



**COUNCIL MEETING**  
**TUESDAY, OCTOBER 9, 2012**  
**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
TUESDAY, OCTOBER 9, 2012 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>Pg.#</u></b>	<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
	<b>1. GENERAL</b>	
	A) Call to Order	
	B) Adoption of Agenda *	Adoption
1	C) Accounts Payable *	For Information
	<b>2. MINUTES</b>	
	A) Council meeting held September 24, 2012, 2012 *	For Adoption
	B) Committee of the Whole meeting held September 24, 2012 *	For Information
	C) Recreation Services Board meeting held September 12, 2012 *	For Information
	D) Municipal Planning Commission Special meeting held October 2, 2012 *	For Information
	E) Economic Development Alliance Board meeting held June 12, 2012 *	For Information
	<b>3. BYLAWS</b>	
	A) Bylaw 1726/2012, being a bylaw to amend Bylaw 1698/2011 the Land Use Bylaw regarding Portable Signs *	1 <sup>st</sup> Reading
	<b>4. CORRESPONDENCE</b>	
	A) Alberta Municipal Affairs * Re: Advisory Land Use Planning Notes on New Regulatory Requirements for Surface Development in proximity to Abandoned Wells	For Information
	B) City of Medicine Hat * Re: Extension of Principle Agreement – Regionalization of Disaster Services	For Information
	C) Federation of Canadian Municipalities (FCM) * Re: Diamond Jubilee Medal	For Information
	D) Redcliff Museum * Re: Request for financial assistance to help pay curator's salary	For Consideration
	E) Alberta Municipal Affairs * Re: Municipal Sustainability Initiative (MSI) funding allocation to projects	For Information

**5. OTHER**

**A)** Library Snapshot Day October 10, 2012

For Information

**6. IN CAMERA**

**A)** Personnel (2)

**B)** Land

**7. ADJOURN**

ACCOUNTS PAYABLE SEPTEMBER 18 - OCTOBER 2 2012			
COUNCIL MEETING OCTOBER 9, 2012			
71364-71482	VOIDED	PRINTER ERROR	\$0.00
71483	ACTION PARTS	NITRILE GLOVES, BRAKE CABLE, LOCK NUT	\$84.42
71484	ADOA	2012 CONFERENCE REGISTRATION - STEHR	\$400.00
71485	ALBERTS FLOOR & CARPET	BLACK FLOORING FOR RECTANGLE	\$157.50
71486	ALTA-WIDE BUILDERS	LUMBER	\$91.80
71487	AMEC	9TH AVE SW & PUBLIC SERVICES PARKING	\$719.46
71488	BENCHMARK GEOMATICS	LOT GRADES	\$157.50
71489	CLOVERDALE PAINT	GARBAGE BIN PAINT	\$210.69
71490	EAGLE LAKE NURSERIES	TREES	\$4,800.86
71491	ELDORADO FARMS	REFUND UTILITY DEPOSIT	\$100.00
71492	FARMLAND SUPPLY CTR	HYDRAULIC HOSE, CABLE TIES	\$79.49
71493	FOCUS INTEC.	PROFESSIONAL FEES FOR LOT CONSOLIDATION	\$2,205.00
71494	FOUNTAIN TIRE	TIRES UNIT#128 - INTL, FLAT REPAIR UNIT#137-F150	\$3,510.43
71495	FRENCH, TOM	PUMP PARTS & FITTINGS, UNIT#99-1/2 TON	\$69.14
71496	ALBERTA GFOA	BUDGETING WORKSHOP - DAVIES, PSAB UPDATE - OSMOND	\$393.75
71497	REDCLIFF HOME HARDWARE	WASHER FLUID, OIL FOR UNIT#82-F150XL MISC SUPPLIES	\$78.62
71498	JACKSON DODGE-CHRYSLER	SENSOR PKGE UNIT#49 -1 TON	\$112.35
71499	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
71500	KOST FIRE EQUIPMENT	ANNUAL EXTINGUISHER & SYSTEM INSPECTIONS	\$1,898.61
71501	LETHBRIDGE HERALD	AUGUST ADVERTISING	\$247.97
71502	MACDESIGN	SMOCKS FOR COPY ROOM	\$63.00
71503	MEMORY LANE	WEBSITE DEVELOPMENT	\$1,575.00
71504	MEDICINE HAT CO-OP	GRASS SEED	\$52.49
71505	MEDICINE HAT CSRD #20	2012 3RD QUARTER SCHOOL TAXES	\$44,744.36
71506	NAPA AUTO PARTS	BRAKE SHOES, DRUMS, BEARINGS UNIT#49 - 1 TON	\$699.42
71507	OVERHEAD DOOR	PARKS SHOP DOOR REPAIR	\$106.05
71508	PAD-CAR MECHANICAL	REPAIR PVC FITTINGS FOR SWIMMING POOL	\$382.23
71509	PC CORP	COMPUTER SUPPORT	\$924.00
71510	SUNCOR	DYED DIESEL FOR LANDFILL	\$3,723.89
71511	ROCKY MOUNTAIN PHOENIX	BUNKER GEAR PANTS FOR FIRE DEPARTMENT	\$467.99
71512	ROSENAU TRANSPORT	FREIGHT OF ASHPALT & WATER TREATMENT SUPPLIES	\$631.86
71513	SIMSON MAXWELL	BLOCK HEATER UNIT#117 - COMPACTOR	\$137.73
71514	SOLBERG, ERIC	AUMA TRAVEL ADVANCE	\$600.00
71515	TELUS COMMUNICATION	SEPTEMBER CELL PHONE, PHONE, PAGER AND RADIO SERVICE	\$38.04
71516	TELUS MOBILITY	SEPTEMBER CELL PHONE, PHONE, PAGER AND RADIO SERVICE	\$105.93
71517	BHI AP GENERAL	REFUND OVERPAYMENT ON RECEIVABLES ACCOUNT	\$588.65
71518	FRASER, JEFF	REFUND ON UTILITY ACCOUNT	\$5.64
71519	MERIAM, DIANNE	REFUND UTILITY DEPOSIT	\$100.00
71520	TOWN OF REDCLIFF	VEHICLE WASH, PIPE FITTING, ANCHORS, BRACKET, GAS CAP	\$55.42
71521	W.R. MEADOWS	ASPHALT MIX	\$871.61
71522	ACTION PARTS	BREAKAWAY SWITCH	\$35.19
71523	AMSC INSURANCE	OCTOBER EMPLOYEE HEALTH BENEFITS	\$13,137.59
71524	BIG EAGLE SERVICES	LEACHATE EVACUATION LANDFILL	\$1,383.38
71525	THE BOLT GUYS	POP RIVETS	\$57.40
71526	CACTUS COMMUNICATIONS	INSTALL RADIO UNIT#87 - WALTER FIRE TRUCK	\$243.18
71527	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS	\$71,768.11
71528	CYPRESS VIEW FOUNDATION	2012 FINAL REQUISITION	\$16,115.00
71529	DESJARDINS	2012 NON GROUP LIFE INSURANCE, SCHAFER	\$661.50
71530	FORTY MILE GAS CO-OP	SEPTEMBER GAS UTILITY LANDFILL	\$61.39
71531	REDCLIFF HOME HARDWARE	PAINT, SHAMPOO EQUIPMENT, CAULKING GUN, ETC.	\$551.20
71532	SHAW CABLE	OCTOBER INTERNET - TOWNHALL, WTP, PUBLIC SERVICES, FIREHALL	\$372.33
71533	PC CORP	JULY 2012 BACKUP MANAGER	\$393.75
71534	SUNCOR	FUEL, DIESEL & DYED DIESEL FOR PUBLIC SERVICES AND LANDFILL	\$12,039.33
71535	PINNACLE INTERNATIONAL	REPAIR TRANSMISSION UNIT#128 - GARBAGE TRUCK	\$323.95
71536	PITNEY BOWES	POSTAGE REFILL	\$2,100.00
71537	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS TO SEPTEMBER 8, 2012	\$16,313.76
71538	RECEIVER GENERAL	STATUATORY DEDUCTIONS TO SEPTEMBER 8, 2012	\$28,442.09
71539	SAFETY CODES	AUGUST PERMITS	\$57.16
71540	TELUS COMMUNICATION	SEPTEMBER CELL PHONE, PHONE, PAGER AND RADIO SERVICES	\$120.94
71541	DUPREY, SHELBY	INSURANCE CLAIM	\$307.65

