72090	ROSENAU TRANSPORT	FREIGHT OF WTP SUPPLIES, PARTS FOR UNIT #128 GARBAGE, CEMETARY SUPPLIES	\$2,185.83
72091	SALBRO CONSULTING SERVICES	LANDFILL - 2009/10 GROUNDWATER ANALYSIS, 2011 ANNUAL REPORT, GAS MONITORING	\$30,746.94
72092	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK AT LANDFILL	\$126.00
72093	SCHEFFER ANDREW	NOVEMBER AND DECEMBER PLANNING SERVICES	\$2,317.88
72094	STANTEC CONSULTING	PROJECT #40 - EASTSIDE PHASE 1 LANDSCAPING & PARKS	\$855.75
72095	STEEP ROCK	ROADCRUSH GRAVEL - 3/4" AND 2"	\$3,301.44
72096	SUPERIOR TRUCK EQUIPMENT	CAM FOLLOWER FOR UNIT #128 GARBAGE	\$426.91
72097	TELUS COMMUNICATION	DECEMBER 2012/JANUARY 2013 CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$120.94
72098	TELUS MOBILITY	DECEMBER 2012/JANUARY 2013 CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$33.55
72099	JACOB'S WELDING	REPAIR SCREENS AT LANDFILL	\$6,856.50
72100	HACH SALES AND SERVICE	REPLACE COLORIMETER ASSEMBLY AT WTP	\$660.45
72101	PROSTATE CANCER CANADA	CASH DONATION FOR FUNDRAISER	\$40.00
72102	DAVIDSON, VAL	REFUND SEWER CLEANING - 16 BIRCH COURT S.E.	\$126.00
72103	MUNICIPAL HEALTH & SAFETY	H & S MANAGEMENT SYSTEMS, H & S LEADERSHIP FOR SAFETY EXCELLENCE	\$2,070.00
72104	ROBINS, AMANDA	REFUND RENTAL DEPOSIT	\$50.00
72105	BLUE, TERRY	REFUND UTILITY OVERPAYMENT	\$1,000.00
72106	PERREAU, SERGE	REFUND UTILITY OVERPAYMENT	\$258.45
72107	GROENING, AGANETHA	REFUND UTILITY DEPOSIT	\$86.66
72108	MARTENS, HERMAN	REFUND UTILITY DEPOSIT	\$31.36
72109	SKOVMOSE, DARREN	REFUND UTILITY OVERPAYMENT	\$361.51
72110	BELLAMY, DONAVAN	REFUND DEVELOPMENT PERMIT APPLICATION FEE	\$250.00
72111	DAVIS, TAMMY	REFUND RENTAL DEPOSIT	\$50.00
72112	STOCK, CRAIG	REFUND RENTAL DEPOSIT	\$50.00
72113	VANDORP, KIM	REFUND RENTAL DEPOSIT	\$50.00
72114	TOWN OF REDCLIFF	DRYCLEAN SANTA SUIT, BATTERIES, LIGHTS, POINSETTAS, STAFF RELATIONS, CUPE LUNCH	\$110.28
72115	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS TO DECEMBER 15, 2012	\$951.00
72116	REDCLIFF FIREMEN SOCIAL CLUB	SOCIAL CLUB DUES TO DECEMBER 31, 2012	\$285.00
72117	TOWN OF REDCLIFF	CARDS, FAREWELL CAKE, VEHICLE WASHES, KICK PLATE, POSTAGE, WALL CLOCK, ETC	\$168.20
72118	TOP SHOT CONCRETE SYSTEMS	REPAIR TO LIFT STATION, REPAIRS TO MANHOLES	\$6,405.00
72119	TRANSCANADA TRUCK STOP	GAS CARDS FOR MEALS ON WHEELS DRIVERS	\$310.00
72120	TRICO LIGHTING PRODUCTS	CASE OF LIGHTS & LENS COVER-TH, LIGHTS - LIBRARY, 12 VOLT BATTERY-SENIORS CTR	\$301.68
72121	WE CARE HOME HEALTH CARE	NOVEMBER HOME CARE SERVICES	\$208.00
72122	IB WILLIAMS	CENTENNIAL CELEBRATION PHOTOGRAPHY SERVICE, DVD, 8 PHOTOBOOKS	\$500.00
72123	WOLSELEY MECHANICAL	WATER VALVE AND COUPLER	\$1,377.58
72124	WOOD, DALE	DECEMBER FIREARMS SAFETY COURSE INSTRUCTOR FEES	\$1,615.00
72125	ZEP SALES & SERVICE	PAPER TOWEL & HAND CLEANER FOR LANDFILL	\$757.02
72126	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO DECEMBER 29, 2012	\$15,475.85
72127	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO DECEMBER 29, 2012 & 4TH QTR FIRE PAY	\$19,554.06
72128	TOWN OF REDCLIFF	REGULAR PAY TO DECEMBER 29, 2012 & 4TH QTR FIRE PAY	\$63,727.00
72129	ACE LANDSCAPING	DECEMBER SNOW REMOVAL CONTRACT	\$1,260.00
72130	AMSC INSURANCE SERVICES	JANUARY 2013 EMPLOYEE BENEFITS ADJUSTMENT	\$291.58
72131	AR GEOTECHNICAL	MATERIAL TESTING FOR 2012 ROAD REHABILITATION PROGRAM	\$3,675.00

	ENGINEERING		
72132	ATRON REFRIGERATION	REPAIR HEAT UNIT#2, REPLACE FAN AND CONTROL FOR HEATER IN ARENA DRESSING ROOM	\$632.10
72133	BENCHMARK GEOMATICS	GRADE PLAN CHECK 1109 MEMORIAL WAY S.E.	\$157.50
72134	CACTUS COMMUNICATIONS	PROJECT #95 - REPEATER EQUIPMENT FOR FIRE DEPT, TWO-WAY RADIOS, MICROPHONES	\$7,807.33
72135	CBV COLLECTION SERVICES LTD	DECEMBER COLLECTION SERVICE FEES, LEGAL FEES	\$804.39
72136	CIBC	SUPPLEMENTAL PENSION TO DECEMBER 29, 2012	\$1,237.77
72137	CIBC VISA	MEMBERSHIP FEES, OFFICE SUPPLIES, TONER, DELL SONICWALL LICENSE, ETC	\$12,651.62
72138	CITY OF MEDICINE HAT	VARIOUS UTILITY ACCOUNTS, PROJECT #99-INSTALL AT RAW WATER INTAKE PUMPHOUSE	\$32,411.01
72139	CANADIAN PACIFIC RAILWAY	DECEMBER FLASHER MAINTENANCE CONTRACT	\$667.24
72140	CRANSTON, CAROL	REIMBURSE FOR CHRISTMAS DECORATIONS AND NAMEPLATES	\$55.39
72141	CUPE	UNION DUES TO DECEMBER 29, 2012	\$858.57
72142	EPCOR ENERGY SERVICES INC.	DECEMBER ELECTRIC UTILITY LANDFILL	\$166.86
72143	FOCUS INTEC	PROJECT #100 - SURVEY FOR RAW WATER SUPPLY PIPELINE UPGRADE	\$2,310.00
72144	FOX ENERGY SYSTEMS	SCBA REFILL, DO NOT OPERATE TAGS WITH GROMMETS - FIRE DEPARTMENT	\$70.25
72145	GAR-TECH ELECTRICAL	REPAIR EXIT LIGHT - TOWN HALL, REPAIR CHRISTMAS DECORATIONS	\$160.07
72146	HARV'S JANITORIAL	DECEMBER JANITORIAL SERVICES	\$3,386.25
72147	REDCLIFF HOME HARDWARE	MOPHEAD, WATER, TIRE CHUCK, COFFEE - LANDFILL	\$41.26
72148	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
72149	LETHBRIDGE HERALD	DECEMBER ADVERTISING	\$440.75
72150	LES'S DRAIN CLEANING SERVICE	ANNUAL SEWER MAINTENANCE PROGRAM	\$630.00
72151	LETHBRIDGE MOBILE SHREDDING	DECEMBER SHREDDING SERVICE	\$44.10
72152	MPE ENGINEERING	PRJ#21-WTP UPGRADE, PRJ#100-RAW WATER SUPPLY, PRJ#99-RAW WATER PUMP STN, ETC	\$65,830.58
72153	PALL CORPORATION	PRJ#21-WTP UPGRADE - MEMBRANE FILTRATION SYSTEM	\$358,550.00
72154	PC CORP	DECEMBER SUPPORT SERVICES	\$875.44
72155	SUNCOR ENERGY	DYED DIESEL - LANDFILL, DYED DIESEL - WTP	\$4,909.67
72156	THE PRINTER	LANDFILL TICKETS	\$1,764.00
72157	PRITCHARD & COMPANY	LEGAL FEES - TRANSFER OF PORTION OF 2ND AVE SW - 26, 53, 9312435	\$404.25
72158	PUROLATOR	FREIGHT OF DOCUMENTS TO ALBERTA CAPITAL FINANCE AND MPE ENGINEERING	\$69.39
72159	ROCKY MOUNTAIN PHOENIX	HELMETS AND PANTS - FIRE DEPARTMENT	\$1,009.16
72160	SCHEFFER ANDREW	ROADWAY SYSTEM MASTER PLAN	\$5,071.50
72161	SECURTEK	DECEMBER 2012 TO MARCH 2013 - FIRE HALL ALARM MONITORING SYSTEM	\$65.99
72162	TELUS COMMUNICATION	DECEMBER 2012 / JANUARY 2013 CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$1,764.04
72163	TELUS MOBILITY	DECEMBER 2012 / JANUARY 2013 CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$400.72
72164	MIKES ROADHOUSE	DECEMBER MEALS ON WHEELS	\$1,530.90
72165	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS TO DECEMBER 31, 2012	\$301.00
72166	TOWN OF REDCLIFF	DECEMBER LANDFILL TONNAGE	\$3,006.22
72167	WE CARE HOME HEALTH CARE	DECEMBER HOME CARE SERVICES	\$208.00
72168	WESCLEAN SOUTHERN SALES	CARPET MATTING	\$394.80
72169	WOLSELEY MECHANICAL GROUP	VALVES, PROPANE TANK, COUPLER, SANDING GRITCLOTH	\$248.45
72170	ZEP SALES & SERVICE	TOWELS AND CLEANER FOR THE ARENA	\$362.22
72171	FARMLAND SUPPLY	HOSE, CLAMPS, ADAPTORS - UNIT#102 GRADER	\$24.47
72172	LGAA	2013 MEMBERSHIP FEE - DW	\$178.50
72173	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO JANUARY 12, 2013	\$15,907.05
72174	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO JANUARY 12, 2013	\$26,991.31
72175	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK AT LANDFILL	\$126.00
72176	GAUTHIER, BEVERLY	REFUND RENTAL DEPOSIT	\$50.00
72177	TOWN OF REDCLIFF	REGULAR PAY TO JANUARY 12, 2013	\$55,341.79
	TOTAL CHEQUES: 218	AMOUNT OF CHEQUES:	\$2,057,493.90

2. MINUTES

Council Meeting held January 14, 2013

A) Councillor Reimer moved the minutes of the Council meeting held January 14, 2013 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held January 14, 2013

B) Councillor Kilpatrick moved the minutes of the Committee of the Whole meeting held January 14, 2013 be received for information. – Carried Unanimously.

Redcliff Planning Board meeting held January 15, 2013

C) Councillor Crozier moved the minutes of the Redcliff Planning Board meeting held January 15, 2013 be received for information. – Carried Unanimously.

Municipal Planning Commission meeting held January 16, 2013

D) Councillor Kilpatrick moved the minutes of the Municipal Planning Commission meeting held January 16, 2013 be received for information. – Carried Unanimously.

Economic Development Alliance of Southeast Alberta meeting held December 16, 2012

E) Councillor Crozier moved the minutes of the Economic Development Alliance of Southeast Alberta meeting held December 16, 2012 be received for information. – Carried Unanimously.

3. BYLAWS

Bylaw 1733/2013, being the Subdivision and Development Appeal Board Bylaw

A) Councillor Brown moved Bylaw 1733/2013, being the Subdivision and Development Appeal Board Bylaw be given first reading. – Carried Unanimously.

Bylaw 1734/2013 being the Municipal Planning Commission Bylaw

B) Councillor Brown moved Bylaw 1734/2013 being the Municipal Planning Commission Bylaw be given first reading. – Carried Unanimously.

Bylaw 1736/2013 being a bylaw to repeal Bylaw 1648/2013 being the Building and Development Permit Bylaw

C) Councillor Kilpatrick moved Bylaw 1736/2013 being a bylaw to repeal Bylaw 1648/2013 being the Building and Development Permit Bylaw be given first reading. – Carried Unanimously.

4. POLICIES

Policy 117 (2013), Phase-Out of the Penny Policy

A) Councillor Solberg moved Policy 117 (2013), Phase-Out of the Penny Policy be approved as presented. – Carried Unanimously.

5. CORRESPONDENCE

Office of the Lieutenant Governor
The Alberta Order of Excellence

A) Councillor Solberg moved correspondence dated December 28, 2012 from The Office of the Lieutenant Governor regarding the Alberta Order of Excellence be received for information. – Carried Unanimously

6. OTHER

Municipal Manager's Report to Council

A) Councillor Reimer moved the Municipal Manager's Report to Council be received for information. – Carried Unanimously.

7. RECESS

Mayor Hazelaar called a recess at 7:35 p.m.

C. Weiss (left at 7:35 p.m.)

Mayor Hazelaar reconvened the meeting at 7:36 p.m.

8. IN CAMERA

In Camera

Councillor Reimer moved to meet In Camera at 7:36 p.m. – Carried Unanimously.

Return to Open Session

Councillor Solberg moved to return to open session at 8:58 p.m. – Carried Unanimously.

9. ADJOURNMENT

Adjournment

Councillor Reimer moved to adjourn the meeting at 8:59 p.m. – Carried.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE COMMITTEE OF THE WHOLE
MONDAY JANUARY 28, 2013, 5:30 P.M.
TOWN COUNCIL CHAMBERS**

PRESENT: Mayor: R. Hazelaar
Councillors: C. Brown, C. Crozier, D. Kilpatrick,
E. Reimer, E. Solberg

Manager of Legislative and Land Services S. Simon
Director of Finance & Administration R. Osmond
Public Services Director D. Schaffer
Manager of Engineering K. Minhas

ABSENT: Councillor J. Steinke
Municipal Manager D. Wolanski

1. GENERAL

A) CALL TO ORDER

Mayor Hazelaar called the meeting to order at 5:38 p.m.

