



## **COUNCIL MEETING**

**MONDAY, FEBRUARY 25, 2013  
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, FEBRUARY 25, 2013 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Presentation of Queen Elizabeth II Diamond Jubilee Medal to R. Hazelaar	
<b>2. MINUTES</b>	
A) Council meeting held February 11, 2013 *	For Adoption
B) Committee of the Whole meeting held February 11, 2013 *	For Information
C) Redcliff Family and Community Support Services Board meeting held February 12, 2013 *	For Information
D) Municipal Planning Commission meeting held February 20, 2013 *	For Information
E) Palliser Economic Partnership (PEP)	
i) September 14, 2012 Minutes *	For Information
ii) December 14, 2012 Minutes *	For Information
F) Economic Development Alliance (EDA) meeting held January 16, 2013 *	For Information
<b>3. BYLAWS</b>	
A) Bylaw 1739/2013 to amend Bylaw No. 1296/2001, being the 300 Block – 4 <sup>th</sup> Street SW Road Project Bylaw and Bylaw No. 1471/2006 being a Bylaw to amend Bylaw No. 1296/2001 *	1 <sup>st</sup> Reading
B) Bylaw 1740/2013 to amend Bylaw No. 1357/2003, being the 1 <sup>st</sup> Avenue SW (300 – 500 Blocks) Storm Sewer Project Bylaw and Bylaw 1469/2006 being a Bylaw to amend Bylaw 1357/2003 *	1 <sup>st</sup> Reading
C) Bylaw 1741/2013 to amend Bylaw No. 1358/2003, being the 1 <sup>st</sup> Avenue SW (600-700 Blocks) Storm Sewer Project Bylaw and Bylaw 1470/2006 being a bylaw to amend bylaw 1358/2003 *	1 <sup>st</sup> Reading
<b>4. STAFF RECOMMENDATIONS</b>	
A) Land Sale Lot 40, Block 132, Plan 1117V *	For Consideration

**5. CORRESPONDENCE**

- |   |                |
|---|----------------|
| <b>A)</b> Alberta Municipal Affairs *<br>Re: Municipal Inspection   | For Discussion |
| <b>B)</b> Cypress County Notice of Public Hearing *<br>RE: Land Use Bylaw Amendment 2013/03<br>PN SE 18-13-6-W4 – Huber | For Comment    |

**6. OTHER**

- |   |                 |
|---|-----------------|
| <b>A)</b> Municipal Manager's Report to Council *                     | For information |
| <b>B)</b> Memo to Council *<br>RE: Town of Redcliff Insurance Premium | For Information |
| <b>C)</b> Council Remuneration *                                      | For Discussion  |
| <b>D)</b> Redcliff/Cypress Regional Landfill Graphs *                 | For Information |
| <b>E)</b> Grapes and Gourmet Gala *                                   | For Discussion  |

**7. RECESS**

**8. IN CAMERA**

- |                  |
|------------------|
| <b>A)</b> Land   |
| <b>B)</b> Labour |

**9. ADJOURN**

ACCOUNTS PAYABLE FEBRUARY 6 - FEBRUARY 15, 2013			
COUNCIL MEETING FEBRUARY 25, 2013			
72256	CEE GEE SOUTHERN	REFUND UTILITY - PORTABLE HYDRANT	\$695.26
72257	CHAPMAN, LYLE	REIMBURSE TRAVEL EXPENSES PUMPING STATIONS COURSE	\$458.55
72258	CIBC VISA	COURSE & CONFERENCE REGISTRATIONS, AIRFARE, PRINTER STAND, ETC	\$5,481.38
72259	COSTCO WHOLESALE	TIRES UNIT#130 FORD PICKUP, 2013 MEMBERSHIP FEE, COW SUPPER	\$1,002.84
72260	EPCOR ENERGY	JANUARY ELECTRIC UTILITY LANDFILL	\$280.58
72261	GUY, JUSTIN	REIMBURSE TRAVEL EXPENSES FIRE TRAINING	\$65.24
72262	MCMILLAN, BRIAN	REIMBURSE CLASS 1 DRIVERS MEDICAL	\$100.00
72263	MINISTER OF FINANCE	2012 LINEAR ASSESSMENT	\$528.51
72264	MUNIX C/O CLAIMSPRO	INSURANCE DEDUCTIBLE PROPERTY DAMAGE	\$1,000.00
72265	NEWTON, TOBY	REIMBURSE TRAVEL EXPENSES FIRE TRAINING	\$227.44
72266	NIEDERMAYER, MARK	JANUARY GUITAR INSTRUCTOR FEES	\$350.00
72267	PITNEY BOWES	POSTAGE MACHINE REFILL	\$2,100.00
72268	PITNEY WORKS	FEBRUARY FOLDER STUFFER CONTRACT	\$145.77
72269	RECEIVER GENERAL	STATUTORY DEDUCTIONS FEBRUARY COUNCIL PAY	\$629.52
72270	SAFETY CODES	DECEMBER SAFETY CODES	\$36.25
72271	TELUS	FEBRUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$1,833.41
72272	TELUS MOBILITY	FEBRUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$33.55
72273	SHORT, TAMMIE	REFUND RENTAL DEPOSIT	\$50.00
72274	RATHJE, OWEN	JANUARY SKATE MARSHALL	\$180.00
72275	TOWN OF REDCLIFF	MPC LUNCH JANUARY 16, POSTAGE, STAFF RELATIONS, VEHICLE WASH, ETC	\$231.13
72276	TOWN OF REDCLIFF	FEBRUARY COUNCIL PAY	\$7,207.22
72277	YOUNG, STEPHEN	REIMBURSE TRAVEL EXPENSES FIRE TRAINING	\$123.48
72278	PROVINCIAL TREASURER	FEBRUARY LAPP CONTRIBUTIONS	\$15,757.25
72279	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO FEBRUARY 9, 2013	\$27,459.56
72280	WATSON POOLS	PROJ#115 - AQUATIC CENTRE	\$86,010.75
72281	TOWN OF REDCLIFF	REGULAR PAY TO FEBRUARY 9, 2013	\$55,434.98
72282	CITY OF MEDICINE HAT	VARIOUS UTILITY ACCOUNTS	\$17,367.37
72283	CPR	JANUARY FLASHER CONTRACT	\$667.24
72284	ROD FISCHER	TRAVEL ADVANCE - PESTICIDE TRAINING	\$100.00
72285	FORTY MILE GAS CO-OP	JANUARY GAS UTILITY LANDFILL	\$295.01
72286	PC CORP	DECEMBER 2012 BACK UP, NOVEMBER & JANUARY SUPPORT SERVICES	\$2,987.25
72287	TELUS	FEBRUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$38.04
72288	TELUS MOBILITY	FEBRUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$420.14
72289	XEROX	JANUARY WC7655 COPIER SERVICE	\$80.83
	TOTAL CHEQUES: 34	AMOUNT OF CHEQUES	\$229,378.55

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

**PRESENT:**

Deputy Mayor	C. Crozier
Councillors	C. Brown, D. Kilpatrick, E. Reimer, J. Steinke
Municipal Manager	D. Wolanski
Director of Finance & Administration	R. Osmond
Manager of Legislative and Land Services	S. Simon
Public Services Director	D. Schaffer
Bylaw Enforcement Officer	B. McMillan
RCMP	Sgt. D. Ness
Cypress Courier	C. Weiss (left at 8:01 p.m.)

**ABSENT:**

Mayor	R. Hazelaar
Councillor	E. Solberg

**1. GENERAL**

Call to Order

**A)** Deputy Mayor Crozier called the regular meeting to order at 7:02 p.m.

Adoption of Agenda

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

Accounts Payable

**C)** Councillor Steinke moved the following 57 general vouchers in the amount of \$559,209.39 be received for information. – Carried Unanimously.

ACCOUNTS PAYABLE JANUARY 22, 2013 - JANUARY 31, 2013			
COUNCIL MEETING FEBRUARY 11, 2013			
72178	ACTION PARTS	PROBE EXTENSION	\$86.95
72179	ATRON REFRIGERATION	FURNACE REPAIRS - WTP & ARENA	\$2,962.00
72180	BROWNLEE LLP	2013 EMERGING TRENDS SEMINAR - SS	\$125.00
72181	CAMA	2013/2014 MEMBERSHIP FEES - DW	\$262.50
72182	CENTRAL SHARPENING	SHARPEN BLADE UNIT#101 ZAMBONI	\$78.75
72183	CITY OF MEDICINE HAT	VARIOUS UTILITY ACCOUNTS, DECEMBER SEWAGE OUTLAY	\$45,164.22
72184	EDA	1ST INSTALLMENT - 2013 FUNDING COMMITMENT	\$16,764.00
72185	FORTY MILE GAS	DECEMBER GAS UTILITY - LANDFILL	\$348.46
72186	GADER, SALEH	REFUND OVERPAYMENT FOR LANE WORK	\$1,725.23
72187	KIRK'S MIDWAY TIRE	TIRE REPAIRS UNIT# 132 KUBOTA	\$42.00
72188	LGAA	2013 MEMBERSHIP FEES - SS	\$147.00
72189	MEMORY LANE	2013 WEB HOSTING	\$287.70
72190	MNP LLP	2011 FCSS REVIEW ENGAGEMENT	\$2,205.00
72191	MH CSRD #20	4TH INSTALLMENT 2012 SCHOOL TAX LEVY	\$44,744.38
72192	MH WHOLESALE FOODS	MOW CONTAINERS & LIDS	\$119.60
72193	SHAW CABLE	FEBRUARY INTERNET FEES - TOWN HALL, FIRE HALL	\$204.43
72194	M.P. ECO MECHANICAL	HOLDBACK PROJ#61 BROADWAY COURT LIFT STATION	\$34,043.65
72195	PARK ENTERPRISES	DECEMBER PERMITS	\$584.64
72196	SUNCOR ENERGY	DYED DIESEL - LANDFILL	\$1,449.54
72197	PITNEY BOWES	POSTAGE MACHINE LEASE - FEBRUARY 1 TO APRIL 30, 2013	\$227.02
72198	RECEIVER GENERAL	STATUTORY DEDUCTIONS FOR JANUARY COUNCIL PAY	\$629.52
72199	RECEIVER GENERAL RCMP	4TH QTR 2012 POLICING COSTS, 2011/12 ADJUSTMENT	\$246,286.17

72200	STAPLES	SIGN HOLDER FOR NEWSLETTERS	\$57.38
72201	STEELE, MELISSA	REFUND RENTAL DEPOSIT	\$225.00
72202	KENNEDY, SHANE JOHN	REFUND GUITAR LESSONS	\$117.60
72203	PINNACLE HR	REVIEW COLLECTIVE AGREEMENT	\$803.25
72204	TOWN OF REDCLIFF	JANUARY COUNCIL PAY	\$7,207.22
72205	TRANSIT PAVING	PROJECT# 85 - DIRKSON DRIVE INDUSTRIAL	\$2,249.06
72206	TRICO LIGHTING	CASE OF LIGHTS, BALLAST, COVER, TUBE GUARDS - ARENA	\$346.73
72207	VOLUNTEER ALBERTA	2013 MEMBERSHIP RENEWAL	\$50.00
72208 -			
72228	VOID	PRINTER ERROR	\$0.00
72229	ACKLANDS - GRAINGER	SWEEPING COMPOUND, DRILL BITS, BRUSHES, WELDING RODS, ETC	\$336.02
72230	ACTION PARTS	12 VOLT BATTERIES - UNIT#88 LOADER	\$353.77
72231	AMSC INSURANCE	DECEMBER 2012 HEALTH SPENDING, FEBRUARY EMPLOYEE BENEFITS	\$15,919.47
72232	AUMA	PUBLIC SERVICES OPERATIONS SUPERVISOR JOB POSTING	\$288.75
72233	AUMA	2013 MEMBERSHIP FEES	\$5,378.21
72234	CANADIAN BADLANDS	TOURISM DEVELOPMENT CONFERENCE SPONSORSHIP, 2013 MEMBERSHIP	\$3,548.00
72235	CITY OF MEDICINE HAT	VARIOUS UTILITY ACCOUNTS	\$9,428.40
72236	CONSTRUCTION SUPPLY	MASONARY BITS	\$33.45
72237	FARMLAND SUPPLY	HYDRAULIC HOSE, COUPLERS, ADAPTORS, ETC	\$577.98
72238	GIRL GUIDES OF CANADA	CANADA DAY FACE PAINTING, TATTOOS, CLEAN UP, HANDOUTS	\$150.00
72239	MH CSRD #20	2012 SUPPLEMENTARY LEVY - SEPARATE SCHOOL TAX	\$45.95
72240	MINISTER OF FINANCE	2012 SUPPLEMENTARY LEVY - PUBLIC SCHOOL TAX	\$5,489.98
72241	SHAW CABLE	FEBRUARY INTERNET FEES - PS, WTP	\$167.90
72242	NSC MINERALS	FINE ROAD SALT	\$2,501.39
72243	PUROLATOR	FREIGHT OF WTP SUPPLIES	\$30.86
72244	QUICK WAY ELECTRIC	ANNUAL FIRE ALARM INSPECTION - TH, ARENA, RCMP, SENIORS	\$1,387.18
72245	STEEP ROCK	ROADCRUSH	\$2,314.89
72246	TELUS COMMUNICATION	JANUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$123.36
72247	CANADA MUNICIPAL JOBS	PUBLIC SERVICES OPERATIONS SUPERVISOR JOB POSTING	\$147.00
72248	PACHOLEK, STACY	REFUND RENTAL DEPOSIT	\$50.00
72249	WESTERN CANADA WELDING	WELDING ROD	\$108.63
72250	CIBC	SUPPLEMENTAL PENSION TO JANUARY 26, 2013	\$2,475.55
72251	CUPE	UNION DUES TO JANUARY 26, 2013	\$1,762.72
72252	PROVINCIAL TREASURER	LAPP CONTRIBUTIONS TO JANUARY 26, 2013	\$15,665.15
72253	RECEIVER GENERAL	STATUTORY DEDUCTIONS FOR REGULAR PAY TO JANUARY 26, 2013	\$25,714.98
72254	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS TO JANUARY 26, 2013	\$550.00
72255	TOWN OF REDCLIFF	REGULAR PAY TO JANUARY 26, 2013	\$55,115.80
	TOTAL CHEQUES: 57	AMOUNT OF CHEQUES	\$559,209.39

Bank Summary to December 31, 2012

**D)** Councillor Steinke moved the Bank Summary to December 31, 2012 be received for information. – Carried Unanimously.

