



## **COUNCIL MEETING**

**MONDAY, OCTOBER 28, 2013  
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, OCTOBER 28, 2013 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
<b>2. DELEGATION</b>	
A) Redcliff Public Library Board * Re: Proposed 2014 Budget presentation (Catharine Richardson to be in attendance)	For Information
<b>3. MINUTES</b>	
A) Council meeting held October 15, 2013 *	For Adoption
B) Subdivision and Development Appeal Board hearing held October 2, 2013 *	For Information
C) Municipal Planning Commission meeting held October 16, 2013 *	For Information
D) Redcliff Family, Community and Support Services Board meeting held October 16, 2013 *	For information
E) Economic Development Alliance meeting held September 18, 2013 *	For Information
<b>4. BYLAWS</b>	
A) Bylaw 1757/2013, Fire Services Bylaw *	2 <sup>nd</sup> Reading
<b>5. STAFF RECOMMENDATIONS</b>	
A) Municipal Manager Hiring Strategy *	For Consideration
B) Schedule Items for Council *	For Consideration
<b>6. POLICIES</b>	
A) Policy 55, Personnel Hiring *	For Consideration

**7. CORRESPONDENCE**

- |   |                 |
|---|-----------------|
| <b>A)</b> Alberta Health Services *<br>Re: The External Relations Unit                                  | For Information |
| <b>B)</b> Alberta Sport, Recreation, Parks, and Wildlife Foundation *<br>Re: Redcliff River Valley Park | For Information |

**8. OTHER**

- |  |                 |
|--|-----------------|
| <b>A)</b> Alberta Urban Municipalities Association (AUMA) Convention |                 |
| <b>i)</b> Registration *   | For Discussion  |
| <b>ii)</b> Meetings with Minister                                    |                 |
| a) Alberta Environment   | Establish Date  |
| b) Alberta Transportation *  | Establish Date  |
| c) Alberta Municipal Affairs *                                       | Establish Date  |
| <b>B)</b> Economic Development Alliance Summary for September 2013 * | For Information |
| <b>C)</b> Acting Municipal Manager Report *                          | For Information |
| <b>D)</b> Council Project Proposal Form *                            | For Information |

**9. RECESS**

**10. IN CAMERA**

- A)** Labour (3)

**11. ADJOURN**

ACCOUNTS PAYABLE OCTOBER 4 - OCTOBER 18, 2013			
COUNCIL MEETING OCTOBER 28, 2013			
Cheque #	Vendor	Description	Amount
73734	ACKLANDS - GRAINGER INC	FIRE EXTINGUISHER, TRIANGLE WARNING KIT, WD40	\$ 114.54
73735	AFFINITY WELDING & MECHANIC	REPAIR CYLINDER EAR ON GARBAGE TRUCK UNIT#128	\$ 133.88
73736	AMEC EARTH & ENVIRONMENTAL	PROJ#57, 125, & 100 - PROFESSIONAL SERVICES	\$ 4,045.08
73737	BIG HILL SERVICES	PROJ#118 - HOCKET NET SET	\$ 1,758.75
73738	BRANDT TRACTOR LTD.	STEERING PARTS FOR GRADER UNIT#102 AND SENSORS FOR COMPACTOR UNIT#142	\$ 2,273.41
73739	BROWNLEE LLP	LOCAL IMPROVEMENT BYLAW REVIEW	\$ 765.38
73740	CARVER CONSTRUCTION LTD	PROJ#99 PROGRESS PAYMENT #7	\$ 178,726.07
73741	CIBC VISA	AUTOCAD, CANADA POST, STAPLES, TRACTOR REPAIRS, COURSES	\$ 6,916.83
73742	CITY OF MEDICINE HAT	TOWN OF REDCLIFF GAS AND ELECTRIC UTILITIES, SEWER OUTLAY	\$ 105,508.20
73743	CANADIAN PACIFIC RAILWAY	FLASHER MAINTENANCE CONTRACT	\$ 666.74
73744	CYPRESS GROUP	PHOTOCOPIER TONER COPIES	\$ 1,579.62
73745	DAN JANE VENTURES	PROPANE	\$ 164.66
73746	DAVIES, MIKE	PAPER FOR NEWSLETTERS	\$ 125.92
73747	DIAMOND MUNICIPAL SOLUTIONS	WEBINAR, UPGRADE, TECH SERVICES	\$ 413.71
73748	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC UTILITIES	\$ 133.21
73749	FARMLAND SUPPLY CENTER LTD	HYDRAULIC HOSES & ADAPTERS	\$ 64.18
73750	GARLAND, JAMIE	APWA CONFERENCE	\$ 909.71
73751	GENIVAR CONSULTANTS LP	PROJ#32 - POST CONSTRUCTION ENGINEERING	\$ 372.75
73752	GRASSROOTS LANDSCAPING	PROJ#40 - LANDSCAPING HOLDBACK RELEASE	\$ 13,764.38
73753	HARV'S JANITORIAL SERVICES	SEPTEMBER JANITORIAL SERVICES - TOWN HALL, PUBLIC SERVICES, RCMP	\$ 3,386.25
73754	REDCLIFF HOME HARDWARE	ANTIFREEZE, GARBAGE CANS, ROPE, CAULKING GUN, CALCULATOR	\$ 1,581.23
73755	INDUSTRIAL MACHINE INC.	BLADE LIFTERS FOR ZAMBONI UNIT#101	\$ 204.75
73756	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIR FOR UNIT#136	\$ 37.80
73757	KOST FIRE EQUIPMENT LTD	DROP-IN CENTRE & REC-TANGLE - FALL MAINTENANCE	\$ 455.71
73758	LETHBRIDGE HERALD	SEPTEMBER ADVERTISING - COMMUNITY SERVICES, ELECTION, COPTER	\$ 898.84
73759	LETHBRIDGE MOBILE SHREDDING	SEPTEMBER SHREDDING SERVICES	\$ 46.20
73760	MEDICINE HAT NEWS	SEPTEMBER ADVERTISING - REGIONAL LANDFILL NOTICE	\$ 272.83
73761	MURRAY CHEV OLDS CADILLAC	HANDLES & HEATER CONTROL MODULE FOR UNIT#115	\$ 169.60
73762	PAD-CAR MECHANICAL LTD.	FALL HVAC MAINTENANCE AT RCMP BUILDING	\$ 634.74
73763	PUROLATOR	INDUSTRIAL MACHINE (UNIT#101), Brandt (UNIT#102), KAIZEN, RME	\$ 168.31
73764	ROBERTSON IMPLEMENT ALBERTA	MOWER BELTS FOR UNIT#121	\$ 61.11
73765	ROSENAU TRANSPORT LTD	PROJ#118 BIG HILL SERVICES	\$ 277.50
73766	SANATEC ENVIRONMENTAL	LANDFILL SEPTIC PUMPING	\$ 136.50
73767	SECURTEK - A SASKTEL COMPAN	FIRE HALL ALARM SYSTEM	\$ 65.99
73768	STEEP ROCK LTD.	PROJ#40 - ROAD CRUSH	\$ 5,709.78
73769	SUPERIOR TRUCK EQUIPMENT	MAST LIFT CYLINDER (LEFT), PIN AND BEARING FOR GARBAGE TRUCK UNIT#128	\$ 1,123.55
73770	TELUS COMMUNICATION INC.	PHONE SERVICES	\$ 1,822.90
73771	TELUS MOBILITY	CELL PHONE & PAGER SERVICES	\$ 431.26
73772	MIKES ROADHOUSE	SEPTEMBER MEALS ON WHEELS	\$ 1,237.95
73773	JAYCO BUILDERS	CONSTRUCTION DAMAGE DEPOSIT REFUND	\$ 500.00
73774	IKE'S CONSTRUCTION	CONSTRUCTION DAMAGE DEPOSIT REFUND	\$ 500.00
73775	TOWN OF REDCLIFF	REGULAR & COUNCIL PAY	\$ 66,466.20
73776	TRICO LIGHTING PRODUCTS	FLOURESCENT LIGHTS	\$ 68.99
73777	IB WILLIAMS	WRENCH SET	\$ 62.95
73778	ALBERTA MAINTENANCE ENFORCE	GARNISHMENT OF WAGES	\$ 316.40
73779	CIBC	SUPPLEMENTARY PENSION PLAN	\$ 6,824.79
73780	C.U.P.E.	UNION DUES	\$ 4,283.86
73781	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$ 17,026.56
73782	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$ 23,252.35
73783	UNITED WAY	EMPLOYEE DONATIONS	\$ 72.00
73784	WORKERS COMPENSATION BOARD	SEPTEMBER AND OCTOBER WCB PREMIUMS	\$ 3,963.99
	TOTAL CHEQUES: 51	TOTAL AMOUNT OF CHEQUES:	\$ 460,497.91

	A	B	C	D	E	F	G	H
1	<b>REDCLIFF PUBLIC LIBRARY BUDGET FOR 2014</b>							
2								
3	<b>REVENUE</b>		<b>2014</b>	<b>2014 % Revenue</b>	<b>2013 YTD</b>	<b>2013 BUDGET</b>	<b>2012 YTD</b>	<b>2012 BUDGET</b>
4	Provincial Grant		\$ 27,518.00	13.47%	\$ 27,773.00	\$ 27,518.00	\$ 27,773.00	\$ 27,518.00
5	% Increase over Previous Year		0%			0%		127%
6	Town of Redcliff		\$ 155,079.75	75.94%	\$ 95,500.00	\$ 143,230.40	\$ 137,250.00	\$ 137,250.00
7	%Increase over Previous Year		108%			104%		102%
8	STEP		\$ -	0.00%		\$ 1,470.00	\$ 1,470.00	\$ 1,300.00
9	GST Rebate		\$ -	0.00%		\$ -	\$ -	\$ -
10	Private Donations		\$ 2,500.00	1.22%	\$ 1,546.29	\$ 3,000.00	\$ 2,127.08	\$ 3,000.00
11	Photocopier Income		\$ 1,500.00	0.73%	\$ 951.50	\$ 1,600.00	\$ 1,424.98	\$ 1,700.00
12	Public Coffee Area		\$ 200.00	0.10%	\$ 70.74		\$ 700.00	
13	Proctoring Fees		\$ 300.00	0.15%	\$ 155.00	\$ 200.00	\$ 285.00	
14	Rental Income		\$ 400.00	0.20%	\$ 445.00	\$ 500.00	\$ 340.00	\$ 600.00
15	Shortgrass Donation		\$ -	0.00%	\$ -		\$ -	\$ -
16	Memberships		\$ 2,800.00	1.37%	\$ 1,904.75	\$ 2,800.00	\$ 2,837.25	\$ 3,000.00
17	Overdue Fines		\$ 2,250.00	1.10%	\$ 1,489.55	\$ 2,500.00	\$ 2,230.21	\$ 2,300.00
18	Fax & Scan to Email		\$ 1,000.00	0.49%	\$ 667.30	\$ 800.00	\$ 953.90	\$ 750.00
19	Books Sold		\$ 2,000.00	0.98%	\$ 2,327.65	\$ 1,500.00	\$ 2,220.95	\$ 1,500.00
20	Card Replacement		\$ 50.00	0.02%	\$ 41.00	\$ 50.00	\$ 54.00	\$ 60.00
21	Summer Program		\$ 1,000.00	0.49%	\$ 991.00	\$ 1,000.00	\$ 995.01	\$ 1,000.00
22	Laminator		\$ 200.00	0.10%	\$ 151.50	\$ 100.00	\$ 203.50	\$ 60.00
23	Earphones/Pins & Bags		\$ 50.00	0.02%	\$ 59.50	\$ 20.00	\$ 6.00	\$ 30.00
24	Grants - Other		\$ 7,300.00	3.57%	\$ 6,547.00	\$ 7,300.00	\$ 10,995.51	\$ 8,000.00
25	Interest Earned		\$ 70.00	0.03%	\$ -	\$ 70.00	\$ 72.48	
26	RISE		\$ -	0.00%		\$ -	\$ -	\$ -
27	<b>TOTAL REVENUE</b>		<b>\$ 204,218.83</b>	<b>100%</b>	<b>\$ 140,620.78</b>	<b>\$ 193,659.44</b>	<b>\$ 191,938.87</b>	<b>\$ 188,070.29</b>
28								
29	<b>EXPENDITURES</b>							
30	Salaries		\$ 119,000.00	58.27%	\$ 73,442.18	\$ 116,494.56	\$ 111,055.75	\$ 115,000.00
31	CPP		\$ 4,500.00	2.20%	\$ 2,837.17	\$ 5,766.48	\$ 4,326.97	\$ 3,250.00
32	EI Premiums		\$ 2,500.00	1.22%	\$ 1,931.60	\$ 2,912.36	\$ 2,715.20	\$ 2,800.00
33	Workers Compensation		\$ 360.50	0.18%	\$ 301.34	\$ 350.00	\$ 322.24	\$ 375.00
34	Books/Mags/AV		\$ 5,565.00	2.73%	\$ 5,190.80	\$ 5,300.00	\$ 5,495.21	\$ 5,217.30
35	Shortgrass		\$ 25,000.00	12.24%	\$ 12,293.50	\$ 24,450.00	\$ 22,926.75	\$ 23,824.65
36	Telecommunications (SG)		\$ 441.00	0.22%	\$ 132.60	\$ 420.00	\$ 245.87	\$ 409.20
37	Supplies - Office		\$ 771.75	0.38%	\$ 166.20	\$ 735.00	\$ 781.11	\$ 716.10
38	Supplies - Book R&M		\$ 1,102.50	0.54%	\$ 759.20	\$ 1,050.00	\$ 1,022.82	\$ 1,023.00
39	Supplies - Circ Desk		\$ 661.50	0.32%	\$ 380.76	\$ 630.00	\$ 712.99	\$ 613.80
40	Supplies - Computer		\$ 1,000.00	0.49%	\$ 161.28	\$ 1,230.00	\$ 1,206.85	\$ 1,200.00
41	Supplies - Photocopier		\$ 700.00	0.34%	\$ 397.18	\$ 735.00	\$ 666.89	\$ 716.10
42	Supplies - Staff Room		\$ 500.00	0.24%	\$ 415.20	\$ 500.00	\$ 452.46	\$ 255.75
43	Public Coffee Area		\$ 200.00	0.10%	\$ 10.17		\$ 708.75	
44	Postage		\$ 900.00	0.44%	\$ 616.49	\$ 1,000.00	\$ 644.69	\$ 500.00
45	Telephone & Fax		\$ 661.50	0.32%	\$ 290.93	\$ 630.00	\$ 515.12	\$ 613.80
46	Workshops, Meetings		\$ 3,202.50	1.57%	\$ 2,934.29	\$ 3,050.00	\$ 3,455.46	\$ 2,966.70
47	Auditor		\$ 100.00	0.05%	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
48	Legal Fees		\$ 500.00	0.24%	\$ -	\$ 500.00	\$ -	\$ 500.00
49	LEGO at the Library		\$ -	0.00%	\$ 1,526.26		\$ -	
50	Dues & Memberships		\$ 703.50	0.34%	\$ 460.00	\$ 670.00	\$ 673.74	\$ 650.00
51	Summer Program		\$ 525.00	0.26%	\$ 10.86	\$ 525.00	\$ 514.60	\$ 511.50
52	Storyhour		\$ 100.00	0.05%	\$ 124.98	\$ 100.00	\$ 450.20	\$ 450.00
53	Decorations		\$ 100.00	0.05%	\$ -	\$ 100.00	\$ 212.05	\$ 102.30
54	Advertising		\$ 63.00	0.03%	\$ -	\$ 60.00	\$ -	\$ 61.10
55	Recognition		\$ 800.00	0.39%	\$ 609.00	\$ 900.00	\$ 892.06	\$ 550.00
56	GST			0.00%			\$ -	\$ -
57	Contingencies		\$ 2,000.00	0.98%	\$ 1,508.05	\$ 2,000.00	\$ 3,324.09	\$ 5,000.00
58	Utilities		\$ 8,400.00	4.11%	\$ 4,825.51	\$ 8,000.00	\$ 8,017.67	\$ 7,161.00
59	Janitorial		\$ 15,560.00	7.62%	\$ 4,394.38	\$ 8,200.00	\$ 7,443.55	\$ 7,774.80
60	Repair & Maintenance		\$ 1,000.00	0.49%	\$ 377.28	\$ 1,000.00	\$ 941.94	\$ 818.40
61	Computer Maintenance		\$ 700.00	0.34%	\$ 19.67	\$ 750.00	\$ 1,045.10	\$ 716.10
62	Insurance		\$ 1,850.00	0.91%	\$ 1,724.45	\$ 1,600.00	\$ 1,568.00	\$ 1,841.40
63	CAP - Public Com. Equip.		\$ -	0.00%			\$ -	\$ 1,350.00
64	Capital		\$ 4,750.00	2.33%	\$ 3,892.12	\$ 3,900.00	\$ 991.39	\$ 1,000.00
65	<b>TOTAL EXPENDITURES</b>		<b>\$ 204,217.75</b>	<b>1.00</b>	<b>\$ 121,833.45</b>	<b>\$ 193,658.40</b>	<b>\$ 183,429.52</b>	<b>\$ 188,068.00</b>
66								
67	<b>NET INCOME</b>		<b>\$ 1.08</b>		<b>\$ 18,787.33</b>	<b>\$ 1.04</b>	<b>\$ 8,509.35</b>	<b>\$ 2.29</b>
68								
69	<b>GIC</b>		<b>\$ 12,400.00</b>					<b>\$ 12,400.00</b>
70								
71	<b>Per Capita Town Contribution</b>		<b>\$ 26.37</b>			<b>\$ 28.11</b>		<b>\$ 26.93</b>

**Cell:** E3  
**Comment:** Tracy Weinrauch:  
As at Aug 23/13

**Cell:** C4  
**Comment:** catharine:  
When we drew up budget it looked like the provincial govt will pull back on funding.

**Cell:** A23  
**Comment:** Shortgrass:  
Name change 2013

**Cell:** A49  
**Comment:** Shortgrass:  
New program 2013

**Cell:** C59  
**Comment:** catharine:  
= 8 hrs x \$35/hr = \$280 per week  
= \$280 x 52 weeks per year = \$14,560  
= \$14,560 + \$1000 for carpet cleaning  
= \$15,560

**Cell:** D59  
**Comment:** catharine:  
Based on a survey of cleaning companies

**Cell:** A63  
**Comment:** Shortgrass:  
Funding Discontinued 2013

**Cell:** A64  
**Comment:** catharine:  
See 2014 Capital Items Sheet for Details

**Cell:** C69  
**Comment:** GIC Breakdown:  
Audrey Redmond \$4900  
Videoconference Equipment Replacement Fund \$2500  
Operating Grant Variability  
Fund \$5000

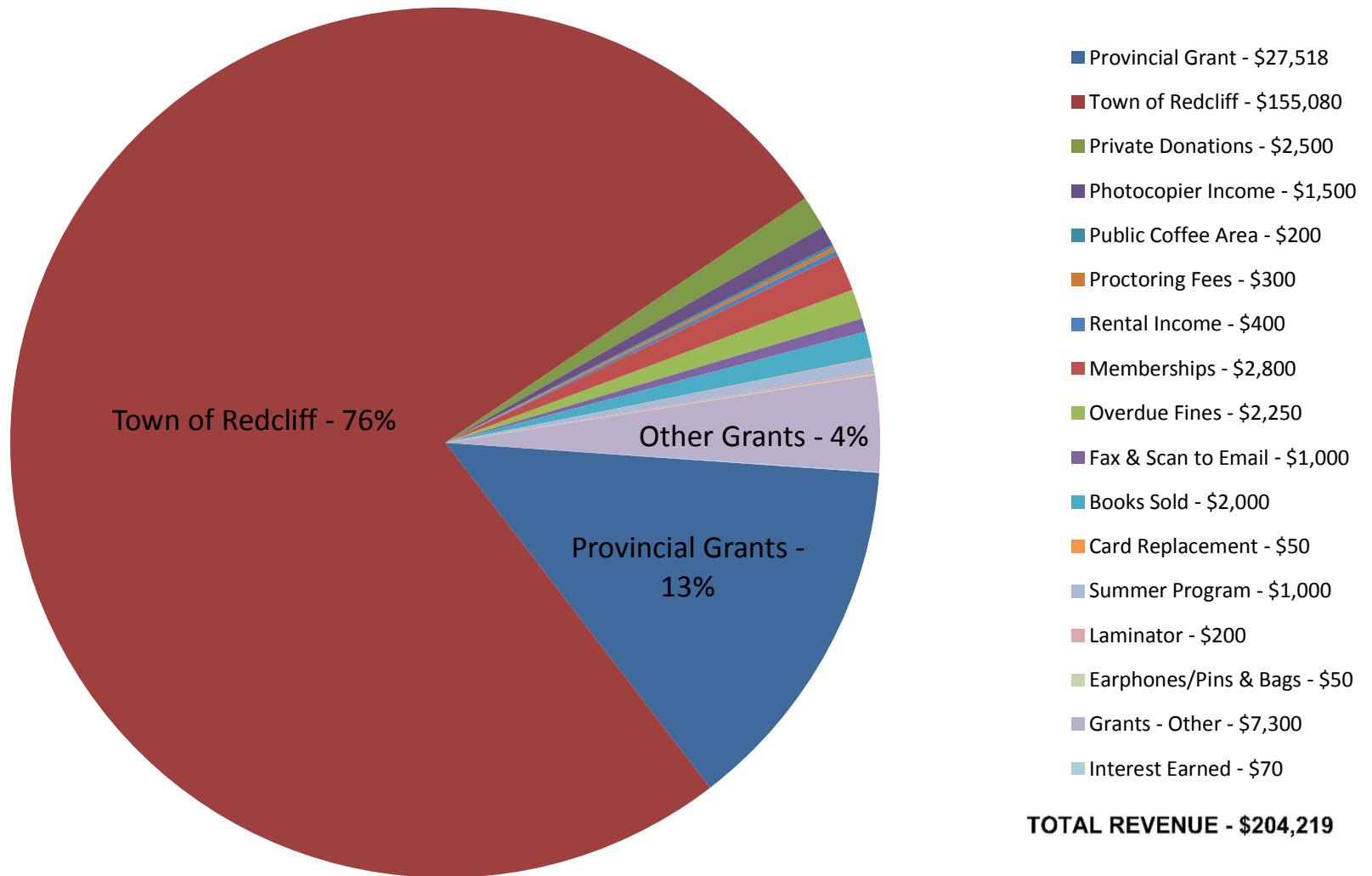
**Cell:** C71  
**Comment:** catharine:  
updated population to 5880

