

COUNCIL MEETING

MONDAY, FEBRUARY 23, 2015

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 23, 2015 – 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
2. MINUTES	
A) Council meeting held February 9, 2015 *	For Adoption
B) Municipal Planning Commission meeting held February 18, 2015 *	For Information
C) Redcliff Family and Community Support Services meeting held on February 10, 2015 *	For information
D) Subdivision and Development Appeal Board meeting held February 4, 2015 *	For Information
3. REQUESTS FOR DECISION	
A) Oversized services request 1502 Dirkson Dr. N.E. * (Lot 29, Block A, Plan 0012065)	For Consideration
B) Unit #110 Case Backhoe Repairs *	For Consideration
4. POLICIES	
A) Policy No. 51 (2015), Fire Department Remuneration *	For Consideration
B) Policy No. 54 (2015), Electronic Sign Policy *	For Consideration
5. CORRESPONDENCE	
A) Alberta Transportation letter dated February 12, 2015 * Re: Alberta Municipal Water/Wastewater Partnership Grant	For Information

6. OTHER

- | | | |
|-----------|--|-------------------|
| A) | Subdivision Application 2014 SUB 04 * | For Consideration |
| B) | Municipal Manager Report to Council February 23, 2015 * | For Information |
| C) | Memo Re: Raw Water Pump Station, River Valley Protection * | For Information |
| D) | Council Important Meetings & Events February 23, 2015 * | For Information |

7. RECESS

8. ADJOURN

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 9, 2015 7:00 P.M.**

PRESENT: Mayor E. Reimer
Councillors C. Brown, E. Solberg
L. Leipert, C. Crozier
J. Steinke, D. Kilpatrick

Municipal Manager A. Crofts
Manager of Legislative & S. Simon
Land Services
Director of Finance & J. Kwok (left the meeting at 7:33 p.m.)
Administration

ABSENT:**1. GENERAL**

Call to Order

A) Mayor Reimer called the regular meeting to order at 7:00 p.m.

2015-0059 Adoption of Agenda

B) Councillor Leipert moved the agenda be adopted as amended, adding one Legal item to In Camera. - Carried.

2015-0060 Accounts Payable

C) Councillor Steinke moved the following 68 general vouchers in the amount of \$347,154.38 be received for information. - Carried.

ACCOUNTS PAYABLE			
COUNCIL MEETING FEBRUARY 9, 2015			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
76651	GLADUE, JONELLE	TRAVEL REIMBURSEMENT	\$175.48
76652	FOX ENERGY SYSTEMS INC.	FIRE EXTINGUISHERS, BRACKETS, PPE	\$1,087.05
76653	ECONOMIC DEVELOPMENT ALLIANCE	1ST OF 2 YEARLY INSTALLMENTS	\$16,764.00
76654	DAN JANE VENTURES	PROPANE	\$319.00
76655	DALTON, R. KIM	TRAVEL REIMBURSEMENT	\$150.00
76656	CITY OF MEDICINE HAT	REGIONAL EVENT CENTRE	\$10,000.00
76657	CBV COLLECTION SERVICES LTD.	ANNUAL FEE & COMMISSION	\$268.42
76658	BOSS LUBRICANTS	GREASE, OIL, LUBRICANTS	\$1,059.57
76659	BEN'S OFFICE MACHINES LTD.	BLACK RIBBON CARTRIDGE	\$76.07
76660	BAKKER, BERNIE	TRAVEL ADVANCE	\$275.00
76661	ALBERTA MUNICIPAL ENFORCEMENT	AMEA MEMBERSHIP	\$60.00
76662	ALBERTA NWT COMMAND	PLEDGE FOR COMMEMORATIVE HISTORY BOOK	\$545.00
76663	ROSENAU TRANSPORT LTD	BOUNDARY EQUIPMENT FREIGHT	\$320.88
76664	SANDAU, TROY	TRAVEL ADVANCE	\$275.00

76665	SIMON, SHANON	NEWSLETTER POSTAGE	\$381.57
76666	STEHRE, BRIAN	CONT ED REIMBURSEMENT	\$480.00
76667	SUMMIT MOTORS LTD	BATTERIES	\$491.19
76668	TELUS MOBILITY	ENG CELL & GPS DATA	\$18.47
76669	WESTERS, JOHN	CONTRACTED LABOUR	\$247.50
76670	MIKE SPENCER GEOMETRICS LTD	LANDFILL SURVEYING	\$15,579.36
76671	MBSI CANADA	BACKUP SERVICE AND EQUIPMENT	\$435.75
76672	HILLIER, DANIELLE	FACILITY DEPOSIT REFUND	\$175.00
76673	TOWN OF REDCLIFF	FEB COUNCIL PAY	\$6,923.68
76674	URBAN DEVELOPMENT INSTITUTE ME	2015 MEMBERSHIP	\$525.00
76675	ROCKY MOUNTAIN PHOENIX	FIRE HOSES	\$491.25
76676	RECEIVER GENERAL	STAT DEDUCTIONS - FEB COUNCIL PAY	\$570.57
76677	REDCLIFF BAKERY	MPC LUNCH	\$69.30
76678	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$10,086.66
76679	TASHA OPPERMAN	UNIFORM REIMBURSEMENT	\$6.29
76680	SHAW CABLE	TOWN HAL INTERNET	\$125.90
76681	MEDICINE HAT CONSTRUCTION ASSO	2015 MEMBERSHIP	\$630.00
76682	MEMORY LANE COMPUTERS	2015 WEB HOSTING\	\$287.70
76683	KWOK, JENNIFER	REIMBURSE CRIMINAL RECORD CHECK	\$53.00
76684	INDUSTRIAL MACHINE INC.	RESISTOR KIT & BRACKETS	\$168.21
76685	REDCLIFF HOME HARDWARE	DRIVER BITS, SCREWS, KITCHEN SUPPLIES	\$142.11
76686	CIBC VISA	DECEMBER VISA	\$18,391.82
76687	ALBERTA GFOA	2015 MEMBERSHIP	\$208.95
76688	REDCLIFF PUBLIC LIBRARY	1ST OF 3 ALLOTMENTS	\$53,217.21
76689	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$23.23
76690	IB WILLIAMS	SUPPLIES REIMBURSEMENT	\$119.34
76691	TRICO LIGHTING PRODUCTS	TUBE LIGHT & BULBS	\$194.68
76692	TOWN OF REDCLIFF	REGUALR PAYROLL	\$67,872.84
76693	FODE, LYNN	FACILITY DEPOSIT REFUND	\$150.00
76694	LANG, RICHARD	FACILITY DEPOSIT REFUND	\$150.00
76695	CONSTANCE JONES	CONTRACTED LABOUR	\$1,462.50
76696	SOCIETY OF LOCAL GOVT MANAGERS	2015 CLGM MEMBERSHIP & WORKSHOP	\$784.00
76697	RECEIVER GENERAL	STAT DEDUCTIONS - REGULAR PAYROLL	\$31,105.78
76698	GREYHOUND COURIER EXPRESS	PARTS FREIGHT	\$78.59
76699	REDCLIFF HOME HARDWARE	BLOWER, THERMOMETER, BOLTS	\$701.95
76700	HYDRODIG	HYDRODIG CURBSTOP	\$483.00
76701	INDUSTRIAL BACKHOES LTD.	PORTABLE HYDRANT DEPOSIT REFUND	\$2,000.00
76702	KILPATRICK, DWIGHT	SUPPLIES REIMBURSEMENT	\$29.34
76703	LIFESAVING SOCIETY	AFFILIATION FEES	\$100.00
76704	TASHA OPPERMAN	UNIFORM & SUPPLIES REIMBURSEMENT	\$266.55
76705	PC CORP INC.	OFFSITE CLOUD BACKUP	\$1,214.64
76706	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,639.22
76707	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS - REGULAR PAYROLL	\$15,883.64

76708	A & B STEEL LTD	FLAT IRON	\$49.56
76709	ALBERTA DEVELOPMENT OFFICERS A	2015 MEMBERSHIP	\$100.00
76710	AMSC INSURANCE SERVICES LTD.	EMPLOYEE BENEFITS	\$14,572.02
76711	ALBERTA URBAN MUNICIPALITIES A	2015 MEMBERSHIP	\$52.50
76712	THE BOLT SUPPLY HOUSE LTD.	CUTTING WHEEL, GLOVES, FLASHLIGHT	\$94.39
76713	CLOVERDALE PAINT INC.	PAINT, STAIN, PAINTING SUPPLIES	\$137.27
76714	COMMUNITY FOOD CONNECTION	REFUND 2014 UTILITIES	\$308.23
76715	CYPRESS VIEW FOUNDATION	2015 REQUISITION	\$66,136.00
76716	DAN JANE VENTURES	PROPANE	\$116.00
76717	FOUNTAIN TIRE	FLAT TIRE REPAIRS	\$183.31
76718	FOX ENERGY SYSTEMS INC.	SAFETY GLASSES	\$63.84
68 CHEQUES TOTAL:			\$347,154.38

2015-0061 Bank Summary to December 31, 2014

D) Councillor Kilpatrick moved the Bank Summary to December 31, 2014 be received for information. - Carried.

2. DELEGATION

A) Staff Sergeant Maxwell of the RCMP was in attendance to present the RCMP Quarterly Report.

2015-0062

Councillor Solberg moved the RCMP Quarterly Report presented by Staff Sergeant Maxwell be received for information. - Carried

3. MINUTES

2015-0063 Council meeting held January 12, 2015 (amendment)

A) Councillor Leipert moved that Administration amend the January 12, 2015 Council Meeting Minutes resolution numbers to reflect the correct year and motion numbers. - Carried.

2015-0064 Council meeting held January 26, 2015

B) Councillor Crozier moved the minutes of the Council meeting held January 26, 2015 be adopted as presented. - Carried.

2015-0065 Redcliff Public Library Board meeting held November 25, 2014

C) Councillor Steinke moved the Redcliff Public Library Board meeting held November 25, 2014 be received for information. - Carried.

4. REQUESTS FOR DECISION

2015-0066 Town of Redcliff 2015-2017 Strategic Priorities Plan

A) Councillor Kilpatrick moved that the Town of Redcliff 2015-2017 Strategic Priorities Plan be adopted as presented. - Carried.

5. CORRESPONDENCE

- 2015-0067 Kids Help Phone Information letter dated January 21, 2015 **A)** Councillor Solberg moved the Kids Help Phone Information letter dated January 21, 2015 be received for information. Further that the information be referred to Redcliff Family & Community Support Services Board for further assessment. - Carried.
- 2015-0068 City of Medicine Hat letter dated January 16, 2015
Re: Medicine Hat Regional Events Centre **B)** Councillor Leipert moved the City of Medicine Hat letter dated January 16, 2015, extending a thank you for the donation towards the Medicine Hat Regional Events Centre, be received for information. - Carried.
- 2015-0069 Rosemary Page letter dated February 5, 2015
Re: Redcliff Community Garden **C)** Councillor Kilpatrick moved the letter from Rosemary Page dated February 5, 2015 regarding the Utility Refund for the Redcliff Community Garden, be received for information. - Carried.
- 2015-0070 Leaders of Tomorrow Awards letter dated January 30, 2015 **D)** Councillor Brown moved that the Leaders of Tomorrow Awards letter dated January 30, 2015 and brochure be received for information. - Carried.

6. OTHER

- 2015-0071 Council office hours - Councillor Brown's request **A)** Councillor Brown moved that Administration send an email to all Council Members inquiring about their availability to establish set Council Member's Office hours to be available at Town Office to meet with the public. - Carried.
- 2015-0072 Landfill Graphs to January 31, 2015 **B)** Councillor Crozier moved the Landfill Graphs to January 31, 2015, be received for information. – Carried.
- 2015-0073 Council Important Meetings & Events February 9, 2015 **C)** Councillor Solberg moved the Council Important Meetings & Events February 9, 2015 be received for information. - Carried.

7. RECESS

Mayor Reimer called for a recess at 7:33 p.m.

Director of Finance & Administration left the meeting at 7:33 p.m.

Mayor Reimer reconvened the meeting at 7:41 p.m.

8. IN CAMERA

- 2015-0074 Councillor Crozier moved to meet In Camera at 7:41 p.m. - Carried.

- 2015-0075 Councillor Leipert moved to return to regular session at 9:28 p.m. - Carried.
- 2015-0076 Land Sale
Re: Lot 44 Block 130 Plan
0111821 (311 - 3 Street NW)
Councillor Kilpatrick moved to rescind the motion of August 21, 2006 which states "*Councillor Nunweiler moved to authorize Administration to offer for sale Lot 44, Block 130, Plan 0111821 with pricing to be established as per the pricing formula in Policy No. 2006-053 being the Land Sales Policy. - Carried.*" Further that a new offer to purchase Lot 44, Block 130, Plan 0111821 (313 3 Street NW) be extended based on rates established in the current Land Sales Policy conditional to consolidation with Lots 35-37, Block 130, Plan 1117V (311 3 St. NW) and Lot 38, Block 130, Plan 1117V (309 3 St NW) and payment of any outstanding taxes on Lots 35-37, Block 130, Plan 1117V (311 3 St. NW) and Lot 38, Block 130, Plan 1117V (309 3 St NW). This offer valid is until March 31, 2015. - Carried.
- 2015-0077 Physician Return of Service Agreement
Councillor Crozier moved that the proposed return of service agreement with the interested physician be ratified and further to authorize the Mayor and Municipal Manager to execute said agreement on behalf of the municipality.
- 9. ADJOURNMENT**
- 2015-0078 Adjournment
Councillor Steinke moved to adjourn the meeting at 9:34 p.m. – Carried.

