



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**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary 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 *	2 nd / 3 rd Reading
B) Bylaw 1757/2013, Fire Services Bylaw *	1 st 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) | 2 nd 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

ACCOUNTS PAYABLE SEPTEMBER 6, 2013 - SEPTEMBER 12, 2013			
COUNCIL MEETING SEPTEMBER 23, 2013			
73553	ACKLANDS	FUEL PUMPS, FUEL PUMP METERS, TRAFFIC PYLONS	\$3,481.77
73554	AFFINITY WELDING	WELD CYLINDER UNIT#128 GARBAGE TRUCK	\$254.63
73555	THE BOLT SUPPLY HOUSE	CUTTING WHEELS	\$25.31
73556	BOSS LUBRICANTS	GREASE, TRANSMISSION FLUID, GAS ENGINE OIL, HYDRAULIC 32 OIL	\$2,079.74
73557	BROVAC	REMOVE LEACHATE LANDFILL	\$1,344.00
73558	CACTUS COMMUNICATIONS	RADIOS & PROGRAMMING, REPLACE CABLE & MOUNT- FIRE DEPT	\$2,472.70
73559	CIBC VISA	AWWOA TRAINING, POOL TRAINING, ADVERTISING, ETC	\$6,386.92
73560	CLEARTECH INDUSTRIES	SODIUM HYPOCHLORITE - POOL, ALUM & CHLORINE - WTP	\$11,452.19
73561	COCOA BEAN CAFE	AUGUST MEALS ON WHEELS	\$642.60
73562	CONSTRUCTION SUPPLY	SIKAFLEX SEALANT - ARENA	\$78.59
73563	CONVERGINT TECHNOLOGIES	SOFTWARE & UPDATES TO CONTROLLER - LIONS WATER PARK	\$952.56
73564	CANADIAN PACIFIC RAILWAY	AUGUST FLASHER CONTRACT	\$666.74
73565	VOID	PRINTER ERROR	\$0.00
73566	EPCOR ENERGY SERVICES	AUGUST ELECTRIC UTILITY - LANDFILL	\$126.04
73567	FORT GARRY FIRE TRUCKS	LADDER RACK HANDLE - FIRE DEPT	\$68.15
73568	GRADWELL, RAYMOND	REIMBURSE FOR EMBROIDERY ON COVERALLS - FIRE DEPT	\$47.00
73569	GREYHOUND COURIER EXPRESS	FREIGHT OF PARTS U#123 LOADER- WTP, U#134 LOADER - LANDFILL	\$52.17
73570	HARV'S JANITORIAL SERVICES	AUGUST JANITORIAL SERVICES	\$3,386.25
73571	KAIZEN LAB	WATER ANALYSIS	\$2,859.82
73572	KIRK'S MIDWAY TIRE	TIRE TUBE UNIT#145 MT6 TRACTOR	\$10.50
73573	LETHBRIDGE MOBILE SHREDDING	AUGUST SHREDDING SERVICE	\$46.20
73574	LIFESAVING SOCIETY	BRONZE CROSS & BRONZE MEDALLION EXAM FEES	\$238.00
73575	MNP	2012 FCSS REVIEW	\$1,102.50
73576	MEDICINE HAT CO-OP	FOAM ROLLERS	\$18.86
73577	PITNEY WORKS	SEPTEMBER FOLDER STUFFER CONTRACT	\$145.77
73578	PRITCHARD & COMPANY	LEGAL FEES FOR LAND SALES 40,132,1117V AND 14,13,0913590	\$550.73
73579	SCHEFFER ANDREW	JULY PLANNING SERVICES	\$249.38
73580	SUPERIOR TRUCK EQUIPMENT	PIN ASSEMBLY UNIT#128 GARBAGE TRUCK	\$692.41
73581	TELUS COMMUNICATION	SEPTEMBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$1,782.74
73582	TELUS MOBILITY	SEPTEMBER CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$469.11
73583	ST. AMBROSE MEN'S CLUB	REFUND KEY DEPOSIT	\$125.00
73584	MIKES ROADHOUSE	AUGUST MEALS ON WHEELS	\$670.95
73585	LATTER DAY SAINTS CHURCH	REFUND KEY & RENTAL DEPOSIT	\$225.00
73586	PARKINSON, KEVIN	TRAVEL EXPENSES POOL OPERATOR COURSE	\$173.04
73587	BOYCHUK, MERVIN	REFUND OVERPAYMENT ON PROPERTY TAX ROLL# 0262100	\$369.50
73588	DISTRICT 4 LITTLE LEAGUE	REFUND KEY & RENTAL DEPOSIT	\$250.00
73589	WHEATLAND COUNTY	2013 MUNICIPAL PROPERTY TAX SEMINAR REGISTRATION T.PRICE	\$60.00
73590	TERRED CONSTRUCTION	PROJECT#118 - FENCE FOR BRANDEN PRIMEAU ICE RINK REHAB	\$7,413.00
73591	WOLSELEY MECHANICAL GROUP	REPAIR CLAMPS, SADDLES, COUPLINGS, BUSHINGS, FITTINGS, ETC	\$3,157.39
73592-			
73617	VOID	PRINTER ERROR	\$0.00
73618	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$226.00
73619	BENCHMARK ASSESSMENT	AUGUST TO OCTOBER ASSESSMENT, TAX RECOVERY APPRAISAL	\$14,995.84
73620	BENCHMARK GEOMATICS	GRADE PLAN 313 5 AVE. S.W.	\$210.00
73621	CITY OF MEDICINE HAT	AUGUST UTILITY ACCOUNTS, AUGUST SEWAGE OUTLAY	\$94,147.83
73622	DESJARDINS FINANCIAL SECURITY	LIFE INSURANCE PREMIUMS SCHAFFER	\$661.50
73623	GAR-TECH ELECTRICAL	WIRE FUEL PUMPS - PS, REPAIR WATER LEVEL INDICATOR - WTP	\$236.25
73624	REDCLIFF HOME HARDWARE	PAINT, TOTE BOXES, SEAT U#111 MOWER, CARBERATOR, OIL, ETC	\$1,790.04
73625	L.W. DENNIS CONTRACTING	PROJECT#100 - RAW WATER SUPPLY PIPELINE UPGRADE	\$533,523.37
73626	MEDICINE HAT CO-OP	TARP, POPUP ROTOR, SPRAY BODY, NOZZLE	\$49.63
73627	MPE ENGINEERING	PROJECT#126 - SOUTH SASKATCHEWAN RIVER FLOOD EVENT	\$8,544.69
73628	MURRAY, CINDY	REIMBURSE FOR 2013 PENNY CARNIVAL SUPPLIES	\$389.68
73629	NAPA AUTO PARTS	SHOCK ABSORBER UNIT#128 GARBAGE TRUCK, ELECTRIC TAPE	\$110.78
73630	SUNCOR ENERGY PRODUCTS	AUGUST DIESEL, DYED DIESEL AND FUEL - PS, LANDFILL	\$14,921.11
73631	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS TO SEPTEMBER 7, 2013	\$16,633.55
73632	RECEIVER GENERAL	STATUTORY DEDUCTIONS REG PAY SEPT 7, 2013, SEPT COUNCIL PAY	\$24,130.88
73633	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$136.50
73634	SIMPLY WATER	BOTTLED WATER - POOL	\$85.00
73635	COLOR SHALE PRODUCTS	RED SHALE - TRAILS	\$3,780.00
73636	NICKLE, KANDICE	REFUND UTILITY DEPOSIT	\$100.00
73637	WIRTH, KRISTOPHER	REFUND UTILITY CREDIT	\$99.55
73638	NEUFELD, MARIA	REFUND UTILITY CREDIT	\$141.84
73639	MUNSON, ELIZABETH	REFUND UTILITY CREDIT	\$103.50
73640	TOWN OF REDCLIFF	JULY EMPLOYEE PROPERTY TAX PAYMENTS	\$400.00
73641	TOWN OF REDCLIFF	REGULAR PAY TO SEPTEMBER 7, 2013, SEPTEMBER COUNCIL PAY	\$68,801.09
73642	TRANSIT PAVING	ASPHALT REPAIRS	\$42,080.85
73643	WORKERS COMPENSATION BOARD	JULY & AUGUST WCB PREMIUMS	\$3,963.99
	TOTAL CHEQUES: 65	AMOUNT OF CHEQUES:	\$884,390.73

BANK SUMMARY FOR JUNE 30, 2013

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	1,306,295.10	10,000.00✓	1,316,295.10✓
DAILY DEPOSITS	3,646,961.63✓	158,497.05✓	3,805,458.68✓
CIBC DIRECT DEPOSITS/ TELEBANKING	2,573,897.74✓	0.00	2,573,897.74✓
INTEREST EARNED	7,001.49✓	0.00	7,001.49✓
T-BILL REDEMPTIONS	0.00	0.00	0.00✓
OTHER DIRECT DEPOSITS	140,469.33✓	0.00	140,469.33✓
SUBTOTAL	6,368,330.19✓	158,497.05✓	6,526,827.24✓
CHEQUES	(1,028,051.20)✓	(158,497.05)✓	(1,186,548.25)✓
ASFF QUARTERLY PAYMENTS	(452,741.33)✓	0.00	(452,741.33)✓
DEBENTURE PAYMENTS	(408,309.84)✓	0.00	(408,309.84)✓
T-BILL PURCHASES	0.00	0.00	0.00✓
NSF CHEQUES	(1,173.27)✓	0.00	(1,173.27)✓
OTHER DIRECT WITHDRAWALS	(77,437.36)✓	0.00	(77,437.36)✓
SUBTOTAL	(1,967,713.00)✓	(158,497.05)✓	(2,126,210.05)
TOTAL	5,706,912.29✓	10,000.00✓	5,716,912.29✓
BANK CLOSING BALANCE	5,338,865.41✓	10,000.00✓	5,348,865.41✓
ADD:O/S DEPOSITS	449,547.55✓	0.00	449,547.55✓
LESS:O/S CHEQUES	(81,500.67)✓	0.00	(81,500.67)✓
TOTAL	5,706,912.29✓	10,000.00✓	5,716,912.29✓
INVESTMENTS			
CIBC PREMIUM T-BILL FUND	5.12.02.321	11,400,000.00✓	
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,496,187.70✓	
TOTAL INVESTMENTS		12,894,958.97✓	

TOWN OF REDCLIFF
SEP 19 2013
FINANCE DEPT. *ML*



Hazards, Risk and Vulnerability Analysis (HRVA) Report

City of Medicine Hat

Date: 26 July 2013

PREPARED BY: MNP LLP
300 - 111 Richmond Street West
Toronto, ON M5H 2G4

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EXECUTIVE SUMMARY

INTRODUCTION

Completion of this Hazards, Risk and Vulnerability Analysis (HRVA) is part of a larger Tri-Council approved initiative to enhance emergency management in the City of Medicine Hat and the Region (City of Medicine Hat, Town of Redcliff, and Cypress County). MNP was engaged to assist with the HRVA and the project began on 6 June 2013.

It is important to note that hazards and risks are interlinked, dynamic, subject to change, and may transcend municipal, regional and provincial boundaries. The information contained in this report is current as of the end of the project date and should be updated on a regular basis. New hazards may emerge or evolve over time and emergency management projects and processes may alter the hazards' rating.

OBJECTIVES AND SCOPE

Objectives

Following HRVA leading practices, the main project objectives were as follows:

- Develop and prioritise a list of principal hazards and risks for the City of Medicine Hat. It is understood that the list will grow and evolve over time and this initial HRVA is focused on key risks that should be considered during plan and program development.
- Conduct analysis of the identified hazards in order to provide recommendations to assist with plan development, and potential future mitigation, preparedness, response, and recovery activities.
- Provide user friendly HRVA tools and ensure knowledge transfer occurs. The intent is that Medicine Hat emergency management personnel can update and manage the HRVA on an ongoing basis without external assistance.

APPROACH AND METHODOLOGY

Approach

The HRVA was completed through a four (4) phase approach as outlined in the diagram below. The approach is explained in detail in the Approach and Methodology section of this report. This basic approach can be used for future HRVAs and updates.



Methodology

The methodology used for this HRVA was a five (5) step process outlined below. Each of these steps is explained in the Approach and Methodology section of this report.

- Step 1 – Hazard Identification
- Step 2 – Assess Frequency/Likelihood

- Step 3 – List Current Controls
- Step 4 – Assess Consequence/Impact
 - Frequency Rating x Consequence Rating = Risk Rating
- Step 5 – Assess Trending

The attached Identification and Assessment Placemat, and Hazard and Risk Register were the main tools used to complete the HRVA. The intent is that these tools can be used for future HRVA work. Knowledge transfer was achieved by an initial walkthrough of the methodology at the 6 June Agency Chiefs meeting and during the HRVA workshop on 19 June.

SUMMARY OF RESULTS AND RECOMMENDATIONS

Results

Prior to the completion of this HRVA the City of Medicine Hat was well aware of its potential hazards but had not completed the detailed assessment and analysis required to inform and focus emergency management planning and program development. With the completion of this HRVA the City has:

- The knowledge, methodology and tools to update and complete HRVAs without external assistance
- A prioritised list of hazards and risks that have been analyzed and developed into recommendations and information that will help to inform planning and program development

A total of fourteen (14) hazards were identified and assessed. Of these hazards, five (5) are Natural, eight (8) are Technological, and one (1) is Human Caused. The human caused hazard is cyber attack, and while it is recognised hazard that poses a degree of risk, there is currently not enough information to accurately assess this risk. Therefore, cyber attack is not included in the Hazard and Risk Register but should be monitored.

The technological hazards (hazardous material release and fire/explosion) posed by CF Industries and Methanex were assessed separately. These hazards are included in this report but are not listed on the City's Hazard and Risk Register. Due to the extensive controls in place at each site, the likelihood of an incident is so low does not fit the criteria used for this HRVA; it is recognised, however, that the consequence if the hazard were to occur could be severe. Therefore, the risks posed by CF Industries and Methanex were analysed and included in this report, but are not included in the City's Hazard and Risk Register.

An overview of results is found on the following page:

Risk Level	Technological	Natural
High	<ul style="list-style-type: none"> Hazardous Materials incident – Transportation, Rail and Road Incident Hazardous Materials incident – Transportation, Rail with anhydrous ammonia Transportation Emergency – Air Explosive Hazard – Undetermined Source 	<ul style="list-style-type: none"> Flood – Overland, Tributaries, and Infrastructure/Dam
Medium	<ul style="list-style-type: none"> Utility Emergency – Natural Gas, Water, Electricity Supply 	<ul style="list-style-type: none"> Human Health Emergency – Pandemic/Epidemic Tornado/Windstorm
Low	<ul style="list-style-type: none"> Methanex – Fixed Site Incident – Spill or Release – On site CFI – Hazardous Materials Incident – On site (tank) Methanex – Explosion/Fire CFI – Hazardous Materials Incident – Rail and Truck on CFI site 	<ul style="list-style-type: none"> Forest/Wild Fire Extreme Temperature – Heat

Recommendations

Recommendations are included in the Analysis and Recommendations section of this report and presented in detail in the Summary of Recommendations section. An overview of recommendations is as follows:

- The development of a comprehensive Municipal Emergency Management Plan (MEMP), aligned with best practices and a recognised standard, will cover the majority of hazards the City faces
- Specific planning should take place for those hazards rated as high risk
- Focus should be placed emergency management communications, public awareness and education with initial emphasis placed on hazardous material incidents
- Shelter in place procedures and protocols should be a priority
- The Agency Chief forum and the excellent engagement with external stakeholders must remain a priority
- This HRVA must be reviewed and updated regularly
- Exercises should focus on the high risk scenarios and, as much as possible, all exercises should be multi-agency and include all stakeholders

APPROACH AND METHODOLOGY

GENERAL

The aim of a Hazards, Risk and Vulnerability Analysis (HRVA) is to identify which hazards should be the focus of emergency management programs at a particular point in time. When hazards are identified as having a higher level of risk, emergency management programs should attempt to minimize this risk through mitigation, preparedness, response, and recovery measures. In particular the HRVA will help to inform and focus the enhancements planned for the City of Medicine Hat's Municipal Emergency Management Plan (MEMP).

The HRVA is an essential part of emergency management as it:

- Helps emergency management professionals prepare for the worst and/or most likely risks
- Allows for the creation of exercises, training programs, and plans based on the most likely and most dangerous scenarios
- Saves time by isolating hazards that could occur in the designated area, and rules out those which will not

Hazard identification and analysis is an ongoing and evolving process. It must be remembered that new hazards may emerge or evolve over time and that improvements in emergency management procedures and plans may alter the hazards' priority in subsequent revisions. As such, the approach and methodology outlined in detail below, along with supporting information and tools in the appendices and attachments, not only explain the process used for this initial HRVA but will also assist the City of Medicine Hat with ongoing updates and revisions.

APPROACH

This initial HRVA was completed using a four (4) phase approach as outlined below. The same general approach can be used for future HRVA updates.



Phase 1 – Data Collection and Research

The objective of this phase was to conduct research and gain an understanding of the hazards and risks within the City and surrounding area. Key emergency management stakeholders were also identified as part of this phase.

Main research sources used were:

- Canadian Disaster Database (CDD)
- Environment Canada
- Institute for Catastrophic Loss Reduction (ICLR)
- Global Terrorism Database (GTD)
- World Health Organisation (WHO)

When conducting HRVA updates the City should begin with a detailed review of the most current Hazard and Risk Register and the latest report as part of Phase 1. Further research can be conducted if required;

however, the most important information is likely to come from engagement with stakeholders and tracking local events.

Phase 2 – Hazard Identification

The objective of this phase was to identify all hazards that could impact the City, and separate them from those which will not. This was accomplished through the research conducted in Phase 1 and with input from the emergency management stakeholders at the 6 June project kick-off meeting. Final hazard identification was completed during the HRVA workshop.

The process for hazard identification is described in detail in Step 1 of the Methodology section below.

Phase 3 – Assessment and Analysis

In this phase the hazards identified in Phase 2 were assessed and analyzed based on frequency/likelihood and consequences/impact. The assessment was completed during a facilitated workshop with emergency management stakeholders on 19 June. A list of workshop participants is included as Appendix C. Results were further validated and confirmed in Phase 4.

The process for assessment and analysis is described in detail in Steps 2 to 5 of the Methodology section below. Results are captured in the Hazard and Risk Register and in this report.

Phase 4 – Reporting

This report, along with the presentation to emergency management stakeholders, constitutes Phase 4 of the project.

METHODOLOGY

Overview

The HRVA is not intended to be used as a prediction tool to determine which hazard will result in the next emergency. It is a risk assessment tool that can be used to assess which hazards pose the greatest risk in terms of how likely they are to occur and how great their potential impact on public safety may be. Specifically, this HRVA helps to answer the following emergency management questions:

- What hazards exist?
- How frequently do they occur?
- How severe can their impact be on the community, infrastructure, property, and the environment?
- Which hazards pose the greatest risk to the community?

In accordance with leading practices, this HRVA was completed using a five (5) step process. Each of the steps is explained below and in the key HRVA tools – the Hazard and Risk Register, and Identification and Assessment Placemat – are included as attachments to this report. These two HRVA tools, along with the description of each step below and the Rating Tables found in Appendix B, will allow the City to update and manage the HRVA on a go forward basis.