## 2. DELEGATION

RCMP Report To Council

**A)** Sgt. D. Ness was in attendance to present the 2012 Yearly RCMP Report to Council. Sgt. Ness also requested that Council submit their 2013 policing priorities to him, noting that he would like to have his report submitted by April 1, 2013. Consensus was that Council would discuss 2013 policing priorities at their next Committee of the Whole Meeting.

D. Wolanski left the meeting at 7:07 p.m. and re-joined at 7:09 p.m.

Councillor Reimer moved the 2012 Yearly RCMP report presented by Sgt. D. Ness be received for information. – Carried Unanimously.

Sgt. D. Ness left the meeting at 7:30 p.m.

Bylaw Enforcement Officer Report to Council

**B)** B. McMillan, Bylaw Enforcement Officer was in attendance to present his report to Council.

Councillor Brown moved the Bylaw Enforcement Officer Report to Council for the period of October 22, 2012 to February 11, 2013 presented by B. McMillan, Bylaw Enforcement Officer be received for information. – Carried Unanimously.

B. McMillan, Bylaw Enforcement Officer left the meeting at 7:38 p.m.

### 3. PUBLIC HEARING

Bylaw 1735/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) from C-3 General Commercial District to DC Direct Control District

**A)** Deputy Mayor Crozier called the Public Hearing for Bylaw 1735/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) from C-3 General Commercial District to DC Direct Control District to order at 7:38 p.m.

Manager of Legislative and Land Services advised she had received an inquiry with regard to the proposed DC (Direct Control) zoning and the development application process.

No one was in attendance from the public.

Councillor Crozier declared the Public Hearing closed at 7:44 p.m.

### 4. MINUTES

Council Meeting held January 28, 2013

**A)** Councillor Reimer moved the minutes of the Council meeting held January 28, 2013 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held January 28, 2013

**B)** Councillor Kilpatrick moved the minutes of the Committee of the Whole meeting held January 28, 2013 be received for information. – Carried Unanimously.

Redcliff Public Library Board meeting held October 30, 2012

**C)** Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held October 30, 2012 be received for information. – Carried Unanimously.

Redcliff Public Library Board meeting held November 28, 2012

**D)** Councillor Brown moved the minutes of the Redcliff Public Library Board meeting held November 28, 2012 be received for information. – Carried Unanimously.

## 5. BYLAWS

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

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

Councillor Kilpatrick moved Bylaw 1733/2013, being the Subdivision and Development Appeal Board Bylaw be given third reading. – Carried Unanimously.

Bylaw 1734/2013 being the Municipal Planning Commission Bylaw

**B)** Councillor Kilpatrick moved Bylaw 1734/2013 being the Municipal Planning Commission Bylaw be given second reading as amended. – Carried Unanimously.

Councillor Steinke moved Bylaw 1734/2013 being the Municipal Planning Commission Bylaw be given third reading. – Carried Unanimously.

C. Weiss left the meeting at 8:01 p.m.

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

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

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

Bylaw 1735/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) from C-3 General Commercial District to DC Direct Control District

Councillor Reimer moved Bylaw 1735/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) from C-3 General Commercial District to DC Direct Control District be given second reading as amended. – Carried Unanimously.

Councillor Steinke moved Bylaw 1735/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) from C-3 General Commercial District to DC Direct Control District be given third reading. – Carried Unanimously.



Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District

**D)** Councillor Reimer moved Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District be given first reading. – Carried Unanimously.

Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use

**E)** Councillor Brown moved Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use. – Carried Unanimously.

## **6. STAFF RECOMMENDATIONS**

Disposal of Surplus Equipment

**A)** Councillor Brown moved that the Town of Redcliff accept the trade-in value of \$7,100.00 for our current 1994 Bobcat 852 Skid Steer as offered by Ag-Plus Mechanical Ltd. on the purchase of one new Bobcat S590 Skid Steer. – Carried Unanimously.

Purchase Proposal for Utility Vehicle

**B)** Councillor Steinke moved the Town of Redcliff purchase the Trackless Series MT6 Municipal Tractor complete with attachments listed from Joe Johnson Equipment Inc. at a cost of \$131,130.00 plus GST with funding as outlined in the 2013 Budget. – Carried.

## **7. POLICIES**

Policy 11, Frontage Prepayment Policy – Town Owned Property

**A)** Councillor Brown moved Policy 11, Frontage Prepayment Policy – Town Owned Property be approved as presented. – Carried Unanimously.

D. Schaffer left the meeting at 8:26 p.m.

Policy 23, Investment Policy

**B)** Councillor Kilpatrick moved Policy 23, Investment Policy be approved as presented. – Carried Unanimously.

Policy 42, Computer Purchase Plan

**C)** Councillor Reimer moved Policy 42, Computer Purchase Plan Policy be approved as presented. – Carried.

Policy 115, Policy and Bylaw Development Review Policy

**D)** Councillor Brown moved Policy 115, Policy and Bylaw Development Review Policy be approved as presented. – Carried Unanimously.

Policy 20, Accounts Payable Penalties Policy

**E)** Councillor Steinke moved Policy 20, Accounts Payable Penalties policy be cancelled. - Carried Unanimously.

## 8. CORRESPONDENCE

Myers Norris Penny LLP  
RE: Engagement Letters

**A)**

Town of Redcliff

**i)** Councillor Reimer moved correspondence dated December 10, 2012 from Myers Norris Penny LLP regarding engaging in audit services for the Town of Redcliff be received for information. – Carried Unanimously

Redcliff Cypress Regional Waste Management Authority

**ii)** Councillor Reimer moved correspondence dated December 10, 2012 from Myers Norris Penny LLP regarding engaging in audit services for the Redcliff Cypress Regional Waste Management Authority be received for information. – Carried Unanimously

Town of Redcliff FCSS Review

**iii)** Councillor Steinke moved correspondence dated December 10, 2012 from Myers Norris Penny LLP regarding engaging in audit services for the Town of Redcliff FCSS Review be received for information. – Carried Unanimously

## 9. OTHER

Council Remuneration

**A)** Councillor Brown moved the memo prepared by D. Wolanski, Municipal Manager regarding Council Remuneration be received for information. – Carried Unanimously.

2012 Fire Statistics

**B)** Councillor Brown moved the 2012 Fire Statistics be received for information. - Carried Unanimously.

## 10. RECESS

Deputy Mayor Crozier called a recess at 9:07 p.m.

Deputy Mayor Crozier reconvened the meeting at 9:14 p.m.

## 11. IN CAMERA

In Camera

Councillor Reimer moved to meet In Camera at 9:14 p.m. – Carried Unanimously.

Return to Open Session

Councillor Steinke moved to return to open session at 9:46 p.m. – Carried Unanimously.

## **12. ADJOURNMENT**

Adjournment

Councillor Brown moved to adjourn the meeting at 9:46 p.m. – Carried Unanimously.

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Mayor

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Manager of Legislative and Land Services

# BANK SUMMARY FOR DECEMBER 31, 2012

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

## INVESTMENTS

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

TOWN OF REDCLIFF  
  
 JAN 20 2013  
 FINANCE DEPT.

**MINUTES OF THE COMMITTEE OF THE WHOLE  
MONDAY FEBRUARY 11, 2013, 5:30 P.M.  
TOWN COUNCIL CHAMBERS**

**PRESENT:** Deputy Mayor: C. Crozier  
Councillors: C. Brown, D. Kilpatrick,  
E. Reimer, J. Steinke

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

**ABSENT:** Mayor R. Hazelaar  
Councillor E. Solberg

**1. GENERAL**

**A) CALL TO ORDER**

Deputy Mayor Crozier called the meeting to order at 5:34 p.m.

**B) ADOPTION OF AGENDA**

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

**2. MINUTES**

Councillor Reimer moved the minutes of the Committee of the Whole meeting held January 28, 2013 be adopted as presented. – Carried Unanimously.

Municipal Manager commented that with regard to the Eastside Area Structure Plan and reviewing the Transportation Master Plan prior to proceeding with an amendment, that K. Snyder, Planning Consultant advised that the original Area Structure Plan for the road network was very detailed and you do not necessarily want it detailed to that extent. You would want the road network to be more conceptual showing main roads and arterials. Therefore, it is not necessary that the Master Transportation Plan be reviewed first, but it could be. Further, he suggested that consideration should be given to the extent of detail to be included in an amendment when Council further discusses the need to prepare an amendment.

**3. NEW BUSINESS**

**A) Land Sale – Portion of Roadway Adjacent to  
601 – 2<sup>nd</sup> Avenue NW (Lot 10, block A, Plan 1310077)**

The Manager of Legislative and Land Services advised that K. Vis has expressed interest in purchasing a 5.81m x 38.09m portion of roadway adjacent to his property at 601 – 2<sup>nd</sup> Ave NW for the purpose of using it for employee parking. The Manager of Legislative and Land Services advised that two previous requests to purchase this same piece of land were submitted by A. Vis and they were denied, one in 2006 and one in 2008. One of those requests was for placement of a CO<sup>2</sup> tank and it was denied due to its close proximity to

residential development. The Manager of Legislative and Land Services referenced the map included in the agenda package and noted there are utility services in the roadway and that consideration would need to be given to perhaps designating this as a utility right of way to ensure a work area is preserved in the event repairs need to be completed. A road closure bylaw would also be required and consolidation with his adjacent parcel. There is also a fire hydrant in the area that will need protection. As well she noted that the Land Use Bylaw specifies that no vehicular parking will be allowed in any yard of a principle building that has less than 6 m distance from the building to the property line. The Manager of Legislative and Land Services advised there is a development permit for a water tank just north of the existing roadway that was approved with conditions. One of the conditions is submission of a site drainage plan to show that the water in case of a catastrophe heads to the storm sewer or another appropriate location to the satisfaction of the Manager of Engineering. She noted that to date the site drainage plan has not been finalized.

Committee discussed parking requirements. Manager of Legislative and Land Services confirmed that Mr. Vis is aware of the proposal to amend the Land Use Bylaw to modify the requirements for parking for greenhouses. She indicated they are still working with Mr. Vis. on completing the Development Application for their expansion project. Concerns were expressed that the Land Use Bylaw is not being followed. Consensus of Committee was that they were not in favour of selling this portion of roadway.

**ACTION:** Manager of Legislative and Land Services to advise K. Vis that the Town is not interested in selling this portion of roadway adjacent to 601 2<sup>nd</sup> Avenue NW.

**B) Restrictive Covenants**

With reference to the Redcliff Planning Board minutes of January 15, 2013 and concerns/questions on who has authority to enforce restrictive covenants once properties become sold. Manager of Legislative and Land Services indicated she has contacted M. Dolan, Pritchard and Company LLP and he has confirmed it would still be the Town that enforces the provisions of the Restrictive Covenant. The Town originally placed the restrictive covenant on those lands and the Land Use Bylaw Section 6 (1)(b) states that “a person or activity complying with this Bylaw must also comply with the conditions of any caveat, covenant, easement, contract or agreement affecting the use or development of land or buildings”.

**ACTION:** No action required.

**C) Newsletter**

Municipal Manager referenced the recent newsletter that was sent out. He advised that he also sent with it the Community Services Community Programs and Events January – April 2013 brochure that was prepared by the Community Services Department. He noted the brochure is a great supplement to the newsletter. He advised that the Community Services Department intends to distribute this type of brochure three times a year. He commented that the Strategic Plan identifies that a newsletter will be sent out four times a year and it was budgeted for four times a year. However, he is since questioning if four is too much and should be reduced to three to coincide with the Community Services Brochure. Municipal Manager also suggested that one of the

newsletters be prepared to be more like an annual report similar to what the City of Medicine Hat prepares. Committee discussed the options and Committee was in favour of preparing two newsletters per year and one annual report type newsletter to coincide with the Community Services Brochure.

**ACTION:** Municipal Manager to prepare a staff recommendation to Council for consideration to deviate from the original plan of sending out four newsletters per year to three, with one of them being an annual report type newsletter to be sent out in conjunction with the Community Services Brochure.

**D) Strategic Planning Initiatives**

**i) Town Hall Meeting**

Municipal Manager referenced the Strategic Plan and advised one of the initiatives is to host an annual Town Hall Meeting. Municipal Manager questioned timing of the meeting. Consensus was that late May or early June would be a good time to schedule a Town Hall meeting. Possible venues would be the Seniors Centre or the school.

**ii) Social Function with Municipal Partners**

Municipal Manager indicated another initiative in the strategic plan is to host a social function with Cypress County and City of Medicine Hat. Consensus of Committee was that a social function with the municipal partners be held after the next election.

**4. IN CAMERA**

Councillor Steinke moved to meet In Camera at 6:16 p.m. – Carried Unanimously.

Councillor Kilpatrick moved to return to open session at 6:53 p.m. – Carried Unanimously.

Deputy Mayor Crozier called for a recess and stated the meeting is to be reconvened upon the adjournment the Regular Council meeting scheduled this evening at 7:00 p.m.

Deputy Mayor Crozier reconvened the meeting at 9:46 p.m.

Councillor Reimer moved to meet In Camera at 9:46 p.m. – Carried Unanimously.

Councillor Steinke moved to return to open session at 10:50 p.m. – Carried Unanimously.

**5. ADJOURNMENT**

Councillor Brown moved the meeting be adjourned at 10:50 p.m. – Carried Unanimously.

