



## **COUNCIL MEETING**

**MONDAY, JANUARY 28, 2013  
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, JANUARY 28, 2013 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
<b>2. MINUTES</b>	
A) Council meeting held January 14, 2013 *	For Adoption
B) Committee of the Whole meeting held January 14, 2013 *	For Information
C) Redcliff Planning Board meeting held January 15, 2013 *	For Information
D) Municipal Planning Commission meeting held January 16, 2013 *	For Information
E) Economic Develop Alliance of Southeast Alberta meeting held December 16, 2012 *	For Information
<b>4. BYLAWS</b>	
A) Bylaw 1733/2013, being the Subdivision and Development Appeal Board Bylaw *	1 <sup>st</sup> Reading
B) Bylaw 1734/2013 being the Municipal Planning Commission *	1 <sup>st</sup> Reading
C) Bylaw 1736/2013 being a bylaw to repeal Bylaw 1648/2013 being the Building and Development Permit Bylaw *	1 <sup>st</sup> Reading
<b>5. POLICIES</b>	
A) Policy 117, Phase out of the Penny Policy *	For Consideration/ Approval
<b>6. CORRESPONDENCE</b>	
A) Alberta Order of Excellence * Re: Nominations	For Information
<b>7. OTHER</b>	
A) Municipal Manager's Report to Council *	For Information

**8. RECESS**

**9. IN CAMERA**

**A)** Land

**B)** Legal

**C)** Labour

**10. ADJOURN**

ACCOUNTS PAYABLE DECEMBER 6, 2012 - JANUARY 17, 2013			
COUNCIL MEETING JANUARY 28, 2013			
71960	AMSC INSURANCE	OCTOBER HEALTH SPENDING	\$11.17
71961	BIG EAGLE SERVICES	OCTOBER LEACHATE EVACUATION LANDFILL	\$1,139.25
71962	CIBC	SUPPLEMENTAL PENSION TO NOVEMBER 17, 2012	\$2,441.79
71963	CIBC VISA	CONFERENCE ACCOMODATION, SIDING, MEMBERSHIPS, OFFICE SUPPLIES, ETC	\$4,120.43
71964	CICA	2013 ACCOUNTING HANDBOOK SUBSCRIPTION	\$253.58
71965	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS, SPECIAL TRANSIT SEMI-ANNUAL SERVICE	\$37,094.18
71966	CANADIAN PACIFIC RAILWAY	NOVEMBER FLASHER CONTRACT	\$667.24
71967	DIAMOND MUNICIPAL	NOVEMBER COMPUTER SUPPORT SERVICE	\$137.81
71968	EPCOR ENERGY SERVICES INC.	NOVEMBER ELECTRICAL UTILITY LANDFILL	\$152.85
71969	FEDERATION OF CDN MUNICIPALITIES	MEMBERSHIP DUES APRIL 1, 2013 TO MARCH 31, 2014	\$1,069.35
71970	GAR-TECH ELECTRICAL	REPAIR LIGHTS, INSTALL RECEPTACLES FOR COMPRESSOR RELOCATE - FIREHALL	\$406.45
71971	GRADWELL, RAYMOND	REIMBURSE TRAVEL EXPENSES AFMA SUMMIT	\$1,089.85
71972	GUY, JUSTIN	REIMBURSE TRAVEL EXPENSES FIRE PUMPER TRAINING	\$45.00
71973	LETHBRIDGE HERALD	NOVEMBER ADVERTISING	\$606.11
71974	MPE ENGINEERING	SANITARY SYSTEMS EVALUATION, WTP UPGRADE, RAW WATER PUMP & SUPPLY PIPELINE	\$32,237.32
71975	NEWTON, TOBY	REIMBURSE TRAVEL EXPENSES FIRE PUMPER TRAINING	\$273.44
71976	PC CORP	OCTOBER BACK UP MANAGER	\$425.25
71977	SUNCOR ENERGY	DYED DIESEL - LANDFILL	\$2,198.61
71978	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO DECEMBER 1, 2012	\$15,536.27
71979	REDCLIFF BAKERY	LUNCH FOR SAFETY CLASS NOVEMBER 21, 2012	\$99.50
71980	RECEIVER GENERAL	STATUATORY DEDUCTIONS REGULAR PAY TO DECEMBER 1, 2012 & DECEMBER COUNCIL PAY	\$20,319.35
71981	SENFT, COLIN	REIMBURSE TRAVEL EXPENSES TRAINING	\$10.00
71982	TELUS COMMUNICATION	DECEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$678.27
71983	TELUS MOBILITY	DECEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$335.29
71984	GARTLY, MARLENE & DALE	REFUND DEVELOPMENT PERMIT APPLICATION FEE	\$50.00
71985	MIKES ROADHOUSE	NOVEMBER MEALS ON WHEELS	\$1,804.95
71986	TATARYN, HOLLY	REFUND FACILITY DEPOSIT	\$50.00
71987	WELBOURNE, DANNA	REFUND FACILITY DEPOSIT	\$100.00
71988	PEACOCK, SHAWN	INSURANCE CLAIM	\$1,102.99
71989	TOWN OF REDCLIFF	REGULAR PAYROLL TO DECEMBER 1, 2012 & DECEMBER COUNCIL PAY	\$65,574.10
71990	WHOLESALE FIRE & RESCUE	HOSE FITTINGS	\$70.98
71991	WOLANSKI, DAVID	REIMBURSE LEADERSHIP COURSE REGISTRATION, CUPE & LEGAL LUNCH MEETING EXPENSES	\$565.76
71992	TOWN OF REDCLIFF - LANDFILL	TRANSFER TO LANDFILL TO FUND RESERVES	\$319,564.13
71993	A & B STEEL	SCREW PIN ANKLE SHACKLE, NYLON SLING, REBAR WIRE	\$107.47
71994	ACKLANDS - GRAINGER	SHOVEL, BATTERIES, LUBRICANT SPRAY, PUSH BROOMS	\$355.50
71995	ACTION PARTS	HEATER SWITCH UNIT #103 CUBE VAN, GROMMET & SEALS UNIT# 119 INTERNATIONAL	\$34.62
71996	AFFINITY WELDING	REPAIRS UNIT #128 GARBAGE, MASTHEAD UNIT #94 GARBAGE, REPAIRS UNIT #117 BOMAG	\$5,673.63
71997	BIG BROTHERS/BIG SISTERS	2012 FCSS YEAR END DONATIONS	\$1,500.00
71998	CENTRAL SHARPENING	SHARPEN BLADE UNIT #101 ZAMBONI	\$142.80
71999	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS	\$17,347.66
72000	DAN JANE VENTURES	SEPTEMBER, OCTOBER & NOVEMBER PROPANE	\$832.96
72001	DAVIES, MIKE	REIMBURSE FOR OFFICE CHAIR	\$120.74
72002	FARMLAND SUPPLY	HOSES - PROJECT #69 IRRIGATION PUMP	\$1,329.51
72003	FORTY MILE GAS CO-OP	NOVEMBER GAS UTILITY LANDFILL	\$275.83
72004	FOX ENERGY SYSTEMS	STREET NAME SIGNS, CALIBRATE GAS DETECTOR, GLOVES, RECHARGE CYLINDERS, ETC	\$3,109.79
72005	GAR-TECH ELECTRICAL	LIFT STATION DIALERS REPAIR, REPAIR LIGHTS PUBLIC SERVICES SHOP	\$1,446.37
72006	HAZELAAR, ROBERT	REIMBURSE 2012 TRAVEL EXPENSES	\$510.72
72007	REDCLIFF HOME HARDWARE	CLEANER, GLOVES, PAINT, GARBAGE BAGS, ICE MELT, VARIOUS SUPPLIES FOR LANDFILL	\$384.45
72008	INLAND CONCRETE	WASHED DE-ICING SAND	\$6,571.84
72009	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
72010	KIRK'S MIDWAY TIRE	RECAP TIRES UNIT #102 GRADER, REPAIR TIRE AND TUBE UNIT #131 PACKER	\$3,312.75
72011	MEDICINE HAT DRYWALL SUPPLY	CEILING TILES	\$247.30
72012	SHAW CABLE	JANUARY 2013 INTERNET SERVICES AT WTP, FIRE DEPARTMENT, PUBLIC SERVICES	\$246.49
72013	NIEDERMAYER, MARK	DECEMBER GUITAR INSTRUCTOR FEES	\$225.00
72014	PARK ENTERPRISES	OCTOBER PERMITS	\$730.59
72015	PC CORP	OCTOBER SUPPORT SERVICE	\$1,267.88
72016	PINNACLE INTERNATIONAL	DRIVE SHAFT UNIT #25 MOWER	\$1,087.74
72017	PRITCHARD & COMPANY	LEGAL FEES FOR LAND SALE 0913590, 13, 22	\$383.25
72018	PRO COMM SOLUTIONS	RELOCATE TELEPHONE JACK PUBLIC SERVICES	\$66.94
72019	REDCLIFF ACTION SOCIETY	2012 FCSS YEAR END DONATIONS	\$4,000.00
72020	REDCLIFF AUTOBODY	INSURANCE CLAIM, REPAIRS TO UNIT#135 - STREET SWEEPER	\$4,523.61
72021	REDCLIFF PUBLIC LIBRARY	2012 FCSS YEAR END DONATIONS	\$1,500.00

72022	RITE ENTERPRISES	REMOVE AND TRIM TREES	\$1,013.25
72023	REDCLIFF SENIOR CITIZENS	KITCHEN RENTALS	\$825.00
72024	SAFETY CODES	OCTOBER SAFETY CODES	\$98.19
72025	TELUS COMMUNICATION	DECEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$678.03
72026	TELUS MOBILITY	DECEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$76.25
72027	DREGER, RACHELLE	REFUND RENTAL DEPOSIT	\$100.00
72028	SOUTH EASTERN ALBERTA SAFETY	2012 FCSS YEAR END DONATIONS	\$5,000.00
72029	TOWN OF REDCLIFF	TOQUES FOR PROSTATE CANCER FUNDRAISER, SKATE WITH SANTA SUPPLIES, ETC	\$222.65
72030	TOWN OF REDCLIFF - LANDFILL	NOVEMBER LANDFILL TONNAGE	\$3,068.20
72031	WOLSELEY MECHANICAL	HYDRANT EXTENSION KITS, CONVERSION KIT, COUPLINGS, CURBSTOPS	\$2,805.38
72032 - 72034	VOID	PRINTER ERROR	\$0.00
72035	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO DECEMBER 15, 2012	\$15,409.19
72036	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO DECEMBER 15, 2012, 4TH QTR FIRE, COUNCIL	\$21,607.17
72037	TOWN OF REDCLIFF	4TH QTR FIRE PAY & ADDITIONAL DECEMBER COUNCIL PAY	\$9,359.99
72038	TOWN OF REDCLIFF	REGULAR PAY TO DECEMBER 15, 2012	\$59,834.96
72039	A & B STEEL	GLOVES, FLASHLIGHT, GREASE FITTING	\$20.81
72040	ACE LANDSCAPING	OCTOBER AND NOVEMBER SNOW REMOVAL SERVICES RCMP	\$1,470.00
72041	ACKLANDS - GRAINGER	PAINT, STEP LADDER, SAFETY GLASSES, PVC CONNECTORS, EXTENSION CORD, RATCHETS, ETC	\$1,292.07
72042	ACTION PARTS	FUEL LINE HOSES, FUEL FILTERS, FUSE HOLDERS, FUSES, MOTOR TREATMENT, ETC	\$87.43
72043	TYCO INTEGRATED SECURITY	1ST QTR 2013 ALARM SERVICES WTP	\$114.03
72044	AMSC INSURANCE SERVICES	NOVEMBER HEALTH SPENDING ACTIVITY, JANUARY 2013 EMPLOYEE HEALTH BENEFITS	\$14,101.58
72045	ATRON REFRIGERATION	REPAIRS TO FURNACES AT THE ARENA AND SENIORS CENTER, REPLACE RINK BOILER	\$4,557.00
72046	BEN'S OFFICE MACHINES	RIBBON CARTRIDGE, FINGER PADS, PENS	\$108.44
72047	CACTUS COMMUNICATIONS	UPGRADE BLACKBERRY BOLD MONTH TO MONTH CONTRACT	\$661.50
72048	CANSEL	20 LBS SUPER WHITE BOND PAPER	\$57.67
72049	DEL	SPREADER CONTROLLER UNIT FOR UNIT#118 - CHEV 3 TON	\$1,761.87
72050	CEE GEE SOUTHERN INC	REFUND CREDIT ON ACCOUNT FOR PORTABLE HYDRANT	\$1,304.74
72051	C.E.M. HEAVY EQUIPMENT	FUEL CAP FOR UNIT #134 - LOADER	\$73.70
72052	CENTRAL SHARPENING	SHARPEN BLADE UNIT #101 ZAMBONI	\$78.75
72053	CIBC	SUPPLEMENTAL PENSION TO DECEMBER 15, 2012	\$2,475.53
72054	CICA	2013/2014 PUBLIC SECTOR ACCOUNTING HANDBOOK SUBSCRIPTION	\$114.71
72055	CITY OF MEDICINE HAT	NOVEMBER UTILITIES - ARENA, NOVEMBER SEWAGE OUTLAY, 2012 DISASTER SERVICES	\$59,664.52
72056	CITY OF MEDICINE HAT ELECTRIC	VARIOUS UTILITY ACCOUNTS	\$5,894.59
72057	CLEARTECH INDUSTRIES	CHLORINE	\$1,054.58
72058	CORIX WATER PRODUCTS	WATER TREATMENT SUPPLIES	\$2,773.43
72059	C.U.P.E.	UNION DUES TO DECEMBER 15, 2012	\$1,689.63
72060	CYPRESS GROUP	TOSHIBA 6540 COPIER FINAL QUARTER SERVICE CONTRACT	\$2,093.81
72061	DAVIDSON, CRYSTAL	CHRISTMAS HISTORY BOOK POSTER DESIGN	\$20.00
72062	ESRI CANADA	ARC GIS SOFTWARE LICENSE	\$10,395.00
72063	FOX ENERGY SYSTEMS	TRAFFIC SIGNS, CONFINED SPACE TRAINING - KUSTRA	\$1,478.98
72064	GUY, JUSTIN	REIMBURSE TRAVEL EXPENSES FIRE TRAINING	\$144.64
72065	REDCLIFF HOME HARDWARE	LIGHTS, RESERVOIR CUP, BROOMS, HANDLES, ROPE, THERMOSTAT, GARBAGE BAGS, ETC	\$278.00
72066	HYDRODIG	HYDROVAC SERVICE INDUSTRIAL DR / 3 AVE SW, REPAIR 3 CURB STOPS	\$1,617.00
72067	INLAND CONCRETE	WASHED DE-ICING SAND	\$4,605.57
72068	KAIZEN LAB	COMPLETE WATER ANALYSIS	\$1,423.38
72069	KIRK'S MIDWAY TIRE	STEERING TIRES FOR UNIT# 119 INTERNATIONAL	\$1,084.65
72070	LETHBRIDGE MOBILE SHREDDING	NOVEMBER SHREDDING SERVICE - TH	\$44.10
72071	MEDICINE HAT DRYWALL SUPPLY	INSULATION	\$31.45
72072	SHAW CABLE	JANUARY 2013 INTERNET SERVICES AT TOWN HALL	\$125.84
72073	MOSKAL MECHANICAL	SPEED CONTROLLERS FOR BRAY VALVES - WTP	\$124.74
72074	MURRAY, CINDY	REIMBURSE 2012 TRAVEL EXPENSES FCSSAA CONFERENCE, 2012 MILEAGE - CM	\$255.48
72075	NEWTON, TOBY	REIMBURSE TRAVEL EXPENSES FIRE TRAINING	\$60.00
72076	PAD-CAR MECHANICAL	REPAIR FURNACE AT RCMP BUILDING	\$210.00
72077	PARK ENTERPRISES	NOVEMBER PERMITS	\$1,828.68
72078	PC CORP	2013 SONICWALL SUPPORT SERVICE, NOVEMBER BACKUP MANAGER, VM6 SUPPORT	\$1,883.70
72079	SUNCOR ENERGY	FUEL, DIESEL AND DYED DIESEL FOR PUBLIC SERVICES & LANDFILL	\$16,412.85
72080	PINNACLE INTERNATIONAL	POWER STEERING PUMP FOR UNIT #132 KUBOTA MOWER	\$1,017.45
72081	PITNEY BOWES	POSTAGE MACHINE REFILL	\$2,100.00
72082	PITNEY WORKS	1ST QTR 2013 FOLDER/STUFFER SERVICE CONTRACT	\$145.77
72083	PRAIRIE ROSE SCHOOL DIV.NO.8	4TH QTR 2012 FAMILY/SCHOOL LIASON WORKER	\$9,600.00
72084	PRECISION GIANT SYSTEMS	CALIBRATE WEIGH SCALES AT LANDFILL	\$1,309.35
72085	PRECISION SCALE	CALIBRATION AND TROUBLESHOOTING WEIGH SCALES AT LANDFILL	\$4,524.75
72086	PRITCHARD & COMPANY	LEGAL FEES FOR DISCHARGE OF CAVEAT 13,B,0412564	\$82.20

