



COUNCIL MEETING

**MONDAY, MARCH 11, 2013
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 11, 2013 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
2. PUBLIC HEARING	
A) Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District *	
B) Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use *	
3. MINUTES	
A) Council meeting held February 25, 2013 *	For Adoption
B) Committee of the Whole meeting held February 25, 2013 *	For Information
C) Municipal Planning Commission special meeting held on March 1, 2013 *	For Information
i) Development Permit Application 12-DP-078	For Discussion
D) Shortgrass Library System meeting held on November 21, 2012 *	For Information
E) Canadian Badlands meeting held on January 9, 2013 *	For Information
4. BYLAWS	
A) Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District	2 nd /3 rd Reading
B) Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use	2 nd /3 rd Reading

- | | | |
|-----------|---|--|
| C) | Bylaw 1739/2013 to amend Bylaw No. 1296/2001, being the 300 Block – 4 th Street SW Road Project Bylaw and Bylaw No. 1471/2006 being a Bylaw to amend Bylaw No. 1296/2001* | 2 nd /3 rd Reading |
| D) | Bylaw 1740/2013 to amend Bylaw No. 1357/2003, being the 1 st Avenue SW (300 – 500 Blocks) Storm Sewer Project Bylaw and Bylaw 1469/2006 being a Bylaw to amend Bylaw 1357/2003 * | 2 nd /3 rd Reading |
| E) | Bylaw 1741/2013 to amend Bylaw No. 1358/2003, being the 1 st Avenue SW (600-700 Blocks) Storm Sewer Project Bylaw and Bylaw 1470/2006 being a bylaw to amend bylaw 1358/2003 * | 2 nd /3 rd Reading |

5. STAFF RECOMMENDATION

- | | | |
|-----------|---|--------------------------------|
| A) | Raw Water Pipeline Upgrade Tender *
Re: Award Contract | For Consideration/
Approval |
| B) | Newsletters / Strategic Direction * | For Consideration/
Approval |
| C) | Motions to Confirm Previous Discussions * | For Consideration/
Approval |
| D) | Bylaw 1733/2013, Subdivision and Development Appeal Board Bylaw | For Consideration/
Approval |
| E) | Policy 69, Remuneration & Benefits For Management Personnel * | For Consideration/
Approval |
| F) | 2013 RCMP Priorities * | For Consideration/
Approval |

6. CORRESPONDENCE

- | | | |
|-----------|---|-------------------|
| A) | Redcliff Lions Club *
Re: Request permission to erect emblem sign near Broadway Ave. | For Consideration |
|-----------|---|-------------------|

7. OTHER

- | | | |
|-----------|--|-------------------|
| A) | Redcliff/Cypress Regional landfill Graphs to February 28, 2013 * | For Information |
| B) | Local Improvements * | For Discussion |
| C) | Mayor's Report to Council *
Re: Age-Friendly Information Workshop | For Discussion |
| D) | 2013 Municipal Election | For Consideration |

8. IN CAMERA

9. RECESS

10. IN CAMERA

A) Land

11. ADJOURN

ACCOUNTS PAYABLE FEBRUARY 20 - FEBRUARY 28, 2013			
COUNCIL MEETING MARCH 11, 2013			
72290	ALBERTA FIRE CHIEFS ASSOC	2013 MEMBERSHIP FEE	\$157.50
72291	A & B STEEL	DRILL BITS, TUBING	\$19.30
72292	ACE LANDSCAPING	JANUARY SNOW REMOVAL RCMP	\$1,260.00
72293	ACKLANDS	OIL ABSORBANT	\$23.49
72294	ACTION PARTS	DOOR HANDLE, WIPER BLADES, BATTERIES, OIL FILTERS, ETC	\$522.55
72295	AMSC INSURANCE	MARCH EMPLOYEE HEALTH BENEFITS	\$13,975.55
72296	ATRON REFRIGERATION	FURNACE REPAIRS ARENA LOBBY & WASHROOMS	\$354.90
72297	BENCHMARK ASSESSMENT	FEBRUARY - APRIL ASSESSMENT FEES	\$14,106.75
72298	BENCHMARK GEOMATICS	BUILDING GRADES - 329 REDCLIFF WAY SW	\$157.50
72299	BIG HILL SERVICES	KICKPLATE - ARENA	\$103.95
72300	THE BOLT SUPPLY HOUSE	BOLTS, NUTS, WASHERS, ETC	\$149.81
72301	BOSS LUBRICANTS	GREASE, OIL	\$1,081.40
72302	BOUNDARY EQUIPMENT	GRADER BLADE UNIT# 102 GRADER	\$2,096.01
72303	CANSEL	PRINthead FOR PLOTTER	\$215.90
72304	C.E.M. HEAVY EQUIPMENT	FRONT CRANK SEAL AND SLEEVE, FILTERS UNIT#134 LOADER	\$527.85
72305	CITY OF MEDICINE HAT	JANUARY SEWAGE OUTLAY, VARIOUS UTILITY PAYMENTS	\$55,059.46
72306	CLEARTECH INDUSTRIES	ROTOMETER, INLET FILTERS	\$903.25
72307	FARMLAND SUPPLY CENTRE	FITTINGS UNIT #124 EXCAVATOR, HOSE UNIT# 94 GARBAGE, ETC	\$141.23
72308	FOX ENERGY SYSTEMS	SIGN STICKERS, VARIOUS ROAD SIGNS	\$1,454.15
72309	GAR-TECH ELECTRICAL	REPAIRS LF & SENIORS, DECORATIONS, REPLACE SWITCHES TH	\$2,586.26
72310	HARV'S JANITORIAL SERVICES	JANUARY JANITORIAL SERVICES	\$3,386.25
72311	REDCLIFF HOME HARDWARE	WATER COOLER LF, FURNACE FILTERS, STEP LADDER, ETC	\$758.48
72312	HYDRODIG	HYDROVAC 1501 HIGHWAY AVE N	\$924.00
72313	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
72314	L & B SHARPENING	CHAIN SAW SHARPENING	\$63.00
72315	LETHBRIDGE MOBILE SHREDDING	JANUARY SHREDDING SERVICE	\$83.48
72316	LIFESAVING SOCIETY	AFFILIATION FEES	\$100.00
72317	MNP LLP	2012 INTERIM AUDIT FEES	\$12,600.00
72318	MH CONSTRUCTION ASSOC	2013 ASSOCIATE MEMBERSHIP FEE	\$630.00
72319	MH CO-OP	CHISEL, HAMMER, SILICONE, EMERY CLOTH, CUTOFF WHEELS	\$105.70
72320	MH FAMILY SERVICE	FCSS GRANT	\$2,000.00
72321	MH WHOLESALE FOODS	MEALS ON WHEELS CONTAINERS AND LIDS	\$47.94
72322	SHAW CABLE	MARCH INTERNET - PS, WTP, FIREHALL	\$246.49
72323	MURRAY CHEV OLDS	FUSE BLOCK MODULE UNIT #126 ENGINEERING TRUCK	\$405.93
72324	NANA'S & PAPA'S	HEM UNIFORM PANTS FIRE DEPT	\$25.90
72325	OSMOND, ROBERT	REIMBURSE MAILING COSTS FOR NEWSLETTERS	\$367.29
72326	PAD-CAR MECHANICAL	REPAIR FURNACE RCMP	\$92.82
72327	PALLISER AIRSHED SOCIETY	2013 MEMBERSHIP FEE	\$826.88
72328	SUNCOR	DIESEL - PS, DYED DIESEL - LF	\$9,767.45
72329	PINNACLE INTERNATIONAL	SIDE DOOR GLASS UNIT# 132 SWEEPER, BELT UNIT# 119 INTL, ETC	\$473.05
72330	PRECISION GIANT SYSTEMS	WEIGH SCALE REPAIRS & CALIBRATION - LANDFILL	\$10,527.88
72331	PRIME PRINTING	NEWSLETTER FOLDING SERVICE	\$91.35
72332	PUROLATOR	FREIGHT OF PARTS UNIT# 128 GARBAGE TRUCK	\$97.92
72333	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$126.00
72334	SOUTHERN AB RECREATION ASSOC	2013 MEMBERSHIP FEE	\$100.00
72335	STEEP ROCK	3/4" ROADCRUSH	\$3,731.33
72336	SUPERIOR TRUCK EQUIPMENT	PICK UP HEAD, CAM FOLLOWER, PIN, ETC UNIT# 128 GARBAGE	\$2,366.70
72337	MUNICIPAL WORLD	JOB POSTING - PS OPERATIONS SUPERVISOR	\$446.25
72338	MIKES ROADHOUSE	JANUARY MEALS ON WHEELS	\$2,041.20
72339	REDCLIFF - LANDFILL	JANUARY LANDFILL TONNAGE	\$3,303.79
72340	WESTERN CANADA CEMETERY ASSOC	2013 MEMBERSHIP FEE	\$65.00
72341	WESTERN CANADA WELDING	WELDING ROD	\$22.59
72342	WE CARE HOME HEALTH CARE	JANUARY HOME CARE SERVICES	\$224.00
72343	CITY OF MEDICINE HAT - GAS UTILITY	PROJ#99 - METER SET & SERVICE LINE, NATURAL GAS SYSTEM	\$4,578.00
72344	CRANSTON, CAROL	REIMBURSE COW SUPPER FEBRUARY 25, 2013	\$78.70
72345	C.U.P.E.	UNION DUES TO FEBRUARY 23, 2013	\$1,793.18
72346	HARRISON, DEAN	TRAVEL ADVANCE - AWWOA SEMINAR & WORKSHOP	\$400.00
72347	INFILCO DEGREMONT	PROJ#21 - WTP SUPER PULSATOR CLARICATION SYSTEM	\$74,448.12
72348	PALL CORPORATION	PROJ#21 - WTP MEMBRANE FILTRATION SYSTEM	\$537,825.00

72349	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO FEBRUARY 23, 2013	\$15,670.58
72350	REDCLIFF PUBLIC LIBRARY	2013 - FIRST INSTALLMENT	\$47,750.00
72351	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO FEBRUARY 23, 2013	\$25,833.18
72352	STANTEC CONSULTING	PROJ#40 - EASTSIDE PHASE 1 LANDSCAPING & PARKS	\$1,806.00
72353	WATSON POOLS	PROJ#115 - PMT #3 UPGRADE POOL HYDRAULICS	\$86,010.75
72354	TOWN OF REDCLIFF	FEBRUARY EMPLOYEE PROPERTY TAXES	\$550.00
72355	TOWN OF REDCLIFF	REGULAR PAY TO FEBRUARY 23, 2013	\$55,647.56
72356	TRANSIT PAVING	HOLDBACK PROJ# 89, 103, 104, 85, 96, 82 & PAVEMENT MARKING	\$62,781.94
	TOTAL CHEQUES: 67	AMOUNT OF CHEQUES:	\$1,066,208.49

**BYLAW NO. 1737/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.

WHEREAS the Council of the Town of Redcliff wishes to amend their Land Use Bylaw to modify the maximum building height in certain land use districts.

WHEREAS it is proposed that modifications be made to Part IX of Section 88 C-2 Downtown Commercial District; Section 90 C-HWY Highway Corridor Commercial District; Section 96 I-1 Light Industrial District; Section 97 I-2 Heavy Industrial District; and Section 103 R-3 Medium Density Residential District for the purpose of amending the Maximum Requirements for Building Height.

AND WHEREAS it is proposed that wording of Part IX , in

Section 88. C-2 Downtown Commercial District (7)(a) (i) which states Four Stories be replaced with 15.0 m or as otherwise required by the Development Authority;

Section 90. C-HWY Highway Corridor Commercial District, (7) (a), (i) which states 8.5 m, be replaced with 12.0 m;

Section 96. I-1 Light Industrial District, (7) (a) (i) which states 8.5 m, be replaced with 12.0 m;

Section 97. I-2 Heavy industrial District, (7) (a) (i) which states 11.0 m, be replaced with 15.0 m or as otherwise required by the Development Authority; and

Section 103. R-3 Medium Density Residential District, (7) (a) (ii), Apartment: 3 stories, be replaced with Apartment: 12 m

AND WHEREAS copies of this Bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000 M-26;

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2013.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1737/2013.

2. That wording of Part IX in

Section 88. C-2 Downtown Commercial District (7) (a) (i) which states Four Stories be replaced with 15.0 m or as otherwise required by the Development Authority;

Section 90. C-HWY Highway Corridor Commercial District, (7) (a), (i) which states 8.5 m be replaced with 12.0 m;

Section 96. I-1 Light Industrial District, (7) (a) (i) which states 8.5 m be replaced with 12.0 m;

Section 97. I-2 Heavy Industrial District, (7) (a) (i) which states 11.0 m; be replaced with 15.0 m or as otherwise required by the Development Authority; and

Section 103. R-3 Medium Density Residential District, (7) (a) (ii), Apartment: 3 stories be replaced with Apartment: 12 m

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the 11th day of February, 2013.

READ a second time the _____ day of _____, 2013.

READ a third time the _____ day of _____, 2013.

PASSED and **SIGNED** the _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**BYLAW NO. 1738/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.

WHEREAS the Council of the Town of Redcliff wishes to amend their Land Use Bylaw to modify Part VII, Section 68 Parking and Loading Requirements for a Greenhouse.

WHEREAS it is proposed that Part VII, Section 68 Parking and Loading Requirements for a Greenhouse be modified from 1 space /65m² to 1 space /1400 m² or as required by the Development Authority.

AND WHEREAS copies of this Bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000 M-26;

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2013.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1738/2013.
2. That Part VII, Section 69, Parking and Loading Requirements for a Greenhouse be modified to 1 space/1400 m² or as required by the Development Authority.
3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the 11th day of February, 2013.

READ a second time the _____ day of _____, 2013.

READ a third time the _____ day of _____, 2013.

PASSED and **SIGNED** the _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

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

PRESENT: Mayor R. Hazelaar
Councillors C. Brown, C. Crozier, D. Kilpatrick,
E. Reimer, E. Solberg, J. Steinke
Municipal Manager D. Wolanski
Director of Finance & Administration R. Osmond (left at 7:25 p.m.)
Manager of Legislative and Land Services S. Simon (left at 7:35 p.m.)

1. GENERAL

Call to Order

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

Adoption of Agenda

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

Accounts Payable

C) Councillor Crozier moved the following 34 general vouchers in the amount of \$229,378.55 be received for information. – Carried Unanimously.

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

72283	CPR	JANUARY FLASHER CONTRACT	\$667.24
72284	ROD FISCHER	TRAVEL ADVANCE - PESTICIDE TRAINING	\$100.00
72285	FORTY MILE GAS CO-OP	JANUARY GAS UTILITY LANDFILL	\$295.01
72286	PC CORP	DECEMBER 2012 BACK UP, NOVEMBER & JANUARY SUPPORT SERVICES	\$2,987.25
72287	TELUS	FEBRUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$38.04
72288	TELUS MOBILITY	FEBRUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$420.14
72289	XEROX	JANUARY WC7655 COPIER SERVICE	\$80.83
	TOTAL CHEQUES: 34	AMOUNT OF CHEQUES	\$229,378.55

Presentation of Queen Elizabeth II Diamond Jubilee Medal to R. Hazelaar

D) D. Wolanski announced that the Federation of Canadian Municipalities nominated Mayor R. Hazelaar to receive the Queen Elizabeth II Diamond Jubilee Medal and Certificate. Deputy Mayor Crozier presented Mayor R. Hazelaar with the Queen Elizabeth II Diamond Jubilee Medal. Mayor Hazelaar extended his appreciation to his family, staff, Council and the Community.

2. MINUTES

Council Meeting held February 11, 2013

A) Councillor Steinke moved the minutes of the Council meeting held February 11, 2013 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held February 11, 2013

B) Councillor Reimer moved the minutes of the Committee of the Whole meeting held February 11, 2013 be received for information. – Carried Unanimously.

Redcliff Family and Community Support Services Board meeting held February 12, 2013

C) Councillor Crozier moved the minutes of the Redcliff Family and Community Support Services Board meeting held February 12, 2013 be received for information. – Carried Unanimously.

Municipal Planning Commission meeting held February 20, 2013

D) Councillor Kilpatrick moved the minutes of the Municipal Planning Commission meeting held February 20, 2013 be received for information. – Carried Unanimously.

Palliser Economic Partnership (PEP)

E)

September 14, 2012 Minutes

i) Councillor Solberg moved the minutes of the Palliser Economic Partnership (PEP) meeting held September 14, 2012 be received for information. – Carried Unanimously.

December 14, 2012 Minutes

ii) Councillor Kilpatrick moved the minutes of the Palliser Economic Partnership (PEP) meeting held December 14, 2012 be received for information. – Carried Unanimously.

Economic Development Alliance (EDA) meeting held January 16, 2013

F) Councillor Solberg moved the minutes of the Economic Development Alliance (EDA) meeting held January 16, 2013 be received for information. – Carried Unanimously.

3. BYLAWS

Bylaw 1739/2013 to amend Bylaw No. 1296/2001, being the 300 Block – 4th Street SW Road Project Bylaw and Bylaw No. 1471/2006 being a Bylaw to amend Bylaw No. 1296/2001

A) Councillor Crozier moved Bylaw 1739/2013 to amend Bylaw No. 1296/2001, being the 300 Block – 4th Street SW Road Project Bylaw and Bylaw No. 1471/2006 being a Bylaw to amend Bylaw No. 1296/2001 be given first reading. – Carried Unanimously.

Bylaw 1740/2013 to amend Bylaw No. 1357/2003, being the 1st Avenue SW (300 – 500 Blocks) Storm Sewer Project Bylaw and Bylaw 1469/2006 being a Bylaw to amend Bylaw 1357/2003

B) Councillor Kilpatrick moved Bylaw 1740/2013 to amend Bylaw No. 1357/2003, being the 1st Avenue SW (300 – 500 Blocks) Storm Sewer Project Bylaw and Bylaw 1469/2006 being a Bylaw to amend Bylaw 1357/2003 be given first reading. – Carried Unanimously.

Bylaw 1741/2013 to amend Bylaw No. 1358/2003, being the 1st Avenue SW (600-700 Blocks) Storm Sewer Project Bylaw and Bylaw 1470/2006 being a bylaw to amend bylaw 1358/2003

C) Councillor Steinke moved Bylaw 1741/2013 to amend Bylaw No. 1358/2003, being the 1st Avenue SW (600-700 Blocks) Storm Sewer Project Bylaw and Bylaw 1470/2006 being a bylaw to amend bylaw 1358/2003 be given first reading. – Carried Unanimously.

4. STAFF RECOMMENDATIONS

Land Sale Lot 40, Block 132, Plan 1117V

A) Councillor Kilpatrick moved that the Manager of Legislative and Land Services be authorized to enter into the standard land sales agreement with J. Hooft for the sale of Lot 40, Block 132, Plan 1117V for the price of \$7,000.00 plus GST conditional to consolidation of Lot 40, Block 132, Plan 1117V with Lots 38-39, Block 132, Plan 1117V. Further that the costs of consolidation to be the responsibility of the purchaser. – Carried Unanimously.

