



COUNCIL MEETING
TUESDAY, NOVEMBER 13, 2012
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, NOVEMBER 13, 2012 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary for September 30, 2012 *	For Information
2. PUBLIC HEARING	
A) Bylaw 1726/2012 being a bylaw to amend the Land Use Bylaw regarding proposed modifications to Part VIII Section 85 (14) (i) [Sign Regulations – Portable Signs] for the purpose of amending the time limit in which a portable sign will be permitted in any one calendar year	
3. MINUTES	
A) Council meeting held October 22, 2012 *	For Adoption
B) Organizational meeting held October 22, 2012 *	For Adoption
C) Committee of the Whole meeting held October 22, 2012 *	For Information
D) Redcliff and District Recreational Services Board meeting held November 5, 2012*	For Information
i) Canada Day Funding Application	
E) Redcliff Public Library Board meeting held June 26, 2012 *	For Information
F) Economic Development Alliance of Southeast Alberta (EDA) meeting held September 11, 2012 *	For information
4. BYLAWS	
A) Bylaw 1726/2012 being a bylaw to amend the Land Use Bylaw regarding proposed modifications to Part VIII Section 85 (14) (i) [Sign Regulations – Portable Signs] for the purpose of amending the time limit in which a portable sign will be permitted in any one calendar year *	2 nd /3 rd Reading

5. STAFF RECOMMENDATION

- | | | |
|-----------|---|--------------------------------|
| A) | RCMP Lease Agreement * | For Consideration/ |
| B) | Emergency Management * | For Consideration/
Approval |
| C) | Water Treatment Plant Recommendations * | For Consideration/
Approval |

6. CORRESPONDENCE

- | | | |
|-----------|--|-------------------|
| A) | Alberta Municipal Affairs *
Re: South Saskatchewan Regional Plan Consultation – Municipal Discussion | For Discussion |
| B) | Cypress County *
Notice of Public Hearing for Land Use Bylaw Amendment 2012/39
PN NE 31-11-5-W4 – Mayberry | For Comment |
| C) | Riverview Golf Club *
Re: Request for support of Community Spirit Program Grant application | For Consideration |
| D) | Girl Guides of Canada – Redcliff District *
Re: Request for permission to use Water Tower image on new Crest to celebrate 100 years of Guiding in Alberta | For Consideration |
| E) | Alberta Justice and Solicitor General *
Re: Payment of \$240,768. for the 2012-13 Municipal Policing Assistance Grant (MPAG) | For Information |

7. OTHER

- | | | |
|-----------|---------------------------------|----------------|
| A) | CAO Council Evaluation Format * | For Discussion |
|-----------|---------------------------------|----------------|

8. RECESS

9. IN CAMERA

- | | |
|-----------|------------|
| A) | Land (1) |
| B) | Labour (3) |
| C) | Legal (1) |

10. ADJOURN

ACCOUNTS PAYABLE OCTOBER 19 - OCTOBER 25, 2012			
COUNCIL MEETING NOVEMBER 13, 2012			
71690	TELUS	OCTOBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$158.98
71691	TELUS MOBILITY	OCTOBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$84.30
71692-71733	VOIDED	PRINTER ERROR	\$0.00
71734	AMSC INSURANCE	SEPTEMBER HEALTH SPENDING ACTIVITY, NOVEMBER EMPLOYEE BENEFITS	\$14,385.66
71735	ANHELIGER, HARLAN	REIMBURSE TRAVEL EXPENSES LANDFILL OPERATIONS COURSE	\$207.45
71736	ATRON REFRIGERATION	COMPRESSOR REBUILD, ICE PLANT START UP, REPAIRS AT LIBRARY & TH	\$23,886.57
71737	BIG HILL SERVICES	ICE PAINT, GOAL NETS, GOAL PADS & BUMPER, RUBBER FLOORING	\$3,468.71
71738	CITY OF MEDICINE HAT	SEPTEMBER SEWAGE OUTLAY AND 2012 911 DISPATCH SERVICES	\$45,730.59
71739	DIAMOND MUNICIPAL	2013 BRL ENHANCEMENTS & COPPER SUPPORT PLAN, TRAINING-TP	\$14,145.83
71740	FORTY MILE GAS CO-OP	SEPTEMBER GAS UTILITY LANDFILL	\$70.99
71741	FOX ENERGY SYSTEMS	REFILL SCBA TANKS	\$226.38
71742	GAR-TECH ELECTRICAL	REPLACE EXIT LIGHT - RECTANGLE, INSTALL RECEPTACLES - TH	\$998.93
71743	GENIVAR CONSULTANTS	FINAL INVOICE STORM SYSTEM EVALUATION STUDY	\$8,950.73
71744	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
71745	LMT ENTERPRISES	PROJECT #81 - 9TH AVE SW (000-100BLK) & PS PARKING LOT REPAIRS	\$4,010.11
71746	LETHBRIDGE HERALD	SEPTEMBER ADVERTISING	\$334.24
71747	SHAW CABLE	OCTOBER INTERNET TOWN HALL	\$125.84
71748	PARK ENTERPRISES	AUGUST PERMITS	\$2,677.19
71749	PC CORP	JULY & SEPTEMBER SUPPORT SERVICES	\$2,173.50
71750	SUNCOR ENERGY	DYED DIESEL - LANDFILL	\$3,202.92
71751	PITNEY BOWES LEASING	4TH QUARTER POSTAGE MACHINE LEASE	\$227.02
71752	PRITCHARD & COMPANY	LEGAL FEES - SALE OF LAND, CAVEAT DISCHARGES, ETC	\$9,358.63
71753	PUROLATOR	FREIGHT OF PARTS - UNIT #128 - GARBAGE TRUCK	\$26.72
71754	QUICK WAY ELECTRIC	PROJECT#61 - TRANSFORMER INSTALLATION BROADWAY COURT LIFTSTATION	\$4,118.10
71755	RAC SOFTWARE	FMW WEB MAINTENANCE	\$3,155.25
71756	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK AT LANDFILL	\$126.00
71757	SFE GLOBAL	SANITARY SYSTEMS EVALUATION STUDY - FLOW MONITORING	\$12,227.42
71758	ST. JOHN AMBULANCE	INSTRUCTOR FEES - BABYSITTING COURSE OCTOBER 13, 2012	\$600.00
71759	SUPERIOR TRUCK EQUIPMENT	CAM FOLLOWERS	\$100.63
71760	LOCHART, CARLA	REFUND UTILITY DEPOSIT AND SIGN ON FEE	\$115.75
71761	HITTEL, JOHN	REFUND FIREARM SAFETY COURSE FEE	\$112.35
71762	PIDLISNY, KURTIS & ALYSIA	REFUND RENTAL DEPOSIT	\$50.00
71763	TULIP, MARY	REIMBURSE EMPLOYEE CRIMINAL RECORD CHECK	\$53.00
71764	LABBE, ALEXANDRE	REFUND UTILITY DEPOSIT	\$100.00
71765	VOLK, JAMIE	REFUND CREDIT ON UTILITY ACCOUNT	\$96.85
71766	CHRISTIE, ELEANOR	REFUND CREDIT ON UTILITY ACCOUNT	\$98.82
71767	LUMAN MECHANICAL	REFUND UTILITY DEPOSIT	\$100.00
71768	TRENCH TECH EXCAVATING	REFUND UTILITY DEPOSIT	\$100.00
71769	BODNAR, JANE	REFUND BABYSITTING COURSE FEE	\$59.85
71770	TOWN OF REDCLIFF LANDFILL	SEPTEMBER LANDFILL TONNAGE	\$4,002.98
71771	TRANSIT PAVING	VARIOUS STREET IMPROVEMENTS	\$466,028.27
71772	TRICO LIGHTING PRODUCTS	BATTERY , METRICS CASE	\$183.44
71773	WE CARE HOME HEALTH CARE	SEPTEMBER HOMECARE SERVICES	\$52.00
71774	WOLANSKI, DAVID	REIMBURSE TRAVEL EXPENSES AUMA & STAFF LENGTH OF SERVICE AWARD	\$1,435.19
71775	WOOD, DALE	INSTRUCTOR FEES - HUNTER EDUCATION COURSE	\$1,520.00
71776-71784	VOIDED	PRINTER ERROR	\$0.00
71785	PROVINCIAL TREASURER LAPP	LAPP CONTRIBUTIONS TO OCTOBER 22, 2012	\$15,931.50
71786	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO OCTOBER 22, 2012	\$22,388.21
71787	VOIDED	PRINTER ERROR	\$0.00
71788	TOWN OF REDCLIFF	MANUAL PAYROLL CHEQUE FOR REGULAR PAY TO OCTOBER 22, 2012	\$63,316.59
	TOTAL CHEQUES: 47	AMOUNT OF CHEQUES:	\$730,613.49

BANK SUMMARY FOR SEPTEMBER 30, 2012

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	1,198,078.80 ✓	10,000.00 ✓	1,208,078.80
DAILY DEPOSITS	275,748.80	149,210.94	424,959.74
CIBC DIRECT DEPOSITS/ TELEBANKING	243,839.69		243,839.69
INTEREST EARNED	7,631.64		7,631.64
T-BILL REDEMPTIONS	0.00		0.00
OTHER DIRECT DEPOSITS	3,022.48		3,022.48
SUBTOTAL	530,242.61 ✓	149,210.94 ✓	679,453.55
CHEQUES	(830,756.52)	(149,210.94)	(979,967.46)
ASFF QUARTERLY PAYMENTS	(445,692.55)		(445,692.55)
DEBENTURE PAYMENTS	(22,418.98)		(22,418.98)
T-BILL PURCHASES	(400,000.00)		(400,000.00)
NSF CHEQUES	(136.00)		(136.00)
OTHER DIRECT WITHDRAWALS	(4,700.50)		(4,700.50)
SUBTOTAL	(1,703,704.55) ✓	(149,210.94) ✓	(1,852,915.49)
TOTAL	24,616.86	10,000.00	34,616.86
BANK CLOSING BALANCE	56,566.12	10,000.00	66,566.12
ADD: O/S DEPOSITS	25,828.26		25,828.26
LESS: O/S CHEQUES	(57,777.52)		(57,777.52)
TOTAL	24,616.86 ✓	10,000.00 ✓	34,616.86

INVESTMENTS

CIBC PREMIUM T-BILL FUND	5.12.02.321	12,700,000.00 ✓
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,312,798.70 ✓
TOTAL INVESTMENTS		14,012,798.70

TOWN OF REDCLIFF

 OCT 18 2012
 FINANCE DEPT.

**BYLAW NO. 1726/2012
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

WHEREAS it is proposed that modifications be made to Part VIII Section 85 (14) (i) [Sign Regulations – Portable Signs] for the purpose of amending the time limit in which a portable sign will be permitted in any one calendar year.

AND WHEREAS it is proposed that wording of Part VIII Section 85 Subsection 14 (i) which states

- (i) Each site is permitted one sign for a period or periods not exceeding a total of two (2) months per calendar year.

be replaced with the following wording:

- (i) Each site is permitted one sign for a period or periods not exceeding a total of one hundred twenty (120) days per calendar year.

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

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2012.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1726/2012.

2. That wording of Part VIII Section 85 Subsection 14 (i) which states

- (i) Each site is permitted one sign for a period or periods not exceeding a total of two (2) months per calendar year.

be replaced with the following wording:

- (i) Each site is permitted one sign for a period or periods not exceeding a total of one hundred twenty (120) days per calendar year.

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

READ a first time the 9th day of October, 2012.

READ a second time the _____ day of _____, 2012.

READ a third time the _____ day of _____, 2012.

PASSED and **SIGNED** the _____ day of _____, 2012.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 22, 2012 – 7:00 P.M.**

PRESENT:	Mayor	R. Hazelaar (left at 9:03 p.m.)
	Councillors	C. Brown, C. Crozier, D. Kilpatrick, E. Reimer, E. Solberg, J. Steinke
	Municipal Manager	D. Wolanski
	Manager of Legislative and Land Services	S. Simon
	Manager of Engineering	K. Minhas
	Bylaw Enforcement Officer	B. McMillan (left at 7:30 p.m.)
	R.C.M.P.	Sgt. D. Ness (arrived at 7:26 p.m.; left at 7:49 p.m.) Cst. S. McWhinnie (arrived at 7:19 pm; left at 7:49 p.m.)
	SEAWA	Bob Phillips (left at 8:37 p.m.)
	Redcliff Public Library Board	G. Klotz (left at 8:03 p.m.)
		J. McCully (arrived at 8:26 p.m.)
	Media	C. Weiss, Cypress Courier (left at 7:49 pm returned at 7:52 p.m.)
ABSENT:	Director of Finance & Administration	R. Osmond

1. GENERAL

Call to Order	A) Mayor Hazelaar called the regular meeting to order at 7:00 p.m.
Adoption of Agenda	B) Councillor Reimer moved the Agenda be adopted as presented. – Carried.
Accounts Payable	C) Councillor Crozier moved the following 54 general vouchers in the amount of \$315,631.28 be received for information. – Carried.

