

COUNCIL MEETING
MONDAY, JULY 20, 2015
7:00 P.M.

# FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL MONDAY, JULY 20, 2015 – 7:00 P.M. REDCLIFF TOWN COUNCIL CHAMBERS

<u>AGEI</u>	AGENDA ITEM RECOMMENDATION			
1.	GENI	ERAL		
	A)	Call to Order		
	B)	Adoption of Agenda *	Adoption	
	C)	Accounts Payable *	For Information	
2.	MINU	ITES		
	A)	Council meeting held June 22, 2015 *	For Adoption	
	B)	Special Council meeting held July 2, 2015 *	For Adoption	
	C)	Redcliff Family & Community Support Services meeting held on June 9, 2015 *	For information	
	D)	Subdivision & Development Appeal Board meeting held May 26, 2015 *	For Information	
	E)	Subdivision & Development Appeal Board meeting held July 7, 2015 *	For Information	
	F)	Municipal Planning Commission meeting held on July 15, 2015 *	For Information	
	G)	Cypress View Foundation meeting held on May 28, 2015 *	For Information	
3.	REQ	JESTS FOR DECISION		
	A)	Tax Arrears Recovery Process *	For Consideration	
	B)	New Sewer Flush Truck Proposals *	For Consideration	
	C)	Amendment to June 9, 2015 Council Meeting Minutes *	For Consideration	
	D)	Terms of Reference for Public Transportation Strategy Report *	For Consideration	
4.	CORI	RESPONDENCE		
	A)	Muscular Dystrophy Canada * Re: Redcliff Fire Department contributions	For Information	
	B)	2016 Alberta Winter Games *	For Information	

Re: Sponsorship Opportunities & Benefits package

#### 5. OTHER

A)	Municipal Manager Report July 20, 2015 *	For Information
B)	Councillor's Report to Council July 20, 2015 *	For Information
C)	Council Office Hours *	For Discussion
D)	Landfill Graphs to June 30, 2015 *	For Information
E)	Development Permit Graphs to June 30, 2015 *	For Information
F)	Council Important Meetings & Events July 20, 2015 *	For Information

#### 6. **RECESS**

#### 7. **IN CAMERA**

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

#### **ADJOURN** 8.

ACCOUNTS PAYABLE				
	COUNCIL MEETING JULY 20, 2015			
CHEQU E#	<u>VENDOR</u>	DESCRIPTION	AMOUNT	
77692	AMEC EARTH & ENVIRONMENTAL	RAW WATER PUMP STATION & RIVER EROSION PROGRESS	\$17,034.33	
77693	CORVUS BUSINESS ADVISORS	OFF-SITE LEVY BYLAW PREPARATION PROGRESS	\$9,561.66	
77694	M.P. ECO MECHANICAL PROCESS INC	WATER TREATMENT PLANT PROGRESS	\$969,914.46	
77695	MPE ENGINEERING LTD	WATER TREATMENT PLANT PROGRESS	\$23,066.61	
77696	PROVINCIAL TREASURER - LAPP	LAPP PENSION CONTRIBUTIONS	\$16,206.95	
77697	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$34,745.57	
77698	TOWN OF REDCLIFF	REGULAR PAYROLL	\$405.50	
77699	TOWN OF REDCLIFF	REGULAR PAYROLL	\$83,333.60	
77700	CLEARTECH INDUSTRIES INC	CHLORINE CYLINDERS & DEPOSIT	\$4,057.45	
77701	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,266.82	
77702	C.E.M. HEAVY EQUIPMENT	FILTERS & ENVIRONMENTAL CHARGE	\$1,222.05	
77703	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$21.00	
77704	BROWNLEE LLP	PROFESSIONAL SERVICES	\$3,830.51	
77705	CHERE BROWN	FCM CONFERENCE	\$576.80	
77706	THE BOLT SUPPLY HOUSE LTD	CARRIAGE BOLTS & ACORN NUTS	\$66.06	
77707	BENCHMARK GEOMATICS INC	FOOTING CHECK - 1010 MEMORIAL DR REDCLIFF	\$210.00	
77708	ALTA-WIDE BUILDERS SUPPLIES	DOOR CLOSER	\$174.29	
77709	A.G. CORE INC.	CRUSHED GRAVEL	\$3,237.89	
77710	ACTION PARTS	ULTRA BLACK RIV SILICONE - STROBE MED PROFILE	\$406.83	
77711	ALBERTA GOVERNMENT PUBLIC TRUST	REFUND INACTIVE UTILITUES	\$165.39	
77712	KLEARWATER EQUIPMENT AND TECH	ISOPAC	\$2,334.15	
77713	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIRS, TIRES	\$330.75	
77714	KEYWAY SECURITY LOCKSMITHS LTD	KEYS CUT	\$31.50	
77715	JACOB'S WELDNG LTD	REPAIR WIND SCREENS	\$1,732.50	
77716	JACK N' JILL PARTIES	EXTRA CLOWN FOR CANADA DAY	\$575.00	
77717	HYDRODIG	HYDRODIG UNIT SUPPLY	\$1,086.75	
77718	REDCLIFF HOME HARDWARE	PVC PIPES, GARBAGE BAGS & SUPPLIES	\$549.86	
77719	FOUNTAIN TIRE	FLAT REPAIRS, CHANGE OVER & SUPPLIES	\$322.31	
77720	FARMLAND SUPPLY CENTER LTD	ADAPTER	\$68.99	
77721	CYPRESS GROUP	PHOTOCOPIER SERVICES & SUPPLIES	\$5,596.43	
77722	C.U.P.E.	UNION DUES	\$2,595.19	
77723	CATHY CROZIER	FCM CONFERENCE	\$623.00	
77724	REDCLIFF BAKERY	MUNICIPAL PLANNING COMMISSION LUNCH	\$69.30	
77725	PUROLATOR	RILEYS REPRODUCTION SHIPPING CHARGE	\$30.15	
77726	REDCLIFF PUBLIC LIBRARY	ALLOTMENT FUNDING	\$53,217.21	
77727	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$1,617.08	
77728	SUNCOR ENERGY PRODUCTS PART	LANDFILL TONNAGE	\$4,270.73	
77729	PALLISER ECONOMIC PARTNERSHIP	PEP 2015 MEMBERSHIP	\$5,588.00	
77730	MURRAY CHEVROLET CADILLAC	LAMP SWITCH	\$40.99	
77731	SHAW CABLE	TOWN HALL INTERNET CHARGES	\$125.90	
77732	MATTSON, SHELLEY	AIRBRUSH TATTOOS CANADA DAY	\$300.00	
77733	LMT HYDRO-VAC SERVICES LTD	REMOVE LEACHATE	\$3,675.00	
77734	LES'S DRAIN CLEANING SERVICE	TOWN OF REDCLIFF CLEANING SERVICES	\$630.00	
77735	LACEY HOMES LTD	COMPENSATION FOR ADDITIONAL ENGINEERING	\$13,383.00	

