COUNCIL MEETING

MONDAY, SEPTEMBER 23, 2013
7:00 P.M.

FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 23, 2013 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS

AGENDA ITEM			RECOMMENDATION
1.	**GENERAL**		
	A)	Call to Order	
	B)	Adoption of Agenda *	Adoption
	C)	Accounts Payable *	For Information
	D)	Bank Summary to June 30, 2013 *	For Information
2.	**DELEGATION**		
	A)	Hazards Risk Vulnerability Assessment Final Report * (D. Wolanski and R. Robinson to present)	For Information
3.	**MINUTES**		
	A)	Council meeting held September 9, 2013 *	For Adoption
	B)	Special Council meeting held September 17, 2013 *	For Adoption
	C)	Redcliff and District Recreation Services Board meeting held September 3, 2013 *	For Information
	D)	Redcliff Family and Community Support Services Board notes for meeting held September 10, 2013 *	For Information
	E)	Redcliff Planning Board meeting held September 17, 2013 *	For Information
		i) Condo Conversion Application 2013-Condo-01 * Lots 31, 32, and 33-34, Block 86, Plan 1117V (5 2 Street NE)	For Consideration
	F)	Municipal Planning Commission meeting held September 18, 2013 *	For Information
4.	**BYLAWS**		
	A)	Bylaw 1756/2013, Procedural Bylaw *	2nd / 3rd Reading
	B)	Bylaw 1757/2013, Fire Services Bylaw *	1st Reading
5.	**STAFF RECOMMENDATIONS**		
	A)	Northbound Right Turn Lane Addition Broadway Ave and Mitchell * Street Intersection	For Consideration

6. POLICIES

A)	Policy 059, Sustainable Infrastructure Policy *	For Consideration
B)	Policy 086, Computer Policy *	For Consideration
C)	Policy 108, Firefighter Training Requirements Policy *	For Consideration
D)	Policy 109, Harassment / Workplace Violence Policy *	For Consideration

7. CORRESPONDENCE

A)	Alberta Environment and Sustainable Resource Development * Re: 20 million to protect erosion damages	For Information
B)	City of Medicine Hat * Re: Extension of Principle Agreement – Regionalization of Disaster Services	For Information
C)	Palliser Economic Partnership – Media Release * Re: Transportation Assessment of Southeast Alberta	For Information
D)	Travel Alberta * Re: 2013-2016 Business Strategy	For information

8. OTHER

A) City of Medicine Hat

i)	Subdivision Application 2013MH010 *	For Information
ii)	Subdivision Application 2013MH013 *	For Information
iii)	Subdivision Application 2013MH014 *	For Information
iv)	Subdivision Application 2013MH015 *	For Information

B)	Budget Process *	For Consideration
C)	2nd Quarter Financial Summary *	For Information
D)	Municipal Manager's Report to Council *	For Information
E)	Redcliff/Cypress Regional Landfill Graphs to August 31, 2013 *	For Information
F)	Letter to Minister on Directives *	For Information
G)	Council Orientation Agenda *	For Information
H)	Garbage Truck Repairs *	For Information
I)	Appointment of Acting Municipal Manager	For Information

9. RECESS

10. IN CAMERA

A) Labour

11. ADJOURN

Please print on

Shanon Simon, Manager of Legislative and Land Services
Town of Redcliff
Email: shanons@redcliff.ca
Website: www.redcliff.ca

From: Kimberley Freeman [mailto:KIMFRE@medicinehat.ca]
Sent: Thursday, September 12, 2013 10:53 AM
To: Abdul Samad; Andy Moon; Brent Smith; Brian Stauth; Dale Arnold; Erin Onoferychuk; Gary Scahill; Ian Hakes; Imran Ahmed; Jeremy Petryshyn; Lyle Clarkson - Canada Post ; Maureen Mudry; Nigel Pimblett; Richard Sieppert; Rob Friesen - Telus; Robert Quitzon - Shaw Cable; Ronda Grant; Sandra Plank; Scott Hanelt; Stan Nowakowski; Tony Klauwers; Wendy Bauer - Canada Post; john.thomas@gov.ab.ca; jeffrey@cypress.ab.ca; Shanon Simon
Cc: Ata Muhammad
Subject: Subdivision Circulation 2013MH014
Importance: High

SUBDIVISION CIRCULATION MEMORANDUM

APPLICATION NO.: 2013MH014

REGISTERED OWNERS: 889479 Alberta Ltd.

MUNICIPALITY: City of Medicine Hat

CIRCULATION DATE: September 12, 2013

RESPONSE DUE DATE: **October 3, 2013**

The attached application for subdivision approval has been lodged with Planning, Building & Development Services of the City of Medicine Hat. Pursuant to the Subdivision and Development Regulation, this application is being forwarded to you for your perusal and comments. If no reply is received by the above response due date it will be assumed you have no comments to make.

Please give this matter your early attention and forward your comments to Ata Muhammad, Planning Officer (403-529-8132).

Kimberley Freeman
Administrative Support VI
Planning, Building & Development Services | **City of Medicine Hat**
580 – 1 Street SE, Medicine Hat, AB, Canada T1A 8E6
T: 403.529.8374 | **D:** 403.525.8860 | **F:** 403.502.8038
E: kimfre@medicinehat.ca | www.medicinehat.ca

Please consider the environment before printing this email

SCHEDULE 1 FORM A

APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY	
DATE of receipt of Form A as completed: September 12, 2013	File No.: 2013MH014
Fees Submitted: $1577.10	

1. Name of registered owner (s) of the land to be subdivided

889479 Alberta Ltd.

Address: **#2, 1311 TransCanada Way SE**
Medicine Hat, T1B 0H4

Telephone: **403.548.1295**

Fax:

2. Name of Agent (authorized person acting on behalf of registered owner)

Benchmark Geomatics Inc., #105, 2201 Box Springs Blvd, NW, Medicine Hat, AB T1C 0C8
Phone: (403) 878-9483 Fax No.: (403) 527-3908

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

Lot 11, Block 2, Plan 131 0439 Area of the proposed subdivision **4.36 Ha.**

C.O.T : 131 206 072 +3

Municipal Address: **N/A** 2377 Box Springs Blvd NW

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of **Medicine Hat.**

b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒

If "yes, the adjoining municipality is

c. Is the land situated within 0.8 km of the right-of-way of a Highway? Yes ☒ No ☐

If "yes, the Highway is the Trans Canada Highway

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒ Name

e. Is the proposed parcel within 1.5 km of a sour gas facility? Yes ☐ No ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

a. Existing use of the land: **Vacant**

b. Proposed use of the land: **Future Commercial Development**

c. The designated use of the land as classified under a land use bylaw: **C3**

6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed)

Flat

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc-sloughs, creeks, etc.)

Grass

c. Describe the kind of soil on the land (sandy, loam, clay, etc.)

Sandy

7. EXISTING BUILDING(S) ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

NONE

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: **NA**

9. SITE INSPECTION

The Registered Owner or the person acting on behalf of the registered owner hereby grants consent to the approving authority or the referral agencies to carry out a site inspection, at a reasonable time, of the land that is the subject of the application.

10. REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER

I, **Adam Thompson, A.L.S.**, hereby certify that:

☐ I am the registered owner, or

☒ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signed: Adam Thompson Date: AUGUST 28, 2013

REASONS FOR SUBDIVISION, and any other relevant information in support of Application.

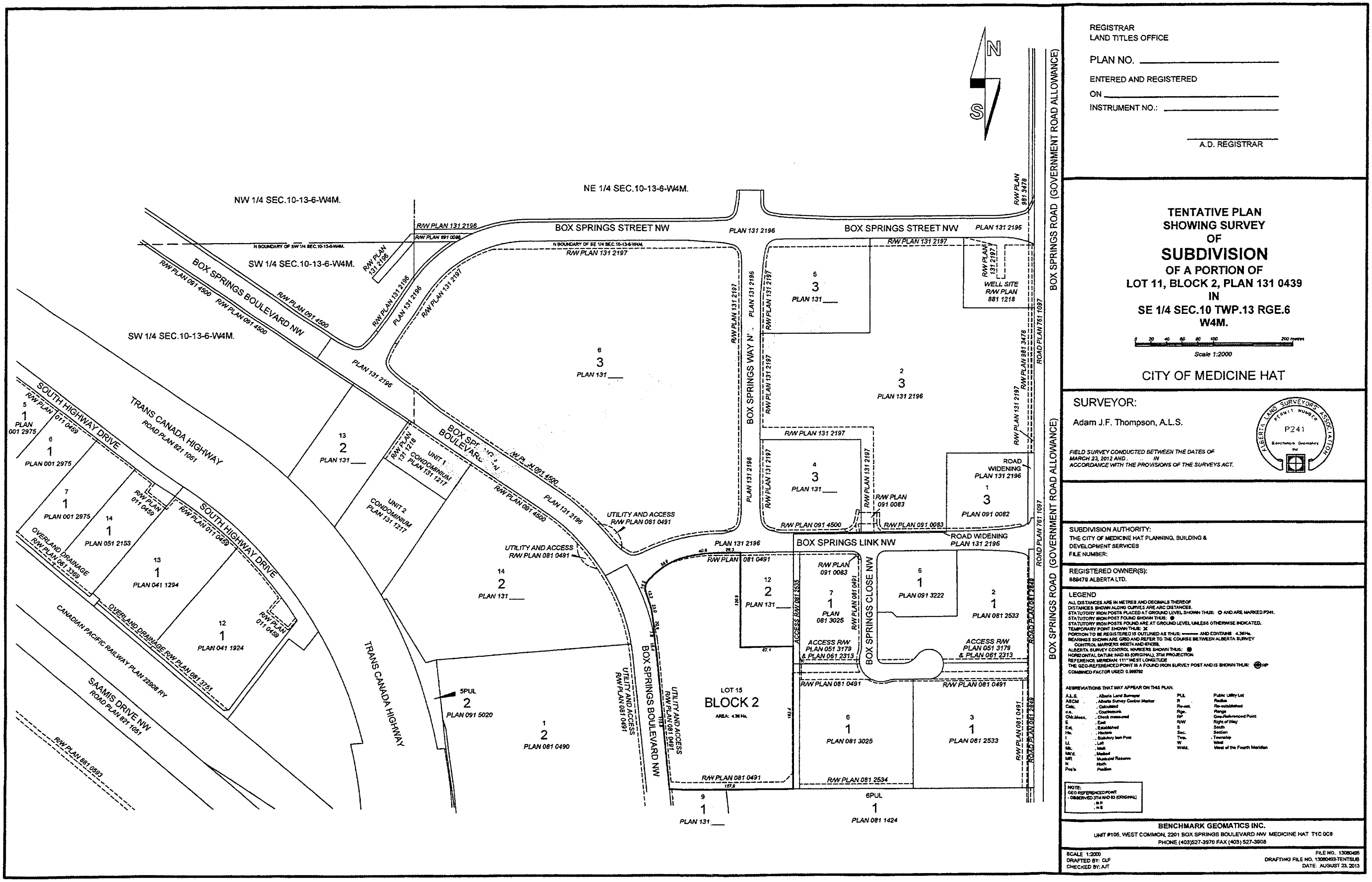
- To Prepare a Lot for a future development

NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or any Documentation accompanying it

The personal information on this form is being collected for the purpose of an Application for Subdivision Approval under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head at 529-8234.

