



COUNCIL MEETING

MONDAY, JANUARY 26, 2015

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 26, 2015 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

| <u>AGENDA ITEM</u> | <u>RECOMMENDATION</u> |
|---|------------------------------|
| 1. GENERAL | |
| A) Call to Order | |
| B) Adoption of Agenda * | Adoption |
| C) Accounts Payable * | For Information |
| 2. DELEGATION | |
| A) i) Presentation D. Prpick * | For Information |
| ii) Interview Re: Appointment to Municipal Planning Commission | |
| 3. MINUTES | |
| A) Council meeting held January 12, 2015 * | For Adoption |
| B) Municipal Planning Commission meeting held January 21, 2015 * | For Information |
| C) Cypress View Foundation meeting held December 11, 2014 * | For Information |
| D) Physician Attraction & Retention Network meeting held January 9, 2015 * | For Information |
| 4. REQUESTS FOR DECISION | |
| A) Appointment of Assessor * | For Consideration |
| B) Encroachment Permit Application * | For Consideration |
| Re: 418 - 1st Street SE (Lots 29 and 30, Block 15, Plan 1117V) | |
| 5. POLICIES | |
| A) Policy 36, Snow Removal and Street Sanding * | For Approval |
| 6. CORRESPONDENCE | |
| A) The Alberta Order of Excellence letter dated January 6, 2015 * | For Information |
| Re: Nominations | |
| B) Senior Service Awards letter and information booklet * | For Information |

- | | |
|--|-----------------|
| C) Cypress View Foundation letter of January 20, 2015 * Re: Budget Summary | For Information |
|--|-----------------|

7. OTHER

- | | |
|--|-----------------|
| A) September 2014 Consolidated Financial Statements * | For Information |
| B) Municipal Manager Report * | For Information |
| C) Mayor's Report to Council January 26, 2015 * | For Information |
| D) Council Important Meetings & Events January 26, 2015 * | For Information |

8. RECESS

9. IN CAMERA

- A)** Land (1) / Legal (2) / Labour (1)

10. ADJOURN

| ACCOUNTS PAYABLE | | | |
|---|---------------------------------|---------------------------------------|---------------|
| COUNCIL MEETING JANUARY 26, 2015 | | | |
| CHEQUE # | VENDOR | DESCRIPTION | AMOUNT |
| 76600 | ALBERTA FIRE CHIEFS ASSOCIATION | MEMBERSHIP FEES | \$189.00 |
| 76601 | SUNCOR ENERGY PRODUCTS PARTNER | LANDFILL FUEL | \$3,273.38 |
| 76602 | XEROX CANADA LTD. | PHOTOCOPIER MAINENANCE | \$212.82 |
| 76603 | WOOD, DALE | FIREARMS SAFETY COURSE FEES | \$1,710.00 |
| 76604 | TOWN OF REDCLIFF | REGULAR PAYROLL | \$65,324.21 |
| 76605 | ALLEN, JENESSA | FACILITY DEPOSIT REFUND | \$150.00 |
| 76606 | BERSTAD, CAREY | FACILITY DEPOSIT REFUND | \$150.00 |
| 76607 | LAWSON, KRISTAL | ICE RENTAL REFUND | \$84.00 |
| 76608 | CORBEIL, MARC | INACTIVE UTILITY REFUND | \$187.49 |
| 76609 | TELUS MOBILITY | CELL PHONE SERVICES | \$678.12 |
| 76610 | TELUS COMMUNICATION INC. | TELEPHONE SERVICES | \$57.71 |
| 76611 | SUMMIT MOTORS LTD | LAMPS | \$12.52 |
| 76612 | SOCAN | LICENSE FEES | \$194.32 |
| 76613 | SECURTEK - A SASKTEL COMPANY | FIRE HALL ALARM SYSTEM | \$65.99 |
| 76614 | RECEIVER GENERAL | STAT DEDUCTIONS | \$31,744.15 |
| 76615 | PROVINCIAL TREASURER - LAPP | LAPP CONTRIBUTIONS | \$15,393.66 |
| 76616 | SHAW CABLE | INTERNET SERVICES | \$261.19 |
| 76617 | INFILCO DEGREMONT INC | PROGRESS PAYMENT - WTP | \$628,310.58 |
| 76618 | INDUSTRIAL MACHINE INC. | FAN & MOTOR ASSEMBLY | \$543.90 |
| 76619 | FORTY MILE GAS CO-OP LTD. | LANDFILL GAS UTILITIES | \$281.36 |
| 76620 | COCOA BEAN CAFE | MEALS ON WHEELS | \$1,048.95 |
| 76621 | CITY OF MEDICINE HAT | UTILITIES & SEWER OUTLAY | \$66,752.87 |
| 76622 | CANADIAN BADLANDS LTD. | ANNUAL LEVY | \$2,849.88 |
| 76623 | THE BOLT SUPPLY HOUSE LTD. | BOLTS & WASHERS | \$13.76 |
| 76624 | AMSC INSURANCE SERVICES LTD. | INSURANCE PREMIUMS | \$13,602.41 |
| 76625 | ACTION PARTS | TRUCK BATTERY | \$103.80 |
| 76626 | KEYWAY SECURITY LOCKSMITHS LTD | REKEYING TOWN HALL | \$1,545.81 |
| 76627 | LETHBRIDGE MOBILE SHREDDING | DECEMBER SHREDDING | \$46.20 |
| 76628 | SHAW CABLE | INTERNET SERVICES | \$119.90 |
| 76629 | PAD-CAR MECHANICAL LTD. | TROUBLESHOOT SEWAGE LIFT PUMP | \$2,960.11 |
| 76630 | PC CORP INC. | IT SUPPORT & MAINTENANCE | \$664.13 |
| 76631 | PRIME PRINTING | CHEQUES, BUSINESS LICENSE PAPER | \$526.80 |
| 76632 | RECEIVER GENERAL RCMP | OCT-DEC 2014 RCMP | \$251,526.23 |
| 76633 | RODEO FORD SALES LIMITED | 1 TON TRUCK | \$38,370.15 |
| 76634 | SANATEC ENVIRONMENTAL | LANDFILL SEPTIC TANK | \$136.50 |
| 76635 | POLAR PIN | PINS | \$1,595.48 |
| 76636 | FORSYTH, FARON | CONSTRUCTION DAMAGE DEPOSIT REFUND | \$1,000.00 |
| 76637 | COMMUNITY SAFETY NET | BIG BROTHERS/SISTER SAFETY INITIATIVE | \$472.50 |

| | | | |
|-------------------|--------------------------------|-----------------------------|----------------|
| 76638 | TOWN OF REDCLIFF - LANDFILL | DECEMBER LANDFILL CHARGES | \$4,549.27 |
| 76639 | LETHBRIDGE HERALD | JUNE/DECEMBER ADVERTISING | \$852.78 |
| 76640 | JOHN'S WATER HAULING (A DIVIS | HAUL WATER TO LANDFILL | \$90.00 |
| 76641 | FOX ENERGY SYSTEMS INC. | SIGNS & BRACKETS | \$2,210.04 |
| 76642 | FEDERATION OF CANADIAN MUNICIP | FCM 2015/16 MEMBERSHIP | \$1,110.64 |
| 76643 | EPCOR ENERGY SERVICES INC. | LANDFILL ELECTRIC UTILITIES | \$166.69 |
| 76644 | DIAMOND MUNICIPAL SOLUTIONS | SUPPORT ANALYST | \$598.50 |
| 76645 | DALTON, R. KIM | TRAVEL REIMBURSEMENT | \$1,000.00 |
| 76646 | CROFTS, ARLOS | TRAVEL REIMBURSEMENT | \$150.00 |
| 76647 | CANADIAN PACIFIC RAILWAY | FLASHER CONTRACT | \$616.00 |
| 76648 | CITY OF MEDICINE HAT | UTILITIES | \$9,850.61 |
| 76649 | CARSWELL | CANADIAN PAYROLL ONLINE | \$849.45 |
| 76650 | ATRON REFRIGERATION & AIR COND | FURNACE FALL MAINTENANCE | \$711.12 |
| 51 CHEQUES TOTAL: | | | \$1,154,914.98 |

RECEIVED

JAN 16 2015

TOWN OF REDCLIFF

Danica Prpick
13 Riverview Pl. SE
Redcliff, AB T0J 2P0

January 15, 2015

Municipal Manager
Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0

Dear Mr. Crofts

RE: Presentation to Council

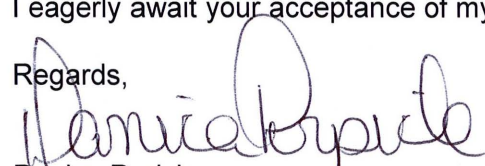
In response to the invitation letter of December 22, 2015 made by Shanon Simon to meet with Council regarding my reappointment to MPC, I would like to exercise my right to present to Council as per Bylaw 1781/2014. In accordance with this bylaw, it is my understanding that I must submit written documentation to the Municipal Manager which clearly outlines the nature of my business for inclusion in the Agenda Package not less than seven working days in advance of the regular Council meeting date. I further understand that my presentation request will not be confirmed as being on the agenda until it has been reviewed by the Municipal Manager and the Mayor (or their designates).

In this regard, please accept this as written documentation requesting 10 minutes as per Section 36 of Bylaw 1781/2014 on the January 26, 2015 Town Council Agenda. I would further like to request that my right to privacy is waived as per the attached letter in regard to the "interview" for reappointment to MPC. Therefore, this letter is to request that this presentation be held in open public council meeting which is to be recorded in the minutes and can be publically accessible to the general public at large, either through original Council minutes held in the possession of the Town of Redcliff or digital version displayed on the Town of Redcliff's website.

The nature of business to be discussed in my presentation will specifically relate to my response to being invited for an interview for reappointment to the Municipal Planning Commission. Since a meeting was offered to me on December 22, 2015 as per Council's request, I believe that there has been ample time for Council to properly investigate their approach to this meeting. It also seems logical and within my rights to request an opportunity to speak at this meeting which was referred to as an "interview" in your January 14, 2015 letter. Since no department is affected by MPC which acts as an independent decision-making body in charge of receiving, processing and deciding on development applications and commenting on land use amendment applications and appeals, I do not anticipate that any other department ought to be affected by this presentation. Hence there should be no reason that my presentation would not be added to the Agenda Package of the January 26, 2015 public portion of the Council Meeting.

I eagerly await your acceptance of my request.

Regards,


Danica Prpick

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 12, 2015 7:00 P.M.**

| | | | |
|-----------------|---|------------------------|--|
| PRESENT: | Mayor | E. Reimer | |
| | Councillors | C. Brown, E. Solberg | |
| | | L. Leipert, C. Crozier | |
| | | J. Steinke | |
| | Municipal Manager | A. Crofts | |
| | Director of Finance & Administration | J. Kwok | (left at 8:23 p.m., returned at 8:35 p.m.) |
| | Manager of Legislative & Land Services | S. Simon | |
| | Director of Community & Protection Services | K. Dalton | (left at 8:23 p.m.) |
| | Public Services Director | J. Garland | (left at 8:23 p.m., returned at 8:35 p.m.) |
| ABSENT: | Councillor | D. Kilpatrick | |

1. GENERAL

| | | |
|-----------|--------------------|---|
| | Call to Order | A) Mayor Reimer called the regular meeting to order at 7:00 p.m. |
| 2014-0663 | Adoption of Agenda | B) Councillor Solberg moved the agenda be adopted as amended to add a legal item in "In Camera" session. - Carried. |
| 2014-0664 | Accounts Payable | C) Councillor Leipert moved the following 186 general vouchers in the amount of \$3,619,930.66 be received for information. - Carried. |

| ACCOUNTS PAYABLE | | | |
|---|----------------------------|----------------------------|---------------|
| COUNCIL MEETING JANUARY 12, 2015 | | | |
| CHEQUE # | VENDOR | DESCRIPTION | AMOUNT |
| 76305 | PRIME PRINTING | ENVELOPES | \$255.15 |
| 76306 | TOWN OF REDCLIFF | REGULAR PAYROLL | \$66,981.26 |
| 76307 | MILLER, NICOLE | DEPOSIT REFUND | \$50.00 |
| 76308 | CONSTANCE JONES | CONTRACTED LABOUR | \$1,706.25 |
| 76309 | MARY TULIP | CONTRACTED LABOUR | \$1,125.00 |
| 76310 | TELUS MOBILITY | PS/BYLAW/FIRE CELL SERVICE | \$644.16 |
| 76311 | TELUS COMMUNICATION INC. | PHONE SERVICE | \$1,624.52 |
| 76312 | SCHEFFER ANDREW LTD. | PROFESSIONAL SERVICES | \$1,945.13 |
| 76313 | CNH INDUSTRIAL CAPITAL | FILTER, LAMP, WIPERS | \$272.65 |
| 76314 | RECEIVER GENERAL | STAT DEDUCTIONS | \$23,216.02 |
| 76315 | PROVINCIAL TREASURER - LAP | LAPP CONTRIBUTIONS | \$15,425.53 |

| | | | |
|-------|--------------------------------|--------------------------------------|--------------|
| 76316 | PRECISION GIANT SYSTEMS INC | LANDFILL SOFTWARE | \$3,013.50 |
| 76317 | SUNCOR ENERGY PRODUCTS PARTNER | FUEL AT LANDFILL | \$2,286.77 |
| 76318 | PC CORP INC. | TECH SUPPORT AND CLOUD BACKUP | \$5,989.79 |
| 76319 | LETHBRIDGE MOBILE SHREDDING | NOVEMBER SHREDDING | \$46.20 |
| 76320 | HARV'S JANITORIAL SERVICES | NOVEMBER JANITORIAL SERVICE | \$3,386.25 |
| 76321 | FOX ENERGY SYSTEMS INC. | STREET SIGNS | \$566.58 |
| 76322 | EPCOR ENERGY SERVICES INC. | LANDFILL ELECTRICITY | \$178.42 |
| 76323 | CANADIAN PACIFIC RAILWAY | FLASHER CONTRACT | \$616.00 |
| 76324 | CITY OF MEDICINE HAT | ELECRIC UTILITIES | \$7,027.51 |
| 76325 | AMSC INSURANCE SERVICES LTD. | HEALTH SPENDING ACCOUNT | \$376.81 |
| 76369 | DAN JANE VENTURES | PROPANE | \$232.00 |
| 76370 | L.W. DENNIS CONTRACTING LTD. | PROG PYMT(RAW WATER SUPPLY PIPELINE) | \$8,181.79 |
| 76371 | SPIDER ELECTRIC LTD. | ELECTRICAL PERMIT | \$56.30 |
| 76373 | WOOD, DALE | FIREARMS SAFETY COURSE | \$2,185.00 |
| 76374 | WOLSELEY MECHANICAL GROUP | SOLENOID, SADDLES, BUSHINGS, CLAMPS | \$890.54 |
| 76375 | TRANSIT PAVING INC | PROGRESS PYMT(BROADWAY AVE DRAINAGE) | \$35,520.75 |
| 76376 | TOWN OF REDCLIFF - LANDFILL | TONNAGE CHARGES | \$4,041.23 |
| 76377 | TOWN OF REDCLIFF | EMPLOYEE PROPERTY TAX PAYMENTS | \$450.00 |
| 76378 | GARRIOCH, WALTER | SKATE WITH SANTA ENTERTAINMENT | \$200.00 |
| 76379 | TELUS MOBILITY | MANAGER CELL SERVICE | \$116.24 |
| 76380 | TELUS COMMUNICATION INC. | WEST SIDE LIFT STATION | \$38.03 |
| 76381 | SUPERIOR TRUCK EQUIPMENT | TAILGATE SWITCH | \$194.75 |
| 76382 | SANATEC ENVIRONMENTAL | LANDFILL SEPTIC TANK | \$136.50 |
| 76383 | SAFETY CODES | 3RD QUARTER SAFETY CODES | \$137.83 |
| 76384 | ROSENAU TRANSPORT LTD | PARTS FREIGHT | \$507.26 |
| 76385 | ROCKY MOUNTAIN PHOENIX | FIRE SUPPLIES | \$2,522.70 |
| 76386 | SUNCOR ENERGY PRODUCTS PARTNER | FUEL AT LANDFILL | \$11,501.88 |
| 76387 | PARKLAND GEO TESTING LTD. | PROGRESS PYMT (SLOPE FAILURE EVAL) | \$16,275.00 |
| 76388 | MPE ENGINEERING LTD. | PROGRESS PYMT (WTP) | \$31,922.84 |
| 76389 | M.P. ECO MECHANICAL PROCESS IN | PROGRESS PYMT (WTP) | \$771,984.33 |
| 76390 | SHAW CABLE | INTERNET | \$261.19 |
| 76391 | MEDICINE HAT CSRD #20 | SCHOOL REQUISITION | \$177,354.49 |
| 76392 | LOGOS EMBROIDERY | WORK JACKETS | \$161.70 |
| 76393 | LETHBRIDGE HERALD | OCTOBER ADVERTISING | \$3,954.74 |
| 76394 | JACOB'S WELDNG LTD. | WELD PLATE | \$236.25 |
| 76395 | DUCKERINGS TRANSPORT | PARTS FREIGHT | \$414.03 |
| 76396 | FARMLAND SUPPLY CENTER LTD | HYDRAULIC HOSES | \$132.18 |
| 76397 | FOX ENERGY SYSTEMS INC. | THIN ICE AND LANDFILL SIGNS | \$400.89 |
| 76398 | GAR-TECH ELECTRICAL | DOG POUND HEATER | \$1,575.00 |
| 76399 | HYDRODIG | CURB STOP REPAIR | \$603.75 |
| 76400 | ISL ENGINEERING & LAND SERVICE | PROGRESS PYMT (I & I INVESTIGATION) | \$32,796.23 |
| 76401 | C.U.P.E. | UNION DUES | \$1,885.70 |