**Cell:** F71  
**Comment:** catharine:  
Population 5096

**Cell:** H71  
**Comment:** catharine:  
Population 5096

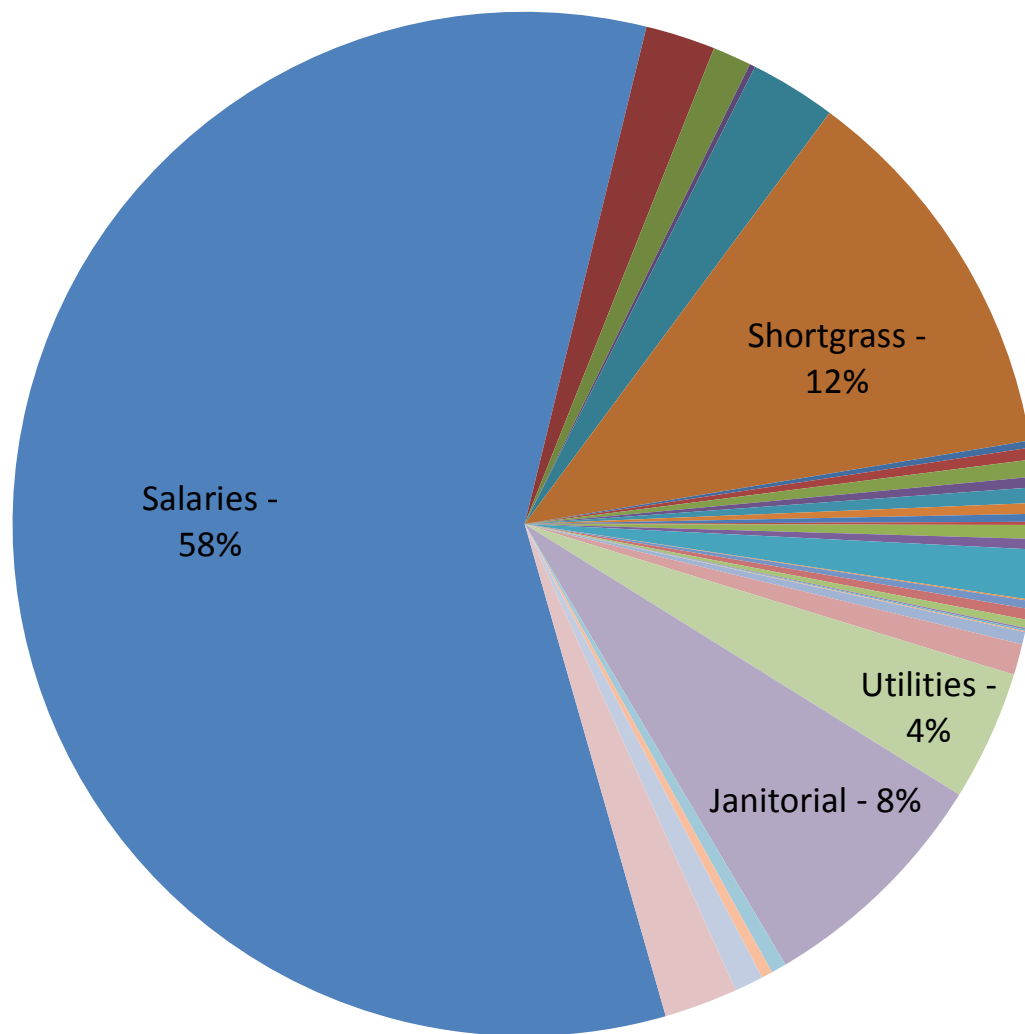
<b>Item</b>	<b>Original Year</b>	<b>Original Price</b>	<b>Replacement Frequency (yrs)</b>	<b>Amount</b>
Computers (Games) 1285709	2009		5	\$1,000.00
Computers - REDW7PA04 1291014	2009		5	\$1,000.00
Book Carts	1982		32	\$800.00
2 - Wing Back Chairs	1997		8	\$800.00
2 - Coffee Tables	1989		8	\$100.00
Young Adult Chairs	2007		7	\$300.00
Projector Optoma: S/N Q89N750AAAAAC1085	2008	\$1,159.00	5	\$750.00
				<b><u>\$4,750.00</u></b>

## 2014 Revenue





## 2014 Expenses



**TOTAL EXPENDITURES - \$204,218**

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
TUESDAY, OCTOBER 15, 2013 7:00 p.m.**

**PRESENT:** Deputy Mayor E. Reimer

Councillors C. Brown, C. Crozier, D. Kilpatrick,  
E. Solberg, J. Steinke

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

Manager of Engineering K. Minhas (left at 8:40 p.m.)  
Director of Public Services D. Schaffer (left at 8:09 p.m.)  
Finance Department M. Davies (left at 8:09 p.m., returned at 8:50 p.m.)

**ABSENT:** Mayor R. Hazelaar

**1. GENERAL**

Call to Order

**A)** Deputy Mayor Reimer called the regular meeting to order at 7:01 p.m.

Adoption of Agenda

**B)** Councillor Kilpatrick moved the Agenda be adopted as amended to add two items to the Council Agenda:

- RCMP Report to Council as Item 1.E. and
- Budget for Additional Ductile Iron Pipe Removal and Replacement as Item 5.G.

– Carried Unanimously.

Accounts Payable

**C)** Councillor Steinke moved the following 87 general vouchers in the amount of \$398,258.80 be received for information. – Carried Unanimously.

<b>ACCOUNTS PAYABLE SEPTEMBER 20 - OCTOBER 3, 2013</b>			
<b>COUNCIL MEETING OCTOBER 15, 2013</b>			
73644-73646	VOID	PRINTER ERROR	\$0.00
73647	MPE ENGINEERING	PROJECT#21, PROJECT#99, PROJECT#100, SANITARY SYSTEMS EVALUATION	\$78,723.03
73648	TELUS COMMUNICATION	SEPTEMBER/OCTOBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$160.75
73649	TELUS MOBILITY	SEPTEMBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$80.62
73650	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$226.00
73651	ACTION PARTS	WINDSHIELD WASHER FLUID, FLOOR DRY, TAIL LIGHT LENS UNIT# 112 PICKUP	\$275.16
73652	AMSC INSURANCE SERVICES	OCTOBER HEALTH BENEFITS, AUGUST HEALTH SPENDING ACTIVITY	\$14,284.00
73653	ANDERSON, VINCE	REIMBURSE FOR PROGRAM RADIOS, MICROPHONE - FIREHALL	\$177.56
73654	ATRON REFRIGERATION	PROJECT#109 ARENA UPGRADE, VENT DAMPERS - TH, REPAIR - SENIORS	\$31,934.70
73655	BIG HILL SERVICES	TEMPERED GLASS - ARENA	\$499.17
73656	BROVAC	LEACHATE EVACUATION - LANDFILL, PROJECT#114 OIL TANK - LANDFILL	\$4,368.00
73657	BROWNLEE	PROFESSIONAL SERVICES - LOCAL IMPROVEMENT BYLAW REVIEW	\$9,651.18

73658	CACTUS COMMUNICATIONS	ANTENNA - FIRE HALL	\$41.90
73659	C.E.M. HEAVY EQUIPMENT	AIR FILTERS, SPRING, TRANSMISSION DIP STICK, ETC UNIT#134	\$329.12
73660	CONSTRUCTION SUPPLY	LOADER - LF	\$104.79
73661	CRANSTON, CAROL	PROJECT#118 - SIKAFLEX SEALANT FOR ICE RINK	
73662	DAVIES, MIKE	REFRESHMENTS CANDIDATE INFORMATION SESSION & ELECTION TRAINING	\$40.46
73663	FARMLAND SUPPLY	TRAVEL EXPENSES GFOA BUDGETING WORKSHOP	\$323.60
73664	FAMILY & COMMUNITY SUPPORT	GALVANIZED PIPE, NIPPLE, ELBOW	\$147.11
73665	FORTY MILE GAS CO-OP	2013/2014 MEMBERSHIP FEE	\$698.00
73666	FOX ENERGY SYSTEMS	AUGUST GAS UTILITY - LANDFILL	\$61.31
73667	FRANCOTYP-POSTALIA	DEAD END SIGN, AND ROAD SIGN	\$327.50
73668	GAR-TECH ELECTRICAL	POSTAGE MACHINE INK	\$174.81
73669	ALBERTA GFOA	REPAIR LIGHTS - POOL AND ARENA, CONNECT PUMP AT STORM POND	\$558.38
73670	GRAND RENTAL STATION	REGISTRATION FEE GFOA BUDGETING WORKSHOP M.DAVIES & R.OSMOND	\$472.50
73671	GREYHOUND COURIER	PENNY CARNIVAL GAMES RENTAL	\$49.84
73672	JOHN'S WATER HAULING	FREIGHT OF PARTS UNIT# 134 LOADER LANDFILL	\$24.05
73673	KIRK'S MIDWAY TIRE	WATER DELIVERY LANDFILL	\$90.00
73674	KLEARWATER EQUIPMENT	VALVE EXTENSIONS	\$50.40
73675	KOST FIRE EQUIPMENT	ISOPAC DRUMS - WTP	\$1,556.10
73676	LETHBRIDGE HERALD	ANNUAL EXTINGUISHER SERVICE - FH, WTP, LF, TH, PS, LIBRARY	\$1,239.00
73677	MEDICINE HAT CO-OP	AUGUST ADVERTISING	\$957.66
73678	MEDICINE HAT CSRD #20	RECIPROCATING SAW & BLADES - FIRE HALL, COUPLERS	\$275.00
73679	MEDICINE HAT NEWS	3RD QTR PAYMENT 2013 SEPARATE SCHOOL TAX	\$45,863.68
73680	SHAW CABLE	AUGUST JOB POSTINGS - FINANCE & COMMUNITY SERVICES CLERKS	\$2,129.40
73681	NAPA AUTO PARTS	OCTOBER INTERNET SERVICES	\$375.54
73682	OSMOND, ROBERT	BATTERY, FUEL PUMP, ETC UNIT# 90 1/2 TON TRUCK LANDFILL	\$392.78
73683	PC CORP	TRAVEL EXPENSES GFOA BUDGETING WORKSHOP	\$40.00
73684	PRICE, TAMMY	AUGUST INFORMATION SYSTEM SUPPORT	\$422.63
73685	PRITCHARD & COMPANY	TRAVEL EXPENSES 2013 MUNICIPAL PROPERTY TAX SEMINAR	\$260.28
73686	PROVINCIAL TREASURER LAPP	LEGAL FEES - LABOUR ISSUE, LAND SALES	\$1,411.99
73687	PURULATOR	LAPP CONTRIBUTIONS TO SEPTEMBER 21, 2013	\$16,814.90
73688	REDCLIFF ACTION SOCIETY	FREIGHT OF CHLORINATOR - WTP	\$32.69
73689	REDCLIFF BAKERY	3RD QTR PAYMENT	\$3,000.00
73690	RECEIVER GENERAL	MPC LUNCH SEPTEMBER 18, 2013	\$68.25
73691	ROSENAU TRANSPORT	STAT DEDUCTIONS REG PAY TO SEPTEMBER 21, 2013, 3RD QTR FIRE PAY	\$24,752.50
73692	SHORTGRASS LIBRARY SYSTEM	FREIGHT OF ISOPAC DRUMS, CHLORINE, HYPOCHLORITE - WTP	\$958.78
73693	SIMON, SHANON	SEMI-ANNUAL 2013 MEMBERSHIP LEVY	\$13,020.00
73694	STEEP ROCK	TRAVEL EXPENSES ELECTION TRAINING	\$170.99
73695	STEHR, BRIAN	3/4" ROADCRUSH - LANDFILL	\$680.63
73696	SUMMIT MOTORS	TRAVEL EXPENSES ADOA CONFERENCE	\$1,172.32
73697	WATSON POOLS	REPAIRS TO ELECTRICAL, ENGINE, & VIBRATION UNIT# 128 GARBAGE TRUCK	\$14,374.95
73698	VERISHINE, BECKY	ALGICIDE - POOL	\$550.20
73699	AUPE MH AREA COUNCIL	REFUND UTILITY DEPOSIT	\$100.00
73700	PAHL, CAMERON	REFUND KEY & RENTAL DEPOSIT	\$225.00
73701	BANMAN, JACOB	REFUND UTILITY DEPOSIT	\$100.00
73702	TOWN OF REDCLIFF	REFUND UTILITY DEPOSIT	\$100.00
73703	TOWN OF REDCLIFF - LANDFILL	REG PAY TO SEPTEMBER 21, 2013, 3RD QTR FIRE PAY	\$68,920.03
73704	WAJAX POWER SYSTEMS	AUGUST LANDFILL TONNAGE	\$5,898.76
73705	WESTERN CANADA WELDING	ANNUAL INSPECTION & LOAD TEST GENERATORS - PS & WTP	\$1,721.09
73706	WILLIE'S 24 HOUR TOWING	2013/2014 LEASE OXYGEN & ACETYLENE CYLINDERS	\$312.90
73707	WOLANSKI, DAVID	TOW UNIT# 90 1/2 TON TRUCK	\$94.50
73708	XEROX CANADA	EMBA LEADERSHIP COURSE	\$362.16
73709	ZEP SALES & SERVICE	JULY & AUGUST COPIER SERVICES PRO 232 & WC7655	\$16.86
73710	CERVUS EQUIPMENT	CLEANERS, AIR FRESHNERS, TOILET PAPER, ETC - ARENA, SENIORS, PARKS	\$2,159.58
73711	CLEARTECH INDUSTRIES	FUEL SYSTEM INSPECTION UNIT#101 ZAMBONI	\$244.94
73712	CONSTRUCTION SUPPLY	SODIUM HYPOCHLORITE, CHLORINE - WTP & POOL	\$1,392.85
73713	CYPRESS GROUP	PROJECT#118 - SIKAFLEX SEALANT FOR ICE RINK	\$628.74
73714	FRANCOTYP-POSTALIA	STAPLE CARTRIDGES TOSHIBA 6540 COPIER	\$116.55
73715	KIRK'S MIDWAY TIRE	4TH QTR POSTAGE MACHINE LEASE	\$110.09
73716	NAPA PARTS & PIECES MH	FRONT TIRES UNIT#110 LOADER PUBLIC SERVICES	\$554.40
73717	PARK ENTERPRISES	AIR FILTER UNIT#128 GARBAGE TRUCK	\$197.63
73718	PITNEY WORKS	AUGUST PERMITS	\$583.59
73719	PRITCHARD & COMPANY	OCTOBER FOLDER/STUFFER CONTRACT	\$145.77
73720	CNH CAPITAL ROCKY EQUIPMENT	LEGAL FEES - PROJECT#33 INDUSTRIAL DRIVE SWALE, DEBUT	\$3,304.62
73721	SUMMIT MOTORS	BUCKET CYLINDER SEAL KIT UNIT# 88 LOADER LANDFILL	\$296.55
		AIR FILTER UNIT#88 LOADER LANDFILL, ORING & OIL FILTER UNIT#132 MOWER	\$177.71

73722	TELUS MOBILITY	SEPTEMBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$34.34
73723	HEART & STROKE FOUNDATION	DONATION CONDOLENCES S.SIMON	\$50.00
73724	WESTERN MUNICIPAL	REFUND UTILITY ACCOUNT CREDIT	\$100.00
73725	MACFARLANE, JIM	REIMBURSE COSTS FOR FENCE SUPPLIES - CODY SNYDER PARK	\$926.01
73726	SUNWEST GREENHOUSES	REFUND METER TEST	\$25.00
73727	NEWALTA	PROJECT#114 - USED OIL STORAGE TANK LANDFILL	\$729.75
73728	GIEB CONSTRUCTION	PROJECT#118 - CONCRETE PAD FOR ICE RINK	\$32,261.25
73729	CZEMBER, CHRIS	REFUND KEY & RENTAL DEPOSIT	\$225.00
73730	TOWN OF REDCLIFF	AUGUST & SEPTEMBER EMPLOYEE PROPERTY TAX PAYMENTS	\$1,194.00
73731	REDCLIFF FIREMEN SOCIAL CLUB	SOCIAL CLUB DUES TO SEPTEMBER 30, 2013	\$270.00
73732	TYCO INTEGRATED SECURITY	4TH QTR ALARM SERVICES - WTP	\$116.92
73733	WE CARE HOME HEALTH CARE	AUGUST HOME HEALTH CARE SERVICES	\$168.00
	TOTAL CHEQUES: 87	AMOUNT OF CHEQUES:	\$398,258.80

## Bank Summary to July 31, 2013

**D)** Councillor Brown moved the Bank Summary to July 31, 2013 be received for information. – Carried Unanimously.

RCMP Report to Council  
July 1 – September 30, 2013

**E)** Staff Sgt. S. Maxwell was in attendance to present the RCMP report to Council.

Councillor Solberg moved the RCMP report to Council for the period July 1 – September 30, 2013 be received for information. – Carried.

Staff Sgt. S. Maxwell left at 7:18 p.m.

### 3. MINUTES

## Council meeting held September 23, 2013

**A)** Councillor Crozier moved the minutes of the Council meeting held September 23, 2013 be adopted as amended. – Carried Unanimously.

Subdivision and Development Appeal  
Board hearing held September 12, 2013

**B)** Councillor Steinke moved the minutes of the Subdivision and Development Appeal Board hearing held September 12, 2013 be received for information. – Carried Unanimously.

Redcliff and District Recreation  
Services Board meeting held October 7, 2013

**C)** Councillor Crozier moved the minutes of the Redcliff and District Recreation Services Board meeting held October 7, 2013 be received for information. – Carried Unanimously.

Shortgrass Library System meeting held  
April 17, 2013

**D)** Councillor Brown moved the minutes of the Shortgrass Library System meeting held April 17, 2013 be received for information. – Carried Unanimously.

Economic Development Alliance  
meeting held June 19, 2013

**E)** Councillor Steinke moved the minutes of the Economic Development Alliance meeting held June 19, 2013 be received for information. – Carried Unanimously.

Palliser Economic Partnership meeting  
held September 13, 2013

**F)** Councillor Solberg moved the minutes of the Palliser Economic Partnership meeting held September 13, 2013 be received for information. – Carried Unanimously.

Redcliff Public Library meeting held  
June 25, 2013

**G)** Councillor Steinke moved the minutes of the Redcliff Public Library meeting held June 25, 2013 be received for information. – Carried Unanimously.

#### **4. BYLAWS**

Bylaw 1757/2013, Fire Services Bylaw

**A)** Councillor Kilpatrick moved Bylaw 1757/2013, Fire Services Bylaw be given first reading. – Carried Unanimously.

#### **5. STAFF RECOMMENDATIONS**

Commercial Agreement regarding the  
Soil Treatment Facility at the  
Redcliff/Cypress Regional Landfill

**A)** Councillor Crozier moved that the Town of Redcliff approve the proposal from Ridgeline Energy Services Inc. to assign their existing Commercial Agreement with the Redcliff/Cypress Regional Waste Management Authority to Ridgeline Canada Inc. and that upon similar approval from Cypress County, the proposed “Assignment of Agreements” be signed on behalf of the Redcliff/Cypress Regional Waste Management Authority. - Carried Unanimously.

Water Treatment Plant SCADA  
(Supervisory Control and Data  
Acquisition) System Computer

**B)** Councillor Kilpatrick moved that the Public Services Department be provided funding to a maximum of \$4,000.00 to purchase a new computer and contract services from MPE Engineering Ltd. to provide technical support and transfer SCADA programming to the new computer with funding to be provided from the Water Systems Reserve. – Carried Unanimously.

Community Organization Property Tax  
Exemption Regulation (C.O.P.T.E.R.)

**C)** Councillor Crozier moved the Town of Redcliff exempt the following properties from property taxation in accordance with the Community Organization property Tax Exemption Regulation for 2014, 2015, and 2016 taxation years.

- i) German Canadian Harmony Club
- ii) Redcliff Community Curling Club
- iii) Riverview Golf Club

- Carried Unanimously.

Council Payroll Schedule

**D)** Councillor Steinke moved that the scheduled pay date for Council be changed to the first business day of each month and establish the 15<sup>th</sup> of the preceding month as the submission deadline for per diem and benefits claims. - Carried.

Election Remuneration

**E)** Councillor Crozier moved that in addition to the remuneration established for the election workers for the 2013 Municipal Election at the March 11, 2013 Council meeting, that Council establish the additional remuneration of:

- a. stand by rate - \$25.00/day
  - b. ½ day rate - \$125.00
  - c. Ballot counting only - \$75.00
- Carried Unanimously.

Toboggan Hill Erosion Protection Project

**F)** Councillor Crozier moved the Town of Redcliff approve the additional budget in the amount of \$15,454.50 due to additional work for Toboggan Hill Erosion Protection project. Further that the additional budget is to be funded using MSI Capital grant. - Carried Unanimously.

Budget for Additional Ductile Iron Pipe removal and Replacement

**G)** Councillor Solberg moved the Town of Redcliff do not pay the extra \$4,000.00 due to unknown utilities found during removal and replacement of 35 lm of 10" ductile iron pipe with 10" PVC pipe.

Councillor Solberg withdrew his motion.

Councillor Solberg moved the Town of Redcliff pay L.W. Dennis the extra \$4,000.00 due to unknown utilities found during removal and replacement of 35 lm of 10" ductile iron pipe with 10" PVC at 9<sup>th</sup> Avenue and 2<sup>nd</sup> Street SW and tie to east to existing 10" PVC line and further that the addition to be funded using water system reserve. Further that Administration seek reimbursement of the bill from all utility owners including the Town of Redcliff. – Carried Unanimously.

## 6. CORRESPONDENCE

City of Medicine Hat  
Subdivision Application 2013MH019  
Re: 2880 Box Springs Blvd. NW

**A)** Councillor Crozier moved correspondence dated September 30, 2013 from the City of Medicine Hat regarding Subdivision Application 2013MH019, 2880 Box Springs Blvd. NW be received for information. – Carried Unanimously.

City of Medicine Hat  
Subdivision Application 2013MH020  
Re: 2750 Box Springs Blvd. NW

**B)** Councillor Steinke moved correspondence dated September 30, 2013 from the City of Medicine Hat regarding Subdivision Application 2013MH020, 2750 Box Springs Blvd. NW be received for information. – Carried Unanimously.

City of Medicine Hat  
Subdivision Application 2013MH021  
Re: 2950 Box Springs Road. NW

**C)** Councillor Steinke moved correspondence dated October 8, 2013 from the City of Medicine Hat regarding Subdivision Application 2013MH021, 2950 Box Springs Road NW be received for information. – Carried Unanimously.

City of Medicine Hat  
Subdivision Application 2013MH022  
Re: 2771 Box Springs Blvd. NW

**D)** Councillor Crozier moved correspondence dated September 30, 2013 from the City of Medicine Hat regarding Subdivision Application 2013MH022, 2771 Box Springs Blvd. NW be received for information. – Carried Unanimously.