In order to “quantify” risk it is necessary to assign a numerical value to both the “Frequency” (likelihood) and “Consequence” (impact) for each hazard. The Rating Tables in Appendix B (also included as part of the Identification and Assessment Placemat) outline the various scores and definitions for frequency and consequence. The frequency score is multiplied by the consequence score and results in an overall four tiered scale in a Risk Matrix.

Risk Matrix

Frequency	Consequence				
	1. Minor	2. Slight	3. Moderate	4. Severe	5. Very Severe
5. Almost Certain	5	10	15	20	25
4. Likely	4	8	12	16	20
3. Possible	3	6	9	12	15
2. Unlikely	2	4	6	8	10
1. Remote	1	2	3	4	5

Step 1 – Hazard Identification

The first step is to identify those hazards which are most relevant and should be assessed and analysed. The Hazard Universe (Appendix A) is used to help guide the identification of hazards and outlines the three hazard categories (Natural, Technological, and Human Caused) and their various sub-categories. The Hazard Universe is not meant to be an exhaustive list of potential hazards, but it provides a start point to help ensure all potential hazards are considered.

The hazards identified and assessed as part of this HRVA are those which have the most impact/influence on emergency management plans, programs and operations. To assist in identification of hazards the following questions were used as a guide:

- Could this hazard lead to an emergency that requires a coordinated multi-agency response?
- Could this hazard lead to activation of the Emergency Operations Centre (EOC), or is it managed through routine first response operations?
- Could this hazard lead to a large scale emergency that could result in a serious threat to health and life safety, and impact a large number of citizens and businesses?
- Could this hazard have a significant impact on critical infrastructure?
- Are the frequency and/or consequences of this hazard typically something that emergency management can influence through mitigation, preparedness, response or recovery actions?

It is important to note that some hazards, for example hail, can have significant consequences but they are not necessarily events that emergency management plans, programs and operations can influence. These types of hazards are usually managed through other mitigation measures, such as risk transfer through the purchase of insurance, and the response to these events rarely requires the activation of an emergency response plan or a coordinated multi-agency response.

Once the appropriate hazards were identified, they were listed in the Hazard and Risk Register and further assessment and analysis took place.

Step 2 – Assess Frequency

By examination of past occurrences, possible scenarios and current vulnerabilities the frequency or likelihood of each identified hazard was assessed. The frequency rating is on a scale of 1 to 5 and details are found in Appendix B. The Hazard and Risk Register tool includes the frequency ratings in a dropdown menu.

Step 3 – List Current Controls

For each hazard, the main controls currently in place to reduce the frequency or reduce/mitigate the consequence were identified and included in point form in the Hazard and Risk Register tool. Control examples are included in the attached Identification and Assessment Placemat.

Step 4 – Assess Consequence

The consequences or impacts of a particular hazard can affect different aspects of a community and its citizens. Therefore, when conducting the assessment and analysis the consequences are divided into six categories, with one category (Social Impacts) further divided into three sub-categories. A general description of each is outlined in the table below.

Consequence Categories	
Category	Description
Social Impacts	The direct negative consequences of the occurrence of a hazard on the physical health of people. This category is further broken down into three groups: fatalities, injuries or evacuations.
Property Damage	The direct negative consequences of the occurrence of a hazard on buildings, structures and other forms of property, such as crops.
Critical Infrastructure Service Disruptions/Impact	The negative consequences of the occurrence of a hazard on the interdependent, interactive, interconnected networks of institutions, services, systems and processes that meet vital human needs, sustain the economy, protect public safety and security, and maintain continuity of a confidence in government.
Environmental Damage	The negative consequences of the occurrence of a hazard on the environment, including the soil, water, air and/or plants and animals.
Business/Financial Impact	The negative economic consequences of the occurrence of a hazard.
Psychosocial Impacts	The negative response of community or a subset of the community to a hazard caused by their perception of risk. This includes human responses such as self-evacuation, mass hysteria, hoarding and other potential undesirable responses.

The rating scale for consequences is found in Appendix B and is also included as part of the Identification and Assessment Placemat. Assessing hazards against different consequence categories assists in the prioritization and focus of emergency management activities. For example, if Social Impact – Evacuation is one of the main consequence categories associated with three of the top four hazards for a community, then ensuring a comprehensive and effective evacuation plan should be a priority.

For this HRVA the “top three” consequence categories (those which are most applicable to a particular hazard) were given specific ratings and focus. If more than three categories were identified as being applicable to a particular hazard, each was noted and taken into consideration during the assignment of the overall consequence rating.

Overall Risk Rating

The overall risk rating is the Frequency score multiplied by the Consequence score and the Hazard and Risk Register tool calculates this automatically. The legend for overall risk rating is as follows:

Overall Rating		
Rating	Score (Frequency x Consequence)	Descriptor
Extreme	19-25	<p>Immediate action is required. Health and life safety of people is currently at risk. Very severe consequences are almost certain if mitigation and preparedness actions are not taken immediately.</p> <p>Specific plans must be in place and support from other levels of government considered. Risk posed by this hazard should be constantly monitored and fully reviewed at least monthly.</p>
High	11-18	<p>Health and life safety of people could be impacted, and severe consequences would probably occur, if this hazard were to materialise. Mitigation and preparedness actions are required.</p> <p>Plans should be in place and response to this risk should be exercised. A multi-agency response could be required and support from other levels of government may be considered. Risk posed by this hazard should be monitored regularly and reviewed every 6 months.</p>
Medium	5-10	<p>Health and life safety of people may be impacted, and moderate consequences may result, if this hazard were to materialise. Specific mitigation and preparedness actions should be considered.</p> <p>Overall emergency management plan and program should address the risk posed by this hazard. Risk posed by this hazard should be reviewed every 12 months.</p>
Low	1-4	<p>Risk posed by this hazard is managed by routine procedures and operations. The risk should not require much attention and only need to be reviewed if there are indications that the risk is increasing frequency or consequence.</p>

Step 5 – Assess Trending

The last step in the process was to assess the general trending of each risk. Trending is identified as either increasing, decreasing, or unchanged. To assist with the assessment of trending the following questions were considered.

- Is the number of reported non-emergency occurrences of the hazard increasing?
- Is human activity (e.g. population expansion, altering of drainage flow patterns) likely to lead to more interaction with the hazard or an increase in frequency?
- Is there an environmental reason (e.g. climate change) why the frequency of this hazard may increase?
- Are human factors (e.g. community development) likely to increase the risk?
- Is a large percentage of population vulnerable to this hazard?

RESULTS

COMMUNITY PROFILE

The City of Medicine Hat is located in south-eastern Alberta along the South Saskatchewan River, at the junction of the Trans Canada Highway and Highway 3. The City is home to just over 62,000 residents dispersed throughout an area of 112 km². The area abounds with natural resources, including coal, clay, gas and farmland. Due to the availability of these resources, the City is able to produce and distribute its own natural gas and electricity. This capability, along with Medicine Hat's extensive system of transportation infrastructure, has helped the City become an important service centre for the south-eastern part of the province and the many rural residents in surrounding areas.

Additional economic drivers for the City of Medicine Hat include agriculture, manufacturing, construction, retail and service. The City's landscape of river valley cliffs, coulees and prairie has ensured that regional tourism is one of the City's major economic drivers. The City is currently working to increase its capacity in the alternative energy industry.

In recent years, the City has increased its residential and commercial areas in conjunction with their 'Smart Growth Strategy'. This strategy, along with a focus on sustainable green field development, is positioning Medicine Hat for long-term population growth and economic development. From a hazard perspective, the City has two substantial inherent risks: the South Saskatchewan River and the Canadian Pacific (CP) main rail yard in the centre of the downtown. Historically, the most prevalent emergency has been flooding.

Currently, there is a full-time Director of Emergency Management and dedicated staff resources. The emergency management program is effective and functioning well. The current emergency plan is dated and does not match contemporary emergency management practices; there is a project in place to rewrite and enhance the plan within the next twelve months.

OVERVIEW AND HRVA SUMMARY

Overview

A total of fifteen (15) hazards were identified and assessed. These hazards represent those which are most relevant for this initial HRVA. This number may evolve over time but, with these hazards and their associated risk rating, a solid foundation for plan and program development is in place. A breakdown by hazard category is shown in the table below. At a high level, this breakdown indicates that the majority of hazards for the City of Medicine Hat fall into the technological category.

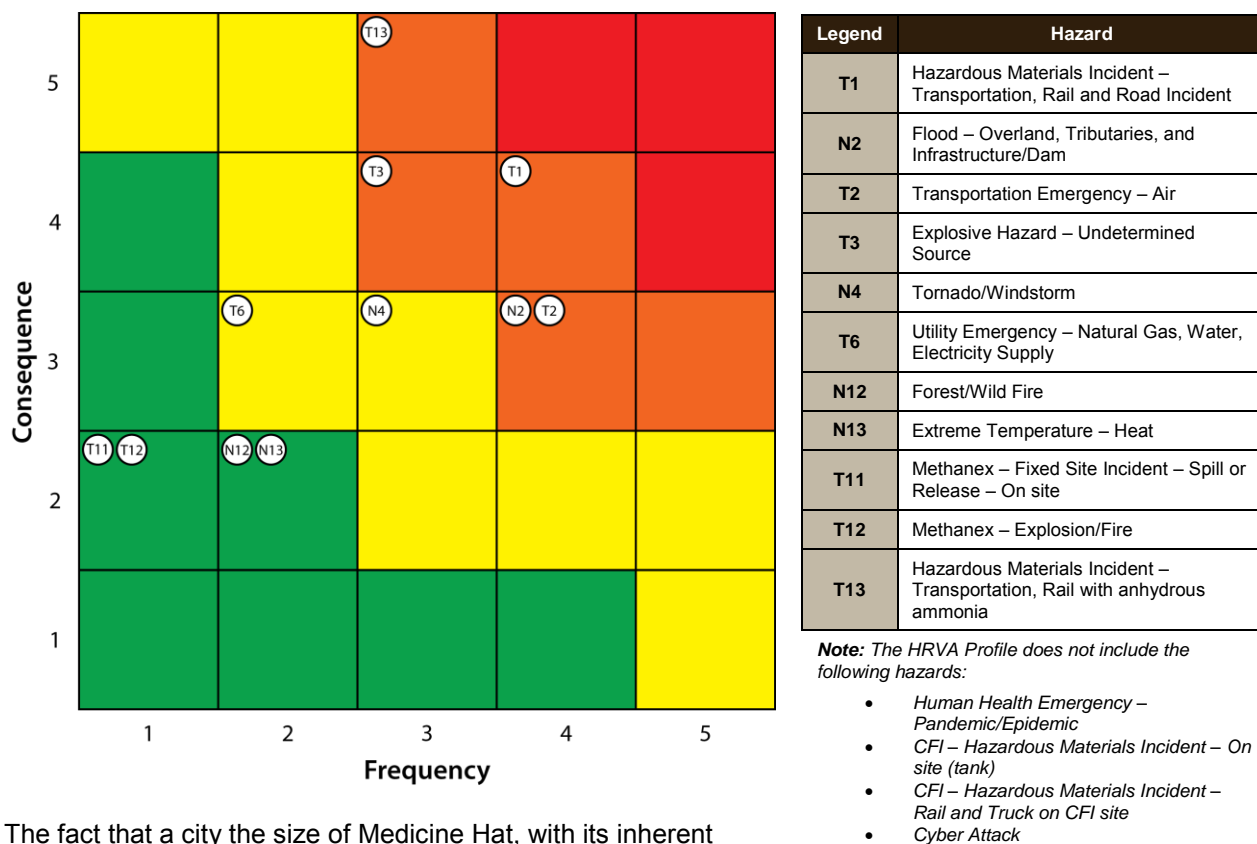
Hazard Category	Number of Hazards	Risk Rating Breakdown
Natural	5	1 x High 2 x Medium 2 x Low
Technological	9	4 x High 1 x Medium 4 x Low
Human Caused	1	Cyber attack – insufficient information to assess

Human caused hazards include civil disorder, cyber attack, sabotage, special events, and terrorism. The City of Medicine Hat, and its business and resource base, do not constitute a high value target for terrorism. If a terrorist act or sabotage were to occur, the most likely targets would be utilities, natural gas, transportation infrastructure, or particular businesses. While the act of terrorism or sabotage is a concern for the City, it is not an issue that emergency management activities can reasonably mitigate. The consequence of such acts, however, would result in emergencies such as hazardous material release, explosion, and fire which are the same consequences that could be caused by natural and technological hazards. These consequences can be influenced by emergency management activities and are covered under the natural and technological categories.

Cyber attack is also not included in the current profile as there is insufficient information to accurately assess the risk however, it is an emerging issue that should remain on the Hazard and Risk Register.

HRVA Profile

The HEAT map below shows the general HRVA profile for the City. This profile does not include Human Health Emergency – Pandemic/Epidemic, which is a Regional wide hazard assessed as medium risk, and the hazards posed by CF Industries (CFI), which do not fit in to the rating scale used for this HRVA due to their extremely low frequency.



The fact that a city the size of Medicine Hat, with its inherent natural hazards and transportation infrastructure, has so few hazards identified, and only five (5) assessed as being high risk, can be viewed as a positive. This type of HRVA profile indicates that focused, best practice driven planning and preparation should be able to effectively address the City's hazards.

HRVA Summary

The HRVA summary for the City of Medicine Hat is shown in the table below. Details for each are found in the attached Hazard and Risk Register and in the analysis section that follows.

Hazard Category	Hazard Sub-Category	Frequency Rating	Consequence Rating	Risk	Trending
Natural	Flood – Overland, Tributaries, and Infrastructure/Dam	4 – Likely	4 – Severe	16 – High	Up
Technological	Hazardous Materials Incident – Transportation, Rail and Road Incident	4 – Likely	4 – Severe	16 – High	Up
Technological	Hazardous Materials Incident – Transportation, Rail with anhydrous ammonia	3 – Possible	5 – Very Severe	15 – High	Up
Technological	Transportation Emergency – Air	4 – Likely	3 – Moderate	12 – High	Unchanged
Technological	Explosive Hazard – Undetermined Source	3 – Possible	4 – Severe	12 – High	Unchanged
Natural	Human Health Emergency – Pandemic/Epidemic	3 – Possible	3 – Moderate	9 – Medium	Up
Natural	Tornado/Windstorm	3 – Possible	3 – Moderate	9 – Medium	Up
Technological	Utility Emergency – Natural Gas, Water, Electricity Supply	2 – Unlikely	3 – Moderate	6 – Medium	Unchanged
Natural	Forest/Wild Fire	2 – Unlikely	2 – Slight	4 – Low	Unchanged
Natural	Extreme Temperature – Heat	2 – Unlikely	2 – Slight	4 – Low	Up
Technological	Methanex - Fixed Site Incident – Spill or Release – On site	1 – Remote	2 – Slight	2 - Low	Down
Technological	Methanex – Explosion/Fire	1 – Remote	2 – Slight	2 - Low	Down
Technological	CFI – Hazardous Materials Incident – On site (tank)	*N/A	Severe	*N/A	Unchanged
Technological	CFI – Hazardous Materials Incident – Rail and Truck on CFI site	*N/A	Severe	*N/A	Down
Human Caused	**Cyber Attack	Emerging hazard and risk, currently insufficient information to assess			

* The frequency of hazards posed by CF Industries (CFI) is extremely low and do not match or apply to the frequency rating used for this assessment. ** Cyber attack is not included as there is insufficient information to accurately assess the risk.

ANALYSIS AND RECOMMENDATIONS

Current Strengths

During the course of the HRVA a number of strengths were identified within the current emergency management program. These strengths should be sustained and enhanced as plans and programs are further developed. The City of Medicine Hat has a well functioning emergency management program and a dedicated team of professionals who lead emergency management activities. The City appears to be very “hazard aware” and has identified strengths and gaps within the existing program. Of particular strength in the existing program is the Agency Chiefs meetings and the outstanding cooperation that is evident among all stakeholders. The fact that key emergency stakeholders are as engaged as they are is a critical component of the program and it is highly recommended that this sustained.

The efforts that have been made to train personnel throughout the City and the Region on the Incident Command System (ICS) is also viewed as a key strength with the current program. This training provides the foundation for an efficient and effective response, and it should remain as part of the City’s emergency management program.

Hazardous Materials – Transportation, Rail and Road

Risk Rating – High

A hazardous material release is identified as the highest risk for the City of Medicine Hat. This is primarily due to the major Canadian Pacific rail yard in the downtown core, the volume of rail traffic passing through the City, as well as road traffic on the Trans Canada and other highways. The likelihood and impact of a transportation incident leading to an emergency is increased by the fact that large volumes of hazardous material are being transported over these routes.

Mitigation measures are in place and include hazmat response training, a specific hazmat plan for the Fire Department, and EMS training regarding hazardous materials. In addition, there are sound working relationships with those companies that produce and transport hazardous materials. All of these assist with mitigation, however the overall consequence if this hazard were to occur is severe. This hazard could result in evacuation, shelter in place, injuries, property damage, a significant disruption to critical infrastructure and panic/concern among the citizens.

A priority recommendation for the City is to focus efforts on the shelter in place program including detailed protocols, training and awareness, and effective emergency management communications to citizens. It is recommended that a specific plan be developed for a major hazardous material incident and response to this hazard should be a priority exercise scenario. It is further recommended, if possible, to have Canadian Pacific Rail emergency response personnel fully engaged in the emergency management stakeholder group.

Flood

Risk Rating – High

The City of Medicine Hat has been subject to flooding in 1995, 2005, 2010, 2011 and most recently the major flood of 2013. The frequency of flooding is assessed as likely, and a comprehensive flood plan is in place. Flooding in Medicine Hat has a significant impact on critical infrastructure, often requires evacuation, and causes significant property damage. An additional characteristic of major flooding is the complexity of the recovery phase.

Although the City is experienced in responding to floods it is recommended that constant attention is paid to this hazard and plans be continuously updated based on lessons learned. It is also recommended that the recovery phase of emergency management be emphasised in the MEMP and include reference to the various programs and support agencies. Further, it is recommended that the City continue to leverage their effective Geographic Information System (GIS) capability and the ability to map census data.

Transportation Emergency – Air

Risk Rating – High

Medicine Hat Airport is experiencing an increase in both the volume of air traffic and the size of the planes it is serving. In addition, the airport is one of the few airstrips in the area which can support emergency landing of passenger and large recreational aircraft. Community infrastructure surrounding the airstrip is in close proximity and could be impacted by a crash.

An incident of this magnitude would impact critical infrastructure, in particular public safety/emergency response and health care, as well as result in injuries and fatalities. Currently there exists air response plans at the airport and Medicine Hat Fire Service, and EMS also have plans and are prepared to respond.

It is recommended that a major incident at the airport be considered as an exercise scenario. It is also recommended that external interdependencies be included as part of this exercise (i.e. national air safety organizations).

Explosive Hazard – Undetermined Source

Risk Rating – High

With the oil and gas infrastructure throughout the City, as well as the heavy commercial transportation traffic, the likelihood of a major explosion is assessed as possible – even though the exact source is difficult to determine. This type of explosion would cause injuries, impact critical infrastructure, and cause concern/panic with the citizens.

Due to the fact that the exact source of the explosion is difficult to identify at this time, it is recommended that the general municipal emergency response plan include provisions for responding to a large explosion, and in particular mass casualties and effective communication with the citizens.