| | | | |
|-------|--------------------------------|--|--------------|
| 76402 | CITY OF MEDICINE HAT | UTILITIES | \$67,249.46 |
| 76403 | CIBC VISA | OCTOBER VISA | \$11,379.30 |
| 76404 | C.E.M. HEAVY EQUIPMENT | HARNESS, BULBS, WIPER BLADES | \$302.14 |
| 76405 | DEL | VIBRATOR KIT | \$609.78 |
| 76406 | BROVAC (A DIVISION OF 654963 A | LIFT STATION CLEANING | \$945.00 |
| 76407 | ATRON REFRIGERATION & AIR COND | FURNACE MAINTENANCE | \$1,248.99 |
| 76408 | ANDRES, BONNIE | MISC REIMBURSEMENT | \$31.36 |
| 76409 | AMEC EARTH & ENVIRONMENTAL | PROGRESS PYMT(RAW WATER PUMPING STN | \$20,715.12 |
| 76410 | ACE LANDSCAPING | RCMP SNOW REMOVAL | \$1,260.00 |
| 76411 | A & B STEEL LTD | FLAT & CHANNEL IRON | \$40.91 |
| 76420 | STAPLES MEDICINE HAT | COUNCIL CHAMBER CHAIRS | \$5,189.76 |
| 76476 | CORIX WATER PRODUCTS LIMITED P | RADIO METER READING EQUIPMENT | \$46,096.22 |
| 76477 | ROBINS, AMANDA | REGISTRATION REFUND | \$34.00 |
| 76478 | PROVINCIAL TREASURER - LAP | LAPP CONTRIBUTIONS | \$15,297.63 |
| 76479 | INLAND CONCRETE, A DIVISION OF | DE-ICING SAND | \$2,001.10 |
| 76480 | DAN JANE VENTURES | PROPANE | \$29.00 |
| 76481 | ENSMINGER BECK & THOMPSON | 2013 AUDIT | \$8,793.75 |
| 76482 | FORTY MILE GAS CO-OP LTD. | LANDFILL GAS UTILITIES | \$287.46 |
| 76483 | FOX ENERGY SYSTEMS INC. | LIFE CYCLE ASSET MAINTENANCE | \$1,077.25 |
| 76484 | FRANCOTYP-POSTALIA CANADA INC | POSTAGE MACHINE LEASE | \$110.09 |
| 76485 | FRENCH, TOM | TOOL REIMBURSEMENT | \$591.21 |
| 76486 | GAR-TECH ELECTRICAL | MEMORIAL PARK LIGHTING & MISC REPAIRS | \$10,148.61 |
| 76487 | REDCLIFF HOME HARDWARE | TOTE, FURNACE FILTERS, BATTERIES | \$332.76 |
| 76488 | COCOA BEAN CAFE | MEALS ON WHEELS | \$1,048.95 |
| 76489 | CITY OF MEDICINE HAT | SPECIAL TRANSIT | \$29,122.50 |
| 76490 | CENTRAL SHARPENING | SHARPEN ICE KNIFE | \$112.35 |
| 76491 | C.E.M. HEAVY EQUIPMENT | O-RING SEAL, AXLE COVER | \$60.17 |
| 76492 | CAPITAL GLASS LTD. | WINDSHIELD, WINDOWS | \$795.90 |
| 76493 | THE BOLT GUYS | SCREWS, CLAMPS | \$19.46 |
| 76494 | BIG BROTHERS/BIG SISTERS | TEEN MENTOR PROGRAM | \$5,285.00 |
| 76495 | AMEC EARTH & ENVIRONMENTAL | PROGRESS PAYMENTS (4 TH AVE SW) | \$4,914.48 |
| 76496 | ACTION PARTS | BATTERIES, TOGGLE SWITCH | \$171.00 |
| 76497 | ACKLANDS - GRAINGER INC | HELMET, FLASHLIGHT | \$3,339.11 |
| 76498 | ACE LANDSCAPING | RCMP SNOW REMOVAL | \$1,260.00 |
| 76499 | JOHN'S WATER HAULING (A DIVIS | HAUL WATER TO LANDFILL | \$90.00 |
| 76500 | LOGOS EMBROIDERY | WORK JACKETS | \$404.25 |
| 76501 | MACDESIGN SCREENWORKS INC. | FIRE CLOTHING | \$904.05 |
| 76502 | NEIL MACKINNON MECHANICAL SERV | AIR HORNS | \$836.33 |
| 76503 | MCL - WASTE SYSTEMS ENVIRONMEN | FAN BLADE | \$968.69 |
| 76504 | MEDICINE HAT FAMILY SERVICE | FAMILY LIFE EDUCATION COURSES | \$6,000.00 |
| 76505 | M.P. ECO MECHANICAL PROCESS IN | PROGRESS PAYMENTS (WTP) | \$443,281.35 |
| 76506 | MPE ENGINEERING LTD. | PROGRESS PAYMENTS (WTP) | \$35,104.03 |
| 76507 | PARK ENTERPRISES LTD. | IN TOWN PERMITS | \$696.78 |

| | | | |
|-------|--------------------------------|--|----------------|
| 76508 | SUNCOR ENERGY PRODUCTS PARTNER | FUEL AT LANDFILL | \$1,979.43 |
| 76509 | REDCLIFF ACTION SOCIETY | WORKSHOPS & ACTIVITES | \$10,800.00 |
| 76510 | RECEIVER GENERAL | STAT DEDUCTIONS | \$23,444.99 |
| 76511 | ROCKY MOUNTAIN PHOENIX | FIRE TRUCK CLAWS | \$837.90 |
| 76512 | SALBRO CONSULTING SERVICES | SOIL SAMPLING | \$3,044.43 |
| 76513 | SCHEFFER ANDREW LTD. | PROFESSIONAL SERVICES | \$1,417.51 |
| 76514 | SOUTHERN DOOR | FIRE HALL DOOR | \$4,914.00 |
| 76515 | SUMMIT MOTORS LTD | REPAIR PARTS & LABOUR | \$4,757.55 |
| 76516 | TELUS COMMUNICATION INC. | PUBLIC SERVICES TWO-WAY RADIOS | \$19.68 |
| 76517 | MUNICIPAL WORLD INC | BYLAW OFFICER POSTING | \$446.25 |
| 76518 | MARY TULIP | CONTRACTED LABOUR | \$1,200.00 |
| 76519 | CONSTANCE JONES | CONTRACTED LABOUR | \$1,950.00 |
| 76520 | BRIDGE CHURCH | DEPOSIT REFUND | \$150.00 |
| 76521 | GAINSBOROUGH, JEFF | DEPOSIT REFUND | \$150.00 |
| 76522 | HILLIER, DANIELLE | DEPOSIT REFUND | \$175.00 |
| 76523 | KIRVAN, SHARON | REGISTRATION REFUND | \$35.70 |
| 76524 | TOWN OF REDCLIFF | REGULAR PAYROLL | \$67,040.22 |
| 76525 | TRANSIT PAVING INC | PROGRESS PYMT(4 TH Ave SW ROAD CONST) | \$223,805.95 |
| 76526 | TRICO LIGHTING PRODUCTS | SAFETY LIGHT BATTERY | \$26.20 |
| 76527 | WESCLEAN EQUIPMENT & CLEANING | FLOOR SCRUBBER | \$7,344.75 |
| 76528 | XEROX CANADA LTD. | PHOTOCOPIER MAINTENANCE | \$180.41 |
| 76529 | ZEP SALES & SERVICE OF CANADA | SOAP, LOTION, CLEANER, PAPER | \$1,112.17 |
| 76530 | PROVINCIAL TREASURER - LAP | LAPP CONTRIBUTIONS | \$15,562.77 |
| 76531 | RECEIVER GENERAL | STAT DEDUCTIONS | \$25,821.98 |
| 76532 | TOWN OF REDCLIFF | REGULAR PAYROLL | \$79,814.19 |
| 76533 | ALTA-WIDE BUILDERS SUPPLIES (M | TREATED POSTS | \$121.28 |
| 76534 | C.U.P.E. | UNION DUES | \$1,935.15 |
| 76535 | COSTCO WHOLESALE | SHELVING UNITS | \$1,579.27 |
| 76536 | CLEARTECH INDUSTRIES INC. | CHLORINE CONTAINERS | \$1,893.78 |
| 76537 | CIBC VISA | NOVEMBER VISA | \$10,445.49 |
| 76538 | CIBC | SUPP PENSION PLAN | \$2,448.34 |
| 76539 | CEE GEE SOUTHERN INC | PROGRESS PAYMENTS (LANDFILL CELL) | \$1,050,224.31 |
| 76540 | CAPITAL GLASS LTD. | WINDSHIELD | \$255.15 |
| 76541 | BROWNLEE LLP | EMERGING TRENDS | \$375.00 |
| 76542 | ATRON REFRIGERATION & AIR COND | FURNACE MAINTENANCE | \$4,790.99 |
| 76543 | ANDERSON, VINCE | FIRE TRAINING TRAVEL | \$15.00 |
| 76544 | AMEC EARTH & ENVIRONMENTAL | PROGRESS PYMT(RIVER INFR FLOOD PROT) | \$27,174.67 |
| 76545 | XEROX CANADA LTD. | PHOTOCOPIER MAINTENANCE | \$37.53 |
| 76546 | UNITED WAY OF SOUTH EASTERN AL | EMPLOYEE DONATIONS | \$28.00 |
| 76547 | TRICO LIGHTING PRODUCTS | LIGHT | \$73.40 |
| 76548 | REDCLIFF FIREMEN SOCIAL CLUB | 4TH QTR DUES | \$285.00 |
| 76549 | TOWN OF REDCLIFF | EMPLOYEE PROPERTY TAX PAYMENTS | \$673.00 |
| 76550 | DARLEY, KEELY | CLASSES & COURSES | \$1,437.75 |

| | | | |
|-------|--------------------------------|---------------------------------|-------------|
| 76551 | DARLEY, KIERA | CLASSES & COURSES | \$45.00 |
| 76552 | HOK, DEBORAH | REFUND INACTIVE ACCOUNT | \$334.93 |
| 76553 | RAYMACK WATERS LTD | ICE RESURFACER REPAIRS | \$6,001.80 |
| 76554 | GAJJAR, VYOM | CRIMINAL RECORD CHECK | \$53.00 |
| 76555 | HAWRELAK, BOB | SDAB TRAINING | \$150.00 |
| 76556 | SHIPLEY, GARY | SDAB TRAINING | \$150.00 |
| 76557 | CONSTANCE JONES | CONTRACTED LABOUR | \$2,193.75 |
| 76558 | MBSI CANADA | LAPTOP SETUP | \$448.88 |
| 76559 | BRUNNER, MATT | CONTRACTED LABOUR | \$898.20 |
| 76560 | MCBAIN, JOHN | FIRE TRAINING TRAVEL | \$15.00 |
| 76561 | MARY TULIP | CONTRACTED LABOUR | \$900.00 |
| 76562 | WESTERS, JOHN | CONTRACTED LABOUR | \$240.00 |
| 76563 | DREGER, RACHELLE | DEPOSIT REFUND | \$150.00 |
| 76564 | TELUS MOBILITY | ENGINEERING CELL SERVICE | \$45.58 |
| 76565 | TELUS COMMUNICATION INC. | PHONE SERVICE | \$1,625.78 |
| 76566 | SUPERIOR TRUCK EQUIPMENT | SWITCH | \$194.75 |
| 76567 | SUMMIT MOTORS LTD | WHEEL HUB COVER KIT | \$42.80 |
| 76568 | SAFETY CODES | 4TH QUARTER SAFETY CODES | \$373.57 |
| 76569 | REDCLIFF MINOR HOCKEY ASSOC. | CONCESSION PURCHASES | \$157.50 |
| 76570 | REDCLIFF BAKERY | COOKIES FOR MEETINGS | \$64.00 |
| 76571 | QUEST FABRICATION | TRUCK DUMP BOX | \$15,323.44 |
| 76572 | PUROLATOR | PARTS FREIGHT | \$89.81 |
| 76573 | PRO FLOW PLUMBING & HEATING CO | TOWN HALL DRAIN CLEAN | \$210.00 |
| 76574 | PRAIRIE ROSE SCHOOL DIV.NO.8 | SEMI-ANNUAL SCHOOL LIASON | \$9,600.00 |
| 76575 | PITNEY WORKS | FOLDER/STUFFER CONTRACT | \$166.72 |
| 76576 | SUNCOR ENERGY PRODUCTS PARTNER | FUEL AT LANDFILL | \$1,961.30 |
| 76577 | PAYSTATION INC. | SIGNATURE ENCRYPTION | \$417.90 |
| 76578 | PARK ENTERPRISES LTD. | IN TOWN PERMITS | \$4,354.89 |
| 76579 | TASHA OPPERMAN | TRAVEL REIMBURSEMENT | \$50.00 |
| 76580 | NEWTON, TOBY | FIRE TRAINING TRAVEL | \$15.00 |
| 76581 | MURRAY, CINDY | MILEAGE & MISC REIMBURSEMENTS | \$337.70 |
| 76582 | MEDICINE HAT NEWS | NOVEMBER ADVERTISING | \$655.20 |
| 76583 | LUTZ, VIC | SDAB TRAINING | \$150.00 |
| 76584 | LES'S DRAIN CLEANING SERVICE | SEWER MAINTENANCE PROGRAM | \$1,008.00 |
| 76585 | LETHBRIDGE HERALD | NOVEMBER ADVERTISING | \$1,211.56 |
| 76586 | KAIZEN LAB INC. | WATER ANALYSIS | \$2,833.11 |
| 76587 | HYDRODIG | HYDROVAC AROUND POND | \$1,086.75 |
| 76588 | REDCLIFF HOME HARDWARE | FLOOR STRIPPING, PIPE STRAPPING | \$75.03 |
| 76589 | HARV'S JANITORIAL SERVICES | DECEMBER JANITORIAL SERVICE | \$3,386.25 |
| 76590 | GREYHOUND COURIER EXPRESS | PARTS FREIGHT | \$21.54 |
| 76591 | GRADWELL, RAYMOND | MEAL REIMBURSEMENT | \$73.50 |
| 76592 | GAR-TECH ELECTRICAL | FIRE HALL PARTS/LABOUR | \$778.81 |
| 76593 | DIAMOND MUNICIPAL SOLUTIONS | DIAMOND SUPPORT | \$49.88 |

| | | | |
|--------------------|-------------------|-------------------------|----------------|
| 76594 | DAN JANE VENTURES | PROPANE | \$232.95 |
| 76595 | CYPRESS GROUP | PHOTOCOPIER MAINTENANCE | \$2,648.42 |
| 76598 | RECEIVER GENERAL | STAT DEDUCTIONS | \$570.57 |
| 76599 | TOWN OF REDCLIFF | COUNCIL PAY | \$6,923.68 |
| 186 CHEQUES TOTAL: | | | \$3,619,930.66 |

- 2014-0665 Bank Summary to September 30, 2014 **D)** Councillor Steinke moved the Bank Summary to September 30, 2014 be received for information. - Carried.
- 2014-0666 Bank Summary to October 31, 2014 **E)** Councillor Crozier moved the Bank Summary to October 31, 2014 be received for information. - Carried.
- 2014-0667 Bank Summary to November 30, 2014 **F)** Councillor Leipert moved the Bank Summary to November 30, 2014 be received for information. - Carried.

2. DELEGATION

- Gillian Slade
Re: The Daffodil Project
- 2014-0668 **A)** Gillian Slade was in attendance to give a presentation on the Daffodil Project.
- Councillor Solberg moved the presentation from Gillian Slade regarding the Daffodil Project be received for information. - Carried.
- 2014-0669 Councillor Brown moved to support, in principle, the Daffodil Project. Further that a letter of support be issued to Gillian Slade, Chair of the Daffodil Project. - Carried.

3. MINUTES

- 2014-0670 Council meeting held December 8, 2014 **A)** Councillor Steinke moved the minutes of the Council meeting held December 8, 2014 be adopted as presented. - Carried.
- 2014-0671 Municipal Planning Commission meeting held December 17, 2014 **B)** Councillor Leipert moved the Municipal Planning Commission meeting held December 17, 2014 be received for information. - Carried.
- 2014-0672 Shortgrass Library Systems Board meeting held September 17, 2014 **C)** Councillor Crozier moved the Shortgrass Library Systems Board meeting held September 17, 2014 be received for information. - Carried.
- 2014-0673 Redcliff Public Library meeting held October 28, 2014 **D)** Councillor Solberg moved the Redcliff Public Library meeting held October 28, 2014 be received for information. - Carried.

- 2014-0674 Redcliff Physician Recruitment & Retention Committee meeting held December 9, 2014 **E)** Councillor Leipert moved the Redcliff Physician Recruitment & Retention Committee meeting held December 9, 2014 be received for information. - Carried.

4. BYLAWS

- 2014-0675 Bylaw 1797/2015, Supplementary Assessment Bylaw **A)** Councillor Solberg moved Bylaw 1797/2015, Supplementary Assessment Bylaw be given first reading. - Carried.
- 2014-0676 Councillor Steinke moved Bylaw 1797/2015, Supplementary Assessment Bylaw be given second reading. - Carried.
- 2014-0677 Councillor Brown moved Bylaw 1797/2015, Supplementary Assessment Bylaw be presented for third reading. - Carried Unanimously.
- 2014-0678 Councillor Solberg moved Bylaw 1797/2015, Supplementary Assessment Bylaw be given third reading. - Carried.
- 2014-0679 Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw **B)** Councillor Brown moved Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw be given first reading. - Carried.
- 2014-0680 Councillor Steinke moved Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw be given second reading as amended. - Carried.
- 2014-0681 Councillor Solberg moved Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw be presented for third reading. - Carried. Unanimously
- 2014-0682 Councillor Brown moved Bylaw 1798/2015, Bylaw Enforcement Officer Bylaw be given third reading. - Carried.

