



COUNCIL MEETING
MONDAY, SEPTEMBER 24, 2012
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 24, 2012 – 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 for August 31, 2012 *	For Information
2. MINUTES	
A) Council meeting held September 10, 2012 *	For Adoption
B) Committee of the Whole meeting held September 10, 2012 *	For Information
C) Municipal Planning Commission meeting held September 19, 2012 *	For Information
D) Redcliff Family and Community Support Services Board meeting held September 11, 2012 *	For Information
3. BYLAWS	
A) Bylaw 1724/2012, Tax Penalty Rate Bylaw *	2 nd / 3 rd Reading
B) Bylaw 1725/2012 being a bylaw to amend the Land Use Bylaw To change the Land Use District for a portion of Lots 1-20, Block 33, Plan 1117V from H-A Horticultural Reduced Landfill Setback District to R-1A Low Density Reduced Landfill Setback Residential District	1 st Reading
4. STAFF RECOMMENDATIONS	
A) Grader Repairs *	For Consideration/ Approval
5. POLICIES	
A) Policy 116, Budget Policy *	For Approval
6. CORRESPONDENCE	
A) Alberta Innovates Energy and Environment Solutions * Re: South Saskatchewan River Basin Adaptation to Climate Variability Project	For Discussion

7. OTHER

A) Municipal Manager's Report *

For Information

B) City of Medicine Hat Subdivision 2012MH008 Application *

For Comment

8. RECESS

9. IN CAMERA

A) Land

10. ADJOURN

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

BANK SUMMARY FOR AUGUST 31, 2012

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

INVESTMENTS

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

TOWN OF REDCLIFF

SEP 20 2012
FINANCE DEPT.

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 10, 2012 – 7:00 P.M.**

PRESENT:	Mayor Councillors	R. Hazelaar C. Brown, C. Crozier, D. Kilpatrick, E. Reimer, E. Solberg, J. Steinke
	Municipal Manager Director of Finance & Administration Manager of Legislative and Land Services Manager of Engineering Confidential Secretary	D. Wolanski R. Osmond S. Simon K. Minhas (left at 8:01p.m.) C. Cranston
	Cypress Courier Magnet Signs	C. Weiss (left at 8:10 p.m.) A. Sears (left at 7:46 p.m.)

1. GENERAL

Call to Order	A) Mayor Hazelaar called the regular meeting to order at 7:02 p.m.
Adoption of Agenda	B) Councillor J. Steinke moved the Agenda be adopted as presented. – Carried.
Accounts Payable	C) Councillor E. Reimer moved the following 117 general vouchers in the amount of \$736,933.64 be received for information. – Carried.

ACCOUNTS PAYABLE AUGUST 16 - SEPTEMBER 4, 2012			
COUNCIL MEETING SEPTEMBER 10, 2012			
71187	TOWN OF REDCLIFF	REGULAR PAYROLL ENDING AUGUST 11, 2012	\$83,244.03
71188	ALTA-WIDE BUILDERS SUPPLIES	LUMBER	\$42.30
71189	AMSC INSURANCE SERVICES	SEPTEMBER EMPLOYEE BENEFITS	\$13,393.86
71190	BENCHMARK ASSESSMENT	ASSESSMENT FEES - AUGUST TO OCTOBER	\$14,106.75
71191	BENCHMARK GEOMATICS	GRADE PLAN	\$157.50
71192	BLUE IMP	PLAYGROUND EQUIPMENT	\$29,735.69
71193	BURNCO ROCK PRODUCTS	CONCRETE	\$1,015.61
71194	CBV COLLECTION SERVICES	COLLECTION FEES JULY 2012	\$91.47
71195	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS	\$72,751.68
71196	FORTY MILE GAS CO-OP	JULY GAS UTILITY FOR LANDFILL	\$59.16
71197	MEDICINE HAT CO-OP	SPRINKLER HEADS, CASTOR WHEELS	\$243.48
71198	SHAW CABLE	SEPTEMBER INTERNET - FIRE HALL, WTP & PUBLIC SERVICES	\$246.49
71199	NAPA AUTO PARTS	BRAKE ROTORS & PADS FOR UNIT #130 F150	\$656.70
71200	PRIME PRINTING	POSTCARDS	\$27.00
71201	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO AUGUST 11, 2012	\$16,247.07
71202	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO AUGUST 11, 2012, AUGUST COUNCIL PAY	\$31,196.70
71203	REDCLIFF LIONS	CENTENNIAL VOLUNTEER BARBEQUE PROPANE & CONDIMENTS	\$50.00
71204	RIVERVIEW GOLF CLUB	CENTENNIAL VOLUNTEER BARBEQUE SALADS	\$120.00
71205	STEEP ROCK	3/4" ROAD CRUSH	\$3,514.73
71206	JIANG, SUSAN	REFUND SWIMMING LESSON	\$42.00
71207	WAITES, LISA	REFUND SWIMMING LESSON	\$42.00
71208	BROWN, JASON	REFUND CREDIT ON UTILITY ACCOUNT	\$1,010.83

71209	DAVIDSON, CRYSTAL	ROCK MONUMENTS BROCHURE	\$100.00
71210	WIGLE, MATTHEW	REFUND SWIMMING LESSON	\$21.00
71211	BUCKLEY, NIKI	REFUND CREDIT ON UTILITY ACCOUNT	\$130.00
71212	SCHMALTZ, ERIKA	REFUND CREDIT ON UTILITY ACCOUNT	\$129.96
71213	STEINKEY, TAMARA	REFUND SWIMMING LESSON	\$63.00
71214	LUYTEN, ERIN	REFUND SWIMMING LESSON	\$21.00
71215	STIGTER, MICHELLE	REFUND SWIMMING LESSON	\$21.00
71216	MILLER, MICHELLE	REFUND SWIMMING LESSON	\$21.00
71217	GROVER, MICHELLE	REFUND SWIMMING LESSON	\$21.00
71218	WHYTE, LINDSAY	REFUND SWIMMING LESSON	\$21.00
71219	SCHAUFLE, CANDICE	REFUND KEY & KITCHEN DEPOSITS	\$225.00
71220	XEROX CANADA	JULY SERVICE CONTRACT FOR WC7655	\$923.62
71221	ADT SECURITY SERVICES	ALARM SERVICES RCMP BUILDING SEPTEMBER 2012 TO FEBRUARY 2013	\$271.36
71222	AFFINITY WELDING	REPAIR HOSE SUPPORT UNIT #32 TRAILER	\$66.94
71223	AG-PLUS MECHANICAL	O RINGS FOR UNIT #81 LOADER & ATTACHMENTS	\$12.90
71224	ALLSTAR RADIATOR	AIR CONDITIONING REPAIR UNIT #88 LOADER & UNIT #117 COMPACTOR	\$704.03
71225	ALTA-WIDE BUILDERS SUPPLIES	LUMBER	\$58.12
71226	AMSC INSURANCE SERVICES	JULY HEALTH SPENDING	\$55.77
71227	APPLE AUTO GLASS	WINDSHIELD CHIP REPAIR UNIT #140 GMC SIERRA	\$36.75
71228	VOIDED	NAME ERROR	\$0.00
71229	BECHTOLD, ALLAN	REFUND KEY & KITCHEN DEPOSITS	\$225.00
71230	BEHRENDT BRONZE	BRONZE PLAQUE FOR W. MARTIN	\$236.82
71231	BIG EAGLE SERVICES	VACUUM TRUCK SERVICES TO REMOVE LEACHATE AT LANDFILL	\$1,383.38
71232	BIG HILL SERVICES	ARENA BOARD CLEANING	\$630.00
71233	CACTUS COMMUNICATIONS	RADIO REPAIRS FOR THE FIRE DEPARTMENT	\$480.23
71234	C.E.M. HEAVY EQUIPMENT	PARTS FOR UNIT #123 LOADER	\$2,097.45
71235	CLEARTECH INDUSTRIES	CHLORINE	\$1,205.23
71236	CLOVERDALE PAINT	YELLOW PAINT, THINNER	\$425.22
71237	CONVERGINT TECHNOLOGIES	REPAIRS TO TIMING CONTROLS AT LIONS WATER PARK	\$1,097.25
71238	FARMLAND SUPPLY	PARTS FOR UNIT # 132 & UNIT #128, T-CLAMPS	\$307.20
71239	FOUNTAIN TIRE	TIRE PRESSURE UNIT #32 TRAILER	\$10.66
71240	FOX ENERGY SYSTEMS	SAFETY GLOVES	\$83.58
71241	GAR-TECH ELECTRICAL	REPAIRS TO LIGHTS AT LIONS PARK KITCHEN AND SWIMMING POOL	\$471.87
71242	GREYHOUND COURIER	FREIGHT FOR PARTS UNIT #135 SWEEPER	\$24.52
71243	HYDRODIG	REPAIR MAIN VALVE AT SASKATCHEWAN DRIVE	\$346.50
71244	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRE UNIT #90 SIERRA 1/2 TON	\$28.35
71245	LETHBRIDGE MOBILE SHREDDING	AUGUST SHREDDING SERVICE	\$44.10
71246	MEDICINE HAT CO-OP	SOLENOIDS, SPRINKLERS, 2" PIPE, COUPLERS, CLAMPS	\$496.25
71247	MEDICINE HAT WHOLESALE	MEALS ON WHEELS CONTAINERS AND LIDS	\$95.72
71248	SHAW CABLE	SEPTEMBER INTERNET - TOWN HALL	\$125.84
71249	MURRAY CHEV OLDS CADILLAC	PARTS & LABOUR TO REPAIR UNIT #118 CHEVY 3 TON	\$1,068.64
71250	SUNCOR ENERGY PRODUCTS	DYED DIESEL FOR LANDFILL	\$3,145.40
71251	PINNACLE INTERNATIONAL	AIR BRAKE HOSE, FITTING FOR UNIT #32, BATTERIES FOR UNIT #94	\$220.06
71252	PITNEY WORKS	SEPTEMBER SERVICE CONTRACT FOR FOLDER/STUFFER	\$145.77
71253	PLEASURE POOL 2011 LTD.	SALTMETER & LECHTRACHLOR FOR POOL	\$849.26
71254	PRITCHARD & COMPANY LLP	LEGAL FEES FOR LAND SALE: 0913590, 12, 9	\$403.46
71255	SAFETY CODES	JUNE & JULY SAFETY CODES	\$119.72
71256	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK AT LANDFILL	\$126.00
71257	TELUS COMMUNICATION	AUGUST CELL PHONE, PHONE, PAGER AND RADIO SERVICES	\$120.94
71258	TELUS MOBILITY	AUGUST CELL PHONE, PHONE, PAGER AND RADIO SERVICES	\$33.55
71259	DAWSON, SAMARA	REIMBURSE FOR POOL PRIZES	\$72.03
71260	LATTER DAY SAINTS CHURCH	REFUND KEY & KITCHEN DEPOSITS	\$225.00
71261	GREEN, JOHN	REFUND KEY & KITCHEN DEPOSITS	\$225.00