Human Health Emergency – Pandemic/Epidemic

Risk Rating – Medium

The likelihood of a pandemic/epidemic is assessed as possible. The consequence of this hazard is wide spread and impacts all critical infrastructure, the psychosocial welfare of citizens, and the business/financial health of the City. A response would require well coordinated interagency cooperation, and effective communication/education with the City's citizens will be critical.

Currently the City has an extremely good working relationship with Alberta Health Services and it is highly recommended that this relationship be maintained. A pandemic plan was created in 2009 and global awareness of this hazard has generally increased. It is recommended that the pandemic/epidemic hazard remain an item that the City monitors in conjunction with Alberta Health Services, and the pandemic plan be updated and revised if the risk increases.

Tornado/Windstorm

Risk Rating Medium

Tornados and severe windstorms are an increasing hazard throughout Alberta. The frequency is assessed as possible and main impact categories include critical infrastructure, property damage and injuries. The Alberta Emergency Alerting system is very effective in passing timely and relevant information; however, speed of onset for this hazard is rapid and the City needs to be prepared for this type of hazard.

It is recommended that the shelter in place program include specifics for tornado and high wind events. In addition, this hazard should be included as a priority exercise scenario.

Utilities Emergency – Natural Gas, Water and Electricity Supply

Risk Rating – Medium

Currently there are extensive controls in place to reduce the frequency of a utilities emergency. In addition to sound standard operating procedures, the systems have built in redundancy, alternate supplies are identified, and there are well developed emergency response plans. If this hazard were to occur it would impact all elements of critical infrastructure, the business and financial health of the City, and have significant psychosocial impact on the citizens.

Due to the fact that a utility emergency touches all parts of critical infrastructure and business, it is recommended that business continuity planning become a priority for the City of Medicine Hat.

Forest/Wild Fire

Risk Rating – Low

Although wild fires are a significant risk in the surrounding county the frequency and consequence of such an event in the City of Medicine Hat creates a low overall risk. Routine fire response is able to manage local wild fires and it is unlikely that a coordinated interagency response would be required. It is recommended that this item remain on the Hazard and Risk Register, but no action is anticipated.

Extreme Temperature – Heat

Risk Rating – Low

The risk of a heat wave impacting the community to the degree that it requires emergency management intervention is assessed as low. There are not a large number of vulnerable citizens that could be impacted by a heat event or would require intervention and care. In the event that a cooling centre was required, it would not necessitate an interagency response, or the activation of the Emergency Operations Centre.

Local Industry – CF Industries (CFI) and Methanex

Due to the perceived risks posed by CFI and Methanex, separate HRVA workshops were conducted for each. The focus was the identification and assessments of hazards on their respective sites that, if they were to occur, would have significant consequences on the City.

CF Industries

Hazards posed by CFI are related to the anhydrous ammonia that is produced and stored at the site. CFI is a 24/7 operation with two very well protected ammonia storage tanks capable of holding 30,000

tons of product each. Approximately 8,000 rail cars and 4,000 tanker trucks of ammonia are transported from CFI each year. The specific hazards identified for assessment were a hazardous material incident (release of anhydrous ammonia) from one of the main storage tanks, and release of anhydrous ammonia from a transportation tank while the product was on CFI property.

In both cases the extensive controls in place make the frequency of an ammonia release at the CFI site less than remote. As such, the frequency rating used for this HRVA does not apply to CFI and exact risk scoring is not possible. The current controls also mitigate the potential consequences if an ammonia release were to occur at the CFI site and further reduce the risk to Medicine Hat and the surrounding area. The extensive controls include but are not limited to:

- Buffer zone around facility
- Mechanical Integrity Program
- Dyke construction around storage tanks
- Pressure release system
- Trained operators, site emergency response team, well practiced SOPs
- Emergency Response Plan – CEPA 200
- Quarterly response team exercises
- Annual crisis communication exercise
- Flaring systems and water fogging system
- Internal corporate standards and audits
- Custom design of new rail cars

Regardless of the extensive and effective controls in place, any release of anhydrous ammonia could have very serious consequences and result in deaths and severe injuries. An incident at CFI also has potential to have psychosocial impacts and cause panic among the population. It is therefore recommended that the following be considered as part of the MEMP and the emergency management program for the City of Medicine Hat.

- Shelter in place procedures and education for citizens should be a priority for the City. It is recommended that the shelter in place program be developed in conjunction with CFI.
- Shelter in place procedures, training and education should be a priority for any commercial enterprises within a 3km radius of CFI.
- Where possible, new construction and development of public buildings or residential neighbourhoods should not be permitted within a 3km radius of CFI. If such development does take place, a special emphasis on shelter in place procedures must be a priority.
- Awareness and education of CFI operations should be included as part of emergency management public education and awareness.

Methanex

Methanex is a 24/7 operation with the main hazards identified as a methanol spill or release at the Methanex site and an explosion/fire at the site. In both cases the frequency was assessed as remote and the consequences to the City of Medicine Hat assessed as slight.

Methanex has extensive internal controls in place to address both spills and fires and these controls continue to be enhanced. The controls include but are not limited to:

- Extensive controls for daily operations
- Natural buffer zone

- Internal ICS and trained responders
- Emergency Response Plan
- Trained fire fighters and a dedicated pump truck (currently on order)
- PM Program
- Rigorous maintenance

With the existing controls the overall risk posed by Methanex operations for the City of Medicine Hat is rated as of low. The key from an emergency management perspective is to ensure that any incidents that do occur at the Methanex site are communicated to City emergency managers so that communication to the citizens can be timely and coordinated.

CONCLUSION AND SUMMARY

Critical infrastructure, and in particular the delivery of government services, public safety, transportation and energy and utilities, was the most prevalent consequence category in the HRVA. The fact that this consequence category was identified so frequently indicates the requirement for business continuity planning within these areas. It is therefore recommended that the City begin business continuity planning for all of its departments immediately following completion of the MEMP.

The other key consequence category assessed as being important to the City is related to evacuation and shelter in place. The City is experienced in managing evacuations and has plans in place. It is recommended that these plans be reviewed and updated as part of plan and program enhancements. Shelter in place procedures, training, and awareness are critical for the City. It is recommended that shelter in place be a focus of plan development as well as one of the main components of the public awareness and education program.

Psychosocial consequence is another common category that emerged during the HRVA and it emphasises the importance of effective emergency management communication with the citizens and among emergency management stakeholders. This should also be a key focus area for plan and program development, and it should be ensured that emergency management communication includes crisis communications as well as education and information.

The completion of a comprehensive and current MEMP will help address the vast majority of hazards. Considering the recent flooding it is also important that lessons learned be accurately captured as these will also help inform the planning and assist in overall mitigation.

SUMMARY OF RECOMMENDATIONS

The table below provides a summary of recommendations along with comments for clarification and a suggested timeframe for completion. Recommendations are divided into three main areas: Planning; Program Development; and Exercises. The timeframes presented are suggestions only. The City of Medicine Hat should plan and sequence activities in a manner that best align with other City initiatives and budget allocations.

Recommendation	Comments	Suggested Timeframe for Completion
Planning Complete a new MEMP	<ul style="list-style-type: none"> Results of this HRVA demonstrate the need for a comprehensive base plan that will cover response and recovery from the majority of hazards, as well as specific appendix plans (see other recommendations) to address current or future high risk hazards or complex scenarios Plans should be based on a recognized standard (MNP recommends CSA Z1600 for Canadian municipalities) but also be customised to meet the specific needs of the City Plan components that are not directly related to response actions (i.e. administration, references, etc.) should be easily separated from those required to effectively and efficiently respond Plans should be “action” oriented and structured to leverage the Incident Command System (ICS) and the training that has been completed on ICS 	3 to 6 months
Planning Complete planning for major hazardous material incident	<ul style="list-style-type: none"> A specific hazardous material response plan should be developed in order to deal with rapid onset major incidents and be included as an appendix to the main MEMP The plan should be developed with input from industry and key stakeholders 	6 to 9 months
Planning Complete shelter in place planning	<ul style="list-style-type: none"> The City should participate in shelter in place planning with the Region and key industry stakeholder Shelter in place procedures should be included in the MEMP 	6 to 9 months
Planning Emergency/Crisis Communications (external)	<ul style="list-style-type: none"> A specific plan appendix should be developed for crisis communications to the public and media The plan should include, as a minimum: <ul style="list-style-type: none"> roles and responsibilities; media interaction guidelines; contact information for local media outlets; pre-scripted response templates; list of designated spokespeople; and training for designated spokespeople 	6 to 9 months

Recommendation	Comments	Suggested Timeframe for Completion
Planning Complete specific planning for the recovery phase of emergency management	<ul style="list-style-type: none"> The majority of the City's high and medium risks are from hazards that can cause significant damage and have complex recovery A specific plan appendix should be developed for the recovery phase and include, as a minimum: <ul style="list-style-type: none"> general actions items; information on the process for requesting recovery assistance; and a list and contact information for external applicable agencies that can assist Specific emphasis should be placed on flood recovery 	9 to 12 months
Planning Develop business continuity plans for all City departments	<ul style="list-style-type: none"> Numerous hazards that apply to the City, and the results of demonstrate the need for business continuity planning for all City departments and essential services Business continuity planning is a key component of overall community resiliency and will work in conjunction with the MEMP 	End of 2014
Planning Revise and update pandemic plan	<ul style="list-style-type: none"> Monitor to determine if risk level is increasing and update current pandemic plan Pandemic plan update will be easier if the business continuity planning is complete 	If risk increases
Program Development Continue to enhance and develop Agency Chief forum and engagement with external stakeholders	<ul style="list-style-type: none"> This is a key strength with the current program that must be sustained and built upon Key external stakeholders should be included in plan development, exercises and training CP Rail should be a key participant in the Agency Chief forum 	Ongoing
Program Development HRVA review and updates	<ul style="list-style-type: none"> All hazards rated as high risk should be reviewed and re-assessed every 6 months All hazards rated as medium risk should be reviewed every 12 months A complete review of the HRVA should be completed at least every 5 years 	Ongoing
Exercises Exercise for a major train derailment that includes release of hazardous material	<ul style="list-style-type: none"> Major train derailment that includes release of hazardous material should be the first scenario exercised, but should not be completed until all related plans and plan appendices are complete The exercise should be multi-agency and include, as a minimum, related industries, Alberta Health Services, and CP Rail 	Exercise focus for 2014
Exercises Exercise and train for a major incident/accident at the airport	<ul style="list-style-type: none"> Exercise should include a multi-agency response and include the airport as well as transportation safety officials 	Exercise focus for 2015 or 2016

Recommendation	Comments	Suggested Timeframe for Completion
Exercises Exercise and train for a tornado or extreme wind event	<ul style="list-style-type: none"> Exercise scenario should include a multi-agency response and include the recovery phase of emergency management 	Exercise focus for 2015 or 2016

APPENDIX A: HAZARD UNIVERSE

Natural Hazards	Technological Hazards
Agricultural and Food Emergency <ul style="list-style-type: none"> • Food Emergency • Farm Animal Disease • Plant Disease and Pest Infestation Drinking Water Emergency <ul style="list-style-type: none"> • Aquifer contamination Drought/Low Water Earthquake Erosion Extreme Temperature – Heat Extreme Temperature – Cold Flood Forest/Wild Fire Freezing Rain/Hail Geomagnetic Storm Human Health Emergency <ul style="list-style-type: none"> • Epidemic • Pandemic Landslide Natural Space Object Crash Snowstorm/Blizzard Severe Storm/Rainfall Tornado/Windstorm	Building/Structural Collapse Critical Infrastructure Failure Dam Failure Energy Emergency Explosion Fire Hazardous Materials Incident <ul style="list-style-type: none"> • Fixed Site Incident • Transportation Incident Nuclear Facility Emergency Oil/Natural Gas Emergency Radiological Emergency Transportation Emergency <ul style="list-style-type: none"> • Air • Rail • Road
	Human-Cause Hazards
	Civil Disorder Cyber Attack Sabotage Special Event Terrorism

APPENDIX B: RATING AND CATEGORY TABLES

RISK MATRIX

Frequency	Consequence				
	1. Minor	2. Slight	3. Moderate	4. Severe	5. Very Severe
5. Almost Certain	5	10	15	20	25
4. Likely	4	8	12	16	20
3. Possible	3	6	9	12	15
2. Unlikely	2	4	6	8	10
1. Remote	1	2	3	4	5

LEGEND FOR RATINGS

Overall Rating		
Rating	Score (Frequency x Consequence)	Descriptor
Extreme	19-25	<p>Immediate action is required. Health and life safety of people is currently at risk. Very severe consequences are almost certain if mitigation and preparedness actions are not taken immediately.</p> <p>Specific plans must be in place and support from other levels of government considered. Risk posed by this hazard should be constantly monitored and fully reviewed at least monthly.</p>
High	11-18	<p>Health and life safety of people could be impacted, and severe consequences would probably occur, if this hazard were to materialise. Mitigation and preparedness actions are required.</p> <p>Plans should be in place and response to this risk should be exercised. A multi-agency response could be required and support from other levels of government may be considered. Risk posed by this hazard should be monitored regularly and reviewed every 6 months.</p>
Medium	5-10	<p>Health and life safety of people may be impacted, and moderate consequences may result, if this hazard were to materialise. Specific mitigation and preparedness actions should be considered.</p> <p>Overall emergency management plan and program should address the risk posed by this hazard. Risk posed by this hazard should be reviewed every 12 months.</p>
Low	1-4	<p>Risk posed by the hazards is managed by routine procedures and operations. The risk should not require much attention and only need to be reviewed if there are indications that the risk is increasing frequency or consequence.</p>

RATING TABLES

Frequency Rating Table		
Rating	Percent Chance	Description
Remote	Between a 1 – 2% chance of occurrence in any year	Occurs every 50 – 100 years and includes hazards that have not occurred in the region but are reported to be more likely to occur in the near future.
Unlikely	Between a 2 – 10% chance of occurrence in any year	Occurs every 20 – 50 years.
Possible	Between a 10 – 50% chance of occurrence in any year	Occurs every 5 – 20 years.
Likely	Between a 50 – 100% chance of occurrence in any year	Occurs every 5 years or less.
Almost Certain	100% chance of occurrence in any year	The hazard occurs annually.

Hazard Category – Impact Description			
Social Impact – Fatalities		Social Impact - Injuries	
None / Minor	Not likely to result in fatalities	None / Minor	Not likely to result in injuries
Slight	Could result in fewer than five fatalities	Slight	Could injure fewer than 25 people
Moderate	Could result in 5 – 10 fatalities	Moderate	Could injure 25 – 100 people
Severe	Could result in 10 – 15 fatalities	Severe	Could injure +100 people
Very Severe	Could result in +50 fatalities		
Social Impact - Evacuation		Property Damage	
None / Minor	Not likely to result in an evacuation shelter-in-place orders, or people stranded	None / Minor	Not likely to result in property damage
Slight	Could result in fewer than 100 people being evacuated, sheltered-in-place or stranded	Slight	Could cause minor and mostly cosmetic damage.
Moderate	Could result in 100 – 500 people being evacuated, shelter-in-place or stranded	Moderate	Localized severe damage.
Severe	Could result in more than 500 people being evacuated, shelter-in-place or stranded	Severe	Widespread severe damage.

Hazard Category – Impact Description			
Critical Infrastructure Service Impact		Environmental Damage	
None / Minor	Not likely to disrupt critical infrastructure services.	None / Minor	Not likely to result in environmental damage.
Slight	Could disrupt 1 critical infrastructure service.	Slight	Could cause localized and reversible damage. Quick clean up possible.
Moderate	Could disrupt 2 – 3 critical infrastructure services.	Moderate	Could cause major but reversible damage. Full clean up difficult.
Severe	Could disrupt more than 3 critical infrastructure services.	Severe	Could cause severe and irreversible environmental damage. Full clean up not possible.
Business/Financial Impact		Psychosocial Impact	
None / Minor	Not likely to disrupt business/financial activities.	None / Minor	Not likely to result in significant psychosocial impacts.
Moderate	Could result in losses for a few businesses.	Moderate	Significant psychosocial impacts including limited panic, hoarding, self evacuation and long-term psychosocial impacts.
Severe	Could result in losses for an industry.	Severe	Widespread psychosocial impacts, e.g. mass panic, widespread hoarding and self-evacuation and long-term psychological impacts.

APPENDIX C: HRVA WORKSHOP PARTICIPANTS

Name	Department/Organization	Position/Title	Date
Ron Robinson	Emergency Management	Director	June 19
Charity Schweitzer	Emergency Management	Administrative Assistant	June 19
Nigel Forster	Computer Services	Sup. App. Services	June 19
John Komanohak	CAM	Acting General Manager	June 19
Trevor Rayner	Human Resources	General Manager	June 19
Joseph Muglia	Electrical Distribution	Manager	June 19
Jamie Baker	Gas Distribution	Manager	June 19
Doug Cooke	Fire	Deputy Chief	June 19
Stacey Kesler	Police	Traffic Sergeant	June 19
Brady Calvert	Communications	PIO	June 19
Ian Hakes	PB & DS	Development Eng.	June 19
Jeff Dutton	Alberta Health Services	Emergency/Disaster Management	June 19
Trui Scoy	Alberta Health Services	Risk Coordinator	June 19
Ada Bennett	Alberta Health Services	Medical Officer of Health	June 19
Shari Vanrijn	Alberta Health Services	Director Emergency/Disaster Management	June 19
Dale Moverley	CF Industries	Vice President, General Manager	June 20
Rod Gyorkos	CF Industries	Manager - Environment, Health and Safety	June 20
Russ Golonowski	CF Industries	Supervisor - Process Safety	June 20
Ryan Stewart	CF Industries	Supervisor - Safety Services	June 20
Jody Lamb	Methanex	Manager - Public Affairs	June 20
Terry Rowat	Methanex	Manager - Response Care (EHS)	June 20

ATTACHMENTS

HRVA FIVE (5) STEP PROCESS CHART

HAZARD REGISTER



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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 9, 2013 7:00 p.m.**

PRESENT: Mayor R. Hazelaar
Councillors C. Brown, C. Crozier, D. Kilpatrick
E. Reimer, J. Steinke

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

ABSENT: Councillor E. Solberg
Manager of Engineering K. Minhas
Director of Public Services D. Schaffer

1. GENERAL

Call to Order **A)** Mayor Hazelaar called the regular meeting to order at 7:00 p.m.

Adoption of Agenda **B)** Councillor Reimer moved the Agenda be adopted as amended to remove the Collective 650 Mountain Bike presentation. – Carried Unanimously.

Accounts Payable **C)** Councillor Steinke moved the following 109 general vouchers in the amount of \$1,405,431.82 be received for information. – Carried Unanimously.