71542	SUPPORT GROUP FOR SPECIAL NEEDS FAMILIES	DONATIONS & FUNDS HELD FOR SUPPORT GROUP	\$2,132.56
71543	TOWN OF REDCLIFF - LANDFILL	AUGUST TONNAGE CHARGES	\$4,906.86
71544	WAJAX POWER SYSTEMS	LOAD TEST FOR GENERATORS	\$1,646.09
71545	WCB	JULY/AUGUST WCB PREMIUMS	\$5,525.19
71546	WESTERN CANADA WELDING	ACETYLENE	\$195.46
71547	XEROX CANADA	3 <sup>RD</sup> QUARTER SERVICE CONTRACT PRO 55	\$399.02
71548	C.U.P.E.	UNION DUES TO SEPTEMBER 22, 2012	\$1,924.93
71549	PROVINCIAL TREASURER LAP	LAPP CONTRIBUTIONS TO SEPTEMBER 22, 2012	\$16,005.95
71550	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO SEPTEMBER 22, 2012	\$25,402.49
71551	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES TO SEPTMEBER 30, 2012	\$1,097.00
71552	REDCLIFF FIREMEN SOCIAL CLUB	FIREMAN SOCIAL CLUB DUES TO SEPTEMBER 30, 2012	\$300.00
71553	TOWN OF REDCLIFF	REGULAR PAY TO SEPTEMBER 22, 2012, 3 <sup>RD</sup> QUARTER FIRE PAY	\$72,538.25
71554-71594	VOIDED	PRINTER ERROR	\$0.00
71595	ACTION PARTS	BULB UNIT#131-PACKER, AIR FILTER UNIT#118 - 3 TON	\$187.53
71596	AFFINITY WELDING	LIFT HOOKS AT LANDFILL, GARBAGE BIN CLIPS	\$1,159.47
71597	AMSC INSURANCE	AUGUST EMPLOYEE HEALTH SPENDING ACTIVITY	\$295.95
71598	AMSC INSURANCE	INSURANCE FOR CENTENNIAL CELEBRATION	\$690.00
71599	BENCHMARK ASSESSMENT	TAX RECOVERY APPRAISALS	\$498.75
71600	BOUNDARY EQUIPMENT	GRADER BLADE UNIT#102-1995 GRADER	\$693.21
71601	C.E.M. HEAVY EQUIPMENT	A/C PARTS, FUEL TRANSFER PUMP UNIT#123-LOADER	\$314.88
71602	CIBC	SUPPLEMENTAL PENSION TO SEPTEMBER 22, 2012	\$2,433.02
71603	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS	\$16,673.70
71604	DAVIES,MIKE	TRAVEL EXPENSES GFOA BUDGETING WORKSHOP	\$148.38
71605	DIAMOND MUNICIPAL	COMPUTER SUPPORT, E BILLING PROJECT MANAGEMENT	\$1,010.63
71606	ENSTEEL INDUSTRIES	50 - 3 CUBIC YARD GARBAGE CONTAINERS	\$39,637.50
71607	FLASHING CANINES	REFUND KEY DEPOSIT	\$100.00
71608	FOX ENERGY SYSTEMS	SCBA TANK REFILLS	\$98.84
71609	INDUSTRIAL MACHINE	REPAIRS TO UNIT#101 - ZAMBONI	\$1,056.07
71610	JIM'S ELECTRIC	REPAIR LIGHTS IN WASHROOM - RCMP BUILDING	\$157.25
71611	KEYWAY SECURITY	REPAIRS TO FRONT AND BACK DOOR LOCKS AT TOWN HALL	\$87.15
71612	KIRK'S MIDWAY TIRE	USED TIRE UNIT#138-F150, FLAT REPAIR UNIT#097-MOWER	\$110.78
71613	LES'S DRAIN CLEANING	CLEAN SERVICE LINE	\$126.00
71614	LETHBRIDGE MOBILE	SEPTEMBER SHREDDING SERVICE	\$44.10
71615	LIFESAVING SOCIETY	EXAM FEES-BRONZE CROSS, BRONZE MEDALLION	\$176.00
71616	NIEDERMAYER, MARK	SEPTEMBER GUITAR LESSON FEES	\$559.00
71617	PAD-CAR MECHANICAL	HVAC MAINTENANCE AT RCMP BUILDING	\$420.00
71618	PARK ENTERPRISES	JULY PERMITS	\$908.17
71619	SUNCOR	DYED DIESEL FOR LANDFILL	\$1,510.37
71620	PINNACLE INTERNATIONAL	FILTERS FOR UNIT#118 - 3 TON	\$39.26
71621	PUROLATOR	FREIGHT OF WTP SAMPLES AND PARTS UNIT#101 - ZAMBONI	\$67.35
71622	SANATEC	PUMP SEPTIC TANK AT LANDFILL	\$126.00
71623	SCHAEFFER ANDREW	AUGUST PLANNING SERVICES	\$1,714.13
71624	STARKS PLUMBING	REFUND PORTABLE HYDRANT DEPOSIT	\$2,000.00
71625	SUPERIOR TRUCK	FILTER, ROLLER, BUSHING, LINK FOR UNIT#128 - GARBAGE TRUCK	\$1,045.15
71626	TELUS MOBILITY	SEPTEMBER CELL PHONE, PHONE, RADIO & PAGER SERVICE	\$33.55
71627	REDCLIFF CENTENNIAL	TRANSFER RESERVE	\$12,000.00
71628	BLONDIE'S GIFT & GARDEN	TREES	\$630.00
71629	GIESBRECHT, ABRAM	REFUND KEY, KITCHEN DEPOSIT	\$225.00
71630	HAAKENSON, JEAN	REFUND KEY, KITCHEN DEPOSIT	\$225.00
71631	TOWN OF REDCLIFF	COW SUPPER, FCSS MEETING, MPC LUNCH, POSTAGE, BOXES	\$377.57
71632	TRICO LIGHTING	CASE OF FLOURESCENT LIGHTBULBS FOR FIREHALL	\$94.34
71633	WESTERN CANADA WELDING	OXYGEN, ACETELYNE	\$413.65
71634	WE CARE	AUGUST HOME CARE SERVICES	\$156.00
71635	YOUNG, STEPHEN	TRAVEL EXPENSES FOR TRAINING COURSE	\$244.00
	TOTAL CHEQUES: 112	AMOUNT OF CHEQUES	\$456,327.35

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, SEPTEMBER 24, 2012 – 7:00 P.M.**

**PRESENT:** Deputy Mayor J. Steinke  
Councillors C. Brown, C. Crozier, D. Kilpatrick,  
E. Reimer, E. Solberg  
Municipal Manager D. Wolanski  
Director of Finance & Administration R. Osmond  
Manager of Legislative and Land Services S. Simon  
Public Services Director D. Schaffer (left at 7:37 p.m.)