72087	PUROLATOR	FREIGHT OF WATER TREATMENT SAMPLES AND PARTS FOR UNIT#134 LOADER	\$59.74
72088	RECEIVER GENERAL RCMP	3RD QTR 2012 POLICING COSTS, 2ND QTR 2012 POLICING COSTS	\$428,270.50
72089	REDCLIFF MINOR HOCKEY	SKATE WITH SANTA CONCESSION	\$118.39
72090	ROSENAU TRANSPORT	FREIGHT OF WTP SUPPLIES, PARTS FOR UNIT #128 GARBAGE, CEMETARY SUPPLIES	\$2,185.83
72091	SALBRO CONSULTING SERVICES	LANDFILL - 2009/10 GROUNDWATER ANALYSIS, 2011 ANNUAL REPORT, GAS MONITORING	\$30,746.94
72092	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK AT LANDFILL	\$126.00
72093	SCHEFFER ANDREW	NOVEMBER AND DECEMBER PLANNING SERVICES	\$2,317.88
72094	STANTEC CONSULTING	PROJECT #40 - EASTSIDE PHASE 1 LANDSCAPING & PARKS	\$855.75
72095	STEEP ROCK	ROADCRUSH GRAVEL - 3/4" AND 2"	\$3,301.44
72096	SUPERIOR TRUCK EQUIPMENT	CAM FOLLOWER FOR UNIT #128 GARBAGE	\$426.91
72097	TELUS COMMUNICATION	DECEMBER 2012/JANUARY 2013 CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$120.94
72098	TELUS MOBILITY	DECEMBER 2012/JANUARY 2013 CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$33.55
72099	JACOB'S WELDING	REPAIR SCREENS AT LANDFILL	\$6,856.50
72100	HACH SALES AND SERVICE	REPLACE COLORIMETER ASSEMBLY AT WTP	\$660.45
72101	PROSTATE CANCER CANADA	CASH DONATION FOR FUNDRAISER	\$40.00
72102	DAVIDSON, VAL	REFUND SEWER CLEANING - 16 BIRCH COURT S.E.	\$126.00
72103	MUNICIPAL HEALTH & SAFETY	H & S MANAGEMENT SYSTEMS, H & S LEADERSHIP FOR SAFETY EXCELLENCE	\$2,070.00
72104	ROBINS, AMANDA	REFUND RENTAL DEPOSIT	\$50.00
72105	BLUE, TERRY	REFUND UTILITY OVERPAYMENT	\$1,000.00
72106	PERREAU, SERGE	REFUND UTILITY OVERPAYMENT	\$258.45
72107	GROENING, AGANETHA	REFUND UTILITY DEPOSIT	\$86.66
72108	MARTENS, HERMAN	REFUND UTILITY DEPOSIT	\$31.36
72109	SKOVMOSE, DARREN	REFUND UTILITY OVERPAYMENT	\$361.51
72110	BELLAMY, DONAVAN	REFUND DEVELOPMENT PERMIT APPLICATION FEE	\$250.00
72111	DAVIS, TAMMY	REFUND RENTAL DEPOSIT	\$50.00
72112	STOCK, CRAIG	REFUND RENTAL DEPOSIT	\$50.00
72113	VANDORP, KIM	REFUND RENTAL DEPOSIT	\$50.00
72114	TOWN OF REDCLIFF	DRYCLEAN SANTA SUIT, BATTERIES, LIGHTS, POINSETTAS, STAFF RELATIONS, CUPE LUNCH	\$110.28
72115	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS TO DECEMBER 15, 2012	\$951.00
72116	REDCLIFF FIREMEN SOCIAL CLUB	SOCIAL CLUB DUES TO DECEMBER 31, 2012	\$285.00
72117	TOWN OF REDCLIFF	CARDS, FAREWELL CAKE, VEHICLE WASHES, KICK PLATE, POSTAGE, WALL CLOCK, ETC	\$168.20
72118	TOP SHOT CONCRETE SYSTEMS	REPAIR TO LIFT STATION, REPAIRS TO MANHOLES	\$6,405.00
72119	TRANSCANADA TRUCK STOP	GAS CARDS FOR MEALS ON WHEELS DRIVERS	\$310.00
72120	TRICO LIGHTING PRODUCTS	CASE OF LIGHTS & LENS COVER-TH, LIGHTS - LIBRARY, 12 VOLT BATTERY-SENIORS CTR	\$301.68
72121	WE CARE HOME HEALTH CARE	NOVEMBER HOME CARE SERVICES	\$208.00
72122	IB WILLIAMS	CENTENNIAL CELEBRATION PHOTOGRAPHY SERVICE, DVD, 8 PHOTOBOOKS	\$500.00
72123	WOLSELEY MECHANICAL	WATER VALVE AND COUPLER	\$1,377.58
72124	WOOD, DALE	DECEMBER FIREARMS SAFETY COURSE INSTRUCTOR FEES	\$1,615.00
72125	ZEP SALES & SERVICE	PAPER TOWEL & HAND CLEANER FOR LANDFILL	\$757.02
72126	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO DECEMBER 29, 2012	\$15,475.85
72127	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO DECEMBER 29, 2012 & 4TH QTR FIRE PAY	\$19,554.06
72128	TOWN OF REDCLIFF	REGULAR PAY TO DECEMBER 29, 2012 & 4TH QTR FIRE PAY	\$63,727.00
72129	ACE LANDSCAPING	DECEMBER SNOW REMOVAL CONTRACT	\$1,260.00
72130	AMSC INSURANCE SERVICES	JANUARY 2013 EMPLOYEE BENEFITS ADJUSTMENT	\$291.58
72131	AR GEOTECHNICAL ENGINEERING	MATERIAL TESTING FOR 2012 ROAD REHABILITATION PROGRAM	\$3,675.00
72132	ATRON REFRIGERATION	REPAIR HEAT UNIT#2, REPLACE FAN AND CONTROL FOR HEATER IN ARENA DRESSING ROOM	\$632.10
72133	BENCHMARK GEOMATICS	GRADE PLAN CHECK 1109 MEMORIAL WAY S.E.	\$157.50
72134	CACTUS COMMUNICATIONS	PROJECT #95 - REPEATER EQUIPMENT FOR FIRE DEPT, TWO-WAY RADIOS, MICROPHONES	\$7,807.33
72135	CBV COLLECTION SERVICES LTD	DECEMBER COLLECTION SERVICE FEES, LEGAL FEES	\$804.39
72136	CIBC	SUPPLEMENTAL PENSION TO DECEMBER 29, 2012	\$1,237.77
72137	CIBC VISA	MEMBERSHIP FEES, OFFICE SUPPLIES, TONER, DELL SONICWALL LICENSE, ETC	\$12,651.62
72138	CITY OF MEDICINE HAT	VARIOUS UTILITY ACCOUNTS, PROJECT #99-INSTALL AT RAW WATER INTAKE PUMPHOUSE	\$32,411.01
72139	CANADIAN PACIFIC RAILWAY	DECEMBER FLASHER MAINTENANCE CONTRACT	\$667.24
72140	CRANSTON, CAROL	REIMBURSE FOR CHRISTMAS DECORATIONS AND NAMEPLATES	\$55.39
72141	CUPE	UNION DUES TO DECEMBER 29, 2012	\$858.57
72142	EPCOR ENERGY SERVICES INC.	DECEMBER ELECTRIC UTILITY LANDFILL	\$166.86
72143	FOCUS INTEC	PROJECT #100 - SURVEY FOR RAW WATER SUPPLY PIPELINE UPGRADE	\$2,310.00
72144	FOX ENERGY SYSTEMS	SCBA REFILL, DO NOT OPERATE TAGS WITH GROMMETS - FIRE DEPARTMENT	\$70.25
72145	GAR-TECH ELECTRICAL	REPAIR EXIT LIGHT - TOWN HALL, REPAIR CHRISTMAS DECORATIONS	\$160.07
72146	HARV'S JANITORIAL	DECEMBER JANITORIAL SERVICES	\$3,386.25
72147	REDCLIFF HOME HARDWARE	MOPHEAD, WATER, TIRE CHUCK, COFFEE - LANDFILL	\$41.26
72148	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
72149	LETHBRIDGE HERALD	DECEMBER ADVERTISING	\$440.75
72150	LES'S DRAIN CLEANING SERVICE	ANNUAL SEWER MAINTENANCE PROGRAM	\$630.00

72151	LETHBRIDGE MOBILE SHREDDING	DECEMBER SHREDDING SERVICE	\$44.10
72152	MPE ENGINEERING	PRJ#21-WTP UPGRADE,PRJ#100-RAW WATER SUPPLY,PRJ#99-RAW WATER PUMP STN, ETC	\$65,830.58
72153	PALL CORPORATION	PRJ#21-WTP UPGRADE - MEMBRANE FILTRATION SYSTEM	\$358,550.00
72154	PC CORP	DECEMBER SUPPORT SERVICES	\$875.44
72155	SUNCOR ENERGY	DYED DIESEL - LANDFILL, DYED DIESEL - WTP	\$4,909.67
72156	THE PRINTER	LANDFILL TICKETS	\$1,764.00
72157	PRITCHARD & COMPANY	LEGAL FEES - TRANSFER OF PORTION OF 2ND AVE SW - 26, 53, 9312435	\$404.25
72158	PUROLATOR	FREIGHT OF DOCUMENTS TO ALBERTA CAPITAL FINANCE AND MPE ENGINEERING	\$69.39
72159	ROCKY MOUNTAIN PHOENIX	HELMETS AND PANTS - FIRE DEPARTMENT	\$1,009.16
72160	SCHOFFER ANDREW	ROADWAY SYSTEM MASTER PLAN	\$5,071.50
72161	SECURTEK	DECEMBER 2012 TO MARCH 2013 - FIRE HALL ALARM MONITORING SYSTEM	\$65.99
72162	TELUS COMMUNICATION	DECEMBER 2012 / JANUARY 2013 CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$1,764.04
72163	TELUS MOBILITY	DECEMBER 2012 / JANUARY 2013 CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$400.72
72164	MIKES ROADHOUSE	DECEMBER MEALS ON WHEELS	\$1,530.90
72165	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS TO DECEMBER 31, 2012	\$301.00
72166	TOWN OF REDCLIFF	DECEMBER LANDFILL TONNAGE	\$3,006.22
72167	WE CARE HOME HEALTH CARE	DECEMBER HOME CARE SERVICES	\$208.00
72168	WESCLEAR SOUTHERN SALES	CARPET MATTING	\$394.80
72169	WOLSELEY MECHANICAL GROUP	VALVES, PROPANE TANK, COUPLER, SANDING GRITCLOTH	\$248.45
72170	ZEP SALES & SERVICE	TOWELS AND CLEANER FOR THE ARENA	\$362.22
72171	FARMLAND SUPPLY	HOSE, CLAMPS, ADAPTORS - UNIT#102 GRADER	\$24.47
72172	LGAA	2013 MEMBERSHIP FEE - DW	\$178.50
72173	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO JANUARY 12, 2013	\$15,907.05
72174	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO JANUARY 12, 2013	\$26,991.31
72175	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK AT LANDFILL	\$126.00
72176	GAUTHIER, BEVERLY	REFUND RENTAL DEPOSIT	\$50.00
72177	TOWN OF REDCLIFF	REGULAR PAY TO JANUARY 12, 2013	\$55,341.79
	TOTAL CHEQUES: 218	AMOUNT OF CHEQUES:	\$2,057,493.90