ACCOUNTS PAYABLE AUGUST 15, 2013 - AUGUST 29, 2013			
COUNCIL MEETING SEPTEMBER 9, 2013			
73370-73442	VOID	PRINTER ERROR	\$0.00
73443	AB MAINTENANCE	GARNISHMENT OF WAGES	\$680.64
73444	A & B STEEL	1/2" JAW END SWIVEL	\$40.07
73445	ADOA	2013 CONFERENCE REGISTRATION	\$400.00
73446	CITY OF MEDICINE HAT	JULY UTILITY ACCOUNTS, JULY SEWAGE OUTLAY	\$100,059.53
73447	CLEARTECH INDUSTRIES	SODIUM HYPOCHLORITE WTP	\$617.40
73448	COSTCO WHOLESALE	COPY PAPER, COFFEE	\$258.63
73449	CPR	JULY FLASHER CONTRACT	\$666.74
73450	EPCOR ENERGY SERVICES	JULY ELECTRIC UTILITY LANDFILL	\$118.20
73451	GAR-TECH ELECTRICAL	REPLACE RELAY ON WTP PUMP, REPAIR FAULTS JESMOND LIFT STN	\$1,035.84
73452	GAS CITY HYDRO VAC	REPAIR VARIOUS CURB STOPS	\$1,220.63
73453	GRASSROOTS	PROJ#40 EASTSIDE PHASE 1 LANDSCAPING & PARKS	\$123,879.39
73454	LADY CARMEN TRUCKING	SUPPLY & APPLY CALCIUM CHLORIDE FOR DUST CONTROL	\$4,095.00
73455	LETHBRIDGE HERALD	JULY ADVERTISING, JULY TO SEPTEMBER SUBSCRIPTIONS	\$3,980.11
73456	LETHBRIDGE MOBILE	JULY SHREDDING SERVICE	\$46.20
73457	LIFESAVING SOCIETY	BRONZE MEDALLION - CANADIAN LIFESAVING MANUALS	\$91.14
73458	MEDICINE HAT NEWS	JULY ADVERTISING	\$1,659.00
73459	MPE ENGINEERING	PROJ#21 WTP UPGRADE, PROJ#99 PUMP, PROJ#100 PIPELINE	\$44,412.74
73460	PC CORP	JUNE & JULY INFORMATION SYSTEM SUPPORT	\$1,660.31
73461	SUNCOR	DYED DIESEL - LANDFILL; DYED DIESEL, CLEAR DIESEL & FUEL - YARD	\$17,262.46
73462	PINNACLE INTERNATIONAL	AIR FILTER UNIT#88, COLLAR UNIT#132	\$117.77
73463	LAPP	LAPP CONTRIBUTIONS REGULAR PAY TO AUGUST 10, 2013	\$17,535.83

73464	RECEIVER GENERAL	STAT DEDUCTIONS REGULAR PAY TO AUGUST 10, 2013 & AUGUST COUNCIL PAY	\$31,035.59
73465	RIVERVIEW GOLF CLUB	GOLF COUNCIL, STAFF, FIRE DEPARTMENT EVENT	\$2,563.00
73466	SCHEFFER ANDREW	JUNE PLANNING SERVICES	\$960.75
73467	STAPLES MEDICINE HAT	TASK CHAIR	\$325.49
73468	TELUS COMMUNICATION	AUGUST CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$226.83
73469	TELUS MOBILITY	AUGUST CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$413.25
73470	HACH SALES AND SERVICE	INSTRUMENT CALIBRATION WTP	\$1,402.70
73471	HARNETT, AMBER	REFUND SWIM LESSON	\$31.00
73472	GRAHAM, MIKE	REFUND POOL RENTAL	\$50.00
73473	COZART, BRETT	REFUND UTILITY OVERPAYMENT	\$500.00
73474	TERRED CONSTRUCTION	RAISE CHAIN LINK FENCE LOT 17, BLOCK 13, PLAN 0913590	\$525.00
73475	TOWN OF REDCLIFF	REGULAR PAY TO AUGUST 10, 2013 & AUGUST COUNCIL PAY	\$85,105.43
73476	TOWN OF REDCLIFF - LF	JULY LANDFILL TONNAGE	\$6,902.93
73477	TRANSIT PAVING	PROJ#85 DIRKSON DRIVE INDUSTRIAL	\$525.00
73478	TRICO LIGHTING	METAL HALIDE BULB	\$125.69
73479	AB FIRE CHIEFS ASSOC	2013 FIRE PREVENTION WEEK KIT	\$547.28
73480	ACTION PARTS	OIL FILTERS, MOTOR TREATMENT, DEEP CREEP LUBE	\$77.54
73481	ADT SECURITY SERVICES	SEMI ANNUAL ALARM SERVICES - RCMP	\$271.36
73482	AFFINITY WELDING	WELD FRAME UNIT#121 MOWER	\$66.94
73483	AMSC INSURANCE	SEPTEMBER EMPLOYEE HEALTH BENEFITS	\$13,585.58
73484	BECHTOLD, ALLAN	REFUND KEY & RENTAL DEPOSIT	\$225.00
73485	BIG EAGLE SERVICES	REMOVE LEACHATE AT LANDFILL	\$3,661.88
73486	BIG HILL SERVICES	ARENA BOARD CLEANING	\$656.25
73487	C.E.M. HEAVY EQUIPMENT	REPAIR DIFFERENTIAL UNIT#134 LOADER	\$7,120.72
73488	CLOVERDALE PAINT	YELLOW ROAD PAINT	\$104.37
73489	COMMERCIAL SOLUTIONS	COVERALLS FOR FIRE DEPARTMENT	\$3,219.23
73490	COSTCO WHOLESALE	ART SHOW LUNCH	\$77.56
73491	DAVIES, MIKE	REIMBURSE FOR POSTAGE	\$247.40
73492	VOID	ERROR	\$0.00
73493	FORTY MILE GAS CO-OP	JULY GAS UTILITY LANDFILL	\$60.90
73494	GARLAND, JAMIE	HOTEL – K.PARKINSON POOL 1 COURSE, RED DEER	\$251.02
73495	GAR-TECH ELECTRICAL	REPAIR LIGHTS RCMP	\$285.77
73496	HOME HARDWARE	DRILL BITS, PAINT, BUG SPRAY, TARPS, FLAG, KEYS, GARBAGE BAGS, ETC	\$760.97
73497	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
73498	KOST FIRE EQUIPMENT	RECHARGE EXTINGUISHERS	\$76.07
73499	MH CONSTRUCTION ASSOC	CONSTRUCTION SAFETY TRAINING D.FERNETTI & N.VANDERSLOOT	\$136.50
73500	MEDICINE HAT CO-OP	MIXED ROBERTSON CARIBINER, BITS, COUPLINGS, COVERS	\$74.87
73501	SHAW CABLE	SEPTEMBER INTERNET SERVICES	\$375.54
73502	PC CORP	MS PROJECT PRO 2013 MEDIALESS	\$1,349.25
73503	PUROLATOR	FREIGHT OF SAMPLES, POOL VAC, PARTS UNIT#115, CHLORINATOR, ETC	\$633.61
73504	R & N MAINTENANCE	2013 LINE PAINTING	\$4,916.11
73505	RECEIVER GENERAL	STATUTORY DEDUCTIONS ADDITIONAL PAY	\$2,463.41
73506	CANADIAN RED CROSS	SWIM KIDS PROGRESS BOOKLETS, PRESCHOOL PROGRESS BOOKLETS	\$99.75
73507	ROSENAU TRANSPORT	FREIGHT OF CHLORINE CYLINDERS	\$430.64
73508	SANATEC ENVIRONMENTAL	CLEAN OUT ARENA SUMP PIT, VACCUUM RIVER VALLEY PARK WASHROOMS	\$346.50
73509	SMILEMAKERS	PENNY CARNIVAL PRIZES	\$299.13
73510	SCTY LOCAL GOVT MGRS	RETURNING OFFICER & ELECTION TRAINING S.SIMON, V.LUTZ	\$157.50
73511	STHR, BRIAN	REFUND KEY DEPOSIT	\$125.00
73512	TELUS COMMUNICATION	AUGUST CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$122.71
73513	TELUS MOBILITY	AUGUST CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$92.82
73514	GREEN, JOHN	REFUND KEY & RENTAL DEPOSIT	\$225.00
73515	STRUCK, WENDY	SUMMER ART PROGRAM INSTRUCTION FEES	\$2,050.00
73516	WAITES, JEFFERY	REFUND SWIM LESSON	\$20.00
73517	ALLEN, MEGAN	REFUND POOL RENTAL	\$50.00
73518	ALLEN, SHERRY	REFUND POOL RENTAL	\$50.00
73519	BENZ, LAURA	REFUND SWIM LESSON	\$21.00

73520	KRELL, MC	REFUND SWIM LESSON	\$42.00
73521	GOLDADE, SHAYE	REFUND SWIM LESSON	\$42.00
73522	FRENCH, JOYCE & ALVIN	REFUND SWIM LESSON	\$21.00
73523	GAINSBOROUGH, MICHELLE	REFUND SWIM LESSON	\$21.00
73524	TD WATERHOUSE	ADDITIONAL PAY	\$5,311.49
73525	JURILIBER LIMITED	PLANNING LAW & PRACTISE IN ALBERTA UPDATE 3	\$105.00
73526	TRANSIT PAVING	PROJ#96 1 ST. SW (1 AVE INTERSECTION & 200 BLK)	\$525.00
73527	WE CARE	JULY HOME CARE SERVICES	\$280.00
73528	WOLSELEY MECHANICAL	STAINLESS STEEL RODS, SERVICE BOXES, TOP SECTIONS	\$1,221.21
73529	AB MAINTENANCE	GARNISHMENT OF WAGES	\$550.00
73530	ACTION PARTS	AIR FILTERS, HYDRAULIC FILTER, OIL FILTER, FUEL FILTER UNIT# 110 LOADER	\$132.16
73531	AG-PLUS MECHANICAL	GRADER BLADE, BOLTS, NUTS UNIT# 144 LOADER	\$383.27
73532	AMSC INSURANCE	JULY HEALTH SPENDING ACTIVITY	\$679.83
73533	ATRON REFRIGERATION	SUPPLY & INSTALL EXHAUST FAN, REPLACE MOTOR OVERLOAD - WTP	\$2,939.71
73534	BIG HILL SERVICES	WHITE ICE PAINT, PAPER LINE KIT, GOAL CREASE, BLUE PAINT - ARENA	\$937.59
73535	CARVER CONSTRUCTION	PROJ# 99 RAW WATER PUMP STATION	\$692,918.26
73536	CUPE	UNION DUES TO JULY 31, 2013	\$2,520.11
73537	FOUNTAIN TIRE	NEW TIRES UNIT#134 LOADER - LANDFILL	\$11,212.88
73538	GRADWELL, RAYMOND	REIMBURSE HOSE REEL, PUMP PARTS, HOOK UNIT#99 1/2 TON	\$148.37
73539	KEYWAY SECURITY	REPAIR INSIDE REAR DOOR TOWN HALL	\$97.65
73540	MPE ENGINEERING	PROJ#21 WTP UPGRADE, PROJ#99 PUMP, PROJ#100 PIPELINE	\$57,182.59
73541	PC CORP	MARCH BACK UP MANAGER	\$393.75
73542	LAPP	LAPP CONTRIBUTIONS REGULAR PAY TO AUGUST 24, 2013	\$17,534.45
73543	REDCLIFF BAKERY	MPC LUNCH AUGUST 21, 2013	\$68.25
73544	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO AUGUST 24, 2013	\$28,511.13
73545	RED HAT COOPERATIVES	REFUND KEY & RENTAL DEPOSIT	\$225.00
73546	ROBERSTON IMPLEMENT	REAR WINDOW & GASKET UNIT# 121 TRACTOR	\$408.72
73547	ROSENAU TRANSPORT	FREIGHT OF HYPOCHLORITE - POOL	\$354.21
73548	STATEMENT ENTERPRISES	REPLACE CHEQUE 73322	\$4,462.50
73549	DIAMOND LINK FENCING	CHAIN LINK FENCING TENSION BARS, BANDS & TIES	\$176.35
73550	TERRED CONSTRUCTION	REPAIR FENCE - 9 RIVERVIEW	\$855.75
73551	TOWN OF REDCLIFF	COW SUPPER JULY 15, 2013 & AUG 19, 2013, TIE DOWNS & CHAIN UNIT#127, ETC	\$287.80
73552	TOWN OF REDCLIFF	REGULAR PAY TO AUGUST 24, 2013	\$78,927.32
	TOTAL CHEQUES: 109	AMOUNT OF CHEQUES:	\$1,405,431.82

2. MINUTES

Council meeting held August 19, 2013

A) Councillor Reimer moved the minutes of the Council meeting held August 19, 2013 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held August 19, 2013

B) Councillor Crozier moved the minutes of the Committee of the Whole meeting held August 19, 2013 be received for information. – Carried Unanimously.

Redcliff Planning Board meeting held August 20, 2013

C) Councillor Kilpatrick moved the minutes of the Redcliff Planning Board meeting held August 20, 2013 be received for information. – Carried Unanimously.

Municipal Planning Commission meeting held July 17, 2013

D) Councillor Crozier moved the minutes of the Municipal Planning Commission meeting held July 17, 2013 be received for information. – Carried

Unanimously.

Municipal Planning Commission meeting held August 21, 2013

E) Councillor Kilpatrick moved the minutes of the Municipal Planning Commission meeting held August 21, 2013 be received for information. – Carried Unanimously.

3. BYLAWS

Bylaw 1756/2013, Procedural Bylaw

A) Councillor Steinke moved Bylaw 1756/2013, Procedural Bylaw be given first reading. – Carried Unanimously.

4. STAFF RECOMMENDATIONS

Audit Services

A) Councillor Brown moved that the Town of Redcliff have Administration sign a contract with Ensminger, Beck & Thompson Chartered Accountants for the audit years January 1, 2013 to December 31, 2015 at the total three-year cost of \$60,000. - Carried Unanimously.

Backflow Preventers

B) Councillor Crozier moved not to proceed with investigation of a back-flow preventer subsidy program for residents. – Carried Unanimously.

Local Improvements

C) Councillor Kilpatrick moved that the Town of Redcliff direct Administration to amend policy #59 – Infrastructure Replacement to reflect Council's position on allowing current local improvements to run their course, prioritizing existing infrastructure for grant funding and the sustainable funding of infrastructure. - Carried.

Shared Council Office Space Plan

D) Councillor Kilpatrick moved to transform the current Mayor's office to a Mayor and Council office available to all members of Council by booking through the Executive Assistant. - Carried Unanimously.

5. POLICIES

Policy 050, Smoking Policy

A) Councillor Crozier moved to adopt Smoking Policy 050 as presented. - Carried Unanimously.

Policy 120, Social Media Policy

B) Councillor Steinke moved to adopt Social Media Policy 120 as presented. - Carried Unanimously.

Policy 121, Council Orientation Policy

C) Councillor moved to adopt Council Orientation Policy 121 as presented. - Carried Unanimously.

Policy 037, Correspondence for Councillors and Delivery of Information

D) Councillor Steinke moved to adopt Policy 037, Correspondence for Councillors and Delivery of

Packages to Councillors

Information Packages to Councillors as amended. – Carried Unanimously.

Alberta Municipal Affairs
Re: Southern Alberta Flood Response Program: Community Stabilization, Interim House, Disaster Recovery Program and Long-term Recovery

6. CORRESPONDENCE

A) Councillor Reimer moved correspondence dated August 23, 2013 from Alberta Municipal Affairs regarding Southern Alberta Flood Response Program: Community Stabilization, Interim House, Disaster Recovery Program and Long-term Recovery be received for information. – Carried Unanimously.

7. OTHER

Minister Directives

A) Councillor Brown moved the Municipal Manager's Report to Council regarding Municipal Inspection – Minister Directives dated September 9, 2013 be received for information. – Carried.

Progress Report to Minister

B) Councillor Crozier moved correspondence dated September 10, 2013 from the Municipal Manager to the Minister of Municipal Affairs providing a progress report in regard to Ministerial Order No. L:112/13 be received for information. – Carried Unanimously.

City of Medicine Hat
Re: Subdivision Application 2013MH009

C) Councillor Steinke moved that the City of Medicine Hat Subdivision Application 2013MH009 be received for information. – Carried Unanimously.

2013 Municipal Election
Re: Candidate Session

D) Councillor Brown moved the memo from the Manager of Legislative and Land Services advising of the 2013 Municipal Election Candidate Training Session be received for information. – Carried Unanimously.

8. IN CAMERA

In Camera

Councillor Steinke moved to meet In Camera to discuss a labour matter at 8:29 p.m. – Carried Unanimously.

E. Reimer left the meeting at 8:29 p.m.; returned at 8:31 p.m.

Return to Open Session

Councillor Crozier moved to return to Open Session at 8:31 p.m. – Carried Unanimously.

Boards and Commission
Application for Redcliff and District Recreation Services Board

Councillor Steinke moved to appoint Christina McNeil to the Redcliff and District Recreation Services Board for a term to expire on December 31, 2014. – Carried Unanimously.

10. ADJOURNMENT

Adjournment

Councillor Kilpatrick moved to adjourn the meeting at 8:32 p.m. – Carried Unanimously.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, SEPTEMBER 17, 2013 7:00 p.m.**

PRESENT:	Mayor Councillors	R. Hazelaar C. Brown, C. Crozier, D. Kilpatrick E. Reimer, E. Solberg, J. Steinke
	Municipal Manager	D. Wolanski

1. GENERAL

Call to Order	A) Mayor Hazelaar called the special meeting to order at 7:00 p.m.
Adoption of Agenda	B) Councillor Steinke moved the Agenda be adopted as presented. – Carried Unanimously.

2. IN CAMERA

In Camera	Councillor Kilpatrick moved to meet In Camera to discuss a labour matter at 7:00 p.m. – Carried Unanimously.
Return to Open Session	Councillor Steinke moved to return to Open Session at 7:52 p.m. – Carried Unanimously.
Municipal Manager, Letter of Resignation	<p>Councillor Brown moved to accept the resignation of the Municipal Manager, David Wolanski with regret, thank him for his service to Redcliff, and wish him well in his future endeavours. – Carried Unanimously.</p> <p>Councillor Kilpatrick moved to direct administration to advertise for the Municipal Manager position as soon as possible. – Carried Unanimously.</p>

3. ADJOURNMENT

Adjournment	Councillor Brown moved to adjourn the meeting at 7:56 p.m. – Carried Unanimously.
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Mayor

Manager of Legislative and Land Services

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Downstairs Meeting Room Town Office
September 5, 2013 at 7:00 pm

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

1. CALL TO ORDER

Meeting was called to order at 7:10 pm.

2. ADDITIONS/DELETIONS TO THE AGENDA

Additions:

8.9 Bike Rodeo

8.10 Blue Cross Grant

9.1 Alberta Recreation & Parks Association Conference

3. ADOPTION OF THE AGENDA

E. Solberg moved adoption of the agenda as amended. CARRIED.

4. ADOPTION OF THE MINUTES

C. Henson moved adoption of the May 6, 2013 minutes. CARRIED.

5. BUSINESS ARISING FROM THE MINUTES

5.1 Recreation Masterplan

The cost for a Recreation Masterplan may be much more than originally anticipated as contacts provided by Alberta Recreation and Parks Association (ARPA) estimated the cost as much as \$75,000 to \$100,000.

It was suggested that an independent local consultant be contacted for an estimate.

6. OLD BUSINESS

6.1 Policies, Procedures and Bylaws

The Rates Policy No. 054 (2013) has been cancelled and replaced by Bylaw 1752/2013. Copies will be available for Board members at the next meeting.

6.2 Toboggan Hill

C. Murray reported that toboggan hill has not been repaired yet. It was scheduled for this summer but the contractor has not started the project yet.

6.3 Tennis Courts

There was a complaint concerning large cracks in the surface of the tennis court. C. Murray will discuss the problem with the Public Services Director to see if there are plans for repairs.

6.4 Parkside Outdoor Fitness Equipment

Earlier this year, Parkside Junior High School submitted a grant application for Outdoor Fitness Equipment. The application has not been approved yet but a response is expected near the end of September, 2013.