B) ADOPTION OF AGENDA

Councillor Reimer moved the Agenda be adopted as presented. – Carried Unanimously.

2. MINUTES

Councillor Brown moved the minutes of the Committee of the Whole meeting held January 14, 2013 be adopted as presented. – Carried Unanimously.

3. NEW BUSINESS

A) Bylaw 1698/2011, Land Use Bylaw

i) Maximum Building Heights

Committee reviewed the January 15, 2013 Redcliff Planning Board minutes regarding maximum building heights specified in the Land Use bylaw. The Manager of Legislative and Land Services confirmed that the Municipal Manager has reviewed legislation and has found no requirement that the Town will need to upgrade its fire truck if maximum building heights are increased. The Redcliff Planning Board is recommending changing the maximum allowable heights in the C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Industrial District, I-2 District, and R-3 Medium Density Residential District.

Councillor Crozier advised she has checked and the Town's insurance grading would not be negatively affected if the Town increased the maximum allowed height for buildings and it did not have a fire truck equipped with a ladder tall enough to respond. She noted that commercial and residential properties are graded separately. When

establishing the insurance grading the equipment the neighbouring municipality has would be taken into consideration.

Councillor Kilpatrick commented that it does not have to be in legislation in order to be sued. He referenced an incident that occurred in the City of Airdre where a furniture building sued the City for letting them build their furniture manufacturing building in an area where they did not have fire water to put it out and they won.

Committee discussed legislation, building code, and the proposed height increases.

Committee was in favour of increasing the maximum heights allowed in the land use bylaw in the C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Industrial District, I-2 District, and R-3 Medium Density Residential District as proposed by the Redcliff Planning Board.

ACTION: Administration to draft an amendment to the Land Use Bylaw to change the maximum building height allowed in the Land Use Bylaw for the C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Industrial District, I-2 District, and R-3 Medium Density Residential District as proposed by the Redcliff Planning Board.

ii) Parking Regulations and Loading Requirements

With reference to the Redcliff Planning Board meeting minutes of January 15, 2013 the Manager of Legislative and Land Services explained that a recent proposal for a greenhouse expansion has caused staff to question the number of parking spaces required as per the Land Use Bylaw for a greenhouse that is not primarily retail in nature. The Redcliff Planning Board discussed the issue and is recommending an amendment to the Land Use Bylaw that would change the parking requirements for Greenhouses from 1 space/65 m² to 1 space /1400 m² or as required by the Development Authority. Discussion ensued with Committee discussing what an appropriate number of parking stalls would be for a greenhouse development.

ACTION: Administration to draft an amendment to the Land Use Bylaw to change the parking requirements for Greenhouses from 1 space/65 m² to 1 space /1400 m² or as required by the Development Authority.

B) Eastside Area Structure Plan

With reference to the Redcliff Planning Board minutes of January 15, 2013 Committee discussed amending the Eastside Area Structure Plan.

Manager of Legislative and Land Services indicated as a result of several changes since the adoption of the Eastside Area Structure Plan in 2001 including the development of the RCMP site, proposed changes to the road network and the discontinuance of the operations of the IXL Plant site that the Planning Consultant feels it is warranted to undertake amending the Area Structure Plan. She noted that the Redcliff Planning Board discussed whether the amendment should be a detailed amendment or a high level one. K. Snyder had estimated

that a high level amendment would cost in the range of \$20,000 - \$30,000 plus engineering costs. The engineering could possibly be delayed until development occurs. K. Minhas noted that the Eastside Functional Service Report will need to be updated to address the storm water management needs.

Mayor Hazelaar questioned amending the area structure plan at this time if it is unknown when development is going to proceed risking the document becoming stale and having to be updated again sometime in the future. The Manager of Legislative and Land Services reiterated that the Redcliff Planning Board felt there have been enough changes to warrant an amendment.

Councillor Brown suggested that the Transportation Master Plan be reviewed first before making a decision on proceeding with an amendment to the Eastside Area Structure Plan so it can be determined what impact any proposed changes to the road network would have on the area structure plan. It was felt that there was time to make a decision since M. Sissons is still working on getting his reclamation certificate. Committee was in agreement with reviewing the Transportation Master Plan first.

ACTION: Council and Administration to review the Transportation Master Plan and then have further discussions if an amendment to the Eastside Area Structure Plan is warranted and how to proceed.

C) Historical Park – IXL Lands

Committee discussed if the Town is interested in designating a portion of IXL Lands as a historic park as is being proposed by M. Sissons. Concerns were expressed with costs to maintain the park, safety issues, and environmental issues. Manager of Legislative and Land Services indicated Mr. Sissons does not have all the details at this point and that it would be part of the reclamation process. At this point he just wants to know if the Town is interested. If there is no interest then he would not proceed in that direction and would consider his other options.

Committee agreed they would be in favour of designating a part of the IXL lands as a historic park. However, they would like to see more details.

D) Policy 115, Policy and Bylaw Development Review Policy

Committee reviewed proposed changes to Policy 115, Policy and Bylaw Development Review Policy to incorporate reviewing statutory and non-statutory plans.

ACTION: Proposed changes to Policy 115, Policy and Bylaw Development Review Policy to incorporate reviewing statutory and non-statutory plans to be presented to Council for consideration.

E) Policy 11, Frontage Prepayment Policy – Town Owned Property

Committee reviewed the proposed changes to Policy 11, Frontage Prepayment Policy – Town Owned Property. Director of Finance and Administration indicated the proposed changes reflect today's practice to short borrow all frontage levies attributable to town owned properties versus prepaying. Prepaying of the frontage levies would result in stop loss penalties being imposed by Alberta Capital Finance Authority.

ACTION: Proposed changes to Policy 11, Frontage Prepayment Policy – Town Owned Property to be presented to Council for consideration.

F) Policy 20, Accounts Payable Penalties
Committee discussed the proposal to cancel Policy 20, Accounts Payable Penalties and agreed it should be cancelled.

ACTION: Policy 20, Accounts Payable Penalties to be presented to Council for cancellation.

G) Policy 23, Investment Policy
Committee reviewed the minor proposed changes to Policy 23, Investment Policy. No concerns were expressed by Council.

ACTION: Policy 23, Investment Policy to be presented to Council for consideration.

H) Policy 42, Computer Purchase Plan
Committee reviewed the proposed changes to Policy 42, Computer Purchase Plan. The Director of Finance and Administration is proposing several changes to reflect the more current pricing of computers. Committee discussed if the program was needed anymore. The Director of Finance and Administration indicated the program has not caused any issues. Committee was in agreement with keeping the policy and considering the changes as proposed.

ACTION: Policy 42, Computer Purchase Plan to be presented to Council for consideration.

4. ADJOURNMENT

Councillor Crozier moved the meeting be adjourned at 6:31 p.m. – Carried Unanimously.

Chairman

Manager of Legislative and Land Services

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

October 30th, 2012 8:00 PM

Vision Statement

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

Attending: Catharine Richardson, Brian Lowery, Jim Steinke, Val Westers, Gerard Klotz,

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Richard Rajala, Brian Pattison, Dianne Smith, Mark Adcock

Call to order: 8:05 pm

Additions/Deletions to Agenda: Val added 1 Community, 1 Card to New Business.

Approval of Agenda: Gerard moved to accept the agenda as amended. All in favor. Carried.

Approval of Minutes for September meeting: The spelling of Val's name needs to be corrected, Richard's name is missing from those not in attendance, change Agenda to Minutes at top of page. Brian moved to accept as amended. All in favor. Carried.

Financial Statements for September: Balance for Public Coffee Area Expense should be 0.00 to keep budget balanced. Gerard moved to accept as amended. All in favor. Carried.

Accounts Payable: For information only.

Librarian's Report: Attached

Financial Report: - Gerard made a motion accept the Library Resource Sustainability Fund as amended. Val 2nd. All in favor. Carried.

Gerard made a motion to accept the Finance Policy as amended. Catharine 2nd. All in favor. Carried.

Gerard made a presentation to Town Council for the 2013 budget, we will find out in November if our increase has been approved.

Brian Lowery made a motion to spend up to \$2000.00 to have new window coverings installed. Val 2nd. All in favor. Carried.

Personnel Report: Val made a motion to increase salaries by 3% in 2013 and each employee will receive a wellness cheque for \$200.00, excluding the summer student position, at the first pay period of the year, issued as a separate cheque. Brian L. 2nd. All in favor. Carried.

Needs Assessment Review: Catharine suggested, next time we do the surveys, some of the questions should be in more depth. Using the Needs Assessment Survey results, Catharine, Dianne, and Tracy will meet before the next Board Meeting to develop a draft copy of the new Plan Of Service.

IT Committee: Nothing to report.

RECEIVED

FEB 01 2013

TOWN OF REDCLIFF


20

Old & Unfinished Business: Held an information meeting prior to the Board Meeting to meet with those people interested in starting a Friends of the Redcliff Public Library.

New Business: - All Board Members need to turn in their policy manuals to Tracy before December 31, 2012 so that they can all be updated with the new policies.

We will not be doing a donation to the Drug Facts For Young People handbook.

The Future Game was discussed. All Board Members have been given the information on the game and it would be great to see them do this as a team building workshop.

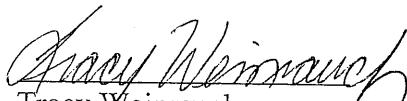
The new Shortgrass website is up and running. Member Library sites will be up soon and we will have some control over the information on our own pages.

1 Community, 1 Card celebration was held at the Medicine Hat College. Val said it was well attended by library personnel throughout the Shortgrass Library System, Mayor of the City of Medicine Hat, President of the College, and many more. The new one card system will allow patrons to use the college library with their Shortgrass card and MHC students and staff to use their college library card at Shortgrass libraries.

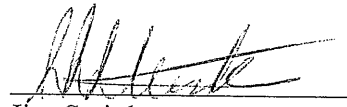
Next Regular meeting: November 27th @ 8:00 pm.

Adjournment moved by Gerard. All in favor.

Secretary


Tracy Weinrauch

Chair


Jim Steinke

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

November 28th, 2012 8:00 PM

Vision Statement

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

Attending: Catharine Richardson, Brian Lowery, Jim Steinke, Val Westers, Gerard Klotz, Brian Pattison, Dianne Smith, Mark Adcock

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Richard Rajala

Call to order: 7:55 pm

Additions/Deletions to Agenda: Tracy added laminator to old & unfinished business.

Approval of Agenda: Gerard moved to accept the agenda as amended. All in favor. Carried.

Approval of Minutes for September meeting: Gerard moved to approve the minutes. All in favor. Carried.

Financial Statements for September: Gerard moved to accept. All in favor. Carried.

Accounts Payable: For information only.

Librarian's Report: Discussion about whether or not to charge for Sing with Me, Read with Me resulted in the following motion:

Brian Lowery made the motion that effective January 1st we charge a fee of \$10.00/child/session, with the understanding that if someone cannot afford it the Library Manager can waive the fee. Val 2nd. All in favor. Carried.

Annual appreciation dinner will be held on January 19th, 2013 @ The Cocoa Bean.

We have also been stricter on following the Shortgrass circulation rule for renewing items. This is a result of some patrons taking advantage of our leniency on the rule in the past.


Financial Report: - Gerard discussed the financial performance of the library over the past 5 years and commented that it is good to see it improve. Through proper budgeting, spending, and new grants applied for and received we have brought ourselves out of the red.

Personnel Report: Nothing to report.

Policy Committee: Val presented a draft copy of the Borrowing Policy. Gerard made a motion to approve the changes discussed and bring it back to the table at the January meeting. Val 2nd. All in favor. Carried.

Needs Assessment Review: Nothing to report.

IT Committee: Nothing to report.



Old & Unfinished Business: Catharine presented on behalf of the Friends of the Redcliff Public Library. They are looking into doing a trade fair and recruitment night in January.

Brian Lowery made a motion that pending availability of room we allow the Friends of the Redcliff Public Library to use our facilities as needed on January 29/13. Mark 2nd. All in favor. Carried.

Tracy purchased a laminator but it had to be returned so she is looking for another one in a higher price range but still within budget.

The window coverings have been ordered and should be installed in the next couple of weeks.

Home Hardware is donating a fireplace for our reading area and it should be here the beginning of December but it will be up to us to have it installed.

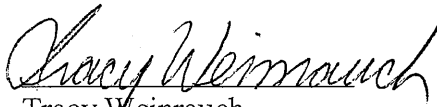
New Business: - A question came up regarding Board Liability. Jim will look into it to see if the Town has coverage for us.

Jim thanked Gerard for his years of service on the Library Board as Gerard will not be renewing his term.


Next Regular meeting: January 29th, 2013 @ 8:00 pm.

Adjourned at 9:15 pm. Moved by Gerard. All in favor.

Secretary


Tracy Weinrauch

Chair


Jim Steinke

**TOWN OF REDCLIFF
BYLAW NO. 1733/2013**

A BYLAW OF THE TOWN OF REDCLIFF to establish the Subdivision and Development Appeal Board and prescribe its role and responsibilities.

This Bylaw shall be known as the “Town of Redcliff Subdivision and Development Appeal Board Bylaw”.

WHEREAS the *Municipal Government Act* states that Council may by Bylaw establish a **Subdivision and Development Appeal Board**;

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 meaning:
 - a) “Act” means the *Municipal Government Act*, as amended from time to time.
 - b) “Alternate” means a duly appointed member of the Subdivision and Development Appeal Board that is specifically named and titled as an alternate and such alternate shall assume all duties and rights of a full-time member should any full-time member be:
 - i) unable to attend a hearing of the Subdivision and Development Appeal Board; or
 - ii) declares he is abstaining from participation in a specific hearing to be held by the Subdivision and Development Appeal Board.
 - c) “Appellant” means the person who has served written notice of an appeal on the Subdivision and Development Appeal Board from a decision, order or development permit issued by the Redcliff Subdivision Approving Authority, Development Officer or the Municipal Planning Commission.
 - d) “Community at large” means the persons residing within the corporate boundaries of the Town of Redcliff
 - e) “Council” means the Council of the Town of Redcliff.
 - f) “Development” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
 - g) “Development Application” means an application made to the Town in accordance with the Land Use Bylaw for the purpose of obtaining a Development Permit.
 - h) “Development Officer” means a person appointed to the office of development officer pursuant to the Land Use Bylaw, or the Municipal Planning Commission.
 - i) “Development Permit” means a document authorizing a development proposal in

accordance with the Land Use Bylaw.

