



COUNCIL MEETING

MONDAY, MARCH 23, 2015

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 23, 2015 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
2. MINUTES	
A) Council meeting held March 9, 2015 *	For Adoption
B) Redcliff Public Library Board meeting held January 27, 2015 *	For Information
C) Municipal Planning Commission meeting held March 18, 2015 *	For Information
D) Redcliff Family & Community Support Services meeting held March 10, 2015 *	For information
E) Redcliff & District Recreation Services Board meeting held March 16, 2015 *	For Information
F) Subdivision & Development Appeal Board meeting held March 11, 2015 *	For Information
G) Cypress View Foundation meeting held February 4, 2015 *	For Information
H) Cypress View Foundation meeting held February 11, 2015 *	For Information
I) Shortgrass Library System meeting held November 26, 2014 *	For Information
J) Shortgrass Library System meeting held December 10, 2014 *	For Information
3. REQUESTS FOR DECISION	
A) Economic Development Strategy * (T. Hardiker will be in attendance)	For Consideration
B) Water Distribution System Enhancement Grant Application (SCF) *	For Consideration
C) Wastewater System Enhancement Grant Application (SCF) *	For Consideration
D) Off Leash Dog Park *	For Consideration
E) Janitorial Services Contract *	For Consideration

4. CORRESPONDENCE

- | | | |
|-----------|---|-------------------|
| A) | Gordon Memorial United Church letter received March 10, 2015 *
Re: Blessing of the Bikes, Sunday, May 3, 2015 | For Consideration |
| B) | Alberta Recreation & Parks Association letter dated March 6, 2015 *
Re: ARPA's Excellence Series | For Information |
| C) | Alberta Recreation & Parks Association letter dated March 6, 2015 *
Re: Professional Development - Spring Sessions | For Information |

5. OTHER

- | | | |
|-----------|--|-----------------|
| A) | Municipal Manager Report March 23, 2015 * | For Information |
| B) | Councillor Report to Council March 23, 2015 * | For Information |
| C) | Mayor's Report to Council March 23, 2015 * | For Information |
| D) | Council Important Meetings & Events March 25, 2015 * | For Information |

6. RECESS

7. IN CAMERA

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|-----------|------------|
| A) | Labour (1) |
|-----------|------------|

8. ADJOURN

<u>ACCOUNTS PAYABLE</u>			
<u>COUNCIL MEETING MARCH 23, 2015</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
76924	COCOA BEAN CAFE	MEALS ON WHEELS	\$747.02
76925	CMA ALBERTA	MEMBERSHIP FEES	\$987.00
76926	CITY OF MEDICINE HAT	CITY UTILITIES	\$6,754.06
76927	CIBC VISA	FEB VISA	\$27,319.33
76928	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$231.00
76929	C.E.M. HEAVY EQUIPMENT	HEATER & HYDRAULIC PARTS	\$975.81
76930	CANSEL	PLOTTER PAPER	\$251.66
76931	CANADIAN ENERGY	BATTERIES	\$327.54
76932	BROWN, CHERE	RURAL HEALTH ACTION PLAN TRAVEL	\$96.60
76933	ATRON REFRIGERATION & AIR COND	COMPRESSOR SERVICE CALL	\$89.25
76934	ACTION PARTS	BATTERIES, AIR & OIL FILTERS	\$500.90
76935	ACE LANDSCAPING	FEB RCMP SNOW REMOVAL	\$1,260.00
76936	WOOD, DALE	ALBERTA HUNTER EDUCATION COURSE	\$2,375.00
76937	TRICO LIGHTING PRODUCTS	STRIP LIGHTS	\$214.83
76938	NEUFELD, ANNA	REFUND UTILITY DEPOSIT	\$100.00
76939	MBSI CANADA	HOSTED BACKUP & WIRELESS SECURITY	\$1,659.45
76940	THE WAY CHRISTIAN MISSION FELL	FACILITY DEPOSIT REFUND	\$175.00
76941	RITE-WAY FENCING	REFUND UTILITY DEPOSIT	\$100.00
76942	TELUS MOBILITY	CELL SERVICE	\$527.84
76943	TELUS COMMUNICATION INC.	PHONE SERVICE	\$1,678.27
76944	SOUTH COUNTRY GLASS	DROP-IN CENTRE & SENIORS CENTRE DOORS	\$204.75
76945	SHOCKWARE WIRELESS INC.	LANDFILL INTERNET	\$256.15
76946	SANATEC ENVIRONMENTAL	LANDFILL SEPTIC TANK	\$147.00
76948	REDCLIFF BAKERY	COOKIES	\$45.20
76949	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,437.60
76950	NAPA PARTS & PIECES MEDICINE H	AIR FILTERS	\$321.70
76951	LETHBRIDGE MOBILE SHREDDING	FEB SHREDDING	\$46.20
76952	JOE JOHNSON EQUIPMENT	MOWER BLADES, BEARINGS, CONVEYER	\$3,972.87
76953	INDUSTRIAL MACHINE INC.	CLUTCH, PUMP IMPELLOR	\$1,123.78
76954	REDCLIFF HOME HARDWARE	DRILL BITS, PAINT	\$45.44
76955	HAT AGRI SERVICE	WEATHER STRIPPING	\$61.32
76956	FARMLAND SUPPLY CENTER LTD	BLEACH, HYDRAULIC HOSE & COVER	\$234.18
76957	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC	\$184.98
76958	DAN JANE VENTURES	PROPANE	\$87.00
76959	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$616.00
76960	CORIX WATER PRODUCTS LIMITED P	WATER METERS & SUPPLIES	\$3,825.84
76961	DR. HELGAARD VAN DER MERWE	PHYSICIAN SERVICE CONTRACT	\$64,309.00
77085	ALBERTA MUNICIPAL CLERKS ASSOC	MEMBERSHIP FEES	\$160.00
77086	A.G. CORE INC.	CRUSHED GRAVEL	\$6,050.13
77087	ALBERTA URBAN MUNICIPALITIES A	MEMBERSHIP FEES	\$5,816.82
77088	THE BOLT SUPPLY HOUSE LTD.	ICE MELT	\$355.95
77089	BROWNEE LLP	PROFESSIONAL SERVICES	\$1,150.70

77090	CANSEL	PLOTTER INK	\$279.85
77091	CPA CANADA	CPA STANDARDS & GUIDELINES	\$156.45
77092	CITY OF MEDICINE HAT	CITY UTILITIES	\$19,849.54
77093	CANADIAN PACIFIC RAILWAY	VANDALISM REPAIRS	\$392.36
77094	DAN JANE VENTURES	PROPANE	\$145.00
77095	FARMLAND SUPPLY CENTER LTD	CAMLOCK	\$38.94
77096	FINNING (CANADA) A DIVISION OF	IDLER PULLEY & BELT	\$360.71
77097	RECEIVER GENERAL	PAYROLL STAT DEDUCTIONS	\$31,225.15
77098	FRANCOTYP-POSTALIA CANADA INC	POSTAGE RIBBON & SEALER	\$193.27
77099	HARV'S JANITORIAL SERVICES	FEB JANITORIAL SERVICE	\$3,386.25
77100	REDCLIFF HOME HARDWARE	SAFETY KIT, CHAINSAW OIL & PARTS	\$598.04
77101	HYDRACO INDUSTRIES LTD.	MECHANICAL SERVICE & REPAIR	\$202.03
77102	KIRK'S MIDWAY TIRE	TIRES	\$5,717.25
77103	LETHBRIDGE HERALD	FEBRUARY ADVERTISING	\$402.15
77104	SHAW CABLE	INTERNET SERVICE	\$261.19
77105	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$8,685.22
77106	PRIME PRINTING	NEWSLETTER FOLDING	\$101.85
77107	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$1,027.69
77108	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS	\$16,731.88
77109	PUROLATOR	PARTS FREIGHT	\$68.04
77110	ROSENAU TRANSPORT LTD	PARTS FREIGHT	\$68.39
77111	SCHAFER, DARRELL	RRSP	\$397.04
77112	SKRIVER, DOUG	LANDFILL FIREFIGHTING COURSE TRAVEL	\$471.72
77113	SUMMIT MOTORS LTD	PARTS & LABOUR	\$8,016.24
77114	TELUS COMMUNICATION INC.	PHONE SERVICE	\$38.03
77115	TELUS MOBILITY	CELL SERVICE	\$120.32
77116	TRIPLE R EXPRESS	PARTS FREIGHT	\$67.20
77117	MOBILE MINI CANADA	SEA CANS	\$9,765.00
77118	GAJJAR, VYOM	VARIOUS MILEAGE	\$52.90
77119	MCMENEMY, DAVID	ICE RENTAL REFUND	\$105.00
77120	CERTIFIED LABORATORIES	RED AEROSOL	\$219.40
77121	TOWN OF REDCLIFF	REGULAR PAYROLL	\$65,617.60
77122	TOWN OF REDCLIFF - LANDFILL	LANDFILL TONNAGE	\$3,734.43
77123	VOLUNTEER ALBERTA	MEMBERSHIP FEES	\$80.00
77124	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE & ENGINEERING METER	\$333.40
77125	ROCKY MOUNTAIN EQUIPMENT CANAD	BACKHOE RENTAL	\$3,150.00
77127	ROCKY MOUNTAIN EQUIPMENT CANAD	BOOM DAMAGE INSPECTION	\$165.92
79 CHEQUES TOTAL:			\$319,048.62

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 9, 2015 7:00 P.M.**

PRESENT:	Mayor	E. Reimer	
	Councillors	C. Brown	
		L. Leipert	
		C. Crozier	
		J. Steinke	
		D. Kilpatrick	
	Municipal Manager	A. Crofts	
	Manager of Legislative & Land Services	S. Simon	
	Manager of Engineering	K. Minhas	(left at 7:03 p.m., returned at 7:04 p.m.) (left the meeting at 7:30 p.m.)
	Director of Finance & Administration	J. Kwok	(left the meeting at 8:02 p.m.)
	Operations Supervisor	E. Huberdeau	(left at 7:03 p.m., returned at 7:04 p.m.) (left the meeting at 7:40 p.m.)
ABSENT:	Councillor	E. Solberg	

1. GENERAL

	Call to Order	A) Mayor Reimer called the regular meeting to order at 7:00 p.m.
2015-0094	Adoption of Agenda	B) Councillor Steinke moved the agenda be adopted as amended. Further that item 7C be added to the agenda as "Computer Hardware". - Carried.
2015-0095		Councillor Steinke moved to meet In Camera at 7:03 p.m. - Carried.
		Manager of Engineering and Operations Supervisor left the meeting at 7:03 p.m.
2015-0096		Councillor Steinke moved to return to regular session at 7:04 p.m. - Carried.
		Manager of Engineering and Operations Supervisor returned to the meeting at 7:04 p.m.
2015-0097	Accounts Payable	C) Councillor Crozier moved the following 146 general vouchers in the amount of \$1,864,348.70 be received for information. - Carried.

ACCOUNTS PAYABLE			
COUNCIL MEETING MARCH 9, 2015			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
76761	AMEC EARTH & ENVIRONMENTAL	WTP - PROGRESS PAYMENT	\$1,135.05
76762	CIBC VISA	JANUARY VISA	\$5,202.05
76763	A & B STEEL LTD	LEAD BINDER, LOCKS, RIVETS	\$294.38
76764	ACE LANDSCAPING	JANUARY RCMP SNOW REMOVAL	\$1,260.00
76765	AMSC INSURANCE SERVICES LTD.	HEALTH SPENDING ACCOUNT	\$547.23
76766	ATRON REFRIGERATION & AIR COND	HEATING SYSTEM MAINTENANCE & REPAIRS	\$8,170.54
76767	BENCHMARK ASSESSMENT CONSULTAN	ASSESSMENT FEES	\$15,494.33
76768	CIBC	SUPPLEMENTAL PENSION PLAN	\$3,066.87
76769	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$112.35
76770	BOUNDARY EQUIPMENT CO. LTD.	GRADER BLADE, SWEEPER BRUSHES	\$2,332.05
76771	C.U.P.E.	UNION DUES	\$2,036.79
76772	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$616.00
76774	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC SERVICE	\$174.37
76775	FINNING (CANADA) A DIVISION OF	OIL, FILTERS	\$586.02
76776	M.P. ECO MECHANICAL PROCESS IN	WTP - PROGRESS PAYMENT	\$212,116.09
76777	PALL CORPORATION	WTP - PROGRESS PAYMENT	\$134,456.25
76778	MACARTHUR, VICKI	SUPPLEMENTAL PENSION PLAN	\$216.58
76779	LETHBRIDGE MOBILE SHREDDING	SHREDDING CONTRACT	\$85.58
76780	KILPATRICK, DWIGHT	SDAB TRAINING TRAVEL	\$46.00
76781	INLAND CONCRETE, A DIVISION OF	DE-ICING SAND	\$3,015.29
76782	REDCLIFF HOME HARDWARE	GLOVES, GARBAGE BAGS, OIL	\$98.64
76783	HAT AGRI SERVICE	GLASS DOOR	\$423.96
76784	FOX ENERGY SYSTEMS INC.	BARRICADE SIGNS	\$640.71
76785	PC CORP INC.	OFFSITE CLOUD BACK-UP	\$1,141.36
76786	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,701.29
76787	PITNEY WORKS	FOLDER/STUFFER CONTRACT	\$334.14
76788	PRIME PRINTING	ENVELOPES	\$825.30
76789	PROVINCIAL TREASURER - LAP	2014 LAPP ADJUSTMENT	\$116.21
76790	REIMER, ERNIE	MAYOR & REEVES MEETING TRAVEL	\$92.00
76791	SCHEFFER ANDREW LTD.	PLANNING SERVICES	\$469.88
76792	STEEP ROCK LTD.	ROADCRUSH	\$163.97
76793	SUMMIT MOTORS LTD	HOSE & EXTENSION	\$57.52
76794	SUPERIOR TRUCK EQUIPMENT	FLOATING HEAD SPRING	\$56.28
76795	TELUS COMMUNICATION INC.	TELEPHONE SERVICE	\$1,684.48
76796	TELUS MOBILITY	CELL PHONE SERVICE	\$265.62
76797	HANCOCK, AMY	FACILITY DEPOSIT REFUND	\$50.00
76798	KELLOUGH, TERRI	FACILITY DEPOSIT REFUND	\$50.00
76799	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$155.00
76800	TOWN OF REDCLIFF	PUBLIC SERVICES PETTY CASH	\$86.70