7. DIRECTOR'S REPORT

ChooseWell Programs – Medicine Hat Community Health Services and Redcliff Community Services shared an intern provided through the Serving Communities Internship Program (SCiP). This is a Volunteer Alberta program funded by the Alberta Government so there was no cost to the Town of Redcliff.

The intern organized teen and family programs in July to promote healthy and active living. Programs included Canada Day Launch Party; Family Trail Day; Healthy Summer Snacks; Family Sports Night; Summer Market and Youth Trade Show and Minute to Move It.

Movie in the Park – The movie, “The Croods” was shown on July 20 at Lions Park was well attended/ A small concession provided by Gordon Memorial United Church.

Art Classes – Artist Wendy Struck provided instruction in drawing, painting and sculpture for 4–7 year olds and 8–12 year olds. Sessions were: Drawing; Colour of Weather; Sidewalk Art; Birdhouses; Garden Art and Panel Painting. The program finished with a wrap up party and art show at Lions Park. Many of the 12 classes were full or nearly full. Art show

Park Updates – The old playground at Rolling Mill Park is currently being removed and new equipment will be installed soon.

Some of the concrete at the Brandon Primeau Memorial Outdoor Rink was removed and will be replaced soon. New boards will be installed around the rink in the next few weeks.

8. NEW BUSINESS

8.1 2013/2014 Programs and Event Guide Programs and Events Guide

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

8.2 Random Acts of Kindness

The Community Foundation of Southeastern Alberta has set aside November 1, 2013 as Random Act of Kindness Day. Community Services has forwarded information to community groups and will be participating in this event.

8.3 Parent and Family Programs

Community Services is partnering with DREAMS (Developing Redcliff's Education and Mental Health Supports) to host monthly “Lunch and Learn” programs for parents and monthly Family Nights at the schools.

8.4 Redcliff Aquatic Centre

Redcliff Aquatic Centre revenue and expenses for 2013 was presented to board members. Totals for the past 3 years were available for comparison. This information will be taken into consideration when discussing the 2014 budget.

The Lifejacket Lending Program was very successful this season. At the beginning of August, forty five lifejackets were loaned out.

8.5 Rec-Tangle

The Rec-Tangle opens on Friday, September 20 for the 2013/2014 season. Many of the ice users will start their season within a week or two of opening.

8.6 2014 Budget

The board was asked to consider programs and rate changes for the 2014 budget. Discussion will take place at the next meeting.

8.7 Social Media

The Town of Redcliff now has a Facebook page and a Twitter account. Community Services frequently uses this service.

8.8 2013 Flood

Seniors - After the flood, the Medicine Hat Veiner Centre was closed. This resulted in some of the organizations have expressed interest in relocating to Redcliff. Currently, the Woodcarving Club members have joined the Redcliff Senior Citizen Society. They are interested in being involved in our community and have already volunteered to instruct classes at the Youth Centre.

Baseball – The flood also had a major impact on baseball in Medicine Hat and it resulted in the Major AAA Prairie Championship and the Pee Wee Girls Western Canadian Championship being relocated to Redcliff. The Medicine Hat organizations were very pleased with Redcliff facilities.

Medicine Hat Little League has bid on the 2014 Canadian Intermediate Little League Championships and will hold this event in Redcliff as well if they are successful.

8.9 Bike Rode

The Bike Rodeo and Community Connections were held at the Rec-Tangle on May 30. An Ag for Life grant provided 100 bicycle helmets which were given out by the RCMP during the rodeo.

8.10 Healthy Communities Grant

Information was received regarding a Healthy Community Grant. The grant application is due September 30, 2013. C. Murray will research potential projects.

9. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS**9.1 Alberta Recreation and Parks Association Conference and Energize Workshop Lake Louise October 24 – 26****10. CORRESPONDENCE****11. DATE OF NEXT MEETING - October 7, 2013****12. ADJOURNMENT**

The meeting was adjourned at 8:40 pm.

Redcliff Family and Community Support Services Board
Tuesday, September 10, 2013 at 7 pm
Town Office Meeting Room, Downstairs

Present: Diane MacNaughton, Ernie Reimer, Cindy Murray

Absent: Ann Pudwell (with regrets), Sam Wertypora

No quorum, so there was a discussion was held in lieu of a meeting. The discussion began 7:10 pm.

ChooseWell Programs – Medicine Hat Community Health Services and Redcliff Community Services shared an intern provided through the Serving Communities Internship Program (SCiP). This is a Volunteer Alberta program funded by the Alberta Government so there was no cost to the Town of Redcliff.

The intern organized teen and family programs in July to promote healthy and active living. Programs included Canada Day Launch Party; Family Trail Day; Healthy Summer Snacks; Family Sports Night; Summer Market and Youth Trade Show and Minute to Move It.

Random Acts of Kindness - The Community Foundation of Southeastern Alberta has set aside November 1, 2013 as Random Act of Kindness Day. Community Services has forwarded information to community groups and will be participating in this event.

Kind Communities Alliance (KCA) –The quarterly Regional General Membership Meeting for all members of the Kind Communities Alliance will be held at the Medicine Hat Public Library on September 17. The meeting will provide all KCA members throughout the region with an update on family violence projects/activities.

Partners will meet to discuss how to reduce family violence and Family Violence Prevention Month in November.

Redcliff Action Society for Youth Summer Report – The coordinator of the Redcliff Action Society for Youth submitted a report on summer activities. The report was received for information.

DREAMS Programs - Community Services is partnering with DREAMS (Developing Redcliff's Education and Mental Health Supports) to host monthly "Lunch and Learn" programs for parents and monthly Family Nights at the schools.

The discussion ended at 8:10 pm. The next meeting will be October 8, 2013.

The Redcliff Youth Centre was a busy and happening place this summer. On average we had close to 30 youth a day.

Starting our summer off we were lucky to have Kayla (an intern from the town) join us for 4 Fridays in July.

July 1st blasted off with games and activities to kick off the summer.

Friday July 6th was “family trail day” consisting of geocaching, hiking and games for the family.

July 11th was Healthy Summer Snacks. Yup and the kids enjoyed it. They learned how to create summer snacks and smoothies.

July 19th was Family Sport Night, a night of kickball and other games at the baseball diamonds.

July 20 was Healthy Summer Market and Youth Trade Show. Lions Park was busting that day with vendors, activities and to end the day a movie in the park.

Some of our bigger activities went off with a bang...

Heritage Park was a blast. We had 19 kids join us on a Traxx bus that we had shared with “My Place” from Medicine Hat. The DREAMS TEAM joined us with 3 volunteers as well as Mrs. Erfle.

The All Nighter as always went off without a hitch. Over 20 kids joined us for games, food, movies a bon fire and a whole lot of fun.

Boys had their day of fun in the sun paintballing. Ten of our boys jumped into taxis to burn off energy and have a great time shooting paint. Star Shooter Brody Wyatt.

This year we bought 25 swim passes. Yep you guessed it they went like a flash.

Yay our kitchen was rocking this summer. The kids loved our Ethnic themed days of cooking. Nothing like eating Italian, Indian and European.



Echo Dale is always a favorite. Twice we jumped into taxis to have a day of swimming and sunning.

Of course due to budget not all our activities were big but they were fun filled...

Water park... lots of fun

Bon fires... yummy marshmallows

Slip and Slide... yippee

Street hockey

Movies and popcorn

Capture the flag

Fear factor... umm ya gross

Minute to Win It

Tie Dye Shirts... Oh ya Peace

Our Centre was busy and full of laughs this summer. If the summer is any indication our fall and winter will be exciting and umm cold.



**REDCLIFF PLANNING BOARD MEETING
TUESDAY, SEPTEMBER 17, 2013
TOWN OF REDCLIFF COUNCIL CHAMBERS AT 9:00 AM
MINUTES**

PRESENT:	Municipal Manager	D. Wolanski
	Manager of Legislative & Land Services	S. Simon
	Manager of Engineering	K. Minhas
	Executive Assistant	C. Cranston

ABSENT:	Planning Consultant	K. Snyder
	Mayor	R. Hazelaar

1. CALL TO ORDER

Municipal Manager called the meeting to order at 9:12 a.m.

2. ADOPTION OF AGENDA

Agenda was adopted as presented.

3. PREVIOUS MINUTES

Minutes of the August 20, 2013 were accepted as presented.

4. NEW BUSINESS

A) Condo Conversion Application 2013-Condo-01

Lots 31, 32, and 33-34, Block 86, Plan 1117V (5 2 Street NE)

Condo conversion application was reviewed. Manager of Engineering questioned whether there was sufficient parking. It was noted that the Condo conversion is for an existing building which is an 8 suite apartment.

The Development Officer comments expressed concerns regarding setbacks and recommended that the three separate titles be consolidated.

The Planning Consultant provided the following comments:

- Town Policy No. 2001-112 is applicable.
- Application is for condo conversion of existing building
- Parking is common property of all condo unit
- Extracted pages from Condominium Property Act Section 10 are attached. As per the Act:
 - Existing development is assumed to meet Land Use Bylaw/development control of the time it was constructed.
- This condo subdivision process will create new titles for the proposed units – consolidation not required.
- Application appears to meet all requirements of condo property Act and Town's policy

Recommendation: *The Board recommended that Redcliff Town Council approve Condo Application 2013-Condo-01 Lots 31, 32, and 33-34, Block 86, Plan 1117V (5 2nd Street NE).*

B) Eastside Area Structure Plan

It was the decision of the Board to defer discussion of the Eastside Area Structure Plan as the Planning Consultant could not be in attendance.

It was noted that in the past Council has stated that they were not in favor of spending money on a Functional Servicing Report, which is not a statutory requirements, unless there was someone interested in proceeding with development. The Board referred discussion of the Eastside Area Structure Plan to Staff who will have a discussion with the Planning Consultant regarding costs for Area Structure Plan and Functional Servicing Report and bring forward to Council for further discussion.

C) Land Use Bylaw Changes

Re: Discretionary Provisions

It was the decision of the Board to defer discussion of Land Use Bylaw Changes regarding discretionary provisions as the Planning Consultant was not in attendance.

5. FUTURE/ONGOING PROJECT LISTING

- A) Subdivision Plan Lot 1, Block 8, Plan 0412179 (Future Protective Services Site)
- B) I-XL Development
- C) Engineering and Development Plan Review
- D) River Terrace Area Structure Plan
- E) Joint Area Structure Plan (ASP) with Cypress County

6. ADJOURNMENT

The meeting was adjourned at 9:22 p.m.

Town of Redcliff#1 -3rd Street N.E.
Redcliff, AB T0J 2P0Phone: (403) 548-9247
Fax: (403) 548-6623**Application For Condominium Conversion**

This Form Is To Be Completed In Full Wherever Applicable By The Registered Owner Of The Land That Is The Subject Of The Application or By A person Authorized To Act On The Registered Owner's Behalf

Name of registered owner of land KEN KINNIGAddress # 4 ROSSDALE STREET SE, MEDICINE HAT ABPhone # 403-581-1488 Fax # _____ Contact person KEN KINNIG**Types of Condominium Conversion**

- ☒ Condominium conversion of existing building (\$40/unit)
- ☐ Conversion of surface parking stalls (\$350 + \$20/stall)
- ☐ Creation of bare land condominium units (same fees as subdivision application)

Legal Description LOTS 31 to 34 inclusive BLOCK 86 PLAN 1117VAll/part of the SE 1/4 sec 17 twp 13 range 6 west of 4 meridianBeing all/ part of lot number LOTS 31 to 34 incl. Block number 86Registered plan # 1117V Certificate of title # 131 155 672 +1Municipal address (if applicable): #5 2nd St. NE, REDCLIFF and 131 155 672
Land use R3 - MEDIUM DENSITY RESIDENTIAL DISTRICTExisting use of land R3 Proposed type of development Convert to CondoProposed number of units 8 UNITS Number of parking stalls on-site 12**Registered owner or person acting on the registered owner's behalf**I BRIAN MUNRO hereby certify that

☐ I am the Registered Owner ☒ I am the Authorized Agent 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 condominium conversion.

Signature: Brian Munro BRIAN MUNRODate: AUGUST 22, 2013

This personal information is being collected under the authority of section 8 of the condominium property act and will be used to determine whether the building complies with the town of Redcliff zoning by law. The personal information may be included in reports that are available to the public. It is protected by the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collections, and use of this information, contact this office at # 1-3rd Street NE. (403) 548- 9247.

Ken Kinvig
4 Rossdale Street SE
Medicine Hat, AB T1B 1X4

August 22, 2013

RE: Condominium Conversion
#5 – 2nd Street NE, Redcliff, AB
Lots 31-34, Block 86, Plan 1117V

I, Ken Kinvig, hereby authorize Brian Munro of Munro Global Surveys to act as my agent in this matter.

Regards,


Ken Kinvig

Aug 23, 2013.
(Date)



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0018 165 572 1117V;86;32 131 155 672 +1

LEGAL DESCRIPTION
PLAN 1117V
BLOCK 86
LOT 32
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 741 033 014

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
131 155 672	02/07/2013	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

KEN KINVIG
OF 4 ROSSDALE ST SE
MEDICINE HAT
ALBERTA T1B 4T2

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION		
NUMBER	DATE (D/M/Y)	PARTICULARS
821 068 962	22/04/1982	CAVEAT CAVEATOR - CANADIAN IMPERIAL BANK OF COMMERCE.
131 155 673	02/07/2013	MORTGAGE MORTGAGEE - MENDHAM CREDIT UNION LIMITED. P.O. BOX 69 MENDHAM SASKATCHEWAN S0N1P0 ORIGINAL PRINCIPAL AMOUNT: \$469,275

(CONTINUED)



LAND TITLE CERTIFICATE

S
LINC SHORT LEGAL TITLE NUMBER
0018 165 580 1117V;86;31,33,34 131 155 672

LEGAL DESCRIPTION
PLAN 1117V
BLOCK 86
LOTS 31, 33 AND 34
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: TOWN OF REDCLIFF

REFERENCE NUMBER: 741 033 013

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
131 155 672	02/07/2013	TRANSFER OF LAND		SEE INSTRUMENT

OWNERS

KEN KINVIG
OF 4 ROSSDALE ST SE
MEDICINE HAT
ALBERTA T1B 4T2

ENCUMBRANCES, LIENS & INTERESTS		
REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
131 155 673	02/07/2013	MORTGAGE MORTGAGEE - MENDHAM CREDIT UNION LIMITED. P.O. BOX 69 MENDHAM SASKATCHEWAN S0N1P0 ORIGINAL PRINCIPAL AMOUNT: \$469,275

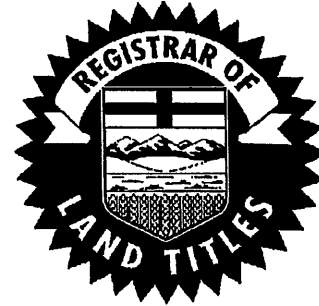
TOTAL INSTRUMENTS: 001

(CONTINUED)

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 18 DAY OF JULY,
2013 AT 10:54 A.M.

ORDER NUMBER: 23988330

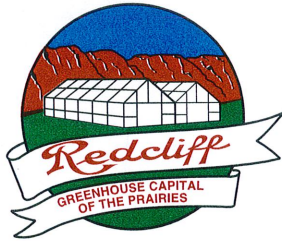
CUSTOMER FILE NUMBER: 13MM0189



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

August 26, 2013

Attention: Shanon Simon

**Re: Condo Conversion Application 2013-Condo-01
Lot 31-34, Block 86, Plan 1117V (5 – 2 Street NE)**

The Development Officer has had the opportunity to review the Condo Conversion Application and offers the following comments:

- According to the Town of Redcliff Tax Dept. the apartment was built in 1974.
- The property is currently located in an R-3 Medium Density Residential District.
- The R-3 district allows apartment buildings as a Discretionary Use – Development Officer.
- The Town of Redcliff began keeping records in 1997. Since 1997 the Town of Redcliff files indicate no new Development of Building permits have been applied for.
- The Town of Redcliff's Land Use Bylaw Section 44.1 states:
 - In the event of subdivision by condominium or bare land condominium plan, development shall be treated as a multi-unit complex where development setbacks for the front, rear, and side yards shall be the same as specified in the appropriate Land Use District.
- In the R-3 Zoning, the side yard setback for an apartment (Sect. 6.d.ii.) is 4.5 m on flankage. According to the plan the setback is 3.93 m.
- A review in "Spin" shows that the building is currently on three (3) different titles. Recommend consolidation of the lots.

Should you have any further questions or concerns, let me know.

Regards,

Brian W. Stehr
Development Officer

The Development Officer informed the Commission that K. Kovacs had applied to relocate his expanding auto detailing shop into the above mentioned address. The Development Officer indicated that after a conversation with the Planning Consultant, K. Snyder it was determined that the best use would be Similar Use to a Car Wash.

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

Concerns were raised by the Commission as to how to best protect Town infrastructure against any oil, chemicals, or any other such debris from entering the Municipal Sewer System.

B. Vine moved that Development Permit Application 13-DP-060, Lot 10-11, Block 73, Plan 755AD (106 Broadway Avenue E), for a Similar Use to a Car Wash be approved with the following conditions:

1. No outside storage of materials or equipment is permitted.
 2. The site shall be maintained in a clean and tidy condition, free from rubbish and debris.
 3. Receptacles for the purpose of disposing of rubbish, debris and other waste materials shall be provided as required by the Development Authority.
 4. Access and egress shall be located in the rear of the building, with no vehicle queue permitted.
 5. Four identified parking stalls in the rear of the building. All exterior parking shall be for employees only.
 6. All work on vehicles shall be completed within the building.
 7. All oils, chemicals, or other such debris (i.e. sand, mud, etc.) to be disposed of in an environmentally responsible manner and comply with all relevant provincial regulations.
- Carried

7. FOR COMMENT

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

MPC agreed that the members concerns would be forwarded to the Development Officer, the week prior to the next regular MPC meeting so that they can be discussed in detail, and comments can then be forwarded to Council.

8. ADJOURNMENT

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

Chairman

Secretary

BYLAW NO. 1756/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

A BYLAW OF THE TOWN OF REDCLIFF TO REGULATE THE PROCEEDINGS OF COUNCIL MEETINGS.

This Bylaw shall be known as the "Town of Redcliff Procedural Bylaw."

WHEREAS, pursuant to the provisions of the *Municipal Government Act* and amendments thereto, Council may pass bylaws in relation to the procedure of Council and Council Committees and the conduct of Councillors;

AND WHEREAS, it is Council's desire to establish and follow a process and procedure of municipal governance that reflects an open and transparent government.

