

## **COUNCIL MEETING**

**TUESDAY, OCTOBER 15, 2013  
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL**  
**TUESDAY, OCTOBER 15, 2013 – 7:00 P.M.**  
**REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to July 31, 2013 *	For Information
<b>2. MINUTES</b>	
A) Council meeting held September 23, 2013 *	For Adoption
B) Subdivision and Development Appeal Board hearing held September 12, 2013 *	For Information
C) Redcliff and District Recreation Services Board meeting held on October 7, 2013 *	For Information
D) Shortgrass Library System meeting held April 17, 2013 *	For Information
E) Economic Development Alliance meeting held June 19, 2013 *	For Information
F) Palliser Economic Partnership meeting held September 13, 2013 *	For Information
G) Redcliff Public Library meeting held June 25, 2013 *	For Information
<b>3. BYLAWS</b>	
A) Bylaw 1757/2013, Fire Services Bylaw *	1 <sup>st</sup> Reading
<b>4. STAFF RECOMMENDATIONS</b>	
A) Commercial Agreement regarding the Soil Treatment Facility at the Redcliff/Cypress Regional Landfill *	For Consideration
B) Water Treatment Plant SCADA (Supervisory Control and Data Acquisition) System Computer *	For Consideration
C) Community Organization Property Tax Exemption Regulation (C.O.P.T.E.R.) *	For Consideration
D) Council Payroll Schedule *	For Consideration



- |           |  |                   |
|-----------|--|-------------------|
| <b>E)</b> | Election Remuneration *                    | For Consideration |
| <b>F)</b> | Toboggan Hill Erosion Protection Project * | For Consideration |

## **5. CORRESPONDENCE**

- |           |   |                 |
|-----------|---|-----------------|
| <b>A)</b> | Subdivision Application 2013MH019 *<br>Re: 2880 Box Springs Blvd. NW  | For Comment     |
| <b>B)</b> | Subdivision Application 2013MH020 *<br>Re: 2750 Box Springs Blvd. NW  | For Comment     |
| <b>C)</b> | Subdivision Application 2013MH021 *<br>Re: 2950 Box Springs Road NW   | For Comments    |
| <b>D)</b> | Subdivision Application 2013MH022 *<br>Re: 2771 Box Springs Blvd. N.W.  | For Comment     |
| <b>E)</b> | Alberta Municipal Affairs *   |                 |
|           | i) Re: August 10, 2013 Progress report on Ministerial Directives *  | For Information |
|           | ii) Re: September 10, 2013 Progress report on Ministerial Directives *  | For Information |
| <b>F)</b> | Muscular Dystrophy Canada *<br>Re: Acknowledgement on efforts of Redcliff Fire Department   | For Information |
| <b>G)</b> | Southeast Alberta Childhood and Family Services Authority *<br>Re: Province-wide initiative to support Together We Raise Tomorrow | For Information |

## **6. OTHER**

- |           |   |                 |
|-----------|---|-----------------|
| <b>A)</b> | Hazards, Risk and Vulnerability Analysis (HRVA)                   |                 |
|           | i. Town of Redcliff Report *                                      | For Information |
|           | ii. Regional Report *   | For Information |
| <b>B)</b> | Redcliff/Cypress Regional Landfill Graphs to September 30, 2013 * | For Information |
| <b>C)</b> | Mayor and Council End of Term Remarks                             | For Information |

## **7. RECESS**

## **8. IN CAMERA**

- |           |                       |
|-----------|-----------------------|
| <b>A)</b> | Labour (1) / Land (2) |
|-----------|-----------------------|

## **9. ADJOURN**

ACCOUNTS PAYABLE SEPTEMBER 20 - OCTOBER 3, 2013			
COUNCIL MEETING OCTOBER 15, 2013			
73644-73646	VOID	PRINTER ERROR	\$0.00
73647	MPE ENGINEERING	PROJECT#21, PROJECT#99, PROJECT#100, SANITARY SYSTEMS EVALUATION	\$78,723.03
73648	TELUS COMMUNICATION	SEPTEMBER/OCTOBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$160.75
73649	TELUS MOBILITY	SEPTEMBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$80.62
73650	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$226.00
73651	ACTION PARTS	WINDSHIELD WASHER FLUID, FLOOR DRY, TAIL LIGHT LENS UNIT# 112 PICKUP	\$275.16
73652	AMSC INSURANCE SERVICES	OCTOBER HEALTH BENEFITS, AUGUST HEALTH SPENDING ACTIVITY	\$14,284.00
73653	ANDERSON, VINCE	REIMBURSE FOR PROGRAM RADIOS, MICROPHONE - FIREHALL	\$177.56
73654	ATRON REFRIGERATION	PROJECT#109 ARENA UPGRADE, VENT DAMPERS - TH, REPAIR - SENIORS	\$31,934.70
73655	BIG HILL SERVICES	TEMPERED GLASS - ARENA	\$499.17
73656	BROVAC	LEACHATE EVACUATION - LANDFILL, PROJECT#114 OIL TANK - LANDFILL	\$4,368.00
73657	BROWNLEE	PROFESSIONAL SERVICES - LOCAL IMPROVEMENT BYLAW REVIEW	\$9,651.18
73658	CACTUS COMMUNICATIONS	ANTENNA - FIRE HALL	\$41.90
73659	C.E.M. HEAVY EQUIPMENT	AIR FILTERS, SPRING, TRANSMISSION DIP STICK, ETC UNIT#134 LOADER - LF	\$329.12
73660	CONSTRUCTION SUPPLY	PROJECT#118 - SIKAFLEX SEALANT FOR ICE RINK	\$104.79
73661	CRANSTON, CAROL	REFRESHMENTS CANDIDATE INFORMATION SESSION & ELECTION TRAINING	\$40.46
73662	DAVIES, MIKE	TRAVEL EXPENSES GFOA BUDGETING WORKSHOP	\$323.60
73663	FARMLAND SUPPLY	GALVANIZED PIPE, NIPPLE, ELBOW	\$147.11
73664	FAMILY & COMMUNITY SUPPORT	2013/2014 MEMBERSHIP FEE	\$698.00
73665	FORTY MILE GAS CO-OP	AUGUST GAS UTILITY - LANDFILL	\$61.31
73666	FOX ENERGY SYSTEMS	DEAD END SIGN, AND ROAD SIGN	\$327.50
73667	FRANCOTYP-POSTALIA	POSTAGE MACHINE INK	\$174.81
73668	GAR-TECH ELECTRICAL	REPAIR LIGHTS - POOL AND ARENA, CONNECT PUMP AT STORM POND	\$558.38
73669	ALBERTA GFOA	REGISTRATION FEE GFOA BUDGETING WORKSHOP M.DAVIES & R.OSMOND	\$472.50
73670	GRAND RENTAL STATION	PENNY CARNIVAL GAMES RENTAL	\$49.84
73671	GREYHOUND COURIER	FREIGHT OF PARTS UNIT# 134 LOADER LANDFILL	\$24.05
73672	JOHN'S WATER HAULING	WATER DELIVERY LANDFILL	\$90.00
73673	KIRK'S MIDWAY TIRE	VALVE EXTENSIONS	\$50.40
73674	KLEARWATER EQUIPMENT	ISOPAC DRUMS - WTP	\$1,556.10
73675	KOST FIRE EQUIPMENT	ANNUAL EXTINGUISHER SERVICE - FH, WTP, LF, TH, PS, LIBRARY	\$1,239.00
73676	LETHBRIDGE HERALD	AUGUST ADVERTISING	\$957.66
73677	MEDICINE HAT CO-OP	RECIPROCATING SAW & BLADES - FIRE HALL, COUPLERS	\$275.00
73678	MEDICINE HAT CSRD #20	3RD QTR PAYMENT 2013 SEPARATE SCHOOL TAX	\$45,863.68
73679	MEDICINE HAT NEWS	AUGUST JOB POSTINGS - FINANCE & COMMUNITY SERVICES CLERKS	\$2,129.40
73680	SHAW CABLE	OCTOBER INTERNET SERVICES	\$375.54
73681	NAPA AUTO PARTS	BATTERY, FUEL PUMP, ETC UNIT# 90 1/2 TON TRUCK LANDFILL	\$392.78
73682	OSMOND, ROBERT	TRAVEL EXPENSES GFOA BUDGETING WORKSHOP	\$40.00
73683	PC CORP	AUGUST INFORMATION SYSTEM SUPPORT	\$422.63
73684	PRICE, TAMMY	TRAVEL EXPENSES 2013 MUNICIPAL PROPERTY TAX SEMINAR	\$260.28
73685	PRITCHARD & COMPANY	LEGAL FEES - LABOUR ISSUE, LAND SALES	\$1,411.99
73686	PROVINCIAL TREASURER LAPP	LAPP CONTRIBUTIONS TO SEPTEMBER 21, 2013	\$16,814.90
73687	PUROLATOR	FREIGHT OF CHLORINATOR - WTP	\$32.69
73688	REDCLIFF ACTION SOCIETY	3RD QTR PAYMENT	\$3,000.00
73689	REDCLIFF BAKERY	MPC LUNCH SEPTEMBER 18, 2013	\$68.25
73690	RECEIVER GENERAL	STAT DEDUCTIONS REG PAY TO SEPTEMBER 21, 2013, 3RD QTR FIRE PAY	\$24,752.50
73691	ROSENAU TRANSPORT	FREIGHT OF ISOPAC DRUMS, CHLORINE, HYPOCHLORITE - WTP	\$958.78
73692	SHORTGRASS LIBRARY SYSTEM	SEMI-ANNUAL 2013 MEMBERSHIP LEVY	\$13,020.00
73693	SIMON, SHANON	TRAVEL EXPENSES ELECTION TRAINING	\$170.99
73694	STEEP ROCK	3/4" ROADCRUSH - LANDFILL	\$680.63
73695	STEHR, BRIAN	TRAVEL EXPENSES ADOA CONFERENCE	\$1,172.32
73696	SUMMIT MOTORS	REPAIRS TO ELECTRICAL, ENGINE, & VIBRATION UNIT# 128 GARBAGE TRUCK	\$14,374.95
73697	WATSON POOLS	ALGICIDE - POOL	\$550.20
73698	VERISHINE, BECKY	REFUND UTILITY DEPOSIT	\$100.00
73699	AUPE MH AREA COUNCIL	REFUND KEY & RENTAL DEPOSIT	\$225.00
73700	PAHL, CAMERON	REFUND UTILITY DEPOSIT	\$100.00
73701	BANMAN, JACOB	REFUND UTILITY DEPOSIT	\$100.00
73702	TOWN OF REDCLIFF	REG PAY TO SEPTEMBER 21, 2013, 3RD QTR FIRE PAY	\$68,920.03
73703	TOWN OF REDCLIFF - LANDFILL	AUGUST LANDFILL TONNAGE	\$5,898.76
73704	WAJAX POWER SYSTEMS	ANNUAL INSPECTION & LOAD TEST GENERATORS - PS & WTP	\$1,721.09
73705	WESTERN CANADA WELDING	2013/2014 LEASE OXYGEN & ACETYLENE CYLINDERS	\$312.90
73706	WILLIE'S 24 HOUR TOWING	TOW UNIT# 90 1/2 TON TRUCK	\$94.50
73707	WOLANSKI, DAVID	EMBA LEADERSHIP COURSE	\$362.16
73708	XEROX CANADA	JULY & AUGUST COPIER SERVICES PRO 232 & WC7655	\$16.86
73709	ZEP SALES & SERVICE	CLEANERS, AIR FRESHNERS, TOILET PAPER, ETC - ARENA, SENIORS, PARKS	\$2,159.58
73710	CERVUS EQUIPMENT	FUEL SYSTEM INSPECTION UNIT#101 ZAMBONI	\$244.94
73711	CLEARTECH INDUSTRIES	SODIUM HYPOCHLORITE, CHLORINE - WTP & POOL	\$1,392.85
73712	CONSTRUCTION SUPPLY	PROJECT#118 - SIKAFLEX SEALANT FOR ICE RINK	\$628.74
73713	CYPRESS GROUP	STAPLE CARTRIDGES TOSHIBA 6540 COPIER	\$116.55

73714	FRANCOTYP-POSTALIA	4TH QTR POSTAGE MACHINE LEASE	\$110.09
73715	KIRK'S MIDWAY TIRE	FRONT TIRES UNIT#110 LOADER PUBLIC SERVICES	\$554.40
73716	NAPA PARTS & PIECES MH	AIR FILTER UNIT#128 GARBAGE TRUCK	\$197.63
73717	PARK ENTERPRISES	AUGUST PERMITS	\$583.59
73718	PITNEY WORKS	OCTOBER FOLDER/STUFFER CONTRACT	\$145.77
73719	PRITCHARD & COMPANY	LEGAL FEES - PROJECT#33 INDUSTRIAL DRIVE SWALE, DEBUT	\$3,304.62
73720	CNH CAPITAL ROCKY EQUIPMENT	BUCKET CYLINDER SEAL KIT UNIT# 88 LOADER LANDFILL	\$296.55
73721	SUMMIT MOTORS	AIR FILTER UNIT#88 LOADER LANDFILL, ORING & OIL FILTER UNIT#132 MOWER	\$177.71
73722	TELUS MOBILITY	SEPTEMBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$34.34
73723	HEART & STROKE FOUNDATION	DONATION CONDOLENCES S.SIMON	\$50.00
73724	WESTERN MUNICIPAL	REFUND UTILITY ACCOUNT CREDIT	\$100.00
73725	MACFARLANE, JIM	REIMBURSE COSTS FOR FENCE SUPPLIES - CODY SNYDER PARK	\$926.01
73726	SUNWEST GREENHOUSES	REFUND METER TEST	\$25.00
73727	NEWALTA	PROJECT#114 - USED OIL STORAGE TANK LANDFILL	\$729.75
73728	GIEB CONSTRUCTION	PROJECT#118 - CONCRETE PAD FOR ICE RINK	\$32,261.25
73729	CZEMBER, CHRIS	REFUND KEY & RENTAL DEPOSIT	\$225.00
73730	TOWN OF REDCLIFF	AUGUST & SEPTEMBER EMPLOYEE PROPERTY TAX PAYMENTS	\$1,194.00
73731	REDCLIFF FIREMEN SOCIAL CLUB	SOCIAL CLUB DUES TO SEPTEMBER 30, 2013	\$270.00
73732	TYCO INTEGRATED SECURITY	4TH QTR ALARM SERVICES - WTP	\$116.92
73733	WE CARE HOME HEALTH CARE	AUGUST HOME HEALTH CARE SERVICES	\$168.00
	TOTAL CHEQUES: 87	AMOUNT OF CHEQUES:	\$398,258.80

# BANK SUMMARY FOR JULY 31, 2013

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	5,706,912.29	10,000.00	5,716,912.29
DAILY DEPOSITS	589,596.14	187,728.51	777,324.65
CIBC DIRECT DEPOSITS/ TELEBANKING	585,815.76	0.00	585,815.76
INTEREST EARNED	0.00	0.00	0.00
T-BILL REDEMPTIONS	0.00	0.00	0.00
OTHER DIRECT DEPOSITS	86,868.32	0.00	86,868.32
SUBTOTAL	1,262,280.22	187,728.51	1,450,008.73
CHEQUES	(1,170,698.43)	(187,917.52)	(1,358,615.95)
ASFF QUARTERLY PAYMENTS	0.00	0.00	0.00
DEBENTURE PAYMENTS	(58,528.68)	0.00	(58,528.68)
T-BILL PURCHASES	(4,500,000.00)	0.00	(4,500,000.00)
NSF CHEQUES	0.00	0.00	0.00
OTHER DIRECT WITHDRAWALS	(143,586.87)	0.00	(143,586.87)
SUBTOTAL	(5,872,813.98)	(187,917.52)	(6,060,731.50)
<b>TOTAL</b>	<b>1,096,378.53</b>	<b>9,810.99</b>	<b>1,106,189.52</b>
BANK CLOSING BALANCE	1,197,519.61	9,810.99	1,207,330.60
ADD: O/S DEPOSITS	76,716.36	0.00	76,716.36
LESS: O/S CHEQUES	(177,857.44)	0.00	(177,857.44)
<b>TOTAL</b>	<b>1,096,378.53</b>	<b>9,810.99</b>	<b>1,106,189.52</b>

## INVESTMENTS

CIBC PREMIUM T-BILL FUND	5.12.02.321	15,900,000.00
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,497,457.38
<b>TOTAL INVESTMENTS</b>		<b>17,397,457.38</b>

TOWN OF REDCLIFF  
  
OCT 10 2013  
FINANCE DEPT.

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, SEPTEMBER 23, 2013 7:00 p.m.**

<b>PRESENT:</b>	Mayor Councillors	R. Hazelaar C. Brown, C. Crozier, D. Kilpatrick, E. Solberg, J. Steinke
	Municipal Manager Director of Finance & Administration Manager of Engineering Director of Public Services	D. Wolanski R. Osmond (left at 9:05 pm; returned at 9:22 pm) K. Minhas (left at 8:43 p.m.) D. Schaffer (left at 8:43 p.m.)
<b>ABSENT:</b>	Councillor Manager of Legislative and Land Services	E. Reimer S. Simon

**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 amended. – Carried Unanimously.

Accounts Payable

**C)** Councillor Kilpatrick moved the following 65 general vouchers in the amount of \$884,390.73 be received for information. – Carried Unanimously.

<b>ACCOUNTS PAYABLE SEPTEMBER 6, 2013 - SEPTEMBER 12, 2013</b>			
<b>COUNCIL MEETING SEPTEMBER 23, 2013</b>			
73553	ACKLANDS	FUEL PUMPS, FUEL PUMP METERS, TRAFFIC PYLONS	\$3,481.77
73554	AFFINITY WELDING	WELD CYLINDER UNIT#128 GARBAGE TRUCK	\$254.63
73555	THE BOLT SUPPLY HOUSE	CUTTING WHEELS	\$25.31
73556	BOSS LUBRICANTS	GREASE, TRANSMISSION FLUID, GAS ENGINE OIL, HYDRAULIC 32 OIL	\$2,079.74
73557	BROVAC	REMOVE LEACHATE LANDFILL	\$1,344.00
73558	CACTUS COMMUNICATIONS	RADIOS & PROGRAMMING, REPLACE CABLE & MOUNT- FIRE DEPT	\$2,472.70
73559	CIBC VISA	AWWOA TRAINING, POOL TRAINING, ADVERTISING, ETC	\$6,386.92
73560	CLEARTECH INDUSTRIES	SODIUM HYPOCHLORITE - POOL, ALUM & CHLORINE - WTP	\$11,452.19
73561	COCOA BEAN CAFE	AUGUST MEALS ON WHEELS	\$642.60
73562	CONSTRUCTION SUPPLY	SIKAFLEX SEALANT - ARENA	\$78.59
73563	CONVERGINT TECHNOLOGIES	SOFTWARE & UPDATES TO CONTROLLER - LIONS WATER PARK	\$952.56
73564	CANADIAN PACIFIC RAILWAY	AUGUST FLASHER CONTRACT	\$666.74
73565	VOID	PRINTER ERROR	\$0.00
73566	EPCOR ENERGY SERVICES	AUGUST ELECTRIC UTILITY - LANDFILL	\$126.04
73567	FORT GARRY FIRE TRUCKS	LADDER RACK HANDLE - FIRE DEPT	\$68.15
73568	GRADWELL, RAYMOND	REIMBURSE FOR EMBROIDERY ON COVERALLS - FIRE DEPT	\$47.00
73569	GREYHOUND COURIER EXPRESS	FREIGHT OF PARTS U#123 LOADER- WTP, U#134 LOADER - LANDFILL	\$52.17
73570	HARV'S JANITORIAL SERVICES	AUGUST JANITORIAL SERVICES	\$3,386.25
73571	KAIZEN LAB	WATER ANALYSIS	\$2,859.82
73572	KIRK'S MIDWAY TIRE	TIRE TUBE UNIT#145 MT6 TRACTOR	\$10.50
73573	LETHBRIDGE MOBILE SHREDDING	AUGUST SHREDDING SERVICE	\$46.20
73574	LIFESAVING SOCIETY	BRONZE CROSS & BRONZE MEDALLION EXAM FEES	\$238.00
73575	MNP	2012 FCSS REVIEW	\$1,102.50
73576	MEDICINE HAT CO-OP	FOAM ROLLERS	\$18.86

73577	PITNEY WORKS	SEPTEMBER FOLDER STUFFER CONTRACT	\$145.77
73578	PRITCHARD & COMPANY	LEGAL FEES FOR LAND SALES 40,132,1117V AND 14,13,0913590	\$550.73
73579	SCHEFFER ANDREW	JULY PLANNING SERVICES	\$249.38
73580	SUPERIOR TRUCK EQUIPMENT	PIN ASSEMBLY UNIT#128 GARBAGE TRUCK	\$692.41
73581	TELUS COMMUNICATION	SEPTEMBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$1,782.74
73582	TELUS MOBILITY	SEPTEMBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$469.11
73583	ST. AMBROSE MEN'S CLUB	REFUND KEY DEPOSIT	\$125.00
73584	MIKES ROADHOUSE	AUGUST MEALS ON WHEELS	\$670.95
73585	LATTER DAY SAINTS CHURCH	REFUND KEY & RENTAL DEPOSIT	\$225.00
73586	PARKINSON, KEVIN	TRAVEL EXPENSES POOL OPERATOR COURSE	\$173.04
73587	BOYCHUK, MERVIN	REFUND OVERPAYMENT ON PROPERTY TAX ROLL# 0262100	\$369.50
73588	DISTRICT 4 LITTLE LEAGUE	REFUND KEY & RENTAL DEPOSIT	\$250.00
73589	WHEATLAND COUNTY	2013 MUNICIPAL PROPERTY TAX SEMINAR REGISTRATION T.PRICE	\$60.00
73590	TERRED CONSTRUCTION	PROJECT#118 - FENCE FOR BRANDEN PRIMEAU ICE RINK REHAB	\$7,413.00
73591	WOLSELEY MECHANICAL GROUP	REPAIR CLAMPS, SADDLES, COUPLINGS, BUSHINGS, FITTINGS, ETC	\$3,157.39
73592	-		
73617	VOID	PRINTER ERROR	\$0.00
73618	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$226.00
73619	BENCHMARK ASSESSMENT	AUGUST TO OCTOBER ASSESSMENT, TAX RECOVERY APPRAISAL	\$14,995.84
73620	BENCHMARK GEOMATICS	GRADE PLAN 313 5 AVE. S.W.	\$210.00
73621	CITY OF MEDICINE HAT	AUGUST UTILITY ACCOUNTS, AUGUST SEWAGE OUTLAY	\$94,147.83
73622	DESJARDINS FINANCIAL SECURITY	LIFE INSURANCE PREMIUMS SCHAFER	\$661.50
73623	GAR-TECH ELECTRICAL	WIRE FUEL PUMPS - PS, REPAIR WATER LEVEL INDICATOR - WTP	\$236.25
73624	REDCLIFF HOME HARDWARE	PAINT, TOTE BOXES, SEAT U#111 MOWER, CARBERATOR, OIL, ETC	\$1,790.04
73625	L.W. DENNIS CONTRACTING	PROJECT#100 - RAW WATER SUPPLY PIPELINE UPGRADE	\$533,523.37
73626	MEDICINE HAT CO-OP	TARP, POPUP ROTOR, SPRAY BODY, NOZZLE	\$49.63
73627	MPE ENGINEERING	PROJECT#126 - SOUTH SASKATCHEWAN RIVER FLOOD EVENT	\$8,544.69
73628	MURRAY, CINDY	REIMBURSE FOR 2013 PENNY CARNIVAL SUPPLIES	\$389.68
73629	NAPA AUTO PARTS	SHOCK ABSORBER UNIT#128 GARBAGE TRUCK, ELECTRIC TAPE	\$110.78
73630	SUNCOR ENERGY PRODUCTS	AUGUST DIESEL, DYED DIESEL AND FUEL - PS, LANDFILL	\$14,921.11
73631	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS TO SEPTEMBER 7, 2013	\$16,633.55
73632	RECEIVER GENERAL	STATUTORY DEDUCTIONS REG PAY SEPT 7, 2013, SEPT COUNCIL PAY	\$24,130.88
73633	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$136.50
73634	SIMPLY WATER	BOTTLED WATER - POOL	\$85.00
73635	COLORADO SHALE PRODUCTS	RED SHALE - TRAILS	\$3,780.00
73636	NICKLE, KANDICE	REFUND UTILITY DEPOSIT	\$100.00
73637	WIRTH, KRISTOPHER	REFUND UTILITY CREDIT	\$99.55
73638	NEUFELD, MARIA	REFUND UTILITY CREDIT	\$141.84
73639	MUNSON, ELIZABETH	REFUND UTILITY CREDIT	\$103.50
73640	TOWN OF REDCLIFF	JULY EMPLOYEE PROPERTY TAX PAYMENTS	\$400.00
73641	TOWN OF REDCLIFF	REGULAR PAY TO SEPTEMBER 7, 2013, SEPTEMBER COUNCIL PAY	\$68,801.09
73642	TRANSIT PAVING	ASPHALT REPAIRS	\$42,080.85
73643	WORKERS COMPENSATION BOARD	JULY & AUGUST WCB PREMIUMS	\$3,963.99
	TOTAL CHEQUES: 65	AMOUNT OF CHEQUES:	\$884,390.73

Bank Summary to June 30, 2013

**D)** Councillor Steinke moved the Bank Summary to June 30, 2013 be received for information. – Carried Unanimously.

## 2. DELEGATION

Vulnerability Assessment Final Report

**A)** D. Wolanski presented the Hazards, Risks, Vulnerability Assessment Final Report from consultant MNP.

Councillor Solberg moved the Hazards, Risks, Vulnerability Assessment Final Report presented by D. Wolanski be received for information. Further that the report specific to Redcliff be included in the next Council package for information. – Carried Unanimously.

### **3. MINUTES**

Council meeting held September 9, 2013

**A)** Councillor Crozier moved the minutes of the Council meeting held September 9, 2013 be adopted as presented. – Carried Unanimously.

Special Council meeting held September 17, 2013

**B)** Councillor Steinke moved the Special Council meeting held September 17, 2013 be adopted as presented. – Carried Unanimously.

Redcliff and District Recreation Services Board meeting held September 3, 2013

**C)** Councillor Solberg moved the Redcliff and District Recreation Services Board meeting held September 3, 2013 be received for information. – Carried Unanimously.

Redcliff Family and Community Support Services Board notes for meeting held September 10, 2013

**D)** Councillor Crozier moved the Redcliff Family and Community Support Services Board notes for the meeting held September 10, 2013 be received for information. – Carried Unanimously.

Redcliff Planning Board meeting held September 17, 2013

**E)** Councillor Steinke moved the minutes of the Redcliff Planning Board meeting held September 17, 2013 be received for information. – Carried Unanimously.

Condo Conversion Application 2013-Condo-01  
Lots 31, 32, and 33-34, Block 86, Plan 1117V (5 2 Street NE)

**i)** Councillor Solberg moved Condo Conversion Application 2013-Condo-01, Lots 31, 32, and 33-34, Block 86, Plan 1117V (5 2 Street NE) be approved as presented. – Carried Unanimously.

Municipal Planning Commission meeting held September 18, 2013

**D)** Councillor Solberg moved the minutes of the Municipal Planning Commission meeting held September 18, 2013 be received for information. – Carried Unanimously.

### **4. BYLAWS**

Bylaw 1756/2013, Procedural Bylaw

**A)** Councillor Steinke moved Bylaw 1756/2013, Procedural Bylaw be given second reading, as amended. – Carried Unanimously.

Councillor Brown moved Bylaw 1756/2013 be given third reading. – Carried Unanimously.

Bylaw 1757/2013, Fire Services Bylaw

**B)** Councillor Crozier moved to have administration make changes to the Fire Services Bylaw and bring back to Council for first reading at the October 15, 2013 Council meeting. – Carried Unanimously.

## **5. STAFF RECOMMENDATIONS**

Northbound Right Turn Lane Addition  
Broadway Ave and Mitchell Street  
Intersection

**A)** Councillor Kilpatrick moved to proceed with the investigation of a feasibility study of the intersection to address the level of service issues identified in the 2010 Roadway System Master Plan (RSMP) and include the dedicated right turn lane analysis in the feasibility study. – Defeated.

## **6. POLICIES**

Policy 059, Sustainable Infrastructure  
Policy

**A)** Councillor Kilpatrick moved Policy 059 – Sustainable Infrastructure Policy be approved as presented and further that Policy 011 – Frontage Prepayment be cancelled. – Carried Unanimously.

Policy 086, Computer Policy

**B)** Councillor Crozier moved to adopt Policy 086 – Computer Policy as presented. – Carried Unanimously.

Policy 108, Firefighter Training  
Requirements Policy

**C)** Councillor Solberg moved that Policy 108 – Firefighter Training Requirements be cancelled. – Carried Unanimously.

Policy 109, Harassment/Workplace  
Violence Policy

**D)** Councillor Steinke moved to adopt Policy 109 – Harassment/Workplace Violence as amended.

Motion was withdrawn by Councillor Steinke

Councillor Steinke moved to adopt Policy 109 – Harassment/Workplace Violence as presented. – Carried Unanimously.

## **7. CORRESPONDENCE**

Alberta Environment and Sustainable  
Resource Development  
Re: \$20 million dollars dedicated to  
2013 Flood Recovery Erosion Control  
Program

**A)** Councillor Solberg moved correspondence dated August 22, 2013 from Alberta Environment and Sustainable Resource Development advising that \$20 million have been dedicated to the 2013 Flood Recovery Erosion Control Program be received for information. – Carried Unanimously.



City of Medicine Hat  
Re: Extension of Principle Agreement –  
Regionalization of Disaster Services

**B)** Councillor Crozier moved correspondence dated September 10, 2013 from the City of Medicine Hat regarding extension of Principle Agreement – Regionalization of Disaster Services to December 31, 2014 be received for information. – Carried Unanimously.

Palliser Economic Partnership – Media Release  
Re: Transportation Assessment of Southeast Alberta

**C)** Councillor Solberg moved Media Release correspondence dated September 16, 2013 from Palliser Economic Partnership regarding undertaking of a Transportation Assessment of Southeast Alberta be received for information. – Carried Unanimously.

Travel Alberta  
Re: 2013-2016 Business Strategy

**D)** Councillor Kilpatrick moved correspondence dated August 19, 2013 from Travel Alberta regarding 2013-2016 Business Strategy that outlines their three-year strategic direction, marketing plan and corporate targets be received for information. – Carried Unanimously.

## 8. OTHER

City of Medicine Hat

**A)**

Subdivision Application 2013MH010  
2811 Box Springs Link NW

**i)** Councillor Crozier moved Subdivision Application 2013MH010 for 2811 Box Springs Link NW be received for information. – Carried Unanimously.

Subdivision Application 2013MH013  
2550 Box Springs Blvd. NW

**ii)** Councillor Brown moved Subdivision Application 2013MH013 for 2550 Box Springs Blvd. NW be received for information. Further that administration considers water implications in formulating a response to the City of Medicine Hat. – Carried Unanimously

Subdivision Application 2013MH014  
2377 Box Springs Blvd. NW

**iii)** Councillor Kilpatrick moved Subdivision Application 2013MH014 for 2377 Box Springs Blvd. NW be received for information. – Carried Unanimously.