77736	TELOG INSTRUMENTS INC	DHS - SERVICE TIER 1 - DATA HOUSING	\$295.61
77737	SUMMIT MOTORS LTD	BRACKET ASSEMBLY	\$494.97
77738	JAMES STEINKE	FCM CONFERENCE	\$60.00
77739	ERIC SOLBERG	FCM CONFERENCE	\$553.92
77740	SHANON SIMON	2015 STAFF APPRICIATION GOLF PRIZES	\$211.97
77741	SHOCKWARE WIRELESS INC	LANDFILL INTERNET	\$47.20
77742	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$136.50
77744	ROSENAU TRANSPORT LTD	SKIDS ACIDIC, MT DRUMS	\$771.73
77745	ROBERTSON IMPLEMENT ALBERTA	ARTICULATION, CYLINDER, GLASS ASSY	\$707.75
77746	ERNIE REIMER	FCM CONFERENCE	\$70.00
77747	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$2,527.03
77748	TELUS COMMUNICATION INC	MDR 2436 - TWO WAY RADIO	\$20.78
77749	TELUS MOBILITY	CELL SERVICE	\$20.10
77752	MBSI CANADA	MS SQL SERVER 2014	\$3,860.84
77753	MEDICINE HAT & DISTRICT CHAMBER	ACC AGM CONFERENCE 2015	\$1,000.00
77754	ELEVATION LANDSCAPING	DC SOLENOID TBOS, DRYCONN IRRIG CONNECTOR	\$578.26
77755	MEDICINE HAT MOTORCYCLE SOCIETY	REFUND INACTIVE UTILITUES	\$127.43
77756	BERT'S VACUUMS & EQUIPMENT RENT	JANITORIAL SERVICES	\$166.53
77757	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES	\$1,241.00
77758	TOWN OF REDCLIFF	REGULAR PAYROLL	\$18,709.67
77759	TRANSIT PAVING INC	CURB AND GUTTER - MAIN STREET	\$20,200.95
77760	UNITED WAY OF SOUTH EASTERN AL	EMPLOYEE DONATIONS	\$60.00
77761	WOLSELEY MECHANICAL GROUP	TECK CLOSET, SOLINOID VALVE	\$534.05
77762	WOTHERSPOON ENVIRONMENTAL	INSPECTION PREPARATION, TRAVEL	\$4,546.50
77763	XEROX CANADA LTD.	PHOTOCOPIER SERVICES & SUPPLIES	\$20.04
77764	ZEP SALES & SERVICE OF CANADA	ZEP BIG ORANGE LIQUID	\$1,139.72
77765	CIBC VISA	VISA PAYMENTS	\$16,233.36
77766	GAR-TECH ELECTRICAL	LANDFILL PUMP SYSTEM PROGRESS	\$10,500.00
77767	AMEC EARTH & ENVIRONMENTAL	RAW WATER PUMP STATION & RIVER EROSION PROGRESS	\$1,461.70
77773	PROVINCIAL TREASURER - LAPP	LAPP PENSION CONTRIBUTIONS	\$16,939.01
77774	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$34,474.62
77775	TOWN OF REDCLIFF	PAYROLL TRANSFER	\$87,164.85
77776	FOX ENERGY SYSTEMS INC	SIGNS - AUTHORIZED VEHICLES ONLY, LANDFILL TIPPING	\$1,011.83
77777	EPCOR ENERGY SERVICES INC	LANDFILL ELECTRIC UTILITIES	\$93.83
77778	DIAMOND MUNICIPAL SOLUTIONS	UPGRADE SCRIPT INTEGRATION	\$2,194.50
77779	CANADIAN PACIFIC RAILWAY	MAINTENANCE - FLASHER CONTRACT	\$616.00
77780	CLEARTECH INDUSTRIES INC.	CHLORINE CYLINDERS & DEPOSIT	\$1,296.62
77781	CITY OF MEDICINE HAT	ELECTRICITY PAYMENTS	\$40,936.93
77782	C.E.M. HEAVY EQUIPMENT	TRANSMISSION FILTERS	\$207.90
77783	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$42.84
77784	ALBERTA URBAN MUNICIPALITIES ASS	JOB POSTING FOR GIS/ENG TECH 2	\$315.00
77785	ACTION PARTS	OIL/AIR FILTERS, GREASE CAPS, WIPER BLADES	\$144.65
77786	A & B STEEL LTD	MESH FLAG, FLAGGING TAP, EXHAUST TUBING	\$99.80
77787	REDCLIFF FIREMEN SOCIAL CLUB	SOCIAL CLUB DUES	\$285.00
77788	WOLSELEY MECHANICAL GROUP	6" MACRO COUPLING	\$800.79
77789	FARM & INDUSTRIAL WELDING LTD	FENCES	\$18,270.00
77790	OVER THE MOON	3 CHARACTER APPEARANCES	\$300.00
	ı	1	5

77791	SUPERNAL HOMES LTD	CONSTRUCTION DAMAGE DEPOSIT REFUND	\$1,000.00
77792	DYKSTRA, JENNIFER	INSTRUCTOR FEES - ZUMBA	\$335.00
77793	WFR WHOLESALE FIRE & RESCUE LTD	BLITSFIRE MONITOR PKG	\$5,179.59
77794	WHITE DRAGON KARATE	WHITE DRAGON KARATE DEMO	\$100.00
77795	A & D PAVING	PATCHING - BROADWAY AVE	\$4,725.00
77796	BUECKERT, ABE	KEY DEPOSIT REFUND	\$125.00
77797	TRIPLE R EXPRESS	2 BOXES CEM	\$36.12
77798	MUNICIPAL WORLD INC	BYLAW ENFORCEMENT JOB POSTING	\$446.25
77799	TELUS MOBILITY	CELL SERVICE	\$154.06
77800	TELUS COMMUNICATION INC	POOL INTERNET	\$1,795.38
77801	SUMMIT MOTORS LTD	TURBO HOSE CHAMPS	\$25.05
77802	SECURTEK - A SASKTEL COMPANY	ALARM SYSTEM FIREHALL	\$65.99
77803	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$740.25
77804	SALBRO CONSULTING SERVICES	PREPARATION OF LANDFILL ANNUAL REPORT	\$8,933.67
77805	ROSENAU TRANSPORT LTD	SKIDS ACIDIC, MT DRUMS	\$803.60
77806	PUROLATOR	RILEYS REPRODUCTION SHIPPING CHARGE	\$88.48
77807	PRITCHARD & COMPANY LLP	PROFESSSIONAL SERVICES - PLAN 1117V	\$546.01
77808	PITNEY WORKS	SERVICE ON FOLDER - STUFFER	\$159.08
77809	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,855.58
77810	PARK ENTERPRISES LTD	OLD BUILDING PERMITS	\$5,243.03
77811	NELSON'S RADIATOR	12 VOLT AC FAN	\$341.25
77812	CINDY MURRAY	REIMBURSEMENT BIKE RODEO	\$221.08
77813	MCL - WASTE SYSTEMS ENVIRONMENTAL	SERVICE LABOUR, TRAVEL TIME, PARTS & SUPPLIES	\$2,223.47
77814	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICES	\$46.20
77815	KIRK'S MIDWAY TIRE	NEW FRONT TIRES, CHANGES OVER	\$1,347.68
77816	KAIZEN LAB INC	WATER ANALYSIS	\$2,947.04
77817	REDCLIFF HOME HARDWARE	ENGINE PARTS	\$99.73
77818	HAT AGRI SERVICE	SEAT PANEL	\$314.60
77819	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,832.50
77820	GAR-TECH ELECTRICAL	N.W. LIFT STATION TRANSDUCER WORK	\$118.13
77821	AMSC INSURANCE SERVICES LTD	EMPLOYEE BENEFITS	\$15,862.22
77822	AMEC EARTH & ENVIRONMENTAL	RAW WATER PUMP STATION & RIVER BANK EROSION	\$14,223.46
77823	A & R - FARMS LTD	PROGRESS  CLEANUP MOVING - 114 REDCLIFF WAY S.E.	\$210.00
77824	THE BOLT SUPPLY HOUSE LTD	MATRIC BOLTS, FLAT WASHER Z BAG	\$86.36
77825	C.E.M. HEAVY EQUIPMENT	HYUNDAI HL770-9A LOADER	\$365,150.00
77826	CITY OF MEDICINE HAT	STREET LIGHTS, SPRINKLERS, ELECTRONIC MESSAGE BOARD	\$26,464.49
77827	CORVUS BUSINESS ADVISORS	OFF-SITE LEVY BYLAW PREPARATION PROGRESS	\$8,400.00
77828	DIAMOND MUNICIPAL SOLUTIONS	GP UPGRADE	\$2,892.75
77829	ECONOMIC DEVELOPMENT ALLIANCE	2ND OF 2 INSTALLMENTS FOR 2015	\$16,764.00
77830	FOUNTAIN TIRE	TRUCK TIRES, RETREADS, WHEELS PARTS & SERVICE	\$1,501.43
77831	KEYWAY SECURITY LOCKSMITHS LTD	SERVICE CALL - POOL	\$113.40
77832	LETHBRIDGE HERALD	SOUTHERN ALBERTA NEWSPAPER ADVERTISEMENT CHARGES	\$964.11
77833	MEDICINE HAT NEWS	BYLAW ENFORCEMENT JOB POSTING	\$737.10
77834	M.P. ECO MECHANICAL PROCESS INC	WATER TREATMENT PLANT PROGRESS	\$1,101,679.70
77835	NEWTON, TOBY	FIRE TRAINING TRAVEL	\$66.80
77836	SUNCOR ENERGY PRODUCTS PART	LANDFILL FUEL	\$1,885.54
77837	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES - DISCHARGE OF CAVEAT	\$5,888.18
11001	TATOLAND & COMMANT LEF	THO EUGIONAL DERVIOLS - DISCHARGE OF CAVEAT	\$5,000.10

