



COUNCIL MEETING

**MONDAY, AUGUST 19, 2013
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, AUGUST 19, 2013 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
2. DELEGATION	
A) Staff Sgt. Sean Maxwell, RCMP	
3. PUBLIC HEARING	
A) Bylaw 1755/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 39, Block 61, Plan 1310076 and Lot 47, Block 34, Plan 1212279 from H Horticultural to DC-RD Horticultural and Commercial Mixed Use Restricted District	
4. MINUTES	
A) Council meeting held July 15, 2013 *	For Adoption
B) Special Council meeting held July 30, 2013 *	For Adoption
C) Committee of the Whole meeting held July 15, 2013 *	For Information
D) Redcliff Public Library Board meeting held May 28, 2013 *	For Information
E) Economic Development Alliance board meeting held May 15, 2013 *	For Information
5. BYLAWS	
A) Bylaw 1752/2013 Fees, Rates and Charges Bylaw *	2 nd /3 rd Reading
B) Bylaw 1754/2013, Cemetery Bylaw *	2 nd /3 rd Reading
C) Bylaw 1755/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 39, Block 61, Plan 1310076 and Lot 47, Block 34, Plan 1212279 from H Horticultural to DC-RD Horticultural and Commercial Mixed use Restricted District *	2 nd /3 rd Reading

6. STAFF RECOMMENDATIONS

- | | | |
|-----------|---|-------------------|
| A) | Assessment Services *
Re: Proposals for the supply and delivery of assessment services | For Consideration |
| B) | Request to Reverse Penalty * | For Consideration |
| C) | Tax Recovery Auction *
Re: Establish terms, conditions and reserve prices | For Consideration |
| D) | MPE Engineering Additional fees for Raw Water Supply Project* | For Consideration |
| E) | Municipal Inspection Recommendations * | For Consideration |

7. CORRESPONDENCE

- | | | |
|-----------|--|-----------------|
| A) | Alberta Justice and Solicitor General *
Re: 2013-14 New Police Officer Grant electronically transferred | For Information |
| B) | Alberta Emergency Management Agency *
Re: Town of Redcliff Application for Disaster Recovery Program | For Information |
| C) | Roger & Merna Prevost *
Re: Concern regarding overland flooding | For Information |
| D) | Redcliff Public Library 2012 Annual Report * | For Information |
| E) | Economic Development Alliance of Southeast Alberta *
Re: Economic Outlook Summit 2013 | For Information |
| F) | Letter from D. Prpick * | For Information |
| G) | Alberta Culture, 2012 Stars of Alberta Volunteer Awards
- Call for Nominations * | For Information |

8. OTHER

- | | | |
|-----------|--|-----------------|
| A) | Municipal Manager's Report * | For Information |
| B) | Landfill Equipment Repairs * | For Information |
| C) | Municipal Manager original inspection report to Minister * | For Information |
| D) | Regional Landfill Graphs to July 31, 2013 * | For Information |

9. ADJOURN

ACCOUNTS PAYABLE JULY 9, 2013 - AUGUST 6, 2013			
COUNCIL MEETING AUGUST 19, 2013			
73193	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$550.00
73194	BENCHMARK GEOMATICS	FOOTING CHECK	\$157.50
73195	THE BOLT SUPPLY HOUSE	PORTABLE CHOP SAW BLADE	\$101.85
73196	CIBC VISA	LONG SERVICE AWARDS, HOTEL CPA CONFERENCE K.DELL, ETC	\$7,267.67
73197	CANADIAN PACIFIC RAILWAY	JUNE FLASHER CONTRACT	\$667.24
73198	EPCOR ENERGY SERVICES	JUNE ELECTRIC UTILITY - LANDFILL	\$108.92
73199	FOCUS CORPORATION	PROFESSIONAL SERVICES FOR UTILITY RIGHT OF WAY NE1/4 6-13-6W4M	\$315.00
73200	GAR-TECH ELECTRICAL	REPAIR TO TOWN HALL DIMMER AND RCMP BALLAST	\$174.29
73201	GREYHOUND COURIER EXPRESS	FREIGHT OF PARTS FOR LANDFILL	\$19.09
73202	JOE JOHNSON EQUIPMENT	TROUBLESHOOT NOISE IN STEERING UNIT# 145 - MT6 TRACTOR	\$1,369.20
73203	LES'S DRAIN CLEANING SERVICE	ANNUAL SEWER MAINTENANCE	\$630.00
73204	LETHBRIDGE MOBILE SHREDDING	JUNE SHREDDING SERVICE	\$46.20
73205	MEDICINE HAT CO-OP	LATCHING SOLONOID	\$43.09
73206	SUNCOR	FUEL, CLEAR & DYED DIESEL - YARD, DYED DIESEL - LANDFILL	\$21,512.60
73207	PITNEY WORKS	JULY FOLDER/STUFFER CONTRACT	\$145.77
73208	SCHEFFER ANDREW	MAY PLANNING SERVICES	\$299.25
73209	TELUS COMMUNICATION	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$1,731.22
73210	TELUS MOBILITY	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$550.72
73211	MIKES ROADHOUSE	JUNE MEALS ON WHEELS	\$1,512.00
73212	GATEWAY MECHANICAL	REPAIR OVEN - SENIORS DROP IN	\$596.96
73213	WATSON POOLS	LITE SHOCK - POOL	\$3,906.00
73214	ANDERSON, RENEE	REFUND POOL RENTAL	\$50.00
73215	SLJIVIC, CRYSTAL	REFUND POOL RENTAL	\$40.00
73216	HAUSAUER, LAURIE	REFUND SWIM LESSON	\$21.00
73217	CHALKLEY, NIKKI	REFUND SWIM LESSON	\$21.00
73218	FORSYTH, NOREEN	REFUND SWIM LESSON	\$21.00
73219	TYCO INTEGRATED SECURITY	3RD QTR ALARM SERVICES - WTP	\$116.92
73220	XEROX CANADA	APRIL/MAY PRO232 COPIES	\$9.33
73221	CIBC	SUPPLEMENTAL PENSION TO JUNE 29	\$3,835.65
73222	RECEIVER GENERAL	STATUTORY DEDUCTIONS JULY COUNCIL PAY	\$629.52
73223	TOWN OF REDCLIFF	JULY COUNCIL PAY	\$7,207.22
73224	ACKLANDS - GRAINGER	MARKING PAINT	\$303.73
73225	ACTION PARTS	PRJ# 91 & 112 1/2 TON TRAILER HITCHES, U#136 FORD F150 HITCH, ETC	\$1,173.46
73226	THE BOLT SUPPLY HOUSE	BOLTS, NUTS & WASHERS	\$33.11
73227	BOSS LUBRICANTS	GEAR OIL, TRACTOR FLUID	\$2,116.76
73228	C & H IRRIGATION	TUBING, HOSE & CLAMP	\$508.26
73229	CBV COLLECTION SERVICES	JUNE COLLECTION FEES	\$29.90
73230	CANADIAN ARENA PRODUCTS	PRJ# 118 ICE RINK DEPOSIT	\$17,766.00
73231	C.E.M. HEAVY EQUIPMENT	FILTERS, ELEMENTS, WIPER BLADES UNIT#134 LOADER	\$747.71
73232	CITY OF MEDICINE HAT	JUNE UTILITIES	\$73,713.53
73233	CLEARTECH INDUSTRIES	ALUMINUM SULPHATE	\$3,759.79
73234	DAVIS PONTIAC BUICK GMC	LEAF SPRING ASSY & BUMPER, BRACKET UNIT#118 CHEV 3 TON	\$1,193.61
73235	DIAMOND MUNICIPAL SOLUTIONS	GP2010 UPGRADE	\$4,688.25
73236	DUNLOP STERLING	TIE ROD UNIT#94 GARBAGE TRUCK	\$74.41
73237	FISCHER, ROD	REFUND EMPLOYEE PROPERTY TAX PAYMENT	\$75.00
73238	FOUNTAIN TIRE	NEW TIRE UNIT#111 TORO MOWER	\$161.64
73239	GNJ LINE CONTRACTING	BORE WATER LINES AT 27 1 ST. S.W. AND WATERPARK	\$1,575.00
73240	REDCLIFF HOME HARDWARE	GAS CAPS, TRIMMER HEADS & HANDLE, LADDER, CHAIN OIL, ETC	\$559.30
73241	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
73242	PAD-CAR MECHANICAL	REPLACE SUMP PUMP TOWN HALL	\$4,112.19
73243	PC CORP	APRIL & JUNE INFORMATION SYSTEM SUPPORT	\$1,630.13
73244	PINNACLE INTERNATIONAL	GOVERNOR, AIR DRYER, CABIN AIR FILTER UNIT# 128 GARBAGE TRUCK	\$441.25
73245	ROSENAU TRANSPORT	FREIGHT OF CYLINDERS & DRUMS - WTP	\$933.16
73246	SALBRO CONSULTING SERVICES	2012 ANNUAL REPORTS - LANDFILL	\$23,762.83
73247	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$136.50
73248	STEEP ROCK	1" SCREENED ROCK	\$1,622.67
73249	STRUCK, WENDY	SUMMER ART PROGRAM MATERIALS	\$350.00
73250	GOYER, JIM	REFUND POOL RENTAL	\$50.00
73251	ELLE, CLIFFORD	REFUND KEY & RENTAL DEPOSIT	\$225.00
73252	TOWN OF REDCLIFF	NOZZLE, BATERIES, COFFEE, SWIMMERS, POOL SUPPLIES, ETC	\$174.90
73253	TOWN OF REDCLIFF - LANDFILL	JUNE LANDFILL TONNAGE	\$5,955.63
73254	XEROX CANADA	JULY WC7655 COPIER SERVICE, JUNE COPIES	\$496.80
73255	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$680.64
73256	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS TO JULY 13, 2013	\$17,677.07
73257	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO JULY 13, 2013	\$36,513.05
73258	TOWN OF REDCLIFF	REGULAR PAY TO JULY 13, 2013	\$86,458.17
73259	A & B STEEL	12" CULVERTS & COUPLERS	\$887.96
73260	ACTION PARTS	WIPER BLADES U#121 TRACTOR, MIRRORS U#115 GMC 3500	\$67.18
73261	AMSC INSURANCE SERVICES	JUNE HEALTH SPENDING ACTIVITY, AUGUST EMPLOYEE BENEFITS	\$14,392.85

73262	BROWNLEE	PROFESSIONAL SERVICES - LOCAL IMPROVEMENT BYLAW REVIEW	\$12,194.94
73263	CARVER CONSTRUCTION	PROJ#99 RAW WATER PUMP STATION	\$310,483.28
73264	CLEAR SKY RADIO	ADVERTISING FOR REDCLIFF DAYS	\$420.00
73265	CLEARTECH INDUSTRIES	REPAIR CHLORINATOR - WTP	\$333.15
73266	CYPRESS COUNTY	2013 ANNEXATION PAYMENT	\$40,000.00
73267	CYPRESS GROUP	2ND QTR TOSHIBA & CANON COPIER SERVICE	\$3,992.49
73268	FINNING	FILTERS, OIL, OIL ANALYSIS KITS, AIR FILTERS UNIT#142 COMPACTOR	\$988.98
73269	FORTY MILE GAS CO-OP	JUNE GAS UTILITY - LANDFILL	\$67.03
73270	FOUNTAIN TIRE	TIRE REPAIR & NEW TIRES UNIT# 115 GMC 3500	\$487.02
73271	GRADWELL, RAYMOND	REIMBURSE FOR PUMP REPAIR PARTS UNIT#99 DODGE 1/2 TON	\$25.80
73272	GREYHOUND COURIER EXPRESS	FREIGHT OF PARTS FOR LANDFILL	\$62.31
73273	HARV'S JANITORIAL SERVICES	JUNE JANITORIAL SERVICES	\$3,386.25
73274	LETHBRIDGE HERALD	JUNE ADVERTISING	\$1,078.20
73275	LIFESAVING SOCIETY	CANADIAN LIFESAVING MANUAL - BRONZE MEDALLION BOOKS	\$233.94
73276	L.W. DENNIS CONTRACTING	PRJ#100 RAW WATER SUPPLY PIPELINE UPGRADE	\$172,024.21
73277	MACARTHUR, VICKI	EYEWEAR REIMBURSEMENT	\$200.00
73278	MEDICINE HAT MINOR SOFTBALL	REFUND BALL DIAMOND RENTAL	\$103.95
73279	SHAW CABLE	AUGUST INTERNET SERVICES	\$375.54
73280	PARK ENTERPRISES	JUNE PERMITS	\$439.03
73281	PC CORP	APRIL, MAY & JUNE BACK UP MANAGER	\$1,716.76
73282	SUNCOR	CLEAR DIESEL - PUMP HOUSE (FLOOD), DYED DIESEL - LANDFILL	\$7,380.49
73283	PINNACLE INTERNATIONAL	LATCH U#128 GARBAGE, POWER-STEERING RESERVOIR U#119 INTL	\$107.20
73284	PUROLATOR	FREIGHT OF CHLORINATOR - WTP	\$33.16
73285	REDCLIFF BAKERY	MPC LUNCH JULY 17, 2013	\$68.25
73286	SALBRO CONSULTING SERVICES	2011 GROUNDWATER REPORT	\$15,628.14
73287	STAPLES MEDICINE HAT	NAME TAG KITS - FLOOD	\$36.34
73288	TELUS COMMUNICATION	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$122.71
73289	TELUS MOBILITY	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$117.49
73290	KUYSTERMANS, ALEX	REFUND INACTIVE UTILITY ACCOUNT	\$22.06
73291	MEDICINE HAT AUTISM SUPPORT	REFUND KEY & RENTAL DEPOSIT	\$225.00
73292	DARKSIDE PROPERTY MGMT	REFUND INACTIVE UTILITY ACCOUNT	\$260.75
73293	DEBOLT, MICHELLE	REFUND KEY & RENTAL DEPOSIT	\$225.00
73294	MEXICANA	REFUND INACTIVE UTILITY ACCOUNT	\$87.47
73295	1083025 ALBERTA	REFUND PROPERTY TAX OVERPAYMENT	\$1,136.64
73296	TOWN OF REDCLIFF	COFFEE, ICE PACKS FOR SHIPPING WTP SAMPLES, FITTINGS, ETC	\$165.80
73297	WCB	MAY, JUNE, JULY PREMIUMS	\$3,963.99
73298	WE CARE HOME HEALTH CARE	JUNE HOMECARE	\$112.00
73299	A & B STEEL	REDI ROD, BOLT HOOKS	\$44.96
73300	ACTION PARTS	LED & PIVOT WORKLIGHTS	\$26.74
73301	BATTERY DIRECT	DISCOVER 6 VOLT BATTERY TOWN HALL	\$16.63
73302	CANSEL	REPAIRS TO HP PLOTTER - ENGINEERING	\$677.97
73303	DEL	AUTO CRANE REMOTE UNIT#115 GMC 3500	\$935.05
73304	CLEARTECH INDUSTRIES	ALUMINUM SULPHATE, CHLORINE - WTP	\$13,107.38
73305	EECOL ELECTRIC	RELAY	\$96.60
73306	ENSTEEL INDUSTRIES	3 CUBIC YARD EMCO STYLE GARBAGE BINS	\$45,570.00
73307	FARMLAND SUPPLY CENTER	INDUSTRIAL BLEACH, PUMP - POOL	\$330.75
73308	FOUNTAIN TIRE	TIRE REPAIR UNIT#108 01 BOBCAT, NEW TIRES UNIT#122 LOADER	\$905.40
73309	FOX ENERGY SYSTEMS	SIGN, CALIBRATE GAS DETECTOR, RESPIRATOR, RAIN JACKETS, ETC	\$664.92
73310	GRAND RENTAL STATION	CANADA DAY TENTS, PA SYSTEM, CANDY FLOSS MACHINE	\$1,155.00
73311	XYLEM WATER SOLUTIONS	INSPECT & REPAIR NW STORM POND	\$334.95
73312	KLEARWATER EQUIPMENT	ISOPAC	\$2,513.70
73313	MH CHAMBER OF COMMERCE	2013/14 MEMBERSHIP	\$409.50
73314	MEDICINE HAT CO-OP	QUICK CONNECT, CONNECTOR, VALVE BOX COVER	\$29.37
73315	MURRAY, CINDY	REIMBURSE CANADA DAY MUSIC, MOVIE RENTAL, PENNY CARNIVAL, ETC	\$1,591.50
73316	PAD-CAR MECHANICAL	REPLACE FLOAT IN SUMP PUMP AT PUBLIC SERVICES SHOP	\$468.55
73317	PC CORP	JULY INFORMATION SYSTEM SUPPORT	\$181.13
73318	PINNACLE INTERNATIONAL	THROTTLE LEVER & SPRINGS UNIT#93 3 TON, RUBBER HOSE	\$219.99
73319	ROBERTSON IMPLEMENT	WINDOWS, SEAL, SEAT BELT KIT, FUEL PUMP, ETC U#121 TRACTOR	\$736.98
73320	ROSENAU TRANSPORT	FREIGHT OF PUMP, CYLINDERS, FILTER FABRIC, HYPOCHLORITE	\$886.94
73321	SOUTH COUNTRY GLASS	REPAIR AUTOMATIC DOOR AT LIBRARY	\$454.13
73322	STATEMENT ENTERPRISES	MOVIE IN THE PARK - JULY 20, 2013	\$4,462.50
73323	WATSON POOLS	CHLOR OUT, ALGECIDE - POOL	\$431.34
73324	SLJVIC, CRYSTAL	REFUND POOL RENTAL	\$10.00
73325	BREWMASTER WHOLESALE	STYROFOAM CONTAINERS & LIDS	\$61.06
73326	NATIONAL NEON DISPLAYS	MESSAGE BOARD REPAIR	\$231.00
73327	CHALKEY, NIKKI	REFUND SWIM LESSON	\$21.00
73328	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$680.64
73329	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS TO JULY 27, 2013	\$17,575.97
73330	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO JULY 27, 2013	\$30,310.48
73331	TOWN OF REDCLIFF	REGULAR PAY TO JULY 27, 2013	\$79,875.82
73332	A & B STEEL	SPRING LOCKING HOOKS, SCREW PIN ANCHOR SHACKLES, TUBING	\$56.09

73333	AL'S AUDIO	SCREEN - MUNICIPAL AFFAIRS MUNICIPAL INSPECTION PRESENTATION	\$36.75
73334	ATRON REFRIGERATION	SPRING HVAC MAINTENANCE AT LANDFILL, WTP, PS, POOL, LIBRARY, ETC	\$1,723.32
73335	BENCHMARK GEOMATICS	FOOTING CHECK 938 MANOR PLACE, GRADE PLAN 40 RIVERVIEW DR. SE	\$367.50
73336	C.E.M. HEAVY EQUIPMENT	TURBO CHARGER UNIT#134 LOADER	\$2,997.75
73337	CIBC VISA	POSTAGE, LANTERNS, EOC OPERATIONS MEALS, FILTER FABRIC, ETC	\$4,000.95
73338	DB PERKS & ASSOCIATES	REPAIRS TO DOLPHIN VACCUUM - POOL	\$1,427.79
73339	FINNING	PRE-MIX COOLANT	\$136.08
73340	FOX ENERGY SYSTEMS	COVERALLS	\$52.24
73341	GAR-TECH ELECTRICAL	MESSAGE BOARD REPAIR	\$236.25
73342	HARV'S JANITORIAL SERVICES	JULY JANITORIAL SERVICES	\$3,386.25
73343	HYDRACO INDUSTRIES	HYDRAULIC CYLINDER REPAIR UNIT#128 GARBAGE TRUCK	\$9,550.00
73344	LES'S DRAIN CLEANING SERVICE	ANNUAL SEWER MAINTENANCE	\$126.00
73345	MEDICINE HAT LICENCE CENTRE	DUPLICATE REGISTRATION UNIT#104 DODGE 1/2 TON	\$22.45
73346	PARK ENTERPRISES	MARCH AND MAY PERMITS	\$1,601.78
73347	PINNACLE INTERNATIONAL	CUSHION, COLLAR, SPACER, PINS UNIT#132 KUBOTA SWEEPER/MOWER	\$93.79
73348	PITNEY WORKS	AUGUST FOLDER/STUFFER CONTRACT	\$145.77
73349	PRECISION GIANT SYSTEMS	WEIGH SCALE REPAIRS & CALIBRATION - LANDFILL	\$2,781.14
73350	ROSENAU TRANSPORT	FREIGHT OF HYPOCHLORITE SOLUTION - POOL	\$319.60
73351	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$136.50
73352	STEEP ROCK	3/4" ROADCRUSH, RIP RAP	\$3,903.48
73353	TELUS COMMUNICATION	JULY/AUG CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$1,618.36
73354	TELUS MOBILITY	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$36.28
73355	EXOVA	WATER ANALYSIS	\$169.75
73356	MIKES ROADHOUSE	JULY MEALS ON WHEELS, FOAM CONTAINERS	\$1,444.24
73357	WATSON POOLS	CYANURIC TABS - POOL	\$81.90
73358	BREWMASTER WHOLESALE	MEALS ON WHEELS CONTAINERS	\$67.88
73359	BARABE, TARA	REFUND SWIM LESSON	\$52.00
73360	PRAIRIE PRECAST	CONCRETE BARRIERS	\$3,622.50
73361	WAITES, JEFFERY	REFUND ART CLASS FEE	\$63.00
73362	PATTERSON, ANGIE	REFUND SWIM LESSON	\$21.00
73363	STUBBINS, CHRISTINA	REFUND SWIM LESSON	\$42.00
73364	MARTIN, BRANDI	REFUND SWIM LESSON	\$42.00
73365	MITCHELL, DERICE	REFUND KEY & RENTAL DEPOSIT	\$125.00
73366	FRANCHETTO, KAREN	REFUND SWIM LESSON	\$21.00
73367	GROVE, ROXANNE	REFUND ART CLASS FEES	\$58.80
73368	WOLANSKI, DAVID	REIMBURSE FOR RETIREMENT WATCH - V.MACARTHUR	\$452.81
73369	ZEP SALES & SERVICE	FORMULA 50 DEGREASER, TNT VEHICLE WASH SOAP	\$318.24
	TOTAL CHEQUES: 177	AMOUNT OF CHEQUES:	\$1,183,455.21

**BYLAW NO. 1755/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

WHEREAS the lands described as

Legal Description

Lot 39, Block 61, Plan 1310076

Civic Address

105 6 Street SW

(herein referred to as "Subject Land A", is presently designated H Horticultural District and HC-RD Horticultural and Commercial Mixes Use Restricted District under the Town of Redcliff Land Use Bylaw;

and

Legal Description

Lot 47, Block 34, Plan 1212279

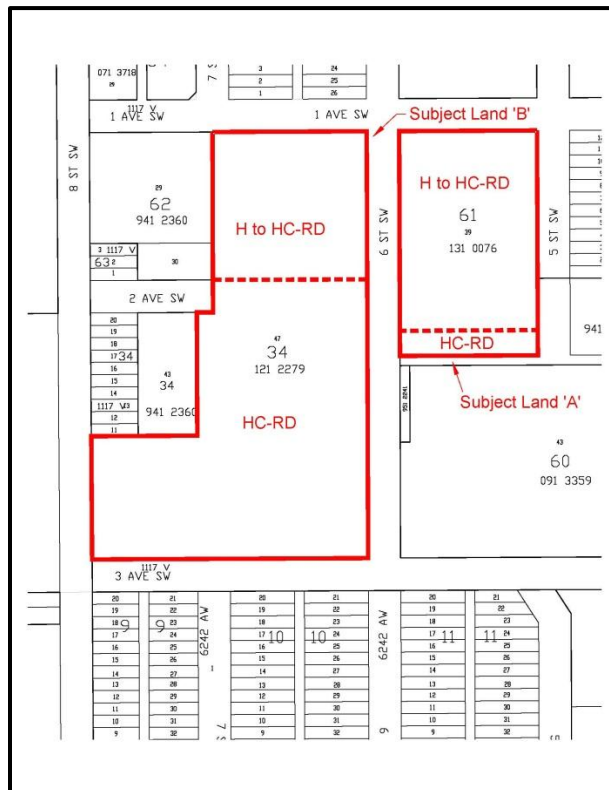
Civic Address

221 8 Street SW

(herein referred to as "Subject Land B"), is presently designated H Horticultural District and HC-RD Horticultural and Commercial Mixes Use Restricted District; under the Town of Redcliff Land Use Bylaw;

AND WHEREAS certain lands were recently consolidated which created parcels with more than one land use designation and it is appropriate to have one land use designation per parcel;

AND WHEREAS it is proposed that 'Subject Land A' and 'Subject Land B' be designated HC-RD Horticultural and Commercial Mixed Use Restricted District. 'Subject Land A' and 'Subject Land B' are located as indicated on the following map.



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

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

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1755/2013.
2. The land described as

Legal Description

Lot 39, Block 61, Plan 1310076

Lot 47, Block 34, Plan 1212279

Civic Address

105 6 Street SW

221 8 Street SW

is hereby designated HC-RD Horticultural and Commercial Mixed Use Restricted District.

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

READ a first time the 15th day of July, 2013.

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

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

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

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES



Cypress County

816 - 2nd Ave.

Dunmore, Alberta T1B 0K3

Ph. (403) 526-2888

Fax (403) 526-8958

www.cypress.ab.ca

61-01-08

August 13, 2013

Shanon Simon
Town of Redcliff
Box 40
Redcliff AB T0J 2P0

RE: Town of Redcliff Proposed Bylaw No 1755/2013

Dear Mrs. Simon;

Thank-you for submitting the proposed document to allow for the County's review of the proposed Bylaw to re-designate parcels to HC-RD within the Town of Redcliff.

Please be advised that Cypress County does not have any concerns or comments for the proposed Bylaw.

Yours truly,

Jeffrey R. Dowling
Municipal Planner

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JULY 15, 2013 7:00 p.m.**

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

Municipal Manager D. Wolanski
Director of Finance & R. Osmond
Administration
Manager of Engineering K. Minhas
Director of Public Services D. Schaffer
Executive Assistant C. Cranston

ABSENT: Councillors C. Brown, J. Steinke
Manager of Legislative and S. Simon
Land Services

1. GENERAL

Call to Order

A) Mayor Hazelaar called the regular meeting to order at 7:03 p.m.

Adoption of Agenda

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

Accounts Payable

C)

i) Councillor Solberg moved the following 95 general vouchers in the amount of \$622,614.70 be received for information. – Carried Unanimously.

ACCOUNTS PAYABLE JUNE 5, 2013 - JUNE 17, 2013			
COUNCIL MEETING JUNE 24, 2013			
73004-73006	VOID	PRINTER ERROR	\$0.00
73007	LAPP	LAPP CONTRIBUTIONS TO JUNE 1, 2013	\$17,071.53
73008	RECEIVER GENERAL	REGULAR PAY TO JUNE 1, 2013, JUNE COUNCIL PAY	\$28,456.01
73009	TOWN OF REDCLIFF	STATUTORY DEDUCTIONS REGULAR PAY JUNE 1, 2013, JUNE COUNCIL PAY	\$72,898.46
73010	ACTION PARTS	CONNECTOR U#104 1/2 TON, PRJ#91 & #112 1/2 TON PICKUPS MATS, ETC	\$92.42
73011	BLUE IMP	CAMPFIRE RINGS	\$7,686.63
73012	BROWN, CHERE	REFUND RENTAL AND KEY DEPOSITS	\$225.00
73013	CACTUS COMMUNICATIONS	PROJECT #91 & #112 1/2 TON PICKUPS - INSTALL TWO WAY RADIOS	\$1,156.70
73014	CENTRAL SHARPENING	SHARPEN BLADE UNIT #101 ZAMBONI	\$132.30
73015	CIBC VISA	MEMBERSHIPS, HOTEL- R.OSMOND, OFFICE SUPPLIES, PRINTERS, ETC	\$4,947.69
73016	CITY OF MH	PROJECT #118 - DISCONNECT SERVICE FOR ICE RINK REHABILITATION	\$231.00
73017	CLEARTECH INDUSTRIES	HYDROCHLORIC ACID – POOL	\$317.77
73018	DB PERKS & ASSOCIATES	ROPE FLOATS – POOL	\$105.42
73019	FARMLAND SUPPLY	HOSE REPAIR	\$16.70
73020	FIREWORKS SPECTACULAR	FIREWORKS FOR REDCLIFF DAYS	\$7,350.00
73021	GAR-TECH ELECTRICAL	PROJECT #115 - POOL FILTER TANK REHABILITATION	\$4,080.61
73022	GENIVAR CONSULTANTS	PRJ#107-MARGARET WOODING DRAINAGE, PRJ#108 - TOBOGGAN HILL, ETC	\$21,308.70
73023	INFLATABLE FUN MH	CLUBHOUSE RENTAL	\$186.75