5. CORRESPONDENCE

Alberta Municipal Affairs
Re: Municipal Inspection

A) Councillor Kilpatrick moved correspondence from Alberta Municipal Affairs dated February 19, 2013 regarding appointment of new Inspectors to complete the inspection of the management, administration and operations of the Town of Redcliff be received for information. – Carried Unanimously.

6. OTHER

Municipal Manager's Report to Council

A) Councillor Reimer moved the Municipal Manager's Report to Council dated February 25, 2013 be received for information. – Carried Unanimously.

Memo to Council
RE: Town of Redcliff Insurance
Premium

B) Councillor Kilpatrick moved the Memo to Council from the Municipal Manager dated February 25, 2013 regarding 2013 General Insurance Renewal be received for information. - Carried Unanimously.

Council Remuneration

C) Councillor Kilpatrick asked for a recorded vote.

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

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

Base Salary means:

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

General Expenses means:

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

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

Total Annual Compensation does not include:

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

Total Annual Compensation does include:

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

Votes In Favour: Councillors C. Brown, E. Solberg and E. Reimer

Votes Opposed: Councillors J. Steinke, C. Crozier, D. Kilpatrick, and Mayor R. Hazelaar

- Defeated.

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

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

Councillors	January 1, 2013	January 1, 2014	January 1, 2015
Base Salary	\$8,468.91	\$8,468.91	\$8,468.91
General Expense	\$4,171.25	\$4,171.25	\$4,171.25
Total	\$12,640.16	\$12,640.16	\$12,640.16

Base Salary means:

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

General Expenses means:

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

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

Total Annual Compensation does not include:

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

Total Annual Compensation does include:

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

- Carried.

Redcliff/Cypress Regional Landfill
Graphs

D) Councillor Crozier moved the Redcliff/Cypress Regional Landfill Graphs to January 31, 2013 be received for information. – Carried Unanimously.

Grapes and Gourmet Gala

E) Councillor Crozier moved correspondence from Pritchard and Company dated February 14, 2013 inviting the Town of Redcliff to participate in the Grapes and Gourmet Gala charity event be received for information.
– Carried Unanimously.

7. RECESS

Mayor Hazelaar called a recess at 7:25 p.m.

R. Osmond left at 7:25 p.m.

Mayor Hazelaar reconvened the meeting at 7:35 p.m.

8. IN CAMERA

In Camera

Councillor Reimer moved to meet In Camera to discuss a Labour matter at 7:35 p.m. – Carried

S. Simon left at 7:35 p.m.

Return to Open Session

Councillor Brown moved to return to open session at 8:03 p.m. – Carried Unanimously.

9. ADJOURNMENT

Adjournment

Councillor Steinke moved to adjourn the meeting at 8:03 p.m. – Carried Unanimously.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE COMMITTEE OF THE WHOLE
MONDAY FEBRUARY 25, 2013, 5:30 P.M.
TOWN COUNCIL CHAMBERS**

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

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

ABSENT: Public Services Director D. Schaffer

1. GENERAL

A) CALL TO ORDER

Mayor Hazelaar called the meeting to order at 5:32 p.m.

B) ADOPTION OF AGENDA

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

2. MINUTES

Councillor Crozier moved the minutes of the Committee of the Whole meeting held February 11, 2013 be adopted as presented. – Carried Unanimously.

3. NEW BUSINESS

A) Boards & Commissions, List for Volunteer Celebration & Citizen of the Year Awards Night

The Municipal Manager referenced the list of volunteers appointed to Boards and Commissions that would be provided with a free ticket to attend this year's Volunteer Celebration and Citizen of the Year Awards Night. This was discussed at budget time that a ticket for the member and their guest would be provided to these members to show the Town's appreciation for their contribution to the Town. The list is being provided for information as requested.

ACTION: Administration to proceed with sending out the invitations to volunteers appointed to Boards and Commissions for the Volunteer Celebration and Citizen of the Year Awards Night.

B) Local Improvements

Municipal Manager referenced previous discussions with regard to local improvements and evaluating options to move away from them. Administration was directed to investigate alternatives and find ways to eliminate the practice of imposing taxes for local improvements. The Director of Finance and Administration has been reviewing alternatives and getting legal advice.

Administration is seeking direction as to which alternative make the most sense to proceed with and what method do we initiate to communicate this change to the public and solicit feedback.

The Director of Finance and Administration referenced the three alternatives provided in the Agenda package:

Alternative #1 – Existing Authority

A review of this alternative from a legal standpoint suggests that this alternative is likely a non-starter. Section 405 of the MGA requires that bylaws of this type must be advertised to the owners liable to pay the tax. At the time the individual bylaws were taken out that was completed. However, to begin collecting the tax “At Large” would redefine the owners liable to pay the tax as the whole municipality. As advertising was not made for all property owners, anyone who did not receive notice of the original bylaw could challenge this alternative.

Alternative #2 – New Authority

Establishing a new authority to borrow funds and collect them on an “At Large” basis resolves the issue of advertising, as the new bylaw would be advertised as part of passing it into law. However, the process of establishing a new bylaw would allow the bylaw to be petitioned down. Upon passing of the new bylaw the existing bylaws could be repealed.

Alternative #3 – Special Tax

The use of a special tax is perhaps the most assured alternative to proceed with moving away from Local Improvements however this alternative is the most cumbersome from an administrative and legislative perspective. Although a Special Tax cannot be petitioned it must also be levied each year, raised for a specific purpose within the budget. Additionally, we would be required to allow the existing local improvement to be levied on the affected rolls, the special tax could then be levied and finally the local improvement levy could be cancelled by Council to ensure no property owner is charged twice. Each year the Town would require a Tax Bylaw, a Special Tax Bylaw, and a resolution to cancel affected local improvements.

The Director of Finance and Administration indicated that he has sought legal advice from Brownlee LLP and discussed the alternatives proposed. Brownlee LLP has have confirmed that there would be potential that Alternative #1 could be challenged. Director of Finance indicated that Alternative #2 could be put forward and if the bylaw was successfully petitioned down then the Town could proceed with Alternative #3. However, Alternative #3 would be the most cumbersome from an administrative and legislative perspective.

Director of Finance commented that he has further reviewed the issue today and has come up with a fourth alternative which is an adaptation of Alternative #2 and which avoids having to wait and see if we could proceed. Alternative #4 involves establishing the increase that is required to taxes for the sustainable capital portion and establish that as part of the general municipal tax rate when we set the final budget in April and the tax rate bylaw. A bylaw would also be put forward to repeal those local improvement bylaws that are rehabilitation and maintenance projects of existing infrastructure. All projects that were new infrastructure would remain as a local improvement bylaw with charges on the tax roll.

Alternative #4 takes some of the advantages of 2 and 3 such as the certainty to proceed. However, we would still have some opportunity to hold a public hearing or public meeting to start an information campaign about what it is that the Town is doing with local improvements and to solicit feedback. Director of Finance and Administration commented that local improvements are a technical issue and can be difficult to understand and felt it important to take the time to provide a targeted campaign to make sure people really understand. Municipal Manager indicated this would be considered a non-statutory meeting under the Procedure bylaw.

Councillor Brown questioned if we are just exchanging the local improvements for another tax. It was confirmed that yes that is what would happen. Councillor Brown was concerned with the tax showing up as two separate line items. This is typical with other municipalities and how it would be shown on the tax bill but it doesn't have to be unless the decision is to proceed with a "special tax".

Mayor Hazelaar asked for clarification on why it is not sustainable to put projects on a frontage bylaw. Director of Finance and Administration explained that the frontage bylaws are supported by debt and the debt limit will become an issue if we continued with local improvements.

Councillor Kilpatrick commented that if you raise your mill rate to a point where you pay for the capital projects as you go versus spreading them out to the homeowner for 20 years you would not have debt at all.

Director of Finance and Administration stated that by freeing up that debt limit the Town would have more flexibility when looking at those other big purchases that really are for the whole community e.g. Arena. He commented that the useful life of a road is approximately 20 years and by the time it is finished being paid for it is time to start a new one. No money is being collected for future repair and maintenance. He further commented that catching up to that infrastructure gap will take a long time but what this change will do is reduce the rate the gap is growing. We will be bringing money in at the same rate we are depreciating which is the long term goal.

Councillor Solberg questioned how we are going to gauge public support or if a plebiscite should be held at the next civic election. Municipal Manager indicated that we would like to proceed prior to election as we have some projects to be completed this year.

Councillor Kilpatrick commented that if this is the right thing to do we should do it, not everyone is going to be happy, but if it is the right thing to do we should go forward with it. He noted that in recent years the local improvements that have been proposed have been petitioned down.

Director of Finance and Administration mentioned that one thing to be worked out are those people that have prepaid their local improvements and it may become a responsibility of the Town to create a mechanism to refund those people an applicable portion.

Committee asked that detailed information be provided on proposed Alternative 4 for further consideration prior to it being presented to the public via a public hearing or meeting.

ACTION: Administration to prepare detailed information on proposed Alternative 4 for further consideration.

C) Portion of Roadway – Keith Vis

Municipal Manager referenced discussion at the previous Committee meeting with regard to the request from K. Vis to purchase a portion of roadway adjacent to his existing greenhouse. One of the concerns expressed by Administration was that in the Land Use Bylaw under Greenhouses in the Horticultural section it states that "Vehicular parking shall not be permitted in any yard of any principal building if that building is less than 6.0 m from the property line." Further it was commented that the Town should not sell something that couldn't really be used. Administration has since reviewed the issue again and noted that if the parcel were to remain independent this would be the case. However, if the parcel is consolidated with the adjacent parcel the distance to the building would exceed the 6 m and this would not be a concern. Municipal Manager commented that while there are other considerations he wanted to make sure Committee was aware of this and question if it changed their thoughts.

Manager of Legislative and Land Services advised she has had further discussions with Mr. Vis and advised him of the Committee's comments and also discussed the 6m rule of which may have affected the decision. He is aware and was in favour of Administration discussing the issue with Committee again.

Discussion ensued with regard to the location of the fire hydrant, turning radius in the laneway, consolidation, utility right of way, road closure bylaw, and pricing. Manager of Legislative and Land Services advised K. Vis wants to know the costs involved prior to making a final decision.

Committee was in favour of considering further the sale of a portion of roadway to K. Vis and directed that the Manager of Legislative and Land Services prepare more detailed information and have further discussions with Mr. Vis. Detailed information to be presented to Council for further consideration.

ACTION: Manager of Legislative and Land Services to prepare more detailed information and have further discussions with Mr. Vis. Further that a staff recommendation be presented to Council for further consideration.

D) 2013 RCMP Priorities

Municipal Manager referenced the previous Council meeting where D. Ness, RCMP was in attendance and requested input into 2013 policing priorities.

Committee agreed that the 2013 Policing Priorities should be the same as in 2012

- Drugs (continued enforcement and relations with ALERT)
- Traffic (speeding / stop signs / U-turns)
- Community projects (speed board, etc.)
- Check Stops (continued visibility)

Municipal Manager commented that Administration has been working on fine tuning the process for false alarms and therefore it does not need to be on the list.

Councillor Brown questioned education sessions for the community as she has not seen any recently.

ACTION: The following policing priorities for 2013 be presented to Council for consideration:

- Drugs (continued enforcement and relations with ALERT)
- Traffic (speeding / stop signs / U-turns)
- Community projects (speed board, etc.)
- Check Stops (continued visibility)

E) Automated Ballot Counter

Committee discussed the quote for an automated ballot counter for the 2013 Municipal Election in the amount of \$3,385.00. Manager of Legislative and Land Services indicated there may be variables that alter the quote either higher or lower depending on Election requirements. She further confirmed this amount would be over and above any other election costs already anticipated. Committee discussed the feasibility of using an automated ballot counter to have a quicker result time. In the past there have been lengthy waits for election results. Committee discussed that better communication / updates on the results would be beneficial. Committee did not feel it was warranted to use an automated ballot counter at this time.

ACTION: No action required.

4. IN CAMERA

Councillor Crozier moved to meet In Camera at 6:22 p.m. – Carried Unanimously.

K. Minhas left the meeting at 6:22 p.m.

Councillor Solberg moved to return to open session at 6:29 p.m. – Carried Unanimously.

5. ADJOURNMENT

Councillor Reimer moved the meeting be adjourned at 6:29 p.m. – Carried Unanimously.

Chairman

Manager of Legislative and Land Services

MINUTES

ABSENT: Members: J. Beach, D. Schaffer

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

S. Wertypora moved that the agenda be adopted as presented. - Carried.

The Development Officer further advised that the property owner has approached the Town of Redcliff with a proposal to purchase land off of 7th Street just north of 2nd Avenue NW and this is still under review. K. Vis advised that the Town is considering changing the property to a Utility Right of Way due to a storm sewer being located within the UROW or Road Right of Way.

B. Stehr advised that there is a site drainage plan which has been verbally approved by the Manager of Engineering; however Finley Hann Engineering has been unable to provide the plan for the Manager of Engineering to sign off on at this time.

The question was raised whether there should be concerns with the parking and if the parking would affect the traffic. The Development Officer confirmed that the vehicles would not be parking on the street but they would be parking on Town property and would encroach onto the Town Boulevard by approximately 4 or 5 metres. He further commented that the Land Use Bylaw states that you are not allowed to park in front of any principle building if that building is less than 6 metres from the property line. B. Duncan commented that the parking would not affect the road surface but it would appear the vehicles would be parking in the ditch. The Planning Consultant commented that this situation is less than ideal but in order to work with the concept that has been developed, that seems to be the best option. B. Duncan commented that the amount of traffic on that particular Avenue is minimal and it is not likely to ever cause a problem to traffic or anyone that has to park there as the actual access to the greenhouse will be around the corner.

The applicant advised that there is no retail outlet at his facility and there is no intention to conduct retail sales in the future. The only product to leave the greenhouse will be loaded at the loading dock and be transported to Red-Hat Co-op. The only cars that would be parking there would be the applicant, his father and periodically his accountant. When asked about employee vehicles/bikes using the parking stalls, the applicant advised that his employees live close and prefer to walk.

It was suggested that consideration could be given to having angle parking but it was noted that this would not alleviate the issue of parking stalls on Town land, although it could provide convenience for backing out of the parking stalls. The Development Officer confirmed that a standard parking stall in the Land Use Bylaw is 2.7 m x 7.3 m and the site plan indicates 2.67 m. to the beginning of the property and 13.5m to the centre of the road, the cars would still be parked over 4 meters on Town property.

The Commission reviewed the recommendations of the Development Officer.

- Year round screening. - B. Stehr confirmed that under the Land Use Bylaw it is required that there be 185 m² of storage area and it must be screened if it is adjacent to a roadway. What is proposed is on the side of 8th Street NW and that would have to be screened.
- Fencing to be a maximum height of 1.8 m in side and rear yard. - B. Duncan stated that this is the maximum height and questioned the minimum height that would be required. B. Stehr stated that he did not know if there is a minimum height. Fencing is not required only screening, and that is any material that you cannot see through year round, such as shrubs or trees.
- All of the street parking shall be surfaced within 12 months. - B. Duncan asked if that meant gravel and do aprons have to be paved if there are aprons coming off of 8th. B. Stehr advised that this would be decided by the Commission and the surfacing can be gravel or a hard surface; whatever the Commission determines is suitable. B. Duncan questioned whether the applicant would have to bring back the surfacing request if he decides to surface all of the off street parking, loading and manoeuvring aisles and driveways. The Development Officer advised that the Commission would make their decision now not at the time of the surfacing, whether that would be gravel, a hard surface or a combination of both would be up to the Commission. B. Duncan asked if all of the access points that are not already paved indicated on the plan. The applicant responded that he would not consider 7th Street NW to be pavement as it is all gravel. He further noted that it would be better to have gravel so that you can run a grader over the gravel. The Planning Consultant suggested that since the parking along 2nd Avenue NW would be partially on Town property that it would be a good thing to not have pavement and this would be in the best interest of the Town as well. B. Stehr commented that there is

drainage that must be maintained as well as part of the site drainage plan as part of the overland drainage in the ditch area. The applicant advised that there is a catch basin, and they were hoping to do a packed road crush so the drainage would still flow. He further commented that he could put in weeping tile there as well to keep the water flowing through the ditch to the catch basin.

- S.Wertypora asked for confirmation that there is a fire hydrant as shown on the drawing as it did not appear to be there when he drove by the site. The Development Officer confirmed that there is a hydrant in place.
- B. Vine asked the applicant to clarify external lighting and questioned whether there ever be a time that lighting would be increased to a greenhouse near Holsom road which is illuminated all night. The applicant responded that this would not be feasible, as their operations grows tomatoes and if there is additional lighting it would increase the cost of the tomatoes. The initial installation costs for lighting that would run 24/7 could not be recouped.

In regard to the Planning Consultant's comment that gravel would be a suitable surface it was noted that it would be unfair to require one property owner to pave when everyone else has gravel. It was further noted that in the future if there was a need for pavement all the adjacent property owners would likely pay their share

L. Leipert moved that Development Permit 12-DP-078 for K. Vis of Sunshine Greenhouses Ltd. to construct a greenhouse expansion on Lot 10, Block A, Plan 1310077 (601 2 Avenue NW) be approved as presented with the following conditions:

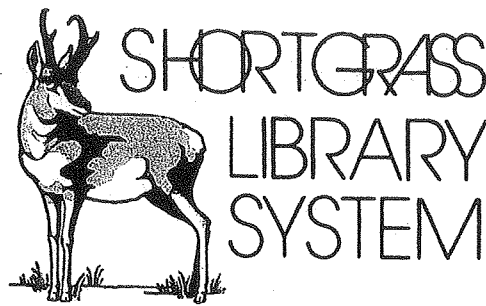
1. Storage area shall be screened from public view to the satisfaction of the Development Authority. Materials used shall provide year round screening.
2. Provision of parking stalls as per Site Plan
3. Vehicle entrances / exits shall be 9.0 m from an intersection.
4. All off street parking spaces, loading spaces, manoeuvring aisles and driveways shall be surfaced (gravel) within twelve (12) months from completion.
5. Any on site lighting shall meet Section 63 of the Town of Redcliff's Land Use Bylaw.
6. Sites abutting a residential district shall be screened from the view of the residential district to the satisfaction of the Development Authority.
7. Bollards and proper safety measures be installed around the fire hydrant at the developer's expense to the satisfaction of the Development Authority.

4. **ADJOURNMENT**

B. Lowery moved adjournment of the meeting at 12:53 p.m. – Carried.

Chairman

Secretary



Kathi Herman

RECEIVED
MAR 1 2013
TOWN OF REDCLIFF

MINUTES

Board Meeting of November 21st, 2012

Trustees Present: Kathi Herman, Doug Henderson, Les Pearson, Mara Nesbitt, Martin Shields, Dwight Kilpatrick, Jennifer Coombs, Yoko Fujimoto, Marjorie Moncrieff (for John Brocklesby), Kevin Jones

Trustees Absent With Regrets: Marj James, Craig Widmer, Wayne Dahl, Brent Burton

Also Present: Petra Mauerhoff, Dyan Bryksa

Date & Time: Wednesday, November 21st, 2012

Location: Shortgrass Library System Board Room
Video Conference Locations

1. **Call To Order** – The meeting was called to order at 1:37 p.m. by Kathi Herman.