5. REQUESTS FOR DECISION

- 2014-0683 Unit #110 Case Backhoe Repairs **A)** Councillor Solberg moved that the Public Services Department be authorized to repair Unit #110 Case Backhoe rear boom and rent a replacement unit during the interim to a maximum total cost of \$25,000. Funding to be added to the Unit #110, 2015 Operating Budget from the Operating Contingency Reserve. - Carried.
- 2014-0684 Utility Refund
Re: Redcliff Community Garden **B)** Councillor Crozier moved to authorize the reimbursement of \$308.23 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2014 season. - Carried.
- 2014-0685 Persian Dreams & Canine Themes Rescue Society
Re: Dog Licenses **C)** Councillor Leipert moved that the Town of Redcliff sponsor up to 10 dog licenses to be assigned to 1 per dog as they come to be fostered within Town of Redcliff limits. - Carried.

- 2014-0686 Economic Development Alliance
Re: Alberta Community Partnership Grant
D) Councillor Crozier moved that the Town of Redcliff support the Alberta Community Partnership Grant in the amount of \$130,000 for the Inter-municipal Economic Development Organization project with the Town of Bow Island as the managing partner. - Carried.
- 2014-0687 Medicine Hat Regional Events Centre Contribution
E) Councillor Steinke moved that the Town of Redcliff remain status quo in relation to its Medicine Hat Regional Events Centre Fundraising campaign contribution, in the amount of \$100,000.00, over a 10 year term. - Defeated

6. CORRESPONDENCE

- 2014-0688 Alberta Transportation letter dated December 17, 2014
A) Councillor Crozier moved the Alberta Transportation letter dated December 17, 2014 be received for information. - Carried.

7. OTHER

- 2014-0689 Development Permit Graphs to December 31, 2014
A) Councillor Leipert moved the Development Permit Graphs to December 31, 2014 be received for information. - Carried.
- 2014-0690 Landfill Graphs to December 31, 2014
B) Councillor Brown moved the Landfill Graphs to December 31, 2014 be received for information. – Carried.
- 2014-0691 Council Important Meetings & Events January 12, 2015
C) Councillor Brown moved the Council Important Meetings & Events January 12, 2015 be received for information. - Carried.

8. RECESS

Mayor Reimer called for a recess at 7:57 p.m.

Mayor Reimer reconvened the meeting at 8:05 p.m.

9. IN CAMERA

- 2014-0692
Councillor Steinke moved to meet In Camera at 8:05 p.m. - Carried.

Director of Finance & Administration, Director of Public Services, and Director of Community & Protective Services left the meeting at 8:23 p.m.

Director of Public Services and Director of Finance & Administration returned at 8:35 p.m.

- 2014-0693
Councillor Steinke moved to return to regular session at 9:12 p.m. - Carried.

2014-0694 Councillor Steinke moved to reappoint Lana Kuystermans to the Redcliff Public Library Board with a term to expire December 31, 2017. - Carried.

2014-0695 Councillor Brown moved to have administration explore options regarding Physician Recruitment & Retention, that align with the *Municipal Government Act*. - Carried.

10. ADJOURNMENT

2014-0696 Adjournment Councillor Leipert moved to adjourn the meeting at 9:14 p.m. – Carried.

Mayor

Manager of Legislative and Land Services

SEP 14 BANK SUMMARY

BANK SUMMARY FOR SEP 30, 2014

| DESCRIPTION | GENERAL | PAYROLL | TOTAL |
|--------------------------|-----------------------|---------------------|-----------------------|
| BALANCE FORWARD | 1,309,657.85 | 17,185.36 | 1,326,843.21 |
| DAILY DEPOSITS | 555,572.09 | 151,317.40 | 706,889.49 |
| DIRECT DEPOSITS | 362,892.21 | 0.00 | 362,892.21 |
| GOV'T GRANT | 100,650.00 | 0.00 | 100,650.00 |
| INTEREST EARNED | 8,866.15 | 0.00 | 8,866.15 |
| T-BILL REDEMPTIONS | 500,000.00 | 0.00 | 500,000.00 |
| OTHER DIRECT DEPOSITS | 3,237.95 | 0.00 | 3,237.95 |
| SUBTOTAL | 1,531,218.40 | 151,317.40 | 1,682,535.80 |
| CHEQUES | (1,079,216.69) | (151,317.40) | (1,230,534.09) |
| ASFF QUARTERLY PAYMENTS | (437,325.74) | 0.00 | (437,325.74) |
| DEBENTURE PAYMENTS | (22,418.98) | 0.00 | (22,418.98) |
| T-BILL PURCHASES | 0.00 | 0.00 | 0.00 |
| NSF CHEQUES | (457.27) | 0.00 | (457.27) |
| OTHER DIRECT WITHDRAWALS | (14,762.70) | 0.00 | (14,762.70) |
| SUBTOTAL | (1,554,181.38) | (151,317.40) | (1,705,498.78) |
| TOTAL | 1,286,694.87 | 17,185.36 | 1,303,880.23 |
| BANK CLOSING BALANCE | 1,382,418.60 | 17,185.36 | 1,399,603.96 |
| ADD:O/S DEPOSITS | 262,527.99 | 0.00 | 262,527.99 |
| LESS:O/S CHEQUES | (358,251.72) | 0.00 | (358,251.72) |
| TOTAL | 1,286,694.87 | 17,185.36 | 1,303,880.23 |

INVESTMENTS

| | | |
|--------------------------------|-------------|----------------------|
| CIBC PREMIUM T-BILL FUND | 5.12.02.321 | 15,100,000.00 |
| CCU SHORT TERM INVEST/LANDFILL | 5.12.02.126 | 1,509,007.45 |
| TOTAL INVESTMENTS | | 16,609,007.45 |

OCT 14 BANK SUMMARY

BANK SUMMARY FOR OCT 31, 2014

| DESCRIPTION | GENERAL | PAYROLL | TOTAL |
|--------------------------------|---------------------|-----------------|---------------------|
| BALANCE FORWARD | 1,286,694.87 | 17,185.36 | 1,303,880.23 |
| DAILY DEPOSITS | 1,047,266.46 | 144,589.59 | 1,191,856.05 |
| DIRECT DEPOSITS | 263,880.66 | 0.00 | 263,880.66 |
| GOV'T GRANT | 51,751.76 | 0.00 | 51,751.76 |
| INTEREST EARNED | 9,622.60 | 0.00 | 9,622.60 |
| T-BILL REDEMPTIONS | 500,000.00 | 0.00 | 500,000.00 |
| OTHER DIRECT DEPOSITS | 6,514.65 | 0.00 | 6,514.65 |
| SUBTOTAL | 1,879,036.13 | 144,589.59 | 2,023,625.72 |
| CHEQUES | (3,336,164.32) | (151,775.01) | (3,487,939.33) |
| ASFF QUARTERLY PAYMENTS | 0.00 | 0.00 | 0.00 |
| DEBENTURE PAYMENTS | (32,097.75) | 0.00 | (32,097.75) |
| T-BILL PURCHASES | 0.00 | 0.00 | 0.00 |
| NSF CHEQUES | 0.00 | 0.00 | 0.00 |
| OTHER DIRECT WITHDRAWALS | (11,559.39) | 0.00 | (11,559.39) |
| SUBTOTAL | (3,379,821.46) | (151,775.01) | (3,531,596.47) |
| TOTAL | (214,090.46) | 9,999.94 | (204,090.52) |
| BANK CLOSING BALANCE | 1,849,362.95 | 9,999.94 | 1,859,362.89 |
| ADD:O/S DEPOSITS | 70,521.05 | 0.00 | 70,521.05 |
| LESS:O/S CHEQUES | (2,133,974.46) | 0.00 | (2,133,974.46) |
| TOTAL | (214,090.46) | 9,999.94 | (204,090.52) |
| INVESTMENTS | | | |
| CIBC PREMIUM T-BILL FUND | | 5.12.02.321 | 14,600,000.00 |
| CCU SHORT TERM INVEST/LANDFILL | | 5.12.02.126 | 1,509,776.42 |
| TOTAL INVESTMENTS | | | 16,109,776.42 |

NOV 14 BANK SUMMARY

BANK SUMMARY FOR NOVEMBER 30, 2014

| DESCRIPTION | GENERAL | PAYROLL | TOTAL |
|--------------------------|-------------------|-----------------|-------------------|
| BALANCE FORWARD | (214,154.46) | 9,999.94 | (204,154.52) |
| DAILY DEPOSITS | 235,007.34 | 144,393.32 | 379,400.66 |
| DIRECT DEPOSITS | 237,381.72 | 0.00 | 237,381.72 |
| GOV'T GRANT | 1,147.00 | 0.00 | 1,147.00 |
| INTEREST EARNED | 9,298.12 | 0.00 | 9,298.12 |
| T-BILL REDEMPTIONS | 3,500,000.00 | 0.00 | 3,500,000.00 |
| OTHER DIRECT DEPOSITS | 8,195.80 | 0.00 | 8,195.80 |
| SUBTOTAL | 3,991,029.98 | 144,393.32 | 4,135,423.30 |
| CHEQUES | (2,966,263.94) | (144,393.32) | (3,110,657.26) |
| ASFF QUARTERLY PAYMENTS | 0.00 | 0.00 | 0.00 |
| DEBENTURE PAYMENTS | (26,951.93) | 0.00 | (26,951.93) |
| T-BILL PURCHASES | 0.00 | 0.00 | 0.00 |
| NSF CHEQUES | (60.00) | 0.00 | (60.00) |
| OTHER DIRECT WITHDRAWALS | (8,781.30) | 0.00 | (8,781.30) |
| SUBTOTAL | (3,002,057.17) | (144,393.32) | (3,146,450.49) |
| TOTAL | 774,818.35 | 9,999.94 | 784,818.29 |
| BANK CLOSING BALANCE | 2,618,422.20 | 9,999.94 | 2,628,422.14 |
| ADD:O/S DEPOSITS | 39,532.87 | 0.00 | 39,532.87 |
| LESS:O/S CHEQUES | (1,883,136.72) | 0.00 | (1,883,136.72) |
| TOTAL | 774,818.35 | 9,999.94 | 784,818.29 |

INVESTMENTS

| | | |
|--------------------------------|-------------|----------------------|
| CIBC PREMIUM T-BILL FUND | 5.12.02.321 | 11,100,000.00 |
| CCU SHORT TERM INVEST/LANDFILL | 5.12.02.126 | 1,510,520.97 |
| TOTAL INVESTMENTS | | 12,610,520.97 |

diff 0.00

MINUTES

ABSENT: Members: S. Clewlow

CYPRESS VIEW FOUNDATION
MONTHLY BOARD MEETING MINUTES
December 11th, 2014
1:00 p.m.

In attendance:

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

1. Art Squire called the meeting to order at 1:05 p.m.

2. Dan Hamilton moved to accept the Agenda as presented.

Carried

3. Julie Friesen moved to accept the November 27th, 2014 monthly meeting minutes for information.

Carried

4. Old Business:

4.1 Sunwise Engineering Consultant Report:

Direction given to Rita Fisher to forward Sunwise Engineering reports to the Gov't of Alberta.

4.2 2015 – 2017 Business Plan – 1st Draft

Jim Turner moved to accept the 1st draft of the 2015 – 2017 Business Plan

Carried

5. New Business:

No new business

6. Next Meeting Date: January 15th, 2015 at 9:00 a.m.

7. Adjournment:

Dan Hamilton moved to adjourn meeting at 3:15 p.m.

Carried



**MEDICINE HAT & DISTRICT
PHYSICIAN ATTRACTION & RETENTION NETWORK MEETING**

Friday, January 9, 2015 10:00-12:00
Medicine Hat & District Chamber of Commerce Boardroom

Minutes

Committee Members Presence:

Aaron Fleming (Co-Chair, MHD Chamber of Commerce)
Mike Christie (Co-Chair, Community Foundation of Southeast Alberta)
Josh Johnson (Director, MHD Chamber of Commerce)
Dr. Ken Sauer (Palliser Health Advisory Council)
Dr. Meghan Elkind (Family Physician)
Heather Bach (Medicine Hat & District Health Foundation)
Celina Symmonds (City of Medicine Hat)
Keith Crush (City of Medicine Hat)
Karen Charlton (City of Medicine Hat)
Barry Neubauer (Cypress County)
Ernie Reimer (Town of Redcliff)
Roxanne Plante (Medicine Hat College)
Lisa Kowalchuk (Secretary, MHD Chamber of Commerce)

Committee Members Absent:

Dr. Donovan Nunweiler, (Family Physician)
Trudi Jersak (Alberta Health Services)
Kim MacKinnon (Rural Physician Action Plan)
Dr. Paul Parks (Chief of Emergency)
Treena Klaasen (Palliser Primary Care Network)

Guests:

Sean Chilton, Chief Zone Officer, South Zone, AHS
Linda Iswasu, Senior Vice President Health Services
James Frey, Senior Communications Advisor, AHS

1. Call to Order

Co-Chair, Mike Christie called to order at 10:01 am

2. Consent Agenda

- i. Summary from December 2, 2014 Meeting with the City of Medicine Hat, AHS, PCN, PARN

3. Presentation by Alberta Health Services: Sean Chilton, Chief Zone Offer, South Zone 10:02-11:00

See attached presentation with additional notations below:

- The South Zone is the former Chinook Region and former Palliser region; Hanna stayed within its previous jurisdictional zone
- 80% of AHS resources are used on 5% of the population
- The South Zone does not have responsibility over dispatch services of EMS
- Non ambulance transfer are for in-patient transfers for medically stable patients that don't require paramedic services
- In Medicine Hat there is a significant concern regarding continuing care beds, there are typically 30+ people in acute care space waiting for beds at any given time
- AHS is working with facilities to gain B2 compliance for fire safety in order to gain the ability to have continuing care beds
- They have 22 restorative care beds, instead of 18 (slide 5)
- Restorative care beds are those that don't require acute care, but are trying to restore their level of independence through restorative care
- Identified a need for another 81 beds in Medicine Hat in the next 12-20 months aside from the beds committed in the presentation
- There is ASLI (Alberta Supportive Living Initiative) funding, which is a provincial program based on priority needs across the province. There is no guarantee who will get beds from the province, but Medicine Hat is seen as a high needs community. With ASLI there is about another 2 ½ years after application before seeing beds from that funding, so they have to find alternative sources in the interim.
- There is a shift that is needed to focus on primary care and prevention in order to take some of the strain off the acute care provision

- In the last 12 months AHS has opened the emergency response centre 28 times (floods, fire, water outages, measles, etc)
- Patient flow is often thought of as emergency room patient flow, but there is also an impact on acute care, etc so it's a focus on the whole system.
- Large percentage of AHS workforce is part time. In Ontario, they have 60-70% full time and so as a result Alberta is looking at scheduling optimization.
- Hospital is a 1950's building with the main hospital built in 1985. The main focus of the new tower is ambulatory care, which would be ready for occupancy in fall 2016. This would include services such as renal, cancer, specialty clinics, more procedure rooms, diagnostic facilities, etc. There is no inpatient service in that building, but it will free up existing space for inpatient care, as the ambulatory care will be focused in the new wing. There will be two main entrances, the current main entrance and a second new entrance in the new wing for access to ambulatory care and diagnostic services. The second phase will be redevelopment of the emergency department with a new department in the current space, endoscopy, administrative wing and health records area, which will all be included in the emergency department area and that phase is on tap for 2017, early 2018. There will be one entrance for walk in to emergency and one for ambulance, as opposed to shared entrance, as well as some designated parking for emergency. There will be a new area for labour, delivery, NICU and redeveloping the maternity patient/child unit (annual birthrate is around 1400 – can go down to 1200 and up to 1500).
- For the detox centre there are capital dollars and operational dollars for that facility.
- Palliser Health Advisory Council meeting will be January 26 from 12:00-3:00 at the Regional Hospital and is open to the public to attend.

4. Adoption of Agenda of January 9, 2015

Agenda was adopted by consensus.

5. Adoption of Minutes: September 12, 2014

MOTION: Dr. Ken Sauer moved to “*adopt the minutes of September 12, 2014*”. Seconded by Aaron Fleming CARRIED

6. Unfinished Business:

- i. Update on RPAP and Alberta Physician Link Websites – Kim MacKinnon
 - Postponed until next meeting
- ii. Assessment Process – Trudi Jersak
 - Postponed until next meeting
- iii. Review Action Plan
 - Dr. Meghan Elkind has a new Physician to add to the physician contacts. She is an R2 physician and wants to start a practice similar to Meghan Elkind's.
 - We need to evaluate whether there is a role outside of AHS to recruit physicians who are not providing facility services in hospital i.e. Community Physicians
 - To follow up with Sean Chilton/Vanessa Maclean to ensure that there is representation from AHS at the meetings, whether it's Trudi or Deb

7. New Business

- i. RPAP Conference March 18-19, 2015:
 - The 2015 conference will be held at the Double Tree by Hilton West Edmonton (the old Mayfield) and will be Wednesday evening and all day Thursday.
 - Program will include a celebration of the 2014 RPAP Community award.
 - The conference theme this year is “Shift Happens!” to acknowledge the year of change we have had in primary healthcare delivery in Alberta
- ii. Publicity regarding actions and successes of Physician Recruitment
 - We should look at a non AHS contact person to assist with Physician Recruitment (similar to Trudi Jersak) localized in Medicine Hat & to look at a budget for meetings, coffee, hotel rooms that would accompany this
 - We need to look at both those physicians that are involved with AHS and those that aren't (Community Physicians)
 - Health Foundation could entertain looking at someone from their office assist with the actions of PARN
 - There would need to be a job description and details worked out prior to the next meeting
 - Establish a working group to review the action plan, details regarding a staff position, budget, job description
 - Aaron Fleming, Celina Symmonds, Heather Back, Roxanne Plante will comprise the working group
 - Creston, BC was provided as an example of a successful recruiter
- iii. AHS Update from Ken
 - Minister Stephen Mandell is coming to Medicine Hat February 2/3/4. Mike Christie, Heather Bach, Ken Sauer will attend.