73024	JACK N' JILL PARTIES	CLOWNS FOR REDCLIFF DAYS	\$455.00
73025	KLEARWATER EQUIPMENT	ISOPAC DRUMS – WTP	\$1,675.80
73026	MACDESIGN SCREENWORKS	COMMUNITY SERVICES TSHIRTS	\$63.00
73027	MH LICENCE CENTRE	PROJECT #91 & #112 1/2 TON PICKUPS - LICENSE PLATES	\$168.90
73028	MH WHOLESALE FOODS	MEALS ON WHEELS CONTAINERS & LIDS	\$95.72
73029	NIEDERMAYER, MARK	ENTERTAINMENT SERVICES FOR REDCLIFF DAYS	\$800.00
73030	PAYSTATION	2013/14 LICENSE RENEWAL	\$415.80
73031	POULIN'S PEST CONTROL	GOPHER DOOM	\$336.00
73032	PUROLATOR	FREIGHT OF PARTS UNIT #109 INTL TRUCK, FREIGHT OF TRANSIT LEVEL	\$215.53
73033	SAFETY CODES	APRIL PERMITS	\$89.79
73034	STEEP ROCK	PIT RUN GRAVEL FOR DRAINAGE PROJECT AT MITCHELL ST. N.	\$501.14
73035	SHINE FACTORY	PROJECT #91 & #112 1/2 TON PICKUPS - OVER RAIL SPRAY IN BOX LINERS	\$1,270.50
73036	WATSON POOLS	PROJECT #115 - POOL FILTER TANK REHABILITATION	\$28,670.25
73037	SUNSET MEMORIAL	PROJECT #76 - COLUMBARIUM	\$28,390.95
73038	WAYBEST TOWER	PROJECT #95 - REPEATER & ARIAL FOR FIREHALL	\$763.35
73039	VAL HILLIKER	VENTRILOQUIST FOR REDCLIFF DAYS	\$1,260.00
73040	WOLSELEY MECHANICAL	URINAL & TOILET VALVES, ADAPTORS, VAC BREAKER REPAIR KIT	\$279.24
73041	WOOD, DALE	FIREAMS SAFETY COURSE INSTRUCTOR FEES MAY 25, 26 & 27, 2013	\$2,470.00
73042	ZEP SALES & SERVICE	TOILET PAPER, SOAP	\$239.26
73043	AMSC INSURANCE SERVICES	JULY EMPLOYEE HEALTH BENEFITS	\$14,411.60
73044	CITY OF MH	VARIOUS UTILITY ACCOUNTS, MAY SEWAGE OUTLAY	\$77,356.50
73045	CPR	MAY FLASHER CONTRACT	\$667.24
73046	DELL, KRISTIN	TRAVEL ADVANCE - CPA CONFERENCE	\$160.00
73047	EPCOR	MAY ELECTRIC UTILITY LANDFILL	\$125.77
73048	FORTY MILE GAS CO-OP	MAY GAS UTILITY LANDFILL	\$81.52
73049	HARV'S JANITORIAL	MAY JANITORIAL SERVICES	\$3,386.25
73050	INFLATABLE FUN MH	INFLATABLES RENTAL FOR REDCLIFF DAYS	\$1,479.00
73051	JUMP 4 FUN INFLATABLES	INFLATABLES RENTAL FOR REDCLIFF DAYS	\$3,208.28
73052	LETHBRIDGE HERALD	MAY ADVERTISING	\$874.33
73053	MH NEWS	MAY ADVERTISING	\$299.25
73054	ST. JOHN AMBULANCE	FIRST AID FOR REDCLIFF DAYS	\$200.00
73055	TELUS COMMUNICATION	JUNE CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$224.10
73056	TELUS MOBILITY	JUNE CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$486.30
73057	MIKES ROADHOUSE	MAY MEALS ON WHEELS	\$2,239.65
73058	TOWN OF REDCLIFF LF	MAY LANDFILL TONNAGE	\$7,248.88
73059	WE CARE	MAY HOMECARE SERVICES	\$280.00
73060	XEROX CANADA	MAY WC7655 COPIES & SERVICE CONTRACT	\$622.14
73061	A & B STEEL	DRILL STEM FOR SIGN POSTS	\$316.68
73062	ACKLANDS GRAINGER	SHOVELS, RUBBER BOOTS, EYEWASH SOLUTION, BOTTLE & STATION	\$298.44
73063	THE BOLT GUYS	POP RIVETS, SOAP STONE HOLDER	\$175.68
73064	THE BOLT SUPPLY HOUSE	LOCKNUTS, WASHERS	\$53.14
73065	BUTLER SURVEY SUPPLIES	REPAIR TRANSIT LEVEL	\$763.11
73066	CARVER CONSTRUCTION	PROJECT #99 - RAW WATER PUMP STATION	\$194,976.03
73067	CBV COLLECTION SERVICES	MAY COLLECTION SERVICE FEES	\$48.70
73068	CLOVERDALE PAINT	ACETONE	\$106.94
73069	CYPRESS COUNTY	SAB SUMMER GAMES REGISTRATION FEES	\$160.00
73070	EDA	FINAL 2013 INSTALLMENT	\$16,764.00
73071	ENVIRO GEO TESTING	PRJ#110 - OLD TRANSCANADA HWY, PRJ#125 - S HWY DR ROAD REPAIR	\$3,832.50
73072	FARMLAND SUPPLY	SOLOINOID VALVE	\$163.80
73073	FOUNTAIN TIRE	TIRES FOR U#134 LOADER LANDFILL, STEERING TIRE U#128 GARBAGE TRUCK	\$13,943.57
73074	FOX ENERGY SYSTEMS	SCBA REFILL, SIGN POST BRACKETS, METAL FIRST AID KIT	\$524.01
73075	GAR-TECH ELECTRICAL	LIGHTING REPAIRS AT PS & RCMP, REPAIR SIGN ON HWY, REPAIRS AT ARENA	\$623.34
73076	REDCLIFF HOME HARDWARE	WHITE PAINT, PRJ#95 SERGE PROTECTOR FOR REPEATER, COPPER PIPE, ETC	\$1,528.75
73077	HUNT, EUNICE	COURIER DELIVERIES	\$73.50
73078	JOE JOHNSON EQUIPMENT	RUBBER FLANGES UNIT #135 SWEEPER, FILTERS UNIT #145 MT6 TRACTOR	\$814.27
73079	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00

73080	KEYWAY SECURITY	REPAIRS TO BACK INSIDE DOOR AT TOWN HALL	\$87.15
73081	MACDESIGN SCREENWORKS	POOL UNIFORMS	\$753.90
73082	MNP	2012 INTERIM AUDIT FEES - FCSS REVIEW	\$1,102.50
73083	MH CO-OP	ESTER, DRAIN SPADE	\$453.14
73084	MH NEW HOLLAND	UNIVERSAL JOINTS UNIT #121 MOWER	\$154.22
73085	PAD-CAR MECHANICAL	REPLACE BACKFLOW DEVICE & PVC MANIFOLD AT LIONS WATERPARK	\$5,797.05
73086	PAINT IN GENERAL	WHITE TRAFFIC PAINT	\$193.10
73087	SUNCOR	DYED DIESEL LANDFILL	\$11,510.81
73088	PRIME PRINTING	ENVELOPES AND LABELS WITH POSTAL INDICIA	\$327.60
73089	PRITCHARD & COMPANY	LEGAL FEES FOR VARIOUS MATTERS	\$1,779.23
73090	PURULATOR	FREIGHT OF FILTERS UNIT #145 MT6 TRACTOR	\$26.73
73091	REDCLIFF MUSEUM	2013 TOWN CONTRIBUTION, 2012 SOLD MURAL PRINTS	\$7,200.00
73092	ROSENAU TRANSPORT	FREIGHT OF HYPOCHLORITE FOR POOL	\$163.54
73093	SANATEC	PUMP SEPTIC TANK LANDFILL	\$136.50
73094	STEEP ROCK	3/4" ROADCRUSH	\$1,319.48
73095	WATSON POOLS	POOL TEST EQUIPMENT AND CHEMICALS	\$4,109.07
73096	THIERRIEN, ANDRE	REFUND CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00
73097	LEARN	NEWCOMER SUPPORT PROGRAM	\$1,854.49
73098	WOOD, DALE	FIREARMS SAFETY COURSE INSTRUCTOR FEES JUNE 8, 9 & 10	\$1,615.00
	TOTAL CHEQUES: 95	AMOUNT OF CHEQUES:	\$622,614.70

ii) Councillor Crozier moved the following 94 general vouchers in the amount of \$499,194.78 be received for information. – Carried Unanimously.

ACCOUNTS PAYABLE JUNE 20, 2013 - JULY 4, 2013			
COUNCIL MEETING JULY 15, 2013			
73099	TOWN OF REDCLIFF	REGULAR PAY TO JUNE 15, 2013	\$75,764.34
73100	AMSC INSURANCE	MAY HEALTH SPENDING ACTIVITY	\$103.74
73101	CARSWELL	2013/2014 SUBSCRIPTION RENEWAL - PAYROLL MANUAL	\$618.61
73102	C.E.M.	DRIVER KEY & POCKET UNIT #134 LOADER	\$179.68
73103	COSTCO	8 1/2 X 11 WHITE COPY PAPER	\$293.93
73104	FOX ENERGY SYSTEMS	FIRST AID CERTIFICATIONS, SCBA AIR TANK REFILL, OVERALLS	\$1,501.33
73105	GAS CITY HYDRO VAC	HYDROVAC CURB STOPS	\$1,456.88
73106	GRADWELL, RAYMOND	REIMBURSE TRAVEL AFCA, BOTTLED WATER, COFFEE MAKER	\$1,786.85
73107	GUY, JUSTIN	REIMBURSE TRAVEL FIRE TRAINING JUNE 1-9, 2013	\$133.60
73108	HAT AGRI SERVICE	BLADE KITS UNIT# 97 MOWER, FLAIL BLADE UNIT# 121 MOWER	\$611.75
73109	HAUSAUER, DANA	REIMBURSE HP PRINTER INK	\$68.17
73110	XYLEM WATER SOLUTIONS	REPAIR PUMP SEMRAU LIFT STATION	\$3,338.92
73111	KEYWAY SECURITY	REPIN, REPLACE KEY, KNOB & CYLINDER AT CAMPGROUND	\$285.60
73112	KIRK'S MIDWAY TIRE	4 TIRES UNIT #125 SILVERADO PICK UP, REPAIR UNIT #88 LANDFILL LOADER	\$1,064.70
73113	KUSTRA, SHANE	REIMBURSE CLASS 3 ROAD TEST	\$131.00
73114	LES'S DRAIN CLEANING	AUGER LINE AT BALL PARK WASHROOMS	\$126.00
73115	MEDICINE HAT CSRD #20	2ND QUARTER SCHOOL TAX	\$45,863.68
73116	MH MINOR SOFTBALL	REFUND KEY DEPOSIT	\$125.00
73117	SHAW CABLE	JULY INTERNET SERVICE	\$375.54
73118	NEWTON, TOBY	REIMBURSE TRAVEL FIRE TRAINING JUNE 1-9, 2013	\$133.60
73119	PC CORP	MAY INFORMATION SYSTEM SUPPORT	\$1,207.50
73120	PINNACLE INTERNATIONAL	STEERING CYLINDER U#132 SWEEPER, REPAIR A/C U#128 GARBAGE TRUCK, ETC	\$4,109.18
73121	REDCLIFF PUBLIC LIBRARY	2ND INSTALLMENT	\$47,750.00
73122	REDCLIFF ACTION SOCIETY	2ND QUARTER DISBURSEMENT	\$3,000.00
73123	ROSENAU TRANSPORT	FREIGHT CHLORINE CYLINDERS WTP, FREIGHT PARTS U#109 INTL TRUCK, ETC	\$808.10
73124	SOUTHLAND PEST CONTROL	ANT TREATMENT AT FIREHALL	\$105.00
73125	SPLASHABLES	WHISTLES, MAGIC CARPETS FOR POOL	\$304.19
73126	SUPERIOR TRUCK	FLUSHING NOZZLES AND SEWER FLUSHING HOSE	\$6,002.28
73127	TELUS	JUNE CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$123.08
73128	PEGGY GIZEN CONSULTING	LIFEBOARDING INSTRUCTION FEES	\$194.46
73129	WATSON POOLS	LITE SHOCK, EASY DOWN FOR POOL	\$4,781.70
73130	CHABOYER, DENISE	REFUND UTILITY CREDIT	\$74.52
73131	KUYSTERMANS, ALEX	REFUND UTILITY CREDIT	\$50.56
73132	GREEN FARMS DRILLING	REFUND UTILITY CREDIT	\$68.15
73133	NORBERT, TYLER	REFUND PERMIT FEE	\$51.80
73134	SAUER, RICHARD	REFUND KEY & FACILITY DEPOSIT	\$225.00
73135	TOWN OF REDCLIFF	MPC LUNCH MAY 15, DOG FOOD STORAGE BINS, STAFF EVENT	\$193.05

		TROPHY, ETC	
73136	UPS CANADA	CUSTOMS, BROKERAGE & GST REAR VISION CAMERA U#128	\$45.87
73137	IB WILLIAMS	GARBAGE TRUCK	\$82.36
73138	LAPP	VOLUNTEER NIGHT PHOTOGRAPHY SERVICE	\$16,941.58
73139	RECEIVER GENERAL	LAPP CONTRIBUTIONS TO JUNE 15, 2013	\$29,783.92
73140	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO JUNE 15, 2013	\$1,343.75
73141	TOWN OF REDCLIFF	STATUTORY DEDUCTIONS FIRE PAY TO JUNE 30, 2013	\$1,243.00
73142	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES TO JUNE 30, 2013	\$9,834.25
73143	FIREMEN SOCIAL CLUB	FIRE PAY TO JUNE 30, 2013	\$315.00
73144	DAVIES,MIKE	SOCIAL CLUB DUES TO JUNE 30, 2013	\$45.73
73145	DELL, KRISTIN	REIMBURSE TRAVEL EXPENSES RELATED TO FLOOD	\$64.79
73146	GARLAND, JAMIE	REIMBURSE ICE & COFFEE RE: FLOOD, TRAVEL EXPENSES CPA CONFERENCE	\$101.47
73147	GLEISNER, WADE	REIMBURSE COFFEE JUNE 22 - 23, 2013, STAFF RECOGNITION MEAL SUPPLIES	\$168.00
73148	JACK N' JILL PARTIES	REIMBURSE TRAVEL FIRE TRAINING JUNE 15-16, 2013	\$550.00
73149	MATTSON, SHELLEY	CANADA DAY CLOWNS	\$600.00
73150	OSMOND, ROBERT	REDCLIFF DAYS & CANADA DAY TATTOOS	\$414.49
73151	SENFT, COLIN	REFUND KEY & FACILITY DEPOSIT, REIMBURSE EOC LUNCH, NAME TAGS, ETC	\$267.01
73152	SOLBERG, ERIC	REIMBURSE TRAVEL AWWOA TRAINING JUNE 16-18, 2013	\$212.52
73153	STEHRE, BRIAN	REIMBURSE TRAVEL PEP AGM JUNE 14, 2013	\$32.75
73154	WOLANSKI, DAVID	REIMBURSE EOC & EMERGENCY COUNCIL SNACK JUNE 21, 2013	\$537.39
73155	ACKLANDS	REIMBURSE STAFF EVENT PRIZES & GIFTS	\$417.64
73156	ACTION PARTS	PROJECT#91 - ALUMINUM TOOL BOX FOR 1/2 TON PICK UP, DISPOSABLE GLOVES	\$222.79
73157	ADT SECURITY SERVICES	BELT, PULLEY & BELT TENSIONER UNIT #104 DODGE 1/2 TON, DEEP SOCKET	\$228.31
73158	BROVAC	REPLACE CHEQUE #72956	\$598.50
73159	CACTUS COMMUNICATIONS	CLEAN SEWER SUMP TOWN HALL	\$143.80
73160	CENTRAL SHARPENING	PROJECT#95 POWER CABLE & BATTERY BACKUP - REPEATER & ARIAL FIRE HALL	\$115.50
73161	CKMH-FM	SHARPEN BLADE UNIT #101 ZAMBONI	\$430.50
73162	CLEARTECH	REDCLIFF DAYS ADVERTISING	\$11,294.09
73163	COSTCO	REDCLIFF DAYS ADVERTISING	\$1,246.54
73164	FOUNTAIN TIRE	CHLORINE & ALUMINUM SULPHATE FOR WTP	\$75.27
73165	FOX ENERGY SYSTEMS	EOC SUPPLIES JUNE 21-23, SUPPER JUNE 23, RECEPTION CENTRE SUPPLIES	\$568.36
73166	FRANCOTYP-POSTALIA	NEW TIRE UNIT# 132 SWEEPER	\$110.09
73167	GRAND RENTAL STATION	EOC TRAFFIC SAFETY VESTS, SCBA AIR TANK REFILL, RECHARGE AIR CYLINDER	\$1,217.96
73168	JACOB'S WELDNG	JUNE TO SEPTEMBER POSTAGE METER	\$315.00
73169	KEYWAY SECURITY	REDCLIFF DAYS TENTS, PA SYSTEM, PENNY CARNIVAL GAMES	\$896.70
73170	L & B SHARPENING	REDCLIFF DAYS PEDAL TRACTORS	\$63.00
73171	MH CO-OP	REPAIR DRESSING ROOM LOCK ARENA, REPIN DRESSING ROOM LOCKS ARENA	\$414.10
73172	MPE ENGINEERING	SHARPEN CHAINSAW BLADES	\$46,446.55
73173	PUROLATOR	10 STATION CLOCK TIMER, ROUND UP	\$207.95
73174	REDCLIFF BAKERY	PRJ#99 RAW WATER PUMP STATION UPGRADE, PRJ#21 WTP UPGRADE, ETC	\$68.25
73175	REDCLIFF STAKE & LATH	FREIGHT OF CHLORINATOR WTP, WTP SAMPLES, AND TRANSIT LEVEL	\$570.15
73176	REDCLIFF YOUTH SOCCER	MPC LUNCH JUNE 19, 2013	\$225.00
73177	ROSENAU TRANSPORT	48" AND 18" PAINTED LATH	\$52.51
73178	SANATEC	REFUND KEY & FACILITY DEPOSIT	\$740.25
73179	SECURTEK	FREIGHT OF SEWER LIFT STATION PUMP	\$65.99
73180	STANTEC CONSULTING	REDCLIFF DAYS PORTABLE WASHROOMS AND WASHING STATIONS	\$7,327.07
73181	TELUS	3RD QUARTER ALARM SERVICES FIRE HALL	\$147.35
73182	TELUS MOBILITY	PROJECT#29 BROADWAY AVE E REHAB	\$33.55
73183	BAUMANN'S VENTILATION	JUNE & JULY CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$1,335.83
73184	FIRETECH MANUFACTURING	JUNE CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$52.50
73185	REDCLIFF TINY TOTS	FREON REMOVAL FROM FRIDGES JUNE 10-11, 2013	\$225.00
73186	TOWN OF REDCLIFF - LF	GEAR BAGS FIRE HALL	\$7.00
73187	C.U.P.E.	REFUND KEY & FACILITY DEPOSIT	\$3,774.88
73188	LAPP	PITCH IN WEEK - RAINCHECK DUE TO WIND CONDITIONS	\$17,386.35
73189	RECEIVER GENERAL	UNION DUES TO JUNE 29, 2013	\$41,860.50
73190	TOWN OF REDCLIFF	LAPP CONTRIBUTIONS TO JUNE 29, 2013	\$577.46
73191	TOWN OF REDCLIFF	STATUTORY DEDUCTIONS REGULAR PAY TO JUNE 29, 2013	\$94,063.12
73192	UNITED WAY	EMPLOYEE PROPERTY TAXES TO JUNE 29, 2013	\$74.00
	TOTAL CHEQUES: 94	REGULAR PAY TO JUNE 29, 2013	\$499,194.78
		2ND QUARTER EMPLOYEE DONATIONS	
		AMOUNT OF CHEQUES:	

Bank Summary May 31, 2013

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

2. DELEGATION

RCMP Report to Council

A) Sgt. D. Ness and Cpl. C. Zanidean were in attendance to present the RCMP Report to Council for April 1st to May 31st, 2013. Sgt. Ness complimented the Town of Redcliff Emergency Management Team for their excellent handling of the flood emergency.

Councillor Crozier moved the RCMP Report to Council presented by Cpl. Zanidean be received for information. – Carried Unanimously.

D. Ness and C. Zanidean left at 7:32 p.m.

Bylaw Enforcement Officer
Report to Council April 22 to July 15,
2013

B) Councillor Kilpatrick moved the Bylaw Enforcement Officer report to Council for period April 22 to July 15, 2013 be received for information. – Carried Unanimously.

B. McMillan left at 7:40 p.m.

3. MINUTES

Council meeting held June 10, 2013

A) Councillor Reimer moved the minutes of the Council meeting held June 10, 2013 be adopted as presented. – Carried Unanimously.

Special Council Meeting held June 27,
2013

B) Councillor Crozier moved the minutes of the Special Council Meeting held June 27, 2013 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held
June 10, 2013

C) Councillor Solberg moved the minutes of the Committee of the Whole meeting held June 10, 2013 be received for information. – Carried Unanimously.

Redcliff Planning Board held on June
18, 2013

D) Councillor Kilpatrick moved the minutes of the Redcliff Planning Board meeting held June 18, 2013 be received for information. – Carried Unanimously.

Eastside Area Structure Plan

i) The Municipal Manager advised that an amendment to the Eastside Area Structure Plan would incorporate things that have changed since the ASP was completed such as the Protective Services Building, Storm Water management, and transportation road recommendations. He further advised that IXL inquired about an amendment so that they can consider and move forward with future planning. Concerns were expressed by Council related to when development

might occur and if the costs associated with an amendment now would be wasted if no development took place for a significant period of time and an additional amendment would be required when it did.

Councillor Kilpatrick moved to authorize Administration to proceed with estimated costs and scope of work for a high level Eastside Area Structure Plan amendment and discuss cost sharing with IXL and bring back to Council for consideration. – Carried Unanimously.

Use of Recreational Vehicle as residence during construction of house or major renovation

ii) Councillor Solberg moved to authorize Administration to prepare an amendment to the Land Use Bylaw to incorporate wording that would allow recreational vehicles to be used by the property owner for living and sleeping accommodations in situations where a new house is being constructed or their primary residence is undergoing a significant renovation and bring back to Council for discussion. – Carried Unanimously.

Area Structure Plan
Re: Former Redcliff Greenhouse Site and area

iii) Councillor Crozier moved that the Private Developer be required to submit a high level Area Structure Plan for the former Redcliff Greenhouse lands and include the components outlined in the Municipal Government Act and Town of Redcliff Land Use Bylaw. - Carried Unanimously.

Municipal Planning Commission meeting held June 19, 2013

E) Councillor Solberg moved the minutes of the Municipal Planning Commission meeting held June 19, 2013 be received for information. – Carried Unanimously.

Redcliff Family and Community Support Services meeting held June 11, 2013 – meeting notes

F) Councillor Reimer moved the meeting notes of the Redcliff Family and Community Support Services meeting held June 11, 2013 be received for information. Carried Unanimously.

Palliser Economic Partnership board meeting held June 14, 2013

G) Councillor Solberg moved the minutes of the Palliser Economic Partnership Board meeting held June 14, 2013 be received for information. – Carried Unanimously.

Palliser Economic Partnership Annual General Meeting held June 14, 2013

H) Councillor Solberg moved the minutes of the Palliser Economic Partnership Annual General Meeting held June 14, 2013 be received for information. – Carried Unanimously.

4. BYLAWS**Water Treatment Plan Borrowing Bylaw****A)**

Memo from Manager of Legislative and Land Services

i) Councillor Crozier moved the memo from the Manager of Legislative and Land Services advising that no petition had been received be received for information. – Carried Unanimously.

Bylaw 1753/2013, Water Treatment Plant Borrowing Bylaw

ii) Councillor Crozier moved Bylaw 1753/2013 being the Water Treatment Plant Borrowing Bylaw be given second reading. – Carried Unanimously.

Councillor Reimer moved Bylaw 1753/2013 being the Water Treatment Plant Borrowing Bylaw be given third reading. – Carried Unanimously.

Bylaw 1752/2013 Fees, Rates and Charges Bylaw

B) Municipal Manager commented that a Policy will be prepared to provide rules regarding the scheduling of Ice at the Rec-Tangle, etc. which will be brought to a future Committee of the Whole meeting for discussion.

Councillor Crozier moved Bylaw 1752/2013 being the Fees, Rates and Charges Bylaw be given first reading. – Carried Unanimously.

Bylaw 1754/2013, Cemetery Bylaw

C) Councillor Kilpatrick moved Bylaw 1754/2013 being the Cemetery Bylaw be given first reading. – Carried Unanimously.

5. STAFF RECOMMENDATIONS

**MPE Engineering Ltd
Re: Raw Water Pipeline Upgrade
Request for Engineering Fee Increase**

A) Councillor Kilpatrick moved the Town of Redcliff accept the request from MPE dated June 21, 2013 for an increase of \$35,845.15 in engineering fees due to changes in the design, scope, and retendering of Raw Water Pipeline Project. The total budget for Raw Water Supply Pipeline will increase from \$1,440,315.00 to \$1,476,160.15 and the increase to be funded from Water system Reserve and Alberta Municipal Water/Wastewater Partnership (AMWWP) grant. – Defeated.

Councillor Crozier moved to authorize the Water Treatment Plant Committee to negotiate with MPE the amount of additional engineering fees to be paid by the Town of Redcliff and bring back to a future Council meeting for consideration. – Carried Unanimously.

Authorize Payment of Invoice to Salbro Consulting Services
Re: Ground Water Monitoring Report

B) Councillor Kilpatrick moved that the invoice from Salbro Consulting Services in the amount of \$14,883.94 plus GST for the preparation of the Redcliff/Cypress Regional Landfill 2011 Groundwater Monitoring Report be authorized for payment with funding to be provided from the landfill Reserve. - Carried Unanimously.

Brandon Primeau Memorial Outdoor Rink Project

C) Councillor Crozier moved to expand the scope of the Brandon Primeau Memorial Outdoor Rink project to include:

1. Painting the light poles and basketball nets
2. Three sided shelter or players box
3. Benches
4. Signage detailing, the Lions Club and grant support and sharing Brandon Primeau's story
5. New nets
6. Trees and picnic tables
7. Fence surrounding the area.

Further that the project be funded with \$40,000.00 from the CIFF grant, \$20,000.00 from municipal reserves and \$60,000.00 from the Lions club CFEP grant. Further to direct Administration to approach the Prairie Rose School Division regarding this project change. – Carried Unanimously.

Disaster Relief Wages

D) Councillor Solberg moved that the Town of Redcliff have Administration pay-out, at straight time, all out of scope support employees for overtime worked during the flood emergency in late June. Further, direct administration to have all out of scope management employees bank, at straight time, overtime worked during the flood emergency.

Motion was withdrawn by Councillor Solberg.

Councillor Kilpatrick moved that the Town of Redcliff have Administration to pay-out at straight time, all out of scope employees for overtime worked during the flood emergency in late June. – Carried Unanimously.

Offer to Purchase Lot 42 PUL, Block 115, Plan 8210827

E) Councillor Reimer moved to authorize the sale of Lot 42 PUL, Block 115, Plan 8210827 to Kelly Diamond, Mountain Stone Contracting in the amount of \$6,375.00 plus GST conditional to

1. Removal of the PUL designation and registration of a utility right of way; all costs to be the responsibility of the purchaser.
2. Consolidation of Lot 42 PUL, Block 115, Plan 8210827 with lot 33-34, Block 115, Plan 8210827; all costs to be the responsibility of the purchaser.

- Carried Unanimously.

K. Diamond left at 8:30 p.m.

Electronic Message Board Repairs

F) Councillor Crozier moved that the Town of Redcliff authorize payment of invoices associated with the repair of the electronic message board with funding in the amount of \$467.25 to come from operations. – Carried Unanimously.

Budget for additional Ductile Iron Pipe removal and replacement

G) Councillor Solberg moved the Town of Redcliff accept Option #1 and contact W. Dennis for additional 35 lm of 10" ductile iron pipe replacement with 10" PVC including road restoration under 2nd Street SW north of 9th Avenue SW and approve a budget amount of \$25,300.00 for this repair and further that the repair be funded using water system reserve, - Carried Unanimously.

6. CORRESPONDENCE

City of Medicine Hat
Re: Separate (Catholic) School Board
Trustee Election October 21, 2013

A) Councillor Kilpatrick moved correspondence dated May 31, 2013 from the City of Medicine Hat regarding Separate (Catholic) School Board Trustee Election October 21, 2013 be received for information. – Carried Unanimously.

Request from City of Medicine Hat
Re: Placement of Temporary Signage
for Automated Metering Program

B) Councillor Reimer moved correspondence received on July 9, 2013 from the City of Medicine Hat with regard to placement of temporary signage for Automated metering Program be received for information. Further that these temporary signs be allowed. – Carried.

Julene Foggin
Re: Concerns with Chlorinated water in
Pool

C) Councillor Kilpatrick moved correspondence received on June 12, 2013 from Julene Foggin regarding concerns with chlorinated water in Redcliff Aquatic Centre pool be received for information. - Carried Unanimously.

Cypress County Subdivision Application
13CY10 (Huber)

D) Councillor Crozier moved correspondence dated July 5, 2013 from Cypress County regarding Subdivision 13CY10 (Huber) be received for information. – Carried Unanimously.

Alberta Municipal Affairs
Re: Public Interest Disclosure Act
(PIDA)

E) Councillor Reimer moved correspondence dated June 28, 2013 from Alberta Municipal Affairs regarding Public Interest Disclosure (Whistleblower Protection) Act (PIDA) coming into force on June 1, 2013 be received for information. – Carried Unanimously.

Alberta Justice and Solicitor General
Re: Payment of \$244,704.00 for 2013-14 Municipal Policing Assistance Grant (MPAG)

F) Councillor Crozier moved correspondence dated June 24, 2013 from Alberta Justice and Solicitor General regarding payment of \$244,704.00 for the 2013-2014 Municipal Policing Assistance Grant (MPAG) being transferred electrically to the Town of Redcliff be received for information. – Carried Unanimously.

Redcliff Support Services Golf Tournament

G) Councillor Reimer moved correspondence from Redcliff Support Services regarding Redcliff Support Service Golf Tournament and request for sponsorship be received for information. – Carried Unanimously.

7. OTHER

Application for Land Use Amendment
Lot 39, Block 61, Plan 1310076 and
Lot 47, Block 34, Plan 1212279 to
change land use from H – Horticultural
to HC-RD Horticultural and Commercial
mixes Use Restricted District

A) Councillor Reimer moved to authorize Administration to prepare a Land Use Amendment bylaw to change the Land Use District for Lot 39, Block 61, Plan 1310076 and Lot 47, Block 34, Plan 1212279 from H – Horticultural to HC-RD Horticultural and Commercial Mixed Use Restricted District. – Carried Unanimously.

Bylaw 1755/2013 being a bylaw to
amend Bylaw 1698/2011 to amend the
Land Use District for Lot 39, Block 61,
Plan 1310076 and Lot 47, Block 34,
Plan 1212279 from H Horticultural to
HCRD Horticultural Commercial Mixes
Use Restricted District

i) Councillor Crozier moved Bylaw 1755/2013 being a bylaw to amend Bylaw 1698/2011 to amend the Land Use District for Lot 39, Block 61, Plan 1310076 and Lot 47, Block 34, Plan 1212279 from H Horticultural to HCRD Horticultural Commercial Mixes Use Restricted District be given first reading. – Carried Unanimously.

Redcliff/Cypress Regional Landfill
Graphs to May 31, 2013

B) Councillor Reimer moved the Redcliff/Cypress Regional Landfill Graphs to May 31, 2013 be received for information. – Carried Unanimously.

Municipal Manager's Report to Council
Re: June 24, 2013 & July 15, 2013

C) Councillor Reimer moved the Municipal Manager's Report to Council for June 24, 2013 and July 15, 2013 be received for information. – Carried Unanimously.

The Canadian Army Veterans
Motorcycle Units (C.A.V.)
Re: Highway of Heroes

D) Councillor Crozier moved that administration make an application to Alberta Transportation requesting permission to have the portion of the Trans-Canada Highway that runs through Redcliff renamed "Highway of Heroes". – Carried Unanimously.

Application for Encroachment Permit
Re: Lots 39-40, Block 4, Plan 3042 AV
(540 – 3rd Street SE)

E) Councillor Kilpatrick moved that the Encroachment Permit for Inge Bennie at 540 3rd Street S.E. (Lot 39-40, Block 4, Plan 3042AV) for encroachment of a fence as identified on Real Property Report dated September 21, 2013 be approved. Further that the Municipal Manager be authorized to sign the Encroachment Permit. – Carried Unanimously.

Landfill Tonnage Charges

F) Councillor Kilpatrick moved the memo from the Manager of Legislative and Land Services regarding Landfill Tonnage Charges be received for information. – Carried.

8. RECESS

Mayor Hazelaar called a recess at 9:12 p.m.

K. Minhas and D. Schaffer left at 9:12 p.m.

Mayor Hazelaar reconvened the meeting at 9:15 p.m.

9. IN CAMERA

In Camera

Councillor Crozier moved to meet In Camera to discuss a legal matter at 9:15 p.m. – Carried Unanimously.

Return to Open Session

Councillor Reimer moved to return to Open Session at 9:26 pm. – Carried Unanimously.