71262	MEDICINE HAT HOME ELECTRIC	REFUND DUPLICATE PAYMENT ON RECEIVABLES	\$81.30
71263	A & D PAVING	REFUND CREDIT ON UTILITY ACCOUNT	\$23.97
71264	WARCIMAGA, BARRY	REFUND CREDIT ON UTILITY ACCOUNT	\$23.31
71265	TRANSIT PAVING	CONCRETE AND ASPHALT REPAIRS	\$3,219.41
71266	TRICO LIGHTING PRODUCTS	FLUORESCENT BULBS	\$150.82
71267	WE CARE HOME HEALTH CARE	JULY HOME CARE SERVICES	\$104.00
71268	2012 AUMA CONVENTION	2012 AUMA CONVENTION REGISTRATIONS	\$2,730.00
71269	TOWN OF REDCLIFF	REGULAR PAYROLL ENDING AUGUST 25, 2012	\$81,494.33
71270	-		
71302	VOIDED	PRINTER ERROR	\$0.00
71303	A & B STEEL	BRUSHES, UNION, NIPPLE, CAP	\$65.61
71304	BENCHMARK GEOMATICS	FOOTING CHECK, SURVEY FOR WATERLINE	\$425.25
71305	BROADWAY GARDEN RESTAURANT	AUGUST MEALS ON WHEELS	\$567.00
71306	CIBC	SUPPLEMENTAL PENSION PLAN TO AUGUST 25, 2012	\$2,631.55
71307	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS, COURSE REGISTRATIONS	\$27,627.06
71308	CP RAIL	AUGUST FLASHER CONTRACT	\$667.24
71309	C.U.P.E.	UNION DUES TO AUGUST 25, 2012	\$2,404.35
71310	DAVIDSON, CRYSTAL	ROCK MONUMENTS BROCHURE DESIGN	\$100.00
71311	GENIVAR CONSULTANTS	STORM SYSTEM STUDY PROGRESS PAYMENT	\$1,048.16
71312	GREYHOUND COURIER	FREIGHT FOR PARTS UNIT #123 LOADER	\$18.82
71313	LADY CARMEN TRUCKING	APPLY CALCIUM TO ROADS FOR DUST CONTROL	\$3,150.00
71314	LMT ENTERPRISES	DEEP ROAD REPAIRS & 8 AVE SE PROGRESS PAYMENTS	\$49,422.77
71315	M.P. ECO MECHANICAL PROCESS	SANITARY LIFT STATION PROGRESS PAYMENT	\$10,820.25
71316	MPE ENGINEERING	STORM SYSTEMS, WTP & RAW WATER PROGRESS PAYMENTS	\$68,149.82
71317	MURRAY, CINDY	REIMBURSE VARIOUS COMMUNITY EVENT SUPPLIES	\$748.71
71318	SUNCOR ENERGY PRODUCTS	DYED DIESEL FOR LANDFILL	\$1,658.66
71319	PINNACLE INTERNATIONAL	PARTS & LABOUR TO REPAIR UNIT #128 GARBAGE TRUCK	\$1,201.34
71320	PRO COMM SOLUTIONS	DEPOSIT FOR PHONE SYSTEMS	\$9,000.00
71321	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO AUGUST 25, 2012	\$16,538.95
71322	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO AUGUST 25, 2012	\$31,698.95
71323	RED HAT COOPERATIVES	REFUND KEY & KITCHEN DEPOSITS	\$225.00
71324	ROSENAU TRANSPORT	FREIGHT OF PARTS FOR UNIT #128 & TREATMENT SUPPLIES	\$721.86
71325	SCHEFFER ANDREW	ROADWAY PLAN PAYMENT, JULY PLANNING SERVICES	\$3,480.75
71326	ST. AMBROSE MEN'S CLUB	REFUND KITCHEN DEPOSIT	\$225.00
71327	ANDERSON, KEVIN	REISSUE STALE DATE CHEQUE #69898 FOR UTILITY REFUND	\$100.00
71328	B & L LAWN & HOME MAINTENANCE	LITTER CLEAN UP AT LANDFILL	\$2,205.00
71329	REDCLIFF CENTENNIAL COMMITTEE	TRANSFER FUNDS FOR CENTENNIAL CELEBRATION	\$6,500.00
71330	BOWEY, SHARI	REFUND KEY & KITCHEN DEPOSITS	\$225.00
71331	TERRED CONSTRUCTION	REMOVE & REINSTALL FENCE FOR REDCLIFF DAYS	\$441.00
71332	TOWN OF REDCLIFF	SUPPLIES, MEETING MEALS, GET WELL GIFT, POOL SUPPLIES	\$477.05
71333	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES TO AUGUST 25, 2012	\$680.00
71334	TRANSIT PAVING	ROAD IMPROVEMENT PROGRESS PAYMENTS	\$117,479.74
71335	ZEP SALES & SERVICE	PAPER TOWELS	\$933.11
	TOTAL CHEQUES:117	AMOUNT OF CHEQUES:	\$736,933.64

Bank Summary for July 31, 2012

D) Councillor Reimer moved the Bank Summary for July 31, 2012 be received for information. – Carried.

2. MINUTES

Council Meeting held August 20, 2012

A) Councillor Brown moved the minutes of the Council meeting held August 20, 2012 be adopted as amended. – Carried.

Committee of the Whole meeting held August 20, 2012

B) Councillor Steinke moved the minutes of the Committee of the Whole meeting held August 20, 2012 be received for information. – Carried.

Redcliff Planning Board meeting held August 21, 2012

C) Councillor Reimer moved the minutes of the Redcliff Planning Board meeting held August 21, 2012 be received for information. – Carried.

Subdivision Application 2012 SUB 02
Lot 1-20, Block 33, Plan 1117V
(301 4 Street SW)
To subdivide a portion of Lot 1-20, Block 33, Plan 1117V to create two lots for future residential development purposes

i) In regard to Subdivision Application 2012 SUB 02 the Municipal Manager advised that there had been a previous subdivision application approved for this property in 2007. It was noted that there were three conditions from the previous subdivision application that the Board decided were no longer relevant to the current subdivision, that being:

1. Environmental Site Assessment (ESA) be provided by an Environmental Consultant Company stating that an ESA has been conducted and that the site is acceptable for residential development.
2. Written consent from the Deputy Minister of Environment to develop within 300 meters of a non-operating landfill site.
3. Prepayment of the proportionate costs for the proposed future sanitary sewer main line from 4th Street SW to the northerly extreme of proposed Lot 44 based on 50% of estimated costs as per municipal design standards with the costs to be estimated by the Municipal Engineer.

Since there is a copy of the ESA as well as a letter from Alberta Environment regarding setback from a non-operating landfill in the previous subdivision file the Board deemed these conditions were no longer required. It was the consensus of the board that the prepayment of the costs for future sanitary sewer main should not be considered as a condition of approval as there are currently no long term plans to install a sanitary main on 4th Street SW. If a sanitary sewer main is constructed in the future it would likely be under a Local Improvement Bylaw.

Councillor Kilpatrick moved Subdivision Application 2012 SUB 02, Lot 1-20, Block 33, Plan 1117V [301 4 Street SW] be approved with the following conditions:

1. Land Use Bylaw amendment to change the land use district from H-A to R-1A.
2. Payment of any outstanding taxes.
3. Payment of Infrastructure Capacity Fee in the amount of \$2870.00.
4. Provision of independent service connections with any applicable costs to be the responsibility

of the owner.

5. Provision of a grade plan to the satisfaction of the Town's Planning and Engineering Department.
6. Applicant to meet with Utility company requirements and provide confirmation of registration of UROW.
7. Confirmation that the existing garage will meet the required setbacks of the Land Use Bylaw as it relates to the north property line of proposed lot #45.

- Carried.

Sign Regulations

ii) In regard to sign regulations the Municipal Manager advised that the Redcliff Planning Board reviewed sign regulations and did not recommend to Council any changes at this time. He advised that a business owner had approached him to discuss changing the regulations for portable signs as she operates an advertising company using portable signs and the regulations are too restrictive.

Magnet Signs

a) A. Sears from Magnet Signs was in attendance to discuss portable signs in the Town of Redcliff. She advised that she has concerns with the timeline for approval of development applications for portable signs as well as the restriction for a portable sign to only be allowed for a maximum 2 month period within a calendar year.

The Municipal Manager advised that the Town of Redcliff did a comprehensive review of sign regulations while preparing the new Land Use bylaw, including a public consultation process at an Open House and a Public Hearing. There were no concerns received at either of these meetings with regard to sign regulations.

A. Sears felt that these restrictions affect her ability to conduct business in the Town of Redcliff to provide low cost advertising for her clients. She advised that her signs are in good condition and she was willing to keep them appropriately spaced in accordance with the regulations. She requested that the two month restriction be eliminated and the use of portable signs be unlimited.

The Municipal Manager advised that the Town regulations are similar to other municipalities and that some municipalities do not permit any portable signs. Further that the Town has received concerns from residents in regard to portable signs. It was noted that the portable signs are typically used for a limited time frame as the advertising content relates to short term advertising of special sales, or special events in the Town, which do not typically require permanent signage.

A. Sears asked for clarification on what a portable sign is and was provided with the definition in the Land Use Bylaw. Ms. Sears was advised that no matter what type of signage she wanted to use there would be regulations in the Land Use Bylaw, and since all signs are Discretionary - Development Officer a development permit application process including advertising and appeal period would apply. A. Sears reiterated that the timeframe for obtaining a permit and the two month restriction for portable signs was unacceptable and that she needs unlimited time for her advertising business which uses portable signs.

Councillor Solberg moved that Administration provide information on portable sign regulations in other municipalities and that discussion on Sign Regulations be referred to a future Committee of the Whole meeting. – Carried.

A. Sears left the meeting at 7:46 p.m.

Highway Vicinity Management Agreement

iii) Councillor Kilpatrick moved to authorize the Mayor and Municipal Manager to sign the Highway Vicinity Management Agreement between the Town of Redcliff and Alberta Transportation. – Carried.

Subdivision and Development Appeal Board Hearing held on August 15, 2012

D) Councillor Reimer moved the Subdivision and Development Appeal Board Hearing held on August 15, 2012 be received for information. – Carried.

3. BYLAWS

Bylaw 1724/2012, Tax Penalty Rate Bylaw

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

4. STAFF RECOMMENDATION

Photocopier Proposal

A) Councillor Steinke moved to approve the purchase of a new colour copier and a refurbished black & white copier from the Cypress Group for the total cost of \$19,084.00 plus GST to be funded from funds designated for Equipment Replacement in the Purchasing Reserve. – Carried.

Consulting Engineering Services Town-wide Storm Sewer Evaluation

B) Councillor Crozier moved that the Town of Redcliff accept Genivar's request as a scope change to "Town-wide storm system evaluation to include NE TransCanada drainage feasibility" study in the amount of \$5,000.00 plus GST and the budget shortfall in the amount of \$2,224.60 be funded through MSI grant by amending the original application. In the event the MSI grant increase is not approved, then Storm System

Reserve will be used to fund the increase in project cost.
– Carried.

K. Minhas left the meeting at 8:01 p.m.

5. POLICIES

Policy 37 –
Correspondence for Councillors and
Delivery of Packages to Councillors

A) Councillor Reimer moved Policy 37 –
Correspondence for Councillors and Delivery of
Packages to Councillors be approved as presented. –
Carried.

Policy 28 – Tax Payment Plan

B) Councillor Reimer moved Policy 28 – Tax Payment
Plan be approved as presented. – Carried.

Policy 16, Animal Control Policy for the
Sale of Animals

C) Councillor Crozier moved Policy 16, Animal Control
Policy for the Sale of Animals be cancelled. – Carried.

6. OTHER

Strategic Direction 2012- 2014

A) Councillor Steinke moved the Strategic Direction for
the Town of Redcliff 2012 – 2014 be approved as
amended. – Carried.

Professional Services Agreement
Benchmark Assessment Consultants
Inc.

B) Councillor Steinke moved to authorize the Mayor and
Municipal Manager to sign the Professional Services
Agreement between the Town of Redcliff and
Benchmark Assessment Consultants Inc. for the tax year
of January 1, 2012 to December 31, 2012. – Carried.

7. RECESS

Mayor Hazelaar called a short recess at 8:10 p.m.

C. Weiss left the meeting at 8:10 p.m.

Mayor Hazelaar reconvened the meeting at 8:12 p.m.

8. IN CAMERA

In Camera

Councillor Steinke moved to meet In Camera at 8:12
p.m. – Carried.

Return to Open Session

Councillor Solberg moved to return to open session at
8:49 p.m. – Carried.

Utility Bill
225 3 Street NW

Councillor Steinke moved to authorize Administration to
reduce current outstanding balance of utility account
#001886.00 by 50%. – Carried.

Old RCMP building
Lot 1-3, Block 108, Plan 1117V
102 4 Street NE

Mayor Hazelaar abstained from discussion and voting due to a potential pecuniary interest.