ACCOUNTS PAYABLE OCTOBER 10 - OCTOBER 15, 2012			
COUNCIL MEETING OCTOBER 22, 2012			
71636	ALBERTA FIRE CHIEFS	2012 FIRE PREVENTION PACKAGE	\$399.80
71637	ACTION PARTS	NITRILE GLOVES, WORK LIGHTS	\$100.16
71638	AQUATECH DIVING	VIDEO INSPECTION WTP CLEARWELL	\$997.50
71639	BATTERY DIRECT	12 VOLT BATTERY FOR UNIT #119 INTERNATIONAL TRUCK	\$109.20
71640	BENCHMARK GEOMATICS	GRADES SURVEYED AT VARIOUS LOCATIONS	\$472.50
71641	CIBC VISA	SUBSCRIPTION, MEMBERSHIPS, CONFERENCE, OFFICE SUPPLIES, COURSES	\$7,819.70
71642	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS	\$2,850.27
71643	CANADIAN PACIFIC RAILWAY	SEPTEMBER FLASHER CONTRACT	\$667.24
71644	EPCOR ENERGY SERVICES	SEPTEMBER ELECTRIC UTILITY LANDFILL	\$120.66
71645	OSMOND, ROBERT	REIMBURSE TRAVEL EXPENSES GFOA TASKFORCE	\$232.48
71646	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS TO OCTOBER 6, 2012	\$16,496.52
71647	PUROLATOR	FREIGHT OF PARTS FOR UNIT #101 - ZAMBONI	\$61.23
71648	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO OCTOBER 6, 2012 AND OCTOBER COUNCIL PAY	\$24,529.63
71649	SOLBERG, ERIC	REIMBURSE TRAVEL EXPENSES PEP ANNUAL GENERAL MEETING	\$103.50
71650	STEHR, BRIAN	REIMBURSE TRAVEL EXPENSES ADOA CONFERENCE	\$230.68
71651	TELUS COMMUNICATION	SEPTEMBER CELL PHONE, PHONE, RADIO AND PAGER CHARGES	\$2,186.67
71652	TELUS MOBILITY	SEPTEMBER CELL PHONE, PHONE, RADIO AND PAGER CHARGES	\$355.84

71653	TOWN OF REDCLIFF	OCTOBER COUNCIL PAY, REGULAR PAY TO OCTOBER 6, 2012	\$69,565.42
71654	DENNISON, SHAWN	TRAVEL ADVANCE SWIMMING POOL OPERATOR LEVEL 2 COURSE	\$600.00
71655	REDCLIFF CENTENNIAL	TRANSFER RESERVE	\$5,500.00
71656	TYCO INTEGRATED SECURITY	4TH QUARTER ALARM SERVICES AT WATER TREATMENT PLANT	\$114.03
71657	CENTURY VALLEN	SERVICE SCBA	\$323.27
71658	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS	\$25,020.61
71659	CLEARTECH INDUSTRIES	CHLORINE CYLINDERS	\$1,205.23
71660	CANADIAN PACIFIC RAILWAY	THIRD PARTY DAMAGE AT MILE 5.25 AND MILE 5.79	\$1,037.30
71661	CYPRESS GROUP	TOSHIBA 6540 & CANON 5070 COPIERS, OCR SCAN, THIRD QUARTER COPIER SERVICE 450 – PS	\$20,164.58
71662	DIAMOND MUNICIPAL	SEPTEMBER SUPPORT SERVICE, E BILLING PROJECT MANAGEMENT	\$597.19
71663	FARMLAND SUPPLY CENTER	CAMLOCKS AND CLAMPS	\$137.71
71664	FAMILY & COMMUNITY SUPPORT	FCSSAA MEMBERSHIP FEE SEPTEMBER 1, 2012 - AUGUST 31, 2013	\$698.00
71665	FOUNTAIN TIRE	LEFT STEERING TIRE UNIT#128 GARBAGE TRUCK, FLAT REPAIR UNIT#113 1/2 TON	\$394.14
71666	GRADWELL, RAYMOND	POLY TANK UNIT#99 1/2 TON	\$185.03
71667	HARV'S JANITORIAL SERVICES	SEPTEMBER JANITORIAL SERVICES	\$3,386.25
71668	REDCLIFF HOME HARDWARE	PAINT, PRIMER, LOCK NUTS, GARBAGE CANS, HOSE, CASE OF OIL, FUEL TANK	\$912.09
71669	KEYWAY SECURITY LOCKSMITHS	REPAIR VAULT DOOR AT TOWN HALL	\$144.90
71670	KIRK'S MIDWAY TIRE	FLAT REPAIR UNIT #125 SILVERADO	\$22.05
71671	KLEARWATER EQUIPMENT	ISOPAC DRUMS	\$1,675.80
71672	MEDICINE HAT NEWS	SEPTEMBER ADVERTISING	\$1,587.14
71673	MH WHOLESALE FOODS	MEALS ON WHEELS CONTAINERS, CUPS AND LIDS	\$119.60
71674	SHAW CABLE	NOVEMBER INTERNET SERVICES AT FIRE HALL, WTP, PUBLIC SERVICES	\$246.49
71675	PC CORP	AUGUST BACK UP MANAGER	\$393.75
71676	SUNCOR ENERGY	DYED DIESEL FOR LANDFILL	\$2,283.55
71677	REDCLIFF ACTION SOCIETY	FIRST TO THIRD QUARTER PAYMENT PER 2012 AGREEMENT	\$9,000.00
71678	REDCLIFF BAKERY	MPG LUNCH OCTOBER 2, 2012	\$75.08
71679	SECURTEK	THIRD QUARTER ALARM SERVICE FOR FIRE HALL	\$65.99
71680	STEEP ROCK	WASHED BEDDING SAND AND ROCK	\$789.73
71681	JACOB'S WELDING	WELD NEW WEARPLATE ON MOWER, FIX BUCKET UNIT# 110 BACKHOE	\$1,695.75
71682	MIKES ROADHOUSE	SEPTEMBER MEALS ON WHEELS	\$1,502.55
71683	DELTA EDMONTON CENTRE	AUMA ACCOMODATION AND PARKING EXPENSES	\$2,387.21
71684	PASICKA, DARRYL	REFUND RENTAL DEPOSIT	\$50.00
71685	TECHMATION ELECTRIC	REPLACE FAN IN TREATED WATER PUMP	\$273.98
71686	TRANSIT PAVING	ASPHALT AND CONCRETE REPAIRS, COLUMBARIUM PAD	\$102,296.26
71687	WOLSELEY MECHANICAL GROUP	HYDRANT REPAIR KITS, SHALLOW FRAME, URINAL CARTRIDGES, COUPLING	\$2,267.29
71688	XEROX CANADA	AUGUST CONTRACT SERVICES WC7655 COPIER	\$525.79
71689	ZEP SALES & SERVICE	TOILET PAPER, PAPER TOWEL, TOILET PAPER DISPENSER	\$653.94
	TOTAL CHEQUES: 54	AMOUNT OF CHEQUES	\$315,631.28

Bylaw 1725/2012 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to change the Land Use District for a portion of Lots 1-20, Block 33, Plan 1117V from H-A Horticultural Reduced Landfill Setback District to R-1A Low Density Reduced Landfill Setback Residential District

2. PUBLIC HEARING

A) Mayor Hazelaar called the Public Hearing regarding Bylaw 1725/2012 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to change the Land Use District for a portion of Lots 1-20, Block 33, Plan 1117V from H-A Horticultural Reduced Landfill Setback District to R-1A Low Density Reduced Landfill Setback Residential District to order at 7:02 p.m.

No members of the public were in attendance to voice any concerns or comments regarding proposed Bylaw 1725/2012.

No members of Council voiced any concerns or comments regarding proposed Bylaw 1725/2012.

Mayor Hazelaar adjourned the Public Hearing regarding Bylaw 1725/2012 being a bylaw to amend Bylaw 1698/2011 the Land Use Bylaw to change the Land Use District for a portion of Lots 1-20, Block 33, Plan 1117V from H-A Horticultural Reduced Landfill Setback District to R-1A Low Density Reduced Landfill Setback Residential District at 7:03 p.m.

3. DELEGATION

South East Alberta Watershed Alliance (SEAWA) Presentation

A) Bob Phillips from South East Alberta Watershed Alliance (SEAWA) was in attendance to give Council a presentation. He advised that SEAWA was looking for continued support from its partners and are trying to attract additional partners. They would also like to hear from the Town of Redcliff as to what they would like to achieve and requested that anyone interested in sitting on Standing Committees should contact SEAWA.

Councillor Reimer moved that the presentation from the South East Alberta Watershed Alliance (SEAWA) be received for information. – Carried.

S. McWhinnie arrived at 7:19 p.m.

Bylaw Enforcement Officer Report to Council

B) B. McMillan was in attendance to present the Bylaw Enforcement Officer Report to Council.

Councillor Brown moved the Bylaw Enforcement Report to Council for the period July 16 to October 17, 2012 be received for information. – Carried.

D. Ness arrived at 7:26 p.m.
B. McMillan left at 7:30 p.m.

RCMP Report to Council

C) Sgt. D. Ness was in attendance to present the RCMP Report to Council. Cst. Scott McWhinnie, who is a new member at the Redcliff RCMP detachment, was introduced to Council.

Councillor Reimer moved the RCMP Report to Council for the period July 1, 2012 to September 30, 2012 be received for information. – Carried.

D. Ness and S. McWhinnie left at 7:49 p.m.

Redcliff Public Library Budget Presentation

D) G. Klotz was in attendance to present the Redcliff Public Library Budget to Council.

Councillor Solberg moved the Redcliff Public Library Budget presentation be received for information. Further that the proposed Redcliff Public Library 2013 Budget be referred to 2013 Budget discussions. – Carried.

G. Klotz left at 8:03 p.m.

4. MINUTES

Council Meeting held October 9, 2012

A) Councillor Solberg moved the minutes of the Council meeting held October 9, 2012 be adopted as amended. – Carried.

Committee of the Whole meeting held October 9, 2012

B) Councillor Crozier moved the minutes of the Committee of the Whole meeting held October 9, 2012 be received for information. – Carried.

Redcliff Family and Community Support Services meeting held on October 9, 2012

C) Councillor Reimer moved the notes from the Redcliff Family and Community Support Services meeting held on October 9, 2012 be received for information. – Carried.

5. BYLAWS

Bylaw 1725/2012 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to change the Land Use District for a portion of Lots 1-20, Block 33, Plan 1117V from H-A Horticultural Reduced Landfill Setback District to R-1A Low Density Reduced Landfill Setback Residential District

A) Councillor Crozier moved Bylaw 1725/2012 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to change the Land Use District for a portion of Lots 1-20, Block 33, Plan 1117V from H-A Horticultural Reduced Landfill Setback District to R-1A Low Density Reduced Landfill Setback Residential District be given second reading. – Carried.

Councillor Steinke moved Bylaw 1725/2012 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to change the Land Use District for a portion of Lots 1-20, Block 33, Plan 1117V from H-A Horticultural Reduced Landfill Setback District to R-1A Low Density Reduced Landfill Setback Residential District be given third reading. – Carried.

6. OTHER

River Valley Trail Repairs

A) Councillor Kilpatrick moved the memo from the Manager of Engineering dated October 17, 2012 regarding River Valley Trail Asphalt Cracks be received for information. - Carried.

J. McCully arrived at 8:26 p.m.

Municipal Manager's Report to Council

B) In reviewing the Municipal Manager's report to Council, several items requiring direction were discussed, namely, the Municipal Inspection and the concept of a Youth Council Representative. Due to recent reporting on the status of the Municipal Inspection, Council felt that the results should be received shortly and no further action was necessary at this time. In regard to the Youth Council Representative, Council was supportive of the general concept and asked the Municipal Manager to investigate the idea further and report back with specific details for further

discussion and decision.

Councillor Reimer moved the Municipal Manager's Report to Council be received for information. – Carried.

Pat's Off-Road Transport Ltd.
Re: Bulk Water Supply Agreement
Extension

C) Councillor Steinke moved to authorize renewal of the bulk water supply agreement with Pats Off-Road Transport for a term of one year. Further that the Municipal Manager and Mayor be authorized to sign the Bulk Water Use Agreement between Pat's Off-Road Transport and the Town of Redcliff. – Carried.

Memo from Municipal Manager
Advising of Arena Compressor cost to
repair exceeding budget amount

D) Councillor Crozier moved the memo from the Municipal Manager advising Council that repairs to the Arena Compressor exceeded the budget amount of \$20,000.00 at a total cost of \$23,711.69 be received for information. – Carried.

7. RECESS

Mayor Hazelaar called a recess at 8:32 p.m.

C. Weiss, Cypress Courier left at 8:37 p.m.

Mayor Hazelaar reconvened the meeting at 8:37 p.m.