Mayor

Manager of Legislative and Land Services

DEC 14 BANK SUMMARY

BANK SUMMARY FOR DECEMBER 31, 2014

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	\$ 774,818.35	9,999.94	784,818.29
DAILY DEPOSITS	404,744.09	213,835.67	618,579.76
DIRECT DEPOSITS	242,284.57	0.00	242,284.57
GOV'T GRANT	531,911.00	0.00	531,911.00
INTEREST EARNED	7,148.55	0.00	7,148.55
T-BILL REDEMPTIONS	2,100,000.00	0.00	2,100,000.00
OTHER DIRECT DEPOSITS	646,010.11	0.00	646,010.11
SUBTOTAL	3,932,098.32	213,835.67	4,145,933.99
CHEQUES	(3,610,454.36)	(143,547.48)	(3,754,001.84)
ASFF QUARTERLY PAYMENTS	(437,325.73)	0.00	(437,325.73)
DEBENTURE PAYMENTS	(258,925.67)	0.00	(258,925.67)
T-BILL PURCHASES	0.00	0.00	0.00
NSF CHEQUES	0.00	0.00	0.00
OTHER DIRECT WITHDRAWALS	(2,729.04)	0.00	(2,729.04)
SUBTOTAL	(4,309,434.80)	(143,547.48)	(4,452,982.28)
TOTAL	397,481.87	80,288.13	477,770.00
BANK CLOSING BALANCE	2,076,091.28	80,288.13	2,156,379.41
ADD:O/S DEPOSITS	0.00	0.00	0.00
LESS:O/S CHEQUES	(1,678,609.41)	0.00	(1,678,609.41)
TOTAL	397,481.87	80,288.13	477,770.00
INVESTMENTS			
CIBC PREMIUM T-BILL FUND		5.12.02.321	9,000,000.00
CCU SHORT TERM INVEST/LANDFILL		5.12.02.126	1,511,290.75
TOTAL INVESTMENTS			10,511,290.75

diff 0.00

**REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES
BOARD MEETING
TUESDAY, FEBRUARY 10, 2015 – 4:30 P.M.
TOWN COUNCIL CHAMBERS**

PRESENT: Chairman Diane MacNaughton
Councillor Chere Brown
Members at Large Meredith Conboy
Community Services Cindy Murray

1. GENERAL

Call to Order: **A)** Meeting called to order at 4:30 pm.

Adoption of the Agenda **B)** M. Conboy moved adoption of the agenda as presented. – Carried.

2. MINUTES

Minutes **A)** D. MacNaughton moved that the minutes of the Redcliff Family and Community Support Services Board meeting held March 11, 2014 be adopted. – Carried.

3. BOARD UPDATES

New Board Member **A)** M. Conboy was introduced as the new Family and Community Support Services Board member.

4. DIRECTORS REPORT

For Information **A)** Programs offered in 2014 were reviewed. The summer highlights were art, fitness and dance classes. These will be offered again in 2015. There are also more family events.

5. BYLAWS, POLICIES AND PROCEDURES

Code of Ethics Policy **A)** The Code of Ethics Bylaw Policy No. 126 (2014) was reviewed with new board member, M. Conboy and signed by her.

6. NEW BUSINESS

Volunteer Recognition and Awards Night **A)** Volunteer Recognition and Awards Celebration Night will be held April 17, 2015 at the Royal Canadian Legion Branch #6.

Information letters and nomination forms have been sent to community organizations and posted on the website.

Tickets will be available for sale from March 1 until April 8, 2015 or until they are sold out. The cost is \$16.00 plus GST.

FCSS Outcome Model

B) The FCSS Outcomes Model was developed by the Family and Community Support Services Association of Alberta (FCSSAA) to provide help establish priorities on a local level and report results to the province. The program is slowly rolling out but eventually FCSS agencies will be required to provide a Program Logic Model for every program or project and do an annual outcome report the outcomes for the province.

The Program Logic Model and Chart of Outcomes and Indicators was circulated to board members for information. This will be used for planning some, then eventually, all programs.

Summer Programs

C) It was suggested that dance, art, craft, games and family program for children and youth be offered this summer again due to the success of the programs last year. An instructor is available for most of the classes and will be assisted by DREAMS and the Youth Centre staff.

Venues are a challenge since the school gymnasiums are not available during the summer. C. Brown suggested that a Joint Use Committee meeting be held to discuss summer bookings. C. Murray will contact a representative from the Prairie Rose School Division to arrange a meeting.

Leaders of Tomorrow

D) Nominations are now being accepted for the Leaders of Tomorrow awards. The information will be forwarded to the schools and community youth groups.

Redcliff Improvement Partnership

E) The Redcliff Improvement Partnership committee is planning a Family Conference for October, 2015. Family and Community Support Services will assist with this project.

8. UPCOMING MEETINGS/CONFERENCES/WORKSHOPS

A) Regional FCSSAA Meeting Lethbridge April, 2015

B) Spring Directors Network Drumheller May 6–8, 2015

9. DATE OF NEXT MEETING – March 10, 2015

Adjournment

10. ADJOURNMENT

A) D. MacNaughton moved to adjourn the meeting at 5:40 pm.

**MINUTES OF THE MEETING OF THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
WEDNESDAY, FEBRUARY 4, 2015 at 7:00 p.m.**

PRESENT: Members: B. Hawrelak, D. Kilpatrick, V. Lutz,
C. Crozier, G. Shipley

Development Officer	B. Stehr
Planning Consultant	G. Smith
Recording Secretary	S. Simon
Executive Assistant	B. Andres

Appellant Vicki Page & Business Partner

1. CALL TO ORDER

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

2. ELECTION OF CHAIRMAN

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

**3. Appeal of Development Application 14-DP-097
Lot 24, Block 74, Plan 1117V (10 - 3 Street SE)
Appeal of reasons for denial of Development Permit Application
Inadequate parking as per Town of Redcliff's Land Use Bylaw**

Chairman Crozier asked the appellant(s) if he/she had any objection to any board members hearing the appeal. Vicki Page advised she had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

V. Page addressed the Board and advised she is appealing the denial of her Development Permit which was refused due to inadequate parking. She noted she has been in discussions with the Development Officer since September 2014 regarding this application. V. Page noted that B. Stehr had also been consulting with the Planning Consultant over this application. On November 12, 2014 she was advised how many parking stalls she would need to provide for parents and staff. V. Page later contacted the Development Officer with an amended number of staff she would have employed and noted that two of the staff live a block away and would not need to drive. V. Page indicated there would be 6 staff in the morning and 6 in the afternoon with a possible two hour overlap depending on how many children were attending that day. V. Page advised that the Development Officer had suggested an option to provide sufficient parking would be to consult with surrounding businesses to see if there could be an arrangement for shared parking. V. Page commented that there was quite a bit going back and forth trying to attain sufficient parking and acceptable documentation. She noted that she was not advised that anything would have to

be added to title and Vicki had to go back to the surrounding businesses two times, and would have to go back a third time if a Caveat registered to title was required. V. Page noted that she had already supplied two sets of letters and did not go back a third time. The Legion had stipulated that they would not provide shared parking if it was for staff parking, only for parents that would be picking up and dropping off. On December 2, 2014 the Development Officer advised that due to being unable to meet the requirements as per the Land Use Bylaw that the application was being refused.

V. Page advised that she took pictures of 3rd Street along the proposed business area at different times and felt that there was adequate parking.

V. Page asked for consideration of a variance to the parking requirements as she is short two parking stalls according to the Land Use Bylaw. V. Page confirmed that she was able to procure 16 stalls with various businesses for shared parking.

b) Presentation of Development Officer

The Development Officer referenced his report (report attached) and inquired if there were any questions. B. Hawrelak questioned if the only outstanding matter was the parking matter. The Development Officer confirmed all the other issues were resolvable.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) Presentation of Planning Consultant

Recording Secretary distributed the written report prepared by the Planning Consultant (attached). The Planning Consultant briefly summarized the matter.

e) Presentation of anyone served notice of hearing

The owner of the building, Cornelio Wall, discussed having previous business on the said property and there had been no concerns with parking.

f) Presentation of anyone claiming to be affected

V. Page's business partner with the daycare stated that the daycare would bring more revenue to the community of Redcliff, bring more business and increased patronage to the other venues in the community.

g) Rebuttal of Appellant/Applicant

V. Page had no further comments.

h) Other

B. Hawrelak questioned the location of the shared parking and locations.

V. Page confirmed

- 4 parking stalls at Bill Duncan's business
- 3 parking stalls at Who's on 3rd
- 7 parking stalls at the Legion
- 2 parking stalls in the front of the proposed business
- 2 parking stalls at BB's (noted cannot share parking as per Dev. Officer)

V. Page commented that staff will park where directed and number of staff parking required is dependent on the number of daycare children attending. Further, that parents will only be dropping off and picking up their children.

i) Recess

V. Lutz moved to meet in camera at 7:26 p.m. – Carried.

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

j) Decision

G. Shipley moved that the appeal against the decision of the Development Officer to refuse to issue a permit for Development Permit Application 14-DP-097, Lot 24, Block 74, Plan 1117V (10 - 3 Street SE) for a Daycare business be upheld and the decision of the Development Officer be revoked. Further that Development Permit Application 14-DP-097, Lot 24, Block 74, Plan 1117V (10 - 3 Street SE) for a daycare business be approved with the following conditions:

1. Provision of 12 off-street shared parking stalls designated for employees.
2. Restrictive covenants be registered against the parcel on which the shared parking spaces, designated for all employees, are located stipulating the subject parcel(s), the number of parking spaces available, the length of the period of time for which the parking is to be maintained and that the required parking shall be maintained exclusively for the use or building for which it is required.
3. The restrictive covenant shall only be discharged if the use for which the parking space is required is discontinued for a period of six (6) months or more, or if the number of parking spaces is provided on another parcel in compliance with Section 68 of the LUB.

- Carried.

Reasons for Decision

To provide for sufficient long term parking of staff on private property and allow the street to be maintained for transient parking for the businesses in the area.

V. Lutz moved to return to regular session at 7:57 p.m.

The Appellant(s), Development Officer, and Planning Consultant returned to the meeting at 7:57 p.m.

Chairman Crozier advised the appellant of the decision and that the written decision would be forthcoming.

4. **ADJOURNMENT**

Councillor Kilpatrick moved the meeting be adjourned at 8:00 p.m.



Chairman



S. Simon, Recording Secretary

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 23, 2015

PROPOSED BY: Public Services Director

TOPIC: Oversized services request 1502 Dirkson Dr. N.E. (Lot 29, Block A, Plan 0012065)

PROPOSAL: Provide oversized servicing approval for development of 1502 Dirkson Dr. N.E (Lot 29, Block A, Plan 0012065)

BACKGROUND:

Padcar Mechanical Ltd. (on behalf of Zion Commercial) has applied to the Public Services Department to have a 6" water service, a 6" sewer service, and a 10" storm sewer service installed to their property at 1502 Dirkson Dr. N.E. (Lot 29, Block A, Plan 0012065).

As per bylaw # 1795/2014 (Fees, Rates, & Charges Bylaw) all oversized services (anything exceeding 2" water/4" sewer) require Council approval. If Council approves such services then Public Services can proceed with providing a quote to the customer which would be for materials and labour plus 10%.

Padcar Mechanical provided a drawing of their proposed servicing requirements to Public Services and described the main reasoning for requiring large services was for fire protection as the proposed development requires a fire hydrant on their property.

Given that there will be a fire hydrant on private property and the nature of this potential development it would be best practice to require a meter vault complete with 6" water meter and 6" CSA approved Reduced Pressure Backflow Prevention Device on the water service line . All installations should be installed by a certified plumber and conform to all plumbing codes.

OPTIONS:

1. Authorize Public Services Department to install a 6" water service, a 6" sewer service, and a 10" storm sewer service to 1502 Dirkson Dr. N.E (Lot 29, Block A, Plan 0012065) and require the owner to install a meter vault, a 6" water meter (provided by Town), and a 6" CSA approved Reduced Pressure Backflow Prevention Device on the water service line. All installations to be completed by a certified plumber and conforming to all plumbing codes. All associated costs to be the responsibility of the applicant/owner.
2. Do not authorize Public Services to provide any oversized servicing to 1502 Dirkson Dr. N.E. (Lot 29, Block A, Plan 0012065).

RECOMMENDATION:

The Public Services Department recommends option 1

SUGGESTED MOTION(S)

1. Councillor _____ moved that the Public Services Department be authorized to install a 6" water service, a 6" sewer service, and a 10" storm sewer service to 1502 Dirkson Dr. N.E (Lot 29, Block A, Plan 0012065) and require the owner to install a meter vault, a 6" water meter (provided by Town), and a 6" CSA approved Reduced Pressure Backflow Prevention Device on the water service line. All installations to be completed by a certified plumber and conforming to all plumbing codes. All associated costs to be the responsibility of the applicant/owner.
2. Councillor _____ moved that the Public Services Department not be authorized to provide any oversized servicing to 1502 Dirkson Dr. N.E. (Lot 29, Block A, Plan 0012065).

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. **2015**.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 23, 2015

PROPOSED BY: Public Services Director

TOPIC: Unit # 110 Case Backhoe Repairs

PROPOSAL: Provide further funding for additional repairs to Case Backhoe

BACKGROUND:

At the Council meeting of January 12, 2015 Council passed the following motion:

"Councillor Solberg moved that the Public Services Department be authorized to repair Unit #110 Case Backhoe rear boom and rent a replacement unit during the interim to a maximum total cost of \$25,000. Funding to be added to the Unit #110, 2015 Operating Budget from the Operating Contingency Reserve. - Carried"

Costs to repair the unit were estimated at \$20,000 and it was projected it would take 2-4 weeks to complete the repairs.

