



**COUNCIL MEETING**  
**MONDAY, JUNE 10, 2013**  
**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, JUNE 10, 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. DELEGATION</b>	
A) Drew Barnes, MLA, Wild Rose Party	
<b>3. MINUTES</b>	
A) Council meeting held May 27, 2013 *	For Adoption
B) Special Council Meeting held May 22, 2013 *	For Adoption
C) Committee of the Whole meeting held May 27, 2013 *	For Information
D) Canadian Badlands meeting held April 24, 2013 *	For Information
E) Redcliff Public Library Board held April 30, 2013 *	For Information
<b>4. BYLAWS</b>	
A) Bylaw 1742/2013, being the Subdivision and Development Appeal Board Bylaw *	2 <sup>nd</sup> /3 <sup>rd</sup> Reading
B) Bylaw 1751/2013, being the Encroachment Permit Bylaw *	2 <sup>nd</sup> /3 <sup>rd</sup> Reading
<b>5. STAFF RECOMMENDATIONS</b>	
A) CAPE Students & Special Transit Bus *	For Consideration
B) Tender – Toboggan Hill Outfall Erosion Protection and Various Fire * Hydrants and Water Valves Replacement Projects	For Consideration
<b>6. POLICIES</b>	
A) Policy 10 Community Group Financial Assistance Policy *	For Approval
B) Policy 29, Per Diem Allowance - Members of Town Council *	For Approval

- |           |  |              |
|-----------|--|--------------|
| <b>C)</b> | Policy 49, Per Diems - Members of Boards and Commissions * | To Cancel    |
| <b>D)</b> | Policy 39, Direct Control Zone Development Policy *        | For Approval |
| <b>E)</b> | Policy 40, Internal Debenture Financing Policy *           | To Cancel    |
| <b>F)</b> | Policy 76, Bravery / Acts of Heroism Policy *              | For Approval |

**7. CORRESPONDENCE**

- |           |  |                 |
|-----------|--|-----------------|
| <b>A)</b> | Alberta Culture *<br>Re: Alberta Culture Days Event                                      | For Information |
| <b>B)</b> | Drew Barnes, MLA *<br>Re: Canadian Food Inspection Agency                                | For Information |
| <b>C)</b> | Alberta Transportation *<br>Re: 2013 Transportation Grant Funding (BMTG and FGTF)        | For Information |
| <b>D)</b> | Alberta Sport, Recreation Parks & Wildlife Foundation *<br>Re: 2016 Alberta Summer Games | For Information |

**8. OTHER**

- |           |                                   |                 |
|-----------|-----------------------------------|-----------------|
| <b>A)</b> | Policy Review Update *            | For Information |
| <b>B)</b> | 2013 Road Rehab Projects *        | For Information |
| <b>C)</b> | 2011 Financial Indicator Graphs * | For Information |

**9. RECESS**

**10. IN CAMERA**

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

**11. ADJOURN**

ACCOUNTS PAYABLE MAY 23, 2013 - JUNE 4, 2013			
COUNCIL MEETING JUNE 10, 2013			
72920	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO MAY 18, 2013	\$28,424.65
72921	TOWN OF REDCLIFF	REGULAR PAY TO MAY 18, 2013	\$63,524.54
72922	TOWN OF REDCLIFF - LANDFILL	INCREASE FLOAT	\$100.00
72923	ACTION PARTS	BRAKE CLEANER	\$21.29
72924	AG-PLUS MECHANICAL	FILTERS UNIT #144 -BOBCAT LOADER	\$213.50
72925	BROWN, CHERE	REIMBURSE TRAVEL EXPENSES - ARB TRAINING	\$441.02
72926	CPA	2013/2014 MEMBERSHIP	\$204.75
72927	CLEARTECH INDUSTRIES	ALUMINUM SULPHATE	\$9,592.15
72928	CLOVERDALE PAINT	ORANGE RUST PAINT	\$50.01
72929	CONSTRUCTION SUPPLY	SIKAFLEX SEALANT FOR SWIMMING POOL	\$176.15
72930	DAVIES, MIKE	REIMBURSE 2013/2014 CMA MEMBERSHIP	\$913.50
72931	FINNING	AIR FILTER & COOLANT UNIT#142 COMPACTOR	\$260.91
72932	FORM-TECH MACHINING	MANUFACTURE CAPS FOR PLATE TAMPER	\$504.00
72933	FOUNTAIN TIRE	TIRE REPAIR UNIT#94 GARBAGE TRUCK	\$54.55
72934	FOX ENERGY SYSTEMS	SIGN BLADES	\$111.20
72935	KIRK'S MIDWAY TIRE	TIRE REPAIR UNIT#132 MOWER/SWEEPER	\$22.05
72936	MH CONSTRUCTION ASSOC	CONSTRUCTION SAFETY TRAINING (CSTS) COURSE - M.SEHN, J.GODIN	\$136.50
72937	SHAW CABLE	JUNE INTERNET SERVICES	\$375.54
72938	OSMOND, ROBERT	REIMBURSE TRAVEL EXPENSES - GFOA CONFERENCE	\$403.64
72939	PRIME PRINTING	ENVELOPES WITH POSTAL INDICIA	\$428.40
72940	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS TO MAY 18, 2013	\$17,059.46
72941	CANADIAN RED CROSS	SWIMMING LESSON STICKERS, BADGES AND BOOKS	\$1,113.02
72942	REIMER, ERNIE	REIMBURSE TRAVEL EXPENSES - MGA REVIEW	\$92.00
72943	ROSENAU TRANSPORT	FREIGHT OF WTP AND POOL SUPPLIES	\$325.68
72944	SILVER LAKE SOD FARM	SOD	\$88.20
72945	GEORGE, CHRIS	REFUND KEY DEPOSIT	\$125.00
72946	TROJAN TRANSPORT	FREIGHT OF METER - PRJ#40 - EASTSIDE PHASE 1 LANDSCAPING	\$34.02
72947	TOWN OF REDCLIFF	SDAB VOLUNTEER APPRECIATION, PAPER, FIRST AID SUPPLIES, ETC	\$249.45
72948	TOWN OF REDCLIFF - LANDFILL	APRIL LANDFILL TONNAGE	\$518.10
72949	IB WILLIAMS	REIMBURSE TRAVEL EXPENSES - ARFP CONFERENCE	\$658.18
72950	WOLSELEY MECHANICAL	FLUSH VALVES, CLOSET SPUDS, BUSHING, ADAPTOR, ELBOW	\$309.63
72951	WOOD, DALE	HUNTER EDUCATION COURSE INSTRUCTOR FEES	\$3,135.00
72952	TELUS COMMUNICATION	MAY CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$120.94
72953	TELUS MOBILITY	JUNE CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$33.55
72954	ACKLANDS - GRAINGER	RATCHET WRENCH, RIVET TOOL, QUICK PINS, SAFETY VEST	\$366.55
72955	ACTION PARTS	POWER STEERING HOSE, 12 VOLT BATTERY, SLOW MOVING SIGNS	\$222.56
72956	TYCO INTEGRATED SECURITY	JUNE-NOVEMBER 2013 ALARM SERVICES LANDFILL	\$228.31
72957	AFFINITY WELDING	REPAIR BROKEN WELD TAIL GATE LATCH UNIT#118 3 TON	\$44.63
72958	ALTA-WIDE BUILDERS	2 X 10 LUMBER, 8' STRIPS	\$183.35
72959	AMSC INSURANCE SERVICES	JUNE EMPLOYEE HEALTH BENEFITS, APRIL HEALTH SPENDING ACCOUNT	\$15,170.02
72960	AMSC INSURANCE SERVICES	INSURANCE PREMIUMS - UNIT#146 & 147 2013 GMC SIERRA TRUCKS	\$543.93
72961	BENCHMARK GEOMATICS	PRJ# 94 - MUNICIPAL TECHNOLOGY IMPROVEMENTS - GPS TRAINING	\$420.00
72962	THE BOLT GUYS	SOCKET CAPS, LOCKNUTS, ETC	\$15.15
72963	BOSS LUBRICANTS	GREASE	\$526.79
72964	BROVAC	CLEAN LIFT STATION	\$472.50
72965	CACTUS COMMUNICATIONS	PRJ# 92 PARKS VEHICLE & PRJ#113 SKID STEER LOADER - 2 WAY RADIOS	\$1,207.30
72966	CIBC	SUPPLEMENTAL PENSION TO MAY 18, 2013	\$2,510.22
72967	CITY OF MEDICINE HAT	2013 911 DISPATCH CONTRACT - JANUARY TO JUNE	\$3,743.94
72968	CLEARTECH INDUSTRIES	CHLORINE CYLINDERS WTP	\$3,515.23
72969	CONSTRUCTION SUPPLY	SIKAFLEX SEALANT FOR PARKS, VINYL KNIFE	\$319.56
72970	CRANSTON, CAROL	REIMBURSE FOR COW SUPPER MAY 27, 2013	\$79.92
72971	C.U.P.E.	UNION DUES TO MAY 18, 2013	\$1,963.55
72972	DAVIS PONTIAC BUICK GMC	PRJ#112 - 1/2 TON PICK UP TRUCK, PRJ# 91 - 1/2 TON PICK UP TRUCK	\$44,534.70
72973	ESRI CANADA	PRJ#94 - MUNICIPAL TECHNOLOGY IMPROVEMENTS	\$4,252.50
72974	FARMLAND SUPPLY CENTER	WHITE WIRE, RED WIRE, WIRE CONNECTORS, HOSE UNIT# 102 - GRADER	\$867.74
72975	FLASHING CANINES	REFUND TWO KEY DEPOSITS	\$250.00
72976	FOUNTAIN TIRE	REPAIR TIRE UNIT#129 - F150 PICK UP TRUCK	\$39.82
72977	FOX ENERGY SYSTEMS	PARKING SIGNS - LIBRARY, OVERALLS, SUNSCREEN BOTTLES & POUCHES	\$254.35
72978	GAR-TECH ELECTRICAL	DISCONNECT SEWER LIFT PUMP AT SEMRAU LIFT STATION	\$78.75
72979	GRADWELL, RAYMOND	REIMBURSE CAP, RANK BARS, CARGO PANTS, SCBA MASK BAGS	\$425.69
72980	HYDRODIG	PRJ# 57 - 3 ST. SE REHAB	\$590.63
72981	KIRK'S MIDWAY TIRE	CHANGE OVER TIRE UNIT# 97 MOWER, TIRE REPAIR UNIT#111 MOWER	\$153.30
72982	LETHBRIDGE MOBILESHREDDING	MAY SHREDDING SERVICE	\$44.10
72983	MPE ENGINEERING	PRJ#21 - WTP UPGRADE, PRJ#99 - RAW WATER PUMP STATION, ETC	\$45,469.31
72984	MURRAY CHEV OLDS CADILLAC	BRAKE SWITCH - UNIT# 118 3 TON	\$32.99
72985	PARK ENTERPRISES	APRIL PERMITS	\$735.90
72986	PITNEY WORKS	JUNE FOLDER STUFFER CONTRACT	\$145.77
72987	PRITCHARD & COMPANY	DISCHARGE CAVEAT 0213235, 2, 57	\$80.63
72988	REDCLIFF ACTION SOCIETY	1ST QTR DISBURSEMENT - COORDINATOR POSITION	\$3,000.00



72989	THE RIGHT STOKES PAINTING	REMOVE GRAFITTI CAMPGROUND	\$630.00
72990	ROCKY MOUNTAIN PHOENIX	FACEMASKS, FLASHLIGHTS	\$936.51
72991	ROSENAU TRANSPORT	FREIGHT OF WTP SUPPLIES AND PUMP FROM LIFT STATION	\$451.30
72992	SCHEFFER ANDREW	APRIL PLANNING SERVICES	\$698.25
72993	SOLBERG, ERIC	REIMBURSE TRAVEL EXPENSES - PEP MEETING	\$93.84
72994	TELUS COMMUNICATION	JUNE CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$1,524.28
72995	TRIPLE R EXPRESS	FREIGHT OF FITTINGS	\$30.45
72996	JACOB'S WELDING	CUT SCALE & REPAIR CRACKS ON WINDSCREENS LANDFILL	\$472.50
72997	LATTER DAY SAINTS CHURCH	REFUND KEY DEPOSIT & FACILITY DEPOSIT	\$225.00
72998	PRACTICA	BAG DISPENSERS & BAGS	\$1,044.33
72999	JEANNEAULT, PATRICIA	REFUND KEY DEPOSIT & FACILITY DEPOSIT	\$225.00
73000	THOMAS, LYNNE	REFUND UTILITY CREDIT ON ACCOUNT	\$24.04
73001	MH & DISTRICT FOOD BANK	DONATION IN MEMORY OF MARY LIPPERT	\$75.00
73002	TOWN OF REDCLIFF	MAY EMPLOYEE PROPERTY TAXES	\$550.00
73003	WOLSELEY MECHANICAL GROUP	ADAPTORS, 1" PEX PIPE	\$599.25
	TOTAL CHEQUES: 84	AMOUNT OF CHEQUES:	\$269,890.02

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MAY 27, 2013 – 7:00 P.M.**

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

Municipal Manager D. Wolanski  
Director of Finance & Administration R. Osmond  
Manager of Legislative and Land Services S. Simon  
Manager of Engineering K. Minhas (left at 7:59 p.m.)  
Public Services Director D. Schaffer (left at 7:59 p.m.)

**ABSENT:** Councillors E. Reimer, E. Solberg

**1. GENERAL**

**Call to Order** A) Mayor Hazelaar called the regular meeting to order at 7:00 p.m.

**Adoption of Agenda** B) Councillor Steinke moved the Agenda be adopted as presented. – Carried Unanimously.

**Accounts Payable** C) Councillor Brown moved the following 65 general vouchers in the amount of \$322,839.63 be received for information. – Carried Unanimously.

ACCOUNTS PAYABLE MAY 9, 2013 - MAY 16, 2013			
COUNCIL MEETING MAY 27, 2013			
72855	PROVINCIAL TREASURER - LAPP	CONTRIBUTIONS TO MAY 4, 2013	\$16,798.56
72856	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY MAY 4, 2013; MAY COUNCIL PAY	\$29,676.88
72857	TOWN OF REDCLIFF	REGULAR PAY TO MAY 4, 2013; MAY COUNCIL PAY	\$69,578.93
72858	ACKLANDS	SCREW EXTRACTOR SET, SAFETY VESTS, EARPLUGS, BATTERIES	\$404.73
72859	ATRON REFRIGERATION	REPLACE BELT ON ARENA DRESSING ROOM HEATER	\$181.65
72860	BENCHMARK ASSESSMENT	MAY - JULY ASSESSMENT FEES	\$14,106.75
72861	BENCHMARK GEOMATICS	GRADE PLAN 7 RIVERVIEW COURT SE	\$210.00
72862	BIG EAGLE SERVICES	LEACHATE EVACUATION LANDFILL	\$1,546.13
72863	THE BOLT SUPPLY HOUSE	TAPPING SCREWS, CARRIAGE BOLTS	\$33.35
72864	D & M PLASTICS	GARBAGE LIDS	\$11,704.98
72865	DAVIES, MIKE	UNADDRESSED ADMAIL FOR NEWSLETTERS	\$383.99
72866	FARMLAND SUPPLY	TIMER, TIPS, HOSE, CLAMPS	\$308.54
72867	FOX ENERGY SYSTEMS	POCKET MASKS, BANDAGES, ADHESIVE DRESSINGS	\$82.74
72868	REDCLIFF HOME HARDWARE	WET/DRY VAC LANDFILL, CLEANER, PAINT, STAPLER KIT, ETC	\$977.06
72869	KAIZEN LAB	THM LAB TESTING - WTP	\$103.95
72870	MNP	2012 AUDIT FEES	\$8,505.00
72871	NIEDERMAYER, MARK	APRIL GUITAR INSTRUCTION FEES	\$210.00
72872	PC CORP	SSL CERTIFICATES 2013-2016	\$281.40
72873	PRIME PRINTING	TAX NOTICE FORMS	\$108.15
72874	PUROLATOR	FREIGHT OF DOCUMENTS TO MPE ENGINEERING	\$38.42
72875	SAFETY CODES	MARCH SAFETY CODES	\$18.00
72876	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK LANDFILL	\$136.50
72877	SHORTGRASS LIBRARY SYSTEM	2013 MEMBERSHIP LEVY	\$13,020.00
72878	STEINKE, JAMES	REIMBURSE TRAVEL EXPENSES ARB TRAINING	\$258.16

72879	ST. JOHN AMBULANCE	BABYSITTING COURSE INSTRUCTION FEES	\$350.00
72880	TELUS COMMUNICATION	MAY CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$38.04
72881	TELUS MOBILITY	MAY CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$367.31
72882	JACOB'S WELDING	WELD QUICK ATTACH UNIT#134 LOADER	\$1,039.50
72883	MADILL, APRIL	REFUND FOR CANCELLED PERSONALITY CLASS	\$36.67
72884	GROVES ROOFING	REMOVE & REPLACE SHINGLES - AQUATIC CENTRE	\$10,636.50
72885	TROPHY & ENGRAVING WORLD	PLAQUES FOR VOLUNTEER APPRECIATION NIGHT	\$704.13
72886	WESTERN CANADA WELDING	WELDING RODS	\$82.95
72887	WOLSELEY MECHANICAL	CLAMPS	\$1,235.87
72888	ZEP SALES & SERVICE	CLEANING SUPPLIES	\$2,506.00
72889	A & B STEEL	CONCRETE BITS	\$102.90
72890	ACKLANDS	DISPOSABLE GLOVES	\$31.75
72891	BIG EAGLE SERVICES	LEACHATE EVACUATION LANDFILL	\$651.00
72892	THE BOLT GUYS	LOC TITE ADHESIVE, PAINT MARKERS, GLOVES, OIL, ETC	\$66.28
72893	CARVER CONSTRUCTION	PRJ# 99 - RAW WATER PUMP STATION UPGRADE	\$39,730.75
72894	CITY OF MEDICINE HAT	APRIL UTILITY ACCOUNTS, APRIL SEWAGE OUTLAY	\$72,646.81
72895	CANADIAN PACIFIC RAILWAY	APRIL FLASHER MAINTENANCE CONTRACT	\$667.24
72896	DUCKERINGS TRANSPORT	FREIGHT OF ROAD REPAIR MATERIAL	\$399.88
72897	EECOL ELECTRIC	FUSES	\$25.28
72898	FORTY MILE GAS CO-OP	APRIL GAS UTILITY LANDFILL	\$166.35
72899	GRAND RENTAL STATION	VOLUNTEER APPRECIATION NIGHT DECORATIONS	\$990.71
72900	JOHN'S WATER HAULING	WATER DELIVERY LANDFILL	\$90.00
72901	LETHBRIDGE HERALD	APRIL ADVERTISING, APRIL-JUNE SUBSCRIPTIONS	\$4,718.40
72902	LETHBRIDGE MOBILE SHREDDING	APRIL SHREDDING SERVICE	\$66.15
72903	MEDICINE HAT CO-OP	CUTTING DISKS, CROW BAR, MARKERS	\$93.48
72904	MEDICINE HAT NEWS	APRIL ADVERTISING	\$1,228.50
72905	PC CORP	MARCH SYSTEM SUPPORT, SERVER HARD DRIVE EXPANSION	\$1,358.44
72906	PRIME PRINTING	NEWSLETTER FOLDING	\$81.90
72907	THE PRINTER	BUSINESS CARDS R.GRADWELL, S.SIMON; SWIM PASSES - POOL	\$310.80
72908	PRITCHARD & COMPANY	CAVEAT DISCHARGES	\$220.89
72909	ROSENAU TRANSPORT	FREIGHT OF TRAFFIC PAINT, GARBAGE LIDS, CHORINE WTP	\$1,010.01
72910	SIMON, SHANON	REIMBURSE TRAVEL EXPENSES ALUP TRAINING	\$644.40
72911	TELUS MOBILITY	MAY CELL PHONES, PHONE, RADIO & PAGER CHARGES	\$71.86
72912	GUNTHER, HORST	REFUND CREDIT ON INACTIVE UTILITY ACCOUNT	\$55.36
72913	HALF MOON YOGA STUDIO	YOGA INSTRUCTION FEES	\$200.00
72914	TOWN OF REDCLIFF LANDFILL	APRIL LANDFILL TONNAGE	\$4,955.28
72915	WCB	MARCH & APRIL PREMIUMS	\$3,963.99
72916	WE CARE HOME HEALTH CARE	APRIL HOME CARE FEES	\$224.00
72917	WOLSELEY MECHANICAL	SEWER PIPE	\$328.10
72918	W.R. MEADOWS	ROAD REPAIR MATERIAL, WHITE TRAFFIC PAINT	\$1,879.30
72919	XEROX CANADA	WC7655 APRIL COPIER FEES, PRO232 MARCH COPIER FEES	\$188.98
	TOTAL CHEQUES: 65	AMOUNT OF CHEQUES:	\$322,839.63

Bank Summary for April 30, 2013

**D)** Councillor Kilpatrick moved the Bank Summary for April 30, 2013 be received for information. – Carried Unanimously.

## 2. DELEGATION

Formal Signing of Food Charter

**A)** D. MacNaughton and Ann Pudwell were in attendance for the formal signing of the Food Charter. Mayor Hazelaar thanked them for the Food Connections Association Food Charter initiative and for their interest in making the Town of Redcliff healthier.

Canadian Paraplegic Association  
(Alberta) Presentation

**B)** Shirley Jago was in attendance to give a presentation to Council regarding the Canadian Paraplegic Association Council.

Councillor Crozier moved that the Canadian Paraplegic

Association presentation to Council be received for information. – Carried Unanimously.

S. Jago left at 7:19 p.m.

### **3. MINUTES**

Council meeting held May 13, 2013

**A)** Councillor Brown moved the minutes of the Council meeting held May 13, 2013 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held May 13, 2013

**B)** Councillor Steinke moved the minutes of the Committee of the Whole meeting held May 13, 2013 be received for information. – Carried Unanimously.

Redcliff Family and Community Support Services Board meeting held May 14, 2013

**C)** Councillor Brown moved the minutes of the Redcliff Family and Community Support Services Board meeting held May 14, 2013 be received for information. – Carried Unanimously.

Municipal Planning Commission meeting held May 15, 2013

**D)** Councillor Steinke moved the minutes of the Municipal Planning Commission meeting held May 15, 2013 be received for information. – Carried Unanimously.

Economic Development Alliance meeting held April 13, 2013

**E)** Councillor Steinke moved the minutes of the Economic Development Alliance meeting held April 13, 2013 be received for information. – Carried Unanimously.

### **4. BYLAWS**

Bylaw 1742/2013, being the Subdivision and Development Appeal Board Bylaw

**A)** Councillor Crozier moved Bylaw 1742/2013, being the Subdivision and Development Appeal Board Bylaw be given first reading. – Carried Unanimously.

Bylaw 1751/2013, being the Encroachment Permit Bylaw

**B)** Councillor Kilpatrick moved Bylaw 1751/2013, being the Encroachment Permit Bylaw be given first reading. – Carried Unanimously.

Bylaw 1753/2013, Water Treatment Plant Borrowing Bylaw

**C)** Councillor Crozier moved Bylaw 1753/2013, being the Water Treatment Plant Borrowing Bylaw be given first reading. – Carried Unanimously.

## 5. STAFF RECOMMENDATIONS

Postage Machine Rental Agreement

**A)** Councillor Steinke moved to authorize Administration to enter into a four (4) year rental agreement for a Francotyp Postalia Optimail postage machine at an estimated annual cost of \$420.00 inclusive of service and support to be funded from operations. - Carried Unanimously.

2013 Municipal Election – Advance Vote

**B)** Councillor Brown moved that an Advance Vote be held for the 2013 Municipal Election. – Carried Unanimously.

## 6. POLICIES

Policy 119, External Municipal Planning Documents Review Policy

**A)** Councillor Crozier moved that Policy 119 External Municipal Planning Documents Review policy be approved as presented. – Carried Unanimously.

## 7. CORRESPONDENCE

Alberta Transportation  
Re: Alberta Municipal  
Water/Wastewater Partnership Funding

**A)** Councillor Kilpatrick moved correspondence dated May 13, 2013 from Alberta Transportation regarding Alberta Municipal Water/Wastewater Partnership Funding be received for information. – Carried Unanimously.

Alberta Transportation  
Re: Federal Gas Tax Fund (FGTF)  
Grant

**B)** Councillor Crozier moved correspondence dated May 14, 2013 from Alberta Transportation regarding Federal Gas Tax Fund (FGTF) Grant in the amount of \$284,000.00 for the full amount of the 2012 instalment payment be received for information. – Carried Unanimously.

Alberta Transportation  
Re: 2012 Basic Municipal  
Transportation Grant

**C)** Councillor Kilpatrick moved correspondence dated May 8, 2013 from Alberta Transportation regarding 2012 Basic Municipal Transportation Grant in the amount of \$305,760.00 be received for information. - Carried Unanimously.

Wellness Alberta  
Re: Invitation to join Wellness Alberta

**D)** Councillor Brown moved correspondence dated May 21, 2013 from Wellness Alberta regarding an invitation to join Wellness Alberta be received for information. – Carried Unanimously.

## 8. OTHER

Municipal Manager's Report to Council

**A)** Councillor Brown moved the Municipal Manager's Report to Council be received for information. – Carried Unanimously.

Mayor and Councillor Reports

**B)** Councillor Steinke moved the Mayor and Councillor Reports be received for information. – Carried Unanimously.

Wastewater System Evaluation

**C)** Councillor Brown moved the Wastewater System Evaluation prepared by MPE Engineering Ltd. be received for information. Further that the report be discussed at the June 10 and 24 Committee of the Whole meetings. – Carried.