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Chairman

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Manager of Legislative and Land Services

**Redcliff Family and Community Support Services Board**  
**Tuesday, February 12, 2013 at 7 pm**  
**Town Office Meeting Room, Downstairs**

**Present:** Diane McNaughton, Ann Pudwell, Sam Wertypora, Cindy Murray and Cathy Crozier

**Absent:** Ernie Reimer

**1. CALL TO ORDER**

The meeting was called to order at 7:02 pm.

**2. ADDITIONS/DELETIONS**

Add: 10.2 Public Education Focus Group Invitation

**3. APPROVAL OF THE AGENDA**

The agenda was approved as amended. CARRIED.

**4. APPROVAL OF THE MINUTES**

The minutes show that the January 8, 2013 was adjourned at 7:19 pm, the minutes must be amended to read 8:35 pm. CARRIED.

**5. BUSINESS ARISING FROM THE MINUTES**

A cheque was issued to Medicine Hat Family Services to cover the cost of Redcliff citizens attending group counseling sessions and to provide some funding for low income families who would not otherwise receive a reduced rate for individual counseling.

**6. OLD BUSINESS**

**6.1 Policies and Procedures**

New Policy 117 (2013) Phase out the Penny - for information.

**6.2 Program Guide – January to April, 2013**

The completed program guide was circulated. The guide is available at several locations, online and was mailed all households with a Town newsletter. Community Services has received a lot of positive feedback and it has generated many program inquiries and registrations.

**7. DIRECTORS REPORT**

**Redcliff Improvement Partnership (RIP)** – The RIP committee will host another Community Connections day. This year the event will be held at the Rec-Tangle arena on May 30, in conjunction with Safety Day.

**Prairie Canada Future Game** - The Prairie Canada Future Games presents teams with the simulated opportunity to make decisions that shape the future of a typical prairie region over a 25 year period. Observing how today's decisions can impact tomorrow's future helps community leaders and groups focus on the importance of having long term vision.



Redcliff Improvement Partnership Committee members and FCSS Board members will try the game and discuss its' applications.

**Thrive on Wellness Grant** – This grant will provide funding for a chain link fence around the community garden; composting bins; permaculture, keyhole and wicking bed development. Community Services and Community Food Connections Association will host a series of gardening workshops in the spring.

**Early Childhood Mapping Project (ECMP)** – The committee will be advertising for a program coordinator for the Cypress County area.

**Developing Redcliff Education and Mental Health Services (D.R.E.A.M.S)** – Jamie Sawatzky is the new DREAMS Coordinator. Community Services arranged for meetings with the Redcliff Action Society for Youth to improve and encourage the coordination of services between all three service providers.

**Program Guide** - Community Services prepared and circulated a brochure with details of programs and events that have been arranged for January to April, 2013. The guide will be available at locations in the community and online. Brochures will be produced on a seasonal basis.

## **8. NEW BUSINESS**

### **8.1 Election**

A. Pudwell was returned to the position of Chairperson by acclamation.

S. Wertypora was returned to the position of Vice Chairperson by acclamation.

### **8.2 Volunteer Celebration Night**

The Volunteer Celebration Night Committee has been meeting and the date has been set for April 26, 2013 at the Redcliff Legion. Tickets will be available at the Town Office as of March 4, 2013.

### **8.3 Volunteer of the Year Nomination**

D. MacNaughton was selected as the FCSS Volunteer of the Year.

### **8.4 Minister's Seniors Service Awards**

Information regarding nomination for the award was provided. This was also forwarded to the Redcliff Seniors Society. Nomination deadline is February 28, 2013.

### **8.5 Food Charter**

The Community Food Connections Association (CFCA) has drawn up a Food Charter aimed at promoting food security in Medicine Hat and area. As per their letter, the goal is to improve the quality of life for everyone by advocating food as a basic right instead of a privilege.

CFCA requests that agencies, organizations and municipalities sign the Food Charter to show commitment to adopting some of the principles and philosophies suggested. Representatives would like to do a presentation to Council and will make arrangements soon.

A. Pudwell, Board Chairperson will sign the charter on behalf of Redcliff Family and Community Support Services.

**9. UPCOMING CONFERENCES/WORKSHOPS/MEETINGS**

**10. CORRESPONDENCE**

**10.1 Community Connections Newsletter**

**10.2 Public Education Focus Group Invitation**

**11. NEXT MEETING – March 12, 2013**

**12. ADJOURNMENT**

Meeting was adjourned at 8:08 pm.

October 2011

*Addressee*

Dear,

The Community Food Connections Association (CFCA) is a non-profit organization aimed at promoting food security in Medicine Hat. The overall goal for the CFCA is to improve the quality of life for everyone, by advocating for food as a basic right instead of a privilege. Through its programming, the CFCA has launched many initiatives including Community Kitchens, The Good Food Club, Community Gardens and most recently, the Food Charter.

The Community Food Connections Food Charter is a template was developed by the CFCA to encourage organizations and communities to take steps to combat food insecurity in whatever way they feel possible. We would appreciate an opportunity to come speak to your group about how you might adopt a food charter in philosophy and implement some of the strategies.

We appreciate *any* steps you would be willing to take towards implementation of a food charter and we are willing to support you along the way. We hope that aspects of this Food Charter will be put into practice across the community so that we can document our overall progress with a Yearly Review.

The Food Charter is an opportunity to promote change and sustainability within our community. We invite you to be a part of this exciting initiative in whatever capacity you feel appropriate.

Sincerely,

CFCA Food Charter Committee

# Food Charter

*We believe every person has a right to access an adequate supply of nutritious affordable and culturally appropriate food. Food contributes to the health and well-being of residents while preventing disease and reducing their need for medical care. Food is central to Alberta's economy. Food brings people together in celebration of community and diversity and is an important part of our culture.*

*Therefore, in our community we will strive to:*

-  *Advocate for income, employment, housing and transportation policies that support secure and dignified access to healthy food.*
-  *Produce and distribute food in such a way that protects the environment and ensures the safety of our food and drinking water.*
-  *Establish local market opportunities for locally grown food products through farmers markets, direct farm sales and local food outlets.*
-  *Encourage agriculture policies and practices that promote food diversity.*
-  *Promote informed choices in restaurants and food outlets through implementation of a food labeling program.*
-  *Foster a civic culture that inspires residents and stakeholders to support capacity building food programs such as food buying clubs, skills development (example: cooking classes), community kitchens, community gardens, grocery store tours and nutrition education.*
-  *Facilitate access to programs and services that promote health for seniors and vulnerable people such as newcomers, pregnant women, children, lone parent families, low-income individuals, persons with developmental, physical or mental health disabilities.*
-  *Increase access in all public recreation facilities, schools, and day care facilities to foods that meet Alberta nutrition guidelines.*
-  *Promote baby-friendly policies, facilities, businesses and workplaces that support optimal health for all babies and breastfeeding mothers.*
-  *Increase access to healthy affordable foods in residential or care facilities such as group homes, seniors lodges, and hospitals.*
-  *Eliminate marketing of unhealthy food choices to children and youth in public places and schools.*
-  *Contribute to a yearly community review on the progress of achieving food security.*
-  *Promote access to workplaces, and community programs and supports that promote nutrition and active living enabling citizens to prevent and manage lifestyle-related disease.*





## MINUTES

**ABSENT** Member: L. Leipert

B. Duncan called the meeting to order at 12:30 p.m.

B. Vine moved that the agenda be adopted as presented. - Carried.

B. Lowery moved the minutes of the January 22, 2013 meeting be adopted as presented. – Carried.

The Commission reviewed the development permits as advertised in the Cypress Courier / Commentator on January 22, 2013. The Development Officer advised that no appeals were received.

K. Snyder advised the Commission that in the C-2 Downtown Commercial Districts, and in the I-2 Heavy Industrial District more flexibility may be required to allow for development. Whereas in the C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, and R-3 Medium Density Residential District these are districts where development should be consistent with the neighbourhood.

J. Beach moved that the Commission had no objections or concerns with Bylaw 1737/2013 - Carried

**B) Bylaw 1738/2013, being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to modify Part VII, Section 68 Parking and Loading Requirements for a Greenhouse.**

Municipal Planning Commission members reviewed proposed Bylaw 1738/2013, a bylaw to amend the Land Use Bylaw which proposes to modify the number of parking spots needed for greenhouse developments.

The Development Officer advised that during a recent review of a Development Permit Application for a greenhouse, it was questioned that under the current regulations if the number of parking stalls for this type of development was excessive.

B. Vine questioned the need to even have parking requirements for greenhouse developments. B. Vine commented that street parking is the usual way that parking is done for these types of development.

B. Duncan advised that where street parking is allowed, damage has occurred to the Town of Redcliff's infrastructure.

K. Snyder advised that while street parking is probably normal for these developments there should be a condition of off street parking to allow for changes in future density, or development.

S. Wertypora moved that the Commission had no objections or concerns with proposed Bylaw 1738/2013 - Carried

**6. ADJOURNMENT**

B. Vine moved adjournment of the meeting at 12:50 p.m. - Carried

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



**Palliser Board Meeting  
September 14, 2012**

**Foremost Community Hall  
Foremost, Alberta**

## **BOARD MEETING MINUTES**

**Attendance:** Alan Hyland, Phil Turnbull, Herb Scott, Jay Slem, Doug Lehman, Tom Thacker, Jennifer Coombs, Jerry Clark, Straton Peake, Eric Solberg.

**Guests:** Elvira Smid, Enterprise and Advanced Education

	<p><b>CALL TO ORDER</b> Meeting was called to order at 10:10 A. M. by Chair Al Hyland</p> <ul style="list-style-type: none"> <li>▪ Opening Statements – Chair Al Hyland welcomed all participants to the PEP Board Meeting.</li> </ul>
<b>1</b>	<p><b>Board Meeting Agenda</b></p> <p><b>a.</b> Consideration of Agenda</p> <p><b>b.</b> Additions to the Agenda – Village of Tilley 1(e) <b>M#1-09/14 /12</b> Moved by Jerry Clark to accept the agenda as amended, seconded by Tom Thacker. <b>Carried</b></p> <p><b>c.</b> Approval of Minutes – June 15, 2012 Board Meeting <b>M#2-09/14 /12</b> Moved by Jay Slem to approve the minutes of the June 15, 2012 Board meeting as distributed, seconded by Jennifer Coombs. <b>Carried</b></p> <p><b>d.</b> Acceptance of Information – August 15, 2012 Executive Committee Meeting <b>M#3-09/14/12</b> Moved by Phil Turnbull to accept the Executive Committee minutes of the August 15, 2012 as information. Seconded by Eric Solberg. <b>Carried</b></p> <p><b>e.</b> Dissolution Study for the Village of Tilley Jennifer Coombs advised the Board that a Committee of Concerned Citizens has put forth a petition to the Village Council to request Dissolution of the Village. A Dissolution Study is currently underway</p> <p><b>f.</b> Distribution of In-Kind invoices for completion In-kind invoices were distributed for completion by Board members present.</p>
<b>2</b>	<p><b>Project Status Reports</b></p> <p><b>a. Eastern Alberta Trade Corridor</b></p> <p><b>1. Ports to Plains Conference Update</b> Highly recommended that PEP Representatives attend the Ports to Plains Conference. Sponsorship for the Ports to Plains Conference has been excellent. Many PEP Members have contributed for which we thank you. For the first time there are three co-hosts, one of which is the EATC.</p> <p>To date, 135 participants are registered. With three weeks remaining and it is anticipated that the Medicine Hat conference will be the largest conference in the organization's history. In a way the success of this Ports to Plains conference validates many of PEP's goals and vision for south east Alberta and the Eastern Alberta Trade Corridor.</p>

## **2. Ports to Plains Conference Support to PEP Members**

The Board and Executive recommended that as many partners as possible attend the Ports to Plains Conference and as an incentive provide up to \$2500 in monetary support for executive members to attend. The designated funds would be used to offset conference registration, travel and accommodation.

### **M#4-09/14/12**

Moved by Eric Solberg that the PEP Board approve up to \$2,500 to assist Board Members to attend the Port to Plains Conference, seconded by Straton Peake. **Carried.**

## **3. Eastern Alberta Trade Corridor Next Step - Update**

The three EATC partners, PEP, BRAED and HUB are investigating funding sources to assist in development a business plan and implementation strategy to the EATC.

## **4. ICCI Grant – Funding Status**

BRAED applied on behalf of the three REDAs to the Investment Canada Communities Initiative (ICCI) program for a \$35,000 grant we were advised that we are going to receive \$20,000. This project is way behind schedule due to delays on the federal side. The Grant Agreement has not been signed and the project is to be completed by the end of December so BRAED will have to request for an extension.

## **5. New EATC Major Construction Projects Inventory – August 31, 2012**

A new quarterly report on major construction projects in the Eastern Alberta Trade Corridor will be developed and distributed at the Ports to Plains Conference.

## **6. Letter from Hon Vic Toews**

PEP received a response this month from Hon. Vic Toews to a letter that was sent to his office in November of 2011. The response essentially advises of the new summer hours of operation at the Wild Horse border. Chair Al Hyland also updated Board members on recent meetings of the Joint Mayors Border Committee held in August in Medicine Hat.

The Joint Mayors Committee is co-chaired by the Mayors of Medicine Hat and Havre, Montana but the Committee relies on a number of organizations including the Medicine Hat Chamber of PEP to undertake activities. The Chamber has been focusing on Policy and PEP has been assisting with research and reports and the document sharing portal.

## **b. Manufacturing Business Networks**

### **1. Intellectual Property Seminars**

PEP is working in partnership with APEX Alberta and Alberta Innovates to host Intellectual Property Seminars. Seminars are scheduled in Medicine Hat, Brooks and Hanna in September. A seminar on Business Valuation is being considered for November 2012 in the same locations.