Subsequently, during the course of disassembly of the Case Backhoe the technicians at Rocky Mountain Equipment discovered additional mechanical faults with the Backhoe. They discovered a front hub seal that was leaking, oil leak from the injector pump, and the cylinder on the boom was bent as well, which will require replacement rather than just seal replacements. Estimated costs for all required repairs are estimated to be \$37,000 (see attachment 1). However, it is unknown at this time if any other additional repairs will be required.

As part of having Unit# 110 repaired a rental unit was required for the interim. The rental unit has a cost of \$750 per week plus trucking costs to get unit from Taber to Redcliff. It was originally estimated the unit would need to be rented for 4 weeks for a total rental cost of approximately \$3500. Due to the ordering and delivery of additional parts the repair time and rental time are now estimated to be at 8 weeks total. Estimated rental costs are now \$7,000.

As the unit is currently disassembled and time is of the essence in getting this essential unit repaired the Municipal Manager authorized Rocky Mountain Equipment to complete the additional repairs as recommended as soon as possible.

Included in the previous Request for Decision was information on an option to trade the Backhoe for a newer Backhoe. The information is reiterated below in case Council wanted to revisit this option. Rocky Mountain Equipment has offered to take our repaired Unit #110 on trade towards the purchase of a new Backhoe. The offered backhoe is a 2013 Case 580 with 12 months full warranty and 24 month limited warranty.

Their offer would be to give the Town \$25,000 for the trade in value towards purchase of the new unit. Quoted purchase price for the new 2013 Case Backhoe would be \$98,465 and after trade in of value of \$25,000 for our repaired Unit #110 the total cost for purchase would be \$73,465 plus G.S.T. (see attachment 2)

Unit #110 is scheduled to be replaced in 2018 as per the current equipment replacement schedule. The original purchase price for Unit #110 in 2003 was \$94,783 so the value of the offer for trade in towards a new purchase is good. It is unlikely going forward that the Town would be able to receive the current trade in value being offered on Unit #110. For further detail regarding repair vs. replace options (see attachment 3)

In addition, it has become apparent that with operating an older fleet of vehicles there becomes a significant number of unknowns when a critical piece of equipment breaks down. When it comes to budgeting for repairs it is very difficult to estimate the unknown. One option to consider would be to provide an emergency equipment repair fund in future budgets to avoid time consuming delays when essential equipment falls out of service.

ATTACHMENTS:

1. Repair estimates
2. Trade in offer
3. Comparison of repair vs. replacement option chart

OPTIONS:

1. Authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$5000 allowance for other unanticipated repairs for a total cost of \$49,000. Funding to be provided from Operating Contingency Reserve. Furthermore authorize Administration to provide an emergency equipment repair fund in the 2016 budget .
2. Authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$10,000 allowance for other unanticipated repairs for a total cost of \$54,000. Funding to be provided from Operating Contingency Reserve. Furthermore authorize Administration to provide an emergency equipment repair fund in the 2016 budget.
3. Authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$5000 allowance for other unanticipated repairs for a total cost of \$49,000. Further to proceed to trade in Unit #110 Case Backhoe to purchase a new 2013 580 Case Backhoe for \$98,465 less trade in of \$25,000. Funding would be \$24,000 from operating contingency reserve and \$98,465 from equipment purchasing reserve. Furthermore authorize Administration to provide an emergency equipment repair fund in the 2016 budget.
4. Authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$10,000 allowance for other unanticipated repairs for a total cost of \$54,000. Further to trade in Unit #110 Case Backhoe to purchase a new 2013 580 Case Backhoe for \$98,465 less trade in of \$25,000. Funding would be \$37,465 from equipment purchasing reserve and \$90,000 reallocated from intended 2015 capital purchases of mini excavator and roller. Furthermore authorize Administration to provide an emergency equipment repair fund in the 2016 budget

5. Authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$5000 allowance for other unanticipated repairs for a total cost of \$49,000. Funding to be provided from Operating Contingency Reserve.
6. Authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$10,000 allowance for other unanticipated repairs for a total cost of \$54,000. Funding to be provided from Operating Contingency Reserve.
7. Authorize Public Services Department to repair unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$5000 allowance for other unanticipated repairs for a total cost of \$49,000. Further to proceed to trade in unit #110 Case Backhoe to purchase a new 2013 580 Case Backhoe for \$98,465 less trade in of \$25,000. Funding would be \$24,000 from operating contingency reserve and \$98,465 from equipment purchasing reserve.
8. Authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$10,000 allowance for other unanticipated repairs for a total cost of \$54,000. Further to trade in unit #110 Case Backhoe to purchase a new 2013 580 Case Backhoe for \$98,465 less trade in of \$25,000. Funding would be \$37,465 from equipment purchasing reserve and \$90,000 reallocated from intended 2015 capital purchases of mini excavator and roller.

RECOMMENDATION:

The Public Services Department recommends Option 3.

SUGGESTED MOTION(S)


1. Councillor _____ moved to authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$5000 allowance for other unanticipated repairs for a total cost of \$49,000. Funding to be provided from Operating Contingency Reserve. Furthermore authorize Administration to provide an emergency equipment repair fund in the 2016 budget .
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Furthermore authorize Administration to provide an emergency equipment repair fund in the 2016 budget.

4. Councillor _____ moved to authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$10,000 allowance for other unanticipated repairs for a total cost of \$54,000. Further to trade in Unit #110 Case Backhoe to purchase a new 2013 580 Case Backhoe for \$98,465 less trade in of \$25,000. Funding would be \$37,465 from equipment purchasing reserve and \$90,000 reallocated from intended 2015 capital purchases of mini excavator and roller. Furthermore authorize Administration to provide an emergency equipment repair fund in the 2016 budget
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7. Councillor _____ moved to authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$5000 allowance for other unanticipated repairs for a total cost of \$49,000. Further to proceed to trade in unit #110 Case Backhoe to purchase a new 2013 580 Case Backhoe for \$98,465 less trade in of \$25,000. Funding would be \$24,000 from operating contingency reserve and \$98,465 from equipment purchasing reserve.
8. Councillor _____ moved to authorize Public Services Department to repair Unit #110 Case Backhoe and rent a replacement unit to the estimated cost of \$44,000 plus an additional \$10,000 allowance for other unanticipated repairs for a total cost of \$54,000. Further to trade in unit #110 Case Backhoe to purchase a new 2013 580 Case Backhoe for \$98,465 less trade in of \$25,000. Funding would be \$37,465 from equipment purchasing reserve and \$90,000 reallocated from intended 2015 capital purchases of mini excavator and roller.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2015.



ROCKY MOUNTAIN EQUIPMENT

Rocky Mountain Equipment Canada Ltd. o/a Rocky Mountain Equipment

MEDICINE HAT
1351 - 30 St. SW
Medicine Hat, AB T1B 3N4
Tel: (403) 528 - 3838
Fax: (403) 528 - 3834
Toll Free in Alberta: 310 - CASE

INVOICE

Attachment # 1

Ship to:

SAME AS BELOW

Invoice to:

TOWN OF REDCLIFF
BOX 40 1 - 3RD ST NE
REDCLIFF, AB T0J 2P0

Branch MEDICINE HAT		
Date 02/20/15	Time 11:55:52 (O)	Page 01
Account No. TOWN0009	Phone No. 403 5489253	Reference No. W09481
Ship Via	Purchase Order BOOM	
	G.S.T. No. 825 724 032 RT0001	
Credit Card No.	Salesperson D27	

Description of Work and Parts

STK#/FLEET# HRS PIN/EIN WARRANTY DATE HRS
012551Q LOADER/BACKHOE X JJG0374103
580SM

Fold ---

REPAIR#	1 5 03102 NA	01/13/15	01/13/15	
	replace broken boom			
D132494	PIN, LARGE	1 N	227.00	227.00
D133632	WASHER	1 N	34.50	34.50
D135741	BUSHING	2 N	46.25	92.50
D136391	SHIM	5 N	8.75	43.75
D136392	SHIM	1 N	12.25	12.25
D138022	PIN DIPPER ASSY	5 N	153.00	765.00
FREIGHT	FREIGHT	2	16.50	33.00
H433285	SPACER	4 N	7.70	30.80
H71514	WASHER	1 N	12.00	12.00
J935449	ISOLATOR	4	3.01	12.04
R32119	WASHER	1 N	23.75	23.75
121778A1	BUSHING-70	2 N	91.43	182.86
122284A2	BOOM	1 N	13473.00	13473.00
123167A2	PIN -	1 N	232.00	232.00
123168A2	PIN, LARGE	1 N	231.00	231.00
1542923C2	BUCKET CYL KIT	1 N	80.50	80.50
404834A1	SHIM	1 N	6.50	6.50
404835A1	SHIM	1-N	10.25	10.25CR
495-81226	WASHER	2	2.29	4.58
495-81227	WASHER	1 N	1.55	1.55
504053522	GASKET	4	7.38	29.52
5194157	SPRING	2 N	17.81	35.62
5194164	WASHER	2 N	10.92	21.84
84154316	KIT, SEALS	1 N	75.61	75.61

PARTS 15650.92
LABOR 4398.00

14100009

REPAIR TOTAL==>

~~20048.92~~

New Ram

\$7766

\$27,814.92

REPAIR# 2 5 02573 NA

02/20/15 02/20/15

CONTINUED ON PAGE 02

Boom inc. Labour

I hereby authorize the above work to be done along with the use of necessary materials. You and your employees may operate above machine for purposes of testing, inspection or delivery at my risk. I agree to pay cash on delivery of machine or on terms satisfactory with you and until paid in full, an express mechanic's lien is acknowledged on above machine to secure the amount of repairs thereto. It is understood that the company assumes no responsibility for loss or damage by theft or fire to machine placed with them for storage, sale, repair or while being tested. Estimates are for labour only, materials additional.

I hereby acknowledge my indebtedness in the amount of \$ _____ being the total amount owing or balance owing as shown hereon.

(signature)

(date)

(signature)

(date)



ROCKY MOUNTAIN EQUIPMENT

Rocky Mountain Equipment Canada Ltd. o/a Rocky Mountain Equipment

MEDICINE HAT
1351 - 30 St. SW
Medicine Hat, AB T1B 3N4
Tel: (403) 528 - 3838
Fax: (403) 528 - 3834
Toll Free in Alberta: 310 - CASE

INVOICE

Ship to:

SAME AS BELOW

Invoice to:

TOWN OF REDCLIFF
BOX 40 1 - 3RD ST NE
REDCLIFF, AB T0J 2P0

Branch MEDICINE HAT		
Date 02/20/15	Time 11:55:52 (O)	Page 02
Account No. TOWN0009	Phone No. 403 5489253	Reference No. W09481
Ship Via	Purchase Order BOOM	
	G.S.T. No. 825 724 032 RT0001	
Credit Card No.	Salesperson D27	

Description of Work and Parts

STK#/FLEET# HRS PIN/EIN WARRANTY DATE HRS
012551Q LOADER/BACKHOE X JYG0374103
580SM

Fold - - -

axle repairs

100520A1	BALL JOINT	2 N	91.43	182.86
144462A1	FORK	1 N	918.00	918.00
1966191C1	OIL-SEAL	2 N	21.25	42.50
311569A1	SEAL	2 N	161.30	322.60
327911	CIRCLIP	4 N	7.65	30.60
84355357	SPIDER	2 N	122.08	244.16
85805979	SCREW	10 N	4.32	43.20
85805980	PIN	2 N	169.12	338.24
85805983	PIN	2 N	145.60	291.20
85805988	BUSHING	2 N	57.79	115.58
85805991	SEAL, RING	2 N	36.00	72.00
85805997	SHAFT	1 N	756.00	756.00
85806000	RING, SNAP	2 N	4.15	8.30
85824343	SEAL	2 N	34.51	69.02
85824345	SEAL	3 N	31.98	95.95
86625149	RING, SNAP	2	3.85	7.70
87310767	BUSHING	2 N	58.36	116.72
87313767	SCREW	4	1.30	5.20

PARTS

3659.83

14100009 REPAIR TOTAL==>

3659.83

axle repair

REPAIR# 3 5 02573 NA 02/20/15
injector pump repair and valve set

REPAIR# 4 5 02573 NA 02/20/15 02/20/15
service and oil leaks

AF25558	FILTER	1	24.05	24.05
FIL1	ENVIR FILT<8"	2	.50	1.00
FS1251	SEPERATOR	1	20.13	20.13
OIL1	ENVIRO OIL<30LT	134	.10	13.40

CONTINUED ON PAGE 03

I hereby authorize the above work to be done along with the use of necessary materials. You and your employees may operate above machine for purposes of testing, inspection or delivery at my risk. I agree to pay cash on delivery of machine or on terms satisfactory with you and until paid in full, an express mechanic's lien is acknowledged on above machine to secure the amount of repairs thereto. It is understood that the company assumes no responsibility for loss or damage by theft or fire to machine placed with them for storage, sale, repair or while being tested. Estimates are for labour only, materials additional.