Subdivision Application 2013MH015  
2450 Box Springs Blvd. NW

**iv)** Councillor Crozier moved Subdivision Application 2013MH015 for 2450 Box Springs Blvd. NW be received for information. Further that administration considers water implications in formulating a response to the City of Medicine Hat. – Carried.

Budget Process

**B)** Councillor Brown moved to approve the MYCIP project ranking matrix as presented and further to establish the dates for the 2014 budget review as Saturday, November 16, 2013 and Monday, November 18, 2013 from 8:00 a.m. to 5:00 p.m. each day. - Carried Unanimously.

Quarterly Financial Summary  
(period ending June 30, 2013)

**C)** Councillor Crozier moved the Town of Redcliff Quarterly Financial Summary for period ending June 30, 2013 be received for information. – Carried Unanimously.

Municipal Manager's Report to Council

**D)** Councillor Steinke moved the Municipal Manager's Report be received for information. – Carried Unanimously.

Redcliff/Cypress Regional Landfill  
Graphs to August 31, 2013

**E)** Councillor Steinke moved the Redcliff/Cypress Regional Landfill Graphs to August 31, 2013 be received for information. – Carried Unanimously.

Letter to Minister on Directives

**F)** Councillor Solberg moved the letter to the Minister of Municipal Affairs regarding Directives be received for information. – Carried Unanimously.

Council Orientation Agenda

**G)** Councillor Brown moved the Council orientation agenda to take place following the municipal election be approved as presented. - Carried.

## **9. RECESS**

Recess

Mayor Hazelaar called a recess at 8:43 p.m.  
Mayor Hazelaar reconvened the meeting at 8:55 p.m.

## **10. IN CAMERA**

In Camera

Councillor Crozier moved to meet In Camera to discuss three labour matters at 8:55 p.m. – Carried Unanimously.

R. Osmond left at 9:05 p.m.

Return to Open Session

Councillor Kilpatrick moved to return to Open Session at 9:05 p.m. – Carried Unanimously.

R. Osmond returned at 9:22 p.m.

Vision Care

Councillor Crozier moved to direct administration to negotiate and discuss changes to the vision care wording in the collective Agreement with CUPE subject to Council's final approval. – Carried Unanimously.

Appointment of Acting Municipal  
Manager

Councillor Brown moved that Robert Osmond, Director of Finance and Administration be appointed Acting Municipal Manager effective October 16, 2013 until the Municipal Manager position is filled on a permanent basis. Further that the appointment will be at the start rate for the Municipal Manager as identified in Policy 69. – Carried Unanimously.

**11. ADJOURNMENT**

Adjournment

Councillor Steinke moved to adjourn the meeting at 9:24 p.m. – Carried Unanimously.

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Mayor

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Manager of Legislative and Land Services

**MINUTES OF THE MEETING OF THE SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
THURSDAY, SEPTEMBER 12, 2013 @ 7:00 p.m.**

PRESENT:   Members:                   B. Hawrelak, D. Kilpatrick, V. Lutz,  
  E. Reimer, G. Shipley

                  Development Officer           B. Stehr  
                  Planning Consultant         K. Snyder  
                  Recording Secretary        S. Simon

                  Appellants                   D. Thiessen, Remax  
  C. Briggs, Advance Design & Construction  
  B. Hann, Finley Hann Engineering Ltd.  
  N. O'Reilly, Finley Hann Engineering Ltd.

J. Drobot

**1.    CALL TO ORDER**

Recording Secretary called the appeal hearing to order at 7:00 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

**2.    ELECTION OF CHAIRMAN**

V. Lutz nominated D. Kilpatrick to be Chairman, seconded by G. Shipley. D. Kilpatrick accepted and assumed control of the appeal hearing.

**3.    Appeal No. 1**

**Appeal of Development Application 13-DP-056**

**Lot 6, Block 1, Plan 0012975 (2250 South Highway Drive SE)**

**Variance of sideyard setback (proposed addition to existing building)**

Chairman D. Kilpatrick asked the appellants if they had any objection to any board members hearing the appeal. B. Hann advised they objected to B. Hawrelak. B. Hawrelak removed himself from the proceedings and left the room at 7:03 p.m.

**a)    Presentation of Appellant**

B. Hann addressed the board and outlined the details of the proposed development. He noted that should the zero setback not be allowed that the potential lessees will be seeking an alternative location. B. Hann also noted the plans to install a firewall on the wall of the zero setback. He advised that the adjacent property is owned by the same company and they have no objections.

B. Hann advised that a site drainage plan will be completed once they know if a development permit will be granted.

**b) Presentation of Development Officer**

The Development Officer referenced his report dated August 29, 2013 providing a history of the application and the decision of the Municipal Planning Commission.

**c) Presentation of Municipal Planning Commission (MPC)**

The Development Officer advised he had spoken with the Municipal Planning Commission Chairman who had indicated that MPC had no concerns.

**d) Presentation of Planning Consultant**

The Planning Consultant provided the following background information

- Zoning is C-HWY
- Development in the immediate area generally includes large single buildings located near the front of the site with large rear yards. Sideyards appear to be consistent at 3m.
- There is existing development on either side of the subject site.
- Potentially affected neighbour on the SE appears to have at 3m-5m sideyard setback.
- Grade difference between the subject site and the potentially affected neighbour is approximately 3-4 ft.

The Planning Consultant explained the purpose of the 3 m sideyard setback rule

- Provides a minimum access space to the rear yard – especially with no lane access.
- Provides two access routes (on each side of the building) to/from rear yard during an emergency
- Provides practical and legal working room to maintain building exterior while on their site.
- Breaks up large uniform buildings and streetscapes
- With large sites a 3m sideyard setback assists with:
  - Consistent streetscape and party wall location. Large commercial and industrial sites could have a patchwork of zero setback buildings not sharing party walls.
  - A Zero setback with grade differences between parcels can be complex. Retaining walls to eliminate grade transition areas on large sites are not always practical.
  - Storm drainage could be difficult.

The Planning Consultant commented that the site is large and there appears to be substantial room and flexibility to retain the setbacks in the Land Use Bylaw. Further he would not recommend that a zero side yard setback be the standard for large scale commercial and industrial developments. However, a zero sideyard setback that is sparsely applied could be accommodated with little negative impact.

The Planning Consultant recommended that the SDAB overturn the Development Officer's decision and approve the proposed development as presented with the following conditions:

- Access agreement with the SE neighbour (on title) that allows for practical space to maintain the building exterior (ie. 3m)
- Parking and driveways as presented are okay – driveway width is larger than desired, but due to fixed onsite circulation requirements it is acceptable.

- Parking and driveway areas to be paved or concrete in the front yard or at a minimum 15 m of pavement or concrete from public road into the site for the width of the entrance.
- Provision of a site drainage plan to the satisfaction of the Town's Manager of Engineering.
- Identified landscaped areas be landscaped with soft (grass, trees, etc) or hard landscaping (ie. Rock, etc.) not just concrete to the satisfaction of the Development Officer
- Written proof of ownership or landowner consent.

The Planning Consultant further commented that if the SDAB considers altering the relaxation request to less than 3 m but more than zero, then it is suggested that the Board consider a minimum of 1.5 m+ as an amount less than that would cause more issues than a zero setback (maintenance, drainage etc.)

**e) Presentation of anyone served notice of hearing**

No further comments.

**f) Presentation of anyone claiming to be affected**

No further comments.

**g) Rebuttal of Appellant/Applicant**

B. Hann commented that the situation is unique in that the adjacent property owner to the proposed zero setback is the same owner. He further commented that he did not have any objections to the Planning Consultants comments. B. Hann reiterated that should the zero setback not be allowed then the tenant will look elsewhere. With regard to the grade differential that will be dealt with through a site drainage plan.

C. Briggs, Advance Design & Construction reviewed the drawings and explained the proposed development.

**h) Other**

Nothing further.

**i) Recess**

E. Reimer moved to meet in camera at 7:26 p.m.

The Appellants, Development Officer, Planning Consultant left the meeting at 7:26 p.m.

**j) Decision**

G. Shipley moved that the appeal against the decision of the Municipal Planning Commission, to refuse to issue a permit for Development Permit Application 13-DP-056, Lot 6, Block 1, Plan 0012975 (2250 South Highway Drive SE) for an addition to an existing building be upheld and that the decision of the Municipal Planning Commission be revoked. Further that application for an addition to an existing building at Lot 6, Block 1, Plan 0012975 (2250 South Highway Drive SE) be approved conditional to:

1. Registration of a legal instrument on the southeast adjacent property in favor of the subject lands to ensure continued maintenance access for the building to the satisfaction of the Development Officer. (A minimum 3 m distance from building is required)
2. All off-street parking spaces, maneuvering aisles and accesses in front of the building shall be hard surfaced.
3. An approved site drainage plan to the satisfaction of the Manager of Engineering by December 13, 2013.
4. Identified landscaped areas be landscaped with soft (grass, trees, etc) or hard landscaping (ie. Rock, etc.) not just concrete to the satisfaction of the Development Officer.
5. Written proof of ownership.
6. Provision of a complete set of drawing including site plan, site drainage, landscaping, hard surfacing & building elevations to the satisfaction of the Development Officer.

- Carried.

Further the Board advised the reasons for its decision is that

1. Access to the rear yard area is still available.
2. The proposed development does not negatively impact the surrounding area.
3. The structure is of appropriate sizing for the lot area.

V. Lutz moved to return to regular session at 8:02 p.m.

The Appellants, Development Officer, Planning Consultant returned to the meeting at 8:02 p.m.

Chairman Kilpatrick advised the appellants of the decision and that the written decision would be forthcoming.

D. Thiessen, C. Briggs, B. Hann, N. O'Reilly left the meeting at 8:08 p.m.

B. Hawrelak rejoined the meeting at 8:08 p.m.

**4) Appeal No. 2**  
**Appeal of Development Application 13-DP-058**  
**Lot 17-18, Block 3, Plan 3042AV (505 3 Street SE)**  
**Variance to Sideyard Setback (proposed addition of steps to existing residence)**

**a) Presentation of Appellant**

Chairman D. Kilpatrick asked the appellant if they had any objection to any board members hearing the appeal. No objections were raised.

J. Drobot advised that the residence is for sale and the lack of a second access from the main floor has been an issue in selling the property. She indicated the only feasible option for placing a second access is to put it off the side of the house.

**b) Presentation of Development Officer**

The Development Officer referenced his report dated August 29, 2013 providing a history of the application and his decision and reason for refusal of the permit.

**c) Presentation of Municipal Planning Commission**

No comments.

**d) Presentation of Planning Consultant**

The Planning Consultant provided the following background information.

- Step is higher than 0.3m and thus the maximum allowed encroachment into the side yard is 0.75m.
- Purpose of rule is to protect adjacent property owners from visual and noise encroachment that would be deemed intrusive and uncontrollable.
- Subject lot has adjacent R1 single family homes on either side.
- Potentially affected neighbour (on south) has no side windows, but has a rear door, patio area, and manicured rear yard.
- Step height is estimated as 4 ft?
- Maximum fence height in LUB is 1.8m (6ft).
- Step entrance is located in side yard at rear of the home.

The Planning consultant provided the following analysis

- A 5ft high individual standing on the 4ft step, which is only 1ft from property line – puts this individual on a pedestal that is 3ft clear of the top of the fence – literally on top of rear yard of the adjacent lot.
- Although the step is not a lounging area there is potential unmitigated intrusion possible because a fence to partially screen is not permissible.
- Noise from the door, which faces the neighbour could be an issue as well.

The Planning Consultant recommended that the Subdivision and Development Appeal Board uphold the Development Officer's decision based on the potential for unmitigated negative impact on the south neighbor.



**e) Presentation of anyone served notice of hearing**

Recording Secretary advised that she had spoken with Jim Hall an adjacent landowner who submitted the following comments via email.

*The only issues I have with the proposed development is snow removal, with the steps being in such a small area extra care will have to be taken moving snow away from our homes in the area of the steps to reduce the chances of water leaking into basements.*

*The only other concern I would have is privacy between our two homes, but I think the proposed door may actually improve the privacy issue at our back doors.*

**f) Presentation of anyone claiming to be affected**

No one was in attendance.

**g) Rebuttal of Appellant/Applicant**

The appellant had no further comments.

**h) Other**

Discussion ensued with the type of door to install. The appellant commented that she would like to maintain the natural light. It was commented that the door could have a frosted window.

**i) Recess**

V. Lutz moved to meet In Camera at 8:30 p.m.

The appellant, Development Officer and Planning Consultant left the room at 8:30 p.m.

**j) Decision**

B. Hawrelak moved that the appeal against the decision of the Development Officer, to refuse to issue a permit for Development Permit Application 13-DP-058, Lot 17-18, Block 3, Plan 3042AV (505 3 Street SE) for a variance to the sideyard setback for a proposed addition of stairs/doorway to existing residence be upheld and that the decision of the Development Officer be revoked. Further that the application for a variance to the sideyard setback for a proposed addition of stairs/doorway to existing residence at Lot 17-18, Block 3, Plan 3042AV (505 3 Street SE) be approved conditional to:

1. The Landing to encroach into the setback to a maximum distance of 1.07m (42").
2. The railing around the landing to be visually obscuring.
3. Any glass in the door to be visually impairing.

- Carried.

Further the Board advised the reasons for its decision are

1. No objections received from the adjacent neighbour.
2. Provides an additional egress.

V. Lutz moved to return to regular session at 8:46 p.m.

The Appellant, Development Officer, Planning Consultant returned to the meeting at 8:46 p.m.

Chairman Kilpatrick advised the appellants of the decision and that the written decision would be forthcoming.

#### 4. **ADJOURNMENT**

E. Reimer moved the meeting be adjourned at 8:48 p.m.



Chairman



S. Simon, Recording Secretary

**REDCLIFF AND DISTRICT RECREATION SERVICES BOARD**  
**Downstairs Meeting Room Town Office**  
**October 7, 2013 at 7:00 pm**

**Present:** Ann Pudwell, Eric Solberg, Christine MacNeil and Cindy Murray

**Absent:** Jeff Wilson, Chuck Henson

**1. CALL TO ORDER**

Meeting was called to order at 7:20 pm.

**2. ADDITIONS/DELETIONS TO THE AGENDA**

Additions:

**7.6 Recreation Masterplan**

**7.7 Healthy Alberta Grant**

**3. ADOPTION OF THE AGENDA**

A. Pudwell moved adoption of the agenda as amended. CARRIED.

**4. ADOPTION OF THE MINUTES**

A. Pudwell moved adoption of the September 5, 2013 minutes as amended.  
CARRIED.

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. INTRODUCTION OF NEW BOARD MEMBER**

Christina MacNeil was introduced as the newest member of the Redcliff and District Recreation Services Board.

**7. OLD BUSINESS**

**7.1 Policies, Procedures and Bylaws**

Copies of the Rates Bylaw 1752/2013 were provided to board members.

**7.2 Toboggan Hill**

Contractors have almost completed work to correct the erosion problem and grade at the toboggan hill. Public Services will also install a bench at the top of the hill this fall.

**7.3 Parkside Outdoor Fitness Equipment**

Parkside School has not received any news yet regarding their outdoor fitness equipment grant proposal,

If they are successful, they will purchase outdoor fitness equipment that will be incorporated into their fitness classes and used for circuit training. This public will be able to access this equipment after school hours.

**7.4 Random Acts of Kindness**

Community Services is promoting the Community Foundations Random Act of Kindness Day in Redcliff. Information has been circulated to local community organizations to encourage, recruit and support Kindness Krews. Community Services will participate in the event and will distribute promotional items to the Redcliff Kindness Krews.

**7.5 2013/14 Budget**

Board members were asked to review the 2013 recreation related projects and to provide suggestions for consideration in the 2014 budget. Board members were provided with a Capital Projects Form to complete.

**8. DIRECTOR'S REPORT**

Jonelle Gladue is the new Community Services Clerk, effective today, October 7, 2013.

**9. NEW BUSINESS**

**9.1 2014 Alberta Winter Games**

Promotional material for the 2014 Alberta Winter Games is now available and will be advertised through Community Services.

**9.2 Redcliff Skating Club**

The Redcliff Skating Club board members were invited to meet with the Recreation Board if there were any issues that needed to be addressed. Members did not wish to attend.

**9.3 Redcliff Minor Hockey Association**

The Redcliff Minor Hockey Association board members were invited to meet with the Recreation Board if there were any issues that needed to be addressed. Members did not wish to attend.

**9.4 Redcliff Ball Diamonds**

K. Dzikowski from Parkside Junior High School advised that baseball is offered as an elective at the school and students would use the batting cage if it were available in Redcliff and in good condition. The students have occasionally travelled to Dunmore, Alberta to use a batting cage.

Recreation Board member, Chuck Henson, had previously advised that the Redcliff Ladies Softball League would also use the batting cage. Possible repairs will be discussed with Public Services.

**9.5 Grants**

Community Services and Recreation Board members will research and prepare a list of potential recreation related grants that can be accessed by the Town of Redcliff and/or community partners. The deadlines will be noted and scheduled for annual discussion at Recreation Board meetings. This will allow time to set priorities and prepare applications well in advance.

**10. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS**

**10.1 Alberta Recreation and Parks Association Conference and  
Energize Workshop                                      Lake Louise                      October 24 – 26**

**11. CORRESPONDENCE**

**12. DATE OF NEXT MEETING - November 4, 2013**

**13. ADJOURNMENT**

The meeting was adjourned at 9:05 pm.



*Kathi Herman*

RECEIVED  
SEP 25 2013  
TOWN OF REDCLIFF

## **MINUTES**

### ***Board Meeting of April 17, 2013***

**Trustees Present:** Kathi Herman, Doug Henderson, Marj James, Les Pearson, Craig Widmer, Dwight Kilpatrick, Jennifer Coombs, Marjorie Moncrieff (for John Brocklesby), Kevin Jones

**Trustees Absent** Mara Nesbitt, Martin Shields, Yoko Fujimoto  
**With Regrets:**

**Date & Time:** Wednesday, April 17, 2013 at 1:00 p.m.

**Location:** Shortgrass Library System Boardroom

1. **Call To Order** – The meeting was called to order by Kathi Herman at 12:59 p.m.

1.1. Moved by Marj James that the agenda be approved as amended:

- 2.2. 2014-16 Audit Expense Quote
- 2.22. 2012 Surplus
- 2.23. Approval of Firewall Purchase
- 2.24. Approval of Landscaping
- 4.6. Changes to June Board Meeting

CARRIED

1.2. Moved by Doug Henderson that the February 20, 2013 Board Meeting Minutes be approved as presented.

CARRIED

## 2. **Action:**

### **2012 Auditors Letter and Audited Financial Statements**

#### ***Attachment 1***

Mr. Rob Belau and Mr. Justin Beck, from Meyers Norris Penny, will be present at 2:00 p.m. to review the 2012 Draft Audited Financial Statement and answer any questions that SLS Trustees may have.

Moved by Jennifer Coombs that the meeting move to in-camera at 1:40 p.m.

CARRIED

Moved by Marj James that the meeting move from in-camera to the open meeting at 1:50 p.m.  
CARRIED

Moved by Les Person that the SLS Board approve the 2012 Draft Audited Financial Statements and accept the auditor's report as presented.  
CARRIED

2.1. Moved by Jennifer Coombs that updated Policy B.6: Voting/Quorum be approved as amended.  
*Attachment 2* CARRIED

2.2. Moved by Doug Henderson that the SLS Board accept the quote from Meyers Norris Penny (MNP) and retain MNP for audit services for 2014-16.  
CARRIED

### **Programs and Services Committee Business**

2.3. Moved by Dwight Kilpatrick that the SLS Board approve the March 20, 2013 Programs & Services Meeting Minutes as amended.  
CARRIED

2.4. Moved by Dwight Kilpatrick that the SLS Board approve updated Policy B.17: Provision of Library Services to a Municipality without a Library Board as presented.  
*Attachment 3* CARRIED

2.5. Moved by Jennifer Coombs that the SLS Board approve updated Policy B.18: Library Service Points within a Municipality without a Library Board as presented.  
*Attachment 4* CARRIED

2.6. Moved by Marj James that the SLS Board approve updated Policy G.3: Resource Sharing: Materials Normally Lent as presented.  
*Attachment 5* CARRIED

2.7. Moved by Kevin Jones that the SLS Board approve updated Policy G.5: Resource Sharing: Service to Print Disabled as presented.  
*Attachment 6* CARRIED

2.8. Moved by Doug Henderson that the SLS Board approve updated Policy G.9: Circulation: Confidentiality of User Records to the SLS Board for approval as amended.  
*Attachment 7* CARRIED

2.9. Review of potential anniversary celebration invitees.

2.10. Recommended by Les Pearson that the draft Plan of Service be brought back to the September Board Meeting.

### **Finance and Personnel Committee Business**

2.11. Moved by Craig Widmer that the SLS Board approve the March 20, 2013 Finance & Personnel Meeting Minutes as presented.  
CARRIED

- 2.12. Moved by Marj James that the SLS Board approve the December 2012 Financial Statement to the SLS Board for approval as presented. CARRIED  
Moved by Craig Widmer that the SLS Board approve the January 2013 Financial Statement as presented. CARRIED  
Moved by Les Pearson that the SLS Board approve the February 2013 Financial Statement as presented.  
*Attachment 8* CARRIED
- 2.13. Moved by Marj James that the SLS Board approve the deletion of Policy C.20: Relatives (Dealing With), to be incorporated into Policy C.28: Code of Conduct presented. CARRIED
- 2.14. Moved by Marj James that the SLS Board approve updated Policy C.28: Code of Conduct as presented.  
*Attachment 9* CARRIED
- 2.15. Moved by Les Pearson that the SLS Board approve updated Policy F.4: Cheque & Invoice Review & Signing as presented.  
*Attachment 10* CARRIED
- 2.16. Moved by Marj James that the SLS Board approve updated Policy F.5: Credit Cards as presented.  
*Attachment 11* CARRIED
- 2.17. Moved by Craig Widmer that the SLS Board approve updated Policy F.9: Petty Cash as presented.  
*Attachment 12* CARRIED
- 2.18. Moved by Marj James that the SLS Board approve the list of proposed disposals as presented.  
*Attachment 13* CARRIED
- 2.19. Moved by Craig Widmer that the SLS Board approve that SLS not reimburse travel expenses for attendance to social events hosted by SLS. CARRIED
- 2.20. Moved by Marj James that the SLS Board approve the Draft Amended Budget as presented.  
*Attachment 14* CARRIED
- 2.21. Recommended by Marj James that the F&P Committee recommend the renewal of member library and SLS headquarters firewall equipment maintenance contracts for 3 years (2013-16), as budgeted for in line 274 of the amended 2013 draft budget, to the SLS Board for approval as presented.  
*Attachment 15* CARRIED
- 2.22. Moved by Les Pearson that the SLS Board approve putting \$175,000 into a restricted fund for building maintenance. CARRIED



- 2.23. Moved by Marj James that the SLS Board approve the purchase of a firewall expenditure, to the maximum expense of \$15,000.

*Attachment 16*

CARRIED

- 2.24. Approved by the SLS Board that the CEO will continue with the landscaping upgrade at Shortgrass headquarters.

### 3. Information

3.1. Board Chair Report – Kathi Herman

- Met with Keith Walker about the research project about the shared intern project
- Had lunch with Petra Mauerhoff and John Brocklesby & was able to give John a gift & card from the Board.

3.2. CEO Report – Petra Mauerhoff

*Attachment 17*

3.3. Manager, Library Technology Report – Anton Chuppin

*Attachment 18*

3.4. Manager, Bibliographic Services Report – Phyllis Worrall

*Attachment 19*

3.5. Intern Report – Kris Samraj

*Attachment 20*

3.6. Letter from Public Services Branch

*Attachment 21*

3.7. 'Approval' of the County of Newell population figure breakdown by division.

*Attachment 22*

3.8. 2012-13 Resource Sharing & Network Grant

*Attachment 23*

3.9. The June 19<sup>th</sup>, 2013 Board Meeting has been cancelled due to the 25<sup>th</sup> Anniversary Celebration. The next scheduled meeting will September 18, 2013 at the Medicine Hat Public Library.

### ADJOURNMENT

**Next Programs & Services Meeting:**

**Date:** May 22, 2013  
**Luncheon :** 12:30 p.m.  
**Time of Meeting:** 1:00 p.m.  
**Location:** Shortgrass Library System Boardroom  
VC Locations

**Next Finance & Personnel Meeting:**

**Date:** May 22, 2013  
**Time of Meeting:** 9:30 a.m.  
**Location:** Shortgrass Library System Boardroom  
VC Locations

**25<sup>th</sup> Anniversary Celebration:**

**Date:** June 19, 2013  
**Opening Remarks:** 12:00 p.m.  
**Luncheon & Tours:** 12:45 p.m.  
**Location:** Medalta Potteries

**Next Board Meeting:**

**Date:** September 18, 2013  
**Luncheon:** 12:30 p.m.  
**Time of Meeting:** 1:00 p.m.  
**Location:** Medicine Hat Public Library  
VC Locations

## **Minutes for the Board of Directors Regular Meeting**

Wednesday June 19, 2013 8:00 a.m. EDA Board Room

### **ATTENDED:**

Jim Steinke  
Jacqueline Penner  
Brian Widmer

Randy Lehr  
Ron Harty

Ron Edwards  
Wayne Craven

Keith Crush  
Gordon Reynolds

### **REGRETS:**

Janet Vas

### **STAFF:**

Wendy Blackwell  
Mary-Ann Smith

Nichola Kondra  
Shayla Paxman

1. **Call to Order** at 8:03 am
2. **Welcome** Brian Widmer – Representative for the Chamber of Commerce  
Shayla Paxman – New Staff Member - REDO

### 3. **Adoption of Minutes for May , 2013**

Motion to adopt the minutes of the March meeting: Jacqueline Penner. Seconded by: Jim Steinke. Carried.

### 4. **Financial Report**

2013 expenses are looking good and are in range for the first half of the year.

Motion to adopt the Financial Report: Wayne Craven. Seconded by: Jacqueline Penner. Carried.

### 5. **Executive Director Report**

Attached report was reviewed.

#### **Finance Highlights:**

Invoices for the second half of 2013 have been sent out to the funding partners. The budget is still on track for an end of year with a surplus of approximately \$16,000.00.

The IRAP audit that was completed in September 2012 identified an overpayment that was made to the EDA in September 2010. An incorrect claim for vacation pay (approx. \$1500.00) was submitted to the program and incorrectly reimbursed.

Highway 3 executive committee will meet on June 21<sup>st</sup> at Bow Island Golf Club. The objective of the meeting is to elect a new Chair. The financial management of this committee will then transfer from the EDA to the new Chair.

### **Staffing Highlights:**

Staff worked with a Government of Alberta (GOA) facilitator to complete a team charter. For your information the final document has been shared with our board is included in this month's packages.

Shayla Paxman was the successful candidate in our Regional Economic Development Officer (REDO) competition. Shayla has excellent credentials, is very active in the Medicine Hat College (MHC) community and comes to the EDA highly recommended. Shayla will focus on Business retention and expansion, support the agriculture committee and has two major projects already underway. She has also been recognized as a Top 40 under 40 winner by the Medicine Hat News and won the MHC Student of the Year award. She is already proving to be a great fit with our team! The EDA is now fortunate to have 3 Top 40 under 40 winners on our staff.

### **Events Highlights:**

The Savour the Southeast – Savour Connections evening, was held at the Cypress Centre, provided some more excellent results; a separate report on this event and some additional Savour results are featured as an Appendix to the REDO report due to its BR&E nature.

For the work the EDA has done with Savour, and the subsequent press releases on Farmers Markets, the EDA has been offered a table at two of the Medicine Hat Farmers Markets. The team will use these opportunities to promote Savour the Southeast, the new Savour coaster design, and to make new connections.

- The EDA will attend the July 6<sup>th</sup>, the Anniversary market, and September 14<sup>th</sup>.

The EDA's Economic Outlook Summit (October 30<sup>th</sup>) is progressing well. More speakers have been confirmed, as the board will not be meeting again until September a hand-out package has been produced.

- The event will be held at the Medicine Hat Lodge 9.30 – 5pm on October 30<sup>th</sup>. We will be seeking board support to assist with ticket sales. We envisage that tickets will be priced at \$68.50 each or \$500.00 for a table of 8, this will include lunch.

The EDA team participates as part of the tourism industry group, at their last meeting (held this week) it was indicated that the group is moving towards creating the new DMO or DDMO for Medicine Hat only. They have moved away from previously proposed regional organization as apparently city council does not want to fund a regional model, this is in discussion stage. The

staff are seeking board direction and confirmation that if this proceeds along these avenues we as an organization should be stepping back from our participation.

The EDA team is submitting a new addition report; a “Monthly Economic Summary”. The report will summarize key economic data and statistics that are already monitored regularly by our staff, the report will offer some analysis and context to the data.

## **6. Committees & Projects Progress Reports**

### **a. Associate Director Report:**

We have connected with a local producer and business owner who are in the preliminary phase of site selection and business plan creation for a micro-brewery. We will be meeting them as well as their business partner shortly to discuss possible locations and incentive opportunities. During this time we will also be facilitating the introduction of a well-respected brew-master.

The American logistics company was able to complete a site visit following our arrangements between them and the current land owners. We have been told that they are now in discussions and we will know shortly what next steps are to be taken.

We are working with the Ontario based aviation company on funding opportunity identification as well as assisting with possible site locations for a new product manufacturing facility.

We worked with a local producer who is also involved in the Medalta Market. We have now begun in the assistance of promoting all local markets as well as provided a detailed outline for a funding opportunity for the particular producer.

Our Pulse Processing project is moving along well. The consultants have been able to conduct many different stakeholder interviews and our mid-point meeting will be held before the end of June. I have also made several attempts to connect with the group who is involved in the pulse project happening in the Foremost area. We are optimistic that our consultants might have more luck in connecting with them as a third party.

**The Economic Outlook Summit (E-OS)** currently has **five** confirmed speakers and **three** confirmed break-out sessions. Earle Connor, motivational speaker and business owner will now present “Overcoming Challenges to Succeed”. Rick Brink the President and C.E.O of Weddingstar and Patrick Mattern Senior Director for Trade & Investment International and Intergovernmental relations with the Government of Alberta will be two participants on our exporting panel break-out session. The line-up is impressive and unprecedented in Southern Alberta.

Please see our website for registration, updates and information on the Summit:

<http://events.edalliance.ca/events/>

**b. Regional Economic Development Officer Report:**

The Team Charter was reviewed on the internal operation of the EDA.

Shayla's main focus as REDO will be one of the EDA's core business areas; business retention and expansion (BR&E) within the region. She has already completed some comparative research on economic development and BR&E programs to examine how other regions across North America are working in this area. Shayla is currently using this information to build a formalized BR&E process for the EDA. Once complete, this information will be included in hand-outs (including infographics) and on the EDA website for all our clients, partners and shareholders to refer to. Businesses will have an idea of how we will work with them and the detail of the services than can be provided by the EDA team in order to help them accomplish their goals.