1.1. Moved by Les Pearson that the agenda be approved as presented.

CARRIED

1.2. Moved by Les Pearson that the September 19th, 2012 Board Meeting Minutes be approved as presented.

CARRIED

2. **Action & Discussion Items:**

Finance and Personnel Committee Business

2.1. Moved by Martin Shields that the SLS Board approve the October 17th, 2012 Finance & Personnel Meeting Minutes as presented.
Attachment 1

CARRIED

2.2. Moved by Kevin Jones that the SLS Board approve the August and September Financial Statements as presented.
Attachment 2

CARRIED

2.3. Moved by Les Pearson that the SLS Board approve updated Policy B.12A Travel Expense Claim as presented.
Attachment 3

CARRIED

- 2.4. Moved by Kevin Jones that the SLS Board approve updated Policy H.2 Vehicles Use & Replacement as presented. **CARRIED**
Attachment 4

Marjorie Moncrieff left the meeting at 1:55 p.m.

- 2.5. Moved by Dwight Kilpatrick that the SLS Board approve a one year contract with ThinkTel for VOIP telephone service at SLS Headquarters starting March 2013. **CARRIED**
Attachment 5

General Discussion Items:

2.6. RISE Information presentation by Anton Chuppin

- The development and the current status of the videoconferencing technology was outlined and the RISE project equipment was evaluated as something in between the high end "immersion" technology and the personal low cost video conferencing options (like Skype). The different ways in which our VC equipment is being used were discussed with a particular stress on the programming component. The library programming is the crucial part of the RISE network and is the reason for its existence. As such, the technology component of RISE, although important and increasingly expensive, is of a secondary value. What matters most is the programming content that we are able to deliver via the network. The RISE network will only be viable if we are able to provide our libraries with the sufficient amount of the popular programming content.

2.7. 2013 Board & Committee Meetings Calendar
Attachment 6

2.8. 2013 Meetings & Conferences Calendar
Attachment 7

2.9. CEO Contract & Salary

Moved by Les Pearson that the Board move to in-camera at 2:09 p.m. **CARRIED**

Moved by Dwight Kilpatrick that the Board move from in-camera to the open Board Meeting at 2:30 p.m. **CARRIED**

2.10. Board Officials Election

- Offices to be filled:

- o **Board Chair**

Petra Mauerhoff called for nominations from the floor.

Les Pearson nominated Kathi Herman.

Martin Shields moved that nominations cease.

Kathi Herman accepted the position of Board Chair.

CARRIED

Congratulations Kathi Herman – elected by acclamation.

○ **Board Vice-Chair**

Petra Mauerhoff called for nominations from the floor.

Les Pearson nominated Martin Shields.

Dwight Kilpatrick moved that nominations cease.

Martin Shields accepted the position of Board Vice-Chair.

CARRIED

Congratulations Martin Shields – elected by acclamation.

○ **Chair, Finance and Personnel Committee**

Kathi Herman called for nominations from the floor.

Mara Nesbit nominated Doug Henderson.

Les Pearson moved that nominations cease.

Doug Henderson accepted the position of F&P Chair.

CARRIED

Congratulations Doug Henderson – elected by acclamation.

○ **Chair, Programs and Services Committee**

Kathi Herman called for nominations from the floor.

Yoko Fujimoto nominated Dwight Kilpatrick.

Les Person moved that nominations cease.

Dwight Kilpatrick accepted the position of P&S Chair.

CARRIED

Congratulations Dwight Kilpatrick – elected by acclamation.

3. Information

3.1. Board Chair Report – Kathi Herman

- Nothing to report.

3.2. CEO Report – Petra Mauerhoff

Attachment 8

3.3. Manager, Library Technology Report – Anton Chuppin

Attachment 9

3.4. Manager, Bibliographic Services Report – Phyllis Worrall

Attachment-10

3.5. Shortgrass/MHC/MHPL Intern Report – Kris Samraj

Attachment 11

Jennifer Coombs left the meeting at 2:48 p.m.

3.6. RISE Maintenance Agreement

- Shortgrass Library System is still waiting for information on this.

3.7. Update on CLA Membership Renewal

- No new information has been received.
- Petra will pass along any information via email when it is received.

The meeting was adjourned by Kathi Herman at 3:38 p.m.

Christmas Social

December 12th, 2012

Medicine Hat Golf & Country Club

Cocktails 6:00 p.m.

Dinner 6:30 p.m.

Next Programs & Services Meeting:

January 16th, 2013

12:30 p.m. luncheon

1:00 p.m. meeting

Shortgrass Library System HQ

Next Finance & Personnel Meeting:

January 16th, 2013

3:00 p.m. meeting

Shortgrass Library System HQ

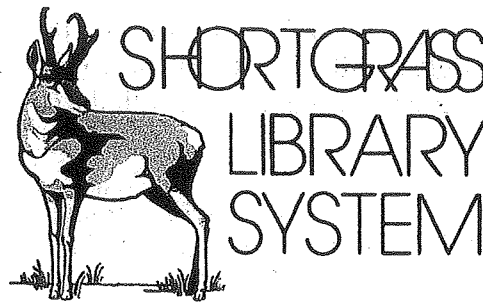
Next Board Meeting:

February 20th, 2013

12:30 p.m. luncheon

1:00 p.m. meeting

Shortgrass Library System HQ



MINUTES

Finance & Personnel Committee Meeting of October 17, 2012

Trustees: Doug Henderson, Chair, Marj James, Les Pearson, Mara Nesbitt,

Trustees Absent Martin Shields, Craig Widmer, Kathi Herman, Board Chair
With Regrets:

Also Present: Petra Mauerhoff, Dyan Bryksa

Date & Time: Wednesday, October 17, 2012 at 3:00 p.m.

Location: Shortgrass Library System Board Room

1. **CALL TO ORDER** - The meeting was called to order at 3:07 p.m. by Doug Henderson.

1.1. Approval of Agenda - Addition to the agenda: 2.5. New telephone service quote.
Moved by Les Pearson that the agenda be approved as amended.

CARRIED

1.2. Approval of Financial Statements - Moved by Marj James that the F/P Committee recommend the August and September Financial Statements to the SLS Board for approval as amended.

Attachment 1

CARRIED

2. ACTION/DISCUSSION ITEMS

2.1. Moved by Les Pearson that the F/P Committee recommend updated Policy B.12A. Travel Expense Claim to the SLS Board for approval as amended.

Attachment 2

CARRIED

2.2. Moved by Les Pearson that the F/P Committee recommend updated Policy H.2. Vehicles Use & Replacement to the SLS Board for approval as amended. Petra Mauerhoff, CEO, will look into the pros and cons of leasing vehicles, as well as the current cost of maintenance after 100,000 km.

Attachment 3

CARRIED

- 2.3. Facilities Report – CEO Petra Mauerhoff is to get estimates for repairing the crack in the staff room wall. Shortgrass will be waiting to hear if Alberta Municipal Affairs will be providing any sort of grant funding to assist with the costs of the recommended work.

Attachment 4

- 2.4. RISE Maintenance Agreements – Waiting to hear more information and details from Allstream re: possibilities for individual libraries to opt in or out of maintenance service agreements for RISE equipment.

Attachment 5

- 2.5. Moved by Les Pearson that the F/P Committee recommend that Shortgrass Library System embark on a one year contract with ThinkTel when the current contract with Telus expires in March 2013 to the SLS Board for approval.

Attachment 6

CARRIED

3. INFORMATION

- 3.1. Board Chair Report – **Kathi Herman**

- Kathi was unable to attend the meeting so there was no report.

- 3.2. CEO Report – **Petra Mauerhoff**

Attachment 7

- 3.3. 2013 Tax Requisition Increase – Letters will be sent to those municipalities who do not create 3 year budgets to get approval for the 2013 Tax Requisition. Shortgrass Library System is required to have 2/3 approval to consider the budget for the year approved.

- 3.4. Building Insurance Renewal & Savings – Shortgrass was able to save a significant amount this year by switching out building and liability insurance to a new provider.

- 3.5. Alberta's Regional Library Systems new brochure (created by Marigold Library System) – This is the brochure handed out at the Regional Library Systems Booth at the various tradeshow.

Attachment 8

- 3.6. Local Authorities Pension Plan contribution increase for 2013

Attachment 9

The meeting was adjourned at 4:18 p.m. by Doug Henderson.

Next Board Meeting:

Date: November 21, 2012
Luncheon: 12:00 p.m.
Time of Meeting: 1:00 p.m.
Location: Medicine Hat College & VC

Next Programs and Services Committee Meeting:

Date: January 16, 2013
Luncheon: 12:30 p.m.
Time of Meeting: 1:00 p.m.
Location: Shortgrass Library System Boardroom & VC

Next Finance and Personnel Committee Meeting:

Date: January 16, 2013
Time of Meeting: 3:00 p.m.
Location: Shortgrass Library System Boardroom & VC



Board of Directors

Date: January 9, 2013

Time: 10:00 a.m.

Location: Heritage Inn & Suites, Brooks, AB

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE
CANADIAN BADLANDS LTD. (The "Corporation") held at the Heritage Inn &
Suites, Brooks, AB January 9, 2013**

Present

Doug Jones
Bob Long
Anne Marie Philipsen
Fred Walters
George Bohne
Terry Michaelis
Terry Yemen
Bob Davis

Regrets

Alice Booth
Annon Hovde
Ken Kultgen
Jeff Carlson
Philipp Hofer
Marty Eberth
Elvira Smid
Elizabeth Kuhnel

Guests

Chris McLellan
Darlis Collinge
Jeff Brinton
Marla Touw
Kim Evans

1. Welcome

2. Approval of Agenda

MOTION by Anne Marie Philipsen: To approve the agenda for January 9, 2013 **CARRIED**

3. Approval of Minutes from November 7, 2012

MOTION by Fred Walters: To approve the minutes of November 7, 2012 **CARRIED**

4. Business Arising

Coffee table books – CBL has 25 copies of the coffee table book, provided by CBF.

Discussion about putting together a second, more comprehensive book, to be used as a gift for the CBL Shareholders. This could be handed out at the Annual General Meeting in March 2013. The new book should have at least 65 pages – one for each Shareholder. CBL staff to get a new one designed and order 70 or 80 copies. The ones we have now will be used as speaker gifts at the CBL Conference.

Office lighting project – The office lighting project for Community Futures is still on hold.

Signage Policy – CBL needs to have a specific position to present and then we could approach the MLA's separately regarding a Signage Policy. This will require committee to be put together so they can bring this forward to the Board. There is an existing CBL Signage Strategy document. Bob Davis will circulate this to the Board members and this item will be on the Agenda for the next Board Meeting on March 6, 2013.

CTO organizational chart will be sent out via email before the next Board Meeting.

Best Practice Mission(s), if possible, would be take place in late 2013 or early 2014.

5. President's Report

The CTO is still in the process of choosing the marketing consultants, this has been delayed but should be decided very soon. The Province is looking at a new model of delivering Tourism in Alberta by bringing industry into the mix with the marketing. Alberta's Tourism will be expanded and more collaborative, including museums, transportation, infrastructure, Culture, etc. It will have more groups working together.

CBL is Municipal driven with Municipal Shareholders and is a non-profit corporation.

CBF is a non-profit group who will raise capital monies for tourism development. It is completely independent from CBL. Once they receive certification they will be able to give tax receipts. Money will be raised for specific projects.

The Canadian Badlands Marketing Committee will be set up under ATPR, and some of the members will be: Canalta, Heritage Inns, Elkwater Lake Lodge, Medicine Hat Accommodation Association. These members will be contributing money from their DMF's, which will be hopefully matched by Travel Alberta.

A clear explanation of the current thinking of the CTO structure to be put in print and made available to all the CBL Shareholders, so they can clearly understand the differences and separations.

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

6. Correspondence

Letter from Chamber of Commerce, Medicine Hat – Nov 12, 2012

Letter from Historic Clay District, Medicine Hat - Nov, 2012

RADF, Phase 5 funds – Nov 13, 2012

RADF, Holdback Payment – Dec 20, 2012

Letter from County of Stettler, To cancel Shareholder membership – Dec 12, 2012

Bob Davis met with the County of Stettler Council in December, 2012. They do not seem very engaged in Tourism. The county views the return on investment of tourism dollars benefits the towns and villages rather than the County.

Bob Long is meeting with some of the County of Stettler Council next week and will talk to them a bit about this matter. Their levy is \$2,608.00. There are quite a few tourism items within the County.

Discussion held on CBL making it clear to the Municipalities what the benefits of being a Shareholder really are, to show each one specifically why it benefits them. CBL is to be proactive on this item and present at the Annual General Meeting in 2013.

The Village of Munson was on a year grace period in 2012, in the hopes they would re-engage this year. We do not know yet if they will. The one year grace can be a poor example to set and this should be decided on a case-by-case basis.

If the County of Stettler is given this privilege, they should no longer have voting privileges. Management is to find out from the Solicitor whether or not unpaid shareholders can still legally vote if we have not cancelled the share.

MOTION by Fred Walters: To inform the County of Stettler that their membership will remain valid for 2013, with follow-up correspondence encouraging them to renew for 2014
CARRIED

7. Executive Director's Report
Report is attached.

MOTION by George Bohne: To accept the Executive Director's report as presented
CARRIED

8. Finance Report

8.1 2012 Year-end – DRAFT

MOTION by Fred Walters: To accept the Financial Reports as presented **CARRIED**

8.2 2013 Budget

MOTION by George Bohne: To approve the 2013 Budget as presented **CARRIED**

9. Product Development Committee

9.1 Mobile and 'APP' development

MOTION by Fred Walters: To accept the PDC Report as presented **CARRIED**

10. Foundation Update

CBF is still waiting for certification to be able to give tax receipts. Also, at this time, CBF is waiting for their Strategic Plan to be reviewed and finalized.

11. Collaborative Tourism Organization / Marketing Committee Update
Information covered in the President's Report

12. New Business

12.1. Alberta Film Commission Presentation

Presentation provided by Alberta Film Commission on the process and steps for communities to be "film-friendly".

12.2. 2013 Conference & AGM

12.2.1. Municipal Levy Motion

Discussion held on introducing a cost of living increase to the Shareholder Levy. Increasing the Levy will perhaps cause more Municipalities to consider opting out. But being that the increase will be only a small amount each year, this may not be a problem. CBL needs to take another look at how the larger centres are being charged. This yearly increase would need to be applied to the cap of the Levy charged to the larger cities.

CBL has a request in to meet with the City of Lethbridge Council in early March 2013. They have stated they will remain a Shareholder for 2013, but want to know the incentives for remaining in 2014.

The Levy increase will be proposed at the Annual General Meeting on March 27, 2013, and will be adjusted according to the cost of living annually starting 2014.

MOTION by Bob Long: To propose at the AGM that the Shareholders' Levy will be adjusted according to the cost of living annually starting 2014

CARRIED

12.2.2. Support for Shareholders

Wait and see how the attendance is this year at the Annual General Meeting and take another look at this next year if necessary.

12.3. July Board Meeting

July 3, 2013, the Board Meeting is to be set up in the new County of Newell office building.

13. In Camera

MOTION by Terry Yemen: To go in camera

CARRIED

MOTION by Anne Marie Philipsen: To come out of in camera

CARRIED

14. Next Board Meeting: Wednesday, March 6, 2013

10:00 am to 3:00 pm – Heritage Inn, Brooks

15. Adjournment

MOTION by George Bohne: To Adjourn

CARRIED

**BYLAW NO. 1737/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.

WHEREAS the Council of the Town of Redcliff wishes to amend their Land Use Bylaw to modify the maximum building height in certain land use districts.

WHEREAS it is proposed that modifications be made to Part IX of Section 88 C-2 Downtown Commercial District; Section 90 C-HWY Highway Corridor Commercial District; Section 96 I-1 Light Industrial District; Section 97 I-2 Heavy Industrial District; and Section 103 R-3 Medium Density Residential District for the purpose of amending the Maximum Requirements for Building Height.

AND WHEREAS it is proposed that wording of Part IX , in

Section 88. C-2 Downtown Commercial District (7)(a) (i) which states Four Stories be replaced with 15.0 m or as otherwise required by the Development Authority;

Section 90. C-HWY Highway Corridor Commercial District, (7) (a), (i) which states 8.5 m, be replaced with 12.0 m;

Section 96. I-1 Light Industrial District, (7) (a) (i) which states 8.5 m, be replaced with 12.0 m;

Section 97. I-2 Heavy industrial District, (7) (a) (i) which states 11.0 m, be replaced with 15.0 m or as otherwise required by the Development Authority; and

Section 103. R-3 Medium Density Residential District, (7) (a) (ii), Apartment: 3 stories, be replaced with Apartment: 12 m

AND WHEREAS copies of this Bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000 M-26;

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2013.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1737/2013.
2. That wording of Part IX in

Section 88. C-2 Downtown Commercial District (7) (a) (i) which states Four Stories be replaced with 15.0 m or as otherwise required by the Development Authority;

Section 90. C-HWY Highway Corridor Commercial District, (7) (a), (i) which states 8.5 m be replaced with 12.0 m;

Section 96. I-1 Light Industrial District, (7) (a) (i) which states 8.5 m be replaced with 12.0 m;

Section 97. I-2 Heavy Industrial District, (7) (a) (i) which states 11.0 m; be replaced with 15.0 m or as otherwise required by the Development Authority; and

Section 103. R-3 Medium Density Residential District, (7) (a) (ii), Apartment: 3 stories be replaced with Apartment: 12 m

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the 11th day of February, 2013.

READ a second time the _____ day of _____, 2013.

READ a third time the _____ day of _____, 2013.

PASSED and **SIGNED** the _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**BYLAW NO. 1738/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.

WHEREAS the Council of the Town of Redcliff wishes to amend their Land Use Bylaw to modify Part VII, Section 68 Parking and Loading Requirements for a Greenhouse.

WHEREAS it is proposed that Part VII, Section 68 Parking and Loading Requirements for a Greenhouse be modified from 1 space /65m² to 1 space /1400 m² or as required by the Development Authority.

AND WHEREAS copies of this Bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000 M-26;

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2013.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1738/2013.
2. That Part VII, Section 69, Parking and Loading Requirements for a Greenhouse be modified to 1 space/1400 m² or as required by the Development Authority.
3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the 11th day of February, 2013.

READ a second time the _____ day of _____, 2013.

READ a third time the _____ day of _____, 2013.

PASSED and SIGNED the _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

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

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

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

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

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

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

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

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

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

READ a first time this 25th day of February, 2013.

READ a second time this _____ day of _____, 2013.

READ a third time this _____ day of _____, 2013.

SIGNED and PASSED this _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

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

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

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

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

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

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

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

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

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

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

READ a first time this 25th day of February, 2013.

READ a second time this _____ day of _____, 2013.

READ a third time this _____ day of _____, 2013.