**ABSENT:** Mayor R. Hazelaar

**1. GENERAL**

Call to Order

**A)** Deputy Mayor Steinke called the regular meeting to order at 7:05 p.m.

Adoption of Agenda

**B)** Councillor Reimer moved the Agenda be adopted as presented. – Carried.

Accounts Payable

**C)** Councillor Reimer moved the following 28 general vouchers in the amount of \$101,278.92 be received for information. – Carried.

<b>ACCOUNTS PAYABLE SEPTEMBER 10, 2012 - SEPTEMBER 13, 2012</b>			
<b>COUNCIL MEETING SEPTEMBER 24, 2012</b>			
71336	ALTA-WIDE BUILDERS	LUMBER	\$137.47
71337	APPLE AUTO GLASS	GLASS REPAIR UNIT #129 FORD F150	\$408.45
71338	THE BOLT GUYS	BOLTS, LOCKNUTS	\$42.71
71339	CIBC VISA	MEMBERSHIP DUES, OFFICE SUPPLIES, TABLETS, ETC.	\$7,279.04
71340	DEBUT DEVELOPMENTS	REFUND INSPECTION FEES	\$199.50
71341	DIAMOND MUNICIPAL SOLUTIONS	UTILITY E-BILLING, SUPPORT SERVICES	\$3,483.53
71342	EPCOR ENERGY SERVICES	AUGUST ELECTRIC UTILITY LANDFILL	\$104.15
71343	FARMLAND SUPPLY CENTER	HYDRAULIC HOSE FOR UNIT #96 TRACTOR	\$68.47
71344	FINNING INTERNATIONAL	COLD WEATHER OIL	\$584.04
71345	FOX ENERGY SYSTEMS	PLAYGROUND AND ROAD SIGNS	\$2,126.52
71346	GARLAND, JAMIE	REIMBURSE AIRPORT PARKING & FUEL EXPENSE - WTP TOUR	\$63.94
71347	HARV'S JANITORIAL SERVICES	AUGUST JANITORIAL SERVICES	\$3,386.25
71348	INDUSTRIAL MACHINE	BRUSH, SQUEEGEE, SPREADER CLOTH	\$284.59
71349	INLAND CONCRETE	FLAT TOP CONCRETE BLOCKS	\$630.00
71350	JOHN'S WATER HAULING	HAUL WATER TO LANDFILL	\$90.00
71351	MH WHOLESALE FOODS	CUPS FOR VARIOUS EVENTS	\$118.70
71352	MURRAY, CINDY	TRAVEL ADVANCE - FCSS DIRECTORS MEETING, SYLVAN LAKE	\$400.00
71353	PINNACLE INTERNATIONAL	ANTIFREEZE, COOLANT TANK UNIT#128, FILTERS	\$728.34
71354	PURULATOR	FREIGHT OF PARTS UNIT #123 LOADER	\$30.64
71355	RECEIVER GENERAL	SEPTEMBER COUNCIL STATUTORY DEDUCTIONS	\$673.87
71356	RECEIVER GENERAL	PEIR REPORT 2011	\$28.86
71357	REDCLIFF LADIES SOFTBALL	REFUND KEY DEPOSIT	\$125.00
71358	TELUS COMMUNICATION	AUGUST CELL PHONE, PHONE, RADIO AND PAGER CHARGES	\$2,119.54
71359	TELUS MOBILITY	AUGUST CELL PHONE, PHONE, RADIO AND PAGER CHARGES	\$357.94
71360	MIKES ROADHOUSE	MEALS ON WHEELS FOR AUGUST 2012	\$1,124.55
71361	TOWN OF REDCLIFF	COUNCIL PAYROLL TO SEPTEMBER 30, 2012	\$7,480.77
71362	XEROX CANADA	AUGUST SERVICE CONTRACT FOR PRO 232	\$10.13
71363	TOWN OF REDCLIFF	REGULAR PAYROLL TO SEPTEMBER 8, 2012	\$69,191.92
	TOTAL CHEQUES: 28	AMOUNT OF CHEQUES	\$101,278.92

Bank Summary for August 31, 2012

**D)** Councillor Solberg moved the Bank Summary for August 31, 2012 be received for information. – Carried.

## **2. MINUTES**

Council Meeting held September 10, 2012

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

Committee of the Whole meeting held September 10, 2012

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

Municipal Planning Commission meeting held on September 19, 2012

**C)** Councillor Reimer moved the minutes of the Municipal Planning Commission meeting held on September 19, 2012 be received for information. – Carried.

Redcliff Family and Community Support Services Board meeting held on September 11, 2012

**D)** Councillor Crozier moved the minutes of the Redcliff Family and Community Support Services Board meeting held on September 11, 2012 be received for information. – Carried.

## **3. BYLAWS**

Bylaw 1724/2012, Tax Penalty Rate Bylaw

**A)** Councillor Crozier moved Bylaw 1724/2012, being the Tax Penalty Rate Bylaw be given second reading. – Carried.

Councillor Solberg moved Bylaw 1724/2012, being the Tax Penalty Rate Bylaw be given third reading. – Carried.

Bylaw 1725/2012 being a bylaw to amend 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

**B)** Councillor Crozier moved Bylaw 1725/2012 being a bylaw to amend 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 first reading. – Carried.

## **4. STAFF RECOMMENDATION**

Grader Repairs  
Re: Replace complete set of tires on John Deere Grader

**A)** Councillor Brown moved to approve additional funding of \$2,600.00 for the 2012 Public Services budget to allow for the purchase of four re-tread tires for the John Deere grader with funding to be provided from Operations. – Carried.

**5. POLICIES**

Policy 116, Budget Policy

**A)** Councillor Crozier moved Policy 116, Budget Policy be approved as amended. – Carried.

**6. CORRESPONDENCE**

Alberta Innovates Energy and  
Environment Solutions  
Re: South Saskatchewan River Basin  
Adaptation to Climate Variability Project

**A)** Councillor Crozier moved correspondence dated May 2012 received from Alberta Innovates Energy and Environment Solutions regarding South Saskatchewan River Basin Adaptation to Climate Variability Project be received for information. Further that the Town of Redcliff supports the South Saskatchewan River Basin Adaptation to Climate Variability Project and a staff member will participate and represent the Town of Redcliff on the committee. – Carried.

**7. OTHER**

Municipal Manager's Report

**A)** Councillor Reimer moved the Municipal Manager's Report dated September 24, 2012 be received for information. – Carried.

City of Medicine Hat Subdivision  
2012MH008 Application

**B)** Councillor Kilpatrick moved the City of Medicine Hat Subdivision 2012MH008 application dated September 18, 2012 be received for information. Further that the City of Medicine Hat be advised that the Town of Redcliff has no concerns regarding the proposed subdivision 2012MH008. – Carried.

D. Schaffer left at 7:37 p.m.

**8. IN CAMERA**

In Camera

Councillor Reimer moved to meet In Camera at 7:38 p.m. – Carried.

Return to Open Session

Councillor Crozier moved to return to open session at 7:46 p.m. – Carried.

**9. ADJOURNMENT**

Adjournment

Councillor Brown moved adjournment of the meeting at 7:48 p.m. – Carried.