8. Adjournment

Long Term Goals

- Development of Brand
- Development of Website
- Formalize Plan for Recruitment and Post-Recruitment processes
- Create PARN distribution material for distribution to physicians and clinics

Short Term Consolidated Action Items June 2012-May 2014

1. Create business and taxation fact sheet (What you need to know when you set up a business)–Chamber/City/EDA
2. Update on assessment process – Trudi Jersak
3. Develop one page of information for distribution on financial incentives
4. Coordinate social event in July/August – a BBQ event outside to connect with the first and second year residents at the start of the year, as well as other professionals and doctors. – Lisa Kowalchuk
5. Look into whether the locum opportunities could be published either through RPAP community page or on the PCN site – Kim MacKinnon. Dr. Nunweiler will talk to Dr. Jeraj once we have an option of how that information can be populated and coordinated
6. Send in Physician Posting for Redcliff (*Redcliff*)
To include the following into session with Karen Blewett
7. Start creation of Advocacy Action Plan
 - Overall message/community overview
 - Barriers to recruitment
 - Long term concerns – aging physician workforce
 - Current recruitment activities and incentive overview
 - Clinic options
 - Needs Assessment
 - Next steps
8. Identify Information that is valuable to physicians (*PCN/Health Matters/Trudi*)
 - Establish a Physician Focus Group/Needs Analysis (Treena/Kim) – Trudi will provide the guideline for a mini needs assessment
 - Obtain workforce plan that includes physician ages and practices/specialities
9. Determine and Outline Work Plan/Strategic Plan
 - Develop an attraction plan and determine how & when to connect with residents, locums and medical students

| Completed Action Items: | Date Completed |
|--|------------------------|
| 1. Sent email to Dr. Whitfield to coordinate summer BBQ | 2014-05-10 |
| 2. Sent email to coordinate date with Karen Blewett | 2014-05-10 |
| 3. Resident Wine & Cheese on April 10 th at the Medicine Hat Lodge | 2014-04-10 |
| 4. Obtain a fact sheet for Medicine Hat, Redcliff and Cypress County | 2014-01 |
| 5. Dr. Elkind recruited third physician, Dr. Donovan Nunweiler for PARN committee | 2013-02-10 |
| 6. Plan Resident Luncheon for December 5 th , Medicine Hat Regional Hospital, Level 7 Boardroom | 2013-12-05 |
| 7. Sent request to Keith Crush to prepare pad folios for December 5 th Resident presentation | 2013-11-13 |
| 8. Sent catering request to Badlands Catering for December 5 th Luncheon – Lisa K. | 2013-11-13 |
| 9. Sent booking request to Medicine Hat Lodge for April 10 th Wine & Cheese – Lisa K. | 2013-11-13 |
| 10. Populate Physician Link website with community information – Lisa Kowalchuk/Kim MacKinnon (relocation guide, vital signs, visitor guide) | 2013-08-13 |
| 11. Obtain copy of recruitment flow chart – Trudi Jersak | 2013-07-02 |
| 12. Develop Site Visit Checklist | 2013-08-13 |
| 13. Medicine Hat Exhibition & Stampede Day: 6 tickets picked up | 2013-07-26 |
| 14. Meeting with the Mayor regarding PARN – Ken Sauer | 2013-07-08 |
| 15. Update Lead List – Lisa Kowalchuk | 2013-07-02 |
| 16. Coordinate bowling social event for Saturday, May 25 th | 2013-06-15 - cancelled |
| 17. Input Committee Members on RPAP Committee site | |
| 18. To send Invite out regarding hYPe event in February | 2013-02 |
| 19. Obtain Tigers Tickets – to let Ken know the date of interest and he will contact Dave Angelic to arrange for “on hold” tickets to be at the game | 2103-01-18 |
| 20. Finalize details for funds and flow through account with Health Foundation | 2013-01-18 |
| 21. Coordinate Academic Days for January | 2013-01-10 |
| 22. Organize Wine & Cheese for January | 2012-01-10 |
| 23. Organize Presentation for January 10th | 2012-01-10 |
| 24. Obtain Leisure Centre Passes | 2012-01-09 |
| 25. Set up tracking system for information obtained from meetings with physicians and activities of PARN | 2012-12-07 |
| 26. Circulate terms of reference and information from last meeting | 2012-10-05 |
| 27. Determine Needs for Sub Committee and lead designate for each committee | 2012-10-05 |
| 28. Obtained the needs assessment to survey the residents, expressions of interest within the survey | 2012-09-05 |
| 29. Found out date for next Academic Days – January dates circulated | 2012-09 |
| 30. Sent registration link for RPAP conference – no members of PARN are able to attend due to scheduling conflicts | 2012-08-23 |
| 31. Ratified Terms of Reference | 2012-08-23 |
| 32. Decided on a Committee Name | 2012-08-23 |
| 33. Assigned Chair/Administrator | 2012-08-23 |
| 34. Contacted Residents to see if they are interested in going out for dinner – 1 resident was met on October 9, 2012 | 2012-08 |
| 35. Determined when the GoA Health consultation will take place in Medicine Hat | 2012-08-08 |
| 36. Contacted Residents regarding tickets for the Medicine Hat Exhibition & Stampede Rodeo – 3 residents participated | 2012-06 |
| 37. Connected with the Residency Program in Medicine Hat | 2012-06-28 |

| Physician Connections: | Initial Contact | Contact With |
|---|------------------------|---|
| 1. Resident: Katrina Low | 2012-07-26 | Lisa Kowalchuk |
| 2. Resident: Ashlee King | 2012-07-26 | Lisa Kowalchuk |
| 3. Ophthalmologist: Dr. Stephanie Dotchin | 2012-08-31 | Mike Christie, Dr. Sandy MacKay |
| 4. Resident: Wendy Pitchko MD, BEd, BSc, 2nd Year Resident, University of Calgary | 2012-10-09 | Dr. Nicoelle Wanner, Dr. Meghan Elkind |
| 5. Physician: Dr Majid Jalil | 2013-01 | Rémi Poissant |
| 6. Resident: Dr Susan J Adelman BSc MD University of Manitoba, Family Medicine PGY1, RAS Lethbridge | 2013-01-07 | Lisa Kowalchuk |
| 7. Resident: Matthew Fisher Second year resident in the U of C's family medicine program based out of Medicine Hat | 2013-01-07 | Dr. Meghan Elkind |
| 8. Physician: Deji/Kemi Daramola | 2013-03 | Dr. Nicoelle Wanner, Mike Christie |
| 9. Psychiatrist: Anne Crawford | 2013-03 | Trudi Jersak |
| 10. Physician: Dr. Helgaard van der Merwe | 2013-05-06 | Dr. V. DiNinno, Lisa Kowalchuk, Ken Sauer |
| 11. Physician: Pathologist Dr. Jiankun Tong | 2013-05-21 | Trudi Jersak |

| | | |
|---|------------|--|
| 12. Dr. Jiankun Tong | 2013-05 | Rémi Poissant, Trudi Jersak, Ted Clugston |
| 13. Resident: Carly Fletcher | 2013-07-24 | Chamber office (1 Stampede Ticket) |
| 14. Resident: Justin Wong | 2013-07-24 | Chamber office (1 Stampede Tickets) |
| 15. Resident: Andre Dugvay | 2013-07-26 | Chamber office (2 Stampede Tickets) |
| 16. Resident: Katrina Low | 2013-07-26 | Chamber office (2 Stampede Tickets) |
| 17. Psychiatrist: Dr. Michael Nwali | 2013-09-04 | RPAP: Kim MacKinnon |
| 18. Drs Alan and Nancy Vyse | 2013-09-26 | Dr. Ken Sauer (contact from High River) |
| 19. Plastic Surgeon: Dr. Trevor Brooks | 2013-11-14 | Trudi Jersak, Ken Sauer, Dr. Meghan Elkind |
| 20. Physicians: Dr. Madelene Venter | 2013-11-26 | Trudi Jersak, Ted Clugston, Lisa Kowalchuk |
| 21. Physicians: Dr. Morgan Osborne | 2013-11-26 | Trudi Jersak, Ted Clugston, Lisa Kowalchuk |
| 22. Physicians: Dr Haddaw & spouse | 2014-01-15 | Trudi Jersak |
| 23. Dr. Teurayi Motsi and his wife | 2014-04-11 | Trudi Jersak |
| 24. Resident: Rochelle Grad | 2014-08 | Mike Christie |
| 25. Pediatrician: Dr Nicole (husband, Andrew) | 2014-10 | Trudi Jersak |
| 26. Pediatrician: Dr. Noorun-Nisaa Lagadin | 2014-12 | Trudi Jersak |

| Physician Recruits: | Date | Notes |
|---|------------|-------|
| 1. Emergency Physician: Tyler van Mulligan | 2013-07-08 | |
| 2. Family Physician: Oyekemi Daramola | 2013-07-15 | |
| 3. Family Physician: Helgaard van der Merwe | 2013-08-23 | |
| 4. Family Physician: Natasha Scholtz | 2013-10-01 | |
| 5. Diagnostic Imaging: Christian Kirkpatrick | 2013-09-23 | |
| 6. Family Physician: Elizabeth Lysack | 2013-10-01 | |
| 7. Family Physician: Dr. Natasha Scholtz, Dr. Kriel Clinic | 2014-01-27 | |
| 8. Psychiatrist: Dr. Michael Nwali | 2014-02-25 | |
| 9. Anesthesia: Dr. Majed Alturkistani | 2014-01-20 | |
| 10. Plastic Surgery: Dr. Trevor Brooks | 2014-03 | |
| 11. Family Physician: Dr. Morgan Osborne | 2014-04 | |
| 12. Family Physician: Dr. Madelene Venter | 2014-04 | |
| 13. Family Physician: Dr. Zaid Haddaw | 2014-03-03 | |
| 14. Family Physician: Dr. Raya Al-Dujaili (Dr. Haddaw's wife) | 2014-05-02 | |
| 15. Family Physician: Dr. Teuravi Motsi | 2014-05-02 | |

Resources:

www.albertaruralhealth.ab.ca

www.albertaphysicianlink.ab.ca

Eligibility Self-Assessment Flow Chart: cpsa.ab.ca

Physician www.carms.ca

RPAP Provincial Conference Link: <http://www.albertaruralhealth.ab.ca/provincial-events/conferences.html>

Hearts for Health Care (Cold Lake): <http://heartsforhealthcare.ca/>

Alberta Health Services South Zone Newsletter: <http://www.albertahealthservices.ca/7290.asp>

Assessment Qualification Course Contact Email: pracreadyinfo@cpsa.ab.ca

www.healthmatchbc.org

<http://locums.ca/>

Alberta Physician Link Jobs: <http://www.apljobs.ca/job/physician/alberta/south-zone/>

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: January 26, 2015

PROPOSED BY: Director of Finance & Administration

TOPIC: Appointment of Assessor

PROPOSAL: To appoint Wayne Lamb as the Town of Redcliff's Assessor

BACKGROUND:

The Assessment Service Branch conducted a provincial-wide review of municipalities' compliance to Section 210 and 284 of the MGA and found that the Town is not in compliance.

As per the letter dated June 9, 2014 from Municipal Affairs, Section 210 and 284 of the MGA and Assessor Regulation 233/2005 require municipalities to establish the position of assessor as a designated officer and appointment of a qualified person to that position.

Bylaw no. 1570/2008 meets the first requirement of establishing the position of assessor as a designated officer; however, no appointment of a qualified person has been made to that position.

The current assessment services are being provided by Benchmark Assessment Consultants Inc., and Wayne Lamb is the individual that handles the majority of the Town's assessment duties.

ATTACHMNETS:

1. Letter from the Government of Alberta, dated June 9, 2014.
2. Email from Wayne Lamb confirming his qualification.

OPTIONS:

1. To appoint Wayne Lamb as the Town's Assessor.

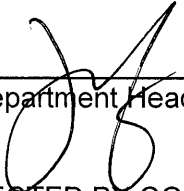
RECOMMENDATION:


That Council appoint Wayne Lamb as the Town's Assessor.

SUGGESTED MOTION(S):

1. Councillor _____ moved to appoint Wayne Lamb as the Town's Assessor.

SUBMITTED BY:


Department Head


Municipal Manager

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

Jennifer Kwok

To: Wayne Lamb
Subject: RE: FW: Tax roll

From: Wayne Lamb [<mailto:wayne@benchmarkassessment.ca>]
Sent: Thursday, January 15, 2015 2:43 PM
To: Jennifer Kwok
Subject: Re: FW: Tax roll

Dear Jennifer

I have been an accredited assessor with the Alberta Assessors Association since 1986. I am still a member in good standing and hold the designation of AMAA (ALBERTA MUNICIPAL ACCREDITED ASSESSOR). This designation allows me to hold the position of designated assessor in any municipality in Alberta. My AMAA designation satisfies the Qualifications of Assessor Regulation.

Wayne Lamb (AMAA)

On Wed, Jan 14, 2015 at 3:19 PM, Jennifer Kwok <JenniferK@redcliff.ca> wrote:

June 9, 2014

Mr. Arlos Crofts
Municipal Manager
Town of Redcliff
PO Box 40
REDCLIFF AB T0J 2P0

Dear Mr. Crofts:

Thank you for your response to our letter dated June 12, 2013. Sections 210 and 284 of the Municipal Government Act and the Qualifications of Assessor Regulation (AR 233/2005) require municipalities to establish the position of assessor as a designated officer and appoint a qualified person to that position. The Assessment Services Branch has completed a province-wide review of municipalities' compliance with sections 210 and 284 of the Municipal Government Act and our review finds that the Town of Redcliff is not in compliance.

While your bylaw effectively establishes the position of assessor as a designated officer, your resolution is a motion to sign a contract instead of appointing an individual to the position of assessor. Since your assessment services are provided by a private firm, your resolution must appoint as assessor the individual that handles the majority of the municipality's assessment duties. To comply, please pass a resolution appointing an individual to the position who meets the Qualifications of Assessor Regulation and forward a copy of the resolution to our office by either email to karen.dickie@gov.ab.ca; or by mail to the above address, attention to Karen Dickie.

If you have questions or concerns, please contact Brian Ferguson at 780 422-8396; toll free by dialing 310-0000 first.

Yours sincerely,



Brian Ferguson,
Director, Assessment Audit

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: January 26, 2015

PROPOSED BY: Manager of Legislative and Land Services

TOPIC: Encroachment Permit Application - Lots 29 and 30, Block 15, Plan 1117V

PROPOSAL: To enter into an Encroachment Agreement with Heather Schau.

BACKGROUND:

An Encroachment Permit Application has been received from Heather Schau who owns 418 - 1st Street SE (Lots 29 and 30, Block 15, Plan 1117V). The Real Property Report provided indicates that a fence encroaches into the laneway by up to 0.39 meters as shown on the attached Real Property Report.

The Encroachment Permit Bylaw (Bylaw 1751/2013) states that where the encroaching structure encroaches more than .31 meters onto Town of Redcliff property the request for an encroachment permit shall be forwarded to Council for consideration.

The Public Services Department, Engineering Department and Development Officer have been asked to provide their comments. No concerns were identified.

ATTACHMENTS:

- Encroachment Permit Application
- Bylaw 1751/2013

OPTIONS:

1. To enter into an encroachment agreement with Heather Schau of 418 - 1st Street SE (Lots 29 and 30, Block 15, Plan 1117V).
2. To not enter into an encroachment agreement with Heather Schau of 418 - 1st Street SE (Lots 29 and 30, Block 15, Plan 1117V).

RECOMMENDATION:

That Council considers Option 1.

MOTION:

1. Councillor _____ moved that the Municipal Manager be authorized to sign an encroachment agreement with Heather Schau of 418 - 1st Street SE (Lots 29 and 30, Block 15, Plan 1117V).

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF JANUARY, AD 2015

SCHEDULE "A"

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I Heather Schau owner of the property legally described as Lot(s) 29 and 30, Block 15, Plan 1117V, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at 418-1 Street SE legally described as: Lot(s) 29 and 30, Block 15, Plan 1117V, do, in fact, encroach upon a portion of: Town of Redcliff property as shown on the Survey Certificate attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated or damaged;
- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation,

7/30/30 *AS*

be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.

- vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:
- a. as may be necessary to remove the encroachment; or
 - b. as may be necessary for the routine maintenance of the encroachment.
- viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.

Abdullah Johan

APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____, _____.