10. ADJOURNMENT

Adjournment

Councillor Kilpatrick moved to adjourn the meeting at 9:26 p.m. – Carried Unanimously.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, JULY 30, 2013 5:30 p.m.**

PRESENT:	Mayor Councillors	R. Hazelaar C. Brown, C. Crozier, E. Reimer, J. Steinke, E. Solberg (arrived at 5:31 pm)
	Municipal Manager Manager of Legislative and Land Services Director of Finance and Administration Public Services Director Manager of Engineering	D. Wolanski S. Simon R. Osmond D. Schaffer K. Minhas
ABSENT:	Councillor	D. Kilpatrick

1. GENERAL

Call to Order

A) Mayor Hazelaar called the special meeting to order at 5:30 p.m.

Adoption of Agenda

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

Non Statutory Public Hearing
Development Permit
Application 13-DP-048
Lot 1-3, Block 108, Plan 1117V
(102 4 Street NE)
Outreach School

C) Mayor Hazelaar called the Non Statutory Public Hearing to order at 5:31 p.m.

No one was in attendance to speak to the matter of Development Permit Application 13-DP-048. Manager of Legislative and Land Services advised she had received no written submission or inquiries regarding the application.

Mayor Hazelaar called the Non Statutory Public Hearing closed at 5:32 p.m.

2. OTHER

Development Permit
Application 13-DP-048
Lot 1-3, Block 108, Plan 1117V
(102 4 Street NE)
Outreach School

A) Councillor Brown moved Development Permit Application 13-DP-048 [Lot 1-3, Block 108, Plan 1117V (102 4 Street NE)] for an Outreach School be approved with the following conditions:

1. School bus loading and unloading zone be clearly identified.
2. Adequate exterior lighting for loading and unloading zone be installed to the satisfaction of the Development Officer.
3. Provision of six (6) onsite parking stalls and one (1) handicapped parking stall.

– Carried Unanimously.

Trail Repairs

Councillor Solberg moved the Town of Redcliff repair the shale trails damaged due to recent rainfall with the matching existing shale trails structure and approve a budget amount of \$22,750.00 with funding to come from the Operating Contingency Reserve. – Carried.

Municipal Inspection

Councillor Steinke moved to receive for information

1. Correspondence from Doug Griffiths, Minister of Alberta Municipal Affairs dated July 15, 2013; and regarding the Municipal Inspection Report
2. Ministerial Order No. L:112/13; and the
3. Town of Redcliff Municipal Inspection Report May 2013.

Further that as per Ministerial Order L:112/13 Directive No. 1 Administration publish the Town of Redcliff Municipal Inspection Report May 2013 on the town website upon receipt of a digital copy and further to provide printed copies of the report on request subject to the town's fees for photocopying. – Carried Unanimously.

Councillor Brown moved that due to a clerical error in the notice of a Non Statutory Public Hearing to adjacent landowners for Development Permit Application 13-DP-048 with regards to the time of the hearing that the member of the public be allowed to speak to the matter. – Carried Unanimously.

C. Quast asked for clarification and additional details on Development Permit Application 13-DP-047 including what an outreach school is, what is the timing of the project, what lighting is required, what type of renovations are being completed, and about the loading area. C. Quast indicated she had no objections to Development Permit Application 13-DP048 for an Outreach School.

3. ADJOURNMENT

Adjournment

Councillor Steinke moved adjournment of the Special Council meeting at 7:12 p.m. – Carried Unanimously.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE COMMITTEE OF THE WHOLE
MONDAY JULY 15, 2013, 5:30 P.M.
TOWN COUNCIL CHAMBERS**

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

Municipal Manager D. Wolanski
Director of Finance & R. Osmond
Administration
Public Services Director D. Schaffer
Executive Assistant C. Cranston

ABSENT: Councillors C. Brown, J. Steinke
Manager of Legislative and S. Simon
Land Services

1. GENERAL

A) CALL TO ORDER

Mayor Hazelaar called the meeting to order at 5:31 p.m.

B) ADOPTION OF AGENDA

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

2. MINUTES

Councillor Crozier moved the minutes of the Committee of the Whole meeting held June 10, 2013 be adopted as presented / amended. – Carried Unanimously.

3. OLD BUSINESS

A) D&D Oilfield Rentals Corp.

Re: Posting Signs on 9th Avenue SE to restrict parking on one side of Street

Councillor Kilpatrick moved the Town of Redcliff do nothing on 9th Ave from Main St to Mitchell St SE now and deal with the traffic movement concerns later when 9th Ave extension to Saamis Drive is constructed. Further, that Administration solicit feedback from residents related to restricting parking on the south side of 9th Ave and should there be overwhelming support for such restrictions bring the issue back to Committee for consideration – Carried Unanimously.

B) Recreational Vehicles Regulations

Councillor Solberg moved to bring forward a Land Use Bylaw and Traffic Bylaw amendments as discussed.

Concerns were expressed with the current timeline of 72 hours and the need to provide a clear regulation that is enforceable by the Bylaw Officer and to still permit a short timeframe for owners to stock and unpack their RV at their residence, but closing their opportunity to just move their RV every 72 hours.

Concerns were expressed with regard to the parking of RV's on the street, especially with the extension of the glides/slide-outs into the driving lane of the road and restricting pedestrian traffic on the sidewalk, both create safety concerns.

It was suggested regulating the front setback of all RVs to a minimum of .5m from the back of the adjacent side walk or curb where there is no sidewalk, while maintaining corner site lines in the Land Use Bylaw. It was further suggested that RV's should be parked on a hard surface, off of the street preferably on a sideyard of their residence as a lot of RV owners currently do. There were no concerns with sideyard setbacks or rearyard setbacks. Aesthetically parking across the whole front of the property or on the roadway was not desirable, but the question was raised regarding a property owner who has a hard surfaced curved driveway across the front of their home. It was the consensus that an amendment to the Traffic and Land Use Bylaw should include measures to ensure safety, aesthetics and setbacks from the sidewalks and/ or curbs while providing RV owners who do not have sufficient space on their property to park an RV on the street for a 24 hour period to load or unload their units.

– *Carried Unanimously.*

C) River Valley Water

Councillor Crozier moved that Administration prepare estimates and a Local Improvement Plan for providing treated water in the River Valley and bring back to a future Committee of the Whole meeting for consideration.

The Municipal Manager advised that he has spoken to the residents of River Valley regarding whether they would be interested in obtaining Town Water. Although they all wanted the Town water, depending on the costs, they still wanted to maintain using untreated river water for irrigation purposes on their property, which would require dual services. The residents further expressed interest in having fire hydrant(s) in the River Valley which would reduce their fire insurance annual premium significantly. Discussion ensued with regard to the costs and if a Local Improvement Bylaw would be supported to provide for potable water and fire hydrant service to the River Valley property owners. It was felt that there would likely be support with an annual levy over 20 years and there may even be some residents who would prepay their costs. Further discussion will be necessary to determine the process, engineering design, and any other additional costs that may be identified.

– *Carried Unanimously.*

D) Wastewater Evaluation Study

Councillor Solberg moved the Wastewater Evaluation Study be received for information. Further, that Administration include projects and recommendations into the MYCIP plan and budget to be brought forward to Council for consideration at a future meeting.

The Wastewater Evaluation Study summary was reviewed and it was the consensus that the Town of Redcliff could not consider proceeding with a 15 million dollar project at this time. It was suggested that the most critical areas be prioritized.

– *Carried Unanimously.*

4. ADJOURN

Councillor Kilpatrick moved the meeting be adjourned at 6.55 p.m. – Carried.

Chairman

Manager of Legislative and Land Services

AUG 15 2013

REDCLIFF PUBLIC LIBRARY BOARD

TOWN OF REDCLIFF

Minutes

May 28th, 2013 7:00 PMVision 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

Not in attendance: Brian Pattison, Tim Regan, Mark Adcock

Also attending: Tracy Weinrauch, Recording Secretary

Call to order: 7:05 pm

Additions/Deletions to Agenda: Add to new business: cancellation policy & Friends of the Redcliff Public Library Society raffle money. Add Shortgrass Financial Statement December 31, 2012 to correspondence.

Approval of Agenda: Val move to accept the agenda with changes. Dianne 2nd. All in favor. Carried.

Approval of Minutes for April meeting: Robin moved to accept the minutes. Brian 2nd. All in favor. Carried.

Financial Statements for April: Val moved to accept the financial statements. Brian 2nd. All in favor. Carried.

Accounts Payable: Brian moved to accept the accounts payable for information. Catharine 2nd. All in favor. Carried.

Librarian's Report: Attached. It was requested that staff record the number of people entering the library one week each month to get a more accurate number of people using everything the library has to offer, not just record the number of books being checked out. Tracy will bring the stats of people using the library from the last 3 years to the next meeting so a comparison can be made. Staff will save meeting room calendars to keep a history of local groups using the meeting room space.

Financial Report: A finance meeting will be coming up to discuss the recommendations for 2014 from the Personnel Committee.

Personnel Report: A meeting was held on May 15th and their recommendations were sent to the Finance Committee for consideration.

Needs Assessment Review: Nothing to report.

Policy Committee: Nothing to report.

IT Committee: Nothing to report.

Old & Unfinished Business: Memorial for Richard - Tabled

New Business: Board Photo – Tabled.

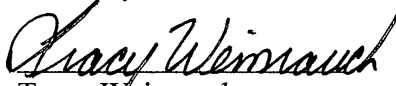
Redcliff Days Book Sale will be held on June 15th during Redcliff Days on 3rd Ave beside the post office. We will meet at the library on Friday, June 14th to load the truck for the sale and at 7:30 am on June 15th at 3rd Avenue to set up for the book sale. Drew Barnes will have a jumping castle set-up next to the library book sale so hopefully we sell even more books.

Due to an increase of no shows for meeting room bookings, Val made a motion to approve the following statement be included in the Grant Congdon Meeting Room Policy: A \$35.00 refundable deposit must be paid prior to use and will be returned when cancelled 24 hours prior to date of reservation or when room is used.

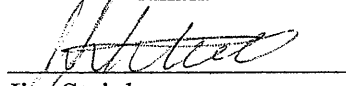
Next Regular meeting: June 25th, 2013 @ 7:00 pm.

Brian moved for adjournment at 8:10 pm.

Secretary


Tracy Weinrauch

Chair


Jim Steinke

Minutes for the Board of Directors Regular Meeting

Wednesday May 15, 2013 8:00 a.m. EDA Board Room

ATTENDED:

Jim Steinke
Jacqueline Penner

Randy Lehr
Ron Harty

Perry Deering
Janet Vas

Ron Edwards
Wayne Craven

REGRETS:

Keith Crush

Gordon Reynolds

STAFF:

Wendy Blackwell
Mary-Ann Smith

Nichola Kondra

1. Call to Order at 8:03 am

2. Adoption of Minutes for April , 2013

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

3. Financial Report

2013 expenses are looking good.

Motion to adopt the Financial Report: Wayne Craven. Seconded by: Perry Deering. Carried.

4. Executive Director Report

Attached report was reviewed.

New funding opportunities have been identified and have been referred on to the appropriate clients and to our points of contact at the council offices. One of these opportunities included a possible grant opportunity for the Monarch theatre; this was directed to the Executive Director at the CCDA.

- Under the new Agriculture Growing Forward 2 program there is a possibility of funding support to market Savour the Southeast, this is currently being explored further.

Staffing:

Staff worked with a Government of Alberta (GOA) facilitator to complete the final session of a team charter. The team charter will be presented as a completed document, by the EDA staff, at June's board meeting. The charter is aligned with the EDA strategic plan.

- The same GOA facilitator has been tentatively reserved to work with the EDA board of Directors on January 23rd, 2014 for a 1 day, strategic planning session.

The organization advertised for a full-time staff member at the end of April. Prior to advertising, the job title, the advertisement and job description was revamped to reflex the innovative and entrepreneurial culture of the organization. We received 11 applicants in total.

- Two interview panel members from external organization have been selected to assist with the recruiting process. (APEX & MHC)

Nichola Kondra, the EDA's Associate Director has been awarded the recognition of being named a Top 40 under 40 by the Medicine Hat News.

5. Committees & Projects Progress Reports

a. Associate Director Report:

This past month we had **4** Investment Attraction leads and assisted **21** businesses.

Following up from one of our meetings which took place earlier in the year. The American logistics company, who is working with the local wind farm, has re-connected and is interested in the possibility of having a storage facility in the Cypress County area. We have been able to locate the current land owners and have put them in contact with the Americans. Discussions are to begin this week.

We have been in contact with a large national tire manufacturing and servicing company who has expressed interest in possibly establishing an additional retail location. We are working with a local commercial realtor who is contriving a list and a site map of possible locations to meet the square footage requirements of the client.

We are working with a newly relocated contractor who is working on the transmission line. This new company has created 14 new jobs.

The Economic Outlook Summit (E-OS) currently has **four** confirmed speakers and **two** confirmed break-out sessions. Once the remaining speaker and break-out sessions have been confirmed we will begin bringing in our local partners to create a working group which will assist with the promotion, ticket sales, seeking sponsorships and coordination of the daily events.

b. Marketing & Communications:

The Economic Development Alliance of Southeast Alberta (EDA) & Shaw TV-Medicine Hat segments have been completed and can be viewed on the [EDA's YouTube Channel, click here.](#)

4 companies/producers were featured including: Mike's Meats, Premium Sausage, Red Hat Cooperative and Courtland Hill Farms

Savour the Southeast's Superstar Search Results:

We received over 16 submissions including both photos and videos.



Approximately 50 individuals were present at the Monarch Theatre on April 12, 2013 to see Zachary Smith and Brenden Leis, two 14 year old boys from Medicine Hat receive first place. Father Fred Monk from Bow Island took the runner-up prize. Father Fred donated his prize to the Bow Island Food Bank. The winners were profiled by various media outlets including: Medicine Hat News, CHAT TV and the Commentator.

(Ctrl + click the image to view the winning submission)

- *Video Entries* [Submissions can be viewed here](#)
- *Photo Entries* [Submissions can be viewed here](#)
- *News Release* [Superstar announced for Savour's contest. Runner-up donates prize to local food bank](#)

The submissions have received close to 500 views online.

We have been working with local companies on articles that will highlight some of the success stories we have in the region. 3 company features will be released at the end of the month, along with a piece on Bow Island and the investment attraction opportunities. Companies being featured are in various sectors including energy and agriculture.

c. Agriculture Committee:

Perry Deering has stepped back from the Ag Committee. Randy is looking at recruiting additional members for the fall, some potential new members have been identified.

d. Energy Committee Report:

Nichola has come up additional contacts for the Energy Committee. An operational plan is being built to develop the committee for the Fall of 2013.

6. Items for Immediate Discussion

Jacqueline Penner presented 2nd reading of the Draft of Policy on Polices. A few changes to be made and will be brought back to the next meeting for final reading.

Draft of Policy for Board Member's Code of Conduct, and Draft of Policy for Role of Board were reviewed, for finalization.

Motion was made to adopt Policy for Board Member's Code of Conduct and Policy for Role of Board: Moved by: Jacqueline Penner. Seconded by: Wayne Craven. Carried.

7. Correspondence -

Letter from Bruce Corraini resigning from the Energy Committee.

8. Chairman's Report –

Randy was at ABC Restuarant and inside the menu they have an insert that displays the Savour logo. It is very attractive addition to their menu.

Chamber will be holding a meeting on Economic Development strategies for the area tomorrow, May 16. Randy and Nichola will be attending this meeting. Strategies on Team Medicine Hat will presented at this time from the Chamber of Commerce.

9. New Business

- There will be a farewell party for Jacqueline Penner no May 31, 2013 from 2-4pm at the Medicine Hat College in the Courtyard area, further information to follow on this event.
- A letter was distributed on behalf of the Chamber of Commerce by Perry Deering regarding economic development and what the EDA is doing or not doing from the perspective of the Chamber. Two actions were proposed including a motion to dissolve and the Chamber ceasing to be an EDA shareholder.
EDA Board members were offended by the tone of the letter. Concerns were voiced that the letter was threatening in tone and that the Board was being given an ultimatum.

The Board of the EDA felt that there must be a lack of communication between the Chamber board representative sitting at the EDA board meetings and the Chamber board. The materials requested in the Chamber letter are readily available and have already been previously provided.

Perry Deering, the chamber representative suggested that the chairs of each board meet, Randy Lehr agreed.

Many questions were asked by board members and directed to the Chamber board representative, and no answers could be provided.

Some board members thought that this had been made personal, or that there was something that was not being stated by the Chamber.

Perry Deering stated, "The Chamber position is that they do not want the part of Economic Development. The Chamber is in the position of business advocacy."

The EDA board members also questioned why other economic development agencies, such as PEP, Community Futures, CCDA etc. were not asked by the Chamber to produce the same measurables and materials.

A formal letter will go out the Chamber in response and a request for an executive to executive board meeting.

- Wayne Craven request that the EDA send another letter to Lavar Payne, requesting an update on the BATUS situation at Suffield and an indication of the direction that the British Army is intending.
- Wayne Craven brought the boards attention that there may be an increase in rent for the space utilized by the EDA due to the increase in taxes. There is a clause in the rental agreement that allow such an increase. At this time we are not aware any increase, just that we may have to adjust the budget to reflect this possible change.

10. Round Table

No round table discussion occurred.

11. Adjournment 10:35 a.m.
Motion to Adjourn

NEXT BOARD MEETING: WEDNESDAY June 19, 2013
8:00 A.M.

**TOWN OF REDCLIFF
BYLAW NO. 1752/2013**

A BYLAW OF THE TOWN OF REDCLIFF TO ESTABLISH FEES, RATES AND CHARGES FOR GOODS AND SERVICES PROVIDED BY OR ON BEHALF OF THE TOWN OF REDCLIFF.

WHEREAS under the Municipal Government Act, a Municipal Council has broad authority to govern including authority to pass bylaws, respecting rates, fees and charges levied for goods and services provided by or on behalf of the Municipality;

AND WHEREAS the Council for the Town of Redcliff deems it desirable to establish fees, rates and charges for the various licenses, permits goods and other municipal services and facilities in a bylaw.

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

TITLE

1. This Bylaw may be cited as the Town of Redcliff Fees, Rates and Charges Bylaw.

INTERPRETATION

2. In this Bylaw, unless the context otherwise requires;
 - (a) "Council" means the Council for the Town.
 - (b) "Municipal Manager" means the Chief Administrative Officer for the Town;
 - (c) "Town" means the Municipal Corporation of the Town of Redcliff;

RATES, FEES AND CHARGES

3. The rates, fees and charges for municipal licenses, permits, goods and services are hereby established as identified in Schedule "A" which is attached to and forming a part of this bylaw and any applicable taxes shall be added to these rates at the point of sale.
4. All references made in any other Bylaw, Policy or Resolution of Council to the "Rates Policy" shall now be referred to this Fees, Rates and Charges Bylaw.
5. Prices in this Bylaw do not include GST, unless otherwise noted, which is additional if applicable and will be added by the Town of Redcliff when costs are paid.
6. That in the event that a rate is required for a good or service not identified in this bylaw. Council authorizes the Municipal Manager to establish a temporary rate, fee or charge until such a time as this bylaw is amended.

7. That at the discretion of the Municipal Manager rates charged to bona fide non-profit community organizations may be modified. Or when such an organization's planned activity generates significant interest, activity or participation in the Town, the Municipal Manager may waive the fees.
8. That if any provision of this bylaw is deemed invalid, then such provision shall be severed and the remaining bylaw shall be maintained
9. This Bylaw shall take effect on the date of third and final reading thereof.

READ a first time this 15th day of July, 2013.

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

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

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

MAYOR

MUNICIPAL SECRETARY

SCHEDULE "A"**ADMINISTRATION****STATIONARY TYPE SERVICES**

Photocopying	25¢ per copied side of any document.
Faxing - sending of fax	\$1.00 per page of document sent
- receiving of fax	25¢ per page of document received
Detailed Map of Redcliff	\$12.00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special sized maps	\$8.00 per sq. ft.
Specialized Scanning to CD-R (max 24" wide)	\$2.00 per page (\$10.00 minimum)
Books (e.g. Land Use Bylaw)	\$15.00 each

CONSTRUCTION STANDARDS AND DESIGN GUIDELINE

Construction Standards	\$35.00 each (GST included)
Design Guidelines	\$25.00 each (GST included)
Tender Documents	\$50.00 each (GST included)

**Special pricing may be used for exceptionally large document packages

SOUVENIR TYPE SERVICES

Souvenirs and public relation type products, such as pins, hats, sweatshirts, t-shirts, mugs, pens, crests, flags, etc. or other such goods for sale shall be available for sale at a price determined as follows:

Unit price plus 10%

Example: If the Unit Cost is \$27.55, the sale price is $\$27.55 + \$2.75 = \$30.30$

Any Redcliff based club or non-profit organization may purchase pins for public relations purposes at a cost of \$1.00 each. If the club or non-profit organizations wishes to purchase pins for resale they may do so at cost.

The **Municipal Manager** and /or **Council** may distribute pins as required for public relations purposes.

ENCROACHMENT PERMIT

Encroachment Permit \$100.00

TAX CERTIFICATE / COMPLIANCE CERTIFICATE

Tax Certificate \$34.00

Letter of Compliance \$60.00

ASSESSMENT COMPLAINT FEES

PROPERTY COMPLAINT CATEGORY	FEE
Residential Land with 3 or fewer dwelling units	\$30.00
Farmland	\$30.00
All other properties if assessed value is:	
Less than \$500,000.00	\$100.00
Greater than \$500,000.00 but less than \$5,000,000.00	\$200.00
Greater than \$5,000,000.00 but less than \$10,000,000.00	\$300.00
Greater than \$10,000,000.00	\$500.00

FIREWORKS IGNITION PERMIT

Permit Fee \$50.00 (non-refundable)

HIGH / WIDE LOAD MOVES PERMIT

Permit Fee: \$200.00

LAND USE BYLAW AMENDMENT

Application Fee \$650.00

SUBDIVISION

Application Fee \$350.00 plus \$100.00 for every additional lot created over and above the original lot

Subdivision Extension: 1st request for extension No charge
2nd and subsequent requests for extension \$175.00

Endorsement Fee \$100.00 per application

DEVELOPMENT PERMIT FEES**Residential**

Single Family Dwelling	\$100.00
Multi-Family Dwelling	\$100.00 + \$50.00/unit
Accessory buildings 10 m ² – 35 m ²	\$65.00
Accessory buildings greater than 35 m ²	\$100.00
Additions	\$100.00

Non-Residential

Commercial/Industrial/Horticultural/Institutional Buildings	\$200.00 + 10¢ / m ²
Accessory Buildings / Additions (Less than 100 m ²)	\$100.00
Other (Including: Home Occupations, Decks, Driveways, Demolition, Signs, Hot Tubs, Relocated Buildings, Permit to Stay, Others as Determined by Development Authority)	\$65.00
Discretionary Use – MPC – additional fee above regular application fee	\$75.00
Special MPC – additional fee above application and regular MPC Fee	\$150.00

WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES**Construction Damage Deposit**

Residential	\$1,000.00
Commercial/Industrial/Horticultural	\$2,000.00
<i>Note: A construction damage deposit is to be taken for development permits Issued for principal buildings, accessory buildings, additions, excavations and/or Demolition projects</i>	
Subdivision & Development Appeal Fee	\$100.00
Boulevard Development Application Fee	\$65.00
File Review (Environmental) Fee	\$75.00

COMMUNITY SERVICES

ELECTRONIC MESSAGE BOARD

Setup fee \$5.00

User fee \$5.00 per day

Town of Redcliff Not-for-Profit Community groups may book the electronic message board for one message per month for a maximum time period of up to 5 consecutive days duration, at no cost for setup fee or user fee. Not-for-Profit Groups may book additional ads each month; however setup and user fees will apply to any additional ad(s).

SWIMMING POOL

General Admission (GST included)

<u>Age</u>	<u>Day Pass</u>	<u>5 Pack</u>	<u>Season Pass</u>
Tiny Tot (0-5 years)	Free	Free	Free
Child (6-12 years)	\$3.75	\$15.00	\$50.00
Youth (13-17 years)	\$4.25	\$17.00	\$60.00
Adult (18-55 years)	\$5.00	\$20.00	\$70.00
Senior (56+ years)	\$4.50	\$18.00	\$63.00
Family	\$10.75	\$43.00	\$134.00

A family is considered to be parents and immediate children under 18 years of age. It does not include Grandparents, Cousins, Aunts or Uncles etc. as they should obtain their own pass.

LESSONS (GST included)

Red Cross Swim Level 1-10 \$31.00

Private lessons \$20.00/hr. or \$15.00/person for 2 – 3 people/hour

Swim Club \$20.00/hr. to cover cost of lifeguard on duty

The rate for other lesson programs such as Bronze Star, Bronze Medallion & Senior Resuscitation, Bronze Cross, Aqua Leaders, Etc. will be established by the Community Services Director on the basis of cost plus a 10% program administration.

CANCELLATION / WITHDRAWAL

5 Pack, or Season Passes. No Refunds

Withdrawal by Patron Prorated Refund less \$10.00 Administration Fee

Cancellation by Town Prorated Refund of Transfer

RENTALS (GST included)

1-29 people	\$50.00 per hour
30-74 people	\$75.00 per hour
75-150 people	\$100.00 per hour
Security Deposit	\$50.00 Refundable

ARENA (REC-TANGLE)

ICE RENTALS	May 1, 2012 April 30, 2013	May 1, 2013 April 30, 2014
Youth (17 and under)	\$52.00 / hour	\$55.00 / hour
Adult (non-prime time - before 4:00 p.m. – Monday-Friday)	\$70.00/ hour	\$74.00 / hour
Adult (prime time – weekends and after 4:00 p.m. weekdays)	\$88.00/ hour	\$93.00 / hour
Public Skating	Free *	Free *

MEETING ROOMS**ARENA**

Large Room (Full Day)	\$75.00
Security Deposit (Refundable)	\$150.00
Large Room (Hourly)	\$25.00
Security Deposit (Refundable)	\$50.00
Entire Building (No Ice, Full Day)	\$350.00
Security Deposit (Refundable)	\$300.00
Local Non-profit Community Groups (Backup Facility, Hours Used)	\$30.00

*Refer to separate policy for Redcliff Skating Club and Redcliff Minor Hockey Association.

SENIOR DROP IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs Conference Room (Daily)	\$15.00
(Weekly)	\$50.00

BALL DIAMONDS

Diamonds (Per Hour, Minimum 1.5 Hours)		\$4.50
Lights (Per Hour)		\$3.00
Tournaments (Per Diamond)	Day	\$80.00
	Weekend	\$120.00
Equipment & Maintenance Fee (Annual for Each Team in League)		\$5.00

BALL DIAMONDS CONCESSION

Non-Profit groups	Rental Rate (Per Day)	No Rental Fee
	Refundable Damage Deposit	\$100.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million
Profit groups	Rental Rate (Per Day)	\$50.00
	Refundable Damage Deposit	\$100.00
	Insurance Coverage Required (Must Provide Proof)	\$2 million

CAMPGROUND (GST INCLUDED)

Tent	\$20.00 per day
Camper, Trailer, Recreational Vehicles	\$25.00 per day

LIONS PARK KITCHEN COMPLEX

Not for Profit Groups	Rental Rate (Per Day)	No Rental Fee
	Refundable Damage Deposit	\$100.00
For Profit Groups	Rental Rate (Per Day)	\$50.00
	Refundable Damage Deposit	\$100.00

ALL FACILITIES KEY/COMBINATION LOCK DEPOSITS

Refundable Key Deposit	\$125.00
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PITCHING MACHINE

Redcliff Teams (Ladies & Little League)	\$5.00
All other groups	\$20.00
Refundable Security Deposit	\$20.00

PORTABLE SOUND SYSTEM

Daily Rental	No Charge
Security Deposit	\$100.00

PORTABLE STAGE

Daily Rental	No Charge
Security Deposit	\$500.00

MEALS ON WHEELS

Billed Cost per Meal	\$5.50
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HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2013)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$15.00	Less than \$20,700	Less than \$32,600
\$18.00	\$20,701 – \$25,100	\$32,601 – \$40,800
No Subsidy	Over \$25,000.	Over \$40,800

* Net Family Income

PUBLIC SERVICES**CEMETERY**

Plot	\$450.00
Cremation Plot	\$150.00
Columbarium Niche	\$800.00
Opening and Closing	\$450.00
Placing Urn	\$200.00
Columbarium Opening and Closing	\$200.00
Saturday Burial	\$340.00 (Additional)
Holiday Burial	\$340.00 (Additional)
After Hours Burial *	\$150.00 (Additional)
Children up to 6 years Opening and Closing	\$150.00
Setup of Tent	\$50.00

* After hours shall be any time after regular closing time for Public Services Department

Note: Graveliners are mandatory, and will be provided by the Town of Redcliff at cost as outlined in Cemetery Bylaw.

EQUIPMENT

Equipment for Custom Work	Rate per hour (Includes Operator)
Backhoe	\$90.00
Excavator	\$125.00
Excavator with hammer	\$170.00
3 Ton Truck	\$80.00
Tandem Truck	\$95.00
Grader	\$125.00
Sweeper	\$90.00
Sewer truck	\$100.00
½ Ton truck	\$45.00
Riding Mowers	\$50.00
Custom Services	\$35.00 plus cost
Skid Steer Loader	\$75.00
Small Equipment (mowers, pumps, etc.)	\$50.00
Laborer	\$45.00

LANDFILL (effective January 1, 2013)

General Fees

Up to 250 kg's (550 lbs.)	\$7.00
Over 250 kg's	\$31.00/1,000 kg's
Town of Redcliff & Cypress County *	\$15.50/ 1,000 kg's
Special Waste requiring Class 2 site	\$39.50 / 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

Minimum Flat Rates (apply during Power Outages)

Less than 1 (one) Ton vehicle	\$7.00(current minimum)
1 Ton vehicle	\$41.00
Over 1 Ton vehicle	\$46.00

Contract Haulers

Semi-Trailers	\$400.00
Front End Dumps	\$120.00
Roll off Containers	\$60.00

Other Rates

Surcharge for inadequately restrained loads	\$20.00
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Refrigeration and Air Conditioning Equipment without confirmation of ozone depleting substances removed	\$50.00 per unit
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* Garbage hauled on behalf of Cypress County will be charged at the rate for Cypress County, conditional to the bins being easily identifiable as Cypress County bins with their location. Billing for tonnage will be billed directly to Cypress County and not through the carrier.

** Based on approved equipment and manpower rates and any costs of materials and/or parts required to provide the extra handling, treatment or burial of wastes of an extraordinary nature.

*** Clean fill material must be suitable for cover material at the Landfill and will be accepted at the discretion of the Landfill Operator. The material must be free of concrete, asphalt, organics, liquids, hydrocarbons, or any hazardous material identified in the *Alberta Waste Control Regulation*.

WATER AND SEWER SERVICE INSTALLATIONS**BASE RATES****Water Service Only**

	1"	1½"	2"
Material Costs	\$1,150.00	\$1,775.00	\$2,400.00
Labour	\$1,900.00	\$1,900.00	\$1,900.00
TOTAL	\$3,050.00	\$3,675.00	\$4,300.00

4 Inch Sanitary Service Only

	4"
Material Costs	\$350.00
Labour	\$1,900.00
TOTAL	\$2,250.00

Water and 4 Inch Sanitary Service Installed Simultaneously

	1"	1½"	2"
Material Costs	\$1,475.00	\$2,125.00	\$2,775.00
Labour	\$2,275.00	\$2,275.00	\$2,275.00
TOTAL	\$3,750.00	\$4,400.00	\$5,050.00

Oversized Water and Sewer Services

The fee for the installation of any oversized water and sewer service will be determined at the time of request by the Public Services Department.