8. IN CAMERA

In Camera

Councillor Kilpatrick moved to meet In Camera at 8:37 p.m. – Carried.

Mayor Hazelaar left the meeting at 8:37 p.m.
Deputy Mayor Crozier assumed the chair at 8:37 p.m.

Return to Open Session

Councillor Solberg moved to return to open session at 9:18 p.m. - Carried.

9. ADJOURNMENT

Adjournment

Councillor Steinke moved adjournment of the meeting at 9:18 p.m. – Carried.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 22, 2012 – 6:30 P.M.**

PRESENT:	Mayor	R. Hazelaar
	Councillors:	C. Brown, C. Crozier, D. Kilpatrick, E. Reimer, E. Solberg, J. Steinke
	Municipal Manager	D. Wolanski
	Manager of Legislative and Land Services	S. Simon
	Director of	
	Public Services Director	D. Schaffer
	Manager of Engineering	K. Minhas
	Cypress Courier	C. Weiss
	Redcliff Public Library Board	G. Klotz
ABSENT:	Director of Finance and Administration	R. Osmond

1. GENERAL

Call to Order	A) Mayor Hazelaar called the meeting to order at 6:45 p.m.
Appointment to Boards & Commissions	B) Councillor Kilpatrick moved to approve the Council member appointments to Committees, Boards and Commissions as discussed at the Organizational meeting of October 22, 2012. – Carried.

2. ADJOURNMENT

Adjournment	Councillor Steinke moved adjournment of the meeting at 6:48 p.m. – Carried.
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Mayor

Municipal Secretary

Appointment of Council Members to Committees, Boards & Commissions

COMMITTEE OF THE WHOLE

as established by Committee from time to time

Mayor: Rob Hazelaar
Councillors: Cheré Brown
Cathy Crozier
Dwight Kilpatrick
Ernie Reimer
Eric Solberg
Jim Steinke

This Committee deals with the following types of items:

Personnel

Performance Appraisal System
Labour Relations
Personnel Policies
Staff Development

Protective

Disaster Services
Peace Time Emergency Plan
Police Contract
Fire Department
Bylaw Enforcement
Animal Control
Weed and Pest Control

Utilities

Underground Servicing

Water: - supply
 - pumping
 - treatment
 - transmission
 - collection

Sewage: - treatment
 - disposal

Garbage: - collection
 - disposal

Legal

Legal Matters
Land Sales
Land Development

Financial

Long Term Planning
Banking
Accounts Payable/Receivable

Other

Tourism
Relations with local business
Promotion
General Administration
Policy Development

Other

Road Maintenance and Standards
Capital Work Planning
Engineering and Consultants
Equipment and Facilities
Cemetery
Parks and Recreation
Building Maintenance
(recreation, administration, arena,
swimming pool, parks, museum, library,
drop-in centre)
Policy Development

ASSESSMENT APPEAL BOARD (3 YEAR APPOINTMENT 2010-2013) As established by the
Councillor Cheré Brown board in conjunction with the
Councillor Cathy Crozier Board Clerk
Councillor Jim Steinke

CANADIAN BADLANDS

Councillor Cheré Brown Annual General Meeting
Alternate - Mayor Rob Hazelaar

CANADA DAY COMMITTEE

Councillor Jim Steinke at the call of the Chair

COMMUNITY ADVISORY COMMITTEE (RCMP)

Chéré Brown 3rd Wednesday Bi-monthly at 6:00 pm

MEDICINE HAT AND DISTRICT CHAMBER OF COMMERCE

Chéré Brown 2nd Tuesday at 8 a.m.
Alternate - Mayor Rob Hazelaar

CYPRESS VIEW FOUNDATION

Mayor Rob Hazelaar 3rd Thursday @ 12:00 p.m.
Councillor Jim Steinke

ENTRE-CORP

Councillor Eric Solberg 4th Wednesday @ 1:00 p.m.
Alternate – Mayor Rob Hazelaar

WATER TREATMENT PLANT UPGRADE BUILDING COMMITTEE

Mayor Rob Hazelaar at the call of the Chair
Councillor Cathy Crozier
Councillor Dwight Kilpatrick

ECONOMIC DEVELOPMENT ALLIANCE OF SOUTH EAST ALBERTA

Councillor Jim Steinke 2nd Tuesday 8 a.m.
Alternate - Mayor Rob Hazelaar

PALLISER ECONOMIC PARTNERSHIP

Councillor Eric Solberg at the call of the Chair

REDCLIFF PLANNING BOARD

Mayor Rob Hazelaar 3rd Wednesday @ 10:00 a.m.

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD

Councillor Eric Solberg 1st Monday @7:00 p.m.
Alternate – Ernie Reimer

REDCLIFF CENTENNIAL (ANNIVERSARY) COMMITTEE

Eric Solberg

REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY

Mayor Rob Hazelaar Annually as established by the board
Councillor Cathy Crozier
Alternate - Dwight Kilpatrick

REDCLIFF MUSEUM AND HISTORICAL SOCIETY

Councillor Dwight Kilpatrick
Alternate – Ernie Reimer

2nd Tuesday @ 7:00 p.m.

REDCLIFF PUBLIC LIBRARY

Councillor Jim Steinke

Last Tuesday @ 7:30 p.m.

SCHOOL/TOWN JOINT USE COMMITTEE

Councillor Cheré Brown

As required

SENIOR CITIZENS BOARD

Councillor Ernie Reimer

1st Thursday @ 2:00 p.m.

SHORTGRASS LIBRARY SYSTEM

Councillor Dwight Kilpatrick
Alternate – Councillor Jim Steinke

Third Thursday @ 1:00 p.m.(Regular Board Meeting)
11:00 a.m. (Personnel & Finance)
(as established by Committee)
(Programs Services)

SOUTHEAST ALBERTA WATERSHED ALLIANCE

Mayor Rob Hazelaar

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Councillor Dwight Kilpatrick
Councillor Ernie Reimer
Alternate – Councillor Cheré Brown

As required

FAMILY AND COMMUNITY SUPPORT SERVICES BOARD (FCSS)

Councillor Ernie Reimer
Alternate - Councillor Cathy Crozier

2nd Tuesday @ 7:00 p.m.

REDCLIFF ACTION SOCIETY FOR YOUTH

Councillor Cathy Crozier

1st Tuesday of each month @ 6:30 p.m.

RIVERVIEW GOLF CLUB

Councillor Cathy Crozier

2nd Thursday @ 7 p.m.

REDCLIFF DAYS COMMITTEE

Councillor Eric Solberg
Alternate – Councillor Jim Steinke

METHANEX CORPORATION, COMMUNITY ADVISORY PANEL

Mayor Hazelaar
Councillor Reimer (alternate)

at the call of the Chair

**COMMITTEE AND BOARD MEMBERS
REDCLIFF TOWN COUNCIL**

MAYOR ROBERT HAZELAAR

Ex-Officio - Municipal Government Act Section 154 (2) The Chief Elected Official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.

Canadian Badlands (Alternate)
Committee of the Whole
Cypress View Foundation
Economic Development Alliance of South East Alberta (Alternate)
Entre Corp. (Alternate)
Medicine Hat and District Chamber of Commerce (alternate)
Methanex Corporation – Community Advisory Panel
Redcliff Planning Board
Redcliff/Cypress Regional Waste Management Authority
South Eastern Alberta Watershed Alliance
Water Treatment Plant Upgrade Building Committee

COUNCILLOR CHERÉ BROWN

Assessment Appeal Board (3 year term 2010 - 2013)
Canadian Badlands
Committee of the Whole
Medicine Hat and District Chamber of Commerce
Community Advisory Committee (RCMP)
School/Town Joint Use Committee
Subdivision and Development Appeal Board (alternate)

COUNCILLOR CATHY CROZIER

Assessment Appeal Board (3 year term 2010 - 2013)
Committee of the Whole
Family and Community Support Services Board (FCSS) (alternate)
Redcliff Action Society for Youth
Redcliff/Cypress Regional Waste Management Authority
Riverview Golf Club Representative
Water Treatment Plant Upgrade Building Committee

COUNCILLOR DWIGHT KILPATRICK

Committee of the Whole
Redcliff Museum & Historical Society
Redcliff/Cypress Regional Waste Management Authority (Alternate)
Shortgrass Library System
Subdivision and Development Appeal Board
Water Treatment Plant Upgrade Building Committee

COUNCILLOR ERNIE REIMER

Committee of the Whole
Methanex Corporation – Community Advisory Committee (Alternate)
Redcliff and District Recreational Services Board (Alternate)
Redcliff Family and Community Support Services Board
Redcliff Museum & Historical Society (Alternate)
Senior Citizen's Board
Subdivision and Development Appeal Board

COUNCILLOR ERIC SOLBERG

Committee of the Whole
Entre Corp
Palliser Economic Partnership
Redcliff and District Recreation Services Board
Redcliff Centennial (Anniversary) Committee
Redcliff Days Committee

COUNCILLOR JIM STEINKE

Assessment Appeal Board (3 year term 2010 - 2013)
Canada Day Committee
Committee of the Whole
Cypress View Foundation
Economic Development Alliance of SE Alberta
Redcliff Days Committee (Alternate)
Redcliff Public Library
Shortgrass Library System (Alternate)

*****Note: Council Meeting dates and times previously established as per Council motion of November 9, 1998.**

“Councillor Runnalls moved that Council Meeting dates be indefinitely set as follows:

Second and fourth Monday of the month with the following exceptions:

December – second Monday of the month

July – third Monday of the month

August - third Monday of the month

Should a Monday meeting fall on a holiday, the meeting will be held on the Tuesday following the holiday. Council meetings will be held at 7:00 p.m. in the Town Hall Council Chambers.”

**MINUTES OF THE COMMITTEE OF THE WHOLE
MONDAY OCTOBER 22, 2012, 5:30 P.M.
TOWN COUNCIL CHAMBERS**

PRESENT: Mayor: R. Hazelaar (arrived at 5:35 p.m.)
Councillors: C. Brown, C. Crozier, D. Kilpatrick
E. Reimer, E. Solberg, J. Steinke,

Municipal Manager: D. Wolanski
Manager of Legislative and S. Simon
Land Services
Public Services Director D. Schaffer
Manager of Engineering K. Minhas

Public Services Ron Webb (left at 6:01 p.m.)
Commissioner – City of
Medicine Hat
Emergency Management – Ron Robinson (left at 6:01 p.m.)
City of Medicine Hat
Redcliff Public Library Gerard Klotz (arrived at 6:35 p.m.)
Representative
Cypress Courier C. Weiss (arrived at 6:37 p.m.)

ABSENT: Director of Finance and R. Osmond
Administration

1. GENERAL

A) CALL TO ORDER

Deputy Mayor Crozier called the meeting to order at 5:33 p.m.

B) ADOPTION OF AGENDA

Councillor Steinke moved the Agenda be adopted as presented. – Carried.

2. MINUTES

Councillor Reimer moved the minutes of the Committee of the Whole meeting held October 9, 2012 be adopted as amended. – Carried.

Mayor Hazelaar arrived at 5:35 p.m.

3. NEW BUSINESS

A) Emergency Management Presentation

Ron Webb, Commissioner of Public Services for the City of Medicine Hat and Ron Robinson, Director of Emergency Management for the City of Medicine Hat were in attendance to present their Emergency Management Plan and Implementation Strategy that has received support by the City of Medicine Hat Council.

The City is proposing and seeking the support for the development and implementation of a Regional Emergency Management Plan. This plan would replace the existing plan and would be much more comprehensive and detailed. It was noted that grant funding may be available from the Province to support the

development of a Regional Emergency Management Plan and they would like to make application for this funding.

R. Robinson reviewed key points from the Emergency Management Act and outlined the plan along with the proposed implementation steps.

Mr. Webb summarized the presentation and advised that they are recommending that Redcliff Town Council consider approving:

1. The development of a Municipal Emergency Management Plan for Redcliff; and
2. the inclusion of the Redcliff plan in a regional plan with the City of Medicine Hat & Cypress County; and
- 3 support for the development of a proposal to the Province for funding to assist in the development of parts one and two.

Municipal Manager confirmed that the proposal and timelines proposed aligns with the Strategic Plan directives recently adopted by Council.

R. Robinson and R. Webb left the meeting at 6:01 p.m.

Committee discussed the proposal and were unclear if the grant funding included development of the individual plans or if they needed to be completed prior. The Municipal Manager stated that it did but was asked to get confirmation. Councillor Kilpatrick expressed concern that no progress has been made on an individual plan for Redcliff to date. He further questioned if the Town would even receive approval for grant funding.

ACTION: Municipal Manager to obtain confirmation on the application for grant funding for a Regional Emergency Management Plan and what it includes. Further that the proposal by the City of Medicine Hat be forwarded to Council for consideration.