MUNICIPAL MANAGER



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0016 975 733 1117V;15;29,30 141 307 321

LEGAL DESCRIPTION

PLAN 1117V
BLOCK FIFTEEN (15)
THE MOST EASTERLY ONE HUNDRED AND TWENTY (120) FEET THROUGHOUT
OF LOTS TWENTY NINE (29) AND THIRTY (30)
EXCEPTING THEREOUT ALL MINES AND MINERALS

ATS REFERENCE: 4;6;13;8
ATS REFERENCE: 4;6;13;17
ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 031 404 590

REGISTERED OWNER(S)
REGISTRATION DATE (DMY) DOCUMENT TYPE VALUE CONSIDERATION

141 307 321 13/11/2014 TRANSFER OF LAND \$176,000 \$176,000

OWNERS

JANICE SCHAU

AND

HEATHER SCHAU

BOTH OF:

418 1 ST SE

REDCLIFF

ALBERTA T0J 2P2

AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

141 307 322 13/11/2014 MORTGAGE

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
141 307 321

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

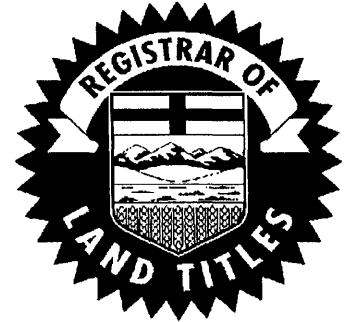
MORTGAGEE - FIRST NATIONAL FINANCIAL GP
CORPORATION.
100 UNIVERSITY AVE, SUITE 700
NORTH TOWER
TORONTO
ONTARIO M5J1V6
ORIGINAL PRINCIPAL AMOUNT: \$172,466

TOTAL INSTRUMENTS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 9 DAY OF
JANUARY, 2015 AT 01:09 P.M.

ORDER NUMBER: 27611154

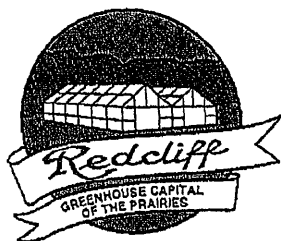
CUSTOMER FILE NUMBER: 873 CJK



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).



TOWN OF REDCLIFF

P.O. Box 40, 1 - 3rd Street N.E.
Redcliff, Alberta, T0J 2P0
Phone 403-548-3618
Fax 403-548-6623
redcliff@redcliff.ca
www.redcliff.ca

October 31, 2014

Benchmark Geomatics Inc.
Unit 106 Westside Common
2201 Box Springs Blvd. NW
Medicine Hat, AB
T1C 0C8

RE: Letter of Compliance
Lot 29-30, Block 15, Plan 1117V (418 1 Street SE)

Upon receipt of your letter dated October 29, 2014, I have had an opportunity to review the current Land Use Bylaw of the Town of Redcliff for the present zoning of the property in question and further examined the Real Property Report completed on October 29, 2014 prepared by Benchmark Geomatics Inc. The Land Use Bylaw of the Town of Redcliff places this property in an R-1 Single Family Residential District.

The Real Property Report that has been provided indicates that the lot size, and site coverage of the residence complies with the Land Use Bylaw. The setbacks on the South side of the principle building are in compliance with the current Land Use Bylaw.

However, the setbacks of 0.90 m on the south side of the accessory building do not meet the minimum setback of 1.0 m as per the current Land Use Bylaw.

Therefore this property is deemed **NOT IN COMPLIANCE** with our current Land Use Bylaw.

This letter is subject to the following qualifications:

1. The Town of Redcliff is relying entirely on the Real Property Report or Survey Certificate supplied by or on behalf of the applicant with respect to the location of buildings within the property, and the Town of Redcliff makes no representation as to the actual location of buildings.
2. The Town of Redcliff has not conducted an inspection of the property and makes no representation as to the use of the property.
3. The Town of Redcliff assumes no responsibility or liability for any inaccuracy, mistake or error of law or fact set forth in this letter of compliance which arises from the information supplied by or on behalf of the applicant.

Alberta Land Surveyor's Real Property Report

Date of Survey: October 24, 2014

To: Cameron J. Kemp Law Office
 #109, 1899 Dunmore Road SE, Medicine Hat
 (Client File No. 873 CJK)

Re: The most Easterly one hundred and twenty feet throughout of
 Lots 29 and 30, Block 15, Plan 1117 V
 #418 - 1 Street SE, Redcliff
 (Trevor G. Bollinger and Crystal N. Bollinger)

| | |
|---------------------------|------------------------------------|
| TITLE INFORMATION: | |
| TITLE NUMBER: 031 404 590 | DATE OF TITLE SEARCH: OCTOBER 7/14 |
| PROPERTY IS SUBJECT TO: | |
| NO SPATIAL REGISTRATIONS | |

CERTIFICATION:

I hereby certify that this Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Manual of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly within those standards and as of the date of this report, I am of the opinion that:

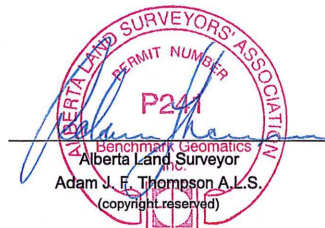
1. The plan illustrates the boundaries of the property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice (MSP), and the registered easements and rights-of-way affecting the extent of the title to the property.
2. The improvements are entirely within the boundaries of the property **with the exception** of the encroachment noted on Page 2.
3. No visible encroachments exist on the property from any improvements situated on any adjoining property.
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of property.

PURPOSE:

This report and related plan have been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of land conveyance, support of a subdivision application, a mortgage application, a submittal to the municipality for compliance certificate, etc. Copying is permitted only for the benefit of these parties and only if the plan remains attached. Where applicable, registered easements and utility rights-of-way affecting the extent of the property have been shown on the attached plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information shown on the Real Property Report reflects the status of this property as of the date of the survey only. Users are encouraged to have the Real Property Report updated for future requirements.

This document is not valid unless it bears an original signature (in blue ink) and is stamped in red with permit stamp P241.

Dated at Medicine Hat, Alberta,
 this 29th day of October, 2014.



Benchmark Geomatics Inc.

Unit 105, Westside Common
 #2201 Box Springs Boulevard NW
 Medicine Hat, AB T1C 0C8
 Phone (403)527-3970 Fax (403)527-3908

© Copyright 2014 Adam J. F. Thompson A.L.S.

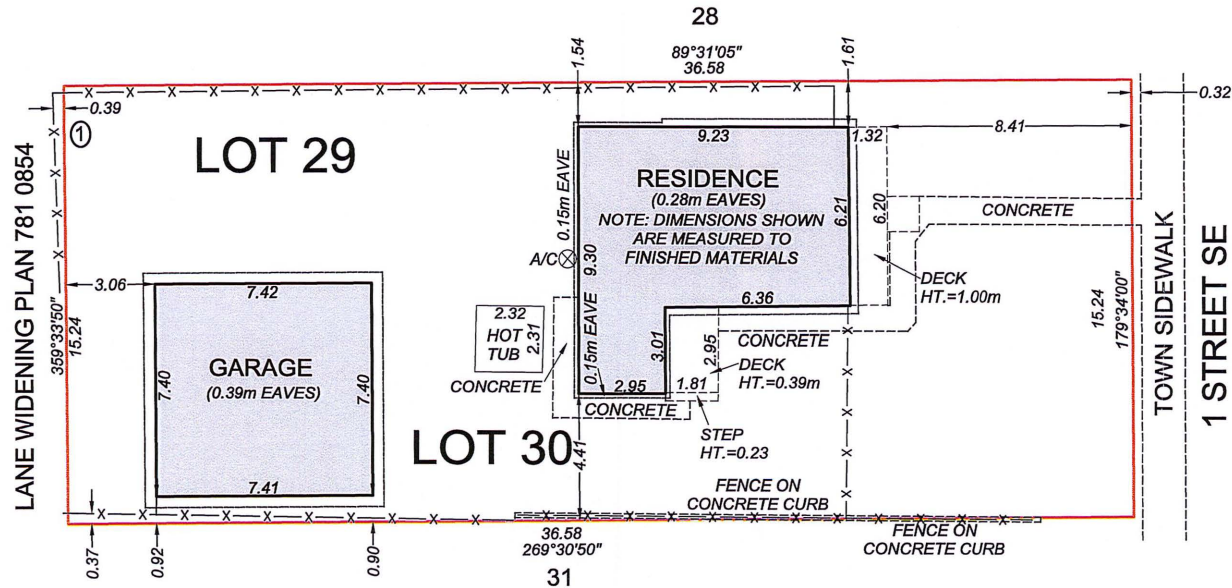
FILE NO. 14100536

DRAWN BY: CLF

Address: #418 - 1 Street SE, Redcliff
 Legal Description: See Page 1
 Date: October 29, 2014
 Scale 1:200

Page 2 of 3

36



① FENCE IS IN LANE BY AS MUCH AS 0.39m

LEGEND AND NOTES:

This is page 2 of the Real Property Report and is ineffective if it is detached from page 1.

All distances are in meters and decimals thereof.

Statutory iron posts found shown thus: ● and are at ground level unless otherwise indicated.

Star drill found shown thus: ★

A/C - Air Conditioner LS - Light Standard R/W - Right of Way

Bearings are derived from GPS measurements using assumed coordinates.

Eaves are measured to line of fascia, unless otherwise specified.

Decorative brick, if present, is not shown.

Unless otherwise specified, sideyard dimensions are measured from finished materials perpendicular to property boundaries.

Some concrete features may not be shown if they do not encroach.

As per Part D Section 8.5.5. (M.S.P.) only permanent sheds larger than 10m² will be shown on this report.

Fences shown thus: —x—x—x— and are within 0.20m of property line unless otherwise noted.

Subject property boundary shown thus: ————

This Report does not infer fence ownership.

Percent Coverage: $\frac{135.19 \text{ m}^2}{557.43 \text{ m}^2} = 24.3\%$



Benchmark Geomatics Inc.

Unit 105, Westside Common
 #2201 Box Springs Boulevard NW
 Medicine Hat, AB T1C 0C8
 Phone (403)527-3970 Fax (403)527-3908

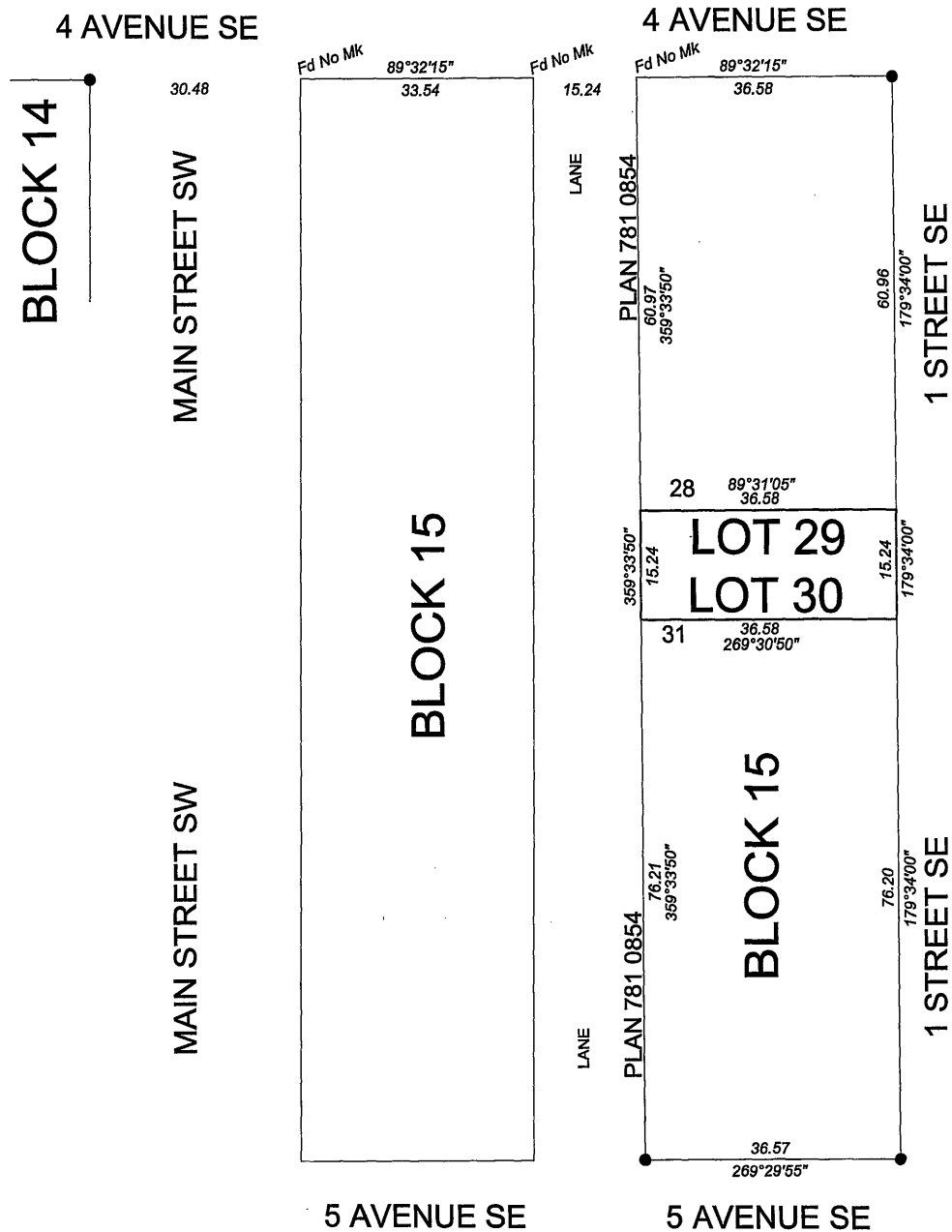
© Copyright 2014 Adam J. F. Thompson A.L.S.

FILE NO. 14100536

DRAWN BY: CLF

Address: #418 - 1 Street SE, Redcliff
Legal Description: See Page 1
Date: October 29, 2014
Scale 1:800

Page 3 of 3



LEGEND AND NOTES:

This is page 3 of the Real Property Report and is ineffective if it is detached from page 2.
Bearings are derived from GPS measurements using assumed coordinates.
All distances are in meters and decimals thereof.
Statutory iron posts found shown thus: ● and are at ground level unless otherwise indicated.

NOTE:
UNABLE TO LOCATE SURVEY EVIDENCE AT
LOT CORNERS UNLESS NOTED OTHERWISE.



Benchmark Geomatics Inc.
Unit 105, Westside Common
#2201 Box Springs Boulevard NW
Medicine Hat, AB T1C 0C8
Phone (403)527-3970 Fax (403)527-3908

© Copyright 2014 Adam J. F. Thompson A.L.S.

FILE NO. 14100536

DRAWN BY: CLF

**TOWN OF REDCLIFF
BYLAW NO. 1751/2013**

A BYLAW OF THE TOWN OF REDCLIFF for the purposes of authorizing the issuance of Encroachment Permits.

WHEREAS, it is deemed expedient and proper for a Council to authorize the issuance of an Encroachment Permit.

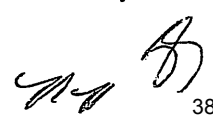
NOW THEREFORE THE MUNICIPAL COUNCIL OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA DULY ASSEMBLED ENACTS AS FOLLOWS:

TITLE

1. This Bylaw shall be known as the **Encroachment Permit Bylaw**.

ENCROACHMENT PERMITS

2. Encroachment permits:
 - a) where the encroaching structure does not encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit may be approved by the Municipal Manager and such approval shall be copied to Council for information only;
 - b) where the encroaching structure does encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit shall be forwarded to Council for consideration.
3. The fee for an encroachment permit shall be in the amount of \$100.00 plus GST for each encroachment permit issued.
4. Prior to the issuance of an encroachment permit the Town of Redcliff will require the owner of an encroaching structure to make application for an encroachment permit on the standard form as shown on Schedule "A" attached to this Bylaw and provide a copy of a Real Property Report (RPR) prepared by an Alberta Land Surveyor, or other acceptable survey identifying the encroachment.
5. The information that will be required prior to processing an encroaching permit shall include:
 - a) indemnification of Town of Redcliff from any damage or liability associated with the encroaching structure;
 - b) indemnification of Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
 - c) removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated;
 - d) removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction or road development.


38

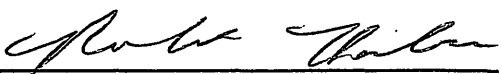
- e) acknowledgement that the encroachment permit is terminable by Town of Redcliff upon issuance of 30 days notice in writing to the property owner at the last address as shown on the taxation records of the Town of Redcliff.
6. Encroachment permits may only be issued to the present owner of said encroaching structure;
7. Upon sale of the land the encroachment permit issued by the Town of Redcliff is terminated unless:
- a) If the encroaching structure is sold to a different party the acquiring owner may apply for an encroachment permit to be issued providing the following conditions are met:
 - i) the terms and conditions on the encroachment permit to be issued are identical to the encroachment permit issued to the vendor;
 - ii) the request is made in writing and received by the Town of Redcliff within 60 days of the date of the original encroachment permit;
 - iii) the written request, includes a declaration confirming there have been no adjustments to any building on the site since the date of the issuance of the original encroachment permit.
 - iv) there will be no additional fee charged for issuance of this encroachment permit.
8. That effective upon passage of this Bylaw, The Council of the Town of Redcliff hereby authorizes the Municipal Manager, or his designate, to sign, on behalf of the Town of Redcliff, encroachment permits as shown on Appendix "A" attached.
9. Bylaw 1177/98 is hereby repealed

Read a first time this 27th day of May, 2013.


Read a second time this 10th day of June, 2013.

Read a third time this 10th day of June, 2013.

Signed and Passed the this 17 day of June, 2013.



Mayor



Manager of Legislative and Land Services

SCHEDULE "A"

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I _____ owner of the property legally described as Lot(s) _____, Block _____, Plan _____, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at _____ legally described as: Lot(s) _____, Block _____, Plan _____, do, in fact, encroach upon a portion of: _____ as shown on the Survey Certificate attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated or damaged;
- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation,

7-71 40
H

be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.

- vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:
 - a. as may be necessary to remove the encroachment; or
 - b. as may be necessary for the routine maintenance of the encroachment.
- viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.

APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____, _____.