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(signature)

(date)

(signature)

(date)



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Rocky Mountain Equipment Canada Ltd. o/a Rocky Mountain Equipment

MEDICINE HAT
1351 - 30 St. SW
Medicine Hat, AB T1B 3N4
Tel: (403) 528 - 3838
Fax: (403) 528 - 3834
Toll Free in Alberta: 310 - CASE

INVOICE

Ship to:

SAME AS BELOW

Invoice to:

TOWN OF REDCLIFF
BOX 40 1 - 3RD ST NE
REDCLIFF, AB T0J 2P0

Branch		
MEDICINE HAT		
Date	Time	Page
02/20/15	11:55:52 (O)	03
Account No.	Phone No.	Reference No.
TOWN0009	403 5489253	W09481
Ship Via	Purchase Order	
	BOOM	
	G.S.T. No.	
	825 724 032 RT0001	
Credit Card No.	Salesperson	
	D27	

Description of Work and Parts

STK#/FLEET#		HRS	PIN/EIN	WARRANTY DATE	HRS
012551Q	LOADER/BACKHOE 580SM		X JJG0374103		
ZPX51550	ADHESIVE	1			19.75
73341723	HYT ULTA 2.5G	2			48.36
73341724	HYT ULTA 5G	6			84.46
84237579	FILTER, HY	1			89.93
84278141	FILTER, FU	1			16.39
	PARTS				788.13
14100009	REPAIR TOTAL==>				788.13

in pump
+\$2424.50
\$3212.63

***** WORK ORDER TOTALS *****
PARTS 20098.88
LABOR 4398.00
SUB TOTAL==> ~~24496.88~~
GST 825724032 1224.97
CNH PRODUCTIVITYPLUS 25721.85

additional
labour
+\$1040.00

New Sub total \$35,727.38

G.S.T \$1786.37

Total \$37,513.75

I hereby authorize the above work to be done along with the use of necessary materials. You and your employees may operate above machine for purposes of testing, inspection or delivery at my risk. I agree to pay cash on delivery of machine or on terms satisfactory with you and until paid in full, an express mechanic's lien is acknowledged on above machine to secure the amount of repairs thereto. It is understood that the company assumes no responsibility for loss or damage by theft or fire to machine placed with them for storage, sale, repair or while being tested. Estimates are for labour only, materials additional.

(signature)

(date)

I hereby acknowledge my indebtedness in the amount of \$ _____ being the total amount owing or balance owing as shown hereon.

(signature)

(date)

Shanon Simon

From: Jamie Garland
Sent: Friday, February 20, 2015 1:08 PM
To: Shanon Simon
Subject: Fwd: 580 Backhoe
Attachments: noreply@rockymtn.com_20150220_120305.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "Simon Muggleton" <SMuggleton@rockymtn.com>
To: "Jamie Garland" <JamieG@redcliff.ca>
Subject: 580 Backhoe

As per conversation here is wok order,

On segment add the new ram which we are still waiting for at \$7766,

On segment two add the fuel pump that we are still waiting for at \$2424.50,

And the labor to do complete job will be \$1040

-----Original Message-----

From: noreply@rockymtn.com [<mailto:noreply@rockymtn.com>] On Behalf Of noreply@
Sent: February-20-15 12:03 PM
To: Simon Muggleton
Subject: Scanned image from Rocky Mountain Equipment

Reply to: noreply@rockymtn.com <noreply@rockymtn.com> Device Name: Rocky Mountain
Equipment Device Model: MX-4111N
Location: Medicine Hat

File Format: PDF (Medium)
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

Adobe, the Adobe logo, Acrobat, the Adobe PDF logo, and Reader are registered trademarks or trademarks of Adobe Systems Incorporated in the United States and other countries.

<http://www.adobe.com/>



ROCKY MOUNTAIN EQUIPMENT

Rocky Mountain Equipment Canada Ltd. o/a Rocky Mountain Equipment

LETHBRIDGE
3939 - 1st Ave. S.
Lethbridge, AB T1J 4P8
Tel: (403) 327 - 3154
Fax: (403) 327 - 3545
Toll Free in Alberta: 310 - CASE

INVOICE

Attachment #2

Ship to:

SAME AS BELOW

Invoice to:

TOWN OF REDCLIFF
BOX 40 1 - 3RD ST NE
REDCLIFF, AB T0J 2P0

Branch		
08 - LETHBRIDGE		
Date	Time	Page
02/18/2015	15:30:53 (O)	1
Account No.	Phone No.	Reference No.
TOWN0009	4035489253	000043
Ship Via	Purchase Order	
	QUOTE	
	G.S.T. No.	
	825 724 032 RT0001	
Credit Card No.	Salesperson	
JESSE FURUKAWA	815	

DESCRIPTION

Description ** Q U O T E ** EXPIRY DATE: 02/28/2015 Amount

Stock #: 060948 Serial #: NCC565186 98465.00

New 2013 CA 580SN 580SN LDR BACKHOE

****INCLUDING THE FOLLOWING OPTIONS****

580SN 580SN LDR BACKHOE
423011 COMFORT STEER
423047 HVY FRT CWT EXT
423061 4WD PWRSHIFT S TRANS
423069 24" UNI BUCKET
423076 EXTENDAHOE
423077 RADIO
423078 PILOT CNTRL PWR LIFT
423082 MECH COUPLER KIT
423084 COMBO DIR PILOT
423088 ENGINE BLOCK HEATER
423090 AUTO RIDE CONTROL
423093 DUAL BATTERIES
442056 FLIP OVER STAB PADS
442083 DELUXE CAB PKG
728758 ROTATING BEACON
747539 93" WIDE LL BCKT
747855 CAB LH DOOR HEAT AC
747864 AUX HYD & PILOT
747874 BATT. DISC. JUMP SRT
747875 TOOL BOX
747897 DEL SUSP CLTH SEAT
8201110 12X16.5 FRONT
8401120 19.5LX24 REAR

WARRANTY

12 MONTH UNLIMITED HRS FULL

24 MONTH 2000HR ENGINE, TORQUE CONVERTER, DRIVE SHAFTS, &
DRIVE AXLES

Fold ---

38 LOCATIONS
ACROSS THE PRAIRIES
TO SERVE YOU



ROCKY MOUNTAIN EQUIPMENT

DEPENDABLE
IS WHAT WE DO.



ROCKY MOUNTAIN EQUIPMENT

Rocky Mountain Equipment Canada Ltd. o/a Rocky Mountain Equipment

LETHBRIDGE
3939 - 1st Ave. S.
Lethbridge, AB T1J 4P8
Tel: (403) 327 - 3154
Fax: (403) 327 - 3545
Toll Free in Alberta: 310 - CASE

INVOICE

Ship to:

SAME AS BELOW

Invoice to:

TOWN OF REDCLIFF
BOX 40 1 - 3RD ST NE
REDCLIFF, AB T0J 2P0

Branch		
08 - LETHBRIDGE		
Date	Time	Page
02/18/2015	15:30:53 (O)	2
Account No.	Phone No.	Reference No.
TOWN0009	4035489253	Q00043
Ship Via	Purchase Order	
	QUOTE	
	G.S.T. No.	
	825 724 032 RT0001	
Credit Card No.	Salesperson	
JESSE FURUKAWA	815	

DESCRIPTION

Description ** Q U O T E ** EXPIRY DATE: 02/28/2015 Amount

Trade Ins

=====

2002 CASE 580SM VALUED AT \$25,000

FIXED AND REPAIRED/RETAIL READY

Serial #: JJG0374103

25000.00-

Authorization: _____

Subtotal: 73465.00
GST 825724032: 3673.25
Quote Total: 77138.25

Fold ---

38 LOCATIONS
ACROSS THE PRAIRIES
TO SERVE YOU



ROCKY MOUNTAIN EQUIPMENT

DEPENDABLE
IS WHAT WE DO.

Repair versus replace options

	Option #1	Option #2	Option #3	Option #4
Repair Only Option:				
Estimated Cost of Repair	\$ 37,000	\$ 37,000		
Estimated Rental Cost	\$ 7,000	\$ 7,000		
Estimated Repair/Rental cost plus \$5,000 allowance for other unanticipated repair	\$ 5,000			
Estimated Repair/Rental cost plus \$10,000 allowance for other unanticipated repair		\$ 10,000		
Trade in Option:				
Cost of repair / Rental			\$ 44,000	\$ 44,000
Estimated Repair/Rental cost plus \$5,000 allowance for other unanticipated repair			\$ 5,000	
Estimated Repair/Rental cost plus \$10,000 allowance for other unanticipated repair				\$ 10,000
Cost of Case backhoe			\$ 98,465	\$ 98,465
Trade in value of the repaired backhoe			\$ (25,000)	\$ (25,000)
Total	\$ 49,000	\$ 54,000	\$ 122,465	\$ 127,465
Funding Source				
Operating Contingency Reserve (Current Bal. \$119,000)	\$ 49,000	\$ 54,000	\$ 24,000	
Purchasing Reserve (Equipment)			\$ 98,465	\$ 37,465
Reallocation of 2015 Capital Purchase Budget (Delay purchase of mini excavator and roller to 2016)				\$ 90,000
Total	\$ 49,000	\$ 54,000	\$ 122,465	\$ 127,465

The current backhoe has 7,114 hours and the average life expectancy of a 14 foot backhoe is approx. 10,000 hours or approx. 4.5 additional years of service.

Replacement for equipment should be considered when the repair/ refurbishment costs exceed the life cycle cost of an asset; therefore option #3 is recommended

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: February 23rd, 2015

PROPOSED BY: Director of Community and Protective Services

TOPIC: Policy No. 51 (2015)

PROPOSAL: To amend the Fire Department Remuneration Policy No. 51

BACKGROUND:

The last Redcliff Fire Department remuneration review was done in 2012, and during the 2015 budget deliberations in November of 2014, Redcliff Town Council requested to re-visit the Fire Department remuneration policy no. 51 in an effort to make sure the policy was consistent with the Fire Services Bylaw. The recommended policy has the following proposed changes:

Yearly Salary: How the changes in Policy No. 51 will affect the individual firefighter:

	Currently	Proposed	+/- Difference
Fire Chief	\$24,000 / year	\$34,320 / year	\$10,320
Deputy Fire Chief	\$3000 / year	\$3600	\$600
Captain (s)	\$360 / year	\$600 / year	\$240
Public Relations Officer	\$360 / year	\$600 / year	\$240

Attendance at Fires: How the changes in Policy No. 51 will affect the individual firefighter:

	Currently	Proposed	+/- Difference
Fire Chief (30 Calls)	\$3,500 / year	\$4,100 / year	\$600
Deputy Fire Chief (30 Calls)	\$3,500 / year	\$3,800 / year	\$300
Captain (s) (30 Calls)	\$5000 / year	\$5750 / year	\$750
Public Relations Officer (30 Calls)	\$1290 / year	\$1440 / year	\$150
Volunteer Firefighter (20 Calls)	\$1290 / year	\$1440 / year	\$150
Inspections (30 Inspections)	\$1000 / year	\$3000 / year	\$2000

Fire Practices: How the changes in Policy No. 51 will affect the individual firefighter:

	Currently	Proposed	+/- Difference
Fire Chief (20 Practices)	Included in salary	Included in salary	\$0
Deputy Fire Chief (15 Practices)	\$555 / year	\$600 / year	\$45 / year
Captain (s) (15 Practices)	\$555 / year	\$600 / year	\$45 / year
Public Relations Officer (15 Practices)	\$450 / year	\$495 / year	\$45 / year
Volunteer Firefighter (15 Practices)	\$450 / year	\$495 / year	\$45 / year

False Alarms: How the changes in Policy No. 51 will affect the individual firefighter:

	Currently	Proposed	+/- Difference
Fire Chief (30 Calls)	Included in salary	Included in salary	\$0
Deputy Fire Chief (10 Calls)	\$130 / year	\$170 / year	\$40 / year
Captain (s) (10 Calls)	\$130 / year	\$170 / year	\$40 / year
Public Relations Officer (10 Calls)	\$130 / year	\$170 / year	\$40 / year
Volunteer Firefighter (10 Calls)	\$130 / year	\$170 / year	\$40 / year

The amendments to Policy No. 51 will have the above projected difference to the individual responder. After careful review of surrounding departments there was little consistency in how municipalities remunerate their volunteer members.

This policy was considered at the December 8, 2014 council meeting at which time the direction from Town Council was for administration to further review and come back with another proposal. The motion was rather vague in its direction to administration, nonetheless, administration pursued additional research (which is provided for council's information) in relation to volunteer fire department remuneration philosophies with comparable municipalities throughout the province. On a general level, administration's recommendation has remained consistent as per the previous proposal. The 2015 interim budget that has been approved by council is sufficient for the proposed policy changes.

ATTACHMENTS: Recommended amended Policy No. 51 (2015)
 Fire Department Remuneration Research Spreadsheet

OPTIONS:

1. Approve the recommended amended Policy No. 51 (2015).
2. Remain status quo.
3. Approve the Policy No. 51 (2015) with amendments.

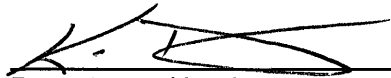
RECOMMENDATION:

Option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff amend Policy No. 51 (2015) as proposed.
2. Councillor _____ moved that the Town of Redcliff remain status quo with no changes to Policy No. 51 (2015).
3. Councillor _____ moved that the Town of Redcliff further amend Policy No. 51 (2015).

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. **2015**.