**Alberta Municipal Affairs****E)**

August 10, 2013 Progress report on Ministerial Directives

**i)** Councillor Kilpatrick moved correspondence dated September 16, 2013 from Alberta Municipal Affairs regarding August 10, 2013 update from David Wolanski, Municipal Manager on Town of Redcliff's progress on the ministerial directives be received for information. – Carried.

September 10, 2013 Progress report on Ministerial Directives

**ii)** Councillor Kilpatrick moved correspondence dated September 26, 2013 from Alberta Municipal Affairs regarding September 10, 2013 update from David Wolanski, Municipal Manager on Town of Redcliff's progress on the ministerial directives be received for information. – Carried.

Muscular Dystrophy Canada  
Re: Acknowledgement on efforts of Redcliff Fire Department

**F)** Councillor Crozier moved correspondence dated September 24, 2013 from Muscular Dystrophy Canada acknowledging efforts of Redcliff Fire Department on behalf of Muscular Dystrophy Canada in 2012/13 be received for information. Further that Administration pass along Council's gratitude. – Carried.

Southeast Alberta Childhood and Family Services Authority  
Re: Province-wide initiative to support Together We Raise Tomorrow

**G)** Councillor Steinke moved correspondence from Southeast Alberta Childhood and Family Services Authority regarding Together We Raise Tomorrow initiative be received for information. – Carried Unanimously.

**7. OTHER**

Hazards, Risk and Vulnerability Analysis (HRVA)

**A)**

Town of Redcliff Report

**i)** Councillor Kilpatrick moved the Hazards, Risk and Vulnerability Analysis (HRVA) Town of Redcliff report be received for information. – Carried Unanimously.

Regional Report

**ii)** Councillor Steinke moved the Hazards, Risk and Vulnerability Analysis (HRVA) Regional Report be received for information. – Carried Unanimously.

Redcliff/Cypress Regional Landfill Graphs to September 30, 2013

**B)** Councillor Crozier moved the Redcliff/Cypress Regional Landfill Graphs to September 30, 2013 be received for information. – Carried Unanimously.

Mayor and Council End of Term Remarks

**C)** Councillor Brown thanked everyone and commented that everyone was great to work with. She wished David good luck and also good luck to Rob.

Councillor Solberg thanked every one and expressed his appreciation. He thanked David and wished him good luck.

Deputy Mayor Reimer gave a short speech thanking everyone. He thanked David and wished him well in his new position.

## **8. RECESS**

### **Recess**

Deputy Mayor Reimer called a recess at 8:09 p.m.  
Deputy Mayor Reimer reconvened the meeting at 8:15 p.m.

M. Davis left at 8:09 p.m.  
D. Schaffer left at 8:09 p.m.

## **9. IN CAMERA**

### **In Camera**

Councillor Brown moved to meet In Camera to discuss one Labour and 2 Land matters at 8:15 p.m. – Carried Unanimously.

K. Minhas left at 9:40 p.m.

### **Return to Open Session**

Councillor Kilpatrick moved to return to Open Session at 8:50 p.m. – Carried Unanimously.

M. Davies rejoined the meeting at 8:50 p.m.

### **HR Consultant for Municipal Manager Recruitment**

Councillor Brown moved to engage the services of Lorne Niven for the Municipal Manager recruitment as per the received proposal. – Carried Unanimously.

### **Brost Developments Inc. Re: Lot 18, Block 13, Plan 0913590**

Councillor Kilpatrick moved that Administration be authorized to reimburse Brost Developments Inc. to a maximum of \$15,000 for additional engineering costs for Lot 18, Block 13, Plan 0913590 upon receipt of confirmation that additional engineering was required due to a high level of fill on the lot as well as provision of a detailed statement of extra costs incurred by Brost Developments Inc.. – Carried Unanimously.

### **Tax Recovery Auction**

Councillor Kilpatrick moved that Robert Osmond, Director of Finance and Administration be appointed as the auctioneer for the Tax Recovery Auction to be held on October 24, 2013. – Carried Unanimously.



**10. ADJOURNMENT**

Adjournment

Councillor Steinke moved to adjourn the meeting at 8:52 p.m. – Carried Unanimously.

Deputy Mayor

Manager of Legislative and Land Services

**MINUTES OF THE MEETING OF THE SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
THURSDAY, OCTOBER 2, 2013 @ 7:00 p.m.**

PRESENT:   Members:                   B. Hawrelak, D. Kilpatrick, V. Lutz,  
   P. Monteith, E. Reimer, G. Shipley

Development Officer	B. Stehr
Planning Consultant	K. Snyder
Recording Secretary	S. Simon

Appellant:                               R. Wagenaar, Tri-Ventures

**1.    CALL TO ORDER**

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

**2.    ELECTION OF CHAIRMAN**

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

**3.    Appeal of Development Application 13-DP-026  
Lot 47, Block 34, Plan 1212279 (221 8 Street SW)  
Variance to Sideyard Setback (Greenhouse expansion)**

Chairman E. Reimer asked the appellants if they had any objection to any board members hearing the appeal. No objections were raised.

**a)   Presentation of Appellant**

R. Wagenaar provided the Board with a brief history of the proposed developments indicating that several oversights occurred along the way. He indicated that the greenhouse had been constructed extending into the Town's roadway and he tried to purchase a portion from the Town to resolve the issue but the Town declined to sell him any additional land. He has removed a 24 foot portion. However, he still does not meet the minimum setback outlined in the Land Use Bylaw and encroaches into the setback. He noted that he owns several of the properties in the surrounding areas and the encroachment would not be hurting anyone.

It was noted that previous concerns relating to sufficient parking and potential retail space have been resolved and pose no concern. As well the concerns raised about storage have been resolved.

Mr. Wagenaar was questioned about process and constructing prior to development approval. Mr. Wagenaar was given permission to place the anchor stubs only when he was negotiating the purchase of a portion of 2<sup>nd</sup> avenue SW. Discussion ensued with regard to the process and what the Board was approving, if it was the variance to setback or the entire greenhouse expansion project.

**b) Presentation of Development Officer**

The Development Officer commented that this development project started prior to him starting at the Town. He referenced his report dated September 6, 2013 and provided a history of the application.

**c) Presentation of Municipal Planning Commission (MPC)**

No one was in attendance.

**d) Presentation of Planning Consultant**

The Planning Consultant commented that questions pertaining to fire code are more related to building code versus the development process. He further indicated his support for the Development Officers comments.

The Planning Consultant commented that items not consistent with the LUB for this application are:

- The sideyard setback on 1<sup>st</sup> Ave SW is 1.37m and should be 1.5m.
- At the corner of the undeveloped 2<sup>nd</sup> Ave. SW it appears the setback is 0.53m for a small portion.
- Parking meets the requirements. However, along 3<sup>rd</sup> Ave and 8<sup>th</sup> St. the proposed parking stalls are in the setback area and the principal building is closer than 6m to the property line.

The Planning Consultant commented that the reduced sideyard setbacks are not likely to negatively impact the adjacent landowners nor should the parking as proposed. He commented that there are two existing CO<sub>2</sub> tanks on the property neither of which meets the protection requirements of the Land Use Bylaw. Further that due to the proposed configuration of parking the southwest tank should especially be protected as per the Land Use Bylaw requirements.

The Planning Consultant recommended that the SDAB overturn the MPC's decision and approve the proposed development as presented with conditions

1. Stormwater Management Plan be updated and completed to the satisfaction of the Town Engineer.
2. All onsite and offsite storm water management be approved to the satisfaction of the Town Engineer.
3. The two existing tanks are enclosed within a 1.8m chain link fence with locking access and bollards or other appropriate barriers are placed to protect the tanks from vehicular intrusion.

**e) Presentation of anyone served notice of hearing**

No one in attendance.

**f) Presentation of anyone claiming to be affected**

No one in attendance.

**g) Rebuttal of Appellant/Applicant**

R. Wagenaar questioned what is required with regard to storm water management and noted that he has spoken with the Town Engineer and discussed alternate solutions versus installing a storm catch basin which has been determined not to be possible. The Board discussed the drainage for the area and continued to discuss the proposed development.

**h) Other**

Nothing further.

**i) Recess**

D. Kilpatrick moved to meet in camera at 7:36 p.m.

The Appellant, Development Officer, Planning Consultant left the meeting at 7:36 p.m.

**j) Decision**

D. Kilpatrick moved that the appeal against the decision of the Municipal Planning Commission to refuse to approve a greenhouse expansion project with reduced setbacks at Lot 47, Block 34, Plan 1212279 (221 8 Street SW) be upheld and that the decision of the Municipal Planning Commission be reversed and application for a greenhouse expansion project with reduced setbacks at Lot 47, Block 34, Plan 1212279 (221 8 Street SW) be approved conditional to:

1. Stormwater Management Plan be updated and completed to the satisfaction of the Town Engineer.
2. All onsite and offsite storm water management be approved to the satisfaction of the Town Engineer.
3. The two existing CO<sub>2</sub> tanks are enclosed within a 1.8m chain link fence with locking access and bollards or other appropriate barriers are placed to protect the tanks from vehicular intrusion.

- Carried.

Further the Board advised the reasons for its decision is that

1. The encroachment does not negatively affect the neighbouring property.
2. 3<sup>rd</sup> Avenue & 8<sup>th</sup> Street is not a high traffic area.
3. Reason for tank protection is safety.
4. Reason for the storm drainage conditions is to resolve/mitigate storm drainage issues.

D. Kilpatrick moved to return to regular session at 8:03 p.m.

The Appellant, Development Officer, Planning Consultant returned to the meeting at 8:03 p.m.

Chairman 8:03 p.m. advised the appellant of the decision and that the written decision would be forthcoming.

4. **ADJOURNMENT**

B. Hawrelak moved the meeting be adjourned at 8:10 p.m.

  
Chairman

  
S. Simon, Recording Secretary

## MINUTES

**ABSENT:** S. Wertypora, B. Vine

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

D. Schaffer moved that the agenda be adopted as presented. - Carried.

L. Leipert moved the minutes of the September 18, 2013 meeting be adopted as presented. – Carried.

The Commission reviewed the development permits advertised in the Cypress Courier/40 Mile Commentator September 24, October 1, and October 8 and were advised that no appeals have been received.

**A) Development Permit Application 13-DP-059**  
**Ana Giesbrecht**  
**Lot 11, Block 4, Plan 7410853 (703 3 Street SE)**  
**Approved: Permit to Stay**

**A) Development Permit Application 13-DP-014  
113148 Alberta Ltd.  
Lot 3, Block 3, Plan 7911064  
Storage Yard – placement of four Shipping Containers**

22

The Development Officer provided K. Snyder's emailed comments regarding this Development Application.

Concerns were raised by the Commission that the location of the shipping containers appeared to be in a storm drainage pond. The Development Officer informed the Commission that in the past allowances have been made to allow shipping containers to be located in these storage ponds provided that they located in such a way that the floor of the container is higher than the highest elevation of the storm drainage pond, and does not impact the collection of surface water in the pond (i.e. skids).

L. Leipert raised concern that this type of structure was not required to have a building permit in an H - Horticultural Zone, but a building permit was required to have a building permit in an I2 - Light Industrial Zone.

L. Leipert moved that Development Permit Application 13-DP-014, Lot 3, Block 3, Plan 7911064 (221 Saskatchewan Drive NE), for a storage yard be approved with the following conditions:

1. All outdoor storage to comply with Section 67 of the Land Use Bylaw.
  2. The Shipping containers be neutral in color.
  3. The height of the shipping containers is to be limited to one unit in height or a maximum of 3.0 m
  4. The shipping containers must be located in such a manner as they are not visible from the Trans-Canada Highway.
  5. Lot 3, Block 3, Plan 7911064 (221 Saskatchewan Drive NE) and Lot 4, Block 3, Plan 7911064 (217 Saskatchewan Drive NE) are consolidated.
  6. The applicant apply for a Land Use Change to make Lot 3, Block 3, Plan 7911064 (221 Saskatchewan Drive NE) and Lot 4, Block 3, Plan 7911064 (217 Saskatchewan Drive NE) be of one consistent zone.
- Carried

**B) Development Permit Application 13-DP-064**

**United Rentals**

**Lot 8, Block 1, Plan 0012915 (2350 South Highway Drive SE)**

**Change of Use – Equipment Sales, Rental, Service**

The Development Officer informed the Commission that United Rentals had made application to expand their business to the adjoining bay.

The Development Officer provided K. Snyder's emailed comments regarding this Development Application.

J. Beach moved that Development Permit Application 13-DP-064, Lot 8, Block 1, Plan 0012915 (2350 South Highway Drive SE), for a Change of Use – Equipment Sales and Rentals be approved with the following condition:

1. All outdoor storage to comply with Section 67 of the Town of Redcliff's Land Use Bylaw.
- Carried

**7. FOR COMMENT****A) Bylaw 1756/2013 to amend bylaw 1698/2011 being the Land Use Bylaw to regulate Recreation Vehicles.**

MPC agreed that the following comments should be forwarded to Town Council in regards to bylaw 1756/2013 to amend bylaw 1698/2011:

- Restrictions should not be limited to Recreational Vehicles, but should include all trailers, both recreational and utility.
- Maximum of 48 hours for on street parking. The intent of this time frame is for loading and unloading purposes only.
- Electrical cords, garden hoses fall under the same restrictions as electrical cords in the winter.
- Unattended extensions should not encroach onto neighboring property, or onto public property.
- Focus should be on vehicular and pedestrian safety.

**8. ADJOURNMENT**

L. Leipert moved adjournment of the meeting at 1:25 p.m. – Carried.

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Chairman

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Secretary



**Redcliff Family and Community Support Services Board**  
**Wednesday, October 16, 2013 at 7 pm**  
**Town Office Meeting Room, Downstairs**

**Present:** Diane MacNaughton, Ernie Reimer, Ann Pudwell, and Cindy Murray  
**Absent:** Sam Wertypora

**1. CALL TO ORDER**

The meeting was called to order at 7:09 pm.

**2. ADDITIONS/DELETIONS**

Addition: **8.2 Friends of the Library**

**3. APPROVAL OF THE AGENDA**

D. MacNaughton moved approval of the agenda as amended. CARRIED.

**4. APPROVAL OF THE MINUTES**

Notes from the September 10, 2013 meeting were reviewed.

**5. BUSINESS ARISING FROM THE MINUTES**

None.

**6. OLD BUSINESS**

**6.1 Policies and Procedures**

None.

**6.2 Random Acts of Kindness**

Community Services, Redcliff Lions Club and D.R.E.A.M.S. (Developing Redcliff's Education And Mental health Supports) will participate in the Medicine Hat Community Foundation first annual Random Acts of Kindness Day on November 1, 2013. The Community Foundation will be providing promotional items to all groups that register for the event. Other local groups have expressed interested in the event but haven't registered yet.

**7. DIRECTORS REPORT**

The new Community Services Clerk, Jonelle Gladue, started October 7, 2013. She has experience as a youth worker; in crisis intervention and event coordination.

**8. NEW BUSINESS**

**8.1 Grant Applications**

Grant Applications were received from Big Brothers, Big Sisters; the Redcliff Public Library and Medicine Hat Family Services. Three grant applications were reviewed and will be discussed further at the November meeting.

**8.2 Friends of the Library**

Friends of the Library will host an International Gaming Day event on Saturday, November 16 from 1 – 4 pm at the Redcliff Library. As game playing promotes social interaction and family time, Community Services FCSS will purchase a maximum of \$650.00 worth of games using Community Programs funds in the FCSS Community Development account (GL 2.51.09.770).

These games will be used for International Gaming Day; Community Services activities; every day at the Library and can be signed out by other community groups/agencies such as the Redcliff Youth Centre and D.R.E.A.M.S. (Developing Redcliff's Education And Mental health Supports).

Friends of the Library will be asked to provide a list of suggested games to Community Services.

**9. UPCOMING CONFERENCES/WORKSHOPS/MEETINGS**

**9.1 Together We Raise Tomorrow      Desert Blume      October 29**

**10. CORRESPONDENCE**

None.

**11. NEXT MEETING** - November 12, 2013

**12. ADJOURNMENT**

The meeting was adjourned at 9:00 pm.

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

Wednesday September 18, 2013 8:00 a.m. EDA Board Room

### **ATTENDED:**

Jim Steinke	Randy Lehr	Keith Crush	Stephen Finnagan
Janet Vas	Wayne Craven	Gordon Reynolds	Heather Takahashi

### **REGRETS:**

Ron Harty	Stampede Board	Medicine Hat Chamber of Commerce
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### **STAFF:**

Wendy Blackwell	Nichola Kondra
Mary-Ann Smith	Jill Northey

1. **Call to Order** at 8:00 am
2. **Adoption of Agenda items for September 18, 2013 meeting:**
  - a. Motioned by: Gordon Reynolds Seconded by: Stephen Finnagan Carried.
3. **Welcome**

Alberta Health Services – Heather Takahashi
Medicine Hat College - Stephen Finnagan
Southpaw Communications – Jill Northey
4. **Adoption of Minutes for June , 2013**

Motion to adopt the minutes of the March meeting: Wayne Craven. Seconded by: Jim Steinke. Carried.
5. **Financial Report**

June, July and August 2013 expenses are looking good and are in range for this time of the year.

Motion to adopt the Financial Report: Wayne Craven. Seconded by: Gordon Reynolds. Carried.
6. **Executive Director Report**

Attached report was reviewed.

### **Finance Highlights:**

Sponsorship funds of \$3,000 from HSBC,\$1000 from BVA and \$1,000 from Calgary Economic Development (CED) to support the EDA's Economic Outlook Summit have been secured. With

the need to move forward with marketing materials, the event sponsorships opportunities are now closed.

Funds held in the EDA accounts for the Highway 3 Association and the financial reports have now been passed over to the Town of Taber.

Mid-year update presentations were given to municipal councils of Bow Island, Forty Mile and Cypress. Presentations were well received by councils; during the Forty Mile presentation the Contractor for the EDA's Pulse Processing project was dialed in to provide a summary and answer questions.

### **Staffing Highlights:**

As mentioned in the "Summer Summary" document Kendra Borgen left the EDA to work as the Corporate Communications Officer at the Medicine Hat College. Kendra had worked for the EDA for over three and a half years. Southpaw Communications, Megan Madden connected with the EDA to suggest an alternative option of using an external organization with a sole point of contact. Allowing the EDA to have access to graphic, communications, social media and marketing expertise.

### **Events Highlights:**

The EDA's Economic Outlook Summit continues to progress well. The event brings an unprecedented array of expertise to Medicine Hat. The marketing activities for the event will start to build over the next few weeks.

- The event is being held at the Medicine Hat Lodge 9.30 – 5pm on October 30<sup>th</sup>. The tickets are priced at \$67.50 each or \$500 for a table of 8, this will include lunch.

EDAC national conference will be held in St Johns, Newfoundland on September 21<sup>st</sup>. The ED will be attending. Once again, there are number of sessions of interest on this year's agenda including:

- *An Emerging ICT sector in Southern Alberta*
- *Delivering a Multi-Jurisdiction BR&E Project/Developing Local Food infrastructure in rural Ontario*
- *Quidi Vidi Brewery – Study of an ultra-modern facility, focus on world-class, quality beers*

At the conference, the EDA will also receive a minimum of one of EDAC marketing awards. The team submitted four projects to this years' adjudication committee including the iUVS Virtual Conference and Savour the Southeast Eat Local Week.

ED and Associate Director met with the City CAO Ray Burnard and Alderman Les Pearson to discuss a fibre optic network. Further information regarding next steps and assessment costs has been provided.

The EDA team has been circulating a new report over the summer; a “Monthly Economic Summary”. The report consolidates some of the key economic data; global, national and provincial reports and statistics that are already monitored regularly by our staff; the report aims to offer some analysis and context to the data. The circulation and requests for this report are steadily growing.

ED completed a meeting with Richard Pauls, Principal of EcDev Solutions Ltd. who wanted to discuss the role of the EDA in Economic Development for the City of Medicine Hat. The consultant was meeting with all the organizations involved in Economic Development for the City of Medicine Hat to provide a review, analysis and recommendation. His report is expected to be finalized by mid-September.

## **7. Committees & Projects Progress Reports**

### **a. Associate Director Report:**

Since the mid-summer summary we have had **five** new leads come in to our office in addition to the **three** leads which came in over the summer months adding to our existing current pipeline.

We have approached two areas within our regions on the possibility of pursuing the installation of a fibre optics network for their particular areas. We have connected with Olds Fibre Network who have successfully executed this type of project and are now partnering with us to assist with bringing a similar type of initiative to our region. They have proposed coming to our region for a tour as well to provide a cost estimate for the infrastructure. City administration has been involved and we are working on the scheduling logistics. We see this not only as being advantageous for local businesses but also as an investment attraction incentive for when new organizations and industries are conducting site selections; this could make us more a competitive option.

The Economic Outlook Summit (E-OS) has **five** confirmed speakers and **four** confirmed break-out sessions. We have secured over \$10,000 of in-kind sponsorship.

Please see our website for registration, updates and information on the Summit:

<http://events.edalliance.ca/events/>

Our Pulse Processing Feasibility Study has been completed. One of the opportunities requires immediate action and the consultants have begun to put together a direct marketing package for us to present to the particular organization. During the feasibility interviews this company mentioned expansion goals and we will be using the materials provided by the consultants during our pitch to these particular investors. The other major opportunity requires a more granular level business plan to target overseas investors. This will be the next step for the long term direction of this project. We still anticipate hosting a webinar in November to showcase the findings for both the feasibility study and the investment attraction strategy.

We were approached by CHAT News to have an on-air discussion once a month surrounding our Monthly Economic Summary report. This is a great way to expand the reach of this information.

**Regional Economic Development Officer (REDO) Report:**

REDO Toured the Greenhouse Research and Production Complex located in Brooks. In the research facility, they grow the same product under different conditions and compare the growth. They also have research facilities for crop diseases and crops for consumption. More information about this facility is available upon request.

Collaboration and networking with the economic development agencies in Montana continues. One agency is particularly interested in learning more about the pulse processing feasibility study. Another agency is interested in the greenhouse industry and the research facility in Brooks.

On October 2 – 4, REDO will be attending an economic development conference in Montana where many of the contacts will also be participating. We will be doing a 30 minute presentation highlighting what the EDA does and also be discussing other topics that are similar across borders.

**Savour the Southeast:**

Savour the Southeast continues to make connections with our local producers and retailers. We have connected a business with the pork producer as his previous supplier was not able to keep up with their demand. The initial lead was provided through our Ag Committee. A subsequent connection occurred with this same lead, a local butcher that will use the portions of the pork that the local retailer will not be using and the local butcher has also offered to store the pork for the local retailer so that they have a year round supply. This was a win-win situation for Savour initiative and for the local producer, butcher and retailer.