- j) "Land Use Bylaw" means a Bylaw of the Town of Redcliff adopted by Town Council as a Land Use Bylaw and all amendments thereto, in accordance with the *Act*.
- k) "Member" means a member of the Subdivision and Development Appeal Board duly appointed by Town Council pursuant to this Bylaw.
- l) "Municipal Manager" means a person appointed by Town Council as Municipal Manager in accordance with the *Municipal Government Act*.
- m) "Municipal Planning Commission", "Planning Commission" or "Commission" means the Town of Redcliff Municipal Planning Commission established by Council pursuant to the *Act*.
- n) "Secretary" means the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Board.
- o) "Subdivision" means a subdivision application submitted to the Redcliff Subdivision Approving Authority that has had a decision made.
- p) "Subdivision and Development Appeal Board" means the Subdivision and Development Appeal Board established by Council pursuant to this Bylaw in accordance with the *Act*.

ESTABLISHMENT AND COMPOSITION

- 2. A Subdivision and Development Appeal Board is hereby established under the name of Redcliff Subdivision and Development Appeal Board, or the Subdivision and Development Appeal Board.
- 3. The Subdivision and Development Appeal Board shall be composed of a minimum of five (5) members and a maximum of seven (7) as well as two (2) alternates being:

Members

- a) two (2) Councillors as appointed by Redcliff Town Council;
- b) minimum of three (3) and a maximum of five (5) citizens at large as appointed by Redcliff Town Council.

Alternate Members

- a) one (1) Councillor appointed by Redcliff Town Council;
- b) one (1) Citizen at large as appointed by Redcliff Town Council.

- 4. Members appointed who are Councillors of the Town of Redcliff shall be appointed annually at the Organizational Meeting of Redcliff Town Council.
- 5. A citizen at large member or alternate shall be appointed for a term of up to three (3)

years to expire on December 31 of the year which shall be established when they are appointed.

6. The Subdivision and Development Appeal Board may make its rules as are necessary for the conduct of its meetings and its business in accordance with the *Act* and this Bylaw.

TERMINATION OF APPOINTMENTS

7. Subject to Section 8(b) below, the rules of conduct relating to pecuniary interest contained in the *Municipal Government Act*, as amended from time to time, shall be deemed to apply mutatis mutandis to members of the Board.
8. Council may by resolution terminate the appointment of any member of the Board if:
 - a) the member is absent from three (3) consecutive meetings of the Board;
 - b) the member violates the rules of conduct referred to in Section 7 above;
 - c) the member uses information gained through his position as a member of the Board to gain a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
 - d) the member otherwise conducts himself in a manner that Council considers to be improper.
9. A member of the Board's appointment shall automatically terminate if the member ceases to be a member of the Community at large.
10. The appointment of a member of the Board may at any time be revoked by resolution of Council.

APPOINTMENT OF CHAIRMAN

11. The members of the Subdivision and Development Appeal Board shall at each meeting elect by majority vote a member who shall act as the Chairman of the Subdivision and Development Appeal Board for that hearing.
12. The Chairman or such other person authorized by the Subdivision and Development Appeal Board for the purpose, shall sign all notices of decisions and other documents on behalf of the Board relating to any jurisdiction or power of the Board.
13. 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 Subdivision and Development Appeal Board.
14. Every member shall vote on every matter placed before the Subdivision and Development Appeal Board:

- a) unless in a specific case, the Chairman or member is excused by resolution of the Board from voting, or
- b) unless disqualified from voting by reason of pecuniary interest.

APPOINTMENT AND DUTIES OF SECRETARY

15. The Secretary shall perform such functions as may be necessary to assist the Subdivision and Development Appeal Board to fulfill its duties under the Act and this Bylaw.
16. The Secretary shall maintain a written record with respect to:
 - a) the minutes of all meetings and public hearings;
 - b) all applications for appeals;
 - c) copies of all written representation to the Subdivision and Development Appeal Board;
 - d) a summary of any verbal evidence presented to the Subdivision and Development Appeal Board;
 - e) the names and addresses of those persons making representation to the Subdivision and Development Appeal Board;
 - f) the decisions together with the reasons of the Subdivision and Development Appeal Board;
 - g) copies of all notices of decisions and to whom they were sent.
17. The Secretary shall:
 - a) notify all members of the Subdivision and Development Appeal Board of the arrangements for holding each hearing and other meetings
 - b) make available for public inspection all relevant documents and materials respecting appeals and all appeal decisions.

DUTIES OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

18. The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to:
 - a) hear subdivision and development appeals in accordance with the Act, this Bylaw and the Land Use Bylaw; and

- b) carry out reviews of any remedial orders made under ~~Section 7~~ of the Nuisance and Unsightly Premises Bylaw.
19. The Subdivision and Development Appeal Board shall hold a public hearing within thirty (30) days of receipt of a notice of appeal duly filed in accordance with this Bylaw, the Land Use Bylaw, a subdivision application and the Act.
20. The Subdivision and Development Appeal Board shall make available for public inspection, before the commencement of the public hearing, all relevant documents and materials respecting the appeal.
21. The Secretary, shall give at least five (5) days notice in writing of the public hearing to:
- a) In the case of a Development Appeal to:
 - i) the appellant,
 - ii) the development authority whose order, decision or development permit is the subject of the appeal, and
 - iii) those owners required to be notified under the land use bylaw and any other person that the subdivision and development appeal board considers to be affected by the appeal and should be notified.
 - iv) Such other person as the Subdivision and Development Appeal Board specifies.
 - b) In the case of a Subdivision Appeal to:
 - i) the applicant for the subdivision approval,
 - ii) the subdivision authority that made the decision,
 - iii) If land that is the subject of the application is adjacent to the boundaries of another municipality, that municipality,
 - iv) any school board to whom the application was referred, and
 - v) every Government department that was given a copy of the application pursuant to the subdivision and development regulations.
 - vi) Owners of land that is adjacent to land that is the subject of the application to the Satisfaction of the Subdivision and Development Appeal Board and in conforming with the Act.
 - c) In the case of a Review of a Remedial Order to:
 - i) Owner or occupant to whom the order was issued

- ii) Other persons who the Municipal Manager, or his designate, considers to be affected.
22. At the Public Hearing, the **Subdivision and Development Appeal Board** shall hear:
- a) the appellant or any person acting on his behalf;
 - b) the Development Officer or a representative of the Municipal Planning Commission from whose order, decision or development the appeal is made;
 - c) a representative(s) of the Redcliff Subdivision Approving Authority;
 - d) any other person who was served with notice of the hearing;
 - e) any other person or his agent who claims to be affected by the order, decision, or permit and that the Subdivision and Development Appeal Board agrees to hear.
 - f) the owner or occupant to whom a Remedial Order was issued to.

RIGHT OF APPEAL

23. A person may appeal to the Subdivision and Development Appeal Board where:
- a) the Development Officer, Municipal Planning Commission or Redcliff Subdivision Approving Authority as the case may be,
 - i) refuses or fails to issue a development permit or subdivision approval, or
 - ii) issues a development permit or subdivision approval subject to conditions, or
 - iii) issues an order under the Act.
 - b) no decision on the application for a development permit is made within forty (40) days of receipt of the completed application.
 - c) no decision on the application for a subdivision is made within
 - i) 21 days from the date of receipt of the completed application in the case of a completed application for a subdivision described in section 652(4) of the *Act* if no referrals were made pursuant to section 5(6) of the Subdivision and Development Regulation,
 - ii) 60 days from the date of receipt of any other completed application under section 4(1) of the Subdivision and Development Regulation, or
 - iii) the time agreed to pursuant to section 681(1)(b) of the *Act*.
 - d) a remedial order has been issued pursuant to Section 547 of the Act and/or the

Nuisance and Unsightly Premises Bylaw.

24. A person affected by an order, decision or development permit made or issued by the Development Officer, Municipal Planning Commission or Redcliff Subdivision Approving Authority as the case may be, other than a person having a right of appeal under Section 23(a) of this Bylaw may appeal to the Subdivision and Development Appeal Board in accordance with the *Act* and this Bylaw.
25. An appeal to the Subdivision and Development Appeal Board shall be commenced by serving a written notice of the appeal on the Board within fourteen (14) days after:
- a) in the case of an appeal made by a person referred to in Section 23 the date on which:
 - i) the person is notified of the order, decision, the issuance of the development permit or subdivision approval, or
 - ii) if no decision is made with respect to the application for a development permit, the forty (40) day period and any extension of that period referred to in Section 23(b) of this Bylaw.
 - iii) if no decision is made with respect to the application for a subdivision, the time requirements listed in Section 23(c) of this Bylaw.
 - b) in the case of an appeal by a person referred to in Section 24 of this Bylaw, the date on which the notice of the issuance of the development permit was given in accordance with the Land use Bylaw.
 - c) In the case of an appeal of a remedial order the owner or occupant to whom a remedial order is issued
 - i. Within fourteen days of the receipt of the remedial order relating to a nuisance:
 - ii. Within seven days of receipt of the remedial order relating to an unsightly or dangerous condition
 - iii. Or such longer period as may be specified in the remedial order
26. The written notice of the appeal shall be made on the Subdivision and Development Appeal Form as prescribed by Council resolution from time to time and signed by the Appellant and accompanied by a fee detailed in the Town of Redcliff Rates Policy adopted by Council. The fee is to be paid at time of appeal.
27. The Appellant may serve the Subdivision and Development Appeal Form on the Board by either:
- a) registered or certified mail addressed to:

Municipal Manager
Town of Redcliff

1 - 3 Street N.E., Box 40
Redcliff, Alberta, T0J 2P0

or

- b) delivering it in person to the Office of the Municipal Manager in the Town Hall to reach/deliver no later than the fourteenth (14th) day (including Saturdays, Sundays and holidays) after the person is notified in accordance with the Land Use Bylaw, development permit issued by the Development Office or the Municipal Planning Commission, or Redcliff Subdivision Approving Authority as the case may be.

NOTICE OF PUBLIC HEARING

- 28. Upon receipt of notice of appeal duly filed pursuant to the provisions of this Bylaw, the Land Use Bylaw, and the *Act*, the Municipal Manager, or his designate shall:
 - a) set a date, time, and place for a public hearing to be held within the time limit prescribed under this Bylaw, and
 - b) ensure that the requirements of Section 21 of this Bylaw are fully complied with.

QUORUM

- 29. The members of the Subdivision and Development Appeal Board who are Town of Redcliff Councillors shall not form the majority of members at any hearing;
- 30. Subject to Section 29, the majority of the appointed full time members of the Subdivision and Development Appeal Board shall constitute a quorum at any meeting of the Board.
- 31. Only the members present during the entire length of the discussion pertaining to a matter being considered at a public hearing or meeting of the Subdivision Development Appeal Board shall be allowed to vote on the appeal.

COMPLIANCE WITH STATUTORY PLANS AND LAND USE BYLAW

- 32. In determining an appeal, the Subdivision and Development Appeal Board:
 - a) in regard to Subdivision Approval or Development Permits shall comply with any regional plan, statutory plan and subject to Clause (b), the Land Use Bylaw in effect;
 - b) in regard to a Development Permit may make an order, decision, issue or confirm the issuance of a Development Permit notwithstanding that the proposed development does not comply with the Land Use Bylaw, if in its opinion,
 - i) the proposed development would not unduly interfere with the amenities of the neighbourhood, or

- ii) materially interfere with or affect the use, enjoyment or value of neighbouring properties,
 - iii) the proposed development conforms with the use prescribed for that land or building in the Land Use Bylaw; and.
- d) in regard to a Subdivision Approval,
 - i) must be consistent with the land use policies;
 - ii) must have regard to but is not bound by the subdivision and development regulations;
 - iii) may confirm, revoke or vary the approval or decision or any condition imposed by the subdivision authority or make or substitute an approval, decision or condition of its own;
 - iv) may, in addition to the other powers it has, exercise the same power as a subdivision authority is permitted to exercise pursuant to the *Act*.

DECISIONS

- 33. The Subdivision and Development Appeal Board may confirm, revoke or vary the order, decision or development permit, subdivision or any condition attached to any of them or make or substitute an order, decision or permit of its own,
- 34. The Subdivision and Development Appeal Board shall give its decision upon an appeal in writing together with reasons for the decision within fifteen (15) days of the conclusion of the hearing.
- 35. The decision of the majority of the members of the Board present at a public hearing or meeting duly convened shall be deemed to be the decision of the Board.
- 36. In the event of a tie vote, the motions shall be deemed to be decided in the negative.
- 37. Where the hearing is adjourned and the Board does not at the time of adjournment fix a time and place for a further hearing of the application and announce it to those in attendance, the Chairman of the Board shall announce to those in attendance that notice of the time and place for a further hearing will be sent only to those persons who leave their name and addresses and to whom notice is required under Section 21.
- 38. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a permit by the Development Officer or the Municipal Planning Commission, as the case may be, the Development Officer shall issue a Development Permit in conformity with the Board's decision.
- 39. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a subdivision application by the Redcliff Subdivision Approving Authority, the

Authorized Signing Officer for the Redcliff Subdivision Approving Authority shall issue an approval in conformity with the Board's decision.

40. In accordance with the Municipal Government Act, section 197 (2.1) the **Subdivision and Development Appeal Board** may deliberate and make its decision in meetings closed to the public.

APPEALS TO COURT OF LAW

41. A decision made by the Subdivision and Development Appeal Board on a development appeal or subdivision application is final and binding on all parties and persons subject only to a judicial review upon a question of jurisdiction or law pursuant to the *Municipal Government Act*.
42. The Secretary shall keep on file all notices of application made for leave to appeal to the Appellant Division from the decisions of the Subdivision and Development Appeal Board in accordance with the *Act*.

CONFIDENTIALITY

43. The Board 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
 - d) 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 Board 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 placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;
- g) information that is prohibited from being released by this or any other enactment.

REPEAL

Bylaw No. 1501/2007 is hereby repealed.

READ a first time this 28th day of January, 2013.

READ a second time this ____ day of ____, 2013.

READ a third and final time this ____ day of ____, 2013.

SIGNED and PASSED this ____ day of ____, 2013.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**BY-LAW NO. 1734/2013
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) 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 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 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 28th day of January, 2013.

READ a second time this ____ day of ____, 2013.

READ a third and final time this ____ day of ____, 2013.

SIGNED and PASSED this ____ day of ____, 2013.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
BYLAW NO. 1736/2013**

A bylaw to authorize the Municipal Council of the Town of Redcliff to repeal Bylaw No. 1648/2010 being the Town of Redcliff Building and Development Permit Bylaw, a bylaw created to regulated the form, content and cost of permits for the use, occupancy, relocation, construction or demolition of buildings within the Town of Redcliff.