### **2. LEAN Assessments and Training & Network - update**

Work is still ongoing with support to manufacturing networks in the region. In order to meet grant extension deadlines new consulting engagements are being entered into with Darrell Toma of Toma and Bouma and Clif Skypnyk of CLS International. The focus of the work with Darrell Toma is on the network support and outreach visits whereas the focus of Clif Skypnyk's work will be on LEAN assessments and training.

### **M#5-09/14/12**

Moved by Jerry Clark that Palliser Economic Partnership retain Toma and Bouma as the contractors for the manufacturers network support. Value of the contract with Toma and Bouma contract is not to exceed \$20,000 seconded by Jay Slempe. **Carried.**

### **M#6-09/14 /12**

Moved by Eric Solberg Palliser Economic Partnership retain CLS International to deliver LEAN training. Value of the contract with CLS International is not to exceed \$8,000. Seconded by Jennifer Coombs. **Carried.**



	<p><b>1. Oil Sands Supply Chain Update</b> Work has commenced on about 18 acres north of the junction of highways 9 and 36 for a new business and industrial park and developers are calling the project Cactus Corner Business Park.</p> <p><b>c. Palliser Futures Regional Project</b></p> <p><b>1. SAMDA Consulting Proposal</b> Contract with SAMDA is finalized and work is to commence on regional/local action planning in October. The pilot with SAMDA will serve as template of how we may approach the County of Newell and the County of Forty Mile in undertaking this broad Palliser Futures initiative to assist municipalities to develop meaningful actions plans that are sustainable for their future.</p> <p><b>2. Medicine Hat College - Business Retention Survey</b> Medicine Hat College will be conducting a Business Retention Survey in Bow Island this fall. They will also be conducting surveys in Brooks - January 2013 and in Hanna / Oyen - May 2013.</p>
3	<p><b>Financial Report</b></p> <p><b>a) 2011 – 2012 Palliser Economic Partnership Financial Statements</b> The Board was presented with the draft Palliser Economic Partnership 2011-2012 Financial Statements <b>M#7-09/14/12</b> Moved by Eric Solberg that the Board accept the draft 2011-2012 Palliser Economic Partnership Financial Statements and move to present them at the AGM. Seconded by Tom Thacker. <b>Carried.</b></p> <p><b>b. 2011-2012 Palliser Economic Partnership Annual Report</b> The Board was presented with the 2011-2012 Annual Report. <b>M#8-09/14/12</b> Moved by Phil Turnbull to present the 2011-2012 Annual Report at the AGM, seconded by Straton Peakes. <b>Carried.</b></p> <p><b>c. 2012-2013 YTD Actuals to Budget – August 31, 2012</b> The Board reviewed the 2012-2013 YTD Actuals to Budget. <b>M#9-09/14/12</b> Moved by Eric Solberg to accept the 2012-2013 YTD Actuals to Budget as presented, seconded by Herb Scott. <b>Carried.</b></p> <p><b>d. 2012-2013 PEP Operations Plan REDA Funding</b> The Board reviewed the 2012-2013 Operations Plan that will be submitted to Enterprise and Advanced Education for the annual REDA grant. The 2012-2013 plan has not altered much from last year as the direction and scope of work remains the same. New areas of activity include the investigation of a Social Media Strategy and the Palliser Futures work planned in conjunction with SAMDA and Newell Regional Economic Development. <b>M#10-09/14/12</b> Moved by Phil Turnbull to present the 2012-2013 Operations Plan at the AGM, seconded by Doug Lehman. <b>Carried.</b></p>
4	<p><b>2012 AGM</b></p> <p><b>a. Cancellation of Shares – Motion</b> Our legal advisors have recommended that Board present a motion at the Annual General Meeting to cancel the company shares of the Village of Duchess and City of Brooks. <b>M#11-09/14/12</b> Jay Slep moved to present the Cancellation of Shares at the Annual General Meeting, seconded by Jerry Clark. <b>Carried.</b></p> <p><b>b. Election of Officers and Executive Committee</b> Mr. Slep explained the process for the Election of Officers and Executive Committee to the Board that will be conducted at the AGM.</p>

5	<b>In and Out Bound Correspondence</b>
6	<b>Board Forum / Information items</b>
7	<p><b>Date / Place / Time of Next Board Meeting – Motion</b></p> <p>The next Board Meeting be held following the Roundtable Meeting.          MLA Roundtable will be held November 9th, 2012 in Brooks hosted by the County of Newell.</p> <p><b>Adjournment</b></p> <p><b>M#12-09/14/12</b></p> <p>Jerry Clark moved to adjourn the Meeting at 11:50 A. M.</p>

**MINUTES** of the September 14, 2012 PEP Board Meeting were **APPROVED** at the December14, 2012 Board Meeting by **M#2-12/14/12**



**SIGNED:** \_\_\_\_\_  
**PEP Board Chair Alan Hyland**

PEP Board Members in attendance

<b>MUNICIPALITY</b>	<b>MUNICIPAL REPRESENTATIVE</b>	<b>BUSINESS REPRESENTATIVE</b>	<b>OTHER MUNICIPAL REPRESENTATIVE</b>
CITY OF MEDICINE HAT	Phil Turnbull		
COUNTY OF FORTY MILE NO. 8	Tom Thacker		
COUNTY OF NEWELL NO. 4			
CYPRESS COUNTY	Herb Scott		
MD OF ACADIA NO. 34			
SPECIAL AREA #2, #3, #4	Stratton Peake	Jay Slempe	
TOWN OF BASSANO			
TOWN OF BOW ISLAND	Alan Hyland		
TOWN OF HANNA			
TOWN OF OYEN	Doug Lehman		
TOWN OF REDCLIFF	Eric Solberg		
VILLAGE OF CEREAL			
VILLAGE OF EMPRESS			
VILLAGE OF FOREMOST			
VILLAGE OF ROSEMARY			
VILLAGE OF TILLEY	Jennifer Coombs		
VILLAGE OF YOUNGSTOWN			



**Palliser Board Meeting  
December 14, 2012**

**Medicine Hat College  
Brooks, Alberta**

## **BOARD MEETING MINUTES**

**Attendance:** Alan Hyland, Phil Turnbull, Herb Scott, Rod Briggs, Molly Douglass, Eric Solberg, Don Gibb, Debbie Ross, Ron Harty, Jennifer Coombs, Tom Rose, Jerry Clark, Stratton Peake, Keith Crush, Michelle Geitz.

**Guests:** Linda Erickson & Selena McLean-Moore, Enterprise and Advanced Education

	<p><b>CALL TO ORDER</b> Meeting was called to order at 10:15 A. M. by Chair Al Hyland</p> <ul style="list-style-type: none"> <li>Opening Statements – Chair Al Hyland welcomed all participants to the PEP Board Meeting.</li> </ul>
<b>1</b>	<p><b>Board Meeting Agenda</b></p> <p><b>a. Consideration of Agenda</b></p> <p><b>b. Additions to the Agenda</b></p> <p><b>M#1-12/14 /12</b> Moved by Debbie Ross to accept the agenda as presented, seconded by, Eric Solberg. <b>Carried</b></p> <p><b>c. Approval of Minutes – June 15, 2012 Board Meeting</b></p> <p><b>M#2-12/14 /12</b> Moved by Herb Scott to approve the minutes of the September 14, 2012 Board meeting as distributed, seconded by Debbie Ross. <b>Carried</b></p> <p><b>d. Distribution of In-Kind invoices for completion</b> In-kind invoices were distributed for completion by Board members present</p>
<b>2</b>	<p><b>Financial Report</b></p> <p><b>a. 2012-2013 YTD Actuals to Budget ending November 30, 2012</b></p> <p><b>b. 2012-2013 PEP Operations Plan – Update / Forecast</b></p> <p><b>d. Notice to members regarding 2013 contributions</b> The 2012-2013 Actuals to Budget ending November 30, 2012 along with a forecast of operational costs to March 31, 2013 and 2013 Member fees was presented to the Board as information.</p> <p><b>M#3-12/14/12</b> Moved by Molly Douglass that the 2013 Member Fees of \$1.00 per capita be based on the 2012 Official Population List for Alberta and that the Executive Director inform member shareholders and municipal administrators of this information as soon as possible, seconded by Stratton Peake. <b>Carried</b></p> <p><b>M#4-12/14/12</b> Moved by Debbie Ross that the Board accept 2012-2013 Actuals to Budget for the period ending November 30, 2012. Seconded by Jerry Clark. <b>Carried.</b></p> <p><b>c. 2013 Appointments &amp; Contact Information</b> Board members were provided with an updated list of Board members as per municipal appoint and updated phone numbers and email addresses.</p>

	<p><b>e. REDA Chairs Meeting October 18, 2012</b></p> <p>Chair Alan Hyland updated the Board regarding the meeting with Enterprise and Advanced Education Minister Stephen Khan. All the REDAs will be provided with an additional \$50,000 in unmatched funds. These funds are unconditional and need to be fully utilized by March 31, 2014.</p> <p>Another meeting of the REDA Chairs is planned for Calgary in mid-January 2013</p>
<b>3</b>	<p><b>Project Status Reports</b></p> <p><b>a. Social Media Project</b></p> <p>Selena McLean-Moore of Enterprise and Advanced Education spoke to the Board on Social Media and parameters associated with undertaking Social Media as part of an overall marketing strategy. One of the key requirements in implementing social media is to have sufficient financial and human resources to sustain it which can cost upwards to \$30,000 per annum.</p> <p>The Board thanked Selena for her presentation and deferred a decision on the current Social Media project to Executive Committee for review in January and a formal Board decision in the new year.</p> <p><b>b. Eastern Alberta Trade Corridor (EATC)</b></p> <p><b>i. Ports to Plains Conference – Wrap-up</b></p> <p>The Ports to Plains Conference held in Medicine Hat October 2-4, 2012 was a tremendous success. Significant milestones achieved</p> <ul style="list-style-type: none"> <li>▪ Highest number of attendees over 225 delegates registered for the conference.</li> <li>▪ Over \$100,000 raised in sponsorship funds from Canadian and American sources – roughly 50% from each country</li> <li>▪ First time a “Business to Business” event was included with the conference and well attended by both US and Canadian firms.</li> <li>▪ Greater awareness and recognition of the Eastern Alberta Trade Corridor by provincial government departments.</li> </ul> <p>The Ports to Plains Conference in 2013 will be held in Amarillo, Texas.</p> <p><b>ii. EATC - Updates</b></p> <p><b>Minister’s Awards for Municipal Excellence</b></p> <p>Hon. Doug Griffiths The Minister of Municipal Affairs has awarded the 83 municipalities who are members of the three REDAs with Partnership Award for development of the Eastern Alberta Trade Corridor (EATC) as a “Foreign Direct Investment Strategy”. Award presentations were made at both the AUMA and AAMDC conventions and accepted on behalf of municipal members by Alan Hyland, Bow Island Town Councillor and Chair of PEP and by County of Forty Mile Reeve Tom Thacker.</p> <p><b>Regional Collaboration Grant Application</b></p> <p>The Town of Killam has submitted a Regional Collaboration Grant application to Alberta Municipal Affairs on behalf of BRAED, HUB and Palliser Economic Partnership to undertake a strategic plan and implementation plan for the Eastern Alberta Trade Corridor. The Town of Bow Island has passed a municipal resolution supporting this application.</p> <p><b>M#5-12/14/12</b></p> <p>Moved by Eric Solberg that Palliser Economic Partnership support the application by the Town of Killam and Town of Bow Island on behalf of the Eastern Alberta Trade Corridor to the Regional Collaboration Grant Program, Alberta Municipal Affairs. Seconded by Stratton Peake. <b>Carried.</b></p> <p><b>iii. Eastern Alberta Trade Corridor – Transportation Sector Engagement</b></p> <p>The three EATC partners, PEP, BRAED and HUB will be meeting in the new year to discuss key issues. One area requiring attention within overall the EATC initiative is the transportation and more needs to be done to engage this sector and organizations such as the Alberta Motor Transportation Association.</p> <p><b>iv. ICCI Grant – Funding Status</b></p> <p>Alberta HUB has applied on behalf of the three REDAs to the Investment Canada Communities Initiative (ICCI) program delivered by Foreign Affairs and International Trade Canada for a new</p>

Eastern Alberta Trade Corridor investment attraction project. Approvals are not anticipated until the first quarter of 2013.

**v. Wild Horse Border Committee**

Medicine Hat Mayor Norm Boucher forwarded correspondence to Hon Vic Toews regarding the closure of the Coutts port of entry at the Canada-US Border on September 7, 2012 emphasizing that such a closure reinforces the need for a second commercial border crossing for Alberta at Wild Horse. Hon. Vic Toews response to Mayor Boucher's letter addresses only the actions taken to divert general and commercial traffic to Del Bonita 45 minutes away from Coutts rather than Wild Horse which is 3 hours away.

**c. Manufacturing Business Networks**

**i. LEAN Assessments and Training & Network - Update**

The Productivity grant funding has been fully utilized and a final and financial report will be submitted to Productivity Alberta by December 31, 2012. Work however is still ongoing to support manufacturing networks in the region and the interest of active network members that wish to pursue specific objectives such as oil sands supply opportunities.

Additional companies have also indicated their interest in the PEP LEAN Thinking initiative and would like to participate in training sessions. As our contract with Clif Skypnyk of CLS International has been completed we need to enter into a new contract for services.

**M#6-12/14/12**

Moved by Phil Turnbull that Palliser Economic Partnership retain CLS International to undertake additional LEAN Assessment and Training. The total contract value for these services is not to exceed \$5,000.00. Seconded by Eric Solberg. **Carried.**

**ii. Oil Sands Supply Chain Update**

These businesses are very interested in lean training and in pursuing collaboration projects with oil sands opportunities. On November 30, 2012 a Metal Fab Oil Sands Supply Chain Opportunity Meeting was held in Medicine Hat involving Hranco, Bromely Mechanical, Form-Tech, Tarpon, Greenslades Welding, Hugenden Contracting, Dapajo Construction, and Titan Tough. A procurement specialist with Devon Energy spoke to the group regarding the steps and key requirements prospective suppliers need to meet in order to enter this market.