B) Multi Year Capital Infrastructure Plan (MYCIP)

Committee reviewed the draft proposed 2013 Funding MYCIP and how projects were identified, ranked and funded. It was noted that this issue is here for information and will be further discussed at the next Committee meeting in which R. Osmond will be available.

Councillor Kilpatrick expressed concern that the political variable has been taken out of the process for selecting which projects should be completed and when. Municipal Manager explained the process undertaken and the collaborative effort between the department heads to prepare the plan. He explained the ranking criteria and advised that Council can choose to make changes as they see necessary at any time. This process and ranking criteria provides supporting information that can be given to taxpayers on how projects are selected and when/why they are chosen to be completed. The process is to provide more information for Council which will aid in the transparency of the political decision.

4. NEW BUSINESS

A) Bylaw 1727/2012, Procedure Bylaw

Committee continued their review of proposed Bylaw 1727/2012 being the Procedure Bylaw with a minor change being suggested.

G. Klotz arrived at 6:35 p.m.

C. Weiss arrived at 6:37 p.m.

Due to time limitations the document was only partially reviewed (up to Sec. 64) and will be reviewed further at the next meeting.

5. ADJOURNMENT

Councillor Solberg moved the meeting be adjourned at 6:44 p.m.

Chairman

Manager of Legislative and Land Services

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Downstairs Meeting Room Town Office
November 5, 2012 at 7:00 pm

Present: Eric Solberg, Chuck Henson, Jeff Wilson, Cindy Murray

Absent: Ann Pudwell (with regrets), Shawna Cockle

1. CALL TO ORDER

Meeting called to order at 7:05 pm.

2. ADDITIONS TO THE AGENDA

8.3 Thrive on Wellness

8.4 Batting Cage

3. ADOPTION OF THE AGENDA

J. Wilson moved to adopt the agenda as amended. CARRIED.

4. ADOPTION OF THE MINUTES

E. Solberg moved to adopt minutes of the previous meeting. CARRIED.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. OLD BUSINESS

6.1 Policies and Procedures

Copies of the Land Use Bylaw update regarding signs was circulated to board members for their policy binders.

6.2 2013 Budget

Revenue and expenses for the pool and arena were circulated, as well as list of comparable prices for other communities. Upon reviewing this information, board members suggested that private lesson fees should be increased and that consideration should be given to maintaining the current rate for family season passes as the sales in 2012 had more than doubled since the previous year.

7. DIRECTOR'S REPORT

Items discussed during the meeting.

8. NEW BUSINESS

8.1 Margaret Wooding Outdoor Rink

Recreation Board members have been asked to assist in coordinating efforts to replace the Margaret Wooding Outdoor Rink. Redcliff Lions Club members are considering this as a project and the Redcliff Youth Centre will assist with fundraising and volunteers. Community Services will try to recruit other partners and sponsors. Discussion will continue at the next meeting.

8.2 Canada Day Funding Application

Canada Day has been a very popular event in our community for over ten years. It is supported by the Redcliff Lions Club, Redcliff Lionettes and the Town of Redcliff. The Town of Redcliff has also been the previous recipient of funding through the Federal government program, **Celebrate Canada**, and will forward an application again for the upcoming year. The application, which is due in January, 2013, requires authorization from Town Council.

RECOMMENDATION: The Board recommends that Council authorize Cindy Murray to apply for funding from *Celebrate Canada!* for the Redcliff Canada Day Celebration to be held on July 1, 2013.

8.3 Thrive on Wellness

A grant application was forwarded to the **Thrive on Wellness** program requesting financial support for outdoor fitness equipment and fencing around the Community Garden. The application was approved. Further details will be discussed at a meeting with the Thrive on Wellness, South Zone Coordinator, Katrina Lehenbauer on November 16.

8.4 Batting Cage

The batting cage at the ball diamonds is in need of repairs. It was suggested that the Ladies Fastball and the Sunday Mixed Slo-pitch leagues be contacted for their input prior to the board recommending any action. Tabled to the next meeting.

9. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS**9.1 Thrive on Wellness****Redcliff****November 19****10. CORRESPONDENCE****11. DATE OF NEXT MEETING – December 3, 2012****12. ADJOURNMENT**

Meeting adjourned at 8 pm.

OCT 30 2012

TOWN OF REDCLIFF

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

June 26th, 2012 8:00 PMVision Statement

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

Attending: Catharine Richardson, Brian Lowery, Jim Steinke, Mark Adcock, & Dianne Smith, Val Westers, Gerard Klotz, Julene Foggin-Evans

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Richard Rajala, Brian Pattison

Call to order: 8:00 pm

Additions/Deletions to Agenda:

Approval of Agenda: Gerard moved to approve the agenda. All in favor. Carried.

Approval of Minutes for May meeting: Gerard moved to approve the minutes. Valarie 2nd. All in favor.

Financial Statements for May: Gerard approved. Brian 2nd. All in favor. Carried.

Accounts Payable: Gerard moved for information. All in favor. Carried.

Librarian's Report: First-aid recertification for staff is being done and will be completed by the end of July. The Summer Reading Program is on track to begin July 2nd. Valarie and I attended the SLS Joint meeting between Library Managers and Board Chairs. It was announced that Shortgrass is the first System in Alberta to join the Adopt-A-Library program. Dianne & I attended a policies workshop. Our reading area will be revived with a slightly new look in the fall. Redcliff Home Hardware is going to donate a fireplace and Servus Credit Union is interested in donating funds to put in a coffee corner.

Financial Report: Gerard will change 7.3 on draft copy of the LRSF Policy and also add a third reference of Randy Giesbrecht. Tracy will find out original amount of Audrey Redmond donation. Valarie moved to approve the Finance Policy as amended. Brian 2nd. All in favor. Carried. Gerard made a motion to amend the 2013 Operating Budget Contingency Fund to \$2000.00. Brian 2nd. All in favor. Carried.

Personnel Report: Nothing to report.

Needs Assessment Review: Catharine has been accumulating surveys, deadline is July 15th.

IT Committee: Nothing to report.

Old & Unfinished Business:

- Redcliff Days Book Sale brought in \$2066.95, use DHL van again next year if possible, boxes no larger than photocopy paper boxes
- C.O.W. Bus had 50 adults and 78 children attend, big success

- Centennial Parade: banner is ordered, Jim will be host at the library 7:30 am for parade delegates
- Hazard Assessment has been completed for 2012
- Gerard made a motion that we spend \$30.00/person for each staff member to take the WHMIS training online. Catharine 2nd. All in favor. Carried.

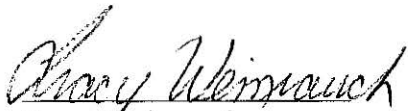
New Business:

- EMap Project, Val will be the Library's representative.
- Canada Day; we will not be having an information booth set up in the park.

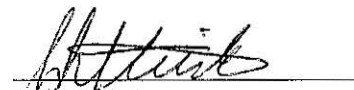
Next Regular meeting: Sept 25th @ 8:00 pm.

Adjournment moved by Gerard. All in favor.

Secretary


Tracy Weinrauch

Chair


Jim Steinke

Minutes for the Board of Directors Regular Meeting

Tuesday September 11, 2012 8:00 a.m. EDA Board Room

ATTENDED:

Janet Vas	Randy Lehr
Ron Edwards	Ron Harty
Jacquie Penner	

REGRETS:

Jim Steinke	Bruce Corraini
Perry Deering	Wayne Craven

STAFF:

Wendy Blackwell
Natasha Ruskowski
Nichola Kondra

1. **Call to Order 8:00 a.m.**
2. **Welcome to New Staff Members**

Nichola Kondra is the EDA's new Associate Director, having started in July 2012 (please see report for biography). Her focus at the EDA will be on investment attraction.

Shelley Dirk is the EDA's new Business Development Officer. S. Dirk comes from a very strong agricultural background and will fit well with the Agriculture Committee. She started in August 2012 and her focus at the EDA will be on business retention and expansion (please see report for biography). Check report for bio.

Jenna Gagnon will be starting Friday September 14, 2012 in the Research Coordinator position. She holds a business degree with a marketing focus.

3. **Adoption of Minutes for June**

Motion to adopt the minutes of the June meeting: R. Harty.
Seconded by: J. Vas.
Carried.

4. **Financial Report**

The Financial Report for the month of August was presented. W. Blackwell met with W. Craven the week previous. The EDA is reporting a healthy bank balance; all Accounts Receivable have

come in at this point with the exception of Invest Canada – Community Initiatives (ICCI), which runs on a federal fiscal year.

Motion to adopt the Financial Report: R. Harty.

Seconded by: R. Edwards.

Carried.

5. Executive Director Report

Alderman John Hamill came in to the EDA to discuss the Highway 3 Association. A November AGM was suggested.

The City of Medicine Hat received a request from a member of the public to receive the EDA's financial statements. The matter is being addressed.

The EDA has been nominated for the Chamber of Commerce Marketing award at the 2012 Business Awards.

W. Blackwell met with the City of Medicine hat and SNC Lavalin with regards to the airport. They are currently reviewing the work the EDA's previously did.

The Rural Community Adaptation Program (RCAP) is now complete. It came in 0.4% overspent.

The Industrial Research Assistance Program (IRAP) was subject to a random audit September 24-25, 2012.

ICCI 2013 submissions deadline is October 19, 2012.

W. Blackwell will be attending the Economic Developers Association of Canada (EDAC) conference September 28, 2012 to October 3, 2012 in Iqaluit, Nunavut.

W. Blackwell currently sits on the Chamber of Commerce's Physician Recruitment Committee. A conference in Edmonton will be held at the beginning of October for the Rural Physician Action Plan (RPAP.)

6. Committees & Projects Progress Reports

a. Associate Director Report:

The Invest Canada – Community Initiatives (ICCI) bio-energy project has recently completed Phase I: feasibility. It will be moving into Phase II shortly.

N. Kondra attended a bio-energy conference at the end of September in Edmonton. She will also be doing a presentation at the end of October in Edmonton. It focuses on the investment attraction potential of southeastern Alberta.

The Unmanned Vehicle Systems (UVS) Media Tour was incredibly successful and the EDA received a lot of positive feedback. Attendees seemed to understand the overlap in various sectors (agriculture, energy, etc).

b. Marketing & Communications:

The EDA is currently undergoing a website update; we are reviewing content, design, colours, layout, and branding. The EDA will start to integrate this new design into its other materials as well, such as business cards and letterhead. An official launch for the EDA's funders will occur when this is complete.

Work continues on the Unmanned Vehicle Systems (UVS) virtual trade show. This event will occur at the end of November.

c. Business Development Officer:

The primary focus of the Business Development Officer's role will be on business retention and expansion (BR&E). To this end, S. Dirk will be attending a BR&E course in Vancouver on November 1-2, 2012 to assist in her role.

S. Dirk reviewed the recent event "Country Cruzin' 2012". It was decided that the EDA will most likely not play a primary role in Country Cruzin' 2013.

The EDA is starting to plan the "Training the Next Generation 3" event.

d. Agriculture Committee:

The Agriculture Committee report is included in the Business Development Officer report.

e. Energy Committee Report:

No report to discuss. The Energy Committee will meet on Thursday September 20, 2012 at 3:00pm.

f. Transportation Committee:

No report to discuss.

7. Items for Immediate Discussion

- a. *EDA Subcommittee*: an update was given by J. Penner and the EDA policies binders were distributed. This binder is the property of the EDA and entrusted to the EDA. Discussion followed with regards to the EDA governance policies (what our practice is) as well as the operational policies developed over the past 12 months. It was decided that all policies are to come to the Board for approval.

- b. Future Board meeting dates were discussed. W. Blackwell will circulate possible options to the Board to choose from and then submit the results to R. Lehr.

8. Correspondence

No correspondence to report this month.

9. Chairman's Report

A meeting was held at the EDA with the new MLAs, Blake Pedersen and Drew Barnes. R. Lehr and J. Vas were in attendance as well as the EDA staff. Drew Barnes also attended the Agriculture Committee meeting the week following.

R. Lehr attended the Chamber of Commerce meeting at the Esplanade with W. Blackwell and N. Kondra during Stampede week to see Wildrose Party leader Danielle Smith.

10. New Business

The 2012-2015 accounting request for proposal summary was circulated and discussed.

Motion: to select Burns Valkenburg and Associates LLP for the proposed accounting RFP for 2012-2015: R. Edwards.

Seconded by: J. Penner.

Abstained: R. Harty.

Carried.

11. Round Table

Everyone discussed the current happenings in their respective communities.

12. In Camera Session

13. Adjournment

NEXT BOARD MEETING: WEDNESDAY OCTOBER 17, 2012 8:00 A.M.