WHEREAS the Town of Redcliff desires to repeal Bylaw 1648/2010 being the Town of Redcliff Building and Development Permit bylaw.

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

1. That Town of Redcliff Bylaw No. 1648/2010 is hereby repealed upon third and final reading of this Bylaw.

Read a First Time this 28th day of January, 2013.

Read a Second Time _____ day of _____, 2013

Read a Third Time this _____ day of _____, 2013

Signed and Passed this _____ day of _____, 2013

MAYOR

**MANAGER OF LEGISLATIVE AND LAND
SERVICES**

**BYLAW NO. 1735/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BY-LAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW:

WHEREAS the lands described as

Legal Description

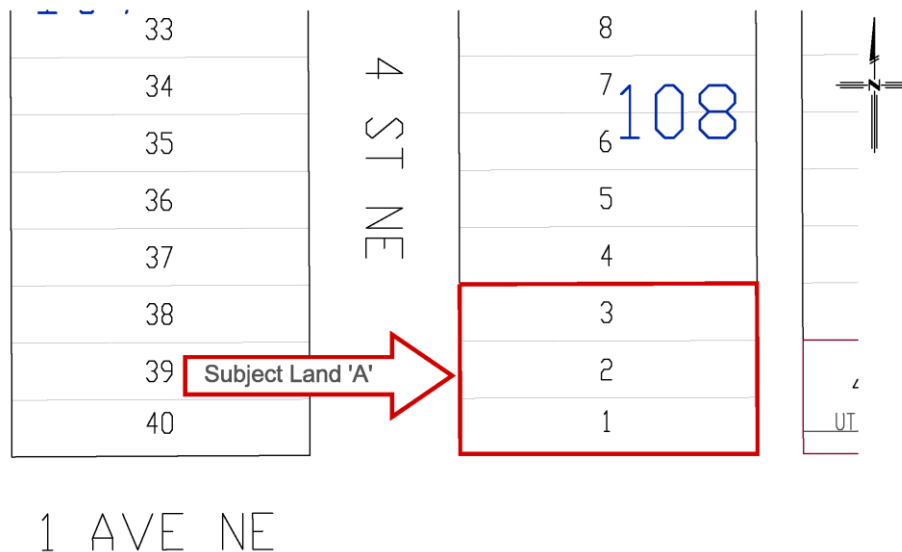
Lot 1-3, Block 108, Plan 1117V

Civic Address

102 4 Street NE

(herein referred to as "Subject Land A"), is presently designated C-3 (General Commercial) District; under the Town of Redcliff Land Use Bylaw;

AND WHEREAS it is proposed that 'Subject Land A' be redesignated to DC (Direct Control) District. 'Subject Land A' is located as indicated on the following map.



AND WHEREAS copies of this bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000, Ch. M-26;

AND WHEREAS a public hearing with respect to this bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2013.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1735/2013.
2. The land described as

Legal Description

Lot 1-3, Block 108, Plan 1117V

Civic Address

102 4 Street NE

is hereby redesignated as DC (Direct Control) District.

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the 14th day of January, 2013.

READ a second time the _____ day of _____, 2013.

READ a third time this the _____ day of _____, 2013.

PASSED and **SIGNED** this the _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**BYLAW NO. 1737/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.

WHEREAS the Council of the Town of Redcliff wishes to amend their Land Use Bylaw to modify the maximum building height in certain land use districts.

WHEREAS it is proposed that modifications be made to Part IX of Section 88 C-2 Downtown Commercial District; Section 90 C-HWY Highway Corridor Commercial District; Section 96 I-1 Light Industrial District; Section 97 I-2 Heavy Industrial District; and Section 103 R-3 Medium Density Residential District for the purpose of amending the Maximum Requirements for Building Height.

AND WHEREAS it is proposed that wording of Part IX , in

Section 88. C-2 Downtown Commercial District (7)(a) (i) which states Four Stories be replaced with 15.0 m or as otherwise required by the Development Authority;

Section 90. C-HWY Highway Corridor Commercial District, (7) (a), (i) which states 8.5 m, be replaced with 12.0 m;

Section 96. I-1 Light Industrial District, (7) (a) (i) which states 8.5 m, be replaced with 12.0 m;

Section 97. I-2 Heavy industrial District, (7) (a) (i) which states 11.0 m, be replaced with 15.0 m or as otherwise required by the Development Authority; and

Section 103. R-3 Medium Density Residential District, (7) (a) (ii), Apartment: 3 stories, be replaced with Apartment: 12 m

AND WHEREAS copies of this Bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000 M-26;

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2013.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1737/2013.

2. That wording of Part IX in

Section 88. C-2 Downtown Commercial District (7) (a) (i) which states Four Stories be replaced with 15.0 m or as otherwise required by the Development Authority;

Section 90. C-HWY Highway Corridor Commercial District, (7) (a), (i) which states 8.5 m be replaced with 12.0 m;

Section 96. I-1 Light Industrial District, (7) (a) (i) which states 8.5 m be replaced with 12.0 m;

Section 97. I-2 Heavy Industrial District, (7) (a) (i) which states 11.0 m; be replaced with 15.0 m or as otherwise required by the Development Authority; and

Section 103. R-3 Medium Density Residential District, (7) (a) (ii), Apartment: 3 stories be replaced with Apartment: 12 m

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the ____ day of _____, 2013.

READ a second time the ____ day of _____, 2013.

READ a third time the ____ day of _____, 2013.

PASSED and **SIGNED** the _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**BYLAW NO. 1738/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.

WHEREAS the Council of the Town of Redcliff wishes to amend their Land Use Bylaw to modify Part VII, Section 68 Parking and Loading Requirements for a Greenhouse.

WHEREAS it is proposed that Part VII, Section 68 Parking and Loading Requirements for a Greenhouse be modified from 1 space /65m² to 1 space /1400 m² or as required by the Development Authority.

AND WHEREAS copies of this Bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000 M-26;

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2013.

NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF IN COUNCIL ASSEMBLED ENACTS AS FOLLOWS:

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1738/2013.
2. That Part VII, Section 69, Parking and Loading Requirements for a Greenhouse be modified to 1 space/1400 m² or as required by the Development Authority.
3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the _____ day of _____, 2013.

READ a second time the _____ day of _____, 2013.

READ a third time the _____ day of _____, 2013.

PASSED and **SIGNED** the _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

TOWN OF REDCLIFF

STAFF RECOMMENDATION

DATE: February 5, 2013

TOPIC: Disposal of Surplus Equipment

PROPOSED BY: Darrell Schaffer

PROPOSAL: Accept Trade-in Allowance on Purchase of New Skid Steer

BACKGROUND:

The Public Services Department has recently invited proposals for the supply of one new skid steer loader c/w asphalt planer as provided in the 2013 capital budget. Each of the three proposals received included a trade-in value for our existing 1994 Bobcat 853 Skid Steer Loader. The lowest tender received was in the amount of \$46,741.51 and offered a trade-in value of \$7,100.00 for our current machine. The net purchase price would be \$39,641.51. I believe this trade-in offer is fair and reasonable, however, our current **Policy No. 18 Disposal of Surplus Assets and Lost or Unclaimed Property** does not provide staff the authority to dispose of equipment in this manner. I am therefore requesting authorization to dispose of our current 1994 Bob Cat Skid Steer Loader by accepting the trade-in value offered.

RECOMMENDATION:

I recommend that the Town of Redcliff accept the trade-in value of \$7,100.00 for our current 1994 Bobcat 852 Skid Steer Loader as offered by Ag-Plus Mechanical Ltd. on the purchase of one new Bobcat S590 Skid Steer c/w Asphalt Planer.

MOTION:

Councilor _____ moved that the Town of Redcliff accept the trade-in value of \$7,100.00 for our current 1994 Bobcat 852 Skid Steer as offered by Ag-Plus Mechanical Ltd. on the purchase of one new Bobcat S590 Skid Steer.

SUBMITTED BY:


Public Services Director


Town Manager

APPROVED/REJECTED BY COUNCIL THIS _____ DAY OF _____, 2013

TOWN OF REDCLIFF

STAFF RECOMMENDATION

DATE: February 5, 2013

TOPIC: Multi-purpose Parks Utility Vehicle Purchase

PROPOSED BY: Darrell Schaffer

PROPOSAL: Purchase one multi-purpose utility vehicle to replace three existing parks maintenance vehicles.

BACKGROUND:

At the time of the 2013 Budget discussions it was indicated that the Public Services Department was researching the possibility of proposing to replace several parks related vehicles with one multi-purpose utility vehicle. There are currently three parks vehicles budgeted for replacement in 2013 for a total amount of \$148,000. These vehicles include a small tractor loader, an enclosed tractor/sweeper, and a tractor/front mount 10' mower.

The tractor/loader and the tractor/front mount mower are used during the summer months only for various park maintenance and grass mowing tasks. The enclosed tractor/sweeper is used strictly for sweeping snow from sidewalks. All of this equipment has been productive throughout the years, however, one of the most significant challenges our department has is being able to clear snow effectively from sidewalks in the winter. Our existing sweepers are at times ineffective and subject to frequent breakdowns.

After careful consideration of the needs of our department, I would like to propose replacing the three previously identified parks maintenance vehicles with one **“Trackless Series MT6 Municipal Tractor”**. This machine would be equipped with the following attachments;

- 10' Front Mount Rotary Mower
- 5' Angle Sweeper
- Rear Mounted Tank and Spray Bar
- 5-Way Angle Plow
- Extra Set of Four (4) Winter Tires and Rims

This proposed vehicle is considerably more robust than similar-use vehicles within our fleet and will provide our department with multi-purpose capabilities and an effective vehicle than can be used year round. This Canadian made machine is unique in its size and capabilities, with no other similar type vehicle available on the market. Consequently, it was necessary to obtain a single source proposal from the Canadian distributor Joe Johnson Equipment Inc. The proposal from Joe Johnson Equipment Inc. to supply this vehicle is \$131,130.00 plus GST.

RECOMMENDATION:

I recommend the Town of Redcliff purchase the Trackless Series MT6 Municipal Tractor complete with attachments listed from Joe Johnson Equipment Inc. at a cost of \$131,130.00 plus GST with funding to be provided from the Purchasing Reserve.

MOTION:

Councilor _____ moved the Town of Redcliff purchase the Trackless Series MT6 Municipal Tractor complete with attachments listed from Joe Johnson Equipment Inc. at a cost of \$131,130.00 plus GST with funding to be provided from the Purchasing Reserve.

SUBMITTED BY:


Public Services Director


Town Manager

APPROVED/REJECTED BY COUNCIL THIS _____ DAY OF _____, 2013

FRONTAGE PREPAYMENT POLICY - TOWN OWNED PROPERTY

BACKGROUND

At times the Town of Redcliff passes frontage Bylaws in areas of Redcliff and at times ~~their~~ there are properties owned by the Town of Redcliff in these areas.

It is normally easier for accounting and administrative purposes to have these frontages prepaid by the Town. Due to stop loss penalties imposed by the ACFA (Alberta Capital Finance Authority) it is in the best interest of the community to short borrow rather than prepay amounts borrowed from ACFA.

POLICY

The Town of Redcliff will ~~endeavor to prepay~~ short borrow all frontage levies attributable to all Town owned properties, including those municipal properties leased by non-profitable organizations unless it is prohibitive to do so.

Approved By Council - March 10, 1997

INVESTMENT POLICY

BACKGROUND

The Town of Redcliff at times has surplus funds on deposit at the Bank and in order to maximize the profitability of these funds it is prudent to invest funds in interest generating investments.

When considering investment for a term the following considerations of importance in ascending order are made:

- security;
- flexibility;
- return on investment.

These funds shall be invested for various terms as authorized by Council.

POLICY

The following facts are to be analyzed when considering if an investment is acceptable:

- securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation
- term deposits (maximum length 365 days)

The authority to invest monies will be as follows:

- less than one year term, the Municipal Manager and/or Municipal Treasurer Director of Finance and Administration
- greater than one year, Town Council

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

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

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

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

Approved by Council – October 10, 2000

COMPUTER PURCHASE PLAN

BACKGROUND:

Employees or elected officials of the Town of Redcliff can benefit from the understanding of and use of computer systems, and as well The Town of Redcliff will subsequently benefit from the knowledge gained by these employees or officials, as well as provided added employee fringe benefits, and to provide added It is therefore considered in the best interests of the Town of Redcliff to provide a plan to allow employees or elected officials to purchase computers on a payroll deduction plan.

All purchases must be made by the Town of Redcliff as per established policies and purchasing procedures.

POLICY :

The Town of Redcliff will set aside the sum of ~~\$15,000.00~~ \$12,000.00 to be utilized for the purchase of computers and will be repaid to the Town of Redcliff on a payroll deduction system by the employees or officials purchasing computers. The Computer Purchase plan shall be available to staff and elected officials for purchase of computer systems, to upgrade current computer systems or purchase additional needs.

1. Eligible employees will be full time employees, elected officials and permanent part-time employees of the Town of Redcliff.
2. Any eligible party must make application to the ~~Municipal Treasurer~~ Director of Finance and Administration to partake of this program. Should more people wish to partake of the program than funds available to finance, the ~~Municipal Treasurer~~ Director of Finance and Administration will assign priority to applicants using such criteria of as benefit to the Town of Redcliff of computer knowledge gained, date of application, amount to be borrowed etc. Once there is sufficient payback to enable financing of an additional computer system, another eligible member can enroll in this Computer Purchase plan.
3. Maximum amount to be borrowed under this computer plan will be ~~\$2,500.00~~ \$2,000.00.
4. Maximum term to repay the loan will be two years or 52 payments, with a minimum payment being \$30.00.
5. Payments will be negotiable but will be set at commencement of the loan, but payments must ensure maximum term and amount are adhered to.
6. There will be no interest charged on the loan. This will create a taxable benefit to the employee shown on their T4 slip at the end of the year.
7. Employee or official must make a down payment of 20% of total purchase price of computer equipment being bought.