Storm Sewer Service

The fee for the installation of any storm sewer service will be established at the time of request and determined by the Public Services Department.

Residential/Commercial

Other costs; such as asphalt replacement, concrete replacement, or day lighting services to be determined at the time of request by the Public Services Department.

*** NOTE**

1. Rates are for installation of services during normal construction season. Costs for installing services during winter conditions will be established at the time of request and determined by the Public Services Department.
2. Material and labour costs for water and sewer service installations exceeding the sizes stipulated herein (whereas such service has been approved by **Council**) shall be based on actual costs plus 10%.

SANITARY SEWER CONNECTION FEE

An additional sanitary sewer connection fee is to be charged to the following properties for installation of sanitary sewer main on a portion of 4th Street NE. No local improvement bylaw was undertaken as a result of property owners not wanting the cost allocated to their property taxes as a local improvement tax.

• Lot 44, Block 107, Plan 8210827	\$2,941.04
• Lot 45, Block 107, Plan 8210827	\$2,789.44
• Lot 41, Block 108, Plan 8210827	\$2,248.68
• Lots 17-20, Block 108, Plan 1117V	\$3,032.00
• Lots 11-16, Block 108, Plan 1117V	\$4,548.00

FIRE DEPARTMENT

Inspection Services

Regular Program Inspections (Original and Follow-up) (Scheduled per QMP)	No Charge
Non-Regular Program Inspections (Original and Follow-up) (Daycares occupancy, loans, etc.)	\$30.00
Third and subsequent Inspections (When required by Inspector)	\$50.00

Cypress County

As per current fire agreement between Town of Redcliff and Cypress County

Equipment and Material Fees

Pumper Unit (includes 3 men)	\$400.00/ hour*
Rescue Unit (includes 2 men)	\$400.00/ hour*
Prairie Fire Truck (4x4 Ton with 2 men)	\$400.00/ hour*
Firefighters	At Cost*
Materials Used	Replacement Cost
Special Equipment	Cost plus 10%
Administration Fee	\$25.00

Documentation Requests

Fire reports	\$25.00 each
Photographs	\$10.00 per print
Inspection report	\$25.00 each

**BYLAW NO. 1754/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF REGULATING AND CONTROLLING THE OPERATION OF THE CEMETERY IN THE TOWN OF REDCLIFF.

WHEREAS the Council of the Town of Redcliff wishes to regulate and control the operation of the *Cemetery* in the Town of Redcliff for the purpose of the burial of human remains and cremated remains; and

WHEREAS the Cemeteries Act authorizes the Council to regulate and control the operation of a Cemetery;

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

TITLE

1. This Bylaw shall be known as the "Cemetery Bylaw"

INTERPRETATION AND DEFINITIONS

2. In this Bylaw the following terms shall have the following meaning:

- a) "*Act*" means the Cemeteries Act and all regulations thereto
- b) "block" means any number of adjoining lots.
- c) "cemetery" means land operated by and under the control of the Town which is set aside for, or used as a place for Interment of the dead or in which remains and cremated remains have been buried;
- d) "Columbarium" means a place for the respectful storage of urns holding a deceased person's cremated remains. A columbarium situated in the Redcliff Cemetery shall be considered for administrative purposes to be part of the cemetery;
- e) "Council" the Municipal Council of the Town;
- f) "cremation plot" means
 - i. A single grave site an area the size of four feet wide by three feet 4 inches long (4' x 3' 4")
 - ii. a single niche in the columbarium being the size of approximately 12" x 12" x 16";
- g) "cremated remains" means the cremated remains of a dead human body;
- h) "deed" means the receipt, issued by the Town, confirming the cost to purchase a Plot(s) in the Cemetery has been paid;
- i) "Director" means the person responsible for maintaining the records for the cemetery and directing the Town work force in the Public Services Department or his their designate;

- j) "Director of Finance and Administration" means the person responsible for the financial records and processes of the Town;
- k) "Field of Honour" means the area of the Cemetery reserved for burial of former members of His/Her Majesty's Armed Forces;
- l) "interment" means the placing of remains or cremated remains.
- m) "licensee" means a person that acquires burial rights for one or more Plot(s) within the Cemetery;
- n) "lot" shall mean an area encompassing three (3) single grave sites (plots) or nine (9) cremation sites (cremation plots).
- o) "marker" means a temporary locating device to indicate location of grave until a Monument is installed;
- p) "monument" means any structure in the Cemetery constructed on any grave for memorial purpose including flat Monuments, above ground Monuments such as tombstones, headstones or other items of memorial;
- q) "niche" means a compartment in a columbarium approximately 12 inches x 12 inches in which a maximum of 2 urns may be inserted;
- r) "person" means any individual or a firm or a corporation;
- s) "plot" means
 - i. a single grave site in phase one being a size of three feet four inches wide by ten feet long (3' 4" x 10');
 - ii. A single grave site in phase two being a size of four feet wide by ten feet long (4' x 10');
- t) "remains" means a dead human body, referred to as a corpse, but does not include cremated remains;
- u) "Town" means the Municipal Corporation of the Town of Redcliff;
- v) "undertaker" means any registered or licensed embalmer or mortician or any other Person authorized by Province of Alberta statute to inter deceased Person(s);
- w) "veteran" means a member or former member of His/Her Majesty's Armed Forces; and may include a member as described in the War Veterans Allowance Act;
- x) "working day" means any day Monday through Friday (during normal working hours of the Public Services Department of the *Town* of Redcliff) except where a Statutory Holiday or Civic Holiday falls on any one of those days.

LOCATION

3. The following land is hereby established and set apart for the sole purpose of a public Cemetery to be known as Redcliff Cemetery:

Lot 13, Block 1, Plan 0010742

Note: These lands are included in the amended Final Certificate of Approval dated May 3, 2000 granted by the Province of Alberta

4. Subdivision of the Cemetery is as shown in Appendix D attached hereto with the special zones highlighted as follows:
 - a) Phase One
 - b) Phase Two
 - c) Field of Honour
 - d) Cremation Plots
 - e) Columbarium

ADMINISTRATION AND DUTIES

5. All powers granted to the Director shall be subject to the supervision of the Municipal Manager.
6. The Director shall supervise and direct all maintenance and operations of the Cemetery.
7. The Director of Finance and Administration shall ensure a correct accounting for all monies received and expended in connection with the operation of the Cemetery is maintained and shall keep record describing any Licensee, recording (including date) the sale or transfer of every Plot, and maintain a record of all the burials and such other records as may be required from time to time.
8. The Director shall in the event of any dispute, have final authority to approve location of remains or cremated remains interred in the Cemetery.

REGULATION OF PLOTS

9. Sale of Plots
 - a) Council is hereby empowered and authorized to establish the charges to be made for grave Plot(s) in the Redcliff Cemetery and any other charges as deemed necessary, including opening/closing costs but not to include the maintenance, placing or removal of tombstones or grave Marker(s). Fees and charges shall be those appearing in the Town of Redcliff Fees, Rates and Charges Bylaw.
 - b) The Town being a municipality is not required by the *Act* to establish a fund for perpetual care.
 - c) Reservations
 - i. At the time a Plot(s) is/are reserved, all applicable fees and charges shall be collected. The fees for opening and closing charges shall be collected at the time of burial. (Appendix A)
 - ii. The Town reserves the right to limit the number of Plots reserved to any one person to three plots.
 - d) No Plot(s) in the Cemetery may be transferred to any other individual, but must be returned to Town who shall compensate the purchaser or beneficiary at the rate of current established price for a Plot less a 10% administration fee. No transactions between the Town and any Licensee intended to convey burial rights shall be valid unless authorized in writing on the form "Authorization to Convey Burial Rights" as per Appendix "C" of this Bylaw.

- e) Those Persons owning Plot(s) in the Cemetery shall not allow any Interment of remains or cremated remains in a Plot(s) for remuneration.
- f) It is a condition of every Deed in the Cemetery that the Licensee expressly waives any claim arising by reason of any error or improper description of any burial Plot(s). The Town undertakes that it will attempt insofar as is reasonably possible to avoid such errors but its liability, in case of error, shall only extend to a refund of any money paid to the Town for a Plot(s) and an undertaking to make an equivalent quality of Plot(s) available in lieu of those originally allocated.
- g) When a Plot becomes vacant by removal of the remains or cremated remains therein, the land may revert to the Town, if at the Licensee's request and approved by the Director, the Town will in such case rebate the current purchase price less a 10% administration fee, however the Town is not required to repurchase said Plot.
- h) Lists of recent Interments, etc. shall not be given to any commercial establishment, employee or agent thereof.

10. Interments of Remains and Cremated remains

- a) No Person shall bury any remains and / or cremated remains in the Town Cemetery until such Person has complied with all applicable legislation.
- b) Applications for Interment must be made to the Director, in the form attached hereto as Appendix 'B'.
- c) Applications must be made at least two Working days in advance of the time established for the burial. This notification may be waived at the discretion of the Director.
- d) The Director must be in receipt of one copy of the Burial Permit before he shall allow an interment of remains to proceed.
- e) Locating and digging of graves shall be the responsibility of Director.
- f) Burial rights in Plot(s) in the Cemetery shall be sold upon payment by the Licensee of all required fees and charges.
- g) Burial rights, and burials will be subject to and conducted in accordance with the rules and regulations of the Town.
- h) Every Licensee obtaining a Plot(s) in a Cemetery shall be held responsible for the cost thereof and for all charges in connection therewith including disinterment or removal of a remains or cremated remains when requested by a Licensee. Any Person signing an order for Interment will be held responsible for all charges in connection with such Interment. Such Persons shall, in addition be held responsible for compliance with the regulations governing erection of Monument(s) applicable to that part of the Cemetery where the Interment is made.
- i) The Town will provide and supply a grave liner for the purpose of burial of remains meeting the Directors required specifications. The grave liners will be provided by the Town at cost and shall be placed in each grave. Exceptions shall only be made at the discretion of the Director, in situations where it is not physically possible to install a grave liner.

Upon request, other grave liners not currently specified by the Town may be considered, pending the approval by the Director.

- j) Upon the request of the applicant and at the discretion of the Director the Town will erect a three walled tent for sheltering the grave site during burial services. The fee for this service will be at the rate established by the Town Fees, Rates and Charges Bylaw.
- k) Undertakers shall make their own arrangements for the placing of mats, wreaths, flowers, etc. around the grave.
- l) The remains of no more than one body shall be buried in a regular sized Plot except:
 - i. A mother/father and her/his infant child when both are in the same casket or coffin; or
 - ii. In a double depth grave which will accommodate the remains of two bodies in separate caskets at the same time or different times in such a manner that one casket is placed immediately above the other.

There shall be a minimum of nine tenths (.9) metres of earth placed over the upper casket, or in the event of a grave liner, six tenths (.6) metres;
 - iii. Cremated remains up to a maximum of two (2) containers per Cremation Plot, or in the case of a regular Plot a maximum of six (6) containers. There shall be a minimum of one half (1/2) metre and a maximum of 1 metre of earth placed over each container;
 - iv. Cremated remains up to a maximum of two (2) containers per columbarium niche.
- m) If an individual wishes to inter remains in a Plot not owned by him/her, he/she shall obtain a letter of permission from the owner of the Plot in which such Interment is to be made, or from the legal representative of the owner of such Plot. This letter of permission shall be in the exact form as shown on Appendix "C", attached to and forming part of this Bylaw, and provided to the Director for filing with the applicable records.

11. Scattering of Cremated remains

- a) Cremated remains may be scattered as follows:
 - i. Redcliff allows the scattering of cremated remains in parks and golf courses. Permission is required from the Director and restrictions may be placed as to time and location.
 - ii. The Town of Redcliff has no authority in regards to the scattering of cremated remains on private, provincial or federal lands. Permission and information must be sought from the applicable authority.

12. Disinterment's

- a) No Person shall disinter or remove remains from any Plot without first producing a written order from the owner of such Plot and a permit for such disinterment or removal as issued in accordance with the *Act*. No permit is required for disinterment of cremated remains. However authorization must be obtained from the Director.
- b) In case of disinterment for re-interment in another Plot in the Cemetery, or burial to a greater depth, the excavation shall be done by the Public Services Department of the Town, as authorized by the Director. The charge for such disinterment will be the fee as established in Town of Redcliff Fees, Rates and Charges Bylaw, based on the estimated use of labour and equipment.
- c) In case of disinterment of remains or cremated remains in the Cemetery for re-interment in another Cemetery, the excavation shall be done by the Public Services Department of the Town, as authorized by the Director. The charge for such disinterment will be the fee as established in Town of Redcliff Fees, Rates and Charges Bylaw, based on the estimated use of labour and equipment.

13. Monuments

- a) The Licensee of each Plot shall have the right to erect thereon a Monument subject to permission and approval being first obtained from the Director. To obtain permission, a sketch of the proposed Monument indicating the height, size of base and inscription must be presented.
- b) No Licensee may erect upon any Plot any Monument while any charges in connection therewith are due and owing to the Town.

Only one Monument will be allowed on each burial Plot, with the exception of the Field of Honour, where in addition to a headstone, a foot stone may be placed (See Sec. 13 (d)(vii).

- c) Type and Size of Monument(s).
 - i. Marker(s) for graves shall be of the type approved by the Director and shall be installed as directed by the Director.
 - ii. The base of Monument(s) must be at least 15 cm wider than the widest portion of the stone, and of sufficient depth to support the weight being imposed thereon. In no case may the base be of lesser than six inches of concrete on top of gravel or stone.
 - iii. all Monument(s) must be of granite, marble or limestone bronze. No Monument(s) or covers shall be constructed unless same is professionally finished and adequately reinforced and approved by the Director.
 - iv. no Monument(s) shall be constructed of plastic or fibre glass material.
 - v. maximum height of any Monument(s) shall not be greater than one (1) metre.
 - vi. full length grave covers shall not be allowed.
 - vii. All Field of Honour Monuments shall be constructed of stanstead grey granite with all steeled or smooth finish. Upright headstone monuments are to have an

oval top. Monuments may not be set on a granite or marble base/plinth but must be set in a concrete foundation as per Section 13 (d)(ii). Field of Honour footstones must be flush mounted in a concrete foundation projected 3" on all sides of the monument.

Maximum size of Field of Honour Monument (including rough edge)

<u>Height</u>	<u>Length</u>		<u>Width</u>	
Field of Honour (upright headstone)	15"	x	3"	x 39"
Field of Honour (flat footstone)	24"	x	14"	

d) Placement of Monuments

- i. all Monument(s) must be placed
 - a) at the head of the Plot, this will be west end of all Plots with the exception of Section 13 (d)(vii) where footstones may be placed;
 - b) placement of approved Monument(s) shall be made by the Licensee under the direction of the Director;
 - c) replacement of any Monument(s) accidentally or mistakenly moved may be done as directed by the Director.
- ii. Licensees will be responsible for removal of all earth or masonry litter accumulated in improving any Plot, such material are to be removed as directed by the Director.
- iii. All work to erect monuments must be performed in such a manner to reduce the potential for damage to the surrounding landscape and other gravesites or monuments.

f) Maintenance of Monuments

- i. should any Monument(s) placed or erected in the Cemetery be in a state of disrepair, in the opinion of the Director, the Director shall issue a notice in writing to the Licensee, at his last know address, to have the structure repaired to a state acceptable to the Director. If the repairs to the Monument(s) are not done to the satisfaction of the Director by the date established by the Director, the said owner or his agent shall be requested to remove the Monument(s) from the Cemetery.
- ii. the Town will not be responsible for any damage which may be caused in any way whatsoever to any improvement or Monument(s) design placed in the Cemetery.

14. Maintenance

- a) To ensure neatness and preserve the beauty of the Cemetery the Director shall have supervision of:
 - i. wreaths, flowers, other removable memento's and objects placed upon graves and any stand, holder or receptacle for these items;

- ii. any trees, shrubs, plants, grass or any other article or growing thing situated on any part of the Cemetery;

and should in the opinion of the Director it be necessary or desirable to remove same from the Cemetery the Director shall be authorized to remove any item. If the article removed is the property of an individual known to the Director and the Director considers the removed article to have any value, the Director shall send notification to the Licensee to call forthwith and remove said item. Should the owner of the item not call at Public Services Department during working hours and request the removed item within 15 Working Days the Director may dispose of the item as he deems appropriate.

- b) No shrubs, trees or flowers may be planted in any part of the Cemetery other than those planted under the authorization of the Director.

15. Columbarium Niche Memorialization

- a) Engraving directly on the granite face plate of the niche is the only method to be used for memorialization.
- b) No plaques, vases or similar material may be attached to the columbarium in any manner.
- c) Niches can not be sold back to the Town of Redcliff once the engraving has commenced.
- d) Engraving shall be completed by a qualified contractor in the font size and style consistent to all columbarium niches and as approved by the Public Services Director.
- e) Personalized messages engraved on niches must be in good taste and not considered offensive.
- f) Costs for engraving and any future maintenance to the niche face plate are the sole responsibility of the licensee of the niche plot.
- g) Only one granite face plate is available for each niche. Additional granite face plates are not available for future engraving changes.

FIELD OF HONOUR

- 16. From the date of the enactment of this Bylaw a spouse of a veteran may be buried in the Field of Honour conditional to:
 - a) The veteran's spouse shall be interred in the same Plot as the Veteran. The Veteran is the one full interment (or cremated remains) allowed. They can be accompanied by one cremated remains – those of the spouse.
 - b) If the spouse of a veteran is buried in the cemetery, and at sometime thereafter the veteran decides not to be buried in this cemetery, the veteran or the veteran's estate will be responsible for and bear the expense of removing the cremated remains of the spouse from the cemetery prior to the date determined by the Town of Redcliff. Should the spouse be interred prior to the veteran, the veteran will be required to sign a prepared form acknowledging their acceptance of the terms in Section 6-4 16.
- 17. All Monuments to be located in the Field of Honour will be as per regulations established

under Section 13 of this Bylaw.

18. There shall be no charge for Plots in the Field of Honour section of the Redcliff Cemetery or for use of the tent, if requested, when weather is favourable, however the charges for Opening and Closing, Saturday Burial, Holiday Burial or After Hour Burial are still applicable and shall be at the rates established in the Town of Redcliff Fees Rates and Charges Bylaw.

MEMORIAL BENCHES

19. Provision of Benches

- a) Memorial benches may be installed in the Cemetery to commemorate the loss of a friend or family member.
- b) The quantity and location of bench sties will be determined by the Director and shall be identified as per "Appendix D" as attached.

20. Application and costs

- a) Persons requesting to have a memorial bench installed at the Cemetery shall make application to the Director on "Appendix E" Memorial Bench Program Application Form.
- b) All costs associated with the purchase and installation of the bench shall be the responsibility of the applicant. Payment in full will be required at time of application.

21. Bench Construction, Installation, and Maintenance

- a) The type, size, and construction of the bench shall be specified by the Director
- b) Arrangement for purchase and installation of the benches will be the responsibility of the Town of Redcliff.
- c) The Town of Redcliff will assume perpetual maintenance costs for the bench.

VIOLATION AND SEVERABILITY

22. A Person who:

- a) wilfully destroys, mutilates, defaces, injures or removes a tomb, monument, gravestone or other structure placed in a cemetery, or a fence, railing or other work for protection or ornament of a cemetery or of a tomb, monument, gravestone or other structure or a cemetery lot within a cemetery,
- b) wilfully destroys, cuts, breaks or injures any tree, shrub or plant in a cemetery,
- c) discharges firearms in a cemetery, except at a military funeral,
- d) wilfully and unlawfully disturbs person assembled for the purpose of burying body remains or cremated remains in a cemetery, or
- e) commits a nuisance in a cemetery

is guilty of an offence and is liable to a fine of not less than Five Hundred Dollars (\$500.00) and not more than One Hundred Thousand Dollars (\$100,000.00) and in default judgement may be obtained by the Town.

23. Should any clause of this Bylaw be found to be unlawful or illegal it shall be deemed removed and the remainder of the Bylaw shall remain in effect.
24. Should penalties be considered as provided for in this Bylaw, consideration should be given to enforcement under the *Act*.

EFFECTIVE DATE

25. This Bylaw shall come into force on the date of its third and final reading.

REPEAL OF BYLAWS

26. Bylaw No. 1674/2010 is hereby repealed.

READ a first time this 15th day of July, 2013.

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

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

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

MAYOR (C.E.O.)

MANAGER OF LEGISLATIVE AND LAND
SERVICES

APPENDIX "A"
TOWN OF REDCLIFF BYLAW NO. 1754/2013 (CEMETERY BYLAW)

APPLICATION FOR PURCHASE OF PLOT

DATE: _____

**PURCHASERS
NAME:** _____

ADDRESS: _____

PHONE: () _____

NEXT OF KIN: _____

LICENCEE: _____
(Shall be the purchaser unless otherwise assigned)

ADDRESS: _____

PHONE: () _____

SIGNATURE: _____

Town of Redcliff Office Use Only

Block: _____

Lot: _____

Plot: _____

Plot Cost: _____

Receipt No. _____

Date: _____

Signature: _____

APPENDIX "B"
TOWN OF REDCLIFF BYLAW NO. 1754/2013 (CEMETERY BYLAW)
Section 9 (b)

APPLICATION FOR INTERMENT

DATE: _____

NAME OF DECEASED: _____

AGE OF DECEASED: _____ DATE OF DEATH: _____

FUNERAL DIRECTOR: _____

DATE & TIME OF FUNERAL _____

INTERMENT LOCATION: Block _____ Lot _____ Plot _____

CASKET OR CREMATION: _____ GRAVE LINER OR VAULT: _____

PURCHASER NAME(s): _____

ORGANIZATION (if any): _____

SIGNATURE: _____

Town of Redcliff Office Use Only

INVOICE: Yes ☐ No ☐

(if yes - billing address) _____

OPENING/CLOSING COSTS: \$

PLOT COST: \$

OTHER CHARGES: \$

RECEIPT #

COMMENTS: _____

Signature: _____

APPENDIX "C"
TOWN OF REDCLIFF BYLAW NO. 1754/2013 (CEMETERY BYLAW)
Section 8 (d)

AUTHORIZATION TO CONVEY BURIAL RIGHTS

I, _____ being the licensee of Plot _____, Lot _____, Block _____
(print name)

do hereby authorize the interment in said Plot _____, Lot _____, Block _____ ,
the body or remains of _____.
(name of body to be interred)

Dated at Redcliff in the Province of Alberta _____ day of _____, _____.

SIGNED by the above named in _____)
presence of: _____)

_____)
_____)

Signature of witness

licensee

Signature of

CANADA) I,
PROVINCE OF ALBERTA) of the _____ of
TO WIT:) in the Province of Alberta,
make oath and say:

1. THAT I was personally present and did see _____ named in the within Instrument who is personally known to me to be the person named therein, duly sign and execute the same for the purpose named therein;
2. THAT the same was executed at the Town of Redcliff in the Province of Alberta, and that I am the subscribing witness thereto;
3. THAT I know the said _____ and he is in my belief of the full age of eighteen years.

SWORN before me at the Town _____)
of Redcliff in the Province of Alberta)
this _____ day of _____ A.D., _____.)

(witness to sign)

A COMMISSIONER FOR OATHS IN AND FOR THE
PROVINCE OF ALBERTA -

My commission expires

APPENDIX “D”



APPENDIX "E"
TOWN OF REDCLIFF BYLAW NO. 1754/2013 (CEMETERY BYLAW)

MEMORIAL BENCH PROGRAM APPLICATION

DATE: _____

PURCHASERS NAME: _____

ADDRESS: _____

PHONE: _____

COMMEMORATION FOR: _____

PLAQUE INSCRIPTION: _____

COST: _____

SIGNATURE: _____

COMMENTS: _____

APPENDIX "F"
TOWN OF REDCLIFF BYLAW NO. 1754/2013 (CEMETERY BYLAW)
Section 15

**FIELD OF HONOR
ACKNOWLEDGEMENT OF INTERMENT / BURIAL RIGHTS**

As Licensee of Block _____, Lot _____, Plot _____ in the Field of Honour of the Redcliff Cemetery, I acknowledge that I have received, read and understand the terms in Section 16 of the Town of Redcliff Cemetery Bylaw No. 1754/2013. Further that I accept the terms in Section 16 of the Town of Redcliff Cemetery Bylaw No. 1754/2013 in respect to interment and burial privileges of the Veteran and/or spouse.

Dated at Redcliff in the Province of Alberta _____ day of _____, _____.

SIGNED by the above named in)
presence of:)

Signature of witness

Signature of licensee

CANADA)
PROVINCE OF ALBERTA)
TO WIT:)

I, _____
of the _____ of _____
in the Province of Alberta, make oath and say:

1. THAT I was personally present and did see _____ named in the within Instrument who is personally known to me to be the person named therein, duly sign and execute the same for the purpose named therein;
2. THAT the same was executed at the Town of Redcliff in the Province of Alberta, and that I am the subscribing witness thereto;
3. THAT I know the said _____ and he is in my belief of the full age of eighteen years.

SWORN before me at the Town)
of Redcliff in the Province of Alberta)
this ____ day of _____ A.D., _____.)

(witness to sign)

A COMMISSIONER FOR OATHS IN AND FOR THE
PROVINCE OF ALBERTA -

My commission expires

**BYLAW NO. 1755/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

WHEREAS the lands described as

Legal Description

Lot 39, Block 61, Plan 1310076

Civic Address

105 6 Street SW

(herein referred to as "Subject Land A", is presently designated H Horticultural District and HC-RD Horticultural and Commercial Mixes Use Restricted District under the Town of Redcliff Land Use Bylaw;

and

Legal Description

Lot 47, Block 34, Plan 1212279

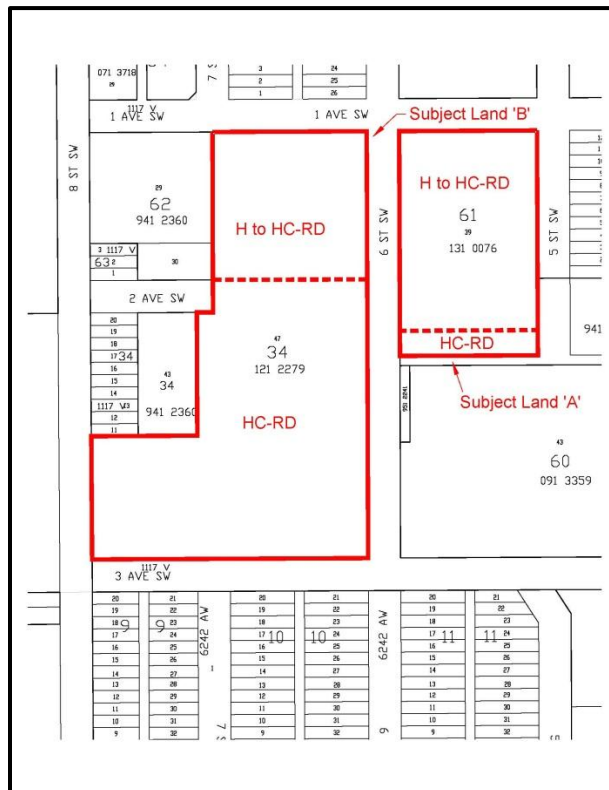
Civic Address

221 8 Street SW

(herein referred to as "Subject Land B"), is presently designated H Horticultural District and HC-RD Horticultural and Commercial Mixes Use Restricted District; under the Town of Redcliff Land Use Bylaw;

AND WHEREAS certain lands were recently consolidated which created parcels with more than one land use designation and it is appropriate to have one land use designation per parcel;

AND WHEREAS it is proposed that 'Subject Land A' and 'Subject Land B' be designated HC-RD Horticultural and Commercial Mixed Use Restricted District. 'Subject Land A' and 'Subject Land B' are located as indicated on the following map.



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

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

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1755/2013.
2. The land described as

<u>Legal Description</u>	<u>Civic Address</u>
Lot 39, Block 61, Plan 1310076	105 6 Street SW
Lot 47, Block 34, Plan 1212279	221 8 Street SW

is hereby designated HC-RD Horticultural and Commercial Mixed Use Restricted District.

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

READ a first time the 15th day of July, 2013.

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

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

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

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 19, 2013

PROPOSED BY: Robert Osmond, Director of Finance & Administration

TOPIC: Assessment Services

PROPOSAL: To consider proposals for the supply and delivery of assessment services

BACKGROUND:

A Request for Proposal (RFP) Assessment Services was issued July 12, 2013 with a closing date of August 2, 2013 at 4:30 pm. The RFP was advertised on the website, as well as on the provincial tender system, Alberta Purchasing Connection. The only response received was from the incumbent Assessment contractor, Benchmark Assessment Consultants Inc. For the taxation year January 1, 2012 to December 31, 2012 the rate charged for assessment services was \$20.00 per parcel.

OPTIONS:

1. To direct Administration to sign a contract with Benchmark Assessment Consultants Inc. for the property tax years January 1, 2013 to December 31, 2015 at the rates specified below:

July 2013 – June 2014	\$21.00 per parcel
July 2014 – June 2015	\$22.00 per parcel
July 2015 – June 2016	\$23.00 per parcel
2. To direct Administration to negotiate an extension of the current contract with Benchmark Assessment Consultants Inc. for a year and reissue the RFP in the spring of 2014.
3. To direct Administration to reissue the RFP immediately.

RECOMMENDATION:

That Council considers Option #1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff have Administration sign a contract with Benchmark Assessment Consultants Inc. for the property tax years January 1, 2013 to December 31, 2015 at the rates specified below:

July 2013 – June 2014	\$21.00 per parcel
July 2014 – June 2015	\$22.00 per parcel
July 2015 – June 2016	\$23.00 per parcel
1. Councillor _____ moved that the Town of Redcliff have Administration negotiate an extension of the current contract with Benchmark Assessment Consultants Inc. for a year. Further, direct administration to reissue the Request for Proposal – Assessment

Services in 2014.

2. Councillor _____ moved that the Town of Redcliff direct Administration to reissue the Request for Proposal – Assessment Services immediately.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2013.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 19, 2013

PROPOSED BY: Robert Osmond, Director of Finance & Administration

TOPIC: Request to reverse penalty

PROPOSAL: To consider a request to reverse penalty

BACKGROUND:

A request to reverse penalty of \$1,353.86 levied July 1, 2013 on unpaid property taxes was received by email on July 23, 2013 from Canyon Technical Services Ltd. Property tax payments were due June 28, 2013. The property tax payment from Canyon Technical Services Ltd. was received on July 11, 2013. A copy of the request from Canyon Technical Services Ltd. is attached.

OPTIONS:


1. To direct Administration to reverse the penalty of \$1,353.86 levied July 1, 2013 on Tax Roll 0229500 – Lot 13, Block 1, Plan 0411924.
2. To direct Administration to leave unchanged the penalty of \$1,353.86 levied July 1, 2013 on Tax Roll 0229500 – Lot 13, Block 1, Plan 0411924.

RECOMMENDATION:

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff reverse the penalty of \$1,353.86 levied July 1, 2013 on Tax Roll 0229500 Lot 13, Block 1, Plan 0411924.
2. Councillor _____ moved that the Town of Redcliff leave unchanged the penalty of \$1,353.86 levied July 1, 2013 on Tax Roll 0229500 Lot 13, Block 1, Plan 0411924.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2013.