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

INTERPRETATION AND DEFINITIONS

1. In this bylaw:

- a) "*Act*" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- b) "adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- c) "Administration" means the employees of the Town of Redcliff;
- d) "Councillor" means a member of Council including the Mayor;
- e) "Inaugural Meeting" means the first organizational meeting after a general municipal election;
- f) "In Camera" means a meeting or a portion of a meeting at which only Councillors and other persons specified by Council may attend;
- g) "Informal Petition" means a petition received that does not meet the requirements of the *Act*;
- h) "Legally Binding Petition" means a petition that meets all the applicable requirements of the *Act*;
- i) "Mayor" shall mean the chief elected official;
- j) "Municipal Manager" shall mean the person duly appointed as the Chief Administrative Officer, or the designate of the Municipal Manager;
- k) "non-statutory public hearing" means a meeting of Council at which members of the

public may attend and may be invited to make submissions to Council, but which is not a public hearing;

- l) "point of order" means a demand by a Councillor that the Presiding Officer enforce the rules of procedure;
- m) "point of privilege" means a request made to the Presiding Officer by a Councillor on any matter related to the rights and privileges of Councillors and includes:
 - i. the comfort of Councillors'
 - ii. the conduct of Town employees or members of the public in attendance at the meeting;
 - iii. the accuracy of the reports of Council's proceedings; and
 - iv. the reputation of Council and Councillors;
- n) "postpone" means to delay the consideration of any matter, either:
 - i. to later in the meeting;
 - ii. to a specified time and/or date;
 - iii. until the occurrence of an event; or
 - iv. indefinitely;
- o) "Presiding Officer" shall mean the Mayor, Deputy Mayor, or other person who has the authority to preside over a meeting;
- p) "public hearing" means a meeting or portion of a meeting that Council is required to hold under the *Act* or another enactment, for the primary purpose of hearing submissions;
- q) "recess" means to take a break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- r) "reconsider" means to consider a motion again at the same meeting the original motion was made;
- s) "refer" means to send a pending motion or agenda item to Administration or a Council Committee for investigation and report;
- t) "rescind" means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- u) "table" means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table;
- v) "withdrawn" means to take off the table a motion that was made prior to a vote on the motion.

APPLICATION

2. This bylaw shall apply to all meetings of Council and Council Committees as identified.
3. To the extent that a matter is not dealt with in the *Act* or this bylaw, Council shall have regard to *Robert's Rules of Order Newly Revised*.
4. The precedence of the rules governing the procedures of Council is:
 - a) The *Act*;
 - b) other provincial legislation;
 - c) this bylaw; and
 - d) *Robert's Rules of Order Newly Revised*.
5. Council may waive all or part of the provisions of this bylaw for a meeting, if Council votes unanimously to do so by a motion to suspend the rules. This motion is only in order if it does not conflict with the laws of the Government of Canada or the laws of the Government of Alberta and specifically the *Act*.

ORGANIZATIONAL MEETING

6. Council shall hold an organizational meeting not later than two weeks after the third Monday in October of each year.
7. At the organizational meeting, Council may establish by resolution for the forthcoming year:
 - a) The roster for each Councillor to act as Deputy Mayor.
 - b) Appointments to Boards and Committees.
 - c) The seating arrangements of Council.
 - d) In addition to the above, at the Inaugural Meeting, the first order of business shall be the administration of the oath of office and the introduction of the Mayor and Councillors for the Council Session followed by the setting of the dates, times of commencement, and locations of regular Council meetings. If a scheduled meeting of Council falls on a holiday as defined in the current Collective Agreement, the meeting shall be held on the next day not being a holiday.

MEETINGS

8. A quorum of Council shall be the majority of those members elected and serving on Council, including the Mayor.
9. In the case that neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed, the next Deputy Mayor scheduled in the roster shall preside over the meeting as the Presiding Officer until the arrival of the Mayor or Deputy Mayor.
10. If there are changes to the date and time of regular Council meetings, the municipality must give at least twenty-four (24) hours notice of the change to all members not present at the

meeting at which the change was made and post the notice in a public office. Posting a public notice on the board at Town Hall and on the Town's website constitutes sufficient notice to the public. Notice by electronic communications constitutes sufficient notice to all members of Council.

11. Adoption of the minutes of the previous meeting(s) shall immediately follow the adoption of the agenda except if there are presentations and/or Public Hearings. Councillors shall have the opportunity to note errors and omissions at that time. Clerical, typographical, grammatical errors in adopted minutes may be corrected by the Manager of Legislative and Land Services.
12. Special Meetings of Council may be called according to the provisions of the *Municipal Government Act*. Notice to the members of Council and the public for Special Meetings will follow the same guideline as in Section 10.

LOSS OF QUORUM

13. If there is not a quorum within 30 minutes after the time set for the meeting, the Manager of Legislative and Land Services will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting, unless a special meeting is duly called in the intervening time period.
14. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum, the loss of quorum resulting from:
 - a) the declaration of a pecuniary interest or conflict of interest; or
 - b) from a Councillor or the Mayor not being present for all or part of a public hearing;

then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.

15. If a quorum is lost for any reason other than those aforementioned in Section 14, the meeting is at an end.

TIME OF ADJOURNMENT

16. On the day of a Council meeting, Town Council shall adjourn at 11:00 p.m. in the evening if in session at that hour, unless otherwise determined by a unanimous vote of the Councillors present.
17. When it is necessary to continue the meeting beyond 11:00 p.m., Council will decide one of the following:
 - a) to extend the time of the meeting;
 - b) to reconvene the meeting the following day;
 - c) to call a special meeting of Council on a specified day to attend to the unfinished business; or
 - d) to add the unfinished orders of business to the next regular Council meeting agenda;

by resolution passed unanimously by the Councillors present.

18. The Mayor or Presiding Officer, or Council by a majority vote, may cause the meeting to be recessed indicating the nature and expected duration of the recess.

MEETING THROUGH ELECTRONIC COMMUNICATIONS

19. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through a personal computer; or other means as technology advances.
20. A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year.
21. A Council member shall only be permitted to attend a meeting by means of electronic communication if that location in which the meeting is held is equipped in a manner such that enables all Council members participating in the meeting and the public to watch or hear one another.
22. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remain active.
23. The Mayor or Presiding Officer shall announce to those in attendance at the meeting that a Council member is attending the meeting by means of electronic communications.
24. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.
25. When a Council member attends an "In Camera" session, they will be required to confirm that they have attended the "In Camera" session alone in keeping with the definition in the bylaw of "In Camera", by providing a statutory declaration or affidavit sworn or declared before the Manager of Legislative and Land Services or Commissioner of Oaths prior to the next regular Council meeting.

PREPARATION OF AGENDAS

26. The agenda for each regular or special meeting of Council shall be prepared by the Manager of Legislative and Land Services in consultation with the Municipal Manager and the Mayor or Presiding Officer. This consultation is for the purposes of identifying administrative recommendations and information as well as preparing the Mayor or Presiding Officer to chair the upcoming meeting. Access to Council is dealt with in Sections 28 and 33-40.
27. The Manager of Legislative and Land Services shall endeavour to forward agendas and all

pertinent supporting information to each member of Council by 12:00 p.m. on the Friday preceding the meeting as outlined in Policy 37.

28. Any Council member, Town official, or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submission to the Manager of Legislative and Land Services not later than 12:00 p.m. on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the Manager of Legislative and Land Services to enable the Council to deal with the matter.
29. Any item of business from the same individual or group that Council has dealt with in a final manner previously shall only be permitted to be placed on the agenda within six (6) months of the original decision with Council if the information to be presented is significant and/or new to that which was previously presented. If there is no new and/or significant information to be presented, the item of business cannot be considered until after six (6) months following the original decision.
30. Any late submissions to the agenda after the agenda has been established will require justification for the urgent nature of the late submission and will require the Municipal Manager's approval.
31. The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner described above in Sections 26, 28, and 29 or as a modification to the agenda approved by a vote at the meeting.
32. The general order of business on the agenda shall be as follows; however, the actual order of conduct may be adjusted by Council as necessary:
 1. General
 - A. Call to order
 - B. Adoption of Agenda
 - C. Accounts Payable
 - D. Bank Summary
 2. Delegations
 3. Minutes
 - A. Council
 - B. ~~Committee of the Whole~~
 - C. Other
 4. Bylaws
 5. Staff Recommendations
 6. Policies
 7. Correspondence
 8. Other
 9. Recess
 10. In Camera (if necessary)
 11. Adjournment

PRESENTATIONS

33. Presentations may be made by Council to individuals or groups.
34. Individuals or groups may request an appointment for the purposes of making a presentation to be heard by Council as a delegation.
35. Delegates must submit a request in writing for an appointment with Council to the Municipal Manager. All delegates are required to provide written documentation to the Municipal Manager which clearly outlines the nature of their business for inclusion in the Agenda Package. All documentation is to be submitted not less than seven (7) working days in advance of the regular Council meeting date. A presentation request shall not be confirmed as being on a meeting agenda until the agenda has been reviewed by the Municipal Manager and Mayor, or their designates.
36. The Municipal Manager will review the request in consultation with any affected departments and may:
 - a) Undertake an Administrative Review and provide a written response to the individual or group to satisfy the request for an appointment with Council. This process will be undertaken only with the consent of Administration and the individual or group requesting the appointment with Council;
 - b) Add the appointment to the next regular Council meeting agenda; or
 - c) Add the appointment to a future regular Council meeting agenda if:
 - i. requested by the individual or group making the request; or
 - ii. Administration requires more time to properly investigate and report on the matter.
37. Delegations shall be granted a maximum of ten (10) minutes to present the matter outlined in their written request. Where the Mayor or Presiding Officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Mayor or Presiding Officer.
38. Delegates requesting reappearance on a specific matter shall only be permitted to do so within six (6) months of the original appointment with Council if the information to be presented is significant and/or new to that which was previously presented. If there is no new and/or significant information to be presented, delegates cannot request reappearance until after six (6) months following the original appointment.
39. In questioning presenters or delegates at the Council meeting, Councillors will only ask those questions which are relevant to the subject of the appointment and will avoid repetition of questions. Likewise, presenters and delegates speaking to a subject will be restricted to speaking on the subject of the appointment. The Municipal Manager may provide clarification on items presented for information purposes prior to the questioning of presenters or delegates by Councillors.
40. The presentation by a delegation may only be:
 - a) received as information without debate;

- b) referred without debate to the Municipal Manager for a report; or
- c) debated if a resolution is passed by a 2/3 majority vote, to allow a motion to be made without notice.

CONDUCT OF A COUNCIL MEETING

- 41. The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same motion, having due regard to the importance of the matter.
- 42. A motion submitted to Council does not require a seconder.
- 43. After a motion is accepted by the Mayor or Presiding Officer, it shall be deemed to be in possession of the Council; but, may be withdrawn at any time before a vote is taken or an amendment is made. A Councillor may ask questions of the Administration or other Councillors on any motion or amendment to a motion.
- 44. When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
 - a) a motion to refer the main question to another person or group for consideration;
 - b) a motion to amend the main question;
 - c) a motion to table the main question;
 - d) a motion to postpone the main question to a future time;
 - e) a motion to adjourn the meeting, provided that a motion tabled shall not be debated except as to the time the matter shall again be considered.
- 45. A motion to reconsider a motion shall:
 - a) only be made at the same meeting the motion was decided;
 - b) only be made by a member who voted with the prevailing side on the motion involved;
 - c) not be proposed more than once at any one meeting of Council;
 - d) be decided by a majority of the members of Council present; and,
 - e) not be allowed on a motion of adjournment.
- 46. A motion to rescind or amend a previous motion of Council may:
 - a) be made by a member of Council; and
 - i. be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii. be passed by:
 - 1. a vote of 2/3 of the members of Council when the motion is without notice; and
 - 2. a simple majority of the members of Council present when notice has been given. Notice shall be inclusion of the item on an agenda delivered to the members of Council before the meeting, and

- b) the previous motion has not been acted upon to the extent that the Town has undertaken or become subject to any liability or obligation, or
 - c) was not a motion for a reading of a bylaw.
47. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
48. A bylaw shall not be given more than two readings at one meeting unless Council members in attendance agree unanimously that the bylaw may be presented for third reading at the same meeting at which it received the first two readings.
49. Any request for a recorded vote as per the *Municipal Government Act* shall be brought to the Mayor or Presiding Officer's attention prior to the actual call for the vote.
50. The Municipal Manager or his/her delegate shall repeat all motions before the motion is debated or put to a vote.
51. The Mayor or Presiding Officer shall reference all motions before they are debated or voted upon.
52. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
53. The Mayor or Presiding Officer may participate in debate on any matter before Council without relinquishing the chair.
54. The Mayor or Presiding Officer may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the Chair to the Deputy Mayor until the vote on the motion has been taken.
55. After the Mayor or Presiding Officer has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
56. Voting on all motions shall be done by clearly raising one hand so that the Mayor or Presiding Officer may easily count them. When using electronic communications, the Mayor or Presiding Officer will ask whether the member is voting for or against the motion. After the Mayor or Presiding Officer has counted the vote, he shall declare whether it was "carried", "carried unanimously" or "defeated". Except where provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before Council. If the vote results in a tie, the motion will be considered defeated.
57. When a Councillor wishes to leave the Council Chambers while a meeting of Council is in progress:
- a) the Councillor shall await acknowledgement of the Mayor or Presiding Officer before

- leaving; and
- b) the time of the Councillor's departure and return shall be recorded in the minutes.
58. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this timeframe the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.
59. The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to Council by resolution. The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of members present.
60. When the Mayor or Presiding Officer is called on to decide a point of order or practice, it shall be done without argument or comment and shall state the rule of authority applicable to the case.
61. When a Council member has been warned about breaches of order but continues to engage in them, the Mayor or Presiding Officer may state their name and declare the offence. The Recording Secretary must note the offence in the minutes.
62. If a Council member who has been named apologizes and withdraws any objectionable statement, then the Council member may remain and continue participating in the meeting and the Mayor or Presiding Officer may direct that the notation of the offence be removed from the minutes.
63. If the Council member fails or refuses to apologize, then that Council member must immediately leave the Council Chambers and Council must vote on a motion to expel that Council Member. A motion to expel must be decided without debate.
64. If a Council member who has been expelled pursuant to this Section, refuses to leave the Council Chambers, the Mayor or Presiding Officer may request the Royal Canadian Mounted Police to remove the expelled Council member.
65. The Mayor or Presiding Officer may expel members of the public who are present for improper conduct and may follow the guidelines in Section 63 should the member of the public refuse to leave.
66. Council, under authority of the *Act* and the *Freedom of Information and Protection of Privacy Act*, may close all or part of their meetings to the Public by meeting "in camera". No motions may be made when Council is sitting in a closed session except a motion to return to an open session. Generally, the reasons Council may choose or be required to meet "in camera" fall under the categories of Land, Labour, and Legal.
67. Under the *Act*, Councillors are required to keep in confidence matters discussed in an "in camera" session.
68. All minutes of Council meetings shall be recorded in the English language, without note or comment.

PETITIONS

69. Legally binding petitions will be submitted to the Municipal Manager and will be processed in accordance with the *Act*.

70. Informal petitions will be submitted to the Municipal Manager and must:

- a) be printed, typewritten or legibly written;
- b) clearly set out the matter being presented and the request made to Council;
- c) be temperate and respectful;
- d) be signed; and
- e) provide the name and mailing address of the contact person for the petitioners submitting the petition.

71. On receipt of an informal petition, the Municipal Manager may do the following:

- a) include it as an item on the agenda for the next regular Council meeting in full or summary form;
- b) refer it to Administration for a report to Council; or
- c) refer it to Administration for action and/or reply, with a copy of such response being sent to Council.

PUBLIC HEARINGS

72. Public Hearings will be held in conjunction with a Council meeting.

73. Persons interested in speaking at a public hearing may register with the Manager of Legislative and Land Services prior to the public hearing. Names of registered speakers for a public hearing will be released to the public on the Friday preceding the public hearing.

74. Persons interested in providing a written submission may provide the Manager of Legislative and Land Services with their submission prior to 12:00 p.m. of the Wednesday preceding the public hearing. Valid written submissions received will become public information on the Friday prior to the public hearing. Council will accept written submissions on the date of the public hearing.

75. Public Hearings will commence, as close as reasonably practicable to the advertised time at a regular Council meeting and will normally be held in the Council Chambers.

76. Council may change the date, time, and place of a public hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised.

77. Council may cancel a public hearing by resolution.

78. On the advice of Administration, and/or should the Council deem it appropriate, a Non-Statutory Public Hearing may be held at a date, time and place approved by Council resolution.

79. The procedures for the conduct of a non-statutory public hearing shall be the same as those for a statutory public hearing.
80. The Mayor or Presiding Officer shall chair all Public Hearings.
81. Once the Mayor or Presiding Officer has called the Public Hearing to order and identified the matter to be discussed, the Mayor shall review the process to be followed including the expectations relating to public feedback, rules for speaking, timelines and the process for decision making following the public hearing.
82. Administration shall introduce the matter and provide any background material.
83. After Administration has introduced the matter, the Mayor or Presiding Officer shall invite interested parties and members of the public to speak on the matter. The Mayor or Presiding Officer shall call upon those persons who have registered with the Manager of Legislative and Land Services to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. If there is more than one person who wishes to speak, the Mayor or Presiding Officer shall establish the order of speaking.
84. All those who wish to speak to a matter (for or against) may only speak once and shall be limited to ten (10) minutes.
85. The decision of the Mayor or Presiding Officer with regard to imposition of the time limit to speak and the order of speaking shall be final and not debated.
86. A delegation of more than one member shall be considered to be one person for the purposes of a Public Hearing and only a spokesperson shall be entitled to speak once only for a limit of ten (10) minutes regardless of the number of members of the delegation who may be present.
87. The Council shall not debate an issue with any speaker, but each member of Council may ask questions for clarification of each speaker. All questions must be directed through the chair.
88. Council may accept a written submission in lieu of a verbal presentation as long as the document is signed, dated, and shows the street address of the person making the submission. All written submissions will be filed with the Manager of Legislative and Land Services.
89. "Adjourn" used in relation to a Public Hearing means to take a short break in the Public Hearing, take a break with the intent of returning to the Public Hearing later in the same meeting, or to adjourn the Public Hearing to another Council meeting.
90. "Close" used in relation to a Public Hearing means to terminate the Public Hearing.
91. When all persons who wish to speak to an issue have been given their opportunity to speak,

and all written submissions have been received, the Mayor shall declare the Public Hearing closed.

92. Once closed a Public Hearing may not be reopened. Council may hold a second Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial Public Hearing.

PLACE OF MUNICIPAL OFFICE

93. According to the *Act* the place identified as the municipal office for the Town of Redcliff is #1 – 3rd St. N.E., Redcliff, Alberta, Canada.

EFFECTIVE DATE

94. This bylaw shall come into force on the date of its third and final reading.

REPEAL OF BYLAWS

95. Bylaw No. 1727/2012 is hereby repealed.

Read a first time this 9th day of September A.D, 2013.

Read a second time this _____ day of _____ A.D, 2013.

Read a third time this _____ day of _____ A.D, 2013.

SIGNED AND PASSED THIS _____ DAY OF _____, 2013.

Mayor

Manager of Legislative and Land Services

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: September 23, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Fire Services Bylaws

PROPOSAL: To discuss and give consideration to 1st reading of Fire Services Bylaw

BACKGROUND:

As Council is aware, the Town of Redcliff received a review on the Fire Department over a year ago. Several changes were recommended most importantly an update on the Fire Services Bylaw that was last enacted in 1983 and certainly was and is not reflecting both best practices in the industry and recent practices of the Town of Redcliff.

Administration admittedly was not moving forward with changes as a high priority project due to significant other priorities and challenges and a department that was functioning at an improved level since the review took place and several changes were implemented.

With the Municipal Inspection report finalized one of the directives from the Minister is to ensure that Council is not acting contrary to their legislated roles by being involved in administration and to review/amend bylaws, policies, or practices to align with the *Act*. I had mentioned in previous reports that the Fire Department Bylaw would need to be brought forward for change because of wording that had council appoint the Chief and Firefighters as well as having control over administrative procedures of the department.