Economic Development Alliance of Southeast Alberta (EDA) – Staff Project List

2012-2013

Time frame	Activity	Staff Lead	Involves	Status
2012				
July 2012				
July 18	Green Bag Lunch and Learn presentation	Wendy	Natasha, Nichola, Esplanade	Complete
August 2012				
Aug. 16	Country Cruzin'	Alison, Shelley, Jenn	Kendra, Tourism Futures, Cruzin Team, Ag Committee	Complete
Aug. 22	Agriculture Committee Meeting	Shelley	Nichola, Sarah, Ag Committee	Complete
Aug. 27	UVS Media Tour	Kendra, Wendy, Jenn	Staff Team	Complete
Aug. 31	Quarterly Newsletter 3	Kendra	Staff team	Complete
Aug. 31	BR&E – Bow Island	College – Shelley	Wendy	Complete
September 2012				
Sept.	SE AB promotional event in Calgary	TBA	Wendy, Staff Team	TBA
Sept.	UVS Newsletter 3	Kendra	Wendy, Nichola and Staff Team	TBA
Sept.	Canadian Defence Review	Kendra	Staff Team	Complete
Sept.	EDAC Marketing Awards Submission	Kendra	Staff Team	Complete
Sept.	AIP Grant Application	Shelley	Nichola, Staff Team	Complete
Sept.	Staff Policy Development – Sick Policy, Travel Policy	Natasha	Staff Team	In Progress

Sept. 5	ICCI Bio-Energy Phase I Feasibility Study complete	Nichola, Wendy	RDA, Pembina and Staff Team	Complete
Sept. 7	Agri-Tourism Marketing Awards	Kendra	Staff Team	Complete
Sept. 11	Canadian Real Estate Magazine	Kendra	Staff Team	Complete
Sept. 11	Business Advocacy Meeting	Shelley	Chamber of Commerce	Complete
Sept. 14	Medicine Hat News, Ports-To-Plains	Kendra	Nichola, Staff Team	Complete
Sept. 20	Energy Committee Meeting	Nichola	Shelley, Jenna, Energy Committee	Complete
Sept. 25	Trash to Treasure Event	Nichola	AB AG and Rural Dvmpt	Complete
Sept 27 – Oct 3	EDAC Conference	Wendy	EDAC	Complete
October 2012				
Oct.	New Website and Branding Launch	Kendra	Wendy, Staff team	In progress
Oct 2 – 4	Ports – To – Plains	Nichola	Staff Team	Complete
Oct. 9	Business Advocacy Meeting	Shelley	Chamber of Commerce	Complete
Oct. 12	Chamber Awards – EDA is sponsoring the Customer Service Award and is nominated for the Marketing Award	Staff	Staff Team	Complete
Oct. 15	Agriculture Committee Meeting	Shelley	Nichola, Jenna, Ag Committee	Complete
Oct. 19	Fire Awareness course	Natasha	Safety Connections	In Progress
Oct 31- Nov 1	CanSIA IA presentation – Ed'm	Nichola	Staff Team, CanSIA	TBA
Oct 31- Nov 2	Business Retention and Expansion Course in Vancouver	Shelley	International Economic Dvpmt Council	In Progress
November 2012				
Nov.	Quarterly Newsletter 4	Kendra	Staff team	TBA
Nov. 13	Business Advocacy Meeting	Shelley	Chamber of Commerce	In progress
Nov.15	Energy Committee Meeting	Nichola	Shelley, Jenna, Energy	In progress

			Committee	
Nov. 29	UVS Virtual Tradeshow	Kendra, Wendy	Staff team	In progress
December 2012				
Dec.	UVS Newsletter 4	Kendra	TBA	TBA
Dec.	End of year funders presentations	Kendra, Nichola and Wendy	Staff Team, Funders and Board Chair	TBA
Dec. 4 & 5	Farming Smarter Conference	Shelley, Jenna	Staff Team	Pending Ag Committee Decision
Dec. 7	ICCI Bio-Energy Phase II Investment Attraction Strategy complete	Nichola, Wendy	RDA, Pembina and Staff Team	In Progress
Dec. 11	Business Advocacy Meeting	Shelley	Chamber of Commerce	In progress
Dec.17	Agriculture Committee Meeting	Shelley	Nichola, Jenna, Ag Committee	In Progress
January 2013				
	ICCI Bio-Energy Webinar	Nichola, Wendy, RDA	Pembina, Staff Team	TBA
	Energy Committee Meeting	Nichola	Shelley, Jenna, Energy Committee	TBA
February 2013				
Feb.	Training the Next Generation 3	Shelley, Ag Committee	Staff Team	TBA
Feb.	Agriculture Committee Meeting	Shelley	Nichola, Jenna, Ag Committee	TBA
Feb.	Quarterly Newsletter 1	Kendra	Staff team	TBA
Ongoing...				
2013	Rural Business Assistance	Shelley	Staff Team	
Ongoing	Business Assistance	Shelley	Staff Team	
Ongoing	Investment Attraction	Nichola	Staff Team	

Ongoing	Marketing & Communications	Kendra	Staff Team	
Ongoing	RIN Partner Meetings	Wendy	Staff Team	

**BYLAW NO. 1726/2012
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

WHEREAS it is proposed that modifications be made to Part VIII Section 85 (14) (i) [Sign Regulations – Portable Signs] for the purpose of amending the time limit in which a portable sign will be permitted in any one calendar year.

AND WHEREAS it is proposed that wording of Part VIII Section 85 Subsection 14 (i) which states

- (i) Each site is permitted one sign for a period or periods not exceeding a total of two (2) months per calendar year.

be replaced with the following wording:

- (i) Each site is permitted one sign for a period or periods not exceeding a total of one hundred twenty (120) days per calendar year.

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

AND WHEREAS a public hearing with respect to this Bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2012.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1726/2012.

2. That wording of Part VIII Section 85 Subsection 14 (i) which states

- (i) Each site is permitted one sign for a period or periods not exceeding a total of two (2) months per calendar year.

be replaced with the following wording:

- (i) Each site is permitted one sign for a period or periods not exceeding a total of one hundred twenty (120) days per calendar year.

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

READ a first time the 9th day of October, 2012.

READ a second time the _____ day of _____, 2012.

READ a third time the _____ day of _____, 2012.

PASSED and **SIGNED** the _____ day of _____, 2012.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**TOWN OF REDCLIFF
STAFF RECOMMENDATION**

DATE: November 13, 2012

PROPOSED BY: Robert Osmond, Director of Finance and Administration
David Wolanski, Municipal Manager

PREPARED BY: David Wolanski, Municipal Manager

TOPIC: RCMP Building Lease

PROPOSAL: To write a letter to RCMP from Council asking for the lease agreement to be finalized immediately.

BACKGROUND:

The RCMP officially moved into our new building in December 2010. Prior to the move in date there were discussions between Town staff and the RCMP related to finalizing the new lease agreement. All details surrounding the agreement in principle, including housing Alberta Sheriffs, were agreed upon and the final costs were sent to the RCMP for them to prepare the new lease agreement. Redcliff has consistently asked, and has been assured, that there is no further information to be provided to the RCMP from the Town.

Staff has continued to follow-up with the RCMP seeking resolution to the matter. This has been done continuously by our former Treasurer, current Director of Finance and Administration, me, and Sgt. Dave Ness. We have been told several times that the matter is in the final stages and we would expect the agreement as soon as possible. This has continued since they took possession until the present day which is currently set to hit the two year mark.

It should be noted that this issue is not a responsibility of the local detachment and Sgt. Dave Ness has been extremely sympathetic to our situation and has consistently expressed our concerns to his superiors.

The RCMP have continued to pay the old lease amount in the interim which, as we are aware, is significantly less than the estimated amount for the new building. As such, Redcliff has continued with a receivable balance for the expected back payment from the date of occupation. Needless to say, this receivable has been a consistent question raised by our auditor.

The total currently being paid is \$18,000 annually; however, the estimated new yearly amount is \$132,000. As such, the outstanding amount is well over \$200,000.

Administration feels that they have been extremely patient, but at the same time have done everything possible to pursue this matter. We now feel that Council should become involved with direct communication to the highest level of government and the RCMP Commanding Officer of K Division.

We would remind members of Council that we received the old Municipal Policing Agreement one month prior to the expiration of its three year term and then received the current agreement days later. We were then repeatedly asked when we would sign the new agreement, a process that only took a few weeks for us to complete simply due to the timing of Council meetings.


RECOMMENDATION:

We recommend that the Mayor of Redcliff, on behalf of Redcliff Town Council, write a letter to the Honourable Jonathan Denis, QC – Alberta Solicitor General and Minister of Public Security and Dale McGowan – Commanding Officer "K" Division RCMP, with a copy to MLA Drew Barnes and MP LaVar Payne, expressing their concerns and seeking immediate resolution to the matter.

MOTION:

Councillor _____ moved that the Mayor of Redcliff, on behalf of Redcliff Town Council, write a letter to the Honourable Jonathan Denis, QC – Alberta Solicitor General and Minister of Public Security and RCMP Alberta - Commanding Officer Dale McGowan, with a copy to MLA Drew Barnes and MP LaVar Payne, expressing concerns and seeking immediate resolution to finalizing the new lease agreement with the RCMP.

SUBMITTED BY:

Department Head

Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2012.

**TOWN OF REDCLIFF
STAFF RECOMMENDATION**

DATE: November 13, 2012

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Emergency Management

PROPOSAL: To move forward with Emergency Management Plan

BACKGROUND:

The 1996 Regional Emergency Response Plan formally provides an emergency management preparedness and response plan for Cypress County, Redcliff and Medicine Hat through three independent municipal bylaws and a Memorandum of Agreement.

Dated language in the current regional response plan and memorandum of agreement vaguely identifies roles and responsibilities of each municipality and stipulates that the agreement does not constitute a partnership. This has resulted in misinterpretation of roles and responsibilities and unrealized expectations during events of scale. The proposed Regional Emergency Management Plan will resolve these long-standing concerns.

Redcliff Town Council identified Emergency Management as a priority in the "Planning" section of the recently adopted Strategic Direction. The action items listed were:

- Begin process on Emergency Management Plan in 2012.
- Develop plan in detail throughout 2013.
- Finalize plan, including practice, in 2014.
- Complete ICS training for key senior staff and Council by spring of 2013.

The priority emphasized by Town Council indicates the desire of the Town to have a high level of emergency preparedness. A stand-alone Municipal Emergency Management Plan is not recommended as it would not facilitate this higher level of emergency management preparedness. Incidents of scale typically impact neighbouring communities as well as major municipalities, rapidly draining resources. Response as a Region minimizes unnecessary duplication of resources, while at the same time ensuring sufficient and coordinated resources are available at all times. Therefore, the proposed Regional Emergency Management Plan will ensure the EM organization is progressively working toward an understanding of shared resource capacity.

Remaining with the current Regional Emergency Response Plan is not recommended as the long standing agreement has resulted in confusion between the three parties over past incidents in terms of roles and responsibilities, capabilities and resource capacity.

Time, and the availability of other resources, has not allowed for a specific focus by the Municipal Manager to address emergency management concerns in an expedient manner. The City of Medicine Hat has initiated the proposed recommendations and path forward. As presented to the Council Committee of the Whole on October 22, the City of Medicine Hat is proposing the Regional Emergency Management Plan and coordinating the development thereof.

As part of the development, Medicine Hat, Redcliff, and Cypress County would apply for grant funding as a regional collaboration. The purpose would be to have three separate Municipal Emergency Management plans completed which would then be rolled into a Regional Municipal Emergency Management Plan. As indicated, Municipalities have responsibilities under the Emergency Management Act to have their own plans. Development of our own, without regional partners, would be time consuming, potentially costly, or lack the sufficient scope or expertise. Securing a grant would also enable the regional partners to utilize experts in the field of emergency management.

Residents expect Redcliff Emergency Management to pro-actively identify disaster prevention strategies, progressively work toward and sustain a high level of preparedness, ensure regional resources are utilized where possible, respond effectively and efficiently during emergencies and provide support during the operational phase and intensive recovery phase, while balancing this legislated obligation with fiscal responsibility.

At this time, cost implications for the Regional Emergency Management Plan have yet to be finalized as this will be a key component discussed during the development of said plan. The recommendation is being proposed at this time without such details as it satisfies the desire to have a high level of emergency management preparedness identified by Council and expected of by our residents. Furthermore, without grant funding and regional collaboration, the costs to the Town of Redcliff would be similar, if not greater in doing a stand-alone system.

RECOMMENDATION:

It is recommended that Town Council approves the Emergency Management Plan which includes:

- A) Replace the existing Regional Emergency Response Plan, which has caused confusion of roles and responsibilities during events of scale, with a comprehensive Regional Emergency Management Plan and Regional Resource Sharing Agreement;
- B) Draft a new Emergency Management bylaw in alignment with the current Emergency Management Act;
- C) Schedule appropriate levels of Incident Command System (ICS) training for all internal and external agencies and implementation of skills and competencies assessment in the use of the Incident Command System, Incident Site Management and Emergency Operations Centre;
- D) Develop an organizational chart for Emergency Management under the auspices of the Incident Command System;
- E) Apply for grant funding collaboratively with the City of Medicine Hat and Cypress County for the development of a Municipal Emergency Management Plan, Regional Emergency Management Plan and Regional Resource Sharing Agreement.