77838	ERNIE REIMER	MAYOR'S CAUCUS TRAVEL	\$228.50
77839	RIVERVIEW GOLF CLUB	2015 STAFF APPRECIATION GOLF - FOOD/FEES	\$2,852.39
77840	SUMMIT MOTORS LTD	FILTERS & ENVIRONMENTAL CHARGE	\$397.34
77841	TRIPLE R EXPRESS	1 BOX OF PARTS CEM	\$35.37
77842	WINDMILL GARDEN CENTRE	HANGING BASKETS, POTS, PACKS	\$407.72
77843	MBSI CANADA	HOSTED BACKUP	\$1,071.00
77844	TOWN OF REDCLIFF - LANDFILL	LANDFILL TONNAGE	\$7,935.48
77845	TRANSIT PAVING INC	BROADWAY AVE. E DRAINAGE PROGRESS	\$135,794.49
77846	WHOLESALE FIRE & RESCUE LTD	ADAPTER FIRELITE	\$110.65
77847	RG SOUTHERN INC	LANDFILL CELL CONSTRUCTION HOLDBACK RELEASE	\$38,945.32
149 CHEQUES TOTAL:			\$3,354,305.9
			6

## MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL MONDAY, JUNE 22, 2015 7:00 P.M.

**PRESENT:** Mayor E. Reimer

Councillors C. Brown, L. Leipert,

C. Crozier, D. Kilpatrick

J. Steinke

Municipal Manager Manager of Legislative &

Land Services

Director of Finance & Administration

A. Crofts S. Simon

J. Kwok (left at 8:41 p.m.)

ABSENT: Councillor E. Solberg

1. GENERAL

Call to Order A) Mayor Reimer called the regular meeting to order at 7:00

p.m.

2015-0301 Adoption of Agenda B) Councillor Leipert moved the agenda be adopted as

presented. - Carried.

2015-0302 Accounts Payable C) Councillor Crozier moved the following 137 general

vouchers in the amount of \$772,647.15 be received for

information. - Carried.

ACCOUNTS PAYABLE					
	COUNCIL MEETING JUNE 22, 2015				
CHEQUE #	<u>VENDOR</u>	DESCRIPTION	<u>AMOUNT</u>		
77549	A & B STEEL LTD	GRIP TAPE, GREASE NIPPLES	\$44.45		
77550	ACTION PARTS	CLEANER, HYDRAULIC & BRAKE FLUID	\$115.66		
77551	BOSS LUBRICANTS	GREASE	\$554.23		
77552	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$21.42		
77553	COCOA BEAN CAFE	MAY MEALS ON WHEELS	\$793.80		
77554	CONSTRUCTION SUPPLY LTD.	SEAL PLUG, TROWEL	\$115.45		
77555	CYPRESS COUNTY	LANDFILL LOAN	\$148,169.47		
77556	FARMLAND SUPPLY CENTER LTD	CLAMPS, JOINTS, HOSES	\$765.16		
77557	FLAMAN	BLADES & BOLTS	\$328.46		
77558	REDCLIFF HOME HARDWARE	COFFEE & CLEANING SUPPLIES	\$64.13		
77559	LOGOS EMBROIDERY	STAFF JACKETS	\$2,995.65		
77560	MEDICINE HAT CO-OP LTD	VALVE BOX, VALVES	\$387.26		
77561	NELSON'S RADIATOR	SERVICE CALL, TEST, REFRIDGERANT	\$706.13		
77562	SUMMIT MOTORS LTD	HUB CAP PLUGS	\$14.87		
77563	TELUS COMMUNICATION INC.	AQUATIC CENTRE INTERNET SERVICE	\$170.96		