BENCHMARK GEOMATICS INC

FILE NUMBER 13080495


REGISTRAR
LAND TITLES OFFICE
PLAN NO.
ENTERED AND REGISTERED
ON
INSTRUMENT NO.:
A.D. REGISTRAR
TENTATIVE PLAN
SHOWING SURVEY
OF
SUBDIVISION
OF A PORTION OF
LOT 11, BLOCK 2, PLAN 131 0439
IN
SE 1/4 SEC.10 TWP.13 RGE.6
W4M.
Scale 1:2000
CITY OF MEDICINE HAT
SURVEYOR:
Adam J.F. Thompson, A.L.S.
P241
SUBDIVISION AUTHORITY:
THE CITY OF MEDICINE HAT PLANNING, BUILDING & DEVELOPMENT SERVICES
FILE NUMBER:
REGISTERED OWNER(S):
889479 ALBERTA LTD.
LEGEND
BENCHMARK GEOMATICS INC.
SCALE 1:2000
DATE: AUGUST 23, 2013
N
S
NW 1/4 SEC.10-13-6-W4M.
NE 1/4 SEC.10-13-6-W4M.
SW 1/4 SEC.10-13-6-W4M.
BOX SPRINGS STREET NW
BOX SPRINGS BOULEVARD NW
BOX SPRINGS WAY NW
BOX SPRINGS LINK NW
BOX SPRINGS CLOSE NW
BOX SPRINGS ROAD (GOVERNMENT ROAD ALLOWANCE)
TRANS CANADA HIGHWAY
ROAD PLAN 821 1051
SOUTH HIGHWAY DRIVE
SAAMIS DRIVE NW
CANADIAN PACIFIC RAILWAY PLAN 2200B RY
OVERLAND DRAINAGE R/W PLAN 081 3751
UTILITY AND ACCESS R/W PLAN 081 0491
WELL SITE R/W PLAN 881 1218
ROAD WIDENING PLAN 131 2196
LOT 15
BLOCK 2
PLAN 131 2196
PLAN 091 0082
PLAN 091 3222
PLAN 081 2533
PLAN 081 3025
PLAN 081 1424
PLAN 081 0490
PLAN 091 5020
PLAN 041 1924
PLAN 041 1294
PLAN 051 2153
PLAN 001 2975
CONDOMINIUM PLAN 131 1217
ACCESS R/W PLAN 051 3179 & PLAN 061 2313

Planning, Building & Development Services
City of Medicine Hat

SUBDIVISION REVIEW REPORT

STATUTORY APPLICATION DATE: September 12, 2013

2013MH014

LOCATION: 2377 Box Springs Blvd NW
PROPOSAL: The subdivision of one lot from a multi-part parcel.

OWNER: 889479 Alberta Ltd.

APPLICANT: Benchmark Geomatics (#13080495)

LEGAL: Lot 11, Block 2, Plan 131 0439

TYPE OF SUBDIVISION: Commercial

EXISTING LAND USE DESIGNATIONS: Highway Commercial District (C-H)

PREVIOUS APPLICATION: BSBP (Consolidation of other parcels with quarter section)

RESERVE STATUS: Required

OFF-SITE LEVIES: Required under (Bylaw 3746)

SUBDIVISION BY: (X) Plan ( ) Instrument

Prepared by: Ata Muhammad

BACKGROUND

The proposal is to subdivide 4.36 hectares (ha) from a multi-part parcel of land to create a new commercial lot. No rezoning application is required as the subject site is currently zoned as Highway Commercial (C-H).

The subdivision proposal is compliant with the Land Use Bylaw #4168 requirements for a commercial lot in terms of site frontage and site area.

Off-site levies will be a condition of subdivision approval. Cash in lieu of Municipal Reserves will be a condition of subdivision approval.

Scheffer Andrew Ltd.
Planners & Engineers
EDMONTON • CALGARY • MEDICINE HAT • COLD LAKE

Unit 102, 505 – 1st Street SE
Medicine Hat, AB T1A 0A9
Phone 403.526.3434
Fax 403.526.7150

September 13, 2013

File number: 283-62 1.4

Shanon Simon
Manager of Legislative and Land Services
#1 – 3rd Street NE, P.O. Box 40
Town of Redcliff, AB, T0J 2P0

Dear Shanon:

RE: Advisory Comments – City of Medicine Hat Subdivision Referral 2013MH014

In response to the proposed subdivision 2013MH014 referred by the City of Medicine Hat, Scheffer Andrew Ltd. advises the Town of the following.

The proposed subdivision lands are within the Urban Referral Area of the Tri-Area Intermunicipal Development Plan (IDP), and therefore, the City of Medicine Hat has referred the subject subdivision application to the Town. Additionally, the proposed subdivision is within the Box Springs Area Structure Plan policy area.

The proposed subdivision is consistent with the IDP. From an intermunicipal planning perspective, there are no foreseeable negative impacts to the Town of Redcliff, in the short or long-term, that will result from the approval of subdivision application 2013MH014.

Yours truly,

Scheffer Andrew Ltd., Medicine Hat

Kent Snyder, RPP, MCIP
Branch Manager

Sent: Wednesday, September 11, 2013 1:49 PM
To: Abdul Samad; Andy Moon; Brent Smith; Brian Stauth; Dale Arnold; Erin Onoferychuk; Gary Scahill; Ian Hakes; Imran Ahmed; Jeremy Petryshyn; Lyle Clarkson - Canada Post (Lyle.Clarkson@canadapost.ca); Maureen Mudry; Nigel Pimblett; Richard Sieppert; Rob Friesen - Telus; Robert Quitzon - Shaw Cable; Ronda Grant; Sandra Plank; Scott Hanelt; Stan Nowakowski; Tony Klauwers; Wendy Bauer - Canada Post; john.thomas@gov.ab.ca; Shanon Simon; jeffrey@cypress.ab.ca
Cc: Erin Onoferychuk
Subject: Subdivision Circulation 2013MH015

SUBDIVISION CIRCULATION MEMORANDUM

APPLICATION NO.: 2013MH015

REGISTERED OWNERS: 889479 Alberta Ltd.

MUNICIPALITY: City of Medicine Hat

CIRCULATION DATE: September 11, 2013

RESPONSE DUE DATE: **October 2, 2013**

The attached application for subdivision approval has been lodged with Planning, Building & Development Services of the City of Medicine Hat. Pursuant to the Subdivision and Development Regulation, this application is being forwarded to you for your perusal and comments. If no reply is received by the above response due date it will be assumed you have no comments to make.

Please give this matter your early attention and forward your comments to Erin Onoferychuk, Acting Superintendent Planning Implementation (403-529-8378).

Kimberley Freeman
Administrative Support VI
Planning, Building & Development Services | **City of Medicine Hat**
580 – 1 Street SE, Medicine Hat, AB, Canada T1A 8E6
T: 403.529.8374 | **D:** 403.525.8860 | **F:** 403.502.8038
E: kimfre@medicinehat.ca | www.medicinehat.ca

Please consider the environment before printing this email

SCHEDULE 1 FORM A

APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY	
DATE of receipt of Form A as completed: September 11, 2013	File No. 2013 MH015
Fees Submitted: 1577.10	

1. Name of registered owner (s) of the land to be subdivided

889479 Alberta Ltd.

Address: **#2, 1311 TransCanada Way SE**
Medicine Hat, T1B 0H4

Telephone: **403.548.1295**

Fax:

2. Name of Agent (authorized person acting on behalf of registered owner)

Benchmark Geomatics Inc., #105, 2201 Box Springs Blvd, NW, Medicine Hat, AB T1C 0C8
Phone: (403) 878-9483 Fax No.: (403) 527-3908

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

Lot 11, Block 2, Plan 131 0439 Area of the proposed subdivision **4.89 Ha.**

C.O.T : 131 206 072 +3

Municipal Address: **N/A** ~~2540~~ 2450 Box Springs Blvd NW

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of **Medicine Hat.**

b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒

If "yes, the adjoining municipality is

c. Is the land situated within 0.8 km of the right-of-way of a Highway? Yes ☒ No ☐

If "yes, the Highway is the Trans Canada Highway

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒ Name

e. Is the proposed parcel within 1.5 km of a sour gas facility? Yes ☐ No ☒

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

a. Existing use of the land: **Vacant**

b. Proposed use of the land: **Future Commercial Development**

c. The designated use of the land as classified under a land use bylaw: **C3**

6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed)

Flat

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc-sloughs, creeks, etc.)

Grass

c. Describe the kind of soil on the land (sandy, loam, clay, etc.)

Sandy

7. EXISTING BUILDING(S) ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

NONE

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: **NA**

9. SITE INSPECTION

The Registered Owner or the person acting on behalf of the registered owner hereby grants consent to the approving authority or the referral agencies to carry out a site inspection, at a reasonable time, of the land that is the subject of the application.

10. REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER

I, **Adam Thompson, A.L.S.**, hereby certify that:

☐ I am the registered owner, or

☒ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signed: Adam Thompson Date: AUGUST 27/2013

REASONS FOR SUBDIVISION, and any other relevant information in support of Application.

