



COUNCIL MEETING

MONDAY, FEBRUARY 9, 2015

7:00 P.M.

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

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to December 31, 2014 *	For Information
2. DELEGATION	
A) RCMP Staff Sergeant Sean Maxwell, Detachment Commander * Re: Winter Report to Council	For Information
3. MINUTES	
A) Council meeting held January 12, 2015 *	For Consideration
B) Council meeting held January 26, 2015 *	For Adoption
C) Redcliff Public Library Board meeting held November 25, 2014 *	For Information
4. REQUESTS FOR DECISION	
A) Town of Redcliff 2015-2017 Strategic Priorities *	For Consideration
5. CORRESPONDENCE	
A) Kids Help Phone Information letter dated January 21, 2015 *	For Information
B) City of Medicine Hat letter dated January 16, 2015 * Re: Medicine Hat Regional Event Centre	For Information
C) Rosemary Page * Re: Redcliff Community Garden	For Information
D) Leaders of Tomorrow Awards *	For Information

6. OTHER

- | | | |
|-----------|--|-----------------|
| A) | Council office hours - Councillor Brown's Request | For Discussion |
| B) | Landfill Graphs to January 31, 2015 * | For Information |
| C) | Council Important Meetings & Events February 9, 2015 * | For Information |

7. RECESS

8. IN CAMERA

- A)** Land (1) / Legal (1) / Intergovernmental relations (1)

9. ADJOURN

ACCOUNTS PAYABLE			
COUNCIL MEETING FEBRUARY 9, 2015			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
76651	GLADUE, JONELLE	TRAVEL REIMBURSEMENT	\$175.48
76652	FOX ENERGY SYSTEMS INC.	FIRE EXTINGUISHERS, BRACKETS, PPE	\$1,087.05
76653	ECONOMIC DEVELOPMENT ALLIANCE	1ST OF 2 YEARLY INSTALLMENTS	\$16,764.00
76654	DAN JANE VENTURES	PROPANE	\$319.00
76655	DALTON, R. KIM	TRAVEL REIMBURSEMENT	\$150.00
76656	CITY OF MEDICINE HAT	REGIONAL EVENT CENTRE	\$10,000.00
76657	CBV COLLECTION SERVICES LTD.	ANNUAL FEE & COMMISSION	\$268.42
76658	BOSS LUBRICANTS	GREASE, OIL, LUBRICANTS	\$1,059.57
76659	BEN'S OFFICE MACHINES LTD.	BLACK RIBBON CARTRIDGE	\$76.07
76660	BAKKER, BERNIE	TRAVEL ADVANCE	\$275.00
76661	ALBERTA MUNICIPAL ENFORCEMENT	AMEA MEMBERSHIP	\$60.00
76662	ALBERTA NWT COMMAND	PLEDGE FOR COMMEMORATIVE HISTORY BOOK	\$545.00
76663	ROSENAU TRANSPORT LTD	BOUNDARY EQUIPMENT FREIGHT	\$320.88
76664	SANDAU, TROY	TRAVEL ADVANCE	\$275.00
76665	SIMON, SHANON	NEWSLETTER POSTAGE	\$381.57
76666	STEHR, BRIAN	CONT ED REIMBURSEMENT	\$480.00
76667	SUMMIT MOTORS LTD	BATTERIES	\$491.19
76668	TELUS MOBILITY	ENG CELL & GPS DATA	\$18.47
76669	WESTERS, JOHN	CONTRACTED LABOUR	\$247.50
76670	MIKE SPENCER GEOMETRICS LTD	LANDFILL SURVEYING	\$15,579.36
76671	MBSI CANADA	BACKUP SERVICE AND EQUIPMENT	\$435.75
76672	HILLIER, DANIELLE	FACILITY DEPOSIT REFUND	\$175.00
76673	TOWN OF REDCLIFF	FEB COUNCIL PAY	\$6,923.68
76674	URBAN DEVELOPMENT INSTITUTE ME	2015 MEMBERSHIP	\$525.00
76675	ROCKY MOUNTAIN PHOENIX	FIRE HOSES	\$491.25
76676	RECEIVER GENERAL	STAT DEDUCTIONS - FEB COUNCIL PAY	\$570.57
76677	REDCLIFF BAKERY	MPC LUNCH	\$69.30
76678	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$10,086.66
76679	TASHA OPPERMAN	UNIFORM REIMBURSEMENT	\$6.29
76680	SHAW CABLE	TOWN HAL INTERNET	\$125.90
76681	MEDICINE HAT CONSTRUCTION ASSO	2015 MEMBERSHIP	\$630.00
76682	MEMORY LANE COMPUTERS	2015 WEB HOSTING	\$287.70
76683	KWOK, JENNIFER	REIMBURSE CRIMINAL RECORD CHECK	\$53.00
76684	INDUSTRIAL MACHINE INC.	RESISTOR KIT & BRACKETS	\$168.21
76685	REDCLIFF HOME HARDWARE	DRIVER BITS, SCREWS, KITCHEN SUPPLIES	\$142.11
76686	CIBC VISA	DECEMBER VISA	\$18,391.82
76687	ALBERTA GFOA	2015 MEMBERSHIP	\$208.95
76688	REDCLIFF PUBLIC LIBRARY	1ST OF 3 ALLOTMENTS	\$53,217.21
76689	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$23.23
76690	IB WILLIAMS	SUPPLIES REIMBURSEMENT	\$119.34
76691	TRICO LIGHTING PRODUCTS	TUBE LIGHT & BULBS	\$194.68

76692	TOWN OF REDCLIFF	REGULAR PAYROLL	\$67,872.84
76693	FODE, LYNN	FACILITY DEPOSIT REFUND	\$150.00
76694	LANG, RICHARD	FACILITY DEPOSIT REFUND	\$150.00
76695	CONSTANCE JONES	CONTRACTED LABOUR	\$1,462.50
76696	SOCIETY OF LOCAL GOVT MANAGERS	2015 CLGM MEMBERSHIP & WORKSHOP	\$784.00
76697	RECEIVER GENERAL	STAT DEDUCTIONS - REGULAR PAYROLL	\$31,105.78
76698	GREYHOUND COURIER EXPRESS	PARTS FREIGHT	\$78.59
76699	REDCLIFF HOME HARDWARE	BLOWER, THERMOMETER, BOLTS	\$701.95
76700	HYDRODIG	HYDRODIG CURBSTOP	\$483.00
76701	INDUSTRIAL BACKHOES LTD.	PORTABLE HYDRANT DEPOSIT REFUND	\$2,000.00
76702	KILPATRICK, DWIGHT	SUPPLIES REIMBURSEMENT	\$29.34
76703	LIFESAVING SOCIETY	AFFILIATION FEES	\$100.00
76704	TASHA OPPERMAN	UNIFORM & SUPPLIES REIMBURSEMENT	\$266.55
76705	PC CORP INC.	OFFSITE CLOUD BACKUP	\$1,214.64
76706	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,639.22
76707	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS - REGULAR PAYROLL	\$15,883.64
76708	A & B STEEL LTD	FLAT IRON	\$49.56
76709	ALBERTA DEVELOPMENT OFFICERS A	2015 MEMBERSHIP	\$100.00
76710	AMSC INSURANCE SERVICES LTD.	EMPLOYEE BENEFITS	\$14,572.02
76711	ALBERTA URBAN MUNICIPALITIES A	2015 MEMBERSHIP	\$52.50
76712	THE BOLT SUPPLY HOUSE LTD.	CUTTING WHEEL, GLOVES, FLASHLIGHT	\$94.39
76713	CLOVERDALE PAINT INC.	PAINT, STAIN, PAINTING SUPPLIES	\$137.27
76714	COMMUNITY FOOD CONNECTION	REFUND 2014 UTILITIES	\$308.23
76715	CYPRESS VIEW FOUNDATION	2015 REQUISITION	\$66,136.00
76716	DAN JANE VENTURES	PROPANE	\$116.00
76717	FOUNTAIN TIRE	FLAT TIRE REPAIRS	\$183.31
76718	FOX ENERGY SYSTEMS INC.	SAFETY GLASSES	\$63.84
68 CHEQUES TOTAL:			\$347,154.38

DEC 14 BANK SUMMARY

BANK SUMMARY FOR **DECEMBER 31, 2014**

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

INVESTMENTS

CIBC PREMIUM T-BILL FUND	5.12.02.321	9,000,000.00
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,511,290.75
TOTAL INVESTMENTS		10,511,290.75

diff	0.00
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Section I: Detailed Crime Report – July 1, 2014 to September 30, 2014

Assaults	22
Break and Enter	2
Motor Vehicle Theft	1
Theft Over \$5000	2
Theft Under \$5000	9
Public Mischief	0
Mischief	16
Possession of Stolen Property	0
Fraud	3
Drugs	12
Disturb/Breach Peace	10
Utter Threats	4
Harassment	1
Weapons Offences	4
Breach of Court Order	1
Obstruction	1
Other Federal Act	3

Total Persons Crime	27
Total Property Crime	33

Section II: Detailed Traffic Report

Distracted Driving	Speeding	Non-Moving	Seatbelts	Intersection	Other Moving	Total
1	32	32	2	3	20	92
Total Motor Vehicle Collisions			42			
Total Criminal Code Traffic			23			
Road-side Suspensions			1			
No Insurance			10			

Section III: Annual Performance Plan

U-turn Violations	0
Liquor	10
Traffic Complaints	2

Bar Checks: 26

Section IV: Common Police Activities

False 911 Calls	3
Abandoned Vehicles	1
Animal Calls	4
False Alarms	54
Items Lost/Found	0
Criminal Record Checks	281
Fingerprints Taken	0 – currently redirecting this
Request to Locate Individual	3
Assist General Public	5
Family Relations Act	0
Missing Persons	1

Mental Health Act	4
Suspicious Vehicle/Person	4
Fire Prevention Act	3
Other Provincial Statute	1
Municipal Statute	15

Total town files for Period	292
Total town files for previous period	339

Section V: Detachment Updates

- Cst. Wilke now off on maternity leave
- Cst. Fisler comes back to work March 23
- Cst. Christensen being transferred to Edson
- Cpl. Zanidean has been promoted to Redcliff Traffic
- New members to be named very soon, just awaiting official word, hopefully here by the spring
- Rural Crime Watch is back up and running and fan-out system is working

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: February 9, 2015

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Amendment to January 12, 2015 Council Meeting Minutes

PROPOSAL: Amend resolution numbers to correctly reflect the year and motion number

BACKGROUND:

On August 19, 2013, Council passed a resolution that "minutes of council meetings include resolution numbers beginning January 1, 2014". This practice was initiated in January, 2014.

The January 12, 2015 Council Meeting Minutes were presented and adopted with the resolution numbers, however, the resolution numbers were not updated to reflect the new year and numbers.

ATTACHMENTS: N/A

OPTIONS:

1. Amend the January 12, 2015 Council meeting minutes to reflect the correct resolution numbers.

SUGGESTED MOTION(S):

1. Councillor _____ moved that Administration amend the January 12, 2015 Council Meeting Minutes resolution numbers to reflect the correct year and motion numbers.

SUBMITTED BY:



Department Head



Municipal Manager

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

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 12, 2015 7:00 P.M.**

PRESENT:	Mayor	E. Reimer	
	Councillors	C. Brown, E. Solberg	
		L. Leipert, C. Crozier	
		J. Steinke	
	Municipal Manager	A. Crofts	
	Director of Finance & Administration	J. Kwok	(left at 8:23 p.m., returned at 8:35 p.m.)
	Manager of Legislative & Land Services	S. Simon	
	Director of Community & Protection Services	K. Dalton	(left at 8:23 p.m.)
	Public Services Director	J. Garland	(left at 8:23 p.m., returned at 8:35 p.m.)
ABSENT:	Councillor	D. Kilpatrick	

1. GENERAL

	Call to Order	A) Mayor Reimer called the regular meeting to order at 7:00 p.m.
2015-0001	Adoption of Agenda	B) Councillor Solberg moved the agenda be adopted as amended to add a legal item in "In Camera" session. - Carried.
2015-0002	Accounts Payable	C) Councillor Leipert moved the following 186 general vouchers in the amount of \$3,619,930.66 be received for information. - Carried.

ACCOUNTS PAYABLE

COUNCIL MEETING JANUARY 12, 2015

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
76305	PRIME PRINTING	ENVELOPES	\$255.15
76306	TOWN OF REDCLIFF	REGULAR PAYROLL	\$66,981.26
76307	MILLER, NICOLE	DEPOSIT REFUND	\$50.00
76308	CONSTANCE JONES	CONTRACTED LABOUR	\$1,706.25
76309	MARY TULIP	CONTRACTED LABOUR	\$1,125.00
76310	TELUS MOBILITY	PS/BYLAW/FIRE CELL SERVICE	\$644.16
76311	TELUS COMMUNICATION INC.	PHONE SERVICE	\$1,624.52
76312	SCHEFFER ANDREW LTD.	PROFESSIONAL SERVICES	\$1,945.13
76313	CNH INDUSTRIAL CAPITAL	FILTER, LAMP, WIPERS	\$272.65
76314	RECEIVER GENERAL	STAT DEDUCTIONS	\$23,216.02
76315	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS	\$15,425.53