Land Sale  
Re: Portion of 2<sup>nd</sup> Avenue SW

**D)** Councillor Brown moved to authorize the sale of a portion of 2<sup>nd</sup> Avenue SW 171.02 m<sup>2</sup> (.04 acres) to Tri-Ventures in the amount of \$1,402.06 plus GST conditional to

a) passage of a Road Closure Bylaw by the Town; all costs to be the responsibility of the Purchaser.

b) approval for and registration of a consolidation plan consolidating the portion of the closed roadway with Lot 47, Block 34, Plan 1211179; all costs to be the responsibility of the purchaser.

Motion was withdrawn.

Councillor Steinke moved to deny the request from Tri-Ventures dated May 23, 2013 to purchase a portion of 2<sup>nd</sup> Avenue SW. - Carried.

## 9. RECESS

Mayor Hazelaar called a recess at 7:59 p.m.

D. Schaffer and K. Minhas left at 7:59 p.m.

Mayor Hazelaar reconvened the meeting at 8:12 p.m.

## 10. IN CAMERA

In Camera

Councillor Kilpatrick moved to meet In Camera to discuss a Labour matter at 8:12 p.m. – Carried Unanimously.

Return to Open Session

Councillor Crozier moved to return to open session at 8:20 p.m. – Carried Unanimously.

# **11. ADJOURNMENT**

Adjournment

Councillor Steinke moved to adjourn the meeting at 8:20 p.m. – Carried Unanimously.

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Mayor

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Manager of Legislative and Land Services

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL  
WEDNESDAY, MAY 22, 2013 7:00 p.m.**

<b>PRESENT:</b>	Mayor Councillors	R. Hazelaar C. Brown, D. Kilpatrick , E. Reimer, E. Solberg, J. Steinke,
	Municipal Manager Director of Finance and Administration Manager of Engineering Director of Public Services	D. Wolanski R. Osmond K. Minhas D. Schaffer
	Absent	Councillor C. Crozier

**1. GENERAL**

Call to Order	<b>A)</b> Mayor Hazelaar called the special meeting to order at 7:00 p.m.
Adoption of Agenda	<b>B)</b> Councillor Steinke moved the Agenda be adopted as presented. – Carried Unanimously.  E. Solberg arrived at 7:05 p.m.

**2. NEW BUSINESS**

Transportation Master Plan Review	<p><b>A)</b></p> <p>Council discussed the Transportation Master Plan in detail, focusing on the recommendations in the report. The following items were identified by Council in response to various recommendations:</p> <ol style="list-style-type: none"> <li>1. Roadway class system will be discussed at a later date with a potential recommendation from the Manager of Engineering.</li> <li>2. 9<sup>th</sup> Ave. extension should be moved up on the priority list in the MYCIP plan.</li> <li>3. 9<sup>th</sup> Ave. upgrades between Mitchell and Main St. is not a priority at this time.</li> <li>4. 9<sup>th</sup> Ave. safety east of Mitchell not a priority until 9<sup>th</sup> Ave. extension is completed.</li> <li>5. Broadway/Mitchell intersection: The Manager of Engineering is to investigate the cost and feasibility of a right turning lane on Mitchell to help avoid congestion. Other roundabout, lights, or stop sign possibilities will be explored once the Manager of Engineering brings forward the results of his investigation.</li> </ol>
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6. 5<sup>th</sup> Ave./Main: Council does not feel that this is an issue, therefore, it is an extremely low priority.
7. Consideration of a triangle concrete island on Broadway East/Saamis intersection is a low priority for Council at this time.
8. Section 10.3.1.1 of the report: Nothing at this time.
9. Section 10.3.1.2 of the report: Not a high priority.
10. Section 10.3.1.3 of the report: Council does not agree.

11. Section 10.4 Existing Road Condition Survey

- Target UCI to 8.0
- Will delay until Local Improvement Issue has been resolved
- Recommendation for road improvements will be discussed during budget deliberations

12. Section 10.5

- Explore options and priorities in regards to budget
- Rec Board
- Rec Master Plan

13. Section 10.6

- Disagree with first two bullets
- Would not consider relocated Public Works shop at this time. Consider when it is necessary to rebuild or do significant upgrades
- Upgrade to truck route signs to be explored at budget time

14. Section 10.7

- Eastside ASP amendment is already being discussed and investigated

15. Broadway/8<sup>th</sup> St. lighting improvements looked at during budget.

16. Intersections for Trans Canada/Mitchell/Broadway not a priority at this time.

E. Solberg left at 9:45 p.m.

17. Future Studies: Manager of Engineering can bring

forward recommendations in the future to carry on additional studies on an “as needed” basis. Council will evaluate at that time.

### **3. ADJOURNMENT**

Adjournment

Councillor Kilpatrick moved adjournment of the Special Council meeting at 9:50 p.m. – Carried Unanimously.

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Mayor

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Manager of Legislative and Land Services

**MINUTES OF THE COMMITTEE OF THE WHOLE  
MONDAY MAY 27, 2013, 5:30 P.M.  
TOWN COUNCIL CHAMBERS**

**PRESENT:** Mayor: R. Hazelaar  
Councillors: C. Brown, C. Crozier, D. Kilpatrick (arrived at 5:37 p.m.)  
J. Steinke

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

**ABSENT:** Councillors E. Reimer, E. Solberg  
Manager of Engineering K. Minhas

**1. GENERAL**

**A) CALL TO ORDER**

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

**B) ADOPTION OF AGENDA**

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

**2. MINUTES**

Councillor Brown moved the minutes of the Committee of the Whole meeting held May 13, 2013 be adopted as presented. – Carried Unanimously.

**3. NEW BUSINESS**

**A) Municipal Government Act Review**

The Municipal Manager referenced the MGA Review session he recently attended in Brooks and questioned how Council would like to proceed in reviewing & submitting any comments or suggested changes to the Municipal Government Act. AUMA is asking for input to be submitted by June 30.

Councillor Kilpatrick arrived at 5:37 p.m.

Councillor Steinke moved that the MGA Review be received for information and that Administration provide feedback on MGA changes and bring back to the next Committee of the Whole meeting. – Carried Unanimously.

**B) Policy 10 Community Group Financial Assistance Policy**

Councillor Kilpatrick moved that Administration bring forward Policy #10 – Community Group Financial Assistance as presented to a future council meeting for consideration. – Carried Unanimously.

**C) Policy 29, Per Diem Allowance - Members of Town Council  
Policy 49, Per Diems - Members of Boards and Commissions**

Councillor Crozier moved that Administration bring forward Policy #29 – Per Diem Allowances as presented to a future council meeting for consideration. Further, that Policy #49 – Per Diems for Boards and Commissions be cancelled. – Carried Unanimously.

Discussion ensued with regard to attendance at regular assigned meetings / committees and payment of per diems.

**D) Policy 39, Direct Control Zone Development Policy**

Councillor Crozier moved that Administration bring forward Policy #39 as presented to a future council meeting for consideration. – Carried Unanimously.

The Municipal Manager explained the proposed change to Policy 39 regarding holding a Non Statutory Public Hearing.

**E) Policy 40, Internal Debenture Financing Policy**

Councillor Brown moved that Administration bring forward Policy #40 – Internal Debenture Financing as presented to a future council meeting for cancellation. – Carried Unanimously.

**F) Policy 76, Bravery / Acts of Heroism Policy**

Councillor Brown moved that Policy 76 be brought to a future council meeting for consideration as presented. – Carried Unanimously.

**G) Request for Decision – Park Enterprises Contract Extension**

Councillor Steinke moved that the Municipal Manager be authorized to sign an extension to the existing agreement with Park Enterprises until December 31, 2013 allowing for administration to properly prepare a detailed plan related to regaining accreditation for the Town of Redcliff in the building discipline and include said plans in the 2014 budget discussions. – Carried Unanimously.

Councillor Crozier moved to add to the Agenda a Letter from Parkside School requesting a letter of support. – Carried Unanimously.

**H) Letter from Parkside School  
Re: Letter of Support for grant applications**

Councillor Steinke moved that the letter dated May 16, 2013 from Parkside School requesting a letter of support for grant applications to fund an Outdoor Workout Circuit and Playground be received for information. Further that Administration prepare a letter of support for Parkside School. – Carried Unanimously.

**4. ADJOURNMENT**

Councillor Brown moved the meeting be adjourned at 6:17 p.m. – Carried Unanimously.

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Chairman

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Manager of Legislative and Land Services



Board of Directors

Date: April 24, 2013

Time: 10:30 a.m.

Location: County of Newell Office, Brooks, AB

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE  
CANADIAN BADLANDS LTD. (The "Corporation") held at the County of  
Newell Office, Brooks, AB April 24, 2013**

**Present**

Doug Jones  
Bob Long  
Anne Marie Philipsen  
George Bohne  
Terry Michaelis  
Al Campbell  
Doran Degenstein  
Elvira Smid  
Chris McLellan

**Regrets**

Ken Kultgen  
Philip Hofer  
Marty Eberth  
JoAnn Kirkland  
Barry Morishita

**Guests**

Cindy Amos  
Bruce Thurston

1. Welcome

2. Approval of Agenda

**MOTION** by George Bohne: To approve the agenda for April 24, 2013 **CARRIED**

3. In Camera

**MOTION** by Anne Marie Philipsen: To go in camera **CARRIED**

**MOTION** by Terry Michaelis: To come out of camera **CARRIED**

4. Approval of Minutes from March 06, 2013

The minutes of March 06, 2013, need to be amended as follows: The date of the previous meeting should be corrected from January 09, 2012, to January 09, 2013.

**MOTION** by Anne Marie Philipsen: To approve the amended minutes of January 9, 2013  
**CARRIED**

Approved by 

Date May 27/13

## 5. Business Arising

Chris McLellan reviewed the office lighting changes with Wayne Hove on April 17, 2013. The business loan program is no longer available through the Drumheller & District Chamber of Commerce, but he would still like to move forward with the project. It was suggested that CBL could forward the funds of \$5,000 to Community Futures Big Country for the lighting project which will then be "repaid" through savings on our monthly office rent.

**MOTION** by Elvira Smid: To give Community Futures Big Country the amount of \$5,000, which will be returned over time with a reduction in CBL's monthly office rent **CARRIED**

Letters to the Shareholders who have decided to no longer be Shareholders have not been sent out yet but have been drafted. It was suggested that it might be better to go and visit the County of Stettler and the Town of Strathmore than to send them a letter. It was agreed that we will postpone mailing the letters, and that someone will go visit each council before next Board meeting.

Coffee table book – Quote for design \$30 per page \$1950

Pricing for the printing is:

\$100 each for 13x10 hardcover

\$75 for 8 x 11 hardcover

\$51 for 8 x 11 softcover

\$32 for 8 x 6 softcover

CBL's 10 year anniversary is coming up and this book will be a nice gesture for each Shareholder to receive one. They could be given out at the 2014 AGM. Any Shareholders who are no longer with CBL but were members in the past should also be included with a page in the book, and be given a copy. CLEAR Communication will be putting this project together and they will decide which pictures to use for each municipality. We will go with the 13x10 hard cover version.

Approved by \_\_\_\_\_



Date \_\_\_\_\_

*May 27/13*

**MOTION** by Bob Long: To get these books designed and printed with the 13x10 hard cover version, to include all past and present Shareholders in the book and a copy to be given to all past and present Shareholders at CBL's AGM in 2014 **CARRIED**

6. President's Report

CBL will need to change in some ways in order to continue to benefit from funding from ATPR. There is a whole new strategy coming out in tourism for the province and CBL can adjust to fit this strategy.

6.1. Marketing Committee Update

The company Taxi has been hired and their marketing strategy has been approved. On May 08, 2013, this strategy will be rolled out for approval by their Board.

Marketing funding will continue to increase in the future. ATPR's Assistant Deputy Minister of Recreation position no longer exists and Reagan McCullough, ADM, will oversee some of the duties that were in Recreation. He will be looking for sporting events geared to tourism and there may be hosting and funding available for this type of event. Rodeos would be included in this category. Reagan McCullough, ADM, would like each community to list their top three community events to help the department determine the scope by providing their costs, priorities and needs.

There is a Tourism Saskatchewan event coming up and Doug Jones has been invited to attend as an observer. This invitation was extended by Royce Pettyjohn from Maple Creek, Saskatchewan. It will be held at the end of May 2013.

**MOTION** by Bob Long: That Doug Jones should attend the Tourism Saskatchewan event, May 2013 **CARRIED**

There is a new fossil museum up north in the Grande Prairie region, the Philip J. Currie Dinosaur Museum. They have received \$5,000,000 from the government in funding. This will be a huge competitor for the Royal Tyrrell Museum in Drumheller, but could become a great marketing initiative if they partnered.

Approved by  \_\_\_\_\_

Date May 27/13

## 6.2. Foundation Update

CBF is still pursuing a Registered Charity Designation.

## 6.3. Future Direction

This will be an in camera item at the end of the meeting.

**MOTION** by Bob Long: To accept the President's Report as presented **CARRIED**

## 7. Correspondence

Letter from the City of Lethbridge – March 06, 2013

Letter from the Honourable Minister Dr. Richard Starke, ATPR – March 15, 2013

Letter from the Village of Big Valley – April 19, 2013

A letter is to be sent to the Village of Big Valley to acknowledge receipt of their request for a donation and/or advice on funding. The letter could include a link to a government site for possible funding available. We can offer to write a letter of support for them if they do apply for some grant funding. The suggestion could also be made that they look in the direction of corporate sponsorships.

Letter from the Canadian Badlands Passion Play – April 2013

Golf invitation – Al Campbell and Bob Long will check their calendars to see if they are able to attend. CBL should also make a prize donation.

## 8. Finance Report

**MOTION** by Terry Michaelis: To accept the Financial Report as presented **CARRIED**

## 9. New Business

### 9.1. 2013 Conference / AGM Report

All feedback has been extremely positive, including the evaluations we have received, the only complaint was about the room temperature being too cool. There was great energy from the delegates this year. Total costs are not available yet as not all

Approved by  Date May 27/13



invoices are in, but we stayed close to budget. We are working now with Lethbridge to start setting up for next year.

The County of Lethbridge delegates were very impressed with CBL Conference and now more in favour of CBL as a whole. Doran Degenstein has also been working with members from the County of Lethbridge to keep them up-to-date and informed.

## 9.2. VIC Update

CBL has the three-year contract for Milk River and Oyen VIC's, existing contractors will be involved as sub-contractors if they wish.

Concerns right now are:

Milk River – Management Fees being directly tied to Mystery Shop scores (new this year) and technology purchases

Oyen – wording within contract regarding how FOIP is handled should an information request come in

Elizabeth Kuhnel of ATPR has an RFP and has requested CBL to put together a proposal on how we can bring more to the VIC's throughout the region as well as ones we are now running. Examples include introducing retail to the centres, customer service training, etc... There could possibly be some extra funding to cover this programming.

## MORE UPDATES

Growing Rural Tourism, Camrose – Good contacts were made. Chris McLellan spoke with Alexis Nelson from the Edmonton Regional Tourism Group about the Recommended Experiences program they have developed. There is the possibility of a partnership with CBL as they are looking to move the program out into other tourism regions. This is a possible high impact, low cost initiative that could benefit all of our shareholder communities.



May 27/13

RADF – Chris McLellan presented on behalf of CBL at the RADF Spring Showcase in Edmonton on April 19<sup>th</sup>. The presentation was well received and there were many questions from delegates throughout the day.

Go East of Edmonton – Chris McLellan met with this group to discuss the history of CBL in terms of the organization as well as organizational structure. Also discussed was the possibility of them using the ATDAM tool that was developed under the RADF program.

### 9.3. Product Development Meeting Subsidy

The next PDC meeting was to be held on June 06, but the train in Stettler does not run on Thursday. It does run on the following Saturday, June 08, 2013. The fee is regularly \$95 and includes meal, CBL will be given a discounted rate of half the regular fee, this will be \$47.50 and will include the meal. If any spouses and/or partners wish to be included they will be required to cover their own fare at full price. Board and Committee members can go for half price and the PDC is requesting CBL to cover the cost. An email needs to be sent out to explain that the meeting will be held on the Saturday, June 08, instead of on the Thursday. The train departs the Stettler station at 2:30 pm and returns at 7:25 pm.

**MOTION** by Al Campbell: To cover the cost of Board and/or Committee members to attend this meeting

**CARRIED**

### 9.4. Future Board Direction

This will be an in camera item at end of meeting.

### 9.5. Election of Officers

Elvira Smid is asked to take the Chair and run the elections for the CBL Board Executive positions.



*May 27/13*

President

Terry Michaelis nominates Doug Jones for President.

**MOTION** by Terry Michaelis: That nominations for President cease **CARRIED**

Doug Jones is elected by acclamation as ongoing President for the CBL Board of Directors.

Vice President

George Bohne nominates Bob Long for Vice President.

**MOTION** by Al Campbell : That nominations for Vice President cease **CARRIED**

Bob Long is elected by acclamation as ongoing Vice President for the CBL Board of Directors.

Secretary

Anne Marie Philipsen nominates George Bohne for Secretary

**MOTION** by Bob Long: That nominations for Secretary cease **CARRIED**

George Bohne is elected by acclamation as the new Secretary for the CBL Board of Directors.

Treasurer

Bob Long nominates Barry Morishita for Treasurer

**MOTION** by Anne Marie Philipsen: That nominations for Treasurer cease **CARRIED**

Barry Morishita is elected by acclamation as the new Treasurer for the CBL Board of Directors.

**MOTION** by Terry Michaelis: That the Executive Committee members:

Doug Jones, President

Bob Long, Vice President

George Bohne, Secretary

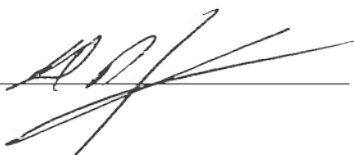
Barry Morishita, Treasurer

Become signing authority for CBL.

**CARRIED**

Thank you cards are to go out to all previous Board members.

Approved by



Date

*May 27/13*

#### 9.6. Other Board Members

A discussion ensued regarding Members at Large. In the future it would be good to have one representative from each of the major hubs of Drumheller, Medicine Hat, and Lethbridge. This is important. These are one-year appointments and this must be made clear at the beginning of their term. It might be a good idea to look into adding one more Member-at-Large appointment in the future so all three communities can be included.

**MOTION** by Al Campbell: To appoint Terry Yemen, Mayor for the Town of Drumheller, as a Member-at-Large Director for a one-year term, with the term ending at the completion of the CBL AGM 2014. **CARRIED**

**MOTION** by Anne Marie Philipsen: To appoint Jeff Carlson, Councillor for the City of Lethbridge, as a Member-at-Large Director for a one-year term, with the term ending at the completion of the CBL AGM 2014. **CARRIED**

#### 10. Next Board Meeting: Wednesday, July 03, 2013

10:00 am to 3:00 pm – County of Newell Office

**MOTION** by George Bohne: To go in camera **CARRIED**

**MOTION** by Anne Marie Philipsen: To go out of camera **CARRIED**


Out of Camera

**MOTION** by Doran Degenstein: That Bob Long ask and negotiate with Cindy Amos for the position of Executive Director for Canadian Badlands Ltd. **CARRIED**

**MOTION** by Terry Michaelis: That Bob Davis and Alice Booth be removed as signing authority, and Cindy Amos to become signing authority for CBL and be issued a credit card for expenses that pertain to CBL business. **CARRIED**

#### 11. Adjournment

**MOTION** by Bob Long: To Adjourn **CARRIED**

Approved by  Date May 27/13

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

April 30<sup>th</sup>, 2013 7:00 PM

Vision Statement

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

**Attending:** Catharine Richardson, Val Westers, Robin Corry, Brian Lowery, Mark Adcock, Dianne Smith, & Brian Pattison

**Not in attendance:** Jim Steinke & Tim Regan

**Also attending:** Tracy Weinrauch, Recording Secretary

**Call to order:** 7:00 pm

**Additions/Deletions to Agenda:** add SLS Board Meeting minutes from Feb 20/13 to correspondence.

**Approval of Agenda:** Catharine moved to accept the agenda as amended. Brian Lowery 2<sup>nd</sup>. All in favor. Carried.

**Approval of Minutes for March meeting:** The time of the meeting should be changed to 7:00 pm. Robin moved to accept the minutes as amended. Brian Lowery 2<sup>nd</sup>. All in favor. Carried.

**Financial Statements for March:** Brian Lowery moved to accept the financial statements. March 2<sup>nd</sup>. All in favor. Carried

**Accounts Payable:**

**Librarian's Report:** Although our circulation stats are down a little from last year our library memberships have almost doubled when compared to last year at this time. Our Summer Reading Program plans are underway and registration starts this month.

**Financial Report:** The finance committee has met and had the first pass through the 2014 budget. Next meeting is scheduled for Friday, May 3<sup>rd</sup> @ 10:00 am.

**Personnel Report:** Meeting is scheduled for May 15<sup>th</sup> @ 7:00 pm.

**Policy Committee:** Dianne moved to accept the Grant Congdon Meeting Room Use Policy as amended. Catharine 2<sup>nd</sup>. All in favor. Carried.

Robin moved to accept the changes to the policy manual and By-laws of the Redcliff Public Library. Brian Lowery 2<sup>nd</sup>. All in favor. Carried.

**IT Committee:** Nothing to report.

**Old & Unfinished Business:** Mark will check into the artwork at the Cocoa Bean, for the suggested memorial for Richard, which reflects Richard's interests and a price for the next meeting.

**New Business:** Valarie suggested, for Shortgrass' Plan of Service, that they help with financial and

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TOWN OF REDCLIFF

technical support of a multi-user public access computer. Since the CAP funding is gone this would be a more efficient way of managing the computers.

A new way of keeping stats for public computer usage was discussed using a new software program. However, the result was that we will continue with the current system as it is less costly.

**Next Regular meeting:** May 28<sup>th</sup>, 2013 @ 7:00 pm.

Val moved for adjournment at 7:45 pm.

Secretary



Tracy Weinrauch

Vice-Chair



Valarie Westers

### Librarian's Report

Circulation for March was 2773 books, 25 children's audios & kits, 10 videos, 670 DVD's, 112 talking books, 170 CD's, 268 magazines and 166 OverDrive checkouts.

#### *MARCH STATS*

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2013	1796	977	987	268	4028	12817	166
2012	2464	886	911	349	4610	13236	120
						-419	

#### COMPUTER USAGE

March had 690 half hour sessions (an average of 25 per day), 3 of those sessions were wireless users. Please keep in mind that the number of wireless users are just those that we know are using wireless, not those that use it on their phones etc. The true count of those stats are given to me by Shortgrass at the end of the year.

#### *MARCH STATS*

	<u>COMPUTER SESSIONS</u>	<u>WIRELESS SESSIONS</u>
2013	690	3
2012	839	26
DIFFERENCE	-149	-23

As of April 29<sup>th</sup>, we have taken in \$1200.00 in memberships. In comparison, last year at this time we had only taken in \$782.40.

During the month of April the meeting room continues to be busy and although checkouts for the library are down the membership drive seems to have almost doubled our memberships. It will be interesting to see how the numbers compare next year for this same time period.

Plans for the Summer Reading Program are beginning and we have Barb and Kim running the program again this summer. They will also be alternating the weekend shifts in the library so we can train Kim to take Barb's position in the Fall.

Community Connections will be taking place on May 30<sup>th</sup> at the Redcliff Rectangle from 4:00-7:00 pm. The library will have an information booth set up there and we will also be taking registrations for the Summer Reading Program.

Soon after arriving in Jasper the receptions began. Calgary Public Library hosted the first one which is where I talked with Kerry Anderson and Bonnie Gray of the Public Library Services Branch of Alberta Municipal Affairs. This is when they really emphasized that we do not move forward with charging membership fees for computer users. According to the Alberta Libraries Act, basic information services are free and computer services fall under that category.

After a morning walk around the lake in beautiful temperatures was breakfast and the first keynote speaker, Lev Grossman, senior writer at Time Magazine. While growing up in a house with its own library where his father, poet Allen Grossman, would spend his days writing poetry, he soon developed an appreciation for literature. He became employed by four different libraries throughout his lifetime and eventually started writing on his own. He has written for many newspapers including The New York Times, The Wall Street Journal and most recently at Time Magazine as a senior writer. Although he had interesting stories to tell I didn't find him as engaging as the next day's keynote speaker.

The first session I attended was *The Library Effect: A Regional Advocacy Project* with Susan Grieshaber-Otto and Colleen Schalm from Parkland Regional Library. They had lots of great suggestions from their own libraries, but more importantly as they spoke I came up with plenty of ideas for our own library advocacy including new ideas for Library Snapshot Day.

After lunch we had the pleasure of having MLA Doug Griffiths, Minister of Alberta Municipal Affairs speak to us. A very well spoken man who received a round of applause when he announced that libraries were immediately off the table when it came to budget cuts this Spring. He then presented the following libraries with their awards:

City of St. Albert Library Board – Excellence in a Larger Library

Sheep River Library Board – Excellence in a Smaller Library

Chinook Arch Regional Library Board and the Kainai Literacy Committee – Innovation in Larger Library

Lac La Biche County Library Board -- Innovation in a Smaller Library

My next session was *Growing a Successful Children's Services in Community Public Libraries* with Tamara Alberg & Rachelle Kuzyk from Wetaskiwin Public Library. Rachelle had a big job ahead of her turning the dismal story time into something successful. However, once she hired Tamara as the Children's Services Coordinator, they never looked back. Tamara has a Musical Theatre diploma and many years of experience performing and working with children, so putting together story times and day camps was what she excelled at in the library world. They couldn't emphasize enough that finding someone who is amazing in the children's department is crucial to keep those families coming back. This has given me some great ideas for a new children's program instead of Sing with Me, Read with Me, but I will present that at a later date once I have all the details worked out.



The LAA Annual General meeting was relatively uneventful with the exception of the announcement that the Canada Post Library Book Rate passed its 3<sup>rd</sup> and final reading on Friday, April 26<sup>th</sup>. The other new information was the unveiling of the new LAA logo, created by Hannah Bubnick. They also released the numbers of delegates at the conference and once again we broke the 800 mark with a grand total of 838, which includes LAA members, ALTA members, guests, students, vendors and non-members.