Councillor Solberg moved that Administration be authorized to advertise and offer for sale the old RCMP Building (Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) conditional to Council acceptance. Further that Administration be authorized to establish a suitable deadline for receipt of offers. - Carried

9. ADJOURNMENT

Adjournment

Councillor Crozier moved adjournment of the meeting at 8:51 p.m. – Carried.

Mayor

Municipal Manager

BANK SUMMARY FOR JULY 31, 2012

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	1,332,947.41 ✓	10,000.00 ✓	1,342,947.41
DAILY DEPOSITS	556,581.21	163,276.88	719,858.09
CIBC DIRECT DEPOSITS/ TELEBANKING	611,811.17		611,811.17
INTEREST EARNED	4,854.77		4,854.77
T-BILL REDEMPTIONS	0.00		0.00
OTHER DIRECT DEPOSITS	601,673.42		601,673.42
SUBTOTAL	1,774,920.57 ✓	163,276.88 ✓	1,938,197.45
CHEQUES	(578,211.54)	(163,276.88)	(741,488.42)
ASFF QUARTERLY PAYMENTS	0.00		0.00
DEBENTURE PAYMENTS	58,528.68		58,528.68
T-BILL PURCHASES	0.00		0.00
NSF CHEQUES	(10,540.97)		(10,540.97)
OTHER DIRECT WITHDRAWALS	(127,300.52)		(127,300.52)
SUBTOTAL	(657,524.35) ✓	(163,276.88) ✓	(820,801.23)
TOTAL	2,450,343.63 ✓	10,000.00 ✓	2,460,343.63 ✓
BANK CLOSING BALANCE	2,426,916.64	10,000.00	2,436,916.64
ADD: O/S DEPOSITS	28,585.13		28,585.13
LESS: O/S CHEQUES	(5,158.14)		(5,158.14)
TOTAL	2,450,343.63 ✓	10,000.00 ✓	2,460,343.63 ✓
INVESTMENTS			
CIBC PREMIUM T-BILL FUND		5.12.02.321	11,200,000.00 ✓
CCU SHORT TERM INVEST/LANDFILL		5.12.02.126	1,310,613.44 ✓
TOTAL INVESTMENTS			12,510,613.44

TOWN OF REDCLIFF

 AUG 29 2012
 FINANCE DEPT.

**MINUTES OF THE COMMITTEE OF THE WHOLE
MONDAY SEPTEMBER 10, 2012, 5:30 P.M.
TOWN COUNCIL CHAMBERS**

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

Municipal Manager: D. Wolanski
Director of Finance and R. Osmond
Administration
Manager of Legislative and S. Simon
Land Service
Public Services Director D. Schaffer
Confidential Secretary C. Cranston
Riverview Golf Club T. Ellerman, R. Lanz, and D. Bischke (left at 6:09 p.m.)

1. GENERAL

A) CALL TO ORDER

Mayor Hazelaar called the meeting to order at 5:34 p.m.

B) ADOPTION OF AGENDA

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

2. MINUTES

Councillor Solberg moved the minutes of the Committee of the Whole meeting held August 20, 2012 be adopted as presented. – Carried.

3. NEW BUSINESS

A) Riverview Golf Club Presentation

Re: Driving Range

T. Ellerman, R. Lanz and D. Bischke were in attendance to present a proposal for an alternate location for a Driving Range.

The Municipal Manager reviewed the history of the previous presentation from the Riverview Golf Club and discussion regarding a proposed driving range.

T. Ellerman commented that the initial option presented to Council previously for the location of the driving range was determined to be unsuitable due to the location of existing and future housing, hydro lines, as well as the related liability. Another option is using the old range area for a short 100 yard fully enclosed netted range although this has its limitations and is not preferred. He presented an alternate option where the proposed driving range would be located adjacent to hole #10 running alongside of the coulee.

He advised that Riverview Golf Club has met with a contractor who has proposed the installation of netting with poles up to 110 feet tall. The length of the range would be approximately 295 yards. The width of the driving range would vary from between 40 to 55 yards. The netting will capture the maximum number of range balls. A Lethbridge golf course currently has 55 – 60 foot tall poles and it is common for golf courses to have 90 – 100 foot tall poles. The span between the poles would be 75 feet and the poles are made from wood. He further

advised that the driving range is the first stage of an overall effort to generate increased revenues for the club by providing a full service golf course, including driving range, chipping and putting practice areas, and eventually sites for camping. Future plans include the relocation of the maintenance shop, and building suitable fencing to screen the shop and equipment.

Concerns were expressed that the proposed location could affect the value of the lots that will be developed in Eastside Phase 2. T. Ellerman commented that the potential purchasers would be aware of the driving range; however there are plans to plant trees next to the netting to help improve the aesthetics for the home owners. D. Kilpatrick asked what color the netting would be commenting that clear or white would be less visible. T. Ellerman was not aware if the netting comes in different colours. It is now common for golf course communities to have these nets to protect the property of the homes located in close proximity to the course and/or driving range.

The netting is the first phase of the plan, with the relocation of the maintenance shop in approximately 2-3 years and the construction of RV stalls the last phase. It is not their intention to fill in the deep parts of the area but put in culverts instead. There will be no new entrance and golfers will continue to use the existing entrance to the golf course.

T. Ellerman stated that they are hoping for funding to be in place for the construction of the driving range and netting by fall 2013. The golf course has already applied for a grant and will not know for several weeks if their application was successful. A Capital Project fund with contributions from members was initiated with the driving range being the priority project. They are hoping that Council will approve the new location with continued financial support previously agreed upon. The golf course will also have to borrow money towards this project. The timeline is dependent on financing.

T. Ellerman advised that there has been a decline in membership; similar to other golf courses in the area however he believes not having the driving range has impacted their business and overall profit margin. He further noted that there is no junior program as there is nowhere for the players to practice.

T. Ellerman requested that the Town consider the new option for the location of the driving range, and advise the Riverview Golf Club if they plan to commit to the new plan financially as previously discussed. They would like to have a decision from Council before their next meeting with the members which will be held in early December.

T. Ellerman, R. Lanz and D. Bischke left the meeting at 6:09 p.m.

ACTION: The Redcliff Riverview Golf Club proposed changes to the location of the driving range to be forwarded to the next Committee of the Whole meeting, September 24, 2012 for further discussion.

B) Budget Process Presentation
Re: Policy 116 – Budget Policy

The Director of Finance and Administration presented the new budget process in detail, which now includes an opportunity for public submission and observation of the budget meetings. Discussion ensued in regard to Tax Rate Stabilization

Reserve minimum amount being established at 10%. It was suggested that no minimum amount be established with an annual funding component in the Municipal Tax rate and that there needs to be a statement included in the budget document process regarding directing of future surplus tax funds into Tax Rate Stabilization Reserve.

The consensus of Council was to establish open Budget discussion meetings on Saturday November 17 and Monday November 19, 2012 at from 8:30 am – 5:00 p.m. for observation.

ACTION: The Director of Finance and Administration to amend Policy 116 – Budget Policy in regard to Rate Stabilization and proceed with 2013 Budget preparation. Further that budget discussion meetings with Council and public shall be established on Saturday November 17 and Monday November 19, 2012.

C) Strategic Direction

The Municipal Manager reviewed the Town of Redcliff Strategic Direction. It was suggested that the wording “and where possible” be deleted from the Vision statement as well as other minor typos be corrected. Council had no further concerns with the Strategic Plan document.

ACTION: The Vision statement be amended and the Strategic Direction be presented to Council for approval.

D) D&D Oilfield Rentals Corp.

Re: Request for parking restriction on 9th Avenue SE

The Municipal Manager advised the Committee that the Traffic Control devices bylaw has authorized the Municipal Manager to make decisions in regard to traffic signage such as No Parking signs. However, he decided that this request should come to the Committee for discussion as it is more complex and has a bigger impact. The Committee reviewed the request and photos of 9th Avenue with numerous RV's parking on both sides of the street. Parking of RV's on both sides of 9th Avenue makes it difficult to drive down the street. 9th Avenue is narrow and congested and has more than average traffic due to it being a main collector corridor. The Manager of Engineering advised that the Draft Transportation Master Plan identified that 9th Avenue should be 12 m wide and it is recommended that 9th Avenue be widened in the future. Councillor Solberg suggested that the Town hold a public hearing with the property owners and residents on 9th Avenue to discuss options to resolve the congestion.

ACTION: Further discussion and consideration of the request from Ken Goldade to restrict parking along one side of 9th Avenue SE be deferred to a future Committee of the whole meeting once the completed Transportation Master Plan is received.

E) Policy 032, Property Lease Policy

ACTION: Policy 032, Property Lease Policy was tabled to the next Committee of the Whole meeting to be held on September 24, 2012.

4. ADJOURNMENT

Councillor Steinke moved the meeting be adjourned at 6:59 p.m.

Chairman

Manager of Legislative and Land Services

Agreement as there was no requirement for one. Further that payment of the Infrastructure Capacity Fee was a condition, and that payment has already been made.

The Planning Consultant's comments were circulated to the MPC. The Planning Consultant had the following comments:

- The subject lots meet the requirements of the R-1A District.
- The proposed land use change is consistent with the Municipal Development Plan.

Consensus was that the MPC had no comments.

6. **ADJOURNMENT**

J. Beach moved adjournment of the meeting at 12:40 p.m. – Carried.

Chairman

Secretary

**Redcliff Family and Community Support Services Board
Tuesday, September 11, 2012 at 7 pm
Town Office Meeting Room, Downstairs**

Present: Sam Wertypora, Ernie Reimer and Cindy Murray

Absent with regrets: Ann Pudwell, Diane MacNaughton

1. CALL TO ORDER

The meeting was called to order at 7:04 pm.

2. ADDITIONS/DELETIONS

3. APPROVAL OF THE AGENDA

S. Wertypora moved approval of the agenda.

4. APPROVAL OF THE MINUTES

E. Reimer moved acceptance of the minutes of the June 12, 2012 minutes.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. OLD BUSINESS

6.1 Policies and Procedures

None.

6.2 World Suicide Prevention Week

Mayor Robert Hazelaar was invited to Medicine Hat to participate in the joint signing of a World Suicide Prevention Week proclamation. On Friday, September 14, Gordon Wright from Alberta Health Services will do a presentation suicide awareness program or the Red Hat Cooperative employees.

6.3 Thrive on Wellness

An expression of interest was completed and will be submitted to try to secure funding for outdoor exercise equipment and fencing around the community garden. As much as \$20,000 may be available over a two year period.

7. DIRECTOR'S REPORT

None.

8. NEW BUSINESS

8.1 2013 Programming

The Peggy Gizen of Gizen Consulting, and April Welshman from the Sexual Assault Response Centre, will be providing programs for FCSS over the next few months.

The FCSS program guide was reviewed and program suggestions were made. Tabled to the October meeting.

8.2 2013 Budget

Tabled.

8.3 Redcliff Action Society for Youth

The Youth Centre was closed for several weeks during the summer until a new coordinator was hired sometime in August. The Centre has now re-opened with new hours.

9. UPCOMING CONFERENCES/WORKSHOPS/MEETINGS

9.1 Fall Directors Network	September 19 – 21	Sylvan Lake
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10. CORRESPONDENCE

11. NEXT MEETING - October 9, 2012

12. ADJOURNMENT

Meeting adjourned at 8:58 pm.

**BY-LAW NO. 1724/2012
OF THE TOWN OF REDCLIFF**

PURSUANT to the provisions of the Municipal Government Act, the Municipal Council of the Town of Redcliff, duly assembled enacts as follows:

Section 1 - NAME

- 1.1 This By-Law shall be known as the "Tax Penalty Rate By-Law" of the Town of Redcliff.

Section 2 - PENALTIES

- 2.1 That in the event of any current taxes remaining unpaid after the thirtieth (30th) day of June of the year for which the same taxes are levied, there shall be added thereto by way of penalty an amount of five percent (5%) on the first day of July of the same year, and every amount so added shall form a part of the unpaid taxes.
- 2.2 That in the event of any taxes remaining unpaid after the thirty first (31st) day of December of the year for which the same taxes are levied, there shall be added thereto by way of penalty an amount of ten percent (10%) on the first day of January of the next succeeding year and each succeeding year so long as the taxes remain unpaid, and every amount so added shall form a part of the unpaid taxes.