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Deputy Mayor

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Manager of Legislative and Land Services



# **BANK SUMMARY FOR AUGUST 31, 2012**

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	2,450,343.63 ✓	10,000.00	2,460,343.63
DAILY DEPOSITS	368,862.32	243,658.80	612,521.12
CIBC DIRECT DEPOSITS/ TELEBANKING	239,763.41		239,763.41
INTEREST EARNED	1,640.10		1,640.10
T-BILL REDEMPTIONS	0.00		0.00
OTHER DIRECT DEPOSITS	67,236.44		67,236.44
SUBTOTAL	677,502.27 ✓	243,658.80	921,161.07
CHEQUES	(787,972.13)	(243,658.80)	(1,031,630.93)
ASFF QUARTERLY PAYMENTS	0.00		0.00
DEBENTURE PAYMENTS	(5,096.13)		(5,096.13)
T-BILL PURCHASES	(1,100,000.00)		(1,100,000.00)
NSF CHEQUES	(31.00)		(31.00)
OTHER DIRECT WITHDRAWALS	(36,667.84)		(36,667.84)
SUBTOTAL	(1,929,767.10) ✓	(243,658.80)	(2,173,425.90)
<b>TOTAL</b>	<b>1,198,078.80</b>	<b>10,000.00</b>	<b>1,208,078.80</b>
BANK CLOSING BALANCE	1,171,928.89 ✓	10,000.00	1,181,928.89
ADD: O/S DEPOSITS	56,022.49		56,022.49
LESS: O/S CHEQUES	(29,872.58)		(29,872.58)
<b>TOTAL</b>	<b>1,198,078.80 ✓</b>	<b>10,000.00</b>	<b>1,208,078.80</b>

## **INVESTMENTS**

CIBC PREMIUM T-BILL FUND	5.12.02.321	12,300,000.00 ✓
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,311,723.52 ✓
<b>TOTAL INVESTMENTS</b>		<b>13,611,723.52</b>

TOWN OF REDCLIFF

SEP 20 2012  
  
 FINANCE DEPT.

**MINUTES OF THE COMMITTEE OF THE WHOLE  
MONDAY SEPTEMBER 24, 2012, 5:30 P.M.  
TOWN COUNCIL CHAMBERS**

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

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

**ABSENT:** Mayor: R. Hazelaar  
Manager of Engineering K. Minhas

**1. GENERAL**

**A) CALL TO ORDER**

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

**B) ADOPTION OF AGENDA**

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

**2. MINUTES**

Councillor Brown moved the minutes of the Committee of the Whole meeting held September 10, 2012 be adopted as presented. – Carried.

**3. OLD BUSINESS**

**A) Portable Sign Regulations**

Municipal Manager referenced the previous Council meeting of September 10, 2012 where A. Sears, Magnet Signs expressed concerns with the restrictive regulations pertaining to portable signs. Council had asked for information on how other communities regulated portable signs. Municipal Manager referenced the summary prepared.

K. Snyder, Planning Consultant commented the summary provided is a good representation of the regulations in other communities. However, he noted that the summary did not include the age of the land use bylaws selected and noted that it's the newer land use bylaws that are moving towards implementing more controls on portable signs.

A. Sears, Magnet Signs commented that she also reviewed regulations from other communities similar in size as well as looking at the MLS site to compare the number of vacant business in communities. A. Sears distributed a brochure showing what her signs look like and explained what they are typically used for. She commented that there are 5 sign companies in the area and these regulations are very limiting and would negatively impact these businesses. She indicated some advantages to businesses using portable signs over permanent signs are the costs. A permanent sign will cost in the range of \$3,000 to \$5,000

whereas a temporary portable sign costs in the range of \$2,000. Individual businesses would also not likely have the supplies necessary to continually change out the design. She suggested that the research by the Consultant is one sided and does not take into consideration the needs of the businesses.

With regard to the comment about community investment, A. Sears indicated they have a business with 3-5 employees, they use professionals such as lawyers and accountants in the area, and they also donate to various organizations. They also explain the regulations to their clients and are required to keep the signs in good condition.

A. Sears noted the process is very rigorous for a limited two month time frame. She advised they have about 120 signs with about 100 of them being permanent sites. Further, commenting that as a consumer she appreciates the signs and information they provide ie: hours open, promotions offered etc.

A. Sears is requesting

1. Long term rentals.
2. A gradual change to the new bylaws.
3. The signs can stay but the message must change.
4. Regulating signs through aesthetic bylaws rather than time.

Discussion ensued with Committee members debating making changes and to what extent those changes should be made to the portable sign regulations. Municipal Manager reiterated K. Snyder comments about permanent signage promoting investment into the community and referenced that he has received both negative and positive comments relating to the use of portable signs.

Suggested changes ranged from no change to extending the time frame to either 4 or 6 month time limits within a calendar year. Another suggestion was to extend the timeframe to 6 months with potential to renew subject to no issues ie: traffic or legal issues identified. There was some discussion about being more restrictive on third party portable signage versus owner related portable signage.

K. Snyder suggested that if you intend to extend the timeframe that there be a definitive hard break imposed in which there is a period of time in which no signage is allowed applicable to each property.

Consensus was that Administration prepare an amendment to the Land Use Bylaw incorporating changes to the portable signage regulations extending the timeframe allowed for portable signs and bringing it back for further consideration.

**ACTION:** Administration to prepare an amendment to the Land Use Bylaw incorporating changes to the portable signage regulations extending the timeframe allowed for portable signs and bringing it back for further consideration.

**B) Riverview Golf Club  
Re: Driving Range**

Municipal Manager referenced the photos taken of the Medicine Hat Golf Course with the posts and netting and the presentation from the Golf Club at the previous meeting proposing a different location for a driving range. Committee discussed the proposal presented by the Redcliff Golf Club for the driving range location and installation of posts and netting. Consensus was that they had no opposition to a driving range in the location proposed. However, they would like to see the maintenance area cleaned up and relocated. Further, it was noted that an application for development permit will need to be processed and conditions may be imposed.

**ACTION:** Municipal Manager to contact the Riverview Golf advising that the Town is not opposed to the newly proposed location for a driving range with posts and netting. Further advising that the Town wants to see the maintenance area cleaned up and relocated in conjunction with the driving range project. Location of the maintenance area is to be to the satisfaction of the Town.

**4. NEW BUSINESS**

**A) Policy 032, Property Lease Policy**

Municipal Manager advised that Administration is looking for further direction regarding Policy 32, Property Lease Policy as it relates to grazing leases. The policy states that new grazing leases are only available to Redcliff residents. The two available areas in Eastside were offered this past spring/summer, with only one being leased. However, there has been interest expressed by parties that are non-residents. Municipal Manager questioned if Committee wished to consider amending the policy to allow for non-residents to enter into a grazing lease with the Town.

Discussion ensued. Consensus of Committee was that Administration prepare an amendment to Policy 32, Property Lease Policy incorporating that grazing leases may be offered to non-residents provided that 1<sup>st</sup> option be given to Redcliff residents.

**ACTION:** Administration to prepare an amendment to Policy 32, Property Lease Policy incorporating that grazing leases may be offered to non-residents provided that 1<sup>st</sup> option be given to Redcliff residents. Further that the Policy be returned to Committee for further consideration.

**B) Red Hat Right of Way**

Municipal Manager advised Committee that it has come to our attention that at the corner of Mitchell Street and Broadway Avenue where Red Hat is that a portion of the roadway and proposed sidewalk is on Red Hat Cooperative's property. Manager of Legislative and Land Services suggested that the Town enter into an agreement to acquire this land according to Section 62 of the Municipal Government Act. This is the same process followed in 2007/8 when the Town acquired a 1 m strip of land along Mitchell Street for the road widening. Estimated costs would be approximately \$2,500 for survey, plan preparation and registration. There may also be legal fees for an agreement and then costs

relating to acquiring the land. Previously when the Town acquired the 1m roadway it was based on \$80,000 per acre.