Approved by Council –

FIRE DEPARTMENT REMUNERATION**BACKGROUND**

The Town of Redcliff Fire Department operates as a department of the Town of Redcliff, this department consists of part time personnel and volunteers, and there are several special considerations in effect for this department

POLICY**1. REMUNERATION**

- a) FIRE CHIEF (~~Part Half~~ time management out of scope position)
 - i) Salary
 - A) ~~Monthly salary of \$2,000 per month~~ \$33/hr paid biweekly to a maximum of 40 hours or \$2,640 per month
(This salary covers all administrative and other functions of the job title "Fire Chief" other than actual fires and inspections. This includes salary for fire investigations and practices. In addition this remuneration covers all costs associated with the use of a private vehicle for the purpose of fulfilling the duties of this position.)
 - B) Attendance at fires, ~~\$50.00~~ \$60.00 each.
In situations where the Fire Chief is required to attend at a fire for periods in excess of 3 hours he shall be authorized to submit a request for payment at the rate of ~~\$14.00~~ \$19.00 per hour for hours in excess of the three hours attended. Full and proper records of fire locations, dates and times shall be required to be submitted by the Fire Chief. Each submission shall be properly endorsed by the Fire Chief and submitted to the ~~Municipal Manager~~ Director of Community and Protective Services for approval.
 - ii) Benefits
Coverage under the A.U.M.A. group package "D" with additional riders for heart attack, infectious diseases, permanent disfigurement from burns, visual impairment for \$100,000.
 - iii) Absence
In cases where the Fire Chief is required to attend approved seminars, special training sessions, or other similar projects which are approved by the ~~Municipal Manager~~ Director of Community and Protective Services, the Fire Chief may submit claims for compensation, at the rates specified in the Town's Travel Policy. The Fire Chief may also, when approved by the ~~Municipal Manager~~ Director of Community and Protective Services submit claims for per Diems. However, any such claim may only be submitted for "special training sessions", "seminars", and "Association conventions". Claims for these sessions are not limited to "out of town sessions". However, claims shall not be submitted for any administrative meetings or sessions. The criteria to be used for a claim for per diem are as follows:

- A claim for a full day per diem shall be deemed to be \$150.00
 - Less than 2 hours No claim
 - 2 - 4 hours 1/2 day per Diem
 - More than 4 hours 1 full day per Diem
- iv) Uniform
The following uniform issue will be provided.
- a) Coveralls in a style and color approved by the ~~Municipal Manager~~ Director of Community and Protective Services.
 - b) Working style fall/winter Jacket and hat in a style and color approved by the ~~Municipal Manager~~ Director of Community and Protective Services
- b) DEPUTY CHIEF (This is a paid volunteer position)
- i) Salary
 - A) ~~\$250 per month~~ \$300 per month
This salary is to cover all administrative and other functions of the position other than fires, investigation of fires, fire practice and fire inspections.
 - B) Attendance at Fires - \$55.00
In situations where the fire fighter is required to attend at a fire for periods in excess of 3 hours he shall be authorized to submit a request for payment at the rate of \$18.00 per hour for hours in excess of the three hours attended. Full and proper records of fire locations, dates and times shall be required to be submitted by the Fire Chief. Each submission shall be properly endorsed by the Fire Chief and submitted to the ~~Municipal Manager~~ Director of Community and Protective Services for approval.
 - C) Fire Practices - ~~\$37.00~~ \$40.00
 - D) False Alarms - ~~\$13.00~~ \$17.00
 - ii) Training
The Deputy Chief, in collaboration with the Chief, shall be responsible for planning and execution of training initiatives for the volunteer Fire Department.
 - iii) Benefits
Coverage under A.U.M.A. package "D" with additional riders for heart attack, infectious diseases, permanent disfigurement from burns, visual impairment for \$100,000.
 - iv) Absence
In cases where the Fire Fighter is required to be out of Town for periods in excess of 1 day. (i.e. seminars, special training, or other special projects) the ~~Municipal Manager~~ Director of Community and Protective Services may approve compensation to the Fire Fighter at the rates specified in the Town Travel Policy. Note: For per diems, see Section 5.

v) Acting as Fire Chief

A) Short Term

In cases where the Fire Chief is on vacation leave or other leave for periods in excess of 4 weeks continuous, the Deputy Chief shall be eligible for remuneration in the amount of 66% of the base rate established for the Fire Chief. The Fire Chief will not receive their remuneration for this period of time.

B) Extended Term

In cases where the Fire Chief is on vacation leave or other leave for periods in excess of 16 weeks continuous, the Deputy Chief shall be eligible for remuneration in the amount of 100% of the base rate established for the Fire Chief. The Fire Chief will not receive their remuneration for this period of time.

This amount would be paid from the time the Chief goes on leave in instances where the Chief had pre-planned leave in excess of 4 weeks. In cases where the Chief makes arrangements for leave less than 4 weeks then receives authorization to extend the leave to a period exceeding the 4 week period, this pay shall be paid retroactively.

c) CAPTAINS (up to three as determined by the Fire Chief) (This is a paid volunteer position)

i) Salary

A) Monthly salary of ~~\$30~~ \$50 per month.

This salary is to cover all administrative and other functions of the position other than fires, investigations of fires, fire practices, and fire inspections.

B) Attendance at Fires - ~~\$50.00~~ \$55.00

In situations where the fire fighter is required to attend at a fire for periods in excess of 3 hours he shall be authorized to submit a request for payment at the rate of ~~\$14.00~~ \$18.00 per hour for hours in excess of the three hours attended. Full and proper records of fire locations, dates and times shall be required to be submitted by the Fire Chief. Each submission shall be properly endorsed by the Fire Chief and submitted to the ~~Municipal Manager~~ Director of Community and Protective Services for approval.

C) Fire Practices - ~~\$37.00~~ \$40.00D) False Alarms - ~~\$13.00~~ \$17.00

ii) Benefits

Coverage under A.U.M.A. package "D" with additional riders for heart attack, infectious diseases, permanent disfigurement from burns, visual impairment for \$100,000.

- iii) Absence
In cases where the Fire Fighter is required to be out of Town for periods in excess of 1 day. (i.e. seminars, special training, or other special projects) the Municipal Manager may approve compensation to the Fire Fighter at the rates specified in the Town Travel Policy. Note: For per diems, see Section 5.
- d) PUBLIC RELATIONS OFFICER (This is a paid volunteer position)
 - i) Salary
 - A) Monthly salary of ~~\$30.00~~ \$50.00 per month.
This salary is to cover all administrative and other functions of the position other than fires, investigations of fires, fire practices, and fire inspections.
 - B) Attendance at Fires ~~-\$43.00~~ \$48.00
In situations where the fire fighter is required to attend at a fire for periods in excess of 3 hours he shall be authorized to submit a request for payment at the rate of ~~\$14.00~~ \$18.00 per hour for hours in excess of the three hours attended. Full and proper records of fire locations, dates and times shall be required to be submitted by the Fire Chief. Each submission shall be properly endorsed by the Fire Chief and submitted to the ~~Municipal Manager~~ Director of Community and Protective Services for approval.
 - C) Fire Practices - ~~\$30.00~~ \$33.00
 - D) False Alarms - ~~\$13.00~~ \$17.00
 - ii) Benefits
Coverage under A.U.M.A. package "D" with additional riders for heart attack, infectious diseases, permanent disfigurement from burns, visual impairment for \$100,000.
 - iii) Absence
In cases where the Fire Fighter is required to be out of Town for periods in excess of 1 day. (i.e. seminars, special training, or other special projects) the ~~Municipal Manager~~ Director of Community and Protective Services may approve compensation to the Fire Fighter at the rates specified in the Town Travel Policy. Note: For per diems, see Section 5.
- e) OTHER VOLUNTEERS (This is a paid volunteer position)
 - i) Salary
 - A) Attendance at Fires - ~~-\$43.00~~ \$48.00
In situations where the fire fighter is required to attend at a fire for periods in excess of 3 hours he shall be authorized to submit a request for payment at the rate of ~~\$13.00~~ \$18.00 per hour for hours in excess of the three hours attended. Full and proper records of fire locations, dates and times shall be required to be submitted by the Fire Chief. Each submission shall be properly endorsed by the Fire

Chief and submitted to the ~~Municipal Manager~~ Director of Community and Protective Services of approval.

- B) Fire Practices - ~~\$30.00~~ \$33.00
- C) False Alarms - ~~\$13.00~~ \$17.00
- D) Summer Season Weekend Standby Remuneration

Standby payment in the amount of \$25.00 per day for up to five (5) firefighters for summer weekend commencing the weekend in advance of the July 1st Canada Day statutory holiday up to and including the September Labour Day weekend.

- ii) Benefits
Coverage under A.U.M.A. package "D" with additional riders for heart attack, infectious diseases, permanent disfigurement from burns, visual impairment for \$100,000.
- iii) Absence
In cases where the Fire Fighter is required to be out of Town for periods in excess of 1 day. (i.e. seminars, special training, or other special projects) the ~~Municipal Manager~~ Director of Community and Protective Services may approve compensation to the Fire Fighter at the rates specified in the Town Travel Policy. Note: For per diems, see Section 5.

2. BUDGET ALLOCATION - FIRE INSPECTIONS

The Municipal Treasurer will budget the sum of ~~\$1,000.00~~ \$3,000.00 for fire department inspections.

This allocation is based upon the following formula and regulations for performance:

- a) remuneration for the Fire Chief or his designate for each fire inspection will be paid at the rate of \$100.00.
- b) the Fire Chief shall at his discretion and subject to the approval of the ~~Municipal Manager~~ Director of Community and Protective Services perform or have performed by qualified personnel up to 30 fire inspections annually.
- c) the Fire Chief at the direction of the ~~Municipal Manager~~ Director of Community and Protective Services shall perform or have performed by qualified personnel up to 10 (additional to (b) fire inspections annually. These 10 could include new buildings, potential hazards, etc.
- d) each inspection requested by someone, that falls outside the regular program of inspections, the inspection fee will be charged in accordance with Policy 54 – Rates Policy.

3. BILLING OF FALSE ALARM FIRE CALLS POLICY

The Redcliff Fire Department is required to respond to fire calls as a result of a security/fire

(enunciator) monitoring systems, or a monitoring service calling the fire department directly through the 911 system;

- a) as some of these calls are the result of false alarms or faulty systems;
- b) as the Town of Redcliff incurs substantial costs in having the firefighters and equipment attend the alarm location.

The following cost recover policy shall be followed:

- a) The first false alarm call from a monitor or monitoring system shall be considered to be "free".
- b) The owner/occupier of a building or business shall not be billed for the cost of this call, however the owner/occupier shall be notified in writing what the cost of the call was and will be advised any future calls will be billed.

The cost of a false alarm will be calculated as follows:

- a) A maximum of five (5) firefighters at the established rate per firefighter.
- b) One fire truck at the rate shown in the Equipment Hourly Rate Schedule Policy.

The billing of the fire call costs shall be initiated by the Fire Chief through the normal invoicing procedure.

4. EXEMPLARY SERVICE MEDALS

The Town of Redcliff supports the idea of exemplary service medals to the fire department personnel, the Town will recommend nomination based upon the following criteria and procedure:

Criteria: (Nominee must be eligible for all following categories)

- a) Award is for exemplary and meritorious service.
- b) Nominee meets length of service requirements required by Chancellery of Canadian Order.
- c) All other requirements required by Chancellery of Canadian Order.

Method

- a) The Fire Chief will advise Council of a potential nominee, such advices will be accompanied by a written dissertation that the nominee meets all the criteria requirements.
- b) Upon acceptance of the nominee by Council, the Fire Chief will then undertake to complete and forward documentation to the Chancellery of Canadian Order for processing.

5. PER DIEMS FOR VOLUNTEERS

Volunteers in the fire department are eligible to submit claims for per Diems for “approved seminars” and “special training sessions”, when recommended by the Fire Chief, but only if approved by the ~~Municipal Manager~~ Director of Community and Protective Services. Claims are not limited to “out of town” sessions and the criteria to be used for a claim for per Diems are as follows:

- A claim for a full day per diem shall be deemed to be \$150.00
- Less than 2 hours No claim
- 2 - 4 hours 1/2 day per diem
- More than 4 hours 1 full day per diem

Town	Redcliff current	Redcliff Proposed	Wainwright	St. Paul	Westlock	Rocky Mountain House	Peace River	Town of Stettler	Vermilion	Brooks	Taber	Crowsnest Pass
Population	5588	5588	5800	5100	4820	6900	6400	5750	4000	13676	8100	5565
Volunteer Dept Yes/No	Yes (21 members)	Yes (21 members)	yes (26 members)	Yes (32 members)	Yes	Yes (28 members)	Yes	Yes (23 members)	Yes (25 members)	Yes (32 members)	yes	Yes (50 members)
Other Factors	Town only	Town only	serves MD as well	serves County; FC DEM	Town only	serves County as well	FC Does Bylaw, DEM	FC also Regional FC (3 village dept.)	Does portion of County as well	serves County as well	serves MD as well	3 stations
Volunteer or FT Chief	Half Time	Half Time	Full Time	Full Time	Full Time	Volunteer	Full Time	Regional FT Chief	Volunteer	Volunteer	Full Time	Full Time
FC Remuneration	\$24,000	\$34,320	\$70,000 - \$87,000	\$64,200 per annum	\$69,000 - \$75,000	\$4,500 per annum	\$84,000 - \$105,500	\$82,000 - \$97,000	\$2500 per annum	\$90,000-110,000	\$90 000 - 100,000	\$100,000-\$116,000
FC Fire Calls \$	\$50 per call; \$14/hr for hrs over 3		included	Fire calls banked at straingt time	See below	\$15-\$25/hr depending on yrs of service	included	included	\$23.20 / hr	\$22.95 / hr	Time paid out or Banked	Included in salary / 2 week vac. in lue
FC Other	practices included in mthly wage; \$30 per fire inspection	practices included in mthly wage; \$100 per fire inspection	included	Meetings banked at straingt time	all calls / meetings during wk day included, after hts time banked	\$40 per prac; \$30 for maint. Meet; \$20 for business meeting	included	Platoon chiefs \$1200 per yr + \$20 per hour	\$12.45 / hr practice; \$19.35 standby	practices are paid out @ \$16.94 x 2 hrs.	4.5 weeks holidays starting / practices banked time	Start with 4 wks vac. Practices included in salary
DFC Volunteer or other	Volunteer	volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Full Time	Regional FT Deputy Chief	Volunteer	Full Time	Full Time	Full Time
DFC Remuneration	\$250 per month	\$300 per month	\$215 / mth	\$500 annually (\$41.67 mth)	None	\$2250 per annum	\$70 000 - \$88 000	\$65,000 - \$78,000 plus O/T	\$2000 per annum	\$90,000 - 76,000	\$85,000 - 90,000	\$85,000 - 72,000
DFC Fire Calls	\$55 after 3 hours \$18 / hr	\$55 after 3 hours \$18 / hr	\$18.50 per hr	Point system	Point system	\$15-\$25/hr depending on yrs of service	included	included	same as FC	\$22.95 / hr	Time paid out or Banked	same as FC
DFC Other	Fire practice \$37 False alarm \$13	Fire practice \$40 False alarm \$17	\$18.50 per hr for practices; \$22.00 per day weekend standby	point system - 1 pt per att at call, training etc.; \$ at year end	point system - 1 pt per att at call, training etc.; \$ at year end	\$40 per prac; \$30 for maint. Meet; \$20 for business meeting	included	included	same as FC	practices are paid out @ \$16.94 x 2 hrs.	4.5 weeks holidays starting / practices banked time	same as FC
Captain Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer	Volunteer (6)	Volunteer	Volunteer	Volunteer	Volunteer
Captain Remuneration	\$360 per annum (\$30 / mth)	\$600 per annum (\$50 / mth)	\$37 / month	\$350 annually (\$29.16 mth)	None	\$700 per annum	None	\$600 per annum	\$750 per annum	None	None	none
Captain Fire Calls \$	\$50 per call; \$14/hr for hrs over 3hrs	\$55 per call; \$18/hr for hrs over 3	same as DFC	same as DFC	same as DFC	\$15-\$25/hr depending on yrs of service	\$18.26 - \$18.73 / hr	\$20 / hr	same as FC	\$22.95 / hr	\$23.50 / hr Min 1 hour paid per 1/2hr	\$20 / hr practices and training
Captain Other \$	Fire practice \$37 False alarm \$13	Fire practice \$40 False alarm \$17	same as DFC	same as DFC	same as DFC	same as DFC	\$18.26 - \$18.73 / hr	see above	same as FC	practices are paid out @ \$16.94 x 2 hrs.	Practice paid at 2 hours call out rate	one on call per weekend and recieves \$150
Firefighters per call	\$43 per call; \$13/hr for hrs over 3hrs	\$48 per call; \$18/hr for hrs over 3	same as DFC	same as DFC	same as DFC	\$15-\$25/hr depending on yrs of service	\$14.91 - \$17.80 / hr	\$480 per year + \$18.00 / hr	same as FC	\$20.76 per hr. FF 5yrs & over	FF1 @ \$16/hr FF2 @ \$18/hr Luet. @ \$21/hr	Luet. \$17.50/hr FF \$15/hr for call out
Firefighters other	Fire practice \$33 False alarm \$13	Fire practice \$33 False alarm \$17	same as DFC	same as DFC	same as DFC	same as DFC	\$14.91 - \$17.80 / hr	same as FC	same as FC	\$19.13 per hr. FF 3-5yrs \$16.94 per hr. Off prob-3yrs	Min. 1 hour paid and paid per 1/2 hour	Luet. \$17.50/hr FF \$15/hr for practices

