



**COUNCIL MEETING**

**MONDAY, JANUARY 22, 2018**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, JANUARY 22, 2018 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

**AGENDA ITEM**

**RECOMMENDATION**

**1. GENERAL**

**A)** Call to Order

**B)** Adoption of Agenda \*

Adoption

Pg. 4 **C)** Accounts Payable \*

For Information

Pg. 11 **D)** Bank Summary to December 31, 2017 \*

For Information

**2. MINUTES**

Pg. 12 **A)** Council meeting held January 8, 2018 \*

For Adoption

Pg. 16 **B)** Municipal Development Plan Steering Committee meeting  
held January 11, 2018 \*

For Information

**3. REQUESTS FOR DECISION**

Pg. 21 **A)** Digital Billboards \*

For Consideration

Pg. 49 **B)** Asset Management Grant \*

For Consideration

Pg. 63 **C)** Seniors Drop-In Centre Rental Agreement \*

For Consideration

**4. CORRESPONDENCE**

Pg. 66 **A)** Alberta Order of Excellence \*  
Re: Nominations

For Information

**5. OTHER**

Pg. 67 **A)** Municipal Manager Report to Council January 22, 2018 \*

For Information

Pg. 83 **B)** Council Important Meetings & Events January 22, 2018 \*

For Information

**6. RECESS**

**7. IN CAMERA (Confidential Session)**

- A)** Land Matter (FOIP S. 24)
- B)** Land Matter (FOIP S. 16 & 24)
- C)** Intergovernmental Matter (FOIP S. 21 & 24)
- D)** Board Appointment (FOIP S. 17)

**8. ADJOURN**

<b><u>COUNCIL MEETING JAN 22, 2018</u></b>			
<b><u>ACCOUNTS PAYABLE LIST</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
82732	670 COLLECTIVE MOUNTAIN BIKE	ADVERTISING	\$500.00
82733	ARABSKY, REBECCA	TRAVEL REIMBURSEMENT	\$487.00
82734	ESRI CANADA	ARC GIS PUBLISHER/DESKTOP	\$4,326.00
82735	IMAGINIT TECHNOLOGIES	ARCHITECTURE ENGINEERING COSTRUCTION/AUTOCAD	\$3,197.25
82736	LAFRENTZ ROAD MARKING	ROADSAVER/DETACK	\$9,441.38
82737	MJB ENTERPRISE LTD	REFUND CREDIT ON ACCOUNT	\$65.29
82738	PROTECH PUMP SERVICE	REPAIR LIFT STATION PUMP	\$4,324.95
82739	REDCLIFF BAKERY	MEALS ON WHEELS/MPC LUNCH	\$113.27
82740	RUSSELL HENDRIX	FINANCE CHARGE	\$286.83
82741	SPEEDY AUTO GLASS	MIRROR	\$50.40
82742	ZUKOWSKI, JORDAN	EMPLOYEE REIMBURSEMENT	\$59.05
82743	LAWRENCE, TERRI	SKATE WITH SANTA REFRESHMENTS	\$120.00
82744	SLATE HOLDINGS	REFUND CREDIT ON ACCOUNT	\$14.48
82745	MANESCHYN, DAVE	REFUND FACILITES DEPOSIT	\$150.00
82746	AMSC INSURANCE	HEALTH CARE SPENDING/WAGE SURVEY	\$707.60
82747	TOWN OF REDCLIFF	PETTY CASH	\$271.75
82748	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$404.18
82749	DIAMOND SOFTWARE	VIRTUAL CITY HALL CHANGES	\$897.75
82750	FARMLAND	VALVE	\$12.50
82751	NORWOOD WATERWORKS	TIDEFLEX VALVE/PLUG	\$9,277.03
82752	SCHEFFER ANDREW	RIVERVIEW ROAD REPAIR/WESTSIDE SLOPE FAILURE	\$606.38
82753	CONCRETE LIFTING	RIVERVIEW ROAD REPAIR	\$7,035.00
82754	CASCADE GEOTECHNICAL	GEOTEXTILE	\$14,025.69
82755	CYPRESS COUNTY	SEMINAR	\$2,457.26
82756	DIGITEX CANADA	PHOTOCOPIER FEES	\$971.86
82757	REDCLIFF HOME HARDWARE	HEATERS/EXTENSION CORDS/BLOWER	\$1,034.77
82758	J.BALMER SAFETY CONSULTING	AED PED/PADS	\$105.00
82759	MARKS' MARINE & LEISURE	GENERATORS	\$5,114.34
82760	SAFETY CODES	PERMIT FEES	\$533.29
82761	SITEONE LANDSCAPE	IRRIGATION PARTS	\$4,096.02
82762	ST.AMBROSE ANGLICAN CHURCH	MEMORIAL	\$75.00
82763	BERT'S VACUUMS	PAPER PRODUCTS	\$287.47
82764	NEUBAUER FARMS	FARM ANIMALS	\$525.00
82766	TOWN OF REDCLIFF	PETTY CASH - PUBLIC SERVICES	\$120.00
82767	BENCHMARK GEOMATICS	GRADES MEASURED	\$262.50
82768	BRUCE'S SEWER SERVICE	SEWER MAINTENANCE	\$750.75
82769	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$32.57
82770	GAR-TECH ELECTRICAL	UPGRADE LIGHTING	\$16,380.00
82771	HARV'S JANITORIAL	JANITORIAL SERVICE	\$3,948.00
82772	REDCLIFF HOME HARDWARE	HEATERS	\$314.98
82773	KEYWAY SECURITY	LOCK SETS	\$1,791.30
82774	SHAW CABLE	INTERNET	\$88.10
82775	PRO COMM	CELL PHONE/CASE	\$1,296.75
82776	PUROLATOR	SHIPPING	\$71.71
82777	RECDESK SOFTWARE	SUBSCRIPTION	\$3,680.00
82778	REDCLIFF/CYPRESS LANDFILL	TONNAGE FEES	\$5,745.36

82779	RIDEOUT, CLARA	EMPLOYEE REIMBURSEMENT	\$237.30
82780	SCHEFFER ANDREW	PLANNING SERVICES	\$6,747.12
82781	SECURTEK	ALARM SYSTEM	\$72.29
82782	SPETZ, PATRICIA	TRAVEL REIMBURSEMENT	\$34.20
82783	TRIPLE R EXPRESS	SHIPPING	\$38.85
82784	STIGTER, MICHELLE	REFUND FACILITIES DEPOSIT	\$50.00
82785	GATEWAY MECHANICAL	CONDENSER	\$15,750.00
82786	KIRVAN, SHARON	MEALS ON WHEELS	\$43.65
82787	DIGITEX CANADA	PHOTOCOPIER FEES	\$195.92
82788	AMSC INSURANCE	BENEFITS/WAGE SURVEY	\$19,017.82
82789	AMCA	MEMBERSHIP	\$160.00
82790	AMSC INSURANCE	HEALTH SPENDING	\$345.85
82791	CITY OF MEDICINE HAT	SPECIAL TRANSIT	\$31,821.85
82792	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$558.00
82793	ECONOMIC DEVELOPMENT ALLIANCE	MEMBERSHIP	\$21,700.00
82794	MEDICINE HAT REFRIGERATION	REPLACE FURNACE	\$6,825.00
82795	SHAW CABLE	INTERNET	\$284.29
82796	NILEX	GEOGRIDS	\$10,107.20
82797	RIVERVIEW GOLF CLUB	MEALS ON WHEELS	\$160.65
82798	SOCAN	ANNUAL LICENSE	\$194.32
82799	SPAMPINATO, CARLA	EMPLOYEE REIMBURSEMENT	\$100.00
82800	KIRVAN SHARON	MEALS ON WHEELS	\$11.20
82801	BOYLAN IMAGING	LABELS	\$43.58
82802	HANSEN, TONIA	REFUND FACILITIES DEPOSIT	\$150.00
82803	WOOD, DALE	CFSC/CRFSC FEES	\$570.00
82804	ATB MASTERCARD	VARIOUS EXPENSES	\$16,042.24
		CHEQUES - TOTAL	\$237,317.14

<b><u>ELECTRONIC FUNDS TRANSFERRED PAYABLES</u></b>			
<b><u>EFT#</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
00477	A & B STEEL	ANCHOR SHACKLE/U-BOLT	\$36.98
00478	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$32.57
00479	CLEARTECH INDUSTRIES	COAGULANT/CONTAINER RETURN	\$9,511.87
00480	CUPE	UNION DUES	\$2,095.41
00481	FOX ENERGY	GAS DETECTOR CALIBRATION/SAFETY EQUIPMENT INSP.	\$399.06
00482	GAS CITY HYDRO VAC	CURB STOP REPAIRS	\$819.00
00483	LETHBRIDGE HERALD	ADVERTISING	\$729.64
00484	NSC MINERALS	ROAD SALT	\$4,899.30
00485	SCHEFFER ANDREW	PLANNING SERVICES	\$630.00
00486	SUMMIT MOTORS	STROBES/BACKETS/HDW	\$1,672.77
00487	AIR LIQUIDE	CARBON DIOXIDE	\$661.50
00488	MBSI CANADA	BACKUP AND CLOUD STORAGE	\$7,670.72
00489	ATRON REFRIGERATION	HOOK UP SINKS/REPLACE THERMOSTATS	\$2,575.36
00490	DIAMOND CUT LAWN SERVICE	SNOW REMOVAL	\$1,365.00
00491	DIAMOND SOFTWARE	VIRTUAL CITY HALL ASSISTANCE	\$299.25
00492	DIGITEX	PHOTOCOPIER FEES	\$518.94
00493	LETHBRIDGE HERALD	ADVERTISING	\$376.87
00494	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$68.25
00495	PARK ENTERPRISE	PERMITS	\$2,732.98

00496	SOUTH COUNTRY GLASS	MIRROR	\$1,243.20
00497	FOX ENERGY	SCBA TANK REFILLS/CALIBRATIONS	\$295.79
00498	PRO COMM SOLUTIONS	CELL PHONE/PHONE CASE	\$1,107.75
		EFT - TOTAL	\$39,742.21

<b><u>REDCLIFF/CYPRESS LANDFILL PAYABLES</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
00228	FOX ENERGY	UTILITY MARKERS	\$1,047.90
00229	GAR-TECH ELECTRICAL	CABLE/SEAL/JUNCTION BOX/CORD/CONNECTORS	\$2,694.57
00230	REDCLIFF HOME HARDWARE	SCREWS/WATER/WATER BOTTLE/BROOM HANDLE	\$69.62
00231	TELUS	PHONE SERVICE	\$39.67
00232	SANATEC	PUMP SEPTIC TANK	\$168.00
00233	SHOCKWARE	INTERNET	\$52.45
00234	SUNCOR	FUEL	\$4,151.19
00235	ATB MASTERCARD	POSTAGE	\$29.53
00236	CLEAN HARBOUR	PAINT RECYCLING	\$1,270.08
00237	KIRK'S MID-WAY TIRE	TIRE/RIM/CHANGE OVER	\$341.25
00238	SUNCOR	FUEL	\$2,784.74
		CHEQUES - TOTAL	\$12,649.00

Mastercard Nov 07 - Dec 06, 2017		
Document Date	Document Amount	Transaction Description
12/6/2017	\$1,581.57	POSTAGE
11/15/2017	\$92.34	COSTCO - DAY PLANNERS
11/20/2017	\$24.12	AMAZON - PHONE BATTERY
11/6/2017	\$35.60	GETSTAMPS- STAMP
11/13/2017	\$74.52	STAPLES - STAPLER/FILE POCKETS
11/13/2017	\$292.33	PLASTIQ TUITION - COURSE CR
11/14/2017	\$391.42	NEWEGG - MONITOR/MICRON
11/17/2017	\$576.82	STAPLES-PAPER/SHARPIES/POST IT
11/21/2017	\$123.59	MAXWELL-THERMAL ROLLS
11/23/2017	\$114.00	STAPLES-KLEENEX/BINDERS/POST IT
11/25/2017	\$514.16	MARRIOT CALGARY - AUMA SC
11/25/2017	\$257.07	MARRIOT CALGARY - AUMA JS
11/25/2017	\$383.07	MARRIOT CALGARY - AUMA AC
11/25/2017	\$257.07	MARRIOT CALGARY - AUMA DK
11/25/2017	\$383.07	MARRIOT CALGARY - AUMA C.CROZ
11/25/2017	\$514.16	MARRIOT CALGARY - AUMA LL
11/25/2017	\$682.16	MARRIOT CALGARY - AUMA CZEMBER
12/5/2017	\$383.07	MARRIOT CALGARY - AUMA ES
11/7/2017	\$40.75	SHELL - FUEL FOR FCSS CONFERENCE
11/7/2017	\$10.00	STANDARD PARKING - PARKING
11/10/2017	\$61.83	FAS GAS - FUEL FOR FCSS CONFERENCE
11/10/2017	\$40.00	COOP- FUEL FOR FCSS CONFERENCE
11/10/2017	\$9.00	SPLASHNDASH - CAR WASH
11/10/2017	\$618.03	FANTASYLAND HOTEL - FCSS CONF
11/19/2017	\$53.51	DULUX PAINTS - PAINT SUPPLIES
11/20/2017	\$105.17	BOOEKO - ONLINE REGISTRATION
11/23/2017	\$407.34	CANADIAN TIRE - BACK UP POWER
11/23/2017	\$20.76	CANADAIN TIRE - BACK UP POWER
11/30/2017	\$509.25	PROCOMM - CELL PHONE
11/16/2017	\$69.77	SUBWAY - COUNCIL ORIENTATION
11/11/2017	\$61.31	REDDHART - WORK PANTS
11/16/2017	\$52.50	PRINCESS AUTO -WHEELBARROW
11/16/2017	\$157.49	PRINCESS AUTO - TOW ROPE
11/16/2017	\$111.58	HOME DEPOT- CEMENT
11/20/2017	\$83.99	CANADIAN TIRE - SOCKETS
11/21/2017	\$258.30	HOME DEPOT - LADDER
12/1/2017	\$141.07	LEVEL 2 WATER CERTIFICATES
12/1/2017	\$28.80	REDCLIFF BAKERY-DONUTS/MUFFINS - MDP OPEN HOUSE
11/9/2017	\$403.20	CANADA POST - POSTAGE
11/16/2017	\$19.83	TIM HORTONS-PUBLIC ENGAGEMENT
11/23/2017	\$1,464.75	IMAGINIT - AUTOCAD CIVIL 3D
11/3/2017	\$172.67	STEINER PETROLEUM - PROPANE
11/6/2017	\$520.38	GREGG DISTRIBUTION-SNOW PUSHER
11/10/2017	\$72.42	COSTCO-LYSOL WIPES/BATTERIES

11/10/2017	\$85.47	COSTCO-PROPANE
11/16/2017	\$103.60	STEINER PETROLEUM-PROPANE
11/24/2017	\$1,608.68	GLOBAL INDUSTRIAL-SWEEPER
11/28/2017	\$39.88	BEST BUY - SOUND CORDS
11/29/2017	\$89.23	PRINCESS AUTO-ROPE/TARP
11/29/2017	\$48.00	SUPER CLEAN - CAR WASH
12/1/2017	\$206.29	STEINER PETROLEUM - PROPANE
11/17/2017	\$288.75	CANADIAN PLAYGROUND-COURSE
11/21/2017	\$47.19	COSTCO - LYSOL
11/24/2017	\$147.50	STEINER PETROLEUM - PROPANE
11/29/2017	\$5.50	SPLASHNDASH-CAR WASH
11/23/2017	\$42.00	KRUSE GLASS -REPAIR WINDSHIELD
11/26/2017	\$8.38	HOME HARDWARE-KEY/KEYBOX
11/29/2017	\$251.99	LETHBRIDGE TACTICAL-BOOTS
11/7/2017	\$278.25	AWWOA - SEMINAR
11/16/2017	\$532.46	PATS DRIVELINE-ASSY/YOKE
12/5/2017	\$769.44	GREENLINE-HOSE/CLAMP/CAMLOCK
11/7/2017	\$35.40	ADJ FROM PREVIOUS BILL
<b>12/19/2017</b>	<b>\$16,761.85</b>	<b>TOWN CHEQUE #82699</b>
11/20/2017	\$175.73	LANDFILL PORTION OF POSTAGE
<b>12/18/2017</b>	<b>\$175.73</b>	<b>LANDFILL CHEQUE#000212</b>
	<b>\$16,937.58</b>	<b>TOTAL MC AMOUNT</b>