76801	TROPHY AND ENGRAVING WORLD	NAME PLATES	\$158.60
76802	WESTERN CANADA WELDING PRODUCT	WELDING RODS	\$203.97
76803	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICE	\$3,386.25
76805	PUROLATOR	PARTS FREIGHT	\$31.87
76806	RECEIVER GENERAL	PAYROLL STAT DEDUCTIONS	\$33,377.82
76807	ST. JOHN AMBULANCE	BABYSITTING COURSE	\$600.00
76808	POLAR PIN	LAPEL PINS	\$1,595.48
76809	GIRARD, NICOLE	FACILITY DEPOSIT & RENTAL REFUND	\$139.25
76810	RAYMACK WATERS LTD	ZAMBONI INSPECTION	\$1,621.10
76811	TOWN OF REDCLIFF	COUNCIL PAY	\$1,250.00
76812	TOWN OF REDCLIFF	REGULAR PAY	\$69,118.60
76813	WOLSELEY MECHANICAL GROUP	GASKETS	\$1,471.36
76814	THE PRINTER	BUSINESS CARDS	\$117.60
76815	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$1,162.62
76816	MEDICINE HAT NEWS	JANUARY ADVERTISING	\$1,858.08
76817	MEDICINE HAT CO-OP LTD	STARTING FLUID	\$16.34
76818	MACDESIGN SCREENWORKS INC.	BYLAW CLOTHING	\$131.25
76819	LETHBRIDGE HERALD	JANUARY ADVERTISING	\$4,191.58
76820	KEYWAY SECURITY LOCKSMITHS LTD	RE-KEY TOWN HALL	\$486.15
76821	JOE JOHNSON EQUIPMENT	BELTS, FILTERS, ANTENNA	\$946.27
76822	REDCLIFF HOME HARDWARE	GARBAGE BAGS, TIES, HOSE, ICE MELT	\$156.35
76823	GREYHOUND COURIER EXPRESS	PARTS FREIGHT	\$50.92
76824	GLADUE, JONELLE	MILEAGE	\$31.28
76825	GAR-TECH ELECTRICAL	REMOVE DECORATIONS, LIBRARY LIGHTS	\$772.76
76826	DAVIDSON, CRYSTAL	PROGRAM EVENT GUIDE	\$50.00
76827	COSTCO WHOLESALE	PAPER, WATER, POP	\$460.47
76828	CITY OF MEDICINE HAT	CITY UTILITIES	\$12,018.00
76829	C.E.M. HEAVY EQUIPMENT	LANDFILL PARTS	\$1,300.60
76830	CARBON CONTROLS	VELOCITY LOGGER & EXTENSION CABLE	\$7,518.27
76831	BOUNDARY EQUIPMENT CO. LTD.	BUCKET TOOTH, TOOTH PIN, PIN LOCK	\$633.11
76832	THE BOLT SUPPLY HOUSE LTD.	SAFETY VESTS	\$351.96
76833	ACKLANDS - GRAINGER INC	GLOVES, GARBAGE BAGS, OIL	\$53.61
76834	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS	\$16,959.20
76835	H2O HAULING LTD. (A DIVISION O	HAUL WATER TO LANDFILL	\$105.00
76836	GAR-TECH ELECTRICAL	DOOR REPAIRS	\$260.87
76837	GARLAND, JAMIE	WATER MAIN REPAIR/CROSS CONNECTION TRAINING	\$95.00
76838	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$288.19
76839	DAVIS PONTIAC BUICK GMC LTD	REPAIR SHIFTING LINKAGE	\$546.24
76840	DAN JANE VENTURES	PROPANE	\$261.00
76841	CITY OF MEDICINE HAT	CITY UTILITIES	\$65,077.68
76842	CITY AUTO PARTS	WORK LAMP, WIRING KIT	\$97.68
76843	C.E.M. HEAVY EQUIPMENT	SCRAPER NUTS & BOLTS	\$78.33
76844	BRANDT TRACTOR LTD.	SOLENOID, SENDER, SWITCH	\$791.04

76845	ADT SECURITY SERVICES CANADA I	RCMP ALARM	\$271.36
76846	ACTION PARTS	BULBS, GLOVES, CREEPER	\$125.28
76847	REDCLIFF HOME HARDWARE	HINGES, COFFEE SUPPLIES	\$94.82
76848	JOE JOHNSON EQUIPMENT	HYDRAULIC MOTOR	\$1,646.45
76849	KEYWAY SECURITY LOCKSMITHS LTD	ARENA KEYS	\$24.57
76850	MEDICINE HAT CO-OP LTD	PARTS ORGANIZER	\$20.94
76851	SHAW CABLE	INTERNET SERVICE	\$261.19
76852	PARK ENTERPRISES LTD.	IN TOWN PERMITS	\$730.99
76853	PC CORP INC.	ROUTINE MAINTENANCE	\$1,026.38
76854	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,674.24
76855	ROCKY MOUNTAIN EQUIPMENT CANAD	BACKHOE RENTAL	\$2,163.00
76856	ROSENAU TRANSPORT LTD	PARTS FREIGHT	\$400.13
76857	SANATEC ENVIRONMENTAL	LANDFILL SEPTIC TANK	\$136.50
76858	TELUS COMMUNICATION INC.	LIFT STATION & TWO-WAY RADIOS	\$57.71
76859	TELUS MOBILITY	MANAGER CELL SERVICE	\$114.23
76860	FEHR, GERHARD	REFUND UTILITY	\$100.00
76876	LEAGUE PIPELINE	REFUND UTILITY	\$39.62
76877	JOHNSON, CODY	REFUND UTILITY	\$100.00
76878	SVEUM, KEITH	REFUND UTILITY	\$100.00
76879	LEIPERT, COLE	REFUND UTILITY	\$100.00
76880	SIEMENS, ABRAM	REFUND UTILITY	\$35.59
76881	KLASSEN, TRUDY	REFUND UTILITY	\$148.37
76882	GWYNT CONSTRUCTION	REFUND UTILITY	\$12.05
76883	RICHMOND, ANDREA	REFUND UTILITY	\$43.78
76884	SOUTHERN ALBERTA CHILD AND FAM	FACILITY DEPOSIT REFUND	\$175.00
76885	MEDICINE HAT & DISTRICT CHAMBE	MINISTER'S LUNCHEON (E.REIMER)	\$31.50
76886	KLASSEN, BEN	REFUND UTILITY	\$100.00
76887	MBSI CANADA	HOSTED BACKUP	\$1,071.00
76888	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$178.47
76889	TRICO LIGHTING PRODUCTS	LIGHTS	\$362.23
76890	TOWN OF REDCLIFF - LANDFILL	JANUARY TONNAGE	\$4,063.92
76891	L & B SHARPENING	CHAINSAW CHAIN SHARPENING	\$84.00
76892	ISL ENGINEERING & LAND SERVICE	EASTSIDE AREA STRUCTURE PLAN FEES	\$22,834.98
76893	REDCLIFF HOME HARDWARE	KEYS, HOSE, CHAIN, OIL	\$51.68
76894	DAN JANE VENTURES	PROPANE	\$87.00
76895	D.A. ELECTRIC LTD.	CAPITAL PROJECT –RAW WATER PUMP STATION	\$861.26
76896	C.U.P.E.	UNION DUES	\$2,068.83
76897	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,265.46
76898	CARBON CONTROLS	EXTENSION CABLE	\$288.75
76899	CAPITAL GLASS LTD.	REAR WINDOW	\$326.55
76900	CANSEL	PLOTTER TONER	\$421.26
76901	THE BOLT SUPPLY HOUSE LTD.	CUTTING WHEEL, ADHESIVES	\$61.19
76902	AMEC EARTH & ENVIRONMENTAL	PROGRESS PAYMENT- RAW WATER PUMP STATION	\$7,661.88

76903	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$37.32
76904	TOWN OF REDCLIFF	REGULAR & COUNCIL PAY	\$74,535.94
76905	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$150.00
76906	MIKKELSON, CORY	FACILITY DEPOSIT REFUND	\$150.00
76907	DESJARLAIS, CHANTAL	FACILITY DEPOSIT REFUND	\$150.00
76908	WALLS, MARK	REFUND UTILITY	\$100.00
76909	SCHNELL, GLEN	REFUND UTILITY	\$100.00
76910	TELUS MOBILITY	CELL PHONE SERVICE	\$22.13
76911	SIMON, SHANON	EMERGING TRENDS TRAVEL	\$257.60
76912	SCHEFFER ANDREW LTD.	PLANNING SERVICES	\$2,116.80
76913	RECEIVER GENERAL	PAYROLL STAT DEDUCTIONS	\$31,718.54
76914	PUROLATOR	PARTS FREIGHT	\$50.65
76915	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS	\$16,773.24
76916	PRAIRIE ROSE SCHOOL DIV.NO.8	SCHOOL LIASON WORKER	\$14,400.00
76917	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$2,992.57
76918	TASHA OPPERMAN	UNIFORM	\$169.10
76919	MPE ENGINEERING LTD.	WTP - PROGRESS PAYMENT	\$18,886.88
76920	M.P. ECO MECHANICAL PROCESS IN	WTP - PROGRESS PAYMENT	\$1,019,955.24
76921	SHAW CABLE	INTERNET SERVICE	\$131.90
76922	LIFESAVING SOCIETY	MEMBERSHIP FEES	\$30.00
76923	BLATZ, DUANE	REFUND TAX OVERPAYMENT	\$1,000.00
146 CHEQUES TOTAL:			\$1,864,348.70

2. MINUTES

2015-0098 Council meeting held February 23, 2015

A) Councillor Leipert moved the minutes of the Council meeting held February 23, 2015 be adopted as presented. - Carried.

2015-0099 Cypress View Foundation meeting held January 15, 2015

B) Councillor Steinke moved the minutes of the Cypress View Foundation meeting held January 15, 2015 be received for information. - Carried.

3. BYLAWS

2015-0100 Bylaw 1799/2015 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

A) Councillor Leipert moved Bylaw 1799/2015 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.

- 2015-0101 Councillor Kilpatrick moved Bylaw 1799/2015 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 second reading. - Carried.
- 2015-0102 Councillor Crozier moved Bylaw 1799/2015 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 presented for third reading. - Carried Unanimously.
- 2015-0103 Councillor Brown moved Bylaw 1799/2015 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 third reading. - Carried.
- 4. REQUESTS FOR DECISION**
- 2015-0104 2015 Insurance Premiums **A)** Councillor Kilpatrick moved to authorize Administration to pay 2015 Insurance Premiums in the amount of \$145,820.98. The difference between the original estimated budget and the actual invoice amount (\$19,820.98) will be funded from additional revenue by increasing taxes. Further to increase the Budget an additional \$5,000.00 to accommodate any additions throughout 2015. The total increase to the Budget will be \$24,820.98. - Carried.
- 2015-0105 Cypress County Development Permit Application 15/10
Re: Quinton Pancoast (SE 20-13-6 W4th) **B)** Councillor Leipert moved Cypress County Development Permit Application 15/10 (Quinton Pancoast - SE 20-13-6 W4th) for storage of oilfield perforating supplies (shaped charges) be received for information. Further that Administration send a letter to Cypress County advising of Redcliff Council's concerns that this type of proposal imposes restrictions on development within certain distances from an explosive storage site and may adversely affect the development of the Town's land that is adjacent. Further it was suggested that the proposed development be issued a temporary approval with a maximum term of five years. - Carried.
- 2015-0106 Encroachment Permit Application
Re: 221 - 6th Street SE (Lot 25, Block E, Plan 8210AS) **C)** Councillor Kilpatrick moved that the Town of Redcliff not enter into an encroachment agreement with Dustin Tizzard and Jodana Tokamp of 221 - 6th Street SE (Lot 25, Block E, Plan 8210AS). Further that the owner of the property be advised that placement of the shed is to meet the requirements of the Town of Redcliff's Land Use Bylaw. - Carried.

- 2015-0107 Subdivision Approving Authority (SAA) / Municipal Planning Commission (MPC) / Subdivision & Development Appeal Board (SDAB) **D)** Councillor Kilpatrick moved that Administration review and propose amendments to the applicable Town Bylaws and Policies for consideration by Council to transfer the subdivision approving authority to the Municipal Planning Commission and amend the composition of the Municipal Planning Commission and Subdivision and Development Appeal Board to include Council member representation. - Carried.
- 2015-0108 670 Collective Facility Use Agreement **E)** Councillor Brown moved that the Town of Redcliff enter into a facility agreement with 670 Collective for the Skills Park and mountain bike trail network, as amended, conditional to acceptable Historical Resource Assessment clearance. And furthermore, authorize the Mayor and Municipal Manager to sign the agreement on behalf of the municipality. - Carried.

5. POLICIES

- 2015-0109 Policy 111 (2007), CO₂ Road Crossing **A)** Councillor Crozier moved Policy 111 (2007), CO₂ Road Crossing be approved as presented. - Carried.
- 2015-0110 Policy 008 (1996), Water Meter Policy **B)** Councillor Leipert moved Policy 008 (1996), Water Meter Policy be approved as presented. - Carried.
- Manager of Engineering left the meeting at 7:30 p.m.
- 2015-0111 Policy 035 (2010), Sanitary Sewer Blockage Policy **C)** Councillor Crozier moved Policy 035 (2010), Sanitary Sewer Blockage Policy be approved as presented. - Carried.
- 2015-0112 Policy 70 (2004), Sidewalk Inspection and Maintenance Policy **D)** Councillor Kilpatrick moved Policy 70 (2004), Sidewalk Inspection and Maintenance Policy be approved as presented. - Carried.
- 2015-0113 Policy 103 (2005), Acceptance of Unrestricted Loads at Landfill **E)** Councillor Steinke moved Policy 103 (2005), Acceptance of Unrestricted Loads at Landfill be approved as presented. - Carried.
- 2015-0114 Policy 57 (2012), Enforcement of Bylaws **F)** Councillor Brown moved Policy 57 (2012), Enforcement of Bylaws, be referred to Community and Protective Service's for further review and amendments. - Carried.
- Operations Supervisor left the meeting at 7:40 p.m.
- 2015-0115 Policy 65 (1997), Seized Items - Storage Fees **G)** Councillor Kilpatrick moved Policy 65 (1997), Seized Items - Storage Fees be approved as presented. - Carried.

6. CORRESPONDENCE

- 2015-0116 Alberta Municipal Affairs letter dated February 26, 2015
Re: Federal Small Communities Fund (SCF)
- 2015-0117 Letter from John Westers of Parkside School of February 25, 2015
Re: Donation request for spare computers or other peripherals
- 2015-0118 Redcliff Lions Club letter received February 26, 2015
Re: Mayor's Walk June 19, 2015
- 2015-0119 Alberta International & Intergovernmental Relations letter dated February 23, 2015
Re: Procurement
- A)** Councillor Crozier moved the Alberta Municipal Affairs letter dated February 26, 2015 regarding the Federal Small Communities Fund (SCF), be received for information. - Carried.
- B)** Councillor Kilpatrick moved to authorize the donation of 2 surplus computer towers, 2 keyboards, and 2 mice to the Parkside School for teaching purposes. - Carried.
- C)** Councillor Steinke moved that correspondence dated February 11, 2015 from the Redcliff Lions Club requesting that the Town provide child swim passes to be awarded to children raising \$15.00 for the 2015 Mayor's Walk and also requesting permission to use a Golf Cart on the trail system in order to set out signs for the Mayor's Walk on Friday, June 19, 2015 be received for information. Further that the Town of Redcliff will provide a complimentary swim pass to each child and youth (under 17 years) who raise \$15.00 or more for the 2015 Mayor's Walk. Further that the Redcliff Lions Club be permitted to use a golf cart on the Town of Redcliff trail system for the purposes of placing and removing signs for the 2015 Mayor's Walk. - Carried.
- D)** Councillor Kilpatrick moved that the Alberta International & Intergovernmental Relations letter dated February 23, 2015 regarding procurement be received for information. - Carried.