MUNICIPAL MANAGER

Handwritten signature

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: January 26, 2015

PROPOSED BY: Public Services Director

TOPIC: Review of Policy 36 (1998) Snow Removal and Street Sanding

PROPOSAL: Review of Policy 36 (1998)

BACKGROUND:

As part of Policy 115(2013), Policy and Bylaw Review Town policies are to be reviewed by staff and council at a minimum of every three years. Therefore, in following the Policy 115, Policy & Bylaw Review guideline's the Public Services Director has reviewed Policy 36 (1998) Snow Removal and Street Sanding. Upon reviewing Policy 36 the Public Services Director feels there is no significant need to amend the Policy.

ATTACHMENTS:

Policy 36, Snow Removal and Street Sanding

OPTIONS:

1. Accept the Policy 36, Snow Removal and Street Sanding as it currently reads and review again in three years or as required.
2. Suggest changes to Policy 36, Snow Removal and Street Sanding and have Public Services Director draft an amended Policy 36 for review at a future Council meeting.

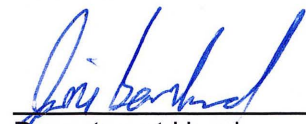
RECOMMENDATION:

Option 1

SUGGESTED MOTION(S)

1. Councillor _____ moved that Policy 36, Snow Removal and Street Sanding be accepted as reviewed and approved with no revisions.
2. Councillor _____ moved that Public Services Director draft an amended Policy 36, Snow Removal and Street Sanding for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

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

Approved: May 11, 1998

SNOW REMOVAL AND STREET SANDING

BACKGROUND

In the winter season the Town of Redcliff receives at times sufficient snowfall that requires it to be removed from the streets of the Town, in conjunction with the winter season the streets of the Town of Redcliff at times need to be sanded to ensure the safety of the citizens of Redcliff.

The Town of Redcliff recognizes the importance of maintaining clean and safe streets and sidewalks but also recognizes this maintenance must be accomplished within the budget restraints of the Town of Redcliff.

POLICY

A. TOWN OF REDCLIFF STREETS AND SIDEWALKS

1. It shall be the responsibility of the Public Services Director or his designate to determine the need for any snow removal and/or street sanding within the Town of Redcliff.
2. The Public Services Director or his designate shall arrange to have a sufficient work force and equipment to rectify the situation.
3. Should snow removal and/or street sanding be required after normal working hours; the Public Services Director or his designate shall arrange to have a sufficient work force and equipment available to rectify the situation.
4. The Police Service shall be requested to contact the Public Services Director should they feel the condition of the Town of Redcliff Streets require snow removal and/or sanding.

B. TRANS CANADA HIGHWAY

- a) TransCanada Highway is under the jurisdiction of Alberta Transportation and they are responsible for removal of snow and sanding of road.
- b) Plowing windrows left at the intersections of TransCanada Highway and Mitchell Street, Broadway Avenue and Boundary Road will be removed by the Town of Redcliff when the Public Services Director or his designate considers it safe to undertake this task.
- c) Snow piled on median strips is responsibility of Alberta Transportation. When it is deemed necessary to have this snow removed the Public Services Director or his designate shall make a request of Alberta Transportation to remove the snow.



THE
ALBERTA
ORDER OF EXCELLENCE

RECEIVED
JAN 15 2015
TOWN OF REDCLIFF

January 6, 2015

His Worship Ernie Reimer
Town of Redcliff
PO Box 40
Redcliff, Alberta T0J 2P0

Dear Ernie Reimer,

On behalf of the Alberta Order of Excellence Council, I would like to invite you to nominate a deserving Albertan to become a member of the Alberta Order of Excellence.

The Alberta Order of Excellence is the highest honour that can be bestowed on a citizen of this province. I trust that you might know a special citizen who has made significant contributions to the lives of other Albertans and that deserves to be considered for this honour.

This remarkable Albertan must be a Canadian citizen, live in Alberta and have made a significant contribution provincially, nationally and/or internationally. For more information on the Alberta Order of Excellence and a nomination form, please visit our website at www.lieutenantgovernor.ab.ca/aoe. You may now submit your nomination package online.

It is my hope that you know someone that can be considered for the 2015 Alberta Order of Excellence. The nomination deadline is February 15, 2015.

Yours sincerely,

J. Angus Watt
Chair, Alberta Order of Excellence Council
(780) 412-6645

2015 MINISTER'S SENIORS SERVICE AWARDS

Nomination Deadline:
February 27, 2015

Fax Request Form

Fax back to:
(780) 422-8762

ORGANIZATION MAILING INFORMATION (please print)

ORGANIZATION

ADDRESS

CITY / TOWN

ALBERTA

POSTAL CODE

CONTACT NAME

PHONE NUMBER

PLEASE SEND (add quantity)

NOMINATION FORMS

POSTERS

**Forms can also be printed
from the ministry website
at www.seniors.alberta.ca**

Alberta

2015 MINISTER'S SENIORS SERVICE AWARDS

**Help recognize individuals
and organizations who
volunteer to assist
Alberta's seniors.**

Nomination Deadline:
February 27, 2015

www.seniors.alberta.ca



2015 Minister's Seniors Service Awards

Message from Honourable Jeff Johnson Minister of Seniors



It gives me great pleasure to welcome nominations for the 2015 Minister's Seniors Service Awards. These awards are an opportunity to celebrate individuals who volunteer to support and serve seniors in a variety of ways.

Seniors are a dynamic part of our growing province – they have helped make Alberta one of the best places to live, and they continue to contribute through their wisdom and experience. With the number of seniors constantly increasing, it's important to thank those who dedicate their time to improving seniors' lives.

If you know of an individual or group that provides exemplary service to seniors, please take the time to fill out and submit a nomination package.

Thank you to everyone who volunteers their time to make seniors' lives better. Your efforts are truly appreciated.

A stylized, handwritten signature in black ink, appearing to read 'J. Johnson'.

Jeff Johnson
Minister
MLA, Athabasca-Sturgeon-Redwater

General Information:

This form consists of two parts, one for nominating an individual and the other for an Alberta organization. Please complete the appropriate form, tear it off and provide it along with the rest of your nomination package (letters, summary of volunteer activities and other materials).

Please note the following:

- Only one nomination is required per nominee.
- The nominee must sign the nomination form. Without consent, the nominee cannot be considered for this award.
- Nominations may include photographs, newsletters, certificates and other supporting materials. Any materials provided will become the property of Alberta Seniors and will not be returned.
- All supporting documents should be provided in English or an English translation should be included.
- Only volunteer activities related to seniors will be considered for the award.

Individual Nomination

Criteria

The nominee must be an Alberta resident of any age who provides volunteer services directly to seniors in Alberta.

Nominations must include a summary of volunteer activities, letters of support, and a signed nomination form.

Summary of Volunteer Activities

Providing a summary of volunteer activities is a good way to capture all the volunteer work that the nominee does with seniors. The summary should include:

- Dates of volunteer service.
- Type of volunteer service.
- The name of the organization or project.
- Who benefited?
- The number of seniors served (if applicable).
- The number of volunteer hours.
- Additional information or details.

Consider providing this information in a table format, like the one below.

Letters of Support/Testimonials

(Two to five letters are recommended)

Letters of support or testimonials are the best way to demonstrate the impact of the volunteer's work with seniors. These letters should:

- Be written by those benefiting directly from the service provided by the nominee, or written by someone with detailed knowledge of the nominee's volunteer service.
- Provide details of the service.
- Include how often the individual volunteers.
- Outline how seniors benefit.

SUMMARY OF VOLUNTEER ACTIVITIES (SAMPLE TABLE)

| Dates of Volunteer Service | Volunteer service provided (organizer, bingo caller, committee member, etc.) | Where (Name of organization, committee, project, etc.) | Service provided to (seniors, community, dementia patients, etc.) | Number of seniors served (if applicable) | No. of volunteer hours (Ensure that you specify if the number provided is per week/month/year or total.) | Additional information/details |
|-----------------------------------|--|--|--|--|--|---------------------------------------|
| | | | | | | |
| | | | | | | |

Note: Nominees can provide a summary of volunteer activities as part of the nomination.

2015 Minister's Seniors Service Awards

Individual Nomination Form

Salutation: ☐ Mr. ☐ Ms. ☐ Mrs. Other _____ Nominee: _____

Home Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

The personal information collected on this form is collected under s. 33(c) of the FOIP Act and will only be used and disclosed to determine the nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If you are selected for an award, you hereby freely consent to the disclosure, in any fashion the Ministry deems appropriate, of your name, phone number, and any information provided as part of this nomination package, to any interested parties such as the media for interviews, stories and follow up. You also hereby consent to having your picture and other electronic likenesses or images taken of you at the awards ceremony and having those likenesses and images distributed publicly or disseminated in any fashion. If you have any questions about the collection, use or disclosure of your personal information you are encouraged to contact the following person prior to signing this consent form: Michaleen Elabdi, 780-427-2569, Alberta Seniors, Communications, 600-10405 Jasper Avenue, Edmonton, AB T5J 4R7.

Signature _____ Date _____

Nominator Information

(The person who would be the best contact to reach for questions about the nominee or the nomination package.)

Name: _____

Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

Nomination Deadline: February 27, 2015

Organization Nomination

Criteria

An Alberta organization which:

- Is not-for-profit.
- Relies on volunteers to support seniors.

Nominations must include a summary of organization information, letters of support, and a signed nomination form.

Summary of Organization Information

To ensure your nomination is as detailed as possible, include a summary with the following information (if applicable):

- Date (year) the organization was established.
- Organization purpose or mission statement.
- Number of staff.
- Number of volunteers.
- How volunteers within the organization are used to assist/benefit seniors.
- The number of seniors that benefit from the services the organization provides.
- List of services/programs/events provided by the organization, including a description of each, frequency, and how long the service has been provided.
- Special initiatives or projects, including a description.

Note: The summary can be provided by a member of the organization including the director or president.

Letters of Support/Testimonials

(Two to five letters are recommended)

Letters of support or testimonials are the best way to demonstrate the impact of the organization's service with seniors.

Letters of support should be written by someone with detailed knowledge of the organization's programs and services. Letters of support can include information outlined in the organization summary.

Testimonials should be written by those benefiting directly from the service provided by the nominated organization.

2015 Minister's Seniors Service Awards

Organization Nomination Form

Organization: _____

Salutation: ☐ Mr. ☐ Ms. ☐ Mrs. Other _____

Representative Name: _____ Representative Title: _____

Organization Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

The personal information collected on this form is collected under s. 33(c) of the FOIP Act and will only be used and disclosed to determine the nominee's suitability and eligibility to receive the Minister's Seniors Service Award and for other reasonably related administrative purposes in accordance with the FOIP Act. If you are selected for an award, you hereby freely consent to the disclosure, in any fashion the Ministry deems appropriate, of your name, phone number, and any information provided as part of this nomination package, to any interested parties such as the media for interviews, stories and follow up. You also hereby consent to having your picture and other electronic likenesses or images taken of you at the awards ceremony and having those likenesses and images distributed publicly or disseminated in any fashion. If you have any questions about the collection, use or disclosure of your personal information you are encouraged to contact the following person prior to signing this consent form: Michaleen Elabdi, 780-427-2569, Alberta Seniors, Communications, 600-10405 Jasper Avenue, Edmonton, AB T5J 4R7.

Signature _____ Date _____

Nominator Information

(The person who would be the best contact to reach for questions about the nominee or the nomination package.)

Name: _____

Address: _____

City: _____ Alberta Postal Code: _____

Phone: _____ Email: _____

Nomination Deadline: February 27, 2015

Evaluation of Nominations

A Nomination Review Committee, appointed by the Minister of Seniors, will review the submissions based on established criteria and how closely the

nominations align with the criteria. The committee will also consider the following in their evaluation process:

| EVALUATION CONSIDERATIONS | |
|---------------------------|---|
| NEED | There is a need for the volunteer service provided within the community. |
| IMPACT | The volunteer service provided impacts seniors directly and improves the quality of their lives. |
| FOCUS | Volunteer work involves a specialized skill, talent or expertise. |
| DIVERSITY | The nomination demonstrates a wide variety of volunteer activities. |
| LEADERSHIP | The nominee demonstrates leadership through planning, organizing or initiating a new project or programming for the benefit of seniors. |
| ORIGINALITY | The volunteer service provided is unique and demonstrates thoughtfulness of senior's needs. |
| VOLUNTEER TIME | Individual: The amount of volunteer hours is noteworthy. Organization: Number of programs/services/events that involve volunteers. |

Selection of Recipients

Once the Nomination Review Committee has reviewed the nominations, they will forward recommendations to the Minister. The Minister of Seniors will select the award recipients.

Information about nominees and recipients will be released to the media and posted on www.seniors.alberta.ca.

2015 Minister's Seniors Service Awards

Checklist

Please ensure that your nomination package is complete. Confirm the following:

- ☐ The nomination demonstrates how the nominee provides volunteer service for the benefit of seniors.
- ☐ The nomination form:
 - Is legible
 - Provides the name and address of nominee.
 - Nominee has signed the nomination form and consented to have their name put forward for consideration. (Note: this is a requirement).
 - Includes contact information for nominator or organization representative.
- ☐ Includes a summary of volunteer activities (individual) or summary of key information (organization).
- ☐ Includes letters of support/testimonials (two to five is advisable).

Submissions

Forward complete nomination packages to:

By mail:

Minister's Seniors Service Awards
Alberta Seniors
Box 3100
Edmonton, Alberta T5J 4W3

By courier service:

Minister's Seniors Service Awards
Alberta Seniors
6th Floor Standard Life Centre
10405 Jasper Avenue
Edmonton, Alberta T5J 4R7

Questions?

Email your questions to
seniorsinformation@gov.ab.ca

Deadline

To be considered, a complete nomination package must be received by **February 27, 2015**.



RECEIVED
Town of Redcliff

Supervisor: _____

JAN 23 2015

Action: _____

File # _____

January 20, 2015

Municipal Manager
Town of Redcliff
P.O. Box 40
Redcliff, Alberta
T0J 2P0

Dear Sir:

RE: 2015 REQUISITION

The Cypress View Foundation 2015 requisition has been set at \$1,371,000.

This requisition is based on the 2015 equalized assessment. A copy of the calculation is attached for your information.

Based on the foregoing and the enclosed calculation, please remit \$66,136.00, as per attached invoice.

Also enclosed is a copy of the 2015 Lodge Budget (Summary).

If you have any questions please feel free to contact me.

Yours truly,

Rita Fisher
CAO

Encl.





CYPRESS VIEW FOUNDATION



2015 REQUISITION 1,371,000

2015 EQUALIZED ASSESSMENT

| | |
|-----------------------------------|-----------------------|
| City of Medicine Hat | 8,218,198,692 |
| Cypress County | 5,263,868,233 |
| Town of Redcliff | 683,331,788 |
| TOTAL EQUALIZED ASSESSMENT | 14,165,398,713 |

| MUNICIPALITY | 2015 EQUALIZED ASSESSMENT | | 2015 REQUISITION | MUNICIPALITY PORTION OF INTERIM REQUISITION |
|----------------------|---------------------------|---|------------------|---|
| City of Medicine Hat | 8,218,198,692 | x | 1,371,000 | \$795,399 |
| | 14,165,398,713 | | | |
| Cypress County | 5,263,868,233 | x | 1,371,000 | \$509,464 |
| | 14,165,398,713 | | | |
| Town of Redcliff | 683,331,788 | x | 1,371,000 | \$66,136 |
| | 14,165,398,713 | | | |
| TOTAL | | | | \$1,371,000 |

Cypress View Foundation
Budget (Summary)
January - Dec 2015

| | Audited 2012 Actual | Audited 2013 Actual | Jan - Dec 14 | 2014 Annual Budget | 2015 Budget | Final Requisition |
|--|------------------------|------------------------|------------------|-----------------------|------------------|----------------------|
| All Other Income | 3,756,108 | 4,098,463 | 4,286,576 | 4,294,448 | 3,990,026 | 3,990,026 |
| Requisitions | 1,317,420 | 1,353,883 | 1,387,730 | 1,387,730 | 2,354,971 | 1,371,000 |
| Total Income | 5,073,528 | 5,452,346 | 5,674,306 | 5,682,178 | 6,344,997 | 5,361,026 |
| Expense | | | | | | |
| Utilities | 337,543 | 295,719 | 329,736 | 333,328 | 338,623 | 338,623 |
| Operating Expenses | 596,420 | 587,064 | 563,998 | 662,480 | 631,180 | 631,180 |
| Project Labour | 2,241,291 | 2,268,893 | 2,260,242 | 2,227,900 | 2,406,850 | 2,406,850 |
| Project Labour Benefits | 439,551 | 480,919 | 482,972 | 525,500 | 538,600 | 538,600 |
| Maintenance Expenses | 223,541 | 216,415 | 200,352 | 242,650 | 247,750 | 247,750 |
| Modernization & Improvements | 234,304 | 51,858 | 502,635 | 638,850 | 107,600 | 107,600 |
| Financing Interest and Principal Payments (* Note) | 241,693 | 243,257 | 234,797 | 394,994 | 394,994 | 394,994 |
| Administrative Expense | 182,788 | 191,434 | 218,591 | 223,150 | 218,000 | 218,000 |
| Management & Admin Labour | 506,039 | 623,479 | 656,733 | 707,000 | 693,000 | 693,000 |
| Management & Admin Benefits | 98,762 | 123,647 | 154,953 | 143,050 | 168,400 | 168,400 |
| Amortization Expense | 575,380 | 584,526 | 605,203 | 575,000 | 600,000 | 600,000 |
| Total Expense | 5,677,312 | 5,667,211 | 6,210,212 | 6,673,902 | 6,344,997 | 6,344,997 |
| Net Income | -603,784 | -214,865 | -535,906 | -991,724 | 0 | -983,971 |

Notes:

Total loan payments, principal and interest are in the budget (Columns 3, 4 & 5). When paid (Columns 1 & 2) interest only shown here

After payment is made the principal shows up on the balance sheet

2014 Budget included a \$480,000 Grant for Modernization & Improvement. In Revenue and in the expense line. No Grants for 2015

Cypress View Foundation
Budget (Summary)
January - Dec 2015

| | Audited 2012 Actual | Audited 2013 Actual | Jan - Dec 14 | 2014 Annual Budget | 2015 Budget | Final Requisition |
|---|------------------------|------------------------|------------------|-----------------------|---------------------|----------------------|
| Original Requisition | | | 2,354,970 | | | |
| Take out Amortization (Non Cash item) | | | -600,000 | | | |
| Take out Equipment Reserve purchases | | | -6500 | | See below | |
| Take out Donation purchases | | | -1,500 | | See below | |
| Give back unspent from 2014 budget | | | -299,970 | | | |
| 2nd Floor Teeoda fan coil units carried forward | | | -11,000 | | Previously approved | |
| Common area furniture. Replace Love seats, Chairs, End Tables carried forward | | | -5,000 | | Previously approved | |
| Elevator Retrofit Money carried forward | | | -60,000 | | Previously approved | |
| Final 2015 Requisition | | | <u>1,371,000</u> | | | |
| <hr/> | | | | | | |
| Separate: Not part of the requisition: | | | | | | |
| Restricted Equipment Reserve , Dec 31/14 Balance | | | 121,895 | | | |
| Board Approved for 2015: | | | | | | |
| Suzy Q Cart keeps food warm while serving | | <u>6,500</u> | | | | |
| Deduct off of requisition | | 6,500 | | | | |
| <hr/> | | | | | | |
| Donation Account: Dec 31/14 Balance | | | 7,466 | | | |
| Board Approved for 2015: | | | | | | |
| Pictures in hallways need updating | Carried forward | 1,000 | | | | |
| TV in SRV Wing | | 1,500 | | | | |

Powers and duties of management body

- 6(1)** A management body is a corporation and has the capacity and, subject to this Act, the rights, powers and privileges of a natural person.
- (2)** An existing corporation that is established as a management body has for the purpose of exercising its powers and functions and carrying out its duties under this Act the capacity and, subject to this Act, the rights, powers and privileges of a natural person.
- (3)** A management body shall exercise its powers and functions and carry out its duties in accordance with
- (a) the order establishing it,
 - (b) any agreement entered into under this Act, and
 - (c) this Act and the regulations.