77564	F.A.S.T. FIRST AID & SURVIVAL	ICS VESTS	\$2,462.25
77565	CACTUS COMMUNICATIONS	TWO WAY RADIOS	\$5,173.24
77566	INTERNATIONAL FLOOD CONTROL CO	FLOOD CONTROL SUPPLIES	\$21,821.73
77567	WOOD, DALE	FIREARMS SAFETY COURSE INSTRUCTION	\$1,615.00
77568	TOWN OF REDCLIFF	LANDFILL LOAN	\$148,169.47
77569	SURF-TEC CORP.	BARRIER UNITS	\$11,970.00
77570	YAROSZKO, BEAU	DANCE CLASS REFUND	\$20.00
77571	ALBERTA RECREATION FACILITY	ARFP CONFERENCE	\$115.50
77572	A & B STEEL LTD	FLAT & ANGLE IRON, GREASE GUN	\$501.61
77573	ACKLANDS - GRAINGER INC	CUTTING DISCS	\$19.16
77574	ACTION PARTS	WIPER BLADES	\$36.16
77575	AMSC INSURANCE SERVICES LTD.	HEALTH SPENDING ACCOUNT	\$448.80
77576	SHANE BENZ	POOL OPERATOR COURSE	\$100.00
77577	THE BOLT SUPPLY HOUSE LTD.	BOLTS, NUTS, WASHERS	\$10.34
77578	CHARTRAND, BILL	POOL OPERATOR COURSE	\$100.00
77579	CIBC VISA	MONTHLY VISA	\$7,954.82
77580	CITY OF MEDICINE HAT	CITY GAS & ELECTRIC UTILITIES	\$9,387.57
77581	COCOA BEAN CAFE	APRIL MEALS ON WHEELS	\$926.10
77582	CONSTRUCTION SUPPLY LTD.	SEAL PLUG	\$36.75
77583	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$616.00
77585	SHAWN DENNISON	ARFP CONFERENCE	\$127.90
77586	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC UTILITIES	\$101.61
77587	FARMLAND SUPPLY CENTER LTD	GARDEN HOSE NOZZLE	\$31.50
77588	FRENCH, RYAN	BUILDING CONSTRUCTION TRAINING	\$159.36
77589	GAR-TECH ELECTRICAL	BLOWN FUSE REPAIR	\$87.99
77590	RAYMOND GRADWELL	AB FIRE CHIEFS CONVENTION	\$446.80
77591	GRAND RENTAL STATION	VOLUNTEER APPRECIATION NIGHT SUPPLIES	\$912.51
77592	GUY, JUSTIN	BUILDING CONSTRUCTION TRAINING	\$159.36
77593	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICE	\$3,832.50
77594	HAT AGRI SERVICE	FUEL TANK STRAINER	\$10.79
77595	HAUSAUER, DANA	AQUATIC CENTRE SUPPLIES	\$14.96
77596	REDCLIFF HOME HARDWARE	HARDWARE, PATCHES, CUT-OFF BLADES	\$42.45
77597	JACOB'S WELDNG LTD.	GARBAGE TRUCK MAST WELDING	\$189.00
77598	KAIZEN LAB INC.	LEACHATE TESTING	\$510.30
77599	KEYWAY SECURITY LOCKSMITHS LTD	KEYS CUT	\$16.38
77600	KIRK'S MIDWAY TIRE	TURF TIRES	\$1,008.00
77601	KOST FIRE EQUIPMENT LTD	KITCHEN FIRE SUPPRESSION SYSTEM	\$298.57
77602	LETHBRIDGE HERALD	APRIL ADVERTISING	\$4,279.94
77603	LETHBRIDGE MOBILE SHREDDING	SHREDDING CONTRACT	\$46.20
77604	LIFESAVING SOCIETY	WHISTLES	\$38.47
77605	MEDICINE HAT CO-OP LTD	ELECTRIC VALVES, SOLENOIDS	\$350.18
77606	MUDRACK CONCRETE LTD	BROADWAY AVE E SIDEWALK	\$8,584.80
77607	CINDY MURRAY	FCSS DIRECTOR'S NETWORK	\$299.14

77608	PAYSTATION INC.	LICENSE RENEWAL	\$415.80
77609	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL/SHOP FUEL	\$11,222.12
77610	PROVINCIAL TREASURER - LAPP	LAPP PENSION CONTRIBUTIONS	\$17,666.94
77611	PUROLATOR	WATER SAMPLE FREIGHT	\$41.58
77612	REDCLIFF BAKERY	EASTSIDE ASP OPEN HOUSE COOKIES	\$35.60
77614	CANADIAN RED CROSS	SWIMMING BADGES/STICKERS	\$115.22
77615	ROBERTSON IMPLEMENT ALBERTA	FILTERS, SEALS, BUSHINGS	\$704.56
77617	SCHEFFER ANDREW LTD.	PROFESSIONAL SERVICES	\$2,646.00
77618	SOUTHERN DOOR	FIRE HALL OVERHEAD DOOR	\$140.28
77619	TELUS COMMUNICATION INC.	TELEPHONE SERVICE	\$1,824.69
77620	TELUS MOBILITY	CELL PHONE SERVICE	\$152.62
77621	APPLIED INDUSTRIAL TECHNOLOGIES	WHEEL BEARINGS, CUP, GREASE	\$52.86
77622	DARLEY, KIERA	FAMILY NIGHT ASSISTANCE	\$45.00
77623	DARLEY, KEELY	DANCE CLASSES, FCSS FAMILY NIGHTS	\$1,300.50
77624	ELEVATION LANDSCAPING	POP-UP ROTOR	\$22.76
77625	ROGERS SPRAYERS INC	FRONT MOUNT SPRAYER	\$6,123.80
77626	TECHMATION ELECTRIC & CONTROLS	UT DEPOSIT REFUND	\$100.00
77627	PETTY, ALANA	UT INACTIVE DEPOSIT REFUND	\$100.00
77628	SCHOW, GEORGE	KEY & FACILITY DEPOSIT REFUND	\$225.00
77631	TOWN OF REDCLIFF - LANDFILL	MAY LANDFILL TONNAGE	\$8,314.46
77632	TRANSIT PAVING INC	FIRE HALL REPAIRS	\$498.75
77633	WESTERN CANADA WELDING PRODUCT	OXYGEN TANK	\$64.35
77634	IAN WILLIAMS	ARFP CONFERENCE	\$245.28
77635	RECEIVER GENERAL	STAT DEDUCTIONS	\$33,775.38
77636	ROSENAU TRANSPORT LTD	AUQTAIC CENTRE & WTP FREIGHT	\$488.97
77637	CAM FAIRHURST	POOL OPERATOR COURSE	\$100.00
77638	TOWN OF REDCLIFF	REGULAR PAYROLL	\$80,321.33
77640	PUDWELL, AUBRIANNE	REGULAR PAYROLL	\$500.00
77641	ACKLANDS - GRAINGER INC	GLOVES, GREASE, RAKE, HANDLE	\$392.60
77642	ACTION PARTS	AIR/OIL/FUEL FILTERS	\$40.73
77643	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$42.84
77644	CBV COLLECTION SERVICES LTD.	COLLECTION SERVICES	\$58.60
77645	CHAMCO INDUSTRIES LTD.	RAW WATER PUMP INSPECTION	\$896.70
77646	CITY OF MEDICINE HAT	CITY GAS & ELECTRIC UTILITIES	\$6,747.21
77647	DAVIS PONTIAC BUICK GMC LTD	TRANSMISSION SEAL	\$10.36
77648	EVOQUA WATER TECHNOLOGIES LLC	WATER SCREEN INSPECTION	\$2,569.17
77649	FARMLAND SUPPLY CENTER LTD	PUG GUN & WAND	\$72.69
77650	FIREWORKS SPECTACULAR INC.	REDCLIFF DAYS FIREWORKS	\$7,350.00
77651	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$111.98
77652	FOUNTAIN TIRE	FLAT TIRE REPAIR	\$59.80
77653	FOX ENERGY SYSTEMS INC.	SIGNS, SIGN STANDS	\$1,940.15
77654	FRANCOTYP-POSTALIA CANADA INC	POSTAGE MACHINE LEASE	\$110.09
77655	GAS CITY HYDRO VAC	HYDROVAC FOR ALLEY REHABS	\$1,338.75