Saturday morning began with Motivational Speaker, Yvonne Camus. She was the only female member of Canada's Eco-Challenge in Borneo in 2000. As she described what mentally got her through the 24 hour a day - 12 day race and all the training leading up to that race, everyone in the room was mesmerized listening to her. Every time she wanted to quit there seemed to be just one more goal to reach until before she knew it they were crossing the finishing line. If you would like to know more about the team and their experience in the challenge check out the YouTube video <http://www.youtube.com/watch?v=NOdP0pCXfcl>.

The first session of Saturday morning was not at all what I had expected. The session, *The Library as the Heart of the Community* with presenters Myran Nebazuk & Peter Bailey. When I think of the Library as the heart of the community I think of what's in the Library to have that role, they thought the actual building was what made it the heart of the community. They presented designs of libraries across North America, such as Seattle Public Library and Vancouver Public Library.

During lunch there was a celebration of Ernie Ingles, Vice-Provost and Chief Librarian at the University of Alberta. After 40 years he will be retiring later this year.

After lunch was my final session, *Fostering Positive Library-Municipal Relations* by Ian McCormack. This was so informative in what I learned about how to keep the lines of communication open all year, not just at budget time. There are a few things I plan to do a little differently and hopefully establish an even better relationship with our local Town Council. It is always easy to say Town Council doesn't listen to us, but when I heard stories from other smaller libraries around the province I was very impressed with our relationship with them so far. But as with anything there is always room for improvement from both sides.

Just to conclude that of course there are always social engagements at these events that give people a chance to network and meet the face behind the voice on the phone and I would like thank you for giving me the opportunity to attend such a prestigious conference and be among those in the field that I would never have the opportunity to meet otherwise. Thank you.

Tracy Weinrauch

## ALBERTA LIBRARY CONFERENCE 2013

As a new member of the board I found the conference very informative and gave me an insight as to the people and the work that goes on behind the scene to promote the smooth running of our libraries.

The sessions I found most interesting were:

### Strong & Important Ties – Popular Culture and the Library

- Making libraries indispensable to its community
- The common set of arts, entertainment, customs & beliefs shared by large segments of the population (you have to know what the community wants)
- Doing surveys in person or online to see what people want in the library as well as Focus Groups online and in person statistics

### Just Tween-ing Around

- Pertains to 10 – 12 yr olds (pre teen)
- There are programs planned second Monday of every month and twice in the summer
- No registration required, just drop in and munchies and drinks provided
- They had several program ideas with some low cost ones and I will send Tracy a breakdown of some of the events that are taking place at the drop in programs and see if any are viable to our library.

### Library Trustee Board Basics

- The session was amazing as they gave us a mini version of the Board Basics Workshop that will be taking place in Brooks on June 15<sup>th</sup> and other neighbouring Towns.
- The package they gave us was so precise about what is expected of us as Board Members as well as how each department is inter woven with the other. It clarified a lot of who fits in where and how that department connects within the library system
- We also received a booklet on Things to know or do as a Trustee of a Public Library Board in Alberta. Again, it is so precise and informative and if nothing else had been of interest, this particular session would have made it all worthwhile.

I enjoyed meeting the various people and hearing other views on things and even the Ghost that visited my room two days in a row added to the experience of the conference so thank you for allowing me to attend.

Robin Corry



Tracy Weinrauch <tracy@shortgrass.ca>

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## Update on Raffle and New fundraiser

1 message

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**Diane MacNaughton** <diane.macnaughton2@gmail.com>

Fri, Apr 26, 2013 at 8:04 AM

To: Cathy <foster\_cath@hotmail.com>, Liza <anne\_paice@hotmail.com>, Sue <mtinstructorsue@gmail.com>

Cc: Tracy Weinrauch <tracy@shortgrass.ca>

Hi Ladies;

I thought I would give everyone an update on how we are progressing. As far as the raffle goes in gift certificates I have or have promised:

Bakery \$20, Pizza Palace \$25, Robyn's Classics \$25, Coca Bean \$25, Flower Shop \$10. Susanne thinks the Car Wash will give \$25, and Home Hardware will give something, and was going to approach AG foods again. Pharmasave is to contact me by Monday.

I need to stress that we need gift certificates because it is easier with the gaming rules otherwise we need an independent person to say that the donated prize is worth what it is and it is less paperwork.

On Monday Susanne and I am meeting at her place at 1 pm to do the online license. I got the password last Tuesday but I don't want to do it alone. Hopefully we will get the license number right away or shortly and then be able to do the tickets within the week and disburse them to people. I figured we could leave them at the library for people to pick up. Tracy said the board members were willing to help sell them. I also thought that I would ask Home Hardware if we could set up a table on a Saturday so we could sell them and ask Northlands as well.

Pizza Palace asked us to do a fundraiser on Redcliff Days and we said yes. It is their 7" frozen pizzas, 5 to a box and we sell them for \$20 and we get \$8 a box. They will set us up front with a freezer and a table starting at 10 a.m. on Redcliff Days Saturday and will go to 4 p.m. Sell till we sell out and then can take orders. They have never tried it before but it does well at the schools. The main thing I see is that we need two cash boxes and we have none. We also need people.

I see two shifts of two people each at Pizza Palace 10 a.m. to 1 p.m. and then 1 pm to 4 p.m. and then probably the same at least one person at the book sale selling tickets same shifts.

Life is getting exciting.

Diane

**TOWN OF REDCLIFF  
BYLAW NO. 1742/2013**

**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** the *Municipal Government Act* states that Council may by Bylaw establish a **Subdivision and Development Appeal Board**;

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

**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” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
  - 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*.

## **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) 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 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.

#### **TERMINATION OF APPOINTMENTS**

7. Subject to Section 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 three (3) consecutive meetings of the Board;
  - b) the member violates the rules of conduct referred to in Section 7 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.

#### **APPOINTMENT OF CHAIRMAN**

11. The members of the Subdivision and Development Appeal Board shall at each meeting 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.

#### **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.

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

18. The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to hear subdivision and development appeals in accordance with the Act, this Bylaw and the Land Use 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) In the case of a Development Appeal to:
    - i) the appellant,
    - ii) the development authority whose order, decision or development permit is the subject of the appeal, and
    - iii) those owners required to be notified under the land use bylaw and any other person that the subdivision and development appeal board considers to be affected by the appeal and should be notified.
    - iv) Such other person as the Subdivision and Development Appeal Board specifies.
  - b) In the case of a Subdivision Appeal to:
    - i) the applicant for the subdivision approval,
    - ii) the subdivision authority that made the decision,
    - iii) If land that is the subject of the application is adjacent to the boundaries of another municipality, that municipality,
    - iv) any school board to whom the application was referred, and
    - v) every Government department that was given a copy of the application pursuant to the subdivision and development regulations.
    - vi) Owners of land that is adjacent to land that is the subject of the application to the Satisfaction of the Subdivision and Development Appeal Board and in conforming with the Act.
  - c) In the case of a Review of a Stop Order to:
    - i) Owner or occupant to whom the order was issued
    - ii) Other persons who the Municipal Manager, or his designate, considers to be affected.



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 order, decision or development the appeal is made;
  - c) a representative(s) of the Redcliff Subdivision Approving Authority;
  - d) any other person who 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.
  - f) the owner or occupant to whom a Stop Order was issued to.

### **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 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*.
  - d) a stop order issued pursuant to Section 645 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 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 23 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 respect to the application for a development permit, the forty (40) day period and any extension of that period referred to in Section 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 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 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) 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.

**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.

**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. If any appeal is related to a Subdivision decision, no member of Council can sit on the board to hear the appeal. Similarly, if an appeal is initiated by Council no member of Council can sit on the board to hear said appeal.
31. Subject to Section 29 and 30, 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. Should members of Council be unable to sit on the board to hear an appeal, quorum will be determined by the majority of the remaining full time members of the board.
32. 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.

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

33. 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 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 of 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*.

## **DECISIONS**

- 34. 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,
- 35. 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.
- 36. 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.
- 37. In the event of a tie vote, the motions shall be deemed to be decided in the negative.
- 38. 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.
- 39. 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.
- 40. 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 in conformity with the Board's decision.
- 41. 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.

**APPEALS TO COURT OF LAW**

42. 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*.
43. 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*.

**CONFIDENTIALITY**

44. 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;
  - 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.

**REPEAL**

Bylaw No. 1733/2013 is hereby repealed.

READ a first time this 27th day of May, 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

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

**TOWN OF REDCLIFF  
BYLAW NO. 1751/2013**

**A BYLAW OF THE TOWN OF REDCLIFF** for the purposes of authorizing the issuance of Encroachment Permits.

**WHEREAS**, it is deemed expedient and proper for a Council to authorize the issuance of an Encroachment Permit.

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

**TITLE**

1. This Bylaw shall be known as the **Encroachment Permit Bylaw**.

**ENCROACHMENT PERMITS**

2. Encroachment permits:
  - a) where the encroaching structure does not encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit may be approved by the Municipal Manager and such approval shall be copied to Council for information only;
  - b) where the encroaching structure does encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit shall be forwarded to Council for consideration.
3. The fee for an encroachment permit shall be in the amount of \$100.00 plus GST for each encroachment permit issued.
4. Prior to the issuance of an encroachment permit the Town of Redcliff will require the owner of an encroaching structure to make application for an encroachment permit on the standard form as shown on Schedule "A" attached to this Bylaw and provide a copy of a Real Property Report (RPR) prepared by an Alberta Land Surveyor, or other acceptable survey identifying the encroachment.
5. The information that will be required prior to processing an encroaching permit shall include:
  - a) indemnification of Town of Redcliff from any damage or liability associated with the encroaching structure;
  - b) indemnification of Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
  - c) removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated;
  - d) removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction or road development.

- e) acknowledgement that the encroachment permit is terminable by Town of Redcliff upon issuance of 30 days notice in writing to the property owner at the last address as shown on the taxation records of the Town of Redcliff.
6. Encroachment permits may only be issued to the present owner of said encroaching structure;
7. Upon sale of the land the encroachment permit issued by the Town of Redcliff is terminated unless:
- a) If the encroaching structure is sold to a different party the acquiring owner may apply for an encroachment permit to be issued providing the following conditions are met:
    - i) the terms and conditions on the encroachment permit to be issued are identical to the encroachment permit issued to the vendor;
    - ii) the request is made in writing and received by the Town of Redcliff within 60 days of the date of the original encroachment permit;
    - iii) the written request, includes a declaration confirming there have been no adjustments to any building on the site since the date of the issuance of the original encroachment permit.
    - iv) there will be no additional fee charged for issuance of this encroachment permit.
8. That effective upon passage of this Bylaw, The Council of the Town of Redcliff hereby authorizes the Municipal Manager, or his designate, to sign, on behalf of the Town of Redcliff, encroachment permits as shown on Appendix "A" attached.
9. Bylaw 1177/98 is hereby repealed

Read a first time this 27th day of May, 2013.

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

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

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Legislative and Land Services



## SCHEDULE "A"

TOWN OF REDCLIFF  
ENCROACHMENT PERMIT

I \_\_\_\_\_ owner of the property legally described as Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at \_\_\_\_\_ legally described as: Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_, do, in fact, encroach upon a portion of: \_\_\_\_\_ as shown on the Survey Certificate attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated or damaged;
- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation,

be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.

vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:

- a. as may be necessary to remove the encroachment; or
- b. as may be necessary for the routine maintenance of the encroachment.

viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.

\_\_\_\_\_  
APPLICANT

Approved on behalf of Town of Redcliff this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
MUNICIPAL MANAGER

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** June 10, 2013

**PROPOSED BY:** David Wolanski, Municipal Manager

**TOPIC:** CAPE Students and Special Transit Bus

**PROPOSAL:** To consider allowing CAPE Students to utilize Special Transit Bus

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**BACKGROUND:**

As Council is aware, the Town of Redcliff has a contract with the City of Medicine Hat to provide our residents with Special Transit services. This agreement clearly indicates that Special Transit services to Redcliff residents are provided in the same manner (policies) as the City of Medicine Hat which includes specific criteria for qualification.

In the past, Medicine Hat Transit was providing what basically constituted a chartered bus for approximately 8-10 students from Redcliff that attended CAPE school in Medicine Hat. For those that are not aware, CAPE school is a private school. This service was often on its own while at other times the Special Transit bus was utilized. According to the Manager of Transit Services this resulted in complaints from both Special Transit clients and parents of CAPE students. As such, Medicine Hat Transit tried to utilize a stand-alone service as often as possible.

The parents were charged a minimal fee for the service, which I understand was the equivalent of a bus pass, for each child with a reduced fee for any additional children. Needless to say, Medicine Hat maintains that this service was heavily subsidized. At the beginning of 2012, City Council for Medicine Hat gave Transit a new direction for "cost recovery". Transit Services have met and discussed the issue with these parents on several occasions. Since that time the amount of students that would be prepared to utilize the service moving forward has been reduced to only approximately three.

Transit informed the parents that the service would be discontinued or the parents would be required to pay approximately \$400 per month in order for the service to continue. Without being a part of the process I can only imagine that the parents were not too receptive to this increase. One of the questions they posed to MH Transit was to utilize the existing Special Transit bus and pay a lower fee. Transit informed them that we have a contract and permission would have to be granted by the Town of Redcliff.

Medicine Hat Transit would simply require a letter from the Town stating that we were aware of and supported the use of special transit for CAPE students.

In speaking with the Manager of Transit Services, several concerns were discussed by both he and I related to allowing such an arrangement:

1. While we sympathize with the parents, especially a parent who came to see me regarding the needs and importance of his daughter attending CAPE School, in the end the school is a private school that the parents have chosen to send their children to. To make special provisions for them could open the Town of Redcliff to additional requests for consideration of such an arrangement. If Special Transit is to be utilized according to contract and policies and we grant specific individuals rights to the service outside of the contract/policies then where does the Town

and Transit Services draw the line? As an example, how is it different than senior's who may not officially qualify for Special Transit but can't conveniently get to Medicine Hat? There are probably other examples where parents/citizens could make a case for special circumstances based on similar criteria.

2. There are also potential scheduling conflicts. Currently, a Special Transit bus comes to Redcliff only at the days/times booked. If Special Transit was now required to come to Redcliff twice a day at specific times it would most likely result in scheduling conflicts. For example, a person going to MH for a doctor's apt at 10:00 may now have to be ready and go significantly early, or the students may have to be late. Either scenario is not desired.

Again, it should be noted that Medicine Hat Transit Services are not denying service; however, to continue to provide a charter like service they are seeking cost recovery of the program.

#### **OPTIONS:**

1. To maintain our existing Special Transit contract and arrangement as is, which would mean not allowing any use of the Special Transit services except for those that qualify under established policies according to the contract.
2. Allow Medicine Hat Transit to utilize the Special Transit bus to transport CAPE students from Redcliff into Medicine Hat for a fee to be determined by Medicine Hat Transit.

#### **RECOMMENDATION:**

Administration would recommend Option 1. The rationale for this recommendation relates to the concerns expressed above and most specifically that, while we sympathize with parents it is ultimately a private school that parents are choosing to send their children to. We believe that it would also be extremely difficult for us to allow such an arrangement and not allow other similar situations. This would lead to a completely subjective determination of factors and could ultimately then lead to a contract that is virtually unrecognizable and meaningless which might result in a re-evaluation and potential loss in the service altogether if it was not meeting the desired benefits of Medicine Hat. Finally, it would most likely create scheduling conflicts that would affect all uses of the service and diminish its value.

#### **SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to maintain our existing Special Transit contract with the City of Medicine Hat with no special provisions for students attending CAPE School in Medicine Hat.
2. Councillor \_\_\_\_\_ moved that the Municipal Manager send a letter to Medicine Hat Transit Services indicating that the Town of Redcliff is supportive of them using the Special Transit service to transport Redcliff students to CAPE school in Medicine Hat on a daily basis.

SUBMITTED BY: \_\_\_\_\_

Department Head

  
Municipal Manager

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

**TOWN OF REDCLIFF**  
**Request for Decision (RFD)**

**DATE:** Jun 10, 2013

**PROPOSED BY:** Khalil Minhas, Manager of Engineering

**TOPIC:** Tender – Toboggan Hill Outfall Erosion Protection and Various Fire Hydrants and Water Valves Replacement Projects

**PROPOSAL:** To award the contract for Toboggan Hill Outfall Erosion Protection and Various Fire Hydrants and Water Valves Replacement Projects

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**BACKGROUND:**

The Town has tendered the Toboggan Outfall Erosion Protection and Fire Hydrants & Water Valves (various locations) replacement projects as part of 2013 Infrastructure Improvement Program. The detailed designs were prepared using in-house staff and Genivar consultants.

Tender-submitting contractors were LMT Enterprises Ltd., South Rock Ltd. and Transit Paving Inc. The tenders were checked for accuracy and all included the necessary bonding and consent of surety. Minor mathematical errors were found and corrected. The lowest bid was submitted by Transit Paving with total amount \$1,768,981.12 including 10% contingency and provisional items excluding GST for “2013 Infrastructure Improvement Program”. This RFD only relates to projects (Toboggan Hill Erosion Protection and Fire Hydrants & Water Valves Replacement) for which the bid prices exceeded the allocated annual budgets.

Considering the low bid from Transit paving, the total cost for Toboggan Hill Erosion Protection and Fire Hydrants & Water valves replacement can be summarized as per follows:

Project	Construction (main items including Contingency (10%))	Provisional Items	Engineering	Project Total
Fire Hydrants & Water Valves Replacement	\$124,790.58	\$38,720.00	\$2,000.00	\$165,510.58
Toboggan Hill Erosion Protection	\$110,112.06	\$0.00	\$16,385.00	\$126,497.06
Total	\$234,902.64	\$38,720.00	\$18,385.00	\$292,007.64

The budget for Toboggan Hill Erosion Protection is \$95,000 which is short by \$31,497.06 and for Fire Hydrants & Water Valves replacement is \$120,000.00 which is short by \$45,510.58.

The Public Services Department has proposed to carry out the provisional item work for Fire Hydrants replacement in-house and suggested a budget amount of \$15,000 (material cost) which will reduce the budget shortage from \$45,510.58 to \$21,790.58 for Fire Hydrant Replacements. It will also reduce the total cost for both projects from \$292,007.64 to \$268,287.64.

**Options:**

1. Award the contract to Transit Paving Inc. for Toboggan Hill Outfall Erosion Protection Project and Fire Hydrants and Water Valves Replacement Project with a total amount of \$234,902.64 including 10% contingency plus GST.

2. Not to proceed with the award of Toboggan Hill Outfall Erosion Protection and various Fire Hydrants and Water Valves Replacement Projects and re-tender these two projects in future. Further to that allow the Engineering Department to negotiate with Transit Paving Inc. the deletion of schedules related to these two projects from 2013 Infrastructure Improvement Program.

**Recommendation:**

My recommendation is to accept the option 1 and award the contract to Transit Paving Inc. for Toboggan Hill Outfall Erosion Protection Project in the amount of \$110,112.06 including 10% contingency plus GST and various Fire Hydrants and Water Valves Replacement Project in the amount of \$124,790.58 including 10% contingency plus GST with a total amount of \$234,902.64 including 10% contingency plus GST. Further that a budget amount of \$268,287.64 for construction, engineering and provisional items work (Public Services Department) be approved. The total budget increase for both projects in the amount of \$53,287.64 with funding is summarized as follows:

- a) For Toboggan Hill Outfall Protection Project, the budget increase is \$31,497.06 to be funded from MSI Capital grant. With this increase the revised budget for this project will be \$126,497.06.
- b) For Fire Hydrants and Water Valves Replacement Project, the budget increase is \$21,790.58 to be funded from Water System Reserve. With this increase, the revised budget for this project will be \$141,790.58.

**Suggested Motions:**

1. Councilor \_\_\_\_\_ moved the Town of Redcliff accept the option 1 and award the contract to Transit Paving Inc. for Toboggan Hill Outfall Erosion Protection Project in the amount of \$110,112.06 including 10% contingency plus GST and various Fire Hydrants and Water Valves Replacement Project in the amount of \$124,790.58 including 10% contingency plus GST with a total amount of \$234,902.64 including 10% contingency plus GST. Further that a budget amount of \$268,287.64 for construction, engineering and provisional items work (Public Services Department) be approved. The total budget increase for both projects in the amount of \$53,287.64 with funding is summarized as follows:
  - a) For Toboggan Hill Outfall Protection Project, the budget increase is \$31,497.06 to be funded from MSI Capital grant. With this increase the revised budget for this project will be \$126,497.06.
  - b) For Fire Hydrants and Water Valves Replacement Project, the budget increase is \$21,790.58 to be funded from Water System Reserve. With this increase, the revised budget for this project will be \$141,790.58.
2. Councilor \_\_\_\_\_ moved the Town of Redcliff not to proceed with the award of Toboggan Hill Outfall Erosion Protection and various Fire Hydrants and Water Valves Replacement Projects and re-tender these two projects in future. Further to that allow the Engineering Department to negotiate with Transit Paving Inc. the deletion of schedules related to these two projects from 2013 Infrastructure Improvement Program.

SUBMITTED BY:   
Khalil Minhas, P. Eng, PMP  
Manager of Engineering

APPROVED BY:   
David Wolanski, Municipal Manager

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** June 10, 2013

**PROPOSED BY:** Robert Osmond, Director of Finance & Administration

**TOPIC:** Adoption Policy #10 – Community Group Financial Assistance

**PROPOSAL:** Adopt revisions to Community Group Financial Assistance policy

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**BACKGROUND:**

This policy is being reviewed as part of the tri-annual review process outlined in policy #115. Upon review there was very little of substance that required amendment in this policy. Changes seen in the attached draft include minor wording and formatting changes and the policy statements have been re-ordered to provide a more fluid explanation of the requirements of the program.

Although, there has been very little interest expressed in this program in recent years, I would not recommend any substantial change to the program requirements such as eligible organizations, length of term, maximum grant, contribution percentage, etc. Many of these items are limited by the Municipal Government Act and the authorizing bylaw it prescribes.

**OPTIONS:**

1. Adopt the policy with proposed amendments
2. Adopt the policy additional amendments

**RECOMMENDATION:**

Based on Council's discussion and motion at the May 27, 2013 committee of the whole meeting, it is my recommendation that Council choose option #1; adopt the amended Policy #10 – Community Group Financial Assistance as presented.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to adopt Policy #10 – Community Group Financial Assistance as presented.
2. Councillor \_\_\_\_\_ moved to adopt Policy #10 – Community Group Financial Assistance as amended.

**SUBMITTED BY:**   
Department Head

  
Municipal Manager

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

Approved by Council -

**COMMUNITY GROUP FINANCIAL ASSISTANCE**

**BACKGROUND**

The Town of Redcliff may under the guidelines provided in the Municipal Government Act provide short-term capital building construction or improvement loans to assist community organizations registered as non-profit under the Societies Act of Alberta and operating within the Town of Redcliff. This policy is designed to stimulate the growth and long range planning of community groups providing benefit to the Town of Redcliff community.

~~The Town of Redcliff may at times find it beneficial to assist community organizations operating in the Town of Redcliff registered as non-profit organizations under the Societies Act Alberta.~~

~~This policy is designed to stimulate growth and planning for community groups in Town.~~

**POLICY**

1. Funding under this program shall be for ~~such~~ registered non-profit organizations operating within the municipality of the Town of Redcliff on property owned by the Town of Redcliff only.
2. Funds shall be approved only for building construction or improvements to buildings.
3. The community organization must be contributing a minimum of 75% of the total project costs, and the applicant organization must verify funds expended equals their 75% portion, prior to any advance of funds.
4. Council shall consider the track record and ability to pay of the community organization. In addition the longevity and overall benefit to the Town of Redcliff that the project being considered for funding has for the Town of Redcliff and its residents, shall be considered.
5. Maximum appropriation to be outstanding at any one time shall be \$25,000.00
6. No one organization shall be approved for any such loan for an amount greater than \$20,000.00
7. Funds must be repaid in equal annual installments over a maximum 4 year term.
8. Repayment shall be for the principal only - no interest shall be charged.
9. The ~~Section 256 of~~ Municipal Government Act, ~~R.S.A. 2000 Chapter M-26~~ is applicable in each loan and requires the Bylaw to include amount of loan, purpose of loan, minimum interest rate, term of loan, repayment terms and the source of the money to be loaned.



10. All Bylaws must receive first reading and then be advertised for two consecutive weeks in a newspaper circulating the area prior to being given 2nd and 3rd reading.
11. The applicant organization must sign an agreement to repay as shown on page 2 of this policy.

REPAYMENT AGREEMENT

BETWEEN

THE TOWN OF REDCLIFF

AND

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(Name of Organization)

who hereby agrees to repay the sum of \$ \_\_\_\_\_

advanced under the " Community Group Assistance Policy " in equal installments as follows:

\$ \_\_\_\_\_ for \_\_\_\_\_ years.

First installment in the amount of \$ \_\_\_\_\_ due 1st day of \_\_\_\_\_ 20 \_\_\_\_\_

Second installment in the amount of \$ \_\_\_\_\_ due 1st day of \_\_\_\_\_ 20 \_\_\_\_\_

Third installment in the amount of \$ \_\_\_\_\_ due 1st day of \_\_\_\_\_ 20 \_\_\_\_\_

Fourth installment in the amount of \$ \_\_\_\_\_ due 1st day of \_\_\_\_\_ 20 \_\_\_\_\_

This agreement shall inure to and be binding on the organization, it's officers and successors.