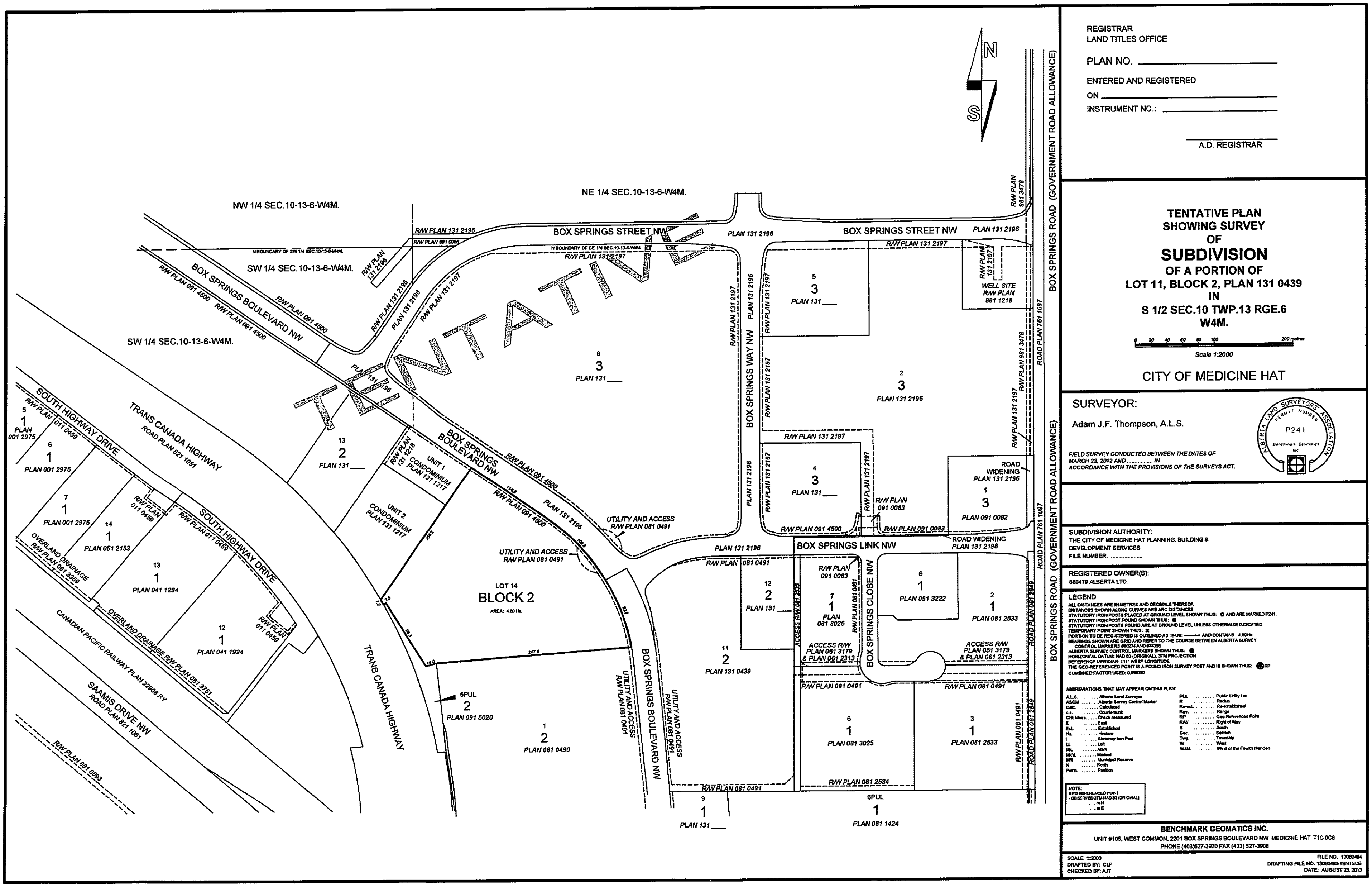
- To Prepare a Lot for a future development

NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or any Documentation accompanying it

The personal information on this form is being collected for the purpose of an Application for Subdivision Approval under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head at 529-8234.

BENCHMARK GEOMATICS INC

FILE NUMBER 13080494


REGISTRAR
LAND TITLES OFFICE
PLAN NO.
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INSTRUMENT NO.:
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OF
SUBDIVISION
OF A PORTION OF
LOT 11, BLOCK 2, PLAN 131 0439
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W4M.
Scale 1:2000
CITY OF MEDICINE HAT
SURVEYOR:
Adam J.F. Thompson, A.L.S.
P241
SUBDIVISION AUTHORITY:
THE CITY OF MEDICINE HAT PLANNING, BUILDING & DEVELOPMENT SERVICES
REGISTERED OWNER(S):
LEGEND
BENCHMARK GEOMATICS INC.
TENTATIVE
NW 1/4 SEC.10-13-6-W4M.
NE 1/4 SEC.10-13-6-W4M.
SW 1/4 SEC.10-13-6-W4M.
BOX SPRINGS STREET NW
BOX SPRINGS BOULEVARD NW
BOX SPRINGS WAY NW
BOX SPRINGS LINK NW
BOX SPRINGS CLOSE NW
BOX SPRINGS ROAD (GOVERNMENT ROAD ALLOWANCE)
SOUTH HIGHWAY DRIVE
TRANS CANADA HIGHWAY
SAAMIS DRIVE NW
CANADIAN PACIFIC RAILWAY PLAN 2290
LOT 14
BLOCK 2

Planning, Building & Development Services
City of Medicine Hat

SUBDIVISION REVIEW REPORT

STATUTORY APPLICATION DATE: September 11, 2013

2013MH015

LOCATION: 2450 Box Springs Blvd NW
PROPOSAL: The subdivision of one lot from a multi-part parcel.

OWNER: 889479 Alberta Ltd.

APPLICANT: Benchmark Geomatics (#13080494)

LEGAL: Lot 11, Block 2, Plan 131 0439

TYPE OF SUBDIVISION: Commercial

EXISTING LAND USE DESIGNATIONS: Highway Commercial District (C-H)

PREVIOUS APPLICATION: BSBP (Consolidation of other parcels with quarter section)

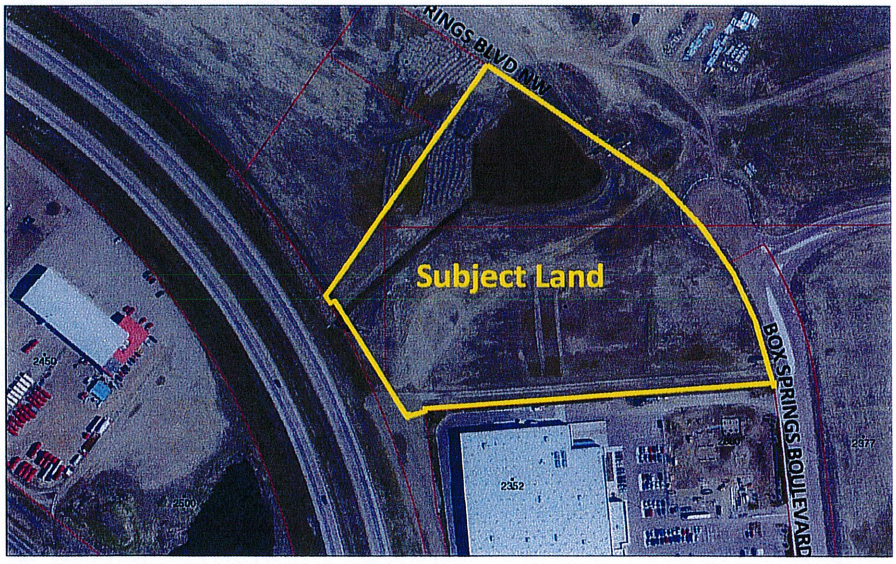
RESERVE STATUS: Required

OFF-SITE LEVIES: Required under (Bylaw 3746)

SUBDIVISION BY: (X) Plan ( ) Instrument

Prepared by: Ata Muhammad

BACKGROUND



The proposal is to subdivide 4.89 hectares (ha) from a multi-part parcel of land to create a new commercial lot. No rezoning application is required as the subject site is currently zoned as Highway Commercial (C-H).

The subdivision proposal is compliant with the Land Use Bylaw #4168 requirements for a commercial lot in terms of site frontage and site area.

Off-site levies will be a condition of subdivision approval. Cash in lieu of Municipal Reserves will be a condition of subdivision approval.

Scheffer Andrew Ltd.
Planners & Engineers
EDMONTON • CALGARY • MEDICINE HAT • COLD LAKE

Unit 102, 505 – 1st Street SE
Medicine Hat, AB T1A 0A9
Phone 403.526.3434
Fax 403.526.7150

September 13, 2013

File number: 283-62 1.4

Shanon Simon
Manager of Legislative and Land Services
#1 – 3rd Street NE, P.O. Box 40
Town of Redcliff, AB, T0J 2P0

Dear Shanon:

RE: Advisory Comments – City of Medicine Hat Subdivision Referral 2013MH015

In response to the proposed subdivision 2013MH015 referred by the City of Medicine Hat, Scheffer Andrew Ltd. advises the Town of the following.

The proposed subdivision lands are within the Urban Referral Area of the Tri-Area Intermunicipal Development Plan (IDP), and therefore, the City of Medicine Hat has referred the subject subdivision application to the Town. Additionally, the proposed subdivision is within the Box Springs Area Structure Plan policy area.

The proposed subdivision is consistent with the IDP. From an intermunicipal planning perspective, there are no foreseeable negative impacts to the Town of Redcliff, in the short or long-term, that will result from the approval of subdivision application 2013MH015.

Yours truly,

Scheffer Andrew Ltd., Medicine Hat

Kent Snyder, RPP, MCIP
Branch Manager

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: September 23, 2013

PROPOSED BY: Robert Osmond, Director of Finance & Administration

TOPIC: Budget Process

PROPOSAL: Review Project Ranking Matrix and Establish Dates for Budget Review

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BACKGROUND:

Project Ranking Matrix

This document establishes the fair and accountable process used to rank infrastructure projects proposed by both internal and external sources. The matrix was developed around seven important criteria. Council is asked to consider the criteria, ranking levels and criteria weights for both operating and capital projects and determine if any revisions should be implemented before it is applied to the multi-year capital infrastructure plan (MYCIP) projects.

Council Project Proposal Form
This form will be distributed to Council this evening to facilitate the brainstorming process for projects and services to be considered during budget development. The form acts to standardize the form of submissions to administration. There are no limits to the number of forms that could be completed. If you require any assistance to complete the form please let me know.

Budget Review with Council
The council budget review will be held in two special meetings of Council open to the public. The meetings would be scheduled to run from 8:30 am to 5:00 pm for both days. The session could be schedule for any two days between November 15th and 26th. Proposed options for dates for the sessions are:

Evening Sessions November 18th to 21st from 5:00 pm to 9:00pm

Saturday and Monday November 16th - 18th from 8:00 am to 5:00 pm

Once the date and time are set the budget sessions will be advertised to the public to encourage attendance and clarify that there will not be a forum for public input to the budget process during these sessions.

OPTIONS:

1. To approve the MYCIP project ranking matrix as presented and further to establish the dates for the 2014 budget review as the _____ and/to ____ of November from _____ to _____ each day.

2. To approve the MYCIP project ranking matrix as amended and further to establish the dates for the 2014 budget review as the _____ and/to ____ of November from _____ to _____ each day.

3. To approve the MYCIP project ranking matrix as presented and further to defer the establishment of the dates for the 2014 budget review until after the municipal election.

4. To approve the MYCIP project ranking matrix as amended and further to defer the establishment of the dates for the 2014 budget review until after the municipal election.

RECOMMENDATION:

That Council considers Option #1.