EDA staff has also met with Miranda Davies from the Medicine Hat College, Business Administration program, to discuss running the advertising campaign as a student project for the 2014 Eat Local Weeks, maximizing resources.

**b. Marketing & Communications:**

**Business Retention and Expansion**

- Already one new business client as a result of social media since starting with the EDA on September 1<sup>st</sup>.
- New EDA LinkedIn page
  - o BRE as a service, linked Shayla as the main contact

**Investment Attraction (IA)**

We will be initiating some marketing projects with an IA focus soon including:

- Toolkit creation
  - o Investment attraction package
  - o Site selection info
- Video development
- Dedicated webpage
- We already have a LinkedIn page – listed as an EDA service
  - o Linked to Nichola as contact
- Social media strategy dedicated to IA content is also being developed

**Social Media**

- Twitter – Nearly 100 new followers in 2 days, one new BRE client meeting in 1 day
- EDA – followers up over 150 in last 4 days since we started
- Savour account – over 100 new followers
- Most importantly - More engagement, conversation, sharing of information, more diverse followers. Already businesses are thanking us for sharing their info, municipalities and funders are commenting and sharing our posts. Previously, EDA SM was a bulletin board, posts were one way, no local info was being shared, no engagement
- We have been added to 5 lists since Monday Sept 9
- Strategy development has started

**Savour the Southeast**

After the election, we will begin on the Savour projects such as

- Sponsorship package – we would like to develop a comprehensive, professional sponsorship package for easy dissemination
- Social media
  - o Great conversations, local food info sharing, and conversations with producers getting thanks and mentions for the work we do.

**Media Relations**

- Shift strategy to include online media, bloggers (local, provincial and national)
- Larger circulation of significant press releases beyond local – provincial, include bloggers

### **Board Communications**

- After the election, we would like to have a branding boot-camp for the new board
- Goal: ensure key messages are understood and easily utilized
  - o Key messaging
  - o Communications
  - o Media tips
  - o Toolkit
    - We are creating a toolkit for the EDA board and committees outlining key messages, communications tools, FAQ's and more

#### **c. Agriculture Committee:**

The next agriculture committee meeting will be held September 25, 2013 at 7am in the EDA Boardroom.

We have arranged for the Government of Alberta EU-Canada Trade negotiations representatives to join the committee by telephone to discuss the ways an EU-Canada trade agreement will affect the agriculture industry in Southeast Alberta.

Another large item for discussion on the agriculture agenda will be the Agriculture-Tech Tradeshow for 2014.

#### **d. Energy Committee Report:**

We are happy to announce that we have *five* new members who have agreed to join the committee. Methanex, Direct Energy, Iron Horse, CNRL and Calfrac Well Services have all sent representation. We will be holding an election at our next meeting to announce the position of chair. Next meeting date is *September 19, 2013*.

#### **e. EDA Connect Committee**

Met on September 12, 2013, role of the committee needs to be refined so that the meeting are productive. Wayne Craven, Jacqueline Penner, and Wendy Blackwell will review this before next meeting. We need to keep members engaged with the committee.

#### **8. Items for Immediate Discussion**

Executive Director Evaluation – copies were handed to the board.

#### **9. Correspondence -**

None

#### **10. Chairman's Report –**



Randy attended the midyear presentations of County of Forty Mile, Cypress County and the Town of Bow Island. They were well received on each of the presentations.

“Team Medicine Hat”/ community leaders meeting will be having an executive meeting next week. Reason for these meeting is to come up with initiatives to lobby to the government regarding the promotion of Medicine Hat; getting the area recognized in the government officials’ circle. An official name for the committee has not been established.

#### **11. New Business**

Final copies of the board policies are in the package. Please insert these policies into each board member’s governance binders.

It was suggested that it might be a good idea to have the EDA strategic plan handed to businesses when they are granted their business licenses. New Businesses will be aware of what the EDA does and where to go for business assistance. Wendy will identify and contact the appropriate person to have these booklets in their offices ready for distribution.

Discussion of changing the board meeting to an evening will be held over to November’s meeting due to the change of board due to the election and other board position changes.

#### **12. Round Table**

Round table discussion occurred.

#### **13. Adjournment** 9:50 a.m.

Motion to Adjourn: Wayne Craven. Seconded by: Gordon Reynolds. Carried

NEXT BOARD MEETING: WEDNESDAY October 16, 2013  
8:00 A.M.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 28, 2013

**PROPOSED BY:** Robert Osmond, Acting Municipal Manager

**TOPIC:** Fire Services Bylaw

**PROPOSAL:** To consider amendments and 2<sup>nd</sup> reading of the Fire Services Bylaw

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**BACKGROUND:**

The Fire Services Bylaw was given first reading by Council at the October 15<sup>th</sup> meeting.

During that meeting Council asked that Administration contact the businesses that sell fireworks in Redcliff to explain the current interpretation of the fire code in relation to the sale of fireworks. The code requires that wholesalers acquire a permit from the Fire Chief to provide fireworks to retailers in the Town, retailers acquire a permit from the Fire Chief to store, display and sell fireworks and customers would require both a permit to purchase and a permit to discharge fireworks from the Fire Chief.

One of the business owners asked that given the restrictions of the fire code would Council consider changing section #53: "No person shall be permitted to sell fireworks within the Town." to read "Any wholesaler will require a written permit issued by the Fire Chief to provide fireworks to retailers within the Town. Any retailer will require a written permit issued by the Fire Chief to store, display and sell fireworks. Any retailer will verify a customer wanting to purchase fireworks in the Town has written permit for both the purchase and discharge of fireworks."

The business owner felt these proposed amendments would allow the Town of Redcliff to prevent the discharge of fireworks in the Town by not issuing permits to discharge, while allowing the business to continue to sell fireworks to customers that have acquired a permit from another jurisdiction. To allow Council to debate this suggestion the changes have been made in the attached draft. The bylaw is being presented only for 2<sup>nd</sup> reading, to provide an opportunity for further debate once Council has considered the propose changes.

**OPTIONS:**

1. Give the bylaw 2<sup>nd</sup> reading as presented.
2. Give the bylaw 2<sup>nd</sup> reading as amended.
3. Direct Administration to research further refinements to the bylaw.

**RECOMMENDATION:**

That Council considers Option #1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved second reading of bylaw #1757 Fire Services Bylaw as presented.
2. Councillor \_\_\_\_\_ moved second reading of bylaw #1757 Fire Services Bylaw as amended.
3. Councillor \_\_\_\_\_ moved to direct Administration to research further refinements to the bylaw.

SUBMITTED BY:

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

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

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

**BYLAW NO. 1757/2013  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

**A BY-LAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF A FIRE SERVICES DEPARTMENT.**

This Bylaw shall be known as the “Fire Services Bylaw”.

**WHEREAS**, the *Municipal Government Act* of Alberta and amendments thereto provides that the Council of a municipality may pass a bylaw for municipal purposes respecting the safety, health and welfare of the people and the protection of people and property.

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

**INTERPRETATION AND DEFINITIONS**

1. In this Bylaw, each of the following items shall, unless the context otherwise requires, have the meaning set out beside it.
  - a) “Apparatus” - means any vehicle provided with machinery, devices, equipment or materials for firefighting, as well as vehicles used to transport fire fighters or supplies.
  - b) “Bylaw Enforcement Officer” – means any Police Officer or Bylaw Enforcement Officer of the Town of Redcliff.
  - c) “Council” - means the Council of the Town of Redcliff.
  - d) “Dangerous Goods” – means any product, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the *Dangerous Goods Transportation and Handling Act*.
  - e) “Designate” – means a member of the Redcliff Fire Department delegated.
  - f) “Disaster” – a sudden calamitous event bringing great damage, loss or destruction.
  - g) “Emergency” – an unforeseen combination of circumstances or the resulting state that calls for immediate action.
  - h) “Equipment” - means any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.

- i) "False Alarm" – means any fire alarm that is set out needlessly, through wilful or accidental, human or mechanical error, and to which the Fire Department responds.
- j) "Fire Ban" – means a provincial ministerial order or an order by the Fire Chief or their designate that may at their discretion cancel any or all fire permits, prohibit the lighting or require the extinguishment of a fire.
- k) "Fire Chief" - means the staff member hired as the head of the Fire Department.
- l) "Fire Permit" – means a permit issued by the Fire Chief or designate or this Bylaw allowing for the setting of outdoor fires or structure fires or burning pit fires.
- m) "Fire Protection" - means all aspects of fire safety, including but not limited to fire prevention, firefighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising.
- n) "Fire Incident" - means a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger to life or property and to which the Fire Department has responded.
- o) "Member" - means any person that is a duly appointed member of the Fire Department.
- p) "Municipal Manager" – means the person appointed as the Chief Administrative Officer for the Town of Redcliff.
- q) "Outdoor Fire" – means any fire other than that defined as an Incinerator Fire, Structure Fire or Smudge Fire and shall include, but not be limited to, fires involving humus, wood, soil, farm produce, bush, grass, feed, straw or coal or any fire that has escaped or spread from a building, structure, machine, vehicle or incinerator. An Incinerator Fire or Smudge Fire without the required metal screen shall be deemed to be an Outdoor Fire. A structure shall be deemed an outdoor fire which is burned for the purpose of demolition or training.
- r) "Person" – means an individual and includes a firm, partnership, joint venture, proprietorship, corporate, association, society and any other legal entity.
- s) "Prohibited Debris" – means any flammable debris or waste material that when burned, may result in the release to the atmosphere of dense smoke, offensive odours or toxic air contaminants, pursuant to Alberta Regulation 110/93. List below:  
Manure, livestock or other animal carcasses; material that will result in the production of dense black smoke including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, household plastics, rubber materials or creosote wood; herbicides, pesticides or any other toxic material or substance.

- t) "Running Fire" – means a fire burning without being under the proper control of any person.
- u) "Town" - means the Town of Redcliff.

## **FIRE SERVICES**

2. The Council does hereby establish the Fire **Services** Department, for the purpose of:
  - a) Preventing and extinguishing fires,
  - b) Investigating the cause of fires,
  - c) Preserving life and property and protecting persons and property from injury or destruction by fire,
  - d) Providing specialized rescue services such as ice rescue and vehicle extrication.
  - e) Providing response to incidents involving dangerous goods to a first responder level,
  - f) Enforcing the provisions of the Alberta Fire Code,
  - g) Enforcing the provisions of the Safety Codes Act,
  - h) Carrying out preventable patrols, pre-fire planning and fire inspections,
  - i) Entering into agreements with other municipalities, agencies or persons for the joint use, control and management of apparatus and emergency equipment, subject to Council approval,
  - j) Purchasing and operating apparatus and equipment for fighting fires and preserving life and property.

## **FIRE CHIEF**

3. The Fire Department of the Town shall consist of a Fire Chief and such other officers and members as from time to time are necessary for command, control and administration of the Fire Department.
4. The Fire Chief shall be a paid half-time permanent employee of the Town of Redcliff.
5. Other Officers, as the Fire Chief deems necessary, may be appointed for the command, control and administration of the Fire Department after consultation with and approval of the

Municipal Manager and in accordance with the budgetary constraints and policies of the Town of Redcliff.

6. The Fire Chief shall appoint an officer of the Fire Department to act as Fire Chief on his behalf in his absence.
7. The limits of the jurisdiction of the Fire Chief and the officers and members of the Fire Department will extend to the area and boundaries of the Town of Redcliff, and no part of the fire apparatus shall be used beyond the limits of the municipality without the expressed authorization of a written contract or agreement providing for the supply of firefighting services outside the municipal boundaries, unless the Town is deemed to be in imminent danger and it is deemed appropriate to stop a fire or emergency before it reaches the Town.
8. The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction of the Municipal Manager to which he shall be responsible, and in particular, he shall be required to carry out all necessary Fire Protection services, including but not limited to activities such as:
  - Fire Prevention, Inspections and Investigation, and Pre-Fire Planning and Preventative Patrols in accordance with the Quality Management Plan approved by the Safety Codes Council
  - Fire Fighting and Suppression
  - Rescue Services
  - Other Emergency Incidents
  - Public Education and Information
  - Disaster Planning
  - Training and Other Staff Development
  - Preserving life and property and protecting persons and property from injury or destruction by fire.
  - Providing response to incidents involving dangerous goods to a first responder level and securing resources to control and mitigate the incident.
  - Enforcing the provisions of the Alberta Fire Code.
  - Enforcing the provisions of the Safety Codes Act and its Regulations.
9. The Fire Chief, subject to the direction of the Municipal Manager, shall establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department including:
  - Use, care and protection of Fire Department property including agreements with neighbouring municipalities.
  - The conduct and discipline of officers and members of the Fire Department.

- The filing of a monthly report of all other actions taken and response provided with the Municipal Manager who will in turn provide updates to Council through the monthly Municipal Manager Report.
  - Efficient operations of the Fire Department.
  - Standard operating guidelines.
  - Minimum training standards in accordance with recognized industry best practices/standards and Town policy and budget for reimbursement.
  - Adherence to Workplace Health and Safety regulations.
  - Recruitment, appointment, assignment of duties and responsibilities of fire department members.
10. The Fire Chief, or in his absence, the senior ranking member present, shall have control, direction and management of any Fire Department apparatus, equipment or manpower assigned to an incident and where a member is in charge, he shall continue to act under the mandate of this bylaw until relieved by an officer of higher rank, or if agreed to, will continue.
11. For the purposes of incidents of a medical nature, but not limited to them, the Fire Chief or member in charge shall ensure that only personnel properly trained in Emergency Medical Services shall perform said service, only to the scope of their training.
12. Officers and members of the Fire Department shall carry out duties and responsibilities assigned to the Fire Department by this Bylaw and/or assigned by the Municipal Manager. The Fire Chief shall report to the Municipal Manager on the operations of the Fire Department in the manner designated by the Municipal Manager and this Bylaw.
13. The Fire Chief or any other member in charge at an incident is hereby empowered to cause a building, structure or object to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or objects, or to make the area safe from abnormal types of remaining hazards.
14. The Fire Chief or any other member in charge at a fire incident is hereby empowered to enter the premises or property where the incident occurred and to cause any members, apparatus or equipment of the Fire Department to enter the premises or property as he deems necessary, in order to combat, control or deal with the fire incident.
15. The Fire Chief or any other member in charge at a fire incident is hereby empowered to establish boundaries or limits to the fire incident area and to keep persons from entering into the prescribed boundaries or limits unless authorized to enter by the Fire Chief or the member in charge of the incident.
16. The Fire Chief or any other member in charge at an incident is hereby empowered to call upon police officers to enforce restrictions on persons entering within the boundaries or limits of the incident.



17. The Fire Chief or any other member in charge at an incident is hereby empowered to enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over the building where he deems it necessary to gain access to the fire or to protect any persons or property.
18. The Fire Chief may obtain assistance and/or support from other officials or the municipality, as he deems necessary in order to discharge his duties and responsibilities under this Bylaw.

### **RESCUE AND EXTRICATION**

19. If, in the opinion of the Fire Chief, an accident occurs within the Town which requires specialized rescue or extraction equipment, the Fire Chief is authorized to summon whatever emergency agency services to that location that is equipped to deal with the situation.
20. For approved charges as described in Section 19, the Department will reimburse the responding agency and then proceed with action to obtain reimbursement from a third party or insurance company.
21. **A** Redcliff Fire Department Incident Report must be fully completed, describing all services provided and may be accompanied by a copy of an RCMP Accident Report before the Town will consider payment of an invoice for such services as described in Section 19.
22. When an accident occurs on a primary highway, Section 19 and 20 shall not apply and will be billed to the Province of Alberta.
23. In consultation with other emergency agencies, the Department will establish and maintain responses for rescue and extrication services.

### **FIRE PREVENTION**

24. The Fire Chief shall, subject to the direction of the Municipal Manager, establish a fire prevention program within the Town, including but not limited to:
  - a) Preventative inspections of properties or structures within the Town in accordance with the requirements of the Safety Codes Act; Quality Management Plan for the Town of Redcliff;
  - b) A review of designs, plans, specifications and processes to ensure conformance with the Safety Codes Act when required;
  - c) Preparation of pre-fire plans for high hazard occupancies;

- d) Dissemination of fire prevention information to the general public.

### **INVESTIGATIONS**

25. The Fire Chief or member in charge at an incident shall ensure that a Safety Codes Officer (Fire Discipline) investigates the cause, origin and circumstances of every fire within his jurisdiction in which property is damaged or destroyed or in which a person loses his life or suffers injury.
26. As soon as practicable after the completion of the investigation, the Fire Chief or his designate shall prepare and submit a Fire Report to the Fire Commissioner.
27. If the person investigating an incident as described in Section 25 has information that indicates the fire is or may be of incendiary origin or has resulted in the loss of life, the RCMP are to be advised immediately of the incident.
28. In accordance with the provisions of the Safety Codes Act, only a Safety Codes Officer (Fire Discipline) may with consent or warrant, remain on the property of the fire incident to be investigated on behalf of the Fire Department.

### **FIRE HYDRANTS**

29. No person, other than Members of the Fire Department or employees of the Town, shall affix any tool, hose or other device to any fire hydrant or fire hydrant valve unless given permission by the Fire Chief or Director of Public Services.
30. No person shall, without prior approval from the Fire Chief or Director of Public Services, paint any fire hydrant, or any portion thereof.

### **REQUIREMENT TO REPORT**

31. The Owner or his authorized agent of any property damaged by fire shall immediately report particulars of the fire to the Fire Chief or his representative.

### **SAFETY CODES OFFICERS (FIRE DISCIPLINE)**

32. The Town of Redcliff in accordance with its Quality Management Plan must provide for Safety Codes Officers (as an accredited municipality by the Safety Codes Council) who may be directly employed or provided by agencies.
33. The Safety Codes Officer under the Fire Discipline is entitled to all the powers and privileges identified in the Safety Codes Act and in conjunction with each Safety Codes Officer's Designation of Powers.

34. Unless of an extreme urgent nature, all Safety Codes Officers (Fire Discipline) shall advise the Fire Chief of any enforcement, inspection, or other activity they undertake pursuant to the Safety Codes Act.

### **FIRE PERMIT**

35. A Fire Permit is required for all outdoor fires occurring in the Town of Redcliff, excluding fires in an already approved fire pit that has a current Fire Permit.
36. Fire Permits shall be required under this Bylaw for the period of January 1 to December 31 each calendar year. Council from time to time by resolution may establish a fee for issuing a Fire Permit.
37. An application for a Fire Permit for an outdoor fire shall be made to a Fire Chief and the Fire Chief or designate may, at his absolute discretion, issue to the applicant a Fire Permit.
38. When issuing a Fire Permit, a Fire Chief or designate may issue the Fire Permit unconditionally or impose conditions considered appropriate.
39. Fire Permits are valid for such period of time as shall be determined and set by the Fire Chief or designate and the Fire Permit shall have endorsed thereon the period of time for which the said Permit is valid.
40. A Fire Chief or designate, may extend the period of time that a Fire Permit is valid provided the Fire Permit has not expired.
41. A Fire Chief or designate may, in his absolute discretion, suspend or cancel a Fire Permit at any time.
42. Each application for a Fire Permit must contain the following information:
- a) The name and address of the applicant,
  - b) The legal description of the land which the applicant proposes to set a fire,
  - c) The type, and description of materials which the applicant proposes to burn,
  - d) The period of time for which the Fire Permit is valid,
  - e) The precautions, if any, that will be taken by the applicant to ensure that the proposed fire remains under control,
  - f) The signature of the applicant,
  - g) The signature of the Fire Chief or designate issuing the Fire Permit.
43. A Fire Permit shall not be transferable.

44. A Fire Permit is not required for each fire utilized for heating, cooking and recreational purposes within the confines of a fire pit in accordance with Section 47.
45. A Fire Permit is not required for each fires set by the Fire Department for the purpose of training its members.

### **FIRE PITS**

46. Where an emergency or potential emergency exists or due to hazardous weather conditions, the Fire Chief or his designate shall be empowered to suspend all Outdoor Fires, or any outdoor fire lit for cooking or warming purposes within all of a portion or portions of the Town for such a period of time and on such conditions as may be determined by the Fire Chief or his designate.
47. An acceptable Fire Pit as required under this Bylaw shall mean an outdoor receptacle that meets the following specifications:
- a) a minimum of 3 metres clearance measured from the nearest fire pit edge from buildings, property lines and combustible materials, or as approved by the Fire Chief must be maintained;
  - b) the fire pit is not to be placed or constructed over a gas line or under an electrical line;
  - c) the fire pit opening shall not exceed one (1) metre in width or in diameter;
  - d) the fire pit height shall not exceed 0.6 metres when measured from the surrounding grade to the top of the pit opening;
  - e) it is constructed of bricks or concrete blocks, or heavy gauge metal or other suitable non-combustible components;
  - f) it has a spark arrestor mesh screen of 7 millimeters (.25 inches) expanded metal (or equivalent) to contain sparks over the fire at all times;
  - g) they be supervised at all times by a responsible adult person until such time that the fire has been extinguished. A fire shall be deemed to include hot ashes and smoldering embers resulting from the fire;
  - h) only wood, charcoal briquettes, propane or natural gas fuels are used; and
  - i) flame height does not exceed 90 cm (3.28) feet above the fire pit.

**FIREWORKS**

49. Subject to the exceptions in this bylaw, no person shall discharge any fireworks within the corporate limits of the Town.
50. The Fire Chief may, upon written application, permit qualified personnel to ignite fireworks and conduct firework displays. The Fire Chief may impose conditions and restrictions on their use and display as may be appropriate. Such conditions and restrictions might address:
- a) hours of the day, days of the week
  - b) length of the display
  - c) height of the display and type of fireworks used
  - d) geographic location requirements for notification of affected residents
  - e) safety
51. Prior to permission granted in Section 50 the applicant will be required to provide to the Town a copy of liability insurance in an amount not less than two million (\$2,000,000) dollars and which shows the Town as an additional named insured.
52. All fireworks shall be stored, used and ignited in accordance with provisions of the *Explosives Act (Canada)* and *Fire Code Regulation A.R. 52/98* and their regulations and in accordance with those conditions determined solely by the Town.
- ~~53. No person shall be permitted to sell fireworks within the Town. Any wholesaler will require a written permit issued by the Fire Chief to provide fireworks to retailers within the Town.~~
54. Any retailer will require a written permit issued by the Fire Chief to store, display and sell fireworks.
55. Any retailer will verify a customer wanting to purchase fireworks in the Town has written permit for both the purchase and discharge of fireworks.

**RECOVERY OF COSTS**

56. Where the Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire incident, emergency incident or motor vehicle collision, motor vehicle extrication incident including any action taken by the Department on a false alarm or for the purpose of preserving life or property from injury or destruction by fire or other incident, in respect of any costs incurred by the Department in taking such action charge

any costs so incurred by the Department to the person who caused the fire, emergency incident or motor vehicle collision, or the owner or occupant of the land or motor vehicle in respect of which the action was taken.