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 23rd, 2015

PROPOSED BY: Director of Community and Protective Services

TOPIC: Policy 54 Electronic Sign Policy

PROPOSAL: To update Policy 54.

BACKGROUND:

The Town of Redcliff recently updated their rates into a bylaw which will conflict with the existing Policy 54. The amended policy will be specific to the Town of Redcliff's electronic sign usage.

OPTIONS:

1. To amend Policy 54 as presented.
2. To update Policy 54 as amended.

ATTACHMENT:

Policy 54 with proposed amendments.

RECOMMENDATION:

That Council considers option #1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff adopt Policy 54 with the proposed amendments as presented.
2. Councillor _____ moved that the Town of Redcliff further amend Policy 54.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2015.

Approved by Council –

Electronic Sign Policy RATES POLICY

BACKGROUND

~~The Town of Redcliff has rates for various services they provide or sell. These rates are included in this Policy or are established by Bylaw.~~

~~This Policy provides for preferred rates for nonprofit organizations. Not for Profit Organizations / Non-Profit Organizations shall be deemed to mean organizations recognized under the Societies Act.~~

~~The rates for sundry services are established as per this policy and classified according to department providing the service.~~

~~Prices in this policy do not include GST which is additional if applicable and will be added by the Town of Redcliff when costs are paid.~~

9

ADMINISTRATION

STATIONARY TYPE SERVICES

Photocopying	25¢ per copied side of any document.
Faxing – sending of fax	\$1.00
– 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	\$7.71 per sq. ft.

Books (e.g. Land Use Bylaw)	\$15.00 each
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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)

SOUVENIR TYPE SERVICES

~~(Pins*, hats, sweatshirts, tee shirts, coffee mugs, pens, crests, Town of Redcliff flags)~~

~~Souvenir / public relation type products or goods for sale shall be available for sale at the price determined as follows:~~

~~Unit price plus 10%~~

~~Example:~~

~~Tee Shirt (Unit Cost \$27.55, therefore 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. For public relations purposes the Municipal Manager and /or Councilors may distribute pins as required.~~

ENCROACHMENT PERMIT

Refer to Encroachment Permit Bylaw

TAX CERTIFICATE / COMPLIANCE CERTIFICATE

Refer to the Tax Certificate or Letter of Compliance Bylaw

ASSESSMENT COMPLAINT FEES

<u>PROPERTY CATEGORY COMPLAINT FEE</u>	<u>FEE</u>
Residential Land with 3 or fewer dwelling units	\$30.00
Farmland	\$30.00
<u>All other properties if assessed value is:</u>	
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

SUBDIVISIONApplication 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 (EFFECTIVE UPON THE REPEAL OF BYLAWS 1648/2010, 1501/2007, and 1143/97)**Residential**

Single Family Dwelling ————— \$100.00

Multi-Family Dwelling ————— \$100.00 + \$50.00/unit

Accessory buildings 10 m² – 35 m² ————— \$65.00Accessory buildings greater than 35 m² ————— \$100.00

Additions ————— \$100.00

Commercial/Industrial/Horticultural/Institutional ————— \$200.00 + 10¢ / m²Accessory Buildings / Additions less than 100 m² ————— \$100.00**Other**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

*Note: A construction damage deposit is to be taken for development permits
Issued for principal buildings, accessory buildings, additions, excavations and/or
Demolition projects*

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~~

Messages displayed will be those of general interest to the community (community events, fund raising activities in the Town, programs and registrations information). All bookings for use of the electronic message board shall be handled through the Community and Protective Services Department.

- Advertising booked on the electronic message board is permitted to run for up to a maximum of 5 consecutive days.
- Requests to advertise events that occur on a weekly or monthly cycle will not be accepted.
- The Community Services Department, at its discretion, may modify ad content to best fit the space available, ~~on each screen as well as~~ and will establish the display time, ~~format and effect~~ of each ad.
- Town of Redcliff events take precedence over outside organizations and are not subject to the duration and other limitations listed above.
- ~~Town of~~ Redcliff based 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. ~~If a complimentary ad runs past the end of one month into a subsequent month, the starting date of the ad will establish the month that the complimentary ad is applied to.~~
- ~~• If a complimentary ad runs past the end of one month into a subsequent month, the starting date of the ad will establish the month that the complimentary ad is applied to.~~
- Not-for-Profit Groups may book additional ads each month; however setup and user fees will apply to any additional ad(s).

Messages relating to sensitive issues that may cause community dissention or have a mixed political or social opinion will not ~~be advertised on the board~~ accepted.

FACILITIES

~~The Municipal Manager or his designate may at his discretion modify rental rates for unforeseen circumstances involving bonafide community organizations.~~

~~The Municipal Manager or his designate may at his discretion authorize the use of Town of Redcliff facilities by not for profit Town of Redcliff organizations at no cost to said organization where the planned activity generates interest, activity or participation in Redcliff Days.~~

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

Water Safety Programs:

Red Cross Swim Preschool & Swim Kids Level 1-3	\$31.00 each
Red Cross Swim Kids Level 4 & 5	\$31.00 each
Red Cross Swim Kids Level 6-10	\$31.00 each

Bronze Star / Bronze Medallion & Senior Resuscitation / Bronze Cross / Aqua Leaders — As established by the Community Services Director on a cost recovery basis.

Cancellation / Withdrawal Policy

- Refunds for withdrawal from swimming lessons before the session has started will be subject to a \$10.00 administration fee and the balance of the program fee will be refunded by cheque.
- No refunds on 5 Pack, or Season Passes.
- Full or prorated refunds will be provided for programs that are cancelled by the Town of Redcliff or the registrant may transfer to another program, space permitting.

RENTAL

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

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

Saturday Rentals: security deposit of \$50.00 is required.

**** All Swimming Pool prices will include GST unless otherwise noted.***

Cancellation Fee:

Payment is required five (5) business days in advance of the scheduled booking. Deposit may be withheld due to a late cancellation of less than five (5) business days, at the discretion of the Community Services Director.

ARENA (REC-TANGLE)**ICE RENTAL**

	<u>May 1, 2012 to</u> <u>April 30, 2013</u>	<u>May 1, 2013 to</u> <u>April 30, 2014</u>
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 *

* Include acknowledgement of sponsorship by Medicine Hat Kinsmen

Cancellation Fee:

For non-regular season ice-users, payment or cancellation is required two (2) business days in advance of the scheduled booking.

For season ice-users, who are invoiced monthly, cancellations must be made ten (10) business days in advance of the scheduled booking.

MEETING ROOMS**ARENA**

Large Room	\$75.00 per day (security deposit — \$150.00)
	\$25.00 per hour (security deposit \$50.00)
	• Refer to separate policy for Redcliff Skating Club and Redcliff Minor Hockey Association.
Entire Building (no ice)	\$350.00 per day (security deposit \$300.00) with following exceptions

Non Profit Community Groups from Redcliff (examples are Redcliff Minor Baseball, Redcliff Girls Softball, Redcliff Tee Ball, Margaret Wooding Parent Council) for their use in special circumstances (such as backup facility for yearend picnic in case of inclement weather) shall be charged a fee of \$30.00 per hour.

Cancellation Fee:

Payment is required prior to the key or access to the meeting room is given.

Deposit may be withheld due to a late cancellation of less than two (2) business days, at the discretion of the Community Services Director.

SENIOR DROP-IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs Conference Room	\$15.00 per day
	\$50.00 per week

BALL DIAMONDS

Diamonds	\$4.50 per hour (minimum \$6.75)
Lights	\$3.00 per hour
Tournaments	\$80.00 per day per diamond
	\$120.00 per weekend per diamond
Equipment & Maintenance Fee	\$5.00 per team charged annually to each league based on the number of teams in the league.

Cancellation Fee:

Payment is required two (2) business days in advance of the scheduled booking and before the combination code will be given out unless the booking is cancelled due to inclement weather.

For non-regular season users payment is required two (2) business days in advance of the scheduled booking unless the booking is cancelled due to inclement weather.

BALL DIAMONDS concession

Not For Profit groups	Rental Rate: No rental fee
	Damage Deposit: \$100.00 per function
	Insurance coverage of \$2 million

For Profit groups	Rental Rate: \$50.00 per function, per day
	Damage Deposit: \$100.00 per function
	Insurance coverage of \$2 million

Cancellation Fee:

Payment is required two (2) business days in advance of the scheduled booking.

Deposit may be withheld due to a late cancellation of less than two (2) business days, at the discretion of the Community Services Director.

CAMPGROUND

Tent	\$20.00 per day
Camper, Trailer, Recreational Vehicles	\$25.00 per day
Note: GST is included in campground rates	

LIONS PARK**Kitchen Complex**

Not for Profit Groups	Rental Rate: No rental fee
	Damage Deposit: \$100.00 per function

For Profit Groups	Rental Rate: \$50.00 per function, per day
	Damage Deposit: \$100.00 per function

Cancellation Fee:

Payment is required to two (2) business days in advance of the scheduled booking.

Deposit may be withheld due to a late cancellation of less than two (2) business days, at the discretion of the Community Services Director.

KEY/COMBINATION LOCK DEPOSITS

~~Renters must sign the Community Services Facility Key Request Form prior to receiving key(s) from Community Services and shall be required to pay a deposit of \$125.00.~~

~~Loss of key(s), lock(s) or failure to return key(s) by the date specified on the facility Key Request Form will result in forfeiture of the deposit for each key lost or not returned. A new Facility Key Request Form and deposit is required before new key(s) or lock(s) are given out~~

PITCHING MACHINE

~~\$5.00 _____ Redcliff Teams (Ladies & Little League)
_____ Adult Supervision required~~

~~\$20.00 deposit / \$20.00 day rental _____ All other groups~~

~~The Pitching Machine is to be used only in the Redcliff Batting Cage or on a Redcliff Ball Diamond.~~

~~There is no charge for the use of the batting cage without the use of the pitching machine, however it must still be booked.~~

PORTABLE SOUND SYSTEM

~~No Charge (security deposit of \$100.00 required)~~

~~The portable sound system shall only be loaned to churches and registered not-for-profit organizations and is not to leave the corporate limits of the Town of Redcliff. However, the Municipal Manager or his designate may at his discretion authorize the use of the portable sound system by other municipalities for special occasions.~~

PORTABLE STAGE

~~No Charge (security deposit of \$500.00 required)~~

~~The portable stage shall only be rented to churches and registered not-for-profit organizations and the portable stage is not to leave the corporate limits of the Town of Redcliff. However, the Municipal Manager or his designate may at his discretion authorize the use of the portable stage by other municipalities for special occasions.~~

~~**ALL deposits will be refunded by mail by the Community Services Department.**~~

MEALS ON WHEELS

Patrons pay \$5.50 per meal

HOME CARE SERVICE PROVIDER SUBSIDY

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$13.00	Less than \$18,300	Less than \$28,800
\$16.00	\$18,301 – \$22,700	\$28,701 – \$36,900
No Subsidy	Over \$22,700	Over \$36,900

* ~~Net Family Income~~

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
Opening and Closing	\$450.00
Placing Urn	\$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: Grave liners 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
Refrigeration and Air Conditioning Equipment without confirmation of ozone depleting substances removed	\$50.00 per unit

* 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) ————— No Charge
(Scheduled per QMP)

Non-Regular Program Inspections (Original and Follow-up) ————— \$30.00
(Daycares occupancy, loans, etc.)