SUGGESTED MOTION(S):

1. Councillor _____ moved to approve the MYCIP project ranking matrix as presented and further to establish the dates for the 2014 budget review as the _____ and/to ____ of November from _____ to _____ each day.

2. Councillor _____ moved to approve the MYCIP project ranking matrix as amended and further to establish the dates for the 2014 budget review as the _____ and/to ____ of November from _____ to _____ each day.

3. Councillor _____ moved to approve the MYCIP project ranking matrix as presented and further to defer the establishment of the dates for the 2014 budget review until after the municipal election.

4. Councillor _____ moved to approve the MYCIP project ranking matrix as amended and further to defer the establishment of the dates for the 2014 budget review until after the municipal election.

SUBMITTED BY: _____ _____
Department Head Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2013.**

RANKING GUIDE

	Capital	Operating
ASSET REHABILITATION & PROTECTION (CAPITAL ONLY)	15%	N/A

4 Replaces asset that has failed or is near failure
3 Necessary to extend the service or existing asset or to restore original performance levels
2 Supplements/supports a basically adequate, functioning asset
1 Replaces a basically adequate, functioning asset
0 Initiates a new asset

	Capital	Operating
SERVICE AND BENEFIT TO PUBLIC	20%	25%

4 Major impact to entire community, or more than 1 neighbourhood
3 Moderate impact to community, or major impact to one neighbourhood
2 Minor impact to community, moderate impact to neighbourhood, or major to one portion
1 Minor impact to one entire neighbourhood, or moderate impact to a portion of one
0 No impact

	Capital	Operating
STRATEGIC IMPORTANCE	15%	15%

4 Major impact/alignment on the strategic plan
3 Moderate impact/alignment on the strategic plan
2 Low impact/alignment on the strategic plan
1 Minor impact/alignment on the strategic plan
0 No impact/alignment on the strategic plan

	Capital	Operating
SAFETY & RISK MANAGEMENT	15%	15%

4 Eliminates life-threatening incidents -or- project is required to meet current codes
3 Significantly improves safety -or- Asset is grandfathered but upgrades meet current codes
2 Moderately improves safety -or- Asset upgrade is in response to a safety issue
1 Involves meeting a suggested criteria or possible future code level
0 No clear relationship to safety; current asset meets code

	Capital	Operating
WORK CONDITIONS & PRODUCTIVITY	5%	10%

4 Increase in work condition and productivity for all staff
3 Increase in work condition and productivity for most staff
2 Increase in work condition and productivity for some staff
1 Increase in work condition and productivity for 5 or less staff
0 No significiant effect on staff

	Capital	Operating
FUNDING IMPACT	20%	25%

4 Over 75% funded from other sources
3 50% to 74% funded from other sources
2 25% to 49% funded from other sources
1 1% to 24% funded from other sources
0 Completely funded by the municipal government

	Capital	Operating
OPERATION & MAINTENANCE COST	10%	10%

4 >10% decrease in operating and maintenance costs
3 <10% decrease in operating and maintenance costs
2 No impact on operating and maintenance costs
1 Increases operating and maintenance costs, without additional staffing
0 Increases operating and maintenance costs, with additional staffing

PROJECT PROPOSAL FORM

COUNCILOR _____

OFFICE USE ONLY

PROJECT NUMBER: **RANK:**

PROJECT NAME _____

PROJECT TYPE

CAPITAL: INFRASTRUCTURE ☐ FACILITY ☐ EQUIPMENT ☐

OPERATING: PROGRAM ☐ SERVICE ☐ EVENT ☐

PROJECT DESCRIPTION _____

PROJECT COST ($000s) _____

FINANCING SOURCE

DEBT* ☐ GRANTS ☐ TAX ☐ OTHER ☐ (PLEASE SPECIFY): _____

*NO DEBT FOR OPERATING

PROJECT RANKING*

*SEE BACK FOR RANKING DETAILS

	CAPITAL (0-4)	OPERATING (0-4)	OFFICE USE
ASSET REHABILITATION & PROTECTION			
SERVICE AND BENEFIT TO PUBLIC			
STRATEGIC IMPORTANCE			
SAFETY & RISK MANAGEMENT			
WORK CONDITIONS & PRODUCTIVITY			
FUNDING IMPACT			
OPERATION & MAINTENANCE COST			
		TOTAL:	

TOWN OF REDCLIFF QUARTERLY FINANCIAL SUMMARY

for the Period Ending June 30, 2013

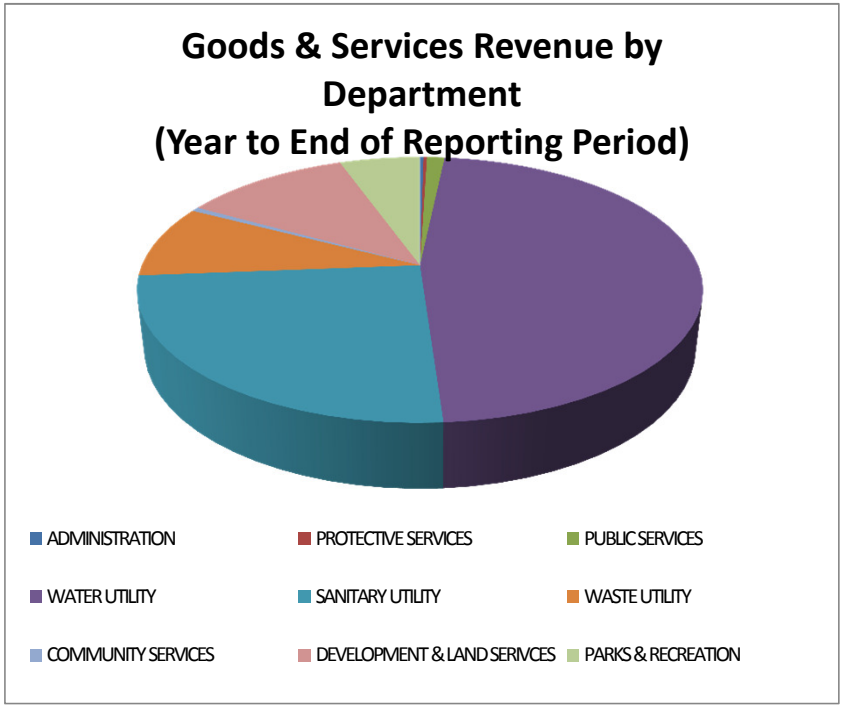
SUMMARY OF REVENUES TO JUNE 30, 2013

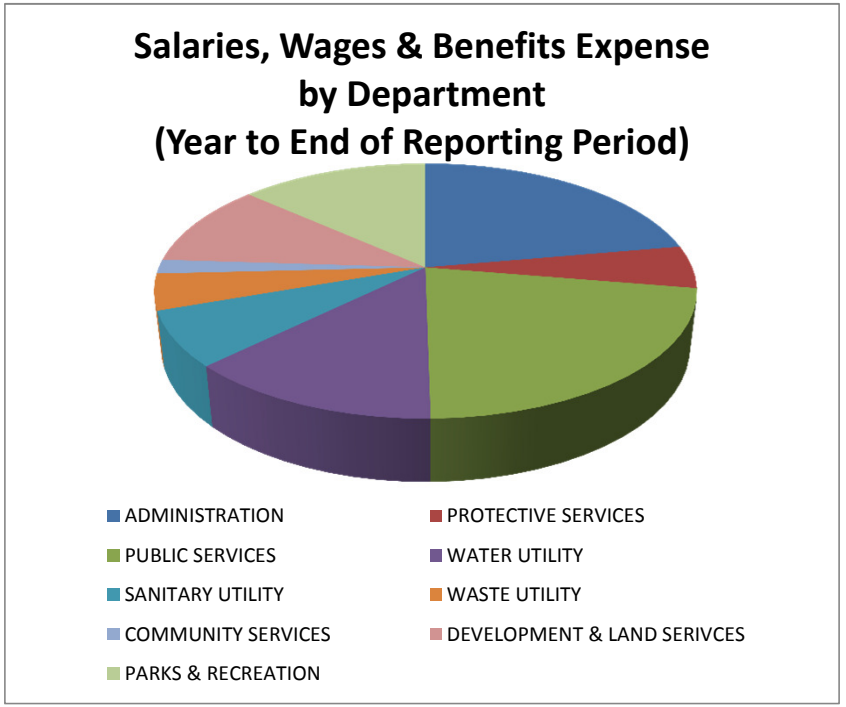
	2013 YTD ACTUALS	2013 BUDGET	VARIANCE TO BUDGET	2012 YTD ACTUALS	VARIANCE PRIOR YTD
TAXES, REQUISITION AND SPECIAL ASSESSMENT REVENUE	(7,171,186.50)	($7,237,193.00)	(0.91%)	($6,996,205.41)	2.50%
GOODS & SERVICES REVENUES					
ADMINISTRATION	(4,516.83)	(11,400.00)	(60.38%)	(5,394.97)	(16.28%)
PROTECTIVE SERVICES	(4,430.00)	(4,250.00)	4.24%	(660.00)	571.21%
PUBLIC SERVICES	(22,423.16)	(34,500.00)	(35.01%)	(16,950.20)	32.29%
WATER UTILITY	(881,934.62)	(1,838,225.00)	(52.02%)	(848,608.44)	3.93%
SANITARY UTILITY	(464,173.74)	(834,925.00)	(44.41%)	(398,851.98)	16.38%
WASTE UTILITY	(165,394.77)	(299,625.00)	(44.80%)	(142,683.75)	15.92%
COMMUNITY SERVICES	(9,633.90)	(14,050.00)	(31.43%)	(5,526.95)	74.31%
DEVELOPMENT & LAND SERIVCES	(212,515.04)	(459,850.00)	(53.79%)	(197,600.97)	7.55%
PARKS & RECREATION	(102,681.75)	(183,475.00)	(44.04%)	(117,171.57)	(12.37%)
	(1,867,703.81)	**(3,680,300.00)**	**(49.25%)**	**(1,733,448.83)**	**7.74%**
PENALTIES	**(35,154.58)**	**(68,900.00)**	**(48.98%)**	**(24,400.03)**	**44.08%**
OTHER GENERAL REVENUE	**(167,168.37)**	**(339,750.00)**	**(50.80%)**	**(135,957.38)**	**22.96%**
GRANTS & CONTRIBUTIONS	**(3,945,294.38)**	**(8,915,092.00)**	**(55.75%)**	**(1,294,572.41)**	**204.76%**
TRANSFERS - EQUITY, RESERVE & OTHER	**0.00**	**(19,227,610.00)**	**(100.00%)**	**0.00**	**0.00%**
REGIONAL LANDFILL REVENUE	**(608,233.84)**	**(1,257,390.00)**	**(51.63%)**	**(445,794.46)**	**36.44%**
	(13,794,741.48)	**(40,726,235.00)**	**(66.13%)**	**(10,630,378.52)**	**29.77%**