7. OTHER

- 2015-0120 Landfill Graphs to February 28, 2015
- 2015-0121 Council Important Meetings & Events March 9, 2015
- 2015-0122 Council Computer Hardware
- A)** Councillor Leipert moved the Landfill Graphs to February 28, 2015, be received for information. - Carried.
- B)** Councillor Brown moved the Council Important Meetings & Events March 9, 2015 be received for information. - Carried.
- C)** Councillor Steinke moved the discussions regarding Council Computer Hardware be received for information. - Carried.

8. RECESS

Mayor Reimer called for a recess at 8:02 p.m.

Director of Finance & Administration left the meeting at 8:02 p.m.

Mayor Reimer reconvened the meeting at 8:11 p.m.

9. IN CAMERA

2015-0123

Councillor Steinke moved to meet In Camera at 8:11 p.m.
- Carried.

2015-0124

Councillor Kilpatrick moved to return to regular session at 8:41 p.m. - Carried.

10. ADJOURNMENT

2015-0125 Adjournment

Councillor Steinke moved to adjourn the meeting at 8:41 p.m.
– Carried.

Mayor

Manager of Legislative and Land Services

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

January 27th, 2015 7:30 PM

Vision Statement

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

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

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Brian Pattison, Valarie Westers

Call to order: 7:30 pm

Additions/Deletions to Agenda: Add Elections to the New Business.

Approval of Agenda: Jim moved to approve the agenda as amended. All in favor. Carried.

Approval of Minutes for October meeting: Robin moved to approve the minutes. All in favor. Carried.

Accounts Payable: Jim moved for information only. All in favor. Carried.

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

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

Correspondence: - Board Governance Training for Board Members, please let Tracy know if you are interested in attending the one day workshop.

Policies Report: - The policy for "Paid at Home" not ready for presentation.

Financial Report: - Shortgrass gave us additional funding at the end of December. Shortgrass will be paying \$4639.12 US to cover the Zinio (emagazine) subscription for 2015 and contributing \$20,000.00 toward the 2015 & 2016 Hoopla subscription (online music, movies, & audiobooks). They also allocated \$2500.00 from its budget towards the eBooks and eaudiobook purchasing from Overdrive and gave each library in the system a one-time Technology Equipment Fund donation. We used our donation for the purchase of a new projector and screen in the meeting room. Robin approved the Financial Report for information. Catharine 2nd. All in favor. Carried.

Personnel Report: - Tracy's evaluation was completed in December and all went well.

Needs Assessment Review: Nothing to report

Friends of the Library (FRPL): December minutes attached. Jim approved for information only. All in favor. Carried.

RECEIVED
MAR 09 2015
TOWN OF REDCLIFF

Board Member Recruitment: - Nothing to report.

ALTA (Alberta Library Trustees Association) Report: - The Board met using the RISE video conference equipment. Basically their role is to represent libraries at a government level & create tools to advocate for libraries. There was also a financial discussion regarding the funding received from the Alberta Library Conference. The Committee Chairman from LAA (Library Association of Alberta) gave herself a raise that reduces their funding from \$15,000.00 down to \$3000.00 from the conference. ALTA is unsure about this continued partnership. Meetings are every 2 months and Catharine will continue to report.

Ongoing Maintenance Projects: - The owner from ATRON was here on January 22nd to do a quote for the air curtain as well as the new humidifier. Once again, when he opened the door to the furnace room, there was water all over the floor. The only humidifier we had running was now leaking. He shut it off and said he would let the Town know that it was leaking and his recommendation is a steam humidifier, anything less will not be sufficient for what we need.

Old & Unfinished Business: - Dianne is looking into other Emergency Plans within the area, from libraries that are similar in size. Hopefully she will have more information for the February meeting.

-A donation request letter for an AED was sent to CF Industries in December. Bruce Tonin called on January 27th to let me know the donation was approved.

New Business: - Alberta Library Conference, either Catharine or Dianne will be joining Tracy.

-STEM (Science Technology Engineering Math) Summer Camp is an idea that Catharine is interested in trying at the library along with our regular TD Summer Reading Program. It will consist of experts teaching the children via video conference. She is looking into the 4H leadership program to find local youth interested in running the program. Funding letters have been making their way into community for funding. Brian made a motion for support of the STEM Summer Camp. Lana moved to approve the motion. All in favor. Carried.

-Elections: Jim nominated Brian Lowery for Chairman. Dianne 2nd. Brian accepted. Jim moved that nominations cease. All in favor. Carried. Brian Lowery – Chairman 2015.

Dianne nominated Catharine for Vice-Chairman, Catharine declined so she could continue to be chairman on the Finance Committee.

Robin nominated Matt for Vice-Chairman. Dianne 2nd. Matt accepted. Jim moved to cease nominations. All in favor. Carried. Matt Stroh – Vice-Chairman 2015.

Tracy will make arrangements to change signing authority at the Servus Credit Union, account #9859315.

Those removed from the signing authority are: Robin Corry.

Those being added to the signing authority are: Matt Stroh and continue to include Brian Lowery & Tracy Weinrauch.

2015 Committees

Policies

Dianne
Robin
Brian P.
Matt

Personnel

Robin
Lana
Matt
Brian P.

IT/Finance

Catharine
Val
Mark

Needs Assessment

Val
Lana
Catharine
Dianne

50th Anniversary

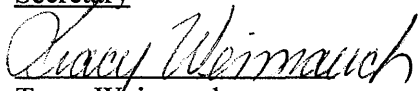
Mark

Matt
Dianne

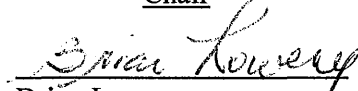
Next Regular meeting: February 24th, 2015 @ 7:30 pm.

Mark moved for adjournment at 8:40 pm.

Secretary


Tracy Weinrauch

Chair


Brian Lowery

Vice-Chair


Robin Corry


Matt Stroh

Librarian's Report

Circulation for November was 2791 books, 38 children's audios & kits, 36 Blu-rays, 562 DVDs, 64 talking books, 62 CD's, 269 magazines, 1 game, and 238 Overdrive checkouts.

Circulation for December was 2095 books, 16 children's audios & kits, 27 Blu-rays, 639 DVDs, 41 talking books, 99 CD's, 261 magazines, 1 game, and 288 Overdrive checkouts.

NOVEMBER STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2014	1415	1376	763	269	3823	44445	
2013	1557	905	766	264	3492	<u>44352</u>	
						+93	

DECEMBER STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2014	1388	707	823	261	3179	47624	
2013	1303	616	722	201	2842	<u>47194</u>	
						+430	

COMPUTER USAGE

All Internet computers

November had 486 half hour sessions (An average of 17 per day) and 551 Wi-Fi sessions.

December had 469 half hour sessions (An average of 16 per day) and 369 Wi-Fi sessions

As of Jan 21st, 2015 we have taken in \$216.00 in membership fees. MHPL is now offering free memberships to Medicine Hat resident 'only'; however we have already had one of our regular patrons who live in Redcliff get their free card down there and continue to use our services. So their promotion may end up affecting our membership income.

I attended a 3 day workshop called Basic Facilitation Skills. I thought it was a fabulous workshop and I learned some new techniques in facilitating meetings which I think will be especially helpful when we do our next Needs Assessment.

This is the first increase in stats since 2010. The drop in checkouts for children's items in December was most likely due to the RMAP (Redcliff Mennonite Alternative Program) Christmas vacation.

Joleen has given her notice. I have a very promising interview on Friday, January 23. The gentleman I am interviewing dropped off his resume after Joleen had already started, but he has experience in running a small town library in Manitoba, although he doesn't have his technician diploma. I will have more information at the time of the Board meeting. So at this time, the plan is that I will take over the Shake, Rattle, & Read until the end of this session.

Due to issues with Town of Redcliff Community Services, I am enforcing the Grant Congdon Meeting Room Policy that was created last year. If they do not use the room as reserved and do not give us at least 24 hours' notice then the \$35.00 fee will be billed. I emailed Cindy and the Director of the Finance, Jennifer Kwok, to inform them of this.

RISE Video Conferencing Update: 4 Video Conferences have been booked for February and March. The Law @ Lunch series deals with Divorce & Separation ; Power of Attorney & Wills ; Adoption & the Law ; Identity Theft. I have paid for the advertising of these sessions and so far have 1 person signed up for one session.

I am currently testing out the Facebook advertising per 'like or share'. I am still in the learning stages of this but from the information I have collected, as of Jan 22 there were 479 'clicks', either to read the information, like it, or share it at a cost of 1.84.

We have a genealogy training session scheduled for May 6th @ 10:00 using our free database Ancestry.ca. Emma from Shortgrass will be providing the training for patrons free of charge. We also have another free eReader session on May 19th @ 10:00, with Emma instructing this session as well.

Carol has come up with a great fundraising idea called 'Buy A Book'. With a cash donation to the library we will purchase a book and put the donors name on a label inside the front cover. A preferred donation is \$20.00, however we will accept any amount. Soon we will have the bookworm on our wall and as the funds are raised he will grow to show patrons how much we have collected to date.

I attended the SLS Manager's meeting on January 19, 2015. There were three motions that were carried. First was a motion to increase Shortgrass member libraries per capita contribution for eBooks to \$0.35. Secondly, a motion to increase the Hoopla cap on the monthly budget from \$1,650.00 to \$3,300.00. Third was the motion to increase limit to Hoopla circulation from 4 to 5 per borrower per month.

The Friends of the Redcliff Public Library have been accepted by the Volunteer Appreciation Night committee to host the silent auction table on April 17th. Along with the FRPL, board and staff of the library will be responsible for gathering prizes. Tracy will have a 'sign up sheet' in the office for everyone to notify her of where they have gone to request donations, so that we do not have any duplicate requests. Funds raised from this fundraiser will go towards the last phase of new shelving in the library.

Friends of the Redcliff Public Library Society
Thursday, December 11, 2014
3 p.m.
Redcliff Public Library
Minutes

Attendees: Peter Burczyk, Liz Sauer, Diane MacNaughton and Maureen Davies

Regrets: Cathy Foster and Shirley Schrenk

- 1.0 Introduced ourselves and welcomed our New Member Maureen Davies. Meeting called to order at 3:10 p.m.
- 2.0 Motion of Approval of Agenda by Liz, Seconded by Peter.
- 3.0 Motion to approve Minutes of October 9, 2014 by Liz, Seconded by Peter.
- 4.0 Treasurer's Report – bank statement read by Diane – we have \$506.75 - motioned by Liz for information.
- 5.0 Old Business
 - 5.1 – January Event on January 31st – decided we will have from 1:30 p.m. to 3p.m.
 - 5.2 Raffle – Diane described having a raffle featuring a night paid for by us at Elkwater, then getting a couple of other prizes (eg. Gift cards from Home Hardware & Pharmasave, or the Town). Maureen Motion and Peter seconded. Carried.
 - 5.3 We discussed our Gamed Day which was held November 15th. We had 18 children ½ which were Mennonite who are always here on Saturday. Suggested next time Maureen's Sister can help advertise in the schools. Will have another Game Day on February 28th from 1 to 4 p.m.
 - 5.4 Carousel Table for Computers, Tracey has figured out how to purchase it in her budget and will have it in the library in the new year. Suggest we put a plaque on it with the Optimist club. Diane will ask Tracy about this.
- 6.0 New Business – Book Drive for Children – discussed possibility of having a book drive in September and then giving every child a book for Xmas.
- 7.0 Next Meeting Thursday, January 15th at 3 p.m. @ Redcliff Public Library.
- 8.0 Adjourn at 4 p.m.

MINUTES

REDCLIFF AND DISTRICT FAMILY & COMMUNITY SUPPORT SERVICES
Town Council Chambers Town Office
Tuesday, March 10, 2015 at 4:30 P.M

PRESENT:

Chairman
Community Services
Members at Large
Councillor

Diane MacNaughton
Jonelle Gladue (acting)
Meredith Conboy
Chere Brown

1. GENERAL

Call to Order

A) Meeting called to order at 4:30 p.m.

Adoption of the Agenda

B) M. Conboy moved adoption of the agenda as presented. – Carried.

2. MINUTES

Board meeting held February 10, 2015

A) M. Conboy moved that the minutes of the FCSS meeting held February 10, 2015 be adopted as amended. – Carried.

3. DIRECTORS REPORT

Volunteer Appreciation Tickets

A) Volunteer appreciation tickets are now on sale. Pricing is \$16 plus GST. Deadline to purchase tickets is April 8, 2015 or until sold out.

Pink Shirt Day

B) Another successful Pink Shirt Day was held on February 25, 2015. The Town of Redcliff staff showed their support on this day by wearing the colour pink to support this anti-bullying initiative.

Cultural Night

C) Community services hosted a Celtic Cultural Night at Margaret Wooding on February 27, 2015. There was a good turn-out. There were approximately 40 people in attendance; a majority of the group was families and seniors. Some activities included: a craft for the kids, display tables highlighting Scottish and Irish culture, a food table with goodies such as scones, shamrock shaped cookies and tea. Also the Medicine Hat Highland Dance Association participated and demonstrated Highland dances as well as spoke on the history of clothing. A local musician, Drew Darley, played an interactive set of Irish songs. The gym was decorated in green and it looked great.

Meals on Wheels Program

D) Meals on Wheels program has been going well. Currently there are four clients and five drivers. Continuation of recruitment for volunteers is ongoing.

4. NEW BUSINESS

- Bike Rodeo/Safety Day** **A)** Ann Pudwell Health promotion facilitator with AHS population health and promotion program will offer Safety Day and Bike Rodeo at the end of May or the beginning of June, 2015.
- Community Volunteer Income Tax Preparation** **B)** Volunteer income tax preparation dates are in March/April, 2015. Some classes will be held at the Senior's Centre and other classes at the Library.
- Redcliff Day of Mindfulness** **C)** A Redcliff Day of Mindfulness will be held in conjunction with Mental Health Week (week of May 2, 2015) DREAMS and the Town will partner to host a day which will include six hours of guided meditation and gentle boy movement, surrounded by a supportive community of practitioners. J. Gladue attended the event a couple of months ago in Lethbridge. It is very stress relieving, you learn new tools and it is healthy and your mind will be heightened. It will be a great activity for community members to participate in.

5. OLD BUSINESS

- Spring/Summer Programs** **A)** Continuing to secure programs. Dance, drama, soccer, art, games and family picnics are in the planning stages for the summer months.
- Redcliff Improvement Partnership Conference** **B)** The conference is scheduled for October 5, 2015. The agenda is coming along nicely. Guest speakers are lined up, facilities booked and activities planned. Child care during the conference is questionable due to school liability, room security and measures.