76316	PRECISION GIANT SYSTEMS INC	LANDFILL SOFTWARE	\$3,013.50
76317	SUNCOR ENERGY PRODUCTS PARTNER	FUEL AT LANDFILL	\$2,286.77
76318	PC CORP INC.	TECH SUPPORT AND CLOUD BACKUP	\$5,989.79
76319	LETHBRIDGE MOBILE SHREDDING	NOVEMBER SHREDDING	\$46.20
76320	HARV'S JANITORIAL SERVICES	NOVEMBER JANITORIAL SERVICE	\$3,386.25
76321	FOX ENERGY SYSTEMS INC.	STREET SIGNS	\$566.58
76322	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRICITY	\$178.42
76323	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$616.00
76324	CITY OF MEDICINE HAT	ELECRIC UTILITIES	\$7,027.51
76325	AMSC INSURANCE SERVICES LTD.	HEALTH SPENDING ACCOUNT	\$376.81
76369	DAN JANE VENTURES	PROPANE	\$232.00
76370	L.W. DENNIS CONTRACTING LTD.	PROG PYMT(RAW WATER SUPPLY PIPELINE)	\$8,181.79
76371	SPIDER ELECTRIC LTD.	ELECTRICAL PERMIT	\$56.30
76373	WOOD, DALE	FIREARMS SAFETY COURSE	\$2,185.00
76374	WOLSELEY MECHANICAL GROUP	SOLENOID, SADDLES, BUSHINGS, CLAMPS	\$890.54
76375	TRANSIT PAVING INC	PROGRESS PYMT(BROADWAY AVE DRAINAGE)	\$35,520.75
76376	TOWN OF REDCLIFF - LANDFILL	TONNAGE CHARGES	\$4,041.23
76377	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$450.00
76378	GARRIOCH, WALTER	SKATE WITH SANTA ENTERTAINMENT	\$200.00
76379	TELUS MOBILITY	MANAGER CELL SERVICE	\$116.24
76380	TELUS COMMUNICATION INC.	WEST SIDE LIFT STATION	\$38.03
76381	SUPERIOR TRUCK EQUIPMENT	TAILGATE SWITCH	\$194.75
76382	SANATEC ENVIRONMENTAL	LANDFILL SEPTIC TANK	\$136.50
76383	SAFETY CODES	3RD QUARTER SAFETY CODES	\$137.83
76384	ROSENAU TRANSPORT LTD	PARTS FREIGHT	\$507.26
76385	ROCKY MOUNTAIN PHOENIX	FIRE SUPPLIES	\$2,522.70
76386	SUNCOR ENERGY PRODUCTS PARTNER	FUEL AT LANDFILL	\$11,501.88
76387	PARKLAND GEO TESTING LTD.	PROGRESS PYMT (SLOPE FAILURE EVAL)	\$16,275.00
76388	MPE ENGINEERING LTD.	PROGRESS PYMT (WTP)	\$31,922.84
76389	M.P. ECO MECHANICAL PROCESS IN	PROGRESS PYMT (WTP)	\$771,984.33
76390	SHAW CABLE	INTERNET	\$261.19
76391	MEDICINE HAT CSRD #20	SCHOOL REQUISITION	\$177,354.49
76392	LOGOS EMBROIDERY	WORK JACKETS	\$161.70
76393	LETHBRIDGE HERALD	OCTOBER ADVERTISING	\$3,954.74
76394	JACOB'S WELDNG LTD.	WELD PLATE	\$236.25
76395	DUCKERINGS TRANSPORT	PARTS FREIGHT	\$414.03
76396	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSES	\$132.18
76397	FOX ENERGY SYSTEMS INC.	THIN ICE AND LANDFILL SIGNS	\$400.89
76398	GAR-TECH ELECTRICAL	DOG POUND HEATER	\$1,575.00
76399	HYDRODIG	CURB STOP REPAIR	\$603.75
76400	ISL ENGINEERING & LAND SERVICE	PROGRESS PYMT (I & I INVESTIGATION)	\$32,796.23
76401	C.U.P.E.	UNION DUES	\$1,885.70

76402	CITY OF MEDICINE HAT	UTILITIES	\$67,249.46
76403	CIBC VISA	OCTOBER VISA	\$11,379.30
76404	C.E.M. HEAVY EQUIPMENT	HARNESS, BULBS, WIPER BLADES	\$302.14
76405	DEL	VIBRATOR KIT	\$609.78
76406	BROVAC (A DIVISION OF 654963 A	LIFT STATION CLEANING	\$945.00
76407	ATRON REFRIGERATION & AIR COND	FURNACE MAINTENANCE	\$1,248.99
76408	ANDRES, BONNIE	MISC REIMBURSEMENT	\$31.36
76409	AMEC EARTH & ENVIRONMENTAL	PROGRESS PYMT(RAW WATER PUMPING STN	\$20,715.12
76410	ACE LANDSCAPING	RCMP SNOW REMOVAL	\$1,260.00
76411	A & B STEEL LTD	FLAT & CHANNEL IRON	\$40.91
76420	STAPLES MEDICINE HAT	COUNCIL CHAMBER CHAIRS	\$5,189.76
76476	CORIX WATER PRODUCTS LIMITED P	RADIO METER READING EQUIPMENT	\$46,096.22
76477	ROBINS, AMANDA	REGISTRATION REFUND	\$34.00
76478	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS	\$15,297.63
76479	INLAND CONCRETE, A DIVISION OF	DE-ICING SAND	\$2,001.10
76480	DAN JANE VENTURES	PROPANE	\$29.00
76481	ENSMINGER BECK & THOMPSON	2013 AUDIT	\$8,793.75
76482	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$287.46
76483	FOX ENERGY SYSTEMS INC.	LIFE CYCLE ASSET MAINTENANCE	\$1,077.25
76484	FRANCOTYP-POSTALIA CANADA INC	POSTAGE MACHINE LEASE	\$110.09
76485	FRENCH, TOM	TOOL REIMBURSEMENT	\$591.21
76486	GAR-TECH ELECTRICAL	MEMORIAL PARK LIGHTING & MISC REPAIRS	\$10,148.61
76487	REDCLIFF HOME HARDWARE	TOTE, FURNACE FILTERS, BATTERIES	\$332.76
76488	COCOA BEAN CAFE	MEALS ON WHEELS	\$1,048.95
76489	CITY OF MEDICINE HAT	SPECIAL TRANSIT	\$29,122.50
76490	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$112.35
76491	C.E.M. HEAVY EQUIPMENT	O-RING SEAL, AXLE COVER	\$60.17
76492	CAPITAL GLASS LTD.	WINDSHIELD, WINDOWS	\$795.90
76493	THE BOLT GUYS	SCREWS, CLAMPS	\$19.46
76494	BIG BROTHERS/BIG SISTERS	TEEN MENTOR PROGRAM	\$5,285.00
76495	AMEC EARTH & ENVIRONMENTAL	PROGRESS PAYMENTS (4 TH AVE SW)	\$4,914.48
76496	ACTION PARTS	BATTERIES, TOGGLE SWITCH	\$171.00
76497	ACKLANDS - GRAINGER INC	HELMET, FLASHLIGHT	\$3,339.11
76498	ACE LANDSCAPING	RCMP SNOW REMOVAL	\$1,260.00
76499	JOHN'S WATER HAULING (A DIVIS	HAUL WATER TO LANDFILL	\$90.00
76500	LOGOS EMBROIDERY	WORK JACKETS	\$404.25
76501	MACDESIGN SCREENWORKS INC.	FIRE CLOTHING	\$904.05
76502	NEIL MACKINNON MECHANICAL SERV	AIR HORNS	\$836.33
76503	MCL - WASTE SYSTEMS ENVIRONMEN	FAN BLADE	\$968.69
76504	MEDICINE HAT FAMILY SERVICE	FAMILY LIFE EDUCATION COURSES	\$6,000.00
76505	M.P. ECO MECHANICAL PROCESS IN	PROGRESS PAYMENTS (WTP)	\$443,281.35
76506	MPE ENGINEERING LTD.	PROGRESS PAYMENTS (WTP)	\$35,104.03
76507	PARK ENTERPRISES LTD.	IN TOWN PERMITS	\$696.78

76508	SUNCOR ENERGY PRODUCTS PARTNER	FUEL AT LANDFILL	\$1,979.43
76509	REDCLIFF ACTION SOCIETY	WORKSHOPS & ACTIVITES	\$10,800.00
76510	RECEIVER GENERAL	STAT DEDUCTIONS	\$23,444.99
76511	ROCKY MOUNTAIN PHOENIX	FIRE TRUCK CLAWS	\$837.90
76512	SALBRO CONSULTING SERVICES	SOIL SAMPLING	\$3,044.43
76513	SCHEFFER ANDREW LTD.	PROFESSIONAL SERVICES	\$1,417.51
76514	SOUTHERN DOOR	FIRE HALL DOOR	\$4,914.00
76515	SUMMIT MOTORS LTD	REPAIR PARTS & LABOUR	\$4,757.55
76516	TELUS COMMUNICATION INC.	PUBLIC SERVICES TWO-WAY RADIOS	\$19.68
76517	MUNICIPAL WORLD INC	BYLAW OFFICER POSTING	\$446.25
76518	MARY TULIP	CONTRACTED LABOUR	\$1,200.00
76519	CONSTANCE JONES	CONTRACTED LABOUR	\$1,950.00
76520	BRIDGE CHURCH	DEPOSIT REFUND	\$150.00
76521	GAINSBOROUGH, JEFF	DEPOSIT REFUND	\$150.00
76522	HILLIER, DANIELLE	DEPOSIT REFUND	\$175.00
76523	KIRVAN, SHARON	REGISTRATION REFUND	\$35.70
76524	TOWN OF REDCLIFF	REGULAR PAYROLL	\$67,040.22
76525	TRANSIT PAVING INC	PROGRESS PYMT(4 TH Ave SW ROAD CONST)	\$223,805.95
76526	TRICO LIGHTING PRODUCTS	SAFETY LIGHT BATTERY	\$26.20
76527	WESCLEAN EQUIPMENT & CLEANING	FLOOR SCRUBBER	\$7,344.75
76528	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$180.41
76529	ZEP SALES & SERVICE OF CANADA	SOAP, LOTION, CLEANER, PAPER	\$1,112.17
76530	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS	\$15,562.77
76531	RECEIVER GENERAL	STAT DEDUCTIONS	\$25,821.98
76532	TOWN OF REDCLIFF	REGULAR PAYROLL	\$79,814.19
76533	ALTA-WIDE BUILDERS SUPPLIES (M	TREATED POSTS	\$121.28
76534	C.U.P.E.	UNION DUES	\$1,935.15
76535	COSTCO WHOLESALE	SHELVING UNITS	\$1,579.27
76536	CLEARTECH INDUSTRIES INC.	CHLORINE CONTAINERS	\$1,893.78
76537	CIBC VISA	NOVEMBER VISA	\$10,445.49
76538	CIBC	SUPP PENSION PLAN	\$2,448.34
76539	CEE GEE SOUTHERN INC	PROGRESS PAYMENTS (LANDFILL CELL)	\$1,050,224.31
76540	CAPITAL GLASS LTD.	WINDSHIELD	\$255.15
76541	BROWNLEE LLP	EMERGING TRENDS	\$375.00
76542	ATRON REFRIGERATION & AIR COND	FURNACE MAINTENANCE	\$4,790.99
76543	ANDERSON, VINCE	FIRE TRAINING TRAVEL	\$15.00
76544	AMEC EARTH & ENVIRONMENTAL	PROGRESS PYMT(RIVER INFR FLOOD PROT)	\$27,174.67
76545	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$37.53
76546	UNITED WAY OF SOUTH EASTERN AL	EMPLOYEE DONATIONS	\$28.00
76547	TRICO LIGHTING PRODUCTS	LIGHT	\$73.40
76548	REDCLIFF FIREMEN SOCIAL CLUB	4TH QTR DUES	\$285.00
76549	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$673.00
76550	DARLEY, KEELY	CLASSES & COURSES	\$1,437.75

76551	DARLEY, KIERA	CLASSES & COURSES	\$45.00
76552	HOK, DEBORAH	REFUND INACTIVE ACCOUNT	\$334.93
76553	RAYMACK WATERS LTD	ICE RESURFACER REPAIRS	\$6,001.80
76554	GAJJAR, VYOM	CRIMINAL RECORD CHECK	\$53.00
76555	HAWRELAK, BOB	SDAB TRAINING	\$150.00
76556	SHIPLEY, GARY	SDAB TRAINING	\$150.00
76557	CONSTANCE JONES	CONTRACTED LABOUR	\$2,193.75
76558	MBSI CANADA	LAPTOP SETUP	\$448.88
76559	BRUNNER, MATT	CONTRACTED LABOUR	\$898.20
76560	MCBAIN, JOHN	FIRE TRAINING TRAVEL	\$15.00
76561	MARY TULIP	CONTRACTED LABOUR	\$900.00
76562	WESTERS, JOHN	CONTRACTED LABOUR	\$240.00
76563	DREGER, RACHELLE	DEPOSIT REFUND	\$150.00
76564	TELUS MOBILITY	ENGINEERING CELL SERVICE	\$45.58
76565	TELUS COMMUNICATION INC.	PHONE SERVICE	\$1,625.78
76566	SUPERIOR TRUCK EQUIPMENT	SWITCH	\$194.75
76567	SUMMIT MOTORS LTD	WHEEL HUB COVER KIT	\$42.80
76568	SAFETY CODES	4TH QUARTER SAFETY CODES	\$373.57
76569	REDCLIFF MINOR HOCKEY ASSOC.	CONCESSION PURCHASES	\$157.50
76570	REDCLIFF BAKERY	COOKIES FOR MEETINGS	\$64.00
76571	QUEST FABRICATION	TRUCK DUMP BOX	\$15,323.44
76572	PUROLATOR	PARTS FREIGHT	\$89.81
76573	PRO FLOW PLUMBING & HEATING CO	TOWN HALL DRAIN CLEAN	\$210.00
76574	PRAIRIE ROSE SCHOOL DIV.NO.8	SEMI-ANNUAL SCHOOL LIASON	\$9,600.00
76575	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$166.72
76576	SUNCOR ENERGY PRODUCTS PARTNER	FUEL AT LANDFILL	\$1,961.30
76577	PAYSTATION INC.	SIGNATURE ENCRYPTION	\$417.90
76578	PARK ENTERPRISES LTD.	IN TOWN PERMITS	\$4,354.89
76579	TASHA OPPERMAN	TRAVEL REIMBURSEMENT	\$50.00
76580	NEWTON, TOBY	FIRE TRAINING TRAVEL	\$15.00
76581	MURRAY, CINDY	MILEAGE & MISC REIMBURSEMENTS	\$337.70
76582	MEDICINE HAT NEWS	NOVEMBER ADVERTISING	\$655.20
76583	LUTZ, VIC	SDAB TRAINING	\$150.00
76584	LES'S DRAIN CLEANING SERVICE	SEWER MAINTENANCE PROGRAM	\$1,008.00
76585	LETHBRIDGE HERALD	NOVEMBER ADVERTISING	\$1,211.56
76586	KAIZEN LAB INC.	WATER ANALYSIS	\$2,833.11
76587	HYDRODIG	HYDROVAC AROUND POND	\$1,086.75
76588	REDCLIFF HOME HARDWARE	FLOOR STRIPPING, PIPE STRAPPING	\$75.03
76589	HARV'S JANITORIAL SERVICES	DECEMBER JANITORIAL SERVICE	\$3,386.25
76590	GREYHOUND COURIER EXPRESS	PARTS FREIGHT	\$21.54
76591	GRADWELL, RAYMOND	MEAL REIMBURSEMENT	\$73.50
76592	GAR-TECH ELECTRICAL	FIRE HALL PARTS/LABOUR	\$778.81
76593	DIAMOND MUNICIPAL SOLUTIONS	DIAMOND SUPPORT	\$49.88

76594	DAN JANE VENTURES	PROPANE	\$232.95
76595	CYPRESS GROUP	PHOTOCOPIER MAINTENANCE	\$2,648.42
76598	RECEIVER GENERAL	STAT DEDUCTIONS	\$570.57
76599	TOWN OF REDCLIFF	COUNCIL PAY	\$6,923.68
186 CHEQUES TOTAL:			\$3,619,930.66

2015-0003 Bank Summary to September 30, 2014

D) Councillor Steinke moved the Bank Summary to September 30, 2014 be received for information. - Carried.