Signed

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(Name, Position) - Authorized Officer

TOWN OF REDCLIFF

Per: \_\_\_\_\_

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** June 10, 2013

**PROPOSED BY:** Robert Osmond, Director of Finance & Administration

**TOPIC:** Adopt Policy #29 & cancel Policy #49 – Per Diem Allowances

**PROPOSAL:** Adopt consolidated Per Diem Allowances policy

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**BACKGROUND:**

These policies are being reviewed as part of the tri-annual review process outlined in policy #115. Upon review it became clear that the two per diem policies, Council and Boards/Commissions, were very similar and that it would be possible to combine the two policies. The recommendation is to combine policy statements regarding Per Diems for both Council and Boards/Commissions into Policy #29 and to cancel Policy #49.

Changes seen in the attached draft include minor wording and formatting changes and changes to two policy items. First, the statement regarding the Director of Finance and Administration including a separate account in the general ledger was removed. This issue is more a question of procedure than policy and doesn't impact the substance of the policy. Although, this account exists in the chart of accounts, the format and construction of the general ledger is best left within the direction of Administration.

The other policy adjustment was the statement regarding the eligibility of Town of Redcliff employees that have volunteered to serve on a Board or Commission to receive a per diem. The revision allows per diems only when the employee is not receiving pay from the Town (or example on scheduled days off). This eligibility is limited to employees volunteering outside the responsibilities of their job function.

**OPTIONS:**

1. Adopt the policy with proposed amendments
2. Adopt the policy with additional amendments

**RECOMMENDATION:**


Based on Council's discussion and motion at the May 27, 2013 committee of the whole meeting, it is my recommendation that Council choose option #1; adopt Policy #29 – Per Diem Allowances as presented. Further, that Policy #49 – Per Diems for Boards and Commissions be cancelled.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to adopt Policy #29 – Per Diem Allowances as presented. Further, that Policy #49 – Per Diems for Boards and Commissions be cancelled.
2. Councillor \_\_\_\_\_ moved to adopt Policy #29 & Policy #49 – Per Diem Allowances as amended.

SUBMITTED BY:

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

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

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

Approved by Council –

## **PER DIEM ALLOWANCES**

### **BACKGROUND**

Members of Council, Boards and Commissions will at times incur lost wages, profits and time when they attend functions/seminars outside the corporate limits of the Town of Redcliff for an extended period of time where they are representing the Town of Redcliff. In those situations they may qualify to receive a per diem as outlined below.

### **POLICY**

#### **GENERAL**

The per diem allowance shall be in the amount of \$150.00 for a full day.

- i) Over 4 hours is considered a full day per diem allowance
- ii) 2 – 4 hours is considered a half day per diem allowance

The function / seminar must be outside the corporate limits of the Town of Redcliff.

~~There are no per diems paid for attendance at meetings of Council, Boards or Commissions and subcommittees thereof.~~

This policy is subject to any specific provisions of the Municipal Government Act, The Local Authorities Election Act or other relevant legislation.

~~The Municipal Treasurer shall maintain a per diem expense account under the Administration section of the Town of Redcliff budget where all per diems for all boards and commissions shall be allocated.~~

#### **COUNCIL**

Per Diem Allowance shall be paid when a Town of Redcliff Council Member attends to Town of Redcliff business outside the scope of their normal assigned committee responsibilities.

#### **BOARDS AND COMMISSIONS**

The attendance at a function/seminar must first be recommended by the member's applicable board or commission.

The request for per diem must be made to the Municipal Manager prior to attending the function.

A board or commission member who is employed by the Town of Redcliff is not considered eligible for per diems while they are being paid by the Town.

Approved by Council – June 25, 2007

**PER DIEMS - MEMBERS OF BOARDS AND COMMISSIONS**

**BACKGROUND**

Members of boards and commissions will at times incur lost wages, profits and time when they attend functions/seminars outside the corporate limits of the Town of Redcliff for an extended period of time where they are representing the Town of Redcliff. In those situations they may qualify to receive a per diem as outlined below.

**POLICY**

The attendance at a function/seminar must first be recommended by the member's applicable board or commission.

The request for per diem must be made to the Municipal Manager prior to attending the function.

The function / seminar must be outside the corporate limits of the Town of Redcliff.

The per diem allowance shall be in the amount of \$150.00 for a full day.

- i) Over 4 hours is considered a full day per diem allowance
- ii) 2 – 4 hours is considered a half day per diem allowance.

A board member who is employed full time by the Town of Redcliff is not considered eligible for per diems as they are already being paid by the Town.

Councillors as a member of a board are not subject to this policy as they are covered under a separate councilor per diem policy.

There are no per diems paid for attendance at meetings of the board or commission and subcommittees thereof.

The Municipal Treasurer shall maintain a per diem expense account under the Administration section of the Town of Redcliff budget where all per diems for all boards and commissions shall be allocated.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** June 10, 2013

**PROPOSED BY:** David Wolanski, Municipal Manager

**TOPIC:** Policy 39 Direct Control Zone Development Proposal

**PROPOSAL:** To approve Policy 39

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**BACKGROUND:**

As part of the review of policies according to Policy 115, administration is bringing forward for review and discussion Policy 39 – Direct Control Zone Development Proposal. This policy was last discussed/approved in 1996.

While this policy is relatively older, administration does not feel that major changes are required. The *MGA* does not detail specific legislative requirements for Public Hearings, advertisement, and notification to adjacent landowners when dealing with Direct Control development applications. In fact, Section 641 (2) states that Council may control the use of development “in any manner it considers necessary”.

This policy goes above and beyond any legislated requirements in the *MGA* and administration feels that this continues to be prudent and an example of open and transparent governance. Some of the suggested changes are in regards to advice and procedures for MPC to deal with the matter before making comments to Council. There are guidelines in place for the conduct of the meetings within MPC and it would not seem appropriate for Council to guide or control those processes further through this policy.

Another recommended change is for dealing with the application at a Council meeting and the opportunity for affected landowners to provide comment. Past practice did not establish any specific parameters for comments, written or verbal, when dealing with the application. Administration feels that the best course of action would be a Non-Statutory Public Hearing to allow for appropriate comments as well as follow established procedures in the Procedural Bylaw. It should be noted that this also goes above and beyond legislated requirements.

Draft Policy 39 is attached for reference.

**OPTIONS:**

1. Approve Policy 39 as presented.
2. Approve Policy 39 as amended.

**RECOMMENDATION:**

As per Council’s discussion and motion at the COW meeting on May 27, administration would recommend option 1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Policy 39 Direct Control Zone Development Proposal be approved as presented.
2. Councillor \_\_\_\_\_ moved that Policy 39 Direct Control Zone Development Proposal be approved as amended.

SUBMITTED BY: \_\_\_\_\_  
Department Head

  
Municipal Manager

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



Approved by Council - June 10, 1996

**DIRECT CONTROL ZONE DEVELOPMENT PROPOSAL****BACKGROUND**

Direct Control (DC) refers to a Land Use classification as designated in the Land Use ByLaw of the Town of Redcliff, which requires all applications be referred to Redcliff Town Council approval. "Adjacent land" shall mean land that is contiguous to the parcel of land that is being developed or land that would be contiguous if not for a highway, road, river or stream.

**POLICY**

Applicants shall be directed to the Development Officer, for initial discussions regarding the proposal, who should advise the applicant on the process of obtaining development approval. Should the applicant wish to proceed, the Development Officer shall supply the applicant with a development application.

Upon completion of the application for development, the application shall be scheduled for comment at the next meeting of the Municipal Planning Commission. The MPC shall review the application and record (in their minutes) any comments and recommendations relating to the development proposal.

~~The applicant should be able to present his development proposal in a non-confrontational environment and it is the responsibility of the Chairman of the MPC to ensure that this non-confrontational environment exists. Any representatives of individuals opposed to a proposed development (if wishing to be heard) should be heard after the applicant has been able to fully present his proposal.~~

~~If as a result of the timing of MPC and Council meetings, the Development Officer or the Chairman of the MPC feel that the time lines for the application are excessive, the MPC Chairman may schedule a special meeting of the MPC.~~

~~The application should only be reviewed for comment at a regular or special meeting of the MPC and may not be dealt with by a polling of MPC members.~~

Upon the MPC having reviewed the application, a Non-Statutory Public Hearing date will be established and the Municipal Secretary Manager of Legislative and Land Services shall by regular mail to the property owners as shown on Tax Roll, notify any adjacent property owners of the date that the Council will be considering the application for development. The notification will state the legal address, a brief description of the proposed development and the date of the Council meeting that the Non-Statutory Public Hearing will be held and the application will be addressed by Council. If there is not at least seven (7) clear days from the date of the mailing of notice, to the date that Council receives the MPC minutes dealing with the matter, then the Municipal Secretary will advise the adjacent residents in the notification that Council will only receive the minutes and not deal with the development application until the following regular meeting. The date of that meeting shall be stated in the notification. This notice is not mandatory or legislated, but a courtesy to adjacent property owners, the Town shall not be held responsible for improper addresses or the failure of any property owner to receive notice.

Council shall hear the development application and make decision on the matter. Since the decision of Council is final on development applications in Direct Control zones, there is no appeal process. The decision on the application may be advertised in manner similar to other development applications, but it is understood that the approved application is not subject to appeal and is advertised only as a matter of information to the public.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** May 27, 2013

**PROPOSED BY:** Robert Osmond, Director of Finance & Administration

**TOPIC:** Review Policy #40 – Internal Debenture Financing

**PROPOSAL:** Consider cancellation of the Internal Debenture Financing policy

---

**BACKGROUND:**

This policy is being reviewed as part of the tri-annual review process outlined in policy #115. After a thorough review, I do not foresee a situation where I would recommend this type of internal financing of a frontage bylaw. Additionally, this policy may be cancelled as it only provides the guidelines for a Request for Decision be submitted to Council. In the event that such financing was recommended Council would have the opportunity to stipulate any such items not already mandated by the Municipal Government Act.

**OPTIONS:**

1. Cancel the policy
2. Discuss amendments to the policy
3. Approve the policy without amendments

**RECOMMENDATION:**

That Council direct Administration bring forward Policy #40 – Internal Debenture Financing as presented to a future council meeting for cancellation.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Administration bring forward Policy #40 – Internal Debenture Financing as presented to a future council meeting for cancellation.
2. Councillor \_\_\_\_\_ moved that Administration bring forward proposed amendments to Policy #40 – Internal Debenture Financing to a future committee of the whole meeting for discussion.
3. Councillor \_\_\_\_\_ moved that Administration bring forward Policy #40 – Internal Debenture Financing without amendment to a future council meeting for approval.

SUBMITTED BY: \_\_\_\_\_

Department Head

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

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

Approved by Council –

## INTERNAL DEBENTURE FINANCING

### BACKGROUND

Projects within the Town of Redcliff may be financed by Council passing Borrowing By-Laws and then the Town has the option of securing the funding of these projects by one of the following methods:

- a) borrowing of the sum from Alberta Capital Finance Authority; or
- b) borrowing from a Chartered Bank if the term is less than three (3) years under the authority of the Temporary Borrowing Bylaw; or
- c) internal financing by the Town of Redcliff

### POLICY

The Director of Finance and Administration shall review the amount to be borrowed, term of borrowing, interest rate and the availability of Town funds. When it appears to be more feasible to finance projects internally the Director of Finance and Administration shall prepare a Staff Recommendation Request for Decision to be forwarded to Council recommending the financing be done internally.

The amounts to be financed internally shall be guided by the following:

- a) ~~unless there are extraordinary circumstances~~ the term shall not exceed the maximum term that would be applicable if the borrowing were financed by Alberta Capital Finance Authority,
- b) interest rate shall be 1/2% lower than the rate applicable if the funds were to be borrowed from Alberta Capital Finance Authority,
- c) the amount to be borrowed shall not exceed the sum of \$25,000.00 per project

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** June 10, 2013

**PROPOSED BY:** David Wolanski, Municipal Manager

**TOPIC:** Policy 76 Bravery/Acts of Heroism Policy

**PROPOSAL:** To approve Policy 76

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**BACKGROUND:**

As part of the review of policies according to Policy 115, administration is bringing forward for consideration, changes to Policy 76. This policy was last reviewed and approved in 1998.

The basic concept presented in this policy is that Council will not initiate recognition for individuals for Bravery/Acts of Heroism unless perhaps working on behalf of the Town of Redcliff. Administration would not propose any changes to this concept as they may not have direct knowledge of full details of the specific occurrence.

Small changes are being presented for consideration, namely, to rearrange several paragraphs for better flow and to remove the list of agencies that traditionally deal with recognition as they may change over time in both jurisdiction and/or location. Draft Policy 76 is attached.

**OPTIONS:**

1. To approve Policy 76 as presented.
2. To approve Policy 76 as amended.

**RECOMMENDATION:**

Based on Council's discussion and motion at the May 27, 2013 COW meeting option 1 is recommend.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Policy 76 Bravery/Acts of Heroism Policy be approved as presented.
2. Councillor \_\_\_\_\_ moved that Policy 76 Bravery/Acts of Heroism Policy be approved as amended.

**SUBMITTED BY:** \_\_\_\_\_  
Department Head                      Municipal Manager

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

Approved: April 13, 1998

**BRAVERY / ACTS OF HEROISM POLICY****BACKGROUND**

The Town of Redcliff may at times receive a request to initiate recognition of individuals for acts of bravery or heroism.

**POLICY**

1. Individuals who are directly involved with, and most clearly understand the specifics of the event, should be the party who undertakes any application for recognition for any accomplishments, which may include being recognized for an act of heroism. (NOTE: this was its own section but it would be more appropriate to include it first along with the next paragraph as it explains Council's policy statement that they won't initiate)

Other than in extraordinary situations, or in situations that involve actions of individuals directly acting on behalf of the Municipal Corporation, Council will not initiate the action for recognition for any endeavour or act of heroism. (NOTE: this was old #3 and moved to be #1)

2. Administration of Town of Redcliff will endeavor to help provides residents, inquiring about the process for initiating requests to recognize individuals, with the agency names and other contact information of any appropriate agencies and/or government department that normally addresses recognition of individuals.
3. Individual Councillors or Town of Redcliff staff members, when they have direct involvement, information, and/or evidence of acts worthy of recognition for accomplishment, which may include recognition for bravery or heroism, are free to initiate action for an individual's recognition for any endeavour or act of heroism. However, any such action shall be initiated on their own behalf, and unless endorsed by the Council, shall not be submitted on the letterhead of, or on behalf of the Municipal Corporation of the Town of Redcliff.
4. Organizations known to consider recognition of an individuals act of bravery or heroism.

Royal Life Saving Society	Carnegie Hero Fund Commission
#117, 59 Groat Road	535 Smithfield Street
Edmonton, Alberta, T5M 3K6	Pittsburgh, Pennsylvania, 15222-2394
Telephone # (403) 453-8638	Telephone # (412) 281-1302
Fax # (403) 447-4885	Fax # (412) 281-5751



ALBERTA  
CULTURE

*Office of the Minister  
MLA, Edmonton-Glenora*

RECEIVED

MAY 28 2013

TOWN OF REDCLIFF

May 24, 2013

Dear Mayor:

Culture in Alberta is everywhere! It's pottery-making in Camrose, reliving the fur trade in Dunvegan, choir practice in High River, and multicultural cooking in Grande Prairie. Alberta's largest celebration of our heritage, arts and cultural diversity, Alberta Culture Days, will take place September 27-29. Every year, a growing number of Albertans are taking this opportunity to put culture center stage. In 2012, over 80 communities across the province hosted over 1,200 events!

This year, you could play a lead role in the experience by hosting an Alberta Culture Days event or partnering with others in the community to offer activities. It is a wonderful opportunity to foster relationships, strengthen community spirit and showcase local talent. Participating in Alberta Culture Days can be as simple as sponsoring events, providing matching dollars to event planners in your community, or having your Community and Recreation Departments host an event. In previous years, municipalities have joined the celebrations by officially proclaiming the last three days of September as Alberta Culture Days.

AlbertaCultureDays.ca provides a number of resources to help you plan and promote your events. Add your event to the Alberta Culture Calendar ([www.culture.alberta.ca/events](http://www.culture.alberta.ca/events)) to let community members know about your activities.

Our sincere thanks if you count yourself amongst past Alberta Culture Days event organizers. Together, we are ensuring Albertans have the opportunity to experience the variety of talent and cultural activities we have all across our great province.

Best Regards,

Heather Klimchuk  
Minister of Culture

Doug Griffiths  
Minister of Municipal Affairs





LEGISLATIVE ASSEMBLY

ALBERTA  
Drew Barnes, MLA  
Cypress-Medicine Hat Constituency

RECEIVED

MAY 27 2013

TOWN OF REDCLIFF

May 15, 2013

Paul Littlewood, Regional Director  
Canadian Food Inspection Agency  
Alberta South Region  
3605 – 14 Avenue North  
Lethbridge, AB T1H 6P7

Dear Mr. Littlewood:

I received your communication of May 1, 2013 regarding plans to close the District Office in Medicine Hat effective March 31, 2014. I feel I must protest.

Our economy here in Medicine Hat is slower than other communities in Southern Alberta to recover from the recent economic downturn. This is due to several factors, not the least of which is the lack of industry in our area to supply local citizens with jobs. The Lethbridge economy, on the other hand, seems to be recovering more satisfactorily.

I truly feel the Government of Canada should be striving to support communities who need an extra bit of assistance with their local economies. I'd be interested in hearing back from you on this situation and perhaps in discussing other options.

Thank you for your attention to this matter and I look forward to your response.

Sincerely,

Drew Barnes, MLA  
Cypress-Medicine Hat

cc Norm Boucher, Mayor, City of Medicine Hat  
Robert Hazelaar, Mayor, Town of Redcliff  
Gordon Reynolds, Mayor, Town of Bow Island  
Kelly Calhoun, Municipal Administrator, Village of Foremost  
Tom Thacker, Reeve, County of 40-Mile  
Darcy Geigle, Reeve, Cypress County

Legislature Office: 717 Legislature Annex, 9718 – 107 Street, Edmonton, AB T5K 1E4  
Telephone: (780) 427-6662 Fax: (780) 638-3506

Constituency Office: #5, 1299 Trans Canada Way SE, Medicine Hat, AB T1B 1H9  
Telephone: (403) 528-2191 Fax: (403) 528-2278  
cypress.medicinehat@assembly.ab.ca





ALBERTA  
TRANSPORTATION

Office of the Minister  
MLA, Calgary-Hays

RECEIVED

MAY 29 2013

TOWN OF REDCLIFF

AR58405

May 17, 2013

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

Dear Mayor Hazelaar:

I am pleased to advise your council of the Alberta Government grant funding that will be provided to the Town of Redcliff under the following 2013 Transportation grant programs:

**Basic Municipal Transportation Grant (BMTG) in the amount of \$335,280**

The 2013 BMTG is comprised of:

- The Streets Improvement component in the amount of \$335,280 based on \$60 per capita and the official 2012 population.

**Federal Gas Tax Fund in the amount of \$284,000**

I am pleased to partner with you in support of Alberta's transportation network.

Your administration should contact Alberta Transportation regarding the necessary arrangements for processing the financial assistance.

Sincerely,

Ric McIver  
Minister

cc: Darrell Camplin, Regional Director, Southern Region

May 27, 2013

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

RECEIVED

JUN 03 2013

TOWN OF REDCLIFF

Dear Mayor Hazelaar:

As the Minister of Tourism, Parks and Recreation, responsible for sport and recreation in Alberta, I am pleased to invite you to consider submitting a bid for the right to host the 2016 Alberta Summer Games in your community. Attached is a brochure with details on how to apply.

I encourage you and your community to consider this invitation and the benefits that can result from hosting this event. The legacy of experienced volunteers and upgraded facilities associated with hosting the Alberta Games, along with the economic benefits, has proven to be tremendous. The successful host community is given the opportunity to showcase its talents to approximately 2,800 participants from all regions of the province, as well as to attract numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

The community awarded the 2016 Alberta Summer Games will receive base financial support to support operational, cultural, and legacy aspects of the Games.

The *Guidelines for Communities Bidding to Host the 2016 Alberta Summer Games* document is available from the Alberta Sport, Recreation, Parks and Wildlife Foundation (ASRPWF) upon request to assist you in preparing your bid. In addition, ministry staff are available to provide consultative assistance if required. For additional information, please do not hesitate to contact Mr. Dennis Allen, at 403-297-2729; toll free by first dialing 310-0000; or by e-mail at [dennis.allen@gov.ab.ca](mailto:dennis.allen@gov.ab.ca).

.../2

supported by

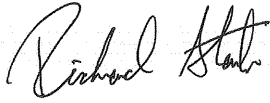


Alberta

Mayor Robert Hazelaar  
Page 2

I look forward to receiving your application.

Best regards,

A handwritten signature in cursive script, appearing to read "Richard Starke".

Dr. Richard Starke  
Minister

Enclosure

cc: John Short, Chair  
Alberta Sport, Recreation, Parks and Wildlife Foundation





#### FOR MORE INFORMATION

To request a copy of the "Guidelines for Communities Bidding  
to Host the 2016 Alberta Summer Games"  
or assistance in preparing your bid, please refer to:

[www.albertagames.com](http://www.albertagames.com)

Or contact

#### ALBERTA SPORT, RECREATION, PARKS & WILDLIFE FOUNDATION

#620, 615 - Macleod Trail SE Calgary AB T2G 4T8

tel: 403.297.2729 fax: 403.297.6669

email: [dennis.allen@gov.ab.ca](mailto:dennis.allen@gov.ab.ca)

*Note: Office can be reached toll free by  
first dialing the Service Alberta line at 310-0000*

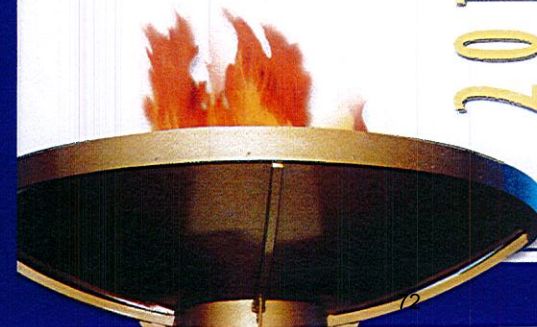
[www.asrpwf.ca](http://www.asrpwf.ca)

  
ALBERTA  
SPORT, RECREATION,  
PARKS & WILDLIFE  
FOUNDATION

  
Government



2016 ALBERTA SUMMER GAMES





*The Honourable*  
**Dr. Richard Starke**

Minister of Tourism, Parks and Recreation

extends an invitation  
to all municipalities in Alberta  
to bid to host the

2016 Alberta Summer Games  
**July, 2016**

## PREVIOUS ALBERTA GAMES

The Alberta Games are a significant amateur sport and cultural event in our province, providing many benefits to both the host community and to the thousands of Albertans who participate at the local, zone and provincial level.

The Alberta Games have been awarded to communities of all sizes, located throughout the province. Interested communities must be capable of feeding and accommodating approximately 2,800 athletes, coaches and technical officials. Municipalities with populations less than 10,000 are encouraged to join together with neighbouring communities to submit a joint bid.

The 2016 Alberta Summer Games  
are planned for July, 2016.

## GRANT FUNDING

Operating Grant	\$ 300,000
Cultural Grant	\$ 70,000
Legacy Grant	\$ 50,000
	<u>\$ 420,000</u>

Recent Alberta Games have generated approximately \$2.5 - \$3.0 million in direct economic activity in each host community.

## IMPORTANT DEADLINES

A letter outlining your community's interest in bidding to host the 2016 Alberta Summer Games, together with a resolution of support from your Municipal Council, must be received by **September 30, 2013**.

Completed bids must be received by the Alberta Sport, Recreation, Parks and Wildlife Foundation no later than **December 31, 2013**.

**2016 ALBERTA SUMMER GAMES**

# Memo

**To:** Redcliff Council  
**From:** David Wolanski, Municipal Manager  
**Date:** June 10, 2013  
**Re:** Policy Review Update

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As established in Policy 115, we are to review every policy for the Town of Redcliff at least once in a three year period. There were some concerns expressed recently to me that we were not on track to achieve those targets. I wanted to provide an update as to where we were at in regards to Policies at this time. As you know, Policy 115 also identifies Bylaw and Non-Statutory Plan review; however, they are a little longer timeframes and more time consuming to sift through (a great number are project based and aren't reviewed as per the policy) and thus we will update Council on those in the coming months.

Policy 115 was approved on June 25, 2012. This means we are just shy of 1/3 into the review process.

At the time of the development of Policy 115 we had identified that there were approximately 100 policies in the Town of Redcliff. Due to numbering (we don't replace a number when a policy is cancelled) we now actually sit at 85 policies.

Since June of 2012 administration and Council has reviewed 29 total policies and added 3 new ones including Policy 115 itself. This does not take into account a good number of policies that we also reviewed just prior to June of 2012 which are less than 2 years "old".

As you can see, if we continue at the current pace we will have no trouble achieving our goals. We will continue to provide updates to Council, including future spreadsheets that we are currently updating which identifies which policies have been reviewed and their next deadline date for review according to Policy 115.

# Memo

**To:** Redcliff Council  
**From:** Shanon Simon, Acting Municipal Manager  
**Date:** June 10, 2013  
**Re:** 2013 Road Rehab Projects

---

Policy 38 – Purchasing Policy states:

Authority to Sign Purchase Orders

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

The 2013 Infrastructure Improvement Program (Road Rehabilitation Projects at various locations) was included in the annual budget. Tenders were prepared and bids submitted by South Rock Ltd, LMT Enterprises and Transit Paving. Transit Paving came in the lowest and will be awarded the contract. All but two of the road rehabilitation projects came in within budget. A separate Request for Decision will be submitted for consideration for those two projects. As the amounts exceeded the Purchase Policy threshold for the Municipal Manager, I am reporting these expenditures to Council.