Mastercard Dec 07/2017 - Jan 05, 2018		
Document Date	Document Amount	Transaction Description
12/11/2017	\$53.47	CANADA POST - POSTAGE
12/7/2017	\$750.00	SKINNY'S -LUNCH STAFF FUNCTION
12/7/2017	\$19.20	REDCLIFF BAKERY - STAFF FUNCTION
12/27/2017	\$7.54	HOME HARDWARE- ANCHORS
12/28/2017	\$43.91	AMAZON - EXTENSION CORDS
12/28/2017	\$12.61	AMAZON - SURVEILLANCE STICKERS
12/29/2017	\$1,549.37	COMPETITIVE EDGE - SOFTWARE
12/15/2017	\$3,250.00	MH MALL - GIFT CARDS
12/21/2017	\$572.13	EVENTBRITE - EMERGING TRENDS
12/20/2017	\$212.32	CANADA POST - POSTAGE
12/8/2017	\$14.41	STAPLES - STICKERS
12/12/2017	\$82.14	STAPLES-SHARPIES/PENS/POST-IT
12/13/2017	\$5.76	STAPLES - LABELS
12/13/2017	(\$124.15)	STAPLES - CR TONER/CABLES
12/6/2017	\$172.61	COSTCO - STAFF FUNCTION/COUNCIL
12/6/2017	\$150.00	SOBEYS -ILLNESS/BEREVEMENT
12/17/2017	\$556.88	SERVICE PLUS -AUTOCAD TRAINING
12/19/2017	\$576.00	APPI - MEMBERSHIP FEES
12/21/2017	\$411.60	APEGGA - MEMBERSHIP FEES
12/21/2017	\$19.94	STAPLES - ICE MELT
12/28/2017	\$222.30	STAPLES - MONITORS/PENS
12/29/2017	\$848.38	BEST BUY - MONITORS
12/29/2017	\$386.39	COSTCO - MONITOR
12/6/2017	\$50.62	GREENLINE - WATER PIPE FITTING
12/8/2017	\$26.24	COSTCO - AIR HOSE
12/8/2017	\$184.38	STEINER PETRO - PROPANE
12/21/2017	\$34.44	COSTCO - PROPANE
12/29/2017	\$110.63	STEINER PETRO - PROPANE
12/30/2017	\$138.58	HUSKEY - PROPANE
12/31/2017	\$48.95	CO-OP - PROPANE
12/15/2017	\$4.00	SPLASH N DASH - CAR WASH
12/6/2017	\$94.50	PRO COMM - PHONE CASE
12/11/2017	\$1,560.00	LAKELAND COLLEGE - TRAINING
12/11/2017	\$102.23	SIZZLING HOUSE - XMAS MTG REC
12/11/2017	\$119.00	RRU - EMG MTG APPLICATION
12/14/2017	\$14.68	CANADIAN TIRE - THERMOMETER
12/15/2017	\$104.98	COSTCO - PROPANE
12/19/2017	\$150.00	ATHABASCA U - REGISTRATION
12/20/2017	\$105.74	BOOEKO - ONLINE REGISTRATION
12/21/2017	\$247.22	PMI - MEMBERSHIP FEE
12/21/2017	\$247.22	PMI - MEMBERSHIP FEE
12/21/2017	\$60.00	GOOD FOOD - MEMBERSHIP DRAW
12/21/2017	\$60.00	GOOD FOOD - MEMBERSHIP DRAW
1/3/2018	\$119.89	COSTCO -COUNCIL/STAFF SUPPLIES

1/2/2018	\$281.85	STAPLES - TONER/BINDING CASES
1/2/2018	\$2,100.00	INSURANCE INSTITUTES - MBRSH
1/3/2018	\$133.33	STAPLES - SUPPLIES
1/2/2018	\$28.34	HUSKEY-PROPANE
1/2/2018	\$53.40	CO-OP - PROPANE
1/4/2018	\$39.68	COSTCO - PROPANE
<b>1/11/2018</b>	<b>\$16,012.71</b>	<b>TOWN CHEQUE #82804</b>
12/20/2017	\$29.53	LANDFILL PORTION OF POSTAGE
<b>1/11/2018</b>	<b>\$29.53</b>	<b>LANDFILL CHEQUE#000235</b>
	<b>\$16,042.24</b>	<b>TOTAL MC AMOUNT</b>

**TOWN OF REDCLIFF**  
**BANK SUMMARIES FOR DECEMBER 31, 2017**

**CASH ACCOUNTS**

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,638,644.25	1,807,521.31
DAILY DEPOSITS	304,046.56	43,480.75
DIRECT DEPOSITS	358,088.38	33,549.11
GOVERNMENT GRANTS	0.00	
INTEREST	1,763.23	2,018.04
OTHER DEPOSITS	427,953.06	
<b>SUBTOTAL</b>	<b>1,091,851.23</b>	<b>79,047.90</b>
PAYMENTS	610,276.83	35,361.37
ASFF QUARTERLY PAYMENTS	479,869.76	
DEBENTURE PAYMENTS	225,953.36	
OTHER WITHDRAWALS	304,506.61	420,587.92
<b>SUBTOTAL</b>	<b>(1,620,606.56)</b>	<b>(455,949.29)</b>
<b>TOTAL</b>	<b>1,109,888.92</b>	<b>1,430,619.92</b>
BANK STATEMENT ENDING BALANCE	1,283,597.31	1,437,707.41
OUTSTANDING CHEQUES ( - )	(174,692.32)	(7,158.73)
DEPOSITS IN TRANSIT ( + )	983.93	71.24
<b>TOTAL</b>	<b>1,109,888.92</b>	<b>1,430,619.92</b>
<b>TOTAL CASH</b>	<b>2,540,508.84</b>	

**INVESTMENT ACCOUNTS**

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	19,438,754.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	497,189.00
<b>TOTAL INVESTMENTS</b>		<b>19,935,943.00</b>

<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>22,476,451.84</b>
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, JANUARY 8, 2018 @ 7:00 P.M.**

<b>PRESENT:</b>	Deputy Mayor Councillors	C. Crozier S. Cockle, C. Czember L. Leipert, E. Solberg J. Steinke
	Municipal Manager Manager of Legislative & Land Services Director of Finance & Administration Director of Community & Protective Services Director of Public Services	Arlos Crofts S. Simon (left at 8:10 p.m. ret at 8:20 p.m.)  J. Tu (left at 7:21 p.m.)  K. Dalton (left at 7:21 p.m.)  C. Popick (left at 8:03 p.m.)

**ABSENT:** Mayor D. Kilpatrick

**1. GENERAL**

	Call to Order	<b>A)</b> Deputy Mayor Crozier called the regular meeting to order at 7:00 p.m.
2018-0001	Adoption of Agenda	<b>B)</b> Councillor Cockle moved the Agenda be adopted as presented. - Carried.
2018-0002	Accounts Payable	<b>C)</b> Councillor Solberg moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.

**2. MINUTES**

2018-0003	Council meeting held December 11, 2017	<b>A)</b> Councillor Leipert moved the minutes of the Council meeting held December 11, 2017, be adopted as presented. - Carried.
2018-0004	Municipal Planning Commission held December 20, 2017	<b>B)</b> Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held December 20, 2017, be received for information. - Carried.
2018-0005	Redcliff Family & Community Support Services Board meeting held December 12, 2017	<b>C)</b> Councillor Czember moved the minutes of the Redcliff Family & Community Support Services Board meeting held December 12, 2017, be received for information. - Carried.

- |   |  |   |
|---|--|---|
| 2018-0006                                   | Redcliff & District Recreation Services Board meeting held January 3, 2018                                     | <b>D)</b> Councillor Cockle moved the minutes of the Redcliff & District Recreation Services Board meeting held January 3, 2018, be received for information. - Carried.  |
| <br><b>3. BYLAWS</b><br><br>                |  |   |
| 2018-0007                                   | Bylaw No. 1852/2018, Garbage Rates & Collection Bylaw  | <b>A)</b> Councillor Leipert moved Bylaw 1852/2018, Garbage Rates & Collection Bylaw, be given first reading. - Carried.  |
| 2018-0008                                   |  | Councillor Steinke moved Bylaw 1852/2018, Garbage Rates & Collection Bylaw, be given second reading. - Carried.   |
| 2018-0009                                   |  | Councillor Czember moved Bylaw 1852/2018, Garbage Rates & Collection Bylaw, be presented for third reading. - Carried Unanimously.  |
| 2018-0010                                   |  | Councillor Czember moved Bylaw 1852/2018, Garbage Rates & Collection Bylaw, be given third reading. - Carried.  |
| 2018-0011                                   | Bylaw No. 1853/2018, Redcliff & District Recreation Committee Bylaw  | <b>B)</b> Councillor Solberg moved Bylaw 1853/2018, Redcliff & District Recreation Committee Bylaw, be given first reading. - Carried.  |
| 2018-0012                                   |  | Councillor Leipert moved Bylaw 1853/2018, Redcliff & District Recreation Committee Bylaw, be given second reading. - Carried.   |
| 2018-0013                                   |  | Councillor Solberg moved Bylaw 1853/2018, Redcliff & District Recreation Committee Bylaw, be presented for third reading. - Carried Unanimously.  |
| 2018-0014                                   |  | Councillor Cockle moved Bylaw 1853/2018, Redcliff & District Recreation Committee Bylaw, be given third reading. - Carried.   |
| <br><b>4. REQUESTS FOR DECISION</b><br><br> |  |   |
| 2018-0015                                   | Alberta Community Partnership (ACP) Grant<br>Re: Submission for Intermunicipal Collaboration Framework Project | <b>A)</b> Councillor Cockle moved to support the Alberta Community Partnership Joint Grant Application for the Medicine Hat–Redcliff–Cypress County Intermunicipal Collaboration Framework Agreement Project with the City of Medicine Hat acting as the managing partner. - Carried. |
| 2018-0016                                   | Council Computer Budget  | <b>B)</b> Councillor Steinke moved to add \$4,200.00 to the 2018 Budget for the purchase of replacement laptops for the Council members. - Carried.   |

**5. CORRESPONDENCE**

- 2018-0017 Alberta Infrastructure  
Re: Investing in Canada  
Infrastructure Plan
- A)** Councillor Solberg moved correspondence from the Alberta Infrastructure dated December 20, 2017 regarding investing in the Canada Infrastructure Plan, be received for information. - Carried.
- 2018-0018 South Eastern Alberta Search  
& Rescue Association
- B)** Councillor Cockle moved correspondence from South Eastern Alberta Search & Rescue Association dated December 6, 2017, be received for information. - Carried.
- 2018-0019 Newsletter & Community  
Guide January to April 2018
- A)** Councillor Steinke moved the Newsletter & Community Guide January to April 2018, be received for information. - Carried.
- 2018-0020 Redcliff/Cypress Regional  
Waste Management Authority  
Re: Landfill Graphs to  
December 31, 2017
- B)** Councillor Leipert moved the Redcliff / Cypress Regional Waste Management Authority Landfill Graphs to December 31, 2017, be received for information. - Carried.
- 2018-0021 Council Important Meetings &  
Events January 8, 2018
- C)** Councillor Czember moved the Council Important Meetings & Events January 8, 2018, be received for information. - Carried.

**7. RECESS**

Deputy Mayor Crozier called for a recess at 7:21 p.m.

Director of Finance & Administration and Director of Community & Protective Services left at 7:21 p.m.

Deputy Mayor Crozier reconvened the meeting at 7:27 p.m.

**8. IN CAMERA (Confidential Session)**

- 2018-0022
- Councillor Leipert moved to meet In Camera to discuss one transportation matter under Sections 21 and 24 of the *Freedom of Information and Protection of Privacy Act*; one utilities matter under Section 16 and 24; and two labour matters under Sections 17 & 19 of the aforementioned Act at 7:28 p.m. - Carried.
- Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting:

Municipal Manager

Manager of Legislative & Land Services (left at 8:10 p.m. , returned at 8:20 p.m.)

Director of Public Services (left at 8:03 p.m.)

2018-0023

Councillor Czember moved to return to regular session at 8:20 p.m. - Carried.

Appointments to Boards &  
Commissions

2018-0024

Family & Community Support  
Services Board

Councillor Czember moved to reappoint Meredith Conboy to the Family & Community Support Services Board with a term to expire December 31, 2020. - Carried.

2018-0025

Councillor Cockle moved to reappoint Mandy McAlpine to the Family & Community Support Services Board with a term to expire December 31, 2020. - Carried.

## **9. ADJOURNMENT**

2018-0026

Adjournment

Councillor Steinke moved to adjourn the meeting at 8:22 p.m. - Carried.

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Deputy Mayor Crozier

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Manager of Legislative & Land Services



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## MDP STEERING COMMITTEE MINUTES

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DATE: January 11, 2018 4:00pm

LOCATION: Redcliff Town Hall Council Chambers

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### PRESENT:

Members:

K. Dalton, A. Frank, W. Harty, D.  
Kilpatrick, T. Mori, E. Stock

Director of Planning & Engineering:

J. Johansen

Planning Specialist:

J. Zukowski

### ABSENT:

Members:

W. Crozier, B. Vine

## 1. GENERAL

### A. CALL TO ORDER

J. Zukowski called the meeting to order at 4:00pm

### B. ADOPTION OF AGENDA

W. Harty moved that the agenda be adopted

- carried

### C. INTRODUCTIONS

### D. APPOINTMENT OF CHAIRPERSON

K. Dalton nominated W. Harty as Chairperson

W. Harty accepted the nomination for Chairperson

- acclaimed

## 2. FOR INFORMATION

### A. OVERVIEW OF THE MDP AND PURPOSE OF THE STEERING COMMITTEE

Presentation from J. Zukowski



## B. QUESTIONS REGARDING RESULTS OF PUBLIC INPUT TO DATE

Public input results received as information

### 3. FOR COMMENT

#### A. MDP DRAFT VISION STATEMENT AND GOALS (*attached*)

Draft vision and goals received as information

##### *Resident Vision Statement*

- General Comments:
  - Clarification needed on infrastructure (convey image of self-sufficiency, infrastructure capable of sustaining projected growth)
  - Include 'sustainable' community in vision? Reword to generally state the idea of embracing new, green technology and opportunities
  - Reword 'high school' to the more general 'new school' or 'combined junior and senior high'? New Mennonite school?
- Missing Content:
  - Recycling
  - Expanded definition of environment/sustainability
  - Bylaw enforcement
  - Expanded and diverse shopping (outside of Downtown area)
  - Sustaining the senior population (amenities)
  - Residents engaged and involved in the community

##### *Visitor Vision Statement*

- General Comments:
  - Is the 'sustainable' community viable? Is it too specific to be included in the vision?
  - Reword the specific 'campground in the river valley' to 'variety of overnight accommodations are available in Town'
  - Reword 'mini park'
- Missing Content:
  - Not all visitors are unfamiliar with Redcliff, include destinations outside of Downtown area to further showcase the Town
  - Recreational areas throughout Town (river valley, coulees and trail system)
  - 'I could see myself living here'

**4. NEXT MEETING**

J. Zukowski to send doodle poll to determine regular meeting schedule

**5. ADJOURNMENT**

T. Mori moved to adjourn the meeting at 5:37pm

- carried

## VISION STATEMENTS

*The following 2 vision statements will form the overarching, general direction for the future development of Redcliff. The vision statements paint a picture of the ideal future state of Redcliff we should strive to achieve. The vision statements form the basis of the MDP that the rest of the document will work towards achieving. The vision statements were created from input gathered through the November 16<sup>th</sup> workshops, an online survey, Redcliff Days, the Fall Festival, and workshops with Town staff, Council, and students from Margaret Wooding. The vision statements describe Redcliff in the year 2056. The first vision statement is from the perspective of a resident, and the second from the perspective of a visitor.*

### RESIDENT

In the year 2056....

I am proud to call Redcliff my home. The Town has grown to almost 9,000 people since the days when I grew up here, but the small town feeling hasn't changed one bit. Redcliff has remained a great place to raise a family; my kids safely play outside and we know our neighbours. A high school and historic park near the former I-XL brick plant is a favourite gathering place for my family and friends, and celebrates our rich history.

The trails, coulees, and river valley have always been one of my favourite places in Town. Greater environmental protection in the area and more trails means my children and grandchildren will be able to enjoy the area just as much as I do. It's become easier and more convenient to walk and bike just about anywhere in Redcliff because of wide and abundant sidewalks, bike lanes on major streets, and calm residential streets. My family and I often bike to the public recreation facilities, especially during summer.

Just as I was able to afford a small apartment in Redcliff when I first moved out on my own, I have peace of mind knowing I will be able to remain in Redcliff when I am older because of the low cost of living and options for senior and assisted living facilities.

At one time the Town's infrastructure needed a lot of improvements. That is now a thing of the past as the Town has focused on upgrading and maintaining road, sewer, and water infrastructure, attracting a steady increase in business and industry in Redcliff. Investments in transportation, warehousing, and green technology spurred by infrastructure enhancements have enabled myself and many people I know to work in Redcliff.