Section 3 - REPEAL

- 3.1 By-Law 1122/97 is hereby repealed January 31, 2013.

Section 4 - PASSAGE

- 4.1 This By-Law shall take effect on February 1, 2013.

READ a first time the September 10, 2012.

READ a second time the _____ day of _____, 2012.

READ a third time the _____ day of _____, 2012.

PASSED and SIGNED the _____ day of _____, 2012.

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

**BYLAW NO. 1725/2012
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW.

WHEREAS the lands described as:

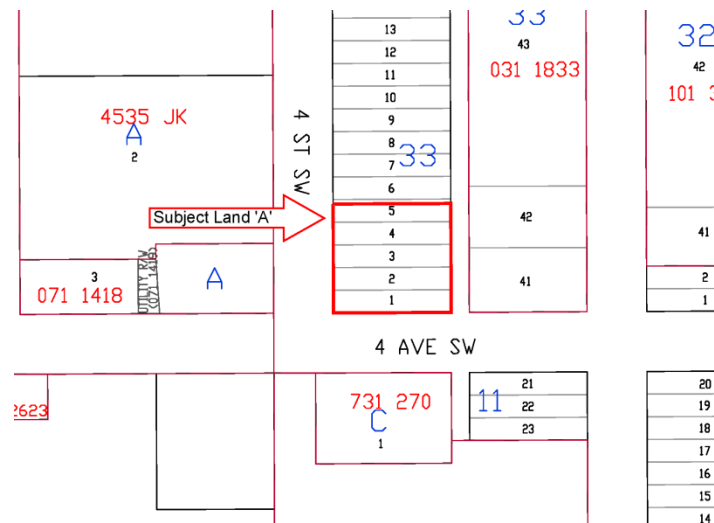
Legal Description

Ptn of Lots 1-20, Block 33, Plan 1117V

Civic Address

Unassigned

herein referred to as "Subject Land A" and identified on the below map, is presently designated H-A Horticultural Reduced Landfill Setback District.



AND WHEREAS it is proposed that 'Subject Land A' be redesignated to R-1A Low Density Reduced Landfill Setback Residential District.

AND WHEREAS copies of this bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act R.S.A. 2000 C M-26;

AND WHEREAS a public hearing with respect to this bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2012.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1725/2012.

2. The land described as

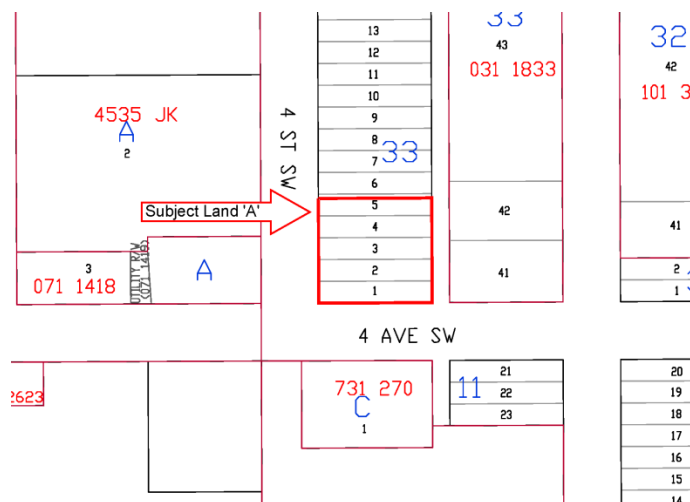
Legal Description

Ptn of Lots 1-20, Block 33, Plan 1117V

Civic Address

Unassigned

herein referred to as "Subject Land A" and identified on the below map



is hereby re-designated as R-1A Low Density Reduced Landfill Setback Residential District.

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the _____ day of _____, 2012.

READ a second time the _____ day of _____, 2012.

READ a third time the _____ day of _____, 2012.

PASSED and **SIGNED** the _____ day of _____, 2012.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

TOWN OF REDCLIFF

STAFF RECOMMENDATION

DATE: September 20, 2012

TOPIC: John Deere Grader Tires

PROPOSED BY: Darrell Schaffer

PROPOSAL: Replace Complete Set of Tires on John Deere Grader

BACKGROUND:

One of the four rear tires on the John Deere grader has been damaged and is not able to be repaired. One of our options is to find a used tire with a similar amount of tread so that the tires operating on the same axel are of the same circumference. This is important to avoid damages to that axel and differential. Local tire dealers have been unable to locate a similar tire for replacement. The second option would be to replace two tires that operate on the same axel with either new or retread tires. A third, and recommended option, would be to replace all four tires with either new or retread tires.

The Public Services Dept. recommends replacement of all four rear tires at this time as they have only approximately 15-20% of their original tread remaining. Installing only two new tires on the one axel would limit the amount of traction the older tires would contribute during operation and consequently make the grader less effective during snow and ice conditions. I would further recommend that we proceed with the retread option as these tires are cost effective and will often have the same wear life as new tires.

Quotes for four retread tires from two local suppliers were received as follows;

Kirk's Tire	\$2,000.00
Fountain Tire	\$3,119.96

RECOMMENDATION:

I recommend that Council approve additional funding of \$2,000.00 for the 2012 Public Services Budget to allow for the purchase of four retread tires for the John Deere grader with funding to be provided from operations.

MOTION:

Councilor _____ moved that Council approve additional funding of \$2,000.00 for the 2012 Public Services Budget to allow for the purchase of four retread tires for the John Deere grader with funding to be provided from operations.

SUBMITTED BY:


Public Services Director


Town Manager

APPROVED/REJECTED BY COUNCIL THIS _____ DAY OF _____, 2012

Approved by Council – September 24, 2012

BUDGET POLICY

BACKGROUND

The purpose of a municipality is to develop and maintain a safe and viable community through the provision of programs, facilities and other things that are, in the opinion of Council, necessary or desirable for the community. To fulfill this purpose Council sets out in this policy to establish the policy statements that will guide the sustainable budgeting practices that will lead our community to prosperity.

Council has the legislative responsibility to adopt an annual budget and pass the related property tax bylaw. Council's primary roles in the budget process are to establish the strategic vision for the community, establish their expectations for programs and level of service and evaluate the budget's alignment with their vision and expectations.

Administration has the responsibility to develop a budget within the vision and expectations of Council. The development of a sustainable budget will include incorporating the ideas of other stakeholders, reviewing programs and service levels and establishing departmental business plans to achieve the Town's long range goals.

POLICY

Public Involvement

The Public will be engaged in a meaningful way so that interested public can be heard and have their views integrated in the budget. Efforts should be made to involve the public in all stages of the annual budget process to enhance our stakeholder's understanding of the Town's fiscal stewardship, policies and operating decisions and demonstrate clear and accountable government.

Budget Link to Strategy & Planning

Council shall develop a strategic plan and set their budget expectations at the start of each budget cycle. Council shall ensure that the strategic plan and budget goals are developed in consultation with, widely disseminated to and reviewed with stakeholders.

Council shall adopt budget goals that:

- a) reflect stakeholder concerns, needs and priorities;
- b) reflect the community's economic, social and environmental conditions, challenges and opportunities;
- c) are sufficiently specific to help define the programs and make difficult resource allocation decisions in the budget process; and
- d) are prioritized

Administration shall incorporate the strategic plan and budget goals adopted by Council in all aspects of the budget preparation.

Budget Timeline

The budget timeline established here provides an estimated schedule for a number of key budget activities. This is not a comprehensive listing of all activities and deadlines that will be required to produce the budget but focuses on the central activities to ensure that all stakeholders understand the planned flow of budget activities.

September

- Update planning, policy, and review bylaws are required
- Develop and obtain Council and Public budget ideas
- Open budget development software to departments

October

- Department level budget preparation
- Detailed budget review with Municipal Manager

November

- Committee of the Whole public review of budget
- Final review and balancing of the budget
- Presentation of budget to Council and the Public

December

- Approval of the annual budget in principle

Spring

- Budget amendments if required
- Approval of the Tax Rate Bylaw
- Final approval of the annual budget

Multi-Year Capital Infrastructure Planning

With each budget a Multi-Year Capital Infrastructure Plan (MYCIP) spanning 10 years will be prepared outlining a funded plan to meet the ongoing asset replacement and rehabilitation needs of the town. The MYCIP will be approved by council and become the basis of the capital budget.

The plan will be developed using input from all stakeholders, asset assessments and replacement schedules. The project ranking matrix will ensure that projects are fairly evaluated and that limited financial resources are allocated to the projects with the greatest overall benefit to the community. Project ranking will be based on the seven criteria outlined in the Ranking Guide: Asset Rehabilitation & Protection, Service and Benefit to the Public, Strategic Importance, Safety & Risk Management, Work Conditions & Productivity, Funding Impact and Operating & Maintenance Costs.

One-Time Revenue Sources

To ensure a sustainable approach to budgeting, one-time revenues will not be used for ongoing expenditures and their use shall be clearly identified in the budget. One-time revenues may be used only to increase reserve balances, decrease debt or for non-recurring expenditures such as capital acquisitions, and one-time projects.

One-time revenues include: proceeds from the sale of capital assets, land development, non-recurring grants and any other inconsistent source of income. One-time revenues may be available for more than one year, but are expected to be non-recurring

Tax Rate Stabilization Reserve

Council desires to maintain a special reserve to protect the community against reducing service levels, cutting programs, raising taxes or fees as a result of a temporary revenue shortfall or unpredicted one-time expenditures. The special reserve will be called the Taxation Reserve and maximum threshold of 15% of the prior year's annual municipal tax revenue.

Balancing the Budget

The MGA (Municipal Government Act) allows municipalities to budget a deficit if the deficit is created solely by amortization expense. The annual budget, both the operating and capital components, must be balanced when presented to Council and the public with amortization expense presented separately. In addition, the following individual departments must be balanced independently:

1. Utility – including water, sanitary sewer and garbage
2. Regional Landfill Authority
3. FCSS
4. Land Development & Sales

South Saskatchewan River Basin Adaptation to Climate Variability Project

May 2012

A new project being launched this spring will harness the energy and creativity of southern Albertans to explore practical options for adapting to climate variability and change. Water is fundamental to community sustainability and growth, and the way water is managed in the South Saskatchewan River Basin (SSRB) will become even more important in the face of changing weather patterns and climate.

In January 2012, the Climate Change Emissions Management Corporation awarded funding for the *SSRB Adaptation to Climate Variability Project*. The funds were provided to Alberta Innovates-Energy Environment Solutions and WaterSMART Solutions Ltd. to support the first stage of this adaptation work.

This initiative will build on and integrate existing data, tools, capacity and knowledge of water users and decision makers to improve understanding and explore how to manage for the range of potential impacts of climate variability throughout the SSRB's river systems. This understanding will support collaborative testing and development of practical and implementable adaptive responses to climate variability, from the local community scale to the provincial scale. Using existing analytical and decision-support tools, the project will engage many people and groups to build:

- a common understanding of feasible and practical mechanisms for adapting to climate variability and change, and
- increased capacity for an informed, collaborative and adaptive approach to water resource management throughout the SSRB. This will enable organizations, communities and individuals to assess their risks in near real-time and determine their most suitable responses to climate variability within the physical realities of SSRB river flows, requirements and infrastructure.

The first stage of the project is divided into four coordinated phases:

Foundational Blocks: Initial Assessment

The first phase of the work is an initial assessment of the data, tools, capabilities, processes and frameworks that already exist and could form elements of the foundational blocks to support integrated water management by water users, decision makers and other interested parties over the long term. This work will identify the core resources for the project, identify critical gaps to be addressed, and ensure existing knowledge, tools, and experiences are leveraged, while avoiding duplication of work already completed or underway.

Bow River Basin: Adaptation and Live Test Year

The second phase will re-engage Bow River Project participants and engage new participants with an interest in the Bow River Basin to: advance climate adaptation decision making related to water resources, explore climate variability scenarios, identify impacts and risks to the river system and its users, and identify adaptation options. Participants will also document the net benefits of re-managing flows in the Bow River and identify infrastructure options that could assist with adaptation strategies.