The summary of the projects, tender amounts, and budget is as follows:

Project	Budget	Tender Amount with 10% contingency and provisional items
Elbow Dr NE (Broadway Ave- Dirkson) Road Repairs	\$56,000	\$34,528.37
East Margaret Wooding School Laneway	\$35,000	\$28,932.22
Old TransCanada Highway Rehab Ph -1 & Seasonal Lift Station	\$452,000	\$290,516.31
Hydrants & Valves Replacement (Operating) (Over budget, an RFD will be presented)	\$120,000	\$163,510.58
South Highway Drive Road and Storm Improvements	\$264,450	\$173,841.76

Isolated winter frost boils Road Repairs	\$157,823	\$95,496.48
Toboggan Hill Erosion Protection (Over budget, an RFD will be presented)	\$95,000	\$110,112.06
3 <sup>rd</sup> St SE (1 Ave- Mid Blk 200) Road, Storm And Water upgrades	\$478,000	\$430,419.22
Broadway Ave E (TCH- Boundary Road Rehabilitation)	\$549,000	\$441,624.12
<hr/>		
Total	\$2,207,273	1,768,981.12

Please note the tender amounts did not include Engineering, Geotechnical and Quality Assurance testing, hydrovac and minor surveying fees.



## **Director of Finance & Administration's**

### **Notes on the 2011 Financial Indicator Graphs**

Good evening, I would like to take a few moments to provide some comments in interpreting the financial indicator graphs included in your council packages this evening.

#### **General**

I would like to begin by highlighting that the graphs provided by Alberta Municipal Affairs reflect a period from 2006 to 2011 and significant changes may have taken place during the 17 months between the end of the reporting period and now. Also, please keep in mind that it can be difficult to compare municipalities as specific circumstance and conditions can vary from community to community.

After speaking with an advisor from Alberta Municipal Affairs I can also confirm that changes to the Financial Indicator Graphs delivery, will allow the 2012 graphs to be released in 2013.

**Slides #4-8** (municipal equalized tax rate, residential equalized tax rate, non-residential equalized tax rate, equalized assessment per capita & non-residential assessment as % of total)

Redcliff's equalized tax rates remain below the group average. The non-residential equalized rate is equal to the average in the group. Redcliff's equalized assessment per capita remains slightly above the group's average.

#### **Slide #9** (tax collection rate)

The Town has been able to maintain a tax collection rate of about 96%. This collection rate is on par with the comparison group and our performance the past three years. Small fluctuations in this number should be expected, and the impact of the tax penalty changes implemented in 2013 are as of yet unclear.

**Slides #10-12** (percent of debt limit used, percent of debt service limit used & long term debt per capita)

The majority of the Town's debt relates to frontage borrowing for local improvements, the average debt per capita has begun to line up with the comparison group.

**Slides #13-16** (net municipal property taxes per capita, sales and user charges per capita, provincial and federal grants per capita & major revenue sources as % of total revenue)

As we can see from the Town's 2006 sales and user charges per capita these graphs can be greatly affected by the circumstance of individual communities (i.e. land sales). In 2010 Redcliff was close to median results in property taxes and sales charges per capita. However, I believe that the grants per capita outcome is a little misleading. Specific project grants will lead certain communities in certain years to greatly outperform the rest of the group. These individual grants can be so significant they misleadingly affect the group average. The grant for the water treatment plant when it is recorded is of the magnitude to cause these difficulties with interpretation of the actual comparison within the control group.

**Slide #17-22** (broad function expense per capita, per capita expenses – salaries, wages and benefits, per capita expenses –contracted and general services, per capita expenses – materials, goods, supplies and utilities, per capita expenses – bank charges and interest & per capita expenses –amortization)

These graphs show various departments and categories of expenses per capita and the Town's spending levels in comparison to the comparison group. In general spending is below the average of the group in most categories, although when examined by function most departments are spending slightly above the average.

**Slide #23** (net book value as % of total capital property cost)

**Slide #24-25** (accumulated surplus categories as % of total & accumulated surplus categories per capita)

**Slide #26** (ratio of current assets to current liabilities)

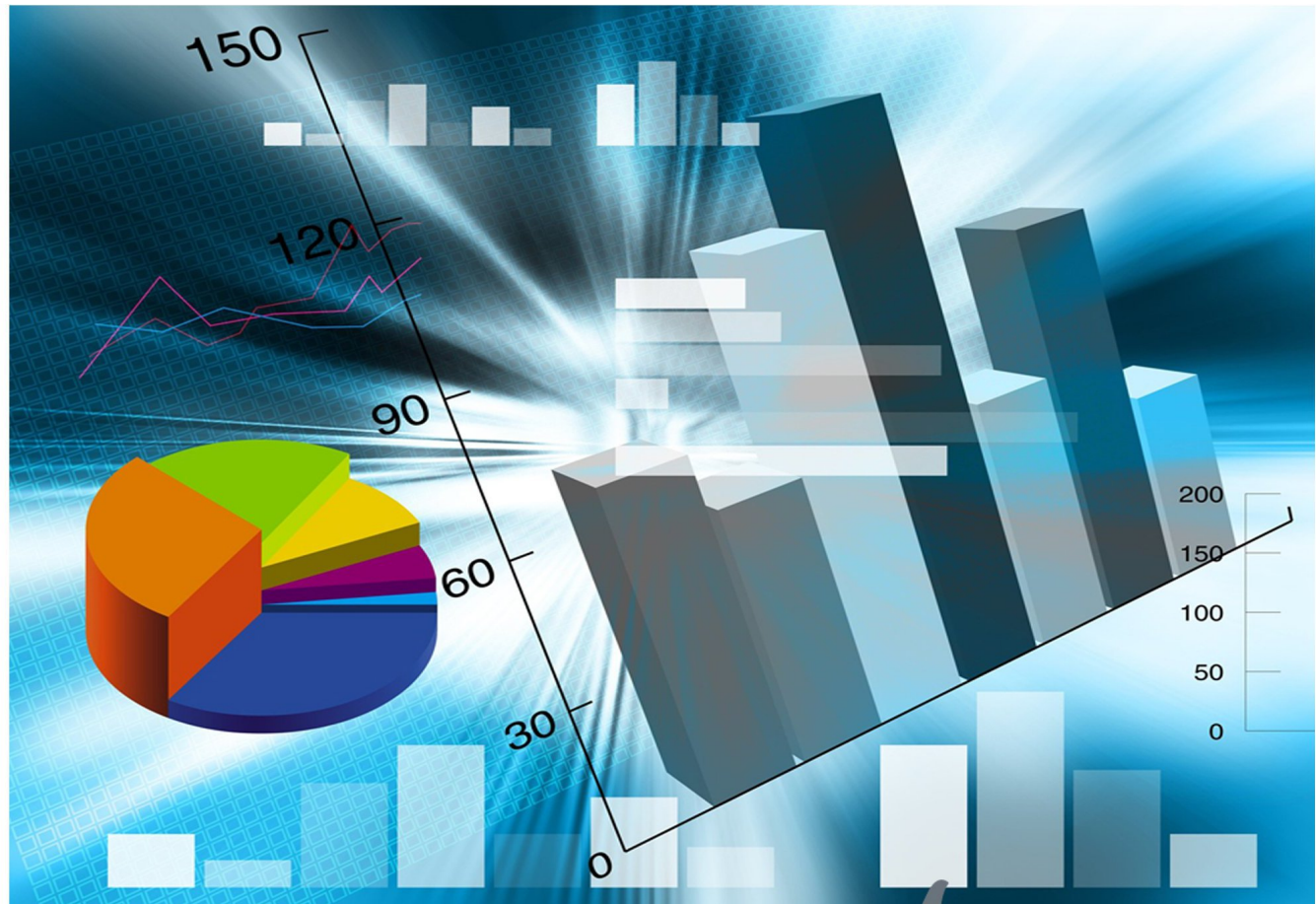
This ratio is a vital indication of the Town's financial health. It shows that the Town's current, or liquid assets, can cover our short term financial obligations (5.5 times over).

**Slide #27-28** (total equalized assessment per capita & group population)

These slides provide specific information about the individual communities in the comparison group.

A handwritten signature in black ink, appearing to be 'R.D.' followed by a long horizontal stroke.

# Financial Indicator Graphs



Alberta

Generated for:  
REDCLIFF

## Financial Indicator Graphs

### Introduction

The financial indicator graphs are intended to serve as a tool that may assist council and administration with operational decisions. The comparative measures may be useful in assessing past performance and for budget planning. Each municipality is compared to a group of similar size urban municipalities, or to rural municipalities with similar tax base. The comparison group is shown on the last slide.

New for 2012 is the ability to create customized reports using additional tools in milenet. Custom graphs can be created comparing your municipality to other Alberta municipalities. Furthermore, you can create specific graphs for measures you are interested in.

Financial Advisory Services is available to assist you in interpreting the information contained in the graphs. Please be aware that advisors will not have access to any of the custom graphs you create, but would still be able to assist with the underlying formulas and data used to create all graphs.

It should be noted that the financial indicator graphs are point-in-time documents. The system is updated daily as new information is added to the municipal financial database. As such graphs will reflect the current data set and the results will be subject to change as the database is updated and verified. However, most information from the previous reporting year will have been posted by the fall of the subsequent year.

Other points to note are:

- The range for most of the graphs is 2006 to 2011.
- Equalized assessment is shown for the period 2007 to 2012.
- Caution should be used when interpreting results as each municipality has unique characteristics affecting how it compares to the group. Also, circumstances may have changed since the December 31, 2011 reporting date.

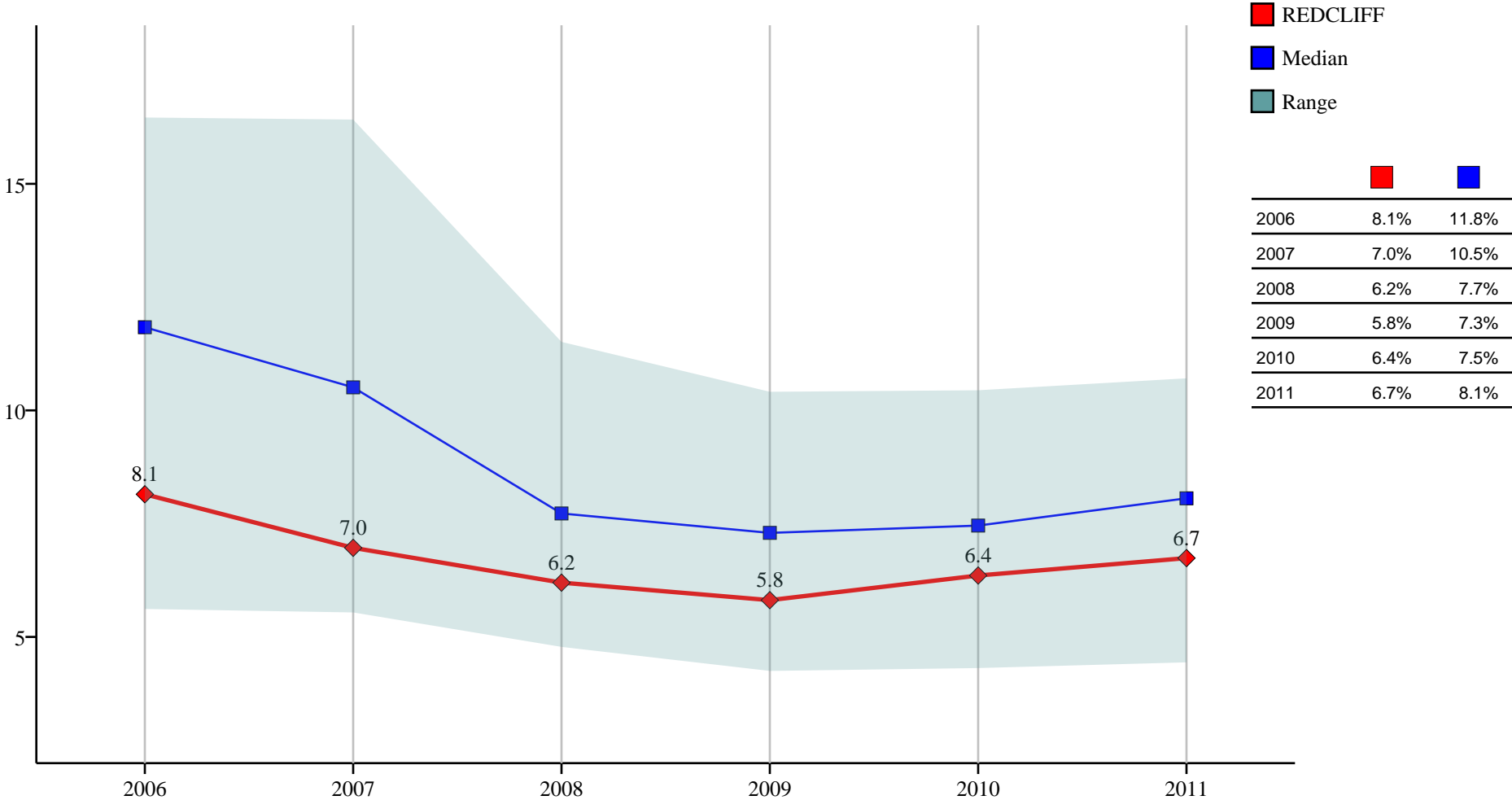
## Financial Indicator Graphs

### Introduction

#### ***Financial Indicator Graphs include:***

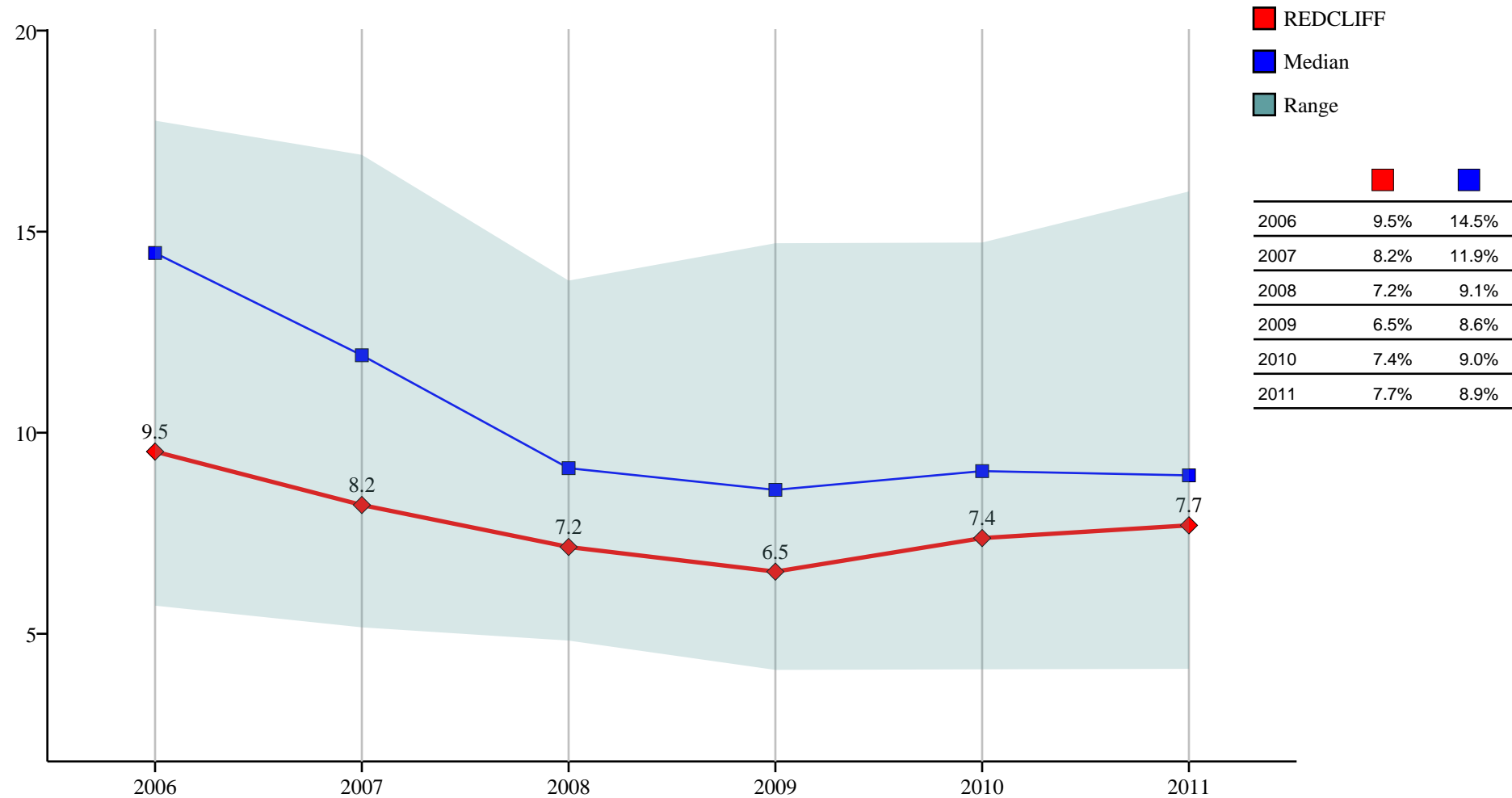
- o Equalized Tax Rates - Municipal/Residential/Non-Residential
- o Equalized Assessment Per Capita
- o Non-Residential Equalized Assessment as % of Total
- o Tax Collection Rate
- o Debt Debt Service as % of the Limits
- o Long Term Debt Per Capita
- o Major Revenue Sources Per Capita
- o Major Revenue Sources As % of Total Revenue (only 2011)
- o Broad Function Expenses Per Capita (only 2011)
- o Per Capita Expenses by Major Type:
  - Salaries, Wages Benefits
  - Contracted General Services
  - Materials, Goods, Supplies Utilities
  - Bank Charges Interest
  - Amortization
- o Net Book Value As % of Capital Costs
- o Accumulated Surplus Categories, As % (only 2011)
- o Accumulated Surplus Categories, Per Capita (only 2011)
- o Ratio of Current Assets to Current Liabilities

Equalized Tax Rates: Net Municipal



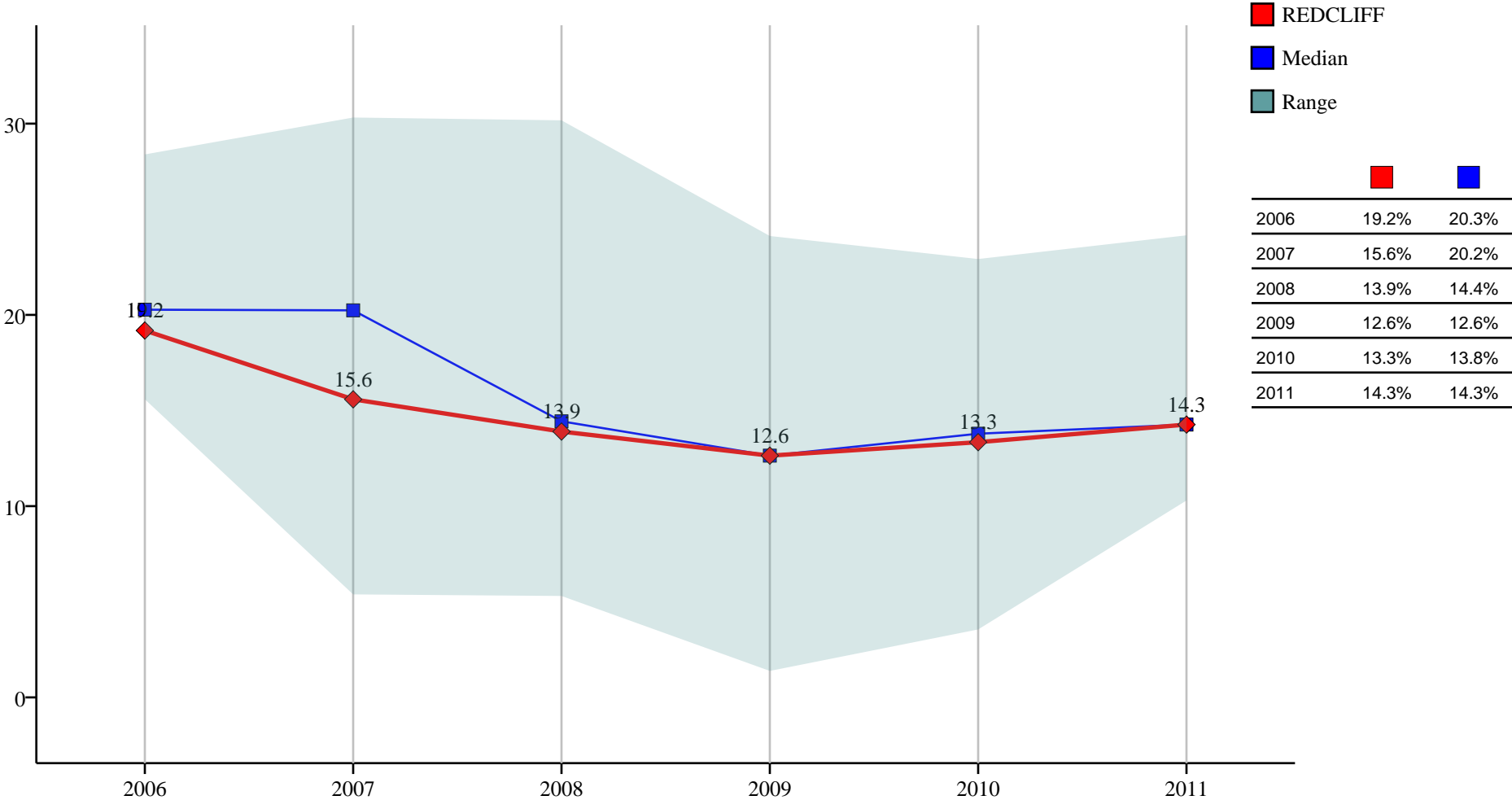
**Note:** Municipal Equalized Tax Rate is calculated based on total equalized assessment and net municipal property tax.

Equalized Tax Rates: Residential



**Note:** Residential Equalized Tax Rate is calculated based on gross residential property taxes and residential equalized assessment.

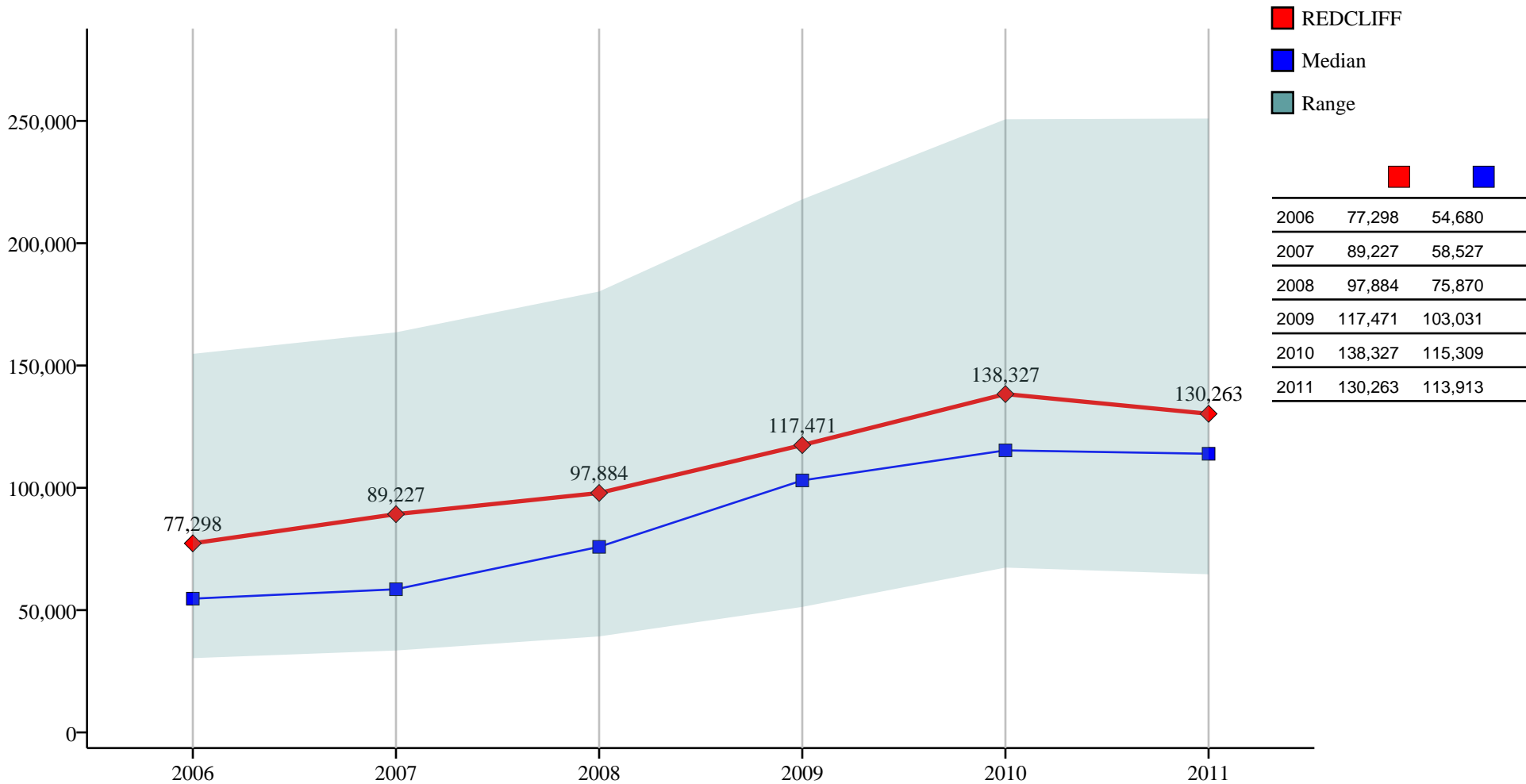
Equalized Tax Rates: Non-Residential



**Note:** Non-Residential Equalized Tax Rate is calculated based on gross non-residential property taxes and non-residential equalized assessment