Shayla has begun creating a strategy to develop closer connections with Montana. Currently, she is in the preliminary stage of researching the appropriate connections to be made and reaching out to set up potential collaboration efforts. From initial enquiries there appears to be opportunities for synergies, more trade development and for marketing materials on southeast Alberta to be shared. Further updates on this initiative will be provided as the strategy develops.

**Savour the Southeast:**

The Savour Connections Evening was organized as a result of feedback gathered during Savour Week. We held the event on May 27, 2013 at the Fireside room in the Cypress Centre. The evening was a casual come and go, wine and cheese event which allowed producers to make connections with local vendors so that both can expand and grow their businesses.

In attendance at the event we had representation from 22 businesses and 11 producers, totaling 52 people and 6 staff members. The Savour the Connect Evening resulted in 8 businesses making **18 new connections** with the producers.

Due to the EDA team's connections, the coasters from the "Savour the Southeast – Eat Local week" can be purchased locally through Ron Holmes - Holmes Printing. Ron attended the Connections evening and many of the Savour participants are looking at purchasing these coaster to use at their establishments year round. The Medicine Hat Stampede is currently negotiating purchasing the coasters; this is due to the reverse side endorsing shopping at Farmers Markets.

c. **Marketing & Communications:**

The **EDA's quarterly newsletter** was distributed at the end of May. We updated the appearance to reflect our new brand and included the following **headlines**:

- The business side of a farmers' market (BR&E, MC)
- New team member at the EDA focuses on helping businesses (BR&E, MC)
- Small but mighty- Bow Island celebrates economic success in 2013 (IA, BR&E, MC)
- President of Kenmore Holdings Inc. recognized as one of Oil Week's Rising Stars (BR&E, MC)

**Abbreviation key:**

Business Retention & Expansion (BR&E)  
Investment Attraction (IA)  
Marketing and Communications (MC)

**To encourage traffic to the website** as well as **promote the funding opportunities** available for businesses in southeast Alberta, we have started to post grants and funding programs every Monday in our newsroom. Recently added: Agri-Marketing Funding Program & Apprenticeship Incentive Grant (BR&E, MC)

**Media interviews** with team since last board report = **14**

Example of topics: pulse processing, Bow Island success stories, Methanex expansion and wind farm development

**Economic Outlook Summit:** we have started working on the EOS marketing plan as well as the graphic design for the event. The plan and graphics will be available to the Board at a later date.

**Savour the Southeast Highlights:** To continue on the momentum built from the Savour the Southeast's Eat Local Week, we have created an editorial calendar that will ensure that the site remains content-rich. Our main objective is to get visitors to the site and for a longer period of time.

d. **Agriculture Committee:**

The next agriculture committee meeting will be held June 26, 2013 at 7am in the EDA Boardroom. A preliminary agenda has already been drafted, and an updated committee Terms of Reference has been produce to better reflect the advisory roles and responsibilities of the committee. The committee will consist of a number of new members, which will provide it with a more diverse perspective on the industry.

e. **Energy Committee Report:**

We have begun to recruit new members and our next meeting is scheduled for June 27<sup>th</sup>. We have also revisited the Terms of Reference and have drafted a list of goals and objectives for the group which will be reviewed during the June meeting, also at which time we will elect a new chair.

7. **Items for Immediate Discussion**

Draft of Policy on Policies was reviewed, for finalization.

Motion was made to adopt Policy for Policies: Moved by: Jacqueline Penner. Seconded by: Gordon Reynolds. Carried.

8. **Correspondence -**

Copies of all the approved policies should go into the Governance Binders. Please make sure that the Governance Binders and the Board Package binders are passed on the next representative.

A request that the member of the board bring in their Governance and Board Package binders for review and update during the summer months.

9. **Chairman's Report -**

Randy attended the Community Leaders meeting, from that meeting an Executive meeting will be held on June 21, that he will be attending. The EDA is part on this executive. Discussion on the name of the for the committee he feels needs to be regional, not directed to Medicine Hat only, as we represent the region. The geographic area will have to be decided. We will see the direction of the committee to see if this is a fit for the EDA.

Randy, Jacqueline and Gordon attended a meeting with Chamber of Commerce Executive and felt the meeting was positive and things are moving forward.

Jim Steinke will be heading up the performance evaluation for the Executive Director position. Also a self evaluation review of the board positions in the fall and the Chair evaluation will also be looked at.

Recognition of board members that will be retiring was given to Ron Edwards, Jacqueline Penner, and Janet Vas.

10. **New Business**

EDA Connect Committee:

Committee Terms of Reference for EDA Connect Committee 2013 was reviewed.

Motion to adopt the Committee Terms of Reference for EDA Connect Committee 2013: Wayne Craven. Seconded by: Gordon Reynolds. Carried.



**11. Round Table**

Round table discussion occurred.

**12. In-camera Discussion:**

An in-camera discussion was not on the agenda but was call by Brian Widmer representative of the Chamber of Commerce for this meeting.

Motion to add and In-Camera session to the meeting: Brian Widmer. Seconded by: Ron Edwards. Carried.

**13. Adjournment 10:35 a.m.**

Motion to Adjourn. Carried

NEXT BOARD MEETING: WEDNESDAY September 18, 2013  
8:00 A.M.



**Palliser Board Meeting  
September 13, 2013**

**Town of Redcliff Municipal Office  
Redcliff, Alberta**

### **BOARD MEETING MINUTES**

**Attendance:** Alan Hyland, Eric Solberg, Herb Scott, Don Gibb, Phil Turnbull, Debbie Ross, Lionel Juss, Michelle Gietz, Keith Crush, Doug Lehman,

**Guests:** Linda Erickson, Enterprise and Advanced Education, Selena Maclean-Moore, Enterprise and Advanced Education, Reg Johnston, RJ T&L Consulting Ltd.

	<p><b>Call to Order</b> Meeting was called to order at 10:15 am by Chair Al Hyland</p> <ul style="list-style-type: none"><li>Opening Statements – Chair Al Hyland welcomed all participants to the Board Meeting.</li></ul>
1	<p><b>Board Meeting Agenda</b></p> <p><b>a. CONSIDERATION OF AGENDA</b></p> <p><b>b. ADDITIONS TO THE AGENDA</b></p> <p><b>M# 1 - 13/9/13</b> Moved by Keith Crush to accept the agenda as presented. <b>Carried</b></p> <p><b>c. APPROVAL OF MINUTES – JUNE 14, 2013 BOARD MEETING</b></p> <p><b>M# 2 - 13/9/13</b> Moved by Herb Scott to approve the minutes of the June 13, 2013 Board meeting. <b>Carried</b></p> <p><b>d. DISTRIBUTION OF IN-KIND INVOICES</b> In-kind invoices were distributed for completion by Board members present.</p>
2	<p><b>Financial Report</b></p> <p><b>a. Village of Tilley Dissolution</b> Information was presented to the Board regarding the Village of Tilley dissolution. The community will officially dissolve on August 31, 2013 and fall under the municipal administration of the County of Newell effective September 1, 2013.</p> <p><b>b. Executive Committee Recommendations</b></p> <p><b>i. Ports to Plains Conference Sponsorship &amp; Conference.</b> Executive Committee recommends that the Board of Palliser Economic Partnership approve expenditures associated with PEP share of the Eastern Alberta Trade Corridor sponsorship of the 2013 Ports to Plains Conference and for the PEP Chair and Executive Director to attend the conference.</p> <p><b>M# 3 - 13/9/13</b> Moved by Eric Solberg, that Palliser Economic Partnership participate as a GOLD sponsor of the 16th Annual Ports to Plains Conference on an equal basis with Alberta HUB and BRAED and that the Chair and Executive Director of Palliser Economic Partnership attend Ports to Plains Conference in Amarillo, Texas, Oct 1-3, 2013. That the costs for the Gold Sponsorship, Conference attendance, travel and other related costs are not to exceed \$6,250.00 plus GST. Seconded by Lionel Juss. <b>Carried</b></p>

	<p><b>ii. SAMDA - Wired West Career &amp; Entrepreneurship Expo Sponsorship</b> Executive Committee recommends that Palliser Economic Partnership support sponsorship of the SAMDA Wired West Career &amp; Entrepreneurship Expo at the \$500.00 level.</p> <p><b>M# 4 - 13/9/13</b> Moved by Lionel Juss that Palliser Economic Partnership sponsor the SAMDA Wired West Career &amp; Entrepreneurship Expo at the \$500.00 level. Seconded by Phil Turnbull. <b>Carried</b></p> <p><b>c. 2013-2014 YTD Actuals to Budget – August 31, 2013</b> The 2013-2014 YTD Actuals to Budget – August 31, 2013 presented to the Board for review and discussion.</p> <p><b>M# 5 - 13/9/13</b> Moved by Eric Solberg to accept the 2013-2014 YTD Actuals to Budget – August 31, 2013 information. <b>Carried</b></p> <p><b>d. Freight Transportation System of SE Alberta Transportation</b> Palliser Economic Partnership has engaged the City of Medicine Hat, Cypress County and the Town of Redcliff to investigate the transportation sector and the movement of goods into and out of the region. A steering committee comprised of Keith Crush (City of Medicine Hat), Doug Henderson (Cypress County) and David Wolanski (Town of Redcliff) met on several occasions to develop terms of reference for an assessment of the freight transportation systems in Southeast Alberta. A call for proposal was issued on August 19, 2013 and the steering committee recommends to the Board that Palliser Economic Partnership retain RJ T&amp;L Consulting Ltd. to undertake the project.</p> <p><b>M# 6 - 13/9/13</b> Moved by Keith Crush that the Board of Palliser Economic Partnership accept the consulting proposal submitted by RF T&amp;L Consulting Ltd to undertake the Freight Transportation System of SE Alberta - Assessment and Plans for Growth as recommend by the project Steering Committee. The value of the contract for services with RF T&amp;L Consulting Ltd. is not to exceed \$38,335 including GST. Seconded by Herb Scott. <b>Carried.</b></p> <p><b>e. PEP Board Orientation</b> In view of the upcoming municipal elections and likelihood of a number of new representatives, the Board agreed that it would be advantageous to have time dedicated at November meeting to orient new Board members. An orientation package will be developed and made available at the meeting.</p>
3	<p><b>Project Status Reports</b></p> <p><b>a. Eastern Alberta Trade Corridor (EATC) Three Year Strategic Plan</b> The Chairs of PEP, BRAED and HUB along with the three Executive Directors met with the consultants tasked with development of the three year strategic plan for the Eastern Alberta Trade Corridor initiative in Camrose Sept 10, 2013. The consulting firm will also develop the first year operational plan and investigate alternative governance models. As part of the engagement process, the consultants have requested time to meet with each of the three REDA Boards to discuss a number of key topics. Following a discussion by the Board it was agreed to have the consultants meet with the PEP Board at its November meeting.</p> <p><b>b. Ports to Plains Northern Tier Meeting – Wainwright - June 21, 2013</b> A recap of the expenditures of the Ports to Plains Alliance Northern Tier meeting held in Wainwright June 21, 2013 was presented to the Board as information along with the attendance list of delegates.</p>

	<p><b>c. Manufacturing Business Networks</b></p> <p><b>1. Ports to Plains Pavilion – National Supply Chain Forum</b>  Information was presented to Board along with a request to participate in the Ports-to-Plains Pavilion at the National Supply Chain Forum in Calgary, Alberta Nov. 12-14, 2013. The Ports-to-Plains Alliance has negotiated a special exhibitor rate with the, the premier trade show that brings together the vast oilsands supply chain with manufacturers and service providers from across Canada and beyond. It is a great opportunity for the PEP to promote the region and local manufacturers. The special rate is \$2,500 which is significantly reduced from typical exhibitor costs and includes two conference passes (a value of more than \$2,000). Local manufactures are also being encouraged to attend.</p> <p><b>M# 7 - 13/9/13</b>  Moved by Debbie Ross that Palliser Economic Partnership participate in the Ports-to-Plains Pavilion at National Supply Chain Forum in Calgary, Alberta at a cost of \$3,000 plus GST. Seconded by Michelle Gietz. <b>Carried.</b></p> <p><b>2. Q2 2013 Module Assembly Statistics</b>  Information was presented to the Board regarding the current activity of modular assembly in Alberta. The data compiled by James Wootten of Ground State Market Solutions indicates that the industry backlog by acre has dropped to 36% in Q2 2013 from a high of 83% in Q2 2012. The significant drop in modular assembly also translates to a pause in demand for fabrication throughout the supply chain and is not expected to change upward until the 4Q of 2013 or 1Q of 2014. This contraction on the demand side is impacting small to mid-size firms in getting a toe hold into the supply chain.</p> <p><b>d. Palliser Futures Regional Collaboration Project Update</b></p> <p><b>1. SAMDA Palliser Futures Project</b>  A document containing copies of all three sub-regional action plans completed by SAMDA under the PEP Futures Regional Collaboration initiative were distributed to the Board.</p> <p><b>2. County of Newell Palliser Futures Project</b>  Michelle Gietz updated the Board on the status of the County of Newell project and expects to have it completed by the end of October 2013.</p> <p><b>3. County of Forty Mile</b>  The PEP Futures project involving Foremost, Bow Island and County of Forty Mile is scheduled to restart in October.</p> <p><b>4 City of Medicine Hat, Redcliff and Cypress County</b>  Following discussions with representatives of the City of Medicine Hat, Redcliff and Cypress County a decision was reached to focus the Palliser Futures project on an assessment of the transportation is Southeast Alberta. Terms of reference for the project and a request for proposals was issued in August 2013. Reg Johnston of RJ T&amp;L Consulting then presented information to the Board regarding the key elements of the project.</p> <p><b>e. Becoming a Community Builder</b>  A letter from the Medicine Hat Chamber of Commerce regarding the Becoming a Community Builder project was presented to the Board and received as information.</p>
4	<p><b>In and Out Bound Correspondence</b>  Letter from Hon. Thomas Lukaszuk, Minister of Enterprise &amp; Advanced Education advising PEP and other REDA's that funding for the fiscal year 2014-15 will be \$75,000, based on the current funding formula, subject to Treasury Board and provincial budget allocation approvals.</p>

5	<p><b>Date / Place / Time of Next Board Meeting – Motion</b></p> <p><b>M# 8 - 13/9/13</b></p> <p>Moved by Lionel Juss that the next PEP Board meeting be held on <b>Friday November 8, 2013 from 10:00 am to 2:30 pm</b> at the municipal offices of the <b>County of Newell. Carried</b></p> <p><b>Adjournment</b></p> <p><b>M# 9 - 13/9/13</b></p> <p>Moved by Keith Crush to adjourn the meeting at 1:00 pm. <b>Carried.</b></p>
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DRAFT

# REDCLIFF PUBLIC LIBRARY BOARD

## Minutes

June 25th, 2013 7:00 PM

### Vision Statement

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

**Attending:** Catharine Richardson, Val Westers, Robin Corry, Brian Lowery, Dianne Smith, & Jim Steinke, Mark Adcock

**Not in attendance:** Brian Pattison, Tim Regan

**Also attending:** Tracy Weinrauch, Recording Secretary

**Call to order:** 7:03 pm

### **Additions/Deletions to Agenda:**

**Approval of Agenda:** Robin moved to accept the agenda. Val 2<sup>nd</sup>. All in favor. Carried.

**Approval of Minutes for May meeting:** Brian moved to accept the minutes. Robin 2<sup>nd</sup>. All in favor. Carried.

**Financial Statements for May:** Val moved to accept the financial statements. Mark 2<sup>nd</sup>. All in favor. Carried.

**Accounts Payable:** Val moved for information only. Dianne 2<sup>nd</sup>. All in favor. Carried.

### **Librarian's Report:** Attached

Evan Digney won the draw for the Kobo mini ereader.

Thank you to staff and board members for their efforts in planning to open the Library during the expected closure of the Trans Canada Highway bridge during the flood. It is recommended that we put a thank you into the Commentator.

Recommended that we hold a LEGO kit building weekend to put all the kits back in order before LEGO at the Library starts up again.

**Financial Report:** Val moved that we approve the 2014 Budget. Brian 2<sup>nd</sup>. All in favor.  
Catharine will be presenting the budget to council on the October 14<sup>th</sup> meeting.  
Tracy will contact Shannon to have it put on the agenda.

**Personnel Report:** Nothing to report

**Needs Assessment Review:** Nothing to report.

**Policy Committee:** Nothing to report.

**IT Committee:** Nothing to report.

  
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**Old & Unfinished Business:** Mark will talk to Carol Rajala to have her approval of donating a picture to the library in memory of Richard. Mark will email the board about the details on the picture.

The book sale during Redcliff Days brought in \$2182.50. Thank you to all the volunteers for your help with the sale. Next year Tracy will talk to the Girl Guides and see if they would like to help us load and unload books for an honorarium. Tracy will also look at getting some permanent boxes, of better quality, for the book sale.

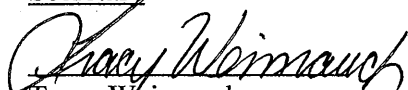
**New Business:** We will need to start a committee for our 50<sup>th</sup> Anniversary in 2017. We will have to start budgeting for the celebration and possibly ask the service groups, Town of Redcliff, and Friends of the Redcliff Public Library to help with associated cost.

Possibly look at options at using the meeting room for emergency school closures, such as snow days, etc.

**Next Regular meeting:** Sept 24<sup>th</sup>, 2013 @ 7:30 pm.

Brian moved for adjournment at 7:45 pm.

Secretary

  
Tracy Weinrauch

Chair

  
Jim Steinke

**BYLAW NO. 1757/2013  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

**A BY-LAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA, TO PROVIDE  
FOR THE ESTABLISHMENT AND OPERATION OF A FIRE SERVICES DEPARTMENT.**

This Bylaw shall be known as the “Fire Services Bylaw”.

**WHEREAS**, the *Municipal Government Act* of Alberta and amendments thereto provides that the Council of a municipality may pass a bylaw for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property.

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

**INTERPRETATION AND DEFINITIONS**

1. In this Bylaw, each of the following items shall, unless the context otherwise requires, have the meaning set out beside it.
  - a) “Apparatus” - means any vehicle provided with machinery, devices, equipment or materials for firefighting, as well as vehicles used to transport fire fighters or supplies.
  - b) “Bylaw Enforcement Officer” – means any Police Officer or Bylaw Enforcement Officer of the Town of Redcliff.
  - c) “Council” - means the Council of the Town of Redcliff.
  - d) “Dangerous Goods” – means any product, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the *Dangerous Goods Transportation and Handling Act*.
  - e) “Designate” – means a member of the Redcliff Fire Department delegated.
  - f) “Disaster” – a sudden calamitous event bringing great damage, loss or destruction.
  - g) “Emergency” – an unforeseen combination of circumstances or the resulting state that calls for immediate action.
  - h) “Equipment” - means any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.



- i) "False Alarm" – means any fire alarm that is set out needlessly, through wilful or accidental, human or mechanical error, and to which the Fire Department responds.
- j) "Fire Ban" – means a provincial ministerial order or an order by the Fire Chief or their designate that may at their discretion cancel any or all fire permits, prohibit the lighting or require the extinguishment of a fire.
- k) "Fire Chief" - means the staff member hired as the head of the Fire Department.
- l) "Fire Permit" – means a permit issued by the Fire Chief or designate or this Bylaw allowing for the setting of outdoor fires or structure fires or burning pit fires.
- m) "Fire Protection" - means all aspects of fire safety, including but not limited to fire prevention, firefighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising.
- n) "Fire Incident" - means a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger to life or property and to which the Fire Department has responded.
- o) "Member" - means any person that is a duly appointed member of the Fire Department.
- p) "Municipal Manager" – means the person appointed as the Chief Administrative Officer for the Town of Redcliff.
- q) "Outdoor Fire" – means any fire other than that defined as an Incinerator Fire, Structure Fire or Smudge Fire and shall include, but not be limited to, fires involving humus, wood, soil, farm produce, bush, grass, feed, straw or coal or any fire that has escaped or spread from a building, structure, machine, vehicle or incinerator. An Incinerator Fire or Smudge Fire without the required metal screen shall be deemed to be an Outdoor Fire. A structure shall be deemed an outdoor fire which is burned for the purpose of demolition or training.
- r) "Person" – means an individual and includes a firm, partnership, joint venture, proprietorship, corporate, association, society and any other legal entity.
- s) "Prohibited Debris" – means any flammable debris or waste material that when burned, may result in the release to the atmosphere of dense smoke, offensive odours or toxic air contaminants, pursuant to Alberta Regulation 110/93. List below:  
Manure, livestock or other animal carcasses; material that will result in the production of dense black smoke including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, household plastics, rubber materials or creosote wood; herbicides, pesticides or any other toxic material or substance.

- t) "Running Fire" – means a fire burning without being under the proper control of any person.
- u) "Town" - means the Town of Redcliff.

## **FIRE SERVICES**

2. The Council does hereby establish the Fire Services Department, for the purpose of:
  - a) Preventing and extinguishing fires,
  - b) Investigating the cause of fires,
  - c) Preserving life and property and protecting persons and property from injury or destruction by fire,
  - d) Providing specialized rescue services such as ice rescue and vehicle extrication.
  - e) Providing response to incidents involving dangerous goods to a first responder level,
  - f) Enforcing the provisions of the Alberta Fire Code,
  - g) Enforcing the provisions of the Safety Codes Act,
  - h) Carrying out preventable patrols, pre-fire planning and fire inspections,
  - i) Entering into agreements with other municipalities, agencies or persons for the joint use, control and management of apparatus and emergency equipment, subject to Council approval,
  - j) Purchasing and operating apparatus and equipment for fighting fires and preserving life and property.

## **FIRE CHIEF**

3. The Fire Department of the Town shall consist of a Fire Chief and such other officers and members as from time to time are necessary for command, control and administration of the Fire Department.
4. The Fire Chief shall be a paid half-time permanent employee of the Town of Redcliff.
5. Other Officers, as the Fire Chief deems necessary, may be appointed for the command, control and administration of the Fire Department after consultation with and approval of the

Municipal Manager and in accordance with the budgetary constraints and policies of the Town of Redcliff.

6. The Fire Chief shall appoint an officer of the Fire Department to act as Fire Chief on his behalf in his absence.
7. The limits of the jurisdiction of the Fire Chief and the officers and members of the Fire Department will extend to the area and boundaries of the Town of Redcliff, and no part of the fire apparatus shall be used beyond the limits of the municipality without the expressed authorization of a written contract or agreement providing for the supply of firefighting services outside the municipal boundaries, unless the Town is deemed to be in imminent danger and it is deemed appropriate to stop a fire or emergency before it reaches the Town.
8. The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction of the Municipal Manager to which he shall be responsible, and in particular, he shall be required to carry out all necessary Fire Protection services, including but not limited to activities such as:
  - Fire Prevention, Inspections and Investigation, and Pre-Fire Planning and Preventative Patrols in accordance with the Quality Management Plan approved by the Safety Codes Council
  - Fire Fighting and Suppression
  - Rescue Services
  - Other Emergency Incidents
  - Public Education and Information
  - Disaster Planning
  - Training and Other Staff Development
  - Preserving life and property and protecting persons and property from injury or destruction by fire.
  - Providing response to incidents involving dangerous goods to a first responder level and securing resources to control and mitigate the incident.
  - Enforcing the provisions of the Alberta Fire Code.
  - Enforcing the provisions of the Safety Codes Act and its Regulations.
9. The Fire Chief, subject to the direction of the Municipal Manager, shall establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department including:
  - Use, care and protection of Fire Department property including agreements with neighbouring municipalities.
  - The conduct and discipline of officers and members of the Fire Department.

- The filing of a monthly report of all other actions taken and response provided with the Municipal Manager who will in turn provide updates to Council through the monthly Municipal Manager Report.
  - Efficient operations of the Fire Department.
  - Standard operating guidelines.
  - Minimum training standards in accordance with recognized industry best practices/standards and Town policy and budget for reimbursement.
  - Adherence to Workplace Health and Safety regulations.
  - Recruitment, appointment, assignment of duties and responsibilities of fire department members.
10. The Fire Chief, or in his absence, the senior ranking member present, shall have control, direction and management of any Fire Department apparatus, equipment or manpower assigned to an incident and where a member is in charge, he shall continue to act under the mandate of this bylaw until relieved by an officer of higher rank, or if agreed to, will continue.
11. For the purposes of incidents of a medical nature, but not limited to them, the Fire Chief or member in charge shall ensure that only personnel properly trained in Emergency Medical Services shall perform said service, only to the scope of their training.
12. Officers and members of the Fire Department shall carry out duties and responsibilities assigned to the Fire Department by this Bylaw and/or assigned by the Municipal Manager. The Fire Chief shall report to the Municipal Manager on the operations of the Fire Department in the manner designated by the Municipal Manager and this Bylaw.
13. The Fire Chief or any other member in charge at an incident is hereby empowered to cause a building, structure or object to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or objects, or to make the area safe from abnormal types of remaining hazards.
14. The Fire Chief or any other member in charge at a fire incident is hereby empowered to enter the premises or property where the incident occurred and to cause any members, apparatus or equipment of the Fire Department to enter the premises or property as he deems necessary, in order to combat, control or deal with the fire incident.
15. The Fire Chief or any other member in charge at a fire incident is hereby empowered to establish boundaries or limits to the fire incident area and to keep persons from entering into the prescribed boundaries or limits unless authorized to enter by the Fire Chief or the member in charge of the incident.
16. The Fire Chief or any other member in charge at an incident is hereby empowered to call upon police officers to enforce restrictions on persons entering within the boundaries or limits of the incident.

17. The Fire Chief or any other member in charge at an incident is hereby empowered to enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over the building where he deems it necessary to gain access to the fire or to protect any persons or property.
18. The Fire Chief may obtain assistance and/or support from other officials or the municipality, as he deems necessary in order to discharge his duties and responsibilities under this Bylaw.

### **RESCUE AND EXTRICATION**

19. If, in the opinion of the Fire Chief, an accident occurs within the Town which requires specialized rescue or extraction equipment, the Fire Chief is authorized to summon whatever emergency agency services to that location that is equipped to deal with the situation.
20. For approved charges as described in Section 19, the Department will reimburse the responding agency and then proceed with action to obtain reimbursement from a third party or insurance company.
21. Redcliff Fire Department Incident Report must be fully completed, describing all services provided and may be accompanied by a copy of an RCMP Accident Report before the Town will consider payment of an invoice for such services as described in Section 19.
22. When an accident occurs on a primary highway, Section 19 and 20 shall not apply and will be billed to the Province of Alberta.
23. In consultation with other emergency agencies, the Department will establish and maintain responses for rescue and extrication services.

### **FIRE PREVENTION**

24. The Fire Chief shall, subject to the direction of the Municipal Manager, establish a fire prevention program within the Town, including but not limited to:
  - a) Preventative inspections of properties or structures within the Town in accordance with the requirements of the Safety Codes Act; Quality Management Plan for the Town of Redcliff;
  - b) A review of designs, plans, specifications and processes to ensure conformance with the Safety Codes Act when required;
  - c) Preparation of pre-fire plans for high hazard occupancies;

- d) Dissemination of fire prevention information to the general public.

### **INVESTIGATIONS**

25. The Fire Chief or member in charge at an incident shall ensure that a Safety Codes Officer (Fire Discipline) investigates the cause, origin and circumstances of every fire within his jurisdiction in which property is damaged or destroyed or in which a person loses his life or suffers injury.
26. As soon as practicable after the completion of the investigation, the Fire Chief or his designate shall prepare and submit a Fire Report to the Fire Commissioner.
27. If the person investigating an incident as described in Section 25 has information that indicates the fire is or may be of incendiary origin or has resulted in the loss of life, the RCMP are to be advised immediately of the incident.
28. In accordance with the provisions of the Safety Codes Act, only a Safety Codes Officer (Fire Discipline) may with consent or warrant, remain on the property of the fire incident to be investigated on behalf of the Fire Department.

### **FIRE HYDRANTS**

29. No person, other than Members of the Fire Department or employees of the Town, shall affix any tool, hose or other device to any fire hydrant or fire hydrant valve unless given permission by the Fire Chief or Director of Public Services.
30. No person shall, without prior approval from the Fire Chief or Director of Public Services, paint any fire hydrant, or any portion thereof.

### **REQUIREMENT TO REPORT**

31. The Owner or his authorized agent of any property damaged by fire shall immediately report particulars of the fire to the Fire Chief or his representative.

### **SAFETY CODES OFFICERS (FIRE DISCIPLINE)**

32. The Town of Redcliff in accordance with its Quality Management Plan must provide for Safety Codes Officers (as an accredited municipality by the Safety Codes Council) who may be directly employed or provided by agencies.
33. The Safety Codes Officer under the Fire Discipline is entitled to all the powers and privileges identified in the Safety Codes Act and in conjunction with each Safety Codes Officer's Designation of Powers.

34. Unless of an extreme urgent nature, all Safety Codes Officers (Fire Discipline) shall advise the Fire Chief of any enforcement, inspection, or other activity they undertake pursuant to the Safety Codes Act.

### **FIRE PERMIT**

35. A Fire Permit is required for all outdoor fires occurring in the Town of Redcliff, excluding fires in an already approved fire pit that has a current Fire Permit.
36. Fire Permits shall be required under this Bylaw for the period of January 1 to December 31 each calendar year. Council from time to time by resolution may establish a fee for issuing a Fire Permit.
37. An application for a Fire Permit for an outdoor fire shall be made to a Fire Chief and the Fire Chief or designate may, at his absolute discretion, issue to the applicant a Fire Permit.
38. When issuing a Fire Permit, a Fire Chief or designate may issue the Fire Permit unconditionally or impose conditions considered appropriate.
39. Fire Permits are valid for such period of time as shall be determined and set by the Fire Chief or designate and the Fire Permit shall have endorsed thereon the period of time for which the said Permit is valid.
40. A Fire Chief or designate, may extend the period of time that a Fire Permit is valid provided the Fire Permit has not expired.
41. A Fire Chief or designate may, in his absolute discretion, suspend or cancel a Fire Permit at any time.
42. Each application for a Fire Permit must contain the following information:
- a) The name and address of the applicant,
  - b) The legal description of the land which the applicant proposes to set a fire,
  - c) The type, and description of materials which the applicant proposes to burn,
  - d) The period of time for which the Fire Permit is valid,
  - e) The precautions, if any, that will be taken by the applicant to ensure that the proposed fire remains under control,
  - f) The signature of the applicant,
  - g) The signature of the Fire Chief or designate issuing the Fire Permit.
43. A Fire Permit shall not be transferable.

44. A Fire Permit is not required for each fire utilized for heating, cooking and recreational purposes within the confines of a fire pit in accordance with Section 47.

45. A Fire Permit is not required for each fires set by the Fire Department for the purpose of training its members.

### **FIRE PITS**

46. Where an emergency or potential emergency exists or due to hazardous weather conditions, the Fire Chief or his designate shall be empowered to suspend all Outdoor Fires, or any outdoor fire lit for cooking or warming purposes within all of a portion or portions of the Town for such a period of time and on such conditions as may be determined by the Fire Chief or his designate.