All of this work will provide support for a 'virtual' river test year, or perhaps an actual test year of modified flow, to better match the three Water for Life goals

Oldman River Basin and South Saskatchewan River Modelling

In the third phase, participants will model the Oldman River Basin (Oldman River and Southern Tributaries, including the Belly, St. Mary and Waterton Rivers), and the South Saskatchewan River to the Alberta border. Users, decision makers and others in the Oldman and South Saskatchewan River (OSSK) Basins will form a river consortium and set principles to guide and inform the model-based work, incorporating an environmental and climate adaptation focus. A comprehensive river system model for the OSSK Basins will be developed. Inputs to the SSRB from the Milk River will be part of this data, but the Milk will not be explicitly modelled. Throughout the model building, participants will discuss work that has been or is being done, and possible next steps in building the capability and capacity for adaptation around river management in the SSRB.

Foundational Blocks: Development

The final phase will see development of new adaptation foundational blocks. This work will be based on the gaps identified in the initial assessment, which may include acquiring, updating, or purchasing useful data and tools for future work to develop adaptation options for integrated river management.

This project will take approximately two years to complete. It should significantly advance climate adaptation resilience in the SSRB, leave a legacy of data, information and tools, and inform similar future work throughout the rest of the SSRB. We hope, with subsequent support, to then expand the work to encourage climate adaptation throughout the entire SSRB.

Project updates and reports can be accessed through the Alberta WaterPortal at: www.albertawater.com

If you have any specific questions regarding this work, please contact AI-EES or WaterSMART Solutions Ltd.



**South Saskatchewan River Basin
Adaptation to Climate Variability Project**

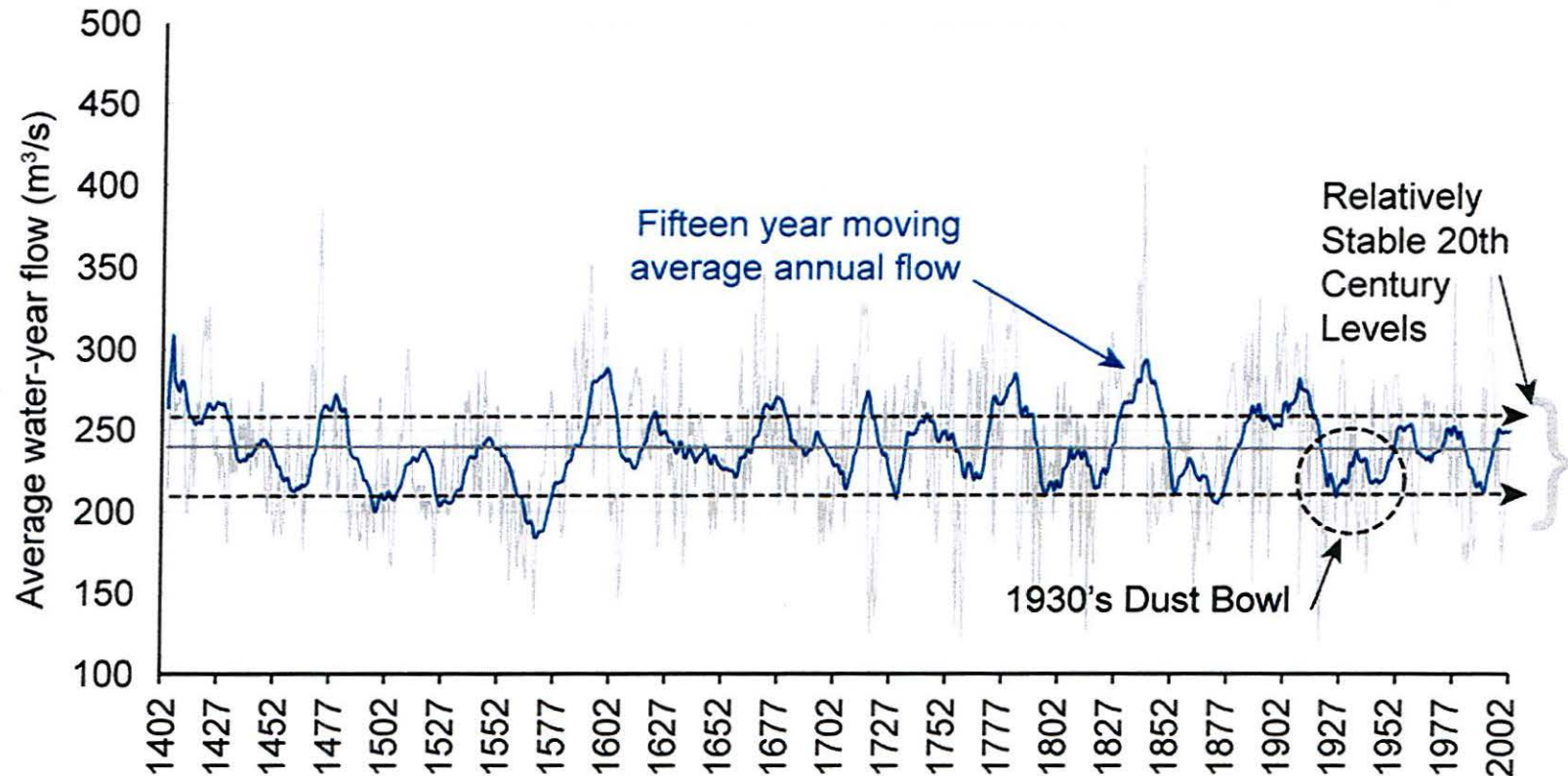
“SSRB Adaptation Project”

Introductory Overview

September 2012

History Demonstrates Flood & Drought Extremes

South Saskatchewan River Basin Flows (Bow + Oldman)



Source: David Sauchyn, University of Regina

Historic and tree ring data indicate future flood/drought events could be far more severe than recent record

Why Does Climate Variability Matter to the SSRB?

- Water is already a barrier to population growth, economic development, and recreational demand in SSRB
- Home to over one third of Alberta's population
- Population growth expected to increase significantly
- Loss of glacier storage (lower natural summer flow)
- Bow & Oldman Basins closed to new allocations
- Growing demand for irrigated agriculture production
- Environmental concerns throughout the river systems
- Reach-dependent impacts on high value fisheries
- No systematic approach to manage or mitigate drought or flood

The SSRB Adaptation Project at a Glance

A collaborative project of southern Albertans to explore practical options for adapting to climate variability and change.

Water is fundamental to community sustainability and growth

How water is managed in the SSRB will become even more important in the face of changing weather patterns and climate

This project will build on existing data, tools, capacity and knowledge to:

- Improve our shared understanding of climate variability and potential adaptation
- Advance the movement to integrated river management in the Bow system with a focus on adaptation
- Build the comprehensive river system model for the Oldman and South Sask. (OSSK) Basins with an adaptation focus
- Increase capacity for water resource management throughout the SSRB

Work will be conducted with Stakeholders, by Stakeholders

SSRB Adaptation Project is Funded in Alberta

Two year project ending Spring 2014

Funded by the Climate Change Emissions Management Corporation (CCEMC)

Project budget is \$1.6M (may be add-ons funded by others)

Executed by AI-EES and WaterSMART Solutions

Engaging external experts and resources throughout

The Bow River Project at a Glance

A collaborative project of water stakeholders to assess possible changes to water storage and flows in the Bow system.

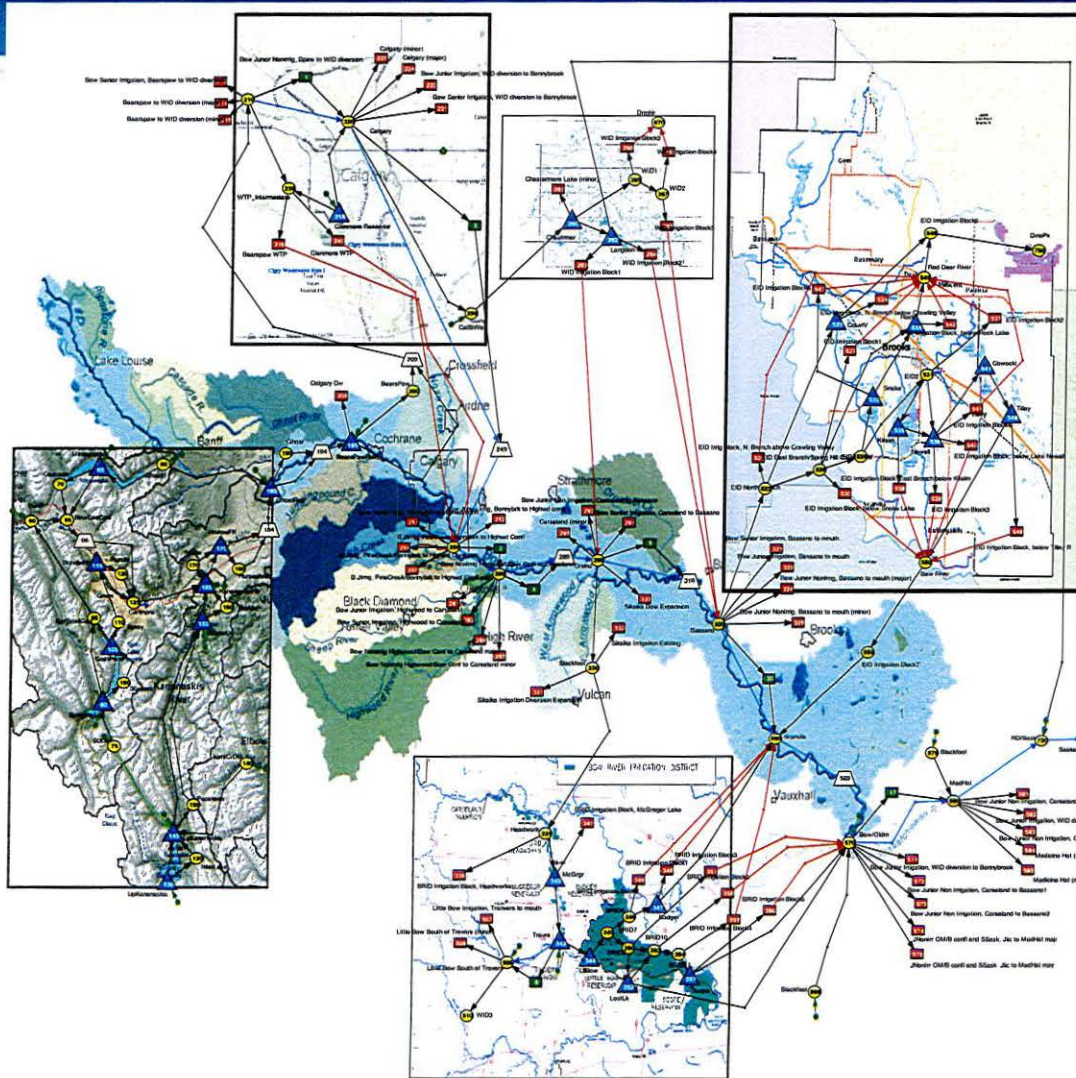
It concluded that:

- The Bow River System can and should be managed differently.
- Integrated management of the Bow River System from headwaters to confluence is realistic and achievable.
- Potential economic, environmental and social benefits accrue throughout the Bow Basin.
- The proposed changes can be implemented for relatively modest cost, and step-by-step over a reasonable period of time.