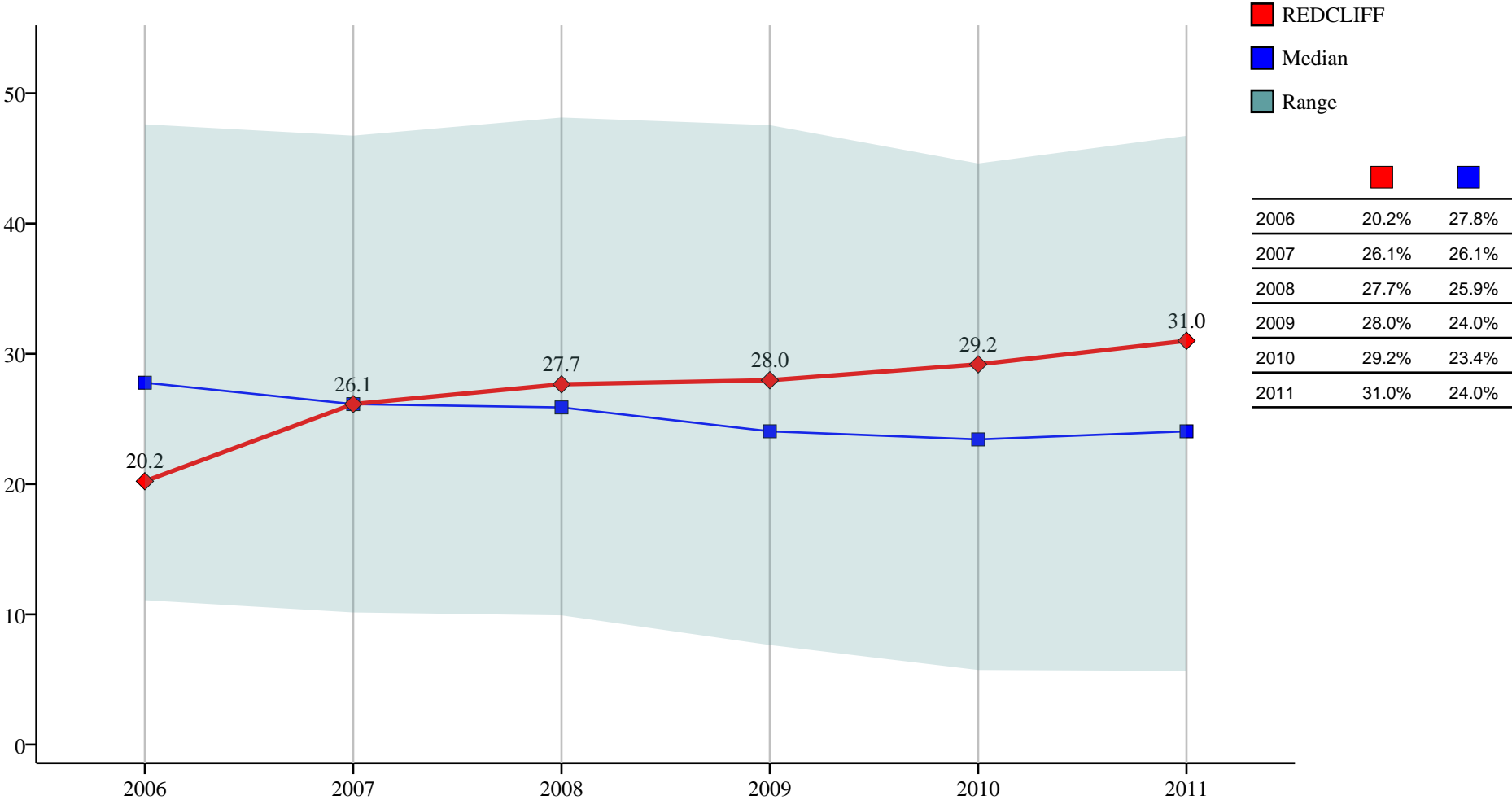


Total Equalized Assessment Per Capita

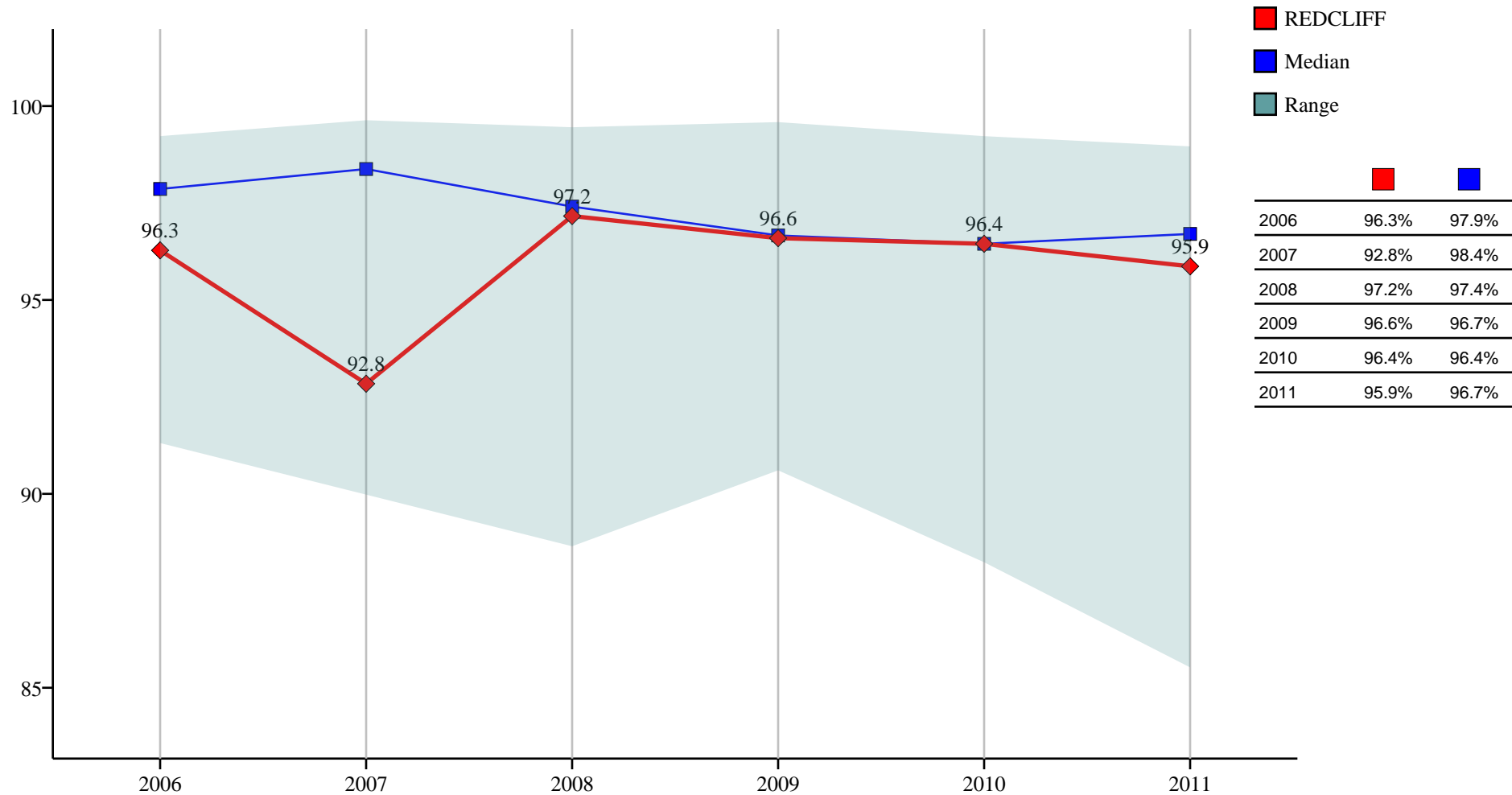


**Note:** Equalized Assessment Per Capita approximates a municipality's ability to generate property tax revenue in comparison to similar municipalities

Non-Residential Assessment as % of Total Equalized Assessment

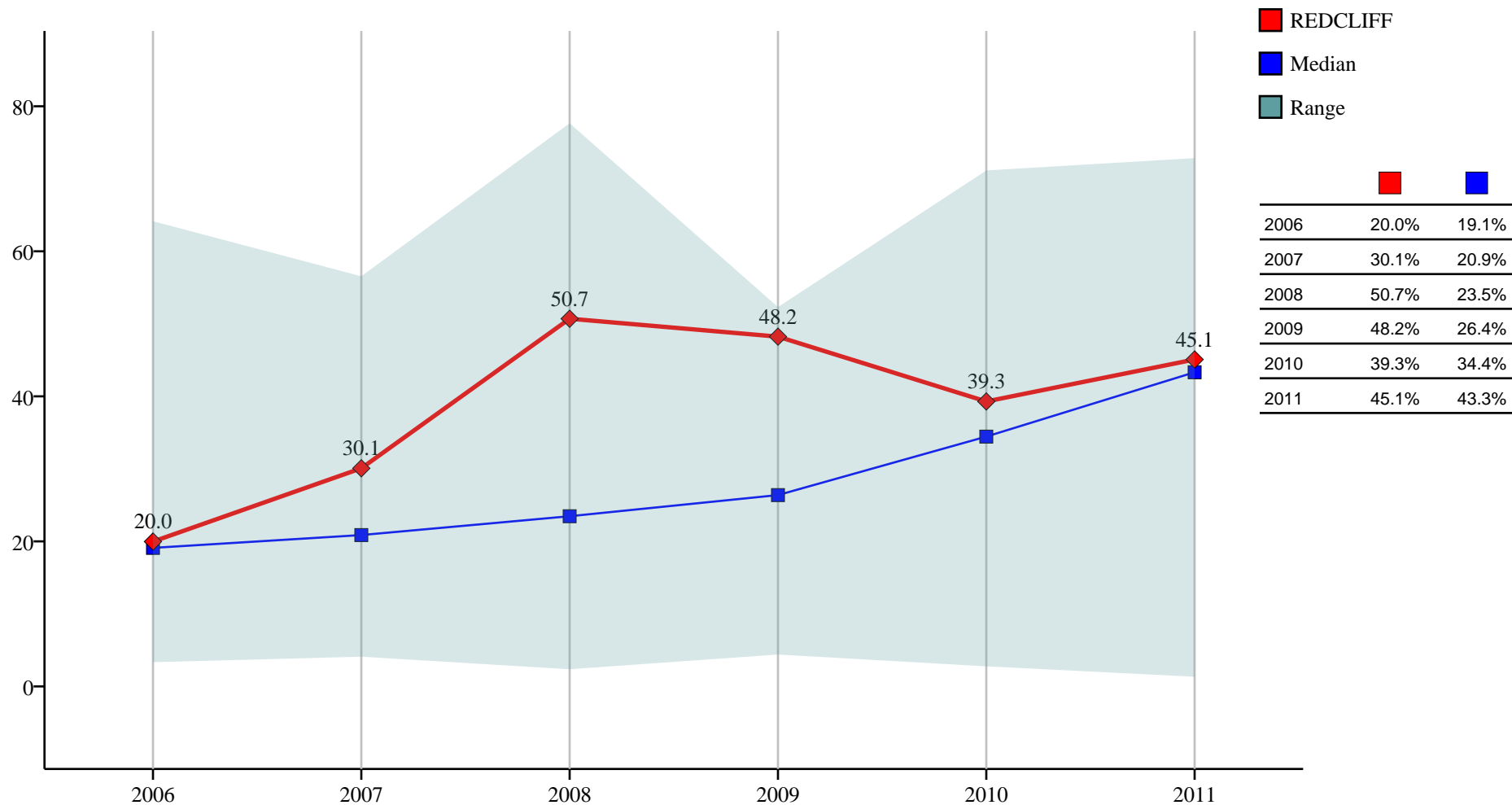


Tax Collection Rates



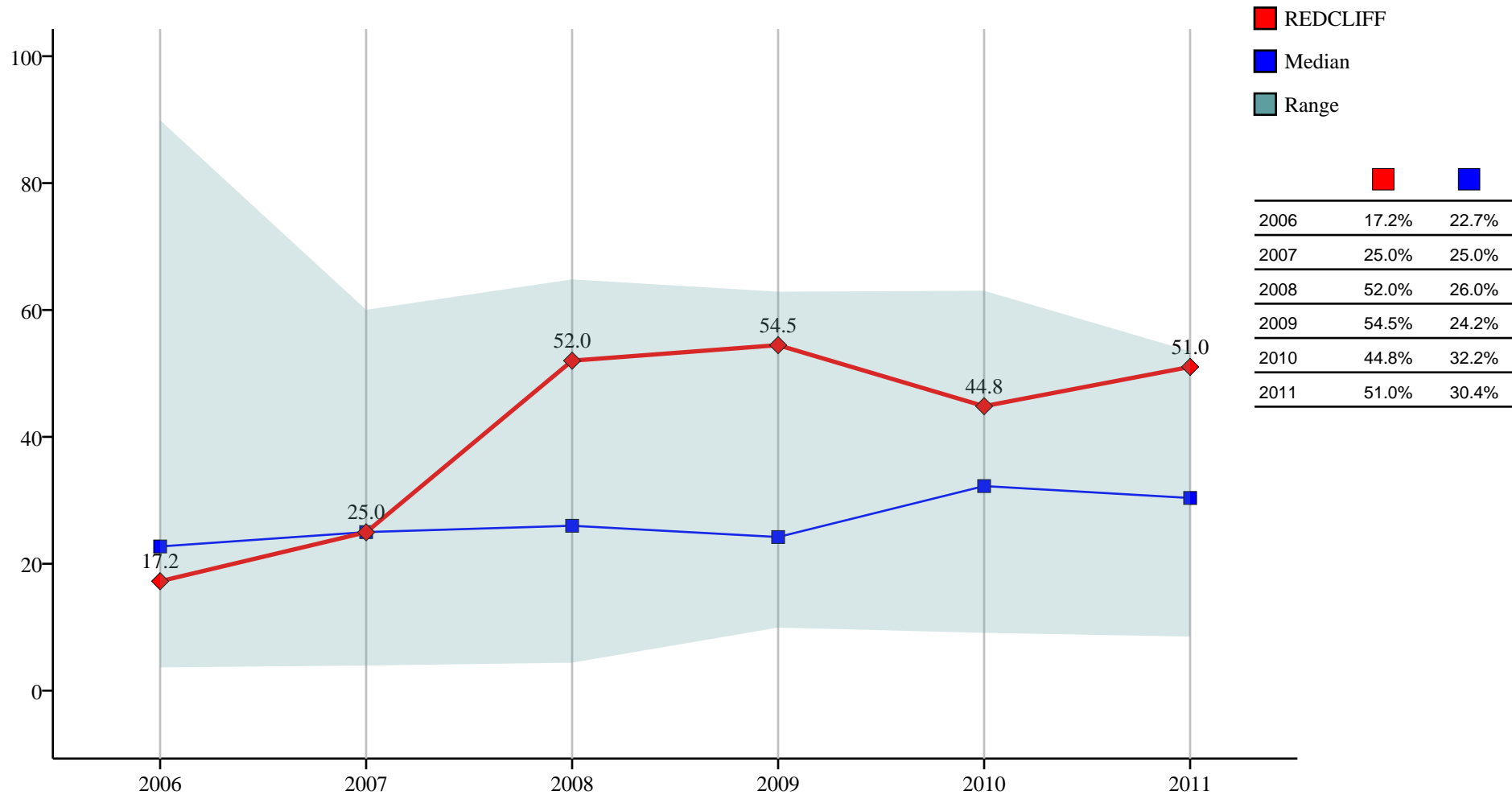
**Note:** This indicator reflects the percentage of taxes and grants in place of taxes which are collected by the municipality in the year in which they are levied.

## Percent of Debt Limit Used



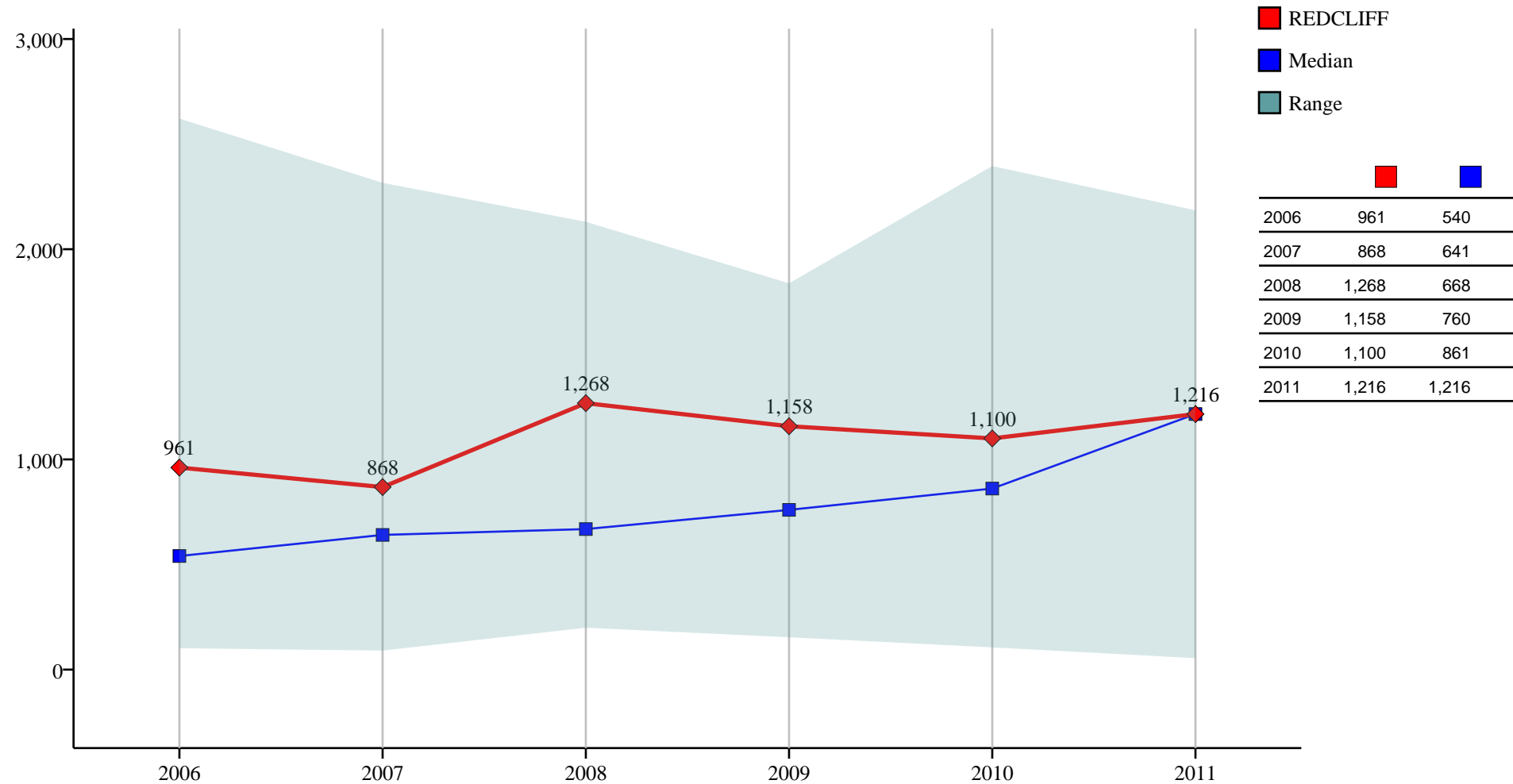
**Note:** This graph shows, in percentage terms, the municipality's debt as a percentage of the regulated limit. This is compared to the median for the group of similar municipalities.

Percent of Debt Service Limit Used

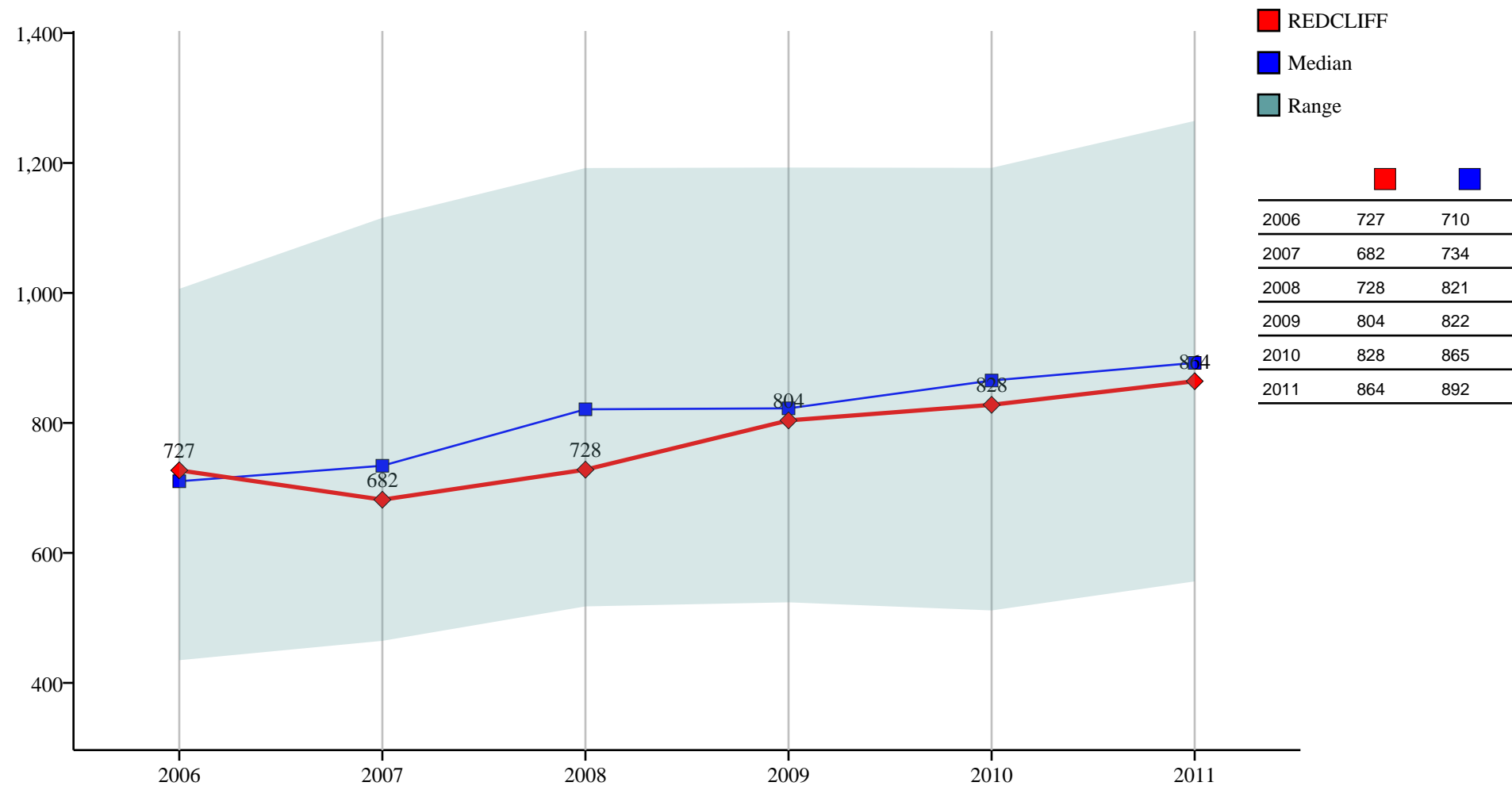


**Note:** This graph shows, in percentage terms, the municipality's current debt servicing requirement relative to the regulated limit. This is compared to the median for the group of similar municipalities.