**iii. Business Valuation Seminar**

Approximately 20 persons attended a seminar on Business Valuation delivered by KPMG was held in Hanna on November 21, 2012. This event was held in partnership with PEP, APEX Alberta and Alberta Innovates.

**d. Palliser Futures Regional Project**

- i.** The first phase of the Palliser Futures Project being undertaken by SAMDA will commence in January 2013. Public consultation sessions are scheduled in Hanna, Oyen, Consort and Youngstown on January 8 through 11, 2013. PEP Board members are encouraged to these attend sessions.
- ii.** A proposal for the second phase of the Palliser Futures Project is currently under discussion with the Newell Regional Economic Development Initiative and a contract to undertake this activity should be completed by the end of January 2013.

**e. Medicine Hat News**

Palliser Economic Partnership has for several years participated in the Report on Southeast Alberta produced by the Medicine Hat News. The 2012 edition of this publication contained a multi-page feature on PEP. The Medicine Hat News has approached PEP regarding participating in this years Report.

**M#7-12/14/12**

Moved by Phil Turnbull that Palliser Economic Partnership participate in the 2013 Report on Southeast Alberta and that the expenditure not exceed \$3,000.00. Seconded by Keith Crush. **Carried**

4	<p><b>2012 PEP AGM</b></p> <p><b>a. September 14, 2012 AGM Draft Minutes (for review)</b> Draft minutes of the 2012 Palliser Economic Partnership AGM were circulated to the Board for review.</p> <p><b>b. Cancellation of Shares Resolution – Signatures required.</b> Board members were advised that additional signatures are still required for the resolution approved at the Annual General Meeting to cancel the company shares of the Village of Duchess and City of Brooks.</p>
5	<p><b>In and Out Bound Correspondence</b></p>
6	<p><b>Date / Place / Time of Next Board Meeting – Motion</b> The next PEP Board meeting will be held on Friday February 15, 2013 at 12:30 pm following the MLA Roundtable. Start time for the MLA Roundtable is approximately 9:30 am and conclude around noon. The Roundtable will be followed by a networking lunch and we should be on schedule to start the PEP Board meeting at approximately 12:30 pm.</p> <p><b>Adjournment</b> <b>M#08-12/14/12</b> Ron Harty moved to adjourn the Meeting at 1:30 pm.</p>

**MINUTES** of the December14, 2012 PEP Board Meeting were **APPROVED** at the February 8, 2013 Board Meeting by **M#2 - 8/2 /13**



**SIGNED:** \_\_\_\_\_  
**PEP Board Chair Alan Hyland**

PEP Board Members in attendance

<b>MUNICIPALITY</b>	<b>MUNICIPAL REPRESENTATIVE</b>	<b>OTHER MUNICIPAL REPRESENTATIVE</b>	<b>BUSINESS REPRESENTATIVE</b>
CITY OF MEDICINE HAT	Phil Turnbull		Keith Crush
COUNTY OF FORTY MILE NO. 8		Ron Harty	
COUNTY OF NEWELL NO. 4	Molly Douglass		Michelle Geitz
CYPRESS COUNTY	Herb Scott	Jerry Clarke	
MD OF ACADIA NO. 34			
SPECIAL AREA #2, #3, #4	Stratton Peake		
TOWN OF BASSANO	Tom Rose		
TOWN OF BOW ISLAND	Alan Hyland		
TOWN OF HANNA			
TOWN OF OYEN			Debbie Ross
TOWN OF REDCLIFF	Eric Solberg		
VILLAGE OF CEREAL			
VILLAGE OF EMPRESS	Rod Briggs		
VILLAGE OF FOREMOST			
VILLAGE OF ROSEMARY	Don Gibb		
VILLAGE OF TILLEY	Jennifer Coombs		
VILLAGE OF YOUNGSTOWN			



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

Wednesday, January 16, 8:00 a.m. EDA Board Room

### **ATTENDED:**

Jim Steinke	Ron Edwards	Ron Harty
Jacqueline Penner	Wayne Craven	Janet Vas
Randy Lehr	Perry Deering	Keith Crush

### **REGRETS:**

Gord Reynolds

### **STAFF:**

Wendy Blackwell	Nichola Kondra	Mary-Ann Smith
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1. Call to Order at 8:00 am

2. Welcome to Keith Crush

Keith is the City Development Officer for the City of Medicine Hat and will be attending our meetings in a liaison role.

3. Adoption of Minutes for December

Motion to adopt the minutes of the December meeting: Perry Deering  
Seconded by: Ron Edwards. Carried.

4. Financial Report

Review of the 2012 spending before going to the accountants.  
Wendy to meet with the Accountants next week to start the review process.

Motion to adopt the 2012 Financial Report: Wayne Craven.  
Seconded by: Ron Harty. Carried.

Review of the 2013 Proposed budget.

There was discussion around the 2% increase for cost of living adjustment that was proposed to each of the funding partners in November of 2011. This was not added to the invoices sent out in January 2013. Stake holder agreed to discuss with their individual councils.

Motion to adopt the 2013 Proposed Budget: Wayne Craven.  
Seconded by: Janet Vas. Carried.

5. Executive Director Report

ICCI 2013 – Regional offices have been closed with everything now going through Ottawa. They have approved \$25,000.00 for the Pulse Processing work.

Discussed splitting the funding support for the marketing materials between the unmanned vehicles sector in Foremost and the 1st Phase of Pulse Processing. The Board discussed and agreed to look into splitting between the two different projects. Wendy will go to ICCI to see if there is an option to reallocate the money between the two projects.

Bio Energy Webinar goes live on January 31, 2013.

BR & E Session is on January 23, 2013; Jacqueline Penner will be representing the board.

CRM training is ongoing and the staff is looking forward to using this program.

## 6. Committees & Projects Progress Reports

### a. Associate Director Report:

Nichola has sent out follow-up information packs to 65 people for the Virtual Conference. Survey results have been reviewed and general consensus was to hold the Virtual; Conference on an ongoing basis. This is a concept that will require additional discussion at a later date.

Nichola, Wendy and an organization in Edmonton are on their 3<sup>rd</sup> meeting with discussions regarding a possible Bio-energy demonstration park, later this month.

Invites to Bio Energy Webinar will be sent out next week.

### b. Marketing & Communications:

Virtual Conference is still live.

Handouts for the TTNG (3) Marketing Plan was distributed at the meeting, a combination of traditional and electronic marketing methods been developed.

Kendra has received her Social Media Certification 2012

### c. Business Development Officer: reported by Nichola

Shelley connected with 31 green house operators; she has provided them with the instruction sheet and employment contracts from Human Resources and Skill Development Canada related to Securing Temporary workers in Canada.

Shelley has received positive feedback on the support from Alberta Livestock and Meat Agency (ALMA) regarding sponsorship for TTNG (3) and the Savour the Southeast Eat Local week.

Sponsorship acquired for the TTNG (3) – RBC has indicated an interest in becoming a sponsor and will verify level of commitment shortly.

Postcards and posters were given to the board to distribute in their organisations and/or regions.

Discuss looking into larger chain stores for support next year.

- d. Agriculture Committee: Perry Deering reported

The Penn show was held just before Christmas. Thanks to Nichola and Shelley for attending to promote TTNG (3).

Coming up April 2013 is Savour the Southeast, - Eat Local Week; promoting local eating establishments, using local produce as well as retailers who sell local produce.

Discussed the possibility of changing the time of the Eat Local week. The EDA staff has talked to the vendors and this is the best time for them to promote their products.

- e. Energy Committee Report: no report

7. Items for Immediate Discussion - nothing to report

8. Correspondence - none

9. Chairman's Report

Three funding partners were presented to this month, County of Forty Mile, Cypress County, and Town of Redcliff. The funding partners were very receptive to the presentation.

10. New Business – none

11. Round Table

Everyone reported on what was happening in their respective communities.

12. Adjournment 9:35 a.m.

Motion to Adjourn: Ron Edwards. Carried.

NEXT BOARD MEETING: WEDNESDAY, February 20, 2012 8:00 A.M.

**TOWN OF REDCLIFF  
BYLAW NO. 1739/2013**

**A Bylaw of The Town of Redcliff to amend Bylaw No. 1296/2001, being the 300 Block – 4<sup>th</sup> Street SW Road Project Bylaw and Bylaw No. 1471/2006 being a Bylaw to amend Bylaw No. 1296/2001.**

**WHEREAS** the Council of the Town of Redcliff desires to amend Bylaw No. 1296/2001, which was signed and passed on November 13, 2001 and to amend Bylaw No. 1471/2006 which was signed and passed on April 25, 2006.

**AND WHEREAS** the Municipal Government Act R.S.A. 2000, Chapter M26.1, specifies that if after a local improvement tax has been imposed there is a subdivision affecting a parcel of land, or a consolidation of two or more parcels of land, in respect of which a local improvement tax is payable, the council, with respect to future years, must revise the local improvement tax bylaw so that each of the new parcels of land bears an appropriate share of the local improvement tax.

**AND WHEREAS** the Council of the Town of Redcliff considers it expedient to amend these Bylaws to include an updated listing of the parcels affected by this Local Improvement Tax and the Frontage feet.

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

1. Bylaw No. 1296/2001, being the 300 Block – 4<sup>th</sup> Street SW Road Project Bylaw and Bylaw No. 1471/2006 being a Bylaw to amend Bylaw No. 1296/2001 be amended to include the following updated listing of properties to be assessed and their frontage feet:

<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Frontage Feet</b>
44	33	1213639	380
45	33	1213639	65
46	33	1213639	55
N 72.4 m of Lot 2	A	4535JK	237.5
Lot 2 excepting: 1) N 72.4 m in perpendicular width out of Lot 2 2) Plan 0711418, Block A, Lot 3		4535JK	185.5
Lot 3	A	0711418	<u>77.0</u>
<b>Total</b>			1000.00

2. That Bylaw 1552/2008 is hereby repealed.
3. This bylaw shall take effect on the day of the final passing thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.  
READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.  
READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.  
SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
MAYOR

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

**TOWN OF REDCLIFF  
BYLAW NO. 1740/2013**

**A Bylaw of The Town of Redcliff to amend Bylaw No. 1357/2003, being the 1<sup>st</sup> Avenue SW (300 – 500 Blocks) Storm Sewer Project Bylaw and Bylaw 1469/2006 being a Bylaw to amend Bylaw 1357/2003.**

**WHEREAS** the Council of the Town of Redcliff desires to amend Bylaw No. 1357/2003, which was passed on June 26, 2003 and to amend Bylaw No. 1469/2006 which was passed on April 25, 2006.

**AND WHEREAS** the Municipal Government Act R.S.A. 2000, Chapter M26.1, specifies that if after a local improvement tax has been imposed there is a subdivision affecting a parcel of land, or a consolidation of two or more parcels of land, in respect of which a local improvement tax is payable, the council, with respect to future years, must revise the local improvement tax bylaw so that each of the new parcels of land bears an appropriate share of the local improvement tax.

**AND WHEREAS** the Council of the Town of Redcliff considers it expedient to amend this Bylaw to include an updated schedule indicating the parcels affected by this Local Improvement Tax and the .

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

1. Bylaw No. 1357/2003, being the 1<sup>st</sup> Avenue SW (300 – 500 Blocks) Storm Sewer Project Bylaw and Bylaw 1469/2006 being a Bylaw to amend Bylaw 1357/2003 be amended to include the following updated listing of properties to be assessed and their effective frontage feet:

<b>Block 60</b>				
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Civic Address</b>	<b>Eff Feet</b>
1-12;9412360,60,25	60	1117V	101 – 5 St. SW	300
13-16	60	1117V	102 – 5 St. SW	100
17-19	60	1117V	1061 – 5 St. SW	74
<b>Subtotal</b>				<b>474</b>
<b>Block 61</b>				
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Civic Address</b>	<b>Eff Feet</b>
39	61	1310076	105 – 6 St. SW	646
<b>Subtotal</b>				<b>646</b>
<b>Block 66</b>				
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Civic Address</b>	<b>Eff Feet</b>
27	66	0614476	501 Broadway Ave W	95
28	66	0614476	8 – 5 Street SW	605
<b>Subtotal</b>				<b>700</b>
<b>Block 67</b>				
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Civic Address</b>	<b>Eff Feet</b>
31	67	0510179	413 Broadway Ave. W.	73
32	67	0510179	7 – 5 St. SW	252
27	67	3297JK	2 – 4 St. SW	74
28 (S 75' of 17)	67	3297JK	10 – 4 St. SW	75
28 (Excl. S 175')	67	3297JK	4 – 4 St. SW	75

29	67	9111318	6 – 4 St. SW	50
30	67	9111318	8 – 4 St. SW	50
<b>Subtotal</b>				<b>649</b>
<b>Block 68</b>				
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Address</b>	<b>Eff Feet</b>
1-7	68	1117V	3 – 3 St. SW (campground)	175
20-26	68	1117V	3 – 3 St. SW (campground)	175
8-18	68	6022AW	3 – 3 St. SW (campground)	279
<b>Subtotal</b>				<b>629</b>
<b>Block B</b>				
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Address</b>	<b>Eff Feet</b>
1	149	0312068	215 Broadway Ave. W	187.91
2	149	0312068	201 Broadway Ave. W	209.31
9	148	0312068	19 Redrock Way SW	283.66
10	148	0710737	115 Broadway Ave. W	445.48
6	148	0312068	109 Broadway Ave W	91.53
5	148	0312068	2 – 1 St. SW	76.23
4	148	0312068	8 – 1 St. SW	72.95
3	158	0312068	14 – 1 St. SW	72.95
2	148	0312068	20 – 1 St. SW	71.85
1MR	148	0312068	26 – 1 St. SW	50.14
<b>Subtotal</b>				<b>1,562</b>
<b>Total</b>				<b>4,660</b>

2. That Bylaw 1506/2007 is hereby repealed.
3. This bylaw shall take effect on the day of the final passing thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
MAYOR

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

**TOWN OF REDCLIFF  
BYLAW NO. 1741/2013**

**A Bylaw of The Town of Redcliff to amend Bylaw No. 1358/2003, being the 1<sup>st</sup> Avenue SW (600-700 Blocks) Storm Sewer Project Bylaw and Bylaw 1470/2006 being a bylaw to amend bylaw 1358/2003.**

**WHEREAS** the Council of the Town of Redcliff desires to amend Bylaw No. 1358/2003, which was passed on June 11, 2003 and to amend Bylaw No. 1470/2006 which was passed on April 25, 2006.