Town of Redcliff Council

Jul 22, 2013

P.O. Box 40
Redcliff, Alberta
T0J 2P0

Attention: Mayor
RE: Roll# 0229500

I am writing to appeal your decision to charge penalty # PTPEN00000044 in the amount of \$1,353.86 for late payment of 2400-South Highway Dr. SE property taxes. Canyon Technical Services Ltd has a history of prompt payments to the Town of Redcliff but experienced extenuating circumstances at the end of June that caused this particular payment to be delayed.

Canyon's business was evacuated on June 21, 2013 due to the flood waters that invaded downtown Calgary and employees were not allowed back into the building until June 28th, 2013. Unfortunately, the property tax invoice was only partially processed at that time (though it had been scheduled for prompt payment had the flooding not occurred). It was processed immediately upon our return on ck# 061814 dated July 3, 2013.

For the reasons listed above I respectfully request that the penalty #PTPEN00000044 be reversed and a credit applied to our account. I look forward to hearing from you at your earliest convenience regarding this issue and Thank-you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda McIsaac", with a small dot at the end.

Linda McIsaac
Accounts Payable Supervisor
Canyon Technical Services Ltd
lmcisaac@canyontech.ca
Phone: 403-385-4319

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: August 19, 2013

PROPOSED BY: Robert Osmond, Director of Finance & Administration

TOPIC: Tax Recovery Auction

PROPOSAL: To establish terms, conditions and reserve prices for tax recovery auction

BACKGROUND:

MGA Section 418 (1) directs that the municipality must offer for sale at a public auction any parcel of land shown in its tax arrears list if the tax arrears are not paid.

The Town of Redcliff has one property for sale this year due to unpaid taxes. I propose the following:

Sale Date:

The date of sale must be established to meet the advertising guidelines in the Alberta Gazette and to accommodate the routines of this office. The public sale date is set for October 24, 2013, time 10:30 a.m.

Terms for sale:

Cash or certified cheque accepted.

Conditions for sale:

The property is offered for sale on an "as is, where is" basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings, and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.

Reserve Price:

The respective reserve price has been set at estimated market value, as determined by Wayne Lamb, Benchmark Assessment Consultants Inc. following an inspection of the property. Please see the attached appraisal report.

Meridian 4, Range 6, Township 13, Section 5 SE – reserve bid established at \$ 23,670.00

OPTIONS:

1. To direct Administration to establish the terms, conditions, and the reserve prices to be established as above.
2. To direct Administration to establish the terms, conditions, and the reserve prices to be established as amended.

RECOMMENDATION:

That Council considers Option #1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff offer the following property for sale at a public auction to be held on October 24, 2013 at 10:30 a.m.
Meridian 4, Range 6, Township 13, Section 5 SE – reserve bid established at \$23,670.00
Further that the terms of the sale be cash or certified cheque and conditions of the sale be
“This property is offered for sale on an “as is, where is” basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings, and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the purchaser.”
2. Councillor _____ moved that the Town of Redcliff offer the following property for sale at a public auction to be held on _____ at _____ a.m.
Lot, Block, Plan – reserve bid established at \$ _____
Further that the terms of the sale be _____ and conditions of the sale be _____

SUBMITTED BY:


for Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2013.

TOWN OF REDCLIFF
Request for Decision (RFD)

DATE: Aug 19, 2013

PROPOSED BY: Khalil Minhas, Manager of Engineering

TOPIC: MPE Engineering Fees Raw Water Supply Pipeline Project

PROPOSAL: To accept the negotiated engineering fee increase request from MPE

BACKGROUND:

The Council has passed a motion on July 15th for Water Treatment Plant (WTP) committee to negotiate with MPE the requested additional engineering fees related to Raw Water Pipeline Project and bring back to Council for approval in future meeting. The additional engineering fee originally requested by MPE in the form of a letter dated June 21, 2013 in the amount of \$35,845.15 plus GST which includes \$30,064.65 related to the addition of 6" treated water line (11% of \$273,315.00) and \$5,780.50 related to retendering of the Raw Water Pipeline Project. WTP committee negotiated the requested fees with MPE on July 18th. After negotiation, MPE has agreed to right off their fees related to retendering cost and provided a revised letter (attached to this RFD) dated July 24, 2013 requesting an engineering fee of \$30,064.65 plus GST after adjustment.

Options:

1. Accept the negotiated engineering fee requested by MPE for Raw Water Pipeline Project.
2. Direct the Water Treatment Plant Committee to negotiate further with MPE for the additional engineering fee adjustment for Raw Water Pipeline Project.

Recommendation:

My recommendation is to accept the negotiated additional engineering fees requested by MPE in their letter dated July 24, 2013 with the amount of \$30,064.65 Plus GST for Raw Water Pipeline Project. Further that the additional fee to be funded from Water System Reserve and Alberta Municipal Water/Wastewater Partnership (AMWWP) grant.

Suggested Motions:

1. Councilor _____ moved the Town of Redcliff accept the negotiated additional engineering fees requested by MPE in their letter dated July 24, 2013 with the amount of \$30,064.65 Plus GST for Raw Water Pipeline Project. Further that the additional fee to be funded from Water System Reserve and Alberta Municipal Water/Wastewater Partnership (AMWWP) grant.
2. Councilor _____ moved the Town of Redcliff direct the Water Treatment Plant Committee to negotiate further with MPE for the additional engineering fee adjustment for Raw Water Pipeline Project.

SUBMITTED BY: _____

Khalil Minhas, P. Eng, PMP

APPROVED BY: _____

David Wolanski, Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2013

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



Town of Redcliff
#1 – 3rd Street NE
Redcliff, AB
T0J 2P0

July 24, 2013
File: N:\34\00\002\04\L04

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

Dear Mr. Minhas

**RE: Raw Water Pipeline Upgrade
Request for Engineering Fee Increase - Revised**

Subsequent to discussions held at the July 17th meeting, MPE respectfully requests an increase to the approved engineering budget for the raw water pipeline.

Additional engineering budget is required to complete the project through the construction phase and is estimated to be **\$30,064.65** not including GST. This is an increase of the approved engineering budget of \$98,450 to \$128,514.65. These additional fees allow for resident inspections, materials testing, contract administration, system commissioning, and record drawings.

Reasons for the increase in cost from the approved engineering budget from the Pre-Design Report include:

- Inclusion of a 150mm (6") C900 PVC Potable Water Supply Line to the Raw Water Pump Station. The additional fees represent 11% of the \$273,315.00 of the pipeline contract attributed to the potable water line.

Please note that the additional engineering fees for the re-tendering of the project are no longer being requested.

Please review this request at your convenience and let me know if acceptable. If you have any questions regarding this correspondence, please contact the undersigned at (403) 382-1483.

Yours truly,

MPE Engineering Ltd

A handwritten signature in blue ink, appearing to read "MJS", is written over a horizontal line.

M. Jason Stusick, P. Eng.
Project Manager

AK:mw

TOWN OF REDCLIFF REQUEST(S) FOR DECISION

DATE: August 19, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Municipal Inspection Recommendations

PROPOSAL: Consider each recommendation of the inspectors and formulate a response and direction for administration and council by resolution

BACKGROUND:

There is no debating that government has a responsibility to the public to ensure that their operations and governance are managed properly and that transparency is always considered and strived for. This is not only legislated but also ethically expected.

Recently, local media indicated that “It shouldn’t take an investigation to make a local government run properly”. I couldn’t agree more. While there have been many things we have learned throughout, council and administration recognized well before the inspection that improvements could be made in regards to engagement and transparency and had started those processes. Many of our positive changes were not the result of an inspection, but as a result of listening to citizen concerns, accepting responsibility for some of them, and forging ahead with change. The inspection report confirmed what we had always identified, that we were on the right track but that there was still work to do. Certainly, Town council and administration have to be accountable for those “times” of improper management and governance and I for one take responsibility for my role as the Chief Administrative Officer and key advisor to council during my tenure.

Having said that, I believe the Mayor, council, administration, and the public should be pleased with the report, first of all because it doesn’t identify anything of significance, and second because it identifies that we are indeed on the right track with improvements and that “council’s desire is to make decisions that are in the best interests of the Town.” Managing and governing the majority of the time appropriately, recognizing a few process errors and correcting them, and having the provincial government indicate that this is a “good news story for the municipality” certainly would lead many to believe that it is an “endorsement” of how our business has been conducted and a “passing grade”.

In no way does this mean that we should relax or look back on this process as a win or loss for anyone. This entire process should clearly be looked at as an opportunity! It was and is an opportunity to be held accountable, an opportunity to be humbled, an opportunity to serve, an opportunity to improve, an opportunity for validity in doing things that make a difference, and an opportunity to have more understanding and engagement from our residents. All of these

opportunities are some of the main reasons many of us get into public service and administration.

Citizens deserve accuracy, fairness, and objectivity from their local government, each other, and the media. As the report indicates, the Town of Redcliff acknowledged that we could have been doing a better job but at the same time “the municipality has already taken great strides towards this endeavour.” We will continue to make improvements in accuracy, fairness, engagement, and overall transparency. I certainly encourage everyone to read the full inspection report as well as this and other reports identifying progress on recommendations.

This report details each recommendation in the inspection report. It identifies which of those recommendations are directives from the Minister and which ones are subjective and non-binding. In many cases, there are suggested motions for areas that require further direction from council. There are several examples where no motions are suggested as these are areas that there may have already been a motion or the recommendation is complete. This does not exclude council from addressing any issue and moving a different course of action.

I recognize the length of this response is almost as long as the actual inspection report; however, I feel it is my responsibility to provide clear background to each recommendation for council and the public in order to ensure they each get the attention they deserve as well as to provide some clarity on other items. Overall, the following summary can be provided:

41 Recommendations

- 12 will be reviewed and worked on.
- 16 are already being reviewed, worked on, and implemented.
- 13 have already been completed.
- Therefore, roughly 71% of the recommendations have either been completed or were already in the process for review and possible change.

INSPECTION RECOMMENDATION #1

Council should not perform any duties of administration, in accordance with Section 201 of the *MGA*.

(Minister Directive)

This recommendation also aligns with Directive #2 that directs council and the CAO to review sections 153, 201, 207, and 208 of the *MGA*. Administration needs more time to compile a detailed report and analysis of those sections and will do so in September. This will include the appropriate text as well as examples related to each. Administration also needs time to review all practices/policies/bylaws to determine if any revisions are necessary according to this directive.

On a cursory review, Town personnel believe that there have been very few instances of this but will review operations to evaluate further. One policy that will require changes is the Hiring

Policy. If you recall, this policy came up for discussion a number of months ago and I recommended changes to the policy as I felt it was in conflict with the *MGA* as it indicates that council has involvement in hiring of senior management staff besides the CAO which is an administrative function in that the CAO is the only employee of the municipality. The discussion was divided; however, the consensus was to bring the policy back for consideration at a later date.

As mentioned, these sections and associated practices/policies/bylaws will be brought forward in September for review and consideration so no further decision is required at this time.

INSPECTION RECOMMENDATION #2

That all of council and senior administration attend a roles and responsibilities workshop after the general election in October 2013.

(Minister Directive)

There are a few options to consider in order to complete this directive. The City of Medicine Hat had contacted me several months ago indicating that they had secured George Cuff to provide roles and responsibilities training to City Alderman after the election and invited Redcliff and Cypress County to participate. A brief biography of Mr. Cuff as taken from his website states:

George Cuff has a Canada-wide reputation amongst municipalities, crown agencies and other public sector bodies as an advisor, consultant and author on the art and principles of governance and the elements of effective organizations....He has been involved in various aspects of local government since his days as a youth advisor and playground leader in 1970 for the City of Edmonton. He has since applied his academic and experiential observations to his role as advisor to numerous small and large public sector organizations across Canada.

The date that has been set aside for this training with Mr. Cuff is November 25, 2013. There is a cost associated with Mr. Cuff with the price set at \$8,500. Cypress County has yet to confirm their interest. We have also not finalized details of the total number of participants and how the cost would be shared (i.e. per municipality or per person). I believe that the maximum cost for Redcliff would be 50% of the total but could be cheaper based on the number of municipalities and participants from each.

Municipal Affairs also performs roles and responsibilities training which does not come with a cost. I have confirmed with the inspectors that a session with Mr. Cuff would qualify as achieving the directive although the training would most likely have a slightly different perspective than from Municipal Affairs. The benefits to Mr. Cuff are not only his experience but that he is an independent consultant while the benefit with training from Municipal Affairs also is the experience but more importantly the cost.

I believe that in the interest of truly understanding roles and responsibilities, especially since we may have new council members, taking training from both would be very beneficial. This would provide varying perspectives and indicate to our citizens that we recognize continued improvement is important. It would show a level of commitment above what has been directed by the Minister.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Town Council and senior administration attend a roles and responsibilities training session in the City of Medicine Hat led by George Cuff on November 25, 2013 for a maximum cost of \$4,250. Further, that a roles and responsibilities training session be scheduled with Alberta Municipal Affairs following the municipal election for all of council and senior administration.
2. Councillor _____ moved that Town Council and senior administration attend a roles and responsibilities training session in the City of Medicine Hat led by George Cuff on November 25, 2013 for a maximum cost of \$4,250.
3. Councillor _____ moved that administration set up a roles and responsibilities training session with Alberta Municipal Affairs following the municipal election for all of council and senior administration with suggested dates forwarded to council for consideration.

RECOMMENDATION #3

That a councillor orientation policy be developed for implementation following the October 2013 general election.

(Recommendation only – no Minister Directive)

It should be noted that all of council were invited to the orientation following the 2010 Election but only new members of council attended. Procedure No. 067 does indicate a detailed information package is provided to all of council following an election. It lists financial statements, 16 Bylaws, agreements, statutory plans/legislation, minutes, and other information.

There is no current policy in place that mandates all of council attend. As I said, all of council was invited and in this case I would agree with the inspector's comments that "it is important to the growth of a council that an orientation takes place at the start of each new term. This ensures that all of council hears the same message at the same time". As such, I would also recommend that a policy be established indicating the type of information provided and other aspects of an orientation including mandatory participation.

SUGGESTED MOTION(S):

1. Councillor _____ moved that administration bring forward for consideration prior to the municipal election a policy detailing council orientation following an election.
2. Councillor _____ moved that a council orientation policy not be developed and the

Town maintains its current practice of having a procedure, approved by the Municipal Manager, identifying the type of information provided to elected officials after an election.

RECOMMENDATION #4

That the council chambers be reconfigured to allow for a council table where members are viewed to be equal.

(Recommendation only – no Minister Directive)

The following motion was passed at the Committee of the Whole meeting on March 11, 2013.

Councillor Brown moved that Administration investigate both short-term and long-term seating configurations with associated cost implications and bring forward to a Council meeting for consideration. – Carried Unanimously.

Administration is still investigating those options and associated costs and will bring the issue forward, most likely during budget deliberations, for consideration.

RECOMMENDATION #5

That administration sits at a separate table from the members of council and should be required to attend only the portion of the council meeting where they may be called upon to answer questions on agenda items. The CAO or designate should remain present at all times unless council specifically requests their absence.

(Recommendation only – no Minister Directive)

The room logistics is already being evaluated as mentioned in recommendation #4.

Administration currently does only attend the portion of the meeting where they may be called upon to answer questions on agenda items. This practice will continue. Whether or not council wishes to see administration separate from council, (which will be discussed when options are brought forward) I would recommend at the very least that identification noting who is administration and who is council be made much clearer.

RECOMMENDATION #6

That council ensures recorded votes are conducted in accordance with Section 185.

(Minister Directive)

Administration and council are well aware of the provisions in the *MGA* in regards to recorded votes and will continue to review to ensure compliance. The example the inspectors identified in the report is not correct and the minutes from Feb 25, 2013 reflect correct procedures in accordance with Section 185 of the *MGA*. I have had a conversation with one of the inspectors pointing this out who confirmed to me verbally that the minutes do indicate proper handling of the recorded vote in the example they identify.

Having said that, this is a Minister directive and administration will bring forward for review Section 185 of the *MGA* at an upcoming meeting to discuss and answer any questions for clarity to satisfy the requirements of the directive.

RECOMMENDATION #7

That council make decisions in accordance with Section 180 of the *MGA*.

(Minister Directive)

This recommendation and directive came about from council simply listing “further action” in Committee of the Whole minutes vs. an official motion. It should be noted that these meetings were open to the public/media and have adopted minutes that are also available to the public. It should be further noted that close to 90% of decisions eventually came back to council for a resolution or bylaw and all other decisions were either for information or minor in detail that have now had motions passed for them as of March 11, 2013. Furthermore, following the inspectors visit, all decisions at COW or Council now have had official resolutions passed. This directive has already been achieved and will continue.

It should be clarified that the inspection report indicates the old operations and administrative committee meetings were held privately. This is not correct. They were public meetings similar to our Committee of the Whole meetings today. There are minutes of both committees to prove this fact. Those meetings may have had “in camera” sessions (incorrectly called “Committee of the Whole” at the time) if they met provisions of legislation to close a part of the meeting similar to our current Committee of the Whole meetings.

RECOMMENDATION #8

That council discontinue the Committee of the Whole meetings and conduct all council matters at regular meetings of council.

(Recommendation only – no Minister Directive)

At the March 11, 2013 Committee of the Whole meeting the following motion was passed:

Councillor Crozier moved that Committee of the Whole meetings be evaluated at a future Council meeting upon reviewing the Inspection Report from Alberta Municipal Affairs and Administration providing further information. – Carried Unanimously.

Since the report has now been released this issue can now be discussed.

Traditionally, COW meetings were utilized for items where administration required more direction. For example, administration would not feel it worth the time and effort to research RV regulations if council was not even interested in pursuing the matter.

Some observations about the current format of COW meetings and council meetings:

- Although the Procedural Bylaw does allow for a recess to be called for cases where we run out of time at a COW meeting and can be reconvened after the council meeting hours later, this does not make for good governance in my opinion.
- Having an end time just prior to council meeting can lead to instances where decisions and discussion are not afforded the proper consideration due to limitations of time. Similarly, administration is always concerned with trying to identify “just enough” business for COW meetings so that we can end on time but also so that we are not ending too early, ensuring that everyone’s time is maximized.
- Eliminating COW meetings before council would eliminate food costs however minor it may be.
- As detailed later in the report, the inspector’s and the MGA indicate that minutes should be done without note or comment. COW minutes traditionally have included much more information. This was done in order to provide transparency to those discussions recognizing the fact that not a lot of people attended COW meetings. This is a case where the municipality was providing too much information in violation of the MGA. Municipal Affairs produced a training document that reads in part:
“...the record of discussions would also be subjective because not all aspects of the discussion could be captured practically or given equal weight. In order to ensure that minutes remain as an objective and unbiased record of council actions, Section 208 specifically requires that the minutes be recorded without note or comment.”
- While COW meetings were used to provide more direction to administration, the direction and discussion is often more detailed during this stage. Although it is not the fault of council or administration, the reality is that media and the public don’t attend these meetings (unfortunately there isn’t a lot of attendance at regular meetings either). Since council may have discussed drafts of policies/bylaws or other issues during COW, the issues are usually passed with little discussion during council. Because COW meetings include all of council and issues do not have to be discussed in detail twice our actual council meeting times have been reduced dramatically.
- There really is nothing discussed at COW that could not be discussed during a council meeting, especially since we will be providing minutes without note or comment.

For the above reasons, it would be my recommendation that COW meetings be discontinued or at the very least I believe we should eliminate the COW meetings on the same night as council meetings and come up with a separate independent night for COW meetings so that we do not run into timing issues.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Committee of the Whole meetings be discontinued and council proceed with only having regular council meetings as per the current schedule and the Procedural Bylaw be brought forward with amendments reflecting the

change.

2. Councillor _____ moved that Committee of the Whole meetings be discontinued before council meetings and rescheduled to one night per month to be held on the _____ of each month at 7:00 pm.
3. Councillor _____ moved that the Committee of the Whole and regular Council meetings continue in their present form and time.

RECOMMENDATION #9

That council ensures that the reasons for going in camera are in accordance with Division 2, Part 1 of *FOIP*. Furthermore, that council resolutions provide the reason for moving into camera in accordance with *FOIP*.

(Minister Directive)

The inspection report did not indicate any violations or state any opinion except to provide statistics as to the frequency and duration of “in camera” meetings. It did detail that the average length of those sessions has decreased the last few years. I would argue that the frequency has as well. This is not a result of correcting any wrongs but simply that the operations of the municipality at that time required those sessions.

Redcliff already complies with this directive as we do ensure reasons for going in camera are in accordance with *FOIP*. We already pass motions listing the reason (land, labour, or legal) that we are going in camera. Administration will bring forward *FOIP* and *MGA* sections for review. I do not believe there are any revisions of associated policies or bylaws that need to be revised; however, will do an analysis and report to council as per the requirement to report to the Minister on our progress.

RECOMMENDATION #10

That equal access to office space be provided for all of council.

(Recommendation only – no Minister Directive)

This recommendation does not confirm any reality that the Mayor is more important but that there is a perception that he is and the inspectors use an example of the fact that the Mayor is the only one with an office and picture on the wall in the front foyer of Town Hall.

It should be noted that no member of council has ever expressed concern about this issue to me and the Mayor certainly has never desired or encouraged such exclusivity.

SUGGESTED MOTION(S):

1. Councillor _____ moved administration bring forward for consideration a plan for additional or shared office space for all of council and an inclusive picture of all of council

be included in the plans for council chambers and lobby renovations.

2. Councillor _____ moved that no changes be made to existing Mayor and Council office or photo practices.

RECOMMENDATION #11

That the council review how it communicates to the public about the role of council and the council's corporate responsibility for the decisions they make.

(Recommendation only – no Minister Directive)

This is always ongoing and has been discussed specifically over the last year with several improvements made. The Strategic Direction identifies this as does the website. Administration can include this as part of the next newsletter to the public. Administration is open to any further direction or motion from council; however, none is suggested at this time as this is an area that we are constantly working on.

RECOMMENDATION #12

That members of council familiarize themselves with the pecuniary interest provisions of the *MGA* and comply with the requirements.

(Minister Directive)

Members of council have familiarized themselves with these provisions and will do so even more. Both examples listed in the report are not entirely accurate. Both Councillor Crozier and Mayor Hazelaar did leave the room for all discussion. The issues were “in camera” items and both left the room for all discussions, declared the pecuniary interest, and abstained from voting in accordance with the *MGA*. The minutes were not accurate and did not reflect them leaving mainly because it was an “in camera” session and minutes are not allowed to be taken for those closed portions. In speaking with Municipal Affairs, they indicate that the minutes can simply reflect that someone left the room and when they returned, regardless of whether it was in open or closed. This is important to reflect that quorum is always maintained.

Again, there were no violations of the *MGA* but minute reporting errors only. Administration will bring forward pecuniary interest sections of legislation and other information documents in September as part of the review required by the directive.

RECOMMENDATION #13

That council include, in the Procedural Bylaw, specific criteria regarding delegations that wish to address council, that provides for a more inclusive and transparent process that removes discretionary authority from the Mayor and the CAO.

(Recommendation only – no Minister Directive)

It should be noted that the provisions for addressing council and having the Mayor and CAO review the agenda was taken from several examples of procedural bylaws, including ones recommended by inspectors in other reports to municipalities.

In this case I would have to disagree with the report that says the Mayor and CAO have discretion in dealing with requests to address council. The procedural bylaw simply states, which has always been the practice in my time with the municipality, that the Mayor and CAO review the agenda items and requests to make sure that they meet the provisions of the procedural bylaw, not that they decide if something will ever go forward to council. The Mayor also goes over the agenda because he is the Chair of that meeting and needs to be aware of the items in order to ensure appropriate leadership responsibility for said meeting.

The bylaw clearly states that there are only three options when someone makes a request to present to council. These are:

1. Undertake an Administrative Review and provide a written response to the person or group (this is only done if the person or group give permission as stated in the bylaw).
2. Add the appointment to the next regular Council meeting or COW agenda.
3. Add the appointment to a future regular Council meeting or COW if the person requests it or administration needs more time to properly investigate and report on the matter.

Council may review this recommendation to determine if changes are necessary; however, the report does not accurately portray what the process and bylaw really are saying. The inspectors indicate that they “heard that access to council was not always granted to residents”. I can only comment about my time at the Town, but in that time I can unequivocally state that this has not happened.

The Procedural Bylaw was just recently passed after much debate, research, and discussion including looking at examples from other municipal inspection reports.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Procedural Bylaw be brought back to council for consideration and review of the process by which the public has access to council prior to the 2013 municipal election.
2. Councillor _____ moved that no changes be considered to the Procedural Bylaw at this time and that any changes be considered at the time said bylaw comes back to council during the normal course of review of policies and bylaws.

RECOMMENDATION #14

Minutes for council and Committee of the Whole meetings should record a distinct resolution number for each decision of council.

RECOMMENDATION #15

All minutes should be recorded in accordance with Section 185 and 208 of the *MGA*.

RECOMMENDATION #16

Administration should enrol in a workshop designed to develop minute taking skills.

(Minister Directive – #15 only)

These three recommendations all deal with minute taking. We would like to point out that the report indicates that minutes for Feb 25, 2013 do not show the results of the vote (pg. 8026). This is incorrect as stated earlier. The vote was requested on the previous motion and recorded as per Section 185 of the *MGA* correctly (pg. 8025). The motion in question was defeated and recorded as such. Following this motion another motion was made, for which a recorded vote was not asked for and thus the minutes only indicate that the motion was carried. Also stated earlier, one municipal inspector verified this error in the report verbally to me after reviewing the minutes again.

The report indicates that the Town is including too much information in their minutes, specifically in regards to COW meetings. This has traditionally been done in order to provide citizens with more detailed information related to the discussion that in almost all cases comes later to Council for final decision. As the report indicates and the Minister Directive requests, we will review Section 208 of the *MGA* which identifies that minutes should be recorded without note or comment. This directive is also a part of recommendation #1 so will be dealt with in the same manner, namely, that we will bring forward for review those sections of the *MGA* as required.

Administration agrees that we should have identifying resolution numbers for each decision (recommendation #14) as suggested in the report but was not a directive of the Minister. The direction we are seeking is when to implement such a change. It would obviously be much cleaner if we can start at the beginning of a calendar year (e.g. Resolution #1-2014). We will also discontinue indicating in the minutes when non-elected attendees of a council meeting come and go. This was only being done to accurately reflect for the public in the minutes who was attending and/or leaving council meetings.

Administration will research and look into a workshop to develop minute taking skills (Recommendation #16) as there are a few examples where improvements could be made and perhaps caused confusion for the inspectors and the public regarding perceived violations of legislation vs. simple minute errors. Should there be any cost that is not budgeted we will bring that back to council for consideration.

SUGGESTED MOTION(S):

1. Councillor _____ moved that minutes of council meetings include resolution numbers beginning January 1, 2014.
2. Councillor _____ moved that minutes of council meetings include resolution

numbers beginning September 9, 2013.

RECOMMENDATION #17

The current index listing for the Town bylaws should be amended to show the cancelled/repealed bylaws.

(Recommendation only – no Minister Directive)

The inspectors found that the bylaws of the Town were “organized, consistent, and kept in a safe place”. We had already recognized well before the inspection process began that there were bylaws that were not current and this was the rationale behind Policy 115 which indicates that all policies, bylaws, and plans be reviewed continually. While the report indicates this policy was recently passed in 2013, it was actually passed well back in 2012 but was amended in 2013 to include plans in addition to bylaws and policies. The Town is well ahead of targets set out in the policy for a review of every bylaw, plan, and policy.

The report addresses a concern from some regarding “missing bylaws” simply because the bylaw index numbers were missing. It details that the inspectors review of missing bylaw numbers were entirely appropriate and necessary to avoid confusion; however, recommendation #17 simply indicates that the index include cancelled/repealed bylaws. This is a process for which administration has been working on for some time. It should be noted that there is no legislated requirement to have such an index and traditionally it is an internal working document for ease of searching and tracking. There has only been one person to have asked for such a list. As stated, the town has been working on cleaning up the entire bylaw/policy index listing and will continue to do so. This recommendation is already being implemented and worked on.

RECOMMENDATION #18

That council immediately cancel Policy #042-Computer Purchase Plan.

(Minister Directive)

This policy has already been recently cancelled by the Town of Redcliff. Every past use of this policy resulted in perfect compliance and all dollars were reimbursed in their entirety; however, we recognize and have already addressed the contravention of the *MGA* with the cancellation of the policy.

RECOMMENDATION #19

That Procedure 97-026 be immediately cancelled.

(Minister Directive)

This procedure was implemented several years ago in order to assist those that may not have a bank account and the resources as such to make payments on their account. Procedures are

not approved by Council and are approved by the Municipal Manager. As such, cancellation of this policy can be done by the same authority and was completed immediately.

RECOMMENDATION #20

Council ensures that all sales of Town owned land are conducted in accordance with Section 70 of the MGA.

RECOMMENDATION #21

Council should revisit the Land Sales Policy and ensure that all Town owned properties that are for sale are included.

(Minister Directive)

The actual Minister Directive simply indicates that council “review their Land Sales Policy to ensure that it is comprehensive and in alignment with the legislated requirements”. Redcliff believes that the policy is in line with legislated requirements and has conducted all sales in accordance with the MGA.

The Land Sales Policy only lists land that the Town is actively seeking a sale for. There are many properties that the Town does not have up for sale that individuals often approach the Town to inquire about the possibility of selling. The Land Sales Policy was recently reviewed and amended by council in April, 2013 after the inspectors had visited the municipality. The policy addresses this issue with the following statement:

Lands Offered

The Town has ownership of lands, which may or may not include buildings, other than those outlined specifically in this policy. It is the consensus of Council that based on existing infrastructure development and the Redcliff Municipal Development Plan, lands other than those listed herein should not be marketed or offered for sale until further evaluation and servicing requirements are concluded.

It is simply not practical to include all property owned by the municipality in the Land Sales Policy. For example, our municipal office is owned by the Town but not included in the Land Sales policy because we are not actively looking at selling it; however, this would not preclude anyone from approaching the Town about selling and having Council consider such a request.

The policy further states:

Any requests/offers for lands not specifically outlined in this policy shall be directed to Council for evaluation of whether it is in the best interests of the municipal corporation to offer them for sale. If Council determines it is in the best interest of the municipality to offer properties for sale that are not identified in this policy, they will follow the guidelines identified in the Municipal Government Act. Also, Council will determine at that time the appropriate method for said sale (i.e. real estate listing, lottery, sealed bid, etc.).

Furthermore, should administration or Council consider that it would be in the best interest of the municipality to list lands contained within this policy on a residential or commercial real estate listing serving (i.e. MLS) that it shall be brought forward to Council for evaluation and consideration.

As such, since Council reviewed this policy after the time in which the inspectors were present, this recommendation and directive has been completed; however, we will review again as directed and this will come back to council along with the required *MGA* sections. When seeking some clarification from an inspector following the report presentation I indicated that council had just reviewed the policy and added the wording as detailed above to which the inspector provided a favourable response indicating that it would address the items and rationale for their recommendation.

RECOMMENDATION #22

Administration should ensure that the backup information to agenda items should be clear, complete, and concise in order to provide council with sufficient information to make decisions.

RECOMMENDATION #23

Engaging in discussion or debate with elected officials by the administrator should be limited to responding to questions from council, and clarifying the content of the administrator and staff reports. Ref. S. 207 (c) *MGA*.