1994 cA-30.1 s6

Requisitions

- 7(1)** On or before April 30 in any year a management body that provides lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for
- (a) the amount of the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and
 - (b) any amounts necessary to establish or continue a reserve fund for the management body.
- (2)** The municipalities requisitioned under subsection (1) may determine the basis on which the total requisition is to be shared, and if the municipalities are unable to make that determination for any year, the total requisition for each year shall be shared on the basis of the proportion that the equalized assessment for each municipality in that year bears to the total of the equalized assessments for that year of all the municipalities requisitioned.
- (3)** If the Minister considers that a municipality that has not been requisitioned under subsection (1) should contribute to the deficit of the management body arising from the provision of lodge accommodation, the Minister may by order direct that the municipality be requisitioned under subsection (1).
- (4)** The management body shall supply a copy of its estimates and a copy of its calculation of the requisitioned amount to the municipality.

(5) A municipality shall pay to the management body the amount requisitioned within 90 days after the mailing of the notice by the management body.

(6) If after the 90-day period, the amount of the requisition or any portion of it remains unpaid, the municipality shall pay interest in accordance with the regulations to the management body on that unpaid amount, and that unpaid amount and the accrued interest are recoverable as a debt due to the management body.

1994 cA-30.1 s7

Other municipal contributions

8(1) If a municipality agrees to contribute to the operating costs of any housing accommodation, other than lodge accommodation, provided by a management body, it shall make the contribution agreed to within 90 days after the mailing of the invoice by the management body.

(2) If after the 90-day period, the amount of the contribution or any portion of it remains unpaid, the municipality shall pay interest in accordance with the regulations to the management body on that unpaid amount, and that unpaid amount and the accrued interest are recoverable as a debt due to the management body.

(3) This section applies to agreements entered into either before or after this Act comes into force.

1994 cA-30.1 s8

Inspectors

9(1) The Minister may appoint a person to inspect

- (a) the financial or administrative condition of a management body, or
- (b) any other matter connected with the management, administration or operation of a management body.

(2) In addition to the inspection under subsection (1), the Minister may order a special inspection of any management body

- (a) on the advice of the Deputy Minister,
- (b) on the request of the majority of the persons on the board of the management body, or
- (c) on the request of the majority of the residents of a housing accommodation operated under the authority of the management body.

(3) An inspector, for the purposes of a special inspection,



TOWN OF REDCLIFF
FINANCIAL STATEMENTS
September 30, 2014

TOWN OF REDCLIFF QUARTERLY FINANCIAL SUMMARY

For the Period Ending September 30, 2014



| | 2014 YTD ACTUALS | 2014 BUDGET | VARIANCE TO BUDGET | 2013 YTD ACTUALS | VARIANCE PRIOR YTD |
|--|---------------------|----------------|-----------------------|---------------------|-----------------------|
|--|---------------------|----------------|-----------------------|---------------------|-----------------------|

SUMMARY OF REVENUES TO September 30, 2014

| | | | | | |
|--|------------------------|------------------------|-----------------|------------------------|-----------------|
| TAXES, REQUISITION AND SPECIAL ASSESSMENT REVENUE | (7,263,811.83) | (\$7,260,530.00) | 0.05% | (\$7,161,181.66) | 1.43% |
| GOODS & SERVICES REVENUES | | | | | |
| ADMINISTRATION | (5,058.37) | (13,100.00) | (61.39%) | (14,899.12) | (66.05%) |
| PROTECTIVE SERVICES | (4,575.00) | (4,100.00) | 11.59% | (4,460.00) | 2.58% |
| PUBLIC SERVICES | (22,499.00) | (36,500.00) | (38.36%) | (33,683.95) | (33.21%) |
| WATER UTILITY | (1,476,703.38) | (1,918,050.00) | (23.01%) | (1,269,808.19) | 16.29% |
| SANITARY UTILITY | (543,477.73) | (888,800.00) | (38.85%) | (620,727.29) | (12.45%) |
| WASTE UTILITY | (213,171.89) | (415,600.00) | (48.71%) | (220,807.65) | (3.46%) |
| COMMUNITY SERVICES | (8,803.43) | (12,750.00) | (30.95%) | (12,254.90) | (28.16%) |
| DEVELOPMENT & LAND SERVICES | (201,321.73) | (465,350.00) | (56.74%) | (668,808.22) | (69.90%) |
| PARKS & RECREATION | (148,122.91) | (198,675.00) | (25.44%) | (159,780.41) | (7.30%) |
| | <u>(2,623,733.44)</u> | <u>(3,952,925.00)</u> | <u>(33.63%)</u> | <u>(3,005,229.73)</u> | <u>(12.69%)</u> |
| PENALTIES | (93,893.79) | (78,900.00) | 19.00% | (86,338.07) | 8.75% |
| OTHER GENERAL REVENUE | (247,293.33) | (303,450.00) | (18.51%) | (292,130.70) | (15.35%) |
| GRANTS & CONTRIBUTIONS | (2,087,942.63) | (5,270,550.00) | (60.38%) | (4,084,016.06) | (48.88%) |
| TRANSFERS - EQUITY, RESERVE & OTHER | (25,368.96) | (15,131,350.00) | (99.83%) | 0.00 | 0.00% |
| REGIONAL LANDFILL REVENUE | <u>(983,310.06)</u> | <u>(2,522,800.00)</u> | <u>(61.02%)</u> | <u>(931,306.22)</u> | <u>5.58%</u> |
| | <u>(13,325,354.04)</u> | <u>(34,520,505.00)</u> | <u>(61.40%)</u> | <u>(15,560,202.44)</u> | <u>(14.36%)</u> |

TOWN OF REDCLIFF QUARTERLY FINANCIAL SUMMARY

For the Period Ending September 30, 2014



| | 2014 YTD ACTUALS | 2014 BUDGET | VARIANCE TO BUDGET | 2013 YTD ACTUALS | VARIANCE PRIOR YTD |
|--|---------------------|----------------|-----------------------|---------------------|-----------------------|
|--|---------------------|----------------|-----------------------|---------------------|-----------------------|

SUMMARY OF EXPENSES TO September 30, 2014

SALARIES, WAGES & BENEFITS

| | | | | | |
|-----------------------------|---------------------|---------------------|-----------------|---------------------|----------------|
| ADMINISTRATION | 452,140.35 | 791,691.00 | (42.89%) | 481,830.95 | (6.16%) |
| PROTECTIVE SERVICES | 128,480.75 | 269,725.00 | (52.37%) | 117,466.10 | 9.38% |
| PUBLIC SERVICES | 441,372.27 | 486,311.00 | (9.24%) | 508,898.59 | (13.27%) |
| WATER UTILITY | 295,524.45 | 340,049.00 | (13.09%) | 347,287.06 | (14.90%) |
| SANITARY UTILITY | 150,757.73 | 174,800.00 | (13.75%) | 145,329.08 | 3.74% |
| WASTE UTILITY | 105,838.45 | 105,800.00 | 0.04% | 99,909.06 | 5.93% |
| COMMUNITY SERVICES | 41,644.30 | 71,762.00 | (41.97%) | 36,753.92 | 13.31% |
| DEVELOPMENT & LAND SERVICES | 237,174.45 | 343,895.00 | (31.03%) | 232,865.00 | 1.85% |
| PARKS & RECREATION | 361,540.21 | 621,426.00 | (41.82%) | 390,847.53 | (7.50%) |
| | 2,214,472.96 | 3,205,459.00 | (30.92%) | 2,361,187.29 | (6.21%) |

CONTRACTED & GENERAL SERVICES

| | | | | | |
|-----------------------------|---------------------|---------------------|-----------------|---------------------|---------------|
| ADMINISTRATION | 326,207.03 | 492,030.00 | (33.70%) | 367,618.36 | (11.26%) |
| PROTECTIVE SERVICES | 555,847.70 | 990,175.00 | (43.86%) | 41,503.79 | 1239.27% |
| PUBLIC SERVICES | 192,475.44 | 321,575.00 | (40.15%) | 147,900.02 | 30.14% |
| WATER UTILITY | 33,874.05 | 153,800.00 | (77.98%) | 370,931.79 | (90.87%) |
| SANITARY UTILITY | 437,900.03 | 618,300.00 | (29.18%) | 370,931.79 | 18.05% |
| WASTE UTILITY | 19,292.50 | 159,800.00 | (87.93%) | 42,583.60 | (54.69%) |
| COMMUNITY SERVICES | 59,380.10 | 124,675.00 | (52.37%) | 37,319.30 | 59.11% |
| DEVELOPMENT & LAND SERVICES | 134,507.19 | 205,370.00 | (34.50%) | 28,947.04 | 364.67% |
| PARKS & RECREATION | 78,028.14 | 159,100.00 | (50.96%) | 73,091.30 | 6.75% |
| | 1,837,512.18 | 3,224,825.00 | (43.02%) | 1,480,826.99 | 24.09% |

MATERIALS, GOODS & UTILITIES

| | | | | | |
|---------------------|------------|------------|----------|------------|----------|
| ADMINISTRATION | 19,936.26 | 53,025.00 | (62.40%) | 19,267.95 | 3.47% |
| PROTECTIVE SERVICES | 104,483.01 | 73,750.00 | 41.67% | 27,858.67 | 275.05% |
| PUBLIC SERVICES | 171,405.28 | 231,250.00 | (25.88%) | 139,681.07 | 22.71% |
| WATER UTILITY | 213,049.52 | 291,150.00 | (26.82%) | 170,691.79 | 24.82% |
| SANITARY UTILITY | 12,102.30 | 21,700.00 | (44.23%) | 6,409.52 | 88.82% |
| WASTE UTILITY | 56,308.79 | 119,000.00 | (52.68%) | 101,692.30 | (44.63%) |

TOWN OF REDCLIFF QUARTERLY FINANCIAL SUMMARY

For the Period Ending September 30, 2014



| | 2014 YTD ACTUALS | 2014 BUDGET | VARIANCE TO BUDGET | 2013 YTD ACTUALS | VARIANCE PRIOR YTD |
|-------------------------------------|-----------------------|----------------------|-----------------------|-----------------------|-----------------------|
| COMMUNITY SERVICES | 1,709.66 | 2,550.00 | (32.95%) | 2,234.88 | (23.50%) |
| DEVELOPMENT & LAND SERVICES | 4,168.31 | 8,300.00 | (49.78%) | 3,432.98 | 21.42% |
| PARKS & RECREATION | 128,377.35 | 190,400.00 | (32.57%) | 103,517.78 | 24.01% |
| | <u>711,540.48</u> | <u>991,125.00</u> | <u>(28.21%)</u> | <u>574,786.94</u> | <u>23.79%</u> |
| AMORTIZATION EXPENSE | 0.00 | 2,660,000.00 | (100.00%) | 0.00 | 0.00% |
| REQUISITIONS AND TOWN CONTRIBUTIONS | 1,532,604.93 | 2,267,575.00 | (32.41%) | 1,752,976.41 | (12.57%) |
| DEBT MAINTENANCE & BANK CHARGES | 127,689.56 | 251,230.00 | (49.17%) | 146,873.97 | (13.06%) |
| TRANSFERS - EQUITY, RESERVE & OTHER | 181,172.46 | 21,653,240.00 | (99.16%) | 506,135.61 | (64.20%) |
| REGIONAL LANDFILL EXPENSES | 464,047.35 | 2,522,800.00 | (81.61%) | 477,860.07 | (2.89%) |
| | <u>7,069,039.92</u> | <u>36,776,254.00</u> | <u>(80.78%)</u> | <u>7,300,647.28</u> | <u>(3.17%)</u> |
| | <u>(6,256,314.12)</u> | <u>2,255,749.00</u> | <u>(377.35%)</u> | <u>(8,259,555.16)</u> | <u>(24.25%)</u> |

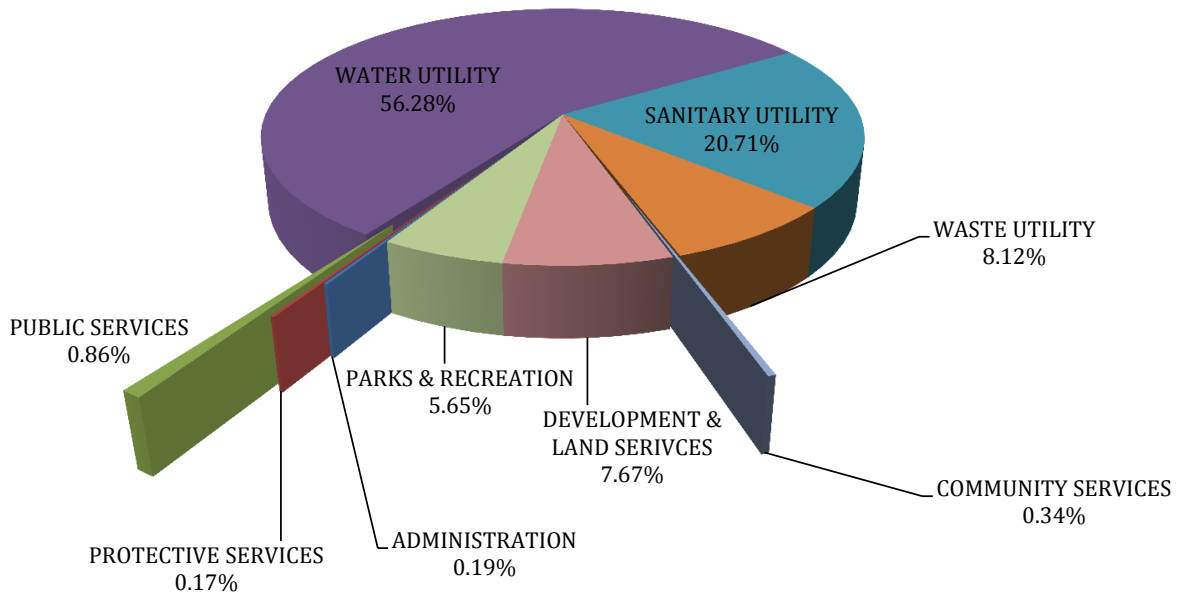
NOTES TO THE FINANCIAL SUMMARY

Please note that the Town of Redcliff prepares an annual budget without a monthly or quarterly forecasts of revenue or expense. It is important to remember that not all items in this summary progress at an even rate throughout the year and so comparisons to budget or prior years may vary significantly.