77656	H2O HAULING LTD.	LANDFILL WATER	\$105.00
77657	HYDRODIG	HYDROVAC MAIN ST & 9 AVE	\$362.25
77658	IPM BUILDING & MAINTENANCE	PUBLIC SERVICES WINDOWS	\$3,963.75
77659	JACK N' JILL PARTIES	REDCLIFF DAYS CLOWN	\$475.00
77660	JACOB'S WELDNG LTD.	FIX LOADER CRACK, REDCLIFF DAYS RENTALS	\$693.00
77661	KIRK'S MIDWAY TIRE	FLAT TIRE REPAIR	\$15.75
77662	JENNIFER KWOK	COUNCIL TABLETS & ACCESSORIES	\$3,109.93
77663	LADY CARMEN TRUCKING LTD.	CALCIUM DUST CONTROL	\$9,135.00
77664	LMT ENTERPRISES LTD.	PUMP STATION EROSION PROTECTION	\$30,200.31
77665	LETHBRIDGE HERALD	MAY ADVERTISING	\$1,012.20
77666	MATTSON, SHELLEY	REDCLIFF DAYS AIRBRUSH TATTOOS	\$300.00
77667	MEDICINE HAT CO-OP LTD	PLAYGROUND MIX GRASS SEED	\$130.00
77668	MEDICINE HAT MOTO-SPORTS LTD.	STARTER ASSEMBLY	\$55.62
77669	MEDICINE HAT NEWS	MAY ADVERTISING	\$1,057.61
77670	SHAW CABLE	PS, WTP, FH INTERNET SERVICE	\$261.19
77671	MPE ENGINEERING LTD.	WTP CAPITAL PROGRESS PAYMENTS	\$96,913.43
77672	PAINT IN GENERAL	PAINT, ROLLERS, HANDLES	\$98.74
77673	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,707.80
77674	R & N MAINTENANCE	LINE PAINTING	\$4,759.13
77675	RECEIVER GENERAL	STAT DEDUCTIONS	\$2,826.71
77676	SCHEFFER ANDREW LTD.	PROFESSIONAL SERVICES	\$2,862.41
77677	ST. JOHN AMBULANCE	REDCLIFF DAYS VOLUNTEER SERVICES	\$200.00
77678	SUMMIT MOTORS LTD	TRANSMISSION, PTO, ENGINE	\$21,688.67
77679	TELUS COMMUNICATION INC.	TELEPHONE SERVICE	\$38.03
77680	TELUS MOBILITY	CELL PHONE SERVICE	\$181.64
77681	BREWMASTER WHOLESALE FOODS	MEALS ON WHEELS SUPPLIES	\$114.98
77682	LAVALEE, MICHELLE	REDCLIFF DAYS LIVE MUSIC	\$800.00
77683	MBSI CANADA	HOSTED BACKUP, GATEWAY SECURITY	\$2,239.65
77684	REHOBOTH CHRISTIAN MINISTRIES	MEMORIAL DONATION	\$75.00
77685	SCHUETZLE, KARLY	UT INACTIVE DEPOSIT REFUND	\$63.12
77686	NKI ENTERTAINMENT LTD.	REDCLIFF DAYS PERFORMANCE	\$735.00
77687	TOWN OF REDCLIFF	REGULAR PAYROLL	\$4,022.91
77688	TRANSIT PAVING INC	BROADWAY AVE E CAPITAL PROGRESS PMT	\$1,275.75
77689	TROPHY AND ENGRAVING WORLD	GOLF TROPHY NAMEPLATE	\$10.45
77690	WOLSELEY MECHANICAL GROUP	PVC PIPE, HYDRANT	\$3,641.93
77691	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$249.36
		137 CHEQUES TOTAL:	\$772,647.15

2015-0303 Bank Summary to April 30, 2015

**D)** Councillor Kilpatrick moved the Bank Summary to April 30, 2015 be received for information. - Carried.

#### 2. MINUTES

2015-0304	Council meeting held June 9, 2015	<ul> <li>A) Councillor Steinke moved the minutes of the Council meeting held June 9, 2015, be adopted as presented.</li> <li>Carried.</li> </ul>
2015-0305	Municipal Planning Commission meeting held June 17, 2015	<b>B)</b> Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held June 17, 2015, be received for information Carried.
2015-0306	Redcliff/Cypress Regional Waste Management Authority meeting held June 11, 2015	C) Councillor Crozier moved the minutes of the Redcliff/Cypress Regional Waste Management Authority meeting held June 11, 2015, be received for information Carried.
2015-0307	Joint Mayors and Reeves meeting held June 12, 2015	<b>D)</b> Councillor Kilpatrick moved the minutes of the Joint Mayors and Reeves meeting held June 12, 2015, be received for information Carried.
		3. BYLAWS
2015-0308	Bylaw 1804/2015, Town of Redcliff Procedural Bylaw	<b>A)</b> Councillor Steinke moved Bylaw 1804/2015, Town of Redcliff Procedural Bylaw be given second reading as amended.
2015-0309		Councillor Leipert moved to postpone 2 <sup>nd</sup> reading of Bylaw 1804/2015 and refer to Arlos Crofts to come up with a process to implement the new amendments in a non-discriminatory, inclusive, transparent, and democratic manner. Further to defer 2 <sup>nd</sup> reading of this Bylaw Defeated.
2015-0310		Councillor Steinke moved Bylaw 1804/2015, Town of Redcliff Procedural Bylaw be given second reading as amended Carried.
2015-0311		Councillor Kilpatrick moved Bylaw 1804/2015, Town of Redcliff Procedural Bylaw be given third reading Carried.

#### 4. REQUESTS FOR DECISION

2015-0312 Janitorial Services Contract

A) Councillor Kilpatrick moved that the Town of Redcliff authorize Administration to award the contract for Janitorial Services for Town Hall, Public Services Building, Library, Seniors Drop-in Centre and the Protective Services Building to Harv's Janitorial in an amount of \$4,475.00 / month. The term of the contract shall be from January 1, 2016 to December 31, 2018. Further that the Municipal Manager be authorized to sign the agreement. - Carried.

		5. OTHER
2015-0313	Zamboni Purchase Memo	<b>A)</b> Councillor Crozier moved that the Zamboni Purchase Memo be received for information Carried.
2015-0314	Cypress County	<b>B) i)</b> Councillor Crozier moved Cypress County Bylaw 2015/24 to amend their Land Use Bylaw, be received for information Carried.
2015-0315		<ul><li>ii) Councillor Leipert moved Cypress County Bylaw 2015/25 to amend their Land Use Bylaw, be received for information.</li><li>Carried.</li></ul>
2015-0316		<b>iii)</b> Councillor Kilpatrick moved Cypress County Bylaw 2015/26 to adopt a new Municipal Development Plan, be received for information Carried.
2015-0317	Proposed Dunmore Hamlet Boundary Revision	<b>C) i)</b> Councillor Crozier moved the Cypress County Bylaw 2015/27 regarding Dunmore Hamlet Boundary Revision, be received for information Carried.
2015-0318	Municipal Manager's Report June 22, 2015	<b>D)</b> Councillor Kilpatrick moved the Municipal Manager's Report June 22, 2015, be received for information Carried.
2015-0319	Mayor's Report to Council June 22, 2015	<b>E)</b> Councillor Leipert moved the Mayor's Report to Council June 22, 2015, be received for information Carried.
2015-0320	Councillor's Report to Council June 22, 2015	<b>F)</b> Councillor Steinke moved the Councillor's Report to Council June 22, 2015, be received for information Carried.
2015-0321	Council Important Meetings & Events June 9, 2015	<b>G)</b> Councillor Steinke moved the Council Important Meetings & Events June 22, 2015, be received for information Carried.
		6. RECESS
		Mayor Reimer called for a recess at 7:29 p.m.
		Mayor Reimer reconvened the meeting at 7:37 p.m.
		7. IN CAMERA
2015-0322		Councillor Kilpatrick moved to meet In Camera at 7:37 p.m Carried.
		Director of Finance & Administration left the meeting at 8:41 p.m.
2015-0323		Councillor Leipert moved to return to regular session at 8:49 p.m Carried.