57. In respect of the cost or fee described in Section 54:

- a) The Town may recover such cost or fee as debt due and owing to the Town; or
- b) In the case of action taken by the Department in respect of land within the Town, where the cost or fee is not paid upon demand by the Town, then in default of payment, such cost or fee may be charged against the land as taxes due and owing in respect of that land.

58. The costs and fees to be charged by the Department for services rendered pursuant to this Bylaw shall be established in the Rates, Fees, and Charges Bylaw.

59. In the event that the owner or occupant of any land within the Town shall feel aggrieved by any action taken by the Fire Chief to Section 54, such owner or occupant shall have a period of thirty (30) days from the date of mailing of notice of the action taken by the Fire Chief to appeal to Council the action taken by the Fire Chief. Any person or corporation assessed with the above mentioned fee may appeal to the Council to waive, consider or vary such fee as Council sees fit.

60. In respect of land within the Town, in the event that the amount levied by the Fire Chief shall not be paid within sixty (60) days after the mailing of a notice by the Fire Chief pursuant to Section 54 or in the event of an appeal, within sixty (60) days of the date of mailing of the decision of Council on the appeal, the amount levied and unpaid shall be charged against the land upon which the fire was started as taxes due and owing in respect of that land.

## **FIRE ALARMS**

61. The Department will respond to fire alarms within the Town.

62. It is recognized that fire alarm systems are subject to fault and may produce false alarms for a variety of reasons including electrical interruption, weather conditions, internal faults or system component failures.

63. Fees for response to a false alarm are established in the False Alarm Bylaw.

## **OFFENCES**

64. No person shall light an Outdoor Fire unless they are the holder of a subsisting Fire Permit if required under this Bylaw.

65. No person shall allow an Outdoor Fire to be lit upon land that is owned or occupied by him or under his control except when such fire is permitted pursuant to this Bylaw.
66. When a fire is lit under the circumstances described in Section 62, the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:
- a) extinguish the fire immediately; or
  - b) where he is unable to extinguish the fire immediately, report the fire to the Fire Department; and
  - c) be liable to prosecution under conviction and/or costs incurred by the Town of Redcliff to respond, suppress and extinguish the fire.
67. No person shall, either directly or indirectly, personally or through an agent, servant or employee ignite a fire and let it become a Running Fire on any land not his own property or allow a Running Fire to pass from his own property to the property of another.
68. No person shall light an Outdoor Fire, without first taking sufficient precaution to ensure that the fire can be kept under control at all times.
69. No person shall place "prohibited debris" within a fire.
70. No person shall light an Outdoor Fire, barbecue/fire pit, or portable appliance not fuelled by propane or natural gas, during a municipal or provincial fire ban.
71. No person shall light an Outdoor Fire, or a fire pit fire during a municipal or provincial fire ban and let it become a Running Fire on any land not his own property, or allow a Running Fire to pass from his own property to the property of another.
72. No person shall in any way, impede, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge at an incident.
73. No person shall disclose false information when applying for a fire permit.
74. No person shall allow any fire to give off a dense smoke or offensive odour in a manner which creates a risk to public safety.
75. No person shall falsely represent themselves as Fire Department members or wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

76. No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for firefighting purposes or any connection provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
77. No person shall damage or destroy Fire Department apparatus or equipment at an incident or drive a vehicle over any equipment, including fire hose, at an incident without permission of the Fire Chief or the member in charge.
78. All house numbers shall be clearly visible from the street for the purpose of assisting responders to attend the correct location in a timely manner.

### **PENALTIES**

79. Any person who contravenes any provision of this Bylaw is guilty of an offence and may be issued a Violation Ticket by a Bylaw Enforcement Officer under Part Two (2) of the Provincial Offences Procedure Act and is liable to pay a fine of \$250.00.
80. Under no circumstances shall any Person contravening any provision of this Bylaw be subject to the penalty of imprisonment.
81. Notwithstanding Section 77 of this Bylaw, any person who commits a subsequent offence under this Bylaw within one (1) year of committing the first offence may be issued a Violation Ticket and is liable to pay a fine of \$500.00.
82. Where a contravention of this Bylaw is of a continuing nature, further Violation Tickets may be issued provided however, that no more than one Violation Ticket shall be issued for each day that the contravention continues.
83. Every person who fails to make voluntary payment of the Specified Penalty Option and is found guilty of an offence under Part Two (2) of the Provincial Offences Procedure Act may be liable to a fine of not more than \$2000.00.

### **VIOLATION TICKETS**

84. A Bylaw Enforcement Officer is hereby authorized and empowered to issue a violation ticket to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
85. A violation ticket may be issued to such person:
- a) either personally;
  - b) by mailing a copy to such person at his last known post office address, or



- c) if upon a corporation, by serving the municipal tag by mailing a copy by registered mail, or serving a person who is the agent, representative, or a person in charge of the Designated Public Place.

86. The violation ticket shall be in a form approved by the Municipal Manager and shall state:

- a) the name of the person;
- b) the offence;
- c) the municipal or legal description of the land on or near where the offence took place;
- d) the appropriate penalty for the offence as specified in this bylaw;
- e) that the penalty shall be paid within 30 days of the issuance of the violation ticket; and;
- f) any other information as may be required.

87. Nothing in this bylaw shall prevent a Bylaw Enforcement Officer from immediately issuing a violation ticket.

### **GENERAL**

88. If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw shall be deemed to be separate and independent there from and to be enacted as such.

### **LIABILITY**

89. The Fire Chief or any officer or member of the Fire Department charged with the enforcement of this Bylaw, acting in good faith and without malice for the municipality in the discharge of his duties, shall not hereby render himself liable personally and he is hereby relieved from all personal liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of these duties. Any suit brought against the Fire Chief, any official or member of the Fire Department because of such act or omission performed by him in the enforcement of any provision of this Bylaw, shall be defended by the Town until final determination of the proceedings.

90. Any person violating any provision of this bylaw or who suffers or permits any act or thing to be done in contravention of this bylaw, or who fails to do anything required by this bylaw is subject to the enforcement provisions listed in this Bylaw.

**REPEAL**

91. Bylaw No. 803, Bylaw No. 1375/2003, and Bylaw No. 1347/2003 are repealed with the coming into force of this Bylaw.

Read a first time in Council this \_\_\_\_ day of \_\_\_\_\_, 2013.

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

Read a third and final time in Council this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 28, 2013

**PROPOSED BY:** Robert Osmond, Acting Municipal Manager

**TOPIC:** Municipal Manager Hiring Strategy

**PROPOSAL:** To consider the procedure to be used to hire a new Municipal Manager

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**BACKGROUND:**

Advertising for the position of Municipal Manager was concluded on Friday October 25<sup>th</sup>, and was mainly conducted online. In accordance with the resolution of Council October 15<sup>th</sup> I have contacted Lorne Niven and engaged his services in the recruitment of the Municipal Manager. I met with Lorne to discuss his process and there are a number of questions that now require the further input from Council.

Lorne and I discussed the possibility of having Council participate in the hiring process as a group rather than choosing a hiring committee of just a couple of representatives. The model discussed would have Lorne shortlist 4 or 5 candidates. Then the interviews could be conducted by Lorne with all of Council present to observe and evaluate the applicants. Lorne would then prepare a recommendation that Council could consider having been present for the interviews and having met the candidates.

The concept being that having met the candidates, heard the interviews all councillors would be able to provide a more informed decision in selecting the new Municipal Manager. Lorne suggested that the interviewing could be completed in two evening sessions November 7<sup>th</sup> and 8<sup>th</sup> beginning around three or four o'clock.

**OPTIONS:**

1. Council participate as a whole in the interview process as outlined.
2. Council appoint a hiring committee to participate in interviews

**RECOMMENDATION:**

That Council considers Option #1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the entire Council participate in the interview process for the Municipal Manager position. Further that interviews be scheduled for the afternoons of November 7<sup>th</sup> & 8<sup>th</sup>.
2. Councillor \_\_\_\_\_ moved that Mayor Reimer, Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ be appointed to a hiring committee for the Municipal Manager.

SUBMITTED BY:

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

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

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 28, 2013

**PROPOSED BY:** Robert Osmond, Acting Municipal Manager

**TOPIC:** Schedule Items for Council

**PROPOSAL:** To set the schedule for a number of meetings & events

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**BACKGROUND:**

There are a number of sessions, events and meetings that Council will need to establish dates for over the next several months. Some of the items on the list are included for information as the times and dates are already fixed.

**1. Council Orientation**

The orientation should be held as quickly following the election as possible to ensure that the information is timely. The session will take 4 to 5 hours and I would recommend that it be complete in an evening session, beginning at 5:00 with a meal provided.

**2. Facility & Projects Tour**

This tour could be completed as the second part of full day (Saturday) with the Council orientation or as a separate event. The session will take 4 to 5 hours.

**3. Redcliff Town Hall Meeting**

This public engagement event was identified in the strategic direction as opportunity to further develop Council's relationship with the community. Given other commitments it may be prudent to delay this event until 2014.

**4. Strategic Planning Session**

Strategic planning and establishing the vision for our community should be reviewed with the start of the new term of Council. This activity should be led by a planning professional and could be funded with grants. I recommend this item be referred to the 2014 budget discussions.

**5. RV Bylaw Public Meeting**

Council has previously identified a need for a public consultation meeting for the proposed RV bylaw. There was a concern that delaying this meeting too late could jeopardize Council's ability to get the bylaw in place for the 2014 camping season.

**6. Inter-Municipal Co-operation Evening**

This social event was identified in the strategic direction as a dinner event to foster the relationships with our partner municipalities. Given other commitments it may be prudent to delay this event until 2014.

**7. AMA Roles & Responsibilities Session**

This session is part of the commitments made following the municipal inspection. This session could be delayed until 2013 if all councillors are able to attend the George Cuff Governance Session. Municipal Affairs would like to set the date for November 28 from 4:30 to 10:30. Alternative dates could be December 11<sup>th</sup>, 12<sup>th</sup> or 13<sup>th</sup>.

**8. FOIP Training Session (To be determined)**

This session is part of the commitments made following the municipal inspection. I have contact Service Alberta for possible dates and hope to be able to bring them to the table this evening.

**9. Economic Outlook Summit (Oct 30 9:00 to 5:00)**

A table of eight seats is purchased for this event. Once Councillors identify their availability for this session Administration could investigate options for any unused seats.

**10. Council Public Budget Review (Sat Nov 16 & Mon Nov 18 8:30am to 5:00pm)**

These two days are the detail review of the entire 2014 budget. The review includes salary plan, capital projects, utility rates, development and department budgets.

**11. AUMA Convention (Pre-Conference Nov 19-20, Conference Nov 20-22)**

The AUMA convention is to be held in Calgary this year. Additional information will be provided shortly.

**12. George Cuff Governance Session (Monday Nov 25)**

This session is being provided as a joint session with the City of Medicine Hat and Cypress County. If all Councillors are able to attend this session it will satisfy the Municipal inspection requirement. In the event that everyone is not able to attend the Roles & Responsibilities session must be completed prior to the end of the year or an application for extension will need to be sent to the Minister of Municipal Affairs.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to schedule:

Item	Dates	Times
Council Orientation	_____	_____
Facility & Projects Tour	_____	_____
Redcliff Town Hall Meeting	_____	_____
Strategic Planning Session	_____	_____
RV Bylaw Public Meeting	_____	_____

Inter-Municipal Co-operation Evening

\_\_\_\_\_

AMA Roles & Responsibilities

\_\_\_\_\_

FOIP Training Session (TBD)

\_\_\_\_\_

SUBMITTED BY:

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

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

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** October 28, 2013

**PROPOSED BY:** Robert Osmond, Acting Municipal Manager

**TOPIC:** Policy #55 – Personnel & Hiring

**PROPOSAL:** To consider approval of a revised Personnel & Hiring policy

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**BACKGROUND:**

As part of the municipal inspection the Minister of Municipal Affairs directed the Town of Redcliff to review policy and practice in respect to the roles and responsibilities of Council and the Chief Administrative Officer. The proposed changes to this policy are a direct result of that process.

The policy now suggests the process by which the Council will hire a Municipal Manager and other policy statements that set the direction and tone of hiring and other personnel issue in the organization. Many of the items removed from this policy are or will be addressed in procedures set by the Administration through the Municipal Manager.

**OPTIONS:**

1. Approve the policy as presented.
2. Approve the policy with further amendment amended.

**RECOMMENDATION:**

That Council considers Option #1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to approve policy #55 Personnel – Hiring as presented.
2. Councillor \_\_\_\_\_ moved to approve policy #55 Personnel – Hiring as amended.

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

  
Acting Municipal Manager

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



Approved by Council –

**PERSONNEL - HIRING****BACKGROUND:**

~~The Town of Redcliff hires new employees to fill vacancies and newly created jobs; under the Municipal Government Act, RSA 1994, Chapter M-26.1, Section 201 (1 a) the duty of Council is described as developing and evaluating the policies and programs of the municipality, and according to Section 201 (2) must not exercise a power to perform a duty that is by this or another enactment or Bylaw specifically assigned to the Chief Administrative Officer or a Designated Officer.~~

The purpose of this policy will be to establish the process whereby Council would select a Municipal Manager to fulfill the role of Chief Administrative Officer (CAO). Further this policy will clearly communicate the Town of Redcliff's policy on certain personnel items such as hiring, the pursuit of further education and professional development and the provision of retirement benefits.

**POLICY:**

~~1. HIRING FOR POSITIONS OTHER THAN THE MUNICIPAL MANAGER SENIOR MANAGEMENT POSITIONS~~

~~Municipal Manager shall have the authority to independently interview and hire all employees, other than Senior Management positions for the Town of Redcliff.~~

~~Municipal Manager may designate authority to interview and hire employees to Department Managers or Designated Officers of the Town of Redcliff.~~

~~A closing date will be designated in all advertisements and internal bulletins, such date to be decided upon by the individual responsible to hire an employee.~~

~~If a suitable candidate is not found from the applicants, the individual responsible for hiring position will advise the Municipal Manager of the situation and may recommend position modifications (including a review of the salary) or re-advertise.~~

~~The Municipal Manager will inform Council in their monthly report of the appointment of a successful candidate to a position with the Town of Redcliff. Following determination of the successful candidate, the officer responsible for hiring of the position will be responsible for advising all applicants that the position has been filled, and advising Council of the name of the successful applicant.~~

The individual responsible for hiring of a position shall consider the following topics when selecting suitable employees:

a) To promote from within, therefore all vacancies for positions shall be

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~~bulletined internally in all Town of Redcliff Departments and advertised externally at the same time. Positions that are within scope of the collective bargaining agreement will follow the procedure detailed in the collective bargaining agreement~~

~~b) Advertising and placing of internal bulletins.~~

~~c) Section 2 (e) of this Policy, "Relations in Town Service" shall be considered when making selections.~~

## ~~2. HIRING OF SENIOR MANAGEMENT~~

### ~~a) PERSONNEL SELECTION COMMITTEE~~

~~The purpose of the personnel selection committee is for the selection and hiring of Senior Management positions for the Town of Redcliff. Membership on this Committee will be comprised as follows:~~

~~Chairman: Municipal Manager~~

~~Members: Two Councillors appointed by Council.~~

~~The Councillors shall normally be appointed by Council at the organizational meeting, but Council may at anytime modify the committee makeup, by motion.~~

~~This Committee shall be responsible to interview all applicants for Senior Management positions that come available and recommend the appointment of the successful applicant be approved by Council.~~

~~The Municipal Manager will be responsible for supplying copies of all applications received to the members of the Personnel Selection Committee as soon as the closing date is reached. The members of the Personnel Selection Committee will review the applications individually and then meet as a Committee to draw up a short list. The timing of the Committee meeting to be at the discretion of the Chairman.~~

~~The Municipal Manager will be responsible for the administrative/record keeping functions of the Committee.~~

~~If a suitable candidate is not found from the applicants, the Personnel Selection Committee may recommend to Council that a review of the salary range assigned to the position or re-advertise. The Personnel Selection Committee would normally be assigned with this responsibility. However, the responsibility to do the re-evaluation and final approval of any recommendation would be ultimately at the pleasure of Council.~~

~~Following selection of the successful candidate, the Municipal Manager will be responsible for advising all applicants that the position has been filled.~~

### ~~b) SELECTION~~

~~Final selection of suitable employees will remain the prerogative of the Council~~

~~The Committee may request suitable applicants be submitted by Canada Manpower, and may also recommend to Council that a professional consulting firm be engaged for a search for candidates and/or for assistance in the selection process.~~

**3. SELECTION OF A MUNICIPAL MANAGER**

The selection of a Municipal Manager to fulfill the role of Chief Administrative Officer (CAO) is assigned to Council in the MGA. Council will determine the process for hiring the Municipal Manager using this procedure or establish a modified procedure by resolution when required.

The purpose of proceeding To proceed to the stage of the recommendation for of an individual to fill the position of Municipal Manager, ~~a committee~~ a committee authorized to advertise for, interview and- select an individual to be recommended to Council for the position of Municipal Manager, shall be established as follows:

Chairman: Mayor

Members: Two Councillors appointed by motion of Council.

If a suitable candidate is not found from the applicants, the Committee may recommend to Council, a review of the salary range assigned to the position or re-advertise.

Following selection of the successful candidate, ~~the Committee will be responsible for advising~~ Administration will be responsible to advise any unsuccessful applicants that the position has been filled.

The Committee may request, or Council may initially direct that a professional consulting firm be engaged for a search for candidates and/or for assistance in the selection process.

**HIRING FOR POSITIONS OTHER THAN THE MUNICIPAL MANAGER**

Municipal Manager shall have the authority to independently interview and hire all employees.

Municipal Manager may designate authority to interview and hire employees to Department Managers of the Town of Redcliff.

The Municipal Manager will inform Council in their monthly report of the appointment of a successful candidate to a position with the Town of Redcliff.

**4. RELATIVES IN TOWN SERVICE**

Relatives shall not be allowed to work in the same department. ~~Where special circumstances dictate, exception may be made only upon approval of Council.~~

~~Unless by direct authorization of Council, no~~ No employee shall be hired to work in any department where ~~he/she/they~~ he/she/they may be under the authority or supervision (direct or indirect) of ~~another a~~ another a related employee.

The Municipal Manager will be granted the sole and unrestricted final decision where exceptional circumstances may merit any exception to the above restrictions.

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For the purposes of this policy the definition of "relative" ~~may be left to the discretion of the Department Head, but the~~ includes the following ~~must be regarded~~ as relatives - spouse, child, parent, brother, sister, niece, nephew, aunt, uncle, grandparents, grandchildren, first cousin, parent of spouse. The Municipal Manager is granted discretion to determine the inclusion in this definition any other relations not listed.

~~For the purposes of this policy the following shall be considered as "Departments":~~

a) ~~Public Services~~

~~includes Water, Sewer, Garbage, Transportation, Parks, Recreation Facilities and Programs, Cemetery.~~

b) ~~Administration~~

~~includes Town Hall, Bylaw, Community Services, Building Inspection, Development and Planning, and Engineering.~~

c) ~~Fire~~

~~This policy shall not be retroactive. That is to say, that permanent employees who are related to each other and working in the same Department at of Nov. 28, 1994, will not be affected.~~

**5. EMPLOYMENT REGULATIONS AND RESTRICTIONS****a) Moonlighting**

No Town employee shall work as an independent contractor or sub-contractor, or otherwise perform services or work for the Town of Redcliff which he/she might otherwise undertake in the normal course of events as an employee of the Town ~~unless authorized by Town Council.~~

**Formatted:** Font: Bold, Italic**b) Personal use of Town Equipment**

Under no circumstances will Town equipment be removed from Town premises to be used for personal use. Town employees shall not be allowed to bring personal property on to Town premises with the intent of using Town equipment to repair or work on such personal property.