SUMMARY OF EXPENSES TO JUNE 30, 2013

SALARIES, WAGES & BENEFITS					
ADMINISTRATION	333,450.14	687,300.00	(51.48%)	331,589.16	0.56%
PROTECTIVE SERVICES	80,944.74	180,500.00	(55.16%)	72,308.80	11.94%
PUBLIC SERVICES	332,095.06	506,899.00	(34.48%)	282,158.20	17.70%
WATER UTILITY	194,220.95	375,614.00	(48.29%)	277,084.80	(29.91%)
SANITARY UTILITY	104,280.14	197,314.00	(47.15%)	98,694.21	5.66%
WASTE UTILITY	68,650.45	99,771.00	(31.19%)	77,237.00	(11.12%)
COMMUNITY SERVICES	26,821.25	85,920.00	(68.78%)	30,988.69	(13.45%)
DEVELOPMENT & LAND SERIVCES	159,038.48	305,400.00	(47.92%)	135,645.37	17.25%
PARKS & RECREATION	201,137.16	748,734.00	(73.14%)	278,528.01	(27.79%)
	1,500,638.37	**3,187,452.00**	**(52.92%)**	**1,584,234.24**	**(5.28%)**
CONTRACTED & GENERAL SERVICES					
ADMINISTRATION	294,099.92	509,645.00	(42.29%)	264,910.31	11.02%
PROTECTIVE SERVICES	33,983.94	980,825.00	(96.54%)	237,375.42	(85.68%)
PUBLIC SERVICES	64,040.97	298,575.00	(78.55%)	53,000.12	20.83%
WATER UTILITY	6,905.14	160,825.00	(95.71%)	129,630.93	(94.67%)
SANITARY UTILITY	208,753.65	593,225.00	(64.81%)	129,630.93	61.04%
WASTE UTILITY	22,814.84	53,725.00	(57.53%)	24,794.30	(7.98%)
COMMUNITY SERVICES	31,272.38	126,625.00	(75.30%)	51,669.55	(39.48%)
DEVELOPMENT & LAND SERIVCES	17,330.81	234,619.00	(92.61%)	59,361.77	(70.80%)
PARKS & RECREATION	61,010.22	107,600.00	(43.30%)	32,133.70	89.86%
	740,211.87	**3,065,664.00**	**(75.85%)**	**982,507.03**	**(24.66%)**
MATERIALS, GOODS & UTILITIES					
ADMINISTRATION	14,476.82	29,800.00	(51.42%)	17,604.00	(17.76%)
PROTECTIVE SERVICES	15,130.64	68,350.00	(77.86%)	16,770.03	(9.78%)
PUBLIC SERVICES	77,511.95	206,100.00	(62.39%)	73,704.73	5.17%
WATER UTILITY	82,259.80	276,600.00	(70.26%)	74,023.40	11.13%
SANITARY UTILITY	3,249.56	24,200.00	(86.57%)	4,677.59	(30.53%)
WASTE UTILITY	33,384.05	114,000.00	(70.72%)	48,500.87	(31.17%)
COMMUNITY SERVICES	1,715.28	2,550.00	(32.73%)	1,033.29	66.00%
DEVELOPMENT & LAND SERIVCES	1,990.90	8,200.00	(75.72%)	2,344.16	(15.07%)
PARKS & RECREATION	63,323.48	176,100.00	(64.04%)	70,509.15	(10.19%)
	293,042.48	**905,900.00**	**(67.65%)**	**309,167.22**	**(5.22%)**

AMORTIZATION EXPENSE	0.00	0.00	0.00%	0.00	0.00%
REQUISITIONS AND TOWN CONTRIBUTIONS	1,190,646.97	2,337,800.00	(49.07%)	1,184,480.27	0.52%
DEBT MAINTENANCE & BANK CHARGES	115,047.64	281,723.00	(59.16%)	121,833.77	(5.57%)
TRANSFERS - EQUITY, RESERVE & OTHER	451,180.21	29,690,306.00	(98.48%)	412,552.35	9.36%
REGIONAL LANDFILL EXPENSES	332,548.66	1,257,390.00	(73.55%)	376,762.23	(11.74%)
	4,623,316.20	40,726,235.00	(88.65%)	4,971,537.11	(7.00%)
	(9,171,425.28)	0.00	0.00%	(5,658,841.41)	62.07%

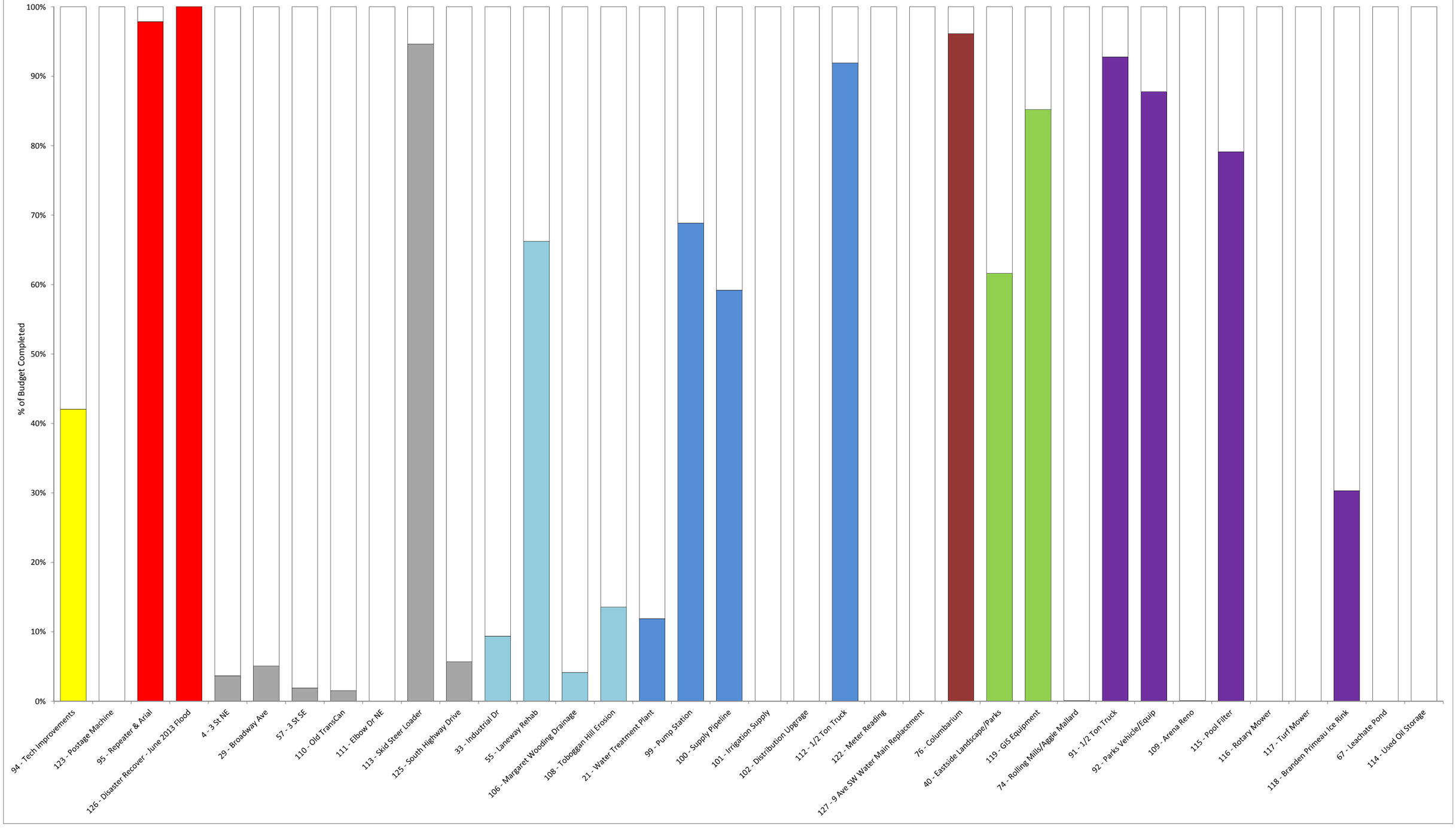




NOTES TO THE FINANCIAL SUMMARY

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

2013 Capital Project Progress to September 18, 2013



Municipal Manager's Report
Monday, September 23, 2013

Resignation

I would like to reiterate my gratitude to all of Council, staff, and the community at large for the support and confidence you've provided me and my family. This is truly a great place to be and a great organization to be a part of. I am proud of what we've been able to accomplish together and I remain extremely confident that the new person, whomever that may be, will be able to build upon the foundation we've created together and truly take Redcliff and the community to the next level.

As promised, I will remain available upon my departure to assist Redcliff in any manner they deem appropriate so that the transition is as smooth as possible. I look forward to doing as much as possible in the coming weeks to prepare the new Council and staff to be successful. My family and I will most certainly be back to this community in the future and I can't wait to see all of the progress.

As discussed, I will be providing an update "project" list of things that I have been working on or have yet to begin but is something identified to complete. This will obviously be discussed in detail with the Acting Municipal Manager prior to and after my departure but will also be sent to Council. I think this will be key for council to have an understanding going into the selection of a new candidate.

Again, I will be working up to and including the October 15 Council meeting.

Municipal Inspection

I have included the October 10th, 2013 report to the Minister in the Council package. There has not been a lot of time since the last meeting but the next meeting will be after the next report is due so I am including it now with a brief update for the Minister on some progress but no further completion.

One thing I did get some clarification on was in regards to FOIP training and roles and responsibilities training. The intent of these directives is for Sr. administration and Council to hear the same message at the same time. This would eliminate the possibility to take online FOIP training. As such, there may be conflicts with dates for FOIP and R&R training for us and dates are booking up. In speaking with the inspectors, this may be something we'd have to ask for an extension on considering we may not be able to find people to provide the training for us prior to Dec 31.

In regards to the R&R training with George Cuff scheduled with the City of Medicine Hat, Cypress County has asked to join so the administration team is simply seeking final approval from their Council. If they end up joining this would reduce the overall cost from what we approved which was always the hope.

Election

At the time of writing this report there have obviously only been informal announcements for prospective candidates. Election officials seem to have everything well in hand and ready for nomination day and beyond. I am more than happy to make myself available to any candidate who may wish to discuss key projects, processes, roles/responsibilities, etc. ahead of time. I cannot obviously discuss any confidential matters.

Emergency Management

The Hazards, Risk, Vulnerability Assessment is being presented for Council's information at this same meeting of Council.

In regards to the MEMP and REMP, Medicine Hat, Cypress County, and myself continue to work with ERMC (Emergency Response Management Consulting) out of Edmonton on its development. We are meeting regularly and are trying to ramp up the process so that I can be involved as much as possible before my departure. This will be a significant project that will require time from the Acting Municipal Manager and new Municipal Manager when chosen.