6. UPCOMING MEETINGS/CONFERENCES/WORKSHOPS

- Regional FCSS** **A)** Regional FCSS Meeting-Lethbridge, April, 2015.
- Directors Network** **B)** Spring Directors Network-Drumheller May 6-8, 2015

7. DATE OF NEXT MEETING

- Next Meeting** **A)** The next meeting will be April 14, 2015.

8. ADJOURNMENT

- Adjournment** **A)** Diane MacNaughton moved to adjourn the meeting at 5:25 pm.

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Town Council Chambers Town Office
March 16th, 2015 at 7:00 pm

PRESENT:

Chairman	Jeff Wilson
Community Services	Kim Dalton
Members at Large	Christina McNeil
	Eric Solberg

ABSENT WITH REGRETS:

Chuck Henson
Tim Reimer

1. GENERAL

Call to Order:

A) Meeting called to order at 7:06 pm.

Adoption of the Agenda

B) C. McNeil moved adoption of the agenda as presented. – Carried.

2. MINUTES

Board meeting held November 3, 2014

A) C. McNeil moved that the minutes of the Redcliff and District Recreation Services Board meeting held November 3, 2014 be adopted as amended. – Carried.

3. DELEGATION - None

4. DIRECTORS REPORT

C. McNeil moved that the Directors Report be received as information.
- Carried.

5. OLD BUSINESS

Off Leash Area

A) J. Wilson moved that the Director of Community and Protective Services prepare a Request for Decision to be presented to council for consideration an alternate off leash dog park area as discussed.
- Carried.

6. NEW BUSINESS

2015 Summer Social Programming

A) Looking for idea's to explore for community programming that incorporate recreation. Board Recommended:

- Fly Tying, Fishing Skills Development
- Tai Chi
- Craft Sessions
- Book Swap

- | | | |
|----------------------|-----------|---|
| Zamboni Replacement | B) | Zamboni replacement scheduled for next season, also looking at different funding options. |
| Club 670 Master Plan | C) | Mountain Bike Trail and Skills Park Master Plan received as information. |

7. UPCOMING MEETING / CONFERENCE / WORKSHOPS

- | | |
|--------------|--|
| Next Meeting | 8. DATE OF NEXT MEETING - April 6th, 2015 |
|--------------|--|

- | | |
|-------------|-----------------------|
| Adjournment | 9. ADJOURNMENT |
|-------------|-----------------------|

C. McNeil moved to adjourn the meeting at 8:30 pm.

**MINUTES OF THE MEETING OF THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
WEDNESDAY, MARCH 11, 2015 at 7:00 p.m.**

PRESENT: Members: C. Brown, C. Crozier, B. Hawrelak
 V. Lutz, G. Shipley

 Development Officer B. Stehr
 Planning Consultant G. Smith
 Recording Secretary S. Simon

 Appellant(s) Anthony Smith and Dianne Smith

1. CALL TO ORDER

Recording Secretary called the appeal hearing to order at 7:00 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

2. ELECTION OF CHAIRMAN

C. Brown nominated V. Lutz to be Chairman, seconded by G. Shipley. V. Lutz accepted and assumed control of the appeal hearing.

3. Appeal of Development Application 15-DP-001

Lot 19, Block 5, Plan 9711827 (916 Kipling Crescent, SW)

Extension / Enclosed Deck

Appeal of reasons for denial of Development Permit Application

Rear yard setbacks are less than required as per Town of Redcliff's Land Use Bylaw

Chairman V. Lutz asked the appellant if she had any objection to any board members hearing the appeal. D. Smith advised she had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

D. Smith advised she wishes to add an addition to their existing deck and enclose it. She indicated she needed an open space for the BBQ. She advised the proposed design encroaches into the rear setback. D. Smith distributed a map of the area which showed that her lot is an odd shaped lot and further that there are no neighbors to the rear of the property. The Town's Public Services Shop is across the roadway. She commented that she felt this was a better design and would look better this way. Further, that changing the roof lines would increase construction costs. She indicated she did not feel the enclosed deck would impede anyone's view.

B. Hawrelak asked D. Smith to clarify the design and expressed concern if the structure would meet building code requirements.

b) Presentation of Development Officer

Development Officer showed a site plan to the members for viewing of the site. Development Officer indicated he had had multiple discussions with the applicant and her proposed development. Upon receiving the application, he reviewed it, finding that it did not meet the requirements of the land use bylaw for setbacks and he refused it.

B. Hawrelak questioned if there was any intent to widen 9th Avenue in the future. The Development Officer advised he was not aware of any plans to widen it.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) Presentation of Planning Consultant

Recording Secretary distributed the written report prepared by the Planning Consultant (attached). The Planning Consultant briefly summarized the matter and is recommending the Board not uphold the Development Officers decision and to approve the development permit as presented.

e) Presentation of anyone served notice of hearing

No one in attendance.

f) Presentation of anyone claiming to be affected

No one in attendance.

g) Rebuttal of Appellant/Applicant

The appellant had no further comments.

h) Other

Nothing further was discussed.

i) Recess

B. Hawrelak moved to meet in camera at 7:17 p.m. – Carried.

The Appellant, Development Officer, and Planning Consultant left the meeting at 7:17 p.m.

j) Decision

G. Shipley moved that the appeal against the decision of the Development Officer to refuse to issue a permit for Development Permit Application 15-DP-001, Lot 19, Block 5, Plan 9711827 (916 Kipling Crescent SW) for an extension / enclosed deck be upheld and the decision of the Development Officer be revoked. Further that Development Permit Application 15-DP-001, Lot 19, Block 5, Plan 9711827 (916 Kipling Crescent SW) for an extension / enclosed deck be approved as presented. – Carried.

Reasons for Decision

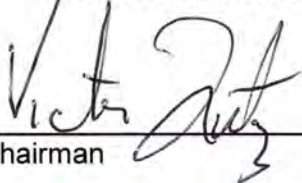
- The proposed development will not adversely affect the surrounding homes.
- The proposed development will make the residence more aesthetically pleasing.
- The proposed development is consistent with the Municipal Development Plan.
- The proposed development does not affect the existing utility right of way.


The Appellant(s), Development Officer, and Planning Consultant returned to the meeting at 7:25 p.m.

C. Crozier advised the appellant of the decision and that the written decision would be forthcoming.

4. ADJOURNMENT

B. Hawrelak moved the meeting be adjourned at 7:27 p.m.


Chairman


S. Simon, Recording Secretary

CYPRESS VIEW FOUNDATION
MONTHLY BOARD MEETING MINUTES
February 4, 2015
8:30 a.m.

In attendance:

- | | |
|--------------------------|--|
| • Jim Steinke | Representing the Town of Redcliff |
| • Chere Brown | Representing the Town of Redcliff |
| • Jim Turner Vice Chair | Representing the City of Medicine Hat |
| • Julie Friesen | Representing the City of Medicine Hat (absent) |
| • Art Squire Board Chair | Representing Cypress County |
| • Dan Hamilton | Representing Cypress County |
| • Rita Fisher | Chief Administrative Officer |
| • Crystal McPherson | Administrative Assistant |

1. Art Squire called meeting to order at 8:54a.m.
2. Dan Hamilton moved to approve agenda as presented.
Carried
3. Jim Steinke moved to approve the monthly meeting minutes dated January 15, 2015.
Carried
4. Old Business
4.1 2015-2017-Business Plan 3rd Draft –
Chere Brown moved to approve the 2015-2016 Business Plan with amendments as noted.
Carried
5. New Business
5.1 Resident Approval –
Jim Steinke moved to approve that applicant who is unable to pay the basic rent due to their financial situation, be placed on the Cypress View Foundation waiting list.
Carried
5.2 Policies –
 - a) F-6 Signing Authority – reviewed no changes made at this time.
 - b) B-1 Honorarium – reviewed no changes made at this time.

In camera – Jim Steinke moved to go in camera at 9:30a.m.

Out of camera – Chere Brown moved to come out of camera at 10:50 a.m.

Dan Hamilton moved to excuse Julie Friesen from February 4, 2015 Board of Directors monthly meeting and for the Chairman to meet with Julie Friesen.
Carried

Jim Turner moved that the Board review the Board of Directors By-laws at the March 12, 2015 Board meeting.
Carried



5.3 CAO Job Description – carried over to March 21, 2015 Board Meeting.

6. Reports –

6.1 Financials – No Report

6.2 Building Supervisor

6.3 Hospitality No Report

6.4 CAO

Chere Brown moved to approve reports as presented.

Carried

7. Next meeting dates: March 12, 2015 8:30 a.m.

8. Adjournment: Meeting was adjourned at 11:00 a.m.

A handwritten signature in black ink, appearing to read "Arthur J. Spive". The signature is written in a cursive, flowing style with a large, prominent "A" and "S".

CYPRESS VIEW FOUNDATION
SPECIAL BOARD MEETING MINUTES
February 11th, 2015
1:00 p.m.

In attendance:

- | | |
|----------------------------|-----------------------------------|
| • Art Squire– Chairman | Representing Cypress County |
| • Jim Turner – Vice- Chair | Representing City of Medicine Hat |
| • Chere Brown | Representing Town of Redcliff |
| • Dan Hamilton | Representing Cypress County |
| • Julie Friesen | Representing City of Medicine Hat |
| • Jim Steinke | Representing Town of Redcliff |
| • Rita Fisher | Chief Administrative Officer |

1. Art Squire called the meeting to order at 1:05 p.m.
2. Dan Hamilton moved to accept the Agenda as presented.


Carried

3. 2015 – 2017 Business Plan

Jim Steinke moved to approve the presented business plan as the final 2015 – 2017 Cypress View Foundation Business Plan.

Carried

4. Adjournment: 2:20





RECEIVED
MAR 09 2015
TOWN OF REDCLIFF

MINUTES

Board Meeting of November 26, 2014

Trustees Present: Dwight Kilpatrick, Kelly Christman, Yoko Fujimoto, Marjorie Moncrieff, Kevin Jones, Shannyn Creary, Brent Burton, Norm Gerestein, Ernest Mudie, Rose Sanchez

Absent With Regrets: Celina Symmonds, Craig Widmer

Date & Time: Wednesday, November 26, 2014 at 1:00 p.m.

Location: Shortgrass Library System
Video Conference in Brooks Public Library

1. The meeting was called to order at 1:05 p.m. by Dwight Kilpatrick.

1.1. Moved by Norm Gerestein that the agenda be approved with the following amendments:

- 2.1: Concerns from the Brooks Public Library Board CARRIED

1.2. Moved by Ernest Mudie that the SLS Board approve the September 17th, 2014 Board Meeting Minutes as presented. CARRIED

2. Action:

Programs and Services Committee Business

2.1. Brooks Public Library Manager & Board member were present to voice concerns about expenses related to various databases such as Hoopla and Zinio, and whether or not libraries are able to opt out of paying for the service. Dwight Kilpatrick will speak with the CEO about this.

2.2. Moved by Brent Burton that the SLS Board approve the October 15, 2014 Programs & Services Meeting Minutes as presented.

Attachment 1

CARRIED

2.3. Moved by Kevin Jones that the SLS Board approve Policy C.30: Social Media as presented.

Attachment 2

CARRIED

- 2.4. Moved by Ernest Mudie that the SLS Board approve Policy C.26: Employee Use of Shortgrass Computer Resources and Internet Services as presented.

Attachment 3

CARRIED

- 2.5. Moved by Kelly Christman that the SLS Board approve Policy C.28: Code of Conduct as presented.

Attachment 4

CARRIED

- 2.6. Moved by Norm Gerestein that the SLS Board approve Policy H.7: Emergency Response & Recovery Plan as presented.

Attachment 5

CARRIED

Finance and Personnel Committee Business

- 2.7. Moved by Norm Gerestein that the SLS Board approve the October 15, 2014 Finance & Personnel Meeting Minutes as presented.

Attachment 6

CARRIED

- 2.8. Moved by Marj Moncrieff that the SLS Board approve the August and September 2014 Financial Statements as presented.

Attachment 7

CARRIED

Discussion

2.9. Board Officials Election

Offices to be filled:

Board Chair

Dyan Bryksa called for nominations from the floor.

Ernest Mudie nominated Dwight Kilpatrick.

Dyan Bryksa moved that nominations cease.

Dwight Kilpatrick accepted the position of Board Chair.

CARRIED

Congratulations Dwight Kilpatrick – elected by acclamation.

Board Vice-Chair

Dwight Kilpatrick called for nominations from the floor.

Norm Gerestein nominated Ernest Mudie.

Dwight Kilpatrick moved that nominations cease.

Ernest Mudie accepted the position of Board Vice-Chair.

CARRIED

Congratulations Ernest Mudie – elected by acclamation.

Chair, Finance and Personnel Committee

Dwight Kilpatrick called for nominations from the floor.

Marj Moncrieff nominated Craig Widmer.

Dwight Kilpatrick moved that nominations cease.

CARRIED

Congratulations Craig Widmer – elected by acclamation.

Chair, Programs and Services Committee

Dwight Kilpatrick called for nominations from the floor.

Ernest Mudie nominated Marj Moncrieff.

Kevin Jones moved that nominations cease.

Marj Moncrieff accepted the position of Chair, Programs & Services.

CARRIED

Congratulations Marj Moncrieff – elected by acclamation.

- 2.10. Moved by Marj Moncrieff that the SLS Board approve that Shortgrass Library System give notice, by December 31, 2014, to the Medicine Hat Public Library, to cancel the Resource Centre Services Agreement. While the contract states that one year notice must be given, SLS will speak with MHPL to see if the contract can be discontinued sooner.

Attachment 8

CARRIED

- 2.11. Moved by Kelly Christman that the SLS Board approve that Shortgrass Library System provide member libraries with a one-time technology grant out of the 2014 operating budget fund in the amount of \$1,400 per library (which is approximately what the CAP grants used to be), to help make up the loss of the CAP Technology funding (12 x \$1,400 = \$16,800). Some conditions would be attached to this technology grant, including that the money needs to be spent by December 31, 2014. As well, if a library is unable to spend their designated amount of money, those funds will be retained by Shortgrass Library System.

CARRIED

- 2.12. Moved by Marj Moncrieff that the SLS Board approve that Shortgrass Library System provide \$20,000 for Hoopla for 2015 & 2016 out of the 2014 operating budget. The vendor will apply the funds to our current allotment, and with the spending restrictions currently in place for the resource, we can ensure that it will be spent in the appropriate years.

CARRIED

- 2.13. Moved by Norm Gerestein that the SLS Board approve that Shortgrass Library System absorb the cost of the Zinio 50 online magazine subscriptions, totaling \$4,376.54, out of the 2014 operating budget, instead of billing it back to member libraries as originally planned.

CARRIED

- 2.14. Moved by Ernest Mudie that the SLS Board approve that Shortgrass Library System allocate an extra \$2,500 to e-book & e-audio purchases in the OverDrive platform just before Christmas out of the 2014 Operating budget.

CARRIED

- 2.15. Moved by Kevin Jones that the SLS Board approve that Shortgrass Library System acquire an API subscription from our Integrated Library System vendor for 2015, in the amount of \$4,688, out of the 2014 operating budget.