**Formatted:** Font: Bold, Italic**c) Use of Town Vehicles**

~~The following guidelines govern the use of Town owned vehicles provided for employees to facilitate the performance of their duties during and after their regular working hours.~~

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~~Town owned vehicles are to be used only on Town business, except for those assigned to employees who assume standby duties requiring them to immediately respond to a call out.~~

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~~Standby employees are not expected to remain at home while on call, however, they are required to maintain continual contact with their respective control centers.~~

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~~All other employees who have permission to drive the vehicles assigned to them to and from work are expected to travel directly to their residence. Also unless authorized the only passengers they are permitted to carry are Town employees or persons dealing in Town related activities.~~

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~~The unauthorized use of Town vehicles will result in severe disciplinary measures.~~

**Formatted:** Indent: Left: 0.5", Hanging: 0.5", Tab stops: -1", Left**Formatted:** Indent: Hanging: 0.5", Tab stops: -1", Left**d) Use of Town Equipment and Vehicles for Special Projects**

~~The Municipal Manager or his designate may authorize the use of Town vehicles and equipment for special projects. This project shall be a community service projects (such as Lions Club Playground construction of Golf Club Tree planting). The equipment shall not be provided to businesses, clubs or outside operators for any project that is not municipal related. The project must take place outside of normal operating hours of the Town of Redcliff.~~

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~~Equipment must be operated by a qualified Town employee or a Town employee must be in attendance at the project, and then the equipment must be operated by qualified personnel.~~

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e) ~~Leave of Absence~~

~~Requests for Leave of Absence from any employee shall be made to the appropriate Director. The Director shall have authority to approve leave of absence up to two (2) weeks. If approval is not granted by the Director, the employee may appeal to the Municipal Manager. Leaves of absence in excess of three (3) weeks shall be considered jointly by the Director and the Municipal Manager.~~

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**6. ~~EDUCATION~~**

a) ~~General Policy~~

~~The Town recognizes the necessity benefit for of maintaining effective training and development programs for employees at all levels in the organization. Council will support the Municipal Manager and Each Directors is responsible for their ensuring the inclusion of sufficient funds in his Bthe annual budget to ensure that suitable programs are provided for the all employees within his Department.~~

~~Effective programs will provide employees with an opportunity of obtaining additional training and education in order to increase their competence in present jobs and to prepare for future planned advancement in the Town service.~~

~~In realizing the importance of human resource development, Directors shall place considerable emphasis in assessing their personnel on the provision of training programs which will meet the needs of the Department in maintaining an effective work force and a high level of productivity.~~

~~The Town also recognizes that the responsibility for Staff Development and Training carries mutual obligations for both the employer and the employee.~~

~~This policy is not intended to include the apprenticeship training programs that the Town may be operating under.~~

b) ~~Responsibility Departmental Directors~~

~~Departmental Directors are responsible for ensuring that employees are provided with the opportunity to enhance and upgrade their skills for the purpose of maximizing their contribution to the Town of Redcliff in achieving optimum levels of productivity.~~

~~The nature of the work performed by employees of various Departments is such that a highly specialized and continuous program is often required in order to maintain necessary skill levels. In such cases, each Department should operate its own in-service training program with the assistance and co-operation of Administration.~~



**c) — Employees**

~~Employees are personally responsible for taking advantage of development opportunities and for increasing their effectiveness in their present positions, as well as preparing for future advancement.~~

~~In some cases, an employee's commitment may involve up grading skills at personal expense, either to qualify for a more senior position or to participate in more advanced Civic sponsored training programs.~~

**d) — Management Development —**

~~In addition to the training required to develop specific skills, the Town of Redcliff recognizes the need for career development and manpower planning programs premised on the practical applications of proper management techniques, and for research into behavioural science and other disciplines, with the objective of facilitating the growth and development of management personnel.~~

~~The objective of all management development programs is to provide existing and potential supervisors with opportunities to enhance their managerial skills in order to maximize their overall effectiveness within the organization.~~

**e) — Definitions****Conference or convention:**

~~A "conference" usually includes speeches, addresses and an exchange of ideas and information which requires the registrants to actively participate and/or contribute their expertise on a work related topic. The "workshop" concept applies here also, where participants learn together and promote one another understanding. The generation of new ideas and concepts or approaches is an expected result. The essence of the conference is participation and it is presumed the employee has made a contribution to exchange of ideas in his field. There is usually no examination but an employee may be asked to address the conference or a group thereof on a specific issue. Most conferences are sponsored in block periods, e.g. three or four days, by professions or associations of which the registrant is a member.~~

**Course**

~~A "course" is instruction or transmittal of knowledge from instructor to registrant. It may involve question and answer periods but the emphasis is on the learning situation. There may be an examination at the conclusion or certificate of attendance may be forwarded upon successful completion.~~

**Seminar, workshop etc.**

~~These terms are used interchangeably by sponsors of these gatherings. "Seminars" and "Workshops" are usually held in block periods: e.g. one or two days.~~

**Education Leave**

~~"Education Leave" refers to authorized leave from work on a part time or full time basis for the purpose of taking advanced or supplementary professional, technical or specialized skill training, or generally to expand the scope and knowledge of an employee in a particular areas.~~

#### **In-service training**

~~Training programs and courses conducted by Civic instructors or outside resource personnel, specifically designed for Town employees.~~

#### **Out of Service Training**

~~Attendance at evening or day courses conducted by local educational institutions and correspondence courses.~~

#### **On the job training**

~~All activities related to the training of employees for specific positions while engaged in the performance of the job, e.g., through job rotation, relieving in a senior position, coaching by supervision, etc.~~

#### **f) Training and Development**

~~The routine for taking a course shall be as follows:~~

~~Employee shall provide in writing to his supervisor a request to take a course including the cost, location and time of the course. Whenever possible this shall be provided to the supervisor so it may be included in the departmental budget. The course is related directly to the employee's present or planned future work, and not available as in servicing training.~~

~~Employees who are undertaking academic upgrading or credit courses who are required to write examinations at the same time as regular school students will be allowed time off work with pay for the period of time required to write the examination.~~

#### **g) Bylaw Enforcement Training**

~~The Town shall provide proper Bylaw Enforcement training at an early stage in the career of a new employee directly involved in bylaw enforcement, in order to have proper enforcement and public relations skills introduced at an early stage.~~

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#### **h) Financial Assistance**

~~Financial assistance to employees in meeting or defraying course, conference or seminar costs is desirable under certain circumstances. Employees must recognize their obligation to their employer and to themselves and expect to assume some or all of the costs of their own development. Applications for assistance will be considered in accordance with the following:~~

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~~Where applications are approved for a course of training that the Town required, all legitimate course expenses including tuition fees, travel and living expenses, books, student fees, etc., and full salary will be paid by the Town.~~

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~~Where the employee wishes to take a course or training which is unrelated to his work, such will not be subsidized, and leave of absence with pay will not be granted.~~

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~~Length of service will not be considered in determining the amount of assistance. Training should be considered as one means of staff development and should not be construed as a fringe benefit based on seniority.~~

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~~Any money received by the employee from any other source which is intended to defer training costs shall be assigned to, or turned over to, the Town of Redcliff.~~

~~Normally, employees of mature years may be considered for educational leave only where the length of the return to work commitment to retirement would be sufficient, taking into account the foregoing paragraph, to provide a proper return on the employee's and the Town's investment.~~

~~An employee requesting extended leave for educational purposes shall request this leave from his department head who will consult with Municipal Manager. The Municipal Manager will prepare a recommendation to Council concerning the request including tuition costs, travel expenses, payroll concerns. These will be handled on an individual request basis.~~

~~i) — Length of Service Required Prior to Authorization of Attendance~~

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~~In all cases, the program should be considered on the basis of benefit of the Departmental operation as well as to the employee. As a general rule, the town does not encourage expenditures for the development of probationary or casual personnel. It is a departmental responsibility to evaluate the cost of the development program, the service of the employee and the benefit the Department may expect in return.~~

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~~j) — Age Limits~~

~~Age limits should be within reason, taking departmental requirements into consideration. Primary emphasis should be given to ensuring that length of service available to the department upon completion is sufficient to allow full utilization of the benefits of the training and the contribution of the employee to the service.~~

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**7. — OTHER****a) — Employees Personal Appearance**

~~It is the policy of the Town of Redcliff to encourage employees to strive for the best in appropriate dress, grooming and personal hygiene. For this reason management will discourage personal practises or preferences that adversely affect the image of the municipality.~~

~~Employees through the course of their work day should be suitably dressed for the work they are doing and pay strict attention to their grooming and personal hygiene.~~

~~If an employee is not conforming to appropriate dress, good grooming and personal hygiene, the individual will be so advised and be required to correct the situation as directed.~~

~~This policy is established solely on the basis that all employees are considered responsible for projecting only the best image of the municipality.~~

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**b) Life Insurance - Retired Employees**

By Council resolution passed on November 15, 1989, all retiring Town Employees are eligible to participate in continued Life Insurance Coverage through the AUMA program "**Plan 1**" as follows:

On retirement or age 65 - 80% of pre-retirement coverage  
Whichever comes first

1st anniversary of Retirement or at age 66 - 60% of pre-retirement coverage  
Whichever comes first

2nd anniversary date or at age 67 - 40% of pre-retirement coverage  
Whichever comes first

3rd anniversary date or at age 68 - 20% of pre-retirement coverage  
Whichever comes first

4th anniversary date or at age 69 and thereafter 10% of pre-retirement coverage

The cost to the individual will be the rate as established from time to time by the benefit provider.

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Approved by Council –

## **PERSONNEL - HIRING**

### **BACKGROUND:**

The purpose of this policy will be to establish the process whereby Council would select a Municipal Manager to fulfill the role of Chief Administrative Officer (CAO). Further this policy will clearly communicate the Town of Redcliff's policy on certain personnel items such as hiring, the pursuit of further education and professional development and the provision of retirement benefits.

### **POLICY:**

#### **SELECTION OF A MUNICIPAL MANAGER**

The selection of a Municipal Manager to fulfill the role of Chief Administrative Officer (CAO) is assigned to Council in the MGA. Council will determine the process for hiring the Municipal Manager using this procedure or establish a modified procedure by resolution when required.

To proceed to the stage of the recommendation of an individual to fill the position of Municipal Manager, a committee authorized to advertise for, interview and select an individual to be recommended to Council for the position of Municipal Manager, shall be established as follows:

Chairman: Mayor

Members: Two Councillors appointed by motion of Council.

If a suitable candidate is not found from the applicants, the Committee may recommend to Council, a review of the salary range assigned to the position or re-advertise.

Following selection of the successful candidate, Administration will be responsible to advise any unsuccessful applicants that the position has been filled.

The Committee may request, or Council may initially direct that a professional consulting firm be engaged for a search for candidates and/or for assistance in the selection process.

#### **HIRING FOR POSITIONS OTHER THAN THE MUNICIPAL MANAGER**

Municipal Manager shall have the authority to independently interview and hire all employees.

Municipal Manager may designate authority to interview and hire employees to Department Managers of the Town of Redcliff.

The Municipal Manager will inform Council in their monthly report of the appointment of a successful candidate to a position with the Town of Redcliff.

## **RELATIVES IN TOWN SERVICE**

Relatives shall not be allowed to work in the same department..

No employee shall be hired to work in any department where they may be under the authority or supervision (direct or indirect) of a related employee.

The Municipal Manager will be granted the sole and unrestricted final decision where exceptional circumstances may merit any exception to the above restrictions.

For the purposes of this policy the definition of "relative" includes the following as relatives - spouse, child, parent, brother, sister, niece, nephew, aunt, uncle, grandparent, grandchild, first cousin, parent of spouse. The Municipal Manager is granted discretion to determine the inclusion in this definition any other relations not listed.

## **EMPLOYMENT REGULATIONS AND RESTRICTIONS**

### ***Moonlighting***

No Town employee shall work as an independent contractor or sub-contractor, or otherwise perform services or work for the Town of Redcliff which he/she might otherwise undertake in the normal course of events as an employee of the Town.

### ***Personal use of Town Equipment***

Under no circumstances will Town equipment be removed from Town premises to be used for personal use. Town employees shall not be allowed to bring personal property on to Town premises with the intent of using Town equipment to repair or work on such personal property.

## **EDUCATION**

The Town recognizes the benefit of maintaining effective training and development programs for employees at all levels in the organization. Council will support the Municipal Manager and Directors in ensuring the inclusion of sufficient funds in the annual budget to ensure that suitable programs are provided for all employees.

Employees who are undertaking academic upgrading or credit courses will be allowed time off work with pay for the period of time required to write the examination.

By Council resolution passed on November 15, 1989, all retiring Town Employees are eligible to participate in continued Life Insurance Coverage through the AUMA program "**Plan 1**" as follows:

4th anniversary date or at age 69 and thereafter	10% of pre-retirement coverage
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October 15, 2013

B1310050

**To all Alberta Municipalities:**

Effective October 15, 2013, Alberta Health Services ("AHS") is introducing a new support and liaison service to assist municipalities in resolving local health system issues. The External Relations Unit, located in the Office of the Official Administrator, will provide a point of contact with AHS for municipalities and other stakeholders in our health system.

This unit was established by the Official Administrator, Dr. John Cowell, to address a variety of concerns raised by local elected officials and others. The unit has three objectives:

1. Build ongoing relationships and facilitate regular contact between municipalities, MLAs, other stakeholders and decision-makers in each AHS zone;
2. Provide information and ensure consultation on health system issues and initiatives led by AHS; and
3. Ensure accurate, complete and timely responses to queries and concerns raised by stakeholders.

Reporting to the Official Administrator, Dr. John Cowell, the unit is led by Mr. David Diamond, Chief External Relations Officer. David has held senior positions at AHS, including Senior Vice President, Human Resources and as the Senior Vice President for the Regional Hospitals in Alberta. He brings an extensive leadership background and understanding of the Alberta Health system to this role.

The office will operate Monday to Friday, 7:30am to 5:00pm. The Unit may be contacted by its:

Toll-free provincial line: **1-855-835-1395**, or  
Email address: [ExternalRelations@albertahealthservices.ca](mailto:ExternalRelations@albertahealthservices.ca)

The establishment of the External Relations Unit is an important step forward in improving relationships, information-flow and the timely resolution of issues that arise at the local level. I encourage you to take advantage of this service as we work together to improve access and quality in patient care for all Albertans.

Sincerely,



John W. Cowell, MSc, MD, CCFP, FRCPC  
Official Administrator  
Alberta Health Services

cc: Fred Horne, Minister of Health, Government of Alberta

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Alberta Health Services Office of the Official Administrator  
Telephone: 1-866-943-1120 Email: [Official.administrator@albertahealthservices.ca](mailto:Official.administrator@albertahealthservices.ca)  
10101 Southport Road S.W., Calgary, Alberta T2W 3N2  
[www.albertahealthservices.ca](http://www.albertahealthservices.ca)

October 9, 2013

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

RECEIVED

OCT 16 2013

TOWN OF REDCLIFF

Dear Mayor Hazelaar:

I am pleased to announce support to the Redcliff River Valley Park in the amount of \$2,000 as awarded by the Alberta Sport, Recreation, Parks, and Wildlife Foundation for the 2013 Municipal Recreation/Tourism Areas annual operating grant. This funding will be forwarded to you shortly. The Alberta Sport, Recreation, Parks and Wildlife Foundation receives an annual allocation from the Alberta Lottery Fund, as well as support from the private and corporate sectors. As General Manager responsible for the Foundation, I am pleased that we can assist you in providing sport and recreation opportunities in Alberta.

You are required to account for this funding in your audited financial statement, which you are to provide within the next 12 months. As well, we ask that you acknowledge the Government of Alberta and the Alberta Sport, Recreation, Parks and Wildlife Foundation in any promotion associated with your projects.

Please feel free to contact Fred Wilton should you have any questions with respect to this funding. Mr. Wilton can be reached at Alberta Tourism, Parks and Recreation, Recreation and Sport Development Division, 903 Standard Life Centre, 10405 Jasper Avenue, Edmonton, Alberta T5J 4R7, or by phone at (780) 415-0267. A toll-free connection is available through the Service Alberta Operator by first dialing 310-0000.

I am pleased to know that a portion of our lottery dollars is being put to such valuable use through organizations such as yours. Please accept my best wishes for your continued success.

Sincerely,



Lloyd Bentz  
General Manager

supported by



Alberta





# 2013

## **AUMA Convention**

& AMSC Trade Show

November 20 - 22 Calgary TELUS Convention Centre

Delivering on **Local** Matters

WE ARE  
economies  
OF SCALE

WE ARE THE  
support  
YOU NEED

WE ARE THE  
experts  
IN MUNICIPALITIES

WE ARE YOUR  
advocate

# 2013 CONVENTION MESSAGE

**Greetings to you - the most dedicated of elected officials; those who directly serve their communities.**

We'd like to extend an invitation for you to join us at the 2013 AUMA Convention and AMSC Trade Show. This year's convention will serve as a kick-off to an even bigger event for Alberta's municipal elected officials—working every day to support the people who choose our communities in which to live, work and play.

This is an exciting time for all of us as local government is embarking on a new term and a new era of respect and recognition. Yes, there are lots of challenges ahead for Albertans and as you know, from challenges come opportunities. We in municipal government are fortunate in that we are positioned in the best place, able to take advantage of such opportunities—because we deal with real issues that affect real people every day in our communities.

This year has been one in which many Alberta communities have had to dig deep as they faced, and continue to face, the impacts of nature, industry, financial cutbacks, environmental concerns and societal pressures. With that in mind, we really do need to come together for some knowledge and experience sharing and some much needed fun!

What could be more fun than a chance to hear first-hand the adventures of an astronaut?

Thank you to the City of Calgary, as our host city, and to the communities of southern Alberta who will be joining us, demonstrating the power and resilience of Albertans.

Enjoy this time together—no one else understands you quite like a colleague, no matter what size municipality they're from.

Learn during this time together—great experience is reflected from the podium of every session but remember, there is also great wisdom on the floor.

Celebrate this time together—relish the enthusiasm and camaraderie that lingers from our campaigns—it will carry you through to next year's convention in Edmonton.

Until then, let's make it happen in Alberta!

Sincerely,

AUMA Board of Directors & staff

# 2013 CONVENTION PROGRAM

## MONDAY, NOVEMBER 18

10:00 am – 5:00 pm Elected Officials Education Program Sessions

## TUESDAY, NOVEMBER 19

7:00 am – 6:30 pm Registration  
9:00 am – 4:00 pm Pre-Convention Sessions

## WEDNESDAY, NOVEMBER 20

7:00 am – 4:00 pm Registration  
7:00 am – 8:00 am Buffet Breakfast  
8:00 am Morning Announcements  
8:30 am – 9:45 am Committee Reports  
10:00 am – 11:30 am CAO/CFO Session  
10:15 am – 11:30 am Committee Reports  
11:30 am – 12:30 pm Lunch  
12:30 pm – 1:30 pm Opening Ceremonies & Keynote  
1:30 pm – 2:00 pm AUMA Annual General Meeting  
2:00 pm – 4:00 pm Resolutions  
3:00 pm – 5:30 pm Trade Show Dessert Reception  
5:00 pm – 7:00 pm Municipal Affairs Reception  
After 6 pm Sponsor's Networking Evening

## THURSDAY, NOVEMBER 21

7:00 am – 4:00 pm Registration  
7:00 am – 7:30 am Government Breakfast  
7:30 am – 7:35 am Announcements  
7:40 am – 8:15 am Municipal Excellence Awards  
8:30 am – 9:30 am Dialogue with Ministers  
9:45 am – 10:45 am Dialogue with Ministers  
10:00 am Trade Show Opens  
11:00 am – 11:30 am Premier's Address  
11:30 am – 1:30 pm Trade Show Luncheon including Prize Draws  
1:45 pm – 2:45 pm Education Sessions  
3:00 pm – 4:00 pm Education Sessions  
4:15 pm – 5:00 pm Supplementary Sessions  
7:30 pm – 9:30 pm Host City Reception

## FRIDAY, NOVEMBER 22

7:00 am – 12:00 pm Registration  
7:00 am – 8:00 am Breakfast  
8:00 am – 8:45 am Opposition Parties  
8:45 am – 9:00 am FCM President  
9:00 am – 10:00 am Election of President and Directors  
10:00 am – 10:30 am Resolutions  
10:30 am – 11:00 am Election of Vice President(s)  
11:00 am – 11:25 am Minister of Municipal Affairs  
11:25 am – 11:50 am The Honourable Jason Kenney  
Minister of Employment and Social Development and Minister for Multiculturalism  
11:50 am Closing & Prize Draws

## AS A REGISTERED DELEGATE YOU RECEIVE...

- The chance to build and improve the framework for the municipal order for government in Alberta.
- An opportunity to network with Alberta's municipal leaders.
- The right to choose who will represent your municipality on the AUMA Board.
- Set the priorities for AUMA for the coming year.
- Opening Ceremonies featuring top keynote speaker Chris Hadfield.
- Your choice of education sessions to help you address the latest key challenges facing municipalities.
- Trade show dessert reception Wednesday afternoon and lunch in the trade show Thursday.
- Two opportunities to Dialogue with Ministers.
- Government Breakfast.
- Shuttle service with Calgary Transit to and from Convention hotels commencing Wednesday.
- Learn about the obligations of an elected official!

NOTE: City of Calgary Reception tickets are required separately. Visit [auma.ca](http://auma.ca) for details. Early bird deadline is November 1 at 4:00pm. Pre-Convention Sessions are full day and are \$340 or \$350 plus GST.

\*For further information, contact: AUMA at 780-433-4431 or 1-800-661-2862 or AMG Solutions Inc. at 780-668-3005 or visit the AUMA website at [www.auma.ca](http://www.auma.ca)



## OPENING KEYNOTE SPEAKER

WEDNESDAY, NOVEMBER 20  
12:30 PM – 1:30 PM

### *“Good morning, Earth!”*

That’s how Colonel Chris Hadfield—on Twitter—woke up the world every day while living aboard the International Space Station.

Hadfield became a worldwide sensation, harnessing the power of social media to make outer space accessible to millions and infusing a sense of wonder into the collective consciousness not felt since man first walked on the moon.

He is also responsible for many “firsts” in Canadian space history. In 1992, he was among the first chosen as Canada’s second class of astronauts. Three years later, he became the first Canadian to use the Canadarm and the first Canadian to board a Russian spacecraft during his mission to the Russian space station. In 2001, he performed two spacewalks as a mission specialist on STS-100 and in 2010 the Canadian Space Agency and the National Aeronautics and Space Administration announced Hadfield’s third mission: commanding the International Space Station—again, a first for a Canadian.



Colonel Chris Hadfield

Photo Credit: NASA

## PRE-CONVENTION SESSIONS

MONDAY, NOVEMBER 18  
10:00 AM – 5:00 PM

These sessions are available at an additional cost (\$340 + GST)  
– see the registration website for details.

### Addressing Local Infrastructure Issues

Municipal governments face the daunting task of maintaining aging municipal infrastructure while at the same time addressing increasing demands for new infrastructure. This course will provide elected officials with the tools to effectively respond to these challenges. Participants will learn how to assess existing resources and how to determine the best approach to building and maintaining a sustainable infrastructure base.

### Effective Decision Making

The complexity and time pressures of public office can leave elected officials with little opportunity to consider public challenges. When elected officials apply a framework to discussing public issues and challenges, they are more likely to engage in effective problem solving. This course will examine a variety of techniques and models to assist elected officials in making timely and informed decisions.

## EOEP ELECTED OFFICIALS Education Program

These sessions are offered as part of the Elected Officials Education Program. Visit them at the AMSC Trade Show for more details on the program.

## PRE-CONVENTION SESSIONS

TUESDAY, NOVEMBER 19  
9:00 AM – 4:00 PM

### Councillor Orientation and Contract Issues

The lawyers of Reynolds Mirth Richards & Farmer LLP will cover two very important topics in this session: Councillor Orientation and Contract Issues of Interest to Municipalities. Targeted at newly elected officials but of significant value to everyone, the Councillor Orientation session will cover issues specifically related to the governance role of councillors, conflict of interest and the use of social media. As municipal business evolves, administrators and elected officials must increase their knowledge and diligence in regards to contract negotiation and management.

As such, this session will explore several themes, including when and how municipalities may enter into contracts as well as the procurement process and requirements under the New West Trade Partnership Agreement.

### Now That I’ve Been Elected...

Congratulations – you are a newly elected official! This can be both exhilarating and daunting as you find that everything you’ve experienced to this point is relevant, but that nothing has prepared you for the municipal approach to assessing the issues, exploring the options and making decisions. Your orientation to elected leadership will take many forms and more than a little time. Starting at the beginning, this session provides a comprehensive overview of the most important and unique aspects of holding elected office. Presented by recognized authorities with just the right mix of humour and information, you will come away from this session feeling more confident and more exhilarated about your new role.

### The Role of the Municipal Elected Official

Good governance is an expectation at all levels of government. This session has been developed by the Rotman School of Business in Toronto, reputed leaders in governance practices. Effective leadership in public service requires an appreciation for the context within which decisions are made, and furthermore, how stakeholders are engaged through those decisions. The focus of the session will be upon ensuring practicable utilization in the elected officials’ various roles. Through this session, participants will gain an in-depth understanding of three primary modalities that enable effective governance in public roles: fiduciary, strategic, generative. Utilizing a combination of lecture, discussion, small group work, and case studies, this day will give attendees ample opportunity to learn about the theories and to develop the skills introduced.