Broadway Avenue has remained the heart of the local shops and business; I often wander the street on weekends running errands, and enjoy bumping into friends or catching community events. On my way home, I'll stop by the greenhouses to pick up my fresh produce for the week. The convenience of being able to do most of my shopping in Redcliff shows how we've grown and become more self-sufficient.

### VISITOR

In the year 2056...

We are driving along the Trans-Canada Highway, when a sign for the Town of Redcliff catches our eye and we decide to make a rest stop. Driving in through the canopy of trees along Broadway Avenue

conveys a small town charm. The shops and street are full of life, so we decide to park and wander around.

We end up spending the majority of the afternoon popping into stores along Broadway and 3<sup>rd</sup> Street, and stopping to people watch on a bench in a mini park. We then decide to visit the museum and learn about the boom years of Redcliff during the early 1900s. The museum recommends we check out a few more places in Town. After tours of the new sustainable community that was built here and is powered by green energy, and picking up fresh produce from a greenhouse, we end our visit with a peaceful walk in the river valley with a beautiful view of the coulees.

As we make our way out of Redcliff and continue our journey, we discuss planning an overnight visit in the summer to camp in the river valley, mountain bike in the coulees, and catch one of the community festivals. Our pit stop in Redcliff turned into discovering a hidden gem in the prairies.

**TOWN OF REDCLIFF**  
**REQUEST FOR DECISION**

**DATE:** January 22, 2018

**PROPOSED BY:** Planning and Engineering

**TOPIC:** Digital Billboards

**PROPOSAL:** To defer with making changes to the LUB to allow Digital Billboards

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**BACKGROUND:**

At the Council meeting on November 27, 2017, Council received a delegation and letter from a business proposing to install a LED Digital Sign on the corner of 1900 South Highway Drive SE.

Council received the delegation and letter for information, and requested that Administration review the matter and report to Council.

The property in question is zoned C-HWY Highway Corridor Commercial District.

Administration reviewed the proposal and has the following comments:

- The Land Use Bylaw (LUB) is very specific that billboards are not allowed within the Town. The specific ban on billboards is traced back to Bylaw 1184/98 (so this rule has been in place since 1998);
- The ban on billboards is specific enough that Administration is of the opinion that billboards are a specific prohibited use. The Subdivision and Development Appeal Board (SDAB) does not have the power to allow uses prohibited by the LUB.
- The LUB defines the maximum size facing at 2.5 m<sup>2</sup> for free standing digital LED signs. The Developer has proposed a billboard sign facing of 62.43m<sup>2</sup>. This is approx. 250 times greater than presently allowed in the LUB;
- The proposed location of the sign falls within the 800 metres of the centre point of an intersection of the highway with another public road. As such, any digital sign would require approval from Alberta Transportation.
- To allow a LED billboard at the proposed location would require Council to amend the LUB. Amending the LUB to allow billboards will require many changes to the LUB:
  - A new definition for electronic billboards would have to be included,
  - A refined definition for billboards would have to be included,
  - Specific regulations to govern these types of signs would have to be written,
  - The sign regulation itself would have to be largely rewritten as electronic billboards would be allowed where other much smaller and less flashy signs are not,
  - Every land use zone would have to be changed to include prohibitions if billboards are not desired in every zone.
- Administration has planned a complete update to the LUB in the next 12 months with appropriate public consultation. If Council wishes to allow billboards within Town limits, it

would be an optimal time to do so when the whole bylaw is being examined. This would allow Administration:

- Adequate time to do research, and create a set of regulations that reflects Councils intent,
- Ensure the conflicts created by the change within the bylaw are identified and addressed.
- Test if there is support in the community for such a change.
- Administration estimates that if dealing with electronic billboards is made a priority that the completion of the MDP and complete update to the LUB will be delayed by two months and other items will have to be delayed as Administration is re-tasked to deal with this one item.
- Administration is planning an amendment to the LUB to deal with some minor housekeeping issues and to be prepared for the legalization of the sale of cannabis by the Federal Government. The changes are envisioned to be relatively minor and specifically in the case of cannabis will recognize that a complete update of the LUB is coming and that the regulations will not have to stand the test of time.

## **POLICY/LEGISLATION:**

Section 86.3.c of the Land Use Bylaw defines a billboard sign as:

- *a sign, primarily self-supporting and attached to the ground, which is used for the display of advertising, the subject matter of which is usually not related to the use or ownership of the property on which the structure is located and generally consisting of advertising copy which is pasted, glued, painted, electronically displayed or otherwise attached to permit periodic replacement.*

Section 86.10 of the Land Use Bylaw specifically states:

- *Billboards are not permitted in any Land Use District.*

Section 86.11.c of the Land Use Bylaw states that the maximum size for a Free Standing Digital LED Sign as

- *The maximum size cannot exceed 2.5 m<sup>2</sup>*

Section 11-19 inclusive of the *Highways Development and Protection Act* requires that Alberta Transportation issues a permit for a sign that is within 800 metres of the centre point of an intersection of the highway with another public road.

## **STRATEGIC PRIORITIES:**

The Land Use Bylaw regulates the use and development of both land and buildings within the Town of Redcliff, in order to ensure orderly and efficient development. From time to time the LUB needs to be updated in order to meet the growing and changing goals of the Town.

## **ATTACHMENTS:**

- Section 86 *Sign Regulations* of the Town's Land Use Bylaw
- Section 11-19 of the *Highways Development and Protection Act*
- Government of Alberta Transportation – Electronic Message Signs

**OPTIONS:**

1. Council instructs Administration to deal with the issue of electronic billboards in the complete update of the LUB. Council understands that this process may take a year before electronic billboards are allowed if they are allowed at all.
2. Council instructs Administration to prepare an amendment to the LUB to allow for electronic billboards. Council understands that other significant priorities will be delayed to accommodate this work.

**RECOMMENDATION:**

Option 1 is recommended.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that Administration deal with the issue of electronic billboards in the complete update of the LUB scheduled to occur in 2018. Council understands that it may be a year before electronic billboards are allowed if they are allowed at all.
2. Councillor \_\_\_\_\_ moved that Administration prepare an amendment to the LUB to allow for electronic billboards. Council understands that other priorities will be delayed to accommodate this work.

**SUBMITTED BY:**  
Department Head  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. 2018.

**PART VIII**  
**SIGN REGULATIONS**

**86. SIGN REGULATIONS**

- (1) Except where otherwise expressly provided in this Bylaw, no person shall construct, place, relocate, or alter a sign on any property without first obtaining a Development Permit.
- (2) All signs are a discretionary use – Development Officer under this Bylaw.

(3) **Definitions**

The following definitions and any other applicable definition in this Bylaw shall apply to signs. Any sign that is not specifically addressed in this Section, nor listed in the Land Use Districts, shall be considered a discretionary use and will require a Development Permit.

- (a) **A-board Sign** means a self supporting A-shaped sign or sandwich board which is set upon the ground and has no external supporting structure.
- (b) **Awning or Canopy Sign** means a sign affixed to the surface of an awning or canopy but does not include signage painted or otherwise directly imprinted onto any awning.
- (c) **Billboard Sign** means a sign, primarily self-supporting and attached to the ground, which is used for the display of advertising, the subject matter of which is usually not related to the use or ownership of the property on which the structure is located and generally consisting of advertising copy which is pasted, glued, painted, electronically displayed or otherwise attached to permit periodic replacement.
- (d) **Changeable Copy** means a copy that can be changed electronically or manually through the use of attachable letters, numerals, or pictorial panels.
- (e) **Digital LED Sign** means any sign or portion of a sign that has electronically controlled changeable copy.
- (f) **Facia Sign** means a sign, other than a billboard, attached to or painted, marked, or inscribed on a fence, window, exterior wall, or mansard roof of a building that does not project more than 0.4 m from the face of the fence, wall, or window.
- (g) **Freestanding Sign** means a sign on a standard or column permanently attached to the ground and which is not connected in any way to any building or other structures.



- (h) **Portable Sign** means a sign, other than an A-board Sign, that is mounted on a trailer, stand, or similar support structure which can be easily relocated to another location, and which usually has changeable copy.
- (i) **Projecting Sign** means a sign, other than an awning or canopy sign, which is attached to a building or structure so that part of the sign projects more than 0.4 m from the face of the building or structure.
- (j) **Roof Sign** means a sign, other than a billboard, that is attached to a roof or erected or placed on, over or above a roof.
- (k) **Sign** means any visual medium, including its structure and other component parts, that displays or is intended to be used for the display of words, numbers, symbols or pictures for the purpose of providing direction or warning, conveying information or calling attention to a product, business, organization, facility, service, activity, event, or property and shall include, without limiting the generality of the foregoing, notices, banners, and posters.
- (l) **Sign Area** means:
  - (i) the area derived using the overall width and the overall height of the sign face excluding any structural support not used as part of the display to convey information;
  - (ii) in the case of a double faced sign, only one side of the sign would be used to calculate the sign area; and
  - (iii) in the case of signs painted, marked, or inscribed on a fence, window, or exterior wall of a building, the area derived using the overall width and the overall height of the displayed information.

(4) **Signs Not Requiring a Development Permit**

Unless otherwise provided, Development Permits are not required in respect of the following signs. Such developments shall otherwise comply with the provisions of this Bylaw and must be carried out or performed in accordance with all other applicable legislation, regulations and bylaws.

- (a) a sign displayed inside a building that is intended to be viewed from the interior of the building.
- (b) a traffic control device or other such sign as may be located within the right of way of a public roadway.
- (c) a sign identifying a construction or demolition project for which a permit has been issued provided that the sign is removed within fourteen (14) days after construction is complete.

- (d) a sign identifying a political campaign provided the sign is removed within seven (7) days following the election to which it relates.
- (e) a sign advertising a garage sale or open house. Such a sign may be posted for a maximum period of forty—eight (48) hours and the sign area does not exceed 1.0 m<sup>2</sup>.
- (f) a sign advertising a campaign event or drive which has been approved by Council. Such a sign may be posted for a maximum period of fourteen (14) days.
- (g) a sign or notice offering a site on which it is placed or a building or part of a building thereon for rent or for sale, provided that the area of such sign or notice shall not exceed 1.5 m<sup>2</sup>.
- (h) municipal signs used to indicate street names, to control traffic, or to identify municipal buildings.
- (i) official notices, signs, placards or bulletins required to be displayed pursuant to the provisions of federal, provincial or municipal legislation or displayed by or on behalf of the Town or on behalf of a department, a Commission, board, committee or official of the Town authorized for such purposes provided they are removed from the properties within ten (10) days after the date of the event.
- (j) copy change on a lawful sign provided that the position, height, dimensions, lighting and structural framework of the sign are not altered.
- (k) maintenance of any lawful sign.
- (l) a non-illuminated fascia sign attached to a building stating no more than the name of the building or the name of the person, institution or business occupying the building or both, provided that the total sign area does not exceed 0.4 m<sup>2</sup>.
- (m) bench signs.
- (n) A-Board signs meeting the requirements of this Bylaw.
- (o) community information signs.
- (p) signs intended to provide guidance, warning or restraint of persons in respect of the premises on which they are displayed, provided the sign area does not exceed 0.4 m.
- (q) on-premises directional and informational signage and incidental signs 0.2 m<sup>2</sup> or less in area.
- (r) a banner, placard, or poster advertising the sale of products or services by a Retail Store provided that the sign is on the property of the Retail

Store and the sign is not displayed for more than thirty (30) days in any calendar year.

- (s) municipal address numbers or letters displayed on the property to which they refer.
- (t) seasonal or holiday decorations.
- (u) pennants, strings of pennants, streamers.
- (v) mural signs.

(5) **Development Permit Requirements**

- (a) As part of an application for a Development Permit for a sign, the applicant shall provide two (2) copies of a drawing of the proposed sign drawn to scale showing:
  - (i) the proposed dimensions of the sign including the height.
  - (ii) the proposed information to be displayed and the size of letters or numbers to be shown on the sign.
  - (iii) the proposed location of the sign in relation to the property lines, parking and buildings and the dimensions of the building and/or the property upon which it is to be situated.
  - (iv) in the case of a sign that is to be attached to and project from a fence, wall, or window more than 0.4 m, the extent of the projection from the fence, wall, or window.
  - (v) in the case of an illuminated sign, the method and manner of illuminating the sign, including details of illumination in terms of flashing or intermittent lights.
  - (vi) the distance of the proposed sign from any traffic control device located within 25.0 m of the proposed sign; the distance from any street intersection located within 25.0 m of the proposed sign.
  - (vii) the type of construction and finish to be utilized.
  - (viii) the method of supporting or attaching the sign, including structural and footing details.
  - (ix) in the case of a freestanding sign, an elevation plan showing the height of the sign in relationship to the height of the principal building taking into account the gradient of the site.
  - (x) the location(s) and sizes of existing utilities, both underground and overhead, and all easements and utility rights-of-way shown and

labelled and other relevant encumbrances;

- (b) Drawings provided, pursuant to subsection (5), shall be of sufficient size and scale to facilitate an adequate review by the Development Authority.
- (c) The applicant shall provide such other information as may be reasonably required by the Development Authority. This information may include a letter of authorization from the owner of the property or building or an authorized agent or an engineering report to be provided by a Professional Engineer for a large or complex sign as determined by the Development Authority.

(6) **General Regulations**

- (a) No sign shall be constructed, placed, relocated, or altered in a manner that, in the opinion of the Development Authority:
  - (i) conflicts with the general character of the surrounding streetscape or the architecture of buildings in the area.
  - (ii) unduly blocks natural light or the view from a building.
  - (iii) obstructs the view of, or may be confused with a traffic control device.
  - (iv) obstructs the view of, or otherwise poses a potential hazard to vehicle or pedestrian traffic.
  - (v) displays lights which resemble or may be mistaken for the flashing lights usually associated with hazards or danger or with those used on police, fire, ambulance or other emergency vehicles.
  - (vi) displays lights that will adversely affect adjacent properties.
  - (vii) utilizes revolving lights or beacons, or emits amplified sounds or music.
  - (viii) is, in the opinion of the development authority, vulgar or would be offensive to the public.
- (b) No one shall erect or permit to be erected or remain on Town property, any temporary sign other than in accordance with this Bylaw.
- (c) No sign shall be located closer to an overhead power or service line than is permitted pursuant to the Electrical Protection Act.
- (d) No sign or any portion thereof, other than a traffic control device or sign placed by the Town, may be located within or project over the right of way of a public roadway.

- (e) The base of all private signs shall be located within the site and with the exception of an approved awning and canopy signs no part of the sign shall overhang a public road or an adjacent site.
- (f) A sign shall be maintained in good repair and without limiting the generality of the foregoing:
  - (i) a sign shall at all times be structurally sound.
  - (ii) a sign shall not be allowed to peel or become torn.
  - (iii) any portion of a sign that is metal shall not be allowed to rust.
- (g) All structural members and guy wires must be properly attached to the sign and building.
- (h) No sign shall be permitted which is attached to fences, utility poles, trees, or any object in a public street or place.
- (i) No person shall attach an auxiliary sign to a sign.
- (j) The back of a sign, other than a fascia sign, shall be enclosed to the satisfaction of the Development Authority.
- (k) In the case of a double faced sign, the sides of the sign shall be enclosed to the satisfaction of the Development Authority.
- (l) Signs advertising businesses no longer in operation shall be removed.
- (m) No person shall place a motor vehicle or a trailer on a site where the purpose for placing the motor vehicle or trailer on the side is to display a sign.
- (n) Signs shall not be placed so as to reduce the number of parking stalls or loading spaces or to obstruct the use of the parking or loading areas, required pursuant to an approved Development Permit.

(7) **Removal or Repair of Signs**

- (a) If any sign is erected without an approved permit, an approved permit lapses, a sign no longer complies with the terms of this bylaw or a sign no longer complies with the terms of an approved permit, the Development Authority may order the owner of the sign, the owner of the property on which the sign is erected or both, to remove, repair or modify the sign and the party or parties so notified shall:
  - (i) remove, repair or modify such sign and all related structural components in accordance with the terms of the notice within thirty (30) days from the date of receipt of such notice; and

- (ii) restore the immediate area around the sign, to the satisfaction of the Development Authority, including the ground or any building to which the sign was attached, as close as possible to its original form prior to the installation of the sign.

(8) **A-Board (Sandwich Board) Signs:**

- (a) A-board signs shall not exceed 0.6 m in width and 1.0 m in height.
- (b) A-board signs shall have a painted finish, be neat and clean and be maintained as such.
- (c) A-board signs shall not be erected for a period exceeding the operating hours of the business.
- (d) A-board signs shall not exceed two (2) signs per site.
- (e) A-board signs shall not have a flashing device, animator or flashing beacon attached to, or operating in connection with it.
- (f) A-board signs must be located so that they will not cause conflict with any parking, loading or walkway facilities or be considered a traffic hazard.
- (g) A-board signs meeting the requirements of this Bylaw do not require a Development Permit, otherwise A-board signs shall require a Development Permit.