MOTION:

Councillor _____ moved that The Town of Redcliff proceed with an Emergency Management Plan which includes:

- A) Replace the existing Regional Emergency Response Plan, which has caused confusion of roles and responsibilities during events of scale, with a comprehensive Regional Emergency Management Plan and Regional Resource Sharing Agreement;
- B) Draft a new Emergency Management bylaw in alignment with the current Emergency Management Act;
- C) Schedule appropriate levels of Incident Command System (ICS) training for all internal and external agencies and implementation of skills and competencies assessment in the use of the Incident Command System, Incident Site Management and Emergency Operations Centre;
- D) Develop an organizational chart for Emergency Management under the auspices of the Incident Command System;
- E) Apply for grant funding collaboratively with the City of Medicine Hat and Cypress County for the development of a Municipal Emergency Management Plan, Regional Emergency Management Plan and Regional Resource Sharing Agreement.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2012.

**TOWN OF REDCLIFF
STAFF/COMMITTEE RECOMMENDATION**

DATE: November 13, 2012

PROPOSED BY: Water Treatment Plant Committee Members
Mayor Hazelaar, Councillor Kilpatrick, Councillor Crozier
David Wolanski, Municipal Manager; Khalil Minhas, Manager of Engineering;
Darrell Schaffer, Director of Public Services; Jamie Garland, Water
Treatment Plant Supervisor

PREPARED BY: David Wolanski, Municipal Manager

TOPIC: Various Water Treatment Plant upgrades

PROPOSAL: To accept the recommendations of MPE in regards to Pumphouse
Upgrades, Raw Water Line, and WTP major equipment procurement

BACKGROUND:

The Water Treatment Plant Committee met with our consultants MPE on November 7, 2012. The purpose of the meeting was to discuss the results of the Pumphouse Upgrades and Raw Water line tender as well as the RFP for the major equipment (membranes and clarifier) of the WTP.

Supporting minutes and the presentation to the Committee is included as an attachment so it is not necessary to repeat all of the details. A brief summation is as follows:

1. Tender for Pumphouse upgrade (Schedule A) came in slightly higher than pre-design report; however, MPE felt that these were justifiable considering some of the changes that has taken place since that time.
2. The Raw Water line (Schedule B) came in significantly higher than the pre-design report. The concern of contractors was the issue related to directional drilling a portion and the liability to contractors. The timeline (spring 2013) may have been an issue as well.
3. RFP for the major equipment in the WTP came in at or slightly under the original pre-design report. While there were two separate bids that were close in the original costs, MPE gave considerations to the long-term operating costs in making their recommendation.

RECOMMENDATION:

Based on the above the following recommendations were made by MPE and supported by the Committee for Council as a whole to consider:

1. Proceed with Schedule A – Raw Water Pump Station, going with the low bidder Carver Construction in the amount of \$2,193,439 excluding GST.
2. Consult with Carver Construction and delete Schedule B from the Contract.
3. Revisit design of pipeline (Schedule B) and look at potential areas of cost savings – focusing on open cutting and eliminating the directional drill portion.
4. Re-tender Schedule B as a separate contract in February/March 2013.

5. Proceed with selecting and issuing a purchase order for the SuperPulsator Clarification System as quoted for a total amount of \$704,520.
6. Proceed with selecting and issuing a purchase order for the Pall Membrane Filtration System as quoted for a total amount of \$1,792,750.


MOTION:

Councillor _____ moved that The Town of Redcliff proceed with the recommendations of the Water Treatment Plant Committee to:

1. Proceed with Schedule A – Raw Water Pump Station, awarding the contract to the low bidder, Carver Construction, in the amount of \$2,193,439 excluding GST.
2. Allow MPE Engineering to consult with Carver Construction on behalf of the Town of Redcliff and delete Schedule B from the Contract.
3. Allow MPE Engineering to revisit design of pipeline (Schedule B) and look at potential areas of cost savings.
4. Re-tender Schedule B as a separate contract in February/March 2013.
5. Proceed with selecting and issuing a purchase order for the SuperPulsator Clarification System as quoted for a total amount of \$704,520 excluding GST.
6. Proceed with selecting and issuing a purchase order for the Pall Membrane Filtration System as quoted for a total amount of \$1,792,750 excluding GST.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2012.



**Raw Water Pump Station and Raw Water Pipeline Upgrade
Tender Result Review
Water Treatment Plant Major Equipment Proposal Review
Minutes of Meeting**



Client: Town of Redcliff **File:** N:\34\00\002\03\Correspondence\M03.DOC
Project: Town of Redcliff Raw Water Pump Station and Raw Water Supply Pipeline
Date: Wednesday, November 7th, 2012
Time: 10:00 a.m.

Attendance:

Mayor Robert Hazelaar	Town of Redcliff (RED)
David Wolanski	Town of Redcliff (RED)
Dwight Kilpatrick	Town of Redcliff (RED)
Cathy Crozier	Town of Redcliff (RED)
Khalil Minhas	Town of Redcliff (RED)
Jamie Garland	Town of Redcliff (RED)
Jason Stusick	MPE Engineering Ltd. (MPE)
Andrew Kleisinger	MPE Engineering Ltd. (MPE)

Location: Town of Redcliff – Town Office

Purpose: RW Pump Station and RW Pipeline Tender Result Review
WTP Major Equipment Proposal Review

Distribution: All Present

1.0 Review Raw Water Pump Station and Raw Water Pipeline Upgrade Tender Results

JS presented results from tender closing on October 29th.

Carver Construction of Kelowna, BC was the low bidder. Carver Construction's bid amounts were presented. The total amount shown on the slideshow presentation was incorrect. Correct amounts given below:

Schedule A: \$2,193,439.00
Schedule B: \$1,723,574.70
Total: \$3,917,013.00
Total (Including GST): \$4,112,864.39

Action: INFO

JS presented a breakdown of costs for Schedule A and Schedule B.

JS commented that costs for Schedule B were significantly higher than estimated. JS highlighted costs of directional drill portion of pipeline as being potential reason for cost escalation.

Action: INFO

JS presented recommendations:

- Proceed with Schedule A – Raw Water Pump Station.
- Consult with Carver Construction and delete Schedule B from Contract.
- Revisit design of pipeline (Schedule B) and look at potential areas of cost savings – focusing on open cutting and eliminating directional drill portion.
- Re-Tender Schedule B as a separate contract in February/March 2013.

The Committee was in favour of the recommendations presented and provided direction to JS/AK to consult with Carver Construction about removing Schedule B from the Contract and proceeding with the award of Schedule A. The Committee will take this recommendation to Council at the upcoming meeting (week of November 12th).

Action: MPE (AK/JS) RED

A copy of the slides presented are attached to these minutes.

Action: INFO

2.0 Review of Town of Redcliff Water Treatment Plant Major Equipment Proposals

AK presented a summary of the proposals received for the supply of the SuperPulsator Solids Contact Clarification System and the Membrane Filtration System.

AK discussed the RFP process and submittal review process.

Action: INFO

AK discussed the SuperPulsator Clarification System proposal.

AK commented that the proposal met the requirements set forth in the RFP. AK reiterated that the design loading rate of the clarifier, detailed in the proposal, was 2.2 USGPM/ft² matching the value used in the development of the plant layout and cost estimates from the Pre-Design Report.

Action: INFO

AK presented the SuperPulstaor Clarification System cost:

Base System Cost: \$659,200.00
Adder: Tube Settlers: \$45,320.00
Total System Cost: \$704,520

AK noted that the cost matched the Pre-Design Report cost with the exception of the adder for the tube settlers. The addition of tube settlers was determined to be required during pilot testing and from discussion with operators during site visits in August.

Action: INFO

AK discussed the Membrane Filtration System proposals.

AK commented that two proposals were received for the supply of Membrane Filtration equipment. Proposals were received from:

- Pall Canada Ltd.
- GE Water and Process Technologies

Action: INFO

AK presented a review of two proposals received.

AK presented costs for each system, as provided in the proposals:

- Pall: Supply Cost: \$1,780,000
 Adder Cost (Spare Parts): \$12,750
 Total Cost of System: \$1,792,750
- GE: Supply Cost: \$1,333,367
 Adder Cost (Spare Parts): \$9,654
 Adder Cost (Blower Package): \$52,480
 Total Cost of System: \$1,395,501

Total Adjusted Cost of System: \$1,880,765

Action: INFO

AK discussed that cost included in the Pre-Design Report for the supply and installation of the membrane filtration system was \$1,950,000. With the cost of supply of the Pall system at \$1,792,750, that will leave \$157,250 for installation of the system to come in within the Pre-Design Report budget. AK commented that this amount for installation will suffice.

Action: INFO

AK noted that it is critical when evaluating the proposals to thoroughly review the scope of supply to ensure an “apples to apples” comparison is achieved. Cost adjustments were added to the GE proposal cost in order to achieve the accurate comparison of the two systems.

AK noted several significant items that will add cost to the GE system:

- Additional floor space required – GE requires 4 filtration trains; GE requires blower system
- Additional RW pumping required – GE peak feed flow is 10% higher than Pall system
- Additional membrane feed pumping required – GE peak flow is 10% higher than Pall system
- Additional RF pumping required – GE RF flow is twice the RF flow for the Pall system

Costs attributed to these items were included in the Total Adjusted Cost of System presented and were used as the true cost of the GE system proposed.

Action: INFO

AK presented the advantages and disadvantages of both systems. The advantages of the Pall supplied system greatly outweighed those for the GE supplied system.

AK presented the following recommendations:

- Proceed with issuing a purchase order for the SuperPulsator Clarification System.
- Proceed with issuing a purchase order for the Pall Membrane Filtration System.

The Committee was in favour of the recommendations presented and provided direction to JS/AK to prepare the draft letters of acceptance and issuance of the PO for the suppliers. The Committee will take this recommendation to Council at the upcoming meeting (week of November 12th).

Action: MPE (AK), RED

A copy of the slides presented are attached to these minutes.

Action: INFO

Meeting ended at 11:30 pm

Next Meeting: N/A

Minutes recorded by: Andrew Kleisinger - MPE Engineering

If there are any errors, omissions or discrepancies please contact this office.

David Wolanski

From: municipalservicesbranch@gov.ab.ca
Sent: Wednesday, October 31, 2012 4:38 PM
To: davidw@
Subject: South Saskatchewan Regional Plan Consultation - Municipal Discussions

Dear Chief Administrative Officer,

As you know, the Government of Alberta has invited municipalities and other stakeholders to provide input on the recommendations made by the regional advisory council (RAC) for the development of the South Saskatchewan Regional Plan. The Government of Alberta has announced the consultation on the Regional Advisory Council's (RAC) Advice to the Government for the South Saskatchewan Regional Plan beginning November 6, 2012.

You can find the information bulletin and backgrounder announcing the dates and locations of the consultation sessions [here](#).

Public and stakeholder sessions will be held in communities across the South Saskatchewan Region, as well as some locations outside the region. You and your council members are invited to attend the stakeholder sessions to be held from 10:00 a.m. to 2:00 p.m. to discuss the RAC's advice. **Please RSVP to SSRP@stantec.com** to save your space at the session. Lunch will be provided.

In addition, if more specific dialogue is needed, staff from the Land Use Secretariat and Municipal Affairs will be available following the stakeholder sessions (between 2:00 p.m. and 4:00 p.m.) to continue the discussions.

The public open houses will run from 4:00 p.m. to 8:00 p.m. Please encourage your residents to attend these public sessions in one of the locations most convenient to them. In addition, a workbook is available online or at the consultation sessions for feedback on the RAC's Advice.

I encourage you to participate in this consultation. Your input will help shape the plan! You can find a copy of the RAC's advice, and other related documents, online at www.landuse.alberta.ca.

If you have any questions, please contact the Planning Unit, Alberta Municipal Affairs at

780-427-2225, toll free in Alberta by dialing 310-0000 first.

Yours truly,

Mike Merritt, Assistant Deputy Minister

Alberta Municipal Affairs

Government **Information bulletin**

October 26, 2012

Albertans invited to provide input on next regional plan

Consultation for South Saskatchewan region begins next month

Edmonton... Work on a land-use plan for southern Alberta will focus on water, economic development and conservation needs. A new round of consultations in the South Saskatchewan region starts November 6.

The Alberta government invites the public, stakeholders and municipalities to offer input on recommendations made by an advisory council for development of the South Saskatchewan Regional Plan. This is the second of seven regional plans that will be developed based on the province's major watersheds. The Alberta government approved the Lower Athabasca Regional Plan, for Alberta's oil sands region, in August. It came into effect September 1.