## CAO / CFO SESSION

WEDNESDAY, NOVEMBER 20  
10:00 AM – 11:30 AM

Effective leadership in public service requires an appreciation for the context within which decisions are made, and furthermore, how stakeholders are engaged through those decisions. Good governance practice is an expectation at all levels of government, as elected officials are key enablers of impact for a wide array of citizens.

Based on the theories introduced, attendees will have an opportunity to develop and practice their skills. The focus of the session will be to ensure the practicable utilization in the elected officials’ various roles.

By the end of this session, participants will have an enhanced understanding of three main modalities (Fiduciary, Strategic and Generative) that enable governance effectiveness in public roles.

# COMMITTEE REPORTS

WEDNESDAY, NOVEMBER 20  
8:30 AM – 9:45 AM

## Asset Management: Optimizing Your Investment

Municipal infrastructure provides a foundation for healthy, vibrant communities by connecting people and products, providing access to markets, and enabling the safety and wellbeing of our citizens. Many Alberta communities are struggling to keep pace with the requirements of infrastructure maintenance, renewal and the demands of new growth.

Participants at the **Infrastructure & Energy Standing Committee** report will discover how effective asset management can ensure that every dollar invested in infrastructure is optimized. Additionally, they will receive important information necessary to making sound decisions about municipal infrastructure needs.

## Come Hell or High Water: Municipal Resilience to a Changing Climate

The floods that struck Alberta this spring are a reminder that extreme weather events can be expected more often in a changing climate. What can we expect in the future and how should we prepare? Join us at the **Sustainability & Environment Standing Committee** report session to learn about the nature, causes and consequences of climatic variability and consider how this information may be integrated into policy and planning, increasing resilience to extreme weather. Member municipalities impacted by the flood will share their experiences in navigating through the storm and travelling the long road to recovery.

## Member Services Meeting the Needs of Municipalities

Grounded in four key values: we are economies of scale; we support you need; experts in municipalities; and we are your advocate, the **AMSC Board of Governors** provides guidance, direction and oversight to a diverse portfolio of services. As such, members derive benefit from aggregated pricing for various service programs including: Energy, Risk Management, Insurance, Employee Benefits, Retirement Services, Consulting and Investment. Find out how these programs have performed and learn about both the opportunities and the challenges AMSC anticipates in the upcoming year.

## Defined Benefit Plan Performance and Trends

The **APEX Board of Directors** was established to provide oversight and direction for the APEX Defined Benefit Plan. The Board is comprised of industry experts and is chaired by a member of the AUMA Board of Directors. Attend this session to find out how well the plan has done and to learn more about the Government of Alberta's Local Authorities Pension Plan reforms.

## Overcoming Barriers: Working in Predominantly Male Environments

The United Nations states that 30% is the minimum percentage of women in government required to reflect women's concerns and to have balance around the decision-making table. Alberta has been making slow, but steady progress in moving to that 30 % target since it was established in 2005. Attend the **Women in Municipal Government Committee** report to learn about some of the challenges women face while working in predominantly male environments and how some organizations have successfully overcome the barriers by addressing communication challenges and creating positive work environments.

JOIN US FOR  
BREAKFAST

...every day during  
convention.

AUMA wants to ensure you get each day off to a good start. Be sure to join us in the main convention hall for a hearty breakfast that will provide you with the energy needed to tackle the busy schedule.

# COMMITTEE REPORTS

WEDNESDAY, NOVEMBER 20  
10:15 AM – 11:30 AM

## The Economics of Policing

Citizens want to be assured that their tax dollars are being used effectively, ensuring that their property and communities are safe. As such, the economics of policing is becoming an increasingly important topic. Municipalities and police forces face a significant challenge in meeting the needs of increasing demand for service with limited resources. The **Safe & Healthy Communities Standing Committee** session will host a panel of experts to demonstrate how to maximize your return on investment for policing while meeting the needs of keeping your community safe.

## Municipal Government Act: Guiding Change

This session provides an opportunity for members to learn about the principles that AUMA has developed to guide changes to the *Municipal Government Act*. To enable effective governance, the Act must provide clear and appropriate roles and responsibilities, adequate revenue sources and authorities for funding municipal core services. The **Municipal Governance Standing Committee** report will include a summary of the member input regarding required legislative changes as well as future opportunities for municipal councils to share their views with AUMA and the provincial government.

## Leading Advocacy Initiatives

AUMA's Executive Committee is a catalyst for change across Alberta's municipal landscape. Responsible for driving both provincial and federal advocacy initiatives, the **Executive Committee** represents Alberta's communities on a wide array of issues. In this session, members will become more knowledgeable about the activities on both the provincial and federal fronts, reviewing the status of initiatives undertaken over the course of the past year as well as those ahead. An update about recent progress on the MGA Review will also be provided.

## Financial Performance: AUMA Strategies and Results

AUMA adheres to a thorough and stringent process in managing its own finances and those of its wholly-owned subsidiary, the Alberta Municipal Services Corporation. In this session, the **Audit & Finance Committee** will deliver a review of the financial statements and present its approach to investment. AUMA's CFO will provide a detailed overview, to ensure that members are well versed in how membership dues are managed and how they provide a financial foundation to deliver effective advocacy and valued services.

## Maximizing Economic Development Activity in Small Communities

Economic development is a demanding and complex undertaking for all municipalities, particularly small communities. As such, one must be in-tune to the requirements for being able to attract, retain and sustain local businesses. If your community is facing challenges in increasing economic development activity, this is a must attend session for you. Join us at the **Small Communities Committee** session and learn how to make your community friendlier to local business—identify economic development gaps, develop new or improved economic development processes and expand capacity.



# EDUCATION SESSIONS

THURSDAY, NOVEMBER 21  
1:45 PM – 2:45 PM

## Infrastructure Asset Management Simplified

Facing the need to balance the requirements of infrastructure maintenance and demands of new growth, participants will learn how to effectively manage assets and maximize the benefits of infrastructure expenditures. The Village of Boyle and the Town of Elk Point will share their experiences in infrastructure asset management and discuss a combined engineering-financial approach to managing such assets. This session will be of particular interest to new and experienced councillors from communities of less than 10,000 with topics including: asset inventory, valuation, assessing asset condition & deficiencies, as well as repair, replacement and sustainability planning. With the knowledge gained in this session, participants can be confident in future infrastructure decisions.

## Create, Attract and Maintain a Strong and Thriving Business Community

As Elected Officials - how do you effectively keep the businesses you have; attract new investment, new jobs and identify new opportunities to diversify your local tax base? Which is a better strategy for economic growth - business investment attraction or business retention? Economic developers can help by providing a basic understanding of what successful business retention and expansion programs look like and how they link to investment attraction. In this session, representatives from the Economic Developers Alberta will share examples of effective programs and experiences from communities using BR&E strategies. Panelists will provide a better understanding of how you can identify who's in your back yard and how you can use that knowledge to better position your community for economic prosperity.

## Balancing the Municipal Books

A municipal expert will share experiences and expertise in navigating municipal accounting. Municipal budgets are all about choices; join us to get answers to the questions you may have about them:

- how does the budget link to the plans and hopes for your community?
- how do you prioritize fiscal wants and needs with a limited revenue source?
- how do you ensure results from budgeting?
- how do citizens have input into effective budgeting?
- how do you ensure budgets are sustainable?

If you are a newly elected municipal official with plans in mind for the next four years, how do you put your plan into action?

### GOVERNMENT DAY

Government Day includes the Government Breakfast, Municipal Excellence Awards, the Dialogue with Ministers sessions, and a presentation from Premier Redford.

# EDUCATION SESSIONS

THURSDAY, NOVEMBER 21  
1:45 PM – 2:45 PM

## Managing to Have Fun: Laughing Matters!

Do you remember the days before email, facebook and photo radar? It was a kinder, gentler time. Managing the stresses of work and life is challenging for many, impacting how we look, feel and interact with others. If you are seeking tips to creating a more light-hearted approach to living, or need a break from the serious topics of convention, this session is for you. Carol Ann Fried will present four principles of wellness, incorporating fun at work, and corresponding to mind, body, heart and spirit. Don't we all love it when those endorphins race through our system? (or should we call them endolphins?) Laughter guaranteed!

## The AUMA & AMSC Business Services: A Foundation for Strong Municipalities

Serving the advocacy needs of members for more than 100 years, the Association evolved as the business responsibilities of municipal leaders grew and became more complex as solutions were explored to help municipalities and not-for-profits face service demands. More than 40 years ago AUMA harnessed the power of aggregation, offering members preferred rates and flexibility in fulfilling the employee benefit and general insurance needs of their communities. Today, AUMA's wholly owned business subsidiary the Alberta Municipal Services Corporation, or AMSC, delivers a wide range of business services to meet the unique needs of members. Learn how the AUMA/AMSC model benefits members, leveraging AUMA's reputation in advocacy as a competitive advantage in doing business on behalf of members.

## LGAA Session: The Brand: Harmonizing Identity and Destiny in Communities

The concept of branding is increasingly important to municipal sustainability where it is no longer enough to be a champion in your own region. Learn about the elements contributing to an excellent brand and how municipalities can create a brand that reflects their unique position. Additionally, understand how to promote a brand across a wide range of media (both traditional and social) while leveraging brand ambassadors to connect with various target audiences. The Town of Nanton will be used as a case study to show how the brand must resonate with the internal market in order for people to get on side and deliver the brand message consistently.

## Council Obligations: CAO

The role of the CAO is critical in driving effective leadership in the public sector. As such, it is important for municipal councils to gain an appreciation for the context within which decisions are made, and furthermore, how to engage stakeholders in the decision-making process. The goal of this session is for administrators to become familiar with the various tools available to the CAO as they fulfil that role. Through this session, participants will gain an in-depth understanding of what effective governance looks like and the different administrative engagement models that enable it: governing, collaborating, intervening.

### WHAT DO YOU LOOK FORWARD TO AT THE AUMA CONVENTION?

*"I look forward to the networking. I find the sessions informative but I take away the most from the networking."*  
-Cathy Heron, Councillor, City of St. Albert

*"I look forward to the debates and the questions to the provincial government in the sessions with the ministers."*  
-Herb Hilger, Councillor, City of Lloydminster

# EDUCATION SESSIONS

THURSDAY, NOVEMBER 21  
3:00 PM – 4:00 PM

## Connecting with Your Community: Leveraging New Media

Communications is rapidly changing. No longer is a simple news release or a call to the local paper's editor sufficient to communicate with people in your community. Furthermore, the people in a "community" are no longer geographically defined. Rather, in the new socially connected world, everyone with a smartphone is considered to be media and "community" is anyone who decides to follow you on Facebook. Bridging the gap between old and new communications is a must for political leadership and media alike, requiring careful navigation. Don Martin, former national newspaper columnist and current host of CTV's political program Power Play, talks about his experiences and what he's learned about engagement on the journey from pen-and-paper reporting to broadcasting in the age of Twitter.

## Participating in Canada's Political Landscape

Municipal elected officials are not lobbyists. Rather, they represent a third order of government, an important and viable order of government, critical to the success of our country. When dealing with federal and provincial counterparts they speak and act for the same constituents, just with differing authorities. To be effective it is important for municipally elected officials to understand the basic divisions of responsibilities among the three orders, and then how to navigate the politics associated with them. Attend this informative and practical session to get some background and tips for dealing with the other orders of government from experts in the field.

## Building Consensus, Achieving Results

Building consensus is challenging at the best of times. However, it becomes more important and more complex when it is undertaken by a governing body whose members are elected by a diverse group of constituents with a diverse set of needs—the premise of municipal government. In this fast-paced and interactive session, David Brown, one of Canada's leading practitioners in corporate governance and board/council effectiveness will lead delegates in developing a better understanding of the underlying causes of divergent thinking and dissent and in clarifying the different roles of "voice" and "vote" on a council. Breaking out into smaller groups, participants will have the chance to develop practical strategies and steps for achieving consensus and will leave with practical tools to build consensus on council.

WHAT DO YOU LOOK  
FORWARD TO AT THE  
AUMA CONVENTION?

“ The most valuable thing is to talk to people from other communities, to turn your chair around and have a conversation.  
Barb Sjoquist, Mayor,  
Village of Edmonton

The real diversity in the sessions...looking forward to seeing what is happening in other communities across the province.  
Bill Given, Mayor,  
City of Grande Prairie ”

# EDUCATION SESSIONS

THURSDAY, NOVEMBER 21  
3:00 PM – 4:00 PM

## Advancing Sustainability in Your Community

The transition to a sustainable society begins by increasing awareness, commitment and competence in individuals to understand what sustainability means and to integrate sustainability principles into all of their decision-making and actions. As organizations advance on their sustainability journeys, they face many challenges that are systemic in nature, requiring them to collaborate with other organizations. In this session, Poon Leung from The Natural Step organization will discuss the Framework for Strategic Sustainable Development, a comprehensive model for planning in complex systems and tools for translating high-level, aspirational community sustainability goals to implementation practices at the organizational, and neighbourhood level. The discussion will highlight municipal initiatives and lessons learned from helping organizations around the world integrate sustainable development into their strategic planning, creating long lasting transformative change.

## Addressing the Affordable Housing Challenge

Alberta municipalities across the province are facing increasingly significant affordable housing challenges. At the same time that funding from higher levels of government has declined, existing affordable housing units are in great need of modernization and the demand for affordable housing is higher than it has ever been. In this session, a cross-disciplinary panel will provide information about provincial and federal initiatives available to assist communities in dealing with a variety of housing challenges. Specifically, participants will learn about the province's Lodge Program Renewal Advisory Committee, a grassroots initiative that is bringing together non-profit housing providers in Alberta. Additionally, resources and funding that the Canada Mortgage and Housing Corporation makes available to municipalities will be discussed. Don't miss out on this most informative session!

## Meeting Transportation Needs in Your Community

Changes in demographics, population, the economy, and environment continue to strain many publicly funded services—transportation and public transit among them. From the consumer perspective, quality of life will be improved through changes in mode use from private automobiles to public transit, active travel, shared use services and more. This session will explore how sustainable transportation choices are key to human and ecosystem health, economic growth, transportation efficiency and community vibrancy, from across North America, to a case study of one of the leading cities in Canada, and concluding with work currently underway in Alberta. Learn how your community can leverage international and Canadian best practices to help your citizens choose healthy sustainable travel options! Improve existing infrastructure efficiency, and community health for your residents.

WHAT DO YOU LOOK  
FORWARD TO AT THE  
AUMA CONVENTION?

“ I do enjoy the panel with the Ministers. Meeting the different provincial government officials is something I always look forward to.  
John Seaman, Councillor,  
Town of Vulcan

The most important thing about convention is the social aspect and the opportunity to network. With people from communities of the same size, dealing with the same issues and having the same constraints...we share ideas, we learn from each other.”  
Ray Provost, Councillor,  
Town of Bonnyville ”



## SPECIAL EXTENDED SESSION

THURSDAY, NOVEMBER 21  
1:45 PM – 4:00 PM

### The Future of Municipal Government: Inspiring the Evolution

This session is particularly timely with the review of the Municipal Government Act now underway and a slate of newly elected municipal officials entering the fray. With this in mind, delegates are invited to join in a frank, open discussion about the future of municipal government in Alberta. A starting point for the discussion will include a look at the trends, challenges and opportunities facing Alberta municipalities, administrators and elected officials as they head into a new term. Understanding the issues affecting communities will provide a foundation for making good decisions, setting priorities and taking appropriate action. A panel of seasoned municipal leaders including: the Chairs of the Capital Region Board and the Calgary Regional Partnership, the Mayor of Cold Lake and the Mayor of Grande Prairie.

WHAT DO YOU LOOK  
FORWARD TO AT THE  
AUMA CONVENTION?

“The courses are excellent and you can learn a lot if you do your homework beforehand...the tradeshow is always good.”  
-Lari Best, Councillor,  
Town of Strathmore

With the amount of paper coming at us...a little guidance from other councillors and the ability to draw from their experiences is helpful.  
-Jeff Collins, Councillor,  
Village of Delta

## CITY OF CALGARY RECEPTION

THURSDAY, NOVEMBER 21  
7:30 PM – 9:30 PM

Please join Calgary City Council for a reception at the Calgary Municipal Complex on Thursday evening. Delegates and their guests are invited to an evening of live entertainment, tours of Historic City Hall and networking with fellow delegates. Get your taste buds ready to sample a selection of light hors d'oeuvres and delectable desserts.

*This is a ticketed event.*

Calgary Municipal Complex (Atrium): 800 Macleod Trail SE

Stand up reception: light hors d'oeuvres, desserts

Tickets: \$15 per person, tickets must be purchased in advance by November 13, 2013.

*The Municipal Complex is a short walk from the TELUS Convention Centre and many of the AUMA Host Hotels. The City will also provide a shuttle service from the AUMA host hotels for this reception.*

## PARTNER'S PROGRAM

The following activities are open to partners of convention delegates. Minimum and maximum registration limits apply.

WEDNESDAY, NOVEMBER 20

### Shopping Excursion to Chinook Centre 9:00 AM – 1:00 PM

Over 250 stores, Chinook Centre is Calgary's premier shopping centre including many of your favourite names and some unique choices you won't find anywhere else. This shopping experience includes Williams & Sonoma, Pottery Barn, J. Crew, Burberry, Michael Kors and Steve Madden along with many of your favourites. Enjoy some Christmas shopping or simply browse!

**Cost: \$27.00** (includes transportation and \$10.00 certificate, redeemable at all Chinook Centre stores)

### Holiday Season Centerpiece 1:30 PM – 3:00 PM

Join Colleen McGill and her staff from Avenida Florist who will help you create a fresh evergreen Holiday centerpiece. Just in time for the holiday season you will be able to take home your finished design that would retail for \$100. All greenery, tools, foam and containers provided.

**Cost: \$47.00** (includes session and coffee/dessert)

THURSDAY, NOVEMBER 21

### Food Tour at the Calgary Farmers' Market Tour 1: 9:00 AM – 1:00 PM Tour 2: 11:30 AM – 3:30 PM

Join a culinary instructor on a tour of Calgary's indoor Farmers' Market where you will meet and hear stories from 12 ranchers and growers in Alberta. Tour includes Fratello coffee, samples at each vendor, lunch, recipes and more.

**Cost: \$80.00** (includes lunch and transportation)

FRIDAY, NOVEMBER 22

### Spruce Meadows International Christmas Market 9:30 AM – 1:30 PM

Spruce Meadows hosts an International Christmas Market in the old European tradition. From crackling fire pits, to the aroma of hot chocolate and a wide variety of seasonal entertainment, altogether makes the Christmas Market a completely unique shopping experience which will be sure to put everyone in the Christmas spirit!

**Please note** that this activity will bring participants back to the Calgary TELUS Convention Centre after the completion of the convention.

**Cost: \$25.00** (includes transportation and shopping bag)

## INFORMATION AND HOSPITALITY DESK

The City of Calgary will host an **Information & Hospitality Desk** during peak periods from Tuesday to Friday. The City team will be on hand to answer your questions about Calgary, including interesting attractions, restaurants, medical services, shopping, esthetic services and transportation.

### Partner's Lounge

A **Partner's Lounge** will be open during set times on Wednesday, and Thursday for all partners attending the convention. Complimentary juice, coffee and muffins along with a selection of magazines will be available to ensure your visit to the Partner's Lounge is most enjoyable.

### Transportation

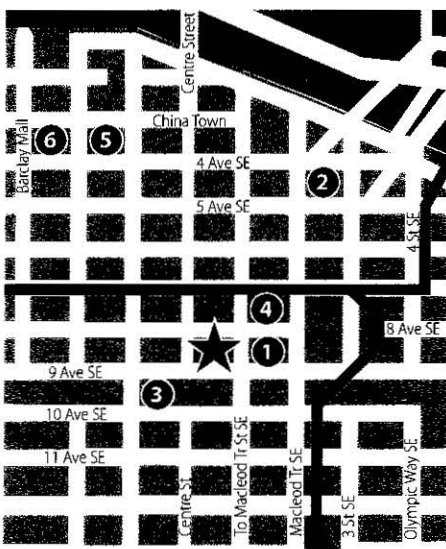
A **Shuttle Service** to the TELUS Convention Centre will be offered to delegates staying at the Delta Bow Valley, International Hotel Suites & The Westin Calgary. Due to close proximity, the shuttle service will not be offered from the Fairmont Palliser, Calgary Marriott or Hyatt Regency Hotels.

Shuttle service will be offered during peak periods of the convention on Wednesday, Thursday and Friday. If you or your partner has special transportation requirements, please note this on your registration form.

### Where to Stay In Calgary

Accommodations are subject to availability on a first-come, first-served basis. These hotels have a room block on hold for the Convention; to qualify for the special convention room rates, please identify yourself as an AUMA delegate when you make your reservation.

Recognizing that 2013 is an election year, AUMA has anticipated that many municipalities are unsure about registration for their councils before October 21. To make the process easier, we have extended the Early Bird Registration to **November 1**. This will allow you to register your new councils online after the election.



Please note that room blocks may already be full and the AUMA rate will no longer be available. Rooms may become available later in the year at hotels that are currently sold out. Please check back later and often.



★ TELUS Convention Centre

1. Calgary Marriott 1-800-896-6878  
<http://marriott.com/hotels/travel/yycd>  
t-calgary-marriott
2. Delta Bow Valley 1-800-268-1133  
<http://www.deltahotels.com/hotels>
3. Fairmont Palliser 1-800-441-1414  
<http://www.fairmont.com/palliser>
4. Hyatt Regency 1-800-233-1234  
<http://www.hyatt.com/gallery/stillwater/calgary/contact.html>
5. International Hotel Suites Calgary 1-800-661-8627  
<http://www.internationalhotel.ca>
6. The Westin Calgary 1-800-937-8461  
<http://www.westin.com>

— CTrain (no fare on 7 Ave Downtown)

## GENERAL INFO & REGISTRATION FEES

Registration fees\* for the 2013 AUMA Convention are:

Type	Member	Non-Member
Event Early Bird	\$675	\$850
Event after Early Bird	\$800	\$1000
On Site	\$850	\$1200
One Day Early Bird	\$575	\$675
Elected Officials Education Program Sessions November 18 only	\$340	\$340
Pre-Convention Sessions November 19 only	\$350	\$350

**Early Bird Deadline is: 4:00pm MST November 1, 2013**

Average temperatures in Calgary for November are from -1C to 7C. Be sure to bring suitable outdoorwear. Casual business attire is suggested for all activities.  
\*Prices do not include GST

### REGISTER AND PAY 1 OF 3 WAYS

1. Online: [www.auma.ca](http://www.auma.ca)
2. Complete the registration form and fax to 780-425-5121 (Cheque or money order payable to: "AMSC 2013")
3. Mail payment and completed registration form to: (make a copy for your records)

2013 AUMA Convention  
AMG Solutions Inc.  
Attention: Leah Doyle  
P.O. Box 53058  
14035 - 105 Ave NW  
Edmonton, AB T5N 0Z1

For inquiries phone 780-668-3005 or email [ldoyle@edmonton.com](mailto:ldoyle@edmonton.com)

Confirmation will be sent upon receipt of your completed registration form and payment

# Delivering on **Local** Matters



Host City:



THE CITY OF  
**CALGARY**

**AUMA Convention & AMSC Trade Show**  
November 20 - 22 Calgary TELUS Convention Centre

WE ARE  
economies  
OF SCALE

WE ARE THE  
support  
YOU NEED

WE ARE THE  
experts  
IN MUNICIPALITIES

WE ARE YOUR  
advocate

## Shanon Simon

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**From:** Gail Guinn <gail.guinn@gov.ab.ca> on behalf of Darrell Camplin  
<Darrell.Camplin@gov.ab.ca>  
**Sent:** Thursday, October 03, 2013 2:54 PM  
**Cc:** Darrell Camplin; Gail Guinn  
**Subject:** AB Transportation at AUMA  
**Attachments:** Picture (Device Independent Bitmap) 1.jpg

I am pleased to advise that regional staff from Alberta Transportation, Regional Services Southern Region will be attending the Fall 2013 Alberta Urban Municipalities Association Convention and Trade Show in Edmonton.