Bow River Project Was Guided by Ten Principles

1. Causing no significant, measurable environmental harm
2. Assuming Bow River basin remains closed to new licenses
3. Respecting TransAlta's reputation as an environmentally responsible and proactive corporation (fix problems not blame)
4. Not proposing TransAlta bear the cost of providing benefits to others
5. Meeting Alberta's annual apportionment commitments to Saskatchewan
6. Maintaining minimum flow requirements for municipalities
7. Supporting the long term population/economic growth forecasts
8. Meeting Siksika First Nation's needs
9. Respecting Alberta's water priority system (FITFIR)
10. Achieving Alberta's policy goals in Water for Life Strategy

The Bow River Operational Model (BROM)

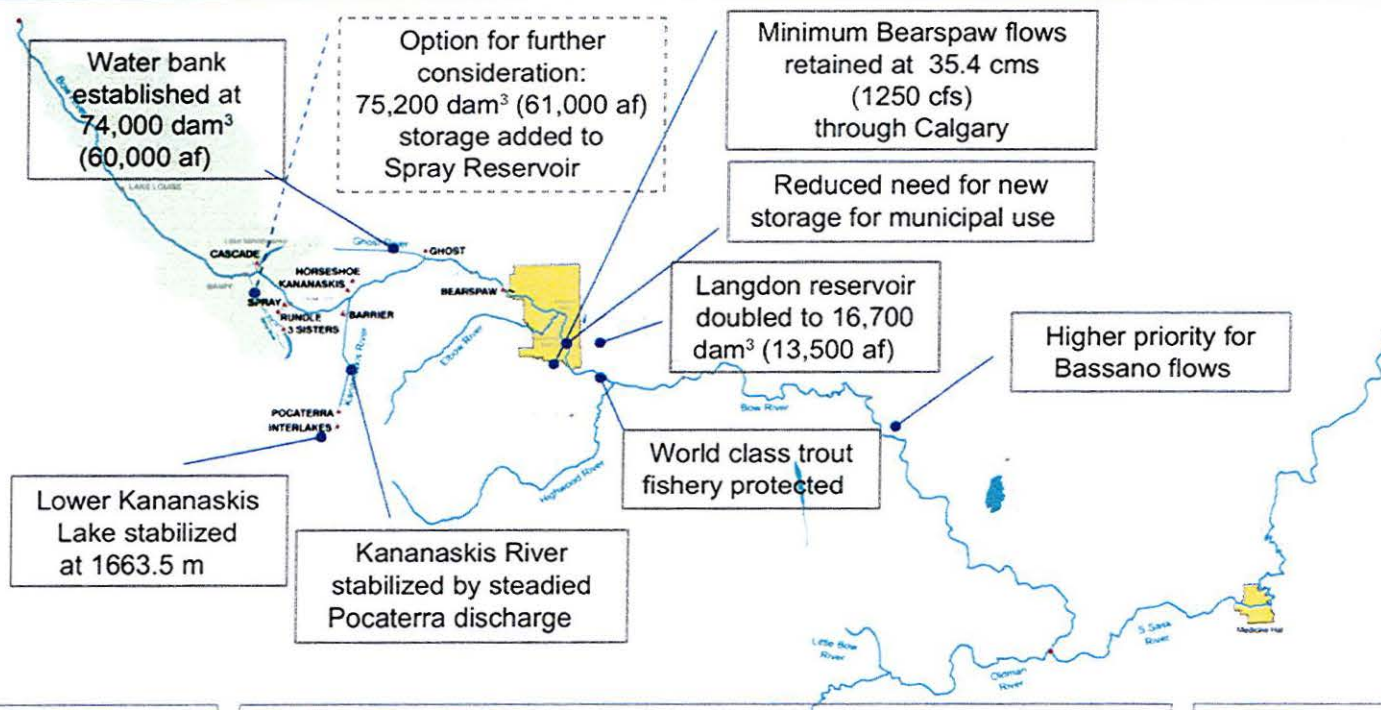


Bow River Operational Model (BROM) Schematic as Modelled in OASIS

- HydroLogics' OASIS software and Computer-Aided Negotiations process
- Leveraged existing models & data sets (e.g. WRMM, Irrigation Demand Model, AESO electricity prices)
- Operating logic set by experienced water managers
- Results presented in user-defined performance measures
- Scenarios challenged by "stress tests"

BRP: Preferred Scenario

(Stabilized Kananaskis + 60,000af Water Bank)



Design principles met:

- » Net benefit to environment
- » Population, economic needs met
- » Apportionment met
- » Minimum flows met
- » Known First Nations requirements met
- » Priority water allocations respected
- » TransAlta costs covered

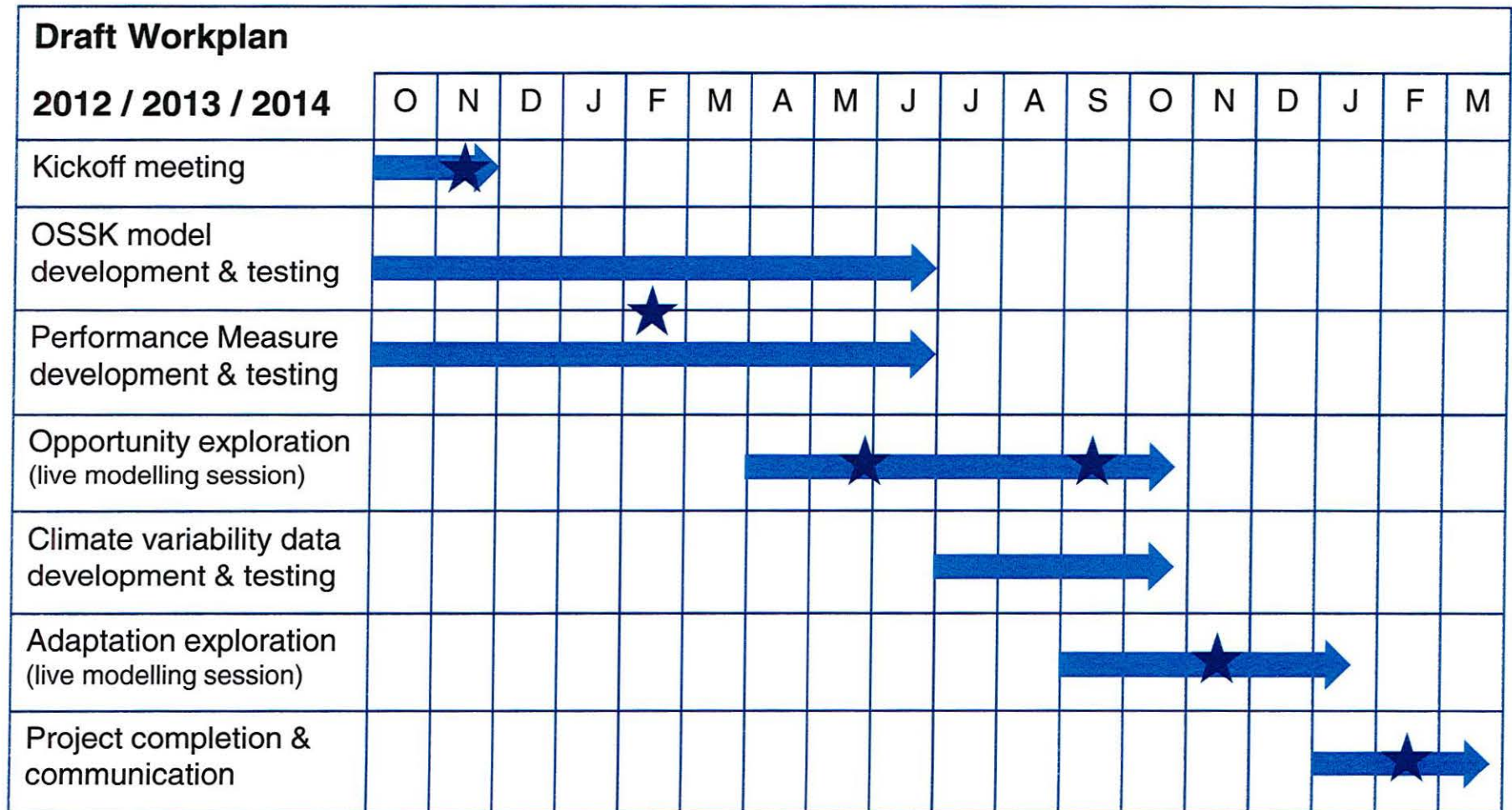
Significant benefits for all users:

- » Enhanced flows below Bassano & other reaches during low-flow periods
- » Protected Calgary flow levels ensuring water quality standards, fisheries protection and reduced ice jams
- » Aquatic health, fisheries and recreation improvements in Lower Kananaskis Lake & Kananaskis River
- » Greater opportunities to support growing population demands
- » Offers flood & drought mitigation options
- » Improved alignment of irrigation needs, environmental values and upstream users

Associated costs:

- » Compensation for lost TransAlta revenue
- » Additional recreation facilities
- » Possible capital for Pocaterra turbine
- » Possible capital for Spray restoration

Oldman & South Saskatchewan Modelling Starts Soon



Stakeholder Participation is Essential

A collaborative process of involvement is essential for:

Common knowledge base
Defined objectives
Society-wide issues
Adaptation, not prevention
Shared costs
Public support
Credibility

Proposed project participants:

- WPACs
- Municipal governments
- NGOs with water interests
- Irrigation districts
- Alberta Government
- Academia
- Technical experts
- Industry
- The interested public

Why Do This Project?

Natural climate variability and climate change pose a huge challenge to Alberta, as headwater for major east and north flowing rivers

Water supply, timing and nature of precipitation matched with growing water demands likely the most significant impacts from climate variability

Adaptive water management is essential for Alberta's continued prosperity

No single entity or initiative can address this challenge alone

- This is not a Government of Alberta Program.
- This is not a duplication of current or past work; it is complimentary to current initiatives.
- This work is relevant to the Government of Alberta, Industry, WPACs, and Stakeholders throughout the basin.
- If we don't do this together, who will?

What Happens Next?

1. Continue to inform stakeholders about this project
2. Confirm the Oldman and South Sask (OSSK) working group
3. Finalize the Terms of Reference for the working group
4. Kick-off the working group in November

What would you like to see from this work?

Municipal Manager's Report
Monday, September, 24th, 2012

Website

As you know through correspondence, the website was officially launched on Monday, Sept 17. A press release was issued on the same day. An article appeared in the Medicine Hat News the next day and an interview was done with the Cypress Courier (should appear on Tuesday the 25th). We included an insert with the most recent utility bills and will have it on the message board as well for a number of weeks.

We are very happy with the end result but we recognize there will be a number of kinks to work out over the next few months, including training of staff for regular updates in order to keep it fresh.

In the press release and statement to utility customers, we further emphasized public engagement initiatives beyond the website (i.e. Policy 24, public budget input, and Strategic Direction document). The website is simply the first step in more communication, and hopefully engagement with the public.

Emergency Management

As reported in August, the City of Medicine Hat put forward a plan to their Council to work toward a higher level of Emergency Management Preparedness with Regional collaboration and resource sharing as a key component. The plan has gone through the various processes in the City. I had further discussions with the City and they will be coming to our Committee of the Whole meeting on October 22, 2012 to discuss the plan with Redcliff Council.

This works nicely with our philosophies and actions as outlined in the Strategic Direction passed. The timelines indicated in that document detail a start in 2012, work on development in 2013, with full roll-out and implementation in 2014. This corresponds nicely with the plan that the City envisions.

Rats

Redcliff staff has continued to monitor the situation in Town based on the focus on the Medicine Hat situation. A few reported sightings came to the Bylaw Enforcement Officer but they were unable to be verified. There does not appear to be any concerns at this time.

Doctor Recruitment

The next meeting for the Physician recruitment and retention committee is scheduled for October 5th which I will be attending. Terms of reference were worked on at the last meeting and we are working slowly on some initiatives. I reiterated, backed by Medicine Hat and Cypress County representatives, that any formal request for funds and commitment beyond attendance and some staff work would require approval by Council. The committee is working on developing expectations related to the scope of work within the community before determining the kind of budget required and where such a budget

might come from. The name chosen was Medicine Hat and District Physician Attraction and Retention Network (PARN).

As things are formalized more (i.e. terms of reference), it will be forwarded to Council for their information. The overall focus on the Committee is to not be recruiters but to support recruitment efforts and retention.

Municipal Inspection

I have finally heard from the inspector with an update. The report is with the Minister and it he is expecting to hear from the department “very soon” at which time we’d work together to find a suitable date for the public presentation. I also sent a copy of our most recent press release to the inspector related to our website and public engagement initiatives which he was pleased to receive.