2015-0324	Debut Developments/Town of Redcliff Development Agreement	Councillor Crozier moved that the Town of Redcliff undertake to complete the laneway paving and gravel works in accordance with the service agreement between Debut Developments Inc. and the Town of Redcliff for Subdivision application 2005 SUB 11 (Lots 25-36, Block 106, Plan 1117V) dated July 4, 2008. Further, that this project be funded from the Land Development reserve and any remaining letter of credit amount as per the service agreement. Further, that any outstanding portion of the developer's share be invoiced accordingly Carried.
2015-0325	Easement Agreement Road Plan 9512241	<ul> <li>Councillor Kilpatrick moved to authorize Administration to enter into an Easement Agreement with Ruben Greenhouses for use of Road Plan 9512241 for a CO<sub>2</sub> Tank conditional to: <ul> <li>\$300.00/year lease fee.</li> <li>Use is limited to placement of a CO<sub>2</sub> Tank only, no other structures or materials allowed.</li> <li>Grade to be maintained at a level acceptable to the Town of Redcliff Engineering Department.</li> <li>Provision of insurance, minimum \$2,000,000.00 liability.</li> <li>Lessee is responsible for costs incurred to register easement agreement to Lot 43, Block 60, Plan 0913359 and provision of proof to Town of Redcliff.</li> <li>Installation of fencing and barricades in accordance with the Land Use Bylaw.</li> </ul> </li> <li>Carried.</li> </ul>
2015-0326	Resignation of Diane MacNaughton	Councillor Steinke moved to receive for information, the resignation of Diane MacNaughton from the Redcliff Family & Community Support Services Board dated June 11, 2015 Carried.
2015-0327	Resignation of Simon Clewlow	Councillor Crozier moved to receive for information, the resignation of Simon Clewlow from the Municipal Planning Commission dated June 16, 2015 Carried.
		8. ADJOURNMENT
2015-0328	Adjournment	Councillor Steinke moved to adjourn the meeting at 8:53 p.m Carried.
		Mayor

Manager of Legislative and Land Services

### MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL THURSDAY, JULY 2, 2015 @ 7:00 P.M.

**PRESENT:** Mayor E. Reimer

Councillors C. Brown, C. Crozier, D. Kilpatrick,

L. Leipert, E.Solberg, J. Steinke

Municipal Manager Manager of Legislative &

Land Services

Bylaw

A. Crofts

S. Simon (left at 6:23 p.m., returned at 6:45 p.m.)

#### 1. GENERAL

Call to Order A) Mayor Reimer called the special meeting to order at 6:00

p.m.

2015-0329 Adoption of Agenda B) Councillor Solberg moved the Agenda be adopted as

presented. - Carried.

#### 2. NEW BUSINESS

2015-0330 Bylaw No. 1801/2015, Tax Rate A) Councillor Kilpatrick moved that Administration proceed with

recommendation #2 from Alberta Municipal Affairs by forwarding a request to the Minister of Municipal Affairs to permit the Town to revise the current Tax Rate Bylaw

1801/2015 and corresponding assessment and tax notices of

affected properties. - Carried.

#### 3. IN CAMERA

2015-0331 Councillor Leipert moved to meet In Camera to discuss 1

Labour item at 6:23 p.m. – Carried.

Manager of Legislative and Land Services left the meeting at

6:23 p.m.

2015-0332 Councillor Kilpatrick moved to return to regular session at 6:45

p.m. - Carried.

Manager of Legislative and Land Services returned to the

meeting at 6:45 p.m.

#### 4. ADJOURNMENT

2015-0333	Adjournment	Councillor Crozier moved to adjourn the meeting at 6:46 p.m Carried.
		Mayor
		Manager of Legislative and Land Services

## REDCLIFF AND DISTRICT FCSS Town Council Chambers Town Office

Tuesday, June 9, 2015 - 4:30 P.M

PRESENT: Chairman Diane MacNaughton

Community & Protective

Services

Members at Large Meredith Conboy Councillor Chere Brown

#### 1. GENERAL

Call to Order A) Meeting called to order at 4:35 pm

Adoption of the Agenda B) M. Conboy moved adoption of the agenda as presented. – Carried.

#### 2. MINUTES

Board meeting held March 10, 2015

**A)** M. Conboy moved that the minutes of the FCSS meeting held March 10, 2015 be adopted. – Carried.

Cindy Murray

#### 3. DIRECTORS REPORT

D.R.E.A.M.S. (Developing Redcliff Education and Mental Health Support)

**A)** D.R.E.A.M.S. staff will assist the Town of Redcliff with supervising and taking registration for summer programming.

Redcliff Schools

**B)** I.F. Cox School; Margaret Wooding School and Parkside School will be available for two weeks each during the summer. The schools will be used for some sports activities and as an alternate location for summer programs during inclement weather.

**Inclusive Summer Programs** 

**C)** The C.O.R.E. Association will assist the Town of Redcliff in providing inclusive summer programs for children with special needs. These programs will be held once per week if there is sufficient registration.

Summer Program Guide

**D)** The board reviewed the summer program guide and discussed the activities and events scheduled from May 1 until August 31.

#### 4. NEW BUSINESS

2015 Redcliff FCSS Grants

**A)** FCSS grants may not be available in 2015 as all of the funding is allocated for programs.

FCSS Board Meeting Minutes – June 9, 2015

Page 2

Spring FCSS Directors Network

**B**) C. Murray attended the FCSS Directors Network in Drumheller, Alberta in May.

Regional FCSS Meeting

**C**) C. Murray and board member, Diane MacNaughton, attended the Regional FCSS meeting in Taber, Alberta on May 13.

#### 5. OLD BUSINESS

**Programs** 

**A)** Programs recommended/considered for fall include yoga, Mindfulness; Family Stress Management and budgeting.

**Next Meeting** 

#### 6. DATE OF NEXT MEETING

**A)** The next meeting will be September 8, 2015.

#### Adjournment

#### 7. ADJOURNMENT

A) Diane MacNaughton moved to adjourn the meeting at 5:50 pm.

## MINUTES OF THE MEETING OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD TUESDAY, MAY 26, 2015 at 7:00 p.m.

PRESENT:

Members:

C. Brown, C. Crozier, B. Hawrelak

V. Lutz, G. Shipley

Development Officer

B. Stehr

Planning Consultant

G. Smith

Recording Secretary

S. Simon

ABSENT:

Appellant(s) for Appeal No. 1 and No. 2

#### 1. CALL TO ORDER

Recording Secretary called the appeal hearing to order at 7:11 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

#### 2. **ELECTION OF CHAIRMAN**

G. Shipley nominated C. Crozier to be Chairman, seconded by B. Hawrelak. C. Crozier accepted and assumed control of the appeal hearing.

The Appellant(s) were not in attendance. It was established that there was a conflict with the delivery address of the Appellant(s) and it was unconfirmed whether the Appellant(s) received notice of the SDAB hearing.

B. Hawrelak moved to postpone the hearing and reschedule the hearing to allow for notification of the hearing. - Carried.