SIGNED and PASSED this _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

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

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

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

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

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

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

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

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

2. That Bylaw 1557/2008 is hereby repealed.

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

READ a first time this 25th day of February, 2013.

READ a second time this _____ day of _____, 2013.

READ a third time this _____ day of _____, 2013.

SIGNED and PASSED this _____ day of _____, 2013.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**TOWN OF REDCLIFF
STAFF/COMMITTEE RECOMMENDATION**

DATE: March 11, 2013

PROPOSED BY: David Wolanski, Municipal Manager; Khalil Minhas, Manager of Engineering

PREPARED BY: David Wolanski, Municipal Manager

TOPIC: Raw Water Pipeline Upgrade

PROPOSAL: To accept the recommendations of MPE and award the contract for the Raw Water Pipeline Upgrade

BACKGROUND:

On November 13, 2012 Council passed a motion to re-tender the Raw Water Pipeline Upgrade in Feb/March after MPE revisited the design and specifications. This was a result of higher than estimated costs in the original tender.

The new tender went out in February and closed on March 5, 2013. Attached to this staff recommendation is a tender summary and recommendation from our consultants, MPE Engineering.

Due to the timing of the tender and approval processes there was no opportunity for the Water Treatment Plant Committee to meet to discuss the tender summary and make a recommendation on behalf of the whole committee.

RECOMMENDATION:

That Council proceed with awarding the contract of the Town of Redcliff Raw Water Pipeline Upgrade to L.W. Dennis Contracting Ltd. in the amount of \$1,220,865 excluding GST.

MOTION:

Councillor _____ moved that The Town of Redcliff award the contract of the Town of Redcliff Raw Water Pipeline Upgrade to L.W. Dennis Contracting Ltd. in the amount of \$1,220,865 excluding GST to be funded as per the Capital Budget.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS 11th DAY OF March AD. 2013.

Suite 300, 714 5 Avenue South
Lethbridge, AB T1J 0V1
Phone: 403-329-3442
1-866-329-3442
Fax: 403-329-9354



Town of Redcliff
#1- 3rd Street NE
Redcliff, AB T0J 2P0

March 6, 2013
File: N:\3400\002\04\L01

Attention: Mr. David Wolanski, Chief Administrative Officer

Dear Mr. Wolanski:

RE: Town of Redcliff Raw Water Pipeline Upgrade - Tender Summary

Bids for the Town of Redcliff Raw Water Pipeline Upgrade closed on March 5, 2013. A total of six bids were received as follows:

CONTRACTOR	BID PRICE W/O GST
1. L.W. Dennis Contracting Ltd.	\$1,220,865.00
2. G.W. Cox Construction Ltd.	\$1,480,391.23
3. Bluebird Contracting Services Ltd.	\$1,545,615.40
4. BYZ Enterprises Inc.	\$1,759,700.00
5. Gabriel Construction (Alberta)Ltd.	\$2,217,607.00
6. MJB Enterprises Ltd.	\$2,383,901.93

The low bid on the Contract is \$1,220,865.00 plus GST submitted by L.W. Dennis Contracting Ltd. of Lethbridge, Alberta. There were extension errors on some of the bids including the low bid. The errors did not affect the order of the bids.

L.W. Dennis Contracting Ltd. has provided the proper bonding, insurance and safety qualifications. MPE Engineering Ltd. is familiar with L.W. Dennis Contracting Ltd. having worked together on previous projects of this nature.

The Pre-Design Report estimate for this portion of the project was \$902,800.00. Since that report was prepared a number of additional items have been included in the project. The bid price for the portion of this contract that relates to the pre-design report estimate is \$947,550.00. The bid price for additional items such as the treated water pipeline and related valves etc. is \$273,315.00.

MPE Engineering Ltd. recommends award of the Town of Redcliff Raw Water Pipeline Upgrade to L.W. Dennis Contracting Ltd.

Yours truly,

MPE ENGINEERING LTD.

A handwritten signature in black ink, appearing to read "Myles Kasun", is written over a horizontal line.

Myles Kasun, P.L. (Eng)
Project Manager

**TOWN OF REDCLIFF
STAFF RECOMMENDATION**

DATE: March 11, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Town of Redcliff Newsletters

PROPOSAL: To accept the discussed change of quarterly newsletters to three times per yr

BACKGROUND:

The Town of Redcliff "Strategic Direction" adopted in 2012 by Council identified several initiatives under the focus area *Community Engagement and Perception*. One of those initiatives called for quarterly newsletters to the community beginning in January 2013. The first newsletter was sent to the Community in early February of this year and has garnered a lot of positive feedback.

The newsletter coincided with the creation of a Community Programs and Events brochure created by the Community Services Department. The two documents were sent together. The Community Programs and Events brochure is scheduled to be sent out three times per year related to the three major seasons of programs (Jan-April; May-Aug; Sept-Dec).

As such, Council discussed at the February 11, 2013 Committee of the Whole (COW) meeting reducing the number of newsletters to three to correspond with the Community Programs and Events brochure. It was also brought forward that administration had found a much cheaper alternative for distribution than had been originally budgeted. Council further discussed the idea of creating an Annual Report to the community as one of said newsletters. Finally, it was felt that the timing of an annual Town Hall meeting would serve as the additional quarterly communication with the community.

Since the Strategic Direction details quarterly newsletters, the consensus of Council at the COW meeting was to bring forward a staff recommendation to adopt the change. Due to the complexity of an annual report, timing available, and upcoming election, administration does not feel that they would have the appropriate time to consider an annual report in 2013 but will begin development of such this year with the intent to begin implementation in 2014.

RECOMMENDATION:

That Council amend their original desire to produce quarterly newsletters to the Community and reduce the number to three times per year. Also, endorse administration to begin the process for providing an annual report as one the communications or newsletters to the community.

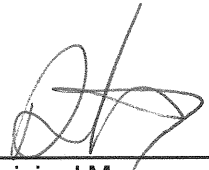
MOTION:

Councillor _____ moved that The Town of Redcliff produce newsletters or communications to the community three times per year and have administration amend the Strategic Direction accordingly. Further, that administration begins the process of producing an annual report as one of

said communications to the community beginning in 2014.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS 11th DAY OF March AD. 2013.

**TOWN OF REDCLIFF
STAFF RECOMMENDATION**

DATE: March 11, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Confirmation of Previous Committee of the Whole Discussions

PROPOSAL: To make motions verifying previous discussions

BACKGROUND:

Through some initial conversations with the Municipal Inspectors following their observations of our Committee of the Whole and Council meetings on February 25, 2013 it was identified that we should correct a process related to our COW meetings.

As you are aware, administration and Council discuss items in COW that require further direction. These meetings are completely open to the public (agenda packages and minutes) and were designed in such a way so that the public would have every opportunity to hear the discussion before the items returned to a future Council meeting for decision. The inspectors suggested that simply having two Council meetings was enough as we have eliminated a great deal of time at Council meetings due to in depth discussions at the COW level. All items, in their opinion, that are discussed at COW could be discussed directly at a Council meeting.

I mentioned that it was the perception of some, including a recent presenter at a Council meeting, that decisions discussed and passed at the same meeting when the public would not have been aware of the item prior to the agenda being posted, would not provide the best opportunity for public input. The inspectors commented that there is nothing following a decision that says the public, after hearing the discussion and decision, couldn't make a presentation at a subsequent meeting asking for reconsideration or amendments to the decision.

This would not be any different than our existing processes in terms of the public's opportunity to provide input, especially into items that we simply discuss and are seeking further direction on when said direction may simply be to make further changes and bring the item back to Council for consideration. Changes to processes such as eliminating COW meetings, will be discussed in upcoming COW meetings and/or when the final report is received and recommendations considered. The procedural bylaw may have to be updated.

As you are aware, during COW meetings a consensus is sought on a specific direction and an "Action" is identified. For the majority of discussions (89%) those items are brought forward at a later date for official adoption or resolution. The concern identified by the inspectors is those discussions that are held where the consensus is NOT to proceed with something, or that Council has no concerns with something, and those items are not accompanied by a resolution.

Council can make decisions by Bylaw and/or resolution; however, during our COW meetings there have been some decisions that have been made as a consensus and did not proceed to future Council meetings for resolution. Again, it should be noted, and was pointed out by the inspectors to

me, that these “decisions” were not secret in any way as the meetings and minutes were completely open and transparent; however, they simply did not follow the exact proper process. If you recall, when Redcliff went to COW meetings as a replacement for the Admin and Operations Committee’s, a comparison of other municipalities was done and no less than twenty were found that followed a similar process for “action” items and consensus. They too would appear to be incorrect in their processes.

After this discussion I took it upon myself to review every meeting of COW that has taken place since its inception in April, 2011. The following is a summary of every item discussed at COW in an open public meeting:

Number of total Agenda items:	141
Number of Items that came for decision at later date or were simply for information that did not require any decision:	126 or 89%
Number of Items where a decision was made with no future resolution:	15 or 11%

Each item where a decision was made with no future resolution is detailed as follows:

1. May 9, 2011: Firefighters used to have their own BBQ appreciation night and we decided to invite them to our annual staff/council golf day instead. This has already happened for two years now and is discussed annually. No need for a correction resolution.
2. Jun 13, 2011: For the grand opening of the new RCMP building, Council decided to not close Mitchell St. This has already happened so a resolution would not make sense now.
3. Dec 12, 2011: We did not have a resolution to proceed with getting a professional appraisal for the Old RCMP building. This should have a correction resolution.
4. Mar 12, 2012: We discussed the Off Leash area and the consensus was to not make any changes to the area (i.e. fencing). Correction resolution appropriate.
5. Apr 9, 2012: We discussed not proceeding with an offer for a bid on water rights. Correction resolution appropriate.
6. May 28, 2012: First discussion on Local Improvements and we narrowed down what options were on/off the table. This will be combined with other Local Improvements resolution/decision from Feb 25, 2013 at our Council meeting on Mar 11.
7. Jul 16, 2012: After passing an IDP amendment, a request was made to consider an additional access road for the users of the Bohnet Lands. Council’s consensus was that the IDP wording did not allow for this. A correction resolution is appropriate.
8. Sep 24, 2012: Council endorsed the proposed plan for the location of the driving range at the golf course and directed the Municipal Manager to inform them. A

correction resolution would be appropriate.

9. Nov 26, 2012: Consensus to list the Old RCMP Building for sale with a local real estate agent chosen by the Municipal Manager. A correction resolution is appropriate.
10. Dec 10, 2012: Proceeding with new Town pins that are better quality should have a correction resolution.
11. Jan 28, 2013: Town was in favour of a historical park sometime in the future located in IXL lands by the former Brick Plant subject to more information. A correction resolution would be appropriate.
12. Feb 11, 2013: Town tentatively discussed a May/June Town Hall meeting and delaying a social function with other Municipal partners following the election. A correction resolution would be appropriate.
13. Feb 25, 2013: Local Improvement options are already coming for a formal resolution at the March 11 Council meeting.
14. Feb 25, 2013: A correction resolution should be done to confirm Council's desire not to proceed with electronic vote counting machines for election.

RECOMMENDATION:

That Council pass a motion to officially confirm decisions that were previously discussed at past COW meetings. Each decision would now be open to further discussion, removal, and/or amendment.

MOTION:


Councillor _____ moved the following:

1. That administration receive a professional appraisal for the Old RCMP Building.
2. That no changes to the Off Leash area be considered at this time.
3. That no consideration to purchasing water rights from Mr. Konosky be given.
4. That Redcliff Council believes the language in the IDP is clear in relation to development and that Cypress County be informed of this position in regards to the request for an applicant to construct an additional road access within the protected areas identified in the IDP.
5. That the Town of Redcliff is in favour of the proposed driving range location and construction including poles and netting. Further, that the Municipal Manager write a letter to the golf course informing them of this position.
6. That the Old RCMP building be listed on the open market with a qualified real estate agent to be chosen by the Municipal Manager.
7. That administration proceed with investigating new Town pins that are of superior quality to existing pins.
8. That the Town of Redcliff in principle is in favour of further investigation regarding a future historical park at the IXL Brick Plant location pending further plans and initial and future cost implications.
9. That administration begin plans and preparations for a Town Hall meeting to be held

- sometime in May or June of 2013. Further, that a social function with local municipal partners as per the strategic direction be delayed until after the fall election.
10. That the Town of Redcliff not proceed with electronic vote counting machines for the fall municipal election.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS 11th DAY OF March AD. **2013.**

**TOWN OF REDCLIFF
STAFF RECOMMENDATION**

DATE: March 11, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: SDAB Bylaw Amendment

PROPOSAL: To make additional amendment to SDAB Bylaw

BACKGROUND:

Town Council recently passed an updated Subdivision and Appeal Board (SDAB) Bylaw. After further investigation, as well as discussion with the Municipal Inspectors, there is an oversight that needs to be corrected to align with the *Municipal Government Act (MGA)*.

The *MGA* identifies that Council members may sit on the SDAB as long as they “*not form the majority of the board or the majority of the board or a committee hearing an appeal*”. Redcliff has relied on and complied with this wording throughout the years.

Section 627(4) of the *MGA* states:

627(4) The following persons may not be appointed as members of a subdivision and development and appeal board:

- a) an employee of the municipality;*
- b) a person who carries out subdivision or development powers, duties and functions on behalf of the municipality;*
- c) a member of a municipal planning commission.*

In regards to development appeals of a development officer or MPC decision there is no concern for members of Council to hear such appeals as they do not have any powers, duties, or functions related to those decisions, unless they endorse or make an appeal to the SDAB related to a development decision. This is also the same for any orders that were issued and appealed. The contradiction to the *MGA* is in regards to subdivision appeals since the Town of Redcliff is the designated Subdivision Approving Authority. Since Redcliff Council is the authority related to subdivisions no Council member can thus sit on the SDAB when hearing subdivision appeals according to the *MGA*.

There are two options to address this deficiency and come into compliance.

- Option 1: To change the Subdivision Approving Authority to another body. In our case, the only likely candidate would be the Municipal Planning Commission. This would require changing the Subdivision Approving Authority Bylaw.
- Option 2: Amend the SDAB Bylaw to include a clause that reads something to the effect of:

"If the 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."

Assuming that most members of the SDAB are available, the board would still be able to achieve their quorum requirements without members of Council.

While either option is feasible and brings the Town into complete compliance, Option 1 would be a greater departure from current and historical practice. It should also be discussed with the MPC if Council so chose this option for their input. Option 2 represents the simplest transition while still ensuring compliance and at this point would be my recommendation; however, it is the decision and desire of Council and administration can proceed with either course.

RECOMMENDATION:

That Council endorse administration to bring forward an amended SDAB Bylaw to bring it into compliance with legislation at the next regular meeting of Council.

MOTION:

Councillor _____ moved that administration bring forward for approval an amended Subdivision and Development Appeal Board Bylaw with adjustments related to Council members sitting on the board for certain appeals.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS 11th DAY OF March AD. 2013.

**TOWN OF REDCLIFF
STAFF RECOMMENDATION**

DATE: March 11, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Policy 69 Remuneration & Benefits for Management Personnel

PROPOSAL: To approve the policy as presented

BACKGROUND:

Similar to Council remuneration and our recently negotiated CUPE Collective Agreement, Policy 69 expired in terms of remuneration as of December 31, 2012. As such, we have been researching and negotiating terms of Policy 69 which is now ready to be presented for endorsement.

I would like to highlight the significant changes to the policy:

1. New position of Director of Community and Protective Services discussed in detail later on.
2. Title change from Confidential Secretary to Executive Assistant to better reflect duties, responsibilities and industry standards.
3. Reduction of vacation carry over allowance ensuring vacation is used.
4. Vacation entitlement change.
5. Public Services Director or designate receiving standby pay as has always been the practice but is now reflected in policy.
6. Shift in compensation appearance for Payroll/HR Clerk and Executive Assistant from hourly to annual. No change in compensation beyond percentage increase, simply a consistency formatting change.
7. Change in presentation of salaries; policy only lists the ranges for each position. In discussions with the Municipal Inspectors they identified that we were providing too much information in contravention of FOIP legislation. Council has the authority and ability to set a salary range that is publicly available in policy; however, it is an invasion of personal privacy for the public to be aware of a specific person's exact salary unless it is legislatively required to be revealed in financial statements such as for the Chief Administrative Officer (specific) and designated officers (lump sum total).
8. The policy identifies a 3% increase over 2012 with subsequent 3% increases annually thereafter.

Redcliff continues to experience growth in both residential and non-residential development. Our population growth in the last five years was one of the highest in the region reaching a population of 5,588 with projections anticipating Redcliff to top 7,000 in the next ten years. Despite this growth, the Town of Redcliff has maintained overall staffing to the same level as when the population was only 3,800.

As detailed in our 2011 Financial Statements (Schedule 5), "Salaries, Wages, and Benefits" equate to 28.4% of our total operating budget. Also of note, the financial indicator graphs that are completed by the Province of Alberta indicate clearly that Redcliff, in comparison to other

municipalities in our population range, spends far below the average in regards to salaries, wages, and benefits per capita. As the graphs indicate (pg 18), Redcliff was close to the average in 2005 but has since dropped well below as we continue to maintain staffing levels despite increases in population. Both the financial statements and financial indicator graphs are on the Town website.

The financial indicator graphs (pg 17) also clearly identifies that Redcliff falls the most behind the average in overall spending related to recreation and culture, including support services, and protective services. As an example, most municipalities the size of Redcliff have their own designated Family and Community Support Services (FCSS) Director with additional complimentary staff (1-2). The Town of Redcliff does not even have a full-time designated FCSS position as the staff member responsible for those duties is also in charge of community programs, recreation, culture, special events, and much more.

As Council is aware, preparations continue for the finalization of the details related to the recruitment of the new position of Community and Protective Services identified for the first time in Policy 69. We are definitely excited to add this element to our organization in order to better provide our residents with the type of programs and services befitting a municipality of our size.

Adding additional personnel to the department will enable the Town of Redcliff to not only provide better organization and evaluation of existing services, but also investigate and expand services in the community as well as research additional sources of funding for new programs. Redcliff council also has identified the development of a Recreation Master Plan and Tourism Action Plan as priorities, and administration will be better equipped to liaise, implement and coordinate strategies identified in said plans.

Another key component of the development of the department is adding the "protective" aspect of the Town of Redcliff. Currently, jurisdiction and supervision of Emergency Management, Bylaw Enforcement, Fire Protection, and Police liaison falls under the portfolio of the Municipal Manager. Each of these areas requires much more thorough and timely review in order to maximize the responsibility to our citizens to protect their lives and property and to ensure a safe, viable, and respectful community. By shifting these areas to fall within the portfolio of the expanded Community and Protective Services department, the new manager will be able to better maximize their efficiencies and allow the Municipal Manager to oversee all departments.

The Municipal Manager will also be able to focus on proactive approaches to carrying out Council's direction and ensuring that Redcliff continues to grow and stay current with improvements as well as fulfill his legislative requirement as the administrative head without specific departmental responsibilities. Again, this is more befitting a municipality of Redcliff's size.