(9) **Awning and Canopy Signs**

- (a) Awning and canopy signs may be allowed to encroach over public property in the C-2 Downtown Commercial District at the discretion of the Development Authority and subject to the following conditions:
- (b) An encroachment agreement with the Town is required for a sign approved under subsection (9)(a).
- (c) The sign may not project more than 1.2 m over public property.
- (d) The sign may be no closer than 0.6 m to the curb.
- (e) The sign must have a minimum clearance of 2.4 m from grade.
- (f) The maximum sign area shall not exceed 40% of the awning or canopy structure.

(10) **Billboard Signs**

- (a) Billboards are not permitted in any Land Use District.

(11) **Digital LED Signs**

- (a) Digital LED Signs must comply with the following requirements at all times:
  - (i) are only permitted in Commercial and Industrial Land Use Districts.
  - (ii) must be at least 30.0 m away from any sign facing the same oncoming traffic.
  - (iii) must 100.0 m from a Residential Land Use District if positioned in the direction of the Residential Land Use District, otherwise must be 50.0 m from a Residential Land Use District.
  - (iv) digital LED Signs shall not adversely affect adjacent properties.
  - (v) the display must be a static display with no motion pictures, scrolling, flashing or emission of intermittent light, animation, or movement in or between displays and the change between displays must be immediate.
  - (vi) the display must be self dimming for night time conditions and the level of lighting at all times must be to the satisfaction of the Development Authority who may direct that the lighting level be adjusted.
  - (vii) that each display be a self contained message with no continuation of one message into a subsequent message.
  - (viii) the Digital LED Sign must be monitored by the Applicant at all times and in the event of a malfunction, the billboard must be designed to either:
    - A. provide a continuous static display without varying or increasing the lighting level or;
    - B. provide no display.
  - (ix) each display must last not less than eight (8) seconds.
  - (x) the Digital LED Sign must not employ any supplementary flashing or intermittent lighting either as part of the sign or on its supporting structure.
  - (xi) any electrical wires or conduits must be concealed from view.

- (xii) third party advertising is permitted and shall only identify businesses or services licensed to operate in the Town of Redcliff, charitable organizations or service clubs.

(b) **Fascia Digital LED Signs**

- (i) The maximum size cannot exceed 2.5 m<sup>2</sup>.
- (ii) Fascia Digital LED Signs must be located on the elevation where the primary building access is located.

(c) **Free Standing Digital LED Signs**

- (i) The maximum size cannot exceed 2.5 m<sup>2</sup>.
- (ii) If a parcel abuts an intersection, the sign must be setback at least 15.0 m from the edge of the road right-of-way perpendicular to oncoming traffic.
- (iii) Free Standing Digital LED Signs must be located at least 30.0 m from a residential district.

(d) **Portable Digital LED Signs**

- (i) Portable Digital LED Signs are not permitted in any Land Use District.

(12) **Fascia Signs**

- (a) No more than one (1) fascia or wall sign per frontage or where there are two (2) or more frontages, a total of two (2) such signs may be permitted.
- (b) The fascia sign area shall not exceed 20% of the superficial area of the wall comprising the business frontage for the sign.
- (c) Fascia signs shall be located only on a business frontage and at the discretion of the Development Authority, may be located on an exterior wall which is not a frontage.
- (d) Fascia signs shall not project above the top of the vertical face of the wall to which they are attached.
- (e) Whenever there is a band of several fascia or wall signs, they should be of a consistent size and located near the same level as other similar signage on the premises and adjacent buildings.



(13) **Free Standing Signs**

- (a) One (1) free-standing sign is allowed per site or per building on a site. If a parcel abuts more than one (1) public roadway other than a lane, the parcel may be allowed one (1) additional free-standing sign for each abutting roadway in excess of one (1), at the discretion of the Development Authority.
- (b) Where a second sign is approved, there shall be a 15.0 m separation from any other sign on the same site, unless otherwise approved by the Development Authority.
- (c) The maximum height of any freestanding sign shall not exceed 9.0 m from grade or project above the height of the principal building.
- (d) Freestanding signs shall not exceed 9.3 m<sup>2</sup> in sign area.
- (e) The sign shall be a minimum of 1.5 m from any property line.
- (f) Within a Residential District, one identification freestanding sign may be allowed to identify the name of an apartment, multi-family complex, manufactured home community or a subdivision, which does not exceed 3.0 m<sup>2</sup> in area or exceed 3.0 m in height.
- (g) There must be a 30.0 m separation from any other sign along the same street unless otherwise approved by the Development Authority.
- (h) Freestanding signs are encouraged to provide an area on the sign for changeable copy.

(14) **Portable Signs**

- (a) The sign area of a portable sign shall not exceed 5.0 m<sup>2</sup>.
- (b) The height of a portable sign, including the trailer or stand, or other support on which the sign is mounted, shall not exceed 2.5 m.
- (c) A portable sign shall not be located closer than 1.5 m to the property line of the property on which the sign is located.
- (d) Portable signs may be illuminated provided that lights on a portable sign located within 100.0 m of a dwelling unit shall be turned off between the hours of 11:00 p.m. and 7.00 a.m.
- (e) Only one (1) portable sign will be permitted on a property at one time.
- (f) There shall be a minimum distance of 35.0 m between any two portable signs.

- (g) Portable signs shall not be permitted within 15.0 m of a site which contains residential development.
- (h) The sign must be 9.0 m from an intersection of public road right-of-ways.
- (i) Each site is permitted one sign for a period or periods not exceeding a total of one hundred twenty (120) days per calendar year.
- (j) Third party advertising is permitted and shall only identify businesses or services licensed to operate in the Town of Redcliff, charitable organizations or service clubs.
- (k) The owner of a portable sign shall provide written notice within five (5) days of placing a portable sign on a property or change of location of an existing sign on a property, to the Development Officer. This notice shall include:
  - (i) the municipal address of the property on which the sign is located or is to be located.
  - (ii) the location of the sign on the property indicated by measurements from the property lines. it will usually be sufficient to give the distance from the front property line and the nearest side property line to the location of the sign.
  - (iii) the dimensions of the portable sign.
  - (iv) the name, address, and telephone number of the owner of the portable sign.
  - (v) the name and address of the person on whose behalf the portable sign is displayed or is to be displayed.

(15) **Projecting Signs:**

- (a) Projecting signs shall:
  - (i) not project more than 2.4 m from a building face;
  - (ii) have a minimum clearance of 2.4 m from grade;
  - (iii) not have any support from the ground over which it is hung;
  - (iv) not exceed 9.3 m<sup>2</sup> in sign area;
  - (v) not project more than 1.0 m above the height of the principal building;
  - (vi) not project within 0.6 m of the curb or edge of a constructed street;

- (vii) have a maximum space between the supporting structure and the sign of 0.6 m; and
- (viii) not project into lanes.

(16) **Roof Signs**

- (a) Roof signs are not permitted in any Land Use District.

**Responsibility for construction and maintenance**

**9** Except where an agreement provides otherwise, a highway authority is responsible for the cost of construction and maintenance of all highways subject to its direction, control and management.

**Agreements re bylaws**

**10(1)** Where the Minister enters into an agreement with an urban or rural municipality respecting the construction and maintenance of a highway within the boundaries of the municipality, the agreement may provide that, as of a specified effective date, the bylaws of the municipality in respect of matters under sections 13, 14, 108, 110 and 152 of the *Traffic Safety Act* are, in relation to the highway, to be in accordance with the agreement.

**(2)** When an agreement referred to in subsection (1) provides for any matters mentioned in subsection (1), any bylaw in respect of those matters under the specified provisions of the *Traffic Safety Act* that is not in accordance with the agreement on or after the specified effective date is inoperative with respect to the highway.

**Controlled Highways and  
Controlled Streets****No right of access**

**11(1)** A person

- (a) is not, of right, entitled to any direct access to or from a controlled highway or controlled street from or to any land adjacent to it,
- (b) does not have any right of easement, light or air to, from or over a controlled highway or controlled street, and
- (c) unless otherwise expressly provided in a conservation directive as defined in the *Alberta Land Stewardship Act*, does not have any right of view to, from or over a controlled highway or controlled street.

**(2)** No person is entitled as of right to any compensation solely by reason of the designation of a highway as a controlled highway or the designation of a street as a controlled street.

2004 cH-8.5 s11;2009 cA-26.8 s78

**Controlled highways**

**12(1)** All provincial highways are controlled highways.

(2) The Minister may designate any highway subject to the Minister's direction, control and management as a controlled highway.

**Regulations respecting controlled highways**

**13(1)** The Minister may make regulations

- (a) classifying controlled highways for the purposes of this Act;
- (b) prescribing terms and conditions applicable to the granting of permits by the Minister;
- (c) exempting any class or classes of physical means of access to or from a controlled highway from the requirement for a permit;
- (d) prohibiting, except under the authority of a permit,
  - (i) the placing, constructing, enlarging, extending, erecting or re-erecting of a building, structure, fixture, road, excavation or other development, whether on, above or below ground, and
  - (ii) the display of machinery, motor vehicles or other things, whether placed for storage or wreckage or for the purpose of advertising or for salewithin the distance from a controlled highway that the regulations prescribe;
- (e) prohibiting, except under the authority of a permit, the placing of a tree, hedge or shrub within any distance from a controlled highway that the regulations prescribe;
- (f) prohibiting, except under the authority of a permit, the construction of an electric transmission line, an electric distribution line, a pipeline other than a pipeline to which the *Pipeline Act* applies or a drainage ditch or irrigation canal or ditch within any distance from a controlled highway that the regulations prescribe;
- (g) prohibiting, except under the authority of a permit, the display of a sign, notice or advertising device within any distance from a controlled highway that the regulations prescribe;
- (h) prohibiting the display of a flashing or rotating light within any distance from a controlled highway that the regulations prescribe;

- (i) providing for the exemption from a requirement for a permit under any regulations under clauses (d) to (g).

**(2)** Regulations under subsection (1)(d) to (h) may prescribe different distances with respect to any class of controlled highways but no distance prescribed under those regulations may exceed

- (a) in the case of regulations under subsection (1)(d), (g) or (h),

- (i) 300 metres from the limit of the controlled highway, or

- (ii) 800 metres from the centre point of the intersection of the controlled highway and another highway,

whichever is greater, and

- (b) in the case of regulations under subsection (1)(e) or (f),

- (i) 30 metres from the limit of the controlled highway, or

- (ii) 60 metres from the centre line of the roadway of the controlled highway, in the case of a controlled highway other than a freeway designated under section 4, or 115 metres from the centre line of the roadway of a controlled highway that is a freeway designated under section 4,

whichever is greater.

#### **Terms and conditions in permits**

**14** The Minister may issue a permit on any terms and conditions the Minister considers proper and may cancel a permit for any reason that the Minister considers appropriate.

#### **Agreements re telecommunication facilities**

**15** The Minister may enter into an agreement with a telecommunication carrier respecting the placement and subsequent maintenance of telecommunication lines within

- (a) 30 metres from the limit of a controlled highway, or

- (b) 60 metres from the centre line of the roadway of a controlled highway, in the case of a controlled highway other than a freeway designated under section 4, or 115 metres from the centre line of the roadway of a controlled highway that is a freeway designated under section 4,

whichever is greater.

**Commercial sites**

**16** When a site that is used for commercial purposes and is within the distance of a controlled highway prescribed by the regulations under section 13 ceases to be used for commercial purposes for a period of one year, the site may not again be used for commercial purposes unless a permit is issued by the Minister for that purpose.

**Dangerous or unsightly buildings**

**17(1)** If, in the opinion of the Minister, a building, structure, fixture or excavation within the distance of a controlled highway prescribed by the regulations under section 13

- (a) is, by reason of its condition, dangerous to the public safety or health, or
- (b) is, because of its unsightly condition, detrimental to the surrounding area,

the Minister may issue a notice under this section with respect to the building, structure, fixture or excavation.

**(2)** A notice must be in writing and must be served on the owner personally or by registered mail.

**(3)** A notice may require the owner to, within a period of time which must not be less than 60 days from the date of the service of the notice,

- (a) remedy the condition in the manner and to the extent directed in the notice, or
- (b) demolish or remove the building, structure or fixture or fill the excavation and level the site of it.

**(4)** If the owner does not carry out the work specified in the notice within the time specified in the notice the Minister may carry out the work.

**(5)** The Minister may recover the cost of carrying out work under subsection (4) from the owner in an action in debt.

**(6)** The Minister may sell the building, structure or fixture in the course of carrying out work under subsection (4) and offset the proceeds against costs incurred in the course of carrying out the work.

(7) A person who is aggrieved by a notice may apply to the Court of Queen's Bench within 30 days after the date of service of the notice, and if the Court is satisfied that

- (a) the proper procedure as set out in this section has not been followed, or
- (b) the Minister has acted in a manner contrary to the intent and meaning of this section,

the Court may set aside or vary the notice as it considers just.

#### **Removal of unauthorized developments**

**18(1)** The Minister may, by notice,

- (a) require an owner of land to move, remove or alter
  - (i) anything placed, erected, enlarged, extended, re-erected, constructed or displayed on the land within the distance from a controlled highway prescribed in the regulations made under section 13, or
  - (ii) any means of access constructed or maintained on the land providing direct access to a controlled highway;
- (b) require the owner of any property, equipment, material or other thing within the distance from a controlled highway prescribed in the regulations under section 13 to remove the property, equipment, material or other thing beyond the distance prescribed in the regulations.

**(2)** A notice

- (a) must be in writing and must be served on the owner personally or by registered mail, and
- (b) must clearly indicate what work must be carried out and the time within which it must be carried out.

**(3)** If the owner does not carry out the work as required under the notice, the Minister may cause the work to be carried out.

**(4)** The Minister may recover the cost of carrying out work under subsection (3) from the owner in an action in debt.

**(5)** An owner who complies with a notice is entitled to compensation from the Crown for the owner's reasonable expenses in moving, removing or altering anything as required by the notice unless it is or was



- (a) placed, erected, enlarged, extended, re-erected, constructed or displayed in contravention of the regulations under section 13, or
  - (b) constructed or maintained in contravention of section 22 or 23.
- (6) A claim for compensation under this section must be made by filing the claim and particulars in the office of the Minister not later than one year from the date of service of the notice.
- (7) If compensation cannot be agreed on, the claim is to be dealt with under the same procedure as that applicable to claims for damages for injurious affection under the *Expropriation Act*.

### Offences

**19(1)** A person is guilty of an offence who

- (a) fails to comply with a notice under section 18, or
  - (b) being a person to whom a notice under section 18 was given repeats the act that gave rise to the giving of the notice or carries out a similar act.
- (2) On conviction for an offence under subsection (1)(a), the judge may
- (a) order the person convicted to move, remove or alter, within the period specified in the order, any property, equipment, material or other thing in respect of which the person was convicted, and
  - (b) order that no owner of the land shall place or allow to be placed any property, equipment, material or other thing on the part of the land on which the offence was committed without the written permission of the Minister.
- (3) A person who contravenes an order made under subsection (2) is guilty of an offence.
- (4) A person who is guilty of an offence referred to in this section is liable to a fine of
- (a) not more than \$25 for each day on which the offence occurs or continues, where the offence relates to a sign, or
  - (b) not more than \$500 for each day on which the offence occurs or continues, in any other case.

- (5) The fine under subsection (4) that may be imposed in respect of an offence referred to in subsection (3) is in addition to any other penalty that may be imposed in respect of the breach of a court order.
- (6) A prosecution for an offence referred to in subsection (3) may be commenced at any time within 2 years after the date of the order.
- (7) In a prosecution for an offence referred to in subsection (1)(a), a copy of a notice purporting to be made under section 18 and to be signed by the Minister shall be admitted in evidence as proof, in the absence of evidence to the contrary, of the contents of the notice and the signature of the Minister on it.
- (8) In a prosecution for an offence referred to in subsection (3), a certificate purporting to be signed by the Minister and stating whether and to what extent and to whom permission was or was not given to place any property, equipment, material or thing on the described land shall be admitted in evidence as proof, in the absence of evidence to the contrary, of the statements in the certificate without proof of the signature or appointment of the person signing it.