47. An acceptable Fire Pit as required under this Bylaw shall mean an outdoor receptacle that meets the following specifications:

- a) a minimum of 3 metres clearance measured from the nearest fire pit edge from buildings, property lines and combustible materials, or as approved by the Fire Chief must be maintained;
- b) the fire pit is not to be placed or constructed over a gas line or under an electrical line;
- c) the fire pit opening shall not exceed one (1) metre in width or in diameter;
- d) the fire pit height shall not exceed 0.6 metres when measured from the surrounding grade to the top of the pit opening;
- e) it is constructed of bricks or concrete blocks, or heavy gauge metal or other suitable non-combustible components;
- f) it has a spark arrestor mesh screen of 7 millimeters (.25 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
- g) they be supervised at all times by a responsible adult person until such time that the fire has been extinguished. A fire shall be deemed to include hot ashes and smoldering embers resulting from the fire;
- h) only wood, charcoal briquettes, propane or natural gas fuels are used; and
- i) flame height does not exceed 90 cm (3.28) feet above the fire pit.

### **FIREWORKS**



49. Subject to the exceptions in this bylaw, no person shall discharge any fireworks within the corporate limits of the Town.
50. The Fire Chief may, upon written application, permit qualified personnel to ignite fireworks and conduct firework displays. The Fire Chief may impose conditions and restrictions on their use and display as may be appropriate. Such conditions and restrictions might address:
- a) hours of the day, days of the week
  - b) length of the display
  - c) height of the display and type of fireworks used
  - d) geographic location requirements for notification of affected residents
  - e) safety
51. Prior to permission granted in Section 50 the applicant will be required to provide to the Town a copy of liability insurance in an amount not less than two million (\$2,000,000) dollars and which shows the Town as an additional named insured.
52. All fireworks shall be stored, used and ignited in accordance with provisions of the *Explosives Act (Canada)* and *Fire Code Regulation A.R. 52/98* and their regulations and in accordance with those conditions determined solely by the Town.
53. No person shall be permitted to sell fireworks within the Town.

### **RECOVERY OF COSTS**

54. Where the Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire incident, emergency incident or motor vehicle collision, motor vehicle extrication incident including any action taken by the Department on a false alarm or for the purpose of preserving life or property from injury or destruction by fire or other incident, in respect of any costs incurred by the Department in taking such action charge any costs so incurred by the Department to the person who caused the fire, emergency incident or motor vehicle collision, or the owner or occupant of the land or motor vehicle in respect of which the action was taken.
55. In respect of the cost or fee described in Section 54:
- a) The Town may recover such cost or fee as debt due and owing to the Town; or

- b) In the case of action taken by the Department in respect of land within the Town, where the cost or fee is not paid upon demand by the Town, then in default of payment, such cost or fee may be charged against the land as taxes due and owing in respect of that land.

56. The costs and fees to be charged by the Department for services rendered pursuant to this Bylaw shall be established in the Rates, Fees, and Charges Bylaw.

57. In the event that the owner or occupant of any land within the Town shall feel aggrieved by any action taken by the Fire Chief to Section 54, such owner or occupant shall have a period of thirty (30) days from the date of mailing of notice of the action taken by the Fire Chief to appeal to Council the action taken by the Fire Chief. Any person or corporation assessed with the above mentioned fee may appeal to the Council to waive, consider or vary such fee as Council sees fit.

58. In respect of land within the Town, in the event that the amount levied by the Fire Chief shall not be paid within sixty (60) days after the mailing of a notice by the Fire Chief pursuant to Section 54 or in the event of an appeal, within sixty (60) days of the date of mailing of the decision of Council on the appeal, the amount levied and unpaid shall be charged against the land upon which the fire was started as taxes due and owing in respect of that land.

### **FIRE ALARMS**

59. The Department will respond to fire alarms within the Town.

60. It is recognized that fire alarm systems are subject to fault and may produce false alarms for a variety of reasons including electrical interruption, weather conditions, internal faults or system component failures.

61. Fees for response to a false alarm are established in the False Alarm Bylaw.

### **OFFENCES**

62. No person shall light an Outdoor Fire unless they are the holder of a subsisting Fire Permit if required under this Bylaw.

63. No person shall allow an Outdoor Fire to be lit upon land that is owned or occupied by him or under his control except when such fire is permitted pursuant to this Bylaw.

64. When a fire is lit under the circumstances described in Section 62, the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:

- a) extinguish the fire immediately; or

- b) where he is unable to extinguish the fire immediately, report the fire to the Fire Department; and
  - c) be liable to prosecution under conviction and/or costs incurred by the Town of Redcliff to respond, suppress and extinguish the fire.
65. No person shall, either directly or indirectly, personally or through an agent, servant or employee ignite a fire and let it become a Running Fire on any land not his own property or allow a Running Fire to pass from his own property to the property of another.
66. No person shall light an Outdoor Fire, without first taking sufficient precaution to ensure that the fire can be kept under control at all times.
67. No person shall place “prohibited debris” within a fire.
68. No person shall light an Outdoor Fire, barbecue/fire pit, or portable appliance not fuelled by propane or natural gas, during a municipal or provincial fire ban.
69. No person shall light an Outdoor Fire, or a fire pit fire during a municipal or provincial fire ban and let it become a Running Fire on any land not his own property, or allow a Running Fire to pass from his own property to the property of another.
70. No person shall in any way, impede, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge at an incident.
71. No person shall disclose false information when applying for a fire permit.
72. No person shall allow any fire to give off a dense smoke or offensive odour in a manner which creates a risk to public safety.
73. No person shall falsely represent themselves as Fire Department members or wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
74. No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for firefighting purposes or any connection provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
75. No person shall damage or destroy Fire Department apparatus or equipment at an incident or drive a vehicle over any equipment, including fire hose, at an incident without permission of the Fire Chief or the member in charge.

76. All house numbers shall be clearly visible from the street for the purpose of assisting responders to attend the correct location in a timely manner.

### **PENALTIES**

77. Any person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a Violation Ticket by a Bylaw Enforcement Officer under Part Two (2) of the Provincial Offences Procedure Act and is liable to pay a fine of \$250.00.

78. Under no circumstances shall any Person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

79. Notwithstanding Section 77 of this Bylaw, any person who commits a subsequent offence under this Bylaw within one (1) year of committing the first offence may be issued a Violation Ticket and is liable to pay a fine of \$500.00.

80. Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued provided however, that no more than one Violation Ticket shall be issued for each day that the contravention continues.

81. Every person who fails to make voluntary payment of the Specified Penalty Option and is found guilty of an offence under Part Two (2) of the Provincial Offences Procedure Act may be liable to a fine of not more than \$2000.00.

### **VIOLATION TICKETS**

82. A Bylaw Enforcement Officer is hereby authorized and empowered to issue a violation ticket to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

83. A violation ticket may be issued to such person:

- a) either personally;
- b) by mailing a copy to such person at his last known post office address, or
- c) if upon a corporation, by serving the municipal tag by mailing a copy by registered mail, or serving a person who is the agent, representative, or a person in charge of the Designated Public Place.

84. The violation ticket shall be in a form approved by the Municipal Manager and shall state:

- a) the name of the person;

- b) the offence;
- c) the municipal or legal description of the land on or near where the offence took place;
- d) the appropriate penalty for the offence as specified in this bylaw;
- e) that the penalty shall be paid within 30 days of the issuance of the violation ticket; and;
- f) any other information as may be required.

85. Nothing in this bylaw shall prevent a Bylaw Enforcement Officer from immediately issuing a violation ticket.

### **GENERAL**

86. If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

### **LIABILITY**

87. The Fire Chief or any officer or member of the Fire Department charged with the enforcement of this Bylaw, acting in good faith and without malice for the municipality in the discharge of his duties, shall not hereby render himself liable personally and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of these duties. Any suit brought against the Fire Chief, any official or member of the Fire Department because of such act or omission performed by him in the enforcement of any provision of this Bylaw, shall be defended by the Town until final determination of the proceedings.

88. Any person violating any provision of this bylaw or who suffers or permits any act or thing to be done in contravention of this bylaw, or who fails to do anything required by this bylaw is subject to the enforcement provisions listed in this Bylaw.

### **REPEAL**

89. Bylaw No. 803, Bylaw No. 1375/2003, and Bylaw No. 1347/2003 are repealed with the coming into force of this Bylaw.

Read a first time in Council this \_\_\_\_ day of \_\_\_\_\_, 2013.

Read a second time in Council this \_\_\_\_ day of \_\_\_\_\_, 2013.

Read a third and final time in Council this \_\_\_\_ day of \_\_\_\_, 2013.

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Mayor

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Manager of Legislative and Land Services

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 7, 2013

**PROPOSED BY:** Darrell Schaffer

**TOPIC:** Commercial Agreement regarding the Soil Treatment Facility at the Redcliff/Cypress Regional Landfill

**PROPOSAL:** Authorize proposal from Ridgeline Energy Services to transfer and assign Commercial Agreement with the Redcliff/Cypress Regional Waste Management Authority to Ridgeline Canada Inc.

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**BACKGROUND:**

The Redcliff/Cypress Regional Waste Management Authority had entered into a Commercial Agreement with Ridgeline GreenFill Inc. in October 2011 to construct and operate a Central Treatment and Management Facility to facilitate the treatment of impacted soils at the Redcliff/Cypress Regional Landfill. This company later became known as Ridgeline Energy Services Inc. and is now disposing of certain assets and liabilities of its Canadian environmental and GreenFill Divisions pursuant to an Asset Purchase Agreement dated July 1, 2013. The purchaser, Ridgeline Canada Inc., is a new private company that has retained senior management from Ridgeline Greenfill to manage the company. Jason Flatla, who was originally involved with the original proposal and agreement to construct the facility, remains a principle of the new Ridgeline Canada Inc.

Ridgeline Energy Services is therefore requesting that the existing agreement they have with the Redcliff/Cypress Regional Waste Management Authority be assigned to Ridgeline Canada Inc. A copy of the "Assignment of Agreements" is attached.

It is recommended that both the Town of Redcliff and Cypress County will be required to consider and approve the Assignment of Agreements.

**OPTIONS:**

1. On behalf of the Town of Redcliff, approve proposal from Ridgeline Energy Services Inc. to assign the existing Commercial Agreement with the Redcliff/Cypress Regional Waste Management Authority to Ridgeline Canada Inc..
2. On behalf of the Town of Redcliff, do not approve proposal from Ridgeline Energy Services Inc. to assign the existing Commercial Agreement with the Redcliff/Cypress Regional Waste Management Authority to Ridgeline Canada Inc..

**RECOMMENDATION:**

1. That Council approve proposal from Ridgeline Energy Services Inc. to assign the existing Commercial Agreement with the Redcliff/Cypress Regional Waste Management Authority to Ridgeline Canada Inc. and that upon similar approval from Cypress County, the proposed "Assignment of Agreements" be signed on behalf of the Redcliff/Cypress Regional Waste Management Authority.

**SUGGESTED MOTION(S)**

1. Councillor \_\_\_\_\_ moved that the Town of Redcliff approve the proposal from Ridgeline Energy Services Inc. to assign their existing Commercial Agreement with the Redcliff/Cypress Regional Waste Management Authority to Ridgeline Canada Inc. and that upon similar approval from Cypress County, the proposed "Assignment of Agreements" be signed on behalf of the Redcliff/Cypress Regional Waste Management Authority.
2. Councillor \_\_\_\_\_ moved that the Town of Redcliff not approve the proposal from Ridgeline Energy Services Inc. to assign their existing Commercial Agreement with the Redcliff/Cypress Regional Waste Management Authority to Ridgeline Canada Inc.

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_ AD. **2013.**



ASSIGNMENT OF AGREEMENTS

THIS AGREEMENT made effective as of September 4, 2013 (hereinafter called the "Effective Date").

AMONG:

RIDGELINE ENERGY SERVICES INC.  
(the "Assignor")

and

RIDGELINE CANADA INC.  
(the "Assignee")

and

REDCLIFF / CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY  
(RCRWMA)

WHEREAS

- A. The Assignor, by itself and its predecessor, Ridgeline GreenFill Inc., have entered into a Commercial Agreement with RCRWMA, dated October 20<sup>th</sup>, 2011 and an Amending Commercial Agreement dated April 5<sup>th</sup>, 2013 (the "Agreements");
- B. The Assignor has agreed to assign all of its right, title and interest in the Agreements and all benefits and advantages thereof to the Assignee.

NOW THEREFORE, in consideration of the mutual covenants contained herein and further and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the parties hereto covenant and agree as follows:

1. The Assignor assigns to the Assignee, as of the Effective Date, all of the Assignor's right, title and interest in the Agreements and any other contract, instrument, agreement or entitlement related to the Agreements.
2. The Assignee, by execution of this Agreement, undertakes to be bound by the terms of the Agreements.
3. Subject to the terms of this Agreement, the RCRWMA does hereby consent to the assignment of the Agreements from the Assignor to the Assignee.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

RIDGELINE ENERGY SERVICES INC.

Per: K. M. O'Leary

RIDGELINE CANADA INC.

Per: [Signature]

RCRWMA

Per: \_\_\_\_\_

Per: \_\_\_\_\_

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 8, 2013

**PROPOSED BY:** Darrell Schaffer

**TOPIC:** Water Treatment Plant SCADA (Supervisory Control and Data Acquisition) System Computer

**PROPOSAL:** To consider purchasing replacement computer for the Water Treatment Plant SCADA System

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**BACKGROUND:**

The SCADA system computer that operates and monitors the entire filtration, disinfection, and distribution process for our Water Treatment Plant is near or perhaps beyond its' expected service life and has been a cause of concern on two occasions over the past few months. Fortunately, staff have been able to put the computer back in service after each incident with minimal effect on our water supply capabilities. Should a complete failure occur, our plant will require 24 hour manual operation until a replacement computer and program installation is secured. It is anticipated that this process would take approximately 3-5 days depending on technical resources available.

**OPTIONS:**

1. Provide funding to a maximum of \$4,000.00 to purchase a new computer and contract MPE Engineering Ltd. to provide technical support and transfer SCADA programming to the new computer.
2. Continue operating the Water Treatment Plant SCADA system with the existing computer and replace it once it fails completely.

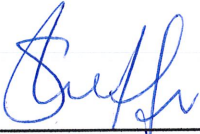
**RECOMMENDATION:**

To minimize the potential for disruptions in our water supply to the community, I would recommend that the Public Services Department be authorized to proceed with Option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the Public Services Department be provided funding to a maximum of \$4,000.00 to purchase a new computer and contract services from MPE Engineering Ltd. to provide technical support and transfer SCADA programming to the new computer with funding to be provided from the Water System Reserve.
2. Councillor \_\_\_\_\_ moved that the Public Services Department continue to operate the Water Treatment Plant SCADA system with the existing computer and replace it once it fails completely.

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_ AD. 2013.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 15, 2013

**PROPOSED BY:** Robert Osmond, Director of Finance & Administration

**TOPIC:** Community Organization Property Tax Exemption Regulation (COPTEr)

**PROPOSAL:** To consider providing property tax exemption for those community organizations that submitted the required application.

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**BACKGROUND:**

Section 362 of the MGA and the Community Organization Property Tax Exemption Regulation (COPTEr) provides Council with the authority to provide partial property tax exemption for non-profit organizations, specific defined societies, or community associations that own or lease property.

When considering an application submitted under COPTEr the following questions have been suggested in "A Guide to Property Tax Exemptions in Alberta" to assist in the decision making process:

- A. Does the main use of the property meet the general conditions for an exemption under MGA 362(1)(n)?
- B. Does the facility meet the requirements of Part 1 (general rules) of COPTEr?
- C. Does the facility meet the specific conditions, including the access conditions?
- D. Does the facility meet the specific requirements of Part 3 of COPTEr?
- E. If the facility qualifies for an exemption, do the related retail commercial areas meet the requirements of section 18, or if it is a licensed facility, section 8 of COPTEr?

Three applications were received from non-profit organizations located within the Town of Redcliff.

1. German Canadian Harmony Club
2. Redcliff Community Curling Club
3. Riverview Golf Club

These organizations have all met the criteria for exemption previously. The Redcliff Curling Club received a full exemption from taxation. The Riverview Golf Club was granted exemption except for the area covered under the Class C liquor license. The German Canadian Harmony Club was granted exemption, except for the area leased to a private caterer. There are no significant changes to any of the applications as submitted.

The 2013 taxation year assessment values for these three properties and the municipal portion of taxes were as follows:

Name of Organization	Total Assessment	Exempt Assessment	Estimated exemption (municipal portion) 2013 Tax Rates
German Canadian Harmony Club	\$ 326,380	\$ 293,740 (90%)	\$ 3,330.63
Redcliff Community Curling Club	\$ 433,870	\$ 433,870 (100%)	\$ 4,919.52
Riverview Golf Club	\$ 1,438,140	\$ 1,338,210 (93%)	\$ 15,173.56

## OPTIONS:

1. Council approve the applications for property tax exemption for the taxation years 2014, 2015 and 2016.
2. Council approve the applications for property tax exemption for the taxation year 2014. Further that re-application will be required for 2015 and 2016 tax years.
3. Council not approve the applications for property tax exemption. Re-application may be considered for the 2015 and 2016 tax years at another time.

## RECOMMENDATION:

That Council considers approving the applications as submitted for property tax exemption for the taxation years 2014, 2015 and 2016 per option #1.

## SUGGESTED MOTION(S):

1. Councillor \_\_\_\_\_ moved that the Town of Redcliff exempt the following properties from property taxation in accordance with the Community Organization Property Tax Exemption Regulation for the 2014, 2015 and 2016 taxation years.
  - i) German Canadian Harmony Club
  - ii) Redcliff Community Curling Club
  - iii) Riverview Golf Club
2. Councillor \_\_\_\_\_ moved that the Town of Redcliff exempt the following properties from property taxation in accordance with the Community Organization Property Tax Exemption Regulation for the 2014 taxation year.
  - i) German Canadian Harmony Club
  - ii) Redcliff Community Curling Club
  - iii) Riverview Golf Club
3. Councillor \_\_\_\_\_ moved that the Town of Redcliff not provide exemption to the following properties from property taxation in accordance with the Community Organization Property Tax Exemption Regulation for the 2014 taxation year.
  - i) German Canadian Harmony Club
  - ii) Redcliff Community Curling Club
  - iii) Riverview Golf Club

SUBMITTED BY:

  
Department Head

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2013.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 15, 2013

**PROPOSED BY:** Robert Osmond – Director of Finance & Administration

**TOPIC:** Council Payroll Schedule

**PROPOSAL:** To Scheduling Council Pay on the First Business Day of the Month

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**BACKGROUND:**

The payroll schedule for Council is currently for the pay date to fall on the Friday before the first Council meeting of the month. This means that the pay date ranges from the 5<sup>th</sup> to 18<sup>th</sup> of any particular month. This fluctuating schedule, in addition to the inconsistency of the pay date, creates conflicts with other payroll schedules.

To create consistency in the payment of Council fees and to prevent payroll staff from contending with overlapping in timelines, I propose moving the pay date for Council to the first regular business day of the month and setting the deadline for submission of per diem and benefits claims to the 15<sup>th</sup> day of the preceding month.

It is assumed that the original schedule was likely designed based on the need to pick up manual cheques, which would have been more convenient when scheduled to coincide with a Council meeting. Now that payroll is direct deposited into an individual's bank account coordinating the payroll and meeting schedules is not necessary. This proposal would streamline our payroll processes, and allow more efficient operation.

**OPTIONS:**

1. To change the scheduled pay date for Council to the first business day of each month and establish the 15<sup>th</sup> of the preceding month as the submission deadline per diem and benefits claims.
2. To maintain the current scheduled pay date for Council.
3. To delay any decisions regarding the scheduled pay date for Council until after the 2013 municipal elections.

**RECOMMENDATION:**

That Council considers option 1, to help make our payroll schedules more efficient.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to scheduled pay date for Council be changed to the first business day of each month and establish the 15<sup>th</sup> of the preceding month as the submission deadline per diem and benefits claims.
2. Councillor \_\_\_\_\_ moved to maintain the current scheduled pay date for Council.
3. Councillor \_\_\_\_\_ moved to delay any decisions regarding the scheduled pay date for Council until after the 2013 municipal elections

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_ AD. **2013**.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 10, 2013

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

**TOPIC:** 2013 Municipal Election – Remuneration

**PROPOSAL:** To establish remuneration rates for election workers

---

**BACKGROUND**

At the March 11, 2013 Council meeting Council passed a motion establishing remuneration for election workers. During the course of training and information received since that time Vic Lutz, Returning Officer and I have re-evaluated the needs for election workers. It has been suggested that back up workers be selected and available in the event of illness or if for some other reason the persons appointed become unavailable. There is also some uncertainty if the requirement to show identification will slow down the process and extra persons will need to be brought in. We are also considering bringing in extra persons for the count after the voting station closes. As such, no remuneration for these circumstances has been established at this time.

The Town of Redcliff rate for standby pay for the Fire Department and Town of Redcliff staff for a regular day is \$25.

**OPTIONS:**

1. In addition to the remuneration established for the election workers for the 2013 Municipal Election at the March 11, 2013 Council meeting that Council establish the additional remuneration of:
  - a. stand by rate - \$25.00/day.
  - b. ½ day rate - \$125.00.
  - c. Ballot counting only - \$75.00.
2. Council does not authorize any additional remuneration rates for 2013 Municipal Election.

**RECOMMENDATION:**


That option 1 be chosen.

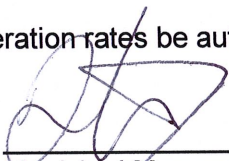


**MOTION:**

1. Councillor \_\_\_\_\_ moved that in addition to the remuneration established for the election workers for the 2013 Municipal Election at the March 11, 2013 Council meeting that Council establish the additional remuneration of:
  - a. stand by rate - \$25.00/day.
  - b. ½ day rate - \$125.00.
  - c. Ballot counting only - \$75.00.
  
2. Councillor \_\_\_\_\_ moved that no additional remuneration rates be authorized.

**SUBMITTED BY:**

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

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

**DATE:** October 15, 2013

**PROPOSED BY:** Khalil Minhas, Manager of Engineering

**TOPIC:** Toboggan Hill Erosion Protection Project

**PROPOSAL:** Additional Budget

---

**BACKGROUND:**

After the July 6<sup>th</sup> flood event, additional erosion occurred on the berm and channel at the Toboggan Hill area. As a result, the contractor brought in additional imported clay fill, rip rap and erosion protection matting etc. to complete the erosion protection work. The additional quantities have exceeded beyond the 10% contingency available for the project. The additional quantities were verified by survey measurements and found to be correct. This project tender was approved by Council through regular council meeting on June 10, 2013 with a budget amount of \$110,112.06 including 10% contingency. Due to additional works, the extra budget required for the project is \$15,454.50. With this additional the total construction budget will become \$125,566.56 plus GST excluding the engineering. This additional work may be recoverable by the Town as damage if there is a Disaster Recovery Program announced by the Province related to the July 6<sup>th</sup> flash flood.

**Options:**

1. Approve the additional budget in the amount of \$15,454.50 due to additional works for Toboggan Hill Erosion Protection project.
2. Do not approve the additional budget for Toboggan Hill Erosion Protection project.

**Recommendation:**

My recommendation is to accept option #1

**Suggested Motions:**

1. Councillor \_\_\_\_\_ moved the Town of Redcliff approve the additional budget in the amount of \$15,454.50 due to additional works for Toboggan Hill Erosion Protection project. Further that the additional budget is to be funded using MSI Capital grant.
2. Councillor \_\_\_\_\_ moved the Town of Redcliff do not approve the additional budget for Toboggan Hill Erosion Protection project.

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

Khalil Minhas, P. Eng, PMP

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

David Wolanski, Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2013



**Town of Redcliff  
Planning & Engineering  
Department**

**Contractor:** Transit Paving Inc.

**Project:** Toboggan Hil Storm Outfall - Costs Exceeding Contingency

Item	Description	Quantity	Unit	Unit Price	Total
<b>SURFACE</b>					
1	Additional Imported Clay Fill for Eroded Areas	1	lump sum	\$9,000.00	\$9,000.00
2	Supply & Install Rip-rap, Class 1	11	cu.m.	\$167.00	\$1,837.00
<b>TOTAL FOR: SURFACE</b>					<b>\$10,837.00</b>
<b>STORM</b>					
3	Extend Storm Main, 300mm Ultra-Rib PVC	8	lin.m.	\$440.00	\$3,520.00
4	Supply and Install Rolled Erosion Control Product – Type B	100	sq.m.	\$9.70	\$970.00
5	Additional 150mm Washed Rock Under Concrete Outfall Spillway	1.5	cu.m.	\$25.00	\$37.50
6	Geogrid Under Outfall Bowl Rip-rap	30	sq.m.	\$3.00	\$90.00
<b>TOTAL FOR: STORM</b>					<b>\$4,617.50</b>
<b>Grand Total =</b>				<b>\$15,454.50</b>	



**Photos – April 23, 2013**





## Photos – July 16, 2013





**From:** Kimberley Freeman [mailto:KIMFRE@medicinehat.ca]

**Sent:** Monday, September 30, 2013 9:35 AM

**To:** Abdul Samad; Andy Moon; Brent Smith; Brian Stauth; Dale Arnold; Erin Onoferychuk; Gary Scahill; Ian Hakes; Imran Ahmed; Lyle Clarkson - Canada Post ; Maureen Mudry; Nigel Pimblett; Richard Sieppert; Rob Friesen - Telus; Robert Quitzon - Shaw Cable; Ronda Grant; Sandra Plank; Scott Hanelt; Stan Nowakowski; Tony Klauwers; Wendy Bauer - Canada Post; Shanon Simon; Jerry Labossiere (Jerry.labossiere@sd76.ab.ca); Greg Macpherson (Greg.macpherson@mhcbe.ab.ca); John Thomas (john.thomas@gov.ab.ca)

**Cc:** Erin Onoferychuk

**Subject:** Subdivision Circulation 2013MH019

SUBDIVISION CIRCULATION MEMORANDUM

APPLICATION NO.: 2013MH019

REGISTERED OWNERS: 889479 Alberta Ltd.

MUNICIPALITY: City of Medicine Hat

CIRCULATION DATE: September 30, 2013

RESPONSE DUE DATE: **October 21, 2013**

The attached application for subdivision approval has been lodged with Planning, Building & Development Services of the City of Medicine Hat. Pursuant to the Subdivision and Development Regulation, this application is being forwarded to you for your perusal and comments. If no reply is received by the above response due date it will be assumed you have no comments to make.

Please give this matter your early attention and forward your comments to Erin Onoferychuk, Acting Superintendent Planning Implementation (403-529-8378).

**Kimberley Freeman**

Administrative Support VI

## APPLICATION FOR SUBDIVISION

## FOR OFFICE USE ONLY

DATE of receipt of Form A as completed

File No.

September 30, 2013

2013MH019

Fees Submitted:

\$974.40

1. Name of registered owner (s) of the land to be subdivided

Address: #2, 1311 TransCanada Way SE

Medicine Hat, T1B 0H4

889479 Alberta Ltd.

Telephone: 403.548.1295

Fax:

2. Name of Agent (authorized person acting on behalf of registered owner)

Benchmark Geomatics Inc., #105, 2201 Box Springs Blvd, NW, Medicine Hat, AB T1C 0C8

Phone: (403) 878-9483 Fax No.: (403) 527-3908

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

NW ¼ Sec. 10 – Twp. 13 – Rge. 6 – W4M 1.75 Ha.

C.O.T : 091 30+9 493 +1

Municipal Address: N/A

2880 Box Springs Blvd. NW

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of **Medicine Hat**.b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒

If "yes, the adjoining municipality is

c. Is the land situated within 0.8 km of the right-of-way of a Highway? Yes ☒ No ☐

If "yes, the Highway is the Trans Canada Highway

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒ Namee. Is the proposed parcel within 1.5 km of a sour gas facility? Yes ☐ No ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

a. Existing use of the land: **Vacant**b. Proposed use of the land: **Future Commercial Development**c. The designated use of the land as classified under a land use bylaw: **Highway Commercial**

6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed)

**Flat**

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc-sloughs, creeks, etc.)

**Grass**

c. Describe the kind of soil on the land (sandy, loam, clay, etc.)

**Sandy**

7. EXISTING BUILDING(S) ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

**NONE**

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: **NA**

9. SITE INSPECTION

The Registered Owner or the person acting on behalf of the registered owner hereby grants consent to the approving authority or the referral agencies to carry out a site inspection, at a reasonable time, of the land that is the subject of the application.

10. REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER

I, **Adam Thompson, A.L.S.**, hereby certify that:

☐

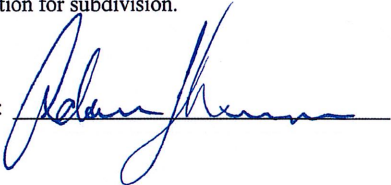
I am the registered owner, or

☒

I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signed:



Date:

SEPT 9/2013

REASONS FOR SUBDIVISION, and any other relevant information in support of Application.

- To Prepare a Lot for a future development

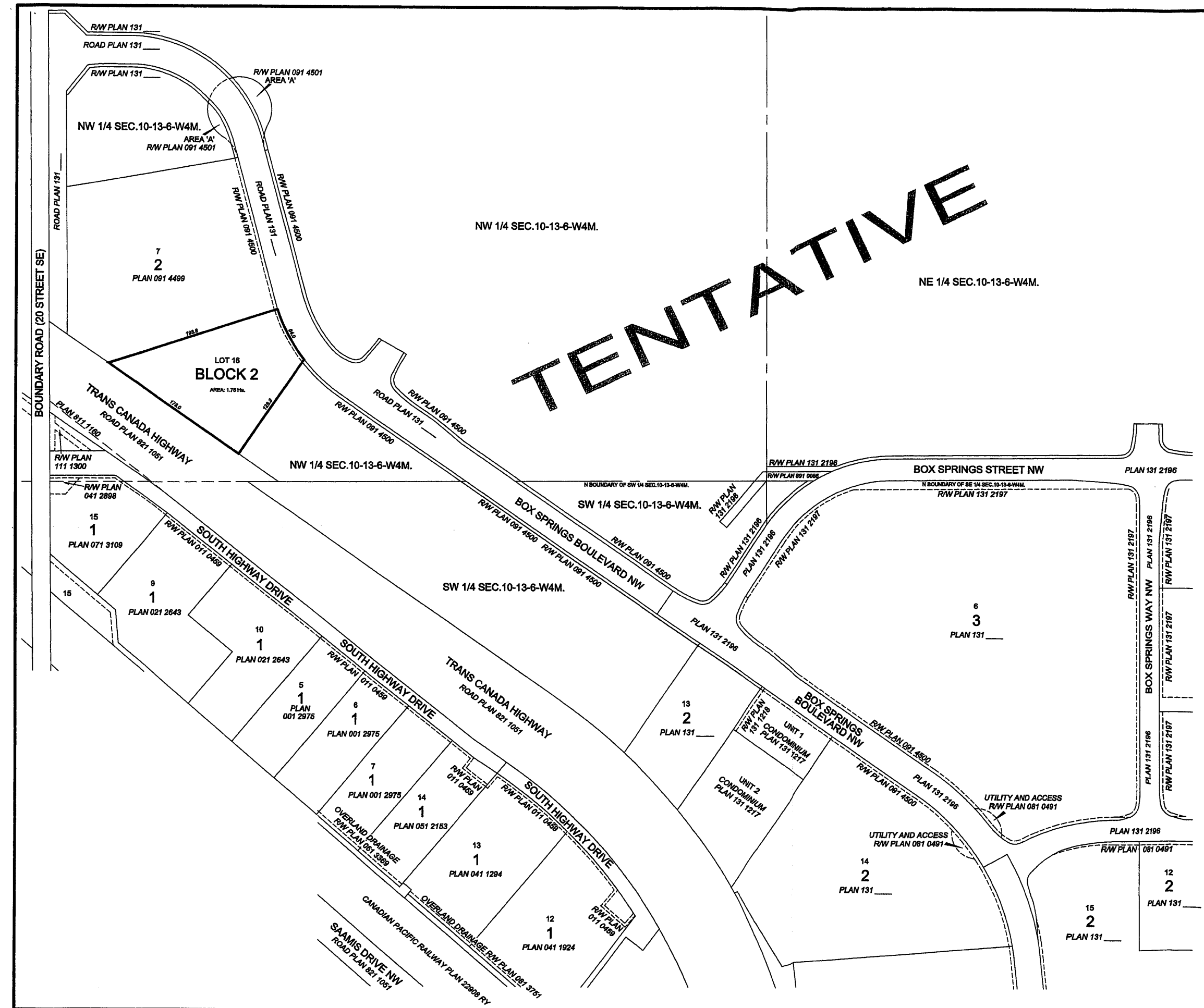
NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or any Documentation accompanying it

The personal information on this form is being collected for the purpose of an Application for Subdivision Approval under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head at 529-8234.