Committee was also advised that installation of curb and gutter is delayed as the Red Hat has indicated to the Manager of Engineering that they want the accesses along Mitchell Street reconsidered. However, no new application has come forward yet.

It was also noted that the asphalt recently placed on property on the Broadway Avenue side is contrary to the site drainage plan submitted to the Engineer. The Engineer has indicated that there may be drainage problems as a result. There appears to be some misunderstanding of what was required. Brief reference was made to the SDAB decision and the condition that the Broadway access be hard surfaced for a distance of 20 m from the property line.

Discussion ensued. Committee questioned if the proposed location of the sidewalk could be reconfigured. Consensus of Committee was to defer further discussions to a future Committee meeting when the Manager of Engineering would be available to discuss.

**ACTION:** Defer the issue to a future Committee meeting when the Manager of Engineering would be able to discuss the matter.

#### 4. **ADJOURNMENT**

Councillor Reimer moved the meeting be adjourned at 7:00 p.m.

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Chairman

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Manager of Legislative and Land Services

**REDCLIFF AND DISTRICT RECREATION SERVICES BOARD**  
**Downstairs Meeting Room Town Office**  
**September 12, 2012 at 7:00 pm**

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

**Absent:** Ann Pudwell (with regrets), Shawna Cockle

**1. Call to Order**

The meeting was called to order at 7:03 pm.

**2. Additions to Agenda**

None.

**3. Adoption of the Agenda**

E. Solberg moved adoption of the agenda.

**4. Adoption of Minutes**

J. Wilson moved adoption of the minutes of the June 4, 2012 meeting.

**5. BUSINESS ARISING FROM THE MINUTES**

**5.1 Dog Waste Bag Dispensers**

The dog waste bag dispensers have not been moved yet. C. Murray will discuss with the Public Services staff.

**6. OLD BUSINESS**

**6.1 Policies and Procedures**

Land Use Bylaw updates required for the next meeting.

**6.2 Recreation Facility Tours**

Board members have seen the outdoor equipment at Medicine Hat Lions Park. This is the only area that was visited by members so far.

**7. DIRECTOR'S REPORT**

None.

**8. NEW BUSINESS**

**8.1 Federal Facility Grant Application**

The finance department submitted an application to the Community Infrastructure Improvement Fund in August, 2012 for funding for a skateboard park. Tabled.

**8.2 2015 Alberta 55 plus Summer Games Bid Request**

Received for information.

**8.3 Life Jacket Lending Program**

Community Services received 50 lifejackets through a Lifesaving Society Open Water Wisdom program. These jackets were received at the end of August, so procedures will be developed and implemented in the spring of 2013.

**8.4 Trail Net – Map of Region 6**

Community Services has forwarded a map of the Redcliff Trail System to be included in the Trail Net Region 6 map.

**8.5 2013 Budget**

Considerations for the 2013 budget include purchasing additional dog waste dispensers; a large trail map sign; updated trail brochures; Recreation Masterplan; umbrellas for the lifeguard chairs. Information regarding facility revenue and expenses will be reviewed at the next meeting.

**9. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS****10. CORRESPONDENCE****11. DATE OF NEXT MEETING – October 1, 2012****12. ADJOURNMENT**

Meeting adjourned at 8:00 pm.

## MINUTES

**ABSENT:** S. Wertypora

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

B. Lowery moved that the agenda be adopted as presented. - Carried.

D. Schaffer moved that Development Permit Application 12-DP-072, for Sure-Lock Homes (M.H.) Ltd. to construct a Single Family Dwelling on Lot 41, Block 121, Plan 9810300 (225 3 Street NW) as submitted be approved.

B. Vine moved adjournment of the meeting at 12:33 p.m. – Carried.

Chairman

Secretary



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

Tuesday June 12, 2012 8:00 a.m. EDA Board Room

**ATTENDED:**

Janet Vas	Bruce Corraini
Ron Edwards	Ron Harty
Jacquie Penner	Wayne Craven
Randy Lehr	

**REGRETS:**

Jim Steinke  
Les Postnikoff

**STAFF:**

Wendy Blackwell	Kendra Borgen
Natasha Ruskowski	Sarah Lust

1. Call to Order 8:00 a.m.
2. Welcome to Sarah Lust, New Staff Member

Welcome to Sarah Lust, the new Research Coordinator with the EDA. Sarah is moving into this role from her current position as the EDA's E-Marketing Coordinator. Sarah will start as the Research Coordinator on Monday June 18, 2012.

3. Adoption of Minutes for May

Motion to adopt the minutes of the May meeting: Jacquie Penner. Seconded by: Janet Vas. Carried.

4. Financial Report

May month end was reviewed by Wayne Craven and Wendy Blackwell. Interim statements have been sent out to the EDA's funders for the final payment installments of 2012.

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

5. Executive Director Report

Outstanding interim statements from funding partners were reviewed. The cancellation of the "Think Global" event was also discussed. In terms of staffing, the EDA has now hired Sarah Lust as the Research Coordinator as well as Kris Hodgson to fill the Associate Director position. Wendy will be on holidays from June 13 – June 20, 2012.

## 6. Committees & Projects Progress Reports

### a. Projects List:

The EDA is now sending the Staff Projects List to its funding partners to add to their Council meeting packages.

### b. Marketing & Communications:

The EDA is hosting a virtual trade show for the Unmanned Vehicle Systems sector. This approach is much more cost-effective than a traditional trade show. It is also the first time such an initiative has been undertaken in this region. The EDA is doing a media tour in August to support the initiative.

### c. Agriculture Committee:

The successful bio-fuel proposal came from the collaboration between "RDA Global" and the Pembina Institute. A kick-off meeting with RDA Global, the Pembina Institute and the EDA occurred Thursday June 7, 2012.

The SHAW TV segments are coming out of the Agriculture Committee's budget.

Country Cruzin' Event: the date has been moved back to its original time slot of Thursday August 16<sup>th</sup>, 2012. The next Agriculture Committee Meeting is June 20, 2012; Drew Barnes will be in attendance next week to discuss the Land Use Framework as well as the Chamber of Commerce.

### d. Business Development Officer:

Alison Pfeifer has now taken over the Youth position on the SEAWA Board of Directors.

### e. Energy Committee Report:

The Energy Committee's latest meeting was both well-attended as well as well participated. Several future initiatives have been worked outlined.

Conversation occurred between the EDA and the Chamber of Commerce regarding their 2014 Petroleum Trade Show. There was positive support on the idea of having a combined "Energy Show". The idea was raised to include the EDA Energy Committee with the City of Medicine Energy Committee meetings.

### f. Transportation Committee:

Highway 3 maintenance is occurring.

## 7. Items for Immediate Discussion

Bylaw Subcommittee Report: The committee met and made several draft changes. Discussion ensued regarding previous revisions in 2003 and 2006 as well as on the clarification of phrasing regarding billing and census figures. The Subcommittee first needs to obtain the original bylaws to use as a starting point, then review to ensure they capture the intent of the EDA Board.

Discussion followed regarding the EDA's first-ever funding increase.

Motion: that the census amounts paid by the funding partners be effective January 1, 2013: Wayne Craven. Seconded by: Janet Vas. Carried.

8. Correspondence

- a. Letter regarding 2012 funding from Redcliff Town Council
- b. Email regarding 2012 funding from Cypress County Council

9. Chairman's Report

Randy Lehr traveled to Foremost with EDA staff members Wendy Blackwell, Kendra Borgen and Carlotta Maser for the County of 40 Mile Council meeting. The Council was very open to new initiatives.