**AND WHEREAS** the Municipal Government Act R.S.A. 2000, Chapter M26.1, specifies that if after a local improvement tax has been imposed there is a subdivision affecting a parcel of land, or a consolidation of two or more parcels of land, in respect of which a local improvement tax is payable, the council, with respect to future years, must revise the local improvement tax bylaw so that each of the new parcels of land bears an appropriate share of the local improvement tax.

**AND WHEREAS** the Council of the Town of Redcliff considers it expedient to amend this Bylaw to include an updated schedule indicating the parcels affected by this Local Improvement Tax and the .

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

1. That Bylaw No. 1358/2003, being the 1<sup>st</sup> Avenue SW (600-700 Blocks) Storm Sewer Project Bylaw and Bylaw 1470/2006 being a bylaw to amend bylaw 1358/2003 be amended to include the following updated listing of properties to be assessed and their effective frontage feet:

<b>Block 62 (600 Block)</b>			
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Eff Feet</b>
47	34	1212279	638
29-30	62	9412360	445
<b>Subtotal</b>			<b>1,083</b>
<b>Block 64 (700 Block)</b>			
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Eff Feet</b>
31	64	0713718	50
30	64	0713718	50
29	64	0713718	75
27-29 (INCL. LANE & 30,64,8911488)	64	1572JK	366
<b>Subtotal</b>			<b>541</b>
<b>Block 65 (600 Block)</b>			
<b>Lot</b>	<b>Block</b>	<b>Plan</b>	<b>Eff Feet</b>
1-10;14-26;LANE	65	1117V	613
11-13;LANE	65	1117V	87
<b>Subtotal</b>			<b>700</b>
<b>Total</b>			<b>2,324</b>

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2. That Bylaw 1557/2008 is hereby repealed.

3. This bylaw shall take effect on the day of the final passing thereof.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

SIGNED and PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
MAYOR

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



**TOWN OF REDCLIFF  
STAFF RECOMMENDATION**

**DATE:** February 19, 2013

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

**TOPIC:** Land Sale – Lot 40, Block 132, Plan 1117V

**PROPOSAL:** To authorize the sale of Lot 40, Block 132, Plan 1117V

**BACKGROUND:**

With regard to Lot 40, Block 132, Plan 1117V and previous discussions of Council regarding the sale of this lot to J. Hooft, I have had further discussions with Mr. Hooft and he is in agreement with the price of \$7,000.00 including the concrete blocks with the condition of consolidation of Lot 40, Block 132, Plan 1117V with Lots 38-29, Block 132, Plan 1117V. He is aware that he would be responsible for the costs relating to consolidation.

**RECOMMENDATION:**

I recommend that Lot 40, Block 132, Plan 1117V be sold to J. Hooft for \$7,000.00 plus GST including the concrete blocks conditional to Lot 40, Block 132, Plan 1117V being consolidated with Lots 38-39, Block 132, Plan 1117V. Further that the Manager of Legislative and Land Services be authorized to enter into the standard land sales agreement with the purchaser.

**MOTION:**

Councillor \_\_\_\_\_ moved that the Manager of Legislative and Land Services be authorized to enter into the standard land sales agreement with J. Hooft for the sale of Lot 40, Block 132, Plan 1117V for the price of \$7,000.00 plus GST conditional to consolidation of Lot 40, Block 132, Plan 1117V with Lots 38-29, Block 132, Plan 1117V. Further the costs of consolidation to be the responsibility of the purchaser.

SUBMITTED BY:

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

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

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



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

AR66688

February 19, 2013

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

Dear Mayor Hazelaar and Council:

I am writing to advise you that I have concluded the appointment of Mr. John Szumlas and Mr. Richard Barham of Activation Analysis Group Inc. as inspectors, and have appointed Ms. Aleks Nelson and Ms. Desiree Kuori from Municipal Affairs as the inspectors pursuant to Section 571 of the *Municipal Government Act* to complete the inspection of the management, administration, and operations of the Town of Redcliff. I have instructed the inspectors to expedite the completion of the inspection, and request your patience and co-operation as they carry out these responsibilities. Ms. Nelson and Ms. Kuori will contact the town's Chief Administrative Officer shortly.

If you have any questions or concerns regarding this process, please contact Ms. Cathy Duplessis, Manager of Municipal Advisory Services with Municipal Affairs, toll-free at 310-0000, then 780-415-0358.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Griffiths".

Doug Griffiths  
Minister



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister*

MINISTERIAL ORDER NO. L:017/13

I, Doug Griffiths, Minister of Municipal Affairs, pursuant to Section 571 of the *Municipal Government Act*, make the following order:

1. That Ms. Aleks Nelson and Ms. Desiree Kuori are appointed as the inspectors to conduct an inspection of the management, administration and operations of the Town of Redcliff.
2. That Mr. John Szumlas and Mr. Richard Barham of Activation Analysis Group Inc. be removed as inspectors of the management, administration and operations of the Town of Redcliff.
3. That Ministerial Order No. L:229/11 be rescinded.

Dated at Edmonton, Alberta, this 14<sup>th</sup> day of February, 2013.

Doug Griffiths  
Minister of Municipal Affairs



# Cypress County

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FEB 07 2013

TOWN OF REDCLIFF

February 5, 2013

61-02-03

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

## NOTICE OF PUBLIC HEARING

Re: Land Use By-law Amendment 2013/03

PN SE 18-13-6-W4 - Huber

Pursuant to provisions of the Municipal Government Act, as an owner, adjacent owner, or adjoining municipality of the above noted land, you are hereby notified of a proposed amendment to the Cypress County Land Use Bylaw.

Land Use Bylaw Amendment 2013/03 proposes to re-classify a portion of the above noted quarter section from its existing Agricultural IDP District 1 "A-1 IDP" designation to Limited Country Residential IDP District "CR-IDP" designation. The amendment has been requested to allow for the applicant to subdivide out a single country residential parcel to develop a residence.

**A public hearing on the matter will be held at the Council Chamber of the Cypress County Administration Office in Dunmore at 10:30 A.M. on Tuesday, March 5th, 2013.**

Any persons wishing to be heard may make oral or written representation to the Council at that time. Oral submissions may be limited to five minutes in length whether or not a written presentation is submitted.

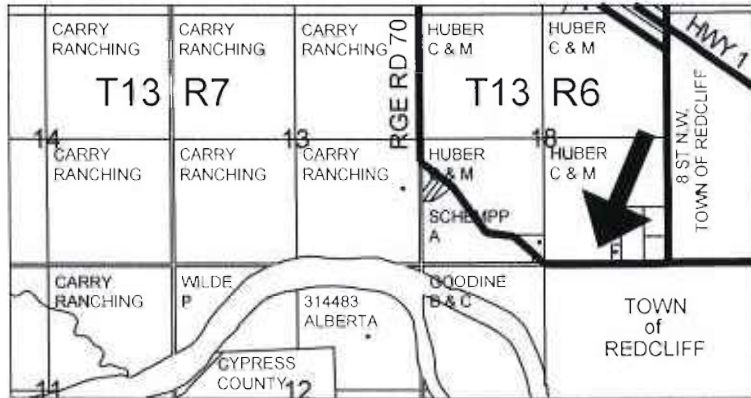
A copy of the proposed bylaw and other documents that relate to the proposed bylaw may be obtained or inspected during regular office hours at the Administration Office of Cypress County in Dunmore, Alberta.

Yours truly,

Jeffrey R. Dowling  
Municipal Planner

JRD/ps enclosures

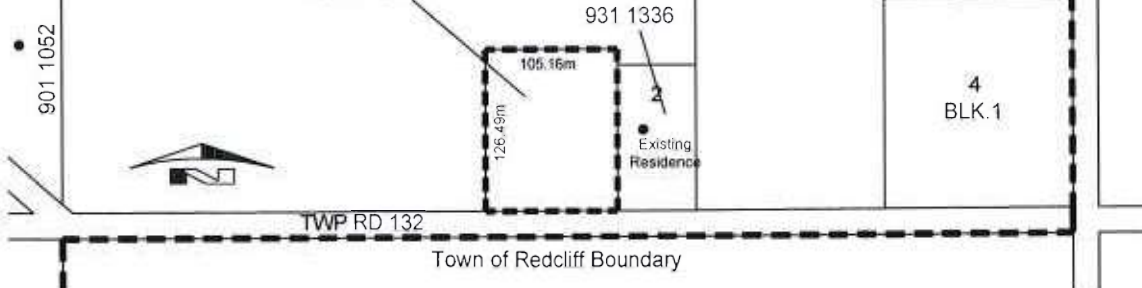
CYPRESS COUNTY  
BYLAW 2013/03  
Schedule "A"



18

SE18 13-6-4

Proposed Land Use Amendment from  
Agricultural IDP District 1 "A-1 IDP"  
to Limited Country Residential IDP District "CR-IDP"  
(Area = 1.33ha)



February 21, 2012

File number: 283-62 1.4

Shanon Simon  
Municipal Secretary  
#1 – 3<sup>rd</sup> Street NE, P.O. Box 40  
Town of Redcliff, AB, T0J 2P0

Dear Shanon:

**RE: Advisory Comments – Cypress County Land Use Bylaw Amendment Proposal 2013/03**

In response to the proposed amendment 2013/03 to the Cypress County Land Use Bylaw to re-classify a portion of SE 18-13-6-W4 from its existing Agricultural IDP District 1 “A-1 IDP” designation to Limited Country Residential IDP District “CR-IDP” designation, Scheffer Andrew Ltd. would like to advise the Town of the following.

According to the notice of public hearing, the amendment has been requested to allow for the applicant to create and subdivide out a single country residential parcel to develop a residence.

**IDP Policy Context**

The site is located in the “Redcliff Urban Reserve Area” of the Tri-area Intermunicipal Development Plan (IDP). The Redcliff Urban Reserve Area of the IDP is separated into two policy areas; the area north of the Trans Canada Highway (TCH) and the area south of the TCH. The subject site is within the south policy area.

Parcels south of the TCH in the *Redcliff Urban Reserve Area* may be considered by the County for Land Use Bylaw Amendment and subdivision approval for “Limited Country Residential” use.

The proposed Limited Country Residential (CR-IDP) parcel meets the general intent of the IDP, and does meet the 10% subdivision policy sections of the IDP.

The proposed amendment to the County LUB is consistent with the IDP. From an intermunicipal planning perspective, there are no foreseeable negative impacts to the Town of Redcliff, in the short or long-term, that will result from the adoption of Bylaw 2013/03.

Yours truly,

**Scheffer Andrew Ltd., Medicine Hat**



Kent Snyder, RPP, MCIP  
Branch Manager

Municipal Manager's Report  
Monday, February 25, 2013

RCMP Lease

We continue to have discussions with RCMP regarding the next steps in the process and relaying the Town's position. We are awaiting their response.

UROW and Temporary Work Space Agreement – Raw Water Pipeline

The agreement's with the Gray's have all been finalized and presented. Dr. Gray and his wife have signed and the documents are now being forwarded to the other two registered owners (children) in Ontario prior to having the Town sign and finalize.

As reported by Engineering below, the tender for the Raw Water Pipeline will go out on Feb 19<sup>th</sup>. Several changes were made to the scope of the project to address more appropriate objectives. These changes included a different pipe, giving contractors the option of directional drill or open cut, only 1 trench needed (this was a mis-understanding the first tender round...contractor's believed two trenches were required). The results of the tender will be brought forward to Council for consideration.

Water Treatment Plant

The next meeting of the Committee is scheduled for April 3. MPE anticipates being at 90% of the design with some pre-construction estimates.

Management Priorities

Management staff is continuing to finalize these priorities which will be slightly delayed due to other factors such as Municipal Inspection dates.

Municipal Inspection

As you are aware from your packages and correspondence from me, the Municipal Inspection process is continuing with newly appointed inspectors. They are scheduled to be at the Town offices on Monday, February 25 and Tuesday, February 26. We look forward to providing them the information they seek and seeing a resolution to this process in the near future. I don't believe that there is any additional information I could provide regarding the next steps.

Emergency Management

Medicine Hat, Cypress County, and Redcliff (me) have been working hard on Emergency Management efforts since Council's approval in principle to proceed with a combined application for funding. As I mentioned previously, we are meeting every two weeks in order to dedicate the appropriate time and commitment to meeting aggressive timelines. The application has been submitted to various provincial employees for feedback and comment prior to the official submission in the next few weeks.

As part of the priorities related to emergency management we will be arranging training for appropriate staff in ICS (Incident Command System) which is now the universal structure related to Emergency Management.

Furthermore, there is funding that has been allocated for Redcliff to run a mock exercise that expires at the end of May. With the City of Medicine Hat's Director of Emergency Management Ron Robinson's help, we will undertake such an exercise shortly. The intent of this exercise will be to understand the gaps and deficiencies that we have and make all senior staff aware of the importance of ICS and improvements required. Once I have more details I will let Council know.

### Performance Appraisals

These have started and will be continuing. I will be completing all management appraisals in the next few weeks.

### Professional Development

My next MBA course, Global Strategy, begins on March 4.

I will also be attending the LGAA (Local Government Administrators Association) conference in Red Deer from March 13-15.