FILE NUMBER 13090520





REGISTRAR  
LAND TITLES OFFICE

PLAN NO. \_\_\_\_\_

ENTERED AND REGISTERED

INSTRUMENT NO.: \_\_\_\_\_

A.D. REGISTRAR

**TENTATIVE PLAN  
SHOWING SURVEY  
OF  
SUBDIVISION  
OF A PORTION OF  
NW 1/4 SEC.10 TWP.13 RGE.6  
W4M.**

0 20 40 60 80 100 120 140 160 180 200 metres

Scale 1:2000

**CITY OF MEDICINE HAT**

**SURVEYOR:**

Adam J.F. Thompson, A.L.S.



FIELD SURVEY CONDUCTED BETWEEN THE DATES OF  
AND IN  
ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT.

**SUBDIVISION AUTHORITY:**

THE CITY OF MEDICINE HAT PLANNING, BUILDING &  
DEVELOPMENT SERVICES  
FILE NUMBER: \_\_\_\_\_

**REGISTERED OWNER(S):**

889479 ALBERTA LTD.

**LEGEND**

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.  
DISTANCES SHOWN ALONG CURVES ARE ARC DISTANCES.  
STATUTORY IRON POSTS PLACED AT GROUND LEVEL SHOWN THUS: ○ AND ARE MARKED P241.  
STATUTORY IRON POST FOUND SHOWN THUS: ●  
STATUTORY IRON POSTS FOUND ARE AT GROUND LEVEL UNLESS OTHERWISE INDICATED.  
TEMPORARY POINT SHOWN THUS: x  
PORTION TO BE REGISTERED IS OUTLINED AS THUS: ———— AND CONTAINS 1.75 Ha.  
NEARINGS SHOWN ARE GRID AND REFER TO THE COURSE BETWEEN ALBERTA SURVEY  
CONTROL MARKERS 682274 AND 674358.  
ALBERTA SURVEY CONTROL MARKERS SHOWN THUS: ●  
HORIZONTAL DATUM: NAD 83 (ORIGINAL), STM PROJECTION  
REFERENCE MERIDIAN: 111° WEST LONGITUDE  
THE GEO-REFERENCED POINT IS A FOUND IRON SURVEY POST AND IS SHOWN THUS: ●RP  
COMBINED FACTOR USED: 0.999792

**ABBREVIATIONS THAT MAY APPEAR ON THIS PLAN:**

ALLS	Alberta Land Surveyor	PUL	Public Utility Lot
ASCM	Alberta Survey Control Marker	R	Radius
Calc	Calculated	Re-est.	Re-established
ca.	Countersunk	Rgn.	Range
CM-Meas.	Check measured	RP	Geo-Referenced Point
IE	East	RW	Right of Way
Est.	Established	S	South
Heads	Heads	Sec.	Section
LL	Left	Twp.	Township
MC	Mark	W	West
M/C	Marked	W4M.	West of the Fourth Meridian
MR	Municipal Reserve		
N	North		
Pos'n	Position		

NOTE:  
GEO-REFERENCED POINT  
- OBSERVED STM HAD IS (ORIGINAL)  
- m N  
- m E

**BENCHMARK GEOMATICS INC.**

UNIT #105, WEST COMMON, 2201 BOX SPRINGS BOULEVARD NW MEDICINE HAT T1C 0G8  
PHONE (403) 527-3870 FAX (403) 527-3808

SCALE 1:2000  
DRAFTED BY: CLF  
CHECKED BY: AJT

FILE NO. 13090520  
DRAFTING FILE NO. 13090520-TENT  
DATE: SEPTEMBER 5, 2013



## Planning, Building & Development Services City of Medicine Hat

### SUBDIVISION REVIEW REPORT

**STATUTORY APPLICATION DATE:** September 30, 2013

**2013MH019**

**LOCATION:** 2880 Box Springs Blvd NW

**PROPOSAL:** To prepare a lot for a future development.

**OWNER:** 889479 Alberta Ltd.

**APPLICANT:** Benchmark Geomatics (#13090520)

**LEGAL:** NW ¼ 10-13-6-W4M

**TYPE OF SUBDIVISION:** Commercial

**EXISTING LAND USE DESIGNATIONS:** CH – Highway Commercial

**PREVIOUS APPLICATION:** none

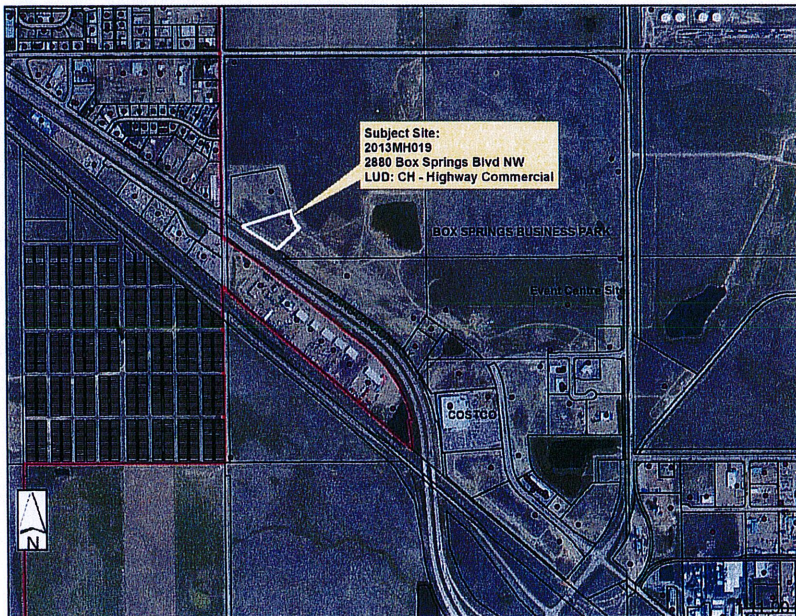
**RESERVE STATUS:** owing

**OFF-SITE LEVIES:** owing

**SUBDIVISION BY:** (X) Plan ( ) Instrument

**Prepared by:** Erin Onoferychuk

#### BACKGROUND



The applicant is proposing to create a 1.75 hectare (ha) commercial lot. The subject site is currently zoned Highway Commercial (CH) district under Land Use Bylaw #4168.

The subdivision proposal is compliant with the Land Use Bylaw in terms of site frontage and site area. The proposal is also consistent with the land use concept as depicted in Figure 7 of the Box Springs Business Park Area Structure Plan (Bylaw #4164).

Payment of off-site levies and money in place of reserve will be conditions of subdivision approval.



September 30, 2013

File number: 283-62 1.4

Shanon Simon  
Manager of Legislative and Land Services  
#1 – 3<sup>rd</sup> Street NE, P.O. Box 40  
Town of Redcliff, AB, T0J 2P0

Dear Shanon:

**RE: Advisory Comments:  
City of Medicine Hat Subdivision Referrals 2013MH019, 2013MH020, 2013MH022**

In response to the proposed subdivisions 2013MH019, 2013MH020, and 2013MH022 referred by the City of Medicine Hat, Scheffer Andrew Ltd. advises the Town of the following.

The proposed subdivision lands are within the Urban Referral Area of the Tri-Area Intermunicipal Development Plan (IDP), and therefore, the City of Medicine Hat has referred the subject subdivision applications to the Town. Additionally, the proposed subdivisions are within the Box Springs Area Structure Plan policy area.

The proposed subdivisions are consistent with the IDP. From an intermunicipal planning perspective, there are no foreseeable negative impacts to the Town of Redcliff, in the short or long-term, that will result from the approval of subdivision applications 2013MH019, 2013MH020, and 2013MH022.

Yours truly,

**Scheffer Andrew Ltd., Medicine Hat**



Kent Snyder, RPP, MCIP  
Branch Manager



**From:** Kimberley Freeman [mailto:KIMFRE@medicinehat.ca]

**Sent:** Monday, September 30, 2013 10:32 AM

**To:** Abdul Samad; Andy Moon; Brent Smith; Brian Stauth; Dale Arnold; Erin Onoferychuk; Gary Scahill; Ian Hakes; Imran Ahmed; Lyle Clarkson - Canada Post ; Maureen Mudry; Nigel Pimblett; Richard Sieppert; Rob Friesen - Telus; Robert Quitzon - Shaw Cable; Ronda Grant; Sandra Plank; Scott Hanelt; Stan Nowakowski; Tony Klauwers; Wendy Bauer - Canada Post; Shanon Simon; Jerry Labossiere (Jerry.labossiere@sd76.ab.ca); Greg Macpherson (Greg.macpherson@mhcbe.ab.ca); John Thomas (john.thomas@gov.ab.ca)

**Cc:** Erin Onoferychuk

**Subject:** Subdivision Circulation 2013MH020

SUBDIVISION CIRCULATION MEMORANDUM

APPLICATION NO.: 2013MH020

REGISTERED OWNERS: 889479 Alberta Ltd.

MUNICIPALITY: City of Medicine Hat

CIRCULATION DATE: September 30, 2013

RESPONSE DUE DATE: **October 21, 2013**

The attached application for subdivision approval has been lodged with Planning, Building & Development Services of the City of Medicine Hat. Pursuant to the Subdivision and Development Regulation, this application is being forwarded to you for your perusal and comments. If no reply is received by the above response due date it will be assumed you have no comments to make.

Please give this matter your early attention and forward your comments to Erin Onoferychuk, Acting Superintendent Planning Implementation (403-529-8378).

**Kimberley Freeman**  
Administrative Support VI

**APPLICATION FOR SUBDIVISION**

**FOR OFFICE USE ONLY**

DATE of receipt of Form A as completed

File No.

*September 30, 2013*

*2013MH020*

Fees Submitted:

*\$ 974.40*

1. Name of registered owner (s) of the land to be subdivided

Address: **#2, 1311 TransCanada Way SE  
Medicine Hat, T1B 0H4**

**889479 Alberta Ltd.**

Telephone: **403.548.1295**

Fax:

2. Name of Agent (authorized person acting on behalf of registered owner)

**Benchmark Geomatics Inc., #105, 2201 Box Springs Blvd, NW, Medicine Hat, AB T1C 0C8  
Phone: (403) 878-9483 Fax No.: (403) 527-3908**

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

NW ¼ Sec.10-13-6-W4M and SW ¼ Sec.10-13-6-W4M

**C.O.T : 091 309 493 +1 and 131 206 072 +5**

Municipal Address: N/A

*2750 Box Springs Blvd. NW*

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of **Medicine Hat**.

b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒

If "yes, the adjoining municipality is

c. Is the land situated within 0.8 km of the right-of-way of a Highway? Yes ☒ No ☐

If "yes, the Highway is the Trans Canada Highway

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒ Name

e. Is the proposed parcel within 1.5 km of a sour gas facility? Yes ☐ No ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

a. Existing use of the land: **Vacant**

b. Proposed use of the land: **Future Commercial Development**

c. The designated use of the land as classified under a land use bylaw: **Highway Commercial**

6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed)

**Flat**

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc-sloughs, creeks, etc.)

**Grass**

c. Describe the kind of soil on the land (sandy, loam, clay, etc.)

**Sandy**

7. EXISTING BUILDING(S) ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

**NONE**

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: **NA**

9. SITE INSPECTION

The Registered Owner or the person acting on behalf of the registered owner hereby grants consent to the approving authority or the referral agencies to carry out a site inspection, at a reasonable time, of the land that is the subject of the application.

10. REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER

I, **Adam Thompson, A.L.S.**, hereby certify that:

☐

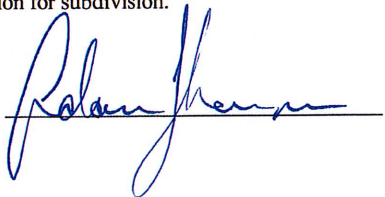
I am the registered owner, or

☒

I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signed:



Date:

SEPT 9 / 2013

REASONS FOR SUBDIVISION, and any other relevant information in support of Application.

- To Prepare a Lot for a future development

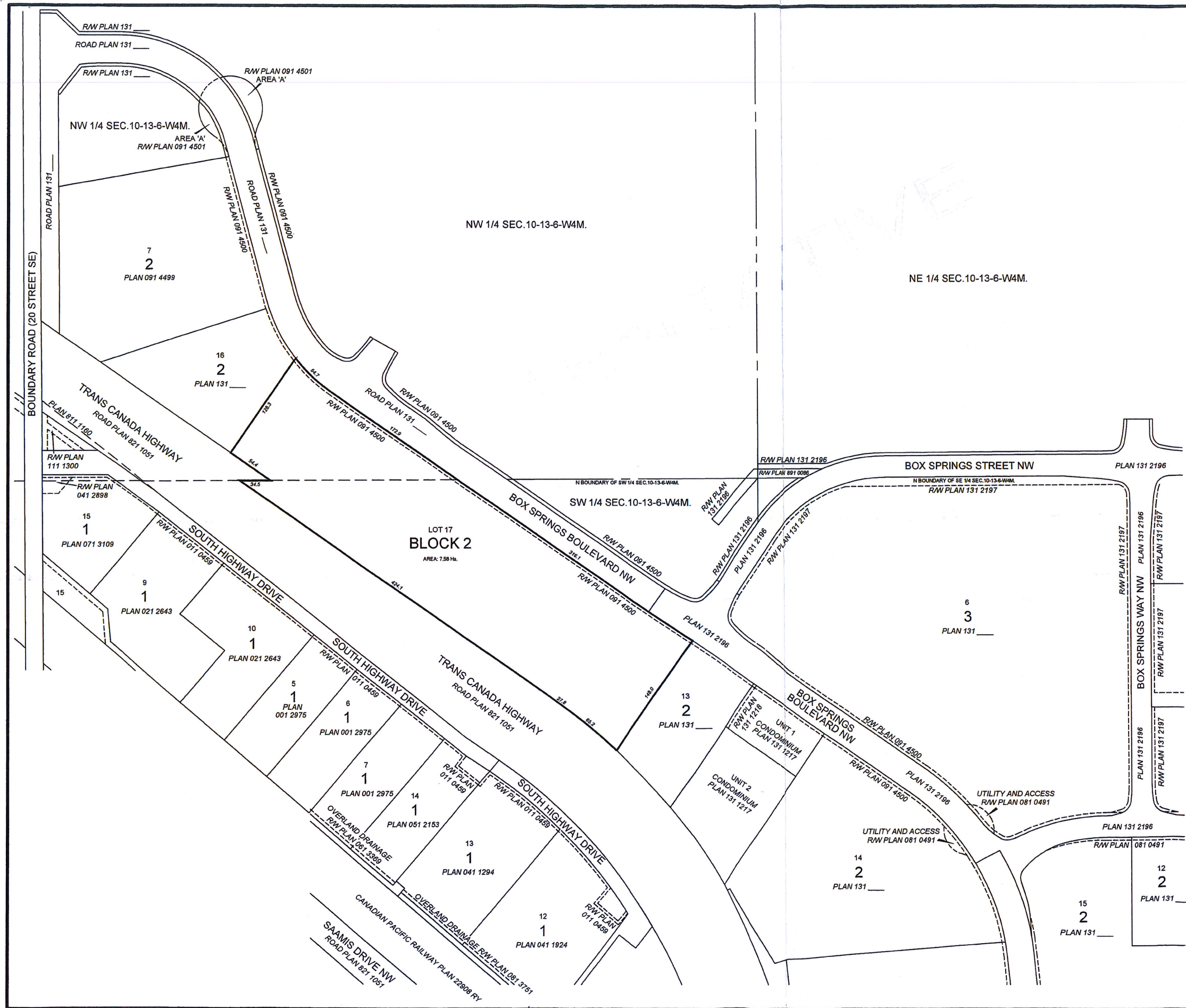
NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or any Documentation accompanying it

The personal information on this form is being collected for the purpose of an Application for Subdivision Approval under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head at 529-8234.



FILE NUMBER 13090521





REGISTRAR  
LAND TITLES OFFICE

PLAN NO. \_\_\_\_\_

ENTERED AND REGISTERED

INSTRUMENT NO.: \_\_\_\_\_

A.D. REGISTRAR

**TENTATIVE PLAN  
SHOWING SURVEY  
OF  
SUBDIVISION  
OF A PORTION OF  
W 1/2 SEC.10 TWP.13 RGE.6  
W4M.**

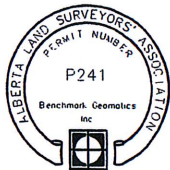
0 20 40 60 80 100 200 metres  
Scale 1:2000

CITY OF MEDICINE HAT

SURVEYOR:

Adam J.F. Thompson, A.L.S.

FIELD SURVEY CONDUCTED BETWEEN THE DATES OF  
ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT.



SUBDIVISION AUTHORITY:  
THE CITY OF MEDICINE HAT PLANNING, BUILDING &  
DEVELOPMENT SERVICES  
FILE NUMBER:

REGISTERED OWNER(S):  
889479 ALBERTA LTD.

**LEGEND**  
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.  
DISTANCES SHOWN ALONG CURVES ARE ARC DISTANCES.  
STATUTORY IRON POSTS PLACED AT GROUND LEVEL SHOWN THUS: AND ARE MARKED P241.  
STATUTORY IRON POST FOUND SHOWN THUS: .  
STATUTORY IRON POSTS FOUND ARE AT GROUND LEVEL UNLESS OTHERWISE INDICATED.  
TEMPORARY POINT SHOWN THUS: .  
PORTION TO BE REGISTERED IS OUTLINED AS THUS: AND CONTAINS 7.594.  
BEARINGS SHOWN ARE GRID AND REFER TO THE COURSE BETWEEN ALBERTA SURVEY  
CONTROL MARKERS 66274 AND 67455.  
ALBERTA SURVEY CONTROL MARKERS SHOWN THUS: .  
HORIZONTAL DATUM: NAD 83 (ORIGINAL), 3TM PROJECTION  
REFERENCE MERIDIAN: 111° WEST LONGITUDE  
THE GEO-REFERENCED POINT IS A FOUND IRON SURVEY POST AND IS SHOWN THUS: RP  
COMBINED FACTOR USED: 0.999792

**ABBREVIATIONS THAT MAY APPEAR ON THIS PLAN:**

A.L.S.	Alberta Land Surveyor	PUL	Public Utility Lot
ASCM	Alberta Survey Control Marker	R	Radius
Calc.	Calculated	Re-est.	Re-established
C.S.	Countersunk	Rge.	Range
Chk.Meas.	Check measured	RP	Geo-Referenced Point
E	East	R/W	Right of Way
Est.	Established	S	South
Hs.	Hectare	Sec.	Section
I	Statutory Iron Post	Twp.	Township
L	Left	W	West
Mk.	Mark	W4M.	West of the Fourth Meridian
Mk'd.	Marked		
MR	Municipal Reserve		
N	North		
Pos'n.	Position		

**NOTE:**  
GEO-REFERENCED POINT  
OBSERVED 31/10/03 (ORIGINAL)  
m N  
m E

**BENCHMARK GEOMATICS INC.**

UNIT #105, WEST COMMON, 2201 BOX SPRINGS BOULEVARD NW MEDICINE HAT T1C 0C8  
PHONE (403) 527-3970 FAX (403) 527-3908

SCALE 1:2000  
DRAFTED BY: CLF  
CHECKED BY: AUT

FILE NO. 13090621  
DRAFTING FILE NO. 13080521-TENT  
DATE: SEPTEMBER 5, 2013





## Planning, Building & Development Services City of Medicine Hat

### SUBDIVISION REVIEW REPORT

**STATUTORY APPLICATION DATE:** September 30, 2013

**2013MH020**

**LOCATION:** 2750 Box Springs Blvd. NW

**PROPOSAL:** To create one commercial lot from a quarter section remnant.

**OWNER:** 889479 Alberta Ltd.

**APPLICANT:** Benchmark Geomatics (#13090521)

**LEGAL:** NW ¼ 10-13-6-W4M and SW ¼ 10-13-6-W4M

**TYPE OF SUBDIVISION:** Commercial

**EXISTING LAND USE DESIGNATIONS:** CH – Highway Commercial

**PREVIOUS APPLICATION:** None

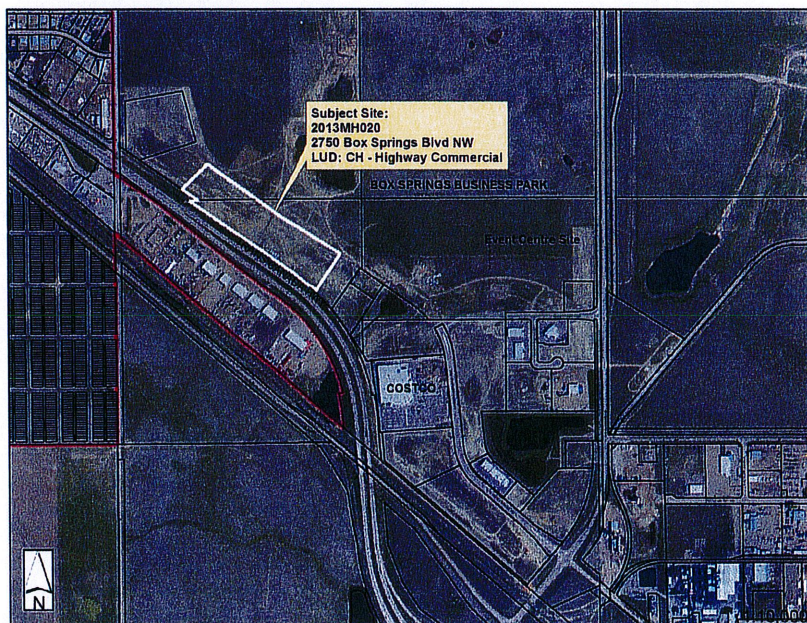
**RESERVE STATUS:** owing

**OFF-SITE LEVIES:** owing

**SUBDIVISION BY:** (X) Plan ( ) Instrument

**Prepared by:** Erin Onoferychuk

#### BACKGROUND



The applicant is proposing to subdivide 7.58 hectares (ha) from a quarter section remnant to create a new commercial lot. No rezoning application is required as the subject site is currently zoned as Highway Commercial (CH).

The subdivision proposal is compliant with Section 8.3 of the Land Use Bylaw #4168 in terms of site frontage and site area.

Payment of off-site levies and money in place of reserve will be conditions of subdivision approval.





September 30, 2013

File number: 283-62 1.4

Shanon Simon  
Manager of Legislative and Land Services  
#1 – 3<sup>rd</sup> Street NE, P.O. Box 40  
Town of Redcliff, AB, T0J 2P0

Dear Shanon:

**RE: Advisory Comments:**  
**City of Medicine Hat Subdivision Referrals 2013MH019, 2013MH020, 2013MH022**

In response to the proposed subdivisions 2013MH019, 2013MH020, and 2013MH022 referred by the City of Medicine Hat, Scheffer Andrew Ltd. advises the Town of the following.

The proposed subdivision lands are within the Urban Referral Area of the Tri-Area Intermunicipal Development Plan (IDP), and therefore, the City of Medicine Hat has referred the subject subdivision applications to the Town. Additionally, the proposed subdivisions are within the Box Springs Area Structure Plan policy area.

The proposed subdivisions are consistent with the IDP. From an intermunicipal planning perspective, there are no foreseeable negative impacts to the Town of Redcliff, in the short or long-term, that will result from the approval of subdivision applications 2013MH019, 2013MH020, and 2013MH022.

Yours truly,

**Scheffer Andrew Ltd., Medicine Hat**

Kent Snyder, RPP, MCIP  
Branch Manager



**Sent:** Tuesday, October 08, 2013 12:55 PM

**To:** Abdul Samad; Andy Moon; Brent Smith; Brian Stauth; Dale Arnold; Erin Onoferychuk; Gary Scahill; Ian Hakes; Imran Ahmed; Lyle Clarkson - Canada Post ; Maureen Mudry; Nigel Pimblett; Richard Sieppert; Rob Friesen - Telus; Robert Quitzon - Shaw Cable; Ronda Grant; Sandra Plank; Scott Hanelt; Stan Nowakowski; Tony Klauwers; Wendy Bauer - Canada Post; jeffrey@cypress.ab.ca; Shanon Simon; John Thomas (john.thomas@gov.ab.ca)

**Cc:** Erin Onoferychuk

**Subject:** Subdivision Circulation 2013MH021

SUBDIVISION CIRCULATION MEMORANDUM

APPLICATION NO.: 2013MH021

REGISTERED OWNERS: 889479 Alberta Ltd.

MUNICIPALITY: City of Medicine Hat

CIRCULATION DATE: October 8, 2013

RESPONSE DUE DATE: **October 22, 2013 (Two Weeks)**

The attached application for subdivision approval has been lodged with Planning, Building & Development Services of the City of Medicine Hat. Pursuant to the Subdivision and Development Regulation, this application is being forwarded to you for your perusal and comments. If no reply is received by the above response due date it will be assumed you have no comments to make.

Please give this matter your early attention and forward your comments to Erin Onoferychuk, Acting Superintendent Planning Implementation (403-529-8378).

**Kimberley Freeman**

Administrative Support VI

Planning, Building & Development Services | **City of Medicine Hat**

580 – 1 Street SE, Medicine Hat, AB, Canada T1A 8E6

**T:** 403.529.8374 | **D:** 403.525.8860 | **F:** 403.502.8038

**E:** [kimfre@medicinehat.ca](mailto:kimfre@medicinehat.ca) | [www.medicinehat.ca](http://www.medicinehat.ca)



*Please consider the environment before printing this email*

## APPLICATION FOR SUBDIVISION

## FOR OFFICE USE ONLY

DATE of receipt of Form A as completed

File No.

October 8, 2013

2013MH021

Fees Submitted:

\$1577.10

1. Name of registered owner (s) of the land to be subdivided

Address: #2, 1311 TransCanada Way SE

889479 Alberta Ltd.

Medicine Hat, T1B 0H4

Telephone: 403.548.1295

Fax:

2. Name of Agent (authorized person acting on behalf of registered owner)

Benchmark Geomatics Inc., #105, 2201 Box Springs Blvd, NW, Medicine Hat, AB T1C 0C8  
 Phone: (403) 878-9483 Fax No.: (403) 527-3908

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

Lot 11, Block 2, Plan 131 0439 Area of the proposed subdivision 1.97 Ha.

C.O.T : 091 309 493 +1

Municipal Address: N/A

2950 Box Springs Rd NW 14 SE

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of **Medicine Hat**.b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒

If "yes, the adjoining municipality is

c. Is the land situated within 0.8 km of the right-of-way of a Highway? Yes ☒ No ☐

If "yes, the Highway is the Trans Canada Highway

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒ Namee. Is the proposed parcel within 1.5 km of a sour gas facility? Yes ☐ No ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

a. Existing use of the land: **Vacant**b. Proposed use of the land: **Future Commercial Development**c. The designated use of the land as classified under a land use bylaw: **Highway Commercial**

6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed)

**Flat**

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc-sloughs, creeks, etc.)

**Grass**

c. Describe the kind of soil on the land (sandy, loam, clay, etc.)

**Sandy**

7. EXISTING BUILDING(S) ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

**NONE**

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: **NA**



9. SITE INSPECTION

The Registered Owner or the person acting on behalf of the registered owner hereby grants consent to the approving authority or the referral agencies to carry out a site inspection, at a reasonable time, of the land that is the subject of the application.

10. REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER

I, **Adam Thompson, A.L.S.**, hereby certify that:

☐

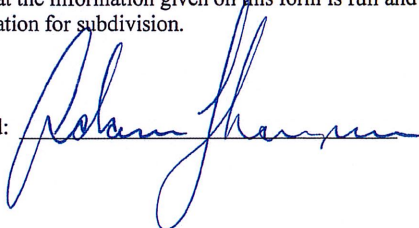
I am the registered owner, or

☒

I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signed:



Date:

SEPT 10/2013

REASONS FOR SUBDIVISION, and any other relevant information in support of Application.

- To Prepare a Lot for a future development

NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or any Documentation accompanying it

The personal information on this form is being collected for the purpose of an Application for Subdivision Approval under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head at 529-8234.



FILE NUMBER 13090522



## Planning, Building & Development Services City of Medicine Hat

### SUBDIVISION REVIEW REPORT

**STATUTORY APPLICATION DATE:** October 8, 2013

**2013MH021**

**LOCATION:** 2950 Box Springs Road NW

**PROPOSAL:** The subdivision of 1 lot from a quarter section

**OWNER:** 889479 Alberta Ltd.

**APPLICANT:** Benchmark Geomatics Inc. (#13090522)

**LEGAL:** NW ¼ SEC 10 TWP 13 RGE 6 W4M

**TYPE OF SUBDIVISION:** Commercial

**EXISTING LAND USE DESIGNATIONS:** CH – Highway Commercial District

**PREVIOUS APPLICATION:** None

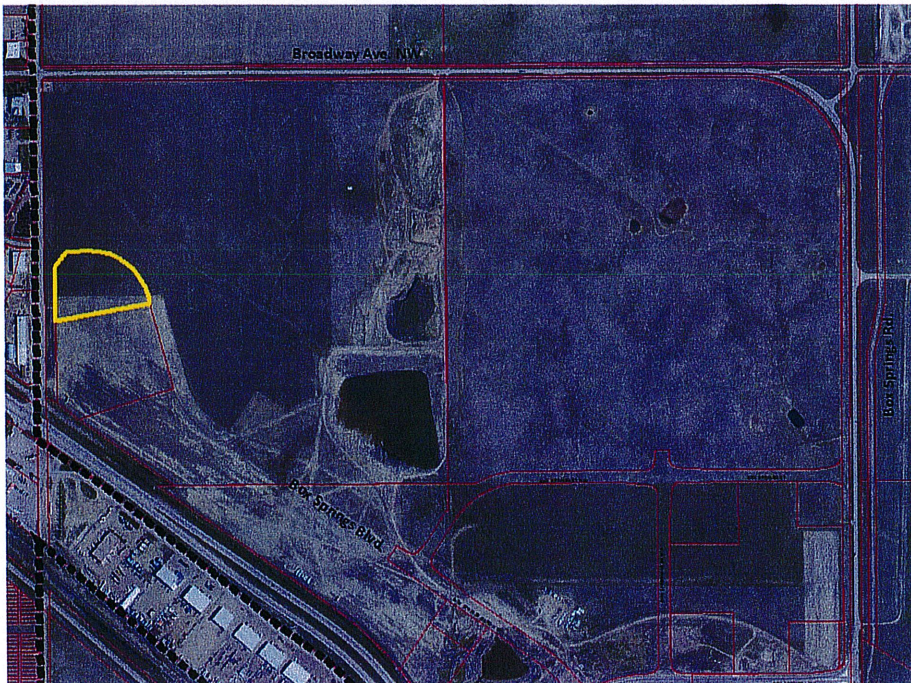
**RESERVE STATUS:** Required (Cash in lieu)

**OFF-SITE LEVIES:** Required (Bylaw 3746)

**SUBDIVISION BY:** (X) Plan ( ) Instrument

**Prepared by:** Robert Sissons

#### BACKGROUND



The proposal is to subdivide 1.97 hectares (ha) from NW ¼ Sec.10-13-6-W4M to create a new commercial lot. No rezoning application is required as the subject site is currently zoned as Highway Commercial (C-H).