10. New Business

A potential annual review was discussed. The EDA Board first needs to define the kind of a review it wants to perform and finalize a scope. Once a scope is set, the Board can then look at pricing and scale the price based on the current EDA budget. Janet Vas volunteered to provide human resource aids to assist in developing performance evaluation tools if the Board wants to focus on the area of staff development.

11. Round Table

Everyone discussed the current happenings in their region.

12. Adjournment 10:10 a.m. Motion to Adjourn: Ron Harty. Seconded by: Wayne Craven. Carried.

NEXT BOARD MEETING: TUESDAY SEPTEMBER 11, 2012 8:00 A.M.



## Staff Project List

2012-2013

Time frame	Activity	Staff Lead	Involves	Status
<b>2012</b>				
<b>January 2012</b>				
Jan – Apr	Marketing & Communications Strategy update	Kendra	Wendy	Complete
Jan – Mar	GIS Database	Kendra/Jon	Staff review	Complete
Jan – Apr	ARDN planning committee	Jonathan	Carlotta, College, Committee (Tracy), ARDN, Wendy	Complete
<b>February 2012</b>				
Feb – Mar	Savour the Southeast Directory	Alison	Carlotta, Tracy	Complete
<b>March 2012</b>				
Mar. 15	Energy Committee meeting	Jon	Committee, Natasha	Complete
Mar. 21	Ag Committee Meeting	Alison/Tracy	Committee	Complete
Mar. 31	Final IRAP report	Jon	Natasha, Wendy	Complete
Mar – Dec	ICCI Bio Energy	Alison	Wendy, Consultant	In progress
Mar.	UVS Newsletter 1	Kendra	Jessica	Complete

<b>April 2012</b>				
Apr. 1	Savour Southeast Website and Materials due	Kendra	Tracy, Alison, Creative Team	Complete
Apr. 4	Savour the Southeast Launch	Tracy	Staff team, Chef Team	Complete
Apr. 10	AGM	Wendy	Natasha, Board, staff team	Complete
Apr. 20	Renew West Marketing Materials due	Kendra	Jon, Wendy, Creative Team	Complete
Apr. 24	Renew West Event	Jon	Carlotta, College, Committee, ARDN	Complete
<b>May 2012</b>				
May 8	Year End Financials	Wendy	Natasha, Board, staff team, Keith Edwards	Complete
May 17	Energy Committee Meeting	Wendy	Alison, Committee	Complete
May	Quarterly Newsletter 3	Kendra	Staff team	Complete
<b>June 2012</b>				
Jun. 9	StartUp Canada event	Kendra	Wendy, Alison	Complete
Jun. 20	Ag Committee Meeting	Alison	Committee	Complete
Jun. 30	Final RCAP report	Tracy	Natasha, Alison, Kendra	In progress
Jun.	UVS Newsletter 2	Kendra	Carlotta	Complete

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 – Jon, Shelley	Wendy	In progress
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	In Progress
Sept.	EDAC Marketing Awards Submission	Kendra	Staff Team	Completed
Sept.	AIP Grant Application	Shelley	Nichola, Staff Team	Complete
Sept. 5	ICCI Bio-Energy Phase I Feasibility Study complete	Nichola, Wendy	RDA, Pembina and Staff Team	In progress
Sept. 7	Agri-Tourism Marketing Awards	Kendra	Staff Team	Completed
Sept. 11	Canadian Real Estate Magazine	Kendra	Staff Team	Completed
Sept. 14	Medicine Hat News, Ports-To-Plains	Kendra	Nichola, Staff Team	In progress
Sept. 20	Energy Committee Meeting	Nichola	Shelley, Jenna, Energy Committee	In progress
Sept. 25	Trash to Treasure Event - Edmonton	Nichola	AB AG and Rural Dvmpt	In progress
Sept 27 – Oct 3	EDAC Conference	Wendy	EDAC	In progress
October 2012				
Oct.	New Website and Branding Launch	Kendra	Wendy, Staff team	In progress
Oct.	GBC event	Shelley	Nichola, Chamber, Staff Team	TBA
Oct 2 – 4	Ports – To – Plains	Nichola,	Staff Team	In progress



Oct. 12	Chamber Awards – EDA is sponsoring the Customer Service Award and is nominated for the Marketing Award	Staff	Staff Team	In progress
Oct. 17	Agriculture Committee Meeting	Shelley	Nichola, Sarah, Ag Committee	In progress
November 2012				
Nov.	Quarterly Newsletter 4	Kendra	Staff team	TBA
Nov.	Energy Committee Meeting	Nichola	Shelley, Jenna, Energy Committee	In progress
Nov. 29	UVS Virtual Tradeshow	Kendra, Wendy	Staff team	In progress
December 2012				
Dec.	UVS Newsletter 4	Kendra	TBA	TBA
Dec.	ICCI Bio-Energy Phase II Investment Attraction Strategy complete	Nichola, Wendy	RDA, Pembina and Staff Team	In Progress
Dec.	Cowboy Christmas Trade Show/Pen Show	Shelley, Jenna	Staff Team	TBA
Dec.	Agriculture Committee Meeting	Shelley	Nichola, Sarah, Ag Committee	TBA
Dec.	End of year funders presentations	Kendra, Nichola and Wendy	Staff Team, Funders and Board Chair	TBA

2013				
January 2013				
Jan.	ICCI Bio-Energy Webinar	Nichola, Wendy, RDA	Pembina, Staff Team	TBA
Jan.	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, Sarah, Ag Committee	TBA
Feb.	Quarterly Newsletter 1	Kendra	Staff team	TBA
Ongoing...				
Ongoing	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	
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**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 \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**READ** a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**READ** a third time the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**PASSED** and **SIGNED** the \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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MAYOR

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MANAGER OF LEGISLATIVE  
AND LAND SERVICES

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**Advisory Land Use Planning Notes on New Regulatory Requirements  
for Surface Development in Proximity to Abandoned Wells**

**Introduction**

An amended Subdivision and Development Regulation (Alberta Regulation 160/2012) comes into force November 1, 2012. New provisions were added to ensure abandoned wells are accommodated during future subdivision and development. These planning notes provide important information to municipal officials, planners, development officers, developers and landowners on the new provisions for abandoned oil and gas wells and how to accommodate them within areas where development, subdivision, or construction may occur. These mandatory provisions must be complied with when preparing municipal subdivision and development plans, other statutory plans, and/or land use bylaws. Municipal subdivision or development authorities evaluating development permit and subdivision applications must ensure these provisions are applied prior to issuing approvals.

**The Issue**

The location of oil and gas wells that are being drilled or are actively producing is evident, both from the surface and through a notation on the land title. Abandonment of an oil or gas well occurs by rendering the well incapable of flow and placing a cap over the casing approximately one meter below the surface. Energy Resources Conservation Board (ERCB) *Directive 020: Well Abandonment* sets out minimum well abandonment requirements to be met by the licensee of the well to ensure the integrity of the well and protect public safety and the environment.

After surface reclamation is complete and a certificate is issued by Alberta Environment and Sustainable Resource Development, the well site lease notation may be removed from the title. At this point, there is nothing visible on the surface or on the title to indicate the presence of an abandoned well.

Abandoned wells rarely require maintenance but adequate access to the site needs to be maintained should a leak occur. The abandoned well bore is not visible on the surface and therefore may represent a risk to excavation and construction equipment and safety of the equipment operator if abandoned wells are not properly located.