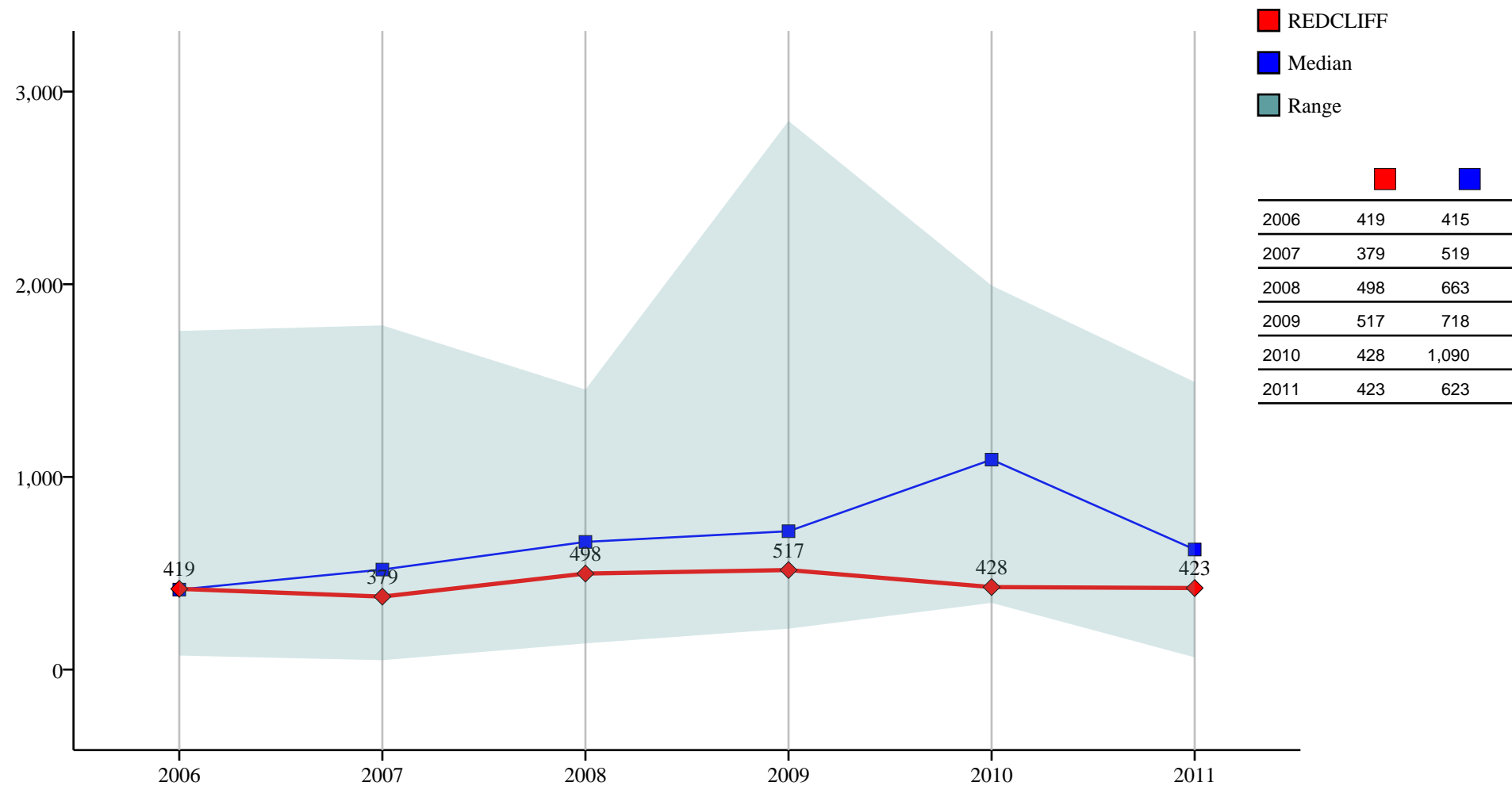
Long Term Municipal Debt Per Capita



Revenue Sources Per Capita: Net Municipal Property Taxes

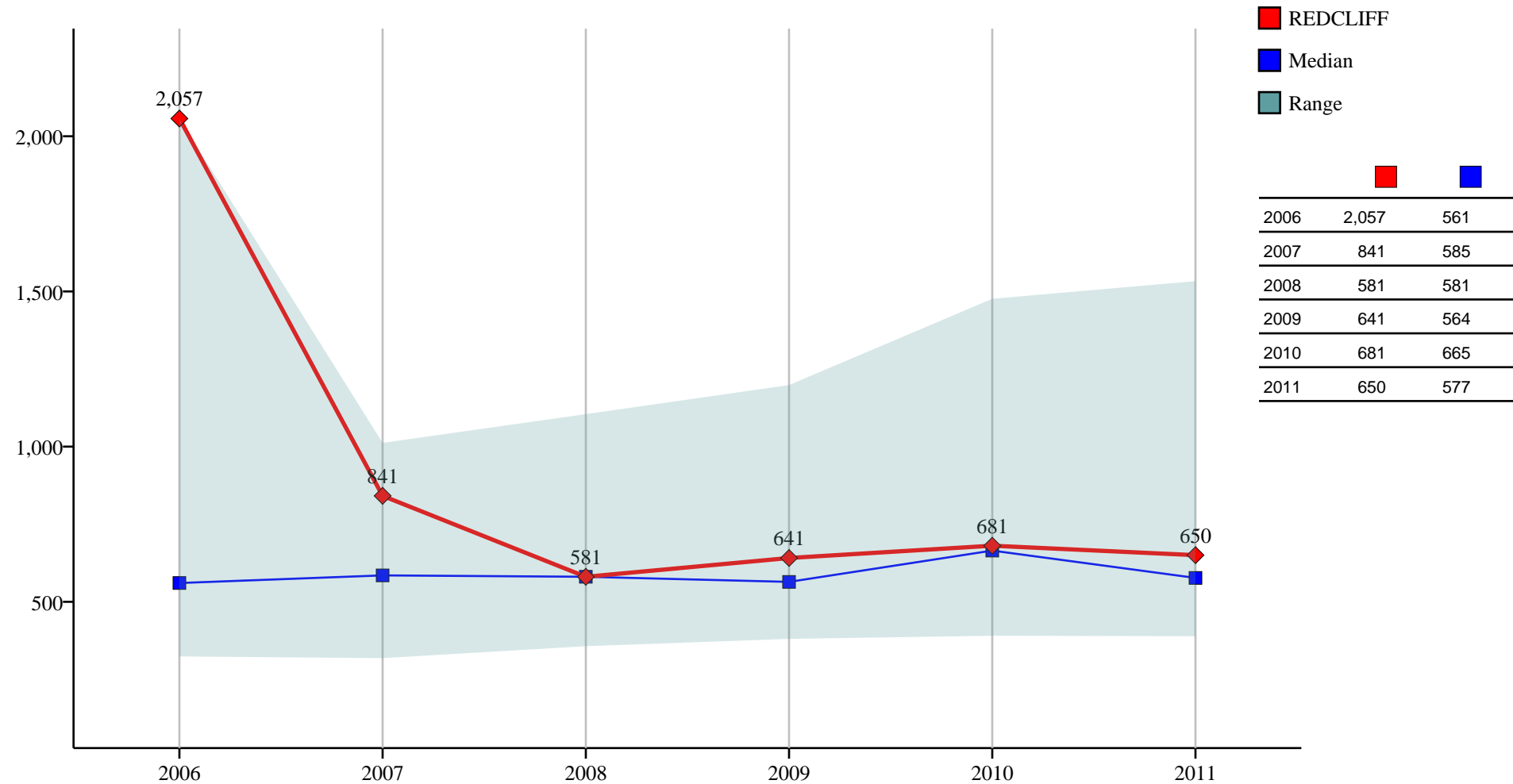


Revenue Sources Per Capita: Total Grants

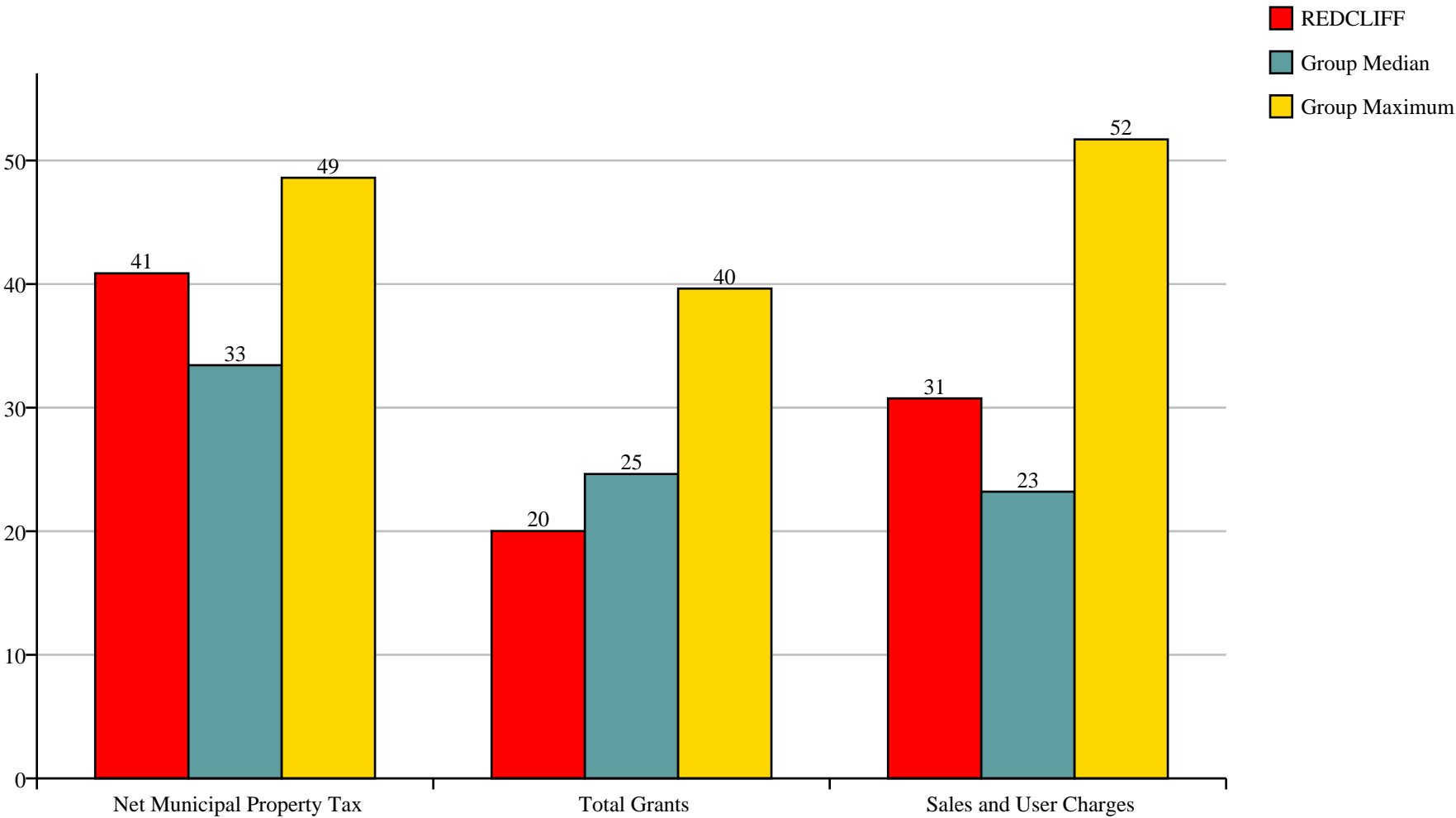




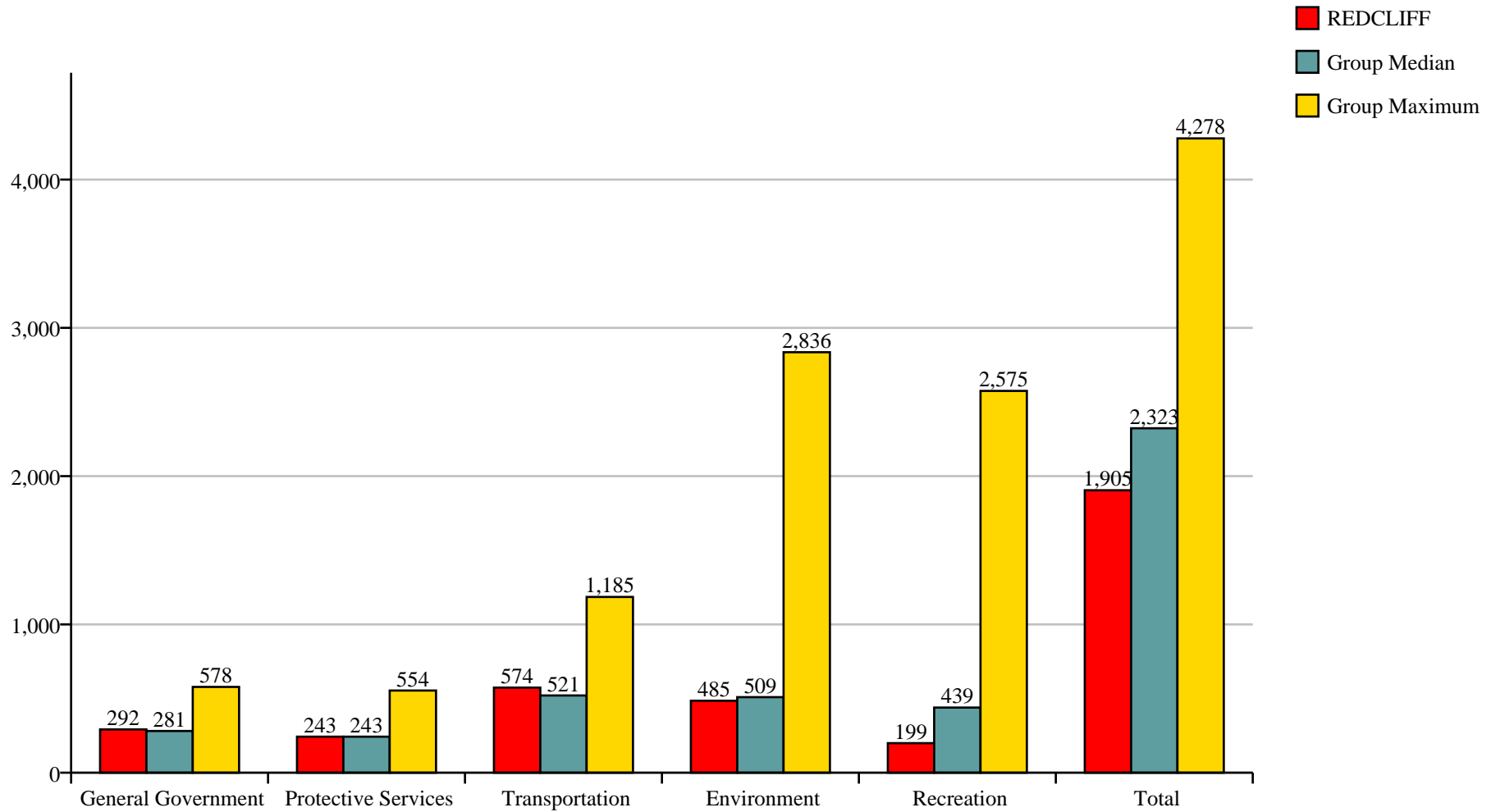
Revenue Sources Per Capita: Sales and User Charges



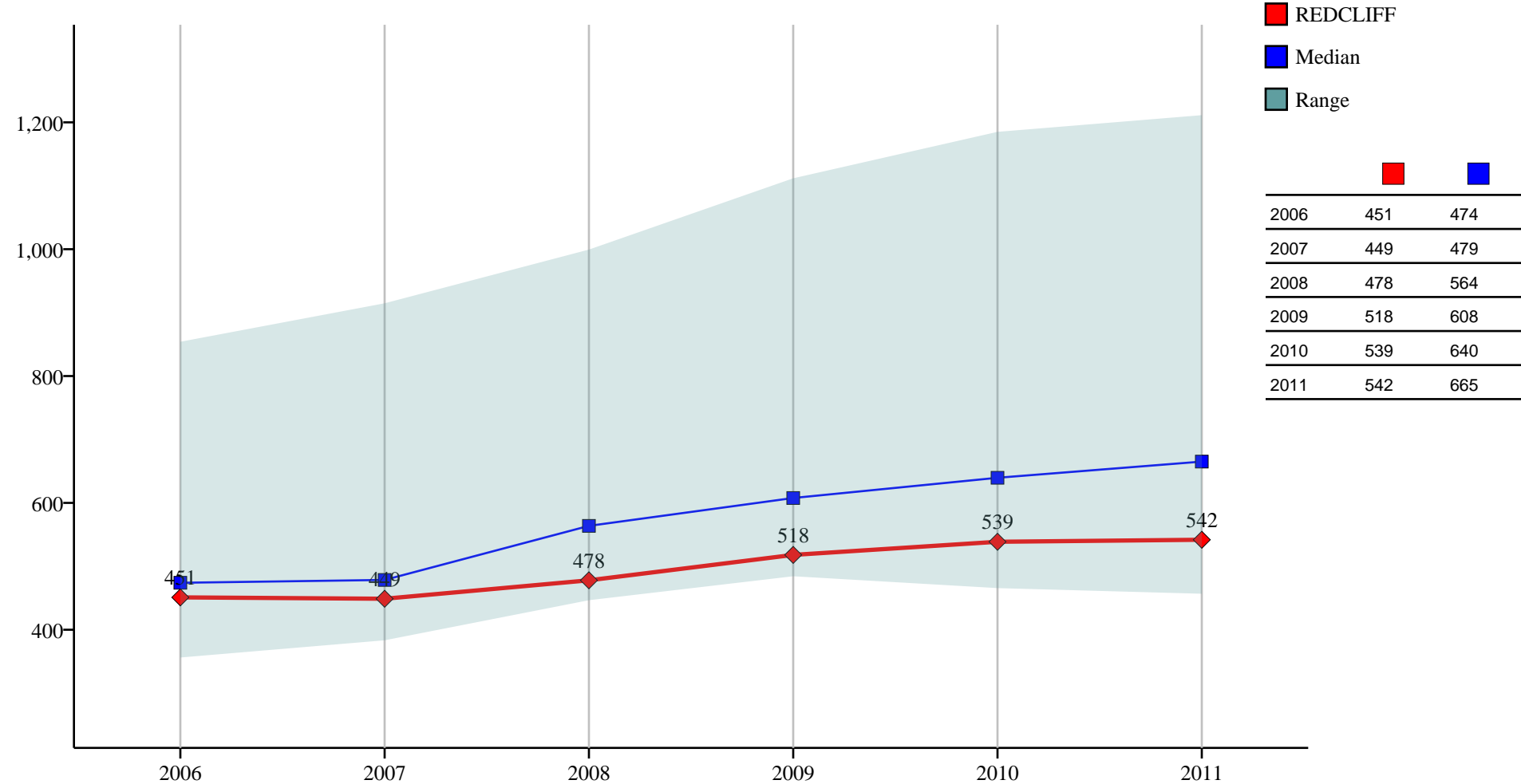
Major Revenue Sources As % of Total Revenue, 2011



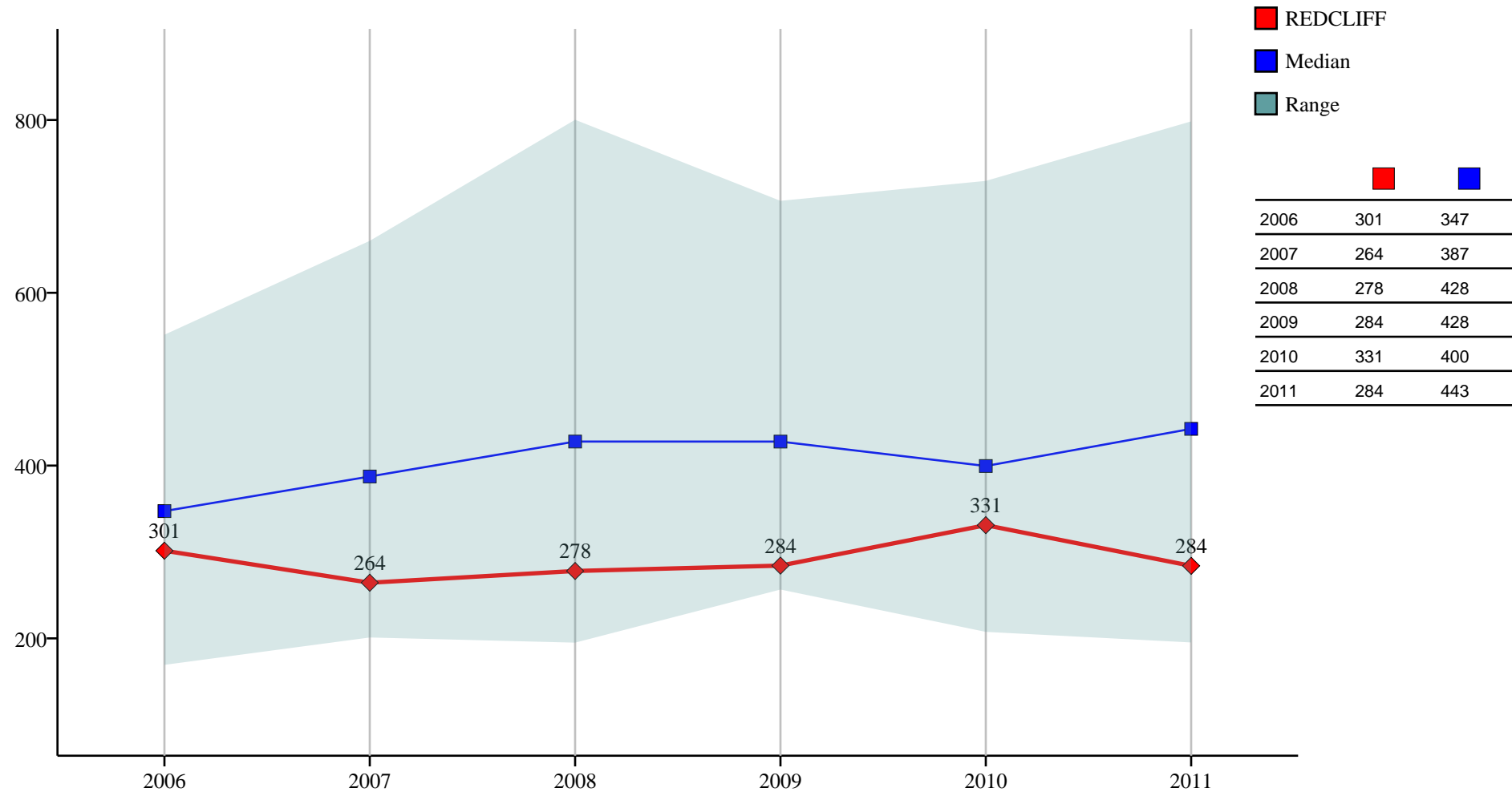
## Major Expenditures Per Capita by Broad Function, 2011



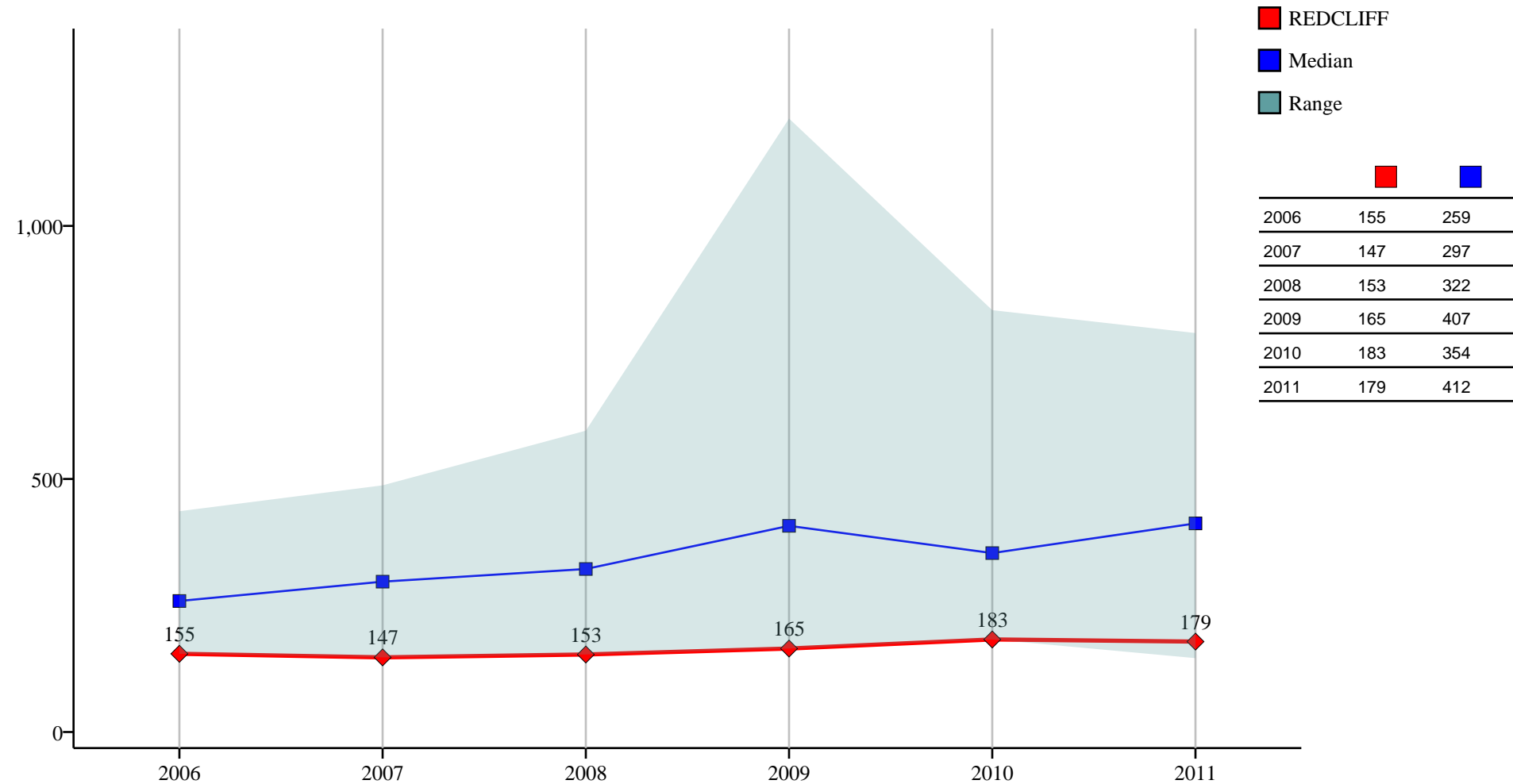
Major Expenditures Per Capita by Type: Salaries, Wages and Benefits