8. The ~~Municipal Treasurer~~ The Director of Finance and Administration will keep track of employees and officials on the plan and ensure each payday that payments have been made. ~~If payments are not kept up to date the Municipal Treasurer shall provide such information to the Municipal Secretary.~~ Each employee or official shall provide authorization to the payroll department of the Town of Redcliff to have the payments automatically deducted each pay period until the loan is fully repaid.
9. ~~Once there is sufficient payback to enable financing of an additional computer system, another eligible member can enroll in this computer purchase plan.~~
9. The employee or official will sign a letter of undertaking that the computer being purchased will be held as security for the duration of the loan.
10. If an employee utilizing the computer purchase plan should leave the employ of the Town of Redcliff ~~or be removed from the payroll (maternity or disability);~~ the loan will become due and payable immediately. If an official is not re-elected or does not stand for re-election the loan will become due and payable immediately. Should the employee or official make satisfactory arrangements to continue payments of an amount at least equal to what was being charged then Administration may authorize this amended repayment plan providing the employee sign a promissory note and a chattel mortgage (on the computer package).
12. ~~The Computer Purchase plan shall be available to staff and officials for purchase of computer systems, to upgrade present computer systems or purchase additional computer needs.~~

Approved by Council – June 25, 2012

POLICY AND BYLAW DEVELOPMENT AND REVIEW

BACKGROUND

The council is the governing body of the municipal corporation and the custodian of its powers, both legislative and administrative. The Municipal Government Act provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or resolution.

The councillor's job is to work with other council members to set the overall direction of the municipality through their role as a policy maker. The policies that council sets are the guidelines for administration to follow as it does the job of running a municipality. Council will spend a lot of time creating new policies and programs or reviewing the current ones to make sure they are working as they should.

The Town of Redcliff wishes to establish a consistent approach and philosophy for the development, approval, and review of Town of Redcliff Policies. Town Council shall approve policies that address issues within the realm of governance including, but not limited to, directions and goals intended to achieve Council's values and priorities, strategic directions, Council roles and responsibilities, and how Council will conduct itself.

The Municipal Manager shall administer administrative procedures that address administrative and operational responsibilities of the Town of Redcliff based on the direction identified by Council through policy or bylaw.

The Town of Redcliff has a number of bylaws that are not project based, deal with financial obligations or are not time specific, and deal with more general Town administration and enforcement (i.e. Traffic Bylaw). The Municipal Government Act sets out the process for Council to consider the adoption of bylaws.

POLICY

A. STANDARDS

1. Policies and Bylaws shall be consistent with relevant federal and provincial government legislation and related regulations, as well as Town of Redcliff bylaws and other related Town policy.
2. Policies and Bylaws shall be drafted in a format acceptable to the Manager of Legislative and Land Services.
3. Policies and Bylaws shall be reviewed by the Manager of Legislative and Land Services before submission to Council and approval to confirm compliance with this policy.
4. Policy and Bylaw development is initiated and developed by the department that is

most impacted by the approval of the policy. This development may allow for consultation and participation of other departments, personnel, affected groups, committees, and/or the public, depending on the scope and number of areas impacted by the policy.

5. In the event of an emergent or other situation where it is in the best interest of the Town to do so, the Municipal Manager may take immediate action on a policy matter, or act in an ad hoc manner as appropriate in the absence of any specific policy that precisely addresses the particular situation.
6. Policies and Bylaws are to be presented, time permitting, for discussion to the Council Committee of the Whole meeting where further action will be directed by Council or appropriate legislation.
7. Policies and Bylaws are only to be officially approved during a regular or special meeting of Council.
8. Procedures may be developed by the Municipal Manager to operationalize a policy. Approved procedures will be available to Council for information.

B. REVIEW

Policies will be reviewed and developed on both a proactive and reactive basis, depending on the needs of the Town. However; every Town policy will be reviewed by staff and Council a minimum of every three years. Every Bylaw, excluding project based, financial obligations, and time specific bylaws, shall be reviewed by staff and Council a minimum of every five years. Every Statutory Plan will be reviewed a minimum of every seven years unless said plan indicates otherwise, and every Non-Statutory Plan will be reviewed a minimum of every ten years.

Approved by Council - April 9, 1996

**ACCOUNT PAYABLE PENALTIES (Payment on)
(PENALTY INCLUDES INTEREST, SURCHARGES, FINANCE CHARGES, LATE CHARGES,
ETC).**

BACKGROUND

The Town of Redcliff, during the course of business, does incur many accounts payables with its suppliers.

The Town's accounting department does practice diligence in dealing with invoices as received by them, but at times delays are incurred before they get the invoice or in just normal transaction time to process.

This can result in penalties being added to the invoice for late payments.

POLICY

Because the Town accounting department does practice diligence in its processing of payables, it policy of the Town of Redcliff that they will be not to pay any penalties incurred.

Should the Town's refusal to pay a penalty payment be disputed by the supplier the following procedure will be undertaken:

1. The disputed penalty shall be reported directly to the Municipal Treasurer who shall investigate whether the penalty is due to negligence and if so may consider authorizing its payment, if not the Municipal Treasurer shall contact the supplier and advise them it is Town policy not to pay penalties and attempt to have the penalty waived.
2. If after 60 days of the first notification of a penalty to the Municipal Treasurer by the accounting department and the matter is not resolved, the Municipal Treasurer shall provide a report of all details to the Municipal Manager who has the discretion to deal with the matter and finalize same.
3. The Municipal Treasurer shall make monthly reports on the matter until it is fully settled so as not to jeopardize the Town's credit rating.

December 10, 2012

Town of Redcliff
Box 40 2 3rd St NE
Redcliff, AB T0J 2P0

Dear Mr. Osmond:

This letter will confirm the arrangements discussed with you regarding the services we will render to Town of Redcliff ("the Municipality") commencing with the fiscal year ending December 31, 2012.

Objective, scope and limitations

Our statutory function as auditors of the Municipality is to report to the shareholders by expressing an opinion on the Municipality's annual Consolidated financial statements, which comprises the consolidated statement of financial position as at December 31, 2012, and the consolidated statement of operations, consolidated statement of changes in net financial assets and consolidated cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information. We will conduct our audit in accordance with Canadian generally accepted auditing standards and at the conclusion of our examination, we will submit to you a report containing our opinion on the Consolidated financial statements. If, during the course of our work, it appears for any reason that we will not be in a position to render an unqualified opinion on the Consolidated financial statements, we will discuss this with you.

An auditor conducting an audit in accordance with Canadian generally accepted auditing standards obtains reasonable assurance that the Consolidated financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. An audit involves performing procedures to obtain audit evidence regarding the amounts and disclosures in the financial statements. This includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the Consolidated financial statements will be detected because of factors such as the use of judgment, selective testing of data, inherent limitations of controls, and the fact that much of the audit evidence available is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, we cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Our responsibilities

The Rules of Professional Conduct require that we are independent when conducting this engagement. We will communicate in writing to the board of directors any relationships between the Municipality (including related entities) and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence with respect to Municipality. If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we may need to withdraw from this engagement.

The objective of our audit is to obtain reasonable assurance that the Consolidated financial statements are free of material misstatement. However, if any of the following matters are identified, they will be communicated to the appropriate level of management:

- misstatements, resulting from error, other than immaterial misstatements;
- fraud or any information obtained that indicates that a fraud may exist;
- events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern;
- any evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than one considered inconsequential, has occurred;
- significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and,
- related party transactions identified that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Furthermore, we will consider the Municipality's controls over financial reporting for the purpose of identifying types of potential misstatement, considering factors that affect the risks of material misstatement, and determining the nature, timing and extent of auditing procedures necessary for expressing our opinion on the Consolidated financial statements. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of controls over financial reporting nor to identify all significant weaknesses in the Municipality's system of financial controls. However, we will inform the appropriate level of management of any deficiency in controls that come to our attention.

Management's responsibilities

The operations of the Municipality are under the control of management, which has responsibility for the accurate recording of transactions and the preparation and fair presentation of the Consolidated financial statements in accordance with Canadian public sector accounting standards. This includes the design, implementation and maintenance of internal controls relating to the preparation and presentation of the financial statements.

During the course of our audit, you will be required to provide and make available complete information that is relevant to the preparation and presentation of the financial statements, including financial records, related data, and copies of all minutes of meetings of the board of directors, as well as personnel to whom we may direct our inquiries. As well, information relating to any known or probable instances of non-compliance with legislative or regulatory requirements (including financial reporting requirements), non-compliance or possible non-compliance with laws and regulations and all related parties and related party transactions will need to be provided. You will be required to allow access to those within the entity from whom the auditor determines it necessary to obtain audit evidence.

Management's responsibility with respect to fraud and misstatement includes the design and implementation of controls for its prevention and detection; an assessment of the risk that the Consolidated financial statements may be materially misstated; disclosure of situations where fraud or suspected fraud involving management, employees who have significant roles in controls, or others, where the fraud could have a material effect on the Consolidated financial statements, have been identified or allegations have been made; and communicating your belief that the effects of any uncorrected Consolidated financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the Consolidated financial statements taken as a whole.

As management, you will also be asked to provide us with information relating to recognition, measurement and disclosure in the Consolidated financial statements, specifically relating to:

- the identification of the applicable financial reporting framework;
- an assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures;
- an assessment of the entity's ability to continue as a going concern, including any future plans or intentions that may affect the carrying value or classification of assets or liabilities;
- the measurement and disclosure of related party transactions;
- an assessment of all areas of measurement uncertainty known to management requiring disclosure;
- claims and possible claims, whether or not they have been discussed with the Municipality's legal counsel;
- other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the Municipality is contingently liable;
- whether the Municipality has satisfactory title to assets, and whether liens or encumbrances on assets exist, or assets are pledged as collateral;
- compliance with aspects of contractual agreements that may affect the Consolidated financial statements; and
- subsequent events.

In accordance with Canadian generally accepted auditing standards, we will request a letter of representation from management at the close of our examination in order to confirm oral representations given to us and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. Specifically, we will request written confirmation of significant representations provided on matters that are directly related to items that are material, either individually or in the aggregate, to the Consolidated financial statements, not directly related to items that are material to the Consolidated financial statements, but are significant, either individually or in the aggregate, to the engagement, and matters relevant to your judgments or estimates that are material, either individually or in the aggregate, to the Consolidated financial statements. These representations are used as evidence to assist us in deriving reasonable conclusions upon which our audit opinion is based.

If the Municipality plans any reproduction or publication of our report, or a portion thereof, printer's proofs of the complete documents should be submitted to us in sufficient time for our review, prior to making such documents publicly available. It will also be necessary for you to furnish us with a copy of the printed report. Further, it is agreed that in any electronic distribution, for example on the Municipality's website, management is solely responsible for the accurate and complete reproduction of our report and the subject matter on which we reported, and for informing us of any subsequent changes to such documents. However, we are responsible to read the documents to ensure accuracy, and consider the appropriateness of other information accompanying the audited Consolidated financial statements, upon initial posting.

The examination of the Consolidated financial statements and the issuance of our audit opinion are solely for the use of the Municipality and those to whom our report is specifically addressed. We make no representations of any kind to any third party in respect of these Consolidated financial statements and we accept no responsibility for their use by any third party. If our name is to be used in connection with the Consolidated financial statements, you will attach our independent audit report when distributing the Consolidated financial statements to third parties.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

Independent Auditors' Report

To the Members of Council:

Report on the Consolidated Financial Statements

We have audited the accompanying consolidated financial statements of the Town of Redcliff, which comprise the statement of financial position as at December 31, 2012, and the statements of operations, change in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the Consolidated financial statements present fairly, in all material respects, the financial position of Town of Redcliff as at December 31, 2012, and the results of its operations, change in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards

Medicine Hat, Alberta

signed: MNP LLP

Date of Independent Auditors' Report

Chartered Accountants

Fees and Expenses

Our fees are determined on the basis of time spent on the engagement at the tariff rates of various members of our team. Any disbursements will be added to the billing. The estimate of fees for the audit services to be provided are \$24,000 based on approximately 225 to 250 audit hours.

Invoices will be rendered as work progresses in accordance with the following schedule:

Progress billing #1	Commencement of audit	50% of prior year fees
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Progress billings
Final billing

As required
Upon release of auditors' report

Based on time incurred
Balance of audit fees

In signing this letter, you acknowledge your approval of the above billing schedule and amounts. Invoices expected to be issued that do not adhere to this schedule, or are in excess of the amounts noted above, will be discussed with you for your approval. Fees collected will be applied to overdue invoices first, followed by subsequently issued invoices in order of issuance.

Our engagement as auditors is made on a personal basis between you and MNP LLP. The services we perform for you and the Municipality, or any venture you or your businesses should undertake, will be done on your personal behalf. In other words, although we may, as a convenience for you, initially invoice the municipality, the ultimate responsibility for payment of our fees rests personally with you.

In the event of an outstanding balance for professional services rendered, we reserve the right to exercise a lien over those records in our possession for which a lien is maintainable, including but not limited to our own work product.

You authorize MNP to obtain or exchange any personal information with any personal information agent for the purpose of establishing or verifying your financial standing.

Other matters

We will, as permitted by the Rules of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

As part of our services, we may submit to you a memorandum containing suggestions for improvement of existing systems of control, accounting policies and procedures, and related matters that come to our attention during the course of our work.

We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. This assistance will facilitate the progress of our work and minimize the cost of our service to you.

Our standard terms and conditions, listed below, form part of our mutual understanding of the terms of this engagement.

1. **Timely Performance** - MNP will use all reasonable efforts to complete, within any agreed-upon time frame, the performance of the services described in the engagement letter to which these Terms and Conditions are attached. However, MNP shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Municipality of its obligations as set out in the engagement letter.
2. **Right to Terminate Services** - The Municipality may terminate the engagement upon 30 days written notice. If this occurs, the Municipality shall pay for time and expenses incurred by MNP up to the termination date, together with reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner. Should the Municipality not fulfil its obligations as set out herein and in the engagement letter, and in the event that the Municipality fails to remedy such default within 30 days following receipt of notice from MNP to that effect, MNP may, upon written notification and without prejudice to its other rights and resources, terminate provision of our services as described in the engagement letter. In such case, MNP shall not be responsible for any loss, costs, expenses, or damages resulting from such termination.
3. **Change Order** - If, subsequent to the date of this engagement letter, the Municipality requires significant changes to the arrangements set forth in this engagement letter, the Municipality will be required to agree to the change in scope of the engagement in writing, in a "Change Order"

agreement. The "Change Order" agreement will set forth the revised arrangements and scope of services to be performed and any related additional fees associated.