**Removing access to controlled highways**

- 20(1)** The Minister may remove a roadway that provides a physical means of access to or from a controlled highway, whether or not the title to the highway that contains the roadway being removed is vested in the Crown in right of Alberta.
- (2) Where the Minister removes a roadway under subsection (1) and the title to the highway that contains the roadway that is being removed is vested in the Crown in right of Alberta, the Minister may direct the cancellation of the road plan in respect of the appropriate portion of the highway.
- (3) Where the Minister removes a roadway under subsection (1) in respect of a portion of a highway the title to which is vested in an urban or a rural municipality, the municipality may cancel the road plan in respect of the appropriate portion of the highway.
- (4) When a road plan or a portion of a road plan in respect of a highway the title to which is vested in the Crown in right of Alberta intersects the road plan of a controlled highway, the Minister may direct the cancellation of the road plan or portion that intersects the road plan of the controlled highway.

<b>Government of Alberta</b> ■ Transportation	<b>ELECTRONIC MESSAGE SIGNS</b>		Issued: JUN 2011
			Revised:
			Page 1 of 6
<b>RECOMMENDED PRACTICES</b>	PART	HIGHWAY SIGNS	
	SECTION	MISCELLANEOUS	
	SUB-SECTION	BUSINESS	

## General

The question of whether or not electronic message signs, especially the graphic display and video advertising types, contribute to unsafe driving and increase the potential for collisions is under-researched. However, there is evidence that complicated visual fields can distract drivers and that existing legislation and guidelines inadequately address electronic message sign applications.

Available research suggests that:

- Sign placement and length of time the sign takes the driver's attention off the roadway are influential factors. A study commissioned by the City of Toronto, on the safety and effects of video advertising placed at downtown intersections, found that video advertising can distract drivers, lead to collisions, and have an overall impact on traffic safety (Smiley, Persaud, Bahar, Mollett, Lyon, Smahel, et al., 2005).
- Impact on traffic safety varies according to particular video display signs and environments. Video display signs on curves, that were also close to the line of sight and visible for an extensive periods of time, were found to be particularly distracting (Smiley, Smahel & Eizenman, 2004).
- Drivers are more distracted by street-level advertising than raised signs (Crundall, Van Loon & Underwood, 2006).

The number of sign permit applications being received by the department for electronic message signs has drastically increased in recent years with the progression of electronic technology. Guidelines are required to ensure departmental consistency in the treatment of these sign permit applications across the province.

The majority of electronic message signs can be grouped into one of the following three categories:

- Electronic changeable copy signs;
- Electronic graphic display signs; and
- Video display signs.

### Electronic Changeable Copy Signs







An electronic changeable copy sign is defined as a sign or portion thereof that displays electronic, non-pictorial, text information in which each alphanumeric character, graphic or symbol is defined by a small number of matrix elements using different combinations of light-emitting diodes (LEDs), fibre optics, lightbulbs or other illumination devices within the display area.

An electronic graphic display sign is defined as a sign or portion thereof that displays electronic, static images, static graphics or static pictures, with or without information, defined by a small number of matrix elements using different combinations of light-emitting diodes (LEDs), fibre optics, light bulbs or other illumination devices within the display area where the message change sequence is accomplished immediately or by means of fade, repixelization or dissolve modes.

#### Electronic Graphic Display Signs

#### Video Display Signs







Video display signs are defined as those signs or portions thereof which change their message or background in a manner or method of display characterized by motion or pictorial imagery, which may or may not include text and depicts action or a special effect to imitate movement, the presentation of pictorials or graphics displayed in a progression of frames which give the illusion of motion, including but not limited to the illusion of moving objects, moving patterns or bands of light, or expanding or contracting shapes, not including changeable copy signs.

### **Standard**

#### Highways Development and Protection Regulation

Pursuant to Section 15 of the Highways Development and Protection Regulation AR 326/2009, Alberta Transportation does not permit signs exhibiting any of the following characteristics:

- Any sign that displays an intermittent flashing, rotating or moving light;
- Any sign which is flood-lighted in such a manner as to cause a visual distraction to the motoring public;
- Any yard lights, area lighting or other lights that, in the opinion of the Operations Manager, are excessively distracting to the public or create a traffic hazard;
- Any sign that has moving or rotating parts; or
- Any sign that bears a legend giving a command to stop, stop ahead, look or exercise caution, etc., or any legend that in any way imitates a standard or commonly used traffic control device or highway traffic sign.

With the advancement of electronic technology, electronic message signs are capable of creating intermittent flashing/changing messages or rotating images (animated backgrounds) or where the background can be changed or light intensified. Such signs can be a substantial distraction to motorists and a source of glare, which creates a traffic safety issue. The brightness from electronic message signs can also overwhelm driver's perception of critical regulatory, warning and guide signage or other traffic control devices.

#### Electronic Message Signs Not Permitted in Most Situations

For the above reasons, Alberta Transportation **does not permit** the use of electronic message signs within the development control zone of rural provincial highways.



The development control zone is defined under the *Highways Development and Protection Regulation* for provincial highways. The classes of provincial highways are shown in the Roadside Management Classification Map as amended from time to time and published on Alberta Transportation's website.

Within the corporate limits of urban municipalities (cities, towns, villages), the municipality is responsible for development approval outside the highway right-of-way for all classes of provincial highways. Along ring roads within urban municipality corporate limits, the municipality is responsible for development approval beyond the Transportation Utilities Corridor (TUC). As such, Electronic Message Signs located within corporate limits (outside the provincial highway right-of-way and beyond the TUC boundaries) are subject to municipal approval.

Electronic message signs featuring a continuous loop or animated images are strictly prohibited along provincial highways except in urban areas (within corporate limits) where the speed limit is less than 80 km/h.

Electronic message signs are also strictly prohibited within 800 m of the centrepont of an interchange, where the information load on drivers is already high (due to other traffic control devices), and where drivers frequently perform lane changing maneuvers (i.e., merging and weaving conditions).

**Situations Where Electronic Message Signs  
May Be Permitted**

An electronic message sign that **operates only as a changeable copy sign (usually LED) may be permitted** as a part of a larger sign outside the highway right-of-way, such as to convey the price of fuel on gas station on-premise signs. An electronic changeable copy sign would be permitted if the operation of the message panel is only changed occasionally (a motorist driving at the posted speed limit could only see one static message during the drive by). An electronic changeable copy sign panel forming a component of an on-premise sign cannot exceed 25% of the overall size of the sign.

An electronic changeable copy sign may be permitted as part of a community Welcome sign (inside or outside the highway right-of-way) provided it does not exceed 15% of the overall sign size.

Conditions under which an electronic message sign panel is allowed (as a part of a larger sign) are:

- The sign panel does not contain or display flashing, intermittent, or moving lights, including animated or scrolling text.
- A sign panel provided as a public service showing the time and temperature shall not be considered a flashing or moving sign.
- The sign content remains fixed/static for a minimum message display duration, where:

*Min. Display Duration (sec) = Sight distance to sign (m) / Speed limit (m/sec).*

- In lower speed areas, the formula above should be used with a minimum sight distance to sign of 350 m.

- In areas with speed limit  $\geq 80$  km/h, the minimum message display duration is 60 seconds, unless the sight distance to the sign is less than 1 kilometre.
- When a message is changed electronically, it must be accomplished within an interval of 0.1 seconds or less so that an approaching driver cannot perceive any blanking of the display screen.
- There shall be no visual effects between successive displays.
- The sign panel must contain a default design that will freeze the sign panel message in one position if a malfunction occurs.
- The sign panel shall be equipped with a control system that automatically adjusts light emission level to ambient light conditions so as to not cause glare or excessive brightness.
- In no case shall the light level of any sign panel exceed 300 nits (candelas per square metre) between the time of sunset and sunrise, nor 5,000 nits at other times.
- Must not diminish the conspicuity of nearby traffic control devices.
- Alberta Transportation's Highway Operations Manager shall have the ongoing discretion to require the brightness, frequency, colours or other qualities of the sign panel be adjusted in order to address safety concerns.

Shown below are some examples of signs that may be permitted:





<b>Government of Alberta</b> ■ Transportation	<b>ELECTRONIC MESSAGE SIGNS</b>	Issued: JUN 2011
		Revised:
		Page 6 of 6

Policy Recommendations for Rural and Urban Municipalities

Rural municipalities authorize developments within the development control zones of minor highways and urban municipalities authorize developments within the development control zones of highways within urban boundaries of cities, towns, and villages. Alberta Transportation encourages both rural and urban municipalities **not to permit** electronic message signs adjacent to provincial highway right-of-way, especially those that function as graphic and/or video display signs. If electronic message signs are permitted, it is encouraged that the conditions outlined in this recommended practice be considered. Care should be taken to ensure electronic signs do not diminish the conspicuity of nearby traffic control devices, and to maintain appropriate spacing between electronic message signs (so that only one can be seen at a time).

If, in the opinion of the Highway Operations Manager, an electronic message sign permitted by a municipality constitutes a distraction to highway traffic and would compromise traffic safety, the Highway Operations Manager will work with the municipality to have the sign adjusted, removed or relocated.

Special Situations for Traffic Management Purposes

Alberta Transportation's electronic dynamic message signs for communicating pertinent safety messages and for traffic management functions are permitted within highway right-of-way. Information displayed on these electronic dynamic message signs are governed by strict departmental operating guidelines.

**References to Standards**

<i>Highways Development and Protection Regulation</i>	
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**TOWN OF REDCLIFF**  
**REQUEST FOR DECISION**

**DATE:** January 22, 2018

**PROPOSED BY:** Planning & Engineering

**TOPIC:** FCM Grant Application – Municipal Asset Management Program

**PROPOSAL:** Adopt the resolution as presented

---

**BACKGROUND:**

Council in the 2018 budget approved \$70,000 for an asset management program. FCM has a grant for up to \$50,000 to assist with the creation and improvement of asset management programs. Our proposed asset management program is eligible for this funding. If we receive the grant it will allow administration to complete significantly more of the work to create a fully operational asset management plan with additional support coming from external vendor to complete the project sooner.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

An effective asset management program has been identified by administration as one of the key missing components of achieving a sustainable community.

**ATTACHMENTS:**

- Grant application form.

**OPTIONS:**

1. Council approves the resolution as presented.
2. Council rejects the resolution as presented and instructs Administration on changes to the resolution.
3. Council rejects the resolution.

**RECOMMENDATION:**

Option 1 is recommended.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that:

Be it resolved that Redcliff Town Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Town of Redcliff Asset Management Program Project.

Be it therefore resolved that the Town of Redcliff commits to conducting the following

activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Preserve, organize and catalog all of the information on the Town's assets to expedite the access and use of this information in the future.
- Assess the condition of the Town's asset's and estimate the value of, life left and replacement costs.
- Develop a maintenance, rehab and replacement plan based on the risks of failure, level of service provided financial constraints, and opportunities that may present.

Be it further noted that the Redcliff Town Council has approved a capital budget of \$70,000 in its 2018 capital budget for acquiring a working asset management program.

Be it further resolved that the Town of Redcliff commits an estimated \$85,000 in staff resources towards the costs of this initiative.

**SUBMITTED BY:**

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. 2018.



## FCM's Municipal Asset Management Program Application Form

**IMPORTANT: Before filling out this application form, please read the Municipal Asset Management Program (MAMP) [application guide](#), available on the FCM website.**

**We encourage you to contact FCM before you submit your application.** FCM advisors can help determine if your project is eligible, answer questions and help you prepare a successful application. Contact us at:

[programs@fcm.ca](mailto:programs@fcm.ca)

Tel.: 613-907-6208 or 1-877-997-9926

**Please save or download this form to your computer before completing it.**

### Part A: Applicant information

There are two eligible lead applicant categories:

- » Municipal governments, except applicants from Quebec\* (e.g. towns, cities, regions, districts, etc., and local boards thereof)
- » Municipal partners\*\* applying in association with a municipal government

A municipal partner is one of the following entities:

- a. a municipally owned corporation
- b. a regional, provincial or territorial organization delivering municipal services
- c. an Indigenous community
  - » *Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.*
- d. a not-for-profit organization with a focus on municipal services

\*Quebec municipalities are currently not permitted to receive funding from FCM's Municipal Asset Management Program (MAMP).

FCM is working with the province of Quebec's Ministère des Affaires municipales et de l'Occupation du territoire (MAMOT) to find a solution that will provide Quebec municipalities access to MAMP funding as soon as possible.

\*\*Not-for-profit, non-governmental organizations and Indigenous communities in Quebec can still access funding from the two programs if they meet the necessary eligibility criteria. Please note that private-sector entities are not eligible as municipal partners.

Please contact an [FCM advisor](#) should you have additional questions about FCM or to learn if your project would be eligible for funding through other FCM programs such as the [Green Municipal Fund](#). Should you have further questions about MAMOT's decision and programs available to Quebec municipalities please contact MAMOT.



## 1. Lead applicant information

Please select your organization type from the list below. If you are unsure, please review the [application guide](#), or contact FCM: email [programs@fcm.ca](mailto:programs@fcm.ca) or call 613-907-6208 or 1-877-997-9926.

- ☒ Municipal government (e.g. towns, cities, regions, districts, etc., and local boards thereof)

### Municipal partner

- ☐ a municipally owned corporation
- ☐ a regional, provincial or territorial organization delivering municipal services
- ☐ an Indigenous community  
» Certain Indigenous communities require a shared service agreement with a municipal government related to infrastructure to be eligible. Contact FCM for additional details.
- ☐ a not-for-profit organization with a focus on municipal services
- ☐ Other Describe:

## 2. Lead applicant contact information

Organization name

Town of Redcliff

### Mailing address

Address

Box 40, #1 - 3rd Street N.E.

City

Redcliff

Province/territory

Alberta

Postal code

T0J 2P0

Tel.

(403) 548-9266

Fax (optional)

403-548-6623

### Lead applicant primary contact information

Salutation (optional)

Mr.

First name

James

Last name

Johansen

Middle initial (optional)

Title

Director of Planning & Engineering

Email

jamesj@redcliff.ca

Tel. (work)

403-548-9266

Ext.

Cell (optional)

403-548-4378

### 3. Additional lead applicant information

The following demographic information will help FCM understand the reach and results of the Municipal Asset Management Program:

Lead applicant annual operating budget	\$19,543,686.00
Number of administrative staff that manage the municipality or lead organization (e.g. senior administrators, finance, public works, planners and other administrative staff)	11 – 20

## Part B: Self-assessment

Please complete a self-assessment using the [Asset Management Readiness Scale](#), available for download. Using the results of the self-assessment, fill in the Current State column in the table below.

### 5. Self-assessment summary – Current State

Competency	Current State <i>What are your <b>current</b> readiness levels?</i>	Notes <i>Provide rationale for assigning each readiness level. What specifically have you done that puts you at the readiness level you have selected?</i>
Policy and governance	Pre-level 1	The senior management team understands the advantages of having an asset management program and is committed to starting one. We are still working to define the basic set of objectives and outcomes.
People and leadership	Pre-level 1	As a management team we have met and discussed asset management and started investigation of software to assist in an asset management program. Formal terms of reference are being developed. Council is aware of the asset management initiative and approved a capital budget amount for starting the program.
Data and information	Level 2	We have a GIS data base of road and utilities infrastructure. The data also contains some condition assessment data, however the condition assessment data is not linked into repair and replacement planning. We also have computer models of our water distribution system, sanitary sewer collection system and storm water management system however these models have not been updated on an ongoing basis as changes are made to the system or errors are found in the infrastructure data.
Planning and decision making	Level 2	Our current capital improvement plans are largely based on reactionary responses to observed conditions and deficiencies. Currently projects are prioritized using a MyCIP procedure which is largely objective based and does not reflect risk and life cycle costing. Often project prioritization is done based on the preference of Council and not on any need or risk management basis.



Contribution to asset management practice	Pre-level 1	While the need of an asset management program is well understood there has been no formal training. Current work is focussing on not losing the information we currently have and cataloging it. We are actively investigating software solutions that are available and learning more about what our objectives need to be.
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## Part C: Project description

### 6. Working title

What is the project's working title? This title will be used publically to identify the project.

Town of Redcliff Asset Management Program Project

### 7. Description

Provide a high-level description of your project. Summarize what you will do and what the project will achieve in 100 words or less. If your application is accepted, this section will be used as the public description of your project.

The Town of Redcliff Asset Management Program Project is to provide the Town with useable tools to define the orderly and efficient maintenance, rehabilitation and replacement of assets. To do this the Town will utilize asset management software to catalogue and organize the information in its possession, determine the current condition of infrastructure, identify and gather additional information required to complete the information and make current condition assessments. The education of staff and Council in benefits of asset management, training staff in the theory and tools and utilization of outside expertise is critical to success.

### 8. Activities and deliverables

What are the proposed activities that you want FCM to fund? Please identify one to three activities.

What deliverables do you plan to submit to FCM at the end of this project that will demonstrate you have completed the activities? Please identify **at least one** deliverable per activity.

Please see the [application guide](#) for additional guidance on the level of detail expected.