"We must make smart choices about the way we grow to maintain all the advantages Albertans have - abundant resources, jobs and a beautiful and diverse natural landscape," said Environment and Sustainable Resource Development Minister Diana McQueen. "We know that water and population growth are key issues that will drive change in southern Alberta. It's time to hear what Albertans think about the advice we received from the advisory council for the regional plan. This is what long-term planning is about - making sure that we consult with all Albertans, including Aboriginal people and municipalities, at each stage in the development of a regional plan."

Public and stakeholder sessions will be held across the South Saskatchewan region, from Calgary to Cardston to Medicine Hat, from November 6 to December 6. Sessions will also be held outside the region in Edmonton, Red Deer and Drumheller.

The 19-member South Saskatchewan Regional Advisory Council met 13 times across the region, between 2009 and 2011, participated in public information, stakeholder and municipality sessions and received more than 100 stakeholder submissions.

Council members were selected for their broad experience and knowledge of the region and included landowners, business people and municipal officials. Other members of the advisory council brought a range of experience and knowledge including industrial, environmental, agricultural, recreation and aboriginal.

The council provided its advice to the government in 2011, based on a government-supplied terms of reference that asked the council to explore the relationship between water, population growth, economic development and land conservation. Water, demand, access and infrastructure needs are critical to the development of southern Alberta and will inform the South Saskatchewan Regional Plan. The region comprises about 12 per cent of Alberta's land base - some 83,774 square kilometres. About 45 per cent of Albertans live in the region which

includes Calgary, Medicine Hat, Lethbridge and Airdrie.

Albertans can also provide their input for the South Saskatchewan Regional Plan through an online workbook, available until December 21. The workbook will also be available in hardcopy at all sessions. The workbook, the Regional Advisory Council's advice document, council meeting agendas and notes, along with other material concerning the development of the South Saskatchewan Regional Plan and the Land-use Framework are available at www.landuse.alberta.ca

Pre-planning for the remaining five regional plans is already underway. These plans will cover the North Saskatchewan, Upper and Lower Peace, Upper Athabasca and Red Deer regions.

-30-

Background: Consultation schedule for the South Saskatchewan Regional Plan

Media inquiries may be directed to:

Wayne Wood
Press Secretary
Office of the Minister of Environment and
Sustainable Resource Development
780-643-9122
wayne.wood@gov.ab.ca

Neal Watson
Communications
Environment and Sustainable Resource
Development
780-427-8636
neal.watson@gov.ab.ca

To call toll free within Alberta dial 310-0000.

Background

October 26, 2012

Consultation schedule for the South Saskatchewan Regional Plan

Similar to the process followed in the development of the Lower Athabasca Regional Plan, the consultation sessions for the South Saskatchewan region will focus on the advice provided to the Government of Alberta by the Regional Advisory Council.

Cardston

November 6
Cardston and District Seniors Centre
260 First Street West

Red Deer

November 6
Sheraton Red Deer Hotel
3310 50 Avenue

Taber

November 7
Heritage Inn
4830 46 Avenue (Hwy 3)

Vulcan

November 8
Legion Hall
240 Sinclair Road

Calgary

November 13
Radisson Hotel Calgary Airport
2120 16 Avenue Northeast

Edmonton

November 15
Ramada Conference Centre
11834 Kingsway Avenue

Airdrie

November 20
Best Western Regency Inn
121 Edmonton Trail Southeast

Pincher Creek

November 20

Heritage Inn Hotel and Convention Centre
919 Waterton Avenue

Canmore

November 21
Radisson Hotel and Conference Centre
511 Bow Valley Trail

Milk River

November 21
Heritage Hall
213 Main Street

Cochrane

November 22
The Ranchehouse
101 Ranchehouse Road

Brooks

November 22
Lakeside Leisure Hall, Flexhall
111 Fourth Avenue West

Claresholm

November 27
Claresholm Community Centre, North Hall
5940 59 Avenue West

Okotoks

November 28
Foothills Community Centre
4 204 Community Way

Strathmore

November 29
Strathmore Centennial Civic Centre
120 Brent Boulevard

Drumheller

December 4
Canalta Jurassic
1103 Highway 9 South

Crowsnest Pass

December 4
Elks Hall
2025 129 Street
Blairmore

Medicine Hat

December 5

Medicine Hat Lodge
1051 Ross Glen Drive South East

Foremost

December 5
Foremost Community Hall
802 First Avenue West

Lethbridge

December 6
Coast Lethbridge Hotel
526 Magrath Drive South

All sessions run from 4 p.m. - 8 p.m.

-30-

Media inquiries may be directed to:

Wayne Wood
Press Secretary
Office of the Minister of Environment and
Sustainable Resource Development
780-643-9122
wayne.wood@gov.ab.ca

Neal Watson
Communications
Environment and Sustainable Resource
Development
780-427-8636
neal.watson@gov.ab.ca

To call toll free within Alberta dial 310-0000.

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[Send us your comments or questions](#)

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Cypress County

816 - 2nd Ave.

Dunmore, Alberta T1B 0K3

Ph. (403) 526-2888

Fax (403) 526-8958

www.cypress.ab.ca

RECEIVED

OCT 17 2012

TOWN OF REDCLIFF

October 12, 2012

David Wolanaski
Municipal Secretary
Town of Redcliff
Box 40
Redcliff AB T0J 2P0

RECEIVED

OCT 17 2012

TOWN OF REDCLIFF

61-02-03

NOTICE OF PUBLIC HEARING

Re: Land Use By-law Amendment 2012/39

PN NE 31-11-5-W4 - Mayberry

Pursuant to provisions of the Municipal Government Act, as an owner, adjacent owner, or adjoining municipality of the above noted land, you are hereby notified of a proposed amendment to the Cypress County Land Use Bylaw.

Land Use Bylaw Amendment 2012/39 proposes to re-classify a portion of the above noted quarter section from its existing Agricultural IDP District 1 "A-1 IDP" designation to Light Industrial District "LI" designation. The amendment has been requested to allow for the applicant to create and subdivide a multi-lot light industrial subdivision.

A public hearing on the matter will be held at the Council Chamber of the Cypress County Administration Office in Dunmore at 10:30 A.M. on Tuesday, November 20th, 2012.

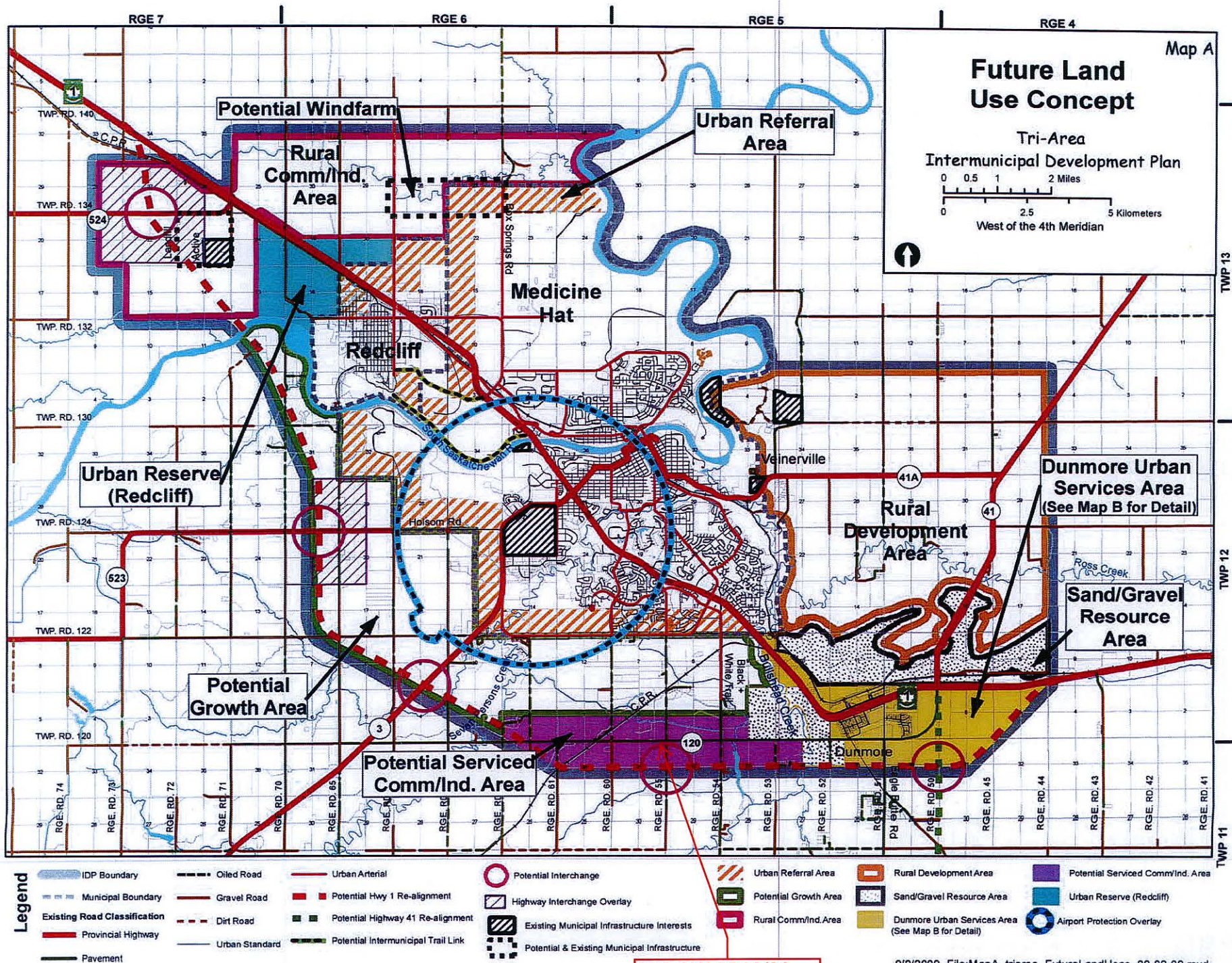
Any persons wishing to be heard may make oral or written representation to the Council at that time. Oral submissions may be limited to five minutes in length whether or not a written presentation is submitted.

A copy of the proposed bylaw and other documents that relate to the proposed bylaw may be obtained or inspected during regular office hours at the Administration Office of Cypress County in Dunmore, Alberta.

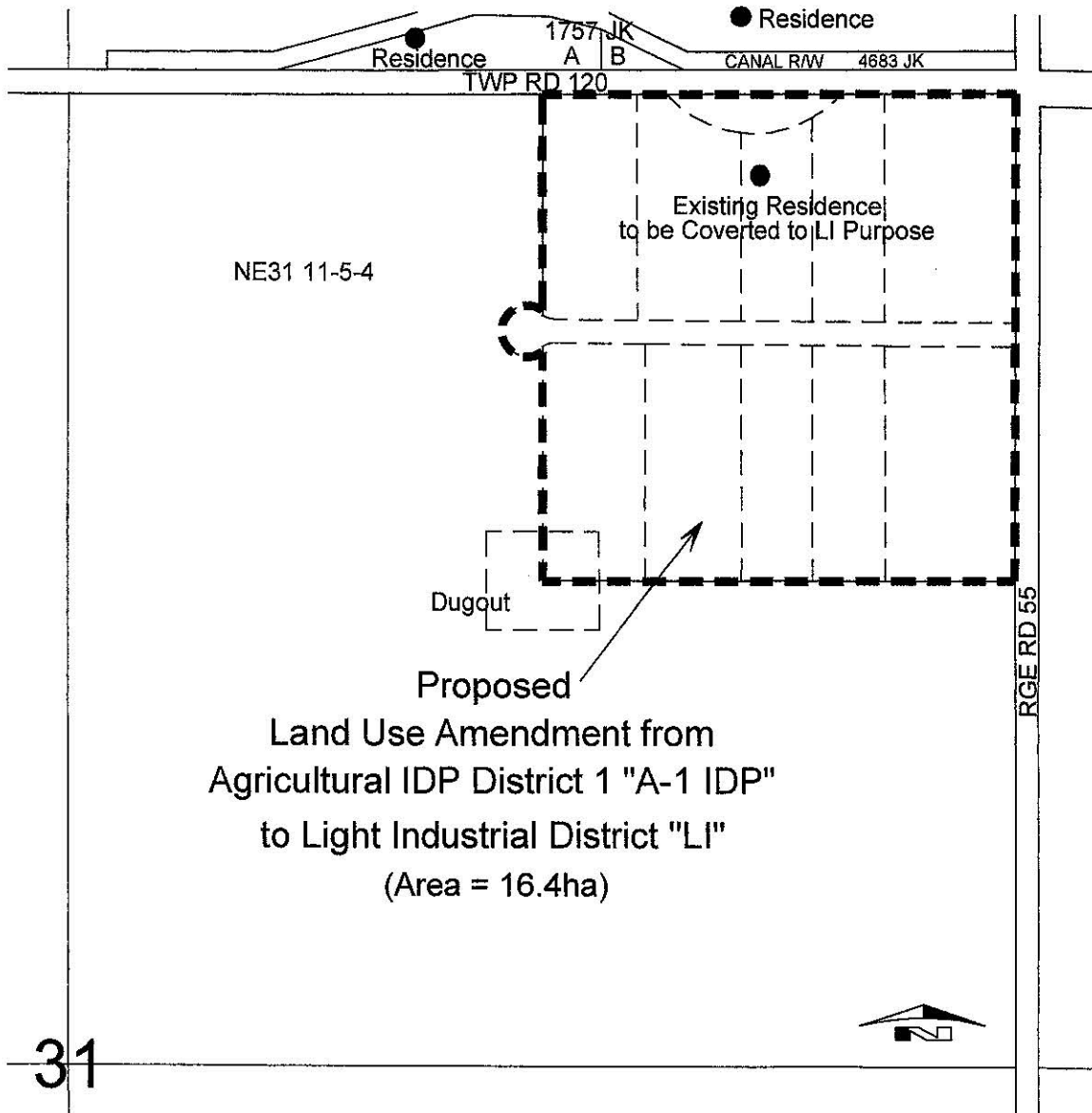
Yours truly,


Jeffrey R. Dowling
Municipal Planner

JRD/ps enclosures



CYPRESS COUNTY
BYLAW 2012/39
Schedule "A"



October 19, 2012

File number: 283-62 1.4

Shanon Simon
Municipal Secretary
#1 – 3rd Street NE, P.O. Box 40
Town of Redcliff, AB, T0J 2P0

Dear Shanon:

RE: Advisory Comments – Cypress County Land Use Bylaw Amendment Proposal 2012/39

In response to the proposed amendment 2012/39 to the Cypress County Land Use Bylaw (LUB) to re-classify a portion of NE 31-11-5-W5 from its existing Agricultural IDP District 1 "A-1 IDP" designation to Light Industrial District "LI" designation, Scheffer Andrew Ltd. would like to advise the Town of Redcliff of the following.