Attachment 9

CARRIED

- 2.16. Moved by Kelly Christman that the SLS Board approve that Shortgrass Library System allocate \$10,000 to a dedicated reserve to be used for the implementation and first year maintenance fees of an online payment system, out of the 2014 operating budget, until further information is provided.

CARRIED

3. Information

3.1. Board Chair Report – Dwight Kilpatrick

- Nothing to report

3.2. Moved by Brent Burton that the CEO Report (Petra Mauerhoff) be received for information.

Attachment 10

CARRIED

3.3. Moved by Norm Gerestein that the Manager, Library Technology Report (Chris Field) be received for information.

Attachment 11

CARRIED

3.4. Moved by Shannyn Creary that the Manager, Bibliographic Services Report (Phyllis Worrall) be received for information.

Attachment 12

CARRIED

3.5. Moved by Marj Moncrieff that the Shared Intern Report (Emma Stewart) be received for information.

Attachment 13

CARRIED

3.6. Moved by Yoko Fujimoto that the Library Managers Meeting Minutes - September 15, 2014 be received for information.

Attachment 14

CARRIED

3.7. Moved by Marj Moncrieff that the letter from the City of Medicine Hat be received for information.

Attachment 15

CARRIED

3.8. Moved by Ernest Mudie that the Library Funding Resolution for AAMDC be received for information.

Attachment 16

CARRIED

The meeting was adjourned at 2:15 p.m. by Shannyn Creary.

Shortgrass Christmas Social

December 10, 2014

6:00 p.m. Cocktails

6:30 p.m. Dinner

Medicine Hat Golf & Country Club

Next Finance & Personnel Meeting:

January 21, 2015

3:00 p.m. meeting

Shortgrass Library System Boardroom

VC Locations as requested

Next Programs & Services Meeting:

January 21, 2015

12:30 p.m. luncheon

1:00 p.m. meeting

Shortgrass Library System Boardroom

VC Locations as requested

Next Board Meeting:

February 18, 2015

12:30 p.m. luncheon

1:00 p.m. meeting

Shortgrass Library System Boardroom

VC Locations as requested



[Handwritten signature]

MINUTES

Special Board Meeting of December 10, 2014

Trustees Present: Dwight Kilpatrick, Kelly Christman, Marjorie Moncrieff, Kevin Jones, Ernest Mudie, Rose Sanchez, Celina Symmonds, Craig Widmer

**Trustees Absent
With Regrets:** Yoko Fujimoto, Shannyn Creary, Norm Gerestein

Trustees Absent: Brent Burton

Date & Time: Wednesday, December 10, 2014 at 6:00 p.m.

Location: Medicine Hat Golf & Country Club

1. The meeting was called to order at 6:08 p.m. by Dwight Kilpatrick.

- Moved by Celina Symmonds that the agenda be approved as presented. CARRIED

2. Action:

2.1. Moved by Craig Widmer that the SLS Board approve the implementation and first year maintenance of an online payment system, to a maximum cost of \$11,000, with funds from a reserve account approved for at the November 26, 2014 Board Meeting.

Attachment 1

CARRIED

2.2. Moved by Marjorie Moncrieff that the SLS Board approve a second chequing account to be opened, which will be dedicated to online payment revenue. CARRIED

The meeting was adjourned at 6:24 p.m. by Marjorie Moncrieff.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 23, 2015

PROPOSED BY: Municipal Manager

TOPIC: Economic Development Strategic Plan and Open House

PROPOSAL: To establish open house and Economic Development Strategic Planning Dates

BACKGROUND:

Through the Town of Redcliff's council representative on the EDA, the Municipal Manager has been made aware of the need to pursue and initiate a Redcliff Economic Development Strategy/Vision.

In discussions with the EDA, it has been suggested that before council pursues an Economic Development Strategy, it would be useful for the municipality to host an open house in relation to economic development in an effort to obtain a more comprehensive understanding of the economic interests of the Redcliff business community. EDA has offered to help in the coordination and facilitation of such an open house.

After the open house has been completed, the EDA has proposed a combination of dates for the Redcliff council to hold such a strategy exercise.

It is suggested that council commit to one of the following scenarios for the purpose of the strategy/visioning session:

1. A Friday evening and Saturday during the day.
2. One full Saturday only.
3. Two evenings (3 hours each).
4. One full day during the week (if at all possible).

STRATEGIC PRIORITY:

An Economic Development Strategy is not currently ranked within the municipality's top 5 priorities; it is however one of the first "next" priority items highlighted in Council's Strategic Priorities, which were adopted in early 2015.

ATTACHMENTS:

List of potential Economic Development Strategy/Visioning sessions dates.

OPTIONS:

1. Work, in coordination with the EDA, to organize an open house (facilitated by the EDA) for the Redcliff Business community and to further establish dates for an Economic Development Strategy/Visioning session for Council.
2. To continue status quo without an established Economic Development Strategy/Vision.

RECOMMENDATION:

Administration recommends option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff work, in coordination with the EDA, to organize an open house (facilitated by the EDA) for the Redcliff Business community and to further establish dates for an Economic Development Strategy/Visioning session for Council.

SUBMITTED BY:

Department Head



Municipal Manager

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

Redcliff Economic Development Strategy Session – Proposed Session Dates

Weekends:

- Friday night, April 24 & Saturday, April 25th
- Saturday, May 2nd
- Saturday, May 23rd
- Friday night, July 17th & Saturday, July 18th

Evenings:

- Monday, April 20th
- Tuesday, April 21st
- Wednesday, April 22nd
- Thursday, April 23rd
- Wednesday, May 6th
- Monday, May 11th
- Thursday, May 14th
- Monday, May 25th
- Tuesday, June 16th

Days:

- Monday, April 20th
- Wednesday, April 22nd
- Friday, April 24th
- Wednesday, May 6th
- Monday, May 11th
- Monday, May 25th
- Tuesday, June 16th
- Monday, June 22nd

TOWN OF REDCLIFF REQUEST FOR DECISION (RFD)

DATE: March 23, 2015

PROPOSED BY: Manager of Engineering

TOPIC: Water Distribution System Enhancement Grant Application (SCF)

PROPOSAL: New Potable Water Reservoir with Pump Station

BACKGROUND:

The Town conducted a Water Distribution System Assessment in 2004 through Stantec Consulting Ltd. and further in 2010 as part of the Northside Area (163 Ha) Functional Servicing Report (FSR) for industrial development by Scheffer Andrew Ltd. Both of these reports included a water model preparation and assessment of flow and indicated the pressure losses with growth. These reports indicated that a number of pipes will require upgrades to meet the fire flow and pressure losses in the system. Alternate to a pipes upgrade, a potable water reservoir with a pump station in the north lands was recommended in the Northside FSR report. The conceptual cost estimate for the construction including the engineering with 30% contingency will be \$2,700,000.00 (based on 2004 Water Distribution Assessment Report in 2004).

This project is also identified in the Town's Multi Yearly Capital Improvement Plan (MYCIP). The construction of a potable treated water reservoir and pump station may be eligible for partial funding through the Small Communities Fund (SCF) under Alberta Building Canada Fund program announced by the Government of Canada and Alberta. The deadline to submit application under this program is April 02, 2015.

STRATEGIC PRIORITY:

This project/initiative is relevant to and will contribute to realizing Priority no. 5 - Industrial growth and Priority no. 11- Service Levels as per the Strategic Priorities Plan adopted by council in early 2015.

ATTACHMENTS:

- Proposed tentative location map for potable treated water reservoir and pump station.

OPTIONS:

1. Submit a grant application through the Small Communities Fund (SCF), under the grant terms of the Alberta Building Canada Program, to the Government of Alberta to partially fund (66.66%) the construction of a new Potable Water Reservoir with Pump Station north of the TransCanada Highway #1 to meet with the pressure losses and fire demand in the water distribution system as identified in Multi Yearly Capital Improvement Plan (MYCIP) of the Town, with an estimated cost of \$2,700,000.00 Plus GST. Further that the municipality utilize the Municipal Sustainability Initiative (MSI) Capital grant to fund

the remaining 33.34% of the proposed project. The initiation and completion of this project would be dependent upon being successful with the grant applications.

2. Do not submit the grant application for the construction of a new Potable Water Reservoir with a Pump Station north of TransCanada Highway #1.


Recommendation:

Engineering Department recommends Option 1.

Suggested Motions:

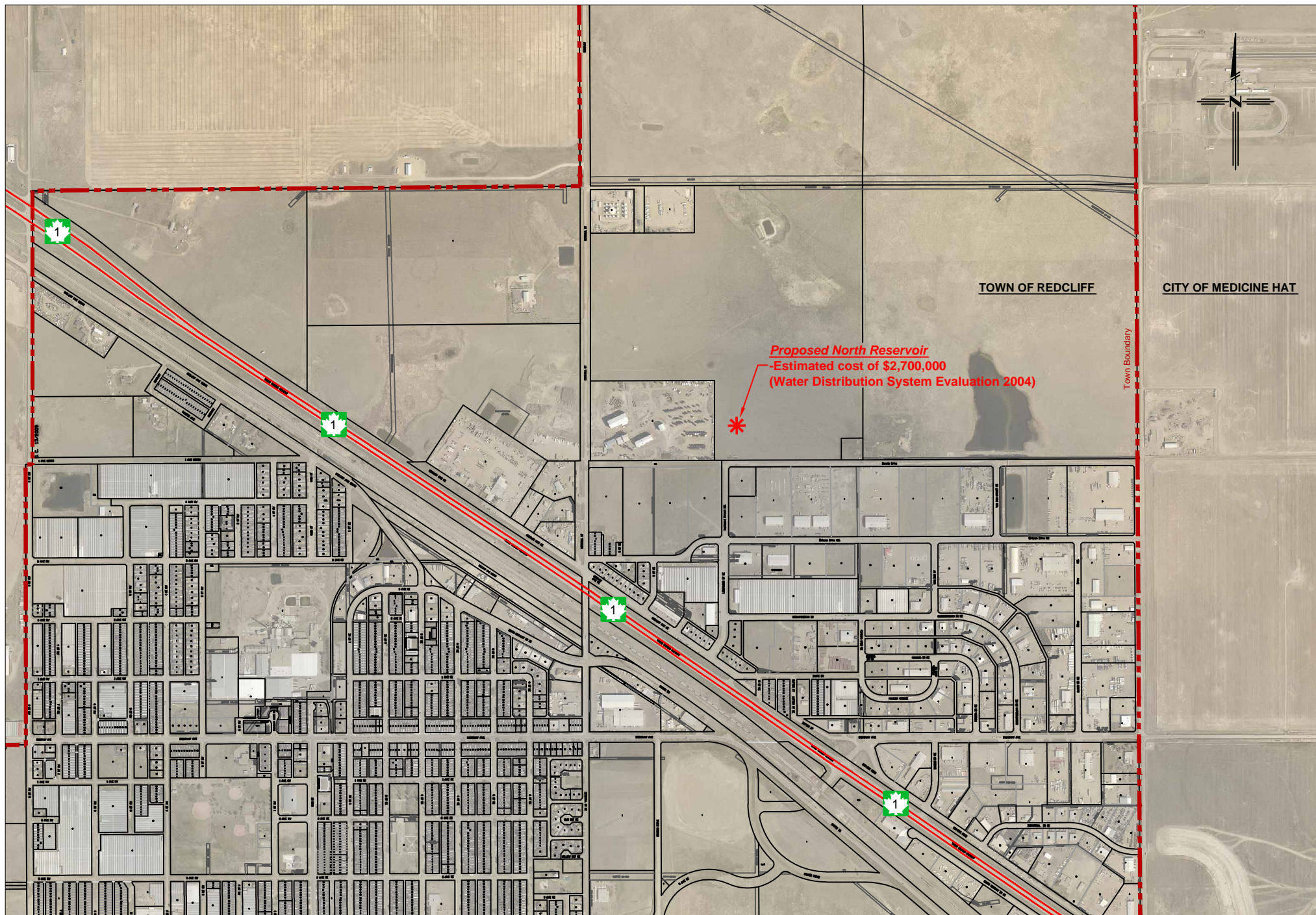
1. Councilor _____ moved that Town of Redcliff submit a grant application through the Small Communities Fund (SCF), under the grant terms of the Alberta Building Canada Program, to the Government of Alberta to partially fund (66.66%) the construction of a new Potable Water Reservoir with Pump Station north of the TransCanada Highway #1 to meet with the pressure losses and fire demand in the water distribution system as identified in Multi Yearly Capital Improvement Plan (MYCIP) of the Town, with an estimated cost of \$2,700,000.00 Plus GST. Further that the municipality utilize the Municipal Sustainability Initiative (MSI) Capital grant to fund the remaining 33.34% of the proposed project. The initiation and completion of this project would be dependent upon being successful with the grant applications.
2. Councilor _____ moved that Town of Redcliff do not submit a grant application for the construction of a new Potable Water Reservoir with a Pump Station north of TransCanada Highway #1.

SUBMITTED BY:


Department Head


Municipal Manager

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



**SKETCH SHOWING PROPOSED LOCATION OF PROPOSED
WATER RESERVOIR**

TOWN OF REDCLIFF REQUEST FOR DECISION (RFD)

DATE: March 23, 2015

PROPOSED BY: Manager of Engineering

TOPIC: Wastewater System Enhancement Grant Application (SCF)

PROPOSAL: Capacity improvement at the City of Medicine Hat's sanitary gate/sewer outfall

BACKGROUND:

The Town has experienced sanitary capacity challenges in the sewer trunks over the last few years, especially during periods of wet weather flows. This was evidenced most recently by a major rainfall event that happened on July 06, 2013. The Town conducted a wastewater system evaluation study by MPE Engineering Ltd which was completed in May 2013. This recommended a discussion with the City of Medicine Hat for future Town servicing options which may include a 2nd sanitary gate or upgrade to the trunk east of the Town as a high priority. The study did not analyze the City trunk as it was out of scope but identified that the existing 375mm (15") main within City is currently known to be undersized based on the existing wet weather flows from the Town. In 2007, the City inquired to see if the Town had any interest in building a second gate. The Town did not pursue this upgrade. Due to capacity constraints in the existing outfall sewer to Medicine Hat, the Town requires additional capacity at the gate to help with wet weather flows from the existing areas and for growth. The Town is in discussion with the City of Medicine Hat regarding the potential upsizing of the outfall. The City, from preliminary discussions between administrations, appears to be amenable of a limited increase of capacity from the existing 165 l/sec to 250 l/sec. Such costs would be built into the Town's existing rates. ISL Engineering (the Town's consultant for Sanitary Inflow and Infiltration Study) estimates that enhancing capacity in the line up to the first confluence point in the City, could cost roughly \$3.0 Million. Please note that there will likely be additional upgrades, of which Redcliff will bear a certain portion of, in the City downstream sewer and potential upgrade to City's wastewater plant within the next 5 years in addition to offsite levy charges. The capacity improvement at the City outfall sewer is also identified in the Town's Multi Yearly Capital Improvement Plan (MYCIP). The construction of the wastewater system enhancement will likely be eligible for funding through the Small Communities Fund (SCF) under Alberta Building Canada Fund program announced by the Government of Canada and Alberta. The deadline to submit application under this program is April 2, 2015. The application will be evaluated based on the programs eligibility criteria with high weightage for regional projects.