The risk to the public from an abandoned well is very low. *ERCB Directive 079: Subsurface Development in Proximity to Abandoned Wells* sets out a minimum setback distance from the well that must be maintained between abandoned wells and development as well as requirements for accurately locating the abandoned well and verifying its integrity prior to development. The amended Subdivision and Development Regulation requires municipalities

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Local Government Services Division    Municipal Services Branch

Phone: 780-427-2225 . Fax: 780-420-1016 . E-mail: [lgsmail@gov.ab.ca](mailto:lgsmail@gov.ab.ca)

17TH FLOOR COMMERCE PLACE, 10155-102 STREET, EDMONTON, ALBERTA T5J 4L4. INTERNET: [www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)

to confirm if abandoned wells are present as part of a subdivision or development permit application review. Where an abandoned well has been identified in the review, the municipality shall ensure that ERCB setback requirements are applied to allow for both well site access and prevention of accidental contact of a well bore with construction equipment.

In summary, it is the responsibility of the developer or landowner (proponent) of the proposed subdivision and/or development to take measures to identify any abandoned wells within that property and to apply the required setback as set out in the ERCB directive. It is the responsibility of the municipality, as part of the subdivision and development application process, to ensure that the proponent of the subdivision or development has taken these measures and has applied the required setback. These efforts will ensure that abandoned wells are appropriately identified and suitable setbacks are incorporated in planning, development and construction decisions. The information that follows in this bulletin further explains these processes.

## **Obtaining Abandoned Well Site Records**

The developer or landowner (proponent) of the proposed subdivision and/or development must obtain abandoned well information from the ERCB. This information can be obtained from the ERCB's Abandoned Well Viewer available on the ERCB website at [www.ercb.ca](http://www.ercb.ca). The viewer will provide a map identifying all abandoned well surface locations in the selected area and a listing of additional details, including the licensee of record, surface location, latitude and longitude, and fluid type of each well. If it appears that a potential conflict between abandoned well locations and proposed surface development may exist, the proponent must contact the licensee of record for any additional information that may be required or to physically locate the well. If the proponent is unable to contact the licensee of record using the information provided, the ERCB may be able to assist with additional contact information. To obtain clarification about the information provided by the Abandoned Well Viewer, or if you do not have Internet access, contact the ERCB Customer Contact Centre by telephone at 1-855-297-8311 or by e-mail at [Inquiries@ercb.ca](mailto:Inquiries@ercb.ca) or contact Information Services by mail at ERCB, Suite 1000, 250 – 5 Street SW, Calgary AB T2P 0R4.

The ERCB has been administering the abandonment of oil and gas wells since January 1945. The ERCB may not be aware of all wells drilled and abandoned before 1945, and records for a small number of wells abandoned before this time may not be complete because the data was not available. ERCB records may only provide general information on how these wells were abandoned. In such cases, the licensee of record should be contacted by the proponent for detailed information and verification of well data. If the licensee of record no longer exists, the proponent may contact the ERCB for assistance.

## **Setbacks from Abandoned Well Sites**

*ERCB Directive 079: Subsurface Development in Proximity to Abandoned Wells* ([www.ercb.ca](http://www.ercb.ca)) sets out detailed requirements for accommodating abandoned wells during subdivision and development. The Directive specifies that development on top of an abandoned well will not be permitted and a minimum setback of a five metre radius around the well must be maintained. The proponent is strongly encouraged to also consider providing an access route to the well wide enough to allow vehicle entry to the site. The licensee of the well is responsible for determining if

the well was abandoned to an acceptable standard and if there are any existing well integrity issues that require repair prior to surface development taking place.

## **Applications for Subdivision and Development Permits**

### **Subdivision Application**

#### **Application Process**

- New subdivision applications, except for lot line adjustments, must include documentation from the ERCB identifying the presence or absence of abandoned wells. Documentation can be obtained from the ERCB using the online Web Viewer.
- If an abandoned gas or oil well is identified on the land that is the subject of the subdivision application, the applicant must include a map that shows the actual well location, as identified in the field, and the setback established in ERCB Directive 079 in relation to existing or proposed building sites.
- If an abandoned gas or oil well(s) is identified on land that is the subject of the subdivision application, the Subdivision Approving Authority must refer a copy of the subdivision application to the Licensee(s) of Record. The referral must include the applicant's contact information.
- The information is not required if it was submitted to the same subdivision authority within the last year.

#### **Decision Process**

- Effective November 1, 2012, the Subdivision Authority may not approve subdivision applications unless the lots comply with the setback directed by ERCB Directive 079.

### **Development Permit**

#### **Application Process**

- New development permits for buildings larger than 47 sq. m. (500 sq. ft.) and for additions to buildings that will as a result of the addition become larger than 47 sq. m., must include documentation from the ERCB with the application identifying the presence or absence of abandoned wells. Documentation can be obtained from the ERCB using its online Web Viewer. The information is not required if it was submitted to the same development authority within the last year.

#### **Decision Process**

- The Development Authority may not approve a development permit for an application received after the coming into force of the amended regulation for buildings larger than 47 sq. m. and for additions to buildings that as a result of the addition becomes larger than 47sq. m., unless the development complies with the setback directed by ERCB Directive 079.

- Buildings that existed prior to the coming into force of the amended regulation, that are destroyed to 75 per cent of value, if rebuilt must comply with the setback directed by ERCB Directive 079.
- If an application is made to alter or add on to a building larger than 47 sq. m. and for an addition to a building that as a result of the addition becomes larger than 47 sq. m. that existed prior to November 1, 2012, which does not comply with the setback directed by ERCB Directive 079, the Development Approving Authority may approve the application with the acceptance of a lesser setback distance if the Well Licensee of Record, through consultation with the applicant, is recommending support for a lesser distance, and provided it does not further encroach on the abandoned well.

#### **What applications need to comply with new setbacks?**

- Subdivision applications received on or after November 1, 2012.
- Development permits for buildings greater than 47 sq. m. and additions that result in the building being larger than 47 sq. m. received on or after November 1, 2012.

#### **What is exempt from setbacks?**

- Any developments for a building that is smaller than 47 sq. m.
- Subdivision lot line adjustments.

#### **Further Information**

For more information, please contact:

<b>Energy Resources Conservation Board</b> 250, 5 <sup>th</sup> Street S.W. Calgary, Alberta T2P 0R4 Telephone: 403-297-8311 Facsimile: 403-297-7040 Email: <a href="mailto:Inquiries@ercb.ca">Inquiries@ercb.ca</a>	<b>Alberta Municipal Affairs</b> Municipal Services Branch Planning Unit 17 <sup>th</sup> Floor, 10155 102 Street Edmonton, Alberta T5J 4L4 Telephone: 780-427-2225 Facsimile: 780-420-1016 Email: <a href="mailto:lgsmail@gov.ab.ca">lgsmail@gov.ab.ca</a>
<b>Alberta Environment and Sustainable Resource Development</b> Policy Division 10th Floor Oxbridge Place 9820 106 Street Edmonton, Alberta T5K 2J6 Telephone: 780-427-5883 Facsimile: 780-422-4192 Email: <a href="mailto:land.management@gov.ab.ca">land.management@gov.ab.ca</a>	For information on reclamation certificates on private land: <a href="http://www.esar.alberta.ca">www.esar.alberta.ca</a>





# Medicine Hat The Gas City

Office of the Mayor  
580 First Street SE  
Medicine Hat, AB T1A 8E6  
Tel: (403) 529-8181  
Fax: (403) 529-8182  
Email: [mayor@medicinehat.ca](mailto:mayor@medicinehat.ca)

September 20, 2012

Mr. Darcy Geigle, Reeve  
Cypress County  
816 - 2<sup>nd</sup> Avenue  
P.O. Box 108  
Dunmore, AB T0J 1A0

Mr. Robert Hazelaar, Mayor  
Town of Redcliff  
1 - 3<sup>rd</sup> Street NE  
P.O. Box 40  
Redcliff, AB T0J 2P0

Dear Mr. Geigle and Mr. Hazelaar:

**RE: Extension of Principle Agreement - Regionalization of Disaster Services**

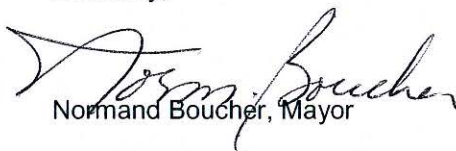
The City of Medicine Hat's Director of Emergency Management Ron Robinson continues to work on the implementation of recommendations related to a Municipal and Regional Emergency Management Plan. Recommendations related to the participation in a Regional Emergency Management Plan have been approved by Medicine Hat's City Council (September 2012) and similar recommendations are being recommended to your respective Municipal Councils.