Third and subsequent Inspections ————— \$50.00
(When required by Inspector)

MUNICIPAL DISTRICT OF CYPRESS

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

EQUIPMENT AND MATERIAL FEES

Pumper Unit (includes 3 men)	\$400.00/ hr. *
Rescue Unit (includes 2 men)	\$400.00/ hr. *
Prairie Fire Truck (4x4 Ton with 2 men)	\$400.00/ hr. *
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

File No: 1560-WWP-REDC

February 12, 2015

His Worship Ernie Reimer
Mayor
Town of Redcliff
P.O. Box 40
Redcliff, AB T0J 2P0

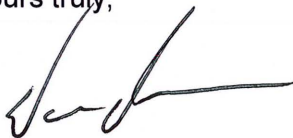
RECEIVED
FEB 17 2015
TOWN OF REDCLIFF

Dear Mayor Reimer:

Please be advised that a grant in the amount of \$1,000,000 is being electronically transferred to the Town of Redcliff as a third payment under the Alberta Municipal Water/Wastewater Partnership for the Water Treatment Plant Upgrade project.

We look forward to working with your town in continuing to meet your capital infrastructure needs. If you have any questions or concerns regarding this program, please contact Keith Schenher, Infrastructure Grants Technologist, at 403-382-4069.

Yours truly,



Darrell Camplin, P.Eng.
Regional Director

/clh

cc: Municipal Programs

- As per the Gas Utility Bylaw, each separate lot is to be **individually** serviced (i.e. one meter set and gas service line per lot/unit).
- **Prior to construction, the Owner/Applicant should arrange a meeting with the Gas Distribution Department to discuss the options for providing separate services to the individual units.**
- Prior to construction the Owner/Applicant is responsible for applying for separate service installations using the City's Gas Service Application form.
 - Detailed load information will be required to adequately size the individual gas service lines and meter sets.
- The Owner/Applicant will be responsible for all costs associated with providing separate gas servicing and for providing any required utility right-of-way(s).

City of Medicine Hat Electric

- The Electric Utility Department has reviewed the above mentioned subdivision application to subdivide the existing property at 1502 Dirkson Drive NE in Town of Redcliff and has following comments:
 1. There is an existing 13.8kV primary overhead line to the north side of the property.
 2. The existing secondary 120/240V overhead line is used for street lighting.
 3. The new electrical service to the property will be provided through underground cables using existing FRE conduit.
 4. All costs of new electrical services to this property are the responsibility of the subdivider.
 5. All Utility Right of Ways (UROWs) required to accommodate electric infrastructure will be provided at no cost to the City of Medicine Hat.
 6. All locates for buried underground electrical lines are the responsibility of the developer, a minimum of two working days' notice is required. Call Alberta One Call at 1-800-242-3447 for locates.

Manager of Engineering

- I have received this subdivision application for comments from you. For this development, a site drainage plan was previously received and approved by Engineering Department which I think would still be applicable. Should there be a new site drainage plan every time an application comes?

Public Services Director

- The Town of Redcliff water and Sewer rates bylaw (1761/2013 and 1762/2013) states that "unless specifically authorized by Council, only (1) water/sewer service shall be permitted for any legal parcel." Therefore a UROW may be needed through the proposed unit 1-4 properties to provide the 4 sets of water/sewer services to the properties.

Canada Post

- No comments.

Development Officer

- There is no access to Units 2 and 3
- Utilities to Units 2 and 3
- Should be something registered to title allowing access and for utilities
- A Site Drainage Plan was approved for the whole lot (14-DP-100). The Town should look at some way to ensure that the approved Development goes ahead as approved. If not, then there should be a site drainage plan for each unit prior to development

Director of Finance and Administration

- All property Taxes have been paid for 2014

Manager of Legislative and Land Services

- Infrastructure Capacity Fee
- Independent Services / UROW's
- Access

Scheffer Andrew Ltd. (Planning Consultant)

- Scheffer Andrew Ltd. has reviewed the subdivision circulation memorandum for subdivision application **2014 SUB 04** and offers the following comments.
- As stated in the circulation memorandum, development has begun and the property owner wishes to subdivide the property into four separate parcels to facilitate the development of the site in stages.
- **Condominium Property Act (Condo Act) Considerations:**
 - Section 2(1) of the Condo Act states that Part 17 of the Municipal Government Act applies to any building or land that is subject to a proposed condominium plan.
 - Section 3 of the Condo Act states that for the purposes of Part 17 of the Municipal Government Act and the Land Titles Act, a condominium plan is a plan of subdivision.
- **Municipal Development Plan Considerations:**
 - The subject site is located in the Existing Industrial Area of the Municipal Development Plan (MDP) where a mixture of light and heavy industrial development exists.
- **Land Use Bylaw Considerations:**
 - The subject site is currently designated Light Industrial (I-1) District in the Land Use Bylaw, which supports manufacturing, warehousing and other industrial uses that are compatible with each other.
 - The multi-unit industrial facility was by the Town and the existing land use district deemed appropriate for the proposed development.
- **Summary and Recommendation:**
 - The existing land use district is appropriate for the proposed subdivision and the Municipal Development Plan supports the land use; therefore, as per Section 654(1)(b) the proposed subdivision conforms to the provisions of the land use bylaw and relevant statutory plan.
 - There are numerous concerns for the applicant to address before the

proposed subdivision could be considered.

- Our recommendation is that SUB 2014 04 be refused.

Discussion ensued regarding the application and concerns were expressed with regard to the proposed design and there being no access to the proposed two rear lots.

Consensus was to adjourn the meeting and have further discussion with the applicant regarding design and concerns pertaining to the access for the proposed two rear lots and options that may be available. Further, to request a time extension to extend the time to issue a decision.

The meeting was adjourned at approximately 1:45 p.m.

The meeting was reconvened February 12, 2015 at 10:00 a.m.

Present:	Municipal Manager	A. Crofts
	Manager of Legislative & Land Services	S. Simon
	Manager of Engineering	K. Minhas (joined 10:30 a.m.)
	Scheffer Andrew	G. Smith
	Scheffer Andrew	J. Johanson

Discussion ensued regarding application 2014 SUB 04 and concerns identified with respect to access for the proposed two rear lots. During this discussion it was identified by J. Johanson that the application and ensuing comments provided by Scheffer Andrew, were interpreted and based on a Fee Simple subdivision proposal versus a Bare Land Condominium.

It was explained by J. Johanson that with the application being a Bare Land Condominium, there would be no access concerns. He indicated that all access and servicing issues are negated if the proposal is for Bare Land Condos. There was a misunderstanding in the interpretation of the application and the initial concerns regarding access are no longer relevant.

J. Johanson provided a brief explanation of Bareland Condo applications commenting that with a Condo Corporation you have a legal entity and therefore access to the units is no concern. He indicated that the same subdivision process is followed for a bareland condo application.

A. Crofts requested Scheffer Andrew re-submit their comments and recommendation to reflect the updated information / interpretation. A. Crofts also asked J. Johanson to explain the details of the misinterpretation to the applicant's upon their arrival to the meeting.

The meeting then further progressed with review of the rest of the application. The Manager of Engineering was asked to join the meeting to discuss infrastructure matters and to further review the application with other members.

J. Johanson commented on issues with a Bare Land Condominium design and noted that in accordance with Alberta Environment Guidelines (Standards of Municipal Waterworks) that you have to have a double backflow preventer mechanism installed.

Manager of Engineering, K. Minhas joined the meeting at 10:30 a.m.

The application was further reviewed and discussed.

It was questioned if the Infrastructure Capacity Fee should be applied. Consensus was that consideration of the Infrastructure Capacity Fee be left to the discretion of the Subdivision Approving Authority.

RECOMMENDATION: (based on revised input / recommendations from Scheffer Andrew)

It was the consensus of the Subdivision Review Committee to recommend to Council that Subdivision Application 2014 SUB 04, be approved with the following conditions

1. Payment of any outstanding taxes;
2. Provide documentation that the requirements of the following service providers including utility right-of-ways have been met:
 - Gas servicing - City of Medicine Hat Gas Department
 - Electric servicing - City of Medicine Hat Electric Department
 - Telecommunications
 - Telus
 - Shaw
- Installation near the property line of a vault complete with a water meter and double backflow preventer on the water service to the site. Town Engineer to approve the design and location of the vault prior to installation.
- Demonstrating by the submission of asbuilt drawings that the grading and site drainage has been constructed for the first phase of development in accordance with the site drainage plan approved by the Town Engineer on November 4, 2014.

Note: Application of the Infrastructure Capacity Fee to be at the discretion of the Subdivision Approving Authority. Based on policy, calculation of the ICF would be - \$19,040.00 (2.38 acres X \$8,000.00 per acre).

At 11:06 a.m. the following joined the meeting:

John Piea, Project Manager

Noah Nichols, Project Manager of Global Raymac Surveys

Pete Vanderham of Zion Commercial (Medicine Hat) Ltd., property owner

Kip Wiese, Lawyer for property owner

J. Johanson clarified a misunderstanding in the interpretation of the submitted application and confirmed the subdivision application received was for a Bare Land Condominium and as such there would be no access concerns as originally identified. All access and servicing issues are negated if the proposal is for Bare Land Condos.

J. Johanson discussed the process for a Bare Land Condo project. He also indicated there would be a requirement for a meter vault and double backflow preventer as per regulations. As well the applicant would need to confirm that the site drainage plan approved by the Manager of Engineering November 4, 2014 was met. As well the applicant would need to provide confirmation that any requirements of the Utility Companies were met.

The applicant, owner and representation were advised a recommendation would be forwarded to February 23, 2015 Council meeting (Council is the Subdivision Approving Authority) for consideration.

The meeting was adjourned at approximately 11:30 a.m.

Subsequent to the meeting, Scheffer Andrew provided the following updated comments:

*Scheffer Andrew Ltd. has reviewed the subdivision circulation memorandum for subdivision application **2014 SUB 04** and offers the following comments.*

As stated in the circulation memorandum, development has begun on the parent parcel. The property owner has requested to create a bare land condo and create four bare land condo units to facilitate the development of the site in stages. The developer plans to further subdivide each bare land condo unit into condo units as the development progresses. At the end of development, the condo corporation will consist of 4 bare land condo units owned by the condo corporation and multiple condo units.

Condominium Property Act (Condo Act) Considerations:

Section 2(1) of the Condo Act states that Part 17 of the Municipal Government Act applies to any building or land that is subject to a proposed condominium plan.

Section 3 of the Condo Act states that for the purposes of Part 17 of the Municipal Government Act and the Land Titles Act, a condominium plan is a plan of subdivision.

Subdivision and Development Regulations Considerations:

No issues noted.

Municipal Development Plan Considerations:

The subject site is located in the Existing Industrial Area of the Municipal Development Plan (MDP) where a mixture of light and heavy industrial development exists.

Land Use Bylaw Considerations:

The subject site is currently designated Light Industrial (I-1) District in the Land Use Bylaw, which supports manufacturing, warehousing and other industrial uses that are compatible with each other. The existing land use district deemed appropriate for the proposed development.

A development permit for a multi-unit industrial facility for this site was approved by the Town. Nothing in this application changes the use approved in the development application.

Summary and Recommendation:

The existing land use district is appropriate for the proposed subdivision and the Municipal Development Plan supports the land use; therefore, as per Section 654(1)(b) the proposed subdivision conforms to the provisions of the land use bylaw and relevant statutory plan.

Subject to the following conditions SUB 2014 04 be approved:

- *Payment of any outstanding taxes;*

- *Provide documentation that the requirements of the following service providers including utility right-of-ways have been met:*
 - *Gas servicing - City of Medicine Hat Gas Department*
 - *Electric servicing - City of Medicine Hat Electric Department*
 - *Telecommunications*
 - *Telus*
 - *Shaw*
- *Installation near the property line of a vault complete with a water meter and double backflow preventer on the water service to the site. Town Engineer to approve the design and location of the vault prior to installation.*
- *Demonstrating by the submission of asbuilt drawings that the grading and site drainage has been constructed for the first phase of development in accordance with the site drainage plan approved by the Town Engineer on November 4, 2014.*

Municipal Manager Report to Council
February 23, 2015

On-going Projects

- Worked in conjunction with engineering department, land services, and private landowner in relation to providing additional feedback for ongoing Eastside ASP amendment project (minimum 2 separate occasions).
- Worked on various legal files.
- Various correspondence with perspective physician in relation to moving forward with a return of service agreement.
- Continue to work on project timeline for Service Tracker purchase and implementation. This should serve as a useful tool for both employees and residents to utilize in relation to communicating public queries and concerns.
- Continue to spend significant time researching Alternative Service Delivery options that are or could be (in the future) available to the Town.
- Made initial contact with the EDA regarding what steps are needed to develop an economic development strategic plan (as this has been identified in Council's Strategic Priorities). The suggestion was to have a public engagement session with Redcliff businesses/stakeholders in an effort determine what their needs may be. EDA appears to be willing to assist in this regard.
- Carrying out annual employee evaluations.
- Updating and reviewing position descriptions.

Day to Day Responsibilities

- January 28 – attended meeting with some river valley residents to discuss different options regarding fire hydrant and potable water servicing.
- Met with Town's legal counsel for annual meeting to review the outlook for 2015 from a risk management point of view.
- February 5 – participated in, with Bylaw Enforcement, a software demo that will provide a tool for bylaw enforcement to electronically track incidences as well as generate corresponding reports. Such software will also provide for an online tool for residents and staff to report bylaw infractions/concerns.
- Participated in meeting with planning consultants and subdivision applicants regarding a submitted subdivision application.
- February 19 – Attended the annual municipal legal trends seminar with Mayor Reimer Manager of Legislative and Land Services.
- Carry out regularly scheduled management meetings.
- Respond to councillor inquiries as they arise.
- Respond to human resource (including correspondence with union representatives) and operational issues as they arise.