Trail Liability

In August I indicated the following:

In light of the recent decision by the Courts related to safety on trails in the City of Calgary Case, we have tried to take a more proactive approach to posting warning signs related to the steep incline on the trail down to River Valley and other areas. Staff is currently reviewing all areas and will post more signs if warranted.

I can now report that we identified several areas where additional signs would be beneficial. Overall, 14 new signs have been installed on a variety of trails.

Water Loss Study

I have had several conversations with Darrell and Rob O. at the management level regarding trying to do a water loss evaluation. Recent studies done by several Alberta municipalities show water loss upwards to 30% in some cases.

We had been working on the best way to do this (accounting for Parks, municipal facilities, etc.) when we were contacted by AUMA/AMSC who is coordinating similar work for municipalities. We have had discussions with them related to their involvement. At this time, they require certain information from the Town and we will be providing that to them. They will then work with a consultant that they have hired to provide a quote and scope of work for approval.

We felt that it would be worth it to compile and send them the information, even if we do not use their consultant, as we would have to compile the same information if we chose to get our own consultant or do the work/study internally. Further updates as we move along will be provided.

AEMA Unit

As some of you may have read in the paper, the City of Medicine Hat was presented an Emergency Mobile Operations Unit by the Province on September 11. This was stationed in Edmonton previously and the Province entered into an agreement with the

City for it to be stationed in Medicine Hat for the South region. I was invited and attended the official presentation. This is a great resource available to all of Southern Alberta stationed right in our backyard.

Water Treatment Plant

The tender for the raw water pipeline and pumphouse upgrades was supposed to take place on September 24 with the tender opening scheduled for Oct 16, and Council approval on Oct 22. MPE called on Sept 20th saying they needed another week to release the tender. It will now start on Oct. 1 but will still go for 3 weeks. This will ensure that the opening will take place on Oct. 22 and MPE will still do a report to be presented to Council at the table on that same evening's Council meeting. While this is not desirable it is much better than the alternative of waiting until November 13th meeting to review, especially since the work is scheduled to begin on that in the fall and completed in the spring.

Rob O. and I had a further meeting with MPE to discuss a long range cash flow projection so that we are clearly aware of when the expenses are expected to take place over the life of the project. This enables Rob to plan when grants, reserves, etc. will be required to be utilized and how to manage that (i.e. draw from AIT halfway).

Management Priorities

Management staff reviewed their 2012 priorities at the recent management meeting. We are very pleased with the progress on those items including website, public budget engagement, emergency management (discussed above), release of information policy and others.

Outstanding items include discussing with Council having a Youth Council representative (will do sometime in October), Health and Safety, and performance appraisals.

On the topic of Health and Safety, we are making inroads in this area with some significant training scheduled for key management and supervisory staff on October 25/26 and November 21/22.

In regards to performance appraisals, management have discussed at length updating the format and working on a unified and consistent plan for annual appraisals. These will begin in 2012 and continue throughout 2013 with a formalized plan for implementation.

AUMA

As many of you know several of us will be away from September 25-28 for the AUMA convention. We will certainly provide a report for those not attending.

Finance and Administration

Technology Improvement

As you know, we continue to work on implementation of the tablets and the technology. There will be no paper packages sent for this next meeting.

Tax Collection

In preparation for the October penalty on current outstanding taxes, letters have been sent out to all outstanding accounts. This process, initiated in 2011, helps us identify some of the accounts where the balance is the result of something simple, like the original notice being lost in the mail, and positively affects our tax collection statistics.

Budget Preparation

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

- Requests of public submissions for the 2013 budget have been distributed with the utility bills in September and the deadline for submissions is October 9th.
- A number of departments are jointly working on the production of the revised and fully funded MYCIP (Multi-Year Capital Infrastructure Plan).
- Budget Idea forms for Council are also being circulated and can be accepted until October 9th.
- A review of utility bylaws will be underway shortly.

Utility E-Billing

The first utility e-bills have been sent out. Despite some technical issues this project was delivered on time and we have already received some positive feedback from registered customers. Anyone interested in signing up can find registration forms at the town office or on the website.

Public Services

After 28+ years of service with the Town of Redcliff, Pam Hintz has resigned her position with the Public Services Department. After an internal posting, Mavis Martin was selected to fill this vacancy as Public Services Clerk effective September 11.

Water and Sewer Utilities

- Staff has completed several sewer service line and water service line repairs during the past month.
- Jamie Garland recently accompanied staff from MPE Engineering on several water treatment plant tours in Oklahoma. The purpose of the trip was to tour facilities equipped with Super Pulsator Clarifiers which will be a major component of the process equipment at our new facility. The trip was sponsored by the manufacturer Infilco-Degremont with virtually no cost to the Town of Redcliff.

Municipal Works

- Concrete and asphalt repairs at numerous locations are continuing throughout the community and are expected to be completed by mid-October.
- Concrete work will be completed within the next 1-2 weeks in preparation of delivery of the new 60 niche Columbarium that will be installed at the Cemetery in October.

Parks and Recreation

- The Aquatic Centre was closed for the season on August 24. A number of concerns at the facility have prompted us to invite Master Pools Calgary Ltd. to conduct an evaluation on our pool filtration and treatment systems. It is expected that some significant upgrades and repairs will be recommended to ensure continued and safe operation of the facility. We anticipate Master Pools will forward their recommendations and budget costs to us by month end.
- The Rec-Tangle is scheduled to open for the season on September 21. A recent overhaul to one of the two ice plant compressors was completed in early September.
- The health of the Cotoneaster shrubbery at the Broadway Cenotaph has continued to deteriorate over the past few years. A decision was recently made to remove and replace the approximate 75 shrubs that encircle the cenotaph.
- In consideration of a recent court award in Calgary, management staff has directed the installation of additional warning signs on the River Trail. The new signs are directed at cyclers warning of steep grades and curves on the trail system.

Regional Landfill

- Staff at the Landfill is proud to report a vast improvement to our litter issues that we experienced last fall and early this spring.

Community Services

The pool manager reported that this past season was the busiest she had ever experienced at our pool. Overall, there were no major dilemmas this season with patrons, staff, equipment or bookings. Everything went very well.

The Rec-Tangle will open September 21.

Community Services was accepted in the Lifesaving Society Open Water Wisdom program at the end of August. Through this program, 50 lifejackets and water safety educational material was provided. An educational program will be offered through the pool at the beginning of the 2013 pool season but the lifejackets are available now for residents to sign out and use for fishing and boating.

Engineering

- 2012 Road Rehab and Waterline Looping
 - 1st St S.W (200 Block and Intersection of 1st Ave), South Railway Ave, 3rd Ave S.E. (Mid 000 block paving) and Watermain looping on Main St S and Redcliff way. This work is complete and CCC inspection will be scheduled once Transit completes the rest of project areas.
- Dirkson Drive Road repair
 - All repair works completed as per the contract except minor clean up and one area patching to complete.
 - This year only the irregularities in the road surface and isolated deep repairs have been carried out. Asphalt around few manholes have been tapered as much possible and seem above the surround asphalt and will be addressed once final lift of asphalt carried out.
 - The work is complete and CCC inspection will be scheduled once Transit completes the rest of project areas.
- Watermain looping 6th St NW.
 - Starks Plumbing (sub-contractor to Transit) completed water main installation and backfilling on Aug 23, 12 after line disinfection and lab results received by Public Services.
 - Trench excavation was extremely wet due to long term ground saturation in the area. Backfilling has been carried out using partial existing material after moisture conditioning and top 1 m with imported fill as assumed in the quantities. In general the area around is wet due to existing greenhouse operations.
 - Transit Paving started subgrade shaping on Aug 28 and stopped work due to soft areas in order to give subgrade some time to dry.
 - The work was resumed again on Aug 31 and noticed subgrade still soft and wet.
 - Due to subgrade instability, it is decided to add geo grid (with contingency) with geo textile and complete gravel work in the road.
 - Paving will need to be delayed until next year to give some more time to subgrade to firm up. There is not much traffic on this block except for one greenhouse. Rehab work for 6th St N.W (Broadway – 2nd Ave) is also planned for next year and this area can be paved at the same time.
- 3rd Ave SW (200 Block waterline looping) – Municipal forces
 - Work will be started by Public Services.
- Eastside Phase 1 Parks Landscape
 - Stantec has promised to provide design package by Sept 14, 2012. This project was scheduled for construction in 2010.
- Eastside Phase 1 Subdivision
 - Final acceptance inspection has been carried out by Town Engineering, Public Services, Stantec and South Rock staff. Two year warranty period is over now and all identified deficiencies have been fixed.

- Broadway Court Lift Station
 - Deficiencies repair has been completed.
 - Surface re-grades around the lift station and gravel access will be done using in-house municipal forces.
- Sanitary Systems Evaluation Study
 - Sanitary flow monitoring data not received yet.
 - MPE work on study is in progress
- Townwide Storm Water Master Plan- 2011
 - Complete.
- 2011 Deep Road Repair by LMT
 - Complete and deficiencies noted for Public Services parking lot. Project is under warranty.
- 2011 Street Improvement Program by Transit Paving
 - Some minor deficiencies are outstanding and will be completed while Transit paving will be in Town for this year's paving works. Project is under warranty period.
- Other Misc.
 - River Valley Trail Cracks
Engineering staff expressed this concern to Mark (South Rock project manager) in Oct 2011 and carried an inspection on Nov 01, 2011 in the field. Pictures were taken by the Mark and agreed to carry out another inspection in spring 2012 and fix the cracks. South Rock PM was surprised with the cracks since truck load test was done before paving and all identified soft spots were fixed. Mark did show Town's staff the ground cracks outside the trail disturb area and suspected may be result of ground movement contributing to the issue and agreed it cannot be 100% related to the problem. Mark has provided QC test results for granular base and all meet the specification. Asphalt quality mix was also done by the contractor. Town staff met with South Rock again on Aug 31, 2012 in the field and crack pictures were taken by the South Rock. Mark has planned to discuss this in his company and send out crew for crack repairs in the near future. Town is waiting further on this. The project is under warranty period until Nov 2012.
 - Second draft report of the Transportation Master Plan- No further update.
 - Northside FSR- Scheffer Andrew-Transportation impact assessment is still to complete. No further update
 - 640 Highway Ave N Drainage – A map with drainage easement and related costs were discussed with the adjacent property owners. Consensus has not been reached during a meeting with property owners on Aug 15, 2012 due to concerns from one of the property owner. Town was questioned if site drainage plan for half of the lot where developments will be happening, is accepted. The Town

allowed the interim site drainage plan for the front half, which will be drained to Highway Ave ditch at the front. A revised site drainage plan will be required if back half of the lot is ever developed.

- Redhat parking lot paving – Redhat was contacted to get the permission for the installation of a partial sidewalk which was encroaching within Redhat's property. Redhat has agreed for the installation of the sidewalk. A final drawing has been passed to Redhat on Sept 06 for final review before Town can contact the contractor for the installation of curbs and gutters and partial sidewalk. Once approval received, Town will contact transit paving and firm up the unit prices based on current 2012 Road Rehab project bids and then move forward with the installation.

Legislative and Land Services

- A meeting with the property owners in NE Area (north of Trans-Canada Highway and west of Mitchell Street) to discuss resolution of Drainage Issue was scheduled for August 15, 2012. Initially discussions were favourable to prepare and register a Utility Right of Agreement to all six properties affected. However, consensus of all parties was not able to be reached. An alternate solution was found in consultation with the Planning Consultant and Engineer that it would be acceptable to allow a partial site drainage plan and allow development on the lot.
- Ongoing enforcement primarily with hot tubs and older permits with conditions.
- Enforcement of portable signs has been temporarily suspended while discussions take place regarding portable sign regulations. Reviewing regulations of other communities.
- Brian S. is now issuing Gas, Electric & Plumbing Permits.
- Brian S. has registered for his first course in the ALUP program.
- 8 Lots have been sold in Eastside area to date (budget of 5) with six of those being via the deferred option to purchase agreements. Information being given out regularly to interested parties. Two interested parties currently seeking more detailed information.
- 1st electronic Committee and Council Agenda packages prepared for September 10, 2012 meetings.
- Phone System to be installed at Public Services on September 14, 2012. Installation date for the system at the Town Hall is yet to be confirmed.
- Final information submitted for website which was launched on September 17. Training to take place for updating and upkeep of site.
- UROW plan and agreement & TWS for Raw Water Supply Pipeline (Twinning) Project to be initiated once quotes confirmed and confirmation from Municipal Manager to proceed.
- Ongoing review of discharge of caveats requests.

APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY

DATE of receipt of Form A as completed

File No.

September 18/12 2012MH008

Fees Submitted: \$ 954.45

1. Name of registered owner (s) of the land to be subdivided Address: #2, 1311 TransCanada Way SE
889479 Alberta Ltd. Medicine Hat, T1B 0H4
Telephone: 403.548.1295
Fax:

2. Name of Agent (authorized person acting on behalf of registered owner)
Benchmark Geomatics Inc., #105, 2201 Box Springs Blvd, NW, Medicine Hat, AB T1C 0C8
Phone: (403) 878-9483 Fax No.: (403) 527-3908

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

Part of the SE ¼ Sec 10 Twp 13 Range 6 West of 4 Meridian - C.O.T. No (s): 091 006 453 +1 (Net 70.95 Acres)

Part of the SW ¼ Sec 10 Twp 13 Range 6 West of 4 Meridian - C.O.T. No (s): 091 343 315 +1 (Net 76.08 Acres)

Area of the proposed subdivision 1.69 ha.

Municipal Address: N/A

4. LOCATION OF LAND TO BE SUBDIVIDED

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

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

If "yes, the adjoining municipality is

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

If "yes, the Highway is

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

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

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

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

b. Proposed use of the land: **Nothing Proposed. Cleaning up remnant parcels as per condition 2012MH001**

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

6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

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

Flat

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

Grass

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

Sandy

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

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

NONE

8. WATER AND SEWER SERVICES

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

9. SITE INSPECTION

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

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

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

☐

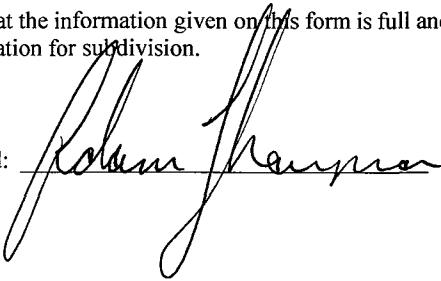
I am the registered owner, or

☒

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

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

Signed:



Date:

AUGUST 23/2012

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

- To Satisfy the Condition of Consolidation from Subdivision Approval 2012MH001
Clean up the remnant parcels in SE ¼ and SW ¼ Sec.10-Twp.13-Rge.6-W4M

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

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



FILE NUMBER 12080462



Planning, Building & Development Services City of Medicine Hat

SUBDIVISION REVIEW REPORT

STATUTORY APPLICATION DATE: September 18, 2012

2012MH008

LOCATION: Box Springs Business Park

PROPOSAL: Cleaning up remnant parcels as
per condition of 2012MH001.

OWNER: 889479 Alberta Ltd.

APPLICANT: Benchmark Geomatics (#12080462)

LEGAL: SE ¼ 10-13-6-W4M and SW ¼ 10-13-6-W4M

TYPE OF SUBDIVISION: Commercial

EXISTING LAND USE DESIGNATIONS: C3 – General Commercial District

PREVIOUS APPLICATION: As per condition of 2012MH001

RESERVE STATUS: Deferred to future subdivision

OFF-SITE LEVIES: Deferred to future subdivision

SUBDIVISION BY: (X) Plan () Instrument

Prepared by: Robert Sissons

BACKGROUND

The applicant is proposing to consolidate two remnant parcels with another parcel as per a condition from Subdivision 2012MH001. The remnant parcels were deemed to be not suitable for future development on their own. These remnant parcels are shown in Figure 1. The remnant parcels will be consolidated with PLAN 111 1641 BLOCK 2 LOT 9 as shown in Figure 2 to allow for an adequate parcel size. The resulting parcel will appear as PLAN 111 1641 BLOCK 2 LOT 11 as shown in Figure 3. The Land Use District is C3, General Commercial District.

SE 1/4



FIGURE 2 - PLAN 111 1641 BLOCK 2 LOT 9

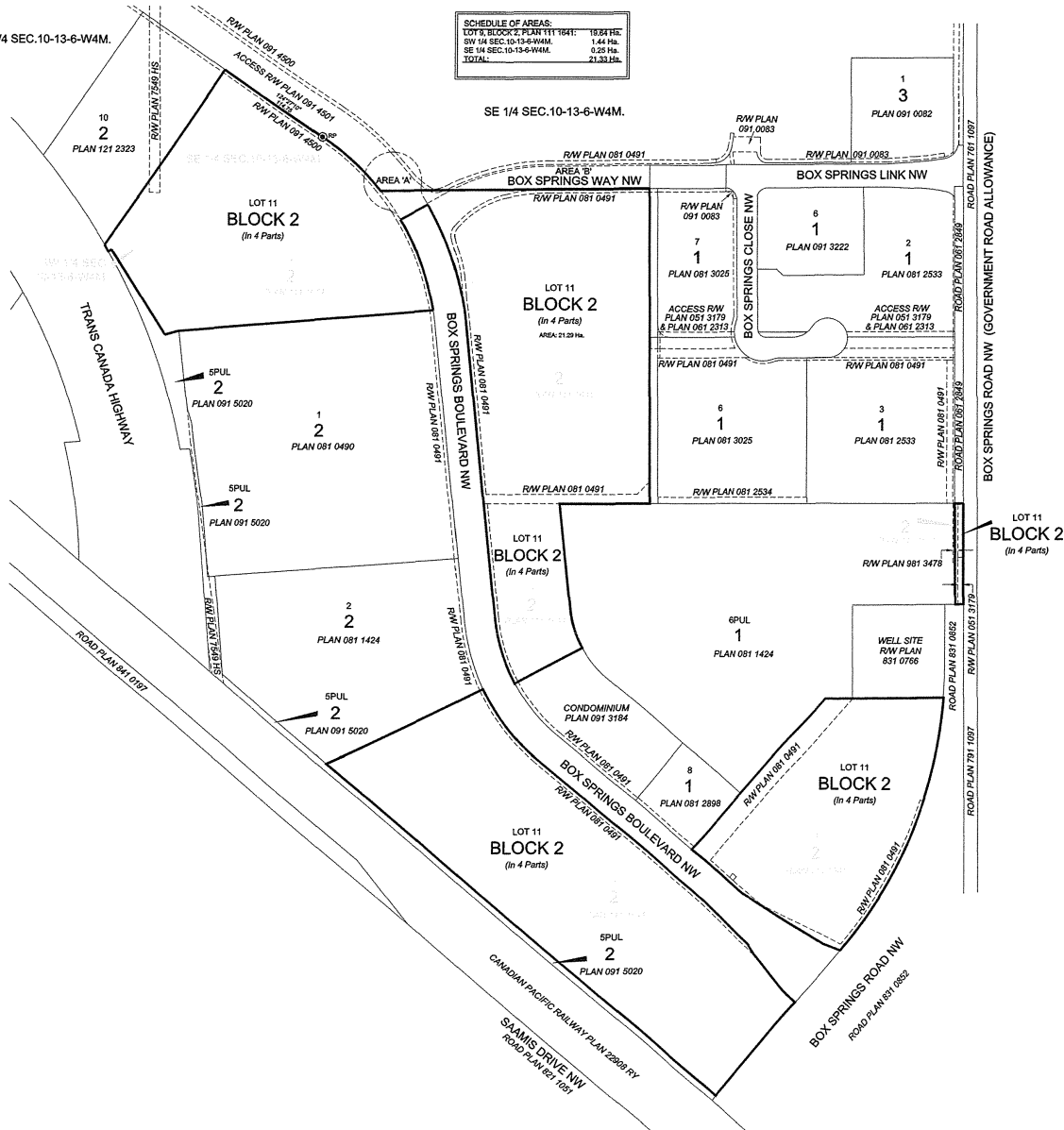


[illegible]

SW 1/4 SEC.10-13-6-W4M.

SCHEDULE OF AREAS:	
LOT 9, BLOCK 2, PLAN 111 1641	19.54 Ha.
SW 1/4 SEC.10-13-6-W4M.	1.44 Ha.
SE 1/4 SEC.10-13-6-W4M.	0.25 Ha.
TOTAL:	21.23 Ha.

SE 1/4 SEC.10-13-6-W4M.



REGISTRAR
LAND TITLES OFFICE

PLAN NO. _____
ENTERED AND REGISTERED
ON _____
INSTRUMENT NO.: _____

A.D. REGISTRAR

SURVEYOR:
Adam J.F. Thompson, A.L.S.
SIGNING DATE: AUGUST 23, 2012
NOTE: A FIELD SURVEY WAS CONDUCTED



**DESCRIPTIVE PLAN SHOWING
SUBDIVISION**
AFFECTING
LOT 9, BLOCK 2, PLAN 111 1641
AND
A PORTION OF
SE 1/4 SEC.10 TWP.13 RGE.6
AND
A PORTION OF
SW 1/4 SEC.10 TWP.13 RGE.6
W4M.

Scale 1:2000

CITY OF MEDICINE HAT

REGISTERED OWNER(S):
809479 ALBERTA LTD.

LEGEND

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.
PORTION TO BE REGISTERED IS OUTLINED AS THIS: _____ AND CONTAINS 21.23 Ha
AREA SHOWN BASED ON CALCULATION
HORIZONTAL DATUM: NAD 83 (ORIGINAL), 3TM PROJECTION
REFERENCE MERIDIAN: 111° WEST LONGITUDE
THE GEO-REFERENCED POINT IS A FOUND IRON POST AND SHOWN THUS: @RP
COMBINED SCALE FACTOR USED: 0.999792

Abbreviations that may appear on this plan:	
A.L.S. Alberta Land Surveyor	PUL Public Utility Lot
ASCM Alberta Survey Control Marker	R Radius
Calc. Calculated	Re-est. Re-established
C.S. Countersunk	Rph. Range
E East	RP One-Referenced Point
Hd. Hectare	R/W Right of Way
I Statutory Iron Post	S South
L Left	Sec. Section
Mk. Mark	Twp. Township
M.R. Marked	W West
MR Municipal Reserve	W4M. West of the Fourth Meridian
N North	
Post. Postion	

NOTE:
GEO-REFERENCED POINT
- 3TM GRID NAD 83 (ORIGINAL)
5 547 734.73 N
18 504.45 E

BENCHMARK GEOMATICS INC.
UNIT #105, WEST COMMON, 2201 BOX SPRINGS BOULEVARD NW MEDICINE HAT T1C 0C8
PHONE (403)527-3970 FAX (403) 527-3908

SCALE 1:2000
DRAFTED BY: CLF
CHECKED BY: AJT
FILE NO. 12080462
DRAFTING FILE NO. 12080462-SUB
DATE: AUGUST 23, 2012



September 21, 2012

File number: 283-62 1.4

Shanon Simon
Manager of Legislative and Land Services
Town of Redcliff
1 – 3rd Street SE
Redcliff, AB
T0J 2P0

Dear Shanon:

RE: Planning Comments for 2012MH008

Scheffer Andrew Ltd. has reviewed subdivision application 2012MH008 and has the following comments.

- An application for subdivision has been received by the City of Medicine Hat. The applicant has proposed the subdivision in order to create a more appropriate commercial site, as current parcel configuration does not allow for proper development of the area.
- The subject lands are located within the Urban Referral Area of the Tri-Area Intermunicipal Development Plan (IDP).
- From an intermunicipal planning perspective there are no negative impacts that will result from the approval of the subject subdivision.

If you require any clarifications or would like to discuss these comments please contact me.

Yours truly,

Scheffer Andrew Ltd., Medicine Hat

Kent Snyder, RPP, MCIP
Branch Manager