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, JANUARY 14, 2013 – 7:00 P.M.**

<b>PRESENT:</b>	Mayor Councillors  Municipal Manager Director of Finance & Administration Manager of Legislative and Land Services Economic Development Alliance (EDA)  Cypress Courier CHAT News	R. Hazelaar C. Brown, C. Crozier, D. Kilpatrick, E. Reimer, E. Solberg, J. Steinke D. Wolanski R. Osmond (left at 8:14 p.m.)  S. Simon (left at 8:14 p.m.)  Wendy Blackwell, Randy Lehr, Nichola Kondra (left at 7:32 p.m.)  C. Weiss (left at 8:14 p.m.) M. Popove & B. Schneider (left at 8:07 p.m.)
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**1. GENERAL**

Call to Order	<b>A)</b> Mayor Hazelaar called the regular meeting to order at 7:00 p.m.
Adoption of Agenda	<b>B)</b> Councillor Crozier moved the Agenda be adopted as amended. – Carried Unanimously.
Bank Summary for November 30, 2012	<b>C)</b> Councillor Reimer moved the Bank Summary for November 30, 2012 be received for information. – Carried Unanimously.

**2. DELEGATION**

Economic Development Alliance of Southeast Alberta (EDA)	<b>A)</b> Wendy Blackwell, Executive Director, Randy Lehr, Board Chair, and Nichola Kondra Associate Director of the Economic Development Alliance of Southeast Alberta were in attendance to give a presentation to Council on Strategic Direction 2013-2015, Creative Solutions for Economic Growth, and 2012 initiatives.
Strategic Direction 2013-2015 Presentation	<b>i)</b> Councillor Reimer moved the Economic Development Alliance of Southeast Alberta presentation regarding Strategic Direction for 2013 – 2015 and the written materials regarding Creative Solutions for Economic Growth be received for information. – Carried Unanimously.  Wendy Blackwell, Randy Lehr, and Nichola Kondra left at 7:32 p.m.



### 3. MINUTES

Council Meeting held December 10, 2012

**A)** Councillor Kilpatrick moved the minutes of the Council meeting held December 10, 2012 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held December 10, 2012

**B)** Councillor Steinke moved the minutes of the Committee of the Whole meeting held December 10, 2012 be received for information. – Carried Unanimously.

Redcliff Family and Community Support Services Board meeting held January 8, 2013

**C)** Councillor Crozier moved the minutes of the Redcliff Family and Community Support Services Board meeting held January 8, 2013 be received for information. – Carried Unanimously.

Economic Development Alliance of Southeast Alberta (EDA)

**D)** Councillor Steinke moved the minutes of the Economic Development Alliance of Southeast Alberta (EDA) board meeting held November 21, 2012 be received for information. – Carried Unanimously.

Subdivision and Development Appeal Board hearing held December 13, 2012

**E)** Councillor Kilpatrick moved the minutes of the Subdivision and Development Appeal Board hearing held December 13, 2012 be received for information. – Carried Unanimously.

Shortgrass Library System

**F)**

Board Meeting held June 20, 2012

**i)** Councillor Reimer moved the minutes of the Shortgrass Library System Board meeting held June 20, 2012 be received for information. – Carried Unanimously.

Board Meeting held September 19, 2012

**ii)** Councillor Kilpatrick moved the minutes of the Shortgrass Library System Board meeting held September 19, 2012 be received for information. – Carried Unanimously.

### 4. BYLAWS

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

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

## 5. POLICIES

Policy 32 (2013), Grazing Lease Policy

**A)** Councillor Steinke moved Policy 32 (2013), Grazing Lease Policy be approved as presented. – Carried Unanimously.

## 6. CORRESPONDENCE

Larry Leipter  
Re: Request for reduction/rebate of  
Sewer Charges

**A)** Councillor Solberg moved correspondence dated November 1, 2012 from Larry Leipter regarding a request for reduction/rebate of sewer charges for property located at 118 3<sup>rd</sup> Street NE (Lot 8-11, Block 107, Plan 1117V) be received for information. – Carried Unanimously

Councillor Solberg moved to authorize a refund of 100% for Sewer Surcharges for the years 2010—2012, to Larry Leipter the owner of property located at 118 3<sup>rd</sup> Street NE (Lot 8-11, Block 107, Plan 1117V). – Defeated.

## 7. OTHER

Canadian Badlands Ltd.  
Re: 3<sup>rd</sup> Annual Tourism Development  
Conference and 2013 Annual General  
Meeting to be held March 27 & 28, 2013

**A)** Councillor Steinke moved the correspondence from Canadian Badlands Ltd. dated December 17, 2012 regarding sponsorship opportunities for the 3<sup>rd</sup> Annual tourism Development Conference and 2013 Annual General meeting to be held on March 27 and 28, 2013 be received for information. – Carried Unanimously.

Councillor Crozier moved that the Town of Redcliff provide sponsorship support for the 3<sup>rd</sup> Annual Tourism Development Conference and 2013 Annual General Meeting to be held March 27 & 28, 2013 in the amount of \$1,000.00 for the Thursday Breakfast or equivalent, to be funded from Operations – Carried.

M. Popove and B. Schneider left at 8:07 p.m.

Redcliff/Cypress Regional Landfill  
Graphs to December 31, 2012

**B)** Councillor Crozier moved the Redcliff/Cypress Regional Landfill Graphs to December 31, 2012 be received for information. – Carried Unanimously.

City of Medicine Hat Subdivision  
Application 2012MH013  
Re: 2500 Box Springs Blvd. NW

**C)** Councillor Steinke moved City of Medicine Hat proposed Subdivision Application 2012MH013 regarding 2500 Box Springs Blvd. NW be received for information. Further that the City of Medicine Hat be advised that the Town of Redcliff has no objection or concerns to proposed Subdivision Application 2013MH013. – Carried Unanimously.

**8. RECESS**

Mayor Hazelaar called a recess at 8:12 p.m.

C. Weiss, R. Osmond, and S. Simon left at 8:14 p.m.

Mayor Hazelaar reconvened the meeting at 8:17 p.m.

**9. IN CAMERA**

In Camera

Councillor Reimer moved to meet In Camera at 8:17 p.m. – Carried Unanimously.

Return to Open Session

Councillor Crozier moved to return to open session at 9:25 p.m. – Carried Unanimously.

Canadian Union of Public Employees  
Memorandum of Settlement 2012 –  
2015

Councillor Steinke moved that the Memorandum of Settlement with the Canadian Union of Public Employees for a three year term (January 1 – 2013 – December 31, 2015) be ratified and incorporated into the CUPE Collective Agreement. – Carried.

**10. ADJOURNMENT**

Adjournment

Councillor Solberg moved to adjourn the meeting.  
Motion withdrawn.

Employment Agreement with Vicki  
MacArthur

Councillor Crozier moved to uphold the employment agreement with Vicki MacArthur as signed. – Carried Unanimously.

Councillor Reimer moved to adjourn the meeting at 9:29 p.m. – Carried.

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Mayor

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Manager of Legislative and Land Services

**MINUTES OF THE COMMITTEE OF THE WHOLE  
MONDAY JANUARY 14, 2013, 5:30 P.M.  
TOWN COUNCIL CHAMBERS**

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

Municipal Manager: D. Wolanski  
Manager of Legislative and S. Simon (left at 6:18 p.m.)  
Land Services  
Director of Finance & R. Osmond (left at 6:18 p.m.)  
Administration  
Public Services Director D. Schaffer (left at 6:18 p.m.)  
Manager of Engineering K. Minhas (left at 6:18 p.m.)

**1. GENERAL**

**A) CALL TO ORDER**

Mayor Hazelaar called the meeting to order at 5:35 p.m.

**B) ADOPTION OF AGENDA**

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

**2. MINUTES**

Councillor Steinke moved the minutes of the Committee of the Whole meeting held December 10, 2012 be adopted as amended. – Carried Unanimously.

**3. NEW BUSINESS**

**A) IXL Land Swap**

Municipal Manager advised Committee that the Mayor and he met with M. Sissons, IXL to discuss the Eastside area.

Municipal Manager indicated that since the adoption of the Eastside Area Structure Plan in 2001 several changes have taken place, such as the IXL plant no longer operating, development of the RCMP building and completion of the Transportation Master Plan. These changes may be significant enough that it may warrant an amendment to the Eastside Area Structure Plan.

One of the items discussed in the meeting with M. Sissons is whether or not the alignment of the roadways still works with the future plans of the town. The Transportation Master Plan suggests a different alignment of the roadways than what was originally identified in the Eastside Area Structure Plan. Municipal Manager referenced an agreement between the Town and IXL for an exchange of lands to accommodate the roadway alignments as previously proposed. M. Sissons would like confirmation that in the event changes in the road alignments are necessary that the Town is acceptable a to similar type of agreement/arrangement.

M. Sisson will be attending the Redcliff Planning Board on January 15, 2013 to discuss the Eastside area in more detail as to future plans and to discuss if an amendment to the Eastside Area Structure plan is warranted.

Committee agreed in principle that should the alignment of the roadways need to be changed that a similar type of agreement/arrangement would be considered.

**B) Policy 52, Land Development Policy**

Committee reviewed Policy 52, Land Development Policy. Municipal Manager requested Committee members forward grammatical or typographical errors or questions prior to the meeting to Administration.

Several amendments were suggested to the Policy.

**ACTION:** Administration to prepare revisions as discussed and forward Policy 52, Land Development Policy to Council for consideration.

**C) Transportation Master Plan**

**Re: Establish date to review**

Committee discussed establishing a date to review the Transportation Master Plan and it was agreed that a Special Council meeting should be scheduled to review the Plan.

**ACTION:** Municipal Manager will coordinate with the Council Members a suitable date for a Special Council meeting.

**4. IN CAMERA**

Councillor Steinke moved to meet in Camera at 6:18 p.m.

D. Schaffer, K. Minhas, R. Osmond, & S. Simon left the meeting at 6:18 p.m.

Councillor Steinke moved Committee meet in regular Committee at 6:50 p.m.

**5. ADJOURNMENT**

Councillor Reimer moved the meeting be adjourned at 6:50 p.m.

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Chairman

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Manager of Legislative and Land Services

**REDCLIFF PLANNING BOARD MEETING  
TUESDAY, JANUARY 15, 2013  
TOWN OF REDCLIFF COUNCIL CHAMBERS AT 9:30 AM  
MINUTES**

<b>PRESENT:</b>	Municipal Manager	D. Wolanski
	Manager of Engineering	K. Minhas
	Planning Consultant	K. Snyder
	Mayor	R. Hazelaar
	Manager of Legislative and Land Services	S. Simon
	IXL Industries	M. Sissons (left at 10:52 a.m.)

**1. CALL TO ORDER**

Municipal Manager called the meeting to order at 9:30 a.m.

**2. ADOPTION OF AGENDA**

Agenda was adopted as presented.

**3. PREVIOUS MINUTES**

Minutes of the August 21, 2012 were reviewed and accepted as presented.

**4. NEW BUSINESS**

**A) Discussion with M. Sissons**

- i) Amend Eastside Area Structure (ESASP) Plan Re: RCMP site**
- ii) Road Network**
- iii) Land Swap**
- iv) Quarry reclamation**
- v) New quarry as possible pond**

D. Wolanski advised the Board that he and Mayor Hazelaar had met with M. Sissons in December to discuss the future development of IXL and Town lands in the eastside area. At the meeting they discussed the several changes that have occurred since the adoption of the Eastside Area Structure Plan, namely the development of the RCMP site, the discontinuance of IXL operations and use of the quarry, changes to storm water drainage and potential changes needed to the road network. They agreed at that time that there may be enough changes to warrant an amendment to the Eastside Area Structure Plan. M. Sissons was invited to attend the Redcliff Planning Board meeting in January to further discuss the matter when the Planning Consultant would be in attendance.

Subsequent to the meeting in December Mr. Sissons contacted D. Wolanski via email in regard to potential changes to the road network and the existing land swap agreement. D. Wolanski advised that Council at their meeting the previous evening discussed the concept for the road network and there was consensus that if there were deviations from the existing concept regarding 5<sup>th</sup> Avenue and

Broadway Avenue that consideration for changes to the land swap agreement may have to be considered on a similar basis.