According to the notice of public hearing for amendment application 2012/39, the amendment has been requested to allow for the applicant to create and subdivide a multi-lot light industrial subdivision. The site is located in the Potential Serviced Comm/Ind. Area land use designation of the Tri-area Intermunicipal Development Plan (IDP).

The proposed amendment to the LUB is consistent with the IDP. From an intermunicipal planning perspective, there are no foreseeable negative impacts to the Town of Redcliff that will result from the adoption of Bylaw 2012/39.

Yours truly,

Scheffer Andrew Ltd., Medicine Hat



Kent Snyder, RPP, MCIP
Branch Manager





RIVERVIEW
GOLF CLUB

Phone: 403-548-7118 Fax: 403-548-2400
700 Redcliff Way SE
Redcliff AB. T0J 2P0

RECEIVED
Town of Redcliff

Supervisor: _____

OCT 29 2012

Action: Council - Nov. 13

File # _____

Town of Redcliff
Box 10
Redcliff, AB T0J 2P0

October 26, 2012

Attn: David Wolanski

RE: Community Spirit Grant

Dear Mr. Wolanski,

We are requesting the Town of Redcliff support our application for a grant from the Community Spirit Program from the Government of Alberta, Alberta Lottery Fund.

The monies received will be used towards our Driving Range.

We appreciate your support,

Sincerely,

Trevor Ellerman
General Manager
Riverview Golf Club

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OCT 29 2012

TOWN OF REDCLIFF

October 29, 2012

Town of Redcliff
1 – 3rd Street NE, Mail: Box 40
Redcliff, Alberta T0J 2P0

Greetings,

My name is Jamie Lowry and I am currently the Commissioner of Girl Guides of Canada – Redcliff District. Our district is designing a new crest in 2013 to celebrate 100 years of Guiding in Alberta. Guiding has also been an active youth organization in our community for the past 68 years. We are seeking permission from the Town of Redcliff to use a representation of the water tower on our new crest. We selected this landmark as we believe it represents Redcliff. We will also be including a greenhouse on our crest as this industry is also vital to our community. As these landmarks are included on the Redcliff Centennial design, we want to ensure that we do not infringe on copyright. Could you please advise as to whether we can proceed with this design?

Thank you,



Jamie Lowry, Commissioner
Girl Guides of Canada - Redcliff District
403-488-4300
936 3rd St SW
Redcliff, Alberta T0J 2P0



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

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NOV - 5 2012
TOWN OF REDCLIFF

AR 48754

October 31, 2012

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

Dear Mayor Hazelaar:

I am pleased to advise you that a payment of \$240,768 for the 2012-13 Municipal Policing Assistance Grant (MPAG) has been electronically transferred to your municipality. The policing grant is intended to help communities meet the costs of policing services and reflects the commitment of the Alberta government to address the financial impact of policing on municipalities.

Reporting for the year on the expenditure of these grant funds is required by March 31, 2013 and templates are available on the Justice and Solicitor General website at www.justicesolgen.alberta.ca. Should your staff have any questions, they may contact Michael Michalski, Executive Director Financial Operations and Procurement, at 780-427-7516.

Thank you for your partnership to promote safe and secure communities, as together we build a better Alberta for today and into the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Denis".

Jonathan Denis, QC
Minister

cc: David Wolanski, Municipal Manager, Town of Redcliff ✓

Memo

To: Redcliff Council
From: David Wolanski, Municipal Manager
Date: November 13th, 2012
Re: Municipal Manager Performance Appraisal Format

One of the key areas for improvement identified at my last performance appraisal in May was making sure that performance appraisals were being completed by me in regards to management personnel and ensuring through management that they were taking place for all employees.

One of the key issues related to our performance appraisals, or lack thereof, was an antiquated format that has been in existence since the early 1990's. I expressed at the time that I would be looking at updating the format and Council similarly expressed a desire to have an updated format for the Municipal Manager.

In looking at several examples and thinking conceptually about it, I realized that there really is a requirement to have three different appraisals across the organization as each is unique. First of all, the one for the Municipal Manager requires specific things directly related to my overall role as the Chief Administrative Officer for the Town and my relations with Council in carrying out their strategic direction. The other two (employees and management) are somewhat similar; however, the ones for management obviously include various items related to evaluation and management of staff.

As an update, the management team discussed the formats for the management and other employee performance appraisals at our management meeting held earlier on November 13th. As you are aware from my review and our management priorities for 2012, our goal was to have a new format and a plan in place for implementation. I will have completed all management performance appraisals prior to the spring of 2013 and we will have begun implementing them for staff as well (we are looking at using the anniversary date of employees as their annual review date thus the full implementation will be carried out throughout 2013).

As for the Municipal Manager format, I have included it with this memo for Council review and feedback to see if it meets your desired expectations. The format presented was taken from a sample done specifically for CAO evaluations and was created by a group called Executive Source Partners who are experts in their field.

The one piece or question I had for Council was how they wanted to receive a self-evaluation from the Municipal Manager. Did they want to take the exact criteria that they will evaluate the Manager on and have the Manager self-evaluate those items or did they want a written report highlighting strengths, accomplishments, and areas for improvement similar to what I had done in the past?



MUNICIPAL MANAGER PERFORMANCE EVALUATION

Background: Under Section 205.1 of the *Municipal Government Act* (Act) a “council must provide the chief administrative officer with an annual written performance evaluation of the results the chief administrative officer has achieved with respect to fulfilling the chief administrative officer’s responsibilities” under the *Act*.

Functions: The functions related to the Municipal Manager are detailed in the *Act*, job description, and Bylaw 1082/98. Generally, the Municipal Manager provides best advice to Council, and leads the municipal organization to carry out the direction of Council. He/She:

- Models consistent values of high ethical awareness, honesty, fairness, courage.
- Develops objectives and implements strategic and operational plans to achieve the vision for Redcliff, as well as the financial and operating objectives.
- Oversees the operations of the Town of Redcliff, develops management, allocates resources, and ensures controls to safeguard municipal assets.
- Acts as chief spokesperson for the Town of Redcliff.
- Works with the Council to develop policy and maintain oversight.

Instructions: *Rank answers from 0-5:*

0 – Don’t Know or Not applicable
1 – Falls short of requirements
2 – Improving towards requirements
3 – Meets requirements
4 – Performing beyond basic requirements
5 – Exceptional

COUNCIL RELATIONS

a) Presents all issues to Council in a timely fashion.	0	1	2	3	4	5
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Comment:

b) Acts on Council’s motions and direction in a timely manner.	0	1	2	3	4	5
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Comment:

c) Facilitates Council’s governance, Decision-making and committee work.	0	1	2	3	4	5
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Comment:

d) Facilitates the orientation and effectiveness of Councillors.	0	1	2	3	4	5
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Comment:

e) Keeps Council fully informed on all important aspects of the status and development of the Town of Redcliff.	0	1	2	3	4	5
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Comment:

f) Respects the division of authority between Council and the Municipal Manager.	0	1	2	3	4	5
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Comment:

g) Maintains a positive working relationship with the Mayor and Councillors.	0	1	2	3	4	5
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Comment:

EXTERNAL RELATIONS

a) Serves as chief spokesperson, communicating effectively with all stakeholders.	0	1	2	3	4	5
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Comment:

b) Appropriately represents Council's direction to stakeholders.	0	1	2	3	4	5
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Comment:

c) Appropriately represents the Town and Council in the community.	0	1	2	3	4	5
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Comment:

d) Appropriately represents the Town and Council outside the community.	0	1	2	3	4	5
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Comment:

CUSTOMER IMPACT

a) Ensure that rate-payers perceive the Council and the Town in a positive light.	0	1	2	3	4	5
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Comment:

b) Ensure that the Town retains appropriate rate-payer engagement.	0	1	2	3	4	5
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Comment:

ORGANIZATIONAL PERFORMANCE

a) Leads the Town and articulates a clear plan for the Town that reflects Council's vision, mission, and strategic direction, and is well understood, widely supported, consistently applied and effectively implemented.	0	1	2	3	4	5
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Comment:

- | | | | | | | |
|---|---|---|---|---|---|---|
| b) Establishes objectives, operating, and financial plans for the Town that meets the needs of the rate-payers, employees, and the broader community. | 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|---|---|---|---|---|---|---|
| c) Monitors and continuously evaluates objectives and plans to ensure they are being achieved and takes action as needed. | 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|

Comment:

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|--|---|---|---|---|---|---|
| d) Ensures the Town meets or exceeds the financial and operating performance goals as set out in annual plans. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

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|--|---|---|---|---|---|---|
| e) Reviews and where appropriate adjusts the long term strategies and objectives of the Town in consultation with Council. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|--|---|---|---|---|---|---|
| f) Effectively manages both the short and long term growth of the Town in a manner consistent with the strategic direction adopted by Council. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

ORGANIZATIONAL EFFECTIVENESS

- | | | | | | | |
|--|---|---|---|---|---|---|
| a) Pursues personal professional development that benefits the municipality. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|---|---|---|---|---|---|---|
| b) Actively supports and encourages professional development amongst the staff. | 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|---|---|---|---|---|---|---|
| c) Effectively attracts, retains, motivates, and leads an effective team capable of achieving the municipal objectives. | 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|--|---|---|---|---|---|---|
| d) Ensures staff succession, including long-term development of candidates for CAO position. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|---|---|---|---|---|---|---|
| e) Maintains a good working relationship between staff and elected officials. | 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|--|---|---|---|---|---|---|
| f) Has ensured an effective participative process of strategic planning to achieve the vision and mission such that Council and employees feel ownership of the final product. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|--|---|---|---|---|---|---|
| g) Obtains and allocates resources consistent with strategic objectives. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|--|---|---|---|---|---|---|
| h) Effectively identifies, assesses and manages the principal risks to the Town. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

LEADERSHIP EFFECTIVENESS

- | | | | | | | |
|--|---|---|---|---|---|---|
| a) Leadership style fits the Community and organizational needs. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|--|---|---|---|---|---|---|
| b) Demonstrates a good understanding of major issues facing the Council and the community. | 0 | 1 | 2 | 3 | 4 | 5 |
|--|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|---|---|---|---|---|---|---|
| c) Exercises good judgement in dealing with major issues. | 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|

Comment:

- | | | | | | | |
|---|---|---|---|---|---|---|
| d) Sets the tone for the Community by exemplifying consistent values of high ethical awareness, honesty, fairness, and courage. | 0 | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|

Comment:

- e) Demonstrates a clear understanding of the local, regional, provincial, national, and global issues impacting the Town. 0 1 2 3 4 5

Comment:

- f) Provides positive leadership to the staff and elected officials. 0 1 2 3 4 5

Comment:

OBJECTIVES (These should be developed by the Manager and reviewed with the Mayor and Council.)

Key Objectives	Results

OVERALL IMPRESSION OF PERFORMANCE AND RESULTS ACHIEVED

COMMENTS

1. What are the Municipal Manager's greatest strengths?
2. What are the things that you have most appreciated that the Municipal Manager has accomplished in the past year?
3. What are specific areas where the Municipal Manager needs to turn his/her attention in the coming year both personally and organizationally?