4. **Fees** - Any fee estimates by MNP take into account the agreed-upon level of preparation and assistance from the Municipality's personnel. MNP undertakes to advise the Municipality's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed the estimate.
5. **Administrative Expenses** - Administrative expenses include costs such as long distance telephone and telecommunication charges, photocopying, delivery, postage, and clerical assistance. These expenses are based on a percentage of our fees for professional services (5%). Where applicable, federal, provincial, or other goods and services or sales taxes have been paid on these expenses. Other major costs such as travel, meals, accommodation and other significant expenses will be charged as incurred.
6. **Billing** - Bills will be rendered on a regular basis as the assignment progresses. Accounts are due and payable upon receipt. Interest may be charged on the balance of any accounts remaining unpaid for more than 30 days, at a rate of 1.5% per month (19.56% per annum).
7. **Taxes** - All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. The Municipality shall assume and pay any such taxes or duties, without deduction from the fees and charges hereunder.
8. **Governing Law** - The engagement will be governed and construed in accordance with the laws of the Province of Alberta, and shall be deemed in all respects to be an Alberta contract. The Municipality and MNP submit to the courts of that jurisdiction with respect to all matters arising under or by virtue of this Agreement.
9. **Working Papers** - MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the Municipality's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools and working papers were developed specifically for our purposes and without consideration of any purpose for which the Municipality might use them, any such tools which may be provided to the Municipality, will be made available on an "as is" basis only, at our discretion, and should not be distributed to or shared with any third party. Except as indicated in the Rules of Professional Conduct or by any legal proceeding, we have no responsibility to share our working papers with you or with any other parties.
10. **Out-sourcing** - MNP out-sources to third party service providers certain data-entry functions. To protect our clients, we have imposed detailed contractual obligations on these service providers regarding the safeguarding, confidentiality and security of your personal information. Nevertheless, our service provider may be required by the applicable laws of a foreign country to disclose personal information in its custody to that country's government or agencies pursuant to a lawful court order made in that country.
11. **Nature of the Limited Liability Partnership (LLP)** - MNP is a registered limited liability partnership, as permitted by legislation enacted in our governing jurisdiction of the Province of Alberta. This legislation provides that a partner of an LLP is not personally liable for any of the debts, obligations, or liabilities of the LLP or any of the other partners which may arise as a result of any negligent act or omission of another partner of the LLP, or by any employee of the partnership, unless such act or omission is committed by the partner him or herself or by a person under the partner's direct supervision and control. All partners of an LLP remain personally liable for any acts or omissions arising as a result of their own negligence, and for the acts or omissions of those directly under their

supervision or control, and shall continue to be subject to unlimited personal liability for all of the other liabilities of the partnership. The legislation does not reduce or limit in any way the liability of the partnership itself, and all of the partnership's assets and insurance coverage remain at risk.

12. **Release and Limitation of Liability** - The Municipality and MNP agree to the following with respect to MNP's liability to the Municipality:
- a. In any action, claim, loss or damage arising out of the engagement, the Municipality agrees that MNP's liability will be several and not joint and the Municipality may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.
 - b. Other than for matters finally determined to have resulted from the gross negligence, fraud or willful misconduct of MNP, whether the claim be in tort, contract, or otherwise:
 - i. MNP shall not be liable to the Municipality and the Municipality releases MNP for all claims, damages, costs, charges and expenses (including legal fees and disbursements) incurred or suffered by the Municipality related to, arising out of, or in any way associated with the engagement to the extent that the aggregate of such amounts is in excess of the total professional fees paid by the Municipality to MNP in connection with this engagement during the 12 month period commencing from the date of the engagement letter to which these terms and conditions are attached; and,
 - ii. MNP shall not be liable to the Municipality for any consequential, indirect, lost profit or similar damages, or failure to realize expected savings, relating to MNP's services provided under the engagement letter to which these terms and conditions are attached.
13. **Indemnity** - The Municipality agrees to jointly and severally indemnify and hold harmless MNP against:
- a. All claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, other than those finally determined by a court of competent jurisdiction to have resulted from MNP's gross negligence, fraud or willful misconduct; and,
 - b. Notwithstanding "a.," all claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, that arise from or are based on any deliberate misstatement or omission in any material, information or representation supplied or approved by any officer or member of the Council of the Municipality.

For the purposes of paragraph 12. and 13., "MNP" shall mean MNP LLP and its directors, officers, partners, professional corporations, employees, subsidiaries and affiliates and to the extent providing services under the engagement letter to which these terms are attached, MNP LLP, its member firms, and all of their partners, principals, members, owners, directors, staff and agents; and in all cases any successor or assignee.

14. **Survival of Terms** - The Municipality and MNP agree that clauses 12. and 13. will survive termination of the engagement.

In the event that you choose to terminate this engagement based on the terms outlined above, we reserve the right to notify all financial statement users of the change.

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates (referred to collectively as "MNP"). You may review our privacy policy at www.mnp.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, unless required to do so by legal authority or the applicable provincial Rules of Professional Conduct.

By signing this engagement letter you agree that for the purposes of this engagement MNP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that MNP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time ("Other Matters"). Personal information that is not relevant to the purposes of this engagement or to any Other Matters will not be disclosed to anyone for any reason without your further prior consent.

In accordance with professional regulations (and by Firm policy), our client files must be periodically reviewed by provincial or national practice inspectors and by other Firm personnel to ensure we are adhering to professional and Firm standards. Confidentiality of client information will be maintained throughout this process.

The arrangements outlined above will continue in effect from year to year, unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the second copy of this engagement letter.

It is a pleasure to be of service to you. We look forward to many years of association with you and Town of Redcliff.

Yours truly,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and connected, with a cursive-like flow.

MNP LLP

/b/

RESPONSE:

This letter correctly sets forth the understanding of Town of Redcliff.

Officer Signature

Title

Date

December 10, 2012

Redcliff Cypress Regional Waste Management Authority
Box 40 2 3rd St NE
Redcliff, AB T0J 2P0

Dear Mr. Osmond:

This letter will confirm the arrangements discussed with you regarding the services we will render to Redcliff Cypress Regional Waste Management Authority ("the Authority") commencing with the fiscal year ending December 31, 2012.

Objective, scope and limitations

Our statutory function as auditors of the Authority is to report to the shareholders by expressing an opinion on the Authority's annual financial statements. We will conduct our audit in accordance with Canadian generally accepted auditing standards and at the conclusion of our examination, we will submit to you a report containing our opinion on the financial statements. If, during the course of our work, it appears for any reason that we will not be in a position to render an unqualified opinion on the financial statements, we will discuss this with you.

An auditor conducting an audit in accordance with Canadian generally accepted auditing standards obtains reasonable assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. An audit involves performing procedures to obtain audit evidence regarding the amounts and disclosures in the financial statements. This includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of factors such as the use of judgment, selective testing of data, inherent limitations of controls, and the fact that much of the audit evidence available is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, we cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Our responsibilities

We shall examine the balance sheet of the Authority as at December 31, 2012 and the related statements of operations, changes in net assets, and cash flows for the year then ended. Our examination will be made in accordance with Canadian generally accepted auditing standards, and accordingly, we will plan and perform our audit to provide reasonable, but not absolute, assurance of detecting fraud and misstatements that have a material effect on the financial statements taken as a whole, including non-compliance with laws and regulations whose consequences have a material effect on the financial statements.

The Rules of Professional Conduct require that we are independent when conducting this engagement. We will communicate in writing to the Council any relationships between the Authority (including related entities) and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence with respect to Authority. If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we may need to withdraw from this engagement.

The objective of our audit is to obtain reasonable assurance that the financial statements are free of material misstatement. However, if any of the following matters are identified, they will be communicated to the appropriate level of management:

- misstatements, resulting from error, other than immaterial misstatements;
- fraud or any information obtained that indicates that a fraud may exist;
- events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern;
- any evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than one considered inconsequential, has occurred;
- significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and,
- related party transactions identified that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Furthermore, we will consider the Authority's controls over financial reporting for the purpose of identifying types of potential misstatement, considering factors that affect the risks of material misstatement, and determining the nature, timing and extent of auditing procedures necessary for expressing our opinion on the financial statements. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of controls over financial reporting nor to identify all significant weaknesses in the Authority's system of financial controls. However, we will inform the appropriate level of management of any deficiency in controls that come to our attention.

Management's responsibilities

The operations of the Authority are under the control of management, which has responsibility for the accurate recording of transactions and the preparation and fair presentation of the financial statements in accordance with Canadian generally accepted accounting principles. This includes the design, implementation and maintenance of internal controls relating to the preparation and presentation of the financial statements.

During the course of our audit, you will be required to provide and make available complete information that is relevant to the preparation and presentation of the financial statements, including financial records, related data, and copies of all minutes of meetings of councillors, as well as personnel to whom we may direct our inquiries. As well, information relating to any known or probable instances of non-compliance with legislative or regulatory requirements (including financial reporting requirements), non-compliance or possible non-compliance with laws and regulations and all related parties and related party transactions will need to be provided. You will be required to allow access to those within the entity from whom the auditor determines it necessary to obtain audit evidence.

Management's responsibility with respect to fraud and misstatement includes the design and implementation of controls for its prevention and detection; an assessment of the risk that the financial statements may be materially misstated; disclosure of situations where fraud or suspected fraud involving management, employees who have significant roles in controls, or others, where the fraud could have a material effect on the financial statements, have been identified or allegations have been made; and communicating your belief that the effects

of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

As management, you will also be asked to provide us with information relating to recognition, measurement and disclosure in the financial statements, specifically relating to:

- the identification of the applicable financial reporting framework;
- an assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures;
- an assessment of the entity's ability to continue as a going concern, including any future plans or intentions that may affect the carrying value or classification of assets or liabilities;
- the measurement and disclosure of related party transactions;
- an assessment of all areas of measurement uncertainty known to management requiring disclosure;
- claims and possible claims, whether or not they have been discussed with the Authority's legal counsel;
- other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the Authority is contingently liable;
- whether the Authority has satisfactory title to assets, and whether liens or encumbrances on assets exist, or assets are pledged as collateral;
- compliance with aspects of contractual agreements that may affect the financial statements; and
- subsequent events.

In accordance with Canadian generally accepted auditing standards, we will request a letter of representation from management at the close of our examination in order to confirm oral representations given to us and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. Specifically, we will request written confirmation of significant representations provided on matters that are directly related to items that are material, either individually or in the aggregate, to the financial statements, not directly related to items that are material to the financial statements, but are significant, either individually or in the aggregate, to the engagement, and matters relevant to your judgments or estimates that are material, either individually or in the aggregate, to the financial statements. These representations are used as evidence to assist us in deriving reasonable conclusions upon which our audit opinion is based.

If the Authority plans any reproduction or publication of our report, or a portion thereof, printer's proofs of the complete documents should be submitted to us in sufficient time for our review, prior to making such documents publicly available. It will also be necessary for you to furnish us with a copy of the printed report. Further, it is agreed that in any electronic distribution, for example on the Authority's website, or on designated public document databases such as SEDAR, management is solely responsible for the accurate and complete reproduction of our report and the subject matter on which we reported, and for informing us of any subsequent changes to such documents. However, we are responsible to read the documents to ensure accuracy, and consider the appropriateness of other information accompanying the audited financial statements, upon initial posting.

The examination of the financial statements and the issuance of our audit opinion are solely for the use of the Authority and those to whom our report is specifically addressed. We make no representations of any kind to any third party in respect of these financial statements and we accept no responsibility for their use by any third party. If our name is to be used in connection with the financial statements, you will attach our independent audit report when distributing the financial statements to third parties.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

Independent Auditors' Report

To the Councillors of Redcliff Cypress Regional Waste Management Authority:

We have audited the accompanying financial statements of Redcliff Cypress Regional Waste Management Authority which comprise the statement of financial position as at December 31, 2012, the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

Management's Responsibility for Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Redcliff Cypress Regional Waste Management Authority as at December 31, 2012, and the results of its operations, changes in net assets, and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Medicine Hat, AB

MNP LLP

Date of Independent Auditors' Report

Chartered Accountants

Fees and Expenses

Our fees are determined on the basis of time spent on the engagement at the tariff rates of various members of our team. Any disbursements will be added to the billing. The estimate of our fees for the audit services to be provided are \$8,200 based on approximately 75 to 90 audit hours.

Invoices will be rendered as work progresses in accordance with the following schedule:

Progress billing #1	50% of the prior year fees	Commencement of file
Final billing	Upon release of the auditors' report	Balance of engagement fees

In signing this letter, you acknowledge your approval of the above billing schedule and amounts. Invoices expected to be issued that do not adhere to this schedule, or are in excess of the amounts noted above, will be discussed with you for your approval. Fees collected will be applied to overdue invoices first, followed by subsequently issued invoices in order of issuance.

Our engagement as auditors is made on a personal basis between you and MNP LLP. The services we perform for you and the Authority, or any venture you or your businesses should undertake, will be done on your personal behalf. In other words, although we may, as a convenience for you, initially invoice the Authority, the ultimate responsibility for payment of our fees rests personally with you.

In the event of an outstanding balance for professional services rendered, we reserve the right to exercise a lien over those records in our possession for which a lien is maintainable, including but not limited to our own work product.

You authorize MNP to obtain or exchange any personal information with any personal information agent for the purpose of establishing or verifying your financial standing.

Other matters

We will, as permitted by the Rules of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

As part of our services, we may submit to you a memorandum containing suggestions for improvement of existing systems of control, accounting policies and procedures, and related matters that come to our attention during the course of our work.

We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. This assistance will facilitate the progress of our work and minimize the cost of our service to you.

Our standard terms and conditions, listed below, form part of our mutual understanding of the terms of this engagement.

1. **Timely Performance** - MNP will use all reasonable efforts to complete, within any agreed-upon time frame, the performance of the services described in the engagement letter to which these Terms and Conditions are attached. However, MNP shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Authority of its obligations as set out in the engagement letter.
2. **Right to Terminate Services** - The Authority may terminate the engagement upon 30 days written notice. If this occurs, the Authority shall pay for time and expenses incurred by MNP up to the termination date, together with reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner. Should the Authority not fulfil its obligations as set out herein and in the engagement letter, and in the event that the Authority fails to remedy such default within 30 days following receipt of notice from MNP to that effect, MNP may, upon written notification and without prejudice to its other rights and resources, terminate provision of our services as described in the engagement letter. In such case, MNP shall not be responsible for any loss, costs, expenses, or damages resulting from such termination.
3. **Change Order** - If, subsequent to the date of this engagement letter, the Authority requires significant changes to the arrangements set forth in this engagement letter, the Authority will be required to agree to the change in scope of the engagement in writing, in a "Change Order" agreement. The "Change Order" agreement will set forth the revised arrangements and scope of services to be performed and any related additional fees associated.