Consensus was to postpone the meeting and reschedule the hearing to Wednesday, June 17, 2015.

C. Crozier moved the meeting be adjourned at 7:16 p.m.

ON A

#### WEDNESDAY JUNE 17, 2015 at 7:00 p.m.

PRESENT:

Members:

C. Brown, C. Crozier, B. Hawrelak

V. Lutz, G. Shipley

Development Officer

B. Stehr

Planning Consultant

G. Smith

Recording Secretary

S. Simon

Appellant(s)

for Appeal No. 1 and No. 2 Dean Pylypchuk for Goulet Trucking

Brent Jespersen for Goulet Trucking

G. Shipley moved to reconvene the meeting June 17, 2015 at 7:00 p.m. - Carried.

Chairman, C. Crozier, summarized the events of the meeting May 26, 2015 stating the meeting was postponed and adjourned due to the unclarity as to whether or not the Appellant received notice of the May 26, 2015 meeting.

#### 3. **APPEAL NO. 1**

**Appeal of Development Application 15-DP-015** Lot 12, Block 6, Plan 9811617 (1576 South Highway Drive SE) Chain Link Fence higher than 0.9 meters

Chairman C. Crozier asked the appellants if they had any objection to any board members hearing the appeal. D. Pylypchuk and B. Jespersen advised they had no objection to any member of the Subdivision and Development Appeal Board.

#### a) **Presentation of Appellant**

D. Pylypchuk advised they are appealing the refusal of their development permit application for a fence which they are proposing to be higher than what is allowed in the Land Use Bylaw. D. Pylypchuk commented that the building on the property is set to the rear of the lot leaving the area in front as yard & storage. They require a higher fence than .9 m to limit vandalism, for safety of equipment and to limit trespassers due to the nature and use of the property. They are wanting to install a chain link fence and feel that chain link is aesthetically pleasing and would serve their purpose. He noted there are other similar designs of fences in the neighbouring businesses in Redcliff.

He advised the safety of the property and equipment is a concern as destruction/tampering could cause contamination to the ground on the property as well as out on the highways.

D. Plylypchuk indicated they require a six foot fence to keep the yard safe, to protect the assets and protect against those who may wander onto the property.

- B. Hawrelak guestioned what they would be topping the fence with if anything? Barb wire or other options? Is it a security fence even though it is six feet tall? B. Hawrelak asked what the nature of the lot is?
- D. Pylypchuk advised the lot is used for truck and trailer storage and the purpose of the fence is for security.
- D. Hawrelak guestioned if there are hazardous materials being transported?
- B. Jespersen, business development representative for Goulet Trucking and Torque Energy gave an overview of Torque's operations and safety. They are a growing oilfield hauling company that hauls sweet crude oil. He confirmed there is no condensate or sour liquids and the rate of explosion is nil to none.
- B. Hawrelak guestioned if they will hard top the lot and if the product on the lot will always be in a mobile tank or will there be a permanent tank on the lot as well. B. Jespersen responded that the product is always mobile. There will never be loaded trucks parked in the lot. The residue from an empty truck parked there would be from previous loads and would only amount to 2 to 5 litres of liquid.
- b) **Presentation of Development Officer** (Report Attached)
  - B. Stehr referred to his report and confirmed discussions with D. Pylypchuk and application to change the use for the yard to truck and trailer storage. Further the application was considered by the Municipal Planning Commission and the application was approved.
  - B. Stehr further confirmed that only a fence of .9 m height in the front of property is allowed as per the Land Use Bylaw.
- c) **Presentation of Municipal Planning Commission (MPC)** No one was in attendance.
- d) **Presentation of Planning Consultant** (Report Attached) Written recommendations of the Planning Consultant and comments from the City of Medicine Hat were distributed to all parties.
  - C. Crozier read comments of the City of Medicine Hat, confirming they had no concerns.
  - G. Smith, Planning Consultant, referenced his report and reiterated his recommendation:
  - "My recommendation is that the Board **not uphold** the Development Officer's decision and to approve the Development Permit for the erection of a 1.8 m fence in the front yard. However, in the event that the SDAB does approve the Development Permit, the SDAB may wish to consider the following potential conditions:
  - The fence is the same size, height and location as provided by the applicant for the Development Permit as submitted 15-DP-015.

- Requiring the applicant to provide screening or other means at the front of the site to be consistent with the MDP policy to depict a sense of community to capture the first impressions of visitors and therefore, the highway shall be enhanced to create a desirable and attractive gateway.
- G. Smith confirmed that other neighboring lots have landscaping and slats etc. to lessen the eyesore. We need to keep the off highway access eye appealing.
- e) Presentation of anyone served notice of hearing James Place, owner of said property in attendance.
- f) Presentation of anyone claiming to be affected

  James Place, owner of the property stated that 70% of the off highway lots have chain link fence. Further he is not too agreeable to slats for a chain link fence and he states

that the north side of the lot is already fenced so he is not sure why this issue has to be appealed.

арреанец.

g) Rebuttal of Appellant/Applicant

The appellant had no further comments.

h) Other

Nothing further was discussed.

i) Recess

The Board did not request a recess.

j) Decision

G. Shipley moved Development Permit Application 15-DP-015 (Lot 12, Block 6, Plan 9811617 [1576 South Highway Drive SE]) for an overheight fence be approved as presented. — Carried.

Discussion ensued with regard to security fencing ie: barbwire fencing is allowable on the top of the fence. The Development Officer advised that the Land Use Bylaw does not allow for barbwire fencing in the front yard of a property. It was commented that fence is consistent with commercial property and it is normal to protect a business' property and protect the safety of those wandering into the lot. James Place indicated he is agreeable to barbwire and that the fence will be six feet and an additional foot is added when you include the barbwire.

G. Shipley moved Development Permit Application 15-DP-015 (Lot 12, Block 6, Plan 9811617 [1576 South Highway Drive SE]) in addition to its approval of an overheight fence that a one foot portion of security fencing be allowed at the top of the fence. – Carried.

#### **Reasons for Decision**

Fencing is consistent with commercial property and placement is reasonable to protect the property.

8 22 22 Chairman Crozier advised the appellant of the decision and that the written decision would be forthcoming.

#### 4. APPEAL NO. 2

Appeal of Development Application 15-DP-016 Lot 12, Block 6, Plan 9811617 (1576 South Highway Drive SE) Free Standing Sign

Chairman Crozier asked the appellants if they had any objection to any board members hearing the appeal. D. Pylypchuk advised they had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

D. Pylypchuk advised he is appealing the refusal Development Permit Application 15-DP-016 (Lot 12, Block 6, Plan 9811617 [1576 South Highway Drive SE]) for a free standing sign. He indicated that Land Use Bylaw does not allow for multiple free standing signs on the property. D. Pylypchuk confirmed that there is another sign on the opposite side of the yard which belongs to the owner of the property. The first sign belongs to the owner.

D. Pylypchuk indicated the proposed sign is aesthetically pleasing and it allows customers and employees to clearly find the company.

Discussion ensued regarding location and pictures of the sign.