M. Sissons stated that to date IXL have not prepared any design plans in regard to the layout of the properties as it relates to 5<sup>th</sup> Avenue and Sissons Drive alignment. He stated that they are offering the Town the opportunity to make changes now to the actual alignment on a one to one basis with costs to the Town being for survey and legal prior to them moving forward with a design. He indicated that this would be an excellent time for the Town to make changes to the transportation network if required. Commenting that there would be minimal costs for survey and legal, and it would be simpler to change the agreement at this time. IXL is not looking for any compensation as there is no land development at this point. He further commented that the quicker the Town could come to a decision on the transportation plan then IXL would be able to progress to design stage.

D. Wolanski advised K. Snyder that he is looking for his input on necessity to amend the ESASP, the process for amending the ASP and identifying responsibility.

The Planning Consultant advised that based on the issues identified and considering that the ESASP was adopted in 2001 and the Functional Servicing Report was completed in 2007 there are enough differences to warrant an amendment to the ESASP. He advised that it does not need to be a complex document. He also noted that the 2001 ESASP had little or no connection with IXL Lands as at that time there were no plans that the operations of the plant and quarry would be discontinued. The ESASP adopted in 2001 focused mainly on Town lands. The Planning Consultant commented that the direction as to where it is going matches development patterns in terms of connectivity, efficiencies and planning on a bigger scale. Necessity and timing is probably development driven and this is an example of where if you plan too far in advance a plan can get stale. He commented that if IXL is considering development now it would be a good idea to set the foundation so everyone is aware of where development is going. Again, commenting that an amendment to the ASP would be worthwhile.

M. Sissons stated that their immediate goals are to get their land holdings in Redcliff advanced to a state where they could proceed and start building. They need to finalize all the environmental matters, road network and any realignment issues and deal with the storm water issue. M. Sissons commented that he does not know if IXL will be the builder or if they will just simply get the land ready for subdivision and then offer it to any builders who want to take it from there.

The Planning Consultant commented that proceeding will have budget implications. The amendment to the EASSP may not be much but there is engineering work that will need to be completed and updated. With regard to process and timing for an amendment to the ESASP the Planning Consultant indicated there would be time required for preparation of the bylaw, reviewing it and proposing it to Council, holding an open house, holding the public hearing, and likely a couple months just working with IXL.

M. Sissons advised they are dealing with Alberta Environment with regard to the reclamation of the site and it is a slow process. Alberta Environment will want to know what the Town would like to see development wise for that site. M. Sisson indicated he would like to see it designated as an historic park with the kilns remaining as a monument to the brick plant. The park could serve as an anchor for the subdivision and perhaps brick could be an aesthetic feature for the residences. He would like to preserve some remnant of the history of the brick plant in the area.

It was noted that a motion of Council would be required to show the Town's agreement in principle and support for the site to be designated as an historic park. In what form whether as a letter of support or resolution is unknown at this time.

With regard to the alignment of the roadways, Municipal Manager advised that Council needs to review the Transportation Master Plan and will be scheduling a special meeting to do so. K. Minhas commented the Transportation Master Plan proposes such issues as expanding Broadway in 20 years, realignment of the roadways and different connectors and placement of traffic lights etc.

It was noted that there should be some interconnection of roadways between the IXL lands and the Town. Previously when it was anticipated that IXL would be operating long term this was not considered.

The Planning Consultant suggested the scope of the project be developed first including amending the bylaw, design and engineering requirements, storm water issues, road networks and related costs.

The Board briefly discussed land uses. M. Sissons commented that the idea for along Broadway would be for light commercial or retail, and there was some discussion before about the Town's school site and IXL's open area and a possible swap for playing fields to create efficiencies. The Planning Consultant commented that the FSR shows quite a bit more commercial on Town land and this will need to be formalized by Council. Manager of Engineering commented that the geo-technical will need also to be re-evaluated.

Discussion ensued with regard to timeline for amendment to the ESASP; M. Sissons felt that costs for the plan could be low and that the plan could be more conceptual than based on actual survey lines at this time. The Board discussed this further and agreed the ESASP could be more of a high level document versus being very detailed. In the event either IXL or the Town wants to proceed more detailed engineering could proceed. The Municipal Manager expressed concern with proceeding and not knowing cost implications.

The Board discussed proposed storm water management system with the ponds. It was questioned if this design still works now that the quarry is not being used and if there are other options available. It was noted that management of the storm water needs to meet Alberta Environment requirements.



It was noted that the primary issues that need to be resolved to proceed is the road network and potential realignments, land uses, the storm water management system,

M. Sissons commented that IXL will need to get the reclamation certificate which may tie up with the concept of the historic park that the Town needs to discuss and endorse in principle, subject to seeing the details. It was suggested that this could be included in the ESASP. M. Sissons advised that the Alberta Environment Reclamation Certificate will depend on some kind of documentation indicating that the Town accepts the proposal of an historic park. M. Sissons also indicated that Alberta Environment will likely wait a full season to allow for vegetation growth before they are willing to consider signing off on the reclamation certificate.

Timing was once again discussed and the board estimated that if a high level ASP was the direction that was chosen it could potentially be completed by early fall. The Planning Consultant estimated that costs for the ASP would be \$20,000 - \$30,000.

To summarize, IXL will work towards getting their reclamation certificate for their site and provide information necessary for the Town to consider designating a portion of their land as an historic park. The Municipal Manager Council will need to authorize moving forward with an amendment to the ASP. Once there is direction from Council there can be further discussions as necessary.

Concerns were expressed with regard to the Broadway/ Trans-Canada Highway interchange and whether there are any plans being made by Alberta Transportation. M. Sissons expressed concerns if a Highway interchange was to be built that would affect future development plans for IXL. He asked if the Town could write a letter to AB Transportation indicating the land that is involved and asking them to provide a commitment as to whether there would be changes to the current interchanges. The Planning Consultant felt that Alberta would never commit to anything. He further noted that before the Eastside ASP amendment is adopted it will be sent to Alberta Transportation for comments.

Manager of Engineering asked M. Sissons to provide an electronic copy of drawings of Premier and Quarry 7.

M. Sissons advised that IXL could start development along Mitchell Street with an historic park at the south end and run down to 9<sup>th</sup> Avenue, one lot deep along Mitchell Street. The land behind it would be suitable for a playing field for the school, RV parking, or a driving range but it is not likely to be anything that will require foundations due to the 50 foot deep hole. M. Sissons suggested that they would like to control and be responsible for this land and if the Town was in need of a land swap for Broadway Ave. that the area behind the planned multi-family lots on the north side of 9<sup>th</sup> Avenue would be ideal. If there is a problem IXL would deal with it. This is for further discussion if the Town wanted to pursue.

M. Sissons left at 10:52 a.m.

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

Municipal Manager advised that Bylaw 1735/2013 received first reading at the council meeting the previous evening. The Board reviewed the Land use Bylaw and legislation for non-conforming buildings and uses. Discussion ensued with regard to concerns about development of non-conforming buildings and non-conforming uses and legislation and planning theory. The Planning Consultant suggested that there is enough ambiguity between the Municipal Government Act and Fred Laux Planning Law and Practice that it may warrant seeking some legal advice as it relates to non-conforming buildings.

In regard to the proposal to amend the zoning to DC Direct Control District for Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) from C-3 General Commercial District, the board agreed it was the appropriate zoning for the site based on site characteristics and review and interpretation of the Land Use Bylaw and the Municipal Government Act.

**C) Land Use Bylaw  
Re: Maximum Building Height**

The Municipal Manager advised that he has done some research and has found no legislation that would require a municipality to upgrade their fire truck/equipment to accommodate responding to buildings over three stories. He noted there may be some code issues that people have to comply with under the fire or building code for certain height buildings such as sprinklers but nothing that implies the municipality requires a certain type of fire response vehicle. However, he commented that this could be a consideration in the Town's insurance grading when it is evaluated.

The Board reviewed each district in the Land Use bylaw as it relates to maximum building heights and proposed the following changes be presented to Council for consideration:

		Existing Maximum Requirements – Building Heights	Proposed Maximum Requirements – Building Heights
C-1	Local Convenience Commercial District	11.0 m	Leave as is
C-2	Downtown Commercial District	Four (4) stories	15.0 m or as otherwise required by the Development Authority
C-3	General Commercial District	12.0 m	Leave as is
C-HWY	Highway Corridor Commercial District	8.5 m	12.0 m

H	Horticultural District	Single Detached 11.0 m Greenhouse 8.5m Accessory Bldg. 4.5m Other uses: As required by the Development Authority	Leave as is
H-A	Horticultural Reduced Landfill Setback District	Single Detached 11.0 m Greenhouse 8.5m Accessory Bldg. 4.5m Other uses: As required by the Development Authority	Leave as is
H-RD	Horticultural Restricted District	Single Detached 11.0 m Greenhouse 8.5m Accessory Bldg. 4.5m Other uses: As required by the Development Authority	Leave as is
HC-RD	Horticultural & Commercial Mixed Use Restricted District	8.5 m or as otherwise required by the Development Authority Accessory Bldg. 4.5m	Leave as is
I-1	Light Industrial District	8.5 m	12.0 m
I-2	Heavy Industrial District	11.0 m	15.0 m or as otherwise required by the Development Authority
R-1	Single Family Residential District	Single Detached Dwelling, Duplex, Semi-Detached Dwelling 11.0 m Accessory Bldgs 4.5 m Other Uses: As required by the Development Authority	Leave as is
R-1A	Low Density Reduced Landfill Setback Residential District	Single Detached Dwelling, Duplex, Semi-Detached Dwelling 11.0 m Accessory Bldgs 4.5 m Other Uses: As required by the Development Authority	Leave as is
R-2	Low Density Residential District	Single Detached Dwelling, Duplex, Semi-Detached Dwelling 11.0 m Accessory Bldgs 4.5 m Other Uses: As required by the Development Authority	Leave as is

R-3	Medium Density Residential District	Single Detached Dwelling, Duplex, Semi-Detached Dwelling 11.0 m Apartment: 3 stories Accessory Bldgs 4.5 m Other Uses: As required by the Development Authority	Single Detached Dwelling, Duplex, Semi-Detached Dwelling 11.0 m Apartment: 12 m Accessory Bldgs 4.5 m Other Uses: As required by the Development Authority
R-4	Manufactured Home Residential District	Manufactured Home and Modular Home: 6.0 m Single Detached Dwelling, Duplex, Semi-Detached Dwelling 11.0m Accessory Bldg. 4.5 Other Uses: As required by the Development Authority	Leave as is
R-E1	Residential Estates District	Principal Building 11.0 m Accessory Building 4.5 m Other Uses: As required by the Development Authority	Leave as is
RT	Residential Transition District	Single Detached Dwelling, Duplex, Semi-Detached Dwelling 11.0 m Accessory Bldgs 4.5 m Other Uses: As required by the Development Authority	Leave as is

#### D) Land Use Bylaw

##### Re: Parking and Loading Requirements

The Board discussed the parking and loading requirements specified in the Land Use Bylaw, specifically as it relates to greenhouses. The Land Use Bylaw specifies that 1 space/ 65 m<sup>2</sup> is required. This matter recently came up in the review of a proposed greenhouse expansion where an addition of approximately 20327.93 square meters would need 313 parking stalls with 10 of them needing to be handicapped.

The Board agreed that in the case of a wholesale type greenhouse the requirement for so much parking is not reasonable.

The board recommended that the Land Use Bylaw be amended to change the parking requirements for Greenhouses from 1 space/ 65 m<sup>2</sup> to 1 space/1400 m<sup>2</sup> or as required by the Development Authority. This would provide some guidance while allowing for discretion based on the development proposed.

No other changes were recommended to the parking and loading requirements.

**E) Canada Post****Re: Process of installing Community Mail Boxes (CMB) in new developments**

The Board reviewed correspondence from Canada Post which provides notices that effective January 1, 2013 Canada Post will implement a one-time fee to developers to install and activate all Community Mail boxes and addresses in new developments. Canada Post will apply a fee of \$200 per address and this is in addition to the existing process for installing Community Mail Boxes. Further, in a meeting with a representative of Canada Post they are asking that wording be incorporated into Development / Servicing Agreements outlining these requirements.

The Board recommended incorporating wording into Development / Servicing Agreements relating to Developers meeting Canada Post requirements as required.

**F) Restrictive Covenants**

The Municipal Manager advised he wanted to discuss restrictive covenants and enforcement.

The Municipal Manager advised recently he had a discussion with an interested party to build in the eastside area and they would like to have a detached garage. However, the restrictive covenant does not allow for it. The concern is that a person can meet all the requirements of the restrictive covenant at the time of sale and a number of years later he (or a new owner) comes in for a development permit for a detached garage and meets all the requirements of the Land Use Bylaw; how does the restrictive covenant get enforced? The Planning Consultant stated that the Development Authority would process the application and not look at the restrictive covenant. Any applications received would be considered on the basis of meeting the requirements of the Land use Bylaw.

A Restrictive Covenant is a legal agreement between owners of two or more parcels of land and is enforceable by or against any subsequent owners of the parcels of land which are affected by the restrictive covenant. This may be through the court system. The Planning Consultant indicated whoever is the dominant tenant in the agreement would have to take legal action. The Municipal Manager asked what would happen if the whole area has been sold, who would be responsible to take it court. The Planning Consultant advised that in the Town's case it would likely still be the Town because the Town would likely still have the interest of the land and the public roads. The Manager of Legislative and Land Services questioned this and it was suggested that the Restrictive Covenants be reviewed to confirm if the Town still maintains an interest and can enforce the covenant or if it would be the owners of the properties.

Discussion ensued with regard to enforcement of restrictive covenants the town has put on lots and those that may have been put in place by other developers. The Development Authority is obligated to consider applications based on the

Land Use Bylaw. However, he may refer the information to interested party that there is a restrictive covenant in place.