Old RCMP

Conditions have been lifted and the sale is final and complete including receipt of funds and transfer of title.

July 6th Flash Flood

At the time of writing this report I received word that our application for the July 5/6 flash flood event passed the first stage and was recommend for approval by the Disaster Recovery Committee. It is now with the Minister of Municipal Affairs.

This will be extremely good news for those that suffered so much and were not covered by their insurers because they experienced overland flooding. We've continue to press officials for progress and this was nice to hear.

We would obviously need to make a big information campaign to let residents know if there will be a disaster recovery program announced for our residents.

Finance and Administration

Budget Preparation

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

- Requests of public submissions for the 2014 budget will be distributed electronically in September and the deadline for submissions is October 15th.
- A number of departments are jointly working on the production of the updated and funded MYCIP (Multi-Year Capital Infrastructure Plan).
- Budget Idea forms for Council will also be circulated and can be accepted until October 15th.
- A review of utility bylaws including the structure and concept of billing.
- Revised summary for public presentation.

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

Schedule Items:

Sept 14th – Utility Billing Bills for water, sewer and garbage service for May & June

Public Services

Water and Sewer Utilities

- The new raw water pumphouse is about to be commissioned and the staff have been and continue to receive orientation on operation and equipment maintenance.
- Water meter reading for the period of July-August was completed.
- Staff has been conducting various water system shut downs to assist Transit Paving in performing several water system repairs they have been contracted to complete.

Municipal Works

- The Dirkson Dr. NE storm water pond has been pumped out with a significant amount of water being directed to the City of Medicine Hat's outfall network. Coordination and approvals were all sought and received from the City Municipal Works Dept.
- Regular maintenance to roads, alleys, and drainage courses have continued throughout the summer.
- All shale trails washed out from the July 6 rain event have been repaired.
- Two interments were accommodated in our cemetery during the month of August.

Parks and Recreation

- The Aquatic Centre was closed for the season on August 25.
- Facilities staff is currently installing the ice at the Rec-Tangle with the facility scheduled to open Sept. 20.
- The majority of seasonal staff working in the Public Services Department completed their employment term prior to August 31.
- The new outdoor skating rink project at Margaret Wooding School is on schedule with the new board system currently scheduled to arrive and be installed during the week of October 7.
- The new spectator heating system has been installed at the Rec-Tangle. New spectator protective netting and several boards system modifications are also scheduled to take place within the next few weeks.
- The playground equipment at Rolling Mill Park has been removed. New equipment is scheduled to be installed soon as part of the grant funding received from the Community Infrastructure Improvement Fund (CIIF).

Landfill

- The used oil tank has been prepared for removal and we are currently awaiting for excavation and testing to be completed by a certified company. A new above ground used oil storage tank is scheduled to be installed soon after.

Community Services

- Program and Event Guide for September to December was completed and been distributed to some locations

- Several groups from the Veiner Centre are interested in bringing their activities/clubs to the Redcliff; members of these groups would be required to join the Redcliff Senior Citizens Society; the woodcarving club is already meeting on a regular basis and they want to teach a class at the Youth Centre;

- Pool closed August 25, statistics will be available soon

- Rec-Tangle open September 20

- Community Services is partnering with DREAMS to host monthly "Lunch and Learn" programs for parents and monthly Family Nights (various activities) at the schools

Engineering

Eastside Phase 1 Parks & Landscape:

- Grass Root landscape has completed the project and is under warranty.
- Park benches, garbage cans and access ways to be installed by Public Services.

Water Treatment Plant, Raw water pump station and pipeline upgrades

Pump Station Upgrade:

- MPE reviewed the site works and prepared a preliminary deficiency list for start-up.
- New pumps start up planned for Thursday Sept 12, 2013 with MPE and Town representative on site. MPE will review the deficiency list before planned start up. The new pumps will be run for 80 hours before Town will accept as per the contract specs.
- Operator's training will be provided the same day.
- Temporary pumping to plant will be carried on by Carver during start-up and commissioning.
- Two electric services were required to keep the temporary pumping and new electrical building.
- City has provided the second service with meter and no extra cost. The second meter will be returned to City when temporary pumping will no longer required.
- Treated waterline to Pump Station is not completed and Carver construction has to include some additional items for new pumps line shaft washing after discussion with Chamco for early start-up of pumps. MPE's electrical commissioning manager will be at site.
- Travelling screen installation and other works related to building will be started shortly after completion of pump start-up.

Rawwater pipe line and Water Treatment Plant :

- L.W Dennis (Contractor) has completed the replacement of conflicting 10" Ductile iron with PVC on 9th Ave from 3rd St SW to east of 2nd St SW complete with pressure testing. Chlorine disinfection of the line section is in progress.
- 18" (450mm) PVC line tie-in to existing 300mm AC line near Water Treatment Plant is completed.
- Air Release chambers, backfilling and road restoration in progress. Contractor is working to moisture condition the gravel on road repair areas and will repack. Paving subcontractor will plan to carry out the road repairs by the end of this week uphill on 9th Ave/River Road.
- Existing 350mm AC line near the Pump Station was discovered conflicting with the proposed 18" PVC alignment after hdrovac. MPE has proposed revised the alignment and Town has reviewed and approved for construction.
- Section of existing 350 AC within the Pump Station area will be abandoned and tied to new 18" PVC at a location east of Pump Station property line.
- No extra cost will be allowed for the revision and work will be carried out once Pump Station Contractor completes his work and fully commissioned.
- L.W.Dennis has planned to shut down the pumping to the Plant for 3 days when water demand will be slow.
- The project's substantial completion will be extended from Sept 09 to Sept 30 and total completion will be on Oct 30th, 2013.

Water Treatment Plant Design:

- MPE will confirm a date and time for WTP design review meeting. MPE has tentatively planned to meet in the first or second week of October.

2013 Infrastructure Improvement Program:

- Transit Paving has completed South Highway Drive and Old TransCanada Highway.
- 3rd St SE curbs and gutter concreting progress. Concrete was poured in sections due to non-availability of extra forms. All concrete work and granular base and paving works will be completed by Wednesday Sep 18, 2013. Some landscape and driveway concrete pouring will be carried out after that.
- Asphalt milling on Broadway Ave has been completed. Some storm improvement works (installation of CB with leads) in progress.
- Asphalt and concrete cutting on isolated deep repair on Elbow drive in progress.
- Isolated deep repair work and Isolated fire hydrant and valve replacement in progress almost 90% done except restoration.
- Broadway Ave E (TCH to Boundary Rd) isolated inlay areas work in progress. Weeping tiles will be installed in deep repair area shortly after that. Paving will most likely happen by the end of September.

Other Miscellaneous:

- Field construction management on 2013 Infrastructure Improvement Program.
- Field survey work for misc drainage problems as received by Public Services.
- On-going map updates for Land Use Bylaw and Great Plains.
- GIS data collection for water valves.
- Mitchell St & Broadway Ave Intersection SE corner merge/dedicated right turn lane review in progress.
- Broadway Ave realignment preliminary survey and drawing preparation in progress.

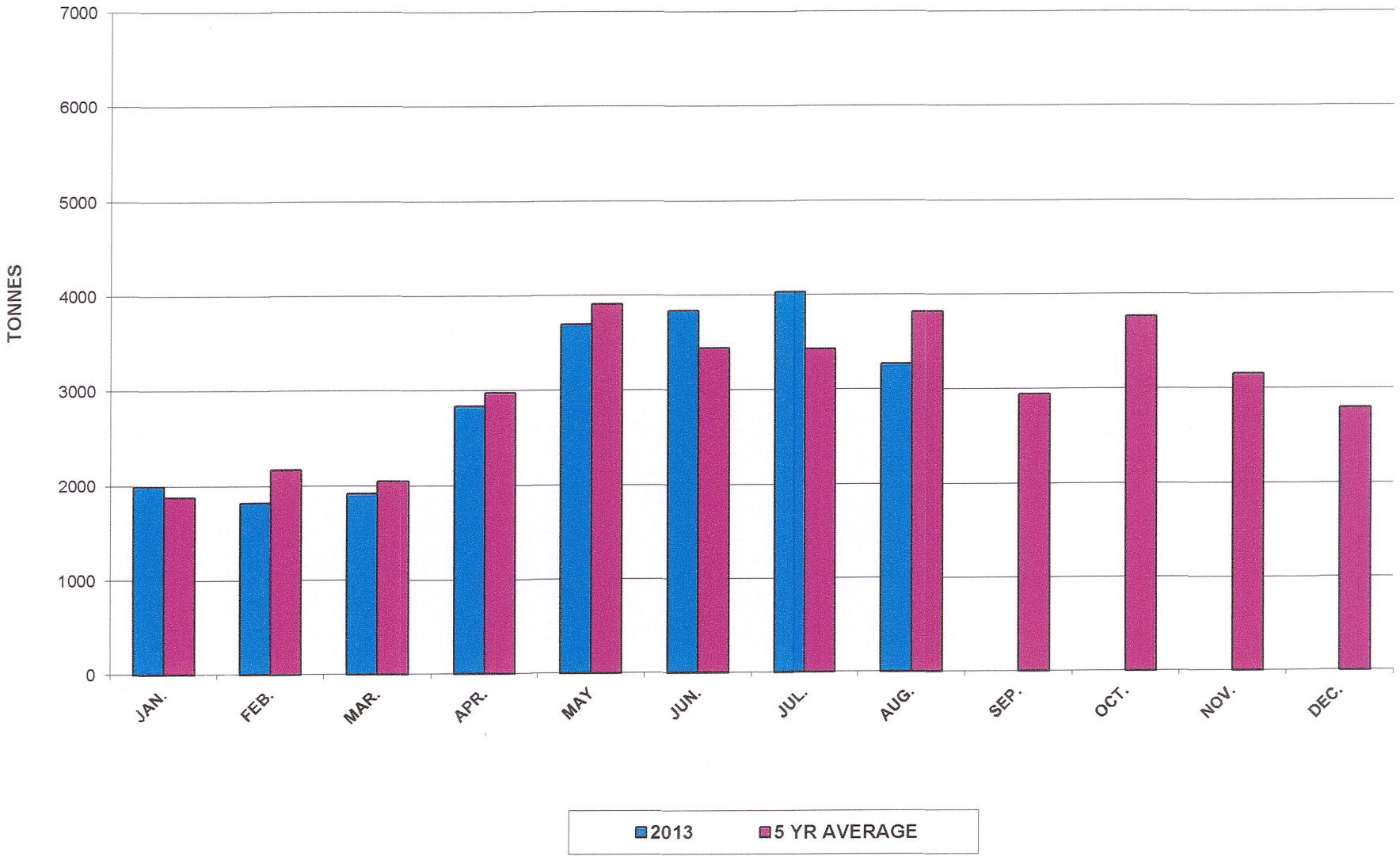
Legislative and Land Services

- Ongoing inquires re: land sales, development & subdivision. Presently working on two land sales.
- The total sales for 2013 are at 3 (budget was 5) and total sales in Eastside are twenty.
- Ongoing enforcement issues of non-permitted development and older files.
- B. Stehr, Development Officer attended the ADOA Conference September 9-11.
- Board Vacancies: Subdivision and Development Appeal Board, Family & Community Services Board, Redcliff Public Library.
- 2013 Municipal Election - Nomination Day is September 23, 2013, from 10:00 a.m. to Noon. (Nomination Packages are available at Town Hall and on the website (www.redcliff.ca).
- The Society of Local Government Managers, on behalf of Alberta Municipal Affairs, conducted a video conference broadcast training session for prospective candidates on Monday September 16, 2013.
- The deadline for assessment appeals has passed. No appeals were received.
- Three appeals to the Subdivision & Development Appeal Board were filed.
    - Appeal of Development Application 13-DP-056
      Lot 6, Block 1, Plan 0012975 (2250 South Highway Drive SE)
      Variance to Sideyard Setback (Proposed addition to existing building)
      Appeal heard Sept 12 – Appeal was upheld and Development Application was approved with conditions.