STRATEGIC PRIORITY:

This project/initiative is relevant to and will contribute to realizing the Priority no. 2 – Sewer Expansion as per the Strategic Priorities Plan adopted by council in early 2015.

ATTACHMENTS:

- Proposed sewer alignment in the City of Medicine hat.

OPTIONS:

1. Discuss and upgrade the sewer outfall capacity in the City of Medicine Hat as identified in Multi Yearly Capital Improvement Plan (MYCIP) of the Town, at an estimated budget amount of \$3.0 Million. Further that the administration submit an application to the Government of Alberta to partially fund this project through the Small Communities Fund (SCF) terms under Alberta Building Canada Fund program announced by the Governments of Canada and Alberta. Further, that the remaining budget for the construction be funded from the Municipal Sustainability Initiative (MSI) Capital grant.
2. Do not upsize the outfall sewer capacity within the City of Medicine Hat and perform a cost-benefit analysis to determine the optimal upgrade.

RECOMMENDATION:

While there are some benefits in selecting option 2, there is not enough time to perform this analysis before the grant application deadline date as some additional costs for upgrade are required from the City of Medicine Hat and the Inflow and Infiltration study is nearing completion. Administration recommends Option 1 in an effort to secure the funds to enhance the sanitary sewer capacity.

Suggested Motions:

1. Councilor _____ moved that Town of Redcliff discuss and upgrade the sewer outfall capacity in the City of Medicine Hat as identified in Multi Yearly Capital Improvement Plan (MYCIP) of the Town, at an estimated budget amount of \$3.0 Million. Further that the administration submit an application to Municipal Affairs to partially fund this construction through Small Communities Fund (SCF) terms under Alberta Building Canada Fund program announced by the Government of Canada and Alberta. The remaining budget for the construction be funded from the Municipal Sustainability Initiative (MSI) Capital grant.
2. Councilor _____ moved that Town of Redcliff do not upsize the outfall sewer capacity within the City of Medicine Hat and perform a cost-benefit analysis to determine the optimal upgrade.

SUBMITTED BY:


Department Head
Municipal Manager

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



**SKETCH SHOWING EXISTING AND PROPOSED SANITARY
SEWER TRUNK UPGRADE**

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: March 23rd, 2015

PROPOSED BY: Director of Community and Protective Services on behalf of Redcliff and District Recreation Services Board

TOPIC: Off Leash Dog Park

PROPOSAL: That the Town of Redcliff consider making a portion of existing recreation trail an off leash dog park area.

BACKGROUND:

The Redcliff and District Recreation Services Board conducted a community survey during 2014 Redcliff Days, about the Towns' off leash area. The resident survey (51 completed off leash questionnaires) came up with the following results.

The five most important attributes of a great off leash Dog Park are:

- Safe for dogs and people (40)
- Fun for dogs and people (35)
- Regular maintenance (31)
- Recreation for dogs (running, agility) (28)
- Clear rules of etiquette (21)

The top five criteria/features to promote health, safety and sustainability:

- Dog waste management (46)
- Regular maintenance (38)
- Accommodates year round use (35)
- Fencing (31)
- Signage/clear communications of dog park boundaries and rules (28)

Locations:

- Near River Valley Park (25)
- Near Mitchell Street (18)
- Near Cemetery (12)
- North area of Redcliff (8)
- Current location (3)

After examining our upcoming budget and existing off leash area, the board wanted to look at existing Town of Redcliff infrastructure to reduce the cost of such a project, and help facilitate the project through to fruition. The existing trail is 980m in length and the area indicated is south of the existing trail to the river edge.

Signs would be installed at both entrances to indicate if it is considered a dog off-leash or on-leash area. The signs will help educate and assist users in understanding when they are entering or exiting these areas, allowing everyone to take the required actions.

POLICY/LEGISLATION:

The Town of Redcliff Bylaw No.1627 / 2009 for the licensing, regulating and confinement of dogs has provisions for off leash areas as per section 2.13 as identified on Schedule "D".

STRATEGIC PRIORITIES:

The additional off leash Dog Park would be included in the Town of Redcliff Council's operational recreation master plan terms of reference strategic priority.

ATTACHMENTS:

Existing Town of Redcliff Trail System
Area Map and proposed off-leash Area
Schedule D of Bylaw No. 1627 / 2009 for the licensing, regulating and confinement of dogs

OPTIONS:

1. Support the Redcliff and District Recreation Services Board recommendation for creating an additional off-leash park along the river trail as indicated in proposed off leash area sketch.
2. Support the Redcliff and District Recreation Services Board recommendation for creating an additional off-leash park and refer to Community and Protective Services for further review.
3. Respectfully decline the request of the Redcliff and District Recreation Services Board.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

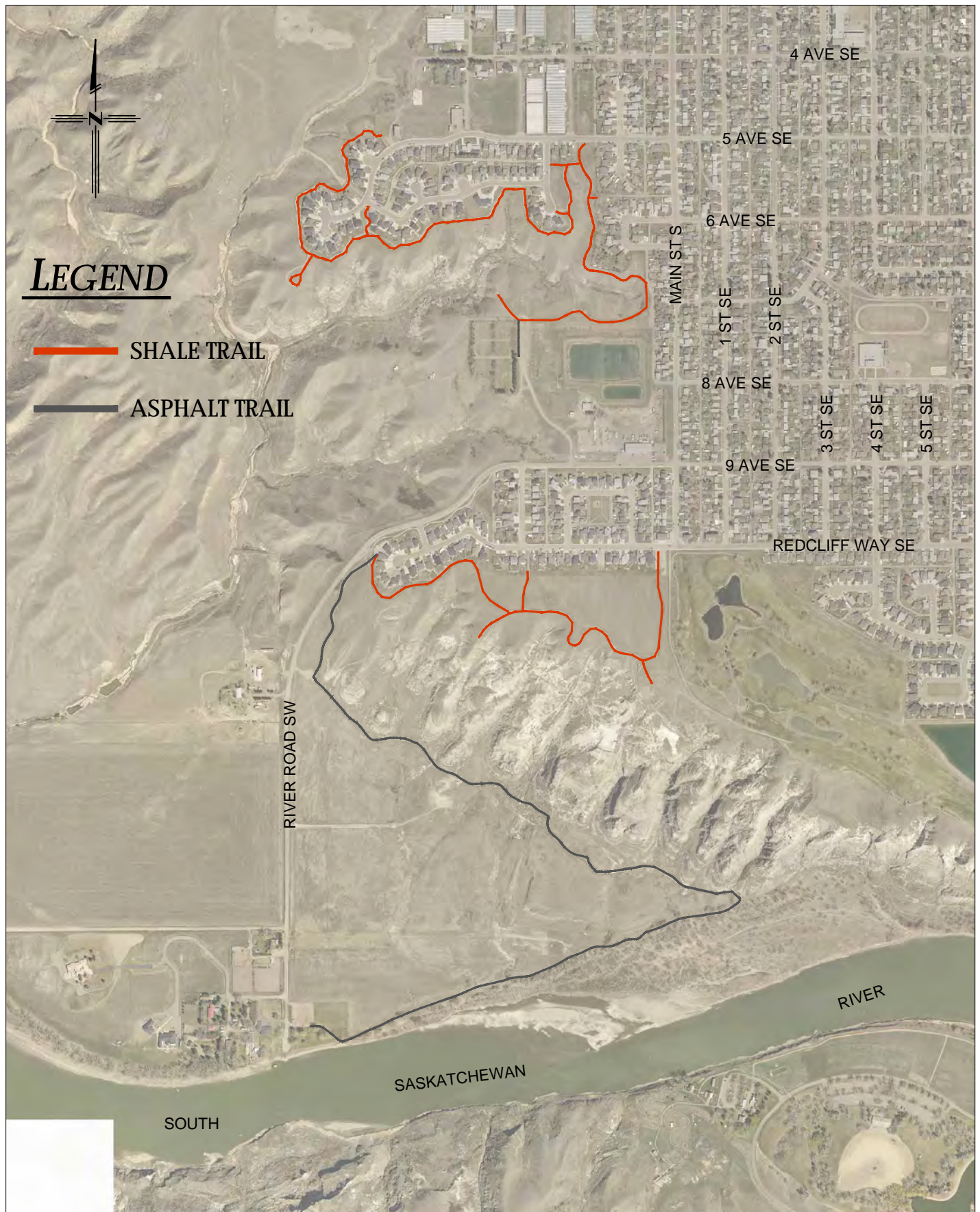
1. Councillor _____ moved that the Town of Redcliff create an off leash dog park area along and south of the existing river valley trail (980m) as indicated in the proposed off leash trail sketch, furthermore that Administration prepare amendments to the Town of Redcliff's Bylaw No. 1627 / 2009 for the licensing, regulating and confinement of dogs.
2. Councillor _____ moved that the request for an additional off leash area be referred to Community and Protective Service's for further review and amendments.
3. Councillor _____ moved the Town of Redcliff respectfully decline the Redcliff and District Recreation Services Board request for an additional off leash Dog Park.

SUBMITTED BY:

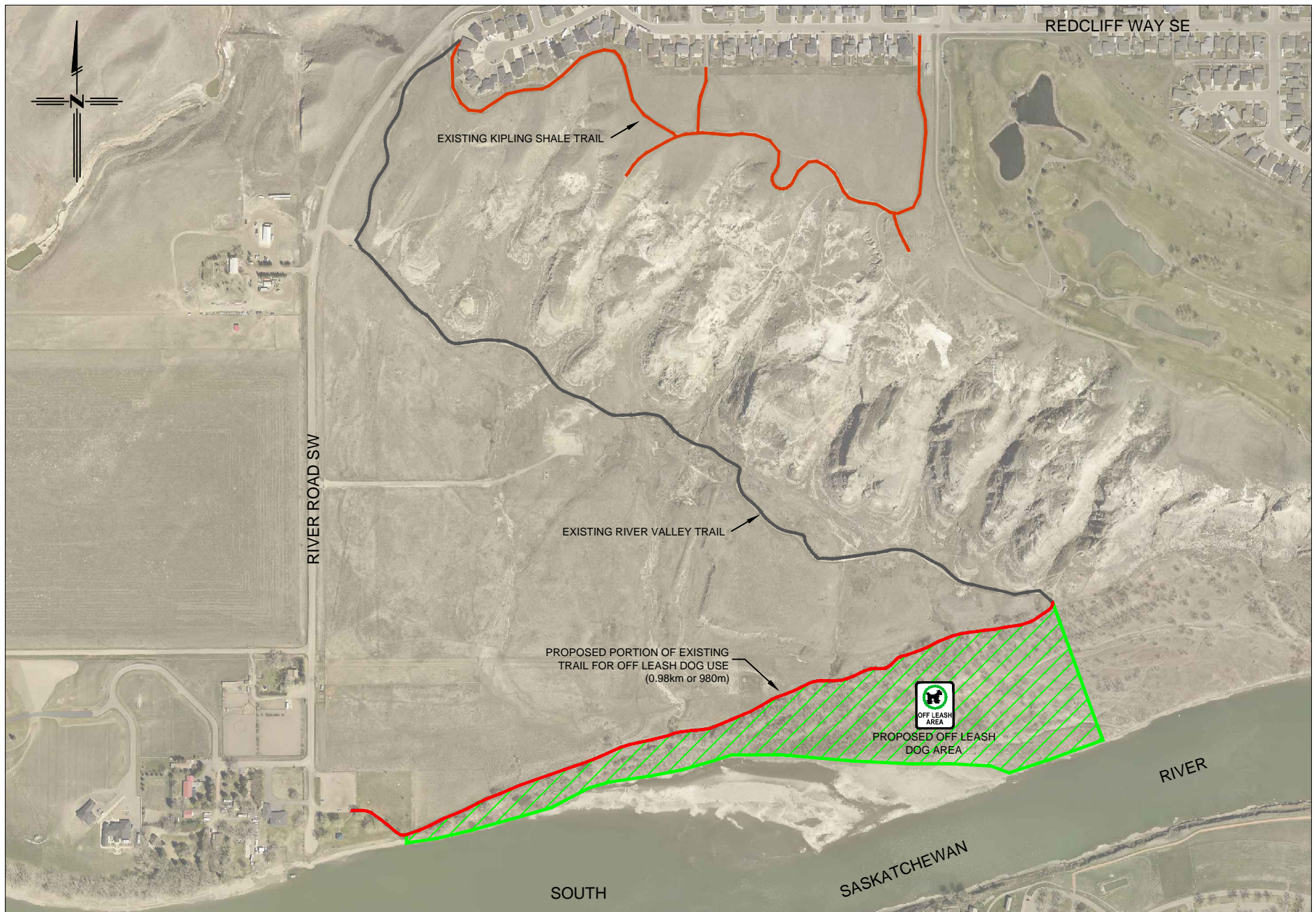

Department Head


Municipal Manager

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

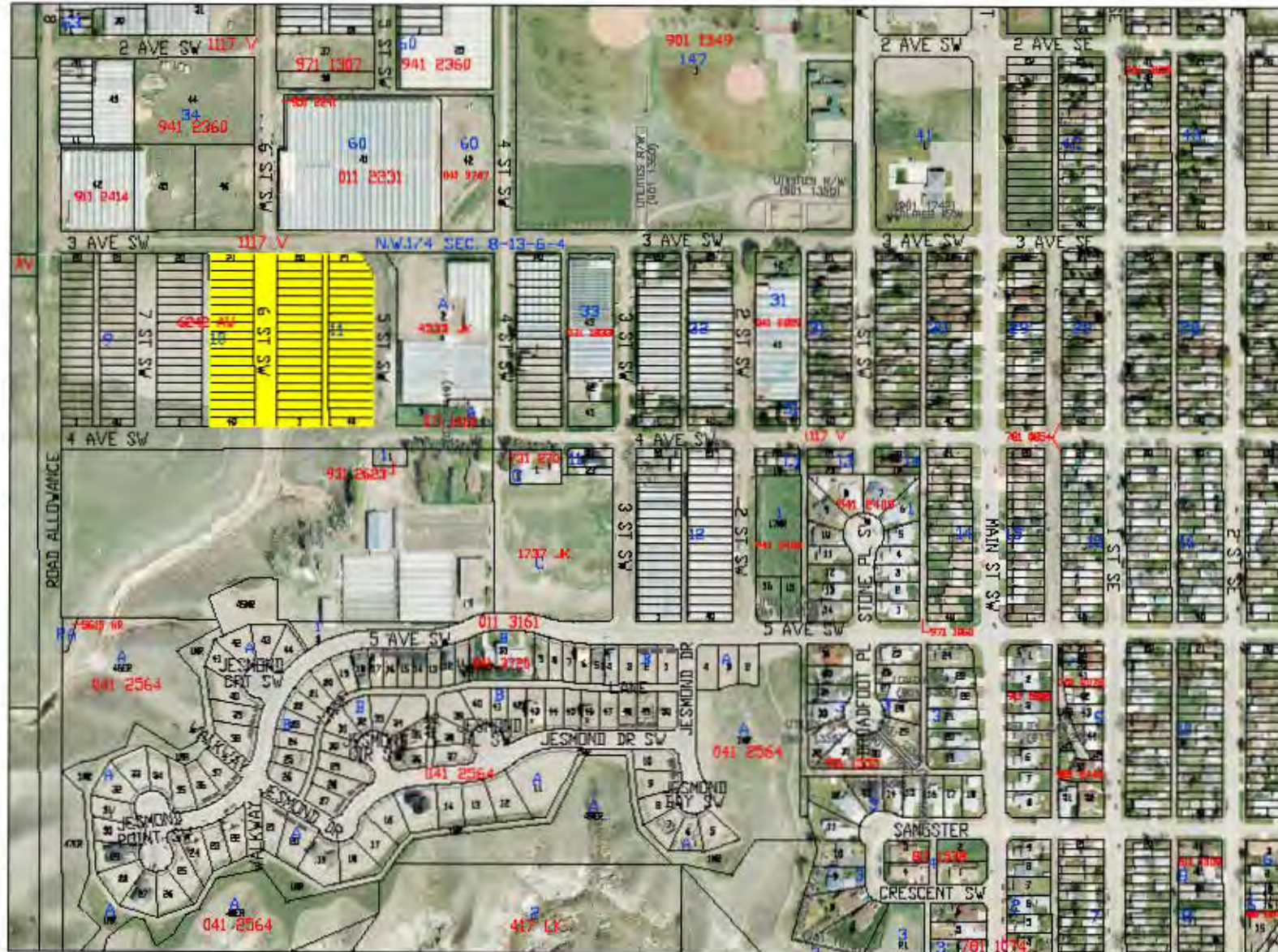


SKETCH SHOWING EXISTING TOWN OF REDCLIFF
TRAIL SYSTEM



SKETCH SHOWING EXISTING RIVER VALLEY TRAIL SYSTEM AND
PROPOSED PORTION FOR OFF LEASH USE

Schedule "D" Off-Leash Area



Off-Leash Area

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 23, 2015

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: Janitorial Services Contract

PROPOSAL: To award contract for janitorial services.