(Recommendation only – no Minister Directive)

Administration has recently adopted a “Request for Decision” format when seeking a decision on an agenda item. All background information is presented and administration only responds to questions or to provide any clarification. The only time that this process is altered is when time constraints occur and a particular item is not able to have the appropriate written documentation in place prior to council consideration of the item which would also be time sensitive. Both recommendation #22 and #23 are being followed at this time.

RECOMMENDATION #24

Staff evaluations be conducted on an annual basis.

(Recommendation only – no Minister Directive)

Both the CAO and council have long held that annual staff evaluations are vital to the strength of an organization and the management team has been developing and updating this program over the last year. Council, while only being involved in a CAO evaluation, has made it a key performance indicator in his evaluation to ensure that these evaluations are taking place.

As the report indicates, 2013 marked the beginning of implementing this process on an annual basis. This recommendation has been and will continue to be met.

RECOMMENDATION #25

All of council and senior administration receive relevant *FOIP* training.

(Minister Directive)

This will be completed following the municipal election in October. This recommendation comes from the perception of some regarding transparency and access to information. Ongoing training on this important piece of legislation is always critical. It should be noted that the inspectors did not identify any violation with town handling of requests for information and in fact solidified their position in relation to concerns expressed by some.

The Town has made great strides in development of the website and release of information and will continue to provide more and more moving forward. It simply is not practical to include every bylaw or minutes going back some fifteen to twenty years. Providing significant documentation is an extremely arduous task and legislation provides a way in which municipalities can process those requests and charge fees accordingly. The Town has and will continue to follow legislation appropriately in this regard. Any citizen unhappy with the decision of the *FOIP* coordinator also has remedy to ask the Commissioner to review that decision.

Administration recently received training schedules from Service Alberta related to *FOIP* training. Courses are provided in Calgary or Edmonton and there are a variety of courses offered. The directive does not indicate any specifics except that we must take “relevant *FOIP* training.” I believe the “*FOIP* General Awareness” would be extremely beneficial and meet the requirements of the directive. The description of the course states:

FOIP General Awareness

This half-day session is designed to provide a broad overview of the basic concepts of access to information and protection of privacy as well as the impact of FOIP on public bodies and staff.

Cost: \$140 (there would obviously be travel costs as well)

Service Alberta will also provide training at your workplace for this half day session for up to 25 people which would cost \$1,750 plus travel expenses “where applicable”. I would estimate that \$2,500 would be the maximum. Considering we would have approximately 15 people that should take the training it would cost more in both actual cost and lost time to attend a session in Calgary. Doing it in our workplace would not only save money but enable us to expand the number of people to maximize its effect on our organization beyond just “senior staff”.

SUGGESTED MOTION(S):

1. Councillor _____ moved to direct administration to proceed with investigating

required *FOIP* training, specifically the session from Service Alberta called *FOIP General Awareness*, for council and senior staff to be held in the Town of Redcliff for a cost of \$1,750 plus travel costs for the instructors. Further, that options for training dates following the 2013 municipal election be brought back to council for consideration.

RECOMMENDATION #26

That council direct administration to develop a policy on public engagement in accordance with Part 7 of the MGA, which could include the various ways council may seek input from the public.

(Recommendation only – no Minister Directive)

The inspectors praised the Town for the new website and taking steps to better communicate with the public. It also was praised for providing a copy of the local paper to each resident of Redcliff. It should be noted that the paper provided is the Cypress Courier and not the Bow Valley Commentator as the report indicated.

Website improvements, newsletters, and Town Hall meetings will continue to be developed as well as other communication tools.

Administration was grateful to have the inspectors agree public participation on such municipal business items like adequate staffing “is not a decision the public should have input into” and general question and answer sessions during a council meeting are not appropriate and thus strongly discouraged. The administrative position issue is something that unfortunately is being brought up again at this same council meeting, despite the inspection report being very clear as to the inappropriateness of such public input on the matter. Council is elected by the people to represent the public and make decisions on their behalf for the good of the entire community. Legislated requirements for public participation are detailed and followed; however, other areas of municipal operations are to be dealt with by administration and council in accordance with their responsibilities.

It should be noted that the Town of Redcliff current strategic plan already acts like a policy in that it refers to public engagement as a priority and identifies the various ways council seeks input from the public. I believe the strategic direction does provide clear direction and focus on public engagement as well as other separate policies and practices which we continue to make improvements towards (i.e. website and the social media policy first discussed by council at the COW meeting earlier in the evening). The strategic direction is a living document that is reviewed by management and council on an ongoing basis.

SUGGESTED MOTION(S):

1. Councillor _____ moved that a separate policy on public engagement is not necessary and that council review the Strategic Direction as outlined in the plan to ensure that the priorities involving public engagement are being worked on and achieved.

2. Councillor _____ moved that a separate policy on public engagement be developed by administration and brought forward to council for consideration.

RECOMMENDATION #27

That council review the water rate bylaw and develop wording to clarify exactly how water is charged to the user.

(Recommendation only – no Minister Directive)

This recommendation comes from a section in the report that deals with several “perceptions” in the community that Redcliff greenhouses receive unfair treatment from the Town. The report clearly identifies that “Redcliff is appropriately assessing and taxing greenhouses” including those recently annexed by the Town from Cypress County. The report further indicates that “notwithstanding the perception of some that greenhouses receive favourable taxation treatment in Redcliff, town council and administration have neither the responsibility for creating the treatment nor the discretionary capacity to change it”.

The report also went on to discuss a concern that greenhouses are charged less than other consumers for water and sewer. This was also addressed by the inspectors as showing “no differentiation with the type of consumer using the water service” and they provide a comparative example to explain the Town’s position for a sewer rebate when a greenhouse is equipped with an irrigation recirculation system.

The Town reviews the water rate bylaw annually and administration would propose we examine this bylaw in the coming months in the normal course of review to determine if wording changes are required to address any difficulties in understanding water consumption calculations. As this is not a directive and we already review the bylaw annually I would recommend that this not be prioritized high on the list in order to be able to spend the time achieving the directives. Council may recall that the water rates bylaw was discussed and reviewed in far greater detail over this past year in response to some concerns expressed. Council did not make any changes to the concept on water charges following this lengthy and detailed review.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Water Rates Bylaw be reviewed during the normal annual review period.
2. Councillor _____ moved that the Water Rates Bylaw be brought forward for review prior to the 2013 municipal election.

RECOMMENDATION #28

That council consider revising the land-use bylaw (Bylaw 1698/2011) to detail and clarify the maximum amount of discretion the Development Officer and the Municipal Planning Commission may exercise in relaxing standards and regulations with the land-use bylaw.

RECOMMENDATION #29

That council re-consider the current structure of the land-use bylaw to meet best practices of detailing levels of discretion in the Development Authority section of the bylaw rather than separating discretionary uses in the land-use district.

(Recommendation only – no Minister Directive)

The inspectors are correct in that the LUB does not detail the discretion for the DO in the roles and responsibilities section. The development officer's discretion relating to variances and regulations are different matters. All details related to discretion are included in specific sections of the LUB such as the requirement to ask for a site drainage plan or not. The DO does not have or use any discretion for such things like variances.

It has always been my opinion, echoed by others, that allowing for some discretion for things like site drainage plans makes us more development friendly. If discretion for site drainage plans was removed for example the Town would have no choice but to always ask for them even in cases where all experts agree that it would be unnecessary thus passing on added costs to a developer.

The drafting of the LUB was developed by experienced planners with extensive knowledge and expertise in relation to "best practices" in the industry, including relating to discretionary authority. Council should review this recommendation and section of the report with our planning consultant to determine if any changes might be beneficial; however, a cursory review of "best practices" and other examples indicates our LUB is meeting or exceeding those industry standards.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Land Use Bylaw relating to discretionary authority be reviewed by the Redcliff Planning Board and Municipal Planning Commission and recommendations and comments respectively, if any, be brought back to Council for their consideration and review.
2. Councillor _____ moved that no additional changes to the Land Use Bylaw be considered at this time.

RECOMMENDATION #30

That council amend Bylaw 1733/2013, the Subdivision and Development Appeal Board Bylaw, to ensure that the composition of the Board is meeting the requirements of Sections 627 and 628 of the MGA.

RECOMMENDATION #31

That council amend Bylaw 1733/2013 to limit the role of the SDAB to appeals of Stop Orders issued pursuant to Section 645 of the *MGA* only.

(Minister Directive)

This recommendation and directive is already complete. Council amended and passed a new bylaw as of June 10, 2013 reflecting the changes needed to bring the bylaw into compliance with the *MGA*.

RECOMMENDATION #32

That council re-consider its role as the subdivision approving authority and transfer the responsibilities for subdivision application decision making to the MPC. As one alternative to correcting the SDAB composition issue, councillors would either sit on the MPC or sit on the SDAB, and the remaining councillor would sit as an alternate on the SDAB.

(Recommendation only – no Minister Directive)

In response to this issue, which was brought up during the inspection process, council discussed this alternative when considering changes to the SDAB bylaw. Specifically, this issue was discussed at the March 11, 2013 Council meeting. Administration presented council with the option of changing the SDAB bylaw to ensure compliance regarding composition of members OR to change the subdivision approving authority to MPC. After consideration of all factors, council decided not to change the subdivision approving authority to MPC and amend the SDAB bylaw instead. This recommendation has therefore already been reviewed by council and given consideration. At this time, no changes are forthcoming; however, this will be reviewed on an ongoing basis as part of the policy to review bylaws, policies, and plans.

SUGGESTED MOTION(S):

1. Councillor _____ moved that no changes to the subdivision authority for the Town of Redcliff be entertained at this time and that the issue will be reviewed in conjunction with the on-going review of bylaws, policies, and plans.
2. Councillor _____ moved to direct administration to proceed with bringing forward recommendations for consideration of changing the subdivision authority in the Town of Redcliff to the Municipal Planning Commission.

RECOMMENDATION #33

That the Town's planning authorities utilize best practices when drafting conditions so that unauthorized sub delegation of their decision making authority does not occur.

(Recommendation only – no Minister Directive)

This will be reviewed by administration to ensure that recommendations and information to council addresses their legislated responsibilities. It should be noted that both examples detailed by the inspector indicate the municipality's willingness to be development friendly and help the applicant, contrary to several concerns expressed against the Town. At any rate, we will review and advise accordingly with subdivision applications.

RECOMMENDATION #34

That council reconsider the composition of the Redcliff Planning Board by removing council representation but retaining the technical and planning expertise of administration and the planning consultant. The RPB would act as a resource and advisory body to each of the Town's planning authorities. Council may also wish to enhance the role and responsibilities of the MPC in providing recommendations to council on planning matters to strengthen the contributions it can make to the community. The Redcliff Planning Board need not be established by bylaw as it is a non-statutory body.

(Recommendation only – no Minister Directive)

The RPB is a resource and advisory body only and has no approval authority. The report does not identify any instance, besides perception only, that having the RPB in general, and specifically council representation, is contrary to any legislation or regulation. Many municipalities have a similar type of council committee with council representation, such as the City of Medicine Hat and their Development and Infrastructure Committee which is made up of administration and council.

While I agree that the RPB makes recommendations to the Subdivision Approving Authority to which a council member sits on, in my opinion this is no different than almost every council committee or board within the Town of Redcliff and other municipalities that makes recommendations to council for consideration such as the FCSS board, rec board, library, etc.

Town council does solicit feedback from MPC in addition to the RPB regarding planning/development/subdivision which does not take away from MPC but rather adds additional input.

SUGGESTED MOTION(S):

1. Councillor _____ moved that no changes to the composition of the Redcliff Planning Board be considered at this time; however, that administration bring forward recommendations as to possible cancellation of Bylaw 1414/2005 and how to identify the Redcliff Planning Board, its composition, and its mandate.
2. Councillor _____ moved to direct administration to bring forward recommendations as to possible cancellation of Bylaw 1414/2005 and how to identify the Redcliff Planning Board, its composition without members of council, and its mandate.

RECOMMENDATION #35

Council should investigate alternate methods of dealing with costs of development.

RECOMMENDATION #36

Council explore the benefits of modifying their standard service agreement to include provisions for the recovery of a proportionate share of local improvement costs from benefiting lands when a developer is required to over-size a local improvement and/or front end those costs.

RECOMMENDATION #37

Council should consider adopting an off-site levy bylaw to pay for construction of new or expanded infrastructure.

(Recommendations only – no Minister Directive)

Despite several allegations there was differential treatment of developers, the report indicated that “there was no clear evidence to support these allegations”.

Development's, by their nature, can be very different and thus may require differences in service agreement provisions and conditions. General concepts may be applicable to all. Administration and council is always investigating alternatives in regards to development costs and this is ongoing. The report talks about local improvements and this process/discussion is also ongoing which will most certainly shape the course of this issue as a result. The report also indicates that the Town has had a practice to “allow new development to use a local improvement bylaw to pay for the costs of the required local improvements when there are other developed lands that will benefit from the improvement”.

As we know, this practice has been used as a way to help a developer spread out costs that could easily have been attributable to the developer alone. Based on past experience, it may indeed be prudent to develop a policy and standard service agreement that identifies a direction moving forward to better protect the municipality against unfounded allegations. It should be noted that any such policy or standard service agreement would be used as guidelines only as additional conditions or requirements outside of policy/service agreements may be appropriate.

SUGGESTED MOTION(S):

1. Councillor _____ moved to direct administration to bring forward recommendations for a policy, including draft service agreements, on how a developer will cover the costs of required infrastructure.
2. Councillor _____ moved that no specific policy be developed at this time related to the covering of infrastructure costs from a developer as the Town will continue to identify

these requirements on a case by case basis.

In regards to recommendation #37, council several years examined this issue at length prior to my arrival, including detailed legal opinion from one of the top municipal law firms in Alberta. At that time, it was recommended that it would be in the best interest of Redcliff not to adopt an off-site levy bylaw but rather a separate infrastructure capacity fee policy so that the municipality could recover costs for new or expanded infrastructure as well as for older infrastructure, which is a limitation of off-site levy bylaws.

SUGGESTED MOTION(S):

1. Councillor _____ moved to direct administration to provide information related to the development of the infrastructure capacity fee policy as well as any new information or recommendations for change.
2. Councillor _____ moved that no changes be considered to the infrastructure capacity fee policy or development of an off-site levy bylaw at this time subject to consideration of the policy during the normal review of policies.

RECOMMENDATION #38

That the Town post the Town's Construction and Design Standards on the Town's website.

(Recommendation only – no Minister Directive)

The Town has had this posted on the website since it was launched in 2012.

The report identifies that there have been complaints from developers that they may not have always known costs up front in regards to development. Town staff has always believed it to be good customer service to try and provide as much information as possible in regards to potential costs and the development process. This will continue. As mentioned in the report, this is a customer service issue mainly, as the ultimate responsibility is the developer's to be aware of, plan for, or anticipate potential costs. Another aspect of this is that administration cannot always guess or be sure of what conditions the approving authority may place on the developer ahead of time.

Administration was pleased that the report also upheld its position, despite concerns that have been expressed, that "business competition has appropriately not been used as a relevant planning consideration for refusing an application". We have also maintained that we do not set provincial safety code requirements and thus don't have any authority to amend or alter said requirements, especially when we are no longer accredited in the building discipline.

RECOMMENDATION #39

Administration should provide quarterly reports to council which summarize financial activities and information.

(Recommendation only – no Minister Directive)

This recommendation came in a large section of the report with a number of issues looked at. A concern that has been brought forward by residents is in regards to the Town not completing transfers upon receiving final payment for property under lease to own agreements. The inspectors identified that the Town not only made efforts through legal counsel for this to take place but that ultimately it is the responsibility of the lessee to ensure this process is completed. The inspectors also identified that record's for land transfers were found to "be well maintained" and that the Town acting as a developer was entirely the decision of council.

In regards to the financial accounting practices of the Town, the inspectors commented that the standards of the MGA are being met. Recommendation #39 indicates that although financial reports are being provided to councillor's they are not being provided to council during a meeting where the public can also see them. The inspectors also recommended that these reports be provided quarterly at council meetings and simplified significantly. The Director of Finance and Administration and I are in total agreement with this recommendation.

SUGGESTED MOTION(S):

1. Councillor _____ moved to direct administration to provide simplified quarterly financial summaries, as originally determined by the Director of Finance and Administration and Municipal Manager but subject to suggested changes from council, to council in regular council meeting packages.
2. Councillor _____ moved that no changes be made to the dissemination of financial statements to council.

RECOMMENDATION #40

That council take action to minimize the risk of damage to the archival records currently stored in the basement of the Town office.

(#40 – Minister Directive)

The Town has long been concerned with the excess storage area in the basement and historical records therein. There simply is not enough room for storage in the vault on the main floor for all of these records. Several years ago council did consider a major expansion to the municipal office in order to address this issue, as well as for space (moving staff up from basement to provide better employee and citizen access). This expansion would have also have addressed the issue related to council chambers mentioned earlier in this report. The price tag was simply not something that council of the day was prepared to take on as the best use of taxpayer resources.

The basement does have a fireproof room that has adequate storage for important documents. This is simply a matter of moving the appropriate documents into the designated room, doing a few minor maintenance repairs, and following procedures to ensure their safety. For the most part, records in the basement are protected and minor steps only are required to be taken to ensure this protection and directive without a significant budgetary impact.

RECOMMENDATION #41

That administration ensures the tax rate bylaw is prepared in accordance with the *MGA*.

(Recommendation only – no Minister Directive)

The report identifies, through an analysis of the provincial financial indicator graphs, the “Town to be in good financial shape” and that “services are being provided to residents in a cost effective manner”. The inspectors also reiterated the comments from our financial auditors that indicate there are no major areas of concern in regards to our financial accounting practices. I would like to point out that this information, and much more, has always been “explained in normal course of dealings with the public” both on our website, through annual reports to council at regular meetings, and other methods despite some local reports indicating otherwise.

Despite several concerns expressed over the years related to grant applications and reporting, the inspectors further noted that “the Town is compliant with their grant submissions and current with their applications”.

The report did identify that there was one issue in the tax rate bylaw, although it said it was well prepared. This small item was brought to our attention during the inspection process and was corrected in the 2013 tax rate bylaw. A small concern with a calculation in the tax notice has also been corrected. In regards to this point, it should be noted that the actual calculations were correct and the issue did not go beyond the notice to actually affecting taxpayers and the inspectors verified that this was correct. As such, this recommendation has been completed.

Local improvements have been a significant topic and area of concern for several years. The Town is actively researching a method in order to convert their practice of doing repairs and maintenance projects through local improvement to town at large. We are in the final stages of seeking legal and legislative opinions and bringing forward a recommendation for consideration of changes. As the inspectors point out the “strategies to do so may not be any more popular than the existing strategy.” Administration and council recognize that although the financial impact on residents most likely will not change dramatically with a different philosophy, a different method should provide more clarity and ease of understanding. Also, despite some concerns expressing the opposite, the inspectors looked at “several local improvement bylaws and determined the processes in the *MGA* were followed.”

Another point that the Town is happy to have cleared up is in regards to violations of the *MGA* in the tax recovery process or the misconception that Redcliff has a large amount of properties in tax recovery and have seized a substantial amount of properties over the years. The inspectors

point out that tax recovery processes have met *MGA* requirements and that there have not been any properties that actually went for public tax auction. This has been true for a number of years.

Other Matters

Other highlights to point out in this section of the report include:

- Overtime pay to employees has been in accordance with CUPE agreement and Management policy.
- Water Treatment Plant is within council's authority to make the decision that it is in our best interest to pursue our own plant. Council and administration looked into this issue at length over the years and the best thing for our resident's financially and operationally was our own plant.
- Details regarding any former employees and alleged "payouts" are confidential and of a legal nature and were beyond the scope of the report.



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

RECEIVED
Town of Redcliff

Supervisor: _____

JUL 15 2013

Action: Council Package

File # _____

AR 3313

July 9, 2013

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

Dear Mayor Hazelaar:

I am pleased to advise you that \$100,000 for the 2013-14 New Police Officer Grant (NPOG) has been electronically transferred to your municipality. This payment is for one officer for the period of April 1, 2013 to March 31, 2014.

Reporting for the period on Actual Policing Strength under this grant program is required by April 30, 2014 and templates are available on the Justice and Solicitor General website at www.justicesolgen.alberta.ca.

Thank you for your partnership to promote safe and secure communities, as together we build a better Alberta for today and into the future.

Sincerely,

Jonathan Denis, QC
Minister

cc: David Wolanski, Municipal Manager, Town of Redcliff

RECEIVED
Town of Redcliff

Supervisor: _____

JUL 29 2013

Action: Avy Cooney

File # _____

July 23, 2013

David Wolanski
Municipal Manager
Town of Redcliff
P.O. Box 40
Redcliff, Alberta T0J 2P0

Re: Town of Redcliff Application for Disaster Recovery Program

Dear Mr Wolanski:

Thank you for the disaster recovery assistance application following the flooding event in your municipality from June 21-28, 2013.

As you are aware on Jun 25, 2013, the Alberta government approved a disaster recovery program for your municipality to assist residents and the town with extraordinary losses and damages caused by overland flooding.

Disaster Recovery Program staff will contact your municipality to assist with delivery of the program. If you require any further information, please feel free to call the program office toll free at 1-888-671-1111.

Best regards,



Judy Blakney
Disaster Recovery Coordinator
Alberta Emergency Management Agency

cc: Robert Osmond, Director of Finance and Administration
Mark Murphy, Field Officer-South Region

August 3, 2013

Roger & Merna Prevost
Box 197
Redcliff, AB
TOJ 2PO

Town of Redcliff
P.O. Box 40
Redcliff, AB
TOJ 2PO

RECEIVED
Town of Redcliff

Supervisor: _____

AUG 02 2013

Action: Next Council

File # _____

To: Redcliff Town Counsel

As per ongoing complaints and concerns expressed with one or more department Officials at Town of Redcliff Office every year since 2002 regarding:

Civic Address: 238 5th St. NW

- over land property flooding from alley storm water
- street flooding
- sewer back up
- maintenance of ditches, storm drain basins, storm drain pipes and storm overflow pond

The outcome of raising the above concerns and complaints has always been your vindication to not act because “costs too much”, and or “lack the equipment to do the work”. We do not accept your reasons to negate your responsibility to protect our home and property from the above.

We have allowed more than reasonable time since this last crisis of July 6th, 2013 to be informed of something. When speaking with Darrell Schaffer on July 6th, he indicated that nothing can be done until the rain stops. Four weeks have passed with 3 short rainfalls. There has been no work performed to mitigate future flooding nor any direct or indirect indication to facilitate an informed decision for resolve.

There have not been any announcements at the Official Web Page of the Town nor, any related comments from the Town on Social Media Sites. I have read the minutes of Town Counsel following the sewage back up and flooding and, not one of these issues were raised for discussion.

2.

It is to our personal experience and witness that we are one good rainfall/snow melt away from another disaster of this magnitude.

Having said that, precisely:

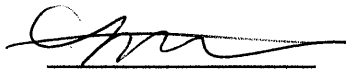
- 1. what caused the Sanitary Lift Stations to fail on July 6th, 2013?**
- 2. what is going to be done to resolve these critical and damaging issues named in bullet form above?**

Please respond in writing,

Roger Prevost



Merna Prevost



cc. File

cci. Redcliff Planning Board

ccii. Redcliff Municipal Planning Commission

cciii. Redcliff Municipal Manager, David Wolanski

cciv. Redcliff Director of Public Works, Darrell Schaffer

ccv. Redcliff Department of Engineer

Memo

To: Town Council
From: David Wolanski, Municipal Manager
Date: August 19, 2013
Re: Administration response to Mrs. Prevost's August 3, 2013 correspondence included in the Council package

As part of my responsibilities under the *MGA* to inform and advise council, I am providing this memo in response to the letter by Mrs. Prevost.

The Town of Redcliff has indeed had several communications with Mrs. Prevost over a number of years related to issues that she identifies in her letter although I would not be certain that quotes attributed to my staff are accurate.

In regards to the overland drainage issue, Mrs. Prevost has indicated several concerns in the past related to a neighbouring property and the alley contributing to water accumulation on her property. We have advised her on many occasions that the issue with the neighbouring property is a civil matter and is not something that the Town has the responsibility or jurisdiction over. With regards to the alley, engineering and public services investigated the issue, agreed with some minor grading concerns, and have already completed the work required long ago. Follow-up investigation has indicated that said work accomplished its desired result.

Mrs. Prevost has identified issues related to "street flooding" and we have had engineering complete an assessment several times. There is no issue with the 3rd Ave. gutter/ditch as identified by the Manager of Engineering. There is no defined ditch on the east side of 5th St.; however, this would not appear to cause any flooding to the properties.

This area has gravel roads and thus maintenance is an issue; however, the maintenance of ditches, storm drain basins, and pipes are done in accordance with Town practices. It would not be practical to perform daily or weekly maintenance on each and every storm basin/ditch in Town. Public Services do their best to perform inspections of these areas in Town but also respond to citizen information/concerns when issues are reported.

The storm pond in the northwest had nothing to do with any significant flooding on July 6 or at any other time. The storm pond was not mentioned in the stormwater master plan as needing any upgrades or having any issues. The stormwater plan did indicate some improvements to the storm sewer in 5th St NW that council received for information and will be considering as part of long term capital budgeting.

We have also had several communications with the public regarding the July 6 flash flood event including on our website, local media, in the office, over the phone, and social media. Some of these have been specific correspondence and conversations with Mrs. Prevost.

As Council is aware, the recent sanitary study was presented and discussed by council at the July 15th Committee of the Whole meeting (and is available on the website in the agenda package). Although the system was designed to and approved by Alberta Environment standards, this report identified some areas of concern that should be examined. Council directed that administration work on including some of those priorities in the MYCIP plan and evaluate at budget time for moving forward with suggested improvements.

For clarity, the sanitary lift stations did not fail on July 6. They continued to operate and pump throughout the entire event. This has been a myth in the community that we have clarified with citizens. Another myth is that the storm and sanitary systems are one and the same.

Sanitary back-up occurred in certain areas where the system simply couldn't keep up; however, they did not stop working at any time. The cause of sanitary back-up is simply 5-7 inches of rain in a few hours. No system could ever be designed to accommodate such weather. Medicine Hat did not receive the same sort of damage because they only received between 2-3 inches, not because their system was designed any differently. Weeping tile and sump pumps are tied directly into the sanitary system in the majority of Town, hence the reasoning behind why rain can affect sanitary systems.

For comparison, the City of Toronto had its worst disaster in history only 2 days later than us on July 8, also caused by excessive rains. Their damage, including sewer back-ups for thousands, was also caused by the rains and a system that could not keep up to the demand. They experienced just shy of 5 inches of rain on that day whereas our estimates are between 5-7 inches in an even shorter period of time. While there are some improvements in our system suggested by the recent study, I repeat that virtually no system would have been able to handle the event on July 6. In watching media reports of the Toronto flooding, this opinion was shared by some of the top engineering experts in the country.

As mentioned, council will be discussing potential improvements to their systems during upcoming budget discussions. These improvements will have significant impact on the Town budget.

We have done everything within our municipal powers related to the July 6 event, including pressing the Province for a declaration of a disaster. Unfortunately, despite the suffering of so many I am not optimistic that the province will declare the event a disaster opening up potential claims for assistance from residents and the municipality who also suffered damage. Even if they did, only overland flooding would be covered as any sewer back-up is a private insurable claim.

The Town has not negated our responsibilities under the *MGA* in regards to the letter's specific concerns and those held by others. The system was designed and approved by the standards at the time and we have performed work and will continue to perform maintenance work as required. The sanitary system will be evaluated further and consideration given to upgrades, keeping in mind the expense and burden this may place on rate payers. The Town has done due diligence in paying significant costs to study and evaluate systems in place including both for storm and sanitary.

2012 REDCLIFF PUBLIC LIBRARY BOARD MEMBERS

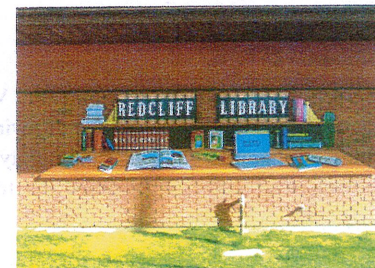
Julene Foggin-Evans	Brian Pattison
Dianne Smith	Brian Lowery
Jim Steinke	Richard Rajala
Mark Adcock	Gerard Klotz
Val Westers	Catharine Richardson

REDCLIFF PUBLIC LIBRARY

131 Main Street South
PO Box 280
Redcliff, AB T0J 2P0
Phone: 403-548-3335
Fax: 403-548-6295
redlib@shortgrass.ca



REDCLIFF PUBLIC LIBRARY



2012 REDCLIFF PUBLIC LIBRARY ANNUAL REPORT

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

Phone: 403-548-3335

OVERVIEW

Each year we strive to improve services, programming and community involvement, this year was no exception.

2012 began by entering the Small Town Saturday Night contest through Big Valley Jamboree. Although we didn't win the contest, support from the community was fabulous, over 100 people turned out for our group shot!

The C.O.W. Bus (Classroom on Wheels) was at the library for a day in June, which saw 50 adults and 78 children attend.

Our coffee corner opened in September, thanks to funding from Servus Credit Union. Patrons can now choose coffee or tea during their library visits. Along with this project, Redcliff Home Hardware donated an electric fireplace for our reading area, thank you!

We celebrated Library Snapshot Day in October, 153 patrons and 227 checkouts in that one day! Thanks you all for your support!

The *1 Community, 1 Card* service began in October. Patrons can now use their library cards at the Medicine Hat College and Brooks Campus libraries, and students of those institutions can use their college library cards at any Shortgrass Member Library.

Thank you to all of our funders throughout the year: Western Economic Diversification Canada helped with the cost of our new window coverings; FCSS for funding LEGO at the Library, Lions, Lionettes, Town of Redcliff, Government of Alberta, and all the private donors.

Vision Statement

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

Mission Statement

The library provides service to community members and surrounding area by:

- Supporting family literacy and inspiring lifelong learning
- Delivering meaningful programming
- Incorporating new and innovative technologies which enhance access to our diverse collections
- Acting as an inclusive and accessible community resource centre.

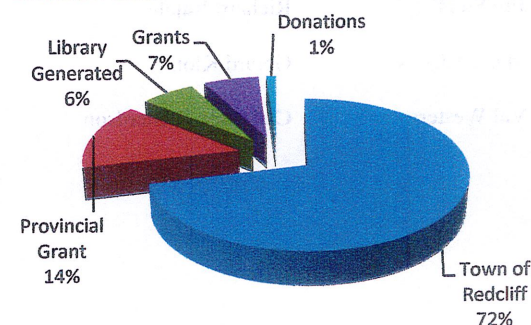
Plan of Service 2008-2012

The plan of service focuses on attainable goals for the Redcliff Public Library. These goals are being accomplished through the action plans set in place. By accomplishing these goals the Library will continue to be a valuable resource for the residents of Redcliff.