- J. Place, owner of property advised for resolution of the matter he will take down the second sign.
- **Presentation of Development Officer** (Report Attached) Development Officer referenced his report.
- c) Presentation of Municipal Planning Commission (MPC)
  No one was in attendance.
- d) Presentation of Planning Consultant (Report Attached)
  G. Smith noted there are currently two signs proposed but it appears from the statements of the property owner that there will be no issue if one of the signs is removed. It will then meet the Land Use Bylaw of only one free standing sign per site.
- e) Presentation of anyone served notice of hearing James Place, owner of said property, in attendance.
- f) Presentation of anyone claiming to be affected

  James Place, owner of said property states that he can remove the original sign by the
  end of the weekend or by the end of June. He states the original sign was from a
  handshake agreement between him and the previous renters and it can be removed.

23

g) Rebuttal of Appellant/Applicant

The appellant had no further comments.

h) Other

Nothing further was discussed.

i) Recess

No recess was requested.

j) Decision

G. Shipley moved Development Application 15-DP-016 (Lot 12, Block 6, Plan 9811617 [1576 South Highway Drive SE]) for a free standing sign be approved as presented conditional to removal of the second free standing sign on site. - Carried.

#### **Reasons for Decision**

The matter is resolved as the Owner indicated he would be removing the conflicting free standing sign.

Chairman Crozier advised the appellant of the decision and that the written decision would be forthcoming.

#### 5. ADJOURNMENT

C. Brown moved the meeting be adjourned at 7:40 p.m.

Cathy Crozier, Chairman

S. Simon, Recording Secretary

## MINUTES OF THE MEETING OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD TUESDAY, JULY 7, 2015 at 7:00 p.m.

**PRESENT:** Members: D. Kilpatrick, C. Brown, B. Hawrelak

V. Lutz, G. Shipley

Development Officer B. Stehr Recording Secretary S. Simon

Appellant(s) Dwayne Sharpe

Shannon Sharpe

#### 1. CALL TO ORDER

Recording Secretary called the appeal hearing to order at 7:02 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

#### 2. <u>ELECTION OF CHAIRMAN</u>

V. Lutz nominated D. Kilpatrick to be Chairman, seconded by G. Shipley. D. Kilpatrick accepted and assumed control of the appeal hearing.

#### 3. Appeal of Development Application 15-DP-045 Lots 16-18, Block 10, Plan 1117V (505 - 1 Street SE) Accessory Building - Detached Garage

Chairman D. Kilpatrick asked the appellants if they had any objection to any board members hearing the appeal. The appellants advised they had no objection to any member of the Subdivision and Development Appeal Board.

#### a) Presentation of Appellant

The Appellants advised that they want to expand their current garage to store their collection of vehicles and antiques. They realize that this garage will exceed the allowed size and coverage as per the Land Use Bylaw but they appeal to the fact that their lot is abnormally large and the addition will not be an eyesore. They advised they are willing to match the siding with the main building.

The Appellants described their development proposal and added that they have looked around the neighbourhood for comparables and state that this addition would help them do their part to keep the neighbourhood visually appealing by storing their assets in a building.

#### **b)** Presentation of Development Officer (Report Attached)

- B. Stehr referenced his report and confirmed that he explained to the Appellants the limitations of the Land Use Bylaw and the next steps in the process.
- B. Hawrelak had a question regarding Section 40 of the Land Use Bylaw; the statement in Subsection 11 with respect to the maximum size. Is this applicable to all buildings individually or as one.
- B. Stehr advised the Town's interpretation has been that all accessory buildings are included in the 92.9 m<sup>2</sup>.

#### c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

#### d) Presentation of Planning Consultant (Report Attached)

- D. Kilpatrick confirmed the Planning Consultant was not in attendance.
- S. Simon advised that the Planning Consultant submitted a written report and was available via conference call if required. S. Simon distributed the Planning Consultant's written comments for all to review.

#### e) Presentation of anyone served notice of hearing

No one in attendance.

#### f) Presentation of anyone claiming to be affected

No one in attendance.

#### g) Rebuttal of Appellant/Applicant

The Appellants commented on the Planning Consultant's report and further stated that they feel 2% overage on their building plans is not a lot to ask for. Their purpose is to store their assets inside to help keep the tidiness of the neighborhood and reminded us to consider that some of the other neighbors are not doing the same. They understand there are rules in place but would like their requests to be considered.

- B. Hawrelak asked the Appellants if they would consider splitting the buildings to conform to the LUB standards.
- D. Sharpe confirmed that this is not preferable due to the wasted space and he feels it would be an eyesore and that splitting would be their last option.

#### h) Other

Nothing further was discussed.

#### i) Recess

G. Shipley moved to meet in camera at 7:22 p.m. – Carried.

The Appellant, Development Officer, and Planning Consultant left the meeting at 7:22 p.m.

#### j) Decision

G. Shipley moved to allow the appeal of Development Permit 15-DP-045, Lots 16-18, Block 10, Plan 1117V (505 - 1 Street SE) for an oversized accessory building. Further that Development Permit 15-DP-045 for an oversized accessory building be approved to allow the existing accessory building to be enlarged to a maximum of 15% lot coverage, conditional to the following:

- 1) The accessory building shall maintain a minimum distance of .72 m from the South property line; and
- 2) The exterior of the accessory building and principle building are to match.
- Carried.

#### Reasons for Decision

The Board advised the reasons for its decision are that the property is an extra-large lot in comparison to other lots in the neighborhood and it will not look out of place. Further, the 15% coverage maximum for the lot size will be maintained as stipulated in the Land Use Bylaw Section 40, and the existing massing will not change from the street view.

B. Hawrelak moved to return to regular session at 7:56 p.m. - Carried.

The Appellant(s), Development Officer, and Planning Consultant returned to the meeting at 7:56 p.m.

Chairman D. Kilpatrick advised the appellant of the decision and that the written decision would be forthcoming.

#### 5. ADJOURNMENT

	B. Hawrelak moved the meeting be adjourned at 8:02 p.m.
Chairn	nan

S. Simon, Recording Secretary

#### MUNICIPAL PLANNING COMMISSION WEDNESDAY JULY 15, 2015 – 12:30 PM TOWN OF REDCLIFF

#### **MINUTES**

**PRESENT:** Members: B. Duncan, J. Beach, B. Lowery

Development Officer: B. Stehr

Absent B. Vine, G. Smith

#### 1. CALL TO ORDER

B. Duncan called the meeting to order at 12:32 pm

#### 2. ADOPTION OF AGENDA

- J. Beach moved that the agenda be adopted as presented.
- Carried.

#### 3. PREVIOUS MINUTES

- B. Lowery moved that the previous minutes be accepted as presented.
- Carried.

#### 4. DEVELOPMENT PERMITS FOR MPC CONSIDERATION

- A) Development Permit Application 15-DP-059
  Prairie Rose School Division No. 4
  Lot 1-40, Block 26, Plan 1117V (339 3 Street SE)
  Education Facility
- B. Lowery moved that Development Permit Application 15-DP-059 for an Education Facility Outdoor Classroom approved as submitted with the following conditions:
  - 1. The colors of the building compliment or match the existing Education Facility to the satisfaction of the Development Authority.
  - 2. Future exterior lighting shall comply with Section 62 of the Town of Redcliff's Land Use Bylaw.
  - 3. The placement of the building shall not negatively affect current drainage.

The Municipal Planning Commission would like to note that the Applicant should be aware of other intended or unintended uses whether permitted or not by the Applicant.

Carried.

#### 5. FOR DISCUSSION

#### A) Checklist for Change of Use – Draft Copy

- B. Lowery moved to table the discussion