The Manager of Legislative and Land Services suggested amending the Land Use Bylaw to incorporate a separate district or creating an overlay which would stipulate the controls included in the restrictive covenant for the various areas affected. This way they could be enforced by the Town through the Land Use Bylaw. This would ensure that the conditions of the original restrictive covenant would be applied to future development in the same areas.

The Planning Consultant stated that it was his understanding the Town of Redcliff restrictive covenant agreements had a statement that the dominant tenant could chose to enforce or not enforce so the Town could in theory decide that they are done selling land in an area and not to enforce the conditions of the restrictive covenant.

It was suggested that if the Town is the dominant tenant for all agreements that they could decide to discharge all the restrictive covenants. The Manager of Legislative and Land Services expressed concerns that that process is not a simple undertaking and may require agreement from all owners.

Discussion ensued in regard to whether the Town wanted to disregard the restrictive covenants and it was noted that this would have to be a decision of Council. It was noted that if you allow the development to happen contrary to the Restrictive Covenant then you may have some unhappy owners that development is not complying with the restrictive covenant.

Discussion ensued with regard to architectural controls for the exterior of buildings noting that as time goes by the property owners may want to renovate and remove what was stipulated in the restrictive covenant. It may not be modern or in style any longer. It was suggested that a specific timeline be placed on the restrictive covenant.

Consensus of the Board was to review the restrictive covenants and refer further discuss to Committee to discuss terms of enforcement.

## **5. FUTURE/ONGOING PROJECT LISTING**

- A)** Subdivision Plan Lot 1, Block 8, Plan 0412179 (Future Protective Services Site)
- B)** I-XL Development
- C)** Engineering and Development Plan Review
- D)** River Terrace Area Structure Plan
- E)** Joint Area Structure Plan (ASP) with Cypress County

## **6. ADJOURNMENT**

The meeting was adjourned at 12:30 p.m.

## MINUTES

- |                 |                          |   |
|-----------------|--------------------------|---|
| <b>PRESENT:</b> | Members:                 | J. Beach, B. Duncan, L. Leipert, S. Wertypora<br>B. Lowery, B. Vine – (left at 12:35 pm returned at 12:45 pm) |
|                 | Public Services Director | D. Schaffer   |
|                 | Development Officer      | B. Stehr  |
|                 | Planning Consultant      | K. Snyder   |
|                 | Tenant                   | R. Doble  |
|                 | Municipal Manager        | D. Wolanski – left at 12:50 p.m.  |

- ## 1. CALL TO ORDER

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

- ## 2. ADOPTION OF AGENDA

J. Beach moved that the agenda be adopted as presented. - Carried.

- ### 3. PREVIOUS MINUTES

L. Leipert moved the minutes of the November 21, 2012 meeting be adopted as presented. – Carried.

- #### 4. LIST OF DEVELOPMENT PERMITS ADVERTISED

Commission reviewed the development permits as advertised in the Cypress Courier / Commentator on November 13, November 27, December 4, December 11, and December 25, 2012. The Development Officer advised that no appeals were received.

- ## 5. DEVELOPMENT PERMITS FOR MPC CONSIDERATION

**A) Development Permit Application 13-DP-001**

**Lot 11-14, Block 80, Plan 9310188**

**511 South Railway Ave. NE**

## GVN Structures

### Change of Use – Automotive Repair & Service Shop

The Commission reviewed Development Permit Application 13-DP-001 for a Change of Use to an Automotive Repair and Service Shop. B. Vine advised the Commission that he had a pecuniary interest, and excused himself from the meeting at 12:35 p.m.

K. Snyder commented that the concern over parking, was mentioned by the Development Officer, and addressed in the letter of intent from R. Doble. K. Snyder commented to the Commission that the parking was not defined on any drawing.

R. Doble advised that the area in front of his bay was for his customer parking, and that there are approximately 4 stalls.

R. Doble advised that the area at the rear of the bay would be for employee parking, and that there was also parking available on the west end of the lot, if needed.

J. Beach asked if the parking in the front would be for customers doing business, or if it would be used for those vehicles which are being worked on.

R. Doble stated that it was his intention that the work being done on the vehicles would be done inside the shop, and that customer's vehicles would not be stored outside. R. Doble informed the Commission that he didn't want vehicles outside because of appearances and security.

S. Wertypora asked if parking would be allowed on the boulevard across the street. B. Duncan advised that the boulevard was Town property, and parking would not be allowed there.

K. Snyder suggested that condition number 1 should include the statement "*All parking to comply with the Land Use Bylaw Section 68 of the Land Use Bylaw*".

B. Lowery moved that Development Permit Application 13-DP-001 be approved with the following conditions:

1. Provision of 6 parking stalls, one stall to be handicapped accessible, and properly signed. All Parking to comply with the Land Use Bylaw Section 68.
2. Outdoor storage to comply with the Town of Redcliff's Land Use Bylaw Section 67. (1-6). – Carried.

B. Vine returned at 12:45 p.m.

## 6. FOR COMMENT

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

D. Wolanski advised the Commission that Bylaw 1735/2013 was to change the zoning on the property known as the "old RCMP Building" from a C3 General Commercial District to a DC Direct Control District. The Commission was asked to provide their comments regarding proposed Bylaw 1735/2013 for Council's consideration. Because the use of the building had been discontinued for more than 6 months, under the Land Use Bylaw the building would have to be brought into compliance before any use could be granted. He further noted that under DC Direct Control District there is greater control to change the use of the building.

The Commission had no objections to proposed Bylaw 1735/2013.

### B) Bylaw 1734/2013, Municipal Planning Commission Bylaw

D. Wolanski advised the Commission that Bylaw 1734/2013, being the Municipal Planning Commission, was to amend the previous bylaw as part of a Town review of the Bylaws. During the review, it was felt that some grammar should be "cleaned up" and any mention of fees should only be in the Rates Policy Bylaw.

D. Wolanski left at 12:50 pm.



The Commission had no objections or concerns with proposed Bylaw 1734/2013.

**7. ADJOURNMENT**

L. Leipert moved adjournment of the meeting at 12:55 p.m. - Carried

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

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

Wednesday December 19, 2012 8:00 a.m. EDA Board Room

### **ATTENDED:**

Jim Steinke	Ron Edwards	Ron Harty
Jacqueline Penner	Wayne Craven	Gord Reynolds
Randy Lehr	Perry Deering	

### **REGRETS:**

Janet Vas

### **STAFF:**

Wendy Blackwell	Nichola Kondra
Mary-Ann Smith	

1. Call to Order at 8:00 am
2. Welcome to new Staff Member

Welcome Mary-Ann Smith to her first board meeting, she has taken the position of Executive Assistant with the EDA.

3. Adoption of Minutes for November

Motion to adopt the minutes of the November meeting: Gordon Reynolds.  
Seconded by: Perry Deering. Carried.

4. Financial Report

There is one month left in the year and the EDA is fiscally sound.

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

5. Executive Director Report

Productivity Alberta - Excellence in Manufacturing event; will be held at Medicine Hat College on January 10, 2013

iUVS Virtual Conference – We have 47 leads to follow up on and an online survey has been sent out to the all participants.

Jade Kent a student from the College was with the EDA for one week, and will be back for 2 weeks in April. While Jade was here she worked on drafting a series of policies for the EDA. These will now be passed to Janet Vas for review, as this is her area of expertise.

End of year presentations to the City of Medicine Hat and the Town of Bow Island were done. Both meetings were well received by the funders. Other presentations scheduled will be completed as follows:

County of Forty Mile on January 9<sup>th</sup>, Cypress County on January 15<sup>th</sup>, and Town of Redcliff on January 14<sup>th</sup>, 2013.

6. Committees & Projects Progress Reports

a. Associate Director Report:

Nichola attended the Bio-based Chemical Symposium in Calgary on November 27, 2012 to begin promoting “Bioenergy Opportunities in Southeast Alberta”. A webinar the EDA will host on January 31<sup>st</sup>.

Nichola continues to develop great contacts and connections in the bioenergy field. She has connected with an organization interested in setting up a Bioenergy Research and Development demonstration park in Medicine Hat.

iUVS Virtual Conference had 40 attendees on ‘Live’ day. Since then we have 89 participants. There are 44 who have requested additional information. There will be follow up with the contacts in the New Year.

b. Marketing & Communications:

Review of Virtual Conference, people can still sign up and register.

Congratulations to Kendra on her award, Top 40 under 40 Award by the International Economic Development Council (IEDC). 150 candidates were nominated from across North America. Press release will come from IEDC in January 2013 regarding her award; this will be for distribution to local media. This is recognition for EDA’s innovative and creative approaches.

c. Business Development Officer:

Sponsorship acquired for the TTNG3 – Medicine Hat Stampede and Exhibition, Western Producer, MNP, APEX, Medicine Hat College. Nationally, BMO has money set aside to support local community eat local initiatives; Wendy will be meeting with them in the New Year. RBC is also interested in sponsorship.

Connected with 31 greenhouse operators with Recruitment Support Project updates.

d. Agriculture Committee: Perry Deering reported

Attended Farming Smarter Conference in Medicine Hat. Set up a booth with approximately 150 people attended. Promoted the Train the Next Generation (3) event to the conference delegates and handed out 25 postcards and 45 speaker bios.

TTNG 3 is coming together, recruiting sponsorship for the event.

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

Will be attending the Penn Show at the exhibition grounds in December, will be sharing a booth with MNP to give out information for the upcoming TTNG 3.

- e. Energy Committee Report: no report

7. Items for Immediate Discussion

Operation Plan 2013 – Evolved from EDA’s 3 year strategic plan.  
Developed and updated following meetings with the EDA staff.

Key points: Development of a structured BR & E program. Ontario Ministry of Agriculture and Rural Affairs sited as a model – 14 step process detailed on their website. Research of other examples will be undertaken before the EDA BR&E program is designed.

Investment attraction materials and packages will be designed that can be tailored to specific leads

8. Correspondence - none

9. Chairman’s Report

The EDA’s year-end reports were given to the City of Medicine Hat and Town of Bow Island. Positive feedback was given by the alderman and businesses on what the EDA is doing. Wayne Craven commented on the meeting. City Council had also met with Chamber of Commerce. The “Lethbridge Model” for economic development was discussed.

10. New Business – none

11. Round Table

Everyone reported on what was happening in their respective communities.

12. Adjournment 10:25 a.m.

Motion to Adjourn: - not recorded as followed an in-camera session.

NEXT BOARD MEETING: WEDNESDAY January 16, 2012 8:00 A.M.

**TOWN OF REDCLIFF**  
**BYLAW NO. 1501/20071733/2013**

**A BYLAW OF THE TOWN OF REDCLIFF** to establish the Subdivision and Development Appeal Board and prescribe its role and responsibilities.

This Bylaw shall be known as the “Town of Redcliff Subdivision and Development Appeal Board Bylaw”.

**WHEREAS** Section 627 (1) of the *Municipal Government Act*, Chapter M26.1, Revised Statutes of Alberta 1994, provides states that Council may a municipality shall by Bylaw establish a Subdivision and Development Appeal Board;

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

**1. SHORT TITLE**

This Bylaw may be cited as the ~~Town of Redcliff Subdivision and Development Appeal Board Bylaw No. 1395/20041733/2012.~~

**2. INTERPRETATION**

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meaning:

- a) “Act” means the *Municipal Government Act*, as amended from time to time.
- b) “Alternate” means a duly appointed member of the Subdivision and Development Appeal Board that is specifically named and titled as an alternate and such alternate shall assume all duties and rights of a full-time member should any full-time member be:
  - i) unable to attend a hearing of the Subdivision and Development Appeal Board; or
  - ii) declares he is abstaining from participation in a specific hearing to be held by the Subdivision and Development Appeal Board.
- c) “Appellant” means the person who has served written notice of an appeal on the Subdivision and Development Appeal Board from a decision, order or development permit issued by the Redcliff Subdivision Approving Authority, Development Officer or the Municipal Planning Commission.
- d) “Community at large” means the persons residing within the corporate boundaries of the Town of Redcliff
- e) “Council: means the Council of the Town of Redcliff.
- f) “Development” means
  - i. an excavation or stockpile and the creation of either of them,
  - ii. a building or an addition to or replacement or repair of a building and the construction or placing in, on, over or under land of any of them,

- iii. a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in change in the use of the land or building, or
- iv. a change in the intensity of use of land or a building or an act done in relation to land or building that results in or is likely to result in a change in the intensity of use of the land or building;
- g) “Development Application” means an application made to the Town in accordance with the Land Use Bylaw for the purpose of obtaining a Development Permit.
- h) “Development Officer” means a person appointed to the office of development officer pursuant to the Land Use Bylaw, or the Municipal Planning Commission.
- i) “Development Permit” means a document authorizing a development proposal in accordance with the Land Use Bylaw.
- j) “Land Use Bylaw” means a Bylaw of the Town of Redcliff adopted by Town Council as a Land Use Bylaw and all amendments thereto, in accordance with the *Act*.
- k) “Member” means a member of the Subdivision and Development Appeal Board duly appointed by Town Council pursuant to this Bylaw.
- l) “Municipal Manager” means a person appointed by Town Council as Municipal Manager in accordance with the *Municipal Government Act*.
- m) “Municipal Planning Commission”, “Planning Commission” or “Commission” means the Town of Redcliff Municipal Planning Commission established by Council pursuant to the *Act*.
- n) “Secretary” means the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Board.
- o) “Subdivision” means a subdivision application submitted to the Redcliff Subdivision Approving Authority that has had a decision made.
- p) “Subdivision and Development Appeal Board” means the Subdivision and Development Appeal Board established by Council pursuant to this Bylaw in accordance with the *Act*.

### **3.**

#### **ESTABLISHMENT AND COMPOSITION**

2. A Subdivision and Development Appeal Board is hereby established under the name of Redcliff Subdivision and Development Appeal Board, or the Subdivision and

Development Appeal Board.