Furthermore, I had concerns related to Policy 108 that identified training requirements for Firefighters which was confirmed to me by the inspectors as administrative in nature.

In reviewing best practices, the fire department review, our existing bylaws, other examples, and speaking with inspectors, several updates and changes are contemplated. They are summarized as such:

1. A new updates Fire Services Bylaw that identifies level of service and other requirements.
2. Cancellation of Policy 108: Not only was this administrative in nature, it could also be incorporated in the new bylaw. The new bylaw identifies that training and expertise is determined by the Fire Chief according to best practices and industry standards. Reimbursement for such training will also be determined through normal budget or purchasing procedures for the Town. This puts the emphasis and trust onto the Chief who is the expert in this field. It also takes into account when changes to industry training standards occur (policy wouldn't have to be changed).
3. Incorporating both the Fireworks and Burning Bylaw's into one Fire Services Bylaw (Fireworks and Burning Bylaw's would then need to be repealed). This should make it easier for administration, fire department members, council, and most importantly the public to have a one stop shop for all things fire department related.

I have had several conversations with the Fire Chief regarding these changes and items identified in the department review. Many of those items have been informally adopted and as we move forward with the adoption of a new bylaw further progress can be made on those items. Unfortunately, the Chief is away for the first few days of the week so is unable to attend Council meeting or provide any specifics related to the bylaw before council for 1st reading. This will take place following council's debate and discussion and before 2nd reading and adoption. It would be my hope that the process could be complete prior to the election and my departure so that we could report completion of the directive to the minister.

Making the proposed changes related to Council's involvement in the department is necessary in order to accomplish the directive from the Minister.

OPTIONS:

1. Give 1st reading to the bylaw as presented which would eventually repeal the other three bylaws of the Town and cancel Policy 108 later in meeting.
2. Give 1st reading to the bylaw as amended and cancel Policy 108.
3. Make significant changes to the bylaw and bring back to Council for 1st reading.

RECOMMENDATION:

Option 1 is preferred; however, I recognize that there may be minor items brought forward making option 2 applicable.

SUGGESTED MOTION(S):

1. Councillor _____ moved first reading of Bylaw No. 1757/2013.
2. Council _____ moved first reading of Bylaw No. 1757/2013 as amended.
3. Councillor _____ moved to have administration make changes to the Fire Services Bylaw and bring back to Council for first reading at the October 15, 2013 Council meeting.

SUBMITTED BY: _____
Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.

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

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

This Bylaw shall be known as the "Fire Services Bylaw".

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

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

INTERPRETATION AND DEFINITIONS

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

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

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

FIRE SERVICES

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

FIRE CHIEF

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

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

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

- 18) The Fire Chief may obtain assistance and/or support from other officials or the municipality, as he deems necessary in order to discharge his duties and responsibilities under this Bylaw.

RESCUE AND EXTRICATION

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

FIRE PREVENTION

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

INVESTIGATIONS

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

FIRE HYDRANTS

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

REQUIREMENT TO REPORT

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

SAFETY CODES OFFICERS (FIRE DISCIPLINE)

32. The Town of Redcliff in accordance with its Quality Management Plan must provide for Safety Codes Officers (as an accredited municipality by the Safety Codes Council) who may be directly employed or provided by agencies.
33. The Safety Codes Officer under the Fire Discipline is entitled to all the powers and privileges identified in the Safety Codes Act and in conjunction with each Safety Codes Officer's Designation of Powers.
34. Unless of an extreme urgent nature, all Safety Codes Officers (Fire Discipline) shall advise the Fire Chief of any enforcement, inspection, or other activity they undertake pursuant to the Safety Codes Act.

FIRE PERMIT

35. A Fire Permit is required for all outdoor fires occurring in the Town of Redcliff, excluding fires in an already approved fire pit that has a current Fire Permit.
36. Fire Permits shall be required under this Bylaw for the period of January 1 to December 31 each calendar year. Council from time to time by resolution may establish a fee for issuing a Fire Permit.
37. An application for a Fire Permit for an outdoor fire shall be made to a Fire Chief and the Fire Chief or designate may, at his absolute discretion, issue to the applicant a Fire Permit.
38. When issuing a Fire Permit, a Fire Chief or designate may issue the Fire Permit unconditionally or impose conditions considered appropriate.
39. Fire Permits are valid for such period of time as shall be determined and set by the Fire Chief or designate and the Fire Permit shall have endorsed thereon the period of time for which the said Permit is valid.
40. A Fire Chief or designate, may extend the period of time that a Fire Permit is valid provided the Fire Permit has not expired.
41. A Fire Chief or designate may, in his absolute discretion, suspend or cancel a Fire Permit at any time.
42. Each application for a Fire Permit must contain the following information:
- a) The name and address of the applicant,
 - b) The legal description of the land which the applicant proposes to set a fire,
 - c) The type, and description of materials which the applicant proposes to burn,
 - d) The period of time for which the Fire Permit is valid,
 - e) The precautions, if any, that will be taken by the applicant to ensure that the proposed fire remains under control,
 - f) The signature of the applicant,
 - g) The signature of the Fire Chief or designate issuing the Fire Permit.
43. A Fire Permit shall not be transferable.
44. A Fire Permit is not required for each fire utilized for heating, cooking and recreational purposes within the confines of a fire pit in accordance with Section 47.
45. A Fire Permit is not required for each fires set by the Fire Department for the purpose of training its members.

FIRE PITs

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

FIREWORKS

49. Subject to the exceptions in this bylaw, no person shall discharge any fireworks within the corporate limits of the Town.
50. The Fire Chief may, upon written application, permit qualified personnel to ignite fireworks and conduct firework displays. The Fire Chief may impose conditions and restrictions on

their use and display as may be appropriate. Such conditions and restrictions might address:

- a) hours of the day, days of the week
- b) length of the display
- c) height of the display and type of fireworks used
- d) geographic location requirements for notification of affected residents
- e) safety

51. Prior to permission granted in Section 50 the applicant will be required to provide to the Town a copy of liability insurance in an amount not less than two million (\$2,000,000) dollars and which shows the Town as an additional named insured.

52. All fireworks shall be stored, used and ignited in accordance with provisions of the *Explosives Act (Canada)* and *Fire Code Regulation A.R. 52/98* and their regulations and in accordance with those conditions determined solely by the Town.

53. No person shall be permitted to sell fireworks within the Town.

RECOVERY OF COSTS

54. Where the Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire incident, emergency incident or motor vehicle collision, motor vehicle extrication incident including any action taken by the Department on a false alarm outside the Town or for the purpose of preserving life or property from injury or destruction by fire or other incident on land outside the Town may, in respect of any costs incurred by the Department in taking such action charge any costs so incurred by the Department to the person who caused the fire, emergency incident or motor vehicle collision, or the owner or occupant of the land or motor vehicle in respect of which the action was taken.

55. In respect of the cost or fee described in Section 14.1 and 14.2:

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

56. The costs and fees to be charged by the Department for services rendered pursuant to this Bylaw shall be established in the Rates, Fees, and Charges Bylaw.
57. In the event that the owner or occupant of any land within the Town shall feel aggrieved by any action taken by the Fire Chief to Section 54, such owner or occupant shall have a period of thirty (30) days from the date of mailing of notice of the action taken by the Fire Chief to appeal to Council the action taken by the Fire Chief. Any person or corporation assessed with the above mentioned fee may appeal to the Council to waive, consider or vary such fee as Council sees fit.
58. In respect of land within the Town, in the event that the amount levied by the Fire Chief shall not be paid within sixty (60) days after the mailing of a notice by the Fire Chief pursuant to Section 54 or in the event of an appeal, within sixty (60) days of the date of mailing of the decision of Council on the appeal, the amount levied and unpaid shall be charged against the land upon which the fire was started as taxes due and owing in respect of that land.

FIRE ALARMS

59. The Department will respond to fire alarms within the Town.
60. It is recognized that fire alarm systems are subject to fault and may produce false alarms for a variety of reasons including electrical interruption, weather conditions, internal faults or system component failures.
61. Fees for response to a false alarm are established in the False Alarm Bylaw.

OFFENCES

62. No person shall light an Outdoor Fire unless they are the holder of a subsisting Fire Permit if required under this Bylaw.
63. No person shall allow an Outdoor Fire to be lit upon land that is owned or occupied by him or under his control except when such fire is permitted pursuant to this Bylaw.
64. When a fire is lit under the circumstances described in Section 62, the owner or occupier of the land or the person having control of the land upon which such fire is lit shall:
- a) extinguish the fire immediately; or
 - b) where he is unable to extinguish the fire immediately, report the fire to the Fire Department; and

- c) be liable to prosecution under conviction and/or costs incurred by the Town of Beaumont to respond, suppress and extinguish the fire.
- 65. No person shall, either directly or indirectly, personally or through an agent, servant or employee ignite a fire and let it become a Running Fire on any land not his own property or allow a Running Fire to pass from his own property to the property of another.
- 66. No person shall light an Outdoor Fire, without first taking sufficient precaution to ensure that the fire can be kept under control at all times.
- 67. No person shall place "prohibited debris" within a fire.
- 68. No person shall light an Outdoor Fire, barbecue/fire pit, or portable appliance not fuelled by propane or natural gas, during a municipal or provincial fire ban.
- 69. No person shall light an Outdoor Fire, or a fire pit fire during a municipal or provincial fire ban and let it become a Running Fire on any land not his own property, or allow a Running Fire to pass from his own property to the property of another.
- 70. No person shall in any way, impede, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge at an incident.
- 71. No person shall disclose false information when applying for a fire permit.
- 72. No person shall allow any fire to give off a dense smoke or offensive odour in a manner which creates a risk to public safety.
- 73. No person shall falsely represent themselves as Fire Department members or wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
- 74. No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for firefighting purposes or any connection provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
- 75. No person shall damage or destroy Fire Department apparatus or equipment at an incident or drive a vehicle over any equipment, including fire hose, at an incident without permission of the Fire Chief or the member in charge.
- 76. All house numbers shall be clearly visible from the street for the purpose of assisting responders to attend the correct location in a timely manner.

PENALTIES

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

VIOLATION TICKETS

82. A Bylaw Enforcement Officer is hereby authorized and empowered to issue a violation ticket to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
83. A violation ticket may be issued to such person:
- a) either personally;
 - b) by mailing a copy to such person at his last known post office address, or
 - c) if upon a corporation, by serving the municipal tag by mailing a copy by registered mail, or serving a person who is the agent, representative, or a person in charge of the Designated Public Place.
84. The violation ticket shall be in a form approved by the Municipal Manager and shall state:
- a) the name of the person;
 - b) the offence;
 - c) the municipal or legal description of the land on or near where the offence took place;

- d) the appropriate penalty for the offence as specified in this bylaw;
- e) that the penalty shall be paid within 30 days of the issuance of the violation ticket; and;
- f) any other information as may be required.

85. Nothing in this bylaw shall prevent a Peace Officer from immediately issuing a violation ticket.

GENERAL

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

LIABILITY

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

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

REPEAL

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

Read a first time in Council this ____ day of _____, 2013.

Read a second time in Council this ____ day of _____, 2013.

Read a third and final time in Council this ____ day of _____, 2013.

Mayor

Manager of Legislative and Land Services

**TOWN OF REDCLIFF
BY-LAW NO. 1375/2003**

A BY-LAW OF THE TOWN OF REDCLIFF FOR THE PURPOSES OF AUTHORIZING THE CONTROL OF FIREWORKS WITHIN THE TOWN OF REDCLIFF.

WHEREAS, it is deemed expedient and proper for a Council to control the ignition of **fireworks** within the Town of Redcliff.

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

SHORT TITLE

1. This Bylaw may be cited as "**The Fireworks Bylaw**".

DEFINITIONS

2. In this Bylaw:
 - (a) "**Bylaw Enforcement Officer**" means any Police Officer, Special Constable or Bylaw Enforcement Officer of the Town of Redcliff.
 - (b) "**Fire Chief**" means the member appointed as head of the Fire Department.
 - (c) "**Fireworks**" means devices that are ignited and used for display purposes.
 - (d) "**Fireworks Ignition Permit**" means a permit issued by the **Fire Chief** of the Redcliff Volunteer Fire Department for the purpose of igniting **fireworks** within the Town of Redcliff.
 - (e) "**Town**" means the Municipal Corporation of the Town of Redcliff in the Province of Alberta.

PROHIBITIONS

2. No person shall ignite fireworks unless they have obtained a **fireworks ignition permit** and is qualified as a **fireworks** supervisor under the Government of Canada Natural Resources.

PERMITS

3. A person may apply for a **fireworks ignition permit** requesting authorization to ignite **fireworks** within the **Town**.
4. The **Fire Chief** may, upon written application in a prescribed form, issue a **fireworks ignition permit** and, in doing so, may impose any terms, conditions or restrictions that he may consider necessary in order to ensure the safety of the citizens of the **Town**, including but not limited to the following:
 - (a) location, time and/or date;
 - (b) type and size of **fireworks**;
 - (c) all safety requirements

5. Prior to issuance of a **fireworks ignition permit** the applicant will be required to provide to the **Town** a copy of liability insurance in an amount not less than \$2,000,000.00 and which policy shows the **Town** as additional named insured.
6. A copy of the **fireworks ignition permit** once issued shall be in the possession of the person applying for the permit at the time of ignition of the **fireworks** and shall be produced on request by a **Bylaw Enforcement Officer**.
7. A person who ignites **fireworks** within the **Town** pursuant to a **fireworks ignition permit** issued under this Section shall comply with all terms, conditions and restrictions relating thereto.
8. Any contravention of the terms, conditions and restrictions contained in a **fireworks ignition permit**, in addition to any penalty imposed by this Bylaw, shall render such permit invalid.

OFFENCES AND PENALTIES

9. Any person who contravenes any provision of this Bylaw is guilty of an offense punishable on summary conviction.
10. A person who is guilty of an offense under this Bylaw is liable to pay a fine of not less than \$250.00 and not more than \$2,000.00 or, in default of payment, to imprisonment for a period of not more than six (6) months or the case of a corporation, distress.
11. Where a **Bylaw Enforcement Officer** believes on reasonable and probable grounds that an offense has taken place consisting of a breach or contravention of this Bylaw, he may commence proceedings by issuing either a summons/violation ticket (Part 2) or an offense notice/violation ticket (Part 3) in accordance with the provisions of the *Provincial Offences Procedure Act* of Alberta as amended.
12. If any provision of the Bylaw provides for an exception or an exemption, the onus or burden of establishing the exception or exemption in any Court proceedings shall be on the person charged with the offence under the Bylaw.
13. If a summons or offence notice under Part 2 or Part 3 of the *Provincial Offences Procedure Act*, is issued in respect of an alleged contravention of a provision of this Bylaw, the summons or offence notice may provide for a specified penalty. The specified penalties shall be the minimum amount prescribed in paragraph 10 of this Bylaw.

GENERAL

14. A **Bylaw Enforcement Officer** or any other person authorized by this Bylaw to do so, may enforce the provisions of this Bylaw without the **Bylaw Enforcement Officer**, the person authorized or the **Town** incurring any civil liability for doing so.
15. Each separate provision of this Bylaw shall be deemed to be independent of all other provisions and if any provision of this Bylaw is deemed or declared to be invalid all other provisions shall remain valid and enforceable.

REPEAL

16. Bylaw No. 1183/98 is repealed with the coming into force of this Bylaw.

Read this a first time the 21st day of July, 2003.

Read a second time the 22nd day of September, 2003.

Read a third time the 22nd day of September, 2003.

Signed and Passed the _____ day of _____, 2003.

Mayor

Municipal Secretary

**BYLAW NO. 1347/2003
TOWN OF REDCLIFF**

**A BY-LAW OF THE TOWN OF REDCLIFF TO REGULATE OPEN AIR FIRES OR BURNING
IN THE TOWN OF REDCLIFF.**

WHEREAS, the Council of the Town of Redcliff, in the Province of Alberta, deems it proper and expedient to pass a Bylaw regulating open burning in the Town.

AND WHEREAS, by virtue of the power conferred upon it by the Municipal Government Act (R.S.A. 1994, c. M-26.1 and amendments thereto), the Council of the Town of Redcliff, in the Province of Alberta, enacts as follows:

SHORT TITLE

1. This Bylaw may be cited as "**The Burning Bylaw**".

DEFINITIONS

2. In this Bylaw:

- (a) "**Acceptable Fire Pit**" means an outdoor receptacle that meets the following specifications:
 - (i) a minimum of 3 metres clearance, measured from the nearest fire pit edge, is maintained from property lines, buildings, or other combustible material;
 - (ii) the fire pit is not to be placed or constructed over a gas line or under a electrical line
 - (iii) the fire pit height does not exceed .6 metres when measured from the surrounding grade to the top of the pit opening;
 - (iv) the fire pit opening does not exceed 1 metre in width or in diameter when measured between the widest points or outside edges;
 - (v) the fire pit installation has enclosed sides made from bricks, concrete blocks, heavy gauge metal, or other non-combustible materials; and,
 - (vi) a spark arrestor mesh screen with openings no larger than 1.25 cm and constructed of expanded metal (or equivalent non-combustible material) is used to cover the fire pit opening in a manner sufficient to contain and reduce the hazards of airborne sparks.
- (b) "**Acceptable Fireplace**" means an outdoor receptacle that meets the following specifications:
 - (i) a minimum of 1 metre clearance measured from the nearest fireplace edge is maintained from buildings, property lines, or other combustible material;

- (ii) the fireplace is constructed of materials, such as bricks or rocks, that are heat and flame resistant;
 - (iii) the fireplace is equipped with a chimney that is not less than 2.5 metres in height when measured from the base of the fire burning area;
 - (iv) the fireplace chimney is equipped with a regulation screen designed to contain and reduce the hazards of airborne sparks;
 - (v) the base of the fire burning area is not less than .3 metres above the surrounding grade; and,
 - (vi) the fire chamber does not exceed 1.25 metres in width, and is at least .4 metres but not more than .6 metres in depth.
- (c) **"Bylaw Enforcement Officer"** means any Police Officer, Special Constable or Bylaw Enforcement Officer of the Town of Redcliff.
 - (d) **"Fire Chief"** means the member appointed as head of the Fire Department.
 - (e) **"Fire Department"** means the Town of Redcliff Fire Department.
 - (f) **"Portable Barbecuing Appliance"** means any appliance sold or constructed for the purpose of cooking food outdoors, normally fueled by liquefied petroleum gas (LPG), natural gas, compressed briquettes or charcoal.
 - (g) **"Town"** means the Municipal Corporation of the Town of Redcliff in the Province of Alberta.

OPEN AIR FIRES PROHIBITED

- 3. No person shall cause, permit or allow an open air fire or any other type of fire to burn upon land owned, occupied, or under his or her control within the **Town**, unless such fire or burning is authorized or permitted pursuant to paragraph 4.
- 4. A person shall be authorized or permitted to burn or have an open air fire as follows:
 - (a) the cooking of food using a **Portable Barbecuing Appliance**;
 - (b) recreational burning or the cooking of food in **Acceptable Fire Pits or Acceptable Fireplaces** provided:
 - (i) only clean fuel is used such as natural gas, dry wood or charcoal in amounts which will be contained within the fire pit or fireplace below the mesh screen;
 - (ii) a means of controlling or extinguishing the fire is available on the property and within reasonable distance from where the fire occurs;

- (iii) a responsible adult is present on the property when the fire is burning;
and
- (iv) the burning is conducted in a safe manner.
- (c) burning in Town owned campgrounds and parks where fireplaces, stoves and fire pits are provided by or approved by the Town;
- (d) burning by the Fire Department for the purpose of fire prevention or training its members.