2015-0004 Bank Summary to October 31, 2014

E) Councillor Crozier moved the Bank Summary to October 31, 2014 be received for information. - Carried.

2015-0005 Bank Summary to November 30, 2014

F) Councillor Leipert moved the Bank Summary to November 30, 2014 be received for information. - Carried.

2. DELEGATION

Gillian Slade
Re: The Daffodil Project

A) Gillian Slade was in attendance to give a presentation on the Daffodil Project.

2015-0006

Councillor Solberg moved the presentation from Gillian Slade regarding the Daffodil Project be received for information. - Carried.

2015-0007

Councillor Brown moved to support, in principle, the Daffodil Project. Further that a letter of support be issued to Gillian Slade, Chair of the Daffodil Project. - Carried.

3. MINUTES

2015-0008 Council meeting held December 8, 2014

A) Councillor Steinke moved the minutes of the Council meeting held December 8, 2014 be adopted as presented. - Carried.

2015-0009 Municipal Planning Commission meeting held December 17, 2014

B) Councillor Leipert moved the Municipal Planning Commission meeting held December 17, 2014 be received for information. - Carried.

2015-0010 Shortgrass Library Systems Board meeting held September 17, 2014

C) Councillor Crozier moved the Shortgrass Library Systems Board meeting held September 17, 2014 be received for information. - Carried.

2015-0011 Redcliff Public Library meeting held October 28, 2014

D) Councillor Solberg moved the Redcliff Public Library meeting held October 28, 2014 be received for information. - Carried.

- 2015-0012 Redcliff Physician Recruitment & Retention Committee meeting held December 9, 2014 **E)** Councillor Leipert moved the Redcliff Physician Recruitment & Retention Committee meeting held December 9, 2014 be received for information. - Carried.

4. BYLAWS

- 2015-0013 Bylaw 1797/2015, Supplementary Assessment Bylaw **A)** Councillor Solberg moved Bylaw 1797/2015, Supplementary Assessment Bylaw be given first reading. - Carried.
- 2015-0014 Councillor Steinke moved Bylaw 1797/2015, Supplementary Assessment Bylaw be given second reading. - Carried.
- 2015-0015 Councillor Brown moved Bylaw 1797/2015, Supplementary Assessment Bylaw be presented for third reading. - Carried Unanimously.
- 2015-0016 Councillor Solberg moved Bylaw 1797/2015, Supplementary Assessment Bylaw be given third reading. - Carried.
- 2015-0017 Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw **B)** Councillor Brown moved Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw be given first reading. - Carried.
- 2015-0018 Councillor Steinke moved Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw be given second reading as amended. - Carried.
- 2015-0019 Councillor Solberg moved Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw be presented for third reading. - Carried. Unanimously
- 2015-0020 Councillor Brown moved Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw be given third reading. - Carried.

5. REQUESTS FOR DECISION

- 2015-0021 Unit #110 Case Backhoe Repairs **A)** Councillor Solberg moved that the Public Services Department be authorized to repair Unit #110 Case Backhoe rear boom and rent a replacement unit during the interim to a maximum total cost of \$25,000. Funding to be added to the Unit #110, 2015 Operating Budget from the Operating Contingency Reserve. - Carried.
- 2015-0022 Utility Refund
Re: Redcliff Community Garden **B)** Councillor Crozier moved to authorize the reimbursement of \$308.23 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2014 season. - Carried.
- 2015-0023 Persian Dreams & Canine Themes Rescue Society
Re: Dog Licenses **C)** Councillor Leipert moved that the Town of Redcliff sponsor up to 10 dog licenses to be assigned to 1 per dog as they come to be fostered within Town of Redcliff limits. - Carried.

- 2015-0024 Economic Development Alliance
Re: Alberta Community Partnership Grant
- D)** Councillor Crozier moved that the Town of Redcliff support the Alberta Community Partnership Grant in the amount of \$130,000 for the Inter-municipal Economic Development Organization project with the Town of Bow Island as the managing partner. - Carried.
- 2015-0025 Medicine Hat Regional Events Centre Contribution
- E)** Councillor Steinke moved that the Town of Redcliff provide its contribution, in the amount of \$100,000 to the Medicine Hat Regional Events Centre Fundraising campaign as a one-time contribution, to be funded from the purchasing reserve. - Defeated.

6. CORRESPONDENCE

- 2015-0026 Alberta Transportation letter dated December 17, 2014
- A)** Councillor Crozier moved the Alberta Transportation letter dated December 17, 2014 be received for information. - Carried.

7. OTHER

- 2015-0027 Development Permit Graphs to December 31, 2014
- A)** Councillor Leipert moved the Development Permit Graphs to December 31, 2014 be received for information. - Carried.
- 2015-0028 Landfill Graphs to December 31, 2014
- B)** Councillor Brown moved the Landfill Graphs to December 31, 2014 be received for information. – Carried.
- 2015-0029 Council Important Meetings & Events January 12, 2015
- C)** Councillor Brown moved the Council Important Meetings & Events January 12, 2015 be received for information. - Carried.

8. RECESS

Mayor Reimer called for a recess at 7:57 p.m.

Mayor Reimer reconvened the meeting at 8:05 p.m.

9. IN CAMERA

- 2015-0030
- Councillor Steinke moved to meet In Camera at 8:05 p.m. - Carried.

Director of Finance & Administration, Director of Public Services, and Director of Community & Protective Services left the meeting at 8:23 p.m.

Director of Public Services and Director of Finance & Administration returned at 8:35 p.m.

- 2015-0031 Councillor Steinke moved to return to regular session at 9:12 p.m. - Carried.
- 2015-0032 Councillor Steinke moved to reappoint Lana Kuystermans to the Redcliff Public Library Board with a term to expire December 31, 2017. - Carried.
- 2015-0033 Councillor Brown moved to have administration explore options regarding Physician Recruitment & Retention, that align with the *Municipal Government Act*. - Carried.

10. ADJOURNMENT

- 2015-0034 Adjournment Councillor Leipert moved to adjourn the meeting at 9:14 p.m. – Carried.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 26, 2015 7:00 P.M.**

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

Municipal Manager A. Crofts
Manager of Legislative & S. Simon (left at 8:40 p.m., rejoined at 9:00 p.m.)
Land Services
Director of Community & K. Dalton (arrived at 7:53 p.m., left at 8:40 p.m.,
Protective Services rejoined at 9:00 p.m.)
Public Services Director J. Garland (left at 8:40 p.m., rejoined at 9:00 p.m.)

ABSENT: Councillor E. Solberg

1. GENERAL

Call to Order

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

2015-0035 Adoption of Agenda

B) Councillor Leipert moved the agenda be adopted as presented. - Carried.

2015-0036 Accounts Payable

C) Councillor Kilpatrick moved the following 51 general vouchers in the amount of \$1,154,914.98 be received for information. - Carried.

ACCOUNTS PAYABLE

COUNCIL MEETING JANUARY 26, 2015

<u>CHEQUE</u> <u>#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
76600	ALBERTA FIRE CHIEFS ASSOCIATION	MEMBERSHIP FEES	\$189.00
76601	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$3,273.38
76602	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$212.82
76603	WOOD, DALE	FIREARMS SAFETY COURSE FEES	\$1,710.00
76604	TOWN OF REDCLIFF	REGULAR PAYROLL	\$65,324.21
76605	ALLEN, JENESSA	FACILITY DEPOSIT REFUND	\$150.00
76606	BERSTAD, CAREY	FACILITY DEPOSIT REFUND	\$150.00
76607	LAWSON, KRISTAL	ICE RENTAL REFUND	\$84.00
76608	CORBEIL, MARC	INACTIVE UTILITY REFUND	\$187.49
76609	TELUS MOBILITY	CELL PHONE SERVICES	\$678.12
76610	TELUS COMMUNICATION INC.	TELEPHONE SERVICES	\$57.71
76611	SUMMIT MOTORS LTD	LAMPS	\$12.52

76612	SOCAN	LICENSE FEES	\$194.32
76613	SECURTEK - A SASKTEL COMPANY	FIRE HALL ALARM SYSTEM	\$65.99
76614	RECEIVER GENERAL	STAT DEDUCTIONS	\$31,744.15
76615	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$15,393.66
76616	SHAW CABLE	INTERNET SERVICES	\$261.19
76617	INFILCO DEGREMONT INC	PROGRESS PAYMENT - WTP	\$628,310.58
76618	INDUSTRIAL MACHINE INC.	FAN & MOTOR ASSEMBLY	\$543.90
76619	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$281.36
76620	COCOA BEAN CAFE	MEALS ON WHEELS	\$1,048.95
76621	CITY OF MEDICINE HAT	UTILITIES & SEWER OUTLAY	\$66,752.87
76622	CANADIAN BADLANDS LTD.	ANNUAL LEVY	\$2,849.88
76623	THE BOLT SUPPLY HOUSE LTD.	BOLTS & WASHERS	\$13.76
76624	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUMS	\$13,602.41
76625	ACTION PARTS	TRUCK BATTERY	\$103.80
76626	KEYWAY SECURITY LOCKSMITHS LTD	REKEYING TOWN HALL	\$1,545.81
76627	LETHBRIDGE MOBILE SHREDDING	DECEMBER SHREDDING	\$46.20
76628	SHAW CABLE	INTERNET SERVICES	\$119.90
76629	PAD-CAR MECHANICAL LTD.	TROUBLESHOOT SEWAGE LIFT PUMP	\$2,960.11
76630	PC CORP INC.	IT SUPPORT & MAINTENANCE	\$664.13
76631	PRIME PRINTING	CHEQUES, BUSINESS LICENSE PAPER	\$526.80
76632	RECEIVER GENERAL RCMP	OCT-DEC 2014 RCMP	\$251,526.23
76633	RODEO FORD SALES LIMITED	1 TON TRUCK	\$38,370.15
76634	SANATEC ENVIRONMENTAL	LANDFILL SEPTIC TANK	\$136.50
76635	POLAR PIN	PINS	\$1,595.48
76636	FORSYTH, FARON	CONSTRUCTION DAMAGE DEPOSIT REFUND	\$1,000.00
76637	COMMUNITY SAFETY NET	BIG BROTHERS/SISTER SAFETY INITIATIVE	\$472.50
76638	TOWN OF REDCLIFF - LANDFILL	DECEMBER LANDFILL CHARGES	\$4,549.27
76639	LETHBRIDGE HERALD	JUNE/DECEMBER ADVERTISING	\$852.78
76640	JOHN'S WATER HAULING (A DIVIS	HAUL WATER TO LANDFILL	\$90.00
76641	FOX ENERGY SYSTEMS INC.	SIGNS & BRACKETS	\$2,210.04
76642	FEDERATION OF CANADIAN MUNICIP	FCM 2015/16 MEMBERSHIP	\$1,110.64
76643	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC UTILITIES	\$166.69
76644	DIAMOND MUNICIPAL SOLUTIONS	SUPPORT ANALYST	\$598.50
76645	DALTON, R. KIM	TRAVEL REIMBURSEMENT	\$1,000.00
76646	CROFTS, ARLOS	TRAVEL REIMBURSEMENT	\$150.00
76647	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$616.00
76648	CITY OF MEDICINE HAT	UTILITIES	\$9,850.61
76649	CARSWELL	CANADIAN PAYROLL ONLINE	\$849.45
76650	ATRON REFRIGERATION & AIR COND	FURNACE FALL MAINTENANCE	\$711.12
51 CHEQUES TOTAL:			\$1,154,914.98

2. DELEGATION

- i) Presentation D. Prpick
- ii) Interview Re: Appointment to Municipal Planning Commission

A) D. Prpick was in attendance to give a presentation to Council regarding her reappointment to the Municipal Planning Commission.

2015-0037

Councillor Crozier moved the presentation from D. Prpick regarding reappointment to the Municipal Planning Commission Board be received for information. - Carried.

2015-0038

Councillor Leipert moved to reappoint Danica Prpick to the Municipal Planning Commission with a three year term to expire December 31, 2017. - Defeated.

3. MINUTES

2015-0039 Council meeting held January 12, 2015

A) Councillor Kilpatrick moved the minutes of the Council meeting held January 12, 2015 be adopted as amended. - Carried.

2015-0040 Municipal Planning Commission meeting held January 21, 2015

B) Councillor Leipert moved the Municipal Planning Commission meeting held January 21, 2015 be received for information. - Carried.

2015-0041 Cypress View Foundation meeting held December 11, 2014

C) Councillor Crozier moved the Cypress View Foundation meeting held December 11, 2014 be received for information. - Carried.

2015-0042 Physician Attraction & Retention Network meeting held January 9, 2015

D) Councillor Kilpatrick moved the Physician Attraction & Retention Network meeting held January 9, 2015 be received for information. - Carried.

4. REQUESTS FOR DECISION

2015-0043 Appointment of Assessor

A) Councillor Steinke moved to appoint Wayne Lamb as the Town's Assessor. - Carried.

2015-0044 Encroachment Permit Application
Re: 418 - 1st Street SE (Lots 29 and 30, Block 15, Plan 1117V)

B) Councillor Crozier moved that the Municipal Manager be authorized to sign an encroachment agreement with Heather Schau of 418 - 1st Street SE (Lots 29 and 30, Block 15, Plan 1117V). - Carried.

5. POLICIES

- 2015-0045 Policy 36, Snow Removal and Street Sanding **A)** Councillor Leipert moved that Policy 36, Snow Removal and Street Sanding be accepted as reviewed and approved as amended. - Carried.

6. CORRESPONDENCE

- 2015-0046 The Alberta Order of Excellence letter dated January 6, 2015
Re: Nominations **A)** Councillor Kilpatrick moved the Alberta Order of Excellence letter dated January 6, 2015 be received for information. Further, that the information be posted to the Redcliff Web Page and the Electronic Message Board. - Carried.
- 2015-0047 Senior Service Awards letter and information booklet **B)** Councillor Brown moved the Senior Service Awards letter and information booklet be received for information. Further, that a copy be provided to the Redcliff Seniors Citizen Society for their information. - Carried.
- 2015-0048 Cypress View Foundation letter of January 20, 2015
Re: Budget Summary **C)** Councillor Steinke moved the Cypress View Foundation letter of January 20, 2015 regarding the Budget Summary, be received for information. - Carried.

7. OTHER

- 2015-0049 September 2014 Consolidated Financial Statements **A)** Councillor Leipert moved the September 2014 Consolidated Financial Statements be received for information. - Carried.
- 2015-0050 Municipal Manager Report **B)** Councillor Brown moved the Municipal Manager Report, January 26, 2015, be received for information. – Carried.
- 2015-0051 Mayor's Report to Council January 26, 2015 **C)** Councillor Leipert moved the Mayor's Report to Council January 26, 2015 be received for information. - Carried.
- 2015-0052 Council Important Meetings & Events January 26, 2015 **D)** Councillor Brown moved the Council Important Meetings & Events January 26, 2015 be received for information. - Carried.