BACKGROUND

In November of 2014 administration submitted and presented to Council a Request for Decision regarding the award of contract for Janitorial Services.

The following motion was passed:

"Councillor Leipert moved to authorize Administration to award the contract for Janitorial Services for Town Hall, Public Services Building and the Protective Services Building to Advantage Cleaning in an amount of \$2,595.00 / month conditional to Advantage Cleaning meeting the security clearance requirements of the RCMP for the Protective Services Building. The term of the contract shall be from January 1, 2015 to December 31, 2017. Further that the Manager of Legislative & Land Services be authorized to sign the agreement. And further that Administration request quotes from Advantage Cleaning for the Redcliff Public Library and Redcliff Seniors Centre. - Carried."

Advantage Cleaning was advised they would be awarded the contract conditional to them receiving security clearance for the RCMP building. By mid-December no applications had been submitted to the RCMP for security clearance but Advantage Cleaning had indicated they were in the midst of having them prepared. Staff Sgt. Maxwell advised the process for security clearance is lengthy and could take several months. It is also a very thorough application process. It was clear that clearance would not be received by the end of December. To avoid interruption of service and to allow additional time for Advantage Cleaning to finalize this process the current provider, Harv's Janitorial, was asked if they would extend their contract for an additional three months as they already had the security clearance for the RCMP. They agreed.

As of mid-March Advantage Cleaning had not submitted any applications for security clearance to the RCMP.

The quote from Harv's Janitorial In November 2014 was

Redcliff Town Hall	\$ 915.00	
Redcliff Public Services Building	\$ 530.00	
Protective Services Building	<u>\$1,780.00</u>	
	\$3,225.00	
Extra call-outs for Bio Clean up Protective Services Building	\$120.00	(This would be invoiced directly to the RCMP)

Besides Harv's Janitorial there was quote in the estimated amount of \$2,400.00-3,120.00(it was only an estimate and not a set price) and one other in the amount of \$4,805.00.

Harv's Janitorial has been contacted to provide a quote for the Redcliff Library and Redcliff Senior Citizen's Buildings.

POLICY/LEGISLATION

The following excerpts have been taken from Policy 38 being the Purchasing Policy:

- *It is legislated in Section 248(1) of the Municipal Government Act that a municipality may only make an expenditure that is:*
 - a.) *Included in an operating budget, interim operating budget or capital budget, or otherwise authorized by the council.*
 - b.) *For an emergency, or*
 - c.) *Legally required to be paid.*
- *Any person making purchases on behalf of the Town of Redcliff shall exercise good stewardship of Town funds in making purchases. They shall endeavor to obtain quality products at the best price using reasonable methods and time constraints. However, when the amount of any purchase of materials, goods or services exceeds the sum of \$5,000.00, competitive quotations for the supply of the materials, goods, or services shall be obtained.*
- *In regard to tenders and competitive quotations, in the event the authorized personnel feel the lowest bid received is not the best option to accept, the bids must be forwarded to Council for consideration.*
- *Competitive quotations may be bypassed in the event of:*
 - *an emergency;*

The Municipal Manager authorized the month to month short-term extension of the contract with Harv's Janitorial as an emergent situation to continue service as Harv's Janitorial had security clearance with the RCMP.

ATTACHMENTS:

No attachments.

OPTIONS:

1. Rescind motion of November 24, 2014 awarding the Janitorial Services Contract to Advantage Cleaning. Further to award the Janitorial Services contract to Harv's Janitorial Services for a term to expire December 2017.
2. Rescind motion of November 24, 2014 awarding the Janitorial Services Contract to Advantage Cleaning. Award the Janitorial Services contract to Harv's Janitorial Services

for a term to expire _____. Further that Administration reissue a request for proposals for Janitorial Services.

RECOMMENDATION:

It is recommended to go with Option 1 as Harv's Janitorial has the required security clearance for the RCMP building. Administration does not suggest going with an alternate provider at this time as obtaining security clearance can take roughly 4-6 months to complete. Harv's Janitorial would like some commitment to continue on providing janitorial service. In early 2017 a Request for Proposal could be issued to allow for sufficient time for security clearances.

SUGGESTED MOTION(S):

Councillor _____ moved to rescind motion 2014-0592 which states:
"Councillor Leipert moved to authorize Administration to award the contract for Janitorial Services for Town Hall, Public Services Building and the Protective Services Building to Advantage Cleaning in an amount of \$2,595.00 / month conditional to Advantage Cleaning meeting the security clearance requirements of the RCMP for the Protective Services Building. The term of the contract shall be from January 1, 2015 to December 31, 2017. Further that the Manager of Legislative & Land Services be authorized to sign the agreement. And further that Administration request quotes from Advantage Cleaning for the Redcliff Public Library and Redcliff Seniors Centre." Further to authorize Administration to award the contract for Janitorial Services for Town Hall, Public Services Building and the Protective Services Building to Harv's Janitorial in an amount of \$3,225.00 / month. The term of the contract shall be from April 1, 2015 to December 31, 2017. Further that the Manager of Legislative & Land Services be authorized to sign the agreement.

SUBMITTED BY:



Manager of Legislative
& Land Services



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____, 2015.



Gordon Memorial United Church

401 Second Street SE
Redcliff, Alberta, Canada T0J 2P2
Phone: (403) 548-7110

RECEIVED
MAR 10 2015
TOWN OF REDCLIFF

Redcliff Town Council,

1 - Third Street, NE
Redcliff, AB
T0J 2P0

Dear Sirs and Madams,

Gordon Memorial United Church will be hosting a "Blessing of The Bikes" service on Sunday, May 3, 2015 at 10:30 am.

To accommodate this event and the expectation of approximately 50 motorcycles, the church is requesting that Fourth Avenue, between Second and Third Street, SE be closed from the hours of 10:00 am until 1:00 pm on this day. This will allow for the safe parking of motorcycles on the street during this event.

This request was made and approved last year for the same event. To facilitate the closing of the street, the barricades were off loaded at the church on the Friday. A member of the church then set the barricades in place at the appropriate time and removed them at the completion of the event. They were then placed by the church for the town crew to pick up on the following Monday.

Thank you for your consideration on this request and I invite all those with motorcycles to come to the church at 11:30 am and be a part of the Blessing.

Have a Blessed Day

Mel Spence
for Gordon Memorial United Church

b) the repayment of their operating line of credit; and
c) purchase of a rough mower be postponed to a future meeting. Further that the Redcliff Riverview Gold Club be invited to speak to Council on the matter. – Defeated.

2014-0222

Councillor Kilpatrick moved to direct Administration to prepare to extend a loan in the amount of \$50,000 to the Riverview Golf Club for the purchase of a new rough mower with a maximum term of 10 years. Further that the Riverview Golf Clubs 2014 payment on their current loan with the Town of Redcliff be deferred to 2015. – Carried.

6. CORRESPONDENCE

2014-0223 Shortgrass Library System
Re: Budget Requests for
2014, 2015, and 2016

A) Councillor Solberg moved correspondence dated March 19, 2014 from Shortgrass Library System regarding Budget requests for 2014, 2015, and 2016 be received for information. Further that the Town authorize signing off of the Redcliff requisition for 2014 in the amount of 4.80 per capita, a total of \$26,822.00. – Carried Unanimously.

2014-0224 Alberta Environment and
Sustainable Resource
Development
Re: 2013 Flood Recovery
Erosion Control Program
Grant for Pumphouse
Protection Project

B) Councillor Crozier moved correspondence dated March 3, 2014 from Alberta Environment and Sustainable Resource Development regarding the 2013 Flood Recovery Erosion Control Program Grant for Pumphouse Protection Project be received for information. – Carried Unanimously.

2014-0225 Alberta Environment and
Sustainable Resource
Development
Re: 2013 Flood Recovery
Erosion Control Program
Grant for River Valley park
project and additional funds for
Pumphouse Protection Project

C) Councillor Leipert moved correspondence dated March 27, 2014 from Alberta Environment and Sustainable Resource Development regarding 2013 Flood Recovery Erosion Control Program Grant for River Valley park project and additional funds for Pumphouse Protection Project be received for information. – Carried Unanimously.

2014-0226 Alberta Municipal Affairs
Re: Budget 2014 Municipal
Sustainability Initiative (MSI)
Capital and Basic Municipal
Transportation Grant (BMTG)

D) Councillor Steinke moved correspondence dated April 7, 2014 regarding Budget 2014 Municipal Sustainability Initiative (MSI) Capital and Basic Municipal Transportation Grant (BMTG) be received for information. – Carried Unanimously.

2014-0227 **Gordon Memorial United
Church**
Re: Blessing of the Bikes
request for temporary road
closure

E) Councillor Leipert moved correspondence received April 10, 2014 from Gordon Memorial United Church regarding request for permission for a temporary road closure of 4th Avenue between 2nd and 3rd Street SE for Blessing of the Bikes on Sunday, May 4, 2014 from 10:00 a.m. to 1:00 p.m. be approved. Further that the Public Services Director be authorized to deposit barricades at the Church on Friday and retrieve them on Monday morning allowing the Church committee to place and remove the barricades to facilitate a temporary closure of 4th Avenue SE. – Carried Unanimously

March 6, 2015

Mayor Reimer & Council
Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0

RECEIVED
MAR 13 2015
TOWN OF REDCLIFF

Alberta
Recreation & Parks
Association



Dear Mayor Reimer,

Re: ARPA's Excellence Series

The Alberta Recreation and Parks Association (ARPA) would like to introduce our new Excellence Series, a service designed for municipalities. The Excellence Series is a suite of dynamic online analytical tools developed in partnership with recreation and parks professionals across Alberta that will assist you and your administration in providing effective and efficient recreation and parks services. Compare your programs and facilities anonymously to other communities in Alberta with detailed reports that identify where your community excels and where it could improve.

RecFocus: Healthy Food Environments

recfocus.arpaonline.ca

FREE until March 31, 2015

Analyze your recreation facilities' nutritional programs, policies and best practices and discover the answers to important strategic and operational questions such as:

- How do our healthy food policies compare to other communities?
- What effect do healthy food policies have on revenue?

RecFocus: Indoor Pools

recfocus.arpaonline.ca

Compare the programs, policies and best practices of your indoor pools to other communities and discover the answers to important strategic and operational questions such as:

- How does our employee compensation contribute to recruitment and retention?
- How do our pool policies differ from other communities?

RecMetrics

recmetrics.arpaonline.ca

Measure your financial, facility and human resource management against other communities across Alberta and discover the answers to important strategic and operational questions such as:

- How many and what facilities should a community of our size have?
- What revenue streams do other communities have that we do not?

Please contact the ARPA office at 780-415-1745 for additional information.

Sincerely,

Michael Roma
President

March 6, 2015

Mayor Reimer & Council
Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0



Dear Mayor Reimer,

Re: Professional Development – Spring Sessions

The Alberta Recreation and Parks Association's (ARPA) wishes to share with you the spring schedule of professional development opportunities that will help you and your administration provide quality recreation and parks services and programs.

Risk Management Certification

Most often, risk management courses focus on insurance and avoiding risk, but for recreation and parks departments avoiding risk can also mean missing out on recreation opportunities for the communities they serve. ARPA is pleased to offer, in partnership with parks and recreation risk management expert Doug Wyseman, the education and hands-on training necessary to deal with the majority of risk issues. Participants at this workshop will receive a certificate designating that they have completed the training.

March 24, 2015 / Edmonton / Percy Page Centre / 9AM – 4PM

March 25, 2015 / Calgary / Colonel Baker Place / 9AM – 4PM

For more information, please visit www.arpaonline.ca/workshops

Developing Winning Sponsorship Proposals

ARPA, in collaboration with Partnership Group – Sponsorship Specialists, is offering a workshop on "Developing Winning Sponsorship Proposals and Generating Incremental Revenue". The workshop is designed for municipal decision makers, both elected and appointed. Learn how to make the most of your sponsorship proposals to generate the revenue your community needs to fund quality municipal programs and facilities.

May 5, 2015 / Calgary / 10AM – 4PM

May 7, 2015 / Edmonton / 10AM – 4PM

For more information, please visit www.arpaonline.ca/workshops

Please do not hesitate to contact me for more information,

Sincerely,

A handwritten signature in black ink, appearing to read "William Wells", is written over a light blue horizontal line.

William Wells, CEO
Ph. (780) 644-4798
wwells@arpaonline.ca

Municipal Manager Report to Council
March 23, 2015

On-going Projects

- Continued work on various legal files.
- Town Council has achieved one of its priorities outlined in their Strategic Priorities – in relation to physician recruitment.
- Made initial contact with the EDA regarding what steps are needed to develop an economic development strategic plan (as this has been identified in Council's Strategic Priorities). The suggestion was to have a public engagement session with Redcliff businesses/stakeholders in an effort to determine what their needs may be. EDA appears to be willing to assist in this regard.
- Carrying out management employee evaluations.
- Updating and reviewing position descriptions.
- Initiated minor revisions to Request for Decision format.