OFFENCES AND PENALTIES

- 5. Any person who contravenes any provision of this Bylaw is guilty of an offense punishable on summary conviction.
- 6. A person who is guilty of an offense under this Bylaw is liable to pay a fine of not less than the amount of \$250.00 and not more than \$2,000.00 or, in default of payment, to imprisonment for a period of not more than six (6) months or the case of a corporation, distress.
- 7. Where a **Bylaw Enforcement Officer** believes on reasonable and probable grounds that an offense has taken place consisting of a breach or contravention of this Bylaw, he may commence proceedings by issuing either a summons/violation ticket (Part 2) or an offense notice/violation ticket (Part 3) in accordance with the provisions of the *Provincial Offences Procedure Act* of Alberta as amended.
- 8. If any provision of the Bylaw provides for an exception or an exemption, the onus or burden of establishing the exception or exemption in any Court proceedings shall be on the person charged with the offence under the Bylaw.
- 9. If a summons or offence notice under Part 2 or Part 3 of the *Provincial Offences Procedure Act*, is issued in respect of an alleged contravention of a provision of this Bylaw, the summons or offence notice may provide for a specified penalty. The specified penalties shall be the minimum amount prescribed in paragraph 6 of this Bylaw.

GENERAL

- 10. A **Bylaw Enforcement Officer** or any other person authorized by this Bylaw to do so, may enforce the provisions of this Bylaw without the **Bylaw Enforcement Officer**, the person authorized or the **Town** incurring any civil liability for doing so.
- 11. Each separate provision of this Bylaw shall be deemed to be independent of all other provisions and if any provision of this Bylaw is deemed or declared to be invalid all other provisions shall remain valid and enforceable.

REPEAL

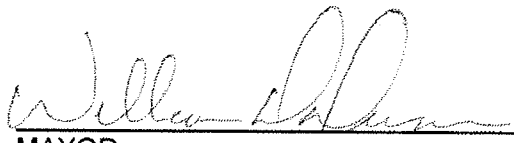
12. Bylaw No. 1105/97 is repealed with the coming into force of this Bylaw.

Read a first time this 21st day of July, 2003.

Read a second time this 18 day of August, 2003.

Read a third time this 18 day of August, 2003.

Signed and passed this 20 day of August, 2003.


MAYOR


MUNICIPAL SECRETARY

TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA
BY-LAW NO. 803

Being a by-law of the Town of Redcliff hereafter referred to as the "Town of Redcliff Fire By-law", to provide for the establishment and operation of a fire department.

WHEREAS Section 158 of the Municipal Government Act, R.S.A. 1980, provides that the Council of a municipality may pass a by-law for the prevention or extinguishing of fires, the preservation of life and property and the protection of persons from injury or destruction by fire; and

WHEREAS Section 159 of the Municipal Government Act, R.S.A. 1980, provides that the Council may pass by-laws for any other matter or thing for the protection of life or property as may be considered proper.

NOW THEREFORE, the Council of the Town of Redcliff, in the Province of Alberta, duly assembled, does hereby authorize the establishment of a municipal fire department and the carrying out of its operations in the following manner:

1. In this by-law words and phrases shall be construed as specified hereunder:

"Apparatus" - means any vehicle provided with machinery, devices, equipment or materials for firefighting as well as vehicles used to transport firefighters or supplies.

"Council" - means the Council of the Town of Redcliff.

"Equipment" - means any tools, contrivances, devices or materials used by the Fire Department to combat an incident or other emergency.

"Fire Chief" - means the member appointed as head of the Fire Department.

"Fire Protection" - means all aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training or other staff development and advising.

"Incident" - means a fire, a situation where a fire or explosion is imminent or any other situation presenting a danger or possible danger to life or property and to which the Fire Department has responded.

"Member" - means any person that is a duly appointed member of the Fire Department.

2. The Fire Chief shall be appointed by the Council.
3. Other officers and members as the Fire Chief deems necessary may

be appointed to the Fire Department with the approval of the Council.

4. The Fire Chief may appoint other officers of the Fire Department to act as Fire Chief on his behalf.
5. The limits of the jurisdiction of the Fire Chief, and the officers and members of the Fire Department will extend to the area and boundaries of the Town of Redcliff, and no part of the fire apparatus shall be used beyond the limits of the municipality without the express authorization of a written contract or agreement providing for the supply of fire fighting services outside the municipal boundaries.
6. The Fire Chief has complete responsibility and authority over the Fire Department, subject to the direction and control of the Council to which he shall be responsible, and in particular he shall be required to carry out all fire protection activities and such other activities such as Council directs including but not limited to:
 - (a) rescue
 - (b) emergency medical services
 - (c) other incidents
 - (d) pre-fire planning
 - (e) disaster planning
 - (f) preventive patrols
7. The Fire Chief, subject to the ratification by the Council, shall establish rules, regulations, policies and committees necessary for the proper organization and administration of the Fire Department including:
 - (a) use, care and protection of fire department property,
 - (b) the conduct and discipline of officers and members of the Fire Department, and
 - (c) efficient operations of the Fire Department.
8. The Fire Chief, or in his absence, the senior member present, shall have control, direction and management of any Fire Department apparatus, equipment or manpower assigned to an incident and, where a member is in charge, he shall continue to act until relieved by an officer authorized to do so.
9. The Fire Chief and/or Building Inspector shall take responsibility for all fire protection matters including the enforcement of the Fire Prevention Act and regulations thereunder.
10. Officers and members of the Fire Department shall carry out duties and responsibilities assigned to the Fire Department by the Council, and the Fire Chief shall report to the Council on the operations of the Fire Department or on any other matter designated by Council.

11. The Fire Chief, or any other member in charge, at a fire is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things.
12. The Fire Chief, or any other member in charge, at an incident is empowered to enter premises or property where the incident occurred and to cause any member, apparatus or equipment of the Fire Department to enter, as he deems necessary, in order to combat control or deal with the incident.
13. The Fire Chief, or the member in charge, at an incident may at his discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by him.
14. No person shall enter the boundaries or limits of an area prescribed in accordance with section 13 unless he has been authorized to enter by the Fire Chief or the member in charge.
15. The Fire Chief, or the member in charge, at an incident may request peace officers to enforce restrictions on persons entering within the boundaries or limits outlined in section 13.
16. The Fire Chief, or the member in charge, at an incident is empowered to enter, pass through or over buildings or property adjacent to an incident and to cause members of the Fire Department and the apparatus and equipment of the Fire Department to enter or pass through or over the building or property, where he deems it necessary to gain access to the incident or to protect any persons or property.
17. The Fire Chief may obtain assistance from other officials of the municipality as he deems necessary in order to discharge his duties and responsibilities under this by-law.
18. No person at an incident shall impede, obstruct or hinder a member of the Fire Department or other person assisting or acting under the direction of the Fire Chief or the member in charge.
19. No person shall damage or destroy Fire Department apparatus or equipment.
20. No person at an incident shall drive a vehicle over any equipment without permission of the Fire Chief or the member in charge.
21. No person shall obstruct a member from carrying out duties imposed by this by-law.
22. No person shall falsely represent themselves as a Fire Department

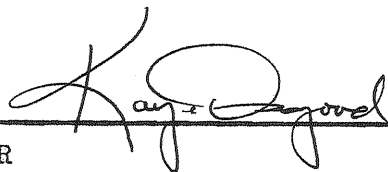
member or wear or display any Fire Department badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.

- 23 No person shall obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for fire fighting purposes or any connections provided to a fire main, pipe, stand pipe, sprinkler system, cistern or other body of water designated for fire fighting purposes.
24. The Fire Chief or the member in charge of an incident may request persons who are not members to assist in extinguishing a fire, removing furniture, goods and merchandise from any building on fire or in danger thereof and in guarding and securing same and in demolishing a building or structure at or near the fire or other incident.
25. The Fire Chief or the member in charge of an incident is empowered to commandeer privately owned equipment which he considers necessary to deal with an incident.
26. Every person who violates any of the provisions of this by-law, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this by-law, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this by-law, or who does any act or thing or omits any act or thing thus violating any of the provisions of this by-law, shall be deemed to be guilty of an infraction of this by-law, and upon a summary conviction is liable to imprisonment for a term of not more than 6 months or to a fine of not more than \$2,500., or to both fine and imprisonment.
27. The Fire Chief or a member of the Fire Department charged with the enforcement of this by-law, acting in good faith and without malice for the municipality in the discharge of his duties, shall not hereby render himself liable personally and he is hereby relieved from all liability for any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his duties.
- 28, Any suit brought against the Fire Chief or a member of the Fire Department, because of an act or omission performed by him in the enforcement of any provision of this by-law, shall be defended by the Town of Redcliff until final determination of the proceedings.
29. By-law No. 460 is hereby repealed.
30. This by-law shall take effect on the day of the final passing thereof.

READ a first time this 27th day of February, 1984.

READ a second time this 27th day of February, 1984.

READ a third time and duly passed this 27th day of February, 1984.



MAYOR



MUNICIPAL ADMINISTRATOR

TOWN OF REDCLIFF
Request for Decision (RFD)

DATE: September 19, 2013

PROPOSED BY: Khalil Minhas, Manager of Engineering

TOPIC: Northbound right turn lane addition Broadway Ave and Mitchell St Intersection

PROPOSAL: Northbound right turn lane addition

BACKGROUND:

Council has passed a motion on May 22nd during a special meeting of the Town Council directing the Manager of Engineering to investigate the cost and feasibility of a right turn lane addition on northbound traffic for Broadway Ave and Mitchell St Intersection. I have reviewed the possibility of adding the right turn lane. After the preliminary investigation, I am presenting the attached map and conceptual cost estimate for adding the right turn lane for Council review and approval. There are existing shallow utilities, existing fence and trees that will need to be relocated/removed/replaced in order to accommodate the right turn lane in addition to a strip of land that will need to be purchased. It will be a bit tight since there is an existing drive nearby but it will be doable since there is not much traffic except during the peak hours in this area.

2010 Roadway System Master Plan (RSMP) recommended a feasibility study be conducted to provide the preliminary design for signalization and roundabout complete with costs and benefits for Broadway Ave and Mitchell Street intersection. Three possible improvements/ options (4 way stop, traffic light or a roundabout) were discussed to improve the level of service (LOS) at the intersection of Broadway Ave and Mitchell St. During traffic analysis of this intersection, a poor LOS F (failure) was observed during PM peak hours for northbound and southbound left turn movements. There are not enough gaps in the traffic to do left turns for North South traffic during peak hours safely. However RSMP analysis shows the northbound right turn movement as the acceptable level of service D for current and future movements.

Options:

1. Direct administration to bring forward the addition of a dedicated right turn lane for northbound traffic at Broadway Ave and Mitchell St intersection to the 2014 budget discussions based on the conceptual cost estimate of \$117,800.00 excluding Land purchase cost. Further that a feasibility study as recommended in the 2010 Redcliff Roadway Master Plan to address the deficiencies identified in the level of service at this intersection be undertaken.
2. Move forward with the feasibility study of the intersection to address the level of service issues identified in 2010 Roadway System Master Plan (RSMP) and include the dedicated right turn lane analysis in the feasibility study.

Recommendation:

My recommendation is to accept option 1.

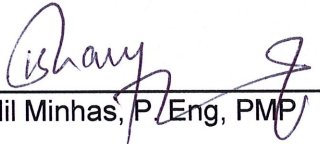
Suggested Motions:

1. Councilor _____ moved to direct administration to bring forward the addition of a dedicated right turn lane for northbound traffic at Broadway Ave and Mitchell St intersection to the

2014 budget discussions based on the conceptual cost estimate of \$117,800.00 excluding Land purchase cost. Further that a feasibility study as recommended in the 2010 Redcliff Roadway Master Plan to address the deficiencies identified in the level of service at this intersection be undertaken.

2. Councilor _____ move to proceed with the feasibility study of the intersection to address the level of service issues identified in 2010 Roadway System Master Plan (RSMP) and include the dedicated right turn lane analysis in the feasibility study.

SUBMITTED BY: _____

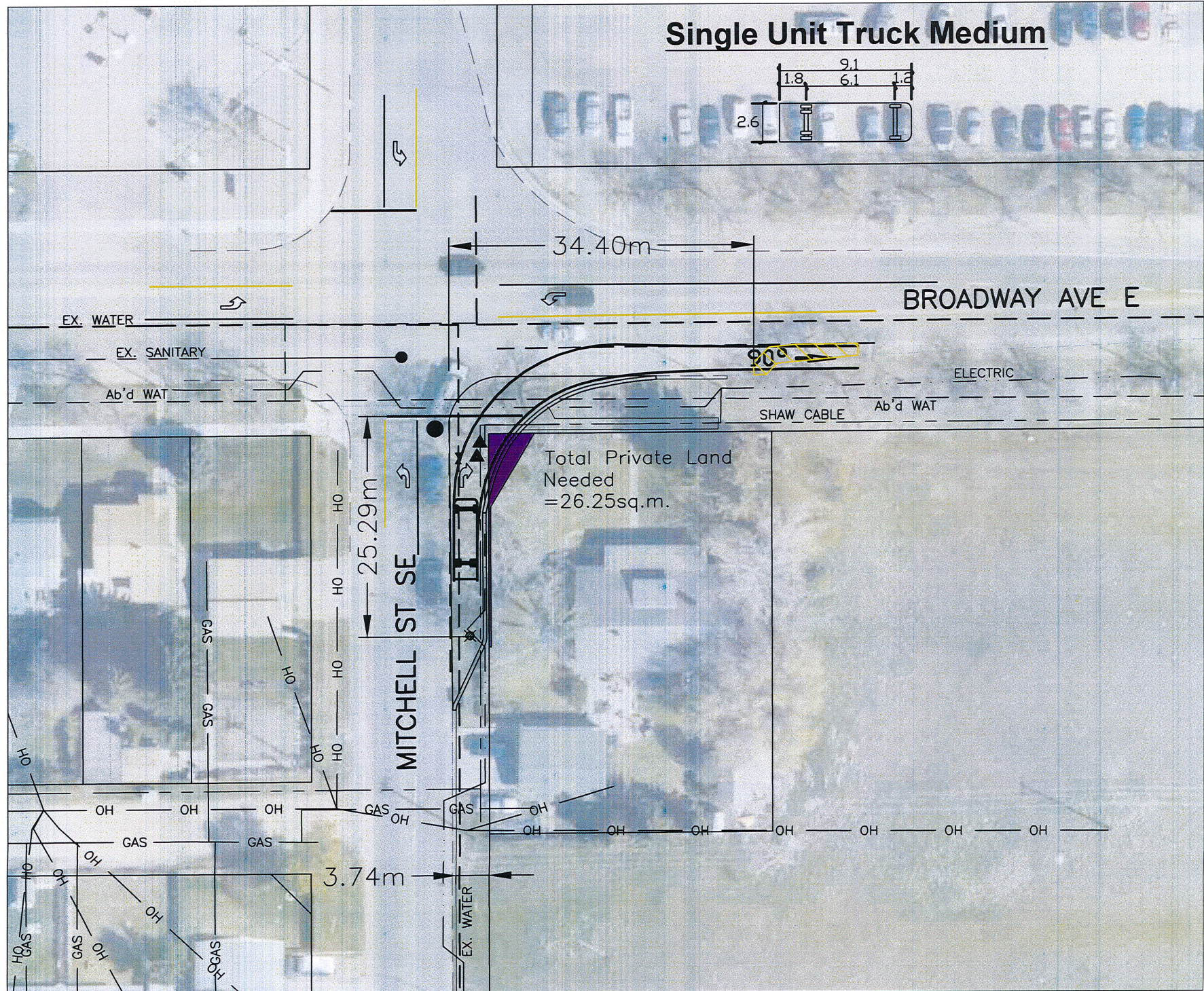

Khalil Minhas, P. Eng, PMP

APPROVED BY: _____


David Wolanski, Municipal Manager

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

A diagram of a rectangular plate with a height of 2.6. Two holes are located on the plate. The distance from the left edge to the center of the first hole is 1.8. The distance between the centers of the two holes is 6.1. The distance from the center of the second hole to the right edge is 1.2. The total width of the plate is 9.1.



**Mitchell St SE and Broadway Ave E
Right Turn Lane**

DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE	TOTAL
Mobilization/Demobilization	1	Lump Sum	\$2,000.00	\$2,000.00
Traffic Accommodation	1	Lump Sum	\$2,000.00	\$2,000.00
Purchase Required Land	1	each		\$0.00
Concrete Saw-cutting	3	L.M.	\$35.00	\$105.00
Remove & Dispose of Standard Concrete Curb & Gutter	60	L.M.	\$30.00	\$1,800.00
Remove and Dispose of Concrete Separate Sidewalk	15	L.M.	\$50.00	\$750.00
Remove and Relocate Sign	1	each	\$300.00	\$300.00
Excavation to Waste	50	CU.M.	\$25.00	\$1,250.00
Remove Brick Fence Pillar	1	each	\$1,500.00	\$1,500.00
Remove Large Trees	4	each	\$500.00	\$2,000.00
Remove Bushes	25	L.M.	\$80.00	\$2,000.00
Remove and Relocate Fence	25	L.M.	\$160.00	\$4,000.00
Relocate Cable Box	2	each	\$7,500.00	\$15,000.00
Relocate Light Standard	1	each	\$7,500.00	\$7,500.00
Install Replacement Bushes	25	L.M.	\$80.00	\$2,000.00
Install Replacement Trees	4	each	\$800.00	\$3,200.00
Adjustment of Appertenances (Valve)	1	each	\$350.00	\$350.00
Geotextile Fabric	200	SQ.M.	\$5.00	\$1,000.00
GeoGrid	200	SQ.M.	\$5.00	\$1,000.00
Granular Sub Base Course (300mm of 50mm)	200	SQ.M.	\$25.00	\$5,000.00
Granular Base Course Gravel (75mm of 20mm)	200	SQ.M.	\$12.00	\$2,400.00
Prime Coat	200	SQ.M.	\$1.50	\$300.00
Hot Mix Asphalt Concrete Pavement, 110mm Base Course	200	SQ.M.	\$35.00	\$7,000.00
Tack Coat	200	SQ.M.	\$1.00	\$200.00
Hot Mix Asphalt Concrete Pavement, 50mm Surface Course	200	SQ.M.	\$20.00	\$4,000.00
Separate Concrete Sidewalk	10	L.M.	\$150.00	\$1,500.00
Standard/Retaining Wall Concrete Curb and Gutter	55	L.M.	\$350.00	\$19,250.00
Install Concrete Pararamp	1	each	\$2,700.00	\$2,700.00
Line Painting	100	L.M.	\$2.00	\$200.00
Extend 1m Wide Concrete Swale	10	L.M.	\$350.00	\$3,500.00
Topsoil / Seed Restoration, 150mm	25	SQ.M.	\$15.00	\$375.00
			Sub-total	\$94,180.00
			Contingency (15%)	\$14,127.00
			Sub-total	\$108,307.00
			Engineering (10%)	\$9,418.00
			Total	\$117,725.00

Note: Private Land Acquisition not included