8. RECESS

Mayor Reimer called for a recess at 7:45 p.m.

Mayor Reimer reconvened the meeting at 7:53 p.m.
Director of Community & Protective Services joined the meeting at 7:53 p.m.

9. IN CAMERA

- 2015-0053 Councillor Steinke moved to meet In Camera at 7:53 p.m.
- Carried.

Director of Community & Protective Services, Director of Public Services and Manager of Legislative & Land Services left at 8:40 p.m. and rejoined at 9:00 p.m.

2015-0054

Councillor Leipert moved to return to regular session at 9:00 p.m. - Carried.

2015-0055 Physician Recruitment

Councillor Leipert moved that the Town of Redcliff enter into a 51 month return of service contract commencing on January 1, 2016 with interested physician for \$64,309, which funds shall come from the Tax Rate Stabilization Reserve. Administration is directed to prepare a draft agreement, with legal input, for ratification by Council. - Carried.

2015-0056 Solid Waste Collection System

Councillor Crozier moved to authorize administration to prepare tender documents for the delivery of solid waste collection services; and further that a recycling program be included; and further that funding for the capital costs for recycling facility (ie. Pavement and fencing) be reallocated from the capital budget item of the new garbage truck. - Carried.

2015-0057 Land Inquiry

Councillor Steinke moved to authorize Administration to research and provide additional information regarding the land inquiry and further request the Economic Development Alliance to assist.
- Carried.

10. ADJOURNMENT

2015-0058 Adjournment

Councillor Steinke moved to adjourn the meeting at 9:07 p.m.
– Carried.

Mayor

Manager of Legislative and Land Services

RECEIVED
JAN 29 2015
TOWN OF REDCLIFF

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

November 25th, 2014 7:30 PM

Vision Statement

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

Attending: Catharine Richardson, Brian Lowery, Matt Stroh, Robin Corry, Valarie Westers, Lana Kuystermans, Dianne Smith, Jim Steinke

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Brian Pattison, Mark Adcock

Call to order: 7:30 pm

Additions/Deletions to Agenda: Changes to fees for Issuance of Library cards added to policies report ; Emergency Plan was added to old business ; AED, RISE Marketing, Board Recruitment and Paid at Home Policy was added to New Business.

Approval of Agenda: Robin moved to approve the agenda as amended. Val 2nd. All in favor. Carried.

Approval of Minutes for October meeting: Val moved to approve the minutes as amended. Robin 2nd. All in favor. Carried.

Accounts Payable: Val moved for information only. Matt 2nd. All in favor. Carried.

Financial Statements for October For information only: Jim moved for information only. Dianne 2nd. All in favor. Carried.

Library Manager's Report: Attached. Dianne moved to approve for information only. Catharine 2nd. All in favor. Carried.

Correspondence: - N/A

Policies Report: - Matt made a motion to accept the statement "Persons on AISH, Social Services or who are unable to pay for the card may, at the discretion of the Library Manger or designate, have this yearly fee waived" to be added to the policy manual under III – Use or Borrowing of Library Property, 8. Fees for Issuance of Library Cards. Val 2nd. All in favor. Carried.

A request was made for the policy committee to create a 'Paid At Home' policy to cover emergency leave from work, as laid out in the Emergency Plan currently being created.

Financial Report: - Hoopla expense for 2015 will be \$368.40 for the remaining 6 months that is not covered by the AB Government and approximately \$736.80 in 2016.

Personnel Report: - The committee has met and the preliminary draft of Tracy's appraisal is complete and will be completed soon.

Needs Assessment Review: Nothing to report

Friends of the Library (FRPL): International games day was held on November 15th. Approximately 20 people were in attendance.

Old & Unfinished Business: - We anxiously await the installation of the air curtain in the front entrance. Humidifier still not repaired or replaced. Floor drain in the staff bathroom is doing the same thing as the drain we had replaced in the storage room. Staff are putting water down the drain weekly to keep the sewer smell to a minimum but the drain is usually completely dry within 4 or 5 days. It was requested that we now have new heading on our agendas titled Ongoing Maintenance Projects. Catharine will email info to the Board Members regarding the Emergency Plan and get suggestions for what may be needed for supplies and the plan.

New Business: - A request was made to see if January 10th was available for the appreciation dinner.

Tracy will look into getting an AED donated to the library.

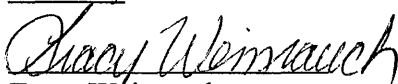
RISE marketing will need to increase to get better turnouts for programs. Tracy will look into connecting to a Christmas program and promote it towards families, grandparents/grandchildren. Tracy will continue to contact PRSD for advertising in school newsletters.

A recommendation to add another new heading to our agenda titled "Board Member Recruitment".

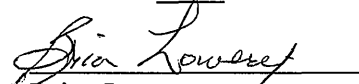
Next Regular meeting: January 27th, 2015 @ 7:30 pm.

Jim moved for adjournment at 8:40 pm.

Secretary


Tracy Weinrauch

Chair


Brian Lowery

Librarian's Report

Circulation for October was 2688 books, 11 children's audios & kits, 29 Blu-rays, 638 DVDs, 89 talking books, 60 CD's, 273 magazines, 8 games, and 212 Overdrive checkouts.

OCTOBER STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2014	1439	1249	835	273	3796	40622	212
2013	1652	1174	983	288	4097	<u>40860</u>	<u>200</u>
						-238	12

COMPUTER USAGE

All Internet computers

October had 548 half hour sessions (An average of 18 per day) and 544 WiFi sessions.

As of Nov 20th, 2014 we have taken in \$2553.75 in membership fees.

I attended the Shortgrass Managers' meeting on November 17th. Most of the discussions revolved around the online payment service and the Hoopla service. The managers agreed to let Shortgrass make the decision between Bibliofines and Comprise Technologies for online payments. They expect to have a decision made before the end of the year.

I have registered RPL for a RISE virtual tour of the Royal Tyrrell Museum. The offer has gone out to the local schools and so far one class will be joining us for the afternoon session but the morning session is still available.

Celena gave me her notice to end her position here at the library on November 30 and I have been fortunate enough to have a casual staff member at Medicine Hat Public Library (MHPL) apply. Joleen Gavey is extremely excited about taking on the childrens' programming and is currently registered to start the online MLIS (Master of Library and Information Science) program through U of A in September 2015. She will be attending our Shake, Rattle, & Read on November 24th and starting with us on December 1st.

The Redcliff Mennonite Alternative Program School has contacted me about doing a story time over the winter for the Kindergarten kids, as it will probably be a long cold walk for the little ones to come here and do their library time. Every Wednesday afternoon Joleen or myself will be taking approximately 50 books to the school and the children can exchange them with me. We have a manual excel spreadsheet that we have set up to save time at checkout. The older children, grades 1-9 will still be coming in every Thursday afternoon for their library time.

We held a staff meeting on November 18th, no major issues, just a chance to have discussions on any procedures and concerns.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: Monday, February 9th, 2015

PROPOSED BY: Municipal Manager

TOPIC: Town of Redcliff 2015-2017 Strategic Priorities

PROPOSAL: Adoption of Town of Redcliff 2015-2017 Strategic Priorities

BACKGROUND:

In the fall of 2014, the Town of Redcliff Council along with senior management participated in a 1 and a ½ day workshop in an effort to discuss the municipality's strategic priorities moving forward through 2015-2017.

There are multiple priorities outlined in the strategic priorities report. An important factor for both Council and Administration to consider moving forward is that if other issues/projects (of which are not outlined as the main priorities) are determined a priority by council, the decision will need to be made to remove an existing priority and replace with the new one. The philosophy behind this concept is to achieve optimal efficiency by avoiding an ever-growing list of priorities.

ATTACHMENTS: Town of Redcliff 2015-2017 Strategic Priorities Report

OPTIONS:

1. To adopt the Town of Redcliff 2015-2017 Strategic Priorities Plan.
2. To adopt the Town of Redcliff 2015-2017 Strategic Priorities Plan as amended.

RECOMMENDATION:


Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff 2015-2017 Strategic Priorities Plan be adopted as presented.
2. Councillor _____ moved to adopt the Town of Redcliff 2015-2017 Strategic Priorities Plan as amended.

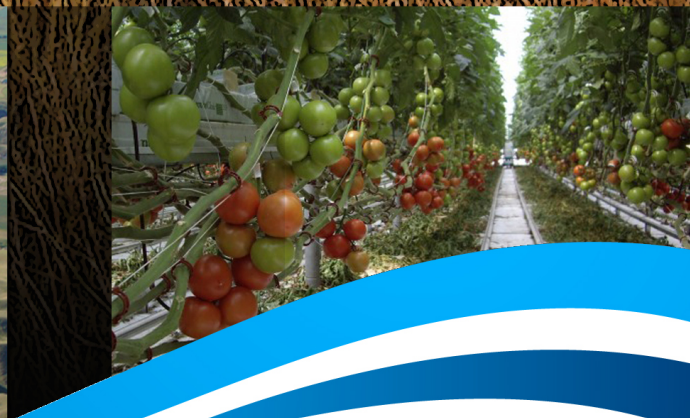
SUBMITTED BY:

Department Head



Municipal Manager

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



STRATEGIC PRIORITIES

OCTOBER 2014

Context

Introduction

Strategic Planning is a process to define an organization's direction, determine long range planning goals and guide decision-making. Most strategic plans address high level initiatives and overarching goals. Metaphorically, a strategic plan is an organizational roadmap.

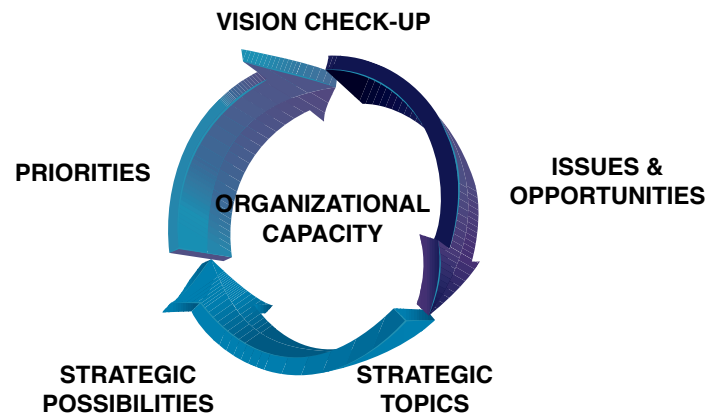
If strategic planning is the roadmap, **Strategic Priority Setting** is the vehicle to reach the destination. In fact, it is a tool to narrow the array of choices facing a local government amidst limited resources.

To assist Council in this process, the Town of Redcliff enlisted the services of Dr. Gordon McIntosh of the Local Government Leadership Institute to facilitate a **Priority Setting Workshop**. The outcomes of this October 2014 session resulted in specific priorities for Council attention NOW as well as NEXT and LATER as resources become available.

The purpose of this report is two-fold:

- To document the process as a reminder of how Council's strategic priorities were identified. Knowledge of the steps and tools used allow Council and Administration to replicate the process thereby keeping strategic priorities current and relevant.
- To document outcomes from the session providing Council with a synopsis of strategic priorities and operational action items along with a detailed work plan to allow for successful follow-up action.

The graphic below illustrates the ever flowing cycle of strategic priority setting. The process and products are documented in the following pages of the report.



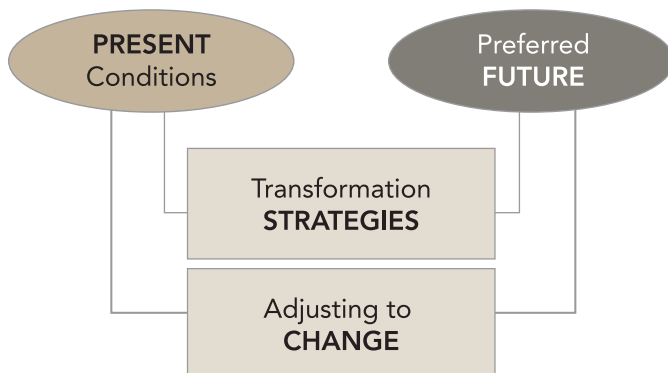
Context

Redcliff is a growing community bordering Medicine Hat on the north bank of the South Saskatchewan River in southern Alberta. The town encompasses a land area of 16.2 km².

The population sits at 5,588 residents - an increase of 9.2% (Statistics Canada 2013).

Redcliff is known as “The Greenhouse Capital of the Prairies”. The long hours of sunlight, inexpensive natural gas, and proximity to the TransCanada Highway have all contributed to the establishment and success of the largest concentration of commercial greenhouses in Western Canada. The town's economic base also includes business support to the oil and gas industry of the region.

Process



Council's priority setting process followed the *open systems model* of strategic planning. Beginning with the end in mind, the preferred future is defined and the community vision is revisited. The next step is looking at the community's present conditions by highlighting the current issues and discussing opportunities facing the Town of Redcliff.

It is the transformation stage of the model where the gap between vision and reality is closed by defining achievable actions and setting priorities. Strategic priority setting steps involve identifying actions, developing strategies and making choices consistent with the mandate and available resources of the Town of Redcliff.

A final critically important element of the process is adjusting to change. Strategic priorities need to be regularly monitored and adapted to changing external conditions and organizational capacity. Once priorities are completed, new ones can take their place. As well, policies and systems must be aligned for successful implementation of strategies.

Vision Check-up

To begin the workshop process, Council and senior staff discussed what success would look like for the Town of Redcliff using four distinct areas of a sustainable community – Economy, Environment, Infrastructure, and Social factors. The framework creates a Vision Checklist that articulates measurable outcomes that can be assessed in quantifiable terms such as amounts or percentages; observable benefits that can be seen or perceived such as feelings and experiences; tangible outputs that are produced such as services and programs delivered to the community.

During the workshop, the checklist was used as a tool to conduct a **Vision Check-up** 'what is working well' (factors that ought to be strengthened) and 'areas for attention' (factors that should be addressed).

Council can utilize this tool to monitor and assess the health and progress of the organization – either internally with staff or externally through public consultation processes. Involving stakeholders allows Council to understand community perspectives from residents, businesses and partners. It causes Council and the organization to think about the big picture not just recent issues, consider external not just internal interests and define measures of success for future analysis of strategic directions and priorities.

A Vision Check-up can be conducted annually as part of Council's priority setting process.