3. The Subdivision and Development Appeal Board shall be composed of a minimum of five (5) members and a maximum of seven (7) and as well as two (2) alternates being:

Members

- a) two (2) Councillors as appointed by Redcliff Town Council;
- b) minimum of three (3) and a maximum of five (5) citizens at large as appointed by Redcliff Town Council.

Alternate Members

- a) one (1) Councillor appointed by Redcliff Town Council;
- b) one (1) Citizen at large as appointed by Redcliff Town Council.

4. Members appointed who are Councillors of the Town of Redcliff shall be appointed annually at the Organizational Meeting of Redcliff Town Council.
5. A citizen at large member or alternate shall be appointed for a term of up to three (3) years to expire on December 31 of the year which shall be established when he is they are appointed.
6. The Subdivision and Development Appeal Board may make its rules as are necessary for the conduct of its meetings and its business in accordance with the Act and this Bylaw.

4.

**TERMINATION OF APPOINTMENTS**

7. Subject to Section (iii) 8(b) below, the rules of conduct relating to pecuniary interest contained in the *Municipal Government Act*, as amended from time to time, shall be deemed to apply mutatis mutandis to members of the Board.
8. **Council** may by resolution terminate the appointment of any member of the Board if:
- a) the member is absent from more than three (3) consecutive meetings of the Board;
  - b) the member violates the rules of conduct referred to in Section 4A above;
  - c) the member uses information gained through his position as a member of the Board to gain a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
  - d) the member otherwise conducts himself in a manner that Council considers to be improper.
9. A member of the Board's appointment shall automatically terminate if the member ceases to be a member of the Community at large.

10. The appointment of a member of the Board may at any time be revoked by resolution of Council.

**5.**

**APPOINTMENT OF CHAIRMAN**

11. The members of the Subdivision and Development Appeal Board shall at each meeting **shall** elect by majority vote a member who shall act as the Chairman of the Subdivision and Development Appeal Board for that hearing.
12. The Chairman or such other person authorized by the **Subdivision and** Development Appeal Board for the purpose, shall sign all notices of decisions and other documents on behalf of the Board relating to any jurisdiction or power of the Board.
13. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Subdivision and Development Appeal Board.
14. Every member shall vote on every matter placed before the Subdivision and Development Appeal Board:
  - a) unless in a specific case, the Chairman or member is excused by resolution of the Board from voting, or
  - b) unless disqualified from voting by reason of pecuniary interest.

**6.**

**APPOINTMENT AND DUTIES OF SECRETARY**

15. The Secretary shall perform such functions as may be necessary to assist the Subdivision and Development Appeal Board to fulfill its duties under the Act and this Bylaw.
16. The Secretary shall maintain a written record with respect to:
  - a) the minutes of all meetings and public hearings;
  - b) all applications for appeals;
  - c) copies of all written representation to the Subdivision and Development Appeal Board;
  - d) a summary of any verbal evidence presented to the Subdivision and Development Appeal Board;
  - e) the names and addresses of those persons making representation to the



Subdivision and Development Appeal Board;

- f) the decisions together with the reasons of the Subdivision and Development Appeal Board;
  - g) copies of all notices of decisions and to whom they were sent.
17. The Secretary shall:
- a) notify all members of the Subdivision and Development Appeal Board of the arrangements for holding each hearing and other meetings
  - b) make available for public inspection all relevant documents and materials respecting appeals and all appeal decisions.

~~7.~~

#### **DUTIES OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

18. The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to:
- a) hear subdivision and development appeals in accordance with the Act, this Bylaw and the Land Use Bylaw; and
  - b) carry out reviews of any remedial orders under Section 7 of the Nuisance and Unsightly Premises Bylaw.
19. The Subdivision and Development Appeal Board shall hold a public hearing within thirty (30) days of receipt of a notice of appeal duly filed in accordance with this Bylaw, the Land Use Bylaw, a subdivision application and the Act.
20. The Subdivision and Development Appeal Board shall make available for public inspection, before the commencement of the public hearing, all relevant documents and materials respecting the appeal.
21. The Secretary, shall give at least five (5) days notice in writing of the public hearing to:
- a) the appellant;
  - b) the Development Officer (or the Municipal Planning Commission) from whose order, decision or development permit the appeal is made;
  - c) staff, Redcliff Subdivision Approving Authority;
  - d) any property owners and/or other person who the Municipal Manager, or his designate, considers to be affected by the appeal;
  - e) if land that is subject to the appeal in the case of a subdivision is adjacent to the

boundaries of another municipality, that municipality;

- f) in the case of a subdivision, to owners of land that is adjacent to land that is the subject of the application.

22. At the Public Hearing, the **Subdivision and Development Appeal Board** shall hear:

- a) the appellant or any person acting on his behalf;
- b) the Development Officer or a representative of the Municipal Planning Commission from whose ~~its~~ order, decision or development the appeal is made;
- c) a staff member of the Redcliff Subdivision Approving Authority;
- d) any other person who ~~has~~ **was** served with notice of the hearing;
- e) any other person or his agent who claims to be affected by the order, decision, or permit and that the Subdivision and Development Appeal Board agrees to hear.

**8.**

## **RIGHT OF APPEAL**

23. A person may appeal to the Subdivision and Development Appeal Board where:

- a) the Development Officer, Municipal Planning Commission or Redcliff Subdivision Approving Authority as the case may be,
  - i) refuses or fails to issue a development permit or subdivision approval, or
  - ii) issues a development permit or subdivision approval subject to conditions, or
  - iii) issues an order under the Act.
- b) no decision on the application for a development permit ~~or subdivision application~~ is made within forty (40) days of receipt of the completed application.
- c) no decision on the application for a subdivision is made within
  - i) 21 days from the date of receipt of the completed application in the case of a completed application for a subdivision described in section 652(4) of the *Act* if no referrals were made pursuant to section 5(6) of the Subdivision and Development Regulation,
  - ii) 60 days from the date of receipt of any other completed application under section 4(1) of the Subdivision and Development Regulation, or
  - iii) the time agreed to pursuant to section 681(1)(b) of the *Act*.

24. A person affected by an order, decision or development permit made or issued by the Development Officer, Municipal Planning Commission or Redcliff Subdivision Approving Authority as the case may be, other than a person having a right of appeal under Section ~~11(a)~~ 23(a) of this Bylaw may appeal to the Subdivision and Development Appeal Board in accordance with the Act and this Bylaw.
25. An appeal to the Subdivision and Development Appeal Board shall be commenced by serving a written notice of the appeal on the Board within fourteen (14) days after:
- a) in the case of an appeal made by a person referred to in Section ~~11(a)~~ 23(a), the date on which:
    - i) the person is notified of the order, decision, the issuance of the development permit or subdivision approval, or
    - ii) if no decision is made with ~~in~~ respect to the application for a development permit ~~or subdivision~~, the forty (40) day period and any extension of that period referred to in Section ~~11(a)(ii)~~ 23(b) of this Bylaw.
    - iii) if no decision is made with respect to the application for a subdivision, the time requirements listed in Section 23(c) of this Bylaw.
  - b) in the case of an appeal by a person referred to in Section ~~11(b)~~ 24 of this Bylaw, the date on which the notice of the issuance of the development permit was given in accordance with the Land use Bylaw.
26. The written notice of the appeal shall be made on the Subdivision and Development Appeal Form as prescribed by Council resolution from time to time and signed by the Appellant and accompanied by a fee ~~of \$50.00~~ detailed in the Town of Redcliff Rates Policy adopted by Council. The fee is to be paid at time of appeal.
27. The Appellant may serve the Subdivision and Development Appeal Form on the Board by either:
- a) ~~by~~ registered or certified mail addressed to:  
  
Municipal Manager  
Town of Redcliff  
1 - 3 Street N.E., Box 40  
Redcliff, Alberta, T0J 2P0  
  
or
  - b) delivering it in person to the Office of the Municipal Manager in the Town Hall to reach/deliver no later than the fourteenth (14th) day (including Saturdays, Sundays and holidays) after the person is notified in accordance with the Land Use Bylaw, development permit issued by the Development Office or the

Municipal Planning Commission, or Redcliff Subdivision Approving Authority as the case may be.

**9.**  
**NOTICE OF PUBLIC HEARING**

28. Upon receipt of notice of appeal duly filed pursuant to the provisions of this Bylaw, the Land Use Bylaw, and the Act, the Municipal Manager, or his designate shall:
- a) set a date, time, and place for a public hearing to be held within the time limit prescribed under this Bylaw, and
  - b) ensure that the requirements of Section 21 of this Bylaw are fully complied with.

**10.**  
**QUORUM**

29. The members of the Subdivision and Development Appeal Board who are Town of Redcliff Councillors shall not form the majority of members at any hearing;
30. Subject to ~~10-(a)~~ Section 29, the majority of the appointed full time members of the Subdivision and Development Appeal Board shall constitute a quorum at any meeting of the Board.
31. Only the members present during the entire length of the discussion pertaining to a matter being considered at a public hearing or meeting of the Subdivision Development Appeal Board shall be allowed to vote on the appeal.

**11.**  
**COMPLIANCE WITH STATUTORY PLANS AND LAND USE BYLAW**

32. In determining an appeal, the Subdivision and Development Appeal Board:
- a) in regard to Subdivision Approval or Development Permits shall comply with any regional plan, statutory plan and subject to Clause (b), the Land Use Bylaw in effect;
  - b) in regard to a Development Permit may make an order, decision, issue or confirm the issuance of a Development Permit ~~or Subdivision Approval~~ notwithstanding that the proposed development does not comply with the Land Use Bylaw, if in its opinion,
    - i) the proposed development would not unduly interfere with the amenities of the neighbourhood, or
    - ii) materially interfere with or affect the use, enjoyment or value of neighbouring properties,

- iii) the proposed development conforms with the use prescribed for that land or building in the Land Use Bylaw; and.

c) in regard to a Subdivision Approval,

- i) must be consistent with the land use policies;
- ii) must have regard to but is not bound by the subdivision and development regulations;
- iii) may confirm, revoke or vary the approval or decision or any condition imposed by the subdivision authority or make or substitute an approval, decision or condition of its own;
- iv) may, in addition to the other powers it has, exercise the same power as a subdivision authority is permitted to exercise pursuant to the Act.

## **12.** **DECISIONS**

- 33. The Subdivision and Development Appeal Board may confirm, revoke or vary the order, decision or development permit, subdivision or any condition attached to any of them or make or substitute an order, decision or permit of its own,
- 34. The Subdivision and Development Appeal Board shall give its decision upon an appeal in writing together with reasons for the decision within fifteen (15) days of the conclusion of the hearing.
- 35. The decision of the majority of the members of the Board present at a public hearing or meeting duly convened shall be deemed to be the decision of the Board.
- 36. In the event of a tie vote, the motions shall be deemed to be decided in the negative.
- 37. Where the hearing is adjourned and the Board does not at the time of adjournment fix a time and place for a further hearing of the application and announce it to those in attendance, the Chairman of the Board shall announce to those in attendance that notice of the time and place for a further hearing will be sent only to those persons who leave their name and addresses and to whom notice is required under Section 21. ~~shall be entitled to notice of the further meeting.~~
- 38. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a permit by the Development Officer or the Municipal Planning Commission, as the case may be, the Development Officer shall issue a Development Permit in conformity with the Board's decision.
- 39. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a subdivision application by the Redcliff Subdivision Approving Authority, the

Authorized Signing Officer for the Redcliff Subdivision Approving Authority shall issue an approval **permit** in conformity with the Board's decision.

40. In accordance with the Municipal Government Act, section 197 (2.1) the **Subdivision and Development Appeal Board** may deliberate and make its decision in meetings closed to the public.

### **13.**

#### **APPEALS TO COURT OF LAW**

41. A decision made by the Subdivision and Development Appeal Board on a development appeal or subdivision application is final and binding on all parties and persons subject only to a judicial review upon a question of jurisdiction or law pursuant to the *Municipal Government Act*.
42. The Secretary shall keep on file all notices of application made for leave to appeal to the Appellant Division from the decisions of the Subdivision and Development Appeal Board in accordance with the *Act*.

### **14**

#### **CONFIDENTIALITY**

43. The Board shall withhold the following information, within the possession of the Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
- a) commercial information, the disclosure of which would:
    - i) likely prejudice the commercial position of the person who supplied it,
    - ii) reveal a trade secret,
    - iii) likely prejudice the Town's ability to carry out its activities or negotiations, or
    - d) allow the information to be used for improper gain or advantage;
  - b) information that is subject to obligations of confidence, the disclosure of which would:
    - i) likely prejudice the future supply of similar information or advice,
    - ii) likely prejudice the Town's ability to carry out its activities or negotiations,
    - iii) place Board members, Councillors, or employees of the Town at risk of improper pressure or harassment,
    - iv) breach legal professional privilege, or
    - v) prejudice measures protecting health and safety;
  - c) personal information, including personnel information, unless its disclosure:
    - i) is for the purpose for which the information was obtained or for a consistent purpose,
    - ii) is required so that the Town can carry out its duties and functions, or
    - iii) is in a statistical or other form so that the name of persons are not

revealed or made identifiable;

- ~~iv)~~ d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
- e) information the disclosure of which could prejudice security and the maintenance of the law;
- f) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;
- g) information that is prohibited from being released by this or any other enactment.

**15.**

**REPEAL**

Bylaw No. 1501/2007 is hereby repealed.

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

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

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

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

\_\_\_\_\_  
MAYOR

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

**BY-LAW NO. 1143/97-1734/2013  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF to establish the **Redcliff Municipal Planning Commission** and prescribe its role and responsibilities.