As mentioned, we have grown tremendously (3,800 – 5,500) without any increase in overall staffing levels. During the last few years we have worked diligently to review gaps in our services and make changes to identify those gaps. Statistics, third party evaluation, and other detailed analysis have all been carefully considered and contributed to those changes. It has taken time; however, decisions such as these should. While this new position was identified as a need early on in the evaluation, administration and Council delayed its implementation until such time that other changes took place so that additional costs would be offset by realized savings in other areas.

Redcliff is able to achieve this new position, as well as the addition of the Public Services Supervisor position in 2011, without increasing the overall salary position of the Town of Redcliff from 2010 levels beyond normal inflationary increases. Detailed analysis in several departments that was long overdue led to a realization that some departments were able to provide the same or similar services

to the community with a reduction in staff (i.e. Municipal Accountant and Building Inspection). This same analysis led to further realization that other departments (Public and Community Services) were understaffed and under-utilized. Through reductions in some areas and additions in others, such as this new position of Director of Community and Protective Services, Redcliff is able to provide more effective and efficient service to our residents that is ultimately cost neutral. The concept is to work smarter without it costing more.

It should also be noted that currently there is no out-of-scope management employee responsible for Community Services. This is certainly not considered best practices and was identified by an organizational consultant as a key weakness in our structure. This new position will address this deficiency.

Due to several other issues facing the municipality that have taken precedence, the filling of the position may be delayed somewhat. Since we are entering a critical time in the department (i.e. pool and special events) we will be evaluating our requirements over the next few weeks to address immediate operational needs so that existing staff are not left unsupported. Any immediate requirements will not result in budgetary increases as the savings realized from an anticipated start date of April 1, 2012 for the new Director will offset any current needs.

Finally, due to reductions in other departments as mentioned previously, we have room in our upstairs Town offices. This will enable us to move the Community and Protective Services department up from the basement which will provide greater visibility and access to the department for all citizens but especially those with mobility issues. This move will take place over the next few months once major projects and events have taken place and the new Director has been hired.

Further information, including an amended organizational chart, will be made public as details are finalized and a candidate is ready to be introduced.

RECOMMENDATION:

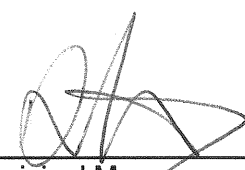
That Council adopt Policy 69 as presented.

MOTION:

Councillor _____ moved that Policy 69 Remuneration & Benefits for Management Personnel be approved as presented.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS 11th DAY OF March AD. 2013.

Approved by Council – ~~December 12, 2014~~
Policy Effective January 1, 201~~3~~²³

REMUNERATION & BENEFITS FOR MANAGEMENT PERSONNEL

BACKGROUND:

Out of scope employees for the Town of Redcliff shall receive benefits as herein described, while employed by the Town of Redcliff.

- For the purpose of this Policy “Out of Scope Employees” shall consist of:

Management Employees

Municipal Manager
Director of Finance and Administration
Manager of Legislative and Land Services
Public Services Director
Manager of Engineering
~~Director of Community and Protective Services~~

Support Employees

Payroll / Human Resources Clerk
~~Confidential Secretary~~ Executive Assistant
Public Services Supervisor

Note: Remuneration for the position of Fire Chief (A Part Time Position) is covered separately by policy.

- The following benefits will be available to full time out of scope employees, conditional to completion of any probationary period that may be established, except for: Life Insurance, Extended Health Care, Health Spending Account, Disability, Pension, or the Dental Plan. For these benefits the eligibility waiting periods shall be deemed to be any “mandatory” minimum waiting periods or other conditions or restrictions of the benefit provider. Benefits that are to be available/provided are as follows:

A. VACATION TIME

i) Purpose and use of vacation time.

Vacation time is for the purpose of providing an individual with time away from their position, for the purpose of enjoyment and rejuvenation. As such, the employee should endeavor to utilize vacation time for that purpose on an ongoing basis. Each out of scope employee shall maintain their accumulated vacation time to a level not more ~~than one week more~~ than their normal annual eligibility, ~~providing that a minimum of one (1) week of vacation is taken each calendar year.~~ The Municipal Manager may at any time, direct any out of scope employee to use such vacation time within a specified period, ~~or the Municipal Manager may, from the accumulated liability established in the accounting records at year end for this purpose, direct remuneration in lieu of any accumulated time at the rate which any such accumulated vacation accumulated.~~ A request to exceed the accumulated vacation allotment level may be made to the Municipal Manager who may grant such a request in exceptional circumstances.

If an out of scope employee is in the process of establishing a retirement date, he/she shall, prior to six months of the proposed retirement date, consult with the Municipal Manger and establish a plan for the use and/or reimbursement of vacation time and/or pay. In most cases the plan to utilize vacation pay shall be mutually agreed-to, through a combination of either time off in advance of the retirement date or a vacation time payout on the retirement date. However, in the event mutual agreement cannot be reached, the Municipal Manager may establish the number of vacation days that shall be taken prior to the proposed retirement date, and the schedule for the utilization of any vacation time.

ii) Entitlement for vacation time.

After one year of employment	-	2 weeks
After two years of employment	-	3 weeks
After eight seven years of employment	-	4 weeks
After seventeen fifteen years of employment	-	5 weeks
After twenty three years of employment	-	6 weeks

There shall be an additional annual allocation of one (1) week of vacation time in lieu of any management employee's attendance at any meetings held outside the normal/regular hours of work. **This is applicable to the Municipal Manager, Director of Finance and Administration, Manager of Legislative and Land Services, Director of Public Services, and Manager of Engineering.**

B. PAID HOLIDAYS

All out of scope employees will be eligible for all paid holidays as provided for in the current collective agreement, for unionized employees.

Currently those are:

New Year's Day	Canada Day	Remembrance Day
Good Friday	December 24	First Monday in August Civic Holiday
Family Day	Thanksgiving Day	Christmas Day
Victoria Day	Labour Day	Boxing Day

C. SICK LEAVE**SICK LEAVE DEFINED**

Sick leave means the period of time an employee is absent from work with full pay by virtue of being sick or disabled, exposed to a contagious disease, or under examination or treatment of a Medical Doctor, Chiropractor, Dentist, or Physiotherapist when prescribed by a Medical Doctor. An employee may be required to produce a certificate from a qualified Medical Doctor, Dentist, or Licensed Chiropractor for any illness in excess of three (3) working days, certifying that such an employee is unable to carry out his duties due to illness. Notwithstanding the foregoing, the Town reserves the right to request a Certificate from a Medical Doctor, Dentist, or Licensed Chiropractor, for just and reasonable case at any time when a claim for sick pay is being made **and will reimburse the employee up to a maximum of twenty-five (25) dollars for any costs incurred for the certificate.**

AMOUNT OF PAID SICK LEAVE

Sick leave shall be earned at the rate of one (1) day per month for every month a permanent employee is employed to a maximum of sixty (60) days.

DEDUCTION FROM SICK LEAVE

A deduction shall be made from current accumulated sick leave of all normal working days (exclusive of holidays) absent for sick leave. Absence on account of illness for less than half a day shall not be deducted. Absence for half a day or more, and less than a full day, shall be deducted as one half (1/2) day.

SICK LEAVE DURING LEAVE OF ABSENCE AND LAY-OFF

When a permanent employee is given leave of absence for any reason, he/she shall not

receive sick leave credit for the period of such absence on his/her return to work. When a permanent employee is laid off on account of lack of work, he/she shall not receive sick leave credits for the period of such absence but shall retain his/her cumulative credit, if any, existing at the time of such lay-off.

SICK LEAVE RECORDS

As soon as possible, after the close of each calendar year, the Employer shall advise each employee in writing of the amount of sick leave accrued to his/her credit. Sick leave is calculated each pay period and included in an employee's pay stub.

D. FAMILY PERSONAL LEAVE

All out of scope employees will be eligible for family personal leave as provided for in the current collective agreement, for unionized employees.

E. BEREAVEMENT LEAVE

All out of scope employees will be eligible for bereavement leave as provided for in the current collective agreement, for unionized employees.

F. MOURNER'S LEAVE

All out of scope employees will be eligible for mourner's leave as provided for in the current collective agreement, for unionized employees.

G. MATERNITY OR PATERNITY LEAVE

All out of scope employees will be eligible for maternity or paternity leave as provided for in the current collective agreement, for unionized employees.

H. JURY DUTY LEAVE

All out of scope positions will be eligible for jury duty leave as provided for in the current collective agreement, for unionized employees.

I. STANDBY

The Public Services Director or his designate, when on standby, will be eligible for standby pay in the amount of twenty-five (25) dollars per day Monday to Friday and thirty (30) dollars per day weekends and holidays.

J. AUMA MEMBER SERVICES

All out of scope employees will be eligible for AUMA Member Services with the premium paid 100% by employer and a reimbursement rate at 80%.

K. LONG TERM DISABILITY, GROUP LIFE, ACCIDENTAL DEATH AND DISMEMBERMENT, WEEKLY INDEMNITY.

All out of scope employees will be eligible for coverage as provided by AMEBS, for Long Term Disability, Group Life, Accidental Death & Dismemberment and Weekly Indemnity, with the premium paid 100% by employer.

L. PENSION

All out of scope employees will be eligible for coverage for pension, pending qualification under the LAPP provisions for eligibility.

M. DENTAL PLAN

The Town will provide dental coverage to their permanent employees, of which the Town will pay seventy-five (75%) of the coverage and the employee will pay twenty-five percent (25%) of

the coverage. The Plan shall be the Alberta Municipal Employees Benefit Service (AMEBS).

- 100% reimbursement Basic Dental
- 50% Reimbursement Major Restorative (Includes 50% on Dentures)
- 50% Orthodontics (For Children)

N. HEALTH SPENDING ACCOUNT

Effective April 1, 2010 all permanent Employees will be eligible to participate in the Health Spending Account. Employees shall be actively at work, on maternity leave, or sick leave or long-term disability. The Town will contribute annually, an amount of two hundred (\$200.00) dollars for all permanent Employees. The benefits for the health spending account shall be in accordance with the current service provider plan.

O. VISION CARE PLAN

The Town will provide a self-insured vision care assistance program which provides every out of scope employee and their dependents \$100.00 per year, which may be accumulated to \$400.00 every four years. The money available in this program may be used for prescription eyeglasses, prescription contact lenses, or for laser eye surgery.

P. EDUCATION COURSES

Within the budgetary constraints and policies of the Town of Redcliff the Municipal Manager may consult with other management employees for the purpose of establishing their training needs and requirements. ~~He may further authorize any courses or programs he deems beneficial to the individual and the Town. In the event there is a partial benefit to the Town of Redcliff, the Municipal Manager shall decide upon any proration he feels is reasonable. Further the Municipal Manager may authorize enrollment in any education or self development course (including any related expenses) conditional to successful completion or other criteria that in his opinion are justifiable. (IE. Performance of a related function relating to the particular course.)~~

Q. PROTECTIVE / PROMOTIONAL CLOTHING

The Municipal Manager may authorize expenditures for protective clothing, provided such authorization is generally consistent with that provided to non management positions. This may include the provision of an identifiable Town of Redcliff jacket, once each two years, for the purpose of promotion and/or identification.

R. BENEFITS PREMIUMS WHILE ON LEAVE

For all leave, except for maternity or Short disability, or unless otherwise specifically provided herein, upon application by the employee in writing to remain on the benefit plan, the employee on leave is responsible for all (100%) of the cost of all benefit premiums during the full term of the leave.

For employees on Long Term Disability, upon application by the employee in writing to remain on the benefit plan, the Town shall pay the Town's portion of eligible benefit premiums for a period of one month (1) for each year of service to a maximum period of 12 months, after which the employee on leave, upon application by the employee in writing to remain on the benefit plan, is responsible for all (100%) of the cost of all benefit premiums during the full term of the leave.

While an employee is on Maternity Leave or Short Term Disability, upon application by the employee in writing to remain on the benefit plan, the Town shall pay the Town's portion of eligible benefit premiums for a period of eighteen (18) weeks. For any period in excess of eighteen (18) weeks, upon application by the employee in writing to remain on the benefit plan, the employee shall be responsible for all (100%) of all eligible benefit premiums for the

full term of the leave.

While an employee is on leave for Workers Compensation, upon application by the employee in writing to remain on the benefit plan, the Town shall pay the Town's portion of eligible benefit premiums for a period of one (1) month for each year of service, to a maximum period of 12 months. After this period, the employee on leave, upon application by the employee in writing to remain on the benefit plan, is responsible for all (100%) of the cost of all benefit premiums for the term of eligibility.

While on leave, the employer shall invoice the employee monthly for any applicable benefit premiums, and the employee shall ensure the premiums are paid forthwith. In the event of nonpayment, the employer may proceed to restrict access to the benefit program and proceed with any other collection procedures necessary.

The monies associated with Vision Care will continue to be available to employees while on a Short Term Disability, Long Term Disability, or Maternity Leave.

S. OVERTIME

No out of scope employee shall qualify for overtime as per Alberta Employment Standards. However, time off in lieu for extended hours (at straight time) may be taken, so as not to affect the operations ~~of the area within the responsibility~~ of the particular area of the employee's responsibility. Any accumulation of time off in lieu of hours worked should not accumulate above a balance of 40 hours unless specifically authorized by the Municipal Manager. Time in lieu shall not be taken or accumulate for any meeting of Council, or any Board, Committee, or Commission established by Council, where a manager's attendance is required. Time at meetings is deemed a condition of employment and included in the management employee's regular remuneration.

T. OTHER

- 1) For the position of Manager of Engineering, the Town of Redcliff will provide for his annual membership fee in the APEGGA, and conditional to the approval of the Municipal Manager, authorization for sessions required for the maintenance of membership within APEGGA. Memberships for other management employees may be approved by the Municipal Manager within the budgetary allowances provided.
- 2) When authorized by the Municipal Manager, if an out of scope employee, or group of employees wish to subscribe to some additional provision of benefits, and such premium is at no cost to the Town, and the benefit is incapable of creating any future liability whatsoever to the Town, the premiums for any such plan or benefit may be deducted from the particular employees or group of employees' pay. This shall be dependent on each individual out of scope employee's written approval for such deduction.
- 3) Upon approval of this policy all previous motions of council relating to benefits shall be deemed to be repealed and this shall be the sole source for provision of benefits for Out of Scope Employees. However this policy shall have no impact or effect on either conditions of employment, written agreements signed by both parties, or to any Bylaw that may be in effect regarding working conditions or terms of employment.

U. REMUNERATION

Rates constitute a 3% increase annually for 2013-2015 inclusive.

Town of Redcliff Management Salaries - Effective January 1, 2013			
	Type	Start of Range	End of Range
Mun. Manager	Annual	\$118,025.24	\$124,976.90
Mgr. of Engineering	Annual	\$108,376.13	\$115,327.79
Public Services Director	Annual	\$81,471.14	\$88,422.80
Manager of Leg. & Land	Annual	\$62,919.76	\$69,871.43
Director of Finance & Admin	Annual	\$93,582.84	\$100,534.51
Dir of Com & Pro Services	Annual	\$75,000.00	\$81,749.19
Public Services Supervisor	Annual	\$72,100.00	\$79,051.67
Executive Assistant	Annual	\$45,613.04	\$52,564.70
Payroll/HR Clerk	Annual	\$51,377.43	\$58,329.10
Town of Redcliff Management Salaries - Effective January 1, 2014			
	Type	Start of Range	End of Range
Mun. Manager	Annual	\$121,566.00	\$128,726.21
Mgr. of Engineering	Annual	\$111,627.41	\$118,787.63
Public Services Director	Annual	\$83,915.27	\$91,075.49
Manager of Leg. & Land	Annual	\$64,807.36	\$71,967.57
Director of Finance & Admin	Annual	\$96,390.33	\$103,550.54
Dir of Com & Pro Services	Annual	\$77,250.00	\$84,201.67
Public Services Supervisor	Annual	\$74,263.00	\$81,423.22
Executive Assistant	Annual	\$46,981.43	\$54,141.64
Payroll/HR Clerk	Annual	\$52,918.75	\$60,078.97
Town of Redcliff Management Salaries - Effective January 1, 2015			
	Type	Start of Range	End of Range
Mun. Manager	Annual	\$125,212.98	\$132,588.00
Mgr. of Engineering	Annual	\$114,976.23	\$122,351.25
Public Services Director	Annual	\$86,432.73	\$93,807.75
Manager of Leg. & Land	Annual	\$66,751.58	\$74,126.60
Director of Finance & Admin	Annual	\$99,282.04	\$106,657.06
Dir of Com & Pro Services	Annual	\$79,567.50	\$86,727.72
Public Services Supervisor	Annual	\$76,490.89	\$83,865.91
Executive Assistant	Annual	\$48,390.87	\$55,765.89
Payroll/HR Clerk	Annual	\$54,506.32	\$61,881.34

Note: The employee designated as relief for the Municipal Manager shall receive the following:

- \$5,793.05 per year for year 2013
- \$5,966.84 per year for year 2014
- \$6,145.85 per year for year 2015

**TOWN OF REDCLIFF
STAFF RECOMMENDATION**

DATE: March 11, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: RCMP Priorities

PROPOSAL: To accept the discussed priorities of Council for the RCMP

BACKGROUND:

Each year, RCMP Staff Sgt. asks Council, following the report on the previous year, what Council's priorities are for the coming year.

Council discussed their priorities at the February 25, 2013 Committee of the Whole meeting. They were identified as:

1. Drugs (continued enforcement and relations with ALERT)
2. Traffic (speeding/stop signs/U-turns)
3. Community Projects (speed board/education)
4. Check Stops (continued visibility)

The identified priorities were very similar to the previous year with an added emphasis on education as part of Community Projects. The consensus of Council was to bring forward these priorities for a resolution and to forward them to the RCMP.

RECOMMENDATION:

That Council adopt the priorities as identified and have administration forward them to the RCMP.

MOTION:

Councillor _____ moved that The Town of Redcliff RCMP Council priorities for the upcoming year be forwarded to Staff Sgt. Dave Ness as follows:

1. Drugs (continued enforcement and relations with ALERT)
2. Traffic (speeding/stop signs/U-turns)
3. Community Projects (speed board/education)
4. Check Stops (continued visibility)

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS 11th DAY OF March AD. 2013.



We Serve

Redcliff Lions Club

Box 370
Redcliff, Alberta
T0J 2P0

RECEIVED

MAR 6 2013

TOWN OF REDCLIFF

March 5, 2013

Town of Redcliff
Box 40
Redcliff, AB. T0J 2P0

Attn: Mayor & Council

Re: Lions Club Sign

The Lions Club of Redcliff is requesting the opportunity to erect a single sided 18" reflective emblem sign near Broadway Ave.

The purpose of this sign is to let the public know that Redcliff has a Lions Club that is actively involved in our community.

We would like to have the sign placed along Saamis Drive just before the Legion tree memorial on Broadway Ave W, between the Block Parent and C.O.P.S signs.