VISION CHECK-UP			October 2014
EXPECTATIONS	WHAT WORKS WELL	AREAS FOR ATTENTION	
ENVIRONMENT Human Environment Community Aesthetics Natural Area Protection Environmental Quality Clean air /air quality Mitchell Street garbage cans Exceptional water quality Land use recycle program Well maintained town Energy conservation plan	<ul style="list-style-type: none"> • Trail system • Parks and recreation • Bottle depot • New water treatment plant • Land fill • Promote community aesthetics 	<ul style="list-style-type: none"> • Recycle facility programming • Multigenerational community • Community transport plan • Organic composting • Erosion protection • Use of storm water • Infrastructure protection 	
ECONOMY Job Creation Business Retention Business Growth Business Attraction Community Image Community Sustainability Sufficient land for growth Population growth New pavement Active construction Increased tax base Infrastructure growth capacity Low unemployment Sufficient labour force	<ul style="list-style-type: none"> • Residential growth • Full industrial park • Greenhouses • Low unemployment • Agriculture base • Access to Medicine Hat • Building opportunities • Infill lots 	<ul style="list-style-type: none"> • Market transportation access • Commercial / industrial lots • Medical professionals • Shopping local • Aging infrastructure • Affordable housing • Seniors housing 	

VISION CHECK-UP			October 2014
EXPECTATIONS	WHAT WORKS WELL	AREAS FOR ATTENTION	
INFRASTRUCTURE Transportation Utilities Facilities Community Systems Service Delivery Sufficient clean water Reliable sewer collection Quality roads Diverse recreation facilities Storm system capacity Safe pedestrian network Street lighting for safety Parks and green space	<ul style="list-style-type: none"> • Good trail system • New water treatment plant • Quick repair response times • Infrastructure maintenance • Adequate recreation & parks facilities 	<ul style="list-style-type: none"> • Public transportation • Inflow & infiltration compliance • Aging infrastructure • Aging facilities • Infrastructure funding • Infrastructure planning • Clearly defined service levels • Efficient street lighting • Infrastructure expansion • Equipment storage space 	
SOCIAL Arts & Culture Support Network Citizen & Property Safety Healthy Lifestyles Health Service Access Sense of Heritage FCSS programming Professional clinic Extended care facility Multiple recreation facilities Diverse community groups Safe community Golf course Museum Library	<ul style="list-style-type: none"> • Parks and trails • Recreation opportunities • Sporting events • Community programs • Community events • Christmas lights / seasonal aesthetics • 670 collective • Safe community 	<ul style="list-style-type: none"> • Professional clinic • Skate board park • Arena • Community hall • heritage site • Off leash dog park • Animal bylaw • Community group coordination 	

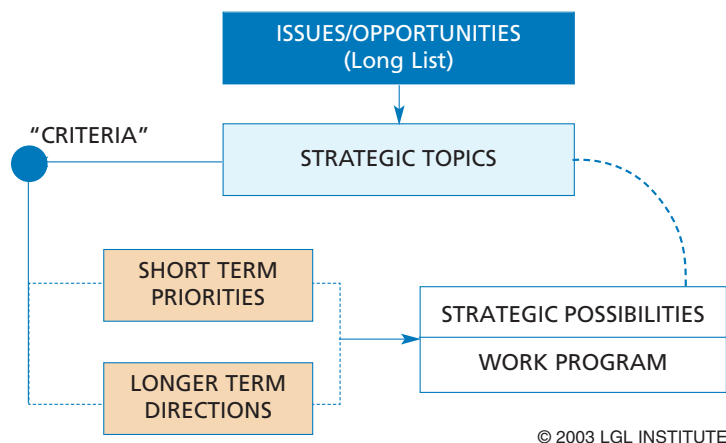
Issues and Opportunities

Before designing a building, architects survey the landscape – then they bring the client’s vision into existence. Following this notion, by surveying the landscape of the community Council is better prepared to address public expectations and needs. The end result is key strategic topics to be addressed in the priority setting process. During the October workshop, Council identified a list of current and emerging issues and opportunities facing the Town of Redcliff.

LONG LIST					
‘C’ indicates Council scoring. ‘S’ indicates staff scoring.					
ISSUE / OPPORTUNITY	C	S	ISSUE / OPPORTUNITY	C	S
Green house development	2	-	Organic composting	4	9
Attract private developments	11	6	Aging infrastructure	39	25
Parks and trails	15	4	Stop petitions	-	-
Prioritize economical needs	14	-	Volunteer committee for events centre	-	-
Transparent governance	-	-	Regional plans	3	-
Maximize land reserves	2	3	Creating employment opportunities	-	-
Youth strategy - programs & facilities	-	1	Housing options	-	8
Snow removal strategy	-	-	Amalgamation - Medicine Hat	10	14
Citizen engagement / communication	3	18	Bylaw enforcement	-	-
Difficult citizen groups	-	9	Staff succession planning	-	7
Trans Canada underpass	-	-	Establish EMP	6	10
Expanding sewer	23	9	Firehall	1	-
Enhancing volunteer partnerships	9	-	Fire Dept. equipment / training	-	-
Amalgamate Fire Dept.	3	-	Garbage bins on Mitchell	3	-
Working closer with neighbours	13	-	Groundwater collection system	17	10
Solid waste management / strategy	9	13	New water treatment plant	11	11
Water consumption costs	4	-	Sanitary sewer infiltration strategy	19	29
Development enforcement	-	10	2015 tax increase	-	-
Tourism	-	-	Recreation Master Plan	3	15
Major grocery store	-	6	Grant funding position	-	5
Health & Occupational Safety Strategy	-	10	Commercial growth	15	14
Self-sustaining community	-	2	Defined level of service	6	26
Prioritize need with budget	5	5	Agin facilities	27	6
Staffing levels	6	1	Public transport	7	17
Recycling	12	8	Lane/Road Maintenance Strategy	-	3

LONG LIST					
'C' indicates Council scoring. 'S' indicates staff scoring.					
ISSUE / OPPORTUNITY	C	S	ISSUE / OPPORTUNITY	C	S
Keep small town feel	-	7	Planning & development process	7	2
Staff Recruitment/Retention Strategy	3	11	Competency development	3	-
High School	3	-	Downtown revitalization	7	3
Efficient use of grant funding	-	5	Business attraction	8	6
Building accreditation	-	-	Retaining senior citizens in Redcliff	8	7
Marketing the town	-	-	Pet Bylaw	9	-
Recreation trailer park	10	2	Daycare	-	9
Risk management	-	10	Alternate revenue	-	10
Sustainable energy	-	1	Internal communication	-	-
Town Hall expansion	4	-			

Issues and Opportunities to Priorities



The long list of items was scored with both Council and staff choosing their 'top ten' items from the list. The facilitator extracted the overall top ranked items forming a short-list of issues and opportunities (see next page). Some items were ranked higher by Council or staff and some were common to both. The short list contains Council driven matters and staff-lead items.

Issues and Opportunities - Short List

SHORT LIST			
ISSUE / OPPORTUNITY	COUNCIL	STAFF	TOTAL
AGING INFRASTRUCTURE	39 (#1)	25 (#3)	64
SANITARY INFILTRATION STRATEGY	19 (#4)	26 (#1)	45
AGING FACILITIES	27 (#2)	6	33
Defined Level of Service	6	26 (#2)	32
EXPANDING SEWER	23 (#3)	9	32
COMMERCIAL GROWTH	15 (#6)	14 (#7)	29
DOCTOR'S OFFICE	17 (#5)	10	27
Public Transport	7	17 (#5)	24
Amalgamation	10	14 (#8)	24
WATER TREATMENT PLANT	11 (#10)	11 (#10)	22
Citizen Engagement	3	18 (#4)	21
Solid Waste	9	13 (#9)	21
PARKS & TRAILS	15 (#6)	4	19
Recreation Master Plan	3	15 (#6)	18
ECONOMIC DEVELOPMENT NEEDS	14 (#7)	-	14
Staff Recruitment	3	11 (#11)	14
REGIONAL COLLABORATION	13 (#8)	-	13
RECYCLING	12 (#9)	-	12
BOLD CAPITALS = COUNCIL / STAFF COMMON ITEMS CAPITALS = COUNCIL ITEMS and Title Case = Staff lead items			

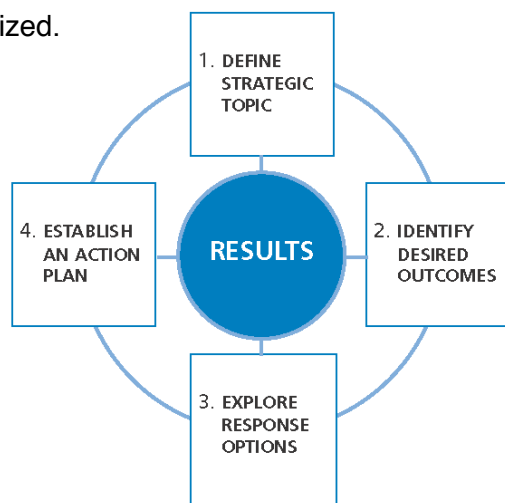
Strategic Topics

The Issue and Opportunity Short List was reviewed and discussed. From this discussion, Council developed a list of Strategic Topics, which became the focus of the priority setting process. The Strategic Topic list is not the same as the issue short list. There may be several items captured within one topic. Council agreed to explore the following strategic topics:

1. Aging Infrastructure / Facilities
2. Sanitary Infiltration
3. Sewer Capacity
4. Economic Development
5. Industrial Growth
6. Regional Collaboration/Amalgamation
7. Solid Waste / Recycling Strategy
8. Parks & Trails
9. Doctor's Office
10. Water Treatment Plant
11. Defined Service Levels
12. Recreation Master Plan
13. Citizen Engagement

Seeing the Possibilities

Moving towards something that is desirable, the possibilities are immense. To move from strategic topics to strategic priorities, a four-step process, the **Solution Seeking Model**, was utilized.



Participants began by clarifying the strategic topic, then identifying desired outcomes if the topic was successfully addressed. Next, options or ways to achieve the desired outcome were explored and a 'preferred strategy' was selected.

The solution seeking discussion generated enough information to consider the strategic topics as *strategic possibilities*. This does not make them priorities – yet. There are too many of them given the organization's limited capacity. An organization's capacity box is not readily visible but does have limitations or boundaries. It is useful to look at organizational capacity as a box of balls. If the box is full then Council must be realistic about putting more initiatives inside. Some of the limitations include:

- Policy – procedures that define mandate and roles
- Finances – available net resources
- Culture – norms delineating acceptable behaviours
- Risk – tolerance for organization and legal exposure
- Human resources – available staff and competency levels

These capacity box elements are impacted by dynamic internal and external factors:

- Funding – available funding beyond day-to-day operations
- Scrutiny – level of visibility for organizational actions
- Demands – diverse requests from clients and the public
- Environment – conditions impacting the organization
- Support – legitimacy and trust among stakeholders

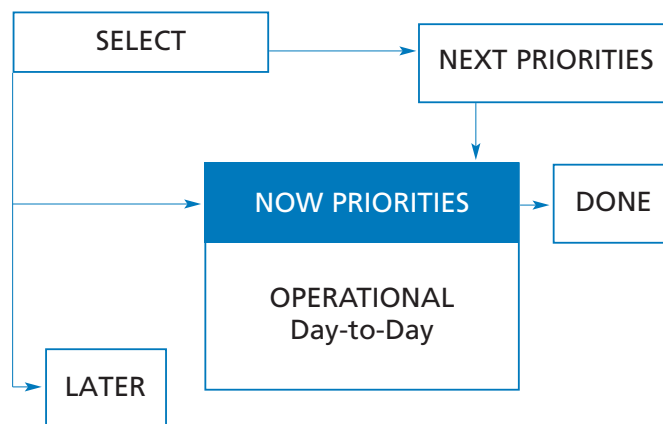
STRATEGIC POSSIBILITIES	
STRATEGIC TOPIC DISPOSITION	ACTION
1. AGING INFRASTRUCTURE / FACILITIES <i>Capital Plan Priority List</i> (COUNCIL NEXT ITEM)	<ul style="list-style-type: none"> Inventory and assess condition of current facilities. Determine needs for population of 10,000 and identify gaps and costs. Create priority list for inclusion in the capital plan.
2. SANITARY INFILTRATION <i>Analysis Report</i> (COUNCIL NOW PRIORITY)	<ul style="list-style-type: none"> Identify target hotspots, solutions, cost analysis and determine priorities for Council approval and inclusion in the 2015 capital budget.
3. SEWER CAPACITY <i>Expansion Agreement</i> COUNCIL NOW PRIORITY)	<ul style="list-style-type: none"> Negotiate sewer system expansion agreement with the City of Medicine Hat to increase capacity for growth.
4. ECONOMIC DEVELOPMENT <i>Economic Development Strategy</i> (COUNCIL NEXT ITEM)	<ul style="list-style-type: none"> Develop terms of reference for an economic development strategy and appoint a task force to inventory current assets, determine gaps, identify needs and develop action plan.
5. INDUSTRIAL GROWTH <i>Industrial Service Strategy</i> <i>Zoning Bylaw Amendment</i> (COUNCIL NEXT ITEM)	<ul style="list-style-type: none"> Determine option to pursue development and servicing of industrial land and include actions in the economic development strategy. Amend zoning bylaw to accommodate servicing option.
6. REGIONAL COLLABORATION <i>Joint Session</i> (COUNCIL NOW PRIORITY)	<ul style="list-style-type: none"> Meet with the City of Medicine Hat and Cypress County in a joint session to explore common interests relative to service projects and priorities.
7. SOLID WASTE / RECYCLING <i>Recycling Service Feasibility Study</i> (COUNCIL NEXT ITEM)	<ul style="list-style-type: none"> Include research and feasibility study funding in 2015 budget to investigate the development and implementation of a recycling service strategy in 2017.
8. PARKS & TRAILS <i>Capital Plan Priorities</i> (COUNCIL NEXT ITEM)	<ul style="list-style-type: none"> Inventory current assets to establish gaps and identify future expansion needs. Develop a list of priorities to be included in the Capital Plan noted above.
9. DOCTOR'S OFFICE <i>Committee Recommendation</i> (COUNCIL NOW PRIORITY)	<ul style="list-style-type: none"> Appoint a committee to research other municipalities and Alberta Health Service resources to provide recommendations re: recruitment of medical services and doctors as a medical clinic.
10. WATER TREATMENT PLANT <i>Project Completion</i> (COUNCIL ADVOCACY ITEM)	<ul style="list-style-type: none"> Complete project and meet with the Province to ensure funding is received prior to June 2015.
11. SERVICE LEVELS <i>Service Capacity Review</i> (COUNCIL NOW PRIORITY)	<ul style="list-style-type: none"> Undertake comprehensive review of Town services and available resources to ensure desired services and service levels align with staff and resource capacity.
12. RECREATION <i>Recreation Master Plan</i> (COUNCIL NEXT ITEM)	<ul style="list-style-type: none"> Develop terms of reference for a Recreation Master Plan that looks at service and capital requirements for future recreation development, upgrades, maintenance and programming.
13. CITIZEN ENGAGEMENT <i>Citizen Concern Process</i> (Operational Item)	<ul style="list-style-type: none"> Implement the use of <i>Request for Decision</i> agenda format with a prompt for staff to recommend appropriate citizen engagement techniques Develop citizen concern and response process.