2012 Financial Highlights

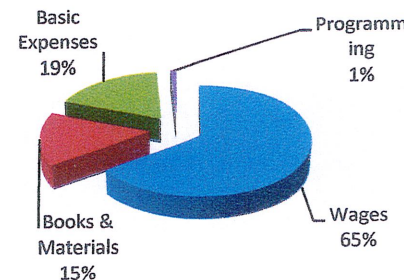
Funding for the Redcliff Public Library

Town of Redcliff	\$137,250.00
Provincial Grant	\$ 27,773.00
Grants	\$ 12,465.51
Donations	\$ 2,127.08
Library Generated	\$ 12,323.28
Total Revenue	\$191,938.87



How the funds were used:

Wages	\$118,420.16
Books & Materials	\$ 28,421.96
Basic Expenses	\$ 35,622.60
Programming	\$ 964.80
Total Expenses	\$183,429.52
Committed Operating Funds	\$ 8,509.35



Economic Outlook Summit (E-OS) Wednesday October 30th, 2013

- 09:30am Kick off and welcome to attendees and speakers
- 10:00am Dr. Jack Mintz – Palmer Chair in Public Policy at the University of Calgary will speak potentially on a the Economic Benefits of an Alberta Sales Tax
- 11:00am Coffee Break
- 11:15am Honourable Doug Horner – President of the Treasury Board and Minister of Finance, Government of Alberta
- 11:50am Trudy Parsons – Director of Workforce Development, Millier Dickinson Blais will present "Making Peace in the War for Talent"
- 12:15am Lunch
- 01:15pm Resume from lunch and introduce Earle Connor
- 01:20pm Earle Connor – business owner and motivational speaker will present "Overcoming Challenges to Succeed"
- 02:20pm Coffee Break and break-out sessions.
- 02:30pm Attendees can select from four break-out session options and they are as follows:
1. Regional Analysis of Southern Alberta Industry, Statistical presentation will be presented by Michelle Gietz – Economic Development Project Coordinator with the County of Newell's Economic Development group
 2. A panel of experts will be presenting on exporting opportunities – "Are you ready to export? Let us show you how"
 - Patrick Mattern - Senior Director , Trade & Investment International and Intergovernmental Relations, Government of Alberta
 - Rick Brink - President/C.E.O, Weddingstar
 - Lee Malleau - Vice President of Business and Trade Development , Global Business Centre
 - 4th speaker will be another local business owner, TBC
 3. A panel on e-commerce and social media use in small business - "E-commerce and Social Media, changing small business" facilitated by Jon Sookocheff – Manager of the Entrepreneur Development Centre, Medicine Hat College
 - Social Media expert, TBC
 - 2nd speaker will be a local business owner, TBC
 - 3rd speaker will be a local business owner, TBC
 4. Strategic Planning For Economic Development, facilitated by Karen Blewett – Community Development Officer, Government of Alberta
- 03:45pm Resume from the coffee break and break-out sessions and introduce Todd Hirsch
- 04:00pm Todd Hirsch – Senior Economist, ATB Financial will present on his "Boiling Frog Theory"
- 04:45pm Wrap up the Summit and closing remarks from Randy Lehr - Board Chair, Economic Development Alliance of Southeast Alberta
- 05:00pm Event concludes

JACK MINTZ

Dr. Jack M. Mintz was appointed the Palmer Chair in Public Policy at the University of Calgary in January 2008.

Widely published in the field of public economics, he was touted in a 2004 UK magazine publication as one of the world's most influential tax experts. He serves as an Associate Editor of *International Tax and Public Finance* and the *Canadian Tax Journal*, and is a research fellow of CESifo, Munich, Germany, and the Centre for Business Taxation Institute, Oxford University. He is a regular contributor to Canadian Business and the National Post, and has frequently published articles in other print media.

Dr. Mintz presently serves on several boards including Brookfield Asset Management, Imperial Oil Limited, Morneau Sobeco, Royal Ontario Museum and the Board of Management, International Institute of Public Finance.

Dr. Mintz held the position of Professor of Business Economics at the Rotman School of Business from 1989-2007 and Department of Economics at Queen's University, Kingston, 1978-89. He was a Visiting Professor, New York University Law School, 2007; President and CEO of the C. D. Howe Institute from 1999-2006; Clifford Clark Visiting Economist at the Department of Finance, Ottawa; Chair of the federal government's Technical Committee on Business Taxation in 1996 and 1997; and Associate Dean (Academic) of the Faculty of Management, University of Toronto, 1993 – 1995. He was founding Editor-in-Chief of *International Tax and Public Finance*, published by Kluwer Academic Publishers from 1994 – 2001, and recently chaired the Alberta Financial and Investment Policy Advisory Commission reporting to the Alberta Minister of Finance. He served as a member of the Economic Advisory Council to advise on economic planning, and recently was the research director for the Federal-Provincial Territorial Minister's Working Group on Retirement Income Research.

In 2002, Dr. Mintz's book, *Most Favored Nation: A Framework for Smart Economic Policy*, was winner of the Purvis Prize for best book in economic policy and runner-up for Donner Prize for best book in public policy.

Dr. Mintz has consulted widely with the World Bank, the International Monetary Fund, the Organization for Economic Co-operation and Development, the governments of Canada, Alberta, New Brunswick, Ontario, and Saskatchewan, and various businesses and nonprofit organizations.

Doug Horner was elected to his fourth term as a Member of the Legislative Assembly for Spruce Grove-St. Albert on April 23, 2012. In addition to his duties as an MLA, Mr. Horner also serves as President of the Treasury Board and Minister of Finance.

Mr. Horner previously served as Deputy Premier, Minister of Advanced Education and Technology and Minister Liaison to the Canadian Forces. During his second term he also served as Minister of Advanced Education and Technology and Minister of Agriculture, Food and Rural Development. Additionally, he served as vice-chair of the Agenda and Priorities Committee and was a member of the Treasury Board and the Cabinet Policy Committee on the Economy.

Born in Barrhead, Alberta, to Jean and Dr. Hugh Horner, Mr. Horner has spent most of his life in rural Alberta. Three generations of his family have been involved in agriculture, and his father was a previous minister of agriculture.

Mr. Horner also has a solid business background, graduating from the Southern Alberta Institute of Technology (SAIT) with a diploma in business. After completing further studies, he was accredited by the Institute of Canadian Bankers.

Before being elected to the Alberta Legislature, Mr. Horner had extensive experience in the private sector, including banking in southern Alberta and a sound understanding of the value-added sector of agriculture. He was integral in the start-up and operations of his family's barley and oat processing mill.

Later he became responsible for international marketing and sales of specialty grains for ConAgra out of its Nebraska office. After three years he moved back to Canada and established a trading company for agrifoods and agrifeeds for domestic and international markets.

Mr. Horner is an active member of his community. He is currently a member of the Spruce Grove & District Chamber of Commerce, the St. Albert Parkland Rotary Club, the Royal Canadian Legion, the Loyal Edmonton Regiment Association as well as several other service and community organizations.

Mr. Horner has previously served as a member of the Standing Committee on Law and Regulations, the Special Standing Committee on Members' Services and the Standing Policy Committee on Justice and Government Services. He has also served as chair of the Alberta government's Information and Communications Technology Implementation Committee and vice-chair of the Alberta Grain Commission

BIO:

Trudy Parsons has spent her career living out her passion. With over 25 years of demonstrated leadership in career management, labour market planning and strategy development, her career path has spanned employment in the public, private and not-for-profit sectors, giving her a solid understanding of the roles each play in creating strong and vibrant communities. Since 2011 she has led the National Workforce Development Division with the economic consultancy firm of Millier Dickinson Blais.

Trudy recognizes that a community's competitiveness is about linking economic and workforce development, for a community's greatest asset is its people. She helps organizations and communities leverage common interests, answer the tough questions, and create a strategic direction that delivers positive change. She has authored numerous articles and reports, and delivers presentations on workforce development to audiences across Canada and internationally.

Trudy holds her MBA, and designations in Certified in Management (C.I.M.) and Professional Manager (P.Mgr.). She is a long standing member of the Canadian Institute of Management, having served on the Board of Directors at both the local and national levels. In 2010 she was awarded a life membership for her commitment and contribution. In 2011 she was elected to the Board for the Economic Developers Council of Ontario where she continues to serve as Chair of the Professional Development committee. She volunteers in her community and enjoys spending time with the new love in her life – her granddaughter.

What is it that keeps her awake at night? Trudy's greatest concern is the inevitable talent shortage and the challenge among our communities, provinces and nation to compete. Most recently she has been involved in creating a broader engagement strategy that will bring together leaders, stakeholders and local community players to address the challenge – the battle for talent is no longer pending, but for many communities is in full swing.

Presentation Title: Making Peace in the War for Talent

For more than a decade, thinkers have described the latest era of economic development as a period of intense international competition for knowledge, skills and the creative class. Richard Florida writes about the "New Global Competition for Talent", Edward Gordon advises US Chambers of Commerce on "Winning the Global Talent Showdown." While China and India seek to recruit knowledge workers back from the West, Gallup Pollster Jim Clifton predicts "The Coming Jobs War."

At the same time, a shortage of highly skilled labour is now cited as the top barrier for businesses by The Canadian Chamber of Commerce and a recent speech by Bank of Canada Governor Mark Carney suggests that a "skills mismatch" has led to over 220,000 jobs remaining vacant in Canada. Is it competition or collaboration that will lead communities forward in the quest for talent?

Overcoming Challenges to Succeed – *Earle Connor* – Earle had his left leg amputated above the knee at just three months old. But he never shied away from sports or challenges. When a neighbourhood friend signed up for youth hockey, Earle was right there beside him. Eventually, he became the first disabled athlete to be drafted into the WHL. Earle has a lifetime undefeated streak in the 100m, including 18 World Record performances. He has also considered and done the impossible: broken the 12-second barrier. Earle is an entrepreneur who has benefitted from the Community Futures network to help reach his business goals. Earle's life serves as a resonant example of overcoming challenges and he speaks with conviction about his determination and his pursuit of the impossible.

Bio for Michelle Gietz, Economic Development Coordinator, Newell Regional Economic Development Initiative

Michelle obtained a B Sc. Agr. in Agricultural Economics and Rural Development from the University of Guelph in 1983 and a M Sc. in Agricultural Economics at the University of Manitoba in 1988. Past employment in business and management with government, non-profit and the private sectors have provided valuable experience in managing projects of all sizes and objectives. She moved with her young family to Memphis Tennessee in 1996, where she was employed as a business analyst with Informa Economics and later as an Associate Professor of Economics at Southwest Tennessee Community College. Her continual quest to return to her Alberta home was fulfilled in 2009 where she is currently employed as the Economic Development Coordinator for the Newell Regional Economic Development Initiative. Her first book "It Was Our Town" relives a child's memories of growing up in small town Alberta. She currently lives south of Brooks, Alberta, operating Back Forty Enterprises Inc, a private consulting and farm enterprise business.

Patrick Mattern is currently the Senior Director, Trade and Investment European Union Environment and Energy for the Government of Alberta. He has held a variety of international trade and investment positions some of which include:

- Acting Managing Director for Alberta's United Kingdom office.
- Senior Director for Alberta Trade and Investment – Europe and Africa.
- Director for Alberta Trade and Investment – Americas.
- Senior Business Officer for Western Economic Diversification Canada.
- Trade Commissioner – Investment, Foreign Affairs and International Trade Canada at the High Commission office in London.

Todd Hirsch - Biography
Senior Economist,
ATB Financial

In May 2007, Todd became Senior Economist at ATB Financial. He holds a BA Honours in Economics from the University of Alberta and an MA in Economics from the University of Calgary. For over 20 years he's worked as an economist at several different companies including Canadian Pacific Railway, the Canada West Foundation and the Bank of Canada. For almost a decade, Todd taught economics at the U of C.

Todd regularly provides economic commentary for CBC, CTV, The Globe and Mail and other local and national news outlets. In 2011, he was recognized as one of Alberta's *50 Most Influential People* by Alberta Venture magazine.

In February, Todd released his first book titled, *The Boiling Frog Dilemma: Saving Canada from Economic Decline*.

About ATB Financial

ATB Financial is the largest Alberta-based financial institution, with assets of over \$30 billion. It provides Retail Financial Services, Business and Agriculture Financial Services, Investor Services, and Corporate Financial Services to more than 680,000 Albertans in 243 communities. It provides service through 170 branches and 130 agencies, telephone and Internet banking, a Customer Contact Centre, and Automated Banking Machines. ATB has been named one of Canada's 50 Best Employers by Maclean's Magazine and one of Canada's Top 100 Employers and Alberta's Top 55 Employers by Mediacorp Canada Inc.

Todd Hirsch
Senior Economist,
ATB Financial

Presentation Summary:

The Boiling Frog Dilemma: Saving Canada from Economic Decline

This book, co-authored by Todd Hirsch's long-standing friend and colleague Robert Roach, answers one question: What creates wealth?

Economic wealth isn't created by oil and gas molecules in the ground, nor by an auto assembly plant. It isn't created by tax credits or subsidies. It isn't even created by economic development programs. Wealth starts with one thing: an idea. *The Boiling Frog Dilemma: Saving Canada from Economic Decline* argues that Canada in the 21st century is at risk of falling behind internationally. We need to seriously "up our game" in terms of creativity, innovation, risk taking, entrepreneurialism, cosmopolitanism, community and re-thinking environmental stewardship—or risk becoming economically irrelevant on the global stage.

Danica Prpick
13 Riverview Pl. SE
Redcliff, AB
T0J 2 P0

August 13, 2013

Town of Redcliff
Box 40
Redcliff, AB
T0J 2P0

RECEIVED
'AUG 13 2013
TOWN OF REDCLIFF

Dear Council,

Once again I would like to thank you for your efforts in representing the electorate and bringing their concerns to the council table.

Mr. Wolanski and the Municipal Affairs auditors have indicated that allowing public input at council meetings may not be the best way for citizens' voices to be heard. The auditors also indicate that residents do not always receive access to Council when they wish to present at Council meetings. The Municipal Inspection Report states that access to council by all citizens should remain relatively unfettered; and that all councilors' perspectives should be considered at council meetings. If all councilors have a voice and represent their electorates' concerns then many perspectives will be brought to the council table – the more perspectives heard, the more informed the decisions will be.

Although it is imperative that the Municipal Manager advise and inform council on the operation and affairs of the municipality and implement council's policy, it is the Council's role to set the policy. Therefore, it is the council who is left with the burden of making the educated, informed decisions based on the Manager's advice, the citizens' input and the consideration of all Councilors' perspectives.

Relying solely on a few Councilors' opinions and the advice of the Municipal Manager has, in the past, lead to some bad practices. For example, the current Municipal Manager, and his long standing predecessor, continued to advise that it was appropriate to have Committee of the Whole meetings behind closed doors with no minutes contrary to what the citizen's indicated on numerous occasions. The Municipal Auditors have identified that this practice has now ceased, but it could have ended long before if the citizens' input had been brought to the council table in a motion to be considered by all Councilors.

Since citizens cannot always be able to present at council meetings, the most viable option for citizens' voices to be heard is for Councilors to bring those concerns to the council table. During the budget meetings citizens brought a concern to Council which never made it to the council table, regarding \$70,000 budgeted towards a new administrative position. Council instead took this decision behind closed doors on the advice of the Municipal Manager indicating labour issues as the reason. Personnel issues are a legitimate reason to go behind closed doors but one must first have a "personnel" to protect the privacy of. Labour issues are contended with in accordance with the CUPE contracts by the administrator and need not be discussed with Council according to the Municipal Inspection Report. The hiring of personnel would be in accordance with the Hiring Policy which Council must do in an open meeting by resolution. This policy would hopefully involve Councilors in the decision-making process in order to best represent their electorate and to eliminate any concern of bias by the administration who is not elected by the citizens.

Since Council discussed the topic behind closed doors, the citizens remain unaware of what this position represents and why it is being created. As Councilor Mr. Killpatrick indicated, misinformation and rumours are not helpful in these situations. He is correct. Unfortunately the rumour circulating within the community is that this position has been created to enrich and empower a current staff member of the Town. Although rumours are often wrong, they can be very helpful in understanding citizens' perspectives. Regardless, we feel that Council will agree that rumours can be harmful if left unaddressed.

The citizens' who brought the concerns to the Council during the budgetary meeting would like to request that the Council bring the following options through a motion to be considered by Council at the council meeting on August 19, 2013.

1. If the reason for creating the position is to reduce one staff member's work load – Council to consider a part-time position or an assistant position be created at a lesser pay rate, while the remainder of the money be used to serve the community at large elsewhere. This would maintain the integrity of current long-term staff member's positions without infringing on their employment rights.
2. If the reason for creating the position is to harness a skill set to fulfill the protective services role – consideration be given by Council to making the fire chief's position full-time (which meets industry standard for municipalities with populations over 5,000). The present fire chief does have the skill set required to fulfill this mandate. This would reduce the amount of money being expended (on staffing two different positions), while compensating existing positions appropriately for their specialized skills.

3. If the work is already being done effectively by other staff members – Council to consider keeping things status quo and returning the \$70,000 to the general coffers to be spent on other things which would benefit the community at large rather than empower and enrich one staff member.

4. If the Council decides to make the supervisory position, as previously identified in the Municipal Manager's report, it be done by bylaw in an open council meeting in accordance with the Municipal Government Act. Any powers, duties or functions of the CAO can only be delegated to others by designation. Since the CAO is responsible for supervising staff, if a position is created that passes this authority on, it must be created by bylaw in accordance with S.209 and S.210 of the MGA. The wording "may" in section 210, refers only to the option for creating a designate position. If the Council chooses to create such a position, then it must be done by bylaw (or this section would not exist). All bylaws must be done in an open public council meeting as per S.181 of the MGA.

Bringing these alternatives to the council table will go a long way to dispelling the rumours and will reaffirm that Council is fiscally responsible and does represent the community at large.

Thank you for allowing the citizens of Redcliff to participate in the democratic process.


Danica Prpick

Memo

To: Town Council

From: David Wolanski, Municipal Manager

Date: August 19, 2013

Re: Administration response to Ms. Prpick's August 13, 2013 correspondence included in the Council package

As identified in the *MGA*, one of my key functions is that I advise and inform council. Furthermore, as we are aware, the Municipal Inspection Report commented that the best way to accomplish this is "through the agenda package and not through verbal discussion at the council table". As such, I am providing this memo to address the letter written by Ms. Prpick in the council package vs. responding verbally during the meeting, unless asked questions for clarification.

It should also be noted that the letter was only addressed to Council and was not sent to the Manager of Legislative and Land Services to be included in the agenda as per the Procedural Bylaw. It's inclusion on the agenda is the result of a Council member receiving their mail in time and asking for it to be included according to the Procedural Bylaw.

The first point of clarification is that the inspection report did not say that "residents do not always receive access to Council". In fact, the report states simply that "inspectors heard that access to council was not always granted to residents". They make no comment as to the accuracy of those claims but simply that they were made. Further details regarding this particular aspect of the report and specifically the Procedural Bylaw is included in my Request for Decision on each of the recommendations made by the inspectors included in this same council package.

The letter makes an inaccurate claim against me and past CAO's regarding Committee of the Whole meetings. As has been explained on several occasions, prior to 2011 Committee of the Whole meetings were not appropriately named. They were not complete separate meetings but rather the exact equivalent to "in camera" portions of a regular or committee meeting that we have now. Once the Administration and Operations Committee were disbanded they were replaced by one Committee of the Whole meeting. That same Committee of the Whole meeting today may have an "in camera" portion just as a regular Council meeting could. It should also be clarified that the old Operations and Administrative Committees were open to the public, contrary to the inspectors report. Minutes reflect this. There may have been portions of the meeting closed if it met the provisions of the *Act* to do so.

In short, previous Committee of the Whole meetings simply referred to “in camera” sessions of a meeting rather than an entire meeting in and of itself. The provisions of the *Act* to close a part of those meetings were followed. As they were legislated “in camera” sessions no motions are allowed to take place and no minutes are taken or allowed. This is no different than what we are doing today; however, it is now simply named appropriately. Similarly, no minutes are required or allowed to be taken during those “in camera” portions and this should be the advice of the Municipal Manager as it is how we must conduct “in camera” sessions, namely, no motions and no minutes.

On page two of the correspondence another inaccurate claim is made that “citizens cannot (aren’t) always able to present at council meetings”. The only time this may happen is if the same issue is brought forward to council on a specific matter within 6 months of its original appearance unless there is significant or new information. Otherwise, the Procedural Bylaw does not allow for an item to not be added to the agenda or a presentation not be allowed. This is again contrary to the inspection report that indicates the Mayor or I have discretion on agenda items and is detailed further in my report on the recommendations of the inspectors.

In regards to going behind closed doors to discuss a personnel issue related to the proposed position of Director of Community and Protective Services I disagree with the notion that the only reason we can go behind closed doors to discuss a personnel issue is if we had a person employed in this particular case. Many aspects of our organization, including current staff and overall organizational structure, will be impacted by this position and departmental improvements. There are collective bargaining agreements to consider, reporting structures, and many other administrative and personnel concerns related to this shift in our organization that were the focus of completely necessary and justifiable “in camera” discussions.

As the report indicates, one of the directives of the Minister is for Council and administration to take roles and responsibilities training and to review any policies and bylaws “to ensure that council is not considering or acting on matters that are the responsibility of the administration”. The report identified one example, Policy 69, and the setting of specific wages as an area that is not within Council’s role. Another policy that was discussed in the past, as well as with the inspectors, although it did not appear specifically in the report, was the hiring policy which indicates that Council members sit on a Committee to hire senior management positions beyond the CAO. Ms. Prpick indicates that “this policy would hopefully involve Councilors in the decision-making process”. As I have indicated in the past and in my other report this evening on the inspection recommendations, this policy and Ms. Prpick’s wish, is a clear violation of council’s role and must be addressed as part of the directives. Council has one employee, the CAO, and all other personnel hiring and management is the responsibility of the CAO and administration and not within Council’s legislated role.

There is no doubt that the municipality has to take the lead role in public engagement; however, that process also goes both ways. The assertion that “citizens remain unaware of what this position represents and why it is being created” may unfortunately be true; however, administration and council has presented and discussed this issue in public. When Policy 69 was approved that included the wage for the new position being created, I included in my Request for Decision document that went along with the policy and was included in the Council agenda package (and is still on the website I would point out) great detail about the position. I feel it would be appropriate to include again as it has clearly been missed by some. Here is a portion of what was provided to Council and the public and is still available online:

March 11, 2013

Redcliff continues to experience growth in both residential and non-residential development. Our population growth in the last five years was one of the highest in the region reaching a population of 5,588 with projections anticipating Redcliff to top 7,000 in the next ten years. Despite this growth, the Town of Redcliff has maintained overall staffing to the same level as when the population was only 3,800.

As detailed in our 2011 Financial Statements (Schedule 5), "Salaries, Wages, and Benefits" equate to 28.4% of our total operating budget. Also of note, the financial indicator graphs that are completed by the Province of Alberta indicate clearly that Redcliff, in comparison to other municipalities in our population range, spends far below the average in regards to salaries, wages, and benefits per capita. As the graphs indicate (pg 18), Redcliff was close to the average in 2005 but has since dropped well below as we continue to maintain staffing levels despite increases in population. Both the financial statements and financial indicator graphs are on the Town website.

The financial indicator graphs (pg 17) also clearly identifies that Redcliff falls the most behind the average in overall spending related to recreation and culture, including support services, and protective services. As an example, most municipalities the size of Redcliff have their own designated Family and Community Support Services (FCSS) Director with additional complimentary staff (1-2). The Town of Redcliff does not even have a full-time designated FCSS position as the staff member responsible for those duties is also in charge of community programs, recreation, culture, special events, and much more.

As Council is aware, preparations continue for the finalization of the details related to the recruitment of the new position of Community and Protective Services identified for the first time in Policy 69. We are definitely excited to add this element to our organization in order to better provide our residents with the type of programs and services befitting a municipality of our size.

Adding additional personnel to the department will enable the Town of Redcliff to not only provide better organization and evaluation of existing services, but also investigate and expand services in the community as well as research additional sources of funding for new programs. Redcliff council also has identified the development of a Recreation Master Plan and Tourism Action Plan as priorities, and administration will be better equipped to liaise, implement and coordinate strategies identified in said plans.

Another key component of the development of the department is adding the "protective" aspect of the Town of Redcliff. Currently, jurisdiction and supervision of Emergency Management, Bylaw Enforcement, Fire Protection, and Police liaison falls under the portfolio of the Municipal Manager. Each of these areas requires much more thorough and timely review in order to maximize the responsibility to our citizens to protect their lives and property and to ensure a safe, viable, and respectful community. By shifting these areas to fall within the portfolio of the expanded Community and Protective Services department, the new manager will be able to better maximize their efficiencies and allow the Municipal Manager to oversee all departments.

The Municipal Manager will also be able to focus on proactive approaches to carrying out Council's direction and ensuring that Redcliff continues to grow and stay current with improvements as well as fulfill his legislative requirement as the administrative head without specific departmental responsibilities. Again, this is more befitting a municipality of Redcliff's size.

As mentioned, we have grown tremendously (3,800 – 5,500) without any increase in overall staffing levels. During the last few years we have worked diligently to review gaps in our services and make changes to identify those gaps. Statistics, third party evaluation, and other detailed analysis have all been carefully considered and contributed to those changes. It has

taken time; however, decisions such as these should. While this new position was identified as a need early on in the evaluation, administration and Council delayed its implementation until such time that other changes took place so that additional costs would be offset by realized savings in other areas.

Redcliff is able to achieve this new position, as well as the addition of the Public Services Supervisor position in 2011, without increasing the overall salary position of the Town of Redcliff from 2010 levels beyond normal inflationary increases. Detailed analysis in several departments that was long overdue led to a realization that some departments were able to provide the same or similar services to the community with a reduction in staff (i.e. Municipal Accountant and Building Inspection). This same analysis led to further realization that other departments (Public and Community Services) were understaffed and under-utilized. Through reductions in some areas and additions in others, such as this new position of Director of Community and Protective Services, Redcliff is able to provide more effective and efficient service to our residents that is ultimately cost neutral. The concept is to work smarter without it costing more.

It should also be noted that currently there is no out-of-scope management employee responsible for Community Services. This is certainly not considered best practices and was identified by an organizational consultant as a key weakness in our structure. This new position will address this deficiency.

In regards to the request for consideration of options/motions related to the position I cannot recommend strongly enough against such consideration. I believe that it goes beyond council's role in this particular case but even more so goes beyond the public input spectrum. The inspection report could not have been clearer when it addressed this exact issue. If you recall, the report stated that public input into high level decisions affecting the Town (i.e. land use or borrowing) is appropriate; however, "these requirements do not extend to other areas of municipal business such as adequate staffing of the municipality." It went on to say:

"A recent example is when some members of the public indicated their displeasure with a new administrative position being created. If a new administrative position is required, it is not a decision the public should have input into. In this type of situation, the CAO needs to make a case to council for the need of the new position, and the council will decide if they will include the expense for the position in the budget."

Again, I do not believe that this point could be any clearer. As you know, the case has been made and council has included it in the budget. Circumstances have not enabled us to move forward with the filling of the position; however, I expect this to carry on in the not too distant future.

A great point is made related to "rumours" by including what may be the perception or reason for the position, however inaccurate that may be. The letter indicates that "rumours are often wrong", which I couldn't agree with more fully; however, the rumour is then perpetuated by indicating that we should hold off on the position "rather than empower and enrich one staff member". This is indeed a rumour that has no basis of fact whatsoever and is an accusation that I find defamatory towards me as the Municipal Manager and to Council as the ultimate decision maker in regards to the budgeting of this position. This is especially the case when one could have easily researched, asked, or read my recommendation from March 11, 2013 which clearly would dispel any such rumour and indicate that great thought and care of municipal resources, assets, and services went into the decision.

Finally, I will admit that I have no idea what is being referred to in item #4. I believe the implication is that any supervisory position must be created by bylaw which could not be further from reality. References to the MGA in this regard are not accurate. First of all, Section 209 is in reference to my delegation of duties to a designated officer or ANY employee of the municipality. It has nothing to do with the creation of a position, especially when it would most likely not be a designated officer.

Section 210 is in regards to a designated officer bylaw which “may” be established for one or more positions within the municipality. There is no requirement to pass a bylaw for every supervisory position which I think is the idea in the letter. A designated officer bylaw normally only includes people who have legislated responsibilities under the MGA like a clerk, development officer, bylaw enforcement officer, assessor, or financial director. For example the City of Medicine Hat, with their hundreds of employees, has the CAO of Municipal Services, the COO of Energy Services, and 5 designated officers (3 Commissioners, the clerk, and the solicitor). As you can imagine, there are dozens of other “supervisors” that are not designated officers. Most municipalities have between 3-8 designated officers.

The inspection report did indicate that our designated officer bylaw was outdated because of several positions being re-titled or no longer within our structure. Regardless of the update needed, the Director of Community Services would normally not be considered a designated officer, would not be included in the updated designated officer bylaw, and is not required to be.

Another area that I couldn’t agree with more is that all bylaws must be done in open public council. They always have and always will continue to be. Any claim or implication to the contrary is false.

While any citizen can bring forward letters to council to be included on the agenda at every meeting if desired (again unless it is the same issue that has been addressed within 6 months) I would recommend that letters with proposed motions be received for information rather than entertain the specific proposed options/motions. I do not believe this is the purpose of citizen input. Council is elected by the public to make decisions on their behalf. While the public should not have to wait until the next municipal election to have their voice heard, the scope of any level of government cannot be to have public involvement of each and every issue of municipal business as the inspectors so indicated.

As such, I would recommend that this correspondence be received for information only. This does not preclude any member of council from debating or discussing any of its contents and making a motion related to it. Debating suggested motions from the public, especially ones that are not within the appropriateness of public input and council roles and responsibilities, would create a precedence that in my opinion would lead to significant distractions for both administration and council. This letter is a clear example where administration has had to research and respond to inaccuracies that had already been communicated or identified to the author and council, both by administration and through the inspection report. The time afforded to this and similar issues continue to be a significant expense to the citizens of Redcliff.



ALBERTA
CULTURE

*Office of the Minister
MLA, Edmonton-Glenora*

RECEIVED
AUG 13 2013
TOWN OF REDCLIFF

2013 Stars of Alberta Volunteer Awards - Call for Nominations

As Albertans, we are fortunate to have access to a wide variety of recreational, social and cultural programs that help to enhance our quality of life and make Alberta an even better place to call home. These programs and services would not be available without the incredible contributions of Alberta's volunteers.

Join me as we search for those community-minded volunteers whose dedication and generosity are helping to build strong families and communities by nominating an outstanding volunteer for a Stars of Alberta Volunteer Award.

The Stars of Alberta Volunteer Awards recognize extraordinary Albertans whose volunteer efforts have contributed to the well-being of their community and fellow community members. Any Albertan whose volunteer efforts have played a significant role during their lifetime is eligible. Six awards are presented annually; two in each category of youth, adult and senior. The awards will be presented in a special ceremony in Edmonton on International Volunteer Day, December 5, 2013.

For more information, please refer to the enclosed 2013 Stars of Alberta Volunteer Awards nomination form or visit www.culture.alberta.ca/voluntarysector/stars. The deadline for nominations is Monday, September 16, 2013.

Thank you for your support in recognizing Alberta's volunteers.