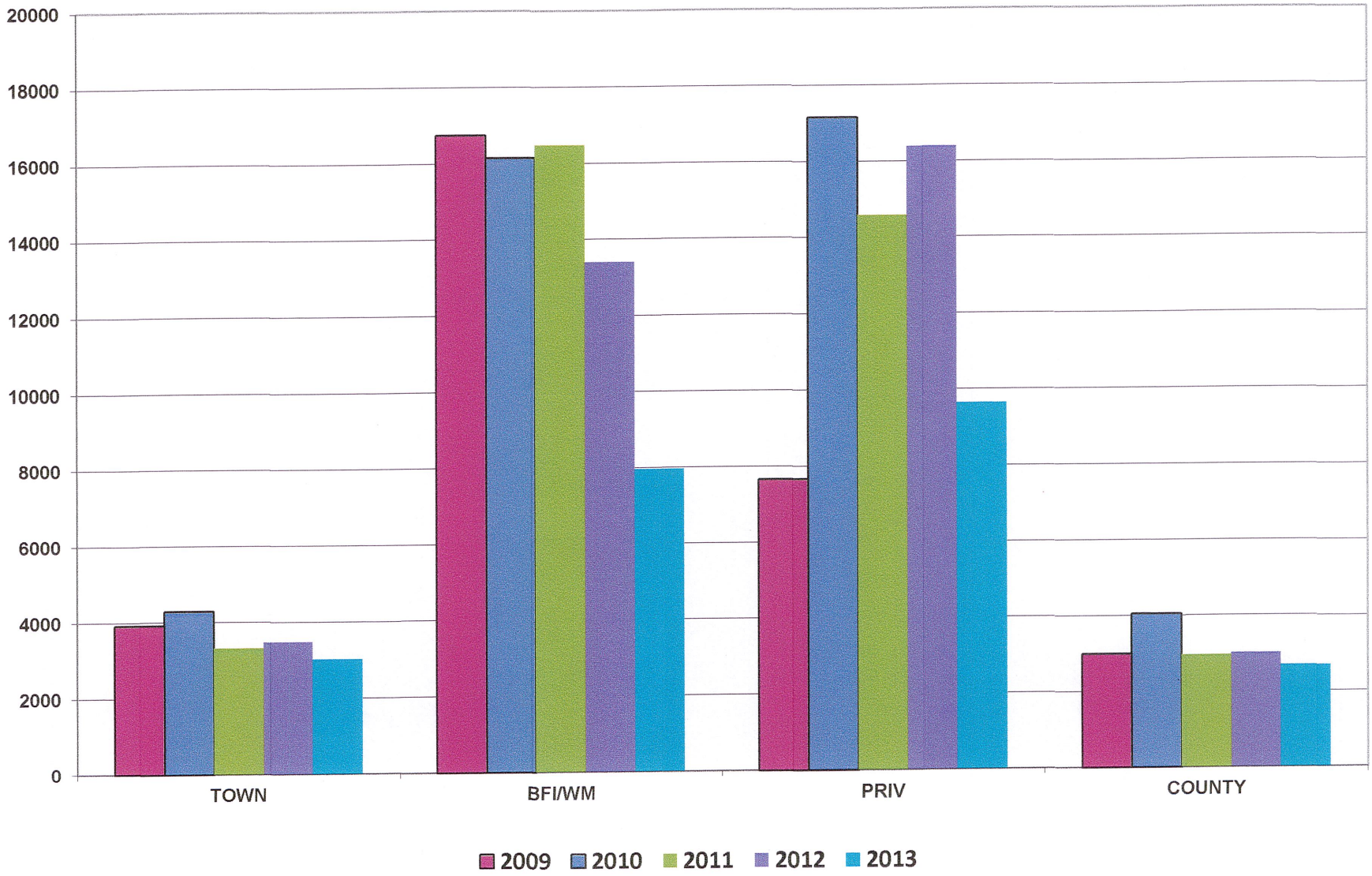
    - Appeal of Development Application 13-DP-058
      Lot 17-18, Block 3, Plan 3042AV (505 3 Street SE)
      Variance to Sideyard Setback (proposed addition of steps to existing residence)
      Appeal heard Sept 12 - Appeal was upheld and Development Application was approved with conditions.

    - Appeal of Development Application 13-DP-026 Appeal Scheduled Oct 2
      Lot 47, Block 34, Plan 1212279 (221 8 Street SW)
      Greenhouse Expansion, Variance to Sideyard Setback
      Appeal scheduled Oct 2, 2013

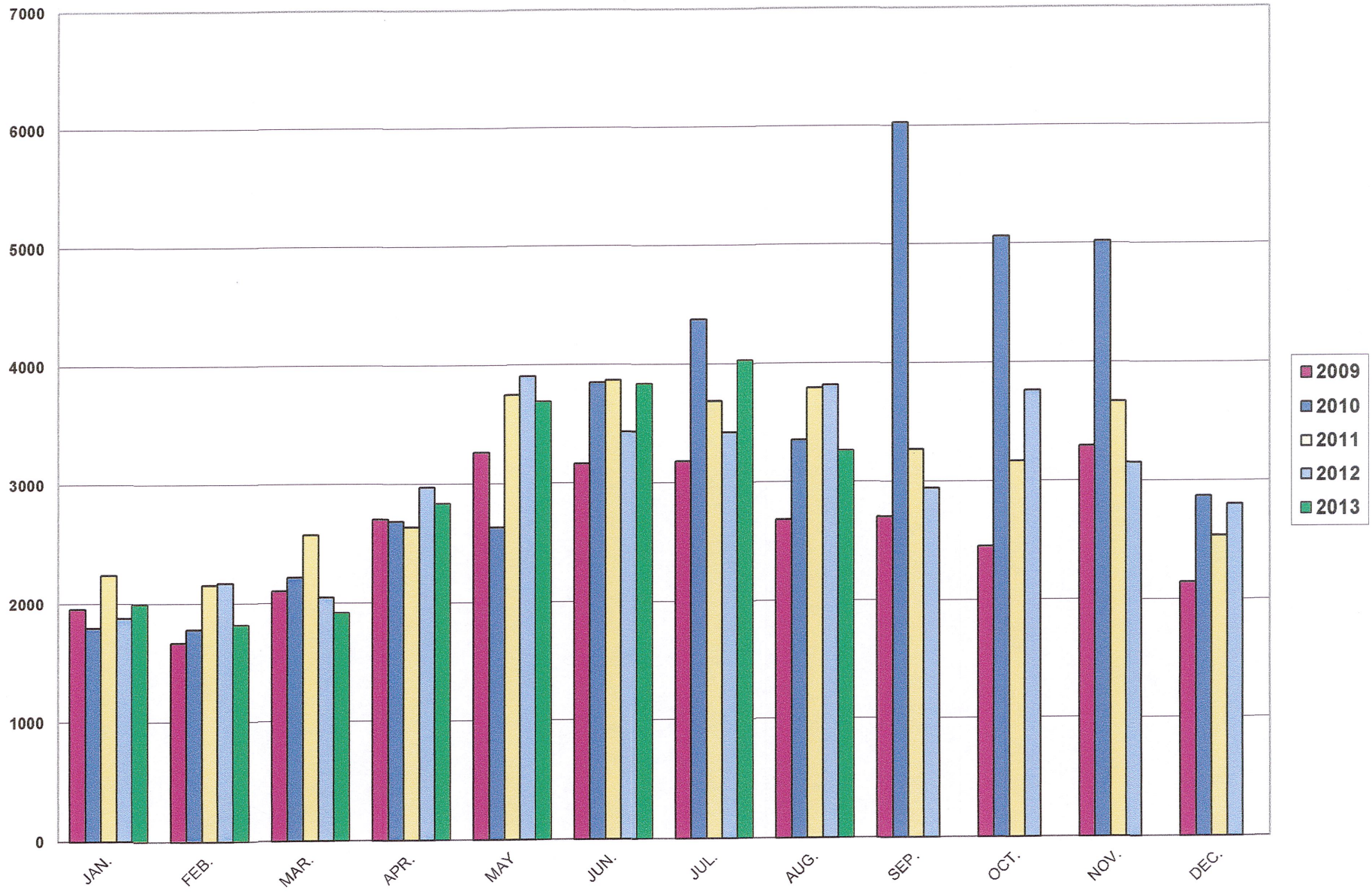
REDCLIFF/CYPRESS REGIONAL LANDFILL
2013 VS 5 YEAR AVERAGE
TO AUGUST 31, 2013



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2009 - 2013
TO AUGUST 31, 2013



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2009-2013
TO AUGUST 31, 2013



TOWN OF REDCLIFF

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October 10, 2013

Honourable Doug Griffiths
Minister of Municipal Affairs
Legislature Office
#104 Legislature Building
10800-97 Avenue
Edmonton, AB
Canada T5K 2B6
Fax: 780-422-9550

Re: Ministerial Order No. L:112/13

Mr. Griffiths,

As per the above ministerial order and directive #13, I am providing a report on behalf of Council for the Town of Redcliff. Specifically, we are required to provide a monthly report on the 10th of each month.

There is not much change from our September 10th report due to the fact we only had a few weeks between council meetings. There are some updates included below.

I felt that it would be prudent to inform you that I have resigned from the Town of Redcliff effective October 15, 2013. I have accepted a senior management position with another municipality. I anticipate having all directives completed except the training sessions and continued reports to you by the time I leave. Those continued reports will be provided by the Acting Municipal Manager as we don't anticipate having a new Municipal Manager in place prior to our deadlines.