Results

Strategic Priorities

Based on the number of topics, organizational capacity and the application of the reality, urgency and responsibility criteria, the strategic topics were translated into five **strategic priorities** to be addressed NOW (see Strategic Priorities Chart, next page).

The Strategic Priorities Chart captures Council's priorities and operational strategies at the time of the October workshop. Items listed in **BOLD CAPITALS** indicate priorities Council wishes to address NOW. These items automatically enter the appropriate operational unit at the bottom of the chart. This shows the alignment of staff work with Council direction. Items listed in CAPITALS indicate priorities that will be addressed NEXT or when a NOW item is completed. **Bold** items indicate Organizational Improvements to maximize Council and staff capacity as well as excellence in governance.



In addition to Council priorities, there are other strategic matters receiving the attention of Administration. These Operational Strategies are noted in regular font on the Strategic Priorities Chart.

The utility of the priority setting process is evident in the number of items that can truly be acted upon as **Strategic Priorities**. The focus is on **five** NOW priorities. When these are completed, one-by-one they are replaced with NEXT items. LATER items or NEW items are not lost. They are reviewed using specific criteria and move up the list as resources become available or as new needs emerge. Accomplishments are achievable - not just words on paper.

To this end, the Strategic Priorities Chart should be reviewed regularly as a reminder of the organization's capacity to make adjustments, change priorities and celebrate achievements. It should be included in every Council meeting agenda as a constant reference, updated monthly by the CAO (Chief Administrative Officer) with Council and reviewed quarterly by the CAO with Council and with staff.

STRATEGIC PRIORITIES CHART

October 2014

CORPORATE PRIORITIES (Council/CAO)

NOW

1. **SANITARY INFILTRATION: Analysis Report**
2. **SEWER EXPANSION: City Agreement**
3. **REGIONAL COLLABORATION: Joint Session**
4. **DOCTOR RECRUITMENT: Recommendation**
5. **SERVICE CAPACITY REVIEW: Terms of Reference**

TIMELINE

November 2014
October 2015
January 2015
June 2015
December 2014

NEXT

- ECONOMIC DEVELOPMENT STRATEGY
- INDUSTRIAL SERVICING STRATEGY
- INDUSTRIAL ZONING: Bylaw Amendment
- RECREATION MASTER PLAN: Terms of Ref.
- CAPITAL FUNDING STRATEGY
- RECYCLING SERVICE: Feasibility

ADVOCACY / PARTNERSHIPS

- **Water Treatment Funding** (Province)
- **Recreation Master Plan: Collaboration** (County)

OPERATIONAL STRATEGIES (CAO/Staff)

CHIEF ADMINISTRATIVE OFFICER (Arlos)

1. **REGIONAL COLLABORATION: Session - Jan.**
2. **SERVICE CAPACITY REVIEW: ToR - Dec.**
3. Citizen Concern System: Online Tracking - Oct.

- ECONOMIC DEV. STRATEGY: ToR
- SEWER EXPANSION: City Agreement

COMMUNITY / PROTECTIVE (Kim)

1. **DR. RECRUITMENT: Recommendation - June**
2. RECREATION MASTER PLAN: ToR - Nov.
3. Transportation Plan: ToR - Oct.

- Emergency Measures Plan
- Internal Staff Survey

PUBLIC SERVICES (Jamie)

1. Facilities Analysis - Sept.
2. Solid Waste Strategy - Dec.
3. O H & S Strategy - May

- Retention & Recruitment Strategy
- Roads & Maintenance Program

FINANCE (Jennifer)

1. Redesign Financial Reports - April
2. Utility Rate Review - June
3. Cash Flow Projections System - April

- CAPITAL FUNDING STRATEGY
- Water Treatment Plant Funding

ENGINEERING (Khalil)

1. **SANITARY INFILTRATION: Report - Nov.**
2. Water Treatment Plant: Completion - Dec.
3. Infrastructure Analysis - Sept.

- INDUSTRIAL SERVICING STRATEGIES
- Engineering Standards Review

LEGISLATIVE / PLANNING (Shanon)

1. Bylaw / Policy Review - Dec.
2. Development Enforcement Strategy - June
3. Statutory Plans: Document Review Schedule - Oct.

- Building Accreditation
- Land Sales Strategy

CODES: **BOLD CAPITALS** = NOW Priorities; **CAPITALS** = NEXT Priorities; *Italics* = Advocacy;
Regular Title Case = Operational Strategies

Strategic Priorities Work Program

As the final stage in the solution seeking process, an action plan was developed that identifies resources and responsibilities to implement Council's priorities. The Strategic Priorities Work Program is used to determine the activities and resources required to implement strategic priorities. It is necessary for:

- **Budgeting** – the true acid test for a strategic priority is whether it gets funds within the annual budget process. If not it should move to NEXT status.
- **Work Planning** – the CAO will be better equipped to assign work knowing the time and effort required of staff to implement Council priorities.
- **Performance Monitoring** – Council will be able to perform its oversight role better if there are timeframes to monitor progress and results.

The Work Program lays out what is necessary from staff and / or partners to implement a strategic priority. The Work Program clearly itemizes Council expectations in terms of:

- **Who** – responsibility for implementation and decisions
- **Why** – success indicators to monitor progress and results
- **What** – specific task and activities that need to be done
- **When** – sequencing of activities with target dates
- **How** – human, material and fiscal resources required

The Strategic Priorities Work Program defines the desired outcomes for each priority (column 1), options for achieving the priority (column 2) and actions, responsibility and timelines (column 3).

Regular updating of the chart ensures that everyone is '**on the same page**'. Roles are clear, the focus is defined and progress is monitored and celebrated. Extracted from the report, the Strategic Priorities Chart and Work Program are intended to be working documents, updated regularly.



Strategic Priority Work Program

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, When
NOW		
1. SANITARY INFILTRATION (Khalil) <i>How do we ensure the sanitary sewer system is in good working order?</i> * System Analysis Report <ul style="list-style-type: none"> Hotspots identified Maintenance / repair priorities determined Funding allocated in capital plan System capacity for growth 	<ul style="list-style-type: none"> In house Consultant Combination 	<ol style="list-style-type: none"> Identify targets - Nov. Determine Council priorities - Jan. 2015 Phase projects as per capital plan - Jan 2015 Tender Phase I
2. SEWER EXPANSION (Arlos) <i>How do we work with the City to expand the sewer gate and increase sewer capacity for growth?</i> * City Agreement <ul style="list-style-type: none"> Volumes defined Retrofit costs identified Fees determined Responsibilities negotiated Funding allocated Phases and timeline determined 	<ul style="list-style-type: none"> In house Consultant Combination 	<ol style="list-style-type: none"> Negotiate agreement - Oct. to Dec. 2014 Determine funding - June Construction tender
3. REGIONAL COLLABORATION (Arlos) <i>How do we define common interests to reduce costs and increase service delivery?</i> * Joint Collaboration Session <ul style="list-style-type: none"> Common interests defined Relationship principles defined Benefits and pitfalls identified Funding opportunities leveraged and maximized Regional competition decreased Service efficiencies increased 	<ul style="list-style-type: none"> County City Joint 	<ol style="list-style-type: none"> Host joint session - Jan. 2015 Define common interests Conduct joint strategy session - June Develop regional action plan - July

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, When
4. DOCTOR RECRUITMENT (Kim) <i>How do we influence primary medical services in the community?</i> * Recommendation Report <ul style="list-style-type: none"> • Community clinic • Easy and consistent access to services • Economic asset • Retention of residents • Healthy community 	CLINIC <ul style="list-style-type: none"> • Private space • Municipal operation INCENTIVE OPTIONS <ul style="list-style-type: none"> • Rent free space • Municipal grant • Financial bonus 	<ol style="list-style-type: none"> 1. Appoint committee to review options 2. Review municipal best practices 3. Investigate AHS resources 4. Interim recommendation report - Mar. 2015 5. Review Committee recommendations - Prior to June 2015
5. SERVICE CAPACITY REVIEW (Arlos) <i>How can we maximize our service capacity?</i> * Service Capacity Review <ul style="list-style-type: none"> • Complete service inventory • Define service expectations • Identify efficiencies • Assess current service delivery • Assess effectiveness of services • Positive staff morale • Attraction and retention of employees 	<ul style="list-style-type: none"> • In house • Consultant • In-house with facilitator • Comprehensive Review • Targeted Review 	<ol style="list-style-type: none"> 1. Assemble inventory - April 2015 2. Conduct workshop - June 2015 3. Confirm targets - June 2015 4. Assess adjustment options - Aug. 2015 5. Approve service adjustment strategy - Sept. 2015
NEXT		
ECONOMIC DEVELOPMENT (Arlos) <i>What is our strategy to grow the business community?</i> * Economic Development Strategy <ul style="list-style-type: none"> • Attract targeted industry and businesses • Increase jobs • Diversify the economy • Grow the population • Increase tax base • Provide necessary infrastructure for growth • Ensure lot / land availability • Define role in REDA & PEP 	<ul style="list-style-type: none"> • In house • Consultant • Combination 	<ol style="list-style-type: none"> 1. Develop terms of reference - Dec. 2. Assemble inventory 3. Define vision & expectations for the future 4. Identify sector gaps 5. Define Town role 6. Develop strategy and action plan

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, When
<p>INDUSTRIAL SERVICING (Kahlil) <i>Now that we know cost of services, what are our options?</i> * Industrial Servicing Strategy</p> <ul style="list-style-type: none"> • Sufficient capacity for growth • New business attraction • Increased tax base • Solid and sustained funding model • Proactive approach • Defined focus and targets • Diverse economy 	<ul style="list-style-type: none"> • Town • Private developer • Partnership 	<p>SERVICING STRATEGY</p> <ol style="list-style-type: none"> 1. Develop terms of reference <p>DEVELOPMENT</p> <ol style="list-style-type: none"> 1. Issue an Expression of Interest - Dec. 2015
<p>INDUSTRIAL ZONING (Shanon) <i>How do we ensure land availability for industrial growth?</i> * Zoning Bylaw Amendment</p> <ul style="list-style-type: none"> • Location and size of lots • Permissible building types • Parking and landscaping restrictions • Process for development applications • Alignment with Economic Development Strategy 	<ul style="list-style-type: none"> • In house • Consultant • Combination 	<ol style="list-style-type: none"> 1. Draft amendment - Nov. 2014 2. Bylaw approval process - April 2015
<p>RECREATION MASTER PLAN (Kim) <i>How do we plan for recreation facilities and infrastructure?</i> * Master Plan</p> <ul style="list-style-type: none"> • Wide range of recreation options • Active and healthy community • Cross generational recreational opportunities • Trail networks • Parks and open space • Youth to senior recreational opportunities • Fitness and well-being of residents 	<ul style="list-style-type: none"> • In house • Consultant • Combination • Town • County partnership 	<p>PARTNERS</p> <ol style="list-style-type: none"> 1. Meet with partners - Jan. 2015 2. Convene collaboration committee - Feb. 3. Determine process & secure funding - Dec. 2015 4. Develop plan - 2016 <p>TOWN ALTERNATIVE</p> <ol style="list-style-type: none"> 1. Define philosophy 2. Develop terms of reference - Dec. 2015

PRIORITY/Desired Outcomes	OPTIONS/ Strategy	ACTION - What, When
<p>CAPITAL PLAN (Jennifer)</p> <p><i>How do we allocate current and future capital funding and what are the priorities?</i></p> <p>* Capital Funding Strategy</p> <ul style="list-style-type: none"> • Current and future needs assessed • Operating and maintenance costs known • Funding sources identified • Priorities determined • Comprehensive inventory • Efficient and safe systems and facilities • Inventory of projects 	<ul style="list-style-type: none"> • In house • Consultant • Combination 	<ol style="list-style-type: none"> 1. Create inventory of existing / future projects 2. Assess needs & gaps 3. Assess funding options 4. Identify funding gaps 5. Develop long term strategy
<p>RECYCLING (Jamie)</p> <p><i>How do we determine requirements and allocate funding for recycling, waste diversion and energy programs?</i></p> <p>* Solid Waste Strategy</p> <ul style="list-style-type: none"> • Recycling program development • Landfill diversion • Efficient affordable service • Reduce environmental footprint • Meet public expectations 	<ul style="list-style-type: none"> • In house • Consultant • Combination 	<ol style="list-style-type: none"> 1. Undertake research - Oct. 2015 2. Select preferred option - Dec. 2015 3. Analyze implementation options - Dec. 2016 4. Implement program - Mar. 2017
ADVOCACY		
<p>WATER TREATMENT</p> <p>* Funding</p>	<ul style="list-style-type: none"> • <i>Receive funding from the Province by June.</i> 	
<p>RECREATION MASTER PLAN</p> <p>* Collaboration</p>	<ul style="list-style-type: none"> • <i>Meet with City of Medicine Hat and Cypress County to identify shared recreation needs and interests.</i> 	

Bolded items indicate the Council **priority**, the preferred **option** to achieve the outcome and the primary **action** necessary to address the priority. The question used by the Council to focus their priority setting discussion is *italicized*.

"How could I have failed him when I knew he wanted to hurt himself?
I want to give up on life completely..."

– Kim*, Kids Help Phone caller

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

RECEIVED
JAN 28 2015
TOWN OF REDCLIFF

January 21, 2015

Dear Mayor Hazelaar,

Kim and Peter, both 14 years old, were good friends. So it wasn't surprising that he turned to her when he felt like taking his own life — and just like a good friend, Kim talked him out of it.

Tragically, days later, Peter went through with it anyway — leaving Kim shocked, alone and believing it was all her fault.

The death of a close friend is a terrible weight for a young person to bear. Thanks in part to your past support, Kim was able to turn to Kids Help Phone for help.

Professional counsellor, Maggie, was there when Kim reached out. "I feel bad all the time," Kim said to Maggie on the phone. "How could I have failed Peter when I knew he wanted to hurt himself? I want to give up on life all together."

Maggie began by acknowledging how much strength it took Kim to call, and how kind it was for Kim to be there for her friend when he needed her. "After making sure that she was safe, I talked with her to help her realize that she was in no way responsible for Peter's actions," says Maggie. "Also, that grieving the loss of someone we care about is an incredibly painful process that can take a long time."

Maggie asked Kim to remember another difficult time in her life, and think through the steps she took then to help herself cope. Together, they considered whether these were coping strategies that could be applied to her present situation. She also encouraged Kim to think about her own dreams for the future. By the end of the two-hour call, Kim was feeling more hopeful, and was also beginning to realize that her friend didn't die because of anything *she* did wrong.