Heather Klimchuk
Minister



2013 STARS OF ALBERTA VOLUNTEER AWARDS

GUIDELINES

The Stars of Alberta Volunteer Awards program is run in accordance with the following guidelines:*

1. The nominee must meet the eligibility criteria outlined in the nomination form.
2. The nominee must be a resident of Alberta at the time of the nomination.
3. The individuals identified as references for the nominee must agree to have their personal information included in the nomination form.
4. Nominations made by family members will not be accepted.
5. Nominations cannot be submitted without permission of the nominee.
6. If more than one nomination is submitted for the same nominee, only the first nomination received will be considered.
7. By signing the nomination form, each nominator and nominee agrees to:
 - Abide by the guidelines that govern the Stars of Alberta Volunteer Awards.
 - Participate in the awards program and the nomination process.
8. In the event the nominee is chosen to receive an award, the nominee agrees to participate in all awards-related activities and functions, including the awards ceremony in December 2013.
9. The decisions of the selection committee are final.
10. Nominations become property of the Government of Alberta and will not be returned.
11. Nominations that are incomplete or do not comply with these guidelines may be disqualified, Alberta Culture will not accept responsibility for incomplete, inaccurate, lost or late nominations.

*Guidelines are subject to amendment by Alberta Culture.



2013 STARS OF ALBERTA VOLUNTEER AWARDS



Alberta
Government

2013 STARS OF ALBERTA VOLUNTEER AWARDS

The Stars of Alberta Volunteer Awards honour extraordinary Albertans whose volunteer achievements have contributed to the well-being of their community and fellow community members. Six awards, two in each category of youth, adult and senior are presented annually on or around international Volunteer Day, December 5.

AWARD CRITERIA

Albertans, who meet the following criteria, are eligible for a Stars of Alberta Volunteer Award:

- Exemplifies the spirit of community service;
- Demonstrates exemplary initiative, leadership, and creativity in his/her service to others;
- Serves as a role model for others in his/her community;
- Inspires others to engage in volunteer service, and
- Improves the overall quality of life of fellow Albertans and the community as a whole.

NOMINATION CHECKLIST

Submissions for the 2013 Stars of Alberta Volunteer Awards must include the following:

- ☐ Letter of Nomination submitted by the nominator;
- ☐ Completed Nomination Form signed by the nominee;
- ☐ Completed Critical Information (detailed responses to the requested points one through eight in a separate attachment); and
- ☐ Completed list of references.

Freedom of information and Protection of Privacy Act (FOIP)

The personal information that is provided in the nomination submission about the nominator and the nominee is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provisions of that Act. The information will be used for the purpose of administering the Stars of Alberta Volunteer Awards program and to select and publicize the achievements of the award recipients.

Submissions can now be made online. For complete instructions visit:

www.culture.alberta.ca/voluntarysector/stars

DEADLINE FOR NOMINATIONS:

MONDAY, SEPTEMBER 16, 2013

Award nominees and their nominators will be notified in writing of the selection committee's decision in November 2013.

NOMINATION FORM

NOMINEE

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

First name: Last name:

Category:

☐ Youth (up to 24 years of age) ☐ Adult (ages 25-64) ☐ Senior (ages 65 and over)

Mailing address and contact information:

Street:

City/Town: AB Postal Code:

Telephone (day): Cell Phone:

E-mail:

Nominee or Nominee's Parent/Guardian (for Nominees under 18 years of age) must sign and agree to the following:

I have read the complete nomination submission and certify that it accurately describes my/my child's volunteer and community work. I agree that it may be provided by the nominator to Alberta Culture, and that Alberta Culture may collect the information on that basis, so that I/my child may be considered for the Stars of Alberta Volunteer Awards. I also agree that Alberta Culture may contact the references who are identified in this submission to verify the information provided or to seek additional related information from them. Should I/my child be selected for the Award, I consent to the use and disclosure of my/my child's personal information (including photographs, video, name and quotation) as necessary, without compensation for awards-related publicity.

Signature: Date:

NOMINATOR

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Miss

First name: Last name:

Organization (if applicable):

Mailing address and contact information:

Street

City/Town: AB Postal Code:

Telephone (day): Cell Phone:

E-mail:

Signature: Date:

2013 STARS OF ALBERTA VOLUNTEER AWARDS

CRITICAL INFORMATION

This information should be provided in a separate attachment.

1. Describe the nominee's current volunteer activities.
2. Describe the nominee's last five years of volunteer activities.
3. Indicate the nominee's current paid occupation (if applicable).
4. Indicate an approximate amount of volunteer hours the nominee has contributed in the past year.
5. Describe how the nominee exemplifies the spirit of community service.
6. Describe how the nominee demonstrates initiative, leadership and creativity in his/her volunteer activities.
7. Describe how the nominee serves as a model for others in his/her community and/or inspires others to engage in volunteerism.
8. Describe how the nominee's volunteer efforts improved/benefited the overall quality of life of his/her fellow Albertans and the community as a whole.

LIST OF REFERENCES

List the names and contact information of at least three people who are familiar with the nominee's achievements.

Name:

Organization: Telephone (day):

Cell Phone: E-mail:

Name:

Organization: Telephone (day):

Cell Phone: E-mail:

Name:

Organization: Telephone (day):

Cell Phone: E-mail:

Mail or fax your complete nomination package to:

Stars of Alberta Volunteer Awards

907 Standard Life Centre, 10405 Jasper Avenue

Edmonton, AB T5J 4R7

Fax: 780-427-4155

For additional information visit www.culture.alberta.ca/voluntarysector/stars

Or contact Alla Honcharuk, Alberta Culture

780-415-8139 (toll-free by first dialing 310-0000)

or Alla.Honcharuk@gov.ab.ca



Municipal Manager's Report
Monday, August 19, 2013

Municipal Inspection

The report has obviously been received and the first report to the Minister has been sent. At the same meeting of council (Aug 19) there is a detailed report and request for decision on all recommendations made by the inspectors for council consideration. As discussed, each subsequent report to the minister will come before council so that it can be approved/discussed and will be available for public viewing in the agenda packages.

Election Packages

Election packages are now available on the website and at the front counter. They include information about the required training that will need to be completed as part of the Minister directives from the inspection. Nomination day is September 23, 2013 from 10 am – 12 pm.

I am more than happy to sit down with any interested citizen who is considering running to inform them of major projects, issues, and how the municipality is generally run.

Emergency Management

The Hazards, Risk, Vulnerability Assessment is nearing completion by the consultant. These will be presented to Council for information once the final report is completed. This was delayed slightly, not by the consultant but by the Regional partners as we dealt flooding. The presentation to Council on the HRVA is expected to take place in September.

In regards to the MEMP and REMP, the tender has closed and the successful consultant has been chosen. ERM (Emergency Response Management Consulting) out of Edmonton was the successful proponent. All work on the MEMP, REMP, and HRVA fell within budget and will be covered by the grant from the Regional Collaboration Grant from the Province.

The presentation of the MEMP to council will take place following the municipal election as the timelines in the RFP indicated a Nov timeframe.

Education

I have recently completed my latest MBA course "Leadership Values and Ethics" and received an A (94%). My next course is "Strategic Information Systems Planning" scheduled to begin on Sep 3. I am also considering taking the last integration project at the same time in order to be completely finished by the end of Nov. If the workload is too significant I will take the integration project beginning in Nov and complete it by Feb.

Old RCMP

Prairie Rose was still waiting for some inspection reports on the property so an extension was provided in order for them to receive those before dropping conditions and completing the sale.

Flood Meeting – AUMA

I was able to attend a flood meeting with the AUMA board and other municipalities. This was in response to the recent flooding and the Province's regulations related to flood plains and future disaster recovery and building efforts/regulations. Further information will be provided by AUMA once they establish a position on the matter.

July 6th Flash Flood

I have been in contact with the Province and they have yet to make any declaration about the event. They were trying to get a sense from me how many people might have been affected by overland flooding during this event to assess the magnitude of impact. They reiterated that sewer back-up would not be covered for residents even if a disaster was declared for the event.

They recognized through weather analysis/reports that the rain was indeed significant. I informed them of our trail damage that had not been previously reported.

Time Away

I will be away from Aug 20-27 visiting family and attending my father-in-law's memorial service/burial.

PEP Initiative

PEP is leading an initiative for Cypress County, Medicine Hat, and Redcliff on a study of the transportation system in the area related to economic development. They had some funding that could be applied so there is no additional cost to the municipality besides some time in working with the consultant. An RFP went out on Aug 14 with a final report expected sometime in Feb. The official title of the project is:

"Freight Transportation System of Southeast Alberta - Assessment and Plans for Growth"

This will help identify what is currently happening in the area and what some of the challenges and opportunities are. This will help enable us to understand the barriers and competition in relation to business expansion and attraction. Several Redcliff businesses will be asked to participate by providing some information to the consultant.

Finance and Administration

There have been some changes in the department with the departure of Kristin. As you know, Claire has been moved into the Payroll/HR position which will cause a vacancy at the front counter. We hope to have this fill as soon as possible.

Audit & Assessment Service Request for Proposals

A "Request for Decision" for assessment services is included for consideration at the Aug 19 Council meeting.

Public Services

Water and Sewer Utilities

- Staff has completed hydrant flushing for 2013.
- Water meter reading for July-Aug. has just begun.
- N.W storm pond pump has been returned from repairs & reinstalled.

- Staff has been busy repairing curb stops, meter fixes & meter tests as well as assisting Industrial backhoe with the main replacement on 3st.se. As well as preparation for next zones of their construction.
- Completed water disconnects.
- Involved in aiding both Carver & LW Dennis contractors on the raw water projects.
- Staff repaired a water leak on Dutton St. Aug.10 .This main has had several leaks over the past few years & should look @ replacement of it.

Municipal Works

- We have just received approval to pump Dirkson storm pond to the City of Medicine Hat system. Staff did several improvements to the site to make movement of our portable pump easier & safer on the site. Pumping has commenced.
- Ongoing garbage bin repairs, grass & weed trimming.
- Staff has been doing a lot of work on alley grading & drainage concerns following the heavy rain events.
- The roads have been all graded & calcium was added to several areas to alleviate dust concerns.
- Staff has begun repairing the shale trail washouts. Red shale is on order & should be arriving shortly.
- Staff has begun demolition of the boards on the outdoor rink to prepare for new structure to be constructed by a contractor. There will be additional work performed by separate contractors for concrete, electrical, and fencing.

Parks and Recreation

- The Parks staff has had a busy & challenging summer. Despite having given a couple different individuals an opportunity being the relief supervisor it has been a relatively good season overall. Barry Williams is currently acting as the supervisor.
- Several repairs to irrigation systems have taken place as well as significant attention to the ball diamonds this summer. We have had a much larger use of the diamonds due to the flooding of Medicine Hats diamonds. Feedback has been very positive on our facilities. As well our campground has been very full most of the summer as well.
- Atron refrigeration has begun installing the new heaters in the Rec-Tangle. As well our staff has begun painting the dressing rooms. Netting & some other improvements are anticipated to be completed by the contractor building the outdoor rink sometime in mid Sept.
- The rink is scheduled to open Sept.20 so our staff will begin making the ice in the 2 weeks prior to that date.
- The aquatic centre chlorination system was changed over from powder to liquid chlorine. We found both the cost & the effectiveness of the powder to be inadequate. The trial of liquid has been very successful & will continue to use going forward .Last day of the pool is scheduled for Aug.25 with winterizing of the facility to follow by October.
- Kevin Parkinson is attending his pool operator 1 course in Red Deer Aug.12,13 Kevin has had a lot of experience this summer on pool operation & its great timing for him to attend this seminar.
- Shawn Dennison will be attending Arena operator level 1 in Brooks Aug.28-29 Shawn will learn about ice making, marking & maintenance of artificial ice surfaces. As well as basic refrigeration. This course is also great timing as we will be installing our ice early in September.

- Most of the seasonal staff will be finished work for the Town on Aug.26 Austin Fruson has agreed to stay on in the Parks Dept. until further notice.

Landfill

- The used oil tank is scheduled to be drained soon. It has been a challenge to find someone to take the oil. Once empty the tank will be excavated.
- The Hyundai loader was down & sent to Taber for repairs. Initially we had fears of having to replace the entire differential. Fortunately they were able to repair the differential. Further information is included in a memo to Council.

Community Services

- ChooseWell Programs - Intern organized teen and family programs in July to promote healthy and active living:
 - July 1 – Canada Day Launch Party
 - July 6 – Family Trail Day
 - July 11 – Healthy Summer Snacks
 - July 19 – Family Sports Night
 - July 20 – Summer Market and Youth Trade Show
 - July 23 – Minute to Move It

Attendance for these programs was low, uncertain why – Advertising? Timing? Activities? Funding for this position, which ended July 31, was provided through the Serving Communities Internship Program (SCiP). No cost to Town of Redcliff.

- Movie in the Park – “The Croods” was well attended; small concession provided by Gordon Memorial United Church
- Lifejacket Lending Program – 45 lifejackets have been lent out so far this season
- Art Classes – Artist Wendy Struck provided instruction in drawing, painting and sculpture for 4 – 7 years and 8 – 12 year olds. Sessions were: Drawing; Colour of Weather; Sidewalk Art; Birdhouses; Garden Art and Panel Painting. Program will finish with a Wrap Up Party and Art Show at Lions Park on August 16. Some items will be displayed at Lions Park all week. Many of the 12 classes were full or nearly full.
- Programs and Events Guide – The September to December Programs and Events Guide is almost complete.

Engineering

Eastside Phase 1 Parks & Landscape:

- CCC inspection conducted on July 19th together with Public Services representative.
- Grass Root Landscape has fixed all the deficiencies identified during CCC inspection.
- Park benches and garbage cans to be installed by Public Services.

Water Treatment Plant, Raw water pump station and pipeline upgrades

Pump Station Upgrade:

- Carver has installed the new pumps and working on electrical connections and instrumentation works.
- Pump Station wall finishing and roofing work in progress.
- The temporary pumping system with two pumps is currently in progress. Third pump is also available in case of demand increase.
- Block work has been completed in the generator building and electrical connections are still in progress.
- The project commissioning work is planned for second week of September.

Raw water pipe line and Water Treatment Plant :

- L.W Dennis (Contractor) has completed the 18" PVC Raw Water Line from outside Pump Station to 3rd St SW.
- 6" treated water line tie-in on Redcliff Way and 9th Ave will be done on Thursday Aug 15th. Water Shut off notices has been sent today for half day shut down.
- Next week the portion of 18" Raw Water Main extension and 10" treated watermain replacement on 9th Ave and from 2nd St SW to 3rd St SW will be started.
- The project completion of the work is planned for the week of Sep 09, 2013.

Water Treatment Plant Design:

- The next meeting for Water Treatment Plant design review is planned for the week of Sept 09. MPE will confirm the date and time.

2013 Capital Projects:

- Preconstruction Meeting happened on July 16th with Transit Paving (Prime Contractor).
- Industrial Backhoe (sub contractor to Transit) started on July 29th and is currently working on the installation of Water line and storm work on 3rd St SE (1 Ave to mid 200 block) and road repair on South Highway Drive.
- Asphalt cutting work on isolated deep repair has been completed.
- Asphalt milling on South Railway Ave north of CPR crossing completed.
- Transit paving will complete granular and concrete work at South Highway Drive, 3rd St SE and South Railway Ave in next two weeks.
- Broadway Ave E (TCH to Boundary Rd) storm work will start in a week and road work will be started in 3-4 weeks' time.

Other Miscellaneous:

- Field construction management on 2013 Infrastructure Improvement Program.
- Water shut off drawings preparation
- On-going map updates for Land Use Bylaw and Great Plains.
- GIS data collection for water valves.
- Mitchell St & Broadway Ave Intersection SE corner merge/dedicated right turn lane review in progress.
- Misc surveying work for Highway TransCanada ditch in front of Niwa Crane, 203 7th St NW drainage problem, Broadway Ave Realignment.

Legislative and Land Services

- Ongoing inquires re: land sales, development & subdivision. Pending sales in Eastside have been confirmed. An up to date report on total lots sold and lots sold in 2013 will be provided.

- Ongoing enforcement issues of non-permitted development and older files.
- Board Vacancies: Subdivision and Development Appeal Board, Family & Community Services Board, Recreation Services Board, Redcliff Public Library.
- 2013 Municipal Election Nomination Packages are available on the website and in the office for those interested.

Memo

To: Redcliff Council
From: David Wolanski, Municipal Manager
Date: August 19, 2013
Re: Landfill Equipment Repairs

Our new landfill agreement details the following:

In the case of an emergency, (i.e. essential service requiring immediate resolution, such as life safety issues, or legally/legislatively obligated to pay) the Authority hereby grants the Municipal Manager of the Town of Redcliff, upon notification and approval from Cypress County Manager, the authority to disregard the normal budget process and proceed without an authorized budget to purchase up to a maximum of \$75,000.00 per incident. Any such incident shall be reported to the Mayor and Reeve respectively as soon as possible and reported to each Council at the next Council meeting. This funding will be deemed to be "from operations".

The Hyundai loader was down & sent to Taber for repairs. Initially we had fears of having to replace the entire differential. Fortunately they were able to repair the differential. The total cost for repairs including transport to & from Taber is \$7120.72 inc. gst.

At the same time they recommended we put 2 new tires on the unit. We put two new ones earlier this year; however, it is thought that the difference in the old/new tires may have been the cause of the differential breakdown, something we certainly want to avoid in the future. Thus, I felt we should get the tires immediately. The cost for them are just shy of \$11,250 so the total is \$18,400 which includes GST so it should actually be 5% less than that.

We have been getting by with a back-up; however, just barely. Since the loader is necessary I have deemed this as an essential service to avoid any issues with landfill closures if the back-up not be in operation or able to perform the functions.

As per the agreement I have informed and received authorization from the acting manager of Cypress County. He will be informing his council as am I at this time.

Memo

To: Redcliff Council
From: David Wolanski, Municipal Manager
Date: August 19, 2013
Re: Municipal Inspection Report to Minister

As per the Minister Directives identified as a result of the municipal inspection, we were required to submit a report to the Minister as of the 10th of each month. I had indicated that I would bring forward a report to council so that council could approve and the public could be made aware of our progress. Since the inspection presentation and subsequent first report happened between council meetings it was necessary for me to send in the report prior to our meeting in order to meet the directive.

This report was very similar to what I had provided to council during the special meeting on July 30th. It simply identifies what we have already done and what the plans are for completing the rest. This will obviously be discussed in greater detail at this same meeting when all 41 inspection recommendations will be considered including the directives.

Although some council meetings moving forward will fall after the due date for reports to the Minister there are two meetings each month for the next three months and I will ensure those reports are provided to council for their approval and discussion at the preceding meeting prior to their submission.

At this time I would recommend that council receive my memo for information and approve the report submitted to the minister.



TOWN OF REDCLIFF

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August 10, 2013

Honourable Doug Griffiths
Minister of Municipal Affairs
Legislature Office
#104 Legislature Building
10800-97 Avenue
Edmonton, AB
Canada T5K 2B6
Fax: 780-422-9550

Re: Ministerial Order No. L:112/13

Mr. Griffiths,

As per the above ministerial order and directive #13, I am providing a report on behalf of Council for the Town of Redcliff. Specifically, we are required to provide a monthly report on the 10th of each month.

I have attached a table below of each of the directives and the progress related to them. Subsequent reports will provide more detail, especially related to reviews of sections of the *MGA* and associated Town policies and bylaws.

Directive #	Directive	Due Date	Corresponding Recommendation	Status
1	I direct that Council direct administration to publish the Town of Redcliff Municipal Inspection Report May 2013 on the town website and to provide printed copies of the report on request subject to the town's fees for photocopying.	Immediate	Ministry Recommended	Completed July 31, 2013
2	Sections 153, 201, 207, and 208 of the <i>Municipal Government Act (MGA)</i> set out the respective roles and responsibilities of council and the CAO, and Section 203 of the <i>MGA</i> provides for the delegation of council powers, duties, or functions to the CAO. I direct Council and the CAO to review their practices in the context of these provisions to ensure that council is not considering or acting on matters that are the responsibility of the administration. I further direct that council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	1	Review to take place over the coming weeks.

3	I direct Council and Senior Administration to attend a roles and responsibilities workshop.	31-Dec-13	2	To take place following the Municipal election in October.
4	Section 185 of the MGA sets out the process for requesting and documenting recorded votes. I direct Council to review and modify their practices in the context of these provisions to ensure that recorded votes are handled in accordance with the legislated requirements.	31-Dec-13	6, 15	Review to take place over the coming weeks.
5	Section 180 of the MGA requires council to act only by resolution or bylaw. I direct Council to review the practices used to make decisions during council committee meetings in the context of this requirement to ensure that all actions are appropriately authorized by resolution. I further direct that Council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	7	Completed as of March 11, 2013. This was corrected at the first Committee of the Whole meeting following the inspectors visit to the municipality in February. Furthermore, all actions in the past few years that did not have a motion during those meetings (9 motions) and did not later receive a motion at a Council meeting were made during the March 11, 2013 Council meeting. No outstanding decisions of Council exist without a motion.
6	Section 197 of the MGA requires that council and council committee meetings be conducted in public, subject to specific exceptions which include those set out in Division 2 of Part 1 of the <i>Freedom of Information and Protection of Privacy Act</i> . I direct council to review their practices for in-camera meetings in the context of these provisions, and to ensure that any matters discussed in future in-camera meetings meet the legislated conditions. I further direct that council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	9	Review to take place over the coming weeks.
7	Sections 169 to 173 of the MGA define and set out the requirements where councillors have pecuniary interests on matters that are before council. I direct Council to review their practices where pecuniary interests are involved to ensure that the legislated requirements are met. I further direct that Council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	12	Review to take place over the coming weeks. It should be noted that both examples identified in the report indicating members of council did not remove themselves from the room during discussions is not accurate. In both examples the Mayor and Council member followed all correct guidelines related to pecuniary interest. This was a minute reporting issue vs. an MGA violation.

8	Section 215 of the MGA prohibits agreements with municipal employees with the exception of employment agreements and for services or goods that are available to the public generally. Policy #042 – Computer Purchase Plan and Procedure 97-026 – Third Party Cheques contravene this requirement, and I therefore direct Council to cancel and discontinue them.	31-Dec-13	18 and 19	Completed. Policy 042 was already cancelled on May 13, 2013 and Procedure 97-026 was cancelled on July 30, 2013.
9	Section 70 of the MGA requires the advertisement of land sales that are for less than market value. I direct Council to review their Land Sales Policy to ensure that it is comprehensive and in alignment with the legislated requirements.	31-Dec-13	20 and 21	Review to take place over the coming weeks; however, Council recently reviewed and amended the Land Sales Policy on April 22, 2013 that address items in the report as part of their ongoing review of policies.
10	I direct Council and Senior Administration to attend a Freedom of Information and Protection of Privacy training workshop.	31-Dec-13	25	To take place following the Municipal election in October.
11	I direct Council to review and amend Bylaw 1733/2013, the Subdivision and Development Appeal Board Bylaw, to ensure that the composition of the Board is in accordance with sections 627 and 628 and to limit the role of the Board pursuant to section 645 of the MGA.	31-Dec-13	30 & 31	Completed prior to inspection report on June 10, 2013.
12	Section 208 of the MGA requires that the CAO must ensure that the records and documents of the municipality are kept safe. I direct the CAO to take steps to ensure that records and documents presently stored in the basement of the Town office are adequately protected.	31-Dec-13	40	This will take place over the coming weeks and requires minimal effort as there are only a few small items to move/fix.
13	I direct council to provide a monthly report to me on the 10 th of each month until January 10, 2014 regarding the progress the town has made with respect to completing the directives.	Monthly	Ministry Recommended	Ongoing reporting to the Minister will take place as directed and will be included in Council meeting packages for the public to be aware of progress on directives.

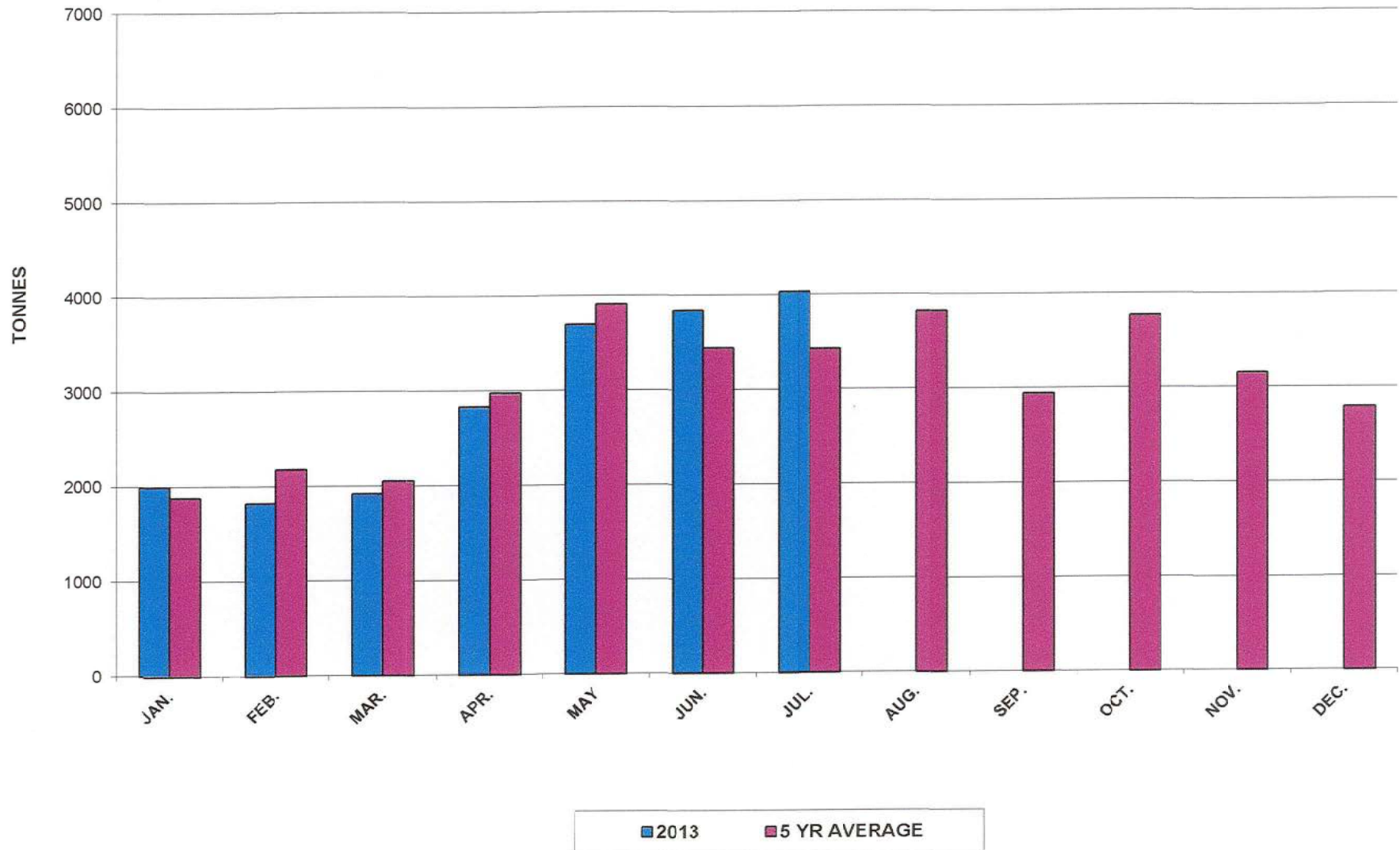
Please do not hesitate to contact us should you require any further information or clarification.

Regards,

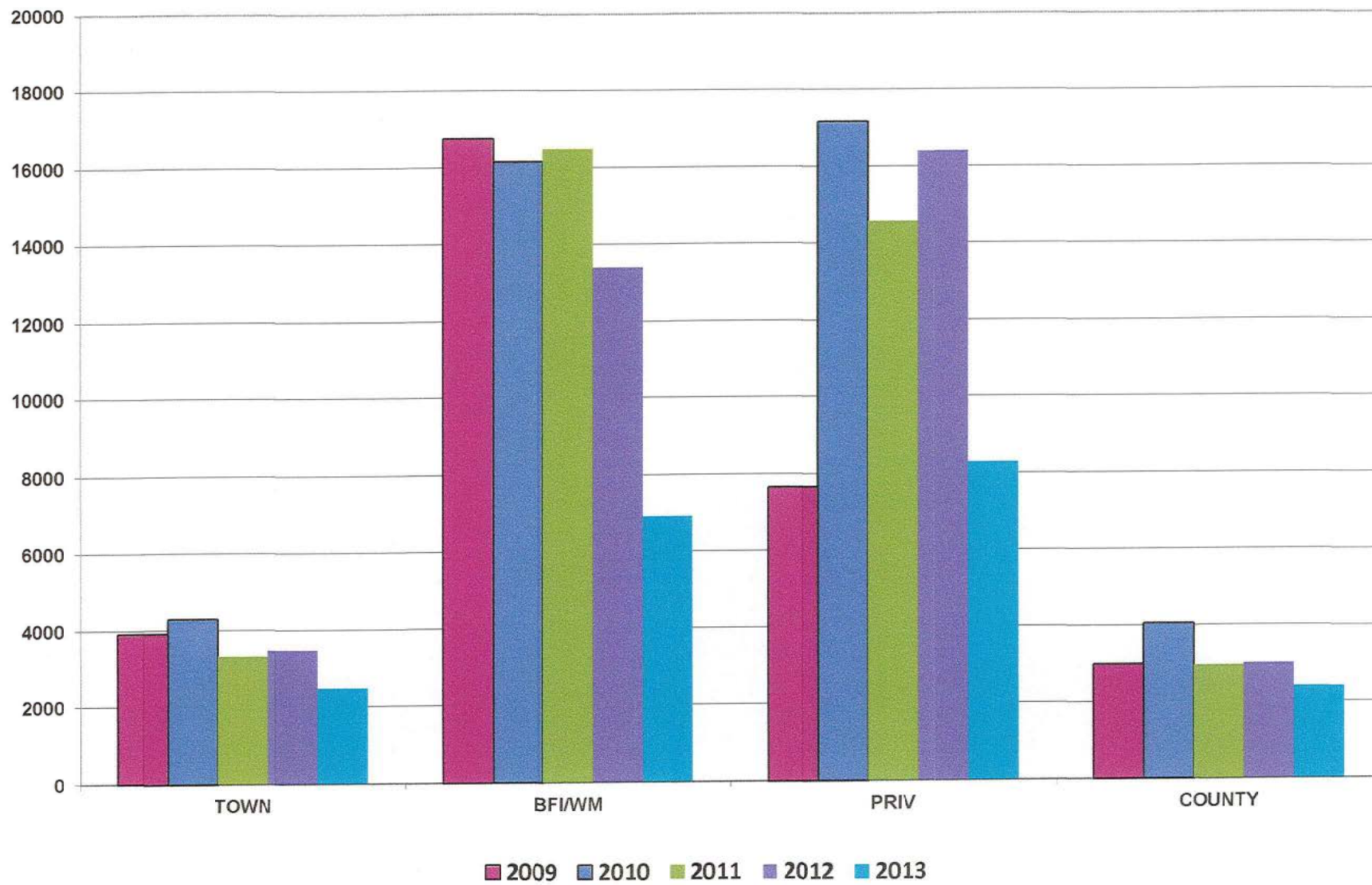


David Wolanski
Municipal Manager
Town of Redcliff

REDCLIFF/CYPRESS REGIONAL LANDFILL
2013 VS 5 YEAR AVERAGE
TO JULY 31, 2013



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2009 - 2013
TO JULY 31, 2013**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2009-2013
TO JULY 31, 2013**