The subdivision proposal is compliant with the Land Use Bylaw #4168 requirements for a commercial lot in terms of site frontage and site area.

Off-site levies will be a condition of subdivision approval.

Cash in lieu of Municipal Reserve will be a condition of subdivision approval.







October 9, 2013

File number: 283-62 1.4

Shanon Simon  
Manager of Legislative and Land Services  
#1 – 3<sup>rd</sup> Street NE, P.O. Box 40  
Town of Redcliff, AB, T0J 2P0

Dear Shanon:

**RE: Advisory Comments: City of Medicine Hat Subdivision Referral 2013MH021**

In response to the proposed subdivision 2013MH021 referred by the City of Medicine Hat, Scheffer Andrew Ltd. advises the Town of the following.

The proposed subdivision lands are within the Urban Referral Area of the Tri-Area Intermunicipal Development Plan (IDP), and therefore, the City of Medicine Hat has referred the subject subdivision application to the Town. Additionally, the proposed subdivision is within the Box Springs Area Structure Plan policy area.

The proposed subdivision is consistent with the IDP. From an intermunicipal planning perspective, there are no foreseeable negative impacts to the Town of Redcliff, in the short or long-term, that will result from the approval of subdivision application 2013MH021.

Yours truly,

**Scheffer Andrew Ltd., Medicine Hat**

Kent Snyder, RPP, MCIP  
Branch Manager



**From:** Kimberley Freeman [mailto:KIMFRE@medicinehat.ca]

**Sent:** Monday, September 30, 2013 12:47 PM

**To:** Abdul Samad; Andy Moon; Brent Smith; Brian Stauth; Dale Arnold; Erin Onoferychuk; Gary Scahill; Ian Hakes; Imran Ahmed; Lyle Clarkson - Canada Post ; Maureen Mudry; Nigel Pimblett; Richard Sieppert; Rob Friesen - Telus; Robert Quitzon - Shaw Cable; Ronda Grant; Sandra Plank; Scott Hanelt; Stan Nowakowski; Tony Klauwers; Wendy Bauer - Canada Post; Shanon Simon; Jerry Labossiere (Jerry.labossiere@sd76.ab.ca); Greg Macpherson (Greg.macpherson@mhcbce.ab.ca); John Thomas (john.thomas@gov.ab.ca)

**Cc:** Erin Onoferychuk

**Subject:** Subdivision Circulation 2013MH022

SUBDIVISION CIRCULATION MEMORANDUM

APPLICATION NO.: 2013MH022

REGISTERED OWNERS: 889479 Alberta Ltd.

MUNICIPALITY: City of Medicine Hat

CIRCULATION DATE: September 30, 2013

RESPONSE DUE DATE: **October 21, 2013**

The attached application for subdivision approval has been lodged with Planning, Building & Development Services of the City of Medicine Hat. Pursuant to the Subdivision and Development Regulation, this application is being forwarded to you for your perusal and comments. If no reply is received by the above response due date it will be assumed you have no comments to make.

Please give this matter your early attention and forward your comments to Erin Onoferychuk, Acting Superintendent Planning Implementation (403-529-8378).

**Kimberley Freeman**

Administrative Support VI



**APPLICATION FOR SUBDIVISION**

**FOR OFFICE USE ONLY**

DATE of receipt of Form A as completed

File No.

**September 30, 2013**

**2013MH022**

Fees Submitted:

**\$1577.10**

1. Name of registered owner (s) of the land to be subdivided

Address: **#2, 1311 TransCanada Way SE**

**889479 Alberta Ltd.**

**Medicine Hat, T1B 0H4**

Telephone: **403.548.1295**

Fax:

2. Name of Agent (authorized person acting on behalf of registered owner)

**Benchmark Geomatics Inc., #105, 2201 Box Springs Blvd, NW, Medicine Hat, AB T1C 0C8**

**Phone: (403) 878-9483 Fax No.: (403) 527-3908**

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

**W 1/2 Sec 10-13-6-W4M**

**Lot 11, Block 2, Plan 131-0439 Area of the proposed subdivision 10.79 Ha.**

**C.O.T : 091 309 493 +1 & 131 206 072 +5**

Municipal Address: **N/A**

**2771 Box Springs Blvd. NW**

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of **Medicine Hat.**

b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒

If "yes, the adjoining municipality is

c. Is the land situated within 0.8 km of the right-of-way of a Highway? Yes ☒ No ☐

If "yes, the Highway is the Trans Canada Highway

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒ Name

e. Is the proposed parcel within 1.5 km of a sour gas facility? Yes ☐ No ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

a. Existing use of the land: **Vacant**

b. Proposed use of the land: **Future Commercial Development**

c. The designated use of the land as classified under a land use bylaw: **(Mixed) Highway Commercial and Business Industrial**

6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed)

**Flat**

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc-sloughs, creeks, etc.)

**Grass**

c. Describe the kind of soil on the land (sandy, loam, clay, etc.)

**Sandy**

7. EXISTING BUILDING(S) ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

**NONE**

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: **NA**

9. **SITE INSPECTION**

The Registered Owner or the person acting on behalf of the registered owner hereby grants consent to the approving authority or the referral agencies to carry out a site inspection, at a reasonable time, of the land that is the subject of the application.

10. **REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER**

I, Adam Thompson, A.L.S., hereby certify that:

☐

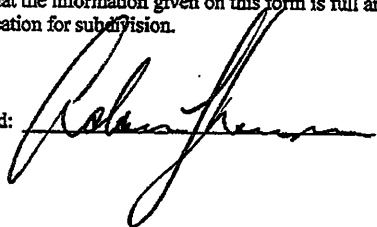
I am the registered owner, or

☒

I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signed:



Date:

SEPTEMBER 11, 2013

REASONS FOR SUBDIVISION, and any other relevant information in support of Application.

- To Prepare a Lot for a future development

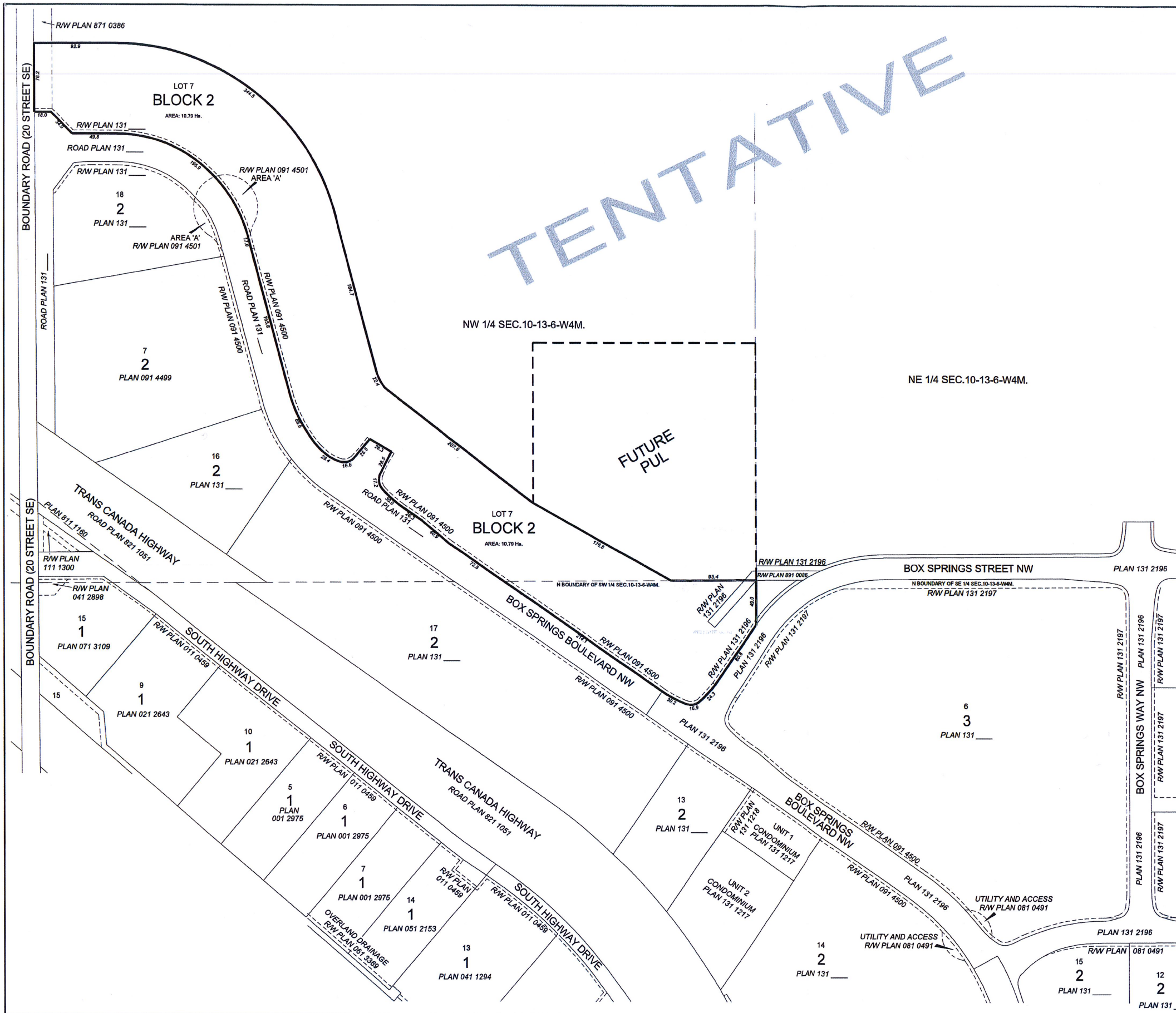
NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or any Documentation accompanying it

The personal information on this form is being collected for the purpose of an Application for Subdivision Approval under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head at 529-8234.



FILE NUMBER 13090523





REGISTRAR  
LAND TITLES OFFICE

PLAN NO. \_\_\_\_\_

ENTERED AND REGISTERED \_\_\_\_\_

INSTRUMENT NO.: \_\_\_\_\_

A.D. REGISTRAR \_\_\_\_\_

**TENTATIVE PLAN  
SHOWING SURVEY  
OF  
SUBDIVISION  
OF A PORTION OF  
W 1/2 SEC.10 TWP.13 RGE.6  
W4M.**

Scale 1:2000

CITY OF MEDICINE HAT

SURVEYOR:  
Adam J.F. Thompson, A.L.S.

FIELD SURVEY CONDUCTED BETWEEN THE DATES OF \_\_\_\_\_ AND \_\_\_\_\_ IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT.

SUBDIVISION AUTHORITY:  
THE CITY OF MEDICINE HAT PLANNING, BUILDING &  
DEVELOPMENT SERVICES  
FILE NUMBER: \_\_\_\_\_

REGISTERED OWNER(S):  
889479 ALBERTA LTD.

**LEGEND**  
ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.  
DISTANCES SHOWN ALONG CURVES ARE ARC DISTANCES.  
STATUTORY IRON POSTS PLACED AT GROUND LEVEL SHOWN THUS: ○ AND ARE MARKED P241.  
STATUTORY IRON POST FOUND SHOWN THUS: ●  
STATUTORY IRON POSTS FOUND ARE AT GROUND LEVEL UNLESS OTHERWISE INDICATED.  
TEMPORARY POINT SHOWN THUS: x  
PORTION TO BE REGISTERED IS OUTLINED AS THUS: \_\_\_\_\_ AND CONTAINS 10.78%  
BEARINGS SHOWN ARE GRID AND REFER TO THE COURSE BETWEEN ALBERTA SURVEY  
CONTROL MARKERS 660274 AND 674358.  
ALBERTA SURVEY CONTROL MARKERS SHOWN THUS: ●  
HORIZONTAL DATUM: NAD 83 (ORIGINAL), 3TM PROJECTION  
REFERENCE MERIDIAN: 111° WEST LONGITUDE  
THE GEO-REFERENCED POINT IS A FOUND IRON SURVEY POST AND IS SHOWN THUS: ● RP  
COMBINED FACTOR USED: 0.999782

ABBREVIATIONS THAT MAY APPEAR ON THIS PLAN:

A.L.S.	Alberta Land Surveyor	PUL	Public Utility Lot
ASCM	Alberta Survey Control Marker	R	Radius
Calc.	Calculated	Re-est.	Re-established
Cts.	Countersunk	Rgn.	Range
Chk.Meas.	Check measured	RP	Geo-Referenced Point
E	East	S	South
Est.	Established	SW	Right of Way
Ha.	Hectare	Sec.	Section
I	Statutory Iron Post	Twp.	Township
LI	Left	W	West
Mk.	Mark	W4M.	West of the Fourth Meridian
Mk.d.	Marked		
MR	Municipal Reserve		
N	North		
Pos'n.	Position		

NOTE:  
GEO-REFERENCED POINT  
- OBSERVED 3TM NAD83 (ORIGINAL)  
- IN N  
- IN E

**BENCHMARK GEOMATICS INC.**  
UNIT #105, WEST COMMON, 2201 BOX SPRINGS BOULEVARD NW MEDICINE HAT T1C 0C8  
PHONE (403) 527-3970 FAX (403) 527-3908

SCALE 1:2000  
DRAFTED BY: CLF  
CHECKED BY: AJT

FILE NO. 13090523  
DRAFTING FILE NO. 13090523-TENT  
DATE: SEPTEMBER 24, 2013





## Planning, Building & Development Services City of Medicine Hat

### SUBDIVISION REVIEW REPORT

**STATUTORY APPLICATION DATE:** September 30, 2013

**2013MH022**

**LOCATION:** 2771 Box Springs Boulevard NW

**PROPOSAL:** To create one commercial lot from a quarter section remnant.

**OWNER:** 889479 Alberta Ltd.

**APPLICANT:** Benchmark Geomatics (#13090521)

**LEGAL:** NW ¼ 10-13-6-W4M & SW ¼ 10-13-6-W4M

**TYPE OF SUBDIVISION:** Commercial

**EXISTING LAND USE DESIGNATIONS:** CH – Highway Commercial & IB – Business Industrial

**PREVIOUS APPLICATION:** None

**RESERVE STATUS:** owing

**OFF-SITE LEVIES:** owing

**SUBDIVISION BY:** (X) Plan ( ) Instrument

**Prepared by:** Erin Onoferychuk

#### BACKGROUND



The applicant is proposing to subdivide 10.79 hectares (ha) from a quarter section remnant along the north side of Box Springs Boulevard NW to create a new commercial parcel for future development.

No rezoning application is required as the subject site is currently zoned as Highway Commercial (CH) and IB – Business Industrial district. Both districts will accommodate a wide range of commercial uses that are consistent with the uses as outlined in Section 5.0 of the Box Springs Business Park ASP (Bylaw #4164).

The subdivision proposal is compliant with Section 8.3 of the Land Use Bylaw #4168 in terms of site frontage and site area.

Payment of off-site levies and money in place of reserve will be conditions of subdivision approval.

September 30, 2013

File number: 283-62 1.4

Shanon Simon  
Manager of Legislative and Land Services  
#1 – 3<sup>rd</sup> Street NE, P.O. Box 40  
Town of Redcliff, AB, T0J 2P0

Dear Shanon:

**RE: Advisory Comments:  
City of Medicine Hat Subdivision Referrals 2013MH019, 2013MH020, 2013MH022**

In response to the proposed subdivisions 2013MH019, 2013MH020, and 2013MH022 referred by the City of Medicine Hat, Scheffer Andrew Ltd. advises the Town of the following.

The proposed subdivision lands are within the Urban Referral Area of the Tri-Area Intermunicipal Development Plan (IDP), and therefore, the City of Medicine Hat has referred the subject subdivision applications to the Town. Additionally, the proposed subdivisions are within the Box Springs Area Structure Plan policy area.

The proposed subdivisions are consistent with the IDP. From an intermunicipal planning perspective, there are no foreseeable negative impacts to the Town of Redcliff, in the short or long-term, that will result from the approval of subdivision applications 2013MH019, 2013MH020, and 2013MH022.

Yours truly,

**Scheffer Andrew Ltd., Medicine Hat**



Kent Snyder, RPP, MCIP  
Branch Manager







ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

RECEIVED  
SEP 23 2013  
TOWN OF REDCLIFF AR69480

September 16, 2013

His Worship Robert Hazelaar  
Mayor, Town of Redcliff  
PO Box 40  
Redcliff, AB T0J 2P0

Dear Mayor Hazelaar:

Thank you for the August 10, 2013 update from Mr. David Wolanski, Municipal Manager, on the Town of Redcliff's progress on the ministerial directives issued as a result of the recent municipal inspection.

I am pleased to hear that the town has commenced working on addressing the directives set out in Ministerial Order No. L:112/13, and has already made progress in this endeavour. I look forward to receiving further monthly updates.

Thank you again for writing.

Sincerely,

Doug Griffiths  
Minister

copy: David Wolanski  
Municipal Manager, Town of Redcliff



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

AR69597

September 26, 2013

His Worship Robert Hazelaar  
Mayor, Town of Redcliff  
PO Box 40  
Redcliff, AB T0J 2P0

Dear Mayor Hazelaar:

Thank you for the letter of September 10, 2013, from David Wolanski, Municipal Manager, regarding your progress with respect to the Ministerial Directives issued as a result of the recent Municipal Inspection.

Your continued dedication and ongoing work in satisfying the requirements set out in Ministerial Order No. L:112/13 is commendable.

Thank you again for writing.

Sincerely,

Doug Griffiths  
Minister

copy: **David Wolanski**  
Municipal Manager, Town of Redcliff

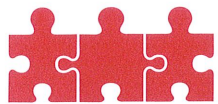
RECEIVED  
Town of Redcliff

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

OCT - 3 2013

Action: Council package

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



# Muscular Dystrophy Canada

*let's make muscles move*

Edmonton Community Office

200 Belmead Professional Centre

8944 182 St NW

Edmonton, AB

T5T 2E3

September 24, 2013

His Worship Mayor Robert Hazelaar  
Town of Redcliff  
PO Box 40  
Redcliff, AB T0J 2P0

RECEIVED

SEP 26 2013

TOWN OF REDCLIFF

780.489.6322 **T**

1.800.661.9312

780.486.1948 **F**

www.muscle.ca **W**

Your Worship Mayor Hazelaar:

It is with great pleasure that I acknowledge the efforts of the Redcliff Fire Department, whose hard work on behalf of Muscular Dystrophy Canada in 2012/13 resulted in a contribution of \$7,600.00 to help our organization achieve its goals.

For close to 60 years Fire Fighters have been the backbone of Muscular Dystrophy Canada. They are our largest group of volunteers, and our best ambassadors. Each year they raise in excess of \$3 million dollars in support of Canadians living with neuromuscular disorders, as well as generating awareness with the public through education, support and media relations.

We are proud that Redcliff Fire Department is part of this extraordinary history. It is an honour and a privilege for us to be able to work with a group of individuals with such remarkable enthusiasm and dedication.

Muscular Dystrophy Canada is working to improve the quality of life of Canadians with neuromuscular disorders, and provide hope for their future. The dedication of Fire Fighters has enabled our organization to grow into the support network it is today, making it possible for us to continue to provide the information and vital services that enable the people that we serve to live independently and contribute fully in their communities. Their commitment allows us to fund the concentrated research necessary to fight and inevitably defeat neuromuscular disease.

Fire Fighters are an essential part of Alberta's communities and our link to each of those communities.

While we will never be able to adequately express our gratitude to these heroes, we thank them, along with you and your entire community for your support.

Sincerely,



Jo-ann Burton  
Director of Revenue Development  
Prairies & NWT

cc: Fire Chief Ray Gradwell  
Redcliff Fire Department

SPECIAL THANKS TO FIREFIGHTERS FOR SUPPORTING MUSCULAR DYSTROPHY CANADA SINCE 1954!

Taxation Charity Registration Number | 10775 5837 RR0001





# **Southeast Alberta**

## **Child and Family Services Authority**

**101-346 3<sup>rd</sup> Street SE, Medicine Hat, Alberta, T1A 0G7**  
**Tel (403) 529-3753 Fax (403) 528-5244 Rite Line 310-0000**

Alberta's Social Policy Framework was launched on February 28, 2013 after consultation with thousands of Albertans across the province. If you or your organization contributed to the community conversations, or provided feedback through the Wiki, blog or survey – we thank you.

Now the Government of Alberta is asking for your thoughts on ***Together We Raise Tomorrow***; a province-wide initiative to support the well-being, safety, security, education and health of all children in Alberta. Over the next year, government and communities will work together to build on the principles of the Social Policy Framework to create a Children's Charter, a Poverty Reduction Strategy and Alberta's Approach to Early Childhood Development. These community conversations will allow us, as participants, to explore the big picture. Our discussions will not be limited to a particular topic so we will be able to see how our supports and services should connect.

As Co-Chairs of this region, we invite you to talk about what this means to your community; and how we can work together to enhance early childhood outcomes and strengthen services to children and families. Our conversation on *Together We Raise Tomorrow* will be led by ministry representatives from Human Services Strategic Policy Initiatives, and Early Childhood Development Priority Initiative divisions.

We invite you to attend all day or at least a portion of the day.

**Tuesday October 29,**  
**9:00am to 2:00pm**  
**Desert Blume Golf Course Club House**

**Address:** 107 Clubhouse Dr SW, Medicine Hat, AB T1B 0A4      **Phone:** (403) 581-4653  
For directions to Desert Blume please visit: <http://www.desertblume.com/directions.html>

**Please RSVP to:** Michele McPherson at [michele.mcpherson@gov.ab.ca](mailto:michele.mcpherson@gov.ab.ca) or 403-528-5232  
On or before October 23rd, 2013.

If you cannot attend the Medicine Hat event, there will be a session on October 28th, 2013 from 12:00 pm to 4:00 pm in Room 107 Medicine Hat College, Brooks Campus, Brooks Alberta. RSVP to Michele at the above contacts for the Brooks discussions.

Find out more about *Together We Raise Tomorrow* at [www.socialpolicy.alberta.ca](http://www.socialpolicy.alberta.ca)

Yours truly,

Kathy Cooper, Aboriginal Co-Chair  
Ron Wickson, Co-Chair  
*Southeast Alberta Child and Family Services Authority Board*



# **Hazards, Risk and Vulnerability Analysis (HRVA) Report**

**Town of Redcliff**

**Date 26 July 2013**

**PREPARED BY:** MNP LLP  
300 - 111 Richmond Street West  
Toronto, ON M5H 2G4

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# EXECUTIVE SUMMARY

## INTRODUCTION

Completion of this Hazards, Risk and Vulnerability Analysis (HRVA) is part of a larger Tri-Council approved initiative to enhance emergency management in the Town of Redcliff and the Region (City of Medicine Hat, Town of Redcliff, and Cypress County). MNP was engaged to assist with the HRVA and the project began on 6 June 2013.

It is important to note that hazards and risks are interlinked, dynamic, subject to change, and may transcend municipal, regional and provincial boundaries. The information contained in this report is current as of the end of the project date and should be updated on a regular basis. New hazards may emerge or evolve over time and emergency management projects and processes may alter the hazards' rating.

## OBJECTIVES AND SCOPE

### Objectives

Following HRVA leading practices, the main project objectives were as follows:

- Develop and prioritise a list of principal hazards and risks for the Town of Redcliff. It is understood that the list will grow and evolve over time and this initial HRVA is focused on key risks that should be considered during plan and program development.
- Conduct analysis of the identified hazards in order to provide recommendations to assist with plan development, and potential future mitigation, preparedness, response, and recovery activities.
- Provide user friendly HRVA tools and ensure knowledge transfer occurs. The intent is that Redcliff emergency management personnel can update and manage the HRVA on an ongoing basis without external assistance.

## APPROACH AND METHODOLOGY

### Approach

The HRVA was completed through a four (4) phase approach as outlined in the diagram below. The approach is explained in detail in the Approach and Methodology section of this report. This basic approach can be used for future HRVAs and updates.



### Methodology

The methodology used for this HRVA was a five (5) step process outlined below. Each of these steps is explained in the Approach and Methodology section of this report.

- Step 1 - Hazard Identification
- Step 2 – Assess Frequency/Likelihood

- Step 3 – List Current Controls
- Step 4 – Assess Consequence/Impact
  - Frequency Rating x Consequence Rating = Risk Rating
- Step 5 – Assess Trending

The attached Identification and Assessment Placemat, and Hazard and Risk Register were the main tools used to complete the HRVA. The intent is that these tools can be used for future HRVA work. Knowledge transfer was achieved by an initial walkthrough of the methodology at the 6 June Agency Chiefs meeting and during the HRVA workshop on 20 June.

## SUMMARY OF RESULTS AND RECOMMENDATIONS

### Results

Prior to the completion of this HRVA the Town of Redcliff had a good understanding of potential hazards and was taking action to mitigate some of the risks. In particular, the projects which include the raising of the water pumping station and inspections of the tire storage facilities were under way. However, for all potential hazards the detailed assessment and analysis required to inform and focus emergency management planning and program development had not been completed. With the completion of this HRVA the Town has:

- The knowledge, methodology and tools to update and complete HRVAs without external assistance
- A prioritised list of hazards and risks that have been analyzed and developed into recommendations and information that will help to inform planning and program development

A total of seven (7) hazards were identified and assessed. Of these hazards, four (4) are Natural, three (3) are Technological and none are Human Caused.

An overview of results is as follows.

Risk Level	Technological	Natural
High	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Medium	<ul style="list-style-type: none"> <li>• Hazardous Materials Incident - Transportation, Rail and Road Incident</li> <li>• Utility Emergency - Natural Gas, Water, Electricity Supply</li> <li>• Large Scale Fire – Tire Yards</li> </ul>	<ul style="list-style-type: none"> <li>• Tornado/Windstorm</li> <li>• Human Health Emergency - Pandemic/Epidemic</li> <li>• Flood - Overland, Tributaries, and Infrastructure/Dam</li> </ul>
Low	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Forest/Wild Fire</li> </ul>

## Recommendations

Recommendations are included in the Analysis and Recommendations section of this report and presented in detail in the Summary of Recommendations section. An overview of recommendations is as follows:

- Focus on developing a MEMP, aligned with best practices and a recognised standard, but tailored to meet the specific needs of Redcliff
- Plans should be in place to manage a transportation related hazardous material release, and disruption to the water management/supply system
- Leverage Regional or City of Medicine Hat planning and procedures for shelter in place
- Document scenarios that are most likely to escalate to a regional response or need for external support and resources
- Leverage Regional or City of Medicine Hat emergency management, public awareness and education material and programs
- The Agency Chief forum and the engagement with external stakeholders must remain a priority
- This HRVA must be reviewed and updated regularly
- Exercises should always include inter-agency participation



# APPROACH AND METHODOLOGY

## GENERAL

The aim of a Hazards, Risk and Vulnerability Analysis (HRVA) is to identify which hazards should be the focus of emergency management programs at a particular point in time. When hazards are identified as having a higher level of risk, emergency management programs should attempt to minimize this risk through mitigation, preparedness, response, and recovery measures. In particular the HRVA will help to inform and focus the enhancements planned for the Town of Redcliff's Municipal Emergency Management Plan (MEMP).

The HRVA is an essential part of emergency management as it:

- Helps emergency management professionals prepare for the worst and/or most likely risks
- Allows for the creation of exercises, training programs, and plans based on the most likely and most dangerous scenarios
- Saves time by isolating hazards that could occur in the designated area, and rules out those which will not

Hazard identification and analysis is an ongoing and evolving process. It must be remembered that new hazards may emerge or evolve over time and that improvements in emergency management procedures and plans may alter the hazards' priority in subsequent revisions. As such, the approach and methodology outlined in detail below, along with supporting information and tools in the appendices and attachments, not only explain the process used for this initial HRVA but will also assist the Town of Redcliff with ongoing updates and revisions.

## APPROACH

This initial HRVA was completed using a four (4) phase approach as outlined below. The same general approach can be used for future HRVA updates.



### Phase 1- Data Collection and Research

The objective of this phase was to conduct research and gain an understanding of the hazards and risks within the Town and surrounding area. Key emergency management stakeholders were also identified as part of this phase.

Main research sources used were:

- Canadian Disaster Database (CDD)
- Environment Canada
- Institute for Catastrophic Loss Reduction (ICLR)
- Global Terrorism Database (GTD)
- World Health Organisation (WHO)

When conducting HRVA updates the Town should begin with a detailed review of the most current Hazard and Risk Register and the latest report as part of Phase 1. Further research can be conducted if

required; however, the most important information is likely to come from engagement with stakeholders and tracking local events.

## **Phase 2 – Hazard Identification**

The objective of this phase was to identify all hazards that could impact the Town, and separate them from those which will not. This was accomplished through the research conducted in Phase 1 and with input from the emergency management stakeholders at the 6 June project kick-off meeting. Final hazard identification was completed during the HRVA workshop.

The process for hazard identification is described in detail in Step 1 of the Methodology section below.

## **Phase 3 – Assessment and Analysis**

In this phase the hazards identified in Phase 2 were assessed and analyzed based on frequency/likelihood and consequences/impact. The assessment was completed during a facilitated workshop with emergency management stakeholders on 20 June. A list of workshop participants is included in Appendix C. Results were further validated and confirmed in Phase 4.

The process for assessment and analysis is described in detail in Steps 2 to 5 of the Methodology section below. Results are captured in the Hazard and Risk Register and in this report.

## **Phase 4 – Reporting**

This report, along with the presentation to emergency management stakeholders, constitutes Phase 4 of the project.

# **METHODOLOGY**

## **Overview**

The HRVA is not intended to be used as a prediction tool to determine which hazard will result in the next emergency. It is a risk assessment tool that can be used to assess which hazards pose the greatest risk in terms of how likely they are to occur and how great their potential impact on public safety may be. Specifically, this HRVA helps to answer the following emergency management questions:

- What hazards exist?
- How frequently do they occur?
- How severe can their impact be on the community, infrastructure, property, and the environment?
- Which hazards pose the greatest risk to the community?