Parks and Recreation

- Aggie Mallard Park – NW Damaged Section of chain link fence was removed. The bent over post will be removed when the ground thaws.
- Building checks and maintenance of all town buildings is also on going, and the RCMP building during the last maintenance inspection, was noted that the heat exchangers were cracked and getting quotes on estimated repairs.
- Installed weather station outside of arena to develop more accurate external readings when doing plant checks.
- Rec-Tangle Arena - Did some lobby modifications to benches to remove the pinch point and children were climbing up to pull fire alarm. We replaced the shower mixer valve in the change room. There is a new cement heave developing under ice surface which is causing some maintenance issues.
- Review of provincial toboggan risk management strategies.

Bylaw Enforcement

Reporting Period: 2015 January

Total files this reporting period: 36 (29 reported, 8 self-generated) *

TRAFFIC BYLAW: 7 files, 7 reported and 0 self-generated. All files related to parking issues, 1 of which was in regards to a vehicle parking so as to block an emergency exit of a residence (driveway).

STREET BYLAW: 13 files: related to failure to remove ice/snow within 24 hours, and/or depositing materials on a sidewalk or street.

NOISE BYLAW: There were no files related to this Bylaw during working hours, however after hours complaints such as noisy parties, loud music etc. are routinely dealt with by the RCMP.

DOG CONTROL BYLAW: 8 files relating to this bylaw, 7 were reported and 1 was self-generated.

ANIMAL PROTECTION ACT: 2 files in relation to this act.

BUSINESS LICENSE BYLAW: Currently business licenses are being renewed for the 2015 year. Numerous calls received and fielded in relation to new businesses, renewals, cancellations, and business name changes.

NUISANCE AND UNSIGHTLY PREMISES BYLAW: 2 files relating to this bylaw. 1 file relating to excessive materials acquired in a private yard, 1 file relating to excessive dust being generated by a heavy truck.

ASSIST GENERAL PUBLIC: 4 files generated. 1 file associated to an abandoned appliance left on a Blvd. 2 files related to the pickup and removal to the town storage yard of abandoned bicycles. 1 file related to removal assistance of animal remains on a Blvd.

* Files reported do not include a number for business licence related inquiries.

FCSS and Community Programming

- Arrangements have been made for Volunteer Night; scheduled for April 17 at the Redcliff Legion. Community Organizations were sent nomination forms and information has been posted on Facebook.
- Current regular users at the Redcliff Rec-Tangle have been invited to make requests for ice for the 2015-2016 season. Requests are due at the end of March 2015.
- The Volunteer Income Tax program will be held at the Seniors Centre in March / April; specific dates will be posted next week following a meeting with the volunteers.
- Redcliff Days, Canada Day and summer planning is underway; currently considering a mix of art, crafts, dance, games and sports for children and youth, as well as family activities.
- Arrangements have been made for a series of mental health related programs to be held during Mental Health week at the beginning of May.

Emergency Management

- On January 23rd, Chief Gradwell, Redcliff RCMP and DEM Kim Dalton attended the regional emergency exercise with AEMA and emergency plan consultants. This exercise was designed to test the MEMP and REMP. It involved a train derailment in Medicine Hat's down town core.
- Review of the Municipal Emergency Management Plan (MEMP) with staff and table top exercise is scheduled for February 25th. We are still working to coordinating with Southern Alberta Search and Rescue about assisting in EOC staffing with multiple operational period events.

Special Projects

- Conducted review of cell phone contracts and switched to government pricing dropping long term contracts.
- Working on community brochure for Tourism Alberta, and Town's tourism plan.
- Working with physicians and committee to achieve council's directive of retaining a physician for Redcliff.

PUBLIC SERVICES

Water and Sewer Utilities

- New Water treatment Plant construction continues and operators have been busy coordinating and advising the contractor as required.

- Work inside the north portion of the reservoir is complete and staff have been working alongside the contractor to ensure cleaning and disinfection is completed prior to bringing reservoir back online. Pending bacteriological results north reservoir will be back online before months end.
- Several water meter work orders investigated and executed as required.
- Meter reading for Jan/Feb is underway currently.
- 2014 annual report was submitted to Alberta Environment.
- Jamie Garland attended seminars Water Main Repair and Disinfection & Cross Connection Control Awareness on Feb. 9 and 10, 2015 in Lethbridge.

Municipal Works

- The majority of man hours have been spent on winter road maintenance for sanding and snow removal. During the dry and warm periods, staff was able to sweep some of the excess sand from the streets.
- Several sign maintenance and installations continue to take place as they tend to get more incidents of damage during the winter months.
- The primary garbage truck #128 has been out of service a couple of times thus far in 2015. Currently the truck has been experiencing PTO/wiring issues and is currently at Summit motors for repairs. Over the last couple months this unit has basically been inoperable due to issues with PTO/wiring/Hydraulic pump issues.
- Case 580 Backhoe experienced some damage on the rear boom and is now at Rocky Mountain Equipment to have the repairs completed ASAP. Currently Public Services has a rental backhoe from Rocky Mountain Equipment. Additional damage to the unit became apparent once it was disassembled. Including a replacement of the cylinder on the boom as it was found to be bent. Also there was leakage noticed on front hubs we had the technicians inspect. Upon inspection there was significant additional repairs needed. With the additional necessary repairs it is estimated the total repairs will be approximately \$45,000 - \$50,000.

Landfill

- The new roads constructed during new cell construction have needed extra maintenance during the warm weather periods as they have become quite soft.
- Staff have been hauling road crush and sand to have as stockpiles at landfill for road use.
- Litter collection around fences was conducted during warm dry weather periods.
- First lift in the new cell is complete.
- Landfill Heavy Equipment Operator vacancy filled at the end of January 2015.

Other

- The new Heavy Duty Mechanic position has been advertised. Currently reviewing resumes and setting up interviews to follow. Expecting to hire in mid March.

ENGINEERING

4th Ave SW (1st St to 4th St and 400 Blk) Road, storm and Sanitary replacement, Broadway Ave E concrete curb and culvert installation:

- No further update. Work will be resumed in spring 2015.

I and I study updates:

- ISL working on report preparation.
- Final report delivery has been delayed due to additional scenarios assessment being conducted by ISL. The Town has repeatedly asked to speed up the delivery process.
- Flow monitoring data capture in the NW lift station catchment area with the assistance of Public Service staff on going.

Pump Station berm raising and river bank erosion protection:

- Construction bids from seven different firms received and opened in public on Feb 12, 2015.
- Tenders were evaluated by AMEC (project consultant).
- LMT Enterprises submitted the lowest bid.

Coulee slumping geotechnical Investigation:

- Parkland Geotechnical Consulting (former Enviro Geotesting) completed the draft report for Kipling and Westside slope slumping projects. The engineering department is reviewing the reports and will be working on developing potential move forward actions based on recommended remediation. Proposed projects will be coming forward for Council consideration at a future council meeting.

River Valley Residents water servicing:

- Conceptual cost estimates and preliminary plans (Option 1- Fire Hydrant with Pressure reducer only, Option 2 – New Water Main extension with Fire Hydrant) have been presented to few residents attended the meeting on January 28, 2015.
- Administration is looking into costs breakdown and a plan will be brought forward to Council in future meetings.

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

Water Treatment Plant (WTP) Construction:

- Bi weekly construction progress meeting happened on Feb 11, 2015
- Formwork for clarifier walls on top of reservoir is in progress.
- Building steel columns installation in progress.

- MPE emphasised that the contractor speed up the shop drawing submittals related to building structural steel and asked contractor to start working on process piping.
- Steel columns installation in the north reservoir completed and disinfection will be carried out next week.
- The plan for south reservoir cell and pump station will be discussed in the next bi-weekly meeting.
- Contractor's shop drawings submittal and review from MPE is on-going.

Pump Station Upgrade:

- Project was under one year warranty starting from Oct 31, 2013 and a warranty inspection happened on Oct 26th with MPE/Town staff with a few issues being noted; regarding some of the valves and seal leakage near pumps.
- The follow up warranty inspection will be scheduled in the future once the deficiencies are fixed. MPE is working with the pump supplier and Carver to fix the emerging deficiencies on the project.

Eastside Area Structure Plan Amendment:

- ISL is working on the final conceptual layouts changes of the Eastside ASP based on comments from Open House on Jan 22, 2015.

OTHER MISCELLANEOUS:

- On-going map updates for Public Services and Land sales & Legislative departments.

FINANCE AND ADMINISTRATION

Year-End

The Finance and Administration department is now completing the 2014 year-end process. The individual functions have been closed and final documentation is now being prepared. KPMG will be conducting the 2014 year-end audit. Scheduled fieldwork will be from March 2nd to March 6th, 2015.

Scheduled Items:

Utility Penalty Date	February 5, 2015
Utility Disconnect Notice Letters to Be Mailed	February 17, 2015
Utility Disconnect Payment Deadline / Letters	March 2, 2015
Utility 1 st Round Disconnection	March 3, 2015

LEGISLATIVE AND LAND SERVICES

- Ongoing inquiries re: land sales, development & subdivision. One land sale to date and one pending land sale.
- Ongoing enforcement issues of non-permitted development and older files.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011.
- A meeting for Subdivision Application 2014 SUB 04 [Lot 41, Block A, Plan 0714576 (1502 Dirkson Drive NE) which proposes to create four (4) bare land units that will be re-divided into building condominium units in the future] was held with the property owners, his agent and other representation to discuss the proposed application. A recommendation will be forthcoming.
- A Subdivision and Development Appeal Board (SDAB) meeting was held on February 4, 2015 regarding appeal of Development Permit Application 14-DP-097 (#10, 3rd St. SE / Lot 24, Block 74, Plan 1117V/Proposed Development – Daycare. The appeal was upheld and the application was approved with conditions.
- An appeal of Development Permit Application 15-DP-001 has been received. An SDAB meeting will be scheduled.
- Working with Finance Department regarding amendments to Local Improvement Bylaws due to subdivisions and consolidations.
- Following up and monitoring of Insurance Claim files.
- Assistance on relevant legal files, as per legal counsel's request.
- Board vacancies will continue to be advertised.
- Attended the Eastside Area Structure Plan Open House held Thursday January 22, 2015.

Memo

To: Redcliff Council
From: Arlos Crofts, Municipal Manager
Date: Feb 17, 2015
Re: Raw Water Pump Station Flood and River Valley Park Erosion Protection Project

Policy 38 – Purchasing Policy States:

The municipal Manager is authorized to sign purchase orders for any item where such payment has been approved by Council through resolution, Bylaw, or annual budget. When an item exceeds \$75,000 the Municipal Manager will report such expenditures to Council.

As part of the Flood Recovery Erosion Control (FREC) announced by the Government of Alberta, the Town received funding for the Raw Water Pump Station Flood and River Valley Erosion Control Protection Projects. AMEC Environment and Infrastructure prepared the design and tender specification for these projects with schedules A (River Valley Park Erosion) and Schedule B (Raw Water Pump Station Flood Protection). The construction bids from contracting firms were received and opened in public on February 12, 2015 in the Town Hall. The bid submitting contractors were MJB Enterprises, BYZ Enterprises, Netook, Foran Ltd, LMT Enterprises, Davison Excavating and Unsurpassable Construction. Minor mathematical errors were found in a few of the bids and the correct amounts are listed in the below table. LMT Enterprises submitted the lowest bid and is recommended for the award of both Schedule A and B.

Contractor	LMT	MJB	Foran	Davison	Unsurpassable	BYZ	Netook
SCHEDULE "A" - River Valley Park	\$485,352.00	\$536,488.00	\$582,487.38	\$868,493.00	\$585,621.20	\$877,395.00	\$993,932.00
SCHEDULE "B" - Pump Station Site	\$352,400.00	\$563,175.00	\$517,500.21	\$362,300.00	\$655,740.00	\$501,000.00	\$654,625.00
TOTAL	\$837,752.00	\$1,099,663.00	\$1,099,987.59	\$1,230,793.00	\$1,241,361.20	\$1,378,395.00	\$1,648,557.00
CONTINGENCY (10%)	\$83,775.20	\$109,966.30	\$109,998.76	\$123,079.30	\$124,136.12	\$137,839.50	\$164,855.70
GRAND TOTAL	\$921,527.20	\$1,209,629.30	\$1,209,986.35	\$1,353,872.30	\$1,365,497.32	\$1,516,234.50	\$1,813,412.70

Text in red indicates the low bid amounts

As the bid amount exceeded the Purchase Policy threshold for the Municipal Manager, I am reporting these expenditures to Council. The summary of the Project tender amount and the approved budget is as follows:

Project	Budget	Tender Amount with 10% contingency GST
• Construction	\$1,218,957.00	\$921,527.20
• Engineering		\$103,934.85
Total	\$1,218,957.00	\$1,025,462.05

Please note that there will be additional engineering fees for some additional work required during construction such as the bird sweeps, turbidity monitoring of the river, hydrovac, biophysical screening assessment, survey by boat and materials testing. The additional engineering fees for the items mentioned above will be around \$62,000.00 for both sites in addition to the engineering and construction costs mentioned above. In any event, the total cost for the project will not exceed \$1,087,470.00 for both sites and will not exceed the project budget.

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
March 12, 2015	Cypress County/Redcliff Council Dinner	Redcliff Town Hall Council Chambers (details to follow)
March 27, 2015	Big Brothers, Big Sisters Bowl for Kid's Sake (Mayor attending)	Panorama Lanes 4:00 p.m. to Midnight
April 10, 2015	Wild Horse Border Crossing meeting (Mayor Attending)	Medicine Hat