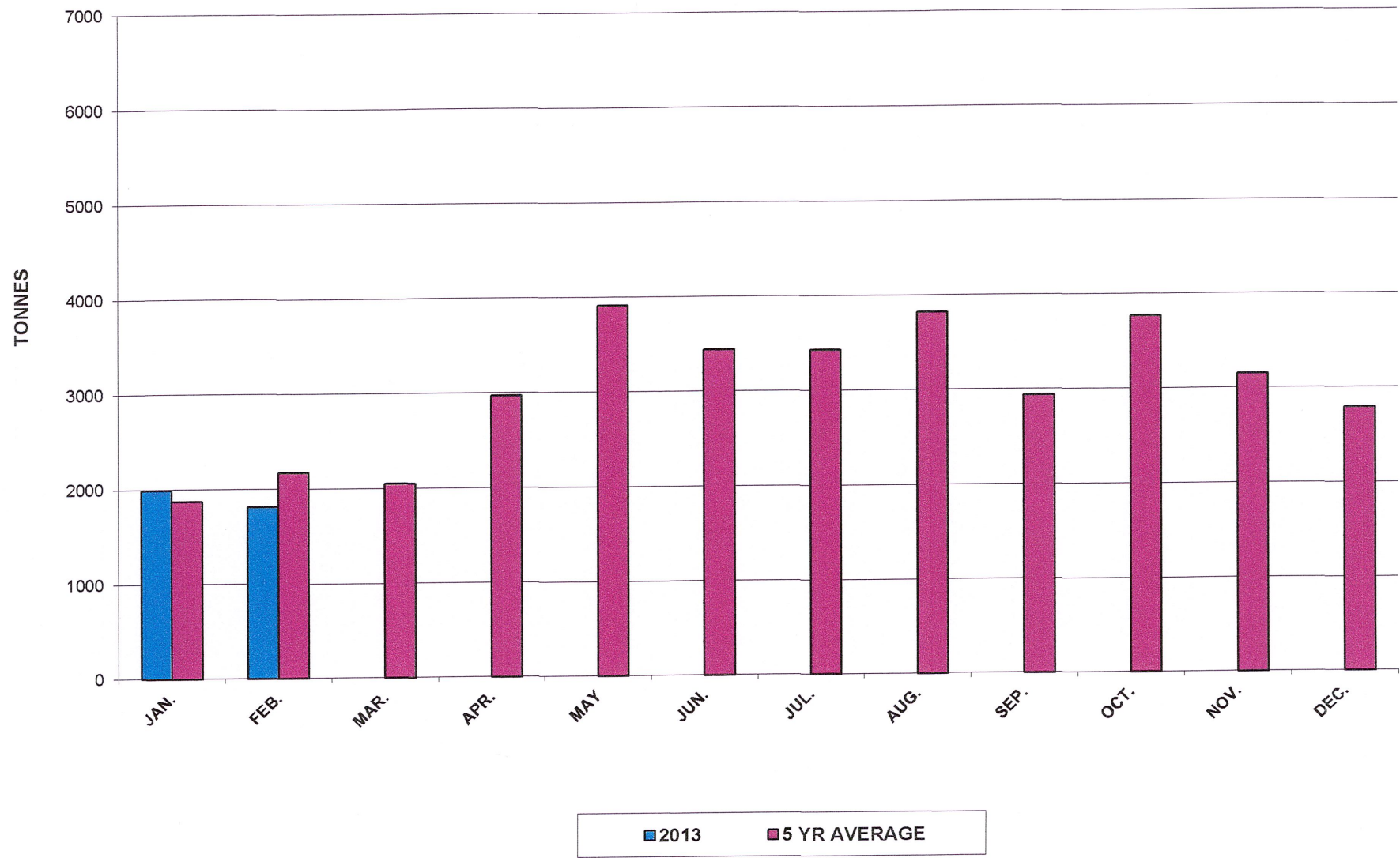
If approved, we would need at least 3 weeks to get the sign ordered in and would also request the help of Public works department to install the post for mounting the sign.

Thank you for your consideration,

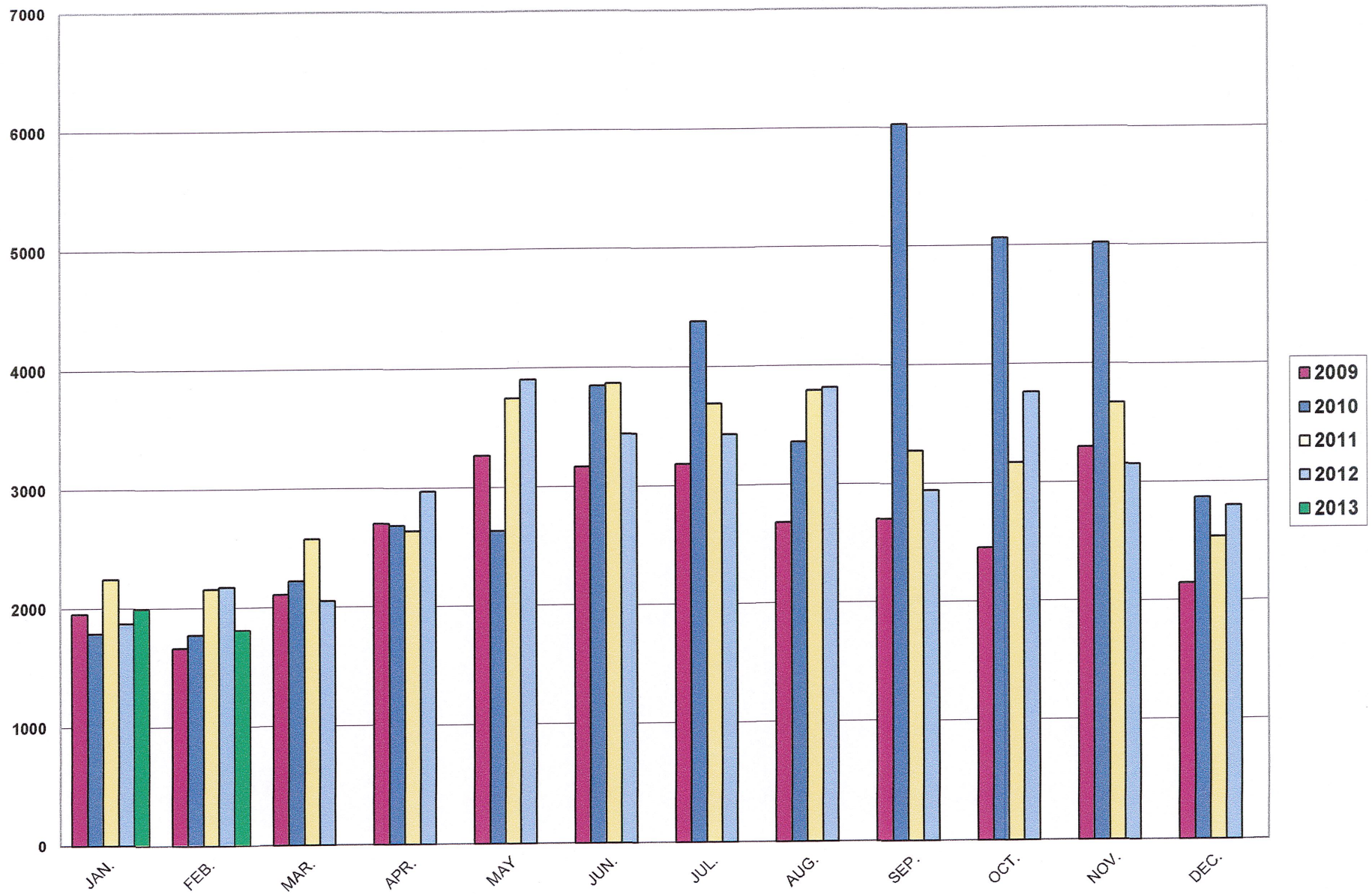
Lion Ryan McNeil

Redcliff Lions Club

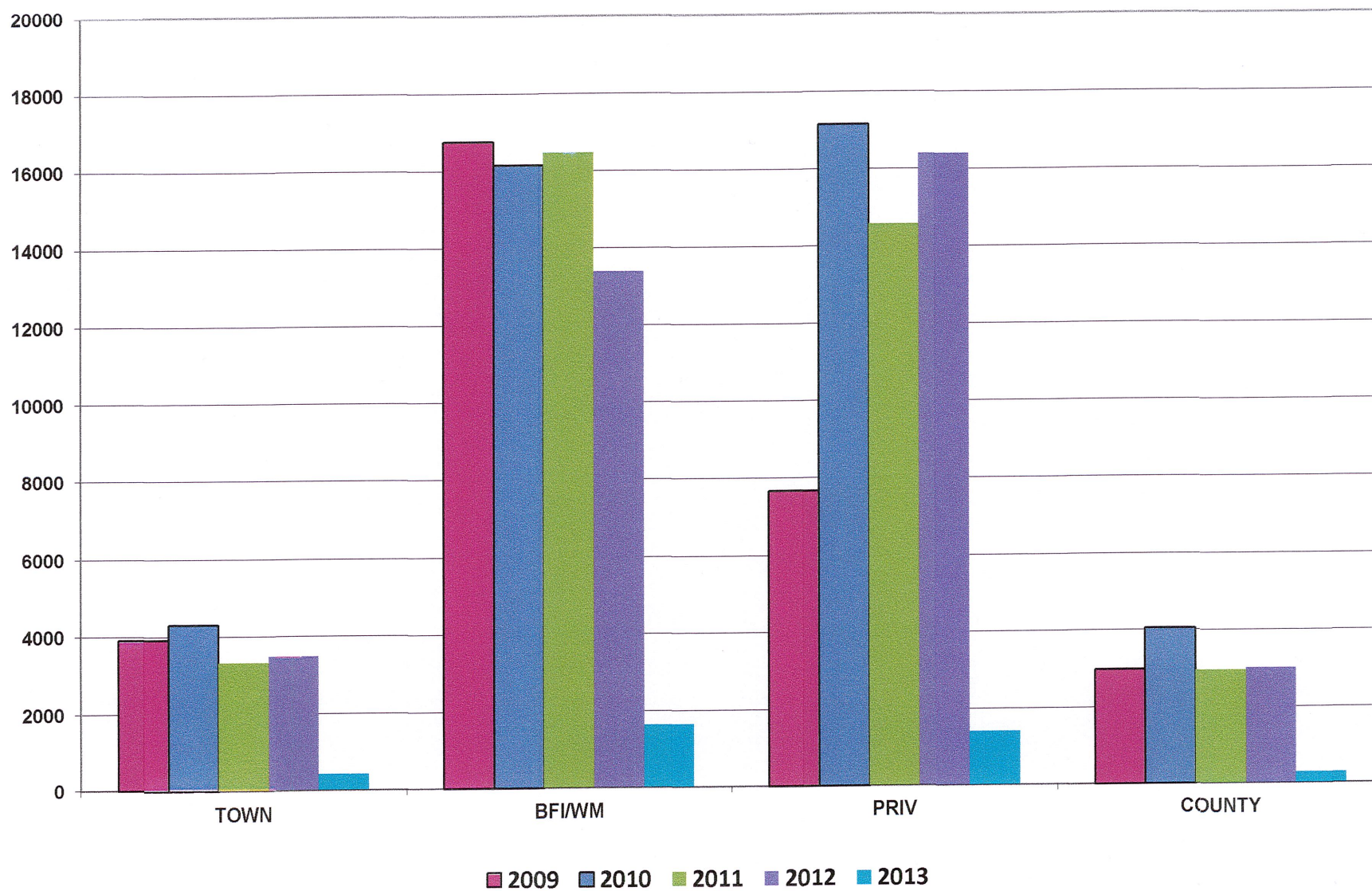
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2013 VS 5 YEAR AVERAGE
TO FEBRUARY 28, 2013**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2009-2013
TO FEBRUARY 28, 2013**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2009 - 2013
TO FEBRUARY 28, 2013**



Local Improvement and Sustainable Infrastructure Strategy

Introduction

At the request of Council, in response to community requests, Administration has been looking for a plan to move away from the use of local improvements for municipal infrastructure. As we evaluated the alternatives it became increasingly clear that in addition to the community concerns and difficulties with delayed maintenance, using local improvements to fund infrastructure was not a sustainable practice. The following recommendations were designed to address the fiscal challenge of funding the nearly \$100,000,000 of public infrastructure within our financial means in a way that is sustainable into the future.

The Plan

Simply put, the plan has two separate and distinct parts. First, establish a Sustainable Infrastructure Levy as part of the municipal tax rate that will grow over time to support, with the assistance of grants, the maintenance, rehabilitation and reconstruction of our infrastructure. Second, convert local improvements for the rehabilitation and reconstruction of existing infrastructure to be funded at large through the Sustainable Infrastructure Levy.

In the event that the bylaw to convert local improvements for the rehabilitation and reconstruction of existing infrastructure is not able to proceed in 2013, the proposal would be to proceed with no change to the municipal tax rate to establish the Sustainable Infrastructure Levy. However, please note an increase of approximately 2.3% could be used to provide 10% of the funding required for the two major rehabilitation projects budgeted in 2013.

Proposal with and without Conversion

	MUNICIPAL TAXATION LEVY	SUSTAINABLE INFRASTRUCTURE LEVY	LOCAL IMPROVEMENT LEVY
CURRENT	\$4,464,600	\$0.00	\$223,200
PROPOSED	\$4,509,200	\$223,200	\$0.00
PROPOSED (AS %)	1% INCREASE	5% INCREASE	5% DECREASE

	MUNICIPAL TAXATION LEVY	SUSTAINABLE INFRASTRUCTURE LEVY	LOCAL IMPROVEMENT LEVY
CURRENT	\$4,464,600	\$0.00	\$223,200
PROPOSED	\$4,509,200	\$0.00	\$223,200
PROPOSED (AS %)	1% INCREASE	NO CHANGE	NO CHANGE

The Numbers

The conversion of local improvements for the rehabilitation and reconstruction of existing infrastructure would require an estimated increase of 5% to the municipal tax rate. The estimated increase of this change is outlined for residential properties in the table on the right.

ASSESSMENT	5% INCREASE
\$ 100,000.00	\$ 25.34
\$ 150,000.00	\$ 38.01
\$ 200,000.00	\$ 50.68
\$ 250,000.00	\$ 63.35
\$ 300,000.00	\$ 76.02
\$ 350,000.00	\$ 88.68

There are 1,010 tax rolls that are currently affected by local improvements for the rehabilitation and reconstruction of existing infrastructure. This represents approximately 38% of properties and the annual payment these properties make for these local improvements range from \$14.61 to \$2,879.60, with an average of \$224.

The Impact

The most significant impact on properties in Redcliff with proceeding with the Local Improvement and Sustainable Infrastructure Strategy will be the elimination of large fluctuations in taxation as a result of the difference between local improvement cycles and the life cycle of Town infrastructure.

Tax Rolls with No Local Improvement or a Local Improvement for New Infrastructure, in addition to the above these rolls would see a 5% increase.

Tax Rolls with Local Improvement for Existing Infrastructure or Local Improvements for both Existing and New Infrastructure, in addition to the above these rolls would see a 5% increase which will be reduced by the removal of the local improvement tax for existing infrastructure. The net impact will be determined by the comparative value of the local improvement levy.

Suggested Resolutions:

Councilor _____ moves to:

- 1) Direct Administration to proceed with the amendments to policy and budget for the implementation of the Sustainable Infrastructure Strategy. Furthermore, to develop an information campaign to provide the public with insight into Council's intention only incur debt for new infrastructure and large community facilities, establish a component of the municipal tax rate for existing infrastructure sustainability and focus grant spending on the infrastructure gap by proceeding with rehabilitating and reconstructing existing assets.
- 2) Direct Administration to prepare a Bylaw to establish an At Large borrowing authority to allow the conversion of all rehabilitation and reconstruction projects previously levied as local improvement taxes to be collected as part of the component established in the municipal tax rate for existing infrastructure sustainability. Furthermore, to schedule a non-statutory public hearing to allow the public additional opportunity to comment on the proposed changes to rehabilitation and reconstruction projects previously levied as local improvement taxes.
- 3) Direct Administration to include in the preparation of the 2013 Tax Rate bylaw an alternative to allow the conversion of all rehabilitation and reconstruction projects previously levied as local improvement taxes to be collected as part of the component established in the municipal tax rate for existing infrastructure sustainability with a consideration for properties that have chosen to prepay the local improvements.

Report to Redcliff Town Council
Age-Friendly Information Workshop

As the Mayor of the Town of Redcliff, I was invited and attended an Age-Friendly information workshop at the Medicine Hat Lodge on March 6, 2013 and here are some of the highlights.

If you build your community to accommodate the elderly and disabled it benefits everyone in the community.

By the year 2030 15% of our population will be over the age of 65. The Alberta Government has developed an Aging Population Policy Framework as a guide for communities to get ready or move forward to accommodate the current and future needs of seniors and the disabled.

What to do:

1. Establish an age friendly committee.
2. Have a resolution passed by your local government formalizing our commitment to becoming more age friendly.
3. Conduct an age friendly assessment of our community.
4. Develop and implement an action plan.

Rob Hazelaar

Memo

To: Redcliff Town Council

From: Shanon Simon, Manager of Legislative and Land Services

Date: March 6, 2013

Re: 2013 Municipal Election

In preparation for the 2013 Municipal Election there are several issues that require attention.

1. Appointment of the Returning Officer

The Local Authorities Election Act Section 13 states:

- 13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.
- (2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.
- (3) The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

In past elections Victor Lutz has been appointed as the Returning Officer. I have had discussions with him and he has indicated that he would be interested in being the Returning Officer again for the 2013 Municipal Election. He has also advised that he would like me to assist him. As per the Local Authorities Election Act Section 14(1)(a), Mr. Lutz, if appointed as Returning Officer, would appoint a presiding deputy, deputies, constables and other persons as needed.

2. Remuneration

Remuneration for the Returning Officer and election workers needs to be established. For the 2010 municipal election remuneration was established by resolution of Council on February 22, 2012 as follows:

Councillor Solberg moved to appoint Vic Lutz as Returning Officer for the 2010 Municipal Election. Further that remuneration for election workers for the 2010 Municipal Elections be established as follows:

Returning Officer	\$920.00
Deputy Returning Officer	\$460.00
Deputy Poll Clerks	\$250.00
Advance Poll Clerks	\$155.00
Election Seminar Attendance	\$75.00
- Carried.	

I have checked with the City of Medicine Hat and they pay \$220 to the PDRO (station supervisor) and \$160 to the DRO (Deputy) plus a km rate to the roving team. Cypress County pays \$225 for the Presiding Deputy, \$175.00 to the Deputy, \$75.00 for the Training Session and .50/km for vehicle. In both municipalities their Returning Officer is an employee.

3. Consideration of various resolutions/bylaws

There are various sections in the Local Authorities Elections Act in which the Elected Authority may consider modifying certain procedures when holding a municipal election i.e. deposit accompanying nomination form, dates, ballot forms. etc. The applicable sections are noted below and attached for your review and consideration.