Should you wish to arrange a meeting time with Alberta Transportation regional staff, please coordinate through Gail Guinn at 403-382-4060, or by email at [gail.guinn@gov.ab.ca](mailto:gail.guinn@gov.ab.ca) prior to November 1, 2013 with your items for discussion (including brief background).

Meeting times will be available on November 20 and 21, 2013 in Chinook 1 at the Telus Convention Centre.

Should you wish to meet with regional staff and we are not able to accommodate a suitable meeting time for your municipality, department staff will be available to meet at your convenience at a future date.

Yours truly,

Darrell Camplin, P. Eng.  
Regional Director  
Alberta Transportation  
Regional Services – Southern Region

 Alberta Government

Up-to-date road information, including traffic delays, is a click or a call away. Call 5-1-1 toll-free, visit [511.alberta.ca](http://511.alberta.ca) or follow us on Twitter @511Alberta to get on the road to safer travel.

<http://511.alberta.ca/ab/en.html>  
<https://twitter.com/511Alberta>

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail.



**From:** municipalservicesbranch@gov.ab.ca [mailto:municipalservicesbranch@gov.ab.ca]  
**Sent:** Monday, October 07, 2013 4:10 PM  
**To:** David Wolanski  
**Subject:** Municipal Affairs Grant Meetings at AUMA Fall Convention

Dear Chief Administrative Officers:

Municipal Affairs staff will be available to discuss the Municipal Sustainability Initiative program, the ministry's Southern Alberta Flood Response Program, as well as any other ministry grant related questions during the Fall 2013 Convention of the Alberta Urban Municipalities Association (AUMA) in Calgary.

A meeting room will be available at the Hotel Le Germain for one-on-one meetings on November 20 and 21, 2013 from 9:00 a.m. to 4:00 p.m.

If you wish to arrange a meeting with a member of the Municipal Affairs grant staff, please contact Jennifer Paton, Grant Policy Advisor, toll-free by dialing 310-0000, then 780-422-8415 or by email at [jennifer.paton@gov.ab.ca](mailto:jennifer.paton@gov.ab.ca) by November 12, 2013. You will receive an email confirming your appointment time along with the location of the meeting.

Sincerely,

Janice Romanyshyn

Executive Director

Grants and Education Property Tax Branch

## **Monthly Economic Summary**

**September 2013**

### **Overview**

- In 2012 Canada experienced a global growth slowdown, which has held Canada's rate of economic growth below 2.0% in 2012 and to date in 2013, opening up a greater degree of excess capacity. A stronger expansion in the U.S and overseas should see Canada's economy accelerate to 2.4% in 2014 and 2.4% in 2015.
- According to the Financial Post, economists at Canada's leading banks are presenting a cautiously optimistic outlook, suggesting many of the headwinds that have battered the economy are starting to ease. However the uncertainty in the U.S, the conflict in Syria and slower than expected growth in China remain concerns.
- Economists continue to moderate their forecasts for the global economy as they reset their modest expectations for growth in China and other developing markets. The Chinese economy is still expected to grow at 7.3 to 7.5 percent annually through 2015.
- After a year and a half immersed in recession, the euro zone economy timidly returned to positive economic growth in the second quarter with a 1.0 % quarterly annualized expansion.
- TD Economics states that global economic growth will improve gradually in the coming quarters. This year should see the global economy expand by a modest 2.9%, virtually matching last year's tally. In 2014 an acceleration of the U.S economy is forecast, continued improvement in the euro zone, and sustained output gains in Japan will more than offset a modest deceleration in China, taking global growth up an estimated 3.5%.
- Global trade is likely to remain sluggish for many years, and emerging economies that have depended on exports to fuel their transformation will have to find new sources of growth, says a UN report. The report, released by the UN Conference on Trade and Development, makes clear that the effects of the 2007 to 2008 financial crisis and the "great recession" that followed are still being felt in both the developed and developing world. In order to adjust to what now appears to be a structural shift in the world economy many developing economies are obliged to review their development strategies that have been overly dependent on exports for growth. Encouraging greater domestic consumption and investment could come alongside the continuing development of exports.

## **Labour Force Survey (LFS) Report**

The LFS was released on October 11, 2013. Below is the summary for September 2013.

### **Medicine Hat-Lethbridge:**

- The Medicine Hat-Lethbridge regions unemployment rate of 3.2% stands 1.0 percentage points lower than last month's and 1.6% lower than September 2012. The region's current unemployment rate is the lowest in Alberta compared to the other regions within the province; Banff-Jasper Rocky Mountain house the closest in comparison at 3.4%.
- Camrose- Drumheller (4.4%), Banff-Jasper Rocky Mountain House (3.4%), Red Deer (5.4%), and Edmonton (5.2%) regions all experienced an increase in unemployment rate as a comparison with the September 2012 statistics. Calgary (4.8%), Athabasca-Grande Prairie Peace River (3.7%), and Wood Buffalo- Cold Lake (4.2%) regions were the only three regions alongside the Medicine Hat- Lethbridge region that experienced a decrease in unemployment rate.
- The Medicine Hat-Lethbridge region's workforce participation rate decreased by 3.7 percentage points from September 2012 statistics. Edmonton, Athabasca-Grande Prairie Peace River, and Wood Buffalo-Cold Lake regions also experienced similar drops in rates.
- The population count for September 2013 stands at 228,100, which has increased by 5,300 since this time last year.

### **Alberta:**

- In September, the unemployment rate in Alberta was 4.3%, which was the same as Saskatchewan, and the lowest among the other provinces.
- Employment for September was at 2,236,400, an increase of 4,000 as compared to the employment numbers from August 2013 of 2,232,400.
- The increase in employment came from primarily full-time employment, which grew by 7,500 to 1,875,700 in September as compared to one month prior.
- The participation rate decreased slightly to 73.1% as compared to August 2013. Despite the 0.5% decrease the participation rate in Alberta is comparative to the other provinces.

## Canada:

- Employment was little changed in September, while the unemployment rate declined 0.2 percentage points to 6.9% as fewer youths searched for work.
- Employment was up 1.2% or 212,000 compared with 12 months earlier. During this same period, however, the employment rate was little changed, as employment and the working-age population grew at a similar pace.
- Since September 2012, the number of hours worked rose by 0.8 percentage points, as part-time employment grew at a faster pace than full time employment.
- There were employment gains in finance, insurance, real estate and leasing as well as natural resources and agriculture in September. At the same time, there were declines in manufacturing and public administration.
- In September, employment was up in New Brunswick and down in Saskatchewan, while there was little change in the other provinces.
- In September, there were 74,000 more private sector employees, while there were 45,000 fewer self-employed workers. Over the previous 12 months, the number of private sector employees increased by 1.8%, while the number of public sector employees and the self-employed was little changed.
- While employment for youths aged 15 to 24 was virtually unchanged in September, their unemployment rate declined by 1.2 percentage points to 12.9%. This decline was largely a result of fewer youths searching for work. Compared with 12 months earlier, youth employment increased 1.7%, mainly the result of gains in the first half of the period.
- Employment in September was also little changed among people aged 25 to 54 and remains at a level similar to that of September 2012.
- In September, employment among people aged 55 and over was unchanged. Compared with 12 months earlier, however, there were 140,000 more men and women working in this age group, largely a result of the population aging.

### **\*Note to readers**

The Labour Force Survey (LFS) estimates are based on a sample and are therefore subject to sampling variability. As a result, monthly estimates will show more variability than trends observed over longer time periods.

\*Estimates for smaller geographic areas or industries also have more variability.



The employment rate is the number of employed persons as a percentage of the population 15 years of age and over. The rate for a particular group (for example, youth aged 15 to 24) is the number employed in that group as a percentage of the population for that group.

The unemployment rate is the number unemployed as a percentage of the labour force (employed and unemployed).

The participation rate is the number of employed and unemployed as a percentage of the population.

### **Monthly Housing Statistics**

#### **Medicine Hat:**

- For the month of September Medicine Hat saw an increase in residential and non-residential housing sales, and an increase in the sales volume as compared to the previous month. However, the total sales volume for September 2013 was \$38,636,486 which is nearly \$13,000,000 above the sales volume for the same month in 2012.
- There were 138 units sold in September 2013 which is 24 more units sold as compared to August which totaled 114 units.
- The sales volume for September 2013 was \$38,636,486, which is \$8,638,786 higher than last month's sales volume of \$29,997,700.
- The sales volume from the start of 2013 to September 30<sup>th</sup> was \$308,529,163, which has increased by \$3,879,688 from the start of 2013 to August 31<sup>st</sup>.

#### **Alberta:**

- After remaining above 31,000 seasonally adjusted at annual rates (SAAR) in the first seven months of this year, spiking to 42,300 in May, housing starts dipped to 26,900 in August as multiple family housing starts in Edmonton dropped sharply. Conversely, sales of existing homes in Alberta surged by 18.6% in August, hitting the third highest level on record behind the boom years of 2005 to 2006.
- Single-detached starts in Alberta's cities edged higher in August to 1,432 units compared with 1,423 units a year prior. So far this year, single-family starts in urban areas were up by almost 6% from January to August 2012 to 10,561 units.
- Following 3 months of solid gains, multi-family starts in Alberta's cities decreased in August by 17.5% from August 2012 to 848 units. To the end of August, however, multi-unit starts were up by 7% from the first 8 months of last year to 10,751 units.

- Flooding in southern Alberta negatively impacted housing supply, which put upward pressure on prices in the Calgary area. Year-over year price increases in Calgary hit 6.8% and 8.0% in July and August respectively.
- The value of construction permits continues a strong upward trend. Year to date, non-residential permits are leading growth at 30.4% due to impressive gains in both commercial and institutional permits compared with a 17.0% increase in the residential sector.

#### **Canada:**

- Housing starts in Canada were trending at 187,184 units in August compared to 187,323 in July, according to the Canadian Mortgage and Housing Corporation (CMHC). However the trend in total housing starts continued to be relatively stable.
- The seasonally adjusted annual rate of multi-family starts in urban areas declined by 8.4 percentage points to 104,623 units in August, while urban single-detached starts remained essentially unchanged at 58,406 units. In rural areas, the estimated seasonally adjusted annual rate of housing starts decreased by 13.2% to 17,189 units in August from 19,811 units in July.
- Canada may have seen a decrease in housing starts for the month of August, but the value of residential building permits for all dwelling types improved in July by 4.4% from the previous month. The increase in the total value of residential permits in July reflected similar increases in the value of single and multi-family permits. The increase in the value of single family permits was the third increase in four months, while the increase in the value of multi-family permits was the fourth increase in five months.
- In August, the seasonally adjusted annual rate (SAAR) of MLS sales increased for a sixth consecutive month, rising to 485,412 units from 472,044 units in July. The SAAR of MLS new listings also increased in August, rising to 888,720 units from 872,856 units in July.

#### **Medicine Hat – Vital Signs Report 2013:**

- As of June 1, 2012, the City of Medicine Hat's official population was 61,180. In 2009 the population of Medicine Hat was 61,097. Since 2005, when Medicine Hat's population was 56,048, population growth has been about 9%. This shows an average growth in population of about 2.2% per year.
- The Community Foundation Youth Survey, states that when asked, 57.1% of youth surveyed said they could potentially see themselves living in Medicine Hat in five years, while only 42.9% said that within five years they felt that they would definitely leave Medicine Hat. This shows that the city is not only attractive to potential investors; it is also an ideal place for youth to start their careers.
- Medicine Hat shows efforts to aid with "Food Security," From January to June of 2013, the Food Bank's "Brown Bag Lunch Program" has served 19,519 bag lunches to children

in all but one school in SD76. Each lunch the Food Bank produces costs only \$1, and includes a sandwich, a piece of fruit and a fun snack. “The Good Food Club” is a group buying program that provides fresh fruits and vegetables, local when possible, for members of the community once a month. It is accessible to everyone in the community but is ideal for those populations who are at high risk of food insecurity such as seniors, those under the poverty line, new immigrants and pregnant women.

- The Land & Properties department of the City of Medicine Hat saw sales revenue of \$7,827,000 in 2012 which is a significant increase over their 2011 sales revenue of \$4,287,000. In 2011 the sales were 92.3% residential land sales and 7.7% commercial while in 2012 the sales were 96.5% residential land sales. The remaining 3.5% of sales in 2012 were industrial lands.
- In 2013, City of Medicine Hat Natural Gas & Petroleum Resource department will produce approximately 19.6 Billion cubic feet of gas, which is equal to approx. 53.6 million cubic feet per day. In 2012, that production was slightly lower, as 20.7 Billion cubic feet, or approx. 57.5 Million cubic feet per day were produced by the City.

### **New Articles Referenced**

<http://chbaalberta.ca/uploads/files/Market%20Update%20Report/2013-09%20AB%20Market%20Update.pdf>

[http://www.cmhc-schl.gc.ca/odpub/esub/63830/63830\\_2013\\_M09.pdf](http://www.cmhc-schl.gc.ca/odpub/esub/63830/63830_2013_M09.pdf)

<http://finance.alberta.ca/aboutalberta/economic-trends/2013/2013-09-economic-trends.pdf>

[http://www.td.com/document/PDF/economics/gef/long\\_term\\_sep2013.pdf](http://www.td.com/document/PDF/economics/gef/long_term_sep2013.pdf)

[http://www.cmhc-schl.gc.ca/odpub/esub/61504/61504\\_2013\\_M09.pdf?fr=1380573059103](http://www.cmhc-schl.gc.ca/odpub/esub/61504/61504_2013_M09.pdf?fr=1380573059103)

<http://www.calgaryherald.com/Bank+economists+upbeat+consumers+spending+housing+bright+spots/8963382/story.html>

<http://www.producer.com/2013/09/chinese-economic-growth-to-moderate/>

<http://www.ft.com/intl/cms/s/0/a3465b06-1bbe-11e3-94a3-00144feab7de.html#axzz2gbCBtdIU> -Global trade likely to remain sluggish for years, says UN report

<http://www.statcan.gc.ca/daily-quotidien/131011/t131011a003-eng.htm>

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[http://www.mhreb.ca/sites/50e4b068e7e1b41bc501c64a/content\\_entry51000974e7e1b41bc5027a12/524b0b947d0cca0708004fdc/files/website\\_stat\\_rep\\_09\\_13.pdf](http://www.mhreb.ca/sites/50e4b068e7e1b41bc501c64a/content_entry51000974e7e1b41bc5027a12/524b0b947d0cca0708004fdc/files/website_stat_rep_09_13.pdf)

<http://cfsea.ca/new/wp-content/uploads/2012/04/VITAL-SIGNS-ONLINE-2013.pdf>

## **Acting Municipal Manager's Report Monday, October 28, 2013**

### **Administration**

#### **Staffing**

October has been a very busy month, with the departure of David to Spruce Grove and my appointment as the Acting Municipal Manager. To assist in the changeover Mike Davies has stepped up and is acting as my relief in the Finance and Administration department. We will continue to be very grateful for the support being shown by our entire organization during this transition.

#### **Election**

With the election now complete, I would like to thank the election officials that worked hard to ensure the success of the election. Administration will now review the process used in the election and bring proposed changes forward for consideration as part of the budget discussions.

#### **July 6<sup>th</sup> Flash Flood Event**

The Provincial government has determined that the flash flood event of July 6<sup>th</sup> was an extraordinary event and created a disaster relief program. On October 29<sup>th</sup> in the Council chambers the Provincial officials will be on site to assist with applications for relief. Applications can also be submitted by contacting the Disaster Relief Program by phone. Additional information can be found on the Town of Redcliff website and facebook pages.

### **Public Services Department**

#### **Water and Sewer Utilities**

Staff continued to be busy with the coordination and commissioning of the new raw water pump house and raw water trunk line.

Fall fire hydrant inspections and maintenance was started in October and will continue until complete.

Semi-annual flushing of troubled sewer mains was completed.

Sewer Inspections for the entire sanitary sewer network commenced in October and will continue until complete.

#### **Municipal Works**

Staff completed the construction of a gravel trail that links Mitchell St. at two locations to the new park in Eastside.

Work continues on various drainage issues and laneway/roadway grading.

Staff began hauling approximately 400 cubic meters of sand in preparation for winter road maintenance.

One interment was conducted at the cemetery during the month of September bringing the total to 18 interments to date for 2013.

### **Parks and Recreation**

A date of October 16 - 17 has been confirmed for the installation of the new outdoor skating rink at Margaret Wooding School and the spectator protective netting and several board system modifications at the Rec-Tangle.

Staff have been busy winterizing the swimming pool and irrigation systems in all of our parks and greenspaces.

Barry Williams has recently been promoted to the position of Facilities Supervisor.

### **Landfill**

A number of wind screens and litter catch fences for the landfill have undergone repair. Two new screens are anticipated to be constructed this fall as per the 2013 budget.

Salbro Consulting Services Ltd. has completed the design work and submitted the approval application to Alberta Environment for the proposed leachate storage pond. The project has been tendered with a closing date of October 10, 2013.

## **Finance & Administration**

### **Budget Preparation**

There are a number of initiatives that are currently in progress as part of our 2014 budget process:

- A number of departments are working together on the production of an updated and funded MYCIP (Multi-Year Capital Infrastructure Plan)
- Budget program training for all department heads
- A review of utility bylaws including the structure and concept of billing

### **Financial Reporting**

The finance department is still in the process of developing a financial summary that will replace the quarterly financial statements that were previously submitted to Council. This revised reporting will focus on providing an overview of financial performance against budget without the complicated presentation of a detailed line by line statement. Detailed statements will still be produced for internal reporting needs and anyone interested in viewing the detailed statement may still request to see it.

### **Scheduled Items:**

- Oct 8<sup>th</sup> – Utility Penalty Date
- Oct 18<sup>th</sup> – Utility Disconnect Notice Letters
- Nov 1<sup>st</sup> – Utility Disconnect Payment Deadline
- Nov 5<sup>th</sup> – Utility Disconnections (1st round)
- Nov 18<sup>th</sup> – Utility Disconnect Payment Extension Deadline
- Nov 19<sup>th</sup> – Utility Disconnections (tentative 2nd round)



# PROJECT PROPOSAL FORM

COUNCILOR \_\_\_\_\_

OFFICE USE ONLY

PROJECT NUMBER:

RANK:

PROJECT NAME

\_\_\_\_\_

PROJECT TYPE

CAPITAL: INFRASTRUCTURE ☐ FACILITY ☐ EQUIPMENT ☐

OPERATING: PROGRAM ☐ SERVICE ☐ EVENT ☐

PROJECT DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT COST (\$000s)

\_\_\_\_\_

FINANCING SOURCE

DEBT\* ☐ GRANTS ☐ TAX ☐ OTHER ☐ (PLEASE SPECIFY): \_\_\_\_\_

\*NO DEBT FOR OPERATING

PROJECT RANKING\*

\*SEE BACK FOR RANKING DETAILS

ASSET REHABILITATION & PROTECTION

SERVICE AND BENEFIT TO PUBLIC

STRATEGIC IMPORTANCE

SAFETY & RISK MANAGEMENT

WORK CONDITIONS & PRODUCTIVITY

FUNDING IMPACT

OPERATION & MAINTENANCE COST

CAPITAL
(0-4)

OPERATING
(0-4)

OFFICE USE

TOTAL:

## RANKING GUIDE

ASSET REHABILITATION & PROTECTION (CAPITAL ONLY)		Capital 15%	Operating N/A
4	Replaces asset that has failed or is near failure		
3	Necessary to extend the service or existing asset or to restore original performance levels		
2	Supplements/supports a basically adequate, functioning asset		
1	Replaces a basically adequate, functioning asset		
0	Initiates a new asset		
SERVICE AND BENEFIT TO PUBLIC		Capital 20%	Operating 25%
4	Major impact to entire community, or more than 1 neighbourhood		
3	Moderate impact to community, or major impact to one neighbourhood		
2	Minor impact to community, moderate impact to neighbourhood, or major to one portion		
1	Minor impact to one entire neighbourhood, or moderate impact to a portion of one		
0	No impact		
STRATEGIC IMPORTANCE		Capital 15%	Operating 15%
4	Major impact/alignment on the strategic plan		
3	Moderate impact/alignment on the strategic plan		
2	Low impact/alignment on the strategic plan		
1	Minor impact/alignment on the strategic plan		
0	No impact/alignment on the strategic plan		
SAFETY & RISK MANAGEMENT		Capital 15%	Operating 15%
4	Eliminates life-threatening incidents -or- project is required to meet current codes		
3	Significantly improves safety -or- Asset is grandfathered but upgrades meet current codes		
2	Moderately improves safety -or- Asset upgrade is in response to a safety issue		
1	Involves meeting a suggested criteria or possible future code level		
0	No clear relationship to safety; current asset meets code		
WORK CONDITIONS & PRODUCTIVITY		Capital 5%	Operating 10%
4	Increase in work condition and productivity for all staff		
3	Increase in work condition and productivity for most staff		
2	Increase in work condition and productivity for some staff		
1	Increase in work condition and productivity for 5 or less staff		
0	No significant effect on staff		
FUNDING IMPACT		Capital 20%	Operating 25%
4	Over 75% funded from other sources		
3	50% to 74% funded from other sources		
2	25% to 49% funded from other sources		
1	1% to 24% funded from other sources		
0	Completely funded by the municipal government		
OPERATION & MAINTENANCE COST		Capital 10%	Operating 10%
4	>10% decrease in operating and maintenance costs		
3	<10% decrease in operating and maintenance costs		
2	No impact on operating and maintenance costs		
1	Increases operating and maintenance costs, without additional staffing		
0	Increases operating and maintenance costs, with additional staffing		