I have informed Council and wish to echo this to you that I will be available to assist and provide information to Redcliff or your office in order to complete all of the directives and continue to make the necessary improvements. It should be noted that Council has discussed all of the recommendations of the inspectors outside of the directives and are, or were in the process of, completing the majority of them.

I have attached a table below of each of the directives and the progress related to them. Subsequent reports will provide more detail, especially related to reviews of sections of the *MGA* and associated Town policies and bylaws.

As a summary, I can report that of the 13 directives, 8 have been completed as of September 9, 2013, 2 are being completed and should be done shortly (well within the deadline), 2 are training that cannot be completed until after the municipal election, and the last one is ongoing as it is monthly reports provided to you.

Directive #	Directive	Due Date	Corresponding Recommendation	Status
1	I direct that Council direct administration to publish the Town of Redcliff Municipal Inspection Report May 2013 on the town website and to provide printed copies of the report on request subject to the town's fees for photocopying.	Immediate	Ministry Recommended	Completed July 31, 2013
2	Sections 153, 201, 207, and 208 of the *Municipal Government Act (MGA)* set out the respective roles and responsibilities of council and the CAO, and Section 203 of the *MGA* provides for the delegation of council powers, duties , or functions to the CAO. I direct Council and the CAO to review their practices in the context of these provisions to ensure that council is not considering or acting on matters that are the responsibility of the administration. I further direct that council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	1	All sections were reviewd by Council during the Sept 9, 2013 regular meeting. Administration identified a few polices that need to be amended in order to align with the MGA in terms of ensuring that Council is not acting on matters that are the responsibility of administration. A few of those policies/bylaws were updated at the September 23, 2013 council meeting. There are a few more that will done on Oct 15 which is when this directive will be complete.
3	I direct Council and Senior Administration to attend a roles and responsibilities workshop.	31-Dec-13	2	Council has passed a motion to attend a roles and responsibilities training session along with the City of Medicine Hat on November 25th, 2013 conducted by George Cuff. Additionally, Council passed a motion to do another roles and responsibilities training session with Municipal Affairs staff and we are working at coordinating those dates. In speaking with AMA staff, they are quickly booking up Roles and Responsibilities training dates. We may have issues getting this second session in and may require an extension. We will report on the completetion of those training workshops or if we require more time due to unavailability of training personnel.

4	Section 185 of the MGA sets out the process for requesting and documenting recorded votes. I direct Council to review and modify their practices in the context of these provisions to ensure that recorded votes are handled in accordance with the legislated requirements.	31-Dec-13	6, 15	Council reviewed this section and practices related to recorded votes at the September 9, 2013 regular council meeting. We have had discussions with the inspectors regarding the examples identified in the report and pointed out how those examples were indeed correct (verbally confirmed by inspector). For that reason, and the additional review, this directive is complete as of September 9, 2013.
5	Section 180 of the MGA requires council to act only by resolution or bylaw. I direct Council to review the practices used to make decisions during council committee meetings in the context of this requirement to ensure that all actions are appropriately authorized by resolution. I further direct that Council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	7	Completed as of March 11, 2013. This was corrected at the first Committee of the Whole meeting following the inspectors visit to the municipality in February. Furthermore, all actions in the past few years that did not have a motion during those meetings (9 motions) and did not later receive a motion at a Council meeting were made during the March 11, 2013 Council meeting. No outstanding decisions of Council exist without a motion. For further emphasis, council did review Section 180 further on Sept 9, 2013 to solidify understanding.
6	Section 197 of the MGA requires that council and council committee meetings be conducted in public, subject to specific exceptions which include those set out in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*. I direct council to review their practices for in-camera meetings in the context of these provisions, and to ensure that any matters discussed in future in-camera meetings meet the legislated conditions. I further direct that council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	9	Council reviewed the legislation identified in the directive and our practices related to "in camera" meetings. No revision of associated practices, bylaws or policies are necessary. This issue will be dealt with also as part of directive #10; however, as of Sept 9, 2013 this directive (#6) is now complete.
7	Sections 169 to 173 of the MGA define and set out the requirements where councillors have pecuniary interests on matters that are before council. I direct Council to review their practices where pecuniary interests are involved to ensure that the legislated requirements are met. I further direct that Council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	12	Council reviewed sections in the MGA as well as the information report from Alberta Municipal Affairs (Municipal Councillors' Guidelines for Conflict of Interest) at their meeting on Sept 9, 2013. It should be noted that the examples in the inspection report did follow the provisions of the Act in terms of pecuniary interest; however, the minutes did not reflect this. It was a minute reporting issue vs. violations of legislation. We have confirmed with AMA staff on how to record this in future. This directive is now complete.

8	Section 215 of the MGA prohibits agreements with municipal employees with the exception of employment agreements and for services or goods that are available to the public generally. Policy #042 – Computer Purchase Plan and Procedure 97-026 – Third Party Cheques contravene this requirement, and I therefore direct Council to cancel and discontinue them.	31-Dec-13	18 and 19	Completed. Policy 042 was already cancelled on May 13, 2013 and Procedure 97-026 was cancelled on July 30, 2013.
9	Section 70 of the MGA requires the advertisement of land sales that are for less than market value. I direct Council to review their Land Sales Policy to ensure that it is comprehensive and in alignment with the legislated requirements.	31-Dec-13	20 and 21	Council reviewed Section 70 and their Land Sales Policy at the Sept 9, 2013 council meeting. It should be noted that the Town had actually reviewed and amended the Land Sales Policy following the visit from the inspectors. Those amendments, in speaking with the inspectors following the inspection report presentation, address the concerns they had identified in the report. As such, this directive is complete as of Sept 9, 2013.
10	I direct Council and Senior Administration to attend a Freedom of Information and Protection of Privacy training workshop.	31-Dec-13	25	Council passed a motion to comply with this directive and administration is working with Service Alberta to coordinate the workshop. We will report once complete. The same issue identifed in Directive #3 may be applicable here. The timing of our directive requirements and the municipal election may make it difficult to get training personnel in before Dec 31. We cannot book dates until after the election because all of our council must attend and we do not know who that will be. We may require and extension but will ask well in advance.
11	I direct Council to review and amend Bylaw 1733/2013, the Subdivision and Development Appeal Board Bylaw, to ensure that the composition of the Board is in accordance with sections 627 and 628 and to limit the role of the Board pursuant to section 645 of the *MGA*.	31-Dec-13	30 & 31	Completed prior to inspection report on June 10, 2013.

12	Section 208 of the MGA requires that the CAO must ensure that the records and documents of the municipality are kept safe. I direct the CAO to take steps to ensure that records and documents presently stored in the basement of the Town office are adequately protected.	31-Dec-13	40	This is ongoing and we anticipate completetion of this directive shortly and will report as such in future. We have moved several documents into our safe storage areas and made efforts to protect them (i.e. raise off the floor to protect from water). We are awaiting one more contractor estimate on potential small maintenance upgrades to adequately protect the room from fire. We are also taking steps to scan and make electronic copies of non-essential or legislated records.
13	I direct council to provide a monthly report to me on the 10th of each month until January 10, 2014 regarding the progress the town has made with respect to completing the directives.	Monthly	Ministry Recommended	Ongoing reporting to the Minister will take place as directed and will be included in Council meeting packages for the public to be aware of progress on directives.

As always, please do not hesitate to contact us should you require any further information or clarification.

Regards,

David Wolanski
Municipal Manager
Town of Redcliff

TOWN OF REDCLIFF
REQUEST FOR DECISION

DATE: September 23, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Council Orientation Agenda

PROPOSAL: To approve an agenda for the council orientation following the municipal election.

BACKGROUND:

On September 9, 2013 council adopted a council orientation policy. The policy states that the Municipal Manager will "present an agenda prepared in coordination with the Manager of Legislative and Land Services to Council for approval before every general municipal election".

The agenda for this meeting is fluid and can easily be amended prior to the orientation should there be something that arises of significance. This is simply to provide administration with a guideline to prepare ahead of time.

As such, we would propose the following agenda for the council orientation:

1. Purpose of the Orientation
    - New policy
    - Recommendation of the Municipal Inspectors
    - Overview vs. every detail

2. Municipal Manager Presentation
    - the Municipal Government Act
    - legal considerations related to the role of Members of Council;
    - the purpose of a municipality;
    - the role of the Municipal Manager;
    - and an overview of the organizational structure, corporate focus and key contacts;
    - legislative governance and Council's role in the process;

3. Manager of Legislative and Land Services Presentation

    - The Town of Redcliff Procedure Bylaw;
    - Freedom of Information and Protection of Privacy Act;
    - the role of the Manager of Legislative and Land Services;
    - the role of the Executive Assistant;
    - a manual of policies; and
    - a manual of commonly referenced bylaws.

4. Director of Finance and Administration Presentation

- The most recent Financial Statements of the Town;
- the most recent provincial financial indicator graphs;
- Town budget processes;
- Remuneration and benefits processes.

5. Municipal Manager Update on Key Business

    - Municipal Inspection
    - Establish preferred dates for Minister directed training sessions
    - Water Treatment Plant
    - Municipal Manager Recruitment
    - AUMA conference
    - Council strategic direction
    - Confidential Land/Labour/or Legal matters

6. Other

    - Establish date for a facility tour
    - Other information that may have come up following approval of the agenda or that administration deems significant.

OPTIONS:

1. To approve the council orientation agenda as presented.
2. To approve the council orientation agenda as amended.

RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved the Council orientation agenda to take place following the municipal election be approved as presented.

2. Councillor _____ moved the Council orientation agenda to take place following the municipal election be approved as amended.

SUBMITTED BY: _____ _____
Department Head Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ___ DAY OF ___ AD. **2013.**

Town of Redcliff

Memo

To: Redcliff Council

From: David Wolanski, Municipal Manager

Date: September 23, 2013

Re: Grader Repairs

Policy 38 – Purchasing Policy states:

Purchases outside budget

1.) In the case of an emergency (i.e. essential service requiring immediate resolution, such as water system, life safety issues) the Council hereby grants the Municipal Manager the authority to disregard the tender process and proceed, without an authorized budget to purchase up to a maximum of $75,000.00 per incident. Any such incident shall be reported to the Mayor forthwith, and reported to next Council meeting. This funding will be deemed to be "from operations".

Previously, I was informed of significant repairs needed for the main garbage truck. We were utilizing the back-up for a long period of time while mechanics were trying to determine the cause. The Mayor had been informed of these needed repairs that I authorized as an "essential service requiring immediate resolution".

We only recently got the repairs finally complete and the total costs which came in at $13,690.43 plus GST. As per the policy I am informing Council at the first available council meeting.