- Election Day [Section 11(2)]
- Nominations [Section 28(2)]
- Deposit [Section 29(1)]
- Death of a Candidate [Section 33]
- Voting Subdivisions [Section 36(1)]
- Contents of a Ballot [Section 43(3)]
- Voting Hours [Section 46(1)]
- Permanent Electors Register [Section 49(1)]
- List of Electors [Section 50(1)]
- Proof of Elector Eligibility [Section 53 (3) & Section 53(4)]
- Advance Vote ([Section 73(1)
- Vote by Special Ballot [Section 77.1(2)]
- Incapacitated Elector at Home [Section 79(1)]
- Institutional Vote Eligibility and Staff [Section 80(1)]
- Voting Machines [Section 84(1)]

With the exception of passing a resolution to hold an Advance Vote, Council has typically not passed any bylaws or resolutions as it relates to the above. I would like to delay passing a resolution for the Advance Vote until such time as the Returning Officer is appointed.

4. Amendments to the Local Authorities Election Act

I would also like to bring to your attention several amendments that have been made to the Local Authorities Election Act. I have attached an Information Bulletin that was prepared by Alberta Municipal Affairs outlining these changes.

(3) Despite subsection (1), an organizational meeting held pursuant to subsection (2) terminates the term of office of the members of the elected authority elected at the previous general election.

RSA 2000 cL-21 s10;2003 c27 s3;2006 c22 s6;2012 c5 s105

Election day

11(1) Election day for a local jurisdiction

- (a) in the case of a general election, if required, is to be the 3rd Monday in October, or
- (b) in the case of a by-election or vote on a bylaw or question, shall be the day fixed by a resolution of the elected authority.

(2) Notwithstanding subsection (1)(a), an elected authority may, by a bylaw passed prior to June 30 of a year in which a general election is to be held, provide that the election day in the local jurisdiction is to be the Saturday immediately preceding the 3rd Monday in October.

1983 cL-27.5 s10;1991 c23 s2(3)

Summer villages

12 The provisions of this Act that apply to municipalities apply to summer villages except that in respect of a summer village

- (a) election day
 - (i) in the case of a general election for council or for school representatives, shall be 4 weeks after nomination day for that election, and
 - (ii) in the case of a by-election or vote on a bylaw or question, shall be as established by resolution of the summer village council,
- (b) a person is entitled to vote at an election if
 - (i) the person is eligible to vote under section 47,
 - (ii) the person is 18, a Canadian citizen and is named on a certificate of title as the person who owns property within the summer village, or

Form of nomination

27(1) Every nomination of a candidate shall be in the prescribed form and signed by at least 5 electors eligible to vote in that election and resident in the local jurisdiction on the date of signing the nomination, and shall be accompanied with a written acceptance signed in the prescribed form by the person nominated, stating

- (a) that the person is eligible to be elected to the office,
- (a.1) the name, address and telephone number of the person's official agent, and
- (b) that the person will accept the office if elected,

and if required by bylaw, it must be accompanied with a deposit in the required amount.

(2) Notwithstanding subsection (1), a city that is a local jurisdiction with a population of at least 10 000 or a board of trustees under the *School Act* of a local jurisdiction with a population of at least 10 000 may, by a bylaw passed prior to June 30 of a year in which a general election is to be held, specify the minimum number of electors required to sign the nomination of a candidate for an office, but that number must be at least 5 and not more than 100.

(3) Notwithstanding subsection (1), if a system of wards is in effect, only an elector who is a resident of the ward for which a candidate for election is being nominated may sign the nomination of the candidate.

(4) If a bylaw has been passed providing for a deposit, a nomination paper is not valid nor shall it be acted on by the returning officer unless it is accompanied with the deposit.

RSA 2000 cL-21 s27;2003 c27 s10;2006 c22 s14

Nominations

28(1) The returning officer shall receive nominations at the local jurisdiction office between 10 a.m. and 12 noon on nomination day.

(1.1) The person who is nominated as a candidate is responsible for ensuring that the nomination filed under subsection (1) meets the requirements of section 27.

(2) Notwithstanding subsection (1), an elected authority may, by a bylaw passed prior to June 30 of a year in which an election is to be held, provide that the returning officer

- (a) may receive nominations earlier than 10 a.m., and
- (b) may establish locations, in addition to the local jurisdiction office, where a deputy may receive nominations.

(3) Any person may file a nomination described in section 27 with the returning officer or deputy.

(3.01) If a nomination is not signed by at least the minimum number of electors required to sign the nomination, the returning officer shall not accept it for filing.

(3.1) Repealed 2006 c22 s15.

(4) At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

(5) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the papers relate has expired.

(6) Twenty-four hours after the close of nominations on nomination day, the returning officer shall, as soon as practicable, forward a signed statement showing the name of each nominated candidate and any information about the candidate that the candidate has consented to being disclosed to the relevant Minister's Deputy Minister.

RSA 2000 cL-21 s28;2003 c27 s11;2006 c22 s15;2012 c5 s108

Material to be provided to candidate

28.1 The returning officer, on receiving a nomination paper, must, if requested by the candidate, provide to the candidate a sufficient number of copies of the prescribed form for the identification of an official agent, campaign workers and scrutineers for the purposes of identification under section 52.

2006 c22 s16

Deposit

29(1) An elected authority may, by bylaw passed not fewer than 30 days before nomination day, require that every nomination be accompanied with a deposit in the amount fixed in the bylaw.

(2) An amount fixed in a bylaw under subsection (1) may not exceed

- (a) \$1000, in the case of a local jurisdiction with a population of more than 10 000, or
- (b) \$100, in any other case.

RSA 2000 cL-21 s29;2006 c22 s17

Disposition of deposit

30(1) When a bylaw has been passed to provide for a deposit, the returning officer shall require the deposit to be provided in cash, by certified cheque or by money order.

(2) The candidate's deposit shall be returned to the candidate

- (a) if the candidate is declared elected,
- (b) if the candidate obtains a number of votes at least equal to 1/2 of the total number of votes cast for the candidate elected to the office with the least number of votes, or
- (c) if the candidate withdraws as a candidate in accordance with section 32.

(3) If a candidate dies before the closing of the voting stations on election day, the sum deposited by the candidate shall be returned to the candidate's estate.

(4) If a candidate does not obtain the number of votes described in subsection (2)(b), the deposit shall be paid into the general revenue of the local jurisdiction for which the deposit requirement has been established.

RSA 2000 cL-21 s30;2003 c27 s12

Insufficient nominations

31(1) If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations

- (a) shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon

for the purpose of receiving further nominations for the office, and

- (b) shall continue to remain open and be adjourned in the same manner from day to day until 12 noon of the day that the required number of nominations has been received or a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, as defined in the *Interpretation Act*, has elapsed.

(2) Notwithstanding subsection (1), if a bylaw under section 28(2)(a) is in force in the local jurisdiction, the time for receipt of nominations must comply with the bylaw.

(3) Notwithstanding subsection (1)(b), in the case of a summer village the period of 6 days includes Saturday and Sunday.

(4) If sufficient nominations to fill all vacancies are not received, the secretary shall immediately notify the relevant Minister, who may recommend a change in the status of the local jurisdiction or any other action the relevant Minister considers necessary.

1983 cL-27.5 s31;1997 c15 s10

Withdrawal of nomination

32(1) Subject to subsection (2), if more than the required number of candidates for any particular office are nominated, any person so nominated may, at any time within 24 hours after the close of the nomination period, withdraw as a candidate for the office for which the candidate was nominated by filing with the returning officer a withdrawal in writing.

(2) If, after one or more candidates have withdrawn, the number of remaining candidates does not exceed the number of vacancies to be filled, the returning officer shall refuse to accept further withdrawals.

1983 cL-27.5 s32

Death of candidate

33(1) An elected authority may, by a bylaw passed prior to nomination day, provide that if prior to the opening of the voting stations on election day a candidate for an elected authority dies after being nominated,

- (a) the election for the position for which the deceased candidate was nominated shall be discontinued, and

(b) the elected authority shall as soon as practicable provide for the holding of a new election for that office.

(2) If a candidate dies after being nominated and a bylaw has not been passed under subsection (1), the returning officer shall cause a notice of the death to be posted at a conspicuous location in all the relevant voting stations.

1983 cL-27.5 s33;1991 c23 s2(14)

Election by acclamation

34(1) When at the close of nominations the number of persons nominated for any office is the same as the number required to be elected, the returning officer shall declare the persons nominated to be elected to the offices for which they were nominated.

(2) Forthwith after having declared a person elected, the returning officer shall give to the secretary and the relevant Minister's Deputy Minister written notification signed by the returning officer of the names of the persons so elected and of the offices to which they were elected and the returning officer shall deliver the nomination papers and other material relating to the receipt of nominations to the secretary.

(2.1) Repealed 2006 c22 s18.

(3) At any time after 12 noon on nomination day until the term of office to which the filed nomination papers relate has expired, a person may request to examine the filed nomination papers during regular business hours and in the presence of the returning officer, deputy or secretary.

(4) The returning officer or secretary must retain all the filed nomination papers until the term of office to which the nomination papers relate has expired.

RSA 2000 cL-21 s34;2003 c27 s13;2006 c22 s18

Notice of election

35(1) If more than the required number of persons for any office remain nominated 24 hours after the close of nominations, the returning officer shall declare that an election shall be held for filling that office.

(2) If an election is required, the returning officer shall give notice of it in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering

a notice to every residence in the local jurisdiction at least one week before election day.

(3) The notice of a vote on a bylaw or question shall set out the text or a reasonably complete summary of the bylaw or question.

(4) On complying with subsection (2), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

RSA 2000 cL-21 s35;2003 c27 s14

Part 2 Voting Procedure

Voting subdivisions

36(1) The elected authority by resolution, or the returning officer if authorized by resolution of the elected authority, may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving of notice of an election and the election day.

(2) If voting subdivisions are not established under subsection (1),

(a) the area, or

(b) the ward, if there are wards,

is considered to be one voting subdivision.

1983 cL-27.5 s36;1985 c38 s9

Voting stations

37(1) The returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area.

(2) When a voting station designated by the returning officer is not available, the returning officer shall designate another place in the vicinity and shall, by notice posted at the original voting station, direct the electors to the other voting station.

1983 cL-27.5 s37;1985 c38 s10

Compartments for voting

38(1) The returning officer shall ensure that each voting station is furnished with one or more voting compartments arranged so that

- (b) the offices of councillors;
 - (c) the offices of school representatives or trustees.
- (2) The names of the candidates for
- (a) the office of chief elected official;
 - (b) the offices of councillors;
 - (c) the offices of school representatives or trustees;

must be placed on the ballot in the prescribed form.

(3) Every ballot used in an election for a member of an elected authority shall contain a brief explanatory note stating the maximum number of candidates who can be voted for in order not to make the ballot subject to being rejected.

(4) Every ballot used in an election for chief elected official shall contain a brief explanatory note stating that the ballot shall not be marked for more than one candidate.

RSA 2000 cL-21 s42;2006 c22 s20

Contents of ballot

43(1) Each ballot shall contain the name of each candidate.

(2) The names of the candidates on each ballot shall be arranged alphabetically in order of the surnames and, if 2 or more candidates have the same surname, the names of those candidates shall be arranged alphabetically in the order of their given names.

(3) Notwithstanding subsection (2), if an elected authority passes a bylaw 2 months before an election that provides that

- (a) ballots shall be printed in as many lots as there are candidates for the office,
- (b) in the first lot the names of the candidates shall appear in alphabetical order,
- (c) in the 2nd lot the names shall appear in the same order, except that the first name in the first lot shall be placed last,
- (d) in each succeeding lot, the order shall be the same as that of the preceding lot, except that the first name in the preceding lot shall be placed last, and

- (e) tablets of ballots to be used at each voting station shall be made up by combining ballots from the different lots in regular rotation so that no 2 consecutive electors may receive ballot papers from the same lot and so that each candidate's name shall appear first and in each other position substantially the same number of times on the ballots used,

then the ballots used in an election while the bylaw is in force shall be in the form described in this subsection.

1983 cL-27.5 s43;1991 c23 s2(17)

Form of ballot

44(1) If there is to be a vote on a bylaw or question, the elected authority by resolution

- (a) must determine the wording to be used on the ballot, and
- (b) may determine the form of the ballot.

(2) If the elected authority does not determine the form of the ballot under subsection (1), the returning officer must do so.

1983 cL-27.5 s44;1997 c15 s12

Instructions for voters

45(1) Before the opening of the voting station, the presiding deputy at the voting station shall cause the printed instructions for the electors to be posted within each voting compartment and at a conspicuous location within the voting station and shall ensure that they remain posted there until the close of the voting station.

(2) The instructions shall be printed in clearly legible characters in the prescribed form.

(3) The local jurisdiction may authorize the presiding deputy to post the printed instructions in languages other than English at the voting stations as the local jurisdiction considers appropriate.

RSA 2000 cL-21 s45;2006 c22 s21

Voting hours

46(1) Every voting station shall be kept open continuously on election day from 10 a.m. until 8 p.m.

(2) Notwithstanding subsection (1), an elected authority may, by a bylaw passed prior to June 30 of a year in which an election is to be held, provide that the voting station is to be open before 10 a.m.

(2.1) Despite subsection (1), an elected authority that is responsible for the conduct of an election under an agreement referred to in section 2(2) or 3(1) may, by a bylaw passed before June 30 of a year in which an election is to be held, provide that voting stations in an area that is subject to the agreement are to be open before 10 a.m.

(3) Promptly at 8 p.m. on election day, the deputy shall declare the voting station closed.

(4) If, when the voting station is declared closed, there is an elector in the voting station who wishes to vote, the elector shall be permitted to do so, but no other person shall be allowed to enter the voting station for that purpose.

RSA 2000 cL-21 s46;2006 c22 s22

Eligibility to vote

47(1) A person is eligible to vote in an election held pursuant to this Act if the person

- (a) is at least 18 years old,
- (b) is a Canadian citizen, and
- (c) has resided in Alberta for the 6 consecutive months immediately preceding election day and the person's place of residence is located in the area on election day.

(2) Subject to subsection (3) and sections 75, 77.1, 79, 81 and 83, an elector is eligible to vote only at the voting station for the voting subdivision in which the elector's place of residence is located on election day.

(3) If a local authority establishes a voting station at a work site, the local authority may direct that those workers who are electors who wish to vote and who are required to work at the site during the hours for which the voting station is open shall vote at that voting station, notwithstanding that those workers do not reside in the voting subdivision in which that voting station is located.

(1.1) For the purposes of subsection (1)(a.1), a person shall designate the person's place of residence in accordance with the following factors in the following order of priority:

- (a) the address shown on the person's driver's licence or motor vehicle operator's licence issued by or on behalf of the Government of Alberta or an identification card issued by or on behalf of the Government of Alberta;
- (b) the address to which the person's income tax correspondence is addressed and delivered;
- (c) the address to which the person's mail is addressed and delivered.

(2) A person who is a resident of a public school district, school division or regional division or of a separate school district, school division or regional division under the *School Act* is deemed to be a resident of the public school district, school division or regional division or the separate school district, school division or regional division, as the case may be, under this Act.

(3) Notwithstanding subsection (2), a person who owns and lives in the person's residence and whose residence is assessable for public school purposes or for separate school purposes under the *School Act* is deemed to be a resident of the public school district, school division or regional division or the separate school district, school division or regional division, as the case may be, under this Act.

RSA 2000 cL-21 s48;2003 c27 s16;2010 c9 s1

Permanent electors register

49(1) Subject to this section, a municipality may, by bylaw,

- (a) direct the secretary to prepare a permanent electors register of residents in the municipality who are entitled to vote in elections,
- (b) prescribe procedures and forms governing the enumeration of electors and any other methods of compiling and revising a permanent electors registry, and
- (c) provide for the use of the permanent electors register to create a list of electors who are entitled to vote in an election.

(2) If a bylaw is enacted under subsection (1), the municipality may enter into an agreement with the Chief Electoral Officer under the *Election Act*

- (a) to receive from the Chief Electoral Officer information that will assist the secretary of the municipality in compiling or revising the permanent electors register, and
- (b) to provide to the Chief Electoral Officer information that will assist the Chief Electoral Officer in preparing or revising information for the purpose of compiling or revising the register of electors under the *Election Act*.

(3) In addition to the procedures, forms and methods prescribed by bylaw under subsection (1), with respect to compiling and revising a permanent electors register, the secretary may use any other information obtained by or available to the secretary.

(4) The permanent electors register may be compiled or revised manually or by means of any computer-based system and may be kept in printed form or may be stored in any computer-based system or any other information storage device that is capable of reproducing any required information in legible printed form within a reasonable time.

(5) The permanent electors register may contain only the following information about persons ordinarily resident in the municipality who are electors or may be eligible to be electors:

- (a) the residential address, including the postal code of the residence of the person, and the mailing address, including the postal code, if the mailing address is different from the residential address,
- (b) the surname, given name and middle initial of the person,
- (c) the residential telephone number of the person,
- (d) the gender of the person,
- (e) the day, month and year of birth of the person,
- (f) if a person has not resided in Alberta for 6 months, the date the person became a resident of Alberta, and
- (g) whether the person is a public school resident or a separate school resident.

(6) The information referred to in subsection (5)(d) and (e) obtained under this Act may be used only to verify the identification of an elector when compiling or revising the permanent electors register.

(7) Persons are entitled to have access to information in the permanent electors register about themselves or about another person on whose behalf they are authorized to act, to determine whether the information is correct.

RSA 2000 cL-21 s49;2006 c22 s24

List of electors

50(1) The elected authority if it so desires may, by bylaw,

- (a) direct the secretary or returning officer to prepare a list of electors who are entitled to vote in an election, and
- (b) prescribe procedures and forms governing the enumeration of electors and provide for the use of information from a permanent electors register, if any.

(2) When a candidate files a nomination paper the returning officer shall, on the request of the candidate, provide the candidate the day after nominations may be withdrawn under section 32, if the candidate has not withdrawn, with a copy of the list of electors prepared pursuant to subsection (1), if any.

(3) The list of electors may be used only by

- (a) candidates for the purposes of campaigning for election, and
- (b) officers for the purposes of carrying out their duties under this Act.

RSA 2000 cL-21 s50;2003 c27 s17;2006 c22 s25

Enumerators' appointment and identification

51 If an elected authority passes a bylaw described in section 50, the elected authority shall

- (a) appoint, or authorize the secretary or returning officer to appoint, a sufficient number of enumerators to complete an enumeration of the electors residing in each voting subdivision or ward where an election is required, and
- (b) provide each enumerator with an identification badge.

1983 cL-27.5 s50

Access for enumerators and campaigners

52 A person to whom an enumerator, a candidate, an official agent or a campaign worker on behalf of a candidate has produced identification that meets the requirements of the regulations, indicating that the person is an enumerator, a candidate, an official agent or a campaign worker shall not

- (a) obstruct or interfere with, or
- (b) cause or permit the obstruction or interference with,

the free access of the enumerator, candidate, official agent or campaign worker to each residence in a building containing 2 or more residences or to each residence in a mobile home park.