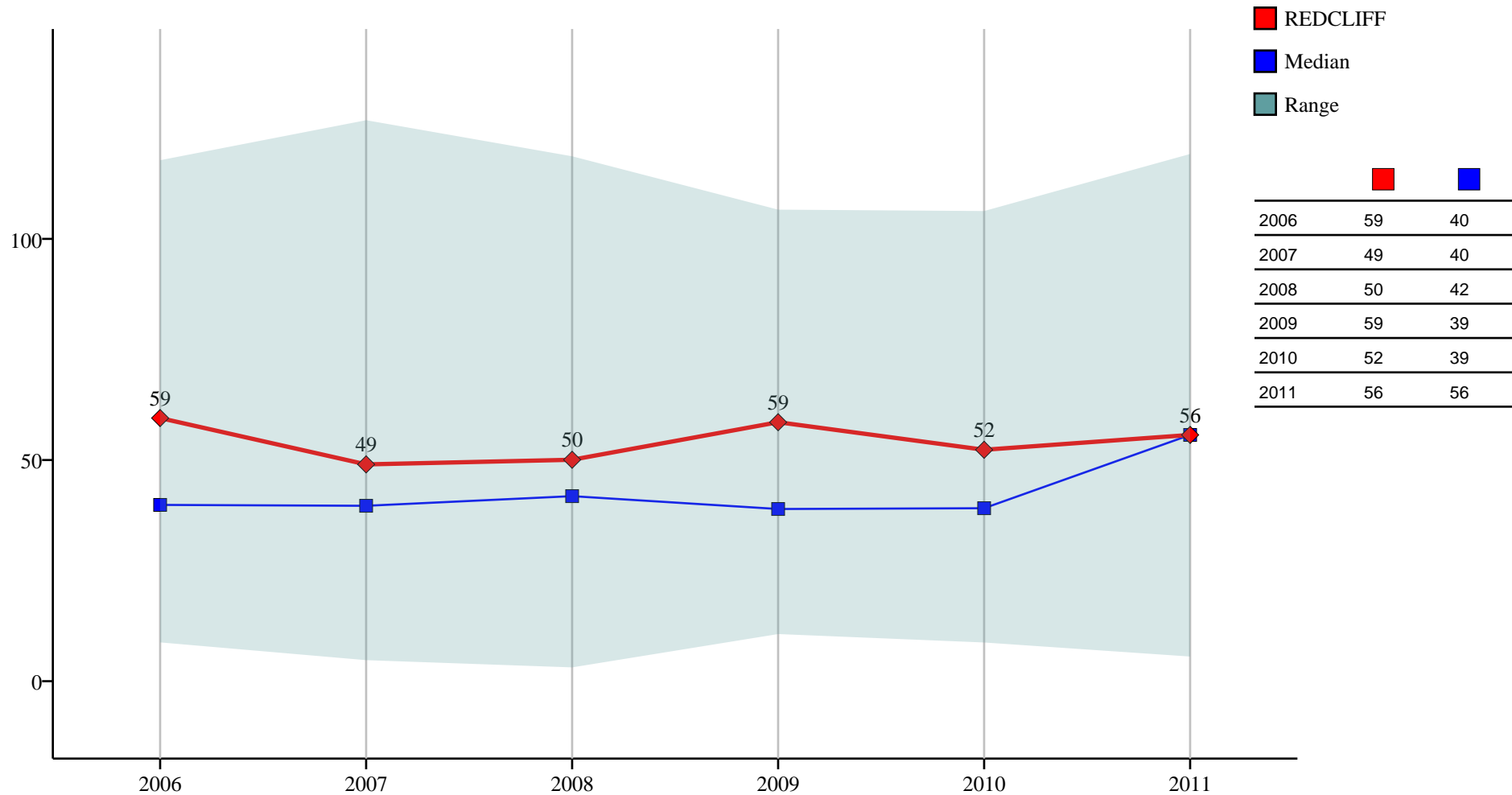
Major Expenditures Per Capita by Type: Contracted and General Services



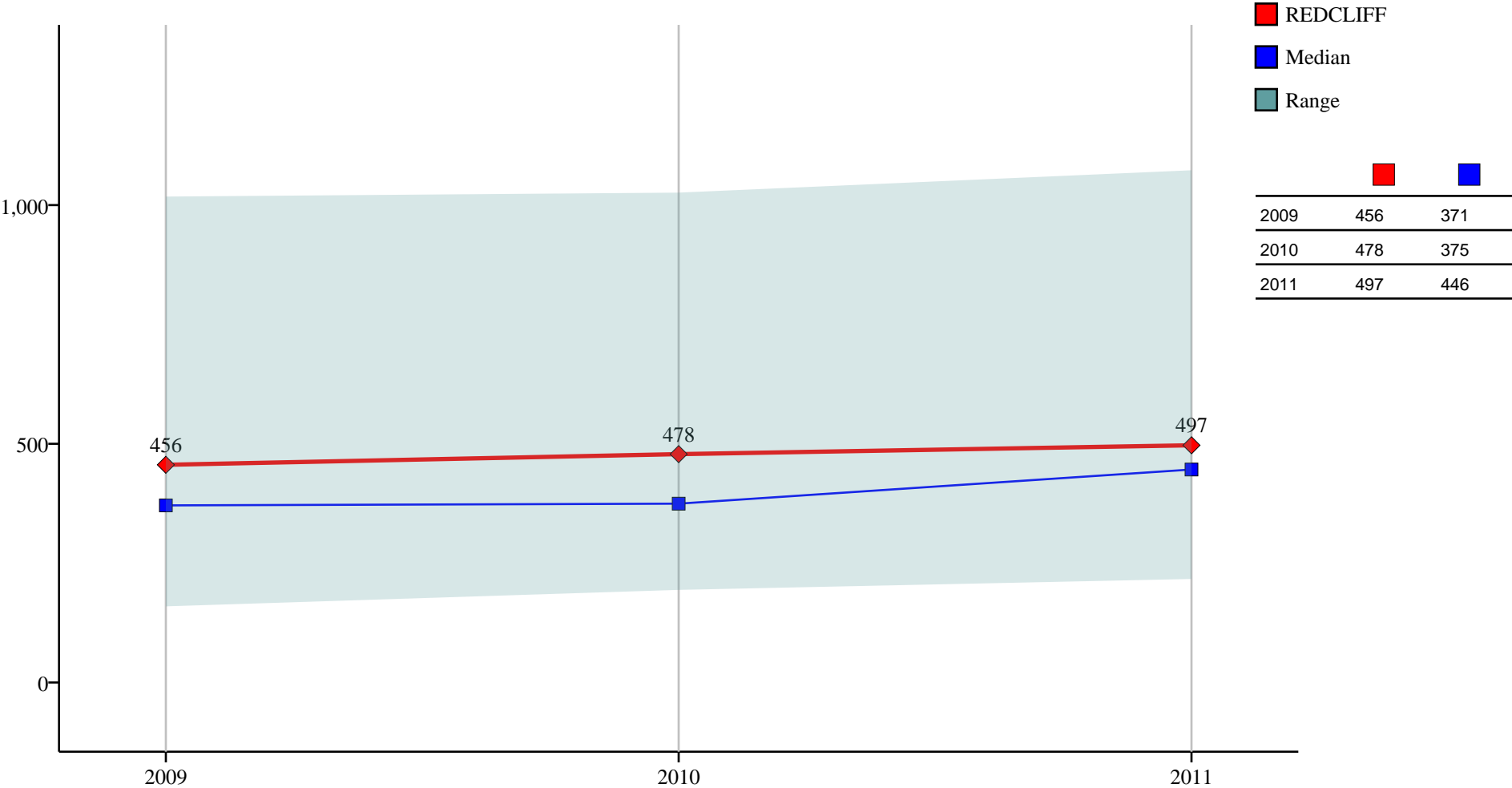
Major Expenditures Per Capita by Type: Materials, Goods, Supplies and Utilities



Major Expenditures Per Capita by Type: Interest and Banking

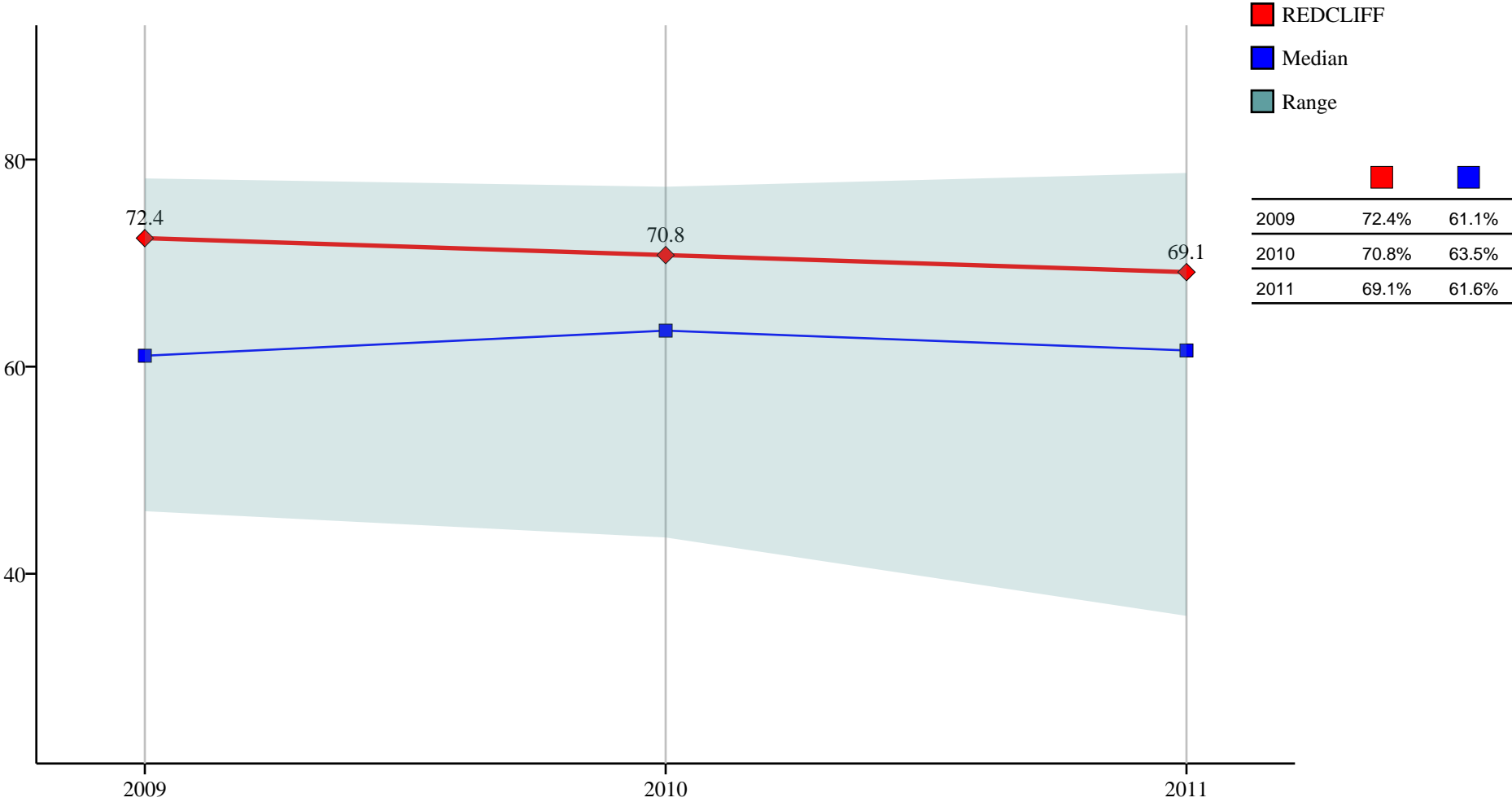


Major Expenditures Per Capita by Type: Amortization of Tangible Capital Assets

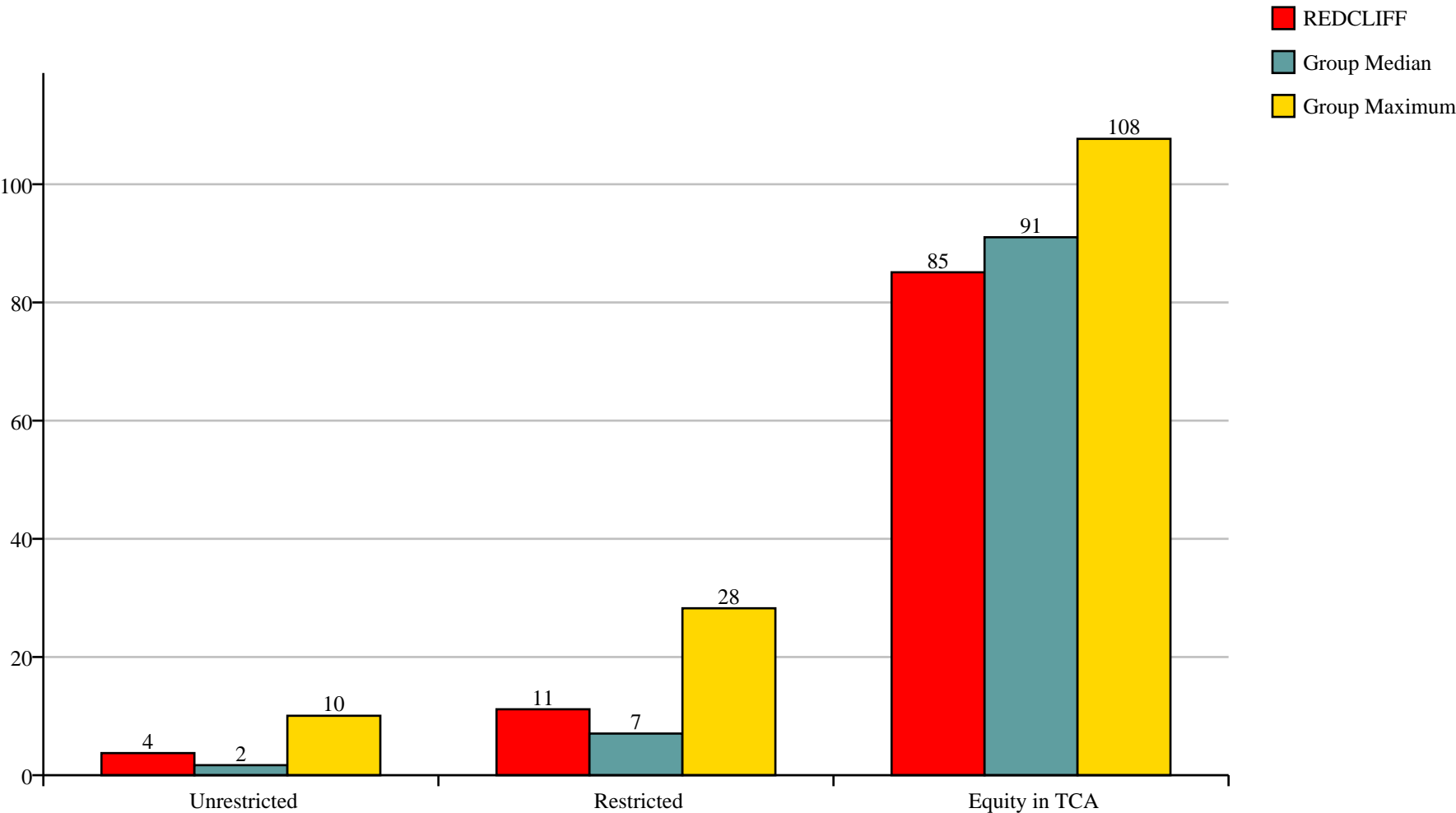




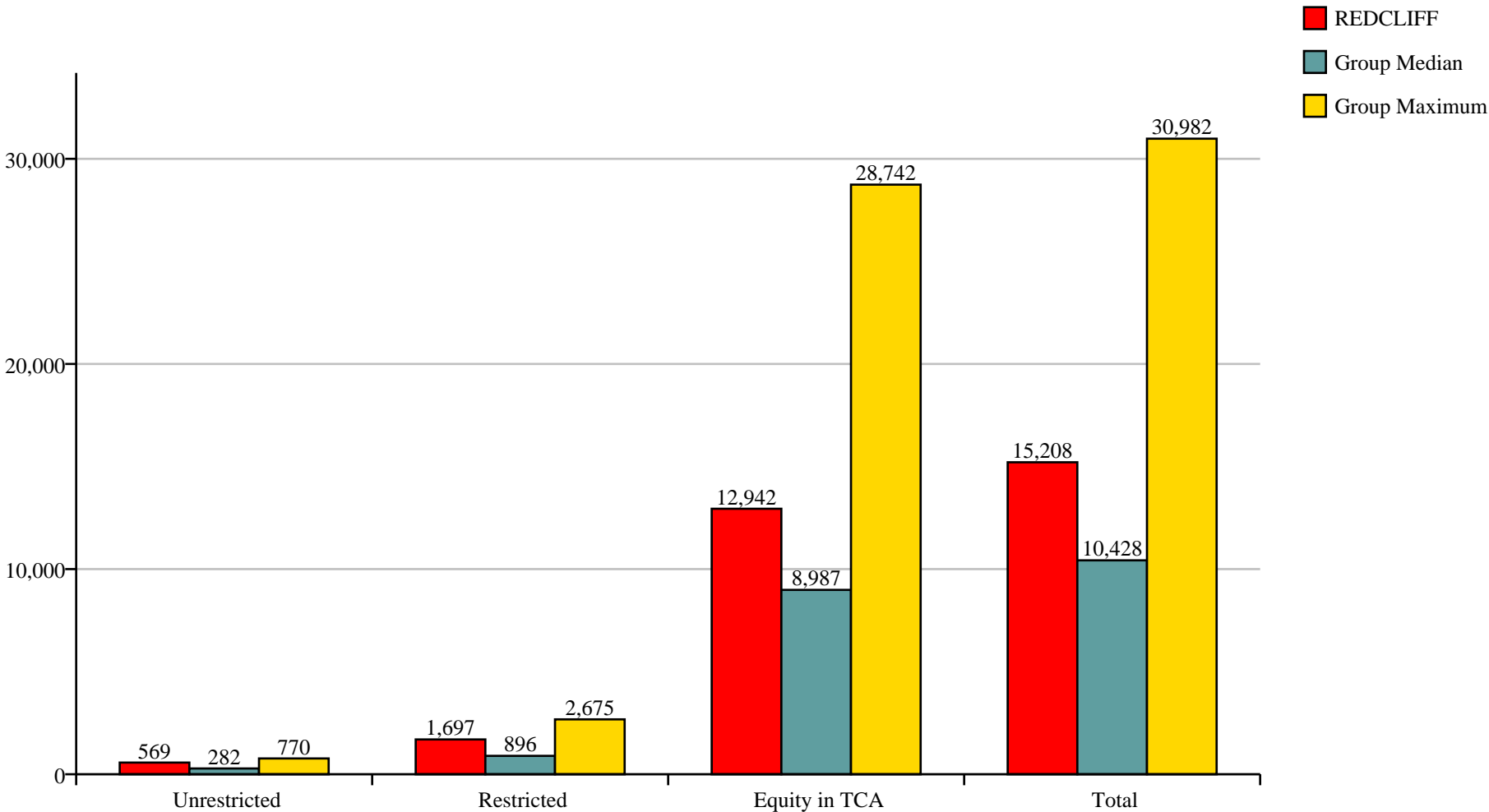
Net Book Value as % of Total Capital Property Costs



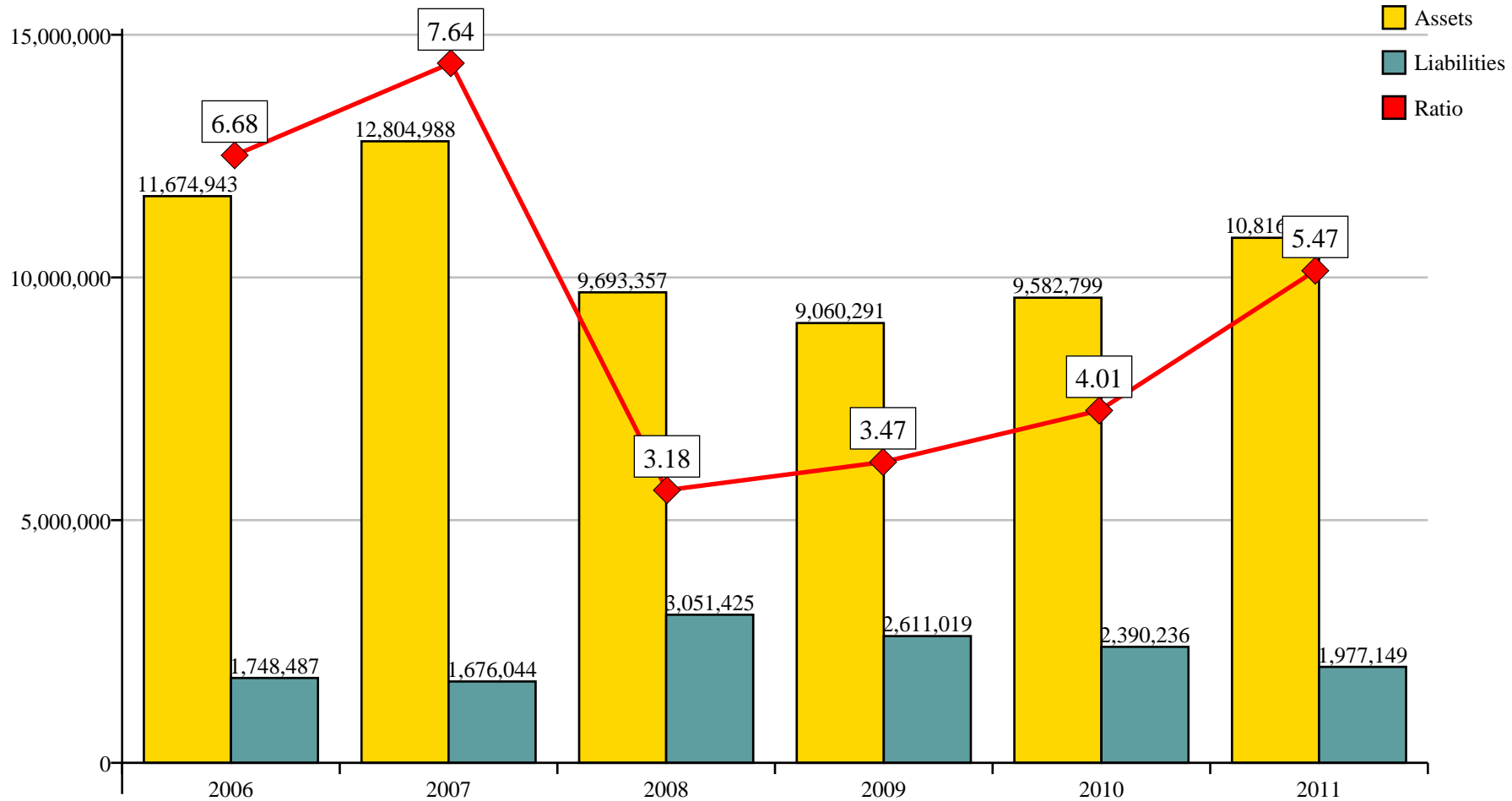
Accumulated Surplus Categories as % of Total, 2011



Accumulated Surplus Per Capita, 2011

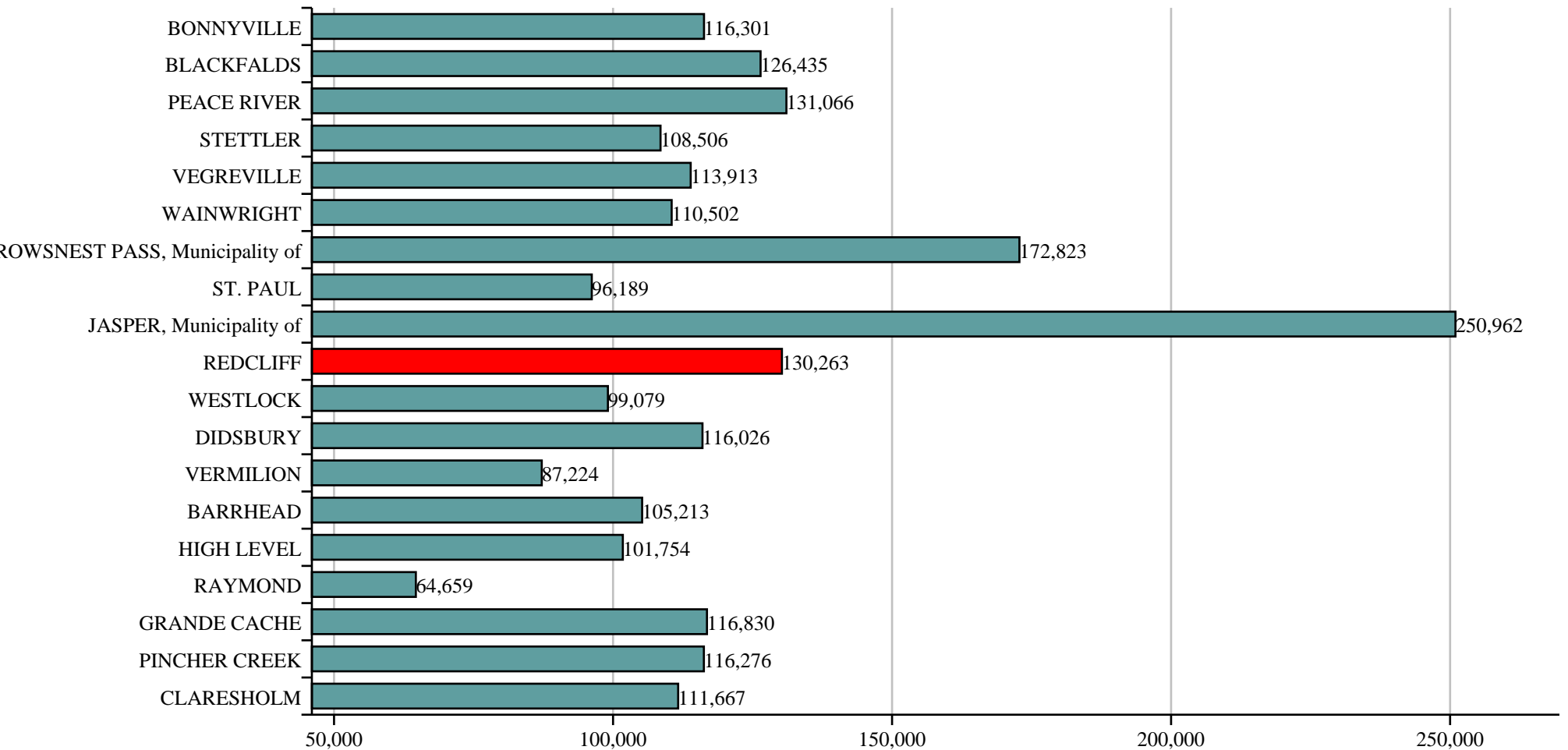


### Ratio of Current Assets to Liabilities



**Note:** The current ratio calculation measures ability to meet short-term obligations with existing liquid assets. "Current Assets" are those which are liquid in nature (cash or an asset which can be easily converted to cash). Inventory is excluded from the calculation. "Current Liabilities" are generally obligations coming due within the next fiscal year. The ratio is shown in the centre of the column. A ratio greater than one indicates the degree to which current assets exceed current liabilities; a ratio smaller

### Equalized Assessment Per Capita



## Group Population