Activity	Deliverable
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<p>Examples:</p> <ul style="list-style-type: none"> <li>» conduct a needs assessment</li> <li>» collect data on the condition of 200 km of roads</li> <li>» set up a cross-functional asset management committee</li> <li>» training for cross-functional team of managers</li> <li>» update job descriptions to include asset management responsibilities</li> </ul> <p>Add</p>		<p>Examples:</p> <ul style="list-style-type: none"> <li>» needs assessment report</li> <li>» condition assessment report for 200 km of roads</li> <li>» asset management committee terms of reference and minutes from first two meetings</li> <li>» training attendance record and copy of training materials</li> <li>» updated job descriptions, and minutes from job description workshop with cross-functional team</li> </ul>	
Remove	1.	Preserve, organize and catalog all of the information on the Town's assets to expedite the access and use of this information in the future.	<p>The Town currently has a lot of information on it's assets however it is spread throughout the organization. The Town plans to purchase software that is designed to manage all of the information into a single portal that can communicate with other Town software such as finance software and assessment software.</p> <p>Deliverable is a report on the software purchased and why it was selected, any issues with installation and integration of the software, , training received by the core team, and a summary of the information imported into the software and a list of missing or erroneous information with a plan on how the information will be gathered. It is planned that only the roads, sanitary sewer system, potable water system and storm sewer system will be entered under the grant application.</p>
	2.	Assess the condition of the Town's asset's and estimate the value of, life left and replacement costs.	<p>A condition assessment of the road network was completed in 2010. This will be inputted into the software. In addition the Town has a tremendous amount of CCTV inspections of sewer lines which will be linked into the software and condition assessments will be made. Town has records on water main breaks and repairs and this information will also be imputed to the system. A condition assessment will be made along with a estimate of the life left and the replacement costs for each asset in the roads, sanitary sewer system, potable water system and storm sewer system. A report on the current state of the assets in the roads, sanitary sewer system, potable water system and storm sewer system will be provided as the deliverable.</p>

Remove	3. Develop a maintenance, rehab and replacement plan based on the risks of failure, level of service provided, financial constraints, and opportunities that may present.	A preliminary estimate of the risks of failure, level of service desirable and provided and costs for maintenance and rehab will be prepared for every asset in the roads network, sanitary sewer system, potable water system and storm sewer system. Deliverable will be a report outlining the desirable levels of service, estimated yearly costs for a 10 year horizon without an optimization to meet the desired levels of service.
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Note: Please use these same activities to complete the workplan and budget template. In the [workplan and budget template](#), you will be required to break each of these activities down into tasks.

## 9. Outcomes

Describe how your proposed activities will improve your asset management capacity. What impact will these activities have on attitudes, behaviours, relationships, actions, policies or practices in your organization?

What impact will these activities ultimately have on your municipality or community?

Why are these activities a priority for you at this time?

The objective of the asset management program is to:

1. Reduce the workload of staff at every budget cycle to define project priorities and justifications,
2. Reduce personal preference and influence in the capital project prioritization process
3. Move to planned maintenance, rehabilitation and replacement of assets,
4. Properly budget for maintenance of assets,
5. Maximize the life value of assets,
6. Minimize the total cost of assets,
7. Optimize the level of service,
8. Preserve corporate knowledge of the system in light of staffing change over through attrition and retirement,
9. Create a stable and sustainable capital projects program.

The above objectives for the asset management program will result in a better level of service for the money spent on assets making for a more livable and desirable community. It is however realized that these objectives are a long term goal and that the Town cannot achieve these objectives in a single year and still effectively delivery services to its citizens. Therefore this grant application has been scaled back to what is achievable within the one year term of the FCM grant with a plan to continue to develop the asset management program after the first year.

There are several significant driving factors that have brought asset management to the forefront of priorities:

1. New Directors of Planning & Engineering and Public works within the last two years who understand the benefits and theory of asset management and the effort required to create a functional asset management program and are willing to put forward individual effort, request and assign resources to the effort as a top priority. This willingness has been further reinforced by new staff:
  - a. Trying to find the justifications and background on current capital projects and project rankings,
  - b. Identifying errors and missing information in the current data sets.
  - c. Realizing that the current model of dealing with assets does not provide the tools or information needed to effectively plan projects and or make decisions.
2. Failure of the sanitary sewer collection system during extreme wet weather events and the realization that much of the issue could be due to a lack of ongoing maintenance. It has also been noted that while much study has been done, the proposed corrective actions are mostly to upsize the system or replace the system with no examination of remediation and maintenance measures.



3. A current capital plan for the future that includes over 250 projects averaging a million dollars for the next 25 years which is unaffordable for the Town. It was also realized that all of the projects are replacement projects.
4. Building infrastructure that is reaching the end of its useful life unless major rehabilitation is undertaken. With one exception the replacement and rehabilitation of this infrastructure is missing from the capital project list.

Use the [Asset Management Readiness Scale](#) to identify your desired future state. Complete the Desired Future State column below to indicate your intended readiness levels at the end of the funded project. **Note: A project will be considered successful if you advance at least one readiness level in at least one competency on the readiness scale.**

Competency	Current State <i>This column will auto populate based on the readiness levels you identify in Part B.</i>	Desired Future State <i>What are your <b>intended</b> readiness levels at the end of this project?</i>
Policy and governance	Pre-level 1	Level 3
People and leadership	Pre-level 1	Level 3
Data and information	Level 2	Level 4
Planning and decision making	Level 2	Level 3
Contribution to asset management practice	Pre-level 1	Level 3

## 10. Human resources

Describe the internal and external human resources who will complete the proposed activities.

- » Who will lead the project? Who will carry out project activities?
- » If you plan to hire external individuals or organizations to carry out project activities, please describe and, if possible, specifically identify them below.
- » Summarize the relevant experience of your proposed project team.

The project will be led by the Director of Planning & Engineering, James Johansen, P.Eng.. Currently the Planning & Engineering Department has a dedicated GIS position and two administrative / drafting positions which will be assigned too much of the work accessing existing information and assisting with the input and verification of data. The Director of Public Works has a staff of 5 that will be used to field verify condition and location information and may be supplemented by external consultants for specific major tasks such as roadway condition assessment. The Town appreciates that there is no possibility of achieving our objectives of setting up a functioning asset management program with the internal staffing that is available in a timely fashion.

The Town plans to hire an external vendor to provide software, training and technical advice, assist in setting up the software, entering the data, and expanding the asset management program. To meet the requirements of inter-provincial trade agreements and Town purchasing policy the vendor will have to be retained through a public tender process. The preparation of the request for proposals (RFP) has started as Council approved a capital project for starting the asset management program in the 2018 budget. The RFP is being set up to cover the following, the right software, training, technical advice, software setup, data entry, technical support to a functioning asset management program, ongoing technical support. It is envisioned that an external vendor will be selected sometime in the second quarter of 2018.

## 11. Fit with provincial or territorial approach

Describe how this project fits within the asset management approach being implemented within your province or territory.

The Alberta asset management approach is make asset management the responsibility of individual municipalities and provide support through the Municipal Sustainability Strategy Advisory committee through two-stages, stage one being the identification of tools, development and rollout of tools and training, stage two is mandating three-year financial and five-year capital plans for every municipality and expanding tools and resources where gaps are identified. This project is aligned with the asset management approach being taken by the province or Alberta as it will build the Town's capacity to efficiently manage its assets by selecting the most appropriate tools, standardizing and consolidating the existing data, training staff, creating policies and procedures to support asset management, with the end goal of being able to efficiently create and maintain three-year financial and five-year capital plans based on identified desired levels of service, best practices for maintenance, condition of assets, risks associated with assets and community needs.

## 12. Challenges and mitigations

What are the one to three most important risks or challenges that could impede the delivery of this project? How will you mitigate these challenges?

Add		Challenge	Mitigation
Remove	1.	Selecting software that cannot meet the requirements of the objectives.	Currently staff have spent three months learning about asset management software and what different packages can offer with the express purpose of being able to prepare an RFP which specifically will identify the Towns requirements for the software, training, setup and ongoing support. It is expected that staff will spend at least another two months evaluating software and software providers before issuing an RFP.
Remove	2.	Having insufficient money to complete the project as envisioned.	The plan is to take a staged approach and only undertake a stage if the financial resources are available to complete it. Stages are identified as project start up and then by each infrastructure class. Prioritization of stages is based on the information available, risk of information loss through attrition, and costs to complete. Thus buildings are last because there is almost no information available and there is a low chance of information loss and roads are second last because of the high cost of completing another condition assessment.

Remove	3. Project scope creep.	The plan is to spend resources identifying the scope and sometimes declaring some work beyond the current scope such as the road condition assessment. It is also recognized that the initial objective is not to reach an asset management readiness scale of 5 and so in defining the scope of the project it is important to identify areas where expanding the scope will move the project beyond the current project objectives.
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## Part D: Required attachments

Please submit the following with your application

Supporting document	Comments and reference pages
A resolution from council, band council or board of directors, using the <a href="#">sample</a> provided	
<div>Attach File</div> <div>Remove</div>	
A completed <a href="#">workplan and budget template</a>	
<div>Attach File</div> <div>Remove</div>	

## Part E: Declaration and signature

Please review this declaration and have it executed by an authorized signatory of the applicant. This declaration confirms that: a) the Applicant understands and will abide by the Federation of Canadian Municipalities' ("FCM") requirements, including those related to funding; and b) the information provided in and appended to the application is accurate and complete.

I, James Johansen P.Eng., Director of Planning & Engineering of the Town of Redcliff (herein called the "**Applicant**"), hereby declare, without personal liability and in my capacity as Director of Planning & Engineering of the Applicant, as follows:

1. That the Applicant will not be able to receive funding from FCM prior to entering into a legally binding agreement with FCM (the "**Agreement**") in respect of the project being applied for (the "**Initiative**") and that the said Agreement will contain pre-conditions to funding, all of which the Applicant must comply with, including without limitation:
  - a. the Applicant having obtained all authorizations required to enter into the Agreement and carry out the Initiative;
  - b. the Applicant having obtained assignments of copyright and waivers of moral rights from any consultants or third-parties who have contributed or will contribute to reports prepared on the Applicant's behalf, such that the Applicant will hold the copyright in all reports related to the Initiative;
  - c. the Applicant providing reports and consenting to FCM sharing the lessons learned and experience gained from the Initiative with other communities across Canada by allowing FCM to publish reports, such as project completion and final reports, on the FCM website;



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## Municipal Asset Management Program Application Form

- d. the Applicant having incurred costs in connection with the Initiative, which costs must be invoiced to and paid for by the Lead Applicant; and
  - e. the Applicant claiming reimbursement for in-kind costs only, all in accordance with FCM's restrictions regarding such claims.
2. That the Applicant will carry out the Initiative in compliance with all applicable laws and regulations.
  3. That the Applicant will confirm to FCM all sources of funding prior to executing the Agreement.
  4. That all of the information contained in this application and in the accompanying documents is true, accurate and complete as of the date of submission.
  5. That if any of the information contained in this application and in the accompanying documents becomes inaccurate, incomplete or incorrect, the Applicant will provide updated information and/or accompanying documents.
  6. That the Applicant acknowledges and agrees that changes in scope to the Initiative after this date of application may not be accepted by FCM.
  7. If the Applicant has engaged or intends to engage (a) consultant(s) who will communicate with FCM on behalf of the Applicant, that the Applicant hereby confirms that the consultant(s) are authorized to do so.

Name of authorized agent: \_\_\_\_\_

Organization: \_\_\_\_\_

By typing my name above and submitting this application, I am providing my signature for the declaration above.



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## Municipal Asset Management Program Application Form

*Note: The information provided in this application, including all attachments, will be kept confidential. Access to this information will be limited to:*

- » FCM employees and professional representatives who are involved with your Initiative
- » persons to whom the applicant has granted access and persons authorized by law

*The information provided in applications, including attachments, is subject to FCM's Privacy Policy.*

The system will highlight any incomplete questions

**Review**



Workplan and Budget - MAMP Funding Offer					
Lead applicant:	Town of Redcliff				
Project title:	Town of Redcliff Asset Management Program Project				
Activity	Start date	End date	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)
<b>Activity 1: Project Initiation and Vendor Selection</b>	01/01/2018	01/06/2018			
Evaluate objectives and requirements of the asset management program			\$0	\$6,000	\$6,000
Evaluate software relative to meeting objectives and requirements and defining new requirements			\$0	\$3,000	\$3,000
Prepare FCM grant application			\$0	\$3,000	\$3,000
Preparation of an RFP for Vendor selection			\$0	\$3,000	\$3,000
Evaluate Proposals and select a Vendor			\$0	\$2,000	\$2,000
Award of the work to a Vendor and enter into a Contract			\$0	\$2,000	\$2,000
<b>Activity 1 Subtotals</b>			<b>\$0</b>	<b>\$19,000</b>	<b>\$19,000</b>
<b>Activity 2: Project Start-up</b>	01/01/2018	01/09/2018			
Town staff collection organization and compilation of existing data.			\$0	\$8,000	\$8,000
Asset management training of staff by the Vendor			\$10,000	\$12,000	\$22,000
Purchase of Software			\$25,000	\$10,000	\$35,000
Installation of Software			\$6,000	\$2,000	\$8,000
Development of specialized software, reports, screens, etc,			\$12,000	\$2,000	\$14,000
Testing of Software and debugging			\$4,000	\$6,000	\$10,000
Reporting			\$0	\$1,000	\$1,000
<b>Activity 2 Subtotals</b>			<b>\$57,000</b>	<b>\$40,000</b>	<b>\$98,000</b>
<b>Activity 3: Data population</b>	01/07/2018	01/04/2019			
Sanitary Sewer			\$0	\$0	\$0
Data migration			\$6,000	\$2,000	\$8,000
Identification of erroneous or missing information			\$1,000	\$2,000	\$3,000
Collection of information			\$0	\$6,000	\$6,000
Condition Assessment			\$4,000	\$2,000	\$6,000
Current Valuation			\$0	\$1,500	\$1,500
Replacement costs			\$0	\$1,200	\$1,200
Life Cycle Curves and maintenance, rehab, and replacement estimates			\$2,000	\$2,000	\$4,000
Software testing and debugging			\$3,000	\$3,000	\$6,000
Storm Sewer			\$0	\$0	\$0
Data migration			\$4,000	\$1,000	\$5,000
Identification of erroneous or missing information			\$1,000	\$2,000	\$3,000
Collection of information			\$0	\$2,000	\$2,000
Condition Assessment			\$1,000	\$1,500	\$2,500
Current Valuation			\$0	\$1,500	\$1,500
Replacement costs			\$0	\$1,200	\$1,200
Life Cycle Curves and maintenance, rehab, and replacement estimates			\$1,500	\$1,000	\$2,500
Water System			\$0	\$0	\$0
Data migration			\$3,000	\$1,000	\$4,000
Identification of erroneous or missing information			\$1,000	\$1,000	\$2,000
Collection of information			\$0	\$1,000	\$1,000
Condition Assessment			\$1,500	\$1,500	\$3,000
Current Valuation			\$0	\$1,500	\$1,500
Replacement costs			\$0	\$1,200	\$1,200
Life Cycle Curves and maintenance, rehab, and replacement estimates			\$1,500	\$1,000	\$2,500
Roads (Note this is anticipated to be beyond the April 2019 end date.)			\$0	\$0	\$0
Buildings (Note this is anticipated to be beyond the April 2019 end date.)			\$0	\$0	\$0
Fleet (Note this is anticipated to be beyond the April 2019 end date.)			\$0	\$0	\$0
Parks (Note this is anticipated to be beyond the April 2019 end date.)			\$0	\$0	\$0
Reporting			\$0	\$4,000	\$4,000
<b>Activity 3 Subtotals</b>			<b>\$30,500</b>	<b>\$42,100</b>	<b>\$72,600</b>
<b>Total costs</b>			<b>\$87,500</b>	<b>\$102,100</b>	<b>\$189,600</b>

<b>Total eligible costs</b>	<b>\$87,500</b>
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<b>Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain.</b>
Estimates are based on the best guess of what the activity will take or cost. Contingency was not built in however the the way the project is set up if there is insufficient budget to complete for example the water activity then it will be deferred until additional budget can be acquired. The same is true if eligible costs are less than budgeted then additional activities will be undertaken. The real limiting factor on the FCM funds is the 11 month time frame in which to complete the work.