### Newsletter

We continue to hear positive feedback related to the first newsletter. As discussed at the last COW meeting, I will be preparing a staff recommendation to reduce the amount of newsletters to 3, once of which will be an annual report type update.

### Staffing Updates

Interviews are ongoing for the Public Services Supervisor position. We are hoping to have a candidate selected shortly.

The new position of Director of Community and Protective Services is still being finalized in terms of job description, reporting structure, etc. We now expect to post this in the next few weeks.

### Pink Shirt Day

Staff at Town Hall is participating in Pink Shirt Day in support of and to raise awareness of bullying. DREAMS, Redcliff Town Hall employees, Prairie Rose staff and students, and local supporters will be wearing pink on Wednesday, Feb 27 to raise awareness, and symbolize that we as a society will not endure bullying!

We certainly encourage Council to wear something pink and drop in the Town Office to show it off!

### CIIF Announcement

As you were aware, Redcliff was awarded grants under the Federal Community Infrastructure Improvement Fund for several projects related to recreation infrastructure. For those unable to attend the announcement on Feb 21, I can report that it was attended by local media, Councillor's Steinke and Reimer, Prairie Rose and Redcliff staff, as well as MP LaVar Payne, Mayor Hazelaar, and Trustee Bob Wickens. The latter three all spoke and were interviewed by the media.



Overall, just over \$90,000 was awarded to the outdoor rink, arena, Aggie Mallard Park, and Rolling Mills park upgrades.

### Finance and Administration

#### Year-End

The central focus for the Finance and Administration department during the month of February is the 2012 year-end process. At this time all the financial modules are closed and we are preparing documentation and the provincial Financial Information Return. The auditors will be conducting field work February 25th to 28th and a presentation of the financial statements to Council is expected in mid-April

#### Local Improvement Issue

We continue to collect information on the alternatives for changing the local improvement process. I anticipate making a presentation to Council in February regarding the next steps for implementing these changes.

#### Other Priority Projects

- Protective Services Building Lease
- Assessment Services Request for Proposals –
- Dynamics GP Version Upgrade

### Public Services

#### Water and Sewer Utilities

Pursuant to the Potable Water Regulation and the Environmental Protection and Enhancement Act, Alberta Environment has made it conditional to our Waterworks System Approval No. 1097-02-00 to prepare a “**Drinking Water Safety Plan**” prior to December 31, 2013. Various staff within the Public Services Department has begun collaborating to prepare this Safety Plan for submission to Alberta Environment before the end of this year. This is a comprehensive plan and preparation will be ongoing throughout the next 6-8 months.

On February 13, 2013 Environment and Sustainable Resource Development conducted an inspection of our Waterworks System and the 2011 annual report. They were extremely appreciative of the help they received from Jamie Garland and Dean Harrison during the inspection. No contraventions were found and there were only a few minor issues noticed that were discussed verbally with the operators. Under the Primary Risk Assessment analysis (certifications, emergency handling, equipment, limits being met, etc.) we scored 94% and under the Secondary Risk Assessment analysis (code of practice, sample taking, maintenance, water meeting the guidelines, reporting, etc.) we scored 87%.

#### Municipal Works

Staff have dealt with and repaired several water leaks during the past month, including a main line repair on the 1500 block of Broadway Avenue East this past

week. There was major traffic disruption during the 16 hour repair; however staff was able to minimize the impact to businesses in the area as water was shut down for only about 3-4 hours.

### Parks and Recreation

Work is well under way to retrofit the mechanical system at the Aquatic Centre. All equipment has been delivered to site and Watson Pools is nearing completion of the equipment installation. Final commissioning of the new mechanical system will not be able to occur until May.

Repairs to the Rec-Tangle plumbing system have taken longer than anticipated, however they are now complete. A mason will be on site this week to complete repairs to the brick walls that needed to be opened up to complete the plumbing repairs. All work should be completed this week.

### Community Services

- Ice was well used during Christmas holidays and there has been a lot of interest in Family Week ice.
- Com Services has had very positive feedback regarding the program guide and there is a lot of interest in the programs—e.g. Yoga class for April is full.
- Volunteer Celebration planning is progressing and tickets will be on sale March 1. The actual event is scheduled for April 26<sup>th</sup>.

### Engineering

#### Eastside Phase 1 Parks & Landscape

- Engineering Department received the tender drawings and irrigation specifications from Stantec and are working on completing the remaining items of the documents as originally planned using in-house staff.
- Stantec has received further comments on Stormwater Master Plan from Alberta Environment and are working to prepare a response. Stantec's storm remodelling with 30 years rainfall simulation revealed that Pond C with current phase 1 development will not have enough water storage for irrigation until more phases will be developed to meet with the Alberta Environment's pre-development storm release requirements and demand for irrigation.
- Stantec figured building pumping system for irrigation system at the pond now will not be cost efficient and suggested to defer the pond water pumping component (pump and electrical controls) installation on Pond C until sufficient storm water available due to future phases development and service the parks using portable water (originally planned as backup in the design).
- Existing electric service at the pond C Lift Station will be used to supplement the power for irrigation system.
- Project tendering will be done soon after getting these necessary approvals and changes.

## Sanitary Systems Evaluation Study

- Town has received the first draft of the report and review is in progress.

## Water Treatment Plant, Raw water pump station and pipeline upgrades

- Pump Station Upgrade:
  - Carver construction Limited (CCL) has provided a revised schedule with the completion date and site safety orientation on Feb 06.
  - CCL has scheduled completion of the project on Aug 15, 2013 due to extended lead time required for equipment deliveries.
  - Town staff has expressed concern on raw water pumping demand increase during summer month and provided the max volume required during summer. CCL will provide a plan for MPE and Town review and approval to meet with the increased demand due to extension of the project schedule.
  - CCL will start work on controls building site prep the week of Feb 12.
  - Bi weekly progress meetings will be held every 2<sup>nd</sup> Wednesday starting from Feb 06<sup>th</sup>.
- Raw-water pipe line and Water Treatment Plant :
  - MPE and Town's staff met on Feb 07, 2013 at MPE's office Lethbridge to review the project status.
  - MPE carried out modifications in the tender drawings and specifications for cost saving and better bids.
  - Project will be out to tender on Feb 19, 2013 and will be closed on March 05, 2013 at the MPE office, Medicine Hat.
  - MPE is working on Conceptual layout of the Water Treatment over the existing clear well. MPE will continue working on the design and bring forward for discussion in next meeting will be happen in 1st week of April.

## 2013 Capital Projects:

- Preliminary design in progress using in house staff.
- Geotechnical companies were asked for quote to conduct geotechnical investigations at various locations.
- Follow up with shallow utilities on preliminary project drawings.

## Other Miscellaneous:

- Drawing preparation for operating projects- Road line painting and misc water valve and fire hydrant replacements.
- Provided comments on site drainage plan for 602- 2<sup>nd</sup> Ave NW and waiting for a revision from the developer's Engineer.
- Review of drainage problems at 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> St SE (000 Block) in progress.
- GIS data base construction using ArcGIS 10 is in progress and incorporating land use information.
- Maps preparation and updating for Public Services and Finance Departments.
- Follow up on survey equipment specifications review and purchase

## Legislative and Land Services

- Report received from Alberta Municipal Affairs regarding the Municipal Review of Gas, Electric, Plumbing, and Private Sewage Disposal Systems that was conducted on October 30, 2012. The review found no major deficiencies within the scope of the QMP. The following recommendation / suggestions were given:
  1. Recommendation: the municipality should ensure all the information is on the permit application, permits, site inspection reports i.e. name of the municipality, permit conditions, FOIP statement, construction value, SCO's DoP number etc.
  2. Suggestion: To better serve your community in the inspection services we suggest the municipality become accredited in the building discipline.
- Ongoing inquires re: land sales, development & subdivision.
- Ongoing enforcement issues of non-permitted development and older files.
- Board Vacancies: The Subdivision and Development Appeal Board, Family & Community Services Board, and the Recreation Services Board.

# Memo

**To:** Redcliff Council  
**From:** David Wolanski, Municipal Manager  
**Date:** February 25, 2013  
**Re:** 2013 General Insurance Renewal

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Policy 38 – Purchasing Policy states:

#### Authority to Sign Purchase Orders

1. 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.

Our insurance renewal has of course been included in the annual budget; however, since that amount exceeds \$75,000 I am reporting such expenditures to Council for their information according to the policy.

Our renewal for the Alberta Municipal Services Corporation through AUMA for the 2013 year is \$116,372.52. As a point of reference our 2012 amount was \$115,167. Our 2013 budget is \$124,000.

# Memo

**To:** Redcliff Council  
**From:** David Wolanski, Municipal Manager  
**Date:** February 25, 2013  
**Re:** Council Remuneration

Council discussed their remuneration at their last regular meeting on February 11, 2013. As most of you recall, the discussion and direction varied, mainly in reference to the amount of time (years) for a new resolution and the amount of increase, if any. As such, I indicated that I would prepare an additional memo for February 25<sup>th</sup> detailing several options and showing the actual numbers. I also indicated that Council may choose to accept one of the options and make a resolution confirming such, or make a motion based on their own wishes.

The only specific numbers referenced in the discussion on February 11 was no increase, a 3% increase, and a Mayor remuneration of \$32,000 and Council remuneration of \$16,000 (increases amounting to approximately 33% and 25% respectively). No amount beyond the first year was discussed.

Council was pretty clear that they were not looking at changing the way in which we set remuneration (i.e. on annual basis vs. per meeting) so that has not been altered. I also left each option as a three year option at this time.

Finally, I have also included the original supporting information I presented to Council on February 11, 2013.

## OPTION 1

- Identifies no increase in 2014 or beyond

	January 1, 2013	January 1, 2014	January 1, 2015
Mayor			
Base Salary	\$16,148.34	\$16,148.34	\$16,148.34
General Expense	\$ 7,953.66	\$ 7,953.66	\$ 7,953.66
Total	\$24,102.00	\$24,102.00	\$24,102.00
Councillors			
Base Salary	\$ 8,468.91	\$ 8,468.91	\$ 8,468.91

General Expense	\$ 4,171.25	\$ 4,171.25	\$ 4,171.25
Total	\$12,640.16	\$12,640.16	\$12,640.16

#### OPTION 2

- Identifies a 3% increase each year

	January 1, 2013	January 1, 2014	January 1, 2015
Mayor			
Base Salary	\$16,550.04	\$17,046.54	\$17,557.93
General Expense	\$ 8,275.02	\$ 8,523.27	\$ 8,778.97
Total	\$24,825.06	\$25,569.81	\$26,336.90
Councillors			
Base Salary	\$ 8,679.57	\$ 8,939.96	\$ 9,208.16
General Expense	\$ 4,339.79	\$ 4,469.98	\$ 4,604.08
Total	\$13,019.36	\$13,409.94	\$13,812.24

#### OPTION 3

- Identifies 6% in 1<sup>st</sup> year to bring up to AAMDC/AMSC survey (based on Mayor); 3% thereafter

	January 1, 2013	January 1, 2014	January 1, 2015
Mayor			
Base Salary	\$17,032.08	\$17,543.04	\$18,069.33
General Expense	\$ 8,516.04	\$ 8,771.52	\$ 9,034.67
Total	\$25,548.12	\$26,314.56	\$27,104.00
Councillors			
Base Salary	\$ 8,932.38	\$ 9,200.35	\$ 9,476.37
General Expense	\$ 4,466.19	\$ 4,600.18	\$ 4,738.18
Total	\$13,398.57	\$13,800.53	\$14,214.55

When ready to do so the Motion should read as follows:

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

	January 1, 2013	January 1, 2014	January 1, 2015
<i>Mayor</i>			
<i>Base Salary</i>	????	????	????
<i>General Expense</i>	????	????	????
<i>Total</i>			
<i>Councillors</i>			
<i>Base Salary</i>	????	????	????
<i>General Expense</i>	????	????	????
<i>Total</i>	????	????	????