I'm telling you about Kim's story today because it shows just how vital it is that professional counsellors are always available for kids who need someone who will listen.

Kids reach out to Kids Help Phone, both online and by phone, 500 times a day. Every time a kid is able to reach one of our counsellors, it's because of your generosity. You are the essential partner in the work we do to help kids.

That's why, as another year begins, it's so important that you renew your support. I hope you will remember all the young people like Kim who will contact us in the months to come and donate again now.

You've been such a kind supporter in the past — thank you! Your contribution as a donor has already made such a difference to kids living in Redcliff. **I hope you will renew your support in 2015 with a gift of \$500, \$625 or \$750 today.** You can send your donation in the enclosed postage-paid envelope, call us toll-free at 1-800-268-3062, or visit kidshelpphone.ca/donate.

KidsHelpPhone.ca
1 800 668 6868

Kids Help Phone

439 University Avenue, Suite 300 • Toronto, ON • M5G 1Y8
toll-free 1-800-268-3062 • tel 416-586-5437 • fax 416-586-0651

I invite you to take a look at the enclosed report. It shows just how much of an impact you've had on the young people who contact us for help. Thanks to you, kids have been able to get in touch more often and with increasingly more complex concerns.

Your gift today will make sure we can give immediate support in crisis situations. It will also allow us to help tens of thousands of young people learn skills to cope with their challenges and issues, as well as manage their anxieties.

The beginning of a new year is also a great time to consider joining our *Always There* monthly giving program. Monthly giving is the most impactful way to give because it's quick to set up, easier on your budget, and helps to provide a steady source of funding to ensure that more kids are able to get the help they need.

Helping even one child with your support will make a world of difference. You allow our service to operate 24/7/365. You make professional counsellors available in both languages, on the phone, through *Live Chat* and via our web post service *Ask Us Online*.

When Kim called us, she felt defeated and lost. By the end of the call, Maggie had helped her find some hope for the future. She'd shown Kim — as all our counsellors strive to do when children, adolescents and young adults reach out — that she had the inner strength to get through this challenging time.

Thank you again for your support in the past. We couldn't help kids the way we do without you by our side. Please make your 2015 gift now, so we can continue to be available to kids in Canada, whenever they need us.

Sincerely,



Sharon Wood
President and CEO

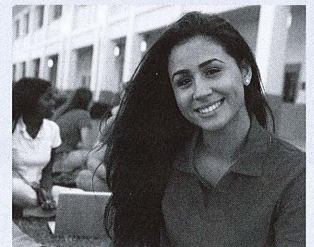
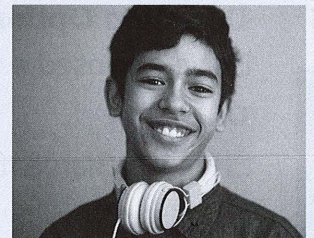
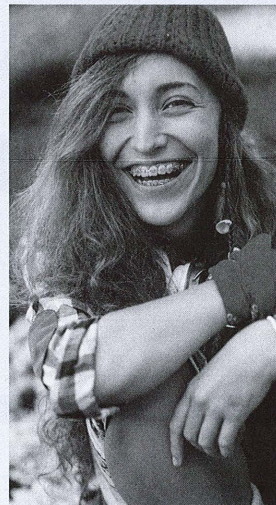
P.S. We need your help now to make sure we can immediately respond to the young people who reach out to us in 2015. Please renew your support today.

*Based on a child's true story. Her name, the name of the counsellor and friend, as well as the details of the story have been changed to protect their anonymity and confidentiality.

"To all counsellors and everyone at Kids Help Phone – Thank you for all your help to everyone, I know we all appreciate it because it's nice having someone to turn to for help with anything!!! I know I speak for everyone when I say thank you. Give yourselves a round of applause."

"Hey! I just wanted to say thank you to everyone who has been responding to the people who have been writing posts on here! Your forums are absolutely amazing and the help that you give to people is astounding!"

"You guys are the only ones who I think I can really tell EVERYTHING that is going on with me. I don't think I can ever tell anyone that I have had thoughts of suicide and that I still have them sometimes. I don't think I can tell other people how I really, truly feel. Thanks for being here for me and for all of the kids/teens in Canada."



An Organization You Can Trust

In 2012, Kids Help Phone was accredited by Imagine Canada's Standards Program for excellence in non-profit accountability, transparency and governance. Designed to strengthen public confidence in the charitable and non-profit sector, this program is the first of its kind at a national level and offers accreditation to charities and non-profits that can demonstrate excellence in five key areas: Board governance, financial accountability and transparency, fundraising, staff management, and volunteer involvement.

The Standards Program Trustmark is a mark of Imagine Canada used under licence by Kids Help Phone.



Being there for your privacy

The information we collect is used to process donations, keep our donors informed about Kids Help Phone, and ask for their support to continue to provide caring, professional support to kids in Canada.

If at any time you wish to be excluded from such communications, call us at 1-800-268-3062, email us at info@kidshelpphone.ca or write us at 300-439 University Avenue, Toronto, ON M5G 1Y8 and we will be pleased to comply.

The names of donors who give \$1,000 or more cumulatively within a year will also be listed in our Annual Report. Should you wish to not have your name listed in the Annual Report, please check here ☐.

In an effort to be there for more kids, we trade our mailing list with other reputable charities. If you would not like your name and address to be shared, please check here ☐.



Office of the Mayor

580 First Street SE
Medicine Hat, AB T1A 8E6
Tel: (403) 529-8181
Fax: (403) 529-8182
Email: mayor@medicinehat.ca

January 16, 2015

Mr. Ernie Reimer,
Mayor
Town of Redcliff
PO Box 40
Redcliff, Alberta T0J 2P0

RECEIVED
JAN 22 2015
TOWN OF REDCLIFF

Dear Mr. Reimer:

On behalf of the City of Medicine Hat; specifically City Council and the Medicine Hat Regional Event Centre Fundraising Initiative, I would like to sincerely thank yourself and Council for your generous contribution of \$10,000 per year, over 10 years to the Medicine Hat Regional Event Centre.

The City is very excited about the Medicine Hat Regional Event Centre, and is looking forward to opening the doors in August/September 2015. The new public building will have a seating capacity of 7,055 for concerts and 6,129 for hockey games, and will host world class events including concerts, entertainers, conferences and trade shows, figure skating, curling events and much more. The Regional Event Centre of course will also be home to the Western Hockey League's Medicine Hat Tigers, and will have the capability to host the Memorial Cup if so desired.

Your donation to the multi-use facility will help ensure the success of the project within the community now and into the future. We encourage you, your family and friends to utilize and enjoy all that the facility is going to offer. See you there!

Sincerely,

Ted Clugston,
Mayor

c: Members of Medicine Hat City Council
Merete Heggelund, Chief Administrative Officer of Municipal Services
Karen Charlton, Commissioner of Public Services

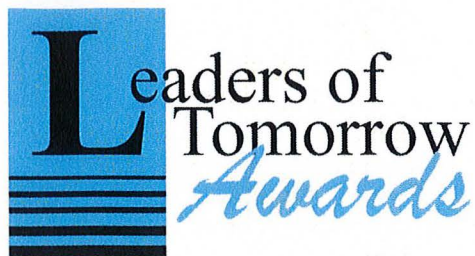
Feb 5, 2015

Mayor and Town Council

The Community Garden in Redcliff had a very successful season last year. We had a very well attended garden tour. Our garden is becoming a show case garden as we have many diverse gardeners, a permaculture plot, a herb garden and a learning garden. Probably the most fun is hosting school children from IF Cox. Their interest and enthusiasm to smell, taste, and take home things. (However Moms might not appreciate pockets full of seeds!)

This year we have plans for more diverse gardening concepts. The water fees from the Town being reimbursed is so greatly appreciated

Rosemary Page



RECEIVED
FEB 02 2015
TOWN OF REDCLIFF

January 30, 2015

Dear Leaders of Tomorrow Sponsor,

It is once again time to recognize the contributions of young people in our communities through the **Leaders of Tomorrow Awards**. This program recognizes young people who have made outstanding contributions to their community through volunteering.

Please share this information with your staff to nominate one or more youth who deserve recognition for their volunteer work.

Enclosed please find one poster, one brochure with a sample nomination form and two sample reference forms. Please complete the on-line nomination forms by visiting www.medicinehat.ca/leadersoftomorrow. If you have questions, please call the City of Medicine Hat's Social Development Department at 403.529.8316.

Please email completed nominations and references to: sjago@cmha-aser.ca and include a .jpg photo of the nominee. The entry deadline is noon on Friday, March 13, 2015.

Please Note: Only complete nomination packages received through email in Word format with a current high quality photo of the nominee in .jpg format will be considered.

Thank you for distributing the information and nominating impressive young volunteers. We look forward to meeting the 2015 Leaders of Tomorrow nominees.

Sincerely,

Ashley Howes
Chair - Leaders of Tomorrow Awards Committee

Enclosures:

- 1 Leaders of Tomorrow Poster
- 1 Brochure with sample Nomination and Reference Forms



"The Leaders of Tomorrow program is a great opportunity to recognize the youth that have started volunteering to enhance our community. We would like to congratulate all recipients."

- LeRay Pahl, President
Medicine Hat Exhibition & Stampede



"Leaders of Tomorrow made me feel really special and makes me want to continue to be a leader for the rest of my life. I believe it is important to help people and to work together for a common goal. Sometimes it only takes one person's voice to create change."

- Dyllan Henderson, 2014 Leader of Tomorrow

"It is important to recognize our youth volunteers for the impact they have in our community around a broad range of issues for it can often lead them to a lifetime of giving back while inspiring others to do the same."



Medicine Hat
The Gas City

- Mayor Ted Clugston,
City of Medicine Hat



"Leaders of tomorrow is a very inspiring and life changing program. It allows young men and women of our community get a head start in college and university."

- Liam McPhail, 2013 Leader of Tomorrow

"It's such a privilege to be involved with Leaders of Tomorrow in recognizing young people for the leadership they provide in our community. The young people we have met over the years are true leaders and an excellent example for others."

Mike Hertz, Medicine Hat News



At Home With You Since 1885
MEDICINE HAT NEWS

Leaders of Tomorrow Awards

NOMINATION INFORMATION

"I am pleased to support and salute
young volunteers who have
made outstanding
contributions to our
community"

Ms. Terri Clark,
Honourary Chairperson



RIVER
DENTAL

Ebel's Limousines
& Event Decor



Canadian Mental
Health Association
Alberta Southeast Region
Mental Health for all



MEDICINE HAT SUNRISE ROTARY CLUB



TELUS
the future is friendly.



Medicine Hat
The Gas City



At Home With You Since 1885
MEDICINE HAT NEWS





The Leaders of Tomorrow (LOT) Awards recognize young people who have made outstanding contributions to their community through volunteering.

Actions such as walking dogs each week at the SPCA, regularly shoveling a neighbour's walkway after a snowfall, or raising awareness and funds to bring clean water to an African village are a few examples of how youth volunteers are making a difference locally, nationally, and internationally. These young volunteers share their time, their skills and their energy. They are already leading by example and they inspire us all to find ways to contribute to the community.

Individuals, community groups, educational institutions and voluntary organizations are invited to nominate young volunteers who deserve recognition for their contributions to the community.

Criteria for Nomination

A Leaders of Tomorrow Award nominee must:

- Exhibit dedication and excellence as a volunteer
- Inspire the spirit of volunteerism in others
- Must be under the age of 23

All nominees will be presented to Medicine Hat City Council and recognized at a reception. Eight youth volunteers will also receive an Excellence Award.

Nomination Process

- Complete the online nomination form located at www.medicinehat.ca/leadersoftomorrow, in Word format
- Forward the reference letter form located at www.medicinehat.ca/leadersoftomorrow to the references for completion
- Please email the completed nomination package to sjago@cmha-aser.ca

For additional information, contact the City of Medicine Hat's Social Development Department at City Hall at 403.529.8316.

Application Deadline is 12:00 noon on March 13, 2015

Please Note: Only complete applications received on time in Word format with an attached high quality .JPG photo of the nominee will be considered.

All applications and photographs become the property of the Medicine Hat & District Leaders of Tomorrow Awards Committee, may be used for publication, and will not be returned.

Selection Process

A selection committee composed of funders, committee members and elected municipal officials, reviews all of the applications received. The selection committee is tasked with the difficult decision of selecting up to eight Excellence Award recipients who will receive additional recognition and a scholarship.

Thank you for taking the time to nominate a youth volunteer.



Nomination Form

Only complete nomination packages received in Word format, accompanied by a current high quality photo of the nominee in .jpg format, and received on time, will be considered.

Deadline for submissions is 12 noon on March 13, 2015.

Nomination for:

Name:				Age:	
Name of School Attending:					
Address:				Grade:	
City:		Phone:			
Email Address:		Postal Code:			
Emergency Contact:		Phone:			
Parent/Guardian Email Address:					
Has this person been notified of their nomination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Nomination submitted by:

Name:		Email:	
Relationship to the Nominee:			
Organization:			
Address:		Postal Code:	
City:		Phone:	

References – please attach a letter of support from each reference.

Please list the names, addresses and phone numbers of two other people who are familiar with the accomplishments of the nominee.		
Name	Address	Phone

Nomination Category:

Age as of January 1, 2015 (check one)

☐

10 yrs & under

☐

15-18 yrs old

☐

11-14 yrs old

☐

19-22 yrs old

Organization(s) Nominee has volunteered with:

Organization	Activity	# of Hours/Week or # of Hours/Month

Please complete the applicable biographical information.

Write 100 – 120 words about this nominee, explaining why they should be recognized as a Leader of Tomorrow. Your response could include the following:

- Describe the nominee's volunteer activities,
- Provide examples of the nominee's dedication to volunteering,
- Describe how the nominee has demonstrated leadership through volunteering,
- Explain how the nominee's volunteering inspires others to contribute to the community.

--

Note: For the purpose of ensuring the accuracy and completeness of the submission, the nominator may collaborate with the nominee to complete the application. Nominees may be invited by the Selection Committee to clarify their volunteer and leadership experiences as described on their application.

If you require any further information, please call the City of Medicine Hat's Community Development Department at 403-529-8316.

Please complete this form online at: www.medicinehat.ca/leadersoftomorrow

Nomination Checklist

The application package must include:

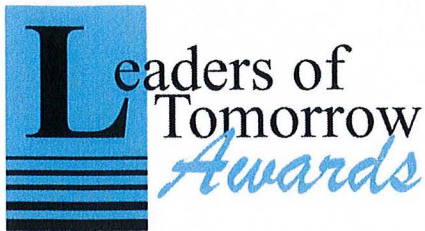
- ☐ Completed Nomination form in Word format
- ☐ Current **high quality** photo of the nominee in .jpg format
- ☐ Two completed Reference Letter forms (submit with the Nomination form)

Please Note: Only complete applications received on time in Word format with an attached high quality .jpg photo of the nominee will be considered.

Please email the complete package to: sjago@cmha-aser.ca

To the Nominator, thank you for taking the time to recognize the contributions of the nominee.

IMPORTANT: All applications and photographs become the property of the Medicine Hat & District Leaders of Tomorrow Awards Committee, may be used for publication and will not be returned.



Reference Letter Form

Deadline for submissions is 12 noon on March 13, 2015.

Two letters of support from references are required for each person nominated for the Leaders of Tomorrow Awards.

Please complete this form online at: www.medicinehat.ca/leadersoftomorrow

Nomination for:

Name:		Age:		
Address:			Grade:	
City:		Postal Code:		

Nomination submitted by:

Name:		Email:	
Relationship to the Nominee:			
Organization:			

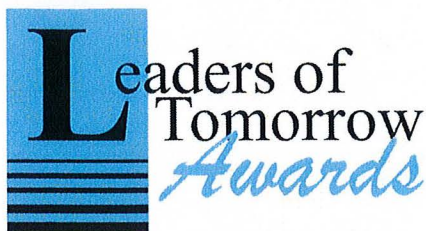
Reference Contact Information:

Name:		Phone:	
Address:		Cell:	
City:		Postal Code:	
Relationship to the Nominee:			

Reference Letter of Support:

<p>Please describe your experience of the individual's volunteer activities, his/her impact on others and why you think this individual should be recognized as a Leader of Tomorrow.</p>

To the Reference, thank you for taking the time to recognize the contributions of the nominee.



Reference Letter Form

Deadline for submissions is 12 noon on March 13, 2015.

Two letters of support from references are required for each person nominated for the Leaders of Tomorrow Awards.

Please complete this form online at: www.medicinehat.ca/leadersoftomorrow

Nomination for:

Name:		Age:		
Address:			Grade:	
City:		Postal Code:		

Nomination submitted by:

Name:		Email:	
Relationship to the Nominee:			
Organization:			

Reference Contact Information:

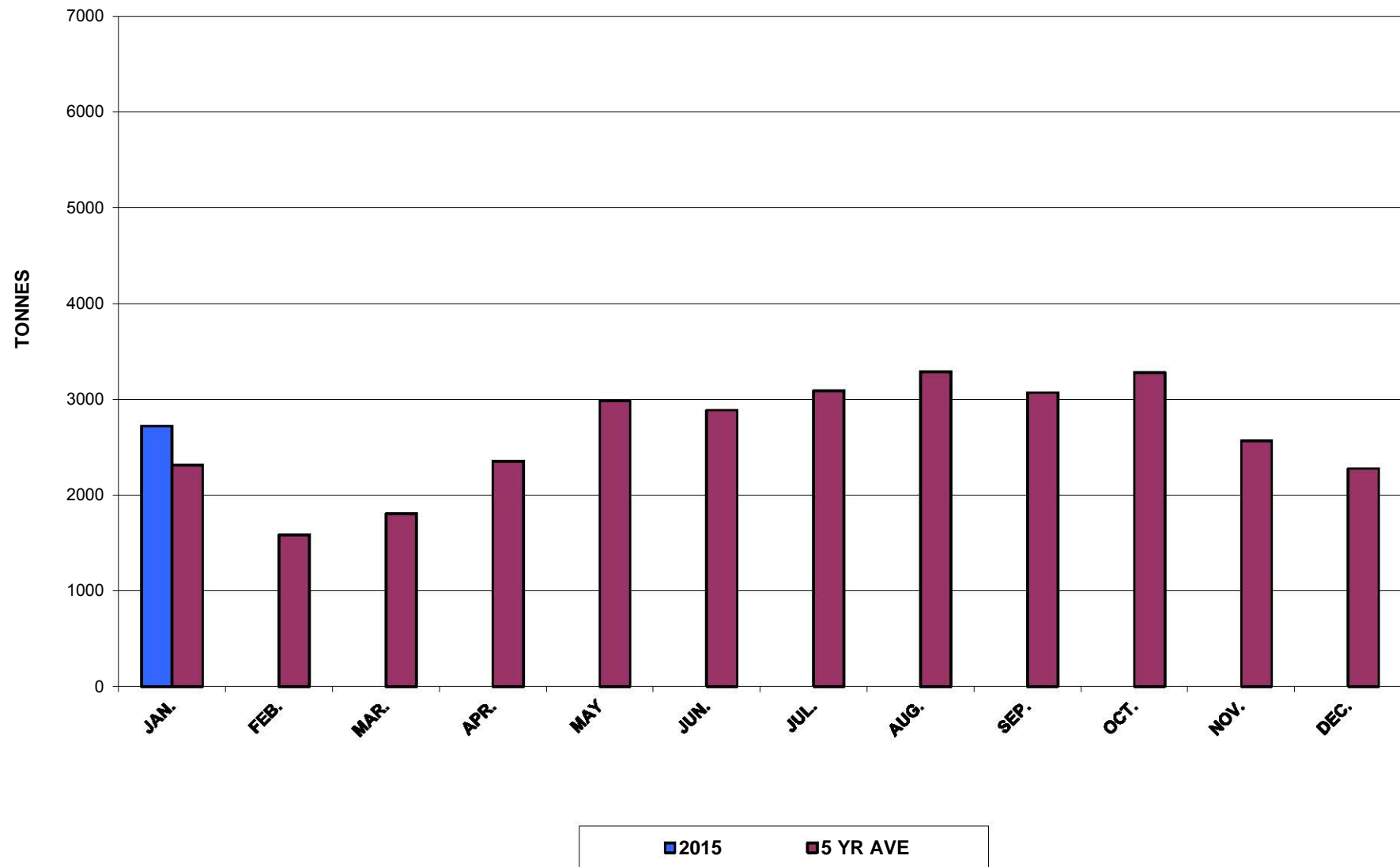
Name:		Phone:	
Address:		Cell:	
City:		Postal Code:	
Relationship to the Nominee:			

Reference Letter of Support:

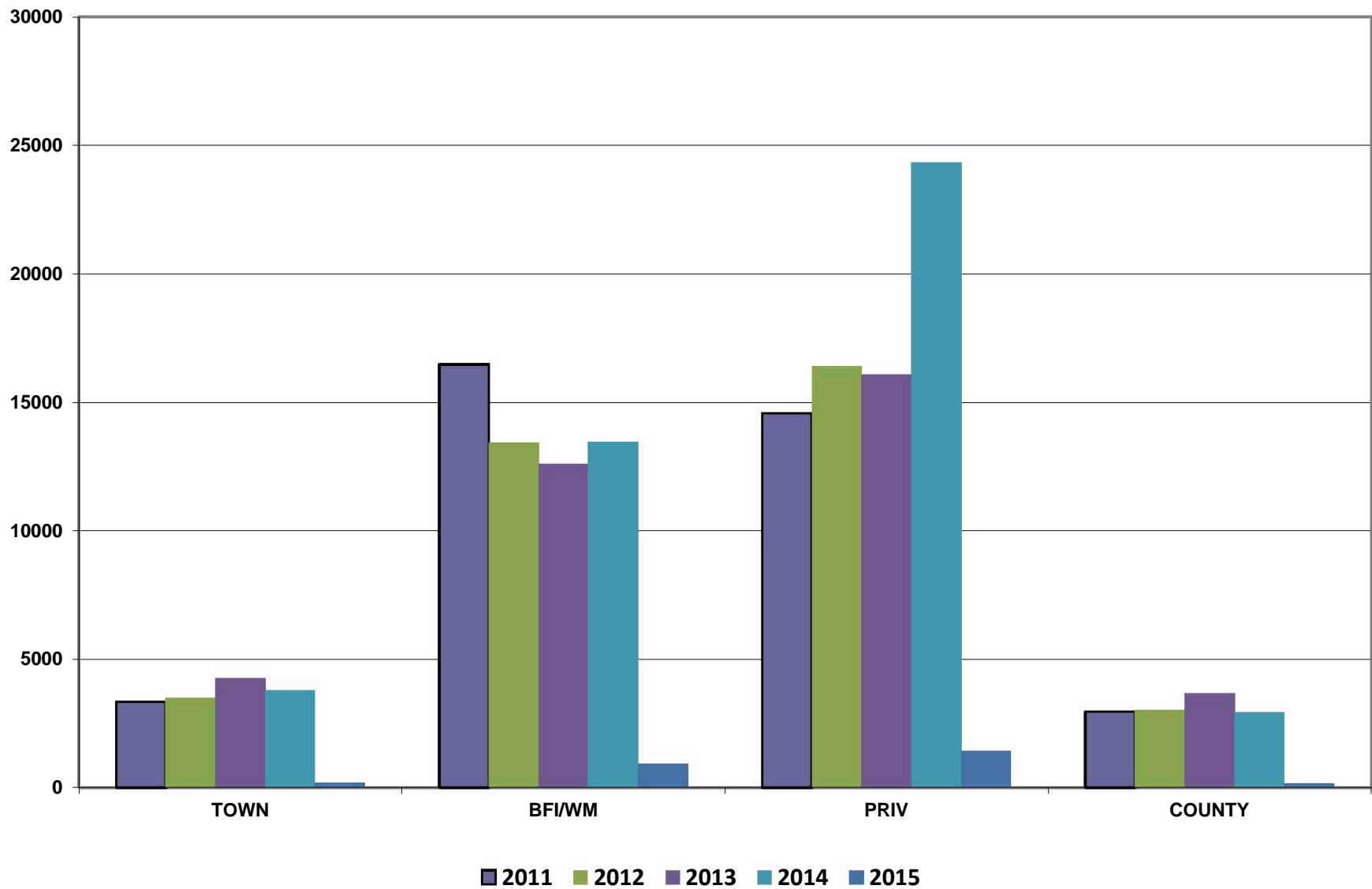
Please describe your experience of the individual's volunteer activities, his/her impact on others and why you think this individual should be recognized as a Leader of Tomorrow.

To the Reference, thank you for taking the time to recognize the contributions of the nominee.

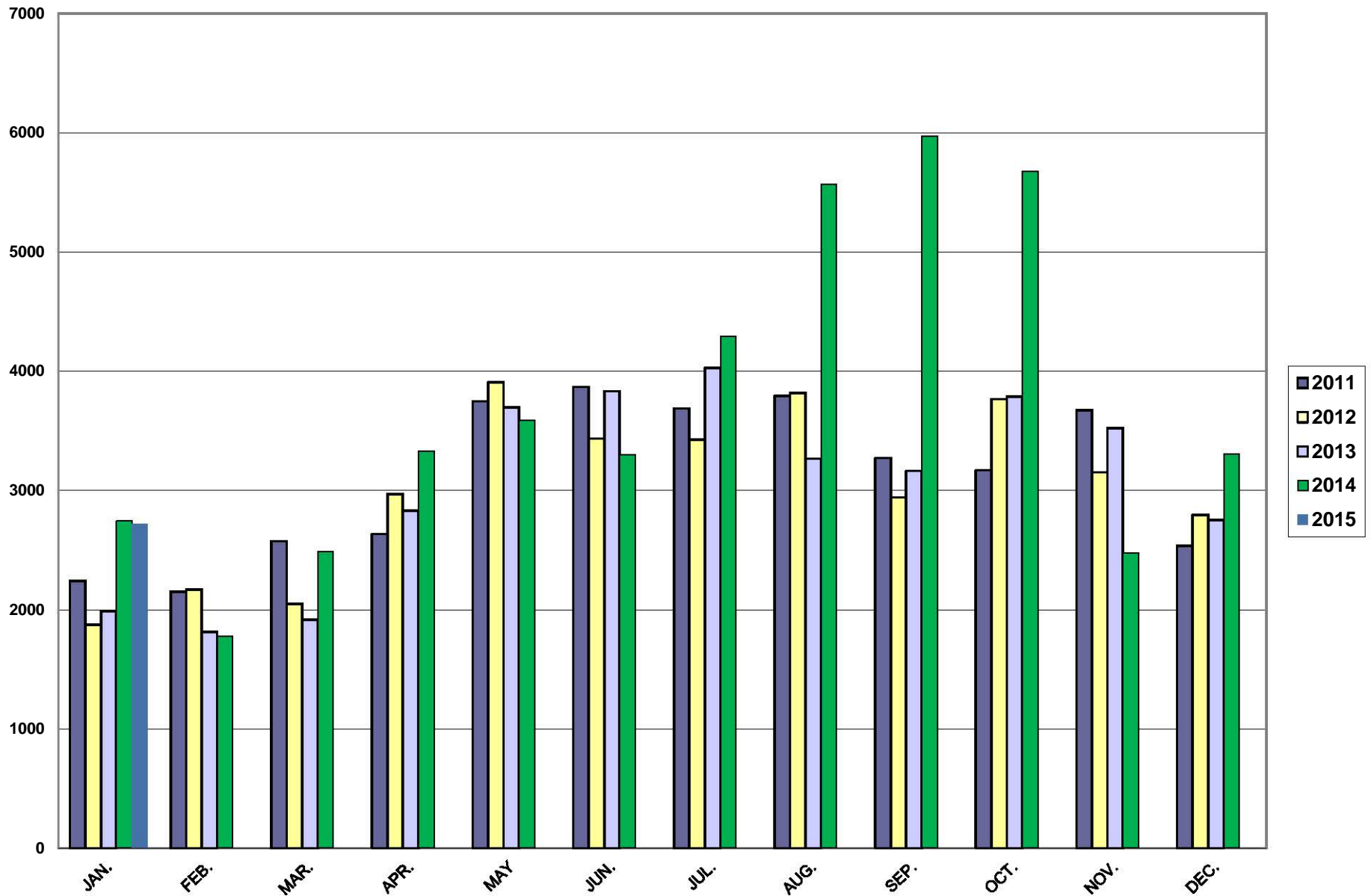
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2015 VS 5 YEAR AVERAGE
TO JANUARY 31, 2015**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2011-2015
TO JANUARY 31, 2015**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2011-2015
TO JANUARY 31, 2015**



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
February 10, 11, 2015	Science Fair Judges needed (Mayor attending)	Margaret Wooding School one or both days (9am to 2pm approximately)
February 13, 2015	Provincial Minister's Luncheon (Mayor attending)	Chinook Village Terrace Room - 2801 - 13 Ave SE Medicine Hat (11:30am-1:00pm)
March 27, 2015	Big Brothers, Big Sisters Bowl for Kid's Sake (Mayor attending)	Panorama Lanes 4:00 p.m. to Midnight
April 10, 2015	Wild Horse Border Crossing meeting (Mayor Attending)	Medicine Hat