In accordance with leading practices, this HRVA was completed using a five (5) step process. Each of the steps is explained below and in the key HRVA tools – the Hazard and Risk Register, and Identification and Assessment Placemat – are included as attachments to this report. These two HRVA tools, along with the description of each step below and the Rating Tables found in Appendix B, will allow the Town to update and manage the HRVA on a go forward basis.

In order to “quantify” risk it is necessary to assign a numerical value to both the “Frequency” (likelihood) and “Consequence” (impact) for each hazard. The Rating Tables in Appendix B (also included as part of the Identification and Assessment Placemat) outline the various scores and definitions for frequency and consequence. The frequency score is multiplied by the consequence score and results in an overall four tiered scale in a Risk Matrix.

## Risk Matrix

Frequency	Consequence				
	1. Minor	2. Slight	3. Moderate	4. Severe	5. Very Severe
5. Almost Certain	5	10	15	20	25
4. Likely	4	8	12	16	20
3. Possible	3	6	9	12	15
2. Unlikely	2	4	6	8	10
1. Remote	1	2	3	4	5

### Step 1 – Hazard Identification

The first step is to identify those hazards which are most relevant and should be assessed and analysed. The Hazard Universe (Appendix A) is used to help guide the identification of hazards and outlines the three hazard categories (Natural, Technological, and Human Caused) and their various sub-categories. The Hazard Universe is not meant to be an exhaustive list of potential hazards, but it provides a start point to help ensure all potential hazards are considered.

The hazards identified and assessed as part of this HRVA are those which have the most impact/influence on emergency management plans, programs and operations. To assist in identification of hazards the following questions were used as a guide:

- Could this hazard lead to an emergency that requires a coordinated multi-agency response?
- Could this hazard lead to activation of the Emergency Operations Centre (EOC), or is it managed through routine first response operations?
- Could this hazard lead to a large scale emergency that could result in a serious threat to health and life safety, and impact a large number of citizens and businesses?
- Could this hazard have a significant impact on critical infrastructure?
- Are the frequency and/or consequences of this hazard typically something that emergency management can influence through mitigation, preparedness, response or recovery actions?

It is important to note that some hazards, for example hail, can have significant consequences but they are not necessarily events that emergency management plans, programs and operations can influence. These types of hazards are usually managed through other mitigation measures, such as risk transfer through the purchase of insurance, and the response to these events rarely requires the activation of an emergency response plan or a coordinated multi-agency response.

Once the appropriate hazards were identified, they were listed in the Hazard and Risk Register and further assessment and analysis took place.

### Step 2 – Assess Frequency

By examination of past occurrences, possible scenarios and current vulnerabilities the frequency or likelihood of each identified hazard was assessed. The frequency rating is on a scale of 1 to 5 and details are found in Appendix B. The Hazard and Risk Register tool includes the frequency ratings in a dropdown menu.

### Step 3 – List Current Controls

For each hazard, the main controls currently in place to reduce the frequency or reduce/mitigate the consequence were identified and included in point form in the Hazard and Risk Register tool. Control examples are included in the attached Identification and Assessment Placemat.

### Step 4 – Assess Consequence

The consequences or impacts of a particular hazard can affect different aspects of a community and its citizens. Therefore, when conducting the assessment and analysis the consequences are divided into six categories, with one category (Social Impacts) further divided into three sub-categories. A general description of each is outlined in the table below.

Consequence Categories	
Category	Description
<b>Social Impacts</b>	The direct negative consequences of the occurrence of a hazard on the physical health of people. This category is further broken down into three groups: fatalities, injuries or evacuations.
<b>Property Damage</b>	The direct negative consequences of the occurrence of a hazard on buildings, structures and other forms of property, such as crops.
<b>Critical Infrastructure Service Disruptions/Impact</b>	The negative consequences of the occurrence of a hazard on the interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of a confidence in government.
<b>Environmental Damage</b>	The negative consequences of the occurrence of a hazard on the environment, including the soil, water, air and/or plants and animals.
<b>Business/Financial Impact</b>	The negative economic consequences of the occurrence of a hazard.
<b>Psychosocial Impacts</b>	The negative response of community or a subset of the community to a hazard caused by their perception of risk. This includes human responses such as self-evacuation, mass hysteria, hoarding and other potential undesirable responses.

The rating scale for consequences is found in Appendix B and is also included as part of the Identification and Assessment Placemat. Assessing hazards against different consequence categories assists in the prioritization and focus of emergency management activities. For example, if Social Impact – Evacuation is one of the main consequence categories associated with three of the top four hazards for a community then ensuring a comprehensive and effective evacuation plan should be a priority.

For this HRVA the “top three” consequence categories (those which are most applicable to a particular hazard) were given specific ratings and focus. If more than three categories were identified as being applicable to a particular hazard, each was noted and taken into consideration during the assignment of the overall consequence rating.

## Overall Risk Rating

The overall risk rating is the Frequency score multiplied by the Consequence score and the Hazard and Risk Register tool calculates this automatically. The legend for overall risk rating is as follows:

Overall Rating		
Rating	Score (Frequency x Consequence)	Descriptor
<b>Extreme</b>	19-25	<p>Immediate action is required. Health and life safety of people is currently at risk. Very severe consequences are almost certain if mitigation and preparedness actions are not taken immediately.</p> <p>Specific plans must be in place and support from other levels of government considered. Risk posed by this hazard should be constantly monitored and fully reviewed at least monthly.</p>
<b>High</b>	11-18	<p>Health and life safety of people could be impacted, and severe consequences would probably occur, if this hazard were to materialise. Mitigation and preparedness actions are required.</p> <p>Plans should be in place and response to this risk should be exercised. A multi-agency response could be required and support from other levels of government may be considered. Risk posed by this hazard should be monitored regularly and reviewed every 6 months.</p>
<b>Medium</b>	5-10	<p>Health and life safety of people may be impacted, and moderate consequences may result, if this hazard were to materialise. Specific mitigation and preparedness actions should be considered.</p> <p>An overall emergency management plan and program should address the risk posed by this hazard. Risk posed by this hazard should be reviewed every 12 months.</p>
<b>Low</b>	1-4	<p>Risk posed by this hazard is managed by routine procedures and operations. The risk should not require much attention and only need to be reviewed if there are indications that the risk is increasing frequency or consequence.</p>

## Step 5 – Assess Trending

The last step in the process was to assess the general trending of each risk. Trending is identified as increasing, decreasing, or unchanged. To assist with the assessment of trending the following questions were considered.

- Is the number of reported non-emergency occurrences of the hazard increasing?
- Is human activity (e.g. population expansion, altering of drainage flow patterns) likely to lead to more interaction with the hazard or an increase in frequency?
- Is there an environmental reason (e.g. climate change) why the frequency of this hazard may increase?
- Are human factors (e.g. community development) likely to increase the risk?
- Is a large percentage of population vulnerable to this hazard?

## RESULTS

### COMMUNITY PROFILE

Located in southeastern Alberta, the Town of Redcliff comprises an area of approximately 16.2 km<sup>2</sup>. Redcliff borders the City of Medicine Hat to the south and east, the north bank of the South Saskatchewan River, and is bisected by the Trans-Canada Highway.

As indicated in the latest census, Redcliff has a population of 5,588. The Town's main economic drivers are greenhouse operations and businesses that support the oil and gas industry. The Town's sunny climate, high number of daylight hours and the availability of cost-efficient natural gas reserves have generated a sizeable greenhouse industry and Redcliff is known for this industry. The greenhouse businesses mainly produce vegetables but there are also flowering plants and trees grown.

Redcliff is located on high ground and apart from one subdivision and the water pumping station the town is not as susceptible to flooding as other parts of the region. The Trans Canada Highway and a major rail line pass through the centre of the town and this creates an inherent risk for the community.

Currently Redcliff leverages the existing Regional Emergency Management Plan and there is no specific municipal emergency management plan (MEMP) for the town. The fact that a MEMP does not exist is a noted concern for the Town Manager.

### OVERVIEW AND HRVA SUMMARY

#### Overview

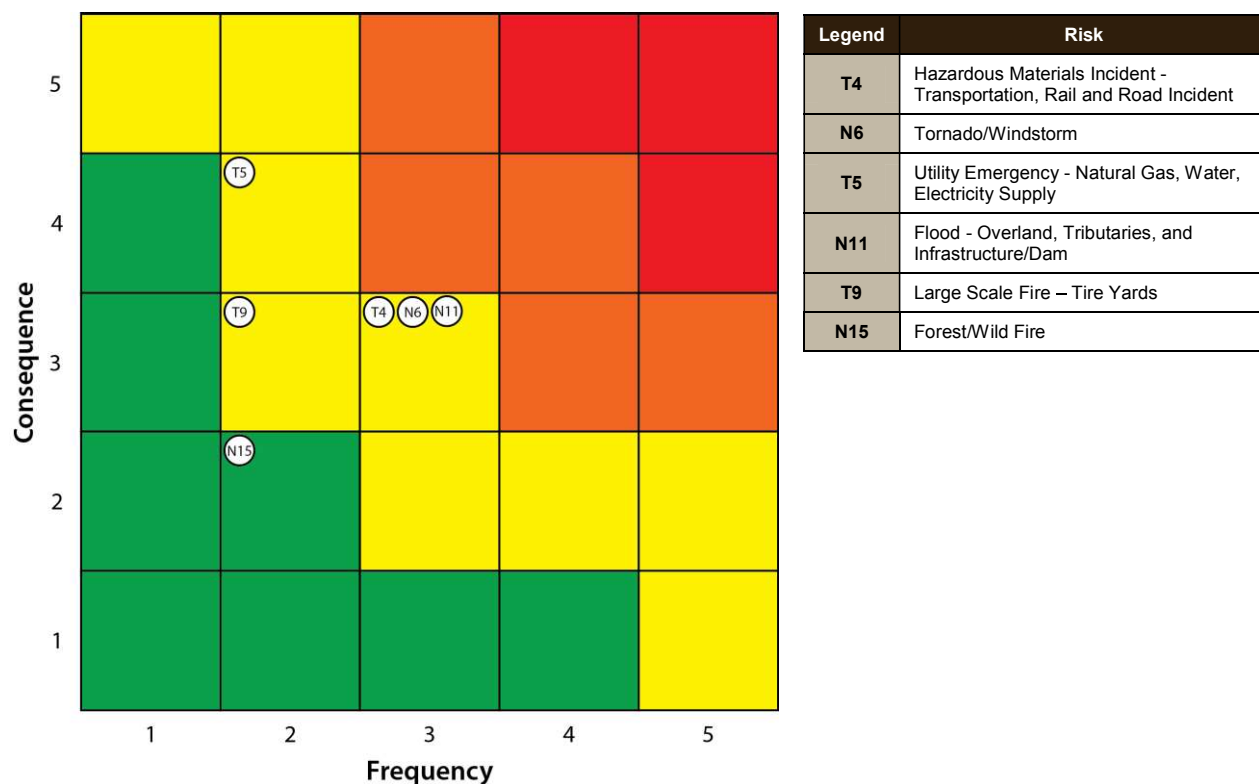
A total of seven (7) hazards were identified and assessed. These hazards represent those which are most relevant for this initial HRVA. This number may evolve over time but, with these hazards and their associated risk rating, a solid foundation for plan and program development is in place. A breakdown by hazard category is shown in the table below. There are no hazards assessed as high risk at this time and there is an even distribution of Natural and Technological hazards.

Hazard Category	Number of Hazards	Risk Rating Breakdown
Natural	4	3 x Medium 1 x Low
Technological	3	3 x Medium
Human Caused	0	-



## HRVA Profile

The HEAT map below provides an overall profile of hazards and risks in Redcliff. This profile does not include Human Health Emergency – Pandemic/Epidemic, which is a Regional wide hazard assessed as medium risk.



The Town of Redcliff does not have any hazards rated as high risk and the overall HRVA profile for the community is medium to low. It is important to note that while the specific HRVA profile for the town is medium to low, the close proximity and the fact that key essential utilities and services are provided by Medicine Hat increases the probability that an emergency in Medicine Hat will impact Redcliff.

## HRVA Summary

The HRVA summary for the Town of Redcliff is shown in the table below. Details for each are found in the Hazard and Risk Register.

Hazard Category	Hazard Sub-Category	Frequency Rating	Consequence Rating	Risk	Trending
Technological	Hazardous Materials Incident - Transportation, Rail and Road Incident	3 – Possible	3 – Moderate	9 – Medium	Up
Natural	Tornado/Windstorm	3 – Possible	3 – Moderate	9 – Medium	Up
Natural	Flood - Overland, Tributaries, and Infrastructure/Dam	3 – Possible	3 – Moderate	9 – Medium	Up

Hazard Category	Hazard Sub-Category	Frequency Rating	Consequence Rating	Risk	Trending
Natural	Human Health Emergency - Pandemic/Epidemic	3 – Possible	3 – Moderate	9 – Medium	Up
Technological	Utility Emergency - Natural Gas, Water, Electricity Supply	2 – Unlikely	4 – Severe	8 – Medium	Unchanged
Technological	Large Scale Fire – Tire Yards	2 – Unlikely	3 – Moderate	6 – Medium	Down
Natural	Forest/Wild Fire	2 – Unlikely	2 – Slight	4 – Low	Unchanged

## ANALYSIS AND RECOMMENDATIONS

### Current Strengths

During the HRVA workshop it became clear that there is a very good understanding of potential hazards and some mitigation measures are already in progress. In particular, the risk of a significant fire posed by the tires storage businesses has been identified and the Town took action to have a fire inspection completed. In addition, as part of the project to upgrade the water pumping station the decision was made to raise it above the one in a hundred year flood level.

Currently the Town Manager has assumed the role of emergency management lead and is actively engaged in the Agency Chief forum and with other emergency management stakeholders. The fact that a senior leader is so actively engaged demonstrates that the Town takes emergency management seriously and this is viewed as a current strength. In addition, having Town staff trained in the Incident Command System (ICS) is also viewed as a current strength.

### Hazardous Materials - Transportation, Rail and Road

#### *Risk Rating High*

A hazardous material release is identified as one of the highest risks for the Town of Redcliff. This is primarily due to the major Canadian Pacific rail line passing through the town as well as road traffic on the Trans Canada. A significant volume of this traffic is carrying hazardous materials. Medicine Hat Fire Service is responsible for response to hazmat incidents, and the Redcliff Fire Service has some training in this area as well.

Consequences of a hazardous material release are widespread and include: evacuation, shelter in place, injuries, property damage, a disruption to critical infrastructure, and panic/concern among the citizens.

The risk is somewhat mitigated by the fact that it is mainly commercial properties in the immediate proximity of the rail and road traffic; however, an incident could still impact residential areas and shelter in place procedures apply to both commercial and residential buildings.

In addition to the development of a MEMP for the Town of Redcliff, it is recommended that the Town focus on shelter in place and effective emergency management communication, and consider this hazard as a priority exercise scenario.

## **Tornado / Windstorm**

### ***Risk Rating Medium***

Tornados and severe windstorms are an increasing hazard throughout Alberta. The frequency is assessed as possible and major impact categories include business/financial, property damage, and critical infrastructure. In particular tornado or high wind event will have a severe impact on the business and financial health of the town due to large greenhouse business.

The Alberta Emergency Alerting system is very effective in passing timely and relevant information and it is recommended that the shelter in place program for the Town include specifics for tornado and high wind events.

## **Human Health Emergency – Pandemic / Epidemic**

### ***Risk Rating Medium***

The likelihood of a pandemic/epidemic is assessed as possible. The consequences of this hazard are widespread and impact critical infrastructure, psychosocial welfare of citizens, and the business/financial health of the City. It is highly likely that any human health emergency in Redcliff County would also be a regional emergency, and as such preparation and response would be done in conjunction with the Region and Alberta Health Services.

There is currently no pandemic plan. The reasonable assumption would be to leverage what is already in place with the City of Medicine Hat, and conduct specific planning if this risk were to increase. Emergency management planning in the short term should be focused on developing a comprehensive MEMP.

## **Utilities Emergency – Natural Gas, Water and Electricity Supply**

### ***Risk Rating Medium***

Power and gas are provided by the City of Medicine Hat and Redcliff manages its own water. Sanitary and sewer water is collected by Redcliff but treatment is completed by Medicine Hat. Key infrastructure managed by the Town of Redcliff is the water pumping station for the treatment plant. Any utility emergency impacting Medicine Hat would affect the Town's ability to provide drinking water to its citizens. In addition to the control measures the City of Medicine Hat has in place, the Town of Redcliff is in the process of upgrading and elevating its water pumping station.

With the control measures in place the frequency of a utilities failure is assessed as unlikely. However, if it were to occur, the consequences for Redcliff due to the impact on water supply is assessed as severe. Main consequence categories are critical infrastructure, business/financial, and psychosocial.

It is recommended that Redcliff's MEMP include plans for water procurement and distribution and that priority exercise scenarios include the loss of the water pumping station.

## **Flood**

### ***Risk Rating Medium***

The elevation of the Town of Redcliff mitigates much of the risk related to flooding. The number of residents living in the flood prone areas is small and could easily be managed if there was a need to evacuate. The main impact of a flood is related to the possible loss of the water pumping station. This is currently being mitigated with a project to upgrade the station which includes elevating the station.

It is recommended that the Town reassess this hazard following the completion of the upgrade project and in light of lessons learned from the 2013 flood.

## **Large Scale Fire – Tire Yards**

### ***Risk Rating Medium***

There are two large tire yards in the Town, adjacent to the Trans Canada Highway. The manner and volume of how the tires and other materials are currently stored poses a potential fire hazard. Consequences of a large tire fire can be substantial. In particular toxic fumes could be released and result in evacuation, psychosocial impact to citizens, and disruption to businesses in the neighbouring area. The Town is well aware of this risk and is currently in the process of having the establishments inspected to ensure they are in compliance with fire regulations.

Following the completion of this inspection, and any remediation resulting from the inspection, it is recommended that this hazard be reassessed to determine if the overall risk has changed. It is also recommended that the Town's MEMP include evacuation and shelter in place protocols.

## **Forest / Wild Fire**

### ***Risk Rating Low***

Although wild fires are a significant risk in the surrounding area, the risk for the Town is assessed as low. Fires of this nature would be managed through routine fire response with additional assistance that is available if required.

## **CONCLUSION AND RECOMMENDATIONS**

Critical infrastructure (primarily transportation, government services, and utilities) was the most prevalent consequence category for Redcliff. In addition, due to the large greenhouse business, numerous hazards pose a significant risk to the business and financial health of the Town.

One of the most pressing issues for the Town is to develop its own MEMP. The MEMP, and updates to this HRVA, should be led by the Town. The Town needs to be prepared to manage a number of municipal level emergencies; however, with the close proximity and the Town's reliance on services from Medicine Hat, it is likely that any large scale emergency would require additional support and coordination. As such, the MEMP should have specific information related to escalation, and the most likely scenarios for escalation to a Regional response should be identified.

Considering that Redcliff may need additional support and resources to manage a larger scale emergency it is very important that the Town's plan and the personnel managing emergencies be trained in the Incident Command System.

A common theme that became evident during the HRVA was the requirement for Redcliff to be able to effectively and efficiently communicate information to the public during an emergency. As such it is recommended that emergency/crisis communications be a focus in the MEMP.

## SUMMARY OF RECOMMENDATIONS

The table below provides a summary of recommendations along with comments for clarification and a suggested timeframe for completion. Recommendations are divided into three main areas: Planning; Program Development; and Exercises. The timeframes presented are suggestions only. The Town of Redcliff should plan and sequence activities in a manner that best align with other Town initiatives and the Regional program.

Recommendation	Comments	Suggested Timeframe for Completion
<b>Planning</b> Complete a MEMP	<ul style="list-style-type: none"> <li>The MEMP should be based on a recognized standard (MNP recommends CSA Z1600 for Canadian municipalities) but must be customised to meet the specific needs of Redcliff</li> <li>Plan components that are not directly related to response actions (i.e. administration, references etc) should be easily separated from those required to effectively and efficiently respond</li> <li>Plans should be “action” oriented and structured to leverage the Incident Command System (ICS) and the training that has been completed</li> </ul>	3 to 6 months
<b>Planning</b> Complete plan for water supply emergency	<ul style="list-style-type: none"> <li>Complete a separate plan appendix for response to loss of the water management system</li> <li>Plan should focus on logistics requirements as well as public information and communication with citizens</li> </ul>	6 to 9 months
<b>Planning</b> Complete shelter in place planning	<ul style="list-style-type: none"> <li>The Town should participate in shelter in place planning with the Region and key industry stakeholder</li> <li>Shelter in place procedures should be included in the MEMP</li> </ul>	6 to 9 months
<b>Planning</b> Emergency/Crisis Communications (external)	<ul style="list-style-type: none"> <li>A specific plan appendix should be developed for crisis communications to the public and media</li> <li>The plan should include, as a minimum: <ul style="list-style-type: none"> <li>roles and responsibilities;</li> <li>media interaction guidelines;</li> <li>contact information for local media outlets;</li> <li>pre-scripted response templates;</li> <li>list of designated spokespersons; and</li> <li>training for designated spokespersons</li> </ul> </li> </ul>	6 to 9 months
<b>Program Development</b> Public education and awareness program	<ul style="list-style-type: none"> <li>The Town should leverage public education and awareness material from the Region but also identify specific awareness and education requirements for Redcliff</li> </ul>	6 to 9 months
<b>Planning</b> Complete pandemic planning	<ul style="list-style-type: none"> <li>The County does not have a pandemic plan and one should be developed if the risk increases</li> </ul>	If risk increases

Recommendation	Comments	Suggested Timeframe for Completion
<b>Program Development</b> Continue to actively participate in the Agency Chief forum and engagement with external stakeholders	<ul style="list-style-type: none"> <li>• This is a key strength with the current program that must be sustained and built upon</li> <li>• Key external stakeholders should be included in plan development, exercises and training</li> </ul>	Ongoing
<b>Program Development</b> HRVA review and updates	<ul style="list-style-type: none"> <li>• All hazards rated as medium risk should be reviewed every 12 months</li> <li>• A complete review of the HRVA should be completed at least every 5 years</li> </ul>	Ongoing
<b>Exercises</b> Exercise for a major train derailment that includes release of hazardous material	<ul style="list-style-type: none"> <li>• Major train derailment that includes release of hazardous material should be the first scenario exercised</li> </ul>	Exercise focus for 2014



## APPENDIX A: HAZARD UNIVERSE

Natural Hazards	Technological Hazards
Agricultural and Food Emergency <ul style="list-style-type: none"> <li>• Food Emergency</li> <li>• Farm Animal Disease</li> <li>• Plant Disease and Pest Infestation</li> </ul> Drinking Water Emergency <ul style="list-style-type: none"> <li>• Aquifer contamination</li> </ul> Drought/Low Water           Earthquake           Erosion           Extreme Temperature – Heat           Extreme Temperature – Cold           Flood           Forest/Wild Fire           Freezing Rain/Hail           Geomagnetic Storm           Human Health Emergency <ul style="list-style-type: none"> <li>• Epidemic</li> <li>• Pandemic</li> </ul> Landslide           Natural Space Object Crash           Snowstorm/Blizzard           Severe Storm/Rainfall           Tornado/Windstorm	Building/Structural Collapse           Critical Infrastructure Failure           Dam Failure           Energy Emergency           Explosion Fire           Hazardous Materials Incident <ul style="list-style-type: none"> <li>• Fixed Site Incident</li> <li>• Transportation Incident</li> </ul> Nuclear Facility Emergency           Oil/Natural Gas Emergency           Radiological Emergency           Transportation Emergency <ul style="list-style-type: none"> <li>• Air</li> <li>• Rail</li> <li>• Road</li> </ul>
	Human-Cause Hazards
	Civil Disorder           Cyber Attack           Sabotage           Special Event           Terrorism

## APPENDIX B: RATING AND CATEGORY TABLES

### RISK MATRIX

Frequency	Consequence				
	1. Minor	2. Slight	3. Moderate	4. Severe	5. Very Severe
5. Almost Certain	5	10	15	20	25
4. Likely	4	8	12	16	20
3. Possible	3	6	9	12	15
2. Unlikely	2	4	6	8	10
1. Remote	1	2	3	4	5

### LEGEND FOR RATINGS

Overall Rating		
Rating	Score (Frequency x Consequence)	Descriptor
Extreme	19-25	<p>Immediate action is required. Health and life safety of people is currently at risk. Very severe consequences are almost certain if mitigation and preparedness actions are not taken immediately.</p> <p>Specific plans must be in place and support from other levels of government considered. Risk posed by this hazard should be constantly monitored and fully reviewed at least monthly.</p>
High	11-18	<p>Health and life safety of people could be impacted, and severe consequences would probably occur, if this hazard were to materialise. Mitigation and preparedness actions are required.</p> <p>Plans should be in place and response to this risk should be exercised. A multi-agency response could be required and support from other levels of government may be considered. Risk posed by this hazard should be monitored regularly and reviewed every 6 months.</p>
Medium	5-10	<p>Health and life safety of people may be impacted, and moderate consequences may result, if this hazard were to materialise. Specific mitigation and preparedness actions should be considered.</p> <p>Overall emergency management plan and program should address the risk posed by this hazard. Risk posed by this hazard should be reviewed every 12 months.</p>
Low	1-4	<p>Risk posed by this hazard is managed by routine procedures and operations. The risk should not require much attention and only need to be reviewed if there are indications that the risk is increasing frequency or consequence.</p>

## RATING TABLES

Frequency Rating Table		
Rating	Percent Chance	Description
<b>Remote</b>	Between a 1 – 2% chance of occurrence in any year	Occurs every 50 – 100 years and includes hazards that have not occurred in the region but are reported to be more likely to occur in the near future.
<b>Unlikely</b>	Between a 2 – 10% chance of occurrence in any year	Occurs every 20 – 50 years.
<b>Possible</b>	Between a 10 – 50% chance of occurrence in any year	Occurs every 5 – 20 years.
<b>Likely</b>	Between a 50 – 100% chance of occurrence in any year	Occurs every 5 years or less.
<b>Almost Certain</b>	100% chance of occurrence in any year	The hazard occurs annually.

Hazard Category – Impact Description			
Social Impact – Fatalities		Social Impact - Injuries	
<b>None / Minor</b>	Not likely to result in fatalities	<b>None / Minor</b>	Not likely to result in injuries
<b>Slight</b>	Could result in fewer than five fatalities	<b>Slight</b>	Could injure fewer than 25 people
<b>Moderate</b>	Could result in 5 – 10 fatalities	<b>Moderate</b>	Could injure 25 – 100 people
<b>Severe</b>	Could result in 10 – 15 fatalities	<b>Severe</b>	Could injure +100 people
<b>Very Severe</b>	Could result in +50 fatalities		
Social Impact - Evacuation		Property Damage	
<b>None / Minor</b>	Not likely to result in an evacuation shelter-in-place orders, or people stranded	<b>None / Minor</b>	Not likely to result in property damage
<b>Slight</b>	Could result in fewer than 100 people being evacuated, sheltered-in-place or stranded	<b>Slight</b>	Could cause minor and mostly cosmetic damage.
<b>Moderate</b>	Could result in 100 – 500 people being evacuated, shelter-in-place or stranded	<b>Moderate</b>	Localized severe damage.
<b>Severe</b>	Could result in more than 500 people being evacuated, shelter-in-place or stranded	<b>Severe</b>	Widespread severe damage.

Hazard Category – Impact Description			
Critical Infrastructure Service Impact		Environmental Damage	
<b>None / Minor</b>	Not likely to disrupt critical infrastructure services.	<b>None / Minor</b>	Not likely to result in environmental damage.
<b>Slight</b>	Could disrupt 1 critical infrastructure service.	<b>Slight</b>	Could cause localized and reversible damage. Quick clean up possible.
<b>Moderate</b>	Could disrupt 2 – 3 critical infrastructure services.	<b>Moderate</b>	Could cause major but reversible damage. Full clean up difficult.
<b>Severe</b>	Could disrupt more than 3 critical infrastructure services.	<b>Severe</b>	Could cause severe and irreversible environmental damage. Full clean up not possible.
Business/Financial Impact		Psychosocial Impact	
<b>None / Minor</b>	Not likely to disrupt business/financial activities.	<b>None / Minor</b>	Not likely to result in significant psychosocial impacts.
<b>Moderate</b>	Could result in losses for a few businesses.	<b>Moderate</b>	Significant psychosocial impacts including limited panic, hoarding, self evacuation and long-term psychosocial impacts.
<b>Severe</b>	Could result in losses for an industry.	<b>Severe</b>	Widespread psychosocial impacts, e.g. mass panic, widespread hoarding and self-evacuation and long-term psychological impacts.

## APPENDIX C: HRVA WORKSHOP PARTICIPANTS

Name	Department/Organization	Position/Title	Date
<b>Darrells Schaffer</b>	Public Services	Director	June 20
<b>David Wolanski</b>	Town Manager	Manager	June 20
<b>Khalil Minhas</b>	Town Engineer	Manager	June 20
<b>Shanon Simon</b>	Legislative and Land Services	Manager	June 20

## **ATTACHMENTS**

**HRVA FIVE (5) STEP PROCESS CHART**

**HAZARD REGISTER**





## ABOUT MNP

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# **Hazards, Risk and Vulnerability Analysis (HRVA) Regional Report**

**Date: 26 July 2013**

**PREPARED BY:** MNP LLP  
300 - 111 Richmond Street West  
Toronto, ON M5H 2G4

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# EXECUTIVE SUMMARY

## INTRODUCTION

Completion of this Hazards, Risk and Vulnerability Analysis (HRVA) is part of a larger Tri-Council approved initiative to enhance emergency management in the Region (City of Medicine Hat, Town of Redcliff, and Cypress County). MNP was engaged to assist with the HRVA and the project began on 6 June 2013.

This Regional HRVA report is a companion document to the three (3) municipal HRVAs. Details for each hazard and risk are contained in the municipal reports.

## SCOPE AND OBJECTIVES

This report provides a Regional view of hazards and risks. Hazards and risks are best identified and managed at the municipal level and as such the process and tools for HRVAs are included in the municipal reports.

The main objectives of this report are as follows:

- To provide a consolidated Regional list of hazards and their associated risks
- To assist with developing a common operating picture across the Region
- To help inform and focus the Regional Emergency Management Plan (REMP) and the overall Regional emergency management program
- To identify which aspects of emergency management are best suited for a Regional approach (i.e. training, public education etc.)
- To identify which hazards are most likely to require a Regional response and the general threshold for activating a Regional response

## SUMMARY OF FINDINGS AND RECOMMENDATIONS

### Findings

Prior to this project, the Region as a whole was aware of potential hazards. However, it was the completion of the HRVAs that provided the Region with a full and complete understanding of the risks these hazards present, and what this means from an emergency management perspective. A total of thirty-one (31) hazards were identified and assessed in the Region. A breakdown by hazard category is shown in the table below.

Hazard Category	Number of Hazards	Risk Rating Breakdown
Natural	15	2 x High 9 x Medium 4 x Low
Technological	15	4 x High 6 x Medium 5 x Low
Human Caused	1	Cyber attack – insufficient information to assess

Each municipality has a number of hazards that are unique to their particular communities. The six (6) hazards and risks common to all municipalities are outlined in the following table. Although it is difficult to identify exact thresholds to delineate between municipal emergencies and regional emergencies, these six hazards have a high probability for requiring a regional response of some degree. Even if the majority of the response is being managed by a specific municipality there will almost always be an overarching requirement for common messaging and communication with the citizens.