4. **Fees** - Any fee estimates by MNP take into account the agreed-upon level of preparation and assistance from the Authority's personnel. MNP undertakes to advise the Authority's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed the estimate.
5. **Administrative Expenses** - Administrative expenses include costs such as long distance telephone and telecommunication charges, photocopying, delivery, postage, and clerical assistance. These expenses are based on a percentage of our fees for professional services (5%). Where applicable, federal, provincial, or other goods and services or sales taxes have been paid on these expenses. Other major costs such as travel, meals, accommodation and other significant expenses will be charged as incurred.
6. **Billing** - Bills will be rendered on a regular basis as the assignment progresses. Accounts are due and payable upon receipt. Interest may be charged on the balance of any accounts remaining unpaid for more than 30 days, at a rate of 1.5% per month (19.56% per annum).
7. **Taxes** - All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. The Authority shall assume and pay any such taxes or duties, without deduction from the fees and charges hereunder.
8. **Governing Law** - The engagement will be governed and construed in accordance with the laws of the Province of Alberta, and shall be deemed in all respects to be an Alberta contract. The Authority and MNP submit to the courts of that jurisdiction with respect to all matters arising under or by virtue of this Agreement.
9. **Working Papers** - MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the Authority's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools and working papers were developed specifically for our purposes and without consideration of any purpose for which the Authority might use them, any such tools which may be provided to the Authority, will be made available on an "as is" basis only, at our discretion, and should not be distributed to or shared with any third party. Except as indicated in the Rules of Professional Conduct or by any legal proceeding, we have no responsibility to share our working papers with you or with any other parties.
10. **Out-sourcing** - MNP out-sources to third party service providers certain data-entry functions. To protect our clients, we have imposed detailed contractual obligations on these service providers regarding the safeguarding, confidentiality and security of your personal information. Nevertheless, our service provider may be required by the applicable laws of a foreign country to disclose personal information in its custody to that country's government or agencies pursuant to a lawful court order made in that country.
11. **Nature of the Limited Liability Partnership (LLP)** - MNP is a registered limited liability partnership, as permitted by legislation enacted in our governing jurisdiction of the Province of Alberta. This legislation provides that a partner of an LLP is not personally liable for any of the debts, obligations, or liabilities of the LLP or any of the other partners which may arise as a result of any negligent act or omission of another partner of the LLP, or by any employee of the partnership, unless such act or omission is committed by the partner him or herself or by a person under the partner's direct supervision and control. All partners of an LLP remain personally liable for any acts or omissions arising as a result of their own negligence, and for the acts or omissions of those directly under their supervision or control, and shall continue to be subject to unlimited personal liability for all of the other liabilities of the partnership. The legislation does not reduce or limit in any way the liability of the

partnership itself, and all of the partnership's assets and insurance coverage remain at risk.

12. **Release and Limitation of Liability** - The Authority and MNP agree to the following with respect to MNP's liability to the Authority:
- a. In any action, claim, loss or damage arising out of the engagement, the Authority agrees that MNP's liability will be several and not joint and the Authority may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.
 - b. Other than for matters finally determined to have resulted from the gross negligence, fraud or willful misconduct of MNP, whether the claim be in tort, contract, or otherwise:
 - i. MNP shall not be liable to the Authority and the Authority releases MNP for all claims, damages, costs, charges and expenses (including legal fees and disbursements) incurred or suffered by the Authority related to, arising out of, or in any way associated with the engagement to the extent that the aggregate of such amounts is in excess of the total professional fees paid by the Authority to MNP in connection with this engagement during the 12 month period commencing from the date of the engagement letter to which these terms and conditions are attached; and,
 - ii. MNP shall not be liable to the Authority for any consequential, indirect, lost profit or similar damages, or failure to realize expected savings, relating to MNP's services provided under the engagement letter to which these terms and conditions are attached.
13. **Indemnity** - The Authority agrees to jointly and severally indemnify and hold harmless MNP against:
- a. All claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, other than those finally determined by a court of competent jurisdiction to have resulted from MNP's gross negligence, fraud or willful misconduct; and,
 - b. Notwithstanding "a.," all claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, that arise from or are based on any deliberate misstatement or omission in any material, information or representation supplied or approved by any officer or member of the Board of Directors of the Authority.

For the purposes of paragraph 12. and 13., "MNP" shall mean MNP LLP and its directors, officers, partners, professional corporations, employees, subsidiaries and affiliates and to the extent providing services under the engagement letter to which these terms are attached, MNP LLP, its member firms, and all of their partners, principals, members, owners, directors, staff and agents; and in all cases any successor or assignee.

14. **Survival of Terms** - The Authority and MNP agree that clauses 12. and 13. will survive termination of the engagement.

In the event that you choose to terminate this engagement based on the terms outlined above, we reserve the right to notify all financial statement users of the change.

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates (referred to collectively as "MNP"). You may review our privacy policy at www.mnp.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, unless required to do so by legal authority or the applicable provincial Rules of Professional Conduct.

By signing this engagement letter you agree that for the purposes of this engagement MNP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that MNP may collect and use personal information from you for the purposes of providing other services or informing you of other

opportunities from time to time ("Other Matters"). Personal information that is not relevant to the purposes of this engagement or to any Other Matters will not be disclosed to anyone for any reason without your further prior consent.

In accordance with professional regulations (and by Firm policy), our client files must be periodically reviewed by provincial or national practice inspectors and by other Firm personnel to ensure we are adhering to professional and Firm standards. Confidentiality of client information will be maintained throughout this process.

The arrangements outlined above will continue in effect from year to year, unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the second copy of this engagement letter.

It is a pleasure to be of service to you. We look forward to many years of association with you and Redcliff Cypress Regional Waste Management Authority.

Yours truly,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and cursive.

MNP LLP

/bl

RESPONSE:

This letter correctly sets forth the understanding of Redcliff Cypress Regional Waste Management Authority.

Officer Signature

Title

Date

December 10, 2012

Town of Redcliff - FCSS Review
Box 40 2 - 3 Street NE
Redcliff, AB T0J 2P0

Dear Mr. Osmond:

This letter will confirm the arrangements discussed with you regarding the services we will render to Town of Redcliff's Family Community Support Services Program ("the Town of Redcliff's Family Community Support Services Program") commencing with the fiscal year ending December 31, 2012. As agreed, we will conduct a review consisting primarily of enquiry, analytic procedures and discussion in accordance with Canadian generally accepted standards for review engagements.

Objective, scope and limitations

This review does not constitute an audit and therefore does not provide assurance that we will become aware of any or all significant matters that might be identified in an audit, or that undetected error or fraud does not exist. For example, it does not contemplate a study and evaluation of internal control or assessing control risk, testing of accounting records and corroborating responses to enquiries by obtaining audit evidence through inspection, observation, confirmation and other procedures ordinarily performed during an audit. However, should we be required to perform additional procedures, which might also be carried out in an audit engagement, in order to confirm the plausibility of information obtained, the review engagement will not be converted to an audit engagement.

Accordingly, this review is not intended to, and will not, result in the expression of an audit opinion or the fulfilling of any statutory or other audit requirement. Since we are not accepting this engagement as auditors, we request that you do not record this as an audit engagement in the minutes of your shareholders meeting. You may wish to obtain legal advice concerning statutory (or contractual) audit requirements. In addition, each page of the financial statements will be conspicuously marked "unaudited".

This engagement cannot be relied upon to prevent or detect errors, irregularities, fraud, or illegal or possibly illegal acts. We wish to emphasize that responsibility for the prevention and detection of errors, irregularities, fraud, and illegal or possibly illegal acts must remain with management.

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

Review Engagement Report

To the Family and Community Support Services Alberta Social Services and Community Health
Province of Alberta:

We have reviewed the Annual FCSS Program Report of the Town of Redcliff's Family Community Support Services projects for the year ended December 31, 2012. This financial information is the responsibility of management. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by Town of Redcliff.

A review does not constitute an audit and consequently we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that this financial information is not, in all material respects, the results of the projects' operations for the year ended December 31, 2012 in accordance with "The Family and Community Support Services Act and Policy".

Medicine Hat, Alberta

signed: MNP LLP

Date of review report

Chartered Accountants

Our responsibilities

We will conduct the review, consisting primarily of enquiry, analytical procedures and discussion, of the Town of Redcliff's Family Community Support Services Program's financial information in accordance with Canadian generally accepted standards for review engagements.

The Rules of Professional Conduct require that we are independent when conducting this engagement. We will communicate in writing to the Councilors the relationships between the Town of Redcliff's Family Community Support Services Program (including related entities) and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence with respect to the Town of Redcliff's Family Community Support Services Program. If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we will need to withdraw from this engagement.

In performing a review engagement, we must communicate with those having oversight responsibility for the financial reporting process. Since the scope and objectives of a review are different from those of an audit, there is less likelihood that we will become aware of all matters to communicate to those having oversight responsibility for the financial reporting process.

Management's responsibilities

The operations of the Town of Redcliff's Family Community Support Services Program are under the control of management, which has responsibility for the accurate recording of transactions and the preparation and fair presentation of the financial information in accordance with Canadian generally accepted accounting principles.

During the course of our review, you will be required to provide and make available complete information, including financial records and related data, and copies of all minutes of meetings of councilors, as well as personnel to whom we may direct our inquiries. As well, information relating to any known or probable instances of non-compliance with legislative or regulatory requirements (including financial reporting requirements), illegal or possibly illegal acts, and all related parties and related party transactions will need to be provided.

As management, you will also be asked to provide us with information relating to recognition, measurement and disclosure in the financial statements, specifically relating to:

- an assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures;
- any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- the measurement and disclosure of related party transactions;
- an assessment of all areas of measurement uncertainty known to management requiring disclosure;
- claims and possible claims, whether or not they have been discussed with the Town of Redcliff's Family Community Support Services Program's legal counsel;
- other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the Town of Redcliff's Family Community Support Services Program is contingently liable;
- whether the Town of Redcliff's Family Community Support Services Program has satisfactory title to

- assets, and whether liens or encumbrances on assets exist, or assets are pledged as collateral; compliance with aspects of contractual agreements that may affect the financial statements; and subsequent events

In accordance with Canadian generally accepted standards for review engagements, we will request a letter of representation from management at the close of our review in order to confirm oral representations given to us and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. Specifically, we will request written confirmation of significant representations provided on matters that are directly related to items that are material, either individually or in the aggregate, to the financial information, not directly related to items that are material to the financial information, but are significant, either individually or in the aggregate, to the engagement, and matters relevant to your judgments or estimates that are material, either individually or in the aggregate, to the financial information. These representations are used as evidence to assist us in deriving reasonable conclusions that the financial information is plausible.

If the Town of Redcliff's Family Community Support Services Program plans any reproduction or publication of our report, or portion thereof, printer's proofs of the complete documents must be submitted to us in sufficient time for our review, prior to making such documents publicly available. It will also be necessary for you to furnish us with a copy of the printed report. Further, it is agreed that in any electronic distribution, for example on the Town of Redcliff's Family Community Support Services Program's website, management is solely responsible for the accurate and complete reproduction of our report and the subject matter on which we reported, and for informing us of any subsequent changes to such documents.

The review of the financial information and the issuance of our report are solely for the use of the Town of Redcliff's Family Community Support Services Program and those to whom our report is specifically addressed. We make no representations of any kind to any third party in respect of these financial information and we accept no responsibility for their use by any third party. If our name is to be used in connection with the financial statements, you will attach our review engagement report when distributing the financial information to third parties.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Fees and Expenses

Our fees are determined on the basis of time spent on the engagement at the tariff rates of various members of our team. Any disbursements will be added to the billing. The estimate of fees for the audit services to be provided are \$2,100 based on approximately 15 to 25 audit hours.

Invoices will be rendered as work progresses in accordance with the following schedule:

Progress billing #1	Commencement of file	50% of estimated fees
Final billing	Upon release of review engagement report	Balance of engagement fees

In signing this letter, you acknowledge your approval of the above billing schedule and amounts. Invoices expected to be issued that do not adhere to this schedule, or are in excess of the amounts noted above, will be discussed with you for your approval. Fees collected will be applied to overdue invoices first, followed by subsequently issued invoices in order of issuance.

In the event of an outstanding balance for professional services rendered, we reserve the right to exercise a lien over those records in our possession for which a lien is maintainable, including but not limited to our own work product.

You authorize MNP to obtain or exchange any personal information with any personal information agent for the purpose of establishing or verifying your financial standing.

Other matters

We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. This assistance will facilitate the progress of our work and minimize the cost of our service to you.

We will, as permitted by the Rules of Professional Conduct, be pleased to provide additional services upon request, such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

Our standard terms and conditions, listed below, form part of our mutual understanding of the terms of this engagement.

1. **Timely Performance** - MNP will use all reasonable efforts to complete, within any agreed-upon time frame, the performance of the services described in the engagement letter to which these Terms and Conditions are attached. However, MNP shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Town of Redcliff's Family Community Support Services Program of its obligations as set out in the engagement letter.
2. **Right to Terminate Services** - The Town of Redcliff's Family Community Support Services Program may terminate the engagement upon 30 days written notice. If this occurs, the Town of Redcliff's Family Community Support Services Program shall pay for time and expenses incurred by MNP up to the termination date, together with reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner. Should the Town of Redcliff's Family Community Support Services Program not fulfil its obligations as set out herein and in the engagement letter, and in the event that the Town of Redcliff's Family Community Support Services Program fails to remedy such default within 30 days following receipt of notice from MNP to that effect, MNP may, upon written notification and without prejudice to its other rights and resources, terminate provision of our services as described in the engagement letter. In such case, MNP shall not be responsible for any loss, costs, expenses, or damages resulting from such termination.
3. **Change Order** - If, subsequent to the date of this engagement letter, the Town of Redcliff's Family Community Support Services Program requires significant changes to the arrangements set forth in this engagement letter, the Town of Redcliff's Family Community Support Services Program will be required to agree to the change in scope of the engagement in writing, in a "Change Order" agreement. The "Change Order" agreement will set forth the revised arrangements and scope of services to be performed and any related additional fees associated.
4. **Fees** - Any fee estimates by MNP take into account the agreed-upon level of preparation and assistance from the Town of Redcliff's Family Community Support Services Program's personnel. MNP undertakes to advise the Town of Redcliff's Family Community Support Services Program's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed the estimate.
5. **Administrative Expenses** - Administrative expenses include costs such as long distance telephone and telecommunication charges, photocopying, delivery, postage, and clerical assistance. These expenses are based on a percentage of our fees for professional services (5%). Where applicable, federal, provincial, or other goods and services or sales taxes have been paid on these expenses. Other major costs such as travel, meals, accommodation and other significant expenses will be

charged as incurred.