In support of this development and as per Section 6 of the July 23, 2010 Amending Agreement between the City of Medicine Hat, Cypress County and the Town of Redcliff, this letter will serve as written notice that the City of Medicine Hat is extending the Principle Agreement to December 31, 2013.

Please accept this letter as confirmation that the termination date of the Memorandum of Agreement for Regionalization of Disaster Services with Cypress County and the Town of Redcliff shall be extended to Monday, December 31, 2013 without the need for further documentation from the City of Medicine Hat.

I trust that you will find the extension to be of assistance in terms of your emergency preparedness planning for 2013.

Sincerely,

  
Normand Boucher, Mayor

c: *Members of City Council*  
*Ray Barnard, CAO of Municipal Services*  
*Ron Webb, Commissioner of Public Services*  
*Ron Robinson, Director of Emergency Management*  
*Bob Schmitt, City Solicitor*  
*Lutz Perschon, County Manager, Cypress County*  
✓ *David Wolanski, Town of Redcliff Municipal Manager*

**RECEIVED**  
Town of Redcliff

Supervisor: \_\_\_\_\_

**SEP 25 2012**  
Action: to Council

File # \_\_\_\_\_



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

**RECEIVED**  
Town of Redcliff

Supervisor: \_\_\_\_\_

**SEP 28 2012**

Action: Council and  
to Community organizations/Boards

File # \_\_\_\_\_

President  
Présidente

Karen Leibovici  
Councillor,  
City of Edmonton, AB

First Vice-President  
Premier vice-président

Claude Dauphin  
Maire,  
arrondissement de Lachine  
Ville de Montréal, QC

Second Vice-President  
Deuxième vice-président

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City of Fredericton, NB

Third Vice-President  
Troisième vice-président

Raymond Louie  
Councillor,  
City of Vancouver, BC

Past President  
Président sortant

Berry Vrbanovic  
Councillor,  
City of Kitchener, ON

Chief Executive Officer  
Chef de la direction

Brock Carlton  
Ottawa, ON

September 24, 2012

Mr. David Wolanski  
Municipal Manager  
Town of Redcliff  
Box 40  
1-3rd Street North East  
Redcliff, AB, T0J 2P0

Dear Mr. Wolanski:

The Diamond Jubilee marks the 60<sup>th</sup> anniversary of Her Majesty Queen Elizabeth II's accession to the Throne as Queen of Canada. The Medal Program is the centrepiece of a year-long series of Jubilee year celebrations organized by the Government of Canada. It is anticipated that some 60,000 deserving Canadians will be recognized with a Jubilee medal.

Now, in consultation with the Government of Canada, we are launching a second round of nominations with a new deadline in order to open this honour to more Canadians. All members of council and all municipal officials may nominate as many additional candidates as they consider deserving of the Queen's Diamond Jubilee Medal.

Nominations already submitted are unaffected. In addition, those nominated as alternates will also receive a medal, providing they meet the criteria which can be found at [www.fcm.ca/eligibility](http://www.fcm.ca/eligibility). If you have any objections to your alternate candidate receiving a medal, please contact FCM at [diamondjubilee@fcm.ca](mailto:diamondjubilee@fcm.ca).

The new deadline for nominations is December 31, 2012. I urge you to advise all members of council and all municipal officials of this expanded opportunity to honour deserving members of your community.

Nominations are made by completing the nomination form at [www.fcm.ca/jubilee](http://www.fcm.ca/jubilee). To learn more about the Jubilee Medal Program, please visit the Governor General's website using this link: [www.fcm.ca/diamondjubilee](http://www.fcm.ca/diamondjubilee).

Sincerely,

Karen Leibovici  
President, FCM  
Councillor, City of Edmonton

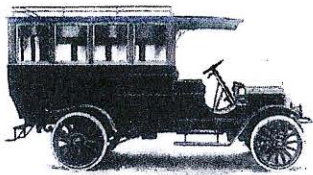
24, rue Clarence Street,  
Ottawa, Ontario K1N 5P3

T. 613-241-5221  
F. 613-241-7440

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



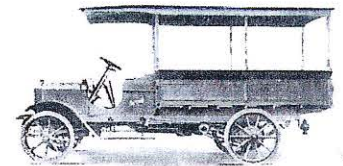




# REDCLIFF MUSEUM

BOX 758, REDCLIFF, AB T0J 2P0

PHONE: (403) 548-6260



Sept. 18, 2012

RECEIVED

SEP 21 2012

TOWN OF REDCLIFF

Mr. Rob Osmond

Chief Financial Officer

Town of Redcliff

cc Redcliff Town Council,

The Redcliff Historical and Museum Society is a non-profit volunteer organization dedicated to preserving and showcasing the history of the Town of Redcliff. At present the museum employs one part time curator and two summer students, which allows the museum to remain open all year around.

Our yearly expenses are about \$50,000, the majority of which is salary for the curator and the summer employees. The cost of employing the students is covered by government grants, but our operating costs and the salary of our curator are paid through the proceeds from volunteers working at the local casino.

Lately the return from the casinos has been diminishing, due to smaller payouts and more organizations sharing in the proceeds. This has put us in a severe financial bind. At present the yearly salary of our curator is between \$12,000 and \$15,000 and we are having difficulty raising enough money to cover this amount.

This is a formal request for financial assistance to help us pay the curator's salary which would enable us to keep the doors of the museum open so that we can continue to offer a valuable service to the Town of Redcliff. Thank you in advance for considering our request.

Yours truly,

secretary



AR57002

September 25, 2012

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

Dear Mayor Hazelaar:

Thank you for your project applications under the capital funding component of the Municipal Sustainability Initiative (MSI).

I am pleased to inform you that the following projects have been accepted as qualifying projects under the capital funding guidelines. Your municipality may apply the following amounts of your MSI capital funding allocation to the qualifying costs of these projects:


CAP-4006	1st Street SW Project 96	\$348,000
CAP-4007	Distribution Pumping System Upgrade Project 102	\$292,600
CAP-4010	3rd Avenue SE Overlay & Water Looping	\$ 52,000

In order to recognize your success through these projects, and to recognize the contribution that the MSI has made in achieving this success, please include them in a published list of MSI-funded projects that is available to the public.

As per the MSI capital guidelines, I may select specific projects that merit enhanced public recognition. If one or more of the above projects are selected, my ministry will contact you to develop a joint communication plan.

I wish you, your council, and the municipality's staff continued success with these projects.

Sincerely,



Doug Griffiths  
Minister

cc: David Wolanski, Municipal Manager, Town of Redcliff