Hazard Category	Hazard Sub-Category	City of Medicine Hat	Town of Redcliff	Cypress County
Technological	Hazardous Materials Incident - Transportation, Rail and Road Incident	16 – High	9 – Medium	9 – Medium
Natural	Forest/Wild Fire	4 – Low	4 – Low	15 – High
Natural	Flood - Overland, Tributaries, and Infrastructure/Dam	12 – High	6 – Medium	9 – Medium
Natural	Human Health Emergency - Pandemic/Epidemic	9 – Medium	9 – Medium	9 – Medium
Natural	Tornado/Windstorm	9 – Medium	9 – Medium	6 – Medium
Technological	Utility Emergency - Natural Gas, Water, Electricity Supply	6 – Medium	8 – Medium	6 – Medium

In addition, due to the geographic proximity of the three communities, their shared critical infrastructure, and the difference in emergency management staffing and response capacity, a full or partial regional response will likely be required for any of the other hazards rated as high or medium risk.

## Recommendations

Recommendations are included in the Findings and Recommendations section of this report and presented in detail in the Summary of Recommendations section. An overview of recommendations is as follows:

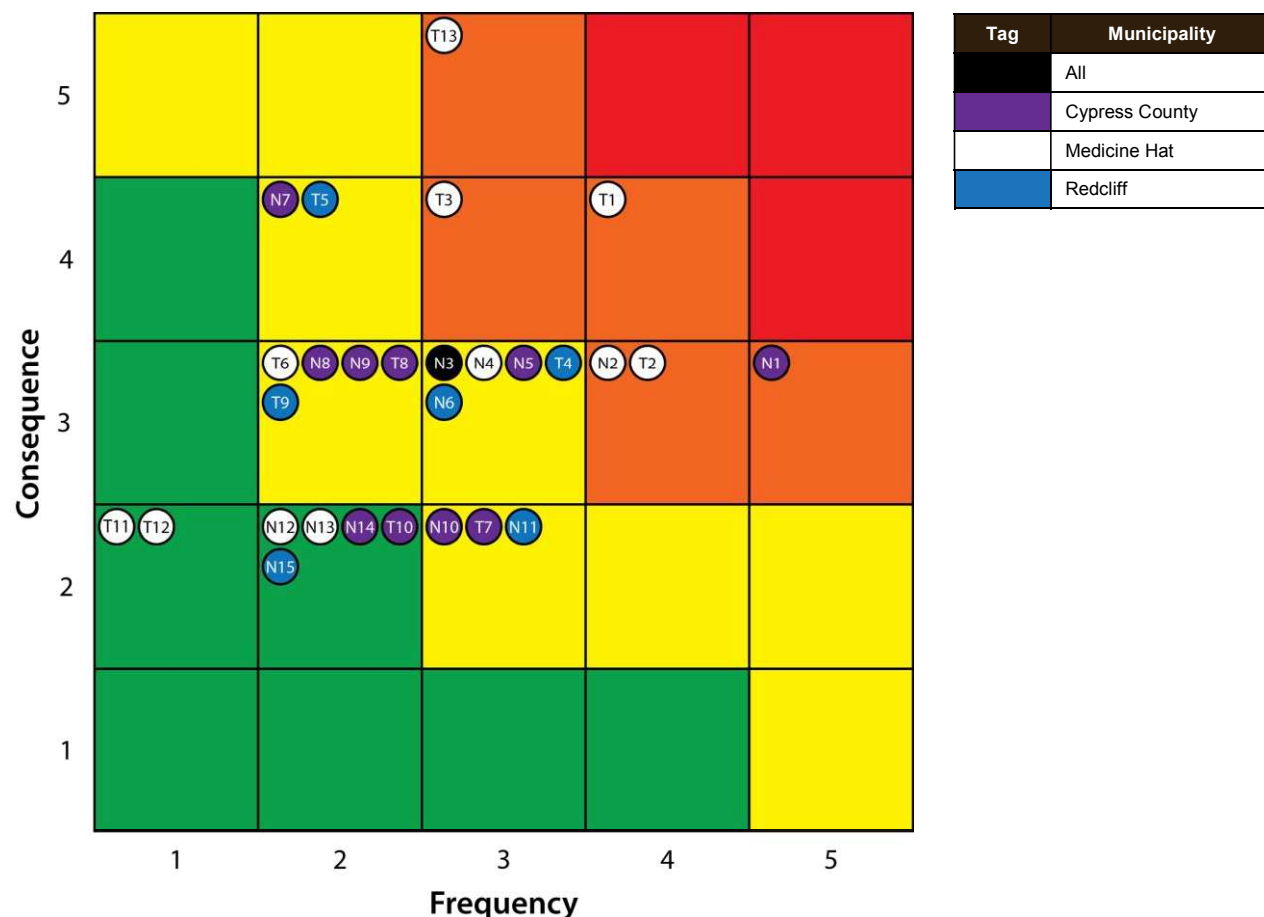
- HRVAs should be managed and updated at the municipal level, and there is a clear requirement for individual municipal emergency management plans (MEMPs).
- There is a high likelihood that a regional level response will be required for a number of hazards. It is therefore essential that there is a common operating picture throughout the Region and that a clear governance structure for regional responses is in place. In addition, resource and cost sharing agreements need to be finalised and agreed upon for regional emergencies.
- There are considerable benefits and synergies to be gained by taking a regional approach to some emergency management programs. It is recommended that public education and awareness, exercises, and training become regional programs that the municipalities can leverage.
- Priority areas from a regional perspective are: shelter in place procedures and protocols; crisis communications, and mass casualty situations.

## REGIONAL RESULTS

### OVERVIEW AND HRVA SUMMARY

#### Regional HRVA Profile

The HEAT map below shows the HRVA profile for the Region. The vast majority of the hazards are rated as medium risk and as such general emergency management plans that are comprehensive, actionable and based on leading practices will cover most situations.



Legend	Risk	Legend	Risk
T1	Hazardous Materials Incident - Transportation, Rail and Road Incident	N1	Forest/Wild Fire
T2	Transportation Emergency - Air	N2	Flood - Overland, Tributaries, and Infrastructure/Dam
T3	Explosive Hazard - Undetermined Source	N3	Human Health Emergency - Pandemic/Epidemic
T4	Hazardous Materials Incident - Transportation, Rail and Road Incident	N4	Tornado/Windstorm
T5	Utility Emergency - Natural Gas, Water, Electricity Supply	N5	Flood - Overland, Tributaries, and Infrastructure/Dam
T6	Utility Emergency - Natural Gas, Water, Electricity Supply	N6	Tornado/Windstorm
T7	Hazardous Materials Incident - Transportation, Rail and Road Incident	N7	Severe Drought



Legend	Risk	Legend	Risk
<b>T8</b>	Utility Emergency - Natural Gas, Water, Electricity Supply	<b>N8</b>	Agricultural - Farm Animal Disease
<b>T9</b>	Large Scale Fire – Tire Yards	<b>N9</b>	Agricultural - Pest Infestation (Rats)
<b>T10</b>	Explosion Fire - Fixed Site Incident (Burstall Gas Plant)	<b>N10</b>	Tornado/Windstorm
<b>T11</b>	Methanex - Fixed Site Incident - Spill or Release – On site	<b>N11</b>	Flood – Overland, Tributaries, and Infrastructure/Dam
<b>T12</b>	Methanex - Explosion/Fire	<b>N12</b>	Forest/Wild Fire
<b>T13</b>	Hazardous Materials Incident - Transportation, Rail with anhydrous ammonia	<b>N13</b>	Extreme Temperature - Heat
		<b>N14</b>	Agricultural - Pest Infestation (Other)
		<b>N15</b>	Forest/Wild Fire

## Regional HRVA Summary

The consolidated Regional HRVA summary is shown in the table below.

Municipality	Hazard Category	Hazard Sub-Category	Frequency Rating	Consequence Rating	Risk	Trending
Medicine Hat	Natural	Flood - Overland, Tributaries, and Infrastructure/Dam	4 – Likely	4 – Severe	16 – High	Up
Medicine Hat	Technological	Hazardous Materials Incident - Transportation, Rail and Road Incident	4 – Likely	4 – Severe	16 – High	Up
Cypress County	Natural	Forest/Wild Fire	5 – Almost Certain	3 – Moderate	15 – High	Up
Medicine Hat	Technological	Hazardous Materials Incident - Transportation, Rail with anhydrous ammonia	3 – Possible	5 – Very Severe	15 – High	Up
Medicine Hat	Technological	Transportation Emergency - Air	4 – Likely	3 – Moderate	12 – High	Up
Medicine Hat	Technological	Explosive Hazard - Undetermined Source	3 – Possible	4 – Severe	12 – High	Unchanged
All	Natural	Human Health Emergency - Pandemic/Epidemic	3 – Possible	3 – Moderate	9 – Medium	Up
Medicine Hat	Natural	Tornado/Windstorm	3 – Possible	3 – Moderate	9 – Medium	Up
Cypress County	Natural	Flood - Overland, Tributaries, and Infrastructure/Dam	3 – Possible	3 – Moderate	9 – Medium	Up
Redcliff	Technological	Hazardous Materials Incident - Transportation, Rail and Road Incident	3 – Possible	3 – Moderate	9 – Medium	Up
Redcliff	Natural	Tornado/Windstorm	3 – Possible	3 – Moderate	9 – Medium	Up

Municipality	Hazard Category	Hazard Sub-Category	Frequency Rating	Consequence Rating	Risk	Trending
Redcliff	Natural	Flood - Overland, Tributaries, Infrastructure	3 – Possible	3 – Slight	9 – Medium	Up
Cypress County	Natural	Severe Drought	2 – Unlikely	4 – Severe	8 – Medium	Unchanged
Redcliff	Technological	Utility Emergency - Natural Gas, Water, Electricity Supply	2 – Unlikely	4 – Severe	8 – Medium	Unchanged
Medicine Hat	Technological	Utility Emergency - Natural Gas, Water, Electricity Supply	2 – Unlikely	3 – Moderate	6 – Medium	Unchanged
Cypress County	Natural	Agricultural - Farm Animal Disease	2 – Unlikely	3 – Moderate	6 – Medium	Unchanged
Cypress County	Natural	Agricultural - Pest Infestation (Rats)	2 – Unlikely	3 – Moderate	6 – Medium	Unchanged
Cypress County	Natural	Tornado/Windstorm	3 – Possible	2 – Slight	6 – Medium	Unchanged
Cypress County	Technological	Hazardous Materials Incident - Transportation, Rail and Road Incident	3 – Possible	2 – Slight	6 – Medium	Unchanged
Cypress County	Technological	Utility Emergency - Natural Gas, Water, Electricity Supply	2 – Unlikely	3 – Moderate	6 – Medium	Unchanged
Redcliff	Technological	Large Scale Fire (Tire yards)	2 – Unlikely	3 – Moderate	6 – Medium	Down
Medicine Hat	Natural	Forest/Wild Fire	2 – Unlikely	2 – Slight	4 – Low	Unchanged
Medicine Hat	Natural	Extreme Temperature - Heat	2 – Unlikely	2 – Slight	4 – Low	Up
Cypress County	Natural	Agricultural - Pest Infestation (Other)	2 – Unlikely	2 – Slight	4 – Low	Unchanged
Cypress County	Technological	Explosion Fire - Fixed Site Incident (Burstall Gas Plant)	2 – Unlikely	2 – Slight	4 – Low	Unchanged
Redcliff	Natural	Forest/Wild Fire	2 – Unlikely	2 – Slight	4 – Low	Unchanged
Medicine Hat	Technological	Methanex - Fixed Site Incident - Spill or Release – On site	1 – Remote	2 – Slight	2 – Low	Down
Medicine Hat	Technological	Methanex - Explosion/Fire	1 – Remote	2 – Slight	2 – Low	Down

Municipality	Hazard Category	Hazard Sub-Category	Frequency Rating	Consequence Rating	Risk	Trending
Medicine Hat	Technological	CFI - Hazardous Materials Incident – On site (tank)	*N/A	Severe	*N/A	Unchanged
Medicine Hat	Technological	CFI - Hazardous Materials Incident - Rail and Truck on CFI site	*N/A	Severe	*N/A	Down
All	Human Caused	**Cyber Attack				

\* The frequency of hazards posed by CF Industries (CFI) is extremely low and do not match or apply to the frequency rating used for this assessment.

\*\* Cyber attack is not included as there is insufficient information to accurately assess the risk.

The legend for overall risk rating is as follows:

Overall Rating		
Rating	Score (Frequency x Consequence)	Descriptor
Extreme	19-25	<p>Immediate action is required. Health and life safety of people is currently at risk. Very severe consequences are almost certain if mitigation and preparedness actions are not taken immediately.</p> <p>Specific plans must be in place and support from other levels of government considered. Risk posed by this hazard should be constantly monitored and fully reviewed at least monthly.</p>
High	11-18	<p>Health and life safety of people could be impacted, and severe consequences would probably occur, if this hazard were to materialise. Mitigation and preparedness actions are required.</p> <p>Plans should be in place and response to this risk should be exercised. A multi-agency response could be required and support from other levels of government may be considered. Risk posed by this hazard should be monitored regularly and reviewed every 6 months.</p>
Medium	5-10	<p>Health and life safety of people may be impacted, and moderate consequences may result, if this hazard were to materialise. Specific mitigation and preparedness actions should be considered.</p> <p>Overall emergency management plan and program should address the risk posed by this hazard. Risk posed by this hazard should be reviewed every 12 months.</p>

Low	1-4	Risk posed by this hazard is managed by routine procedures and operations. The risk should not require much attention and only need to be reviewed if there are indications that the risk is increasing frequency or consequence.
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## FINDINGS AND RECOMMENDATIONS

### Municipal HRVAs and Plans

From a HRVA and emergency management perspective the three municipalities are each unique and different. Although the municipalities share six (6) common hazards only one of these (human health emergency – pandemic/epidemic) has the same risk rating. A large number of hazards are unique to each municipality and therefore it is highly recommended that each municipality manage their own HRVAs and have their own customized emergency management plan.

### Likelihood of a Regional Response

Although each municipality is unique, the geographic proximity of the three communities, their shared critical infrastructure, and the difference in emergency management staffing and response capacity, makes it likely that a full or partial regional response will be required. In all cases coordinated emergency management communication with the citizens will be necessary.

Particular emergencies that are likely to require a regional response are as follows.

- Large scale transportation related hazardous materials incident
- Large scale forest/wild fire that threatens a populated area
- Large scale flooding
- Pandemic/epidemic
- Tornado/windstorm
- Utility emergency

It is also important to note that apart from pandemic/epidemic the emergencies listed are rapid onset events and therefore the Region must be able to activate quickly.

Considering the fact that a regional response is likely, all involved in emergency management must have a common operating picture and follow the same standard processes and procedures. Therefore, key recommendations are as follows.

- Ensure the governance model for a regional response is clear, approved by all municipalities and includes: chain of command, roles and responsibilities, and activation criteria as a minimum
- Ensure the Region has agreements in place for resource sharing and cost sharing for regional responses
- Retain and continue to enhance the Agency Chief forum and engagement with external stakeholders
- Update HRVAs and ensure changes are shared with the other stakeholders
- Continue to train personnel, both within the municipalities and with key external stakeholders, and structure under the Incident Command System (ICS)
- Exercises as a Region should be the priority

### Regional Approach for Programs

While each municipality requires its own plan, and must be prepared to respond to emergencies in their community, there are considerable benefits and synergies to be gained by taking a regional approach to

some emergency management programs. In particular it is recommended that public education and awareness, exercises, and training take a regional approach and become regional programs. Individual municipalities will have to be responsible for the execution of the programs in their communities, but the design and funding of these programs should be regional initiatives that the municipalities can leverage.

## **Common Focus Areas**

### ***Evacuation and Shelter in Place***

Evacuation and shelter in place was one of the main consequences identified throughout all of the HRVAs. The need to either evacuate or shelter in place could be caused by: a hazardous material release; flooding; wild fires; tornado/windstorm; or a number of other hazards. Usually emergencies that require either evacuation or shelter in place also include property damage, disruption to critical infrastructure, and panic/concern among the citizens.

Municipalities should include evacuation planning as part of their municipal plans. It is recommended that the Region take a regional approach to developing a comprehensive shelter in place program that includes procedures, public education, training, and effective emergency management communications to citizens. Shelter in place should be an immediate priority for the public education and awareness program. It is also recommended that a scenario that requires shelter in place for both commercial and residential properties become a regional priority for exercises.

### ***Crisis Communications***

Psychosocial impact was another consequence that was common throughout the HRVAs. The most effective emergency management measures for mitigating and managing psychosocial impacts are public education prior to emergencies, and effective crisis communications during a response. Public education should therefore focus on the hazards rated as high risk, and in particular hazardous material and shelter in place procedures, as described above.

All municipalities must be able to effectively communicate to the public and external stakeholders during an emergency. However, considering the interconnectedness of the three municipalities, the importance of effective and coordinated communication to the public during an emergency, and the likely requirement for subject matter expert input (i.e. Alberta Health Services, industry, GIS etc), there is a high probability that crisis communication will need to be led by the Region. It is therefore recommended that there be an overarching crisis communication plan for the Region and that individual municipalities use this plan as the base for developing their individual plans.

### ***Business Continuity***

By far the most prevalent consequence category in the consolidated HRVA was critical infrastructure disruption. The most effective way to address this impact is through business continuity planning at the municipal level. Much like emergency management planning and program development, business continuity planning should be undertaken as a region wide project. By taking a regional approach the sharing of facilities, coordination of recovery efforts, and alternate space and resource allocation is more efficient and effective. A regional approach may also be more cost effective.

### ***Mass Casualty Planning and Exercise***

Social – Injuries was not identified as a common consequence; however, it was one of the main consequence categories in three of the six hazards rated as high risk. With health and life safety as the number one priority it is recommended that the REMP include an appendix for mass casualties and

planning be completed in conjunction with local health officials. It is also recommended that mass casualty response be included as an exercise priority.



## SUMMARY OF RECOMMENDATIONS

RECOMMENDATION	Comments	Suggested Timeframe for Completion
<b>Program Development</b> Develop a general public education and awareness program	<ul style="list-style-type: none"> <li>A general public education and awareness program should be developed and include:               <ul style="list-style-type: none"> <li>assigned roles and responsibilities;</li> <li>an annual planning cycle and focused annual action plan;</li> <li>scheduled events/campaigns; and</li> <li>budget requirements</li> </ul> </li> </ul>	3 to 6 months
<b>Planning</b> Complete a Regional Emergency Management Plan (REMP)	<ul style="list-style-type: none"> <li>The REMP should be based on a recognized standard (MNP recommends CSA Z1600 for Canadian municipalities) but must leverage and reference the three municipal plans</li> <li>The plan should be concise and focus on command and control</li> <li>The plans should be structured to leverage the Incident Command System (ICS) and include procedures for activating and operating the Region's Emergency Operations Centre (EOC)</li> </ul>	6 to 9 months (following development of MEMPs)
<b>Planning</b> Complete shelter in place plan	<ul style="list-style-type: none"> <li>A specific shelter in place plan and program should be developed at the Region level and leveraged by the municipalities</li> <li>The plan should be developed with input from industry and key stakeholders and include both residential housing as well as public/commercial buildings</li> <li>The plan should include specific details on:               <ul style="list-style-type: none"> <li>when the plan would be activated;</li> <li>who can provide SME advice; and</li> <li>how shelter in place information will be communicated</li> </ul> </li> </ul>	6 to 9 months
<b>Program Development</b> Develop public education and awareness campaign specific for hazardous material release and shelter in place	<ul style="list-style-type: none"> <li>As a priority, a public education and awareness campaign related to hazardous material and shelter in place for this hazard should be completed</li> <li>The campaign should be developed and coordinated in conjunction with industry and key stakeholders</li> </ul>	6 to 9 months
<b>Planning</b> Emergency/Crisis Communications (external)	<ul style="list-style-type: none"> <li>A specific plan appendix should be developed for crisis communications to the public and media</li> <li>The plan should include, as a minimum:               <ul style="list-style-type: none"> <li>roles and responsibilities;</li> <li>media interaction guidelines;</li> <li>contact information for local media outlets;</li> <li>pre-scripted response templates;</li> <li>list of designated spokespeople; and</li> <li>training for designated spokespeople</li> </ul> </li> </ul>	6 to 9 months

RECOMMENDATION	Comments	Suggested Timeframe for Completion
<b>Plan and Program Development</b> Develop the governance structure for regional responses	<ul style="list-style-type: none"> <li>This is a high priority item that is extremely important to develop in detail</li> <li>It must be approved in writing by all municipalities</li> <li>Structure should include, as a minimum: chain of command; roles and responsibilities; and activation criteria/guidelines</li> </ul>	6 to 9 months
<b>Exercises</b> Develop a regional exercise program	<ul style="list-style-type: none"> <li>Exercise planning and execution should be a regional initiative</li> <li>Municipalities can leverage the Region's program to develop any specialised exercises of their choosing; however conducting exercises as a Region should be the priority</li> </ul>	6 to 9 months
<b>Program Development</b> Develop a regional emergency management training program	<ul style="list-style-type: none"> <li>Develop an overall multi-year emergency management training program</li> <li>Continue to train personnel in the Incident Command System (ICS)</li> <li>Include external stakeholders in the ICS training</li> <li>Identify other related emergency management training that should be included in the program with a specific focus on EOC operations and public affairs/media training</li> </ul>	9 to 12 months
<b>Program Development</b> Complete cost and resource sharing agreements with municipalities	<ul style="list-style-type: none"> <li>Ensure the Region has agreements in place for resource sharing and cost sharing with the municipalities in the event of a regional response</li> <li>This is a priority item that is important to have approved and in place</li> </ul>	9 to 12 months
<b>Exercises</b> Determine priorities for regional exercises	<ul style="list-style-type: none"> <li>Regional exercises should focus on:               <ul style="list-style-type: none"> <li>Hazardous material release that involves shelter in place;</li> <li>Coordinated crisis communications; and</li> <li>Mass casualties</li> </ul> </li> </ul>	9 to 12 months
<b>Program Development</b> Retain and continue to enhance the Agency Chief forum and engagement with external stakeholders	<ul style="list-style-type: none"> <li>This is a key strength with the current program that must be sustained and built upon</li> <li>Key external stakeholders should be included in plan development, exercises and training</li> </ul>	Ongoing
<b>Program Development</b> HRVA review and updates	<ul style="list-style-type: none"> <li>Update HRVAs and ensure changes are shared with all municipalities and stakeholders</li> <li>All hazards rated as high risk should be reviewed and re-assessed every 6 months</li> <li>All hazards rated as medium risk should be reviewed every 12 months</li> <li>A complete review of the HRVA should be completed at least every 5 years</li> </ul>	Ongoing
<b>Planning</b> Develop business continuity plans	<ul style="list-style-type: none"> <li>Business continuity planning is a key component of overall community resilience and will work in conjunction with the MEMPs and the REMP</li> <li>Efficiencies will be gained and plans will be better integrated if this is a regional initiative</li> </ul>	End of 2014

## **ATTACHMENT**

### **REGIONAL HAZARD AND RISK REGISTER**



## ABOUT MNP

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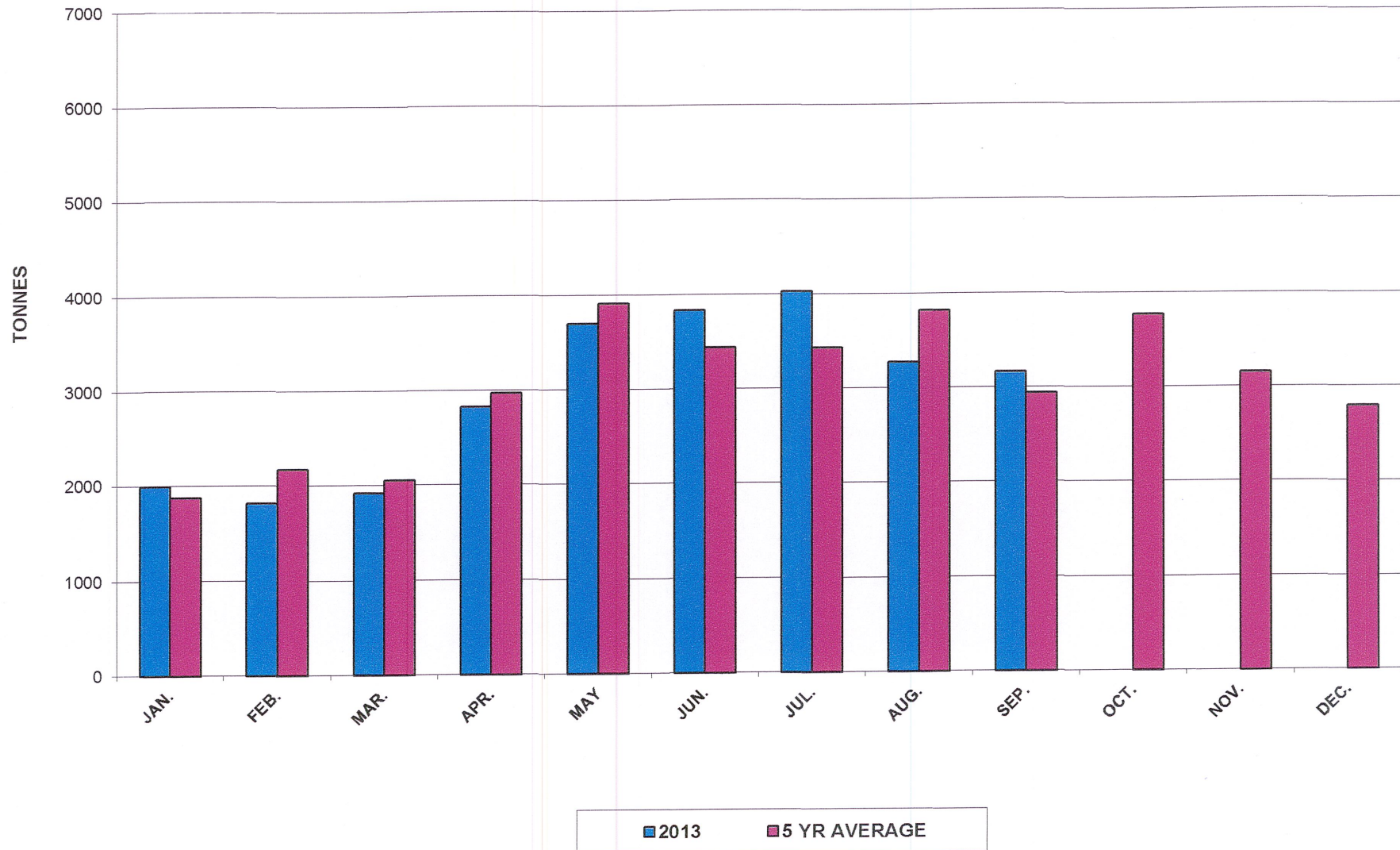


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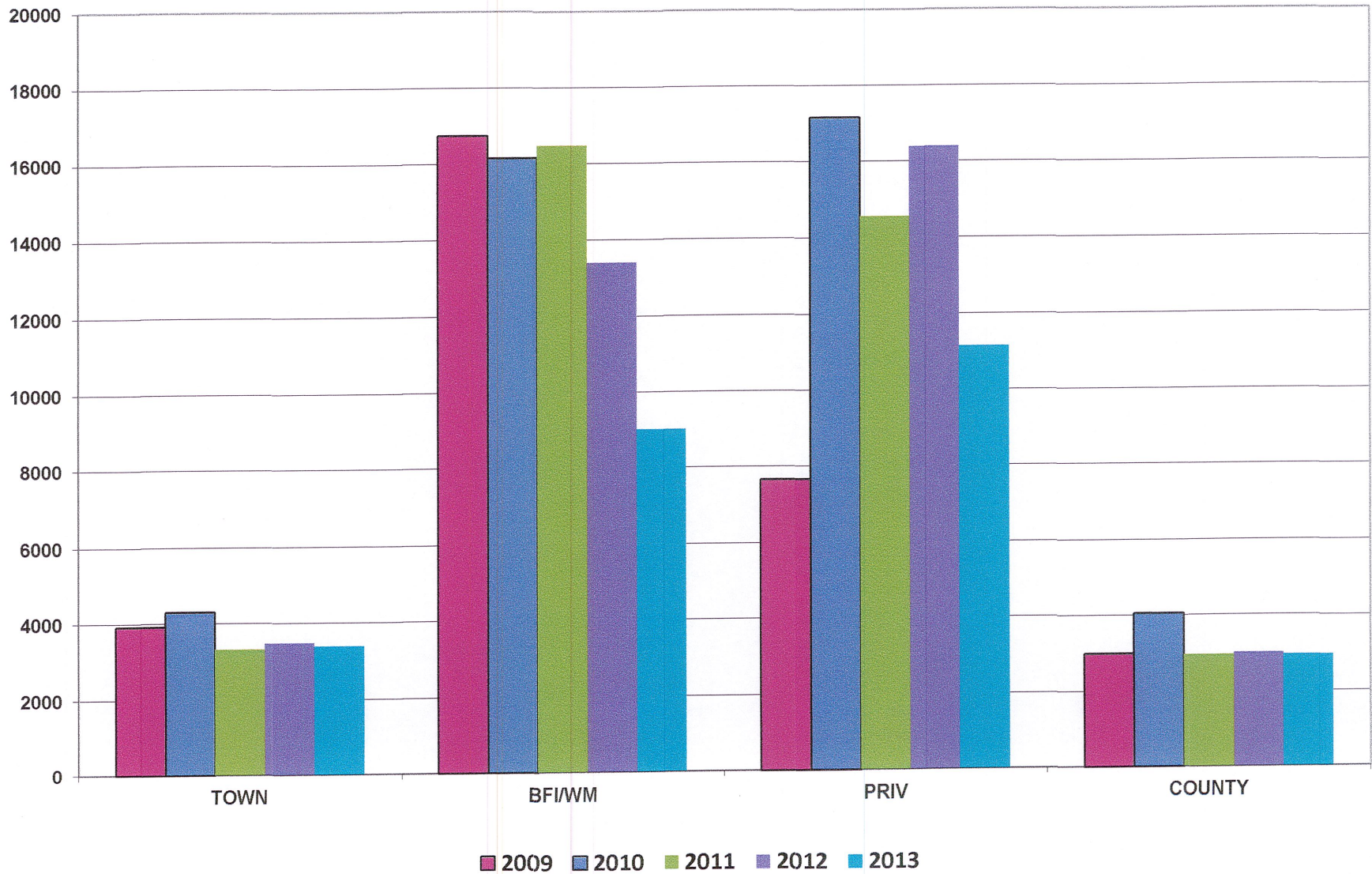
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REDCLIFF/CYPRESS REGIONAL LANDFILL  
2013 VS 5 YEAR AVERAGE  
TO SEPTEMBER 30, 2013





**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2009 - 2013  
TO SEPTEMBER 30, 2013**





# REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2009-2013 TO SEPTEMBER 30, 2013