RSA 2000 cL-21 s52;2003 c27 s18;2006 c22 s26

Proof of elector eligibility

53(1) Every person who attends at a voting station for the purpose of voting must be permitted to vote

- (a) if the person's name appears on the list of electors, if any, or

- (b) if the person makes a statement in the presence of an officer at the voting station, in the prescribed form, that the person is eligible to vote as an elector and produces for inspection the following proof of the person's identity and current residence and, where required by a bylaw passed under subsection (3), age:

- (i) if a bylaw has not been passed under subsection (3),

- (A) one piece of identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and his or her name and current address, or

- (B) one piece of identification authorized by the Chief Electoral Officer under the *Election Act* for the purposes of section 95(1)(a)(ii) of that Act that establishes the elector's name and current address;

- (ii) if a bylaw has been passed under subsection (3), the number and types of identification required by the

bylaw to verify the person's name and current address and, if applicable, age.

(2) Notwithstanding subsection (1), if there is a list of electors, a person may instead prove that the person is eligible to vote as an elector and his or her identity and current residence and, if applicable, age by making a statement in the presence of an officer at the voting station, in the prescribed form, if he or she is accompanied by another person whose name appears on the list of electors for the same voting station at which that other person is entitled to vote and that other person

(a) produces for inspection

- (i) if subsection (1)(b)(i) applies, a piece of identification referred to in subsection (1)(b)(i), or
- (ii) if subsection (1)(b)(ii) applies, the number and types of identification required by the bylaw,

and

(b) vouches for him or her by making a statement in the presence of an officer at the voting station in the prescribed form.

(3) An elected authority may, by a bylaw passed no later than 6 months prior to nomination day of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person to verify the person's name and current address for the purpose of determining whether the person is eligible to vote.

(4) An elected authority may, by a bylaw passed no later than 6 months prior to nomination day of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person who wishes to vote by a special ballot to verify the person's name and current address for the purpose of determining whether the person is eligible to vote.

(5) A bylaw under subsection (3) or (4)

- (a) may specify identification in addition to that referred to in subsection (1)(b)(i), and
- (b) may provide for the number and types of identification that are required to be produced to also verify the person's age.

Canada Elections Act (Canada) is not eligible to be appointed under subsection (1).

(3) The presiding deputy shall not permit more than one scrutineer for each side of a bylaw or question to be present at the same time at a voting station or at a counting of the votes.

(4) The presiding deputy may designate the place or places at a voting station where a scrutineer may observe the conduct of the election.

(5) Before any scrutineer is appointed, the scrutineer shall make and subscribe before the presiding deputy a statement in the prescribed form.

RSA 2000 cL-21 s70;2003 c27 s22;2006 c22 s34

Proof of appointment

71 If a person is appointed as a scrutineer under section 70, the person shall

- (a) before being admitted as a scrutineer to the voting station during voting hours, or
- (b) before being permitted to attend at the voting station for the counting of votes,

produce to the person in charge of the voting station the person's appointment as a scrutineer and take and subscribe to the statement under section 16 in the prescribed form.

RSA 2000 cL-21 s71;2003 c27 s23;2006 c22 s35

Interpreter

72(1) If an elector is unable to read or does not understand the English language, the deputy may allow an interpreter to read or to translate the statement as well as any question necessary for the proper purposes of the election put to the elector, and the elector's answers.

(2) Before acting as an interpreter, the interpreter shall make a statement in the prescribed form.

RSA 2000 cL-21 s72;2003 c27 s24

Advance vote

73(1) An elected authority may by resolution provide for holding an advance vote on any vote to be held in an election.

(2) No advance vote shall be held within 24 hours of election day.

(3) If a resolution is enacted under subsection (1), the returning officer must determine the days and hours when the advance vote is to be held.

1983 cL-27.5 s73;1985 c38 s17;1997 c15 s20

Notice of advance vote

74(1) Notice of the days, the locations of the voting stations and the hours fixed for an advance vote shall be given in the form prescribed for use under section 35 by publishing a notice at least one week before the date set for the advance vote in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before the date set for the advance vote.

(2) On complying with subsection (1), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

1983 cL-27.5 s74;1985 c38 s18;1992 c24 s1

Advance vote stations

75(1) When an advance vote is authorized, the returning officer shall establish the number of advance voting stations the returning officer considers necessary.

(2) If there are wards in a local jurisdiction, the presiding deputy shall maintain separate ballot boxes for each elected authority.

(3) A vote held at an advance voting station must be conducted in the same manner as a vote on election day except that

(a) a fresh ballot box must be used on each day of the advance vote, and

(b) on the completion of each day of the advance vote, the ballot box used that day must be sealed so that no ballots can be deposited in it without breaking the seal, and the ballot box must remain like that and be stored in a secure place until it is opened for the counting of ballots at the close of the voting stations on election day.

RSA 2000 cL-21 s75;2003 c27 s25

76 Repealed 2006 c22 s36.

Elector's statement

77 Subject to section 83(3) or (4), every person applying to vote at an advance voting station, before being permitted to vote, shall be required by a deputy to make a statement in the prescribed form, which shall be kept by the deputy with the other records of the voting station.

1983 cL-27.5 s77;1985 c38 s21;1991 c23 s2(37)

Vote by special ballot

77.1(1) An elector who is unable to vote at an advance vote or at the voting station on election day because of

- (a) physical incapacity,
- (b) absence from the local jurisdiction, or
- (c) being a returning officer, deputy returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence

may apply to vote by special ballot.

(2) An elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:

- (a) in writing;
- (b) by telephone;
- (c) by telecopier;
- (d) in person;
- (e) by e-mail.

(2.1) If an elected authority has made a resolution described in subsection (2), an elector may apply to the returning officer of the elector's local jurisdiction for a special ballot, by a method provided for in the resolution, at any time between the day after the day when the resolution is passed to provide for special ballots and the closing of voting stations on election day.

(2.2) Repealed 2012 c5 s14.

Incapacitated elector at home

79(1) An elected authority may by resolution provide for the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station to vote.

(2) When a resolution has been passed under subsection (1), an elector described in subsection (1) may request the returning officer to have 2 deputies attend at the elector's residence to take the elector's vote within the time fixed by the resolution.

(3) If the returning officer is satisfied that an elector is unable to attend a voting station or an advance voting station because of physical incapacity, the returning officer shall include that elector's name and address on a list.

(4) When the returning officer has completed the list in accordance with this section, the returning officer shall

- (a)** advise each applicant that the applicant's application has been accepted or rejected, as the case may be, and in the event of rejection, give reasons for it,
- (b)** inform each elector whose application has been accepted of the date and the approximate time at which 2 deputies will attend at the elector's residence, and
- (c)** appoint sufficient deputies to give full effect to this section.

(5) All attendances by deputies under this section shall be made during the hours fixed by the resolution and no vote shall be taken at any other time.

(6) A ballot box used in an election under this section must be sealed on completion of the voting so that no ballots can be deposited in it without breaking the seal and it shall remain sealed until opened to allow the deposit of ballots in each subsequent residence that is attended for the taking of votes or until opened for the counting of ballots at the close of the voting stations on election day.

(7) Every residence where a vote is taken under this section is a voting station and the voting procedures shall as nearly as possible follow the provisions of this Act.

RSA 2000 cL-21 s79;2003 c27 s29

Institutional vote eligibility and staff

80(1) The elected authority by resolution or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election in addition to voting stations designated under section 37.

(2) An elector who on election day

- (a) is confined to a hospital, auxiliary hospital or nursing home in the local jurisdiction, or
- (b) is a resident in the local jurisdiction in a seniors' accommodation facility,

that is established as an institutional voting station for the election is eligible to vote at that institutional voting station.

(3) The returning officer may appoint at least 2 deputies to take the votes of the electors referred to in subsection (2).

(4) If an elected authority provides for the holding of an advance vote, the returning officer may appoint the number of deputies that the returning officer considers necessary to take the votes on the day the advance vote is held of any residents of seniors' accommodation facilities that are located in the local jurisdiction.

RSA 2000 cL-21 s80;2003 c27 s30

Attendance at an institutional vote

81(1) If an institutional vote is provided for, the returning officer shall fix the times on election day at which the votes in the institutions shall be taken, and the presiding deputies, accompanied by candidates, official agents and scrutineers, if present, and by an official of the institution, if available, shall take the votes of any of those patients and residents who express a desire to vote.

(2) Despite subsection (1), candidates and a candidate's official agent and scrutineer may attend an institutional vote only if the vote is conducted at a fixed location in a public area of the institution and may not attend voting conducted in the room of a resident of the institution.

(3) Despite subsection (1), the presiding deputy shall not permit a candidate to have an official agent or a scrutineer present while the candidate is present at an institutional vote.

as an officer shall provide the elector with a certificate making the elector eligible to vote at an advance vote and the elector may vote at an advance voting station for the local jurisdiction of which the elector is an elector without the necessity of making the statement required by section 77.

(5) Section 58 does not apply to an officer.

RSA 2000 cL-21 s83;2003 c27 s33

Voting machines

84(1) An elected authority may by bylaw provide for the taking of the votes of the electors by means of voting machines, vote recorders or automated voting systems.

(2) Notwithstanding any other provision of this Act, the bylaw referred to in subsection (1) shall prescribe

- (a) the form of the ballot,
- (b) directions for the marking of a ballot by an elector, and
- (c) directions for the voting procedures to be used including the procedures to be followed
 - (i) in the taking of the votes by any of the means provided for in subsection (1),
 - (ii) in the examination of the ballots, by machine or otherwise, to determine which votes should be declared void,
 - (iii) in the counting, by machine or otherwise, of the votes taken by any of the means provided for in subsection (1), and
 - (iv) if a returning officer makes a recount pursuant to section 98, in the recounting, by machine or otherwise, of the votes taken by any of the means provided for in subsection (1),

and the bylaw shall as nearly as possible follow the provisions of this Act.

(3) Sections 75, 85 and 103 to 115 do not apply when the votes of the electors are taken by any of the means provided for in subsection (1).

RSA 2000 cL-21 s84;2006 c22 s42

Amendments to the *Local Authorities Election Act*

As you know, over the past year, Municipal Affairs led a review of the *Local Authorities Election Act* (LAEA), which included a consultation in the summer of 2012. This review resulted in a number of amendments to the LAEA that were included in Bill 7 - the *Election Accountability Amendment Act*. Bill 7 is a combination of amendments to both the *Election Act* (provincial) and the *Local Authorities Election Act* (municipal). This Bill was proclaimed on December 10, 2012. The most significant amendments to the LAEA include:

Section 10(1) – General Term of Office

The term of office for local authorities (municipal councillors and school board trustees) will change to four years. This change will come into effect for elections following the October 2013 general election. Candidates running in the October 2013 election are running for a four year term.

Section 22(1.2) - Ineligibility

Municipal candidates will not be eligible for nomination if they have not met the campaign reporting requirements from a previous election campaign. This change will apply to all campaign periods beginning on or after January 1, 2014. The change will not apply to campaign reporting for by elections in 2013 or for the 2013 general election.

Section 28(3.01) – Nominations

Returning officers will be required to refuse a candidate's nomination form if it has not been signed by the required number of eligible electors. This change came into force on December 10, 2012.

Section 53 – Proof of Elector Eligibility

Voter identification will be required for local authority elections where a list of electors is not prepared. The identification requirement sets a uniform standard of one piece of picture identification or one piece of identification authorized by the Chief Electoral Officer under the *Election Act* as indicated for the purposes of section 95(1)(a)(ii) of that Act that establishes the elector's name and current address (copy attached). Local authorities may also pass a bylaw no later than six months prior to nomination day which provides the opportunity to supplement the number and types of identification required to allow a person to vote. This change came into force on December 10, 2012.

Section 147.21(1) – Registration of Candidates

Potential municipal candidates will be required to register with the municipality before they accept any campaign contributions prior to nomination day. Potential candidates will be able to register at any time, and the form of the registration process will be at the discretion of each local authority. This change will apply to campaign periods beginning on or after January 1, 2014. This change will not apply to campaigns for by-elections in 2013 or for the 2013 general election.

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The logo for the Government of Alberta, featuring the word "Alberta" in a stylized script font with a small square symbol to the right.

Local Government Services Division Municipal Services Branch

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17TH FLOOR COMMERCE PLACE 10155 – 102 STREET EDMONTON, ALBERTA T5J 4L4. INTERNET: [HTTP:www.municipalaffairs.gov.ab.ca/ms](http://www.municipalaffairs.gov.ab.ca/ms)

Section 147.4(1.1) – Campaign Disclosure Statements

Municipal candidates will be required to donate all surplus municipal campaign funds, including amounts of \$500 or less, to a charity or the municipality if they do not run in the next general election. This change came into force on December 10, 2012. Compliance with this requirement is due within 6 months after the date of the next general election.

Section 147.4(1.2) – Campaign Disclosure Statements

Municipal candidates will be required to clear campaign deficits if they are not running in the next general election. This change came into force on December 10, 2012. Compliance with this requirement is due within 6 months after the date of the next general election.

Bill 7 also contains a number of technical amendments to the *LAEA* that clarify intent and ensure consistency with the *Election Act* and the *Election Finances and Contributions Disclosure Act*.

Sections 2(4) and 3(4) section 118 has been added to clarify that a bylaw made by an elected authority that is responsible for the conduct of an election under a joint election agreement with respect to allowable election expenses under section 118 does not apply to the other elected authority that has entered into the agreement.

Section 16(1) An official agent is no longer required to take an official oath.

Section 22 A number of changes have been made to section 22 to clarify that a person who is an employee of a municipality, school district or division, charter school, or private school and who wishes to be nominated as a candidate for an election to be held for that respective municipality or school board is entitled to take a leave of absence without pay.

Section 54(1.1) has been added to clarify that an objection may only be made at the time the person makes the statement.

Section 68.1(1) clarified that the official agent information must be included on the nomination form and subsection (1.1) requires the candidate to notify the returning officer if a new official agent is appointed.

Section 69(5) has been clarified to ensure that the designated place or places at the voting station allow the candidate, official agent or scrutineer to observe a person making a statement.

Section 77.1 now allows the resolution for special ballot to be passed at any time prior to nomination day and allows an elector to request a special ballot from the day after the resolution is passed. Notification to the Minister of the resolution must be made by nomination day.

Section 77.2 has been updated to align the special ballot provisions with the changes to Section 53 – Proof of Elector Eligibility, and to make consistent reference to “elector” rather than “voter”.

Section 98(1) has been updated to clarify that a recount can be made for one or more voting stations.

Section 147.3(1) has been updated to allow a candidate to open a campaign account at a financial institution in their own name.

Section 147.5(1) and 147.7(2) will apply on or after December 1, 2015 to all surplus amounts, including amounts of \$500 or less.

Section 147.5(4) The meaning of a registered charity has been updated.

Section 147.6 This transitional provision has been removed as it no longer applies.

Sections 147.92(1), 147.5, 147.7(2) and (3), and 147.91(b) replace Ministerial Order L:200/11 which defers the application of these provisions to campaign funds on or after December 1, 2015.

It is suggested that you acquire the new *Local Authorities Election Act* as soon as Queens Printer has it available to help with election planning and processes.

Returning Officer Workshops will be offered in the Spring.



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister

MINISTERIAL ORDER NO. L:011/13

I, Doug Griffiths, Minister of Municipal Affairs, pursuant to Section 6 of the *Local Authorities Election Act (LAEA)* make the following order:

For elections held on or before December 31, 2013, a bylaw under Section 53(3) or 53(4) of the *LAEA* may be passed no later than four months prior to nomination day.

For summer village elections held on or before December 31, 2013, a bylaw under Section 53(3) or 53(4) of the *LAEA* may be passed no later than two months prior to nomination day.

Dated at Edmonton, Alberta, this 4th day of February, 2013.

Doug Griffiths
Minister of Municipal Affairs

Authorized Elector Identification

An elector whose name is not on the List of Electors may vote after producing government issued identification containing the elector's photograph, current address and name. This includes an Operator's (Driver's) Licence or an Alberta Identification Card.

An elector whose name is not on the List of Electors, and who is unable to produce government issued identification, must produce two pieces of identification from the following list prior to voting. Both pieces of identification must establish the elector's name. One piece must establish the elector's current address.

Examples of Identification with Elector's Name

<p>Alberta Assured Income for the Severely Handicapped (AISH) card</p> <p>Alberta Forestry Identification card</p> <p>Alberta Health Care Insurance Plan (AHCIP) card</p> <p>Alberta Health Services Identification Band (patient wrist identification band)</p> <p>Alberta Natural Resources (conservation) ID card</p> <p>Alberta Service Dog Team ID card</p> <p>Alberta Wildlife (WIN) ID card</p> <p>Baptismal Certificate</p> <p>Birth Certificate</p> <p>Canadian Air Transportation Security Agency (CATSA) ID card</p> <p>Canadian Blood Services card</p> <p>Canadian Border Services Agency Canadian Passenger Accelerated Service System (CANPASS) card</p> <p>Canadian Border Services Agency Free and Secure Trade (FAST) card</p> <p>Canadian Border Services Agency Nexus card</p> <p>Canadian Forces Civilian ID card</p> <p>Canadian Forces Health card</p> <p>Canadian Forces Identity card</p> <p>Canadian Passport</p> <p>Citizenship card</p>	<p>Canadian National Institute for the Blind (CNIB) ID card</p> <p>Confirmation Certificate</p> <p>Credit/Debit card</p> <p>Employee/Staff card</p> <p>Firearm Possession and Acquisition Licence or Possession Only Licence</p> <p>Fishing, Trapping or Hunting Licence</p> <p>Hospital/Medical card</p> <p>Library card</p> <p>Marriage Certificate</p> <p>Membership card: E.g. Service club, community organization, fitness/health club, political party or retail outlet</p> <p>Old Age Security card</p> <p>Outdoors or Wildlife card/licence</p> <p>Pleasure Craft Operator (PCOC) card - Government of Canada</p> <p>Public Transportation card</p> <p>Secure Certificate of Indian Status (SCIS) card</p> <p>Social Insurance Number card</p> <p>Student ID card</p> <p>Veteran's Affairs Canada Health card</p>
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Examples of Identification with Elector's Name and Address

<p>Attestation of Residence issued by the responsible authority of First Nations band or reserve</p> <p>Bank/credit card statement or personal cheque</p> <p>Correspondence issued by a school, college or university</p> <p>Government cheque or cheque stub</p> <p>Income/property tax assessment notice</p> <p>Insurance policy or coverage card</p> <p>Letter from a public curator, public guardian or public trustee</p> <p>One of the following, issued by the responsible authority of a shelter or soup kitchen: E.g. Attestation of residence, letter of stay, admission form or statement of benefits.</p>	<p>Pension Plan statement of benefits, contributions or participation</p> <p>Prescription bottle insert</p> <p>Residential lease or mortgage statement</p> <p>Statement of government benefits: E.g. Employment insurance, old-age security, social assistance, disability support, or child tax benefit.</p> <p>Utility bill: E.g. Telephone, public utilities commission, television, hydro, gas or water.</p> <p>Vehicle ownership or Insurance certificate</p>
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