6. **Billing** - Bills will be rendered on a regular basis as the assignment progresses. Accounts are due and payable upon receipt. Interest may be charged on the balance of any accounts remaining unpaid for more than 30 days, at a rate of 1.5% per month (19.56% per annum).
7. **Taxes** - All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. The Town of Redcliff's Family Community Support Services Program shall assume and pay any such taxes or duties, without deduction from the fees and charges hereunder.
8. **Governing Law** - The engagement will be governed and construed in accordance with the laws of the Province of Alberta, and shall be deemed in all respects to be an Alberta contract. The Town of Redcliff's Family Community Support Services Program and MNP submit to the courts of that jurisdiction with respect to all matters arising under or by virtue of this Agreement.
9. **Working Papers** - MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the Town of Redcliff's Family Community Support Services Program's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools and working papers were developed specifically for our purposes and without consideration of any purpose for which the Town of Redcliff's Family Community Support Services Program might use them, any such tools which may be provided to the Town of Redcliff's Family Community Support Services Program, will be made available on an "as is" basis only, at our discretion, and should not be distributed to or shared with any third party. Except as indicated in the Rules of Professional Conduct or by any legal proceeding, we have no responsibility to share our working papers with you or with any other parties.
10. **Out-sourcing** - MNP may out-source to third party service providers certain data-entry functions. To protect our clients, we have imposed detailed contractual obligations on these service providers regarding the safeguarding, confidentiality and security of your personal information. Nevertheless, our service provider may be required by the applicable laws of a foreign country to disclose personal information in its custody to that country's government or agencies pursuant to a lawful court order made in that country.
11. **Nature of the Limited Liability Partnership (LLP)** - MNP is a registered limited liability partnership, as permitted by legislation enacted in our governing jurisdiction of the Province of Alberta. This legislation provides that a partner of an LLP is not personally liable for any of the debts, obligations, or liabilities of the LLP or any of the other partners which may arise as a result of any negligent act or omission of another partner of the LLP, or by any employee of the partnership, unless such act or omission is committed by the partner him or herself or by a person under the partner's direct supervision and control. All partners of an LLP remain personally liable for any acts or omissions arising as a result of their own negligence, and for the acts or omissions of those directly under their supervision or control, and shall continue to be subject to unlimited personal liability for all of the other liabilities of the partnership. The legislation does not reduce or limit in any way the liability of the partnership itself, and all of the partnership's assets and insurance coverage remain at risk.
12. **Release and Limitation of Liability** - The Town of Redcliff's Family Community Support Services Program and MNP agree to the following with respect to MNP's liability to the Town of Redcliff's Family Community Support Services Program:
 - a. In any action, claim, loss or damage arising out of the engagement, the Town of Redcliff's Family Community Support Services Program agrees that MNP's liability will be several and not joint and the Town of Redcliff's Family Community Support Services Program may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.

- b. Other than for matters finally determined to have resulted from the gross negligence, fraud or willful misconduct of MNP, whether the claim be in tort, contract, or otherwise:
 - i. MNP shall not be liable to the Town of Redcliff's Family Community Support Services Program and the Town of Redcliff's Family Community Support Services Program releases MNP for all claims, damages, costs, charges and expenses (including legal fees and disbursements) incurred or suffered by the Town of Redcliff's Family Community Support Services Program related to, arising out of, or in any way associated with the engagement to the extent that the aggregate of such amounts is in excess of the total professional fees paid by the Town of Redcliff's Family Community Support Services Program to MNP in connection with this engagement during the 12 month period commencing from the date of the engagement letter to which these terms and conditions are attached; and,
 - ii. MNP shall not be liable to the Town of Redcliff's Family Community Support Services Program for any consequential, indirect, lost profit or similar damages, or failure to realize expected savings, relating to MNP's services provided under the engagement letter to which these terms and conditions are attached.

13. **Indemnity** - The Town of Redcliff's Family Community Support Services Program agrees to jointly and severally indemnify and hold harmless MNP against:
- a. All claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, other than those finally determined by a court of competent jurisdiction to have resulted from MNP's gross negligence, fraud or willful misconduct; and,
 - b. Notwithstanding "a.," all claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, that arise from or are based on any deliberate misstatement or omission in any material, information or representation supplied or approved by any officer or member of the Board of Directors of the Town of Redcliff's Family Community Support Services Program.

For the purposes of paragraph 12. and 13., "MNP" shall mean MNP LLP and its directors, officers, partners, professional corporations, employees, subsidiaries and affiliates and to the extent providing services under the engagement letter to which these terms are attached, MNP LLP, its member firms, and all of their partners, principals, members, owners, directors, staff and agents; and in all cases any successor or assignee.

14. **Survival of Terms** - The Town of Redcliff's Family Community Support Services Program and MNP agree that clauses 12. and 13. will survive termination of the engagement.

In the event that you choose to terminate this engagement based on the terms outlined above, we reserve the right to notify all financial statement users of the change.

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates (referred to collectively as "MNP"). You may review our privacy policy at www.mnp.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, unless required to do so by legal authority or the applicable provincial Rules of Professional Conduct.

By signing this engagement letter you agree that for the purposes of this engagement MNP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that MNP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time ("Other Matters"). Personal information that is not relevant to the purposes of this engagement or to any Other Matters will not be disclosed to anyone for any reason without your further prior consent.

In accordance with professional regulations (and by Firm policy), our client files must be periodically reviewed by provincial or national practice inspectors and by other Firm personnel to ensure that we are adhering to professional and Firm standards. Confidentiality of client information will be maintained throughout this process.

The arrangements outlined above will continue in effect from year to year, unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning the second copy of this engagement letter to us.

It is a pleasure to be of service to you. We look forward to many years of association with you and the Town of Redcliff's Family Community Support Services Program.

Yours truly,

A handwritten signature in black ink that reads "MNP LLP". The letters are stylized and connected.

MNP LLP

/bl

RESPONSE:

This letter correctly sets forth the understanding of the Town of Redcliff's Family Community Support Services

Officer Signature

Title

Date

Memo

To: Redcliff Council
From: David Wolanski, Municipal Manager
Date: February 11, 2013
Re: Council Remuneration

As you are aware, Council remuneration was set in 2010 by a motion of Council for 2010-2012 inclusive. As such, Council needs to consider remuneration and pass a similar motion at this time. For your recollection on March 8, 2010 the following motion was passed by Council related to remuneration.

Councillor Steinke moved that compensation for Mayor and Council be established as follows:

	<i>January 1, 2010</i>	<i>January 1, 2011</i>	<i>January 1, 2012</i>
<i>Mayor</i>			
<i>Base Salary</i>	<i>\$15,075.00</i>	<i>\$15,678.00</i>	<i>\$16,148.34</i>
<i>General Expense</i>	<i>\$7,425.00</i>	<i>\$7,722.00</i>	<i>\$7,953.66</i>
<i>Total</i>	<i>\$22,500.00</i>	<i>\$23,400.00</i>	<i>\$24,102.00</i>
<i>Councillors</i>			
<i>Base Salary</i>	<i>\$7,906.00</i>	<i>\$8,222.24</i>	<i>\$8,468.91</i>
<i>General Expense</i>	<i>\$3,894.00</i>	<i>\$4,049.76</i>	<i>\$4,171.25</i>
<i>Total</i>	<i>\$11,800.00</i>	<i>\$12,272.00</i>	<i>\$12,640.16</i>

Base Salary means:

An all inclusive amount provided to Council members for their time and service carrying out their duties, including preparing for, attending and following up on meetings.

General Expenses Allowance means:

A non-taxable allowance to offset costs incurred as an elected official including such following items:

- Local travel expenses (fuel, insurance, vehicle repairs, maintenance and other costs) other than expenses for travel to and from Council meetings (regular place of work) from their residence, to meet with individual residents and with representatives of community*

organizations to attend “Town Hall Meetings” and other community events, and to otherwise attend to Town business in their capacity as elected officials.

- *Telephone lines and calls, copying, computer equipment and supplies, etc.*
- *Attending functions (e.g. admission fees or parking)*

Total Annual Compensation does not include:

- *Payments made under the Per Diem Allowance Policy.*
- *Actual costs incurred travelling to conferences, conventions and other training sessions or to attend meetings on Town business, at locations outside the Town of Redcliff. These costs (e.g. transportation, meals, hotel registration) are reimbursements in accordance with Town of Redcliff Travel Policy and therefore not eligible for reimbursement under the Annual Compensation.*
- *Group benefits such as dental coverage, group life insurance, Alberta Health Care, extended medical or vision.*

Total Annual Compensation does include:

- *An allowance for loss of wages and expenses for \$1,500. This is to help compensate for loss of wages and expenses related to sundry in Town meetings that are deemed by policy to be not eligible for per diems.*

Consideration for Council

I would like to present the following information for Council discussion and consideration related to their remuneration.

1. Timing

Since I was not here at the time of the last resolution I cannot comment fully on the timing of when Council chooses to discuss remuneration. In speaking with staff that was here at the time I have been told that one of the factors related to the timing is that Council of the day felt that it would not be appropriate in an election year for a new Council to set their remuneration immediately after an election. I concur with this rationale.

The timeframe (3 years) also has traditionally coincided nicely with the length of term for the Collective Agreement and Policy 69 (out-of-scope employee remuneration). What works in this regard is that administration usually does extra work and/or secures additional surveys as they research and negotiate the Collective Agreement and Policy 69. This usually includes information related to Council Remuneration.

Council needs to consider the new 4 year terms for Councillors in passing a resolution. Should they continue to pass a resolution detailing three years of remuneration eventually there will be a time when a new Council will have to set remuneration shortly after an election (this will not happen until 2022). This may not be something for this Council to consider at this time but should be discussed.

2. Remuneration

Council remuneration is actually quite difficult to compare amongst municipalities. The reason for this is that there are many different ways in which municipalities calculate their remuneration. The two most common are:

- i. Strict annual sum includes all regular duties and per diem for “extras” (this is our current method).
- ii. Smaller regular annual remuneration and payment per meeting.

The first consideration for Council is whether they would like to keep their current method of how they are remunerated.

The information I was able to compile (from a variety of sources) that is a direct comparison for Redcliff includes:

Salary Comparisons - Mayor and Council						
Mayor						
Municipality	Population	Current				
High Level	3,887	\$ 12,000.00				
Ponoka	6,575	\$ 19,900.00				
Grand Cache	3,783	\$ 21,600.00				
Redcliff	5,588	\$ 24,100.00				
Blackfalds	6,300	\$ 28,000.00				
Morinville	6,775	\$ 28,200.00				
Westlock	4,823	\$ 32,240.00				
Didsbury	4,957	\$ 40,250.00				
Devon	6,500	\$ 46,000.00				
Vegreville	5,717	\$ 54,100.00				
2012 AAMDC/AMSC Confidential Salary Survey - Medium (Population 2,501 - 10,000 residents)						
Mean	\$ 25,552.00					
Median	\$ 20,683.00					
Council						
Municipality	Population	Current				
High Level	3,887	\$ 6,000.00				
Grand Cache	3,783	\$ 10,800.00				
Ponoka	6,575	\$ 11,200.00				
Redcliff	5,588	\$ 12,600.00				
Morinville	6,775	\$ 13,500.00				
Blackfalds	6,300	\$ 14,000.00				
Didsbury	4,957	\$ 20,000.00				
Westlock	4,823	\$ 20,000.00				
Vegreville	5,717	\$ 23,000.00				
Devon	6,500	\$ 23,000.00				
2012 AAMDC/AMSC Confidential Salary Survey - Medium (Population 2,501 - 10,000 residents)						
Mean	\$ 18,283.00					
Median	\$ 14,120.00					
Other Notes:						
2012 AAMDC/AMSC Survey is closer to the reality of populations in our range.						
In this survey Council members make 71.6% of Mayor's remuneration						
Redcliff Council members make 52.3% of Mayor's remuneration						

Additional Information

- Council does not have to pass any motion this evening. The intent is to have a discussion and provide Administration with the direction to prepare the exact numbers and motions for Council's consideration and approval at the Feb 25 Council meeting.

- Consumer Price index for Alberta for the last few years was as follows:

2008: 3.1%
2009: -0.1%
2010: 1.0%
2011: 2.4%
2012: 1.1%

- CUPE Collective Agreement negotiated at 3%, 3%, 3% from 2013-2015.
- The last resolution following the same increase for CUPE and out-of-scope employees.
- The Hay Group (a global management consulting company) is predicting the following increases for Canadian Salaries:

Province	2013 projections	2012 projections	2011 projections
BC	2.7%	2.5%	2.4%
Alberta	3.6%	3.4%	2.9%
Saskatchewan	3.2%	3.2%	3.3%
Manitoba	2.7%	2.5%	2.7%
Ontario	2.7%	2.7%	2.4%
Quebec	2.7%	2.8%	2.7%
Atlantic Canada	2.6%	2.4%	2.7%
Newfoundland	3.4%	3.4%	3.5%

2012 FIRE STATS

FIRE CALLS

	1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL
75 - 100%	0	2	1	0	3%
50 - 74%	3	8	6	7	27%
25 - 49%	12	4	10	8	39%
0 - 24%	7	8	5	7	31%
TOTAL VOLUNTEERS	22	22	22	22	

PRACTICES

	1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL
75 - 100%	8	9	5	8	34%
50 - 74%	5	5	8	5	26%
25 - 49%	4	1	3	3	13%
0 - 24%	5	7	6	6	27%
TOTAL VOLUNTEERS	22	22	22	22	

F/A NO RESPONSE

	1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL
75 - 100%	1	1	0	0	2%
50 - 74%	7	3	7	2	22%
25 - 49%	5	6	0	4	17%
0 - 24%	9	12	15	16	59%
TOTAL VOLUNTEERS	22	22	22	22	

F/A FULL RESPONSE

	1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL
75 - 100%	0	0	10	0	45%
50 - 74%	0	0	0	0	0%
25 - 49%	0	0	0	0	0%
0 - 24%	0	0	12	0	55%
TOTAL VOLUNTEERS	0	0	22	0	

TOTAL IN QTR	1ST QTR	2ND QTR	3RD QTR	4TH QTR	TOTAL
PRACTICES	6	6	6	6	24
FIRE CALLS	11	14	20	14	59
F/A NO RSP	4	5	2	6	17
F/A FULL RSP	0	0	1	0	1
TOTAL	21	25	29	26	