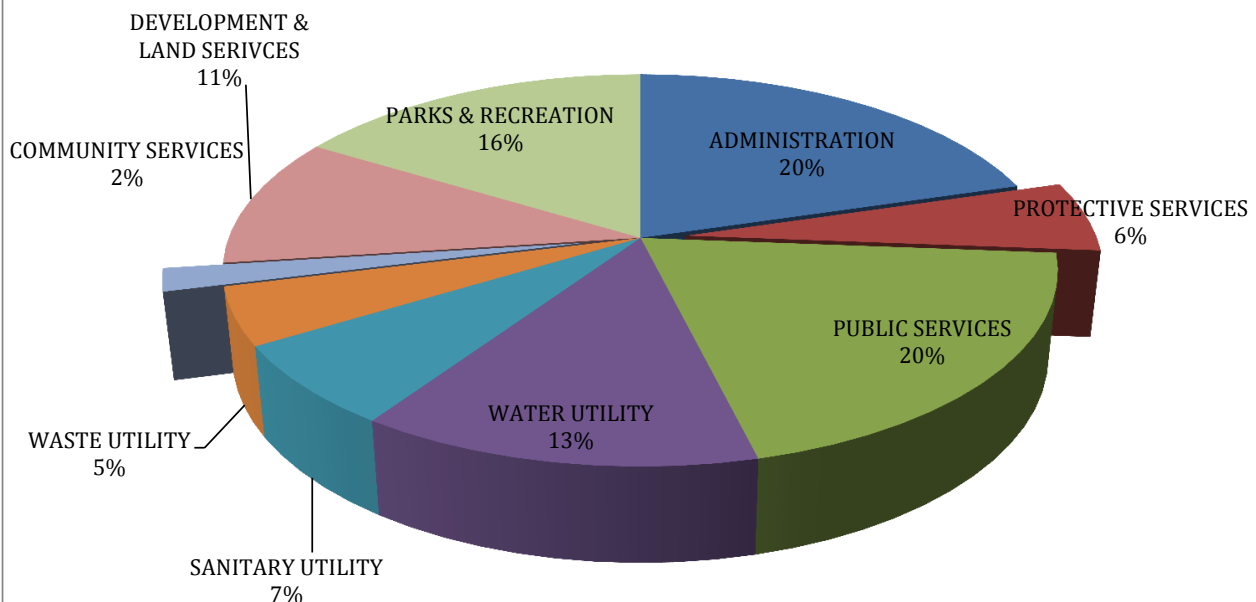
TOWN OF REDCLIFF QUARTERLY FINANCIAL SUMMARY

For the Period Ending September 30, 2014

Goods and Services Revenue by Department



Salaries, Wages & Benefits Expense by Department



Municipal Manager Report to Council
January 26, 2015

On-going Projects

- Researching and reviewing the Town's current organizational structure.
- Working, in coordination with the Manager of Engineering and I-XL, re Eastside ASP Amendment. Participated in a workshop as well as an Open House (held on January 22, 2015).
- Worked, in coordination with the Director of Community and Protective Services, on amending Policy No. 51 Fire Department Remuneration Policy as council's most recent motion directed administration to bring back additional options.
- Preparing project time for Service Tracker purchase and implementation. This should serve as a useful tool for both employees and residents to utilize in relation to communicating public queries and concerns.
- Spending significant time on physician recruitment in researching viable recruitment incentives appropriate for municipalities.
- Attended multiple physician recruitment committee meetings.
- Obtained Incident Command System (Emergency Management Training) level 400.
- Participated in the review of the Emergency Management Plan (conducted by CMH Director of Emergency Management, Ron Robinson).
- Spent significant time researching Alternative Service Delivery options that are or could be (in the future) available to the Town.
- Regional Emergency Management Exercise took place on January 23, 2015.

Day to Day Responsibilities

- Continuing work on various legal files.
- Responding to media requests as they arise.
- Carry out regularly scheduled management meetings.
- Respond to human resource (including correspondence with union representatives) and operational issues as they arise.
- Respond to councillor inquiries as they arise.
- Facilitated the move in of EDA offices in the basement.

Community and Protective Services

Parks and Recreation

- The Zamboni was still experiencing excessive vibration of the conditioner and required the replacement of both vertical and horizontal augers. The specialized mechanic also spent some time with staff to show how to properly set blades and how to maximize wear and get longevity out of each blade.

- Building checks and maintenance of all town buildings is also on going, and the RCMP building was given praise by RCMP occupational and health auditors as a well maintained facility.
- Rec-tangle has been busy with tournaments and is operating well with the odd problems arising with infrastructure. The biggest is a crack in one of the furnaces for the dressing room. We placed carbon monoxide detectors in the dressing rooms as an extra safety precaution.
- Staff have been busy with sidewalk and facility snow removal.

Bylaw Enforcement

The retirement of Brian McMillan as of January 2015, has given adequate cross over between new officer Tasha Opperman and her predecessor.

Total files this reporting period: 37 (5 reported, 32 self-generated)

Traffic Bylaw: 2 files, 1 reported and 1 self-generated. Both related to parking issues, 1 of which was in regards to heavy truck parking on Boulevard.

Street Bylaw: 30 files related to failure to remove ice/snow within 24 hours.

Noise Bylaw: There were no files related to this Bylaw during working hours, however, after hours complaints such as noisy parties, loud music etc. are routinely dealt with by the RCMP.

Dog Control Bylaw: 2 files relating to this bylaw, 1 was reported and 1 was self-generated.

Business License Bylaw: No new files generated, however, the required follow up for the 2014 license's that have not been paid or have been renewed has been completed.

Nuisance and Unsightly Premises Bylaw: 1 file relating to this bylaw, relating to excessive scrap metals and pallets acquired in a private yard so as to spill in to the alley.

Assist General Public: 2 files generated. 1 file associated to assisting property owner with procedure to remove unauthorized vehicles from property. 1 file related to a parked vehicle having plugged block heater in to private business receptacle.

FCSS and Community Programming

Highlights of programs offered this season: Zumba; Latin Dance; Youth Dance classes; Blended Families; ABC's of Being Home Alone; Gym/Activity Nights for Teens; Family Day Skate & Cultural/Family Nights. February 27 will be Celtic Night – a pre St. Patrick Day Celebration.

The **Volunteer Celebration and Citizen of the Year Awards** will be Friday, April 17, 2015. Volunteer of the Year nomination forms will be available online on the website and Facebook.

Programs are transitioning to online booking with the use of Bookeo.

Due to weather and snow volumes we were forced to cancel the community toboggan night.

Redcliff Fire Department

The RFD responded to 25 Incidents this fourth quarter of 2014, for a total of approximately 100 calls for 2014.

74-Smoke Alarm burnt supper
75-Fire Alarm, false
76-Smoke Alarm, cutting torch
77-CO alarm, none detected
78-Smoke Alarm, shower
79-MVC fluid clean up
80-Gas pump struck by semi, standby
81-Electrical short in plug
82-Fire Alarm, false accidental
83-MVC with Injury, 2 vehicles
84-Smoke alarm, burnt supper
85-Smoke Alarm Burnt Bacon
86-Investigate Unknown alarm, RCMP request
87-Fire CertainTeed insulation plant, in process ext. by staff
88-Smoke alarm, false
89-Transformer arcing
90-CO alarm, none detected
91- MVC
92-MVC
93-CO Alarm, none detected
94-Smoke alarm Burnt supper
95-Electrical short in plug
96-Smoke alarm, burnt supper
97- Structure Fire, Nalco Champion
98-Return to Nalco Champion second day

Half of these Incidents were in response to Fire, Smoke and Carbon Monoxide alarms. The Majority of these were caused by cooking, steam or a cutting torch. None were from the same location twice and only one was possibly malicious.

We attended 4 MVC which were minor in nature and assisted the RCMP.

The major Structure Fire at Nalco Champion was a large dollar loss.

Emergency Management

- Chief Gradwell and three other fire fighters attended our emergency exercise with AEMA. As did Alberta Health Services, municipal employees, and RCMP.
- Town Manager Arlos Crofts and C&PS Director Kim Dalton attended ICS 400 training in Cochrane.
- We also conducted a manager's review of the Municipal Emergency Management Plan (MEMP) with Mayor Reimer and Town of Redcliff Staff. This was conducted by Regional DEM Ron Robinson, and participated in the City of Medicine Hat's emergency exercise on Friday, January 23, 2015.
- We have been coordinating with Southern Alberta Search and Rescue about assisting in EOC staffing with multiple operational period events.

PUBLIC SERVICES

Water and Sewer Utilities

- New Water treatment Plant construction is underway and operators have been busy coordinating and advising the contractor as required.
- Meter reading for the November/December 2014 billing period was completed.
- Routine water meter maintenance, repairs and work orders.
- Staff conducted a few sanitary sewer service inspections.

Municipal Works

- The majority of man hours have been spent on winter road maintenance for sanding and snow removal.
- Several sign maintenance and installations have taken place as they tend to get more incidents of damage during the winter months.
- The primary garbage truck #128 broke down on a couple of occasions. Currently the truck is experiencing PTO/wiring issues and is at Summit motors for repairs.
- Case 580 backhoe experienced some damage on the rear boom and is now at Rocky Mountain Equipment to have the repairs completed as soon as possible. Public Services are using a rental backhoe from Rocky Mountain Equipment.
- Staff have conducted a few Cemetery burials over the past few weeks.
- Public Services Director attended the Southern Alberta Idea Group meeting for Public Services leaders held in Coaldale January 14th and 15th, 2015. Attendees discussed projects and challenges our communities face and shared experiences to aid each other.

Landfill

- The new cell construction was completed with operation of the cell beginning November 17, 2014.
- The new roads constructed during new cell construction have needed extra maintenance during the warm weather periods as they have become quite soft.
- Strathmore began hauling solid waste from their community to our regional landfill as our rates are significantly lower than any other options they have. They haul approximately 2 tractor-trailer loads per day.
- The first lift (2ft) in the bottom of the new cell is nearly complete.

ENGINEERING

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

- 1st lift of asphalt paving completed on Nov 07, 2014 and top lift of the asphalt will be completed once the weather improves, or in spring. Transit will provide the remaining work schedule.
- Transit paving installed the weeping tiles at the back of the curbs between 2nd and 3rd Street SW on the south side of 4th Avenue and shut down the work on November 25, 2014 due to ground freeze.
- Work will be resumed in spring 2015.

I and I study updates:

- ISL Engineering is working on the upgrade assessment and report preparation.
- Final report is expected to be available at the end of January, 2015.
- Two flow monitors have been installed in the Northwest sanitary catchment to narrow the winter flows contribution from residential and greenhouses with discussion with Public Services staff. Monitors will be relocated to different areas to capture as much winter information possible.
- Two additional flow monitors will need to be purchased to further narrow down the high flow contributing areas.

Pump Station berm raising and river bank erosion protection:

- Engineering department reviewed the draft report and sent the comments.
- AMEC is working on final report preparation and detailed design.
- Tender will be sent out at the end of January, 2015 through the second week of February, 2015, and construction is expected to start in March, 2015.

- The construction at the raw water pump station berm protection and River valley park erosion protection will be carried out in 2 different time periods (March – April 15th and September to October) to meet with the restricted time periods from the regulatory.

Coulee slumping geotechnical Investigation:

- Enviro Geotesting has completed the lab soil testing and report (Kipling and Westside) preparation is in progress.
- The final reports should be available in the second last week of January, 2015.
- In the Kipling area, a secondary crack has occurred and continued to expand in a U-shape along the top of the escarpment south of the asphalt trail. There are no visible signs of cracks on the trail or north towards the lots.

River Valley Residents water servicing:

- Cost estimates and preliminary plans have been prepared considering two options (one with fire hydrant services only and the other with the main extension) after the input from a few residents in the last meeting.
- Next meeting with the residents on the preliminary plans and cost estimates will happen in the last week of January or 1st week of February, 2015.

WATER TREATMENT PLANT, RAW WATER PUMP STATION AND PIPELINE UPGRADES:

Water Treatment Plant (WTP) Construction:

- Bi-weekly construction progress meeting was held January 14, 2015.
- Structural concrete slab and base slab for clarifier has been poured on top of the reservoir. Rebar installation for walls is in progress.
- Mud slab concrete for diversion vault has been completed. Rebar installation and formwork for walls is in progress.
- South cantilever concrete apron will be completed shortly.
- Overall project schedule with two weeks ahead short term schedule discussed.
- MPE emphasised that the contractor needs to speed up the shop drawing submittals related to building structural steel and asked contractor to start working on process piping.
- 1st lift of wall concrete pour is expected for clarifier and diversion vault in next two weeks.
- Steel columns installation in the north reservoir has been completed with grouting in progress. Access ladder delivery is expected next week. Work in the north reservoir is planned to be completed by the end of January. South reservoir cell work will be started and not expected to be complete until the end of February, 2015.
- Contractor's shop drawings submittal and review from MPE is on-going.

Rawwater Supply pipeline project:

- No further update. The project is under two year's warranty.

Pump Station Upgrade:

- MPE is working with the pump supplier and Carver to fix the emerging warranty deficiencies on the project.
- Project was under one year warranty starting from October 31, 2013, and a warranty inspection occurred on October 26, 2014 with MPE/Town staff noted few issues with the some valves and seal leakage near pumps.
- The follow up warranty inspection will be scheduled in future once the deficiencies are fixed.

Eastside Area Structure Plan Amendment:

- ISL produced the preliminary conceptual layouts of the Eastside ASP and discussed with the Town and I-XL on January 15, 2015.
- ISL will make changes in the preliminary conceptual plans and will provide same at the upcoming Open House for input.
- Public Open House is scheduled for January 22, 2015 at Town Hall from 5:00 pm - 7:00 pm. If inclement weather, the Open House will be moved to January 29, 2015.

OTHER MISCELLANEOUS:

- On-going map updates for Public Services, Land sales & Legislative departments.

FINANCE AND ADMINISTRATION**Year-End**

- The Finance and Administration department is in the process of completing the 2014 year end process. Over the next few weeks the individual functions will be closed and final documentation will be prepared. Once that is complete, the department will focus on preparations for the formal audit conducted by KPMG. Fieldwork for the audit is scheduled to take place on January 29th and 30th, 2015 for Revenue and Expense. The final audit will take place in the first week of March, 2015.

Update on Landfill Receivable Collection Status

- Redcliff/Cypress Regional Landfill Authority had a large uncollected receivable and in September, 2012, a claim was filed against the debtor by CBV Collections. The Court awarded a default judgement for the full value of the receivable and costs associated with the claim. The September 2012 Writ of Enforcement filed against the debtor has

expired as of January 2015. The lawyer at CBV has proceeded to register the Writ's on the company's two properties to secure the Landfill Authority's interest.

Scheduled Items:

Jan 8th – Tax Penalty - penalties imposed on the full balance of any outstanding tax roll.

Jan 14th – Utility Billing – Bills for water, sewer and garbage service for November and December 2014.

Jan 19th – Dog Licenses - Estimated mailing for invoices for the renewal of Dog Licenses.

Jan 19th – Business Licenses - Estimated mailing for invoices for the renewal of Business Licenses.

LEGISLATIVE AND LAND SERVICES

- Ongoing inquiries re: land sales, development & subdivision. Another land sale was finalized at the end of December, 2014. Currently one pending land sale.
- Ongoing enforcement issues of non-permitted development and older files.
- Park Enterprises has initiated following up on the outstanding building permits from 2007-2011 and were able to close 34 files by December 31, 2014. They will continue to work on closing the remaining open permits in 2015.
- A Subdivision was received and processed for Lot 41, Block A, Plan 0714576 (1502 Dirkson Drive NE) which proposes to create four (4) bare land units that will be re-divided into building condominium units in the future. The subdivision will be presented to the Subdivision Approving Authority at the January 26, 2015 Council meeting for consideration.
- An appeal of Development Permit Application 14-DP-097 (#10, 3rd Street SE / Lot 24, Block 74, Plan 1117V/Proposed Development – Daycare was received. A Subdivision and Development Appeal Board hearing is being scheduled for February 4, 2015.
- There is a need for a Redcliff citizen on the Economic Development Alliance Board. This vacancy will be advertised and posted to the website and Facebook page.
- The newsletter is being finalised and will be issued mid to end of January.
- Will be attending the Eastside Area Structure Plan Open House scheduled for Thursday January 22, 2015 from 5:00 p.m. to 7:00 p.m.

MAYOR'S REPORT TO COUNCIL

JANUARY 26, 2015

These last few months have been quite hectic with the holiday season and all the personal invites. Our Physician Retention Committee has also been busy interviewing and meeting with a potential Doctor for Redcliff.

Mayor & Reeves Conference at Medicine Hat City Hall. The main topic of discussion centered on A.H.S. Rep. Vanessa McLean re: Doctor Recruitment for Southeast Alberta.

November 14, 2014 Temporary Foreign Workers

December 3, 2014 Meeting was called by the Redcliff Golf Course Board, which I attended along with Cheré Brown, Arlos Crofts and Kim Dalton. The main topic was the price of Raw Water to the Golf Course and sharing resources between the Town and Riverview Golf Club.

December 9, 2014 Met with a group of grade six students at Town Hall. The group was led by Mr. Stan Neigum, a grade six Teacher at Margaret Wooding School. Topic of discussion was: How does a local Government operate?

December 12, 2014 Attended a luncheon invitation by the Society at Evangelical Ministers at Desert Blume.

December 18, 2014 Redcliff Town Hall, Eastside Area Structure Plan Review, Hosted by ISL

January 9, 2015 Farewell Retirement party for Brian McMillan at Redcliff Curling Club.

January 9, 2015 Attended PARN meeting at the Medicine Hat Chamber of Commerce.

January 13, 2015 Attended the State of the City Address at the Medicine Hat Lodge.

Future Scheduled Events:

January 29, 2015 Girl Guides Ceremony at Redcliff Baden Powell Centre

January 30, 2015 Mayor & Reeves Meeting at Brooks Town Hall

February 19, 2015 Brownlee LLP Emerging Trends Conference in Calgary

March 1-3, 2015 Alberta Rural Education Symposium in Canmore, AB

April 10, 2015 Wild Horse Border Crossing meeting at Medicine Hat City Hall

COUNCIL IMPORTANT MEETINGS AND EVENTS

| Date & Time | Meeting / Event | Where /Information |
|------------------|--|--------------------|
| January 30, 2015 | Mayor & Reeves meeting (Mayor Attending) | Brooks Town Hall |
| April 10, 2015 | Wild Horse Border Crossing meeting (Mayor Attending) | Medicine Hat |