This Bylaw shall be known as the “Town of Redcliff Municipal Planning Commission Bylaw.”

**WHEREAS** the *Municipal Government Act* 1994 CM 26.1 S 197; 1995 C24 S23 provides that **Council** may by Bylaw establish a **Municipal Planning Commission**;

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

**1. SHORT TITLE**

~~1.1 This Bylaw may be cited as the **Town of Redcliff Municipal Planning Commission Bylaw.**~~

**2. ENACTMENT**

~~2.1 THE **COUNCIL** OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA DULY ASSEMBLED HEREBY ENACTS AS FOLLOWS:~~

**INTERPRETATION**

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
  - a) “Act” means the *Municipal Government Act*, as amended from time to time.
  - b) “Council” means the Municipal Council of the Town of Redcliff.
  - c) “Development” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
  - d) “Development Application” means an application for development made to the Town in accordance with the Town of Redcliff Land Use ByLaw for the purpose of obtaining a Development Permit.
  - e) “Development Officer” means a person appointed to the office of Development Officer pursuant to this Bylaw or the Municipal Planning Commission.
  - f) “Development Permit” means a document which authorizes development pursuant to the Land Use Bylaw and which may include plans, drawings, specifications or other documents.
  - g) “Land Use Bylaw” means a bylaw of the Town of Redcliff to regulate, control or prohibit the use and development of land and buildings within the Town of Redcliff in accordance with the provisions of the *Municipal Government Act*, **RSA 1994**.



- h) "Member" means a member of the Municipal Planning Commission of the Town of Redcliff.
- i) "Municipal Planning Commission", "Planning Commission" or "Commission" means the Redcliff Municipal Planning Commission established by Council pursuant to the *Act*, and constituted and empowered by Council pursuant to Town of Redcliff Bylaws, as amended, or a Bylaw substituted therefor.
- j) "Municipality" means the geographic area situated within the corporate boundaries of the Town of Redcliff.
- k) "Secretary" shall mean the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Commission.
- l) "Subdivision & Development Appeal Board" means a board established by Council pursuant to the *Act*.
- m) "Town" shall mean the Municipal Corporation of the Town of Redcliff.

### **COMMISSION RESPONSIBILITIES**

- 2. The Commission shall perform the functions, and exercise the development powers and duties as outlined in the current Land Use Bylaw of the Town and amendments thereto.

### **LIMITATIONS**

- 3. The Commission shall have no power to spend money, to make any purchases on behalf of the Town, or to obligate or bind the Town in any manner whatsoever.
- 4. Any recommendations made by the Commission regarding general planning issues shall be forwarded to Council.
- 5. The Commission shall have no power in matters concerning selection, rates of pay, fringe benefits or other matters pertaining to the welfare of staff. The Commission may however address related operational concerns and or issues, in writing, through the Municipal Manager and/or through Council.
- 6. The Commission shall restrict its request for information to information required to make sound planning decisions relating to matters within its jurisdiction.

### **COMMUNICATIONS**

- 7. The Commission shall provide a copy of meeting minutes to the Council on a regular basis.
- 8. The Commission may make presentations to Council regarding planning and development related issues.

9. The Commission shall ensure original minutes and correspondence of Commission and sub-committee meetings are kept safe at the Town's municipal office.

### **CONFIDENTIALITY**

10. The Commission shall withhold the following information, within the possession of the Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
- a) commercial information, the disclosure of which would:
    - i. likely prejudice the commercial position of the person who supplied it,
    - ii. reveal a trade secret
    - iii. likely prejudice the Town's ability to carry out its activities or negotiations, or
    - iv. allow the information to be used for improper gain or advantage;
  - b) information that is subject to obligations of confidence, the disclosure of which would:
    - i. likely prejudice the future supply of similar information or advice,
    - ii. likely prejudice the Town's ability to carry out its activities or negotiations,
    - iii. place Commission Members, Councillors, or employees of the Town at risk of improper pressure or harassment,
    - iv. breach legal professional privilege, or
    - v. prejudice measures protecting health and safety;
  - c) personal information, including personnel information, unless its disclosure:
    - i. is for the purpose for which the information was obtained or for a consistent purpose,
    - ii. is required so that the Town can carry out its duties and functions, or
    - iii. is in a statistical or other form so that the name of persons are not revealed or made identifiable;
  - d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
  - e) information the disclosure of which could prejudice security and the maintenance of the law;
  - f) information about assessments and taxes, except as provided in this or any other enactment;
  - g) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;
  - h) information that is prohibited from being released by this or any other enactment.

**ESTABLISHMENT AND COMPOSITION**

11. The Commission for the Town is hereby established.
12. The Commission shall consist of a minimum of three (3) and a maximum of seven (7) Members as follows:
  - a) One (1) employee or municipal official of the Town, and
  - b) A maximum of six (6) residents of the Town of Redcliff who shall not be employees or municipal officials of the Town or members of Council.
13. A person who is the Development Officer or a member of the Subdivision and Development Appeal Board shall not be appointed to the Commission.
14. Each Member of the Commission shall be appointed by resolution of Council.
15. A Member may be reappointed but only by resolution of Council.
16. A vacancy on the Commission may only be filled by resolution of Council.

**REMUNERATION**

17. Members of the Commission shall hold office without remuneration.
18. A Member may make submissions to Council or as established by policy of Council for Commission related Development expenses.

**TERMINATION OF APPOINTMENTS**

19. Subject to Section 20 (b) below, the rules of conduct relating pecuniary interest contained in the Act, as amended from time to time, shall be deemed to apply to members of the Commission.
20. Council may by resolution terminate the appointment of any Member if:
  - a) the Member is absent from more than three (3) consecutive meetings of the Commission;
  - b) the Member uses information gained through appointment to gain a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
  - c) the Member otherwise conducts himself in a manner that Council considers to be improper.
20. A Member's appointment shall automatically terminate if the Member ceases to reside within the corporate boundary of the Town of Redcliff or if the Member becomes an employee of the Town and is not appointed as an employee or municipal official by

resolution of Council.

21. The appointment of a Member may at any time be revoked by resolution of Council.

#### **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

22. The Commission shall at its first regular meeting held in the month of January in each year, elect, by a majority vote of the Members present, one Member for the office of Chairman and one Member for the office Vice-Chairman.
23. The Vice-Chairman shall preside over any business before the Commission in the event of the absence or inability of the Chairman to act.
24. In the event of the absence or inability to act of the Chairman and Vice- Chairman at a meeting of the Commission, the Members present shall elect, by a majority vote, a Member to act as Chairman at that meeting.
25. The Member appointed as the “employee” or “municipal official” of the Town shall not hold the position of Chairman or Vice Chairman.

#### **QUORUM**

26. Majority of the appointed Members shall constitute a quorum at any meeting of the Commission.
27. Only those Members present during the entire length of the discussion pertaining to a matter being considered at a meeting of the Commission shall have a vote on the matter.

#### **MEETINGS**

28. The Commission may, at any meeting which all Members are present decide by motion to hold regular meetings. That motion shall state the day, hour and place of every such meeting and no notice of any such meeting is necessary.
29. Special Meetings of the Commission may be established through either of the following processes:
- a) Written requests for the calling of a special meeting may be made to the Secretary by an applicant for a development application, only upon full completion and payment of the development application, and an administration fee ~~of \$150.00~~ **detailed in the Town of Redcliff Rates Policy adopted by Council**. Upon receiving the request and all fees being paid, the Secretary shall initiate a request for a special meeting. The Secretary shall firstly contact the Chairman advising him/her of the request and ask the Chairman for a preferred date and time for the meeting and provide the Chairman with the details of the application in hand.

The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the

meeting on the suggested date and time. If a two thirds (2/3) majority of the Members agree to the request, the meeting shall be deemed to be called.

The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the Members' choice, and be released only upon request by the Commission, at the special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.

In the event the meeting is called and a quorum is not reached at the requested meeting, a refund for \$100.00 for the full amount, less an administrative fee of \$50.00 for the polling of members, shall be made to the applicant who made the request. ~~The balance remaining shall be deemed an administrative fee for the polling of the members.~~

- b) For purposes other than a request from an applicant to expedite an application the Chairman may (at no cost ) advise the Secretary to initiate a request for a special meeting. He/she shall provide the Secretary with a preferred date and time for the meeting, and provide details of the agenda item(s) to be discussed. The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the meeting, for the purpose requested, on the suggested date and time. If a two thirds (2/3) majority of the members agree to the request, the meeting shall be deemed to be called. The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the Members' choice, and be released only upon request by the Commission, at the special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.
  - c) No business other than the business stated in the request and outlined to each Member in the telephone poll, shall be discussed or considered at any special meeting.
30. The Commission shall meet at regular intervals to undertake the duties assigned to it by Council under this Bylaw and any resolution of Council pursuant to this Bylaw.
31. The conduct of the meetings shall be determined by the Chairman who may:
- a) set procedural rules from time to time;
  - b) permit delegations to appear before the Commission;
  - c) rule on any other matter as deemed fit.

In every case the Chairman shall first obtain a majority vote from the Members present.

32. The Commission may consult or obtain information from any person, advisor or consultant who is not a Member thereof. It may request such person, advisor or consultant to attend its

meeting or meetings.

33. The meetings of the Commission shall normally be held in public. The Commission may, based on reasons it seems fit, hold a meeting closed to the public pursuant to the Act.
34. The Commission may deliberate and make its decisions in meetings closed to the public, however when a meeting is closed to the public no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.

**DECISIONS**

35. The Commission may make its decisions, recommendations and issue notices with or without conditions in accordance with the *Act*, this Bylaw and the Land Use Bylaw.
36. The Chairman, when present, and every other Member present shall vote on every matter.
  - a) Unless, in a specific case the Chairman or Member is excused by resolution of the Commission from voting, or
  - b) Unless disqualified from voting by reason of pecuniary interest.
37. The decisions of the Commission shall be by simple majority vote of the Members present.
38. No seconder is required to make a motion of the Commission.
39. Any resolution in which ~~there is an equality of votes~~ there is a tie vote shall be deemed to be decided in the negative.
40. The secretary shall, whenever a recorded vote is demanded (in advance of the vote) by a Member, record in the minutes the name of each Member present and whether the Member voted for or against the matter.
41. Minutes of each meeting shall be confirmed at each subsequent meeting of the Commission. The last page of the minutes of each meeting shall be signed by the Chairman or presiding Member and the Secretary.
42. The Chairman or such other person authorized by the Commission for the purpose shall sign all notices of decisions, correspondence on recommendations and other documents on behalf of the Commission relating to any responsibilities of the Commission.
43. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Commission.

**SECRETARY**

44. The Secretary shall attend all meetings of the Commission and shall keep all minutes, documents and records of the Commission safe in the Municipal Office of the Town.
45. The Development Officer shall prepare an agenda for each meeting of the Commission and prior to each meeting, shall arrange to deliver a copy of the agenda to each Member of the Commission, and to its technical advisors.
46. The Secretary shall conduct the correspondence of the Commission and provide it with such administrative services as required.

**REPEAL**

47. Bylaw Number ~~929/91~~ 1143/97 known as the Municipal Planning Commission Bylaw is hereby repealed upon this Bylaw coming into effect.

This ByLaw shall come into force following third reading and signing.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2012.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2012.

READ a third and final time this \_\_\_\_ day of \_\_\_\_\_, 2012.

SIGNED and PASSED this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
MAYOR

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

~~Finally read this 24th day of November A.D., 1997.~~

Signed and finally passed this 25th day of November A.D., 1997

\_\_\_\_\_  
C.E.O.

\_\_\_\_\_  
MUNICIPAL SECRETARY



**TOWN OF REDCLIFF  
BYLAW NO. 1736/2013**

**A bylaw to authorize the Municipal Council of the Town of Redcliff to repeal Bylaw No. 1648/2010 being the Town of Redcliff Building and Development Permit Bylaw, a bylaw created to regulated the form, content and cost of permits for the use, occupancy, relocation, construction or demolition of buildings within the Town of Redcliff.**

**WHEREAS** the Town of Redcliff desires to repeal Bylaw 1648/2010 being the Town of Redcliff Building and Development Permit bylaw.

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

1. That Town of Redcliff Bylaw No. 1648/2010 is hereby repealed upon third and final reading of this Bylaw.

Read a First Time this \_\_\_\_\_ day of \_\_\_\_\_, 2013

Read a Second Time \_\_\_\_\_ day of \_\_\_\_\_, 2013

Read a Third Time this \_\_\_\_\_ day of \_\_\_\_\_, 2013

Signed and Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
**MAYOR**

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

Approved by Council –

## **PHASE-OUT OF THE PENNY POLICY**

### **BACKGROUND**

Effective February 13, 2013 the Government of Canada is phasing pennies out of the currency system. The Federal Government is asking all businesses to adopt a fair and transparent method for rounding cash transactions.

The proposed guideline is referred to as symmetrical rounding. This system is simply rounding the total of a transaction up or down to the nearest \$0.05 increment. There is not a requirement to adopt this method, however the Federal Government will use this method and is asking that all business consider it.

### **POLICY**

#### **Rounding Purchase Transactions**

It is the Town's policy that symmetrical rounding will be applied to the total of each receipt paid with cash, rounding the total to the nearest \$0.05 increment. Receipt totals ending in 1, 2, 6 and 7 cents will be rounded down and totals ending in 3, 4, 8 and 9 will be rounded up.

#### **Accounting for the Rounding**

The Director of Finance and Administration will develop an accounting practice to account for symmetrical rounding that meets all legislative and financial requirements.