<b>Other Notes:</b>
Note that the Council approved capital budget is for completion of the whole Asset Management Program and is expected to be spread over at least two years. The realization is that there is insufficient time to complete the whole project in one year. Roads condition assessments need to be performed when the roads are clear of ice, snow and gravel and a complete condition assessment is estimated to cost \$50,000. There is not time to prepare a plan and complete the roads condition assessments in 2018. Thus it is not included in the work. This is also true of the buildings, fleet and parks asset categories.
Town staff time has been included in the Ineligible costs column as we realize that much of the work taken by staff on the asset management program will also fall under normal operations work and would have had to be done with or without the asset management program.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** January 22, 2018

**PROPOSED BY:** Municipal Manager

**TOPIC:** Seniors Drop-In Centre Lease Agreement w/ Redcliff Seniors Society

**PROPOSAL:** To Provide Administration with Council's preferred lease option

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**BACKGROUND:**

In September 2016, while in the process of discussing the renewal of the lease agreement for use of the Seniors Drop-In Centre by the Redcliff Senior's Society, a memo was brought forward to Council which outlined the following:

- The Redcliff Seniors Society approached the administration regarding the possibility of entering into a lease agreement (with potential commencement of January 1, 2017) whereby the Seniors Society operates and manages, as outlined in the attached draft lease agreement, the facility.
- The proposed agreement is a partnership approach where the Town and the Senior Society, would have specific obligations as well as joint obligations which are outlined in the attached DRAFT lease agreement.
- The focus at the time was that the Redcliff Seniors Society, as leaseholder and operator of the facility, would have enhanced access to grant programs that would assist in making facility improvements.

Administration was notified, by the Redcliff Senior Society leadership, towards the end of 2017 that the Redcliff Senior's Society is willing to enter into a lease agreement whereby the Seniors Society operates and manages the Drop-In Seniors Centre; nonetheless there are some aspects of the lease agreement and operational logistics that would need to be worked out/finalized that may prove rather difficult than initially expected. Some of these are as follows:

- Section of the agreement which outlines the maintenance of the interior of the facility, general maintenance, and appliance maintenance. Specifically defining each of the categories to know exactly which party is responsible for what detail is an onerous task and could turn into an exhaustive list that keeps growing.
- Janitorial services: currently the Town is in a contract that provides Janitorial services through to the end of 2018. This contract should be honoured in its entirety. It should be noted that the Senior Society Leadership did show some willingness to assist with this cost for the duration of the contract if they were to assume management and operation of the facility.
- Utilities suggested being cost shared on a 50/50 basis.
- Draft agreement outlines that under such an arrangement the Town may book the Redcliff Drop-In Centre for free as it relates to Town based events and community related initiatives (ie. flu clinics etc...). Specifying all these scenarios and defining Town based events may also prove to be a rather exhaustive process that may make such an arrangement difficult.

## DISCUSSION:

Ultimately, the philosophy that needs to be decided upon moving forward are as follows:

1. The Town entering into a lease agreement with the Redcliff Seniors Society to operate and manage the facility (ie. coordinate bookings, rentals, damage deposits, janitorial services etc...) and partner with the Town for as many grant opportunities as possible to assist in implementing facility improvements. Under this scenario the Town would still be responsible for all major maintenance, repair, and capital upgrades.
2. The Town renewing the existing lease agreement with the Redcliff Seniors Society as the primary user group of the facility with the Town continuing to assume operating and management responsibilities (ie. coordinate bookings, rentals, damage deposits, maintenance, and janitorial services etc...). Under this existing system the Town would continue to be responsible for all major maintenance, repair, and capital upgrades. The Town would also continue its endeavour in applying for grants in partnership with the Redcliff Seniors Society for the purpose of facility improvements.

**\*Note that the Town has experienced recent success in obtaining grants for facility improvements through partnerships with primary user groups such as the Redcliff Minor Hockey and the Figure Skating Club. These grants contributed to Rec-Tangle facility improvements.**

Within the last approximately 12-15 months the Town has invested in the following maintenance/upgrade items:

- Replaced Hot Water Heater
- Replaced Two Furnaces
- Replaced an air conditioning unit

In addition to the above, the Town has recently acquired recreation software that will greatly assist the Town in coordinating the bookings for the Town operated facilities (this would include the Seniors Drop-In Centre). This system should contribute to easier usability for the public wanting to rent the facility.

**POLICY/LEGISLATION: n/a**

**STRATEGIC PRIORITIES: n/a**

**ATTACHMENTS: n/a**

## OPTIONS:

1. That the Town enter into a lease agreement with the Redcliff Seniors Society to operate and manage the facility and partner with the Town for as many grant opportunities as possible to assist in implementing facility improvements. Under this scenario the Town would still be responsible for all major maintenance, repair, and capital upgrades.
2. That the Town renew the existing lease agreement with the Redcliff Seniors Society as the primary user group of the facility with the Town continuing to assume operating and management responsibilities. Under this existing system the Town would continue to be responsible for all major maintenance, repair, and capital upgrades. The Town would also continue its endeavour in applying for grants in partnership with the Redcliff Seniors Society for the purpose of facility improvements. This would essentially be the status quo



option.

**\*Note that the Town has experienced recent success in obtaining grants for facility improvements through partnerships with primary user groups such as the Redcliff Minor Hockey and the Figure Skating Club. These grants contributed to Rec-Tangle facility improvements.**

**RECOMMENDATION:**

Option 2

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the administration complete the draft of a lease agreement with the Redcliff Seniors Society to operate and manage the facility and partner with the Town for as many grant opportunities as possible to assist in implementing facility improvements. Under this scenario the Town would still be responsible for all major maintenance, repair, and capital upgrades. Further, that this draft be brought back to council once complete for final approval.
2. Councillor \_\_\_\_\_ moved that administration renew the existing lease agreement with the Redcliff Seniors Society as the primary user group of the facility with the Town continuing to assume operating and management responsibilities. Under this existing system the Town would continue to be responsible for all major maintenance, repair, and capital upgrades. Further, that administration continue its endeavour in applying for grants in partnership with the Redcliff Seniors Society for the purpose of facility improvements.

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. **2018.**



# THE ALBERTA ORDER OF EXCELLENCE

RECEIVED  
DEC 07 2017

November 30, 2017

Mr. Dwight Kilpatrick  
Town of Redcliff  
PO Box 40  
Redcliff Alberta T0J 2P0

Dear Mr. Kilpatrick,

*The Alberta Order of Excellence is the highest honour the Province of Alberta can bestow on a citizen of this province. Members of the Order are citizens who have gone above and beyond to serve Albertans. The Order reflects the diversity and breadth of achievement of all Albertans.*

*Because of your position, I trust that you might know, or know someone who knows, a remarkable Albertan who has made significant contributions to the lives of other Albertans and deserves to be considered for this honour. If so, could you encourage their nomination for 2018? Nominees must be Canadian citizens, live in Alberta and have made a significant contribution provincially, nationally or internationally.*

*More information and nomination forms are available on our website at [www.lieutenantgovernor.ab.ca/aoe](http://www.lieutenantgovernor.ab.ca/aoe). The deadline for submission is February 15, 2018.*

*I encourage you to share this information with your colleagues.*

*Sincerely,*

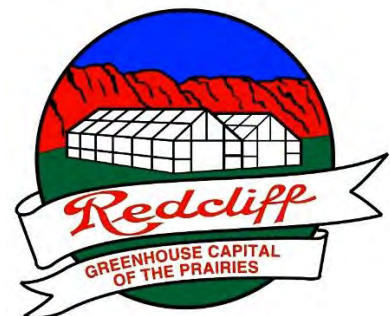
Andrew C.L. Sims  
Chair

Facebook: @AlbertaOrderofExcellence  
Twitter: @AOEalberta

# TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

*January 22, 2018*

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## Contents

Ongoing Projects .....	3
Day to Day Responsibilities .....	3
COMMUNITY & PROTECTIVE SERVICES .....	3
Parks, Recreation and Facilities .....	3
FCSS, Community Services and Special Events .....	4
Bylaw, and Protective Services.....	4
PUBLIC SERVICES .....	10
Water and Sewer Utilities .....	10
Municipal Works .....	10
Landfill.....	10
PLANNING & ENGINEERING: .....	11
Priorities for January.....	11
Planning .....	11
Agreements .....	14
Safety Codes .....	14
Engineering .....	15
Inflow and Infiltration Study .....	15
Capital Projects: .....	15
Westside Slope failure mitigation .....	15
Riverview Groundwater and Road Rehabilitation .....	15
Northside Functional Servicing Report .....	15
3rd and 3rd Lift Station Upgrades .....	15
Sanitary Sewer Improvements .....	15
2nd Street and 5th Avenue Lift Station .....	15
Golf Course Coulee Outfall .....	16
Eastside Sewage Surge Tanks .....	16
FINANCE AND ADMINISTRATION .....	16
LEGISLATIVE AND LAND SERVICES .....	16

## Ongoing Projects

- Responding to, in coordination with Planning and Engineering, developer inquiries as they arise.
- Working on, in a coordinated effort with the City of Medicine Hat and Cypress County, initiating a regional solid waste management feasibility study.
- Review of joint ACP grant application for assistance with the future Intermunicipal Collaboration Framework discussions.

## Day to Day Responsibilities

- Legal files continue to require large amounts of human resource capacity. This has slowed down completion and initiation of other projects and is affecting day to day operations of multiple departments.
- Individual issues/requests continue to occupy administrations available time resulting in a need to prioritize issues by taking into consideration such considerations as community benefit and dollar values (ie. progress on established priorities and such things as grant application deadlines are integral).
- Council meeting preparation and Request for Decision Review.
- Correspondence with CUPE regarding collective agreement (these are HR functions completed by the municipal manager as mandated by the collective agreement). HR functions represent a significant portion of the municipal manager regular work week (40%-50% weekly).
- Assist with and respond to media inquiries as they arise.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries as they arise.
- Working on Seniors Centre Drop-In facility use/rental agreement (met with group leadership on December 4).
- Was out of the office during the holiday break.

## COMMUNITY & PROTECTIVE SERVICES

### Parks, Recreation and Facilities

#### *Rec-Tangle:*

- Completed purchase of edger for rink.
- Continued monitoring rec-tangle upgrade completion.
- Cross training for Zamboni operation commenced and ongoing within department.
- Process for Zamboni operations drafted.
- Completed new work schedule for Jan to Mar 2018 due to employee returning to full duties.
- Awarded contract for condenser replacement.
- Ice operations ongoing.

#### *Facilities:*

- Built building inspection form and test ran with monthly inspections. Requires a couple of changes and ready for full implementation in 2018.
- Completed fire inspections at town facilities.
- Completed monthly building inspections.
- Completed furnace installation at Seniors Center.
- Awarded roof repair projects for all wind damaged buildings except the rec-tangle
- Initiated lighting changes at shop.
- Completed winter building checks throughout the month.
- Monitored and worked with contractors on campground shower furnace failure.

#### *Other:*

- Trained seasonal employee for rink operations.
- Commenced training schedule and operational responsibility assignment program.

### **FCSS, Community Services and Special Events**

- Community Youth Advisory meeting with Margaret Wooding school youth. Brainstorming session re: the needs of the youth in our community.
- Met with Medicine Hat Family Services Coordinator to discuss 2017 funding and outcomes.
- Attended the FCSS/CSS/CS Joint Partnership meeting in Lethbridge.
- Invited Greg Godard of Prairie Rose SD to FCSS meeting to discuss 2017 funding and outcomes.
- Met with Bonnie Macintyre of CRA to discuss FCSS programming (volunteer Tax, seniors services etc).
- Hosted a successful Skate with Santa event.
- Hosted a successful Family craft and sports night at IF Cox School.
- Created and released the Winter Community Guide & Update.
- Started taking bookings for Winter programming.
- Continued ice bookings.
- Continued facility bookings for private events.
- Completed the setup and implementation of Recreation Software, more features to be released as we progress.

### **Bylaw, and Protective Services**

- Ongoing work on Fire Permits and administration.
- New equipment racks researched and ordered for the Fire Hall.
- Continued dog licence audit to ensure that any deceased or moved dogs are removed from the list and make sure that outstanding licences are paid.
- Ensuring Business Licenses are up to date and cancel any permits that have moved.
- Removal of Private trailers from town properties.

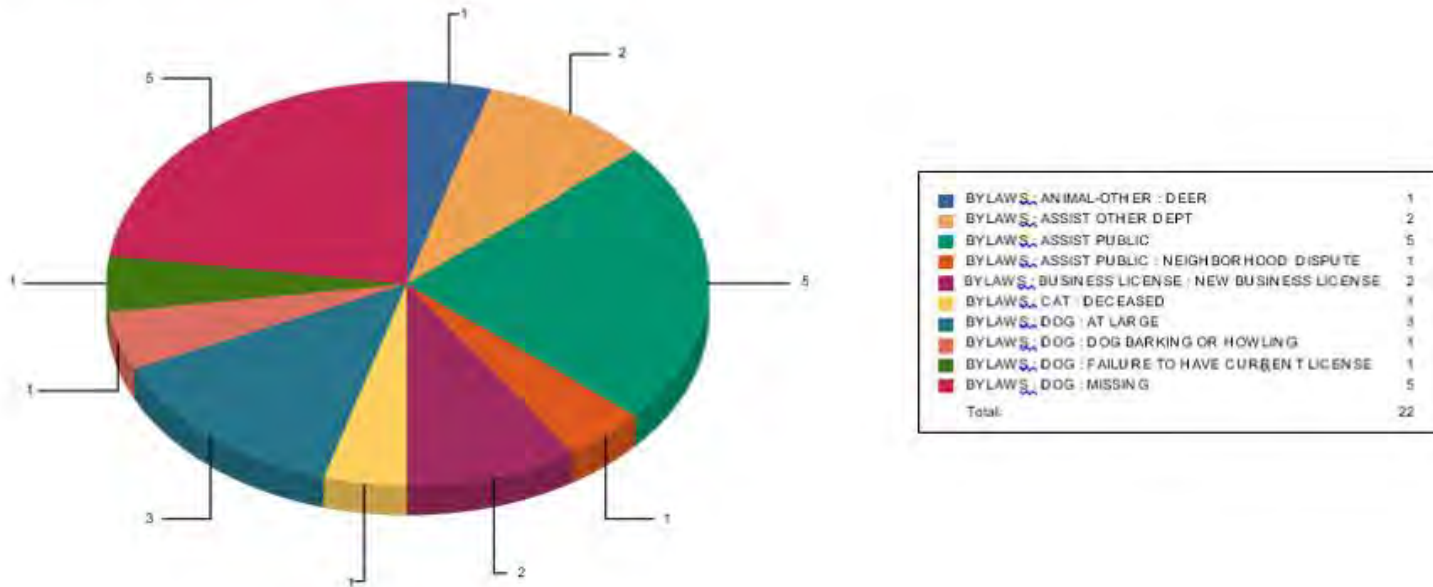
Event	Date	Time in Minutes	Location	Results
Paths	Dec 6 2017	55	Jesmond Paths	2 peds 3 dogs no issues
Paths	Dec 6 2017	15	River Valley Park	2 peds no dogs
Paths	Dec 7 2017	150	River Valley Park	7 peds 4 dogs/A/FishWildlife
Paths	Dec 14 2017	20	Jesmond Paths	1 ped 1 dog
Paths	Dec 18 2017	20	River Valley Park	3 peds 2 dogs
Paths	Dec 18 2017	20	Jesmond Paths	2 peds 1 dog
Paths	Dec 21 2017	20	Jesmond Paths	4 Peds 1 dog
Paths	Dec 28 2017	30	Jesmond Paths	2 Peds 1 dog
Paths	Dec 28 2017	40	River Valley Park	Peds 1 dog Very Cold
Paths	Dec 29 2017	20	River Valley Park	3 Peds 1 dog Very Cold
Paths	Dec 29 2017	24	Jesmond Paths	No Persons Very Cold
<b>Total Mins:</b>		<b>414</b>		
<b>Hours:</b>		<b>6.9</b>		

## Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 12/1/2017 12:00:00AM to 12/31/2017 11:59:59PM

### Case Report

#### Count of Incident Types



BYLAWS : ANIMAL-OTHER : DEER: 1 2%



Case Report

BYLAWS.: ASSIST OTHER DEPT: 2 4%

BYLAWS.: ASSIST PUBLIC: 5 9%

BYLAWS.: ASSIST PUBLIC : NEIGHBORHOOD DISPUTE: 1 2%

BYLAWS.: BUSINESS LICENSE : NEW BUSINESS LICENSE: 2 4%

BYLAWS.: CAT : DECEASED: 1 2%

BYLAWS.: DOG : AT LARGE: 3 5%

BYLAWS.: DOG : DOG BARKING OR HOWLING: 1 2%

BYLAWS.: DOG : FAILURE TO HAVE CURRENT LICENSE: 1 2%

BYLAWS.: DOG : MISSING: 5 9%

## Case Report

## Count of Incident Types



**BYLAWS : DOG : THREATENING ATTACKING BITING HARASSING A PERSON: 1 2%**

**BYLAWS : GARBAGE : DUMPING OF ANIMAL CARCASS: 1 2%**

**BYLAWS : NOISE CONTROL : MAKE/CAUSE EMISSION OF ANY NOISE: 2 4%**

**BYLAWS : NUISANCE/UNSIGHTLY : OWNER OR OCCUPANT OF PROPERTY OR PREMISES PERMIT TO BE/REMAIN UNSIGHTLY: 1 2%**

## Case Report

BYLAWS.: TRAFFIC : ASSIST OTHER DEPT: 1 2%

BYLAWS.: TRAFFIC : PARKING: 15 27%

BYLAWS.: TRAFFIC : PARKING : PARK AGAINST FLOW OF TRAFFIC: 1 2%

BYLAWS.: TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE: 5 9%

BYLAWS.: TRAVIS PERMITS: 7 13%

Grand Total: 100.00% Total # of Incident Types Reported: 56

## **PUBLIC SERVICES**

### **Water and Sewer Utilities**

Utility Services have:

- Been installing several radio reads for use with new meter reading equipment
- Operator wrote and passed level 2 Water Treatment and Water Distribution
- Utility worker wrote and Passed level 1 Water Treatment, Distribution and Waste Water Collection
- Completed several locate requests
- Completed several curb stop repairs
- Completed water treatment daily duties
- Minor repairs in water plant
- Weekly water testing
- Pre/Post construction inspections for new housing developments
- Completed daily inspections of sewer lifts.
- Helped with snow clearing
- Pulled pump from Redcliff way Lift station for repairs
- Repaired a sanitary blockage at 3<sup>rd</sup> St and South Railway
- Assisted the golf course with water line freezing issues

### **Municipal Works**

Municipal Works have:

- Conducting garbage bin repairs and lid repairs
- Conducted various Funeral interments
- Replaced or repaired multiple signs around town
- Hauled sand to stock pile in yard
- Bin placements/pickups as needed
- Hauled snow from rink
- Cleaning up Municipal Yards
- Snow clearing roads around town
- Repair bins around town
- Built ice and maintain in the outdoor arena

### **Landfill Authority**

Landfill staff have:

- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Clean scales (on going)
- Hauled cover soil (on going)
- Ridgeline hauling in soil
- Maintained roads inside landfill
- Equipment maintenance (on going)

- Cleaned under scales (on going)
- Cleaned up shop (on going)
- Washed units (on going)
- Filled in low spots on inactive cells
- Completed daily compacting
- Trained New Scale Attendant
- Cleared snow when needed

## PLANNING & ENGINEERING:

### Priorities for January

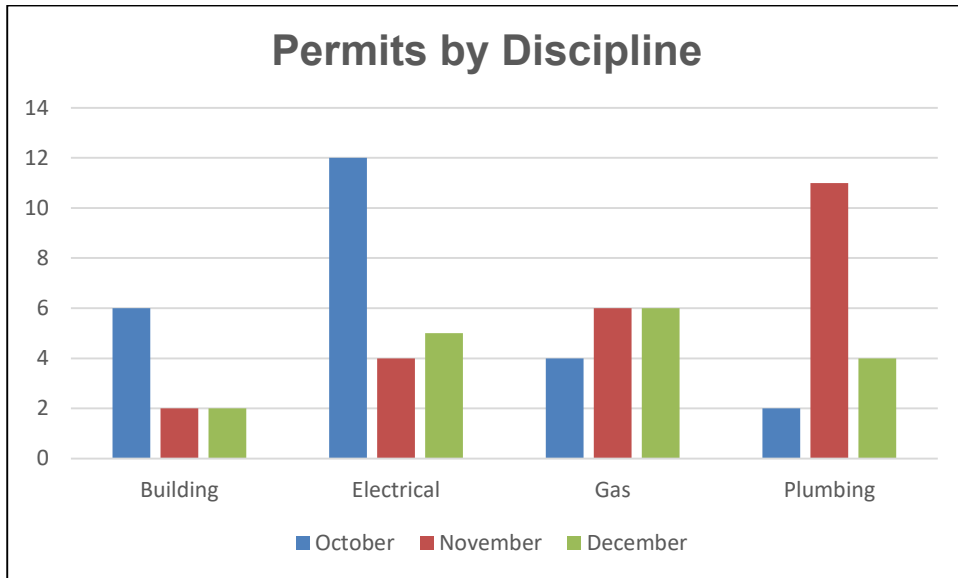
- Eastside sanitary surge tanks preliminary engineering
- MDP Steering Committee 1<sup>st</sup> meeting
- Tender document preparation for 2018 capital projects
- Grant applications
- Staff meetings are being held each week on Monday afternoon

### Planning

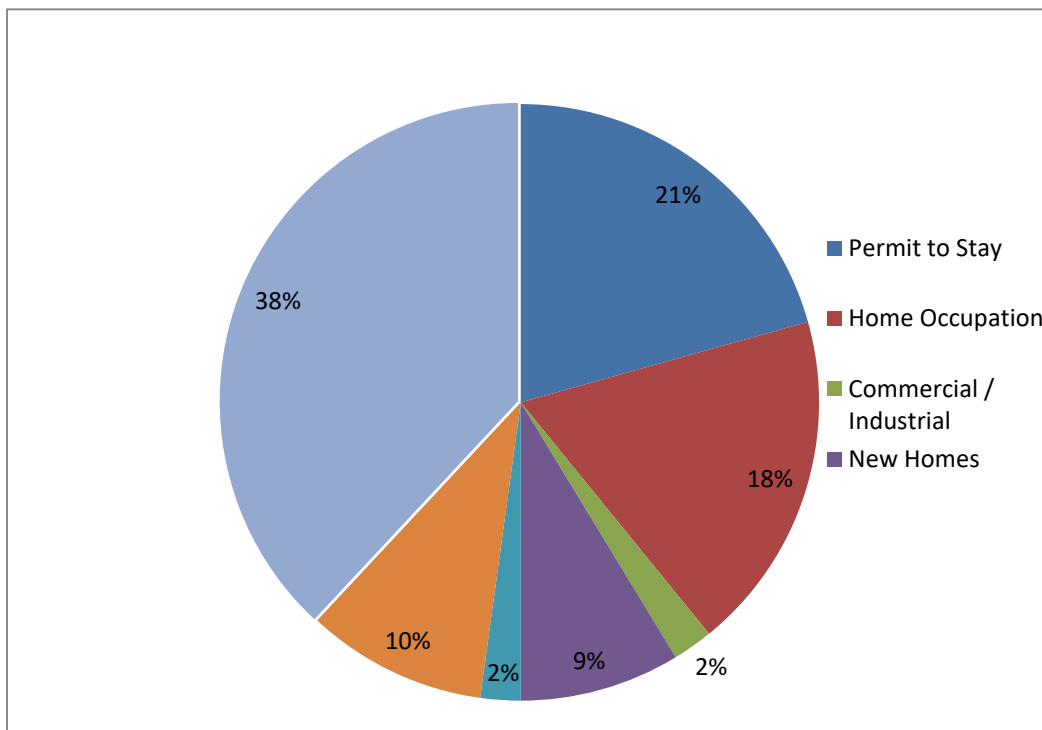
- Land Use Bylaw - Preliminary redrafting of the LUB will start shortly. The intent is that as sections are drafted they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow. It is expected that the project will be completed late in 2018.
- Municipal Development Plan - Significant work has been undertaken on the MDP update. Much of the background information has been gathered. The next steps are:
  - Creating a preliminary draft of the MDP for discussion purposes,
  - Sharing the preliminary draft of the MDP with the steering committee and making adjustments as needed,
  - Sharing the preliminary draft with Council and making adjustments as needed,
  - Public consultation and input on the preliminary draft,
  - Report to Council on the public responses to the preliminary draft,
  - Prepare the draft MDP

It is expected that these next steps will take 4 to 6 months.

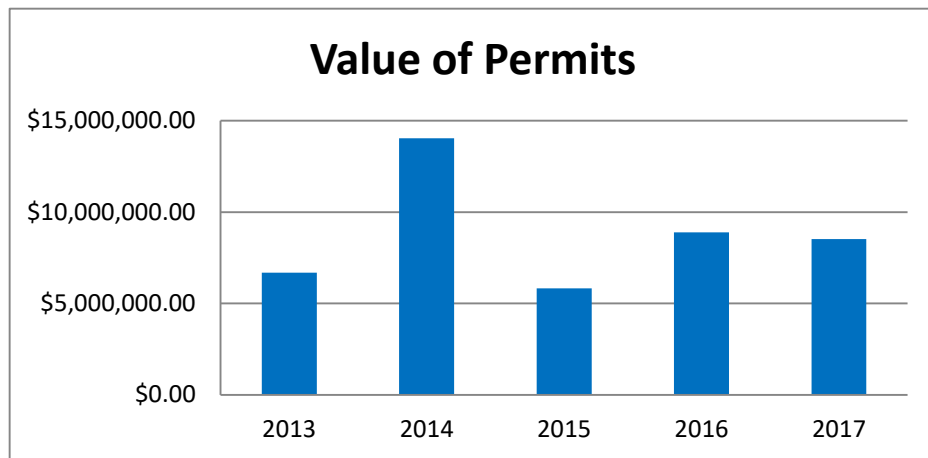
Development Permits – In December the Town of Redcliff issued the following Development Permits as show below:



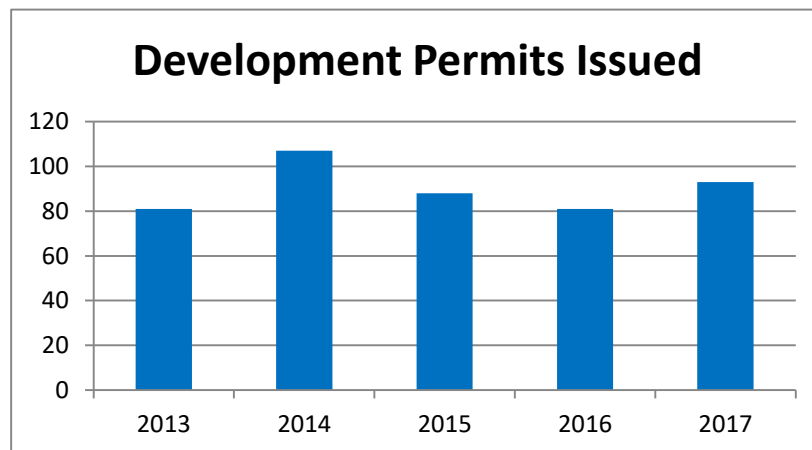
Development permits issued in 2017 broken down by type are shown on the pie chart below:



The estimated construction value of development permits issued in 2017 is shown in the graph below:

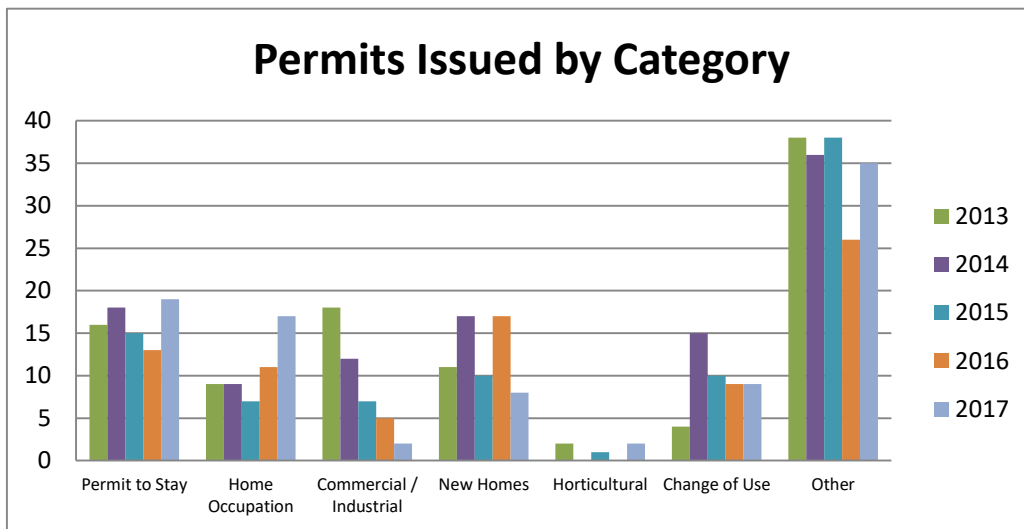


A comparison of the development permits issued in the last 5 years is shown in the graph below:





A comparison of the Permits issued by category over the last 5 years is presented in the graph below:

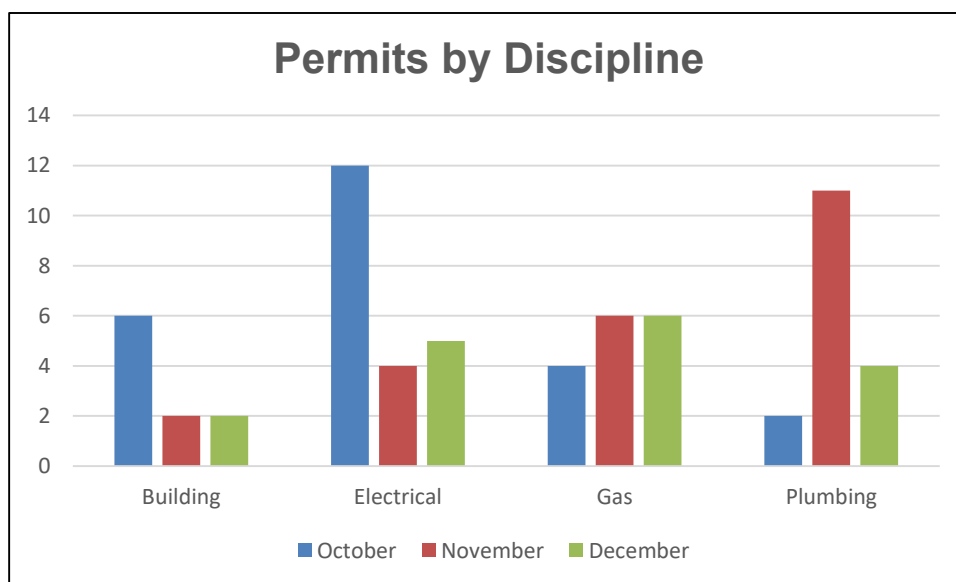


## Agreements

- Farwest: Drafting of a cost sharing / service agreement is being worked on following Council approval in November 2017.

## Safety Codes

Safety Codes Permits issued by the Town for the month of December.



## Engineering

- Sewer System Bylaw review in progress.
- Off-site Levies Calculator in Alpha Testing.

## Inflow and Infiltration Study

- Working on developing a public education and awareness program for the Town's Inflow and infiltration.

## Capital Projects:

### Westside Slope failure mitigation

Work remaining is seeding, scheduled to be done in the spring of 2018 by Public Services.

### Riverview Groundwater and Road Rehabilitation

The top lift of asphalt has been deferred till spring 2018 to allow any settling that may happen due to the installation of weeping tile to be repaired prior to the final lift being placed. Project is on Budget.

### Northside Functional Servicing Report

Final report was received. Some work still to be done due to staff changes between Scheffer and the Town.

### 3rd and 3rd Lift Station Upgrades

The local manager of CertainTeed has been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed construction to the spring of 2018 unless the contractor decides to start earlier and not charge the Town for winter construction.

### Sanitary Sewer Improvements

Public Services installed an elastomeric check valve in the sewer trunk east of Eastside Phase 1. This valve will protect the Town if a backup in the sanitary sewer occurs downstream of Eastside Phase 1.

Planning & Engineering and Public Services will undertake additional work on the sanitary sewer system in 2018 to raise manholes tops that are located in ditches and fields, install more manhole lid pans, seal more manhole chimneys and repair or replace manholes that are in very poor shape. The goal is to reduce inflow to the system. In addition monitoring is going to be done to validate that the inflow issues are being addressed.

### 2nd Street and 5th Avenue Lift Station

Preliminary design and siting is complete. Information received from Xyleme on costs and design. Purchasing a fiberglass lift station with the pumps and mechanical installed and the electronic control system is approximately \$120,000. It is estimated that the installation and other work required will cost approximately \$150,000. Civil design is being completed. Construction is planned for 2018.

### Golf Course Coulee Outfall

An ACRP grant application was made for this project. The estimated cost of the whole project is \$2,571,520 of which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. Grant announcements are expected in April 2018.

### Eastside Sewage Surge Tanks

Preliminary design report is 50% complete.

## FINANCE AND ADMINISTRATION

- Year End adjustments and accounts review.
- Working on 2017 financial statements working paper preparation.

## LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales.
- Council agenda preparation & follow up. / Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- Prepped/attended meeting with Claims Adjuster
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Advertising of vacant positions for Town Boards & Commissions

## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
February 12, 2018	Council Meeting	Town Hall Chambers 7:00 p.m.