Day to Day Responsibilities

- February 19 – Attended the annual municipal legal trends seminar with Mayor Reimer and Manager of Legislative and Land Services. A couple of relevant topics were noted during this session such as appropriate communications, in a risk management context, when working through municipal legal issues.
- February 23 – attended an initial meeting with Mayor, Manager of Engineering, Manager of Legislative and Land Services with a potential developer.
- February 24 – attended and participated in a meeting, conducted by Palliser Economic Partnership (PEP) about a study they have commissioned in relation to pursuing the potential of and suitability of an intermodal trans load facility within the region.
- February 26-27 – Out of office on vacation.
- March 2 – met with some concerned residents regarding some of the requirements outlined in the land-use bylaw (in relation to change-of-use scenarios). In an effort to assist them with some of their concerns I suggested that such concerns be brought to the attention of the MPC which could then, in turn, submit recommendation to council if they deemed it necessary. To my knowledge, this has been initiated and staff is working with MPC to gather information.
- March 4-6 – attended the annual general meeting and workshop for the Local Government Administrator's Association of Alberta.
- March 16 – attended the Tri-Area IDP Liaison Committee Meeting to begin initial review of the IDP (this committee is supposed to meet 2 times per year).
- Communication with CMH administration representatives regarding future sanitary sewer projects within the next 5 years which will have an effect on future sanitary sewer rates. Compilation of such data is in progress in an effort to ascertain future rate expectations. This is a work in progress.
- Carry out regularly scheduled management meetings.
- Respond to councillor inquiries as they arise.
- Assist in responding to media inquiries as they arise.
- Respond to human resource (including correspondence with union representatives) and operational issues as they arise.

Parks and Recreation

- Replaced some fixtures in the Rec-tangle washrooms, which were found at the re-fit store.
- Met with Club 670 to discuss 2015 trail plans and go over facility agreement. The discussion also included the development of the Skills Park, and continuation of the youth bike skills development sessions. Reviewed facility use agreement and had the club make some adjustments to their insurance policy to meet facility use agreement requirements.
- At the Rec-Tangle over the weekend compressor one oil level dipped, and is becoming noisy. Compressor two temperature was lowered to ensure it was activate first, and not compressor one. Advice was sought from the supervisor over the weekend. Atron is to give an assessment of the compressor for summer maintenance.
- Routine ice maintenance completed. Zamboni wash water pump clutch is shorting out. Disconnected, and pump impeller removed for inspection. A refurbishing kit was installed.
- The Rec-Tangle will be closed after the ice carnival, and ice will be removed on March 23, 2015.
- Parks and Trails: Garbage's maintained, trails inspected for erosion and damage. Some washout silt over areas of the River Park trail, but currently frozen in place, to be addressed when weather allows.
- Did a tree trimming assessment along Broadway and Lions Park, obtaining quotes for work that is out of the scope of staff. Assessment to be presented to Municipal Manager before the work is started.

FCSS and Community Programming

- The Celtic Night cultural event on February 27, 2015 went well. There were crafts, displays, and treats. Irish folk singer, Drew Darley, and the McConnell School of Highland Dance performed. There were about 40 people of all ages throughout the evening. It was interesting that the audience consisted of older people more than young families. This will be taken into consideration when planning similar events throughout the year.
- The Canada Revenue Community Volunteer Income Tax program will be offered throughout March and April, 2015. There are 4 volunteers to do Saturdays and some evenings.
- Lyrical Dance, Jazz Dance, Drama Club and a Family Easter event have been added to the programming and will be offered soon.
- There was a lot of interest in the Home Alone class for grades 3 & 4. There was a waiting list for the class that ran at the end of February so another session was scheduled for April, 2015. This class is already full as well.

By-Law Enforcement

Reporting Period: 2015 February

Total files this reporting period: 72 (10 reported, 62 self-generated) *

TRAFFIC BYLAW: 11 files, 3 reported and 8 self-generated. All files related to parking issues.

STREET BYLAW: 51 files all self-generated. 50 files related to failure to remove ice/snow within 24 hours, 1 file in regards to an extension cord lying on a sidewalk.

NOISE BYLAW: 1 file reported related to this Bylaw during working hours. Additionally, after hour's complaints such as noisy parties, loud music etc. are routinely dealt with by the RCMP.

DOG CONTROL BYLAW: 4 files relating to this bylaw, all files were reported.

ANIMAL PROTECTION ACT: 0 files in relation to this act.

GARBAGE BYLAW: 1 file reported in relation to garbage being thrown in alley.

BUSINESS LICENSE BYLAW: 1 self-generated file: related to operating without a business license – license subsequently obtained. Business licenses are continuing to be renewed for the 2015 year. Numerous calls were received and fielded in relation to new businesses, renewals, cancellations, and business name changes.

NUISANCE AND UNSIGHTLY PREMISES BYLAW: 2 self-generated files relating to this bylaw. Both files relating to excessive materials acquired in a private yard. Both of these files remain open and follow-up is ongoing at this time.

ASSIST GENERAL PUBLIC: 1 file generated. 1 file associated to report of an injured animal.

* Files reported do not include a number for business licence related inquiries.

Special Projects

- Community Services department has maintained regular contact with the new physician to assist in marketing and public awareness of health related services soon coming to Redcliff. Have sent media news releases to AHS, RPAP, local media outlets, and arranged local media interviews with physician and Mayor Reimer, Councillor Brown, and Committee Chair, Camille Reimer.

Emergency Management

- Director of Emergency Management attended training for ICS 200 Train the Trainer in Chestermere, scheduled to complete course by co-teaching with CMH Director of Emergency Management, Ron Robinson. This will enable us to create depth in our emergency management team and do some training in house.

- Working with Regional Director of Emergency Management on Everbridge mass notification system, taking training and learning ways that our organization can use the system in multiple situations. This product cost was included in our Regional Disaster Services requisition. With the Regional Emergency Management team, we have been working through our Regional Emergency Management Plan and will have it completed in April, 2015.

PUBLIC SERVICES

Water and Sewer Utilities

- New Water Treatment Plant construction continues and the operators have been busy coordinating and advising the contractor as required.
- Work inside the north portion of the reservoir is complete and staff have disinfected, filled, and put back into service.
- South portion of the reservoir has been drained and the contractor has commenced working inside the reservoir.
- Typical water utility work orders being completed such as meter checks.
- Water disconnects occurred for delinquent utility accounts.
- Several Greenhouse water meters have been re-installed for the season.
- Some Public Services Staff attended the AWWOA annual workshop for Water/Wastewater Systems Operators. The staff took in various (CEU eligible) seminars regarding current practices and also learning of upcoming changes in the industry.

Municipal Works

- Staff have begun sweeping the streets to remove sand which was applied over the winter months. The street sweeper has recently experienced operating challenges. Staff are awaiting a diagnostic computer being shipped from Ontario to hopefully diagnose the issue, followed by repair.
- Several sign maintenance and installations have taken place as they tend to get more incidents of damage during the winter months.
- The primary garbage truck #128 is still out of service. Currently the truck has been experiencing PTO/wiring issues and is currently at Summit motors for repairs. Over the last couple of months this unit has basically been inoperable due to issues with PTO/wiring/Hydraulic pump issues.
- Case 580 Backhoe has been repaired and is now back in service.
- Staff have been hauling gravel and sand to replenish stock piles at Public Services and the Landfill.
- Staff conducted an alley cleanup of litter.
- Staff conducted a cleaning of all storm catch basin grates.
- Staff cut the trees down around the raw water reservoirs to aid in the future cleaning of the reservoirs.

- Public Services received and placed (after receiving development approval) two new sea cans for dry storage in the Public Services yard.

Landfill

- The new roads constructed during new cell construction have needed extra maintenance during the warm weather periods as they have become quite soft.
- Staff have been hauling road crush and sand to have as stockpiles at landfill for road use.
- Litter collection around fences was conducted during warm dry weather periods.
- First lift in the new cell is complete.
- Staff have been working on getting quotes for new catch screens, various fencing around new cell and leachate pond.
- Hyundai Loader was sent to CEM Equipment in Taber for repairs on an engine seal leak and other various mechanical issues (these were budgeted items). It is expected to be back in service soon.
- Ridgeline has been transferring approximately 1500 tonnes of treated soils to be used as daily cover for landfill operations.
- The landfill supervisor attended a landfill firefighting course in Edmonton March 9, 2015 to learn about risks and prevention of fires in Landfills.

Other

- The Heavy Duty Mechanic position recently advertised has been filled with a start date of March 30, 2015.

ENGINEERING

4th Ave SW (1st St to 4th St and 400 Block) Road, Storm and Sanitary replacement, Broadway Ave East concrete curb and culvert installation:

- No further update. Transit Paving provided schedule of work to complete the remaining work from April 13th to May 01, 2015.

I and I study updates:

- ISL working on report preparation.
- Final report delivery has been delayed due to additional scenarios assessment by ISL.
- Final draft of the report is expected to be received at the end of this month.
- Flow monitoring data capture in the NW lift station catchment area in progress with the assistance of Public Services staff.

Pump Station berm raising and river bank erosion protection:

- LMT Enterprises will start mobilization to Pump Station site from April 6th and the work is scheduled to complete by May 16, 2015.
- LMT will re-mobilize to River Valley Park Erosion Protection site on September 1 to 5, 2015, and scheduled to complete the work by October 3, 2015.
- AMEC site representative will be at site to monitor the construction activities.

Coulee slumping Geotechnical Investigation:

- Parkland Geotechnical Consulting (formerly Enviro Geotesting) completed the draft reports for Kipling and Westside slope slumping projects.

River Valley Residents water servicing:

- Administration is looking into a cost breakdown and a plan will be brought forward to Council at a future meeting.

WATER TREATMENT PLANT, RAW WATER PUMP STATION AND PIPELINE UPGRADES:**Water Treatment Plant (WTP) Construction:**

- Bi weekly construction progress meeting occurred on Feb 25, 2015.
- Concrete work for clarifier and diversion vault completed up to 70%.
- Building completed to 50%.
- North cell of the treated reservoir is back online after disinfection.
- The steel columns and steel piping in the south reservoir has been completed. Footing concreting and grouting work in progress. Expected to complete the work inside south reservoir by April 15.
- Underground piping work completed up to the toe of berms near the existing raw water ponds from the diversion vault.
- 400mm PVC potable water main connection and piping to 9th Ave in progress.
- Internal block wall installation completed up to 40%.
- MCC unit for pump station will be delivered to site next week.
- Pall racks installation will be started this week with the process piping.
- Contractor's shop drawings submittal and review from MPE is on-going.

Pump Station Upgrade:

- No further update.

Eastside Area Structure Plan Amendment:

- ISL is working on the draft of the report and making edits based on the comments forwarded.

OTHER MISCELLANEOUS:

- Request for Proposal for Offsite Levy Bylaw preparation.
- Application preparation for Small Communities Fund grant.
- On-going map updates for Public Services and Legislative & Land Services departments.
- Preliminary surveying and designs for Main Street sanitary re-routing, Sanitary main diversion upstream of Broadway Court Lift Station and 3rd St NE West Lane design review in progress.
- Development of 1502 Dirkson Drive and other related issues.

FINANCE AND ADMINISTRATION

Year-End

- The 2014 year-end field audit has been completed. The auditors are working on finalizing the Financial Statements and are tentatively scheduled to be presented to Council April 13, 2015.

Utilities

- The first utility billing with the 2015 rates was mailed March 16, 2015. We have a number of customers inquiring about the increases. In general, customers have been understanding of the change.

GP 2015 Upgrade:

- The financial software Diamond/ GP Dynamics will be upgraded this year from the 2010 version to the 2015 version. Updates to this software are completed 2 to 4 times per year; a version upgrade is generally required every 3 to 5 years.
- Scheduled test upgrade will be from June 26 to July 17, 2015 and the go live date will be July 23, 2015.

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires regarding land sales, development & subdivision. Two land sales to date.
- Follow up on terms of an existing contract regarding timelines to build.
- Ongoing enforcement issues of non-permitted development and older files.
- Review of several Land Use Bylaw matters.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011. 16 were closed in January.

- A Subdivision and Development Appeal Board (SDAB) meeting was held on March 11, 2015 regarding appeal of Development Permit Application 15-DP-001 (Lot 19, Block 5, Plan 9711827 - 916 Kipling Crescent SW) for an addition / enclosed deck. The proposed addition / enclosed deck encroached into the rear setback. The appeal was upheld and the application was approved as presented.
- Following up and monitoring of Insurance Claim files.
- Review of Insurance Schedules.
- Attended a Tri Area Inter-Municipal Development Plan (IDP) Liaison Committee meeting. As per the IDP the committee is initiating a review of the document. The IDP indicates that a review is to be conducted prior to the 6th year after adoption (July 2010).
- B. Andres and J. Kwok attended Assessment Review Board Clerk Training on March 12 & 13, 2015.
- There are board positions available on the Family & Community Support Services Board and the Subdivision and Development Appeal Board (however, the structure/makeup of this board is currently under review). There is also a need for a Redcliff citizen on the Economic Development Alliance Board.

**COUNCIL'S REPORT TO COUNCIL
MARCH 23, 2015**

REPORT FROM COUNCILLOR:

Chéré Brown

I attended the Rural Health Action Plan with Councillor Steinke on Feb. 19, 2015 in Brooks. We had a 45 minute conversation with 12 to 15 health professionals about the state of healthcare in Redcliff. We discussed the challenges of transportation & recruiting a doctor. It was a very good meeting in the sense that they seem to be listening.

**MAYOR'S REPORT TO COUNCIL
MONDAY, MARCH 23, 2015**

January 29, 2015	Attended Redcliff Girl Guides Ceremony at Baden Powell Centre
January 30, 2015	Attended Mayor & Reeves meeting in Brooks, Alberta
February 5, 2015	SEAWA IWMP Steering Committee meeting at Medicine Hat College
February 11, 2015	Margaret Wooding School Science Fair - Judging Grades 4,5, and 6
February 13, 2015	In attendance at the Minister of Finance - Robin Campbell Information Dinner meeting at Chinook Village, Medicine Hat, Alberta
February 19, 2015	Emerging Trends Conference in Calgary at the Coast Plaza Hotel Hosted by Brownlee LLP
February 20, 2015	Redcliff Scouts & Guides - Sign Proclamation at Redcliff Town Hall
March 1-3, 2015	Attend at the Rural Alberta Education Symposium in Canmore, Alberta
March 4, 2015	SEAWA - IWMP Steering Committee meeting, Medicine Hat Library
March 12, 2015	Informal Meet & Greet dinner with Reeve and Councillors of Cypress County

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
March 27, 2015	Big Brothers, Big Sisters Bowl for Kid's Sake (Mayor attending)	Panorama Lanes 6:00pm to 8:00 pm
April 10, 2015	Wild Horse Border Crossing meeting (Mayor Attending)	Medicine Hat
April 24, 2015	Mayor's & Reeves Meeting (Mayor Attending)	Town of Redcliff Chambers at Noon