*Base Salary means:*

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

*General Expenses Allowance means:*

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

- Local travel expenses (fuel, insurance, vehicle repairs, maintenance and other costs) other than expenses for travel to and from Council meetings (regular place of work) from their residence, to meet with individual residents and with representatives of community organizations to attend "Town Hall Meetings" and other community events, and to otherwise attend to Town business in their capacity as elected officials.*
- Telephone lines and calls, copying, computer equipment and supplies, etc.*
- Attending functions (e.g. admission fees or parking)*

*Total Annual Compensation does not include:*

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

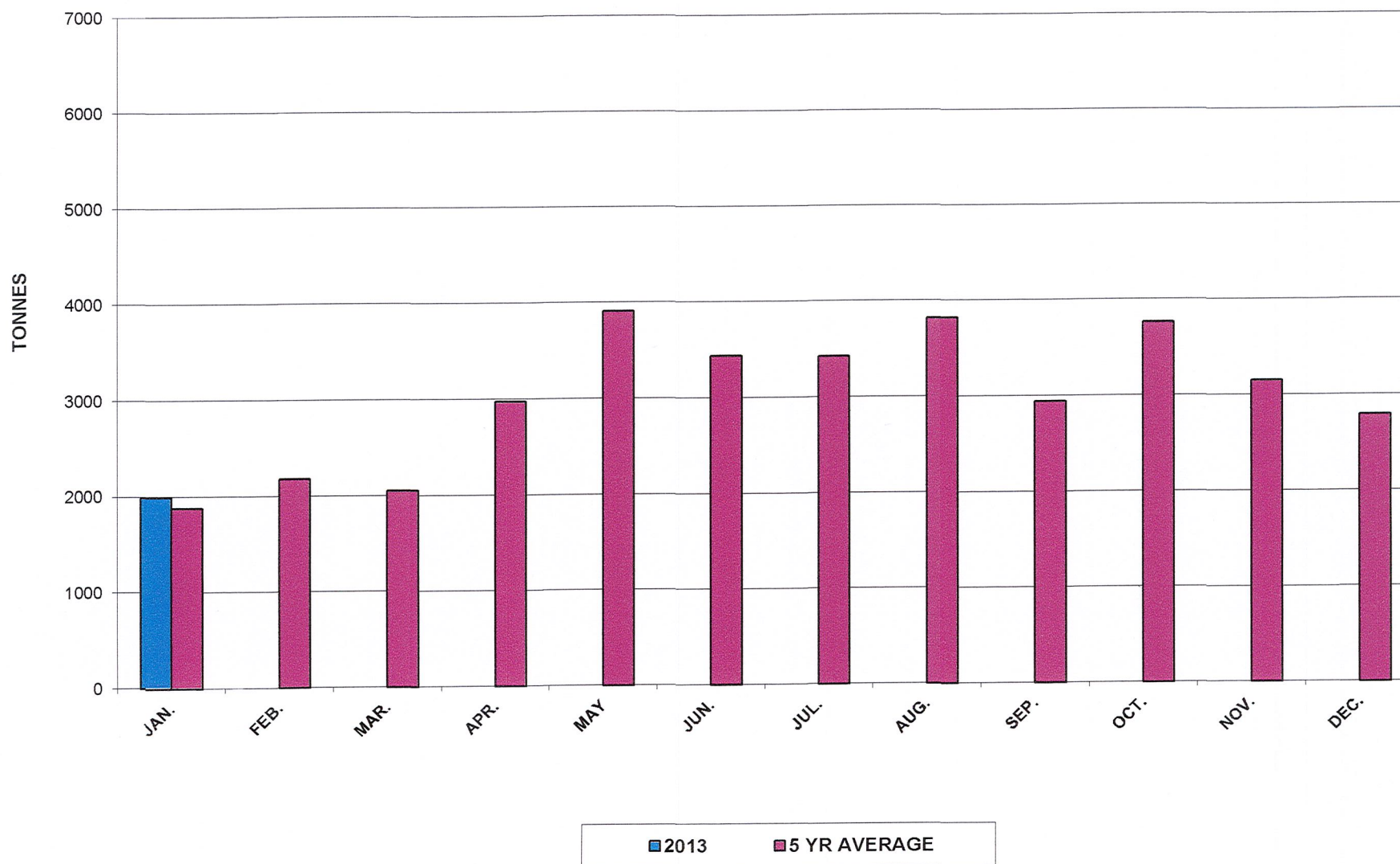
*Total Annual Compensation does include:*

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

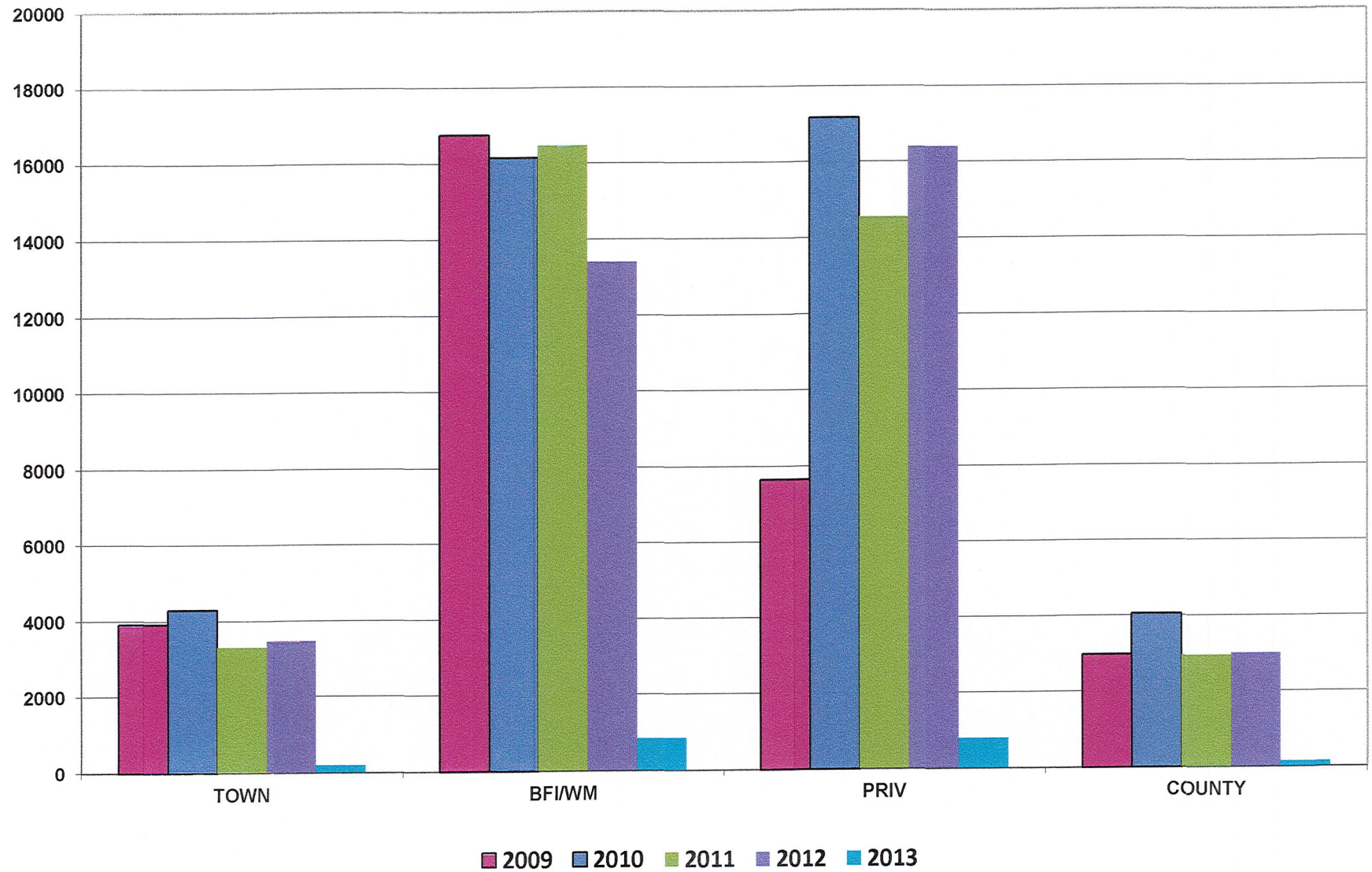


Salary Comparisons - Mayor and Council							
Mayor							
Municipality	Population	Current					
High Level	3,887	\$ 12,000.00					
Ponoka	6575	\$ 19,900.00					
Grand Cache	3783	\$ 21,600.00					
Redcliff	5,588	\$ 24,100.00					
Blackfalds	6,300	\$ 28,000.00					
Morinville	6,775	\$ 28,200.00					
Westlock	4,823	\$ 32,240.00					
Didsbury	4,957	\$ 40,250.00					
Devon	6,500	\$ 46,000.00					
Vegreville	5,717	\$ 54,100.00					
2012 AAMDC/AMSC Confidential Salary Survey - Medium (Population 2,501 - 10,000 residents)							
Mean	\$ 25,552.00						
Median	\$ 20,683.00						
Council							
Municipality	Population	Current					
High Level	3,887	\$ 6,000.00					
Grand Cache	3,783	\$ 10,800.00					
Ponoka	6,575	\$ 11,200.00					
Redcliff	5,588	\$ 12,600.00					
Morinville	6,775	\$ 13,500.00					
Blackfalds	6,300	\$ 14,000.00					
Didsbury	4,957	\$ 20,000.00					
Westlock	4,823	\$ 20,000.00					
Vegreville	5,717	\$ 23,000.00					
Devon	6,500	\$ 23,000.00					
2012 AAMDC/AMSC Confidential Salary Survey - Medium (Population 2,501 - 10,000 residents)							
Mean	\$ 18,283.00						
Median	\$ 14,120.00						
Other Notes:							
2012 AAMDC/AMSC Survey is closer to the reality of populations in our range.							
In this survey Council members make 71.6% of Mayor's remuneration							
Redcliff Council members make 52.3% of Mayor's remuneration							

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

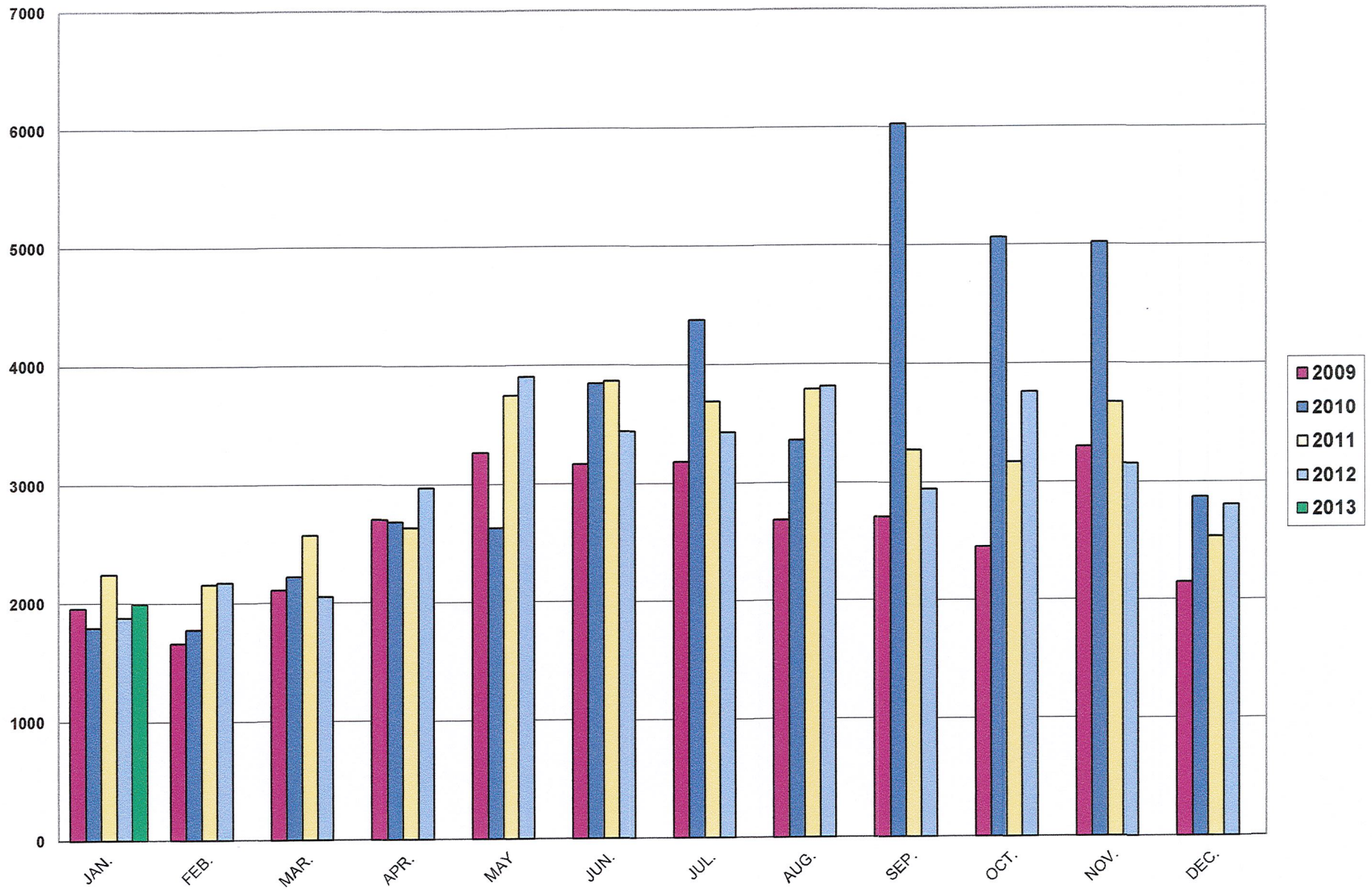


**REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2009 - 2013  
TO JANUARY 31, 2013**





# REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2009-2013 TO JANUARY 31, 2013



**Shanon Simon**

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**From:** Alyssa Stenerson <AStenerson@pritchardandco.com>  
**Sent:** Thursday, February 14, 2013 10:15 AM  
**To:** Alyssa Stenerson  
**Subject:** You're invited to our annual Grapes & Gourmet Gala.  
**Attachments:** image001.png; image002.png

Pritchard and Co. Law Firm LLP and the Medicine Hat Kiwanis Club are proud to be co-sponsors of the Grapes and Gourmet Gala. This is an annual social and charity event that showcases the talents of local restaurateurs who present gourmet food that is paired with fine wines.

Since 2007, our Gala has raised more than \$160,000 for the Kiwanis Club and the various charities in Medicine Hat. This years' charity of choice is the Parkinson Alberta Society.

This event raises money through ticket sales, a silent auction and a raffle. This years' event is March 8th, 2013 at the Esplanade @ 7:30 pm. Tickets are \$80.00 each and can be purchased by **calling Pritchard & Co. Law Firm LLP at 403-527-4411 or you can stop by our office at 204, 430 – 6 Avenue SE, Medicine Hat.**



# Grapes & Gourmet Gala



Sponsored by

PRITCHARD & CO.  
LAW FIRM, LLP

in cooperation with the Medicine Hat Kiwanis Club 

*Friday, March 8<sup>th</sup>, 2013*

*Commencing at 7:30 pm at the Esplanade  
401 First Street SE Medicine Hat*

**Tickets on Sale beginning January 14**

*at Pritchard & Co. Law Firm LLP #204, 430 6th Ave. SE Phone 403-527-4411*

Tickets \$80.00 each which includes a Riedel Wine Glass

*All proceeds will go to Parkinson Alberta Society  
and the Medicine Hat Kiwanis Club*

*Outstanding Wine and Appetizers  
Served by Various Gourmet Restaurants*

*Music by  
the Lyle Rebbeck Trio*

*Raffle & Silent Auction  
for Donated Items*