# THE ALBERTA ORDER OF EXCELLENCE

RECEIVED  
JAN. 11

Lieutenant Governor of Alberta  
and Chancellor of the  
Alberta Order of Excellence  
The Honourable Donald S. Ethell

December 28, 2012

**Chairman**  
J. Angus Watt, Edmonton

**Council**  
Brian Felesky, Calgary  
Mike Frey, Grande Prairie  
Kathi Herman, Medicine Hat  
Audrey Luft, Edmonton  
Bryan Perkins, Wainwright

**Executive Secretary**  
Gayle Stannard

*Mr. Drew Barnes*  
*Cypress-Medicine Hat*  
*Trans Canada Place*  
*#5, 1299 Trans Canada Way*  
*Medicine Hat, AB T1B 1H9*

*Dear Mr. Barnes,*

*On behalf of the Alberta Order of Excellence Council, I would like to invite you to nominate a deserving Albertan to become a member of the Alberta Order of Excellence.*

*The Alberta Order of Excellence is the highest honour that can be bestowed on a citizen of this province. I trust that you might know a special citizen who has made significant contributions to the lives of other Albertans and that deserves to be considered for this honour.*

*This special person must be a Canadian citizen, live in Alberta and have made a significant contribution provincially, nationally and/or internationally. For more information on the Alberta Order of Excellence and a nomination form, please visit our website at [www.lieutenantgovernor.ab.ca/aoe](http://www.lieutenantgovernor.ab.ca/aoe).*

*It is my hope that you can find the time to have someone considered for the 2013 Alberta Order of Excellence. The nomination deadline is February 15, 2013.*

*Yours sincerely,*

*J. Angus Watt*  
*Chair, Alberta Order of Excellence Council*  
*(780) 412-6645*

Alberta

Municipal Manager's Report  
Monday, January 28, 2013

RCMP Lease

After receiving a copy of the draft lease Rob and I have been having discussions with the RCMP in terms of finalizing the lease, including a face to face meeting where they came down from Edmonton to discuss. We anticipate it being ready for Council's review shortly.

Management Priorities

As we did last year, management staff has been discussing their 2013 priorities. We have looked at the previous year, budget planning, and Council's strategic direction to align those goals. We are hoping to finalize in early-mid February and we will share with Council at that time.

Performance Appraisals

Performance appraisal formats have been finalized, communicated to staff, and the process has begun across the organization. We are using employee anniversary dates as the timeline for each employee. The only exception for 2013 will be management staff where I will be performing all of those within the next few months regardless of their anniversary dates. Moving forward, management staff will receive future evaluations on their anniversary dates.

Emergency Management

Medicine Hat, Cypress County, and Redcliff (me) have been working hard on Emergency Management efforts since Council's approval in principle to proceed with a combined application for funding. We are meeting every two weeks in order to dedicate the appropriate time and commitment to meeting aggressive timelines. The application is nearly complete and will be submitted shortly.

Municipal Inspection

I contacted Alberta Municipal Affairs in early January after receiving no response from the inspector regarding where this was at. If you recall, the last we heard (3<sup>rd</sup> week of Sept) was that the report had been submitted by the Inspector and he was waiting for comments from AMA which was expected "within a week". In speaking with AMA in January they confirmed that their comments were provided to the inspector around that time and that they were now waiting for the final report back from him which they had not received as of January. AMA commented to me that they are working to get that final report and complete the process. AMA informed me that once they get the final report it goes through their staff and legal team again before going to the Minister for his final review and recommendations or directives (if required). That process takes approximately a month.

Therefore, due to that timeline and advertising for a public presentation, we would not expect to be presenting this until approximately the end of March. This would be nearly two years from the time of the request by Council and petition of citizens and well over a year since the inspectors were originally in Redcliff (Dec 2011).

### Professional Development

In December I completed my most recent MBA course in “Theories of Leadership” and received a 92% overall average. This course was a great learning experience for me and was very applicable to my position with the Town of Redcliff. The next course will be in the spring.

### Youth Council Representative

Nothing further than what I had reported previously which was;

*I have had some discussions with the principal from Eagle Butte on this matter. The next step is to discuss basic parameters and they will then talk about it amongst their staff as to how it may work. I will also look to talk with the Youth Centre to see if that may be an additional alternative.*

### Legion Meeting

As you recall, the Legion wrote a letter to Council inquiring about a possible partnership with them in regards to an Assisted Living facility in Redcliff. As per Council's direction, I was to meet with representatives from the Legion to discuss our commitment to Cypress View and what exactly their idea was.

This meeting took place in December and was a great experience for both sides. Their goal was simply to make sure that Council was aware of the idea and the challenges and desires of some Seniors to stay in Redcliff when they may need some additional help. They were very interested to know of our relationship and commitment to Cypress View and understood such.

We agreed to keep in contact over the coming years to continue to have dialogue about this and other issues that they are aware of. In fact, our management team discussed that we would like to meet with certain groups in our community annually (that does not have a Council representative such as the Legion, Lions Club, School Board, etc.) to get a better pulse on what kinds of issues they are hearing about as well as to provide information to them on what the Town is doing.

### Newsletter

The first newsletter is nearly complete and will be sent out by the end of January. In preparing the document we are combining it with a document prepared by Community Services regarding their programs and services for Jan-Apr. We have also had several discussions on what may be more appropriate distribution timelines throughout the year. The main idea is going from the planned four times to three to coincide with Community Services program initiatives and critical annual municipal timelines. Since Council has indicated “quarterly newsletters” in their strategic direction this idea will be brought forward at a later date to Council once the original newsletter has been distributed in the Community for their consideration.

### Procedural Bylaw Update

I just wanted to provide further comment related to the change in the Procedural Bylaw and request from a member of the public regarding having an open forum for questions/answers at a Council meeting. At the time, I recommended against such a format for a variety of reasons.

As I have been investigating other Municipal Inspections in the Province of Alberta as preparation for things we may expect to see, I came across several examples where municipalities were doing this and the inspector recommended against continuing such a practice. Part of the reasoning was aligned with what I had indicated in that it may leave Council and Administration not adequately prepared and either would then require no answer or may lead to inaccurate answers without the opportunity to investigate further. Furthermore, there were indications that the sessions had a tendency to become negative and provide a forum for personal attacks on Council and/or Administration.

Although Council has already made their decision on this matter I just wanted to provide further support of said decision that I did not have available at the time.

#### Staffing Updates

The position for Public Services Supervisor has been posted with a closing date of February 8<sup>th</sup>. Interviews will commence shortly thereafter.

The new position of Director of Community and Protective Services is being finalized in terms of job description, reporting structure, etc. This is expected to be posted sometime in February. We also continue to make plans for moving Community Services upstairs in anticipation of this position being filled. We will have further discussions and updates for Council in relation to the Hiring Policy and this position in February.

#### Policy 69 and Council remuneration

Now that the CUPE agreement has been finalized, Council will need to discuss the out-of-scope policy 69 and their own remuneration which needs a resolution in 2013. Due to my absence at the January 28 meeting this will be brought forward at a meeting in February.

#### Finance and Administration

##### Year-End

The Finance and Administration department is now completing the 2012 year end process. Over the next few weeks the individual functions will be closed and final documentation will be prepared. I estimate that the general ledger will close on or before January 31st. Once that is complete, the department will focus on preparations for the formal audit conducted by MNP. Fieldwork for the audit is scheduled to take place in the last week of February.

##### Landfill Receivable Collection Status

I wanted to include a short update on the collection of a large receivable (\$41,100) for the Redcliff/Cypress Regional Landfill Authority. As previously discussed a claim was filed against the debtor by CBV Collections in September of 2012. The Court has awarded a default judgement for the full value of the receivable and costs associated with the claim. A Writ of Enforcement was issued and registered against the debtor's assets (land). I will update this issue again as more developments occur.

##### Scheduled Items:

##### Jan 1st : Tax Penalty

A penalty will be imposed on the full balance of any outstanding tax roll.

Jan 14<sup>th</sup>: Utility Billing

Bills for water, sewer and garbage service for November and December 2012

Jan 25<sup>th</sup>: Dog Licenses

Estimated mailing for invoices for the renewal of Dog Licenses

Jan 25<sup>th</sup>: Business Licenses

Estimated mailing for invoices for the renewal of Business Licenses

Public Services

Water and Sewer Utilities

- Utility Operators completed the semi-annual sewer system inspections in December. These inspections are performed as a preventative measure and assist the department in identifying trouble areas before they cause sewer main backups.
- Several more sanitary sewer services in the Kipling subdivision have been causing residents issues with backups. As a result of recent video inspections, the department will be scheduling several more excavations and repairs in the near future. The repairs are necessary to correct poor installations at the time the subdivision was originally constructed.

Municipal Works

- The department has been trimming a large number of trees throughout the town that have been extruding into laneways. These trees cause significant obstruction and even damage to our garbage collection vehicles that need to operate in the back lanes.
- Staff have been replacing a number of damaged and/or faded traffic signs and street name signs throughout the Town as time and opportunity permits.

Parks and Recreation

- An incident at the Rec-Tangle over the Christmas holidays caused a significant amount of damage to some of the plumbing in the building. The heating unit that heats the dressing rooms failed at sometime between December 27-28 and as a result a number of waterlines and related plumbing equipment was damaged from being frozen. The incident was reported to our insurer and repairs have been started. It is unknown at this time as to what the cost of the damages will be.
- Work is expected to commence on the Aquatic Centre mechanical and filtration system within the next week or two.
- Shawn Dennison a Facility Operator with our department attended and received his **Swimming Pool Operator 2 Certification** from the Alberta Association of Recreation Facility Personnel.

Regional Landfill

- The Ridgeline Greenfill Treatment site at the Landfill was very busy during the month of December as a result of accepting over 5500 metric tonnes of material for treatment.

#### Other

- Public Services management and supervisory staff attended two 2-day health and safety training sessions with various other Town management staff during the months of October and November. The “Leadership for Excellence” and “Health and Safety Management Systems” courses were both offered on site by the Alberta Municipal Health and Safety Association.

#### Community Services

- A Program and Services guide for Jan – April was prepared and is available at the counter, on the website and will be mailed out with the Town Newsletter. This will be prepared seasonally from now on.
- Received the \$25,000 from Community Initiatives Program (CIP) for the Centennial.

#### Engineering

##### Eastside Phase 1 Parks & Landscape

- Engineering Department received the tender documents from Stantec and a review is in progress.
- Stantec is following up with Alberta Environment to get the formal approval for Eastside Storm Water Master Plan (SWMP) under Water Act, which was never received before although all the comments on the report were addressed that time. Further to this, Stantec figured an update to storm water modeling is required to use the pond water for irrigation of Eastside Phase 1 Parks. It will also require a resubmitting of Eastside Phase 1 Parks design drawings and obtain Alberta Environment’s approval.
- Existing electric transformer at the pond C Lift Station was planned to use in order to supplement the power needs of additional pump and irrigation system. Stantec figured the transformer existing capacity is not sufficient and will require a transformer with increased capacity.
- Town’s Engineering will contact City electric to get a quote for swapping the existing transformer with high capacity transformer.
- Project tendering will be done soon after getting these necessary approvals.

##### Broadway Court Lift Station

- The project is complete and under warranty from Oct 25, 2012 to Oct 25, 2014.

##### Sanitary Systems Evaluation Study



- MPE work on study is in progress and MPE has planned to submit draft report to Town shortly.

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

- Construction start up meeting happened on Jan 08, 2013 with MPE, Carver Construction and Town's representatives.
- Carver Construction has provided a construction schedule for MPE and Town's review. Mobilization was planned in week of Jan 13<sup>th</sup> and start of work on Jan 21, 2013.
- Next design review meeting is scheduled for Feb 07, 13 at MPE Lethbridge office. Town's representative will meet with MPE in Lethbridge office. Once those discussions have taken place, the next meeting will involve the Water Treatment Plant Committee to discuss the design status and update on the re-tending of raw water pipeline and corresponding changes.

#### 2012 Road Rehab and Waterline Looping

- Deficiencies repair in progress.
- QA testing identified few deficiencies and Transit paving is being followed to carry further QC testing and provide Town with the results.

#### Other Miscellaneous.

- River Valley Trail Cracks and Westside Top Asphalt deficiencies
  - No further update received from South Rock. Final acceptance certificate is not issued yet due to outstanding deficiencies.
- Transportation Master Plan
  - Scheffer Andrew has requested some additional expenses incurred during the preparation of the Final report. Town has followed up with letter to decide what is not acceptable to the Town. No further update available till now.
- Northside FSR
  - Scheffer Andrew-Transportation impact assessment is still to complete. No further update.
- 2013 Street improvement projects preliminary design in progress.
- Industrial Drive Swale project - No further update.

#### Legislative and Land Services

- Still waiting for report from Alberta Municipal Affairs regarding the Municipal Review of Gas, Electric, Plumbing, Private Sewage Disposal Systems that was conducted on October 30, 2012.

- The Municipal Manager and I met with Staff Sgt. Dave Ness and Cpl. Chris Zanidean to discuss false alarm reporting. Some concerns have been expressed by owners being fined for false alarms in which the Police have been called off. Protocols moving forward were agreed to and will be reviewed again to evaluate further.
- Ongoing inquires re: land sales, development & subdivision.
- Ongoing enforcement issues of non-permitted development and older files.
- The Subdivision and Development Appeal Board, Family & Community Services Board and the Recreation Services Board each still have one open member position.
- Had discussion with property owner of 22 – 1 Street SW regarding their inquiry if Town would be interested in a right of way at the rear of the property. The property owner was leaving on vacation and advised they may want to discuss it further upon return.
- Three insurance claims have been submitted to AMSC Insurance. Two relating to Town property (Rec-Tangle & Lions Park Water Park) and one third party claim.
- A total of 10 lots were sold in Eastside during 2012 (budgeted for 5). This is obviously a dramatic increase over 2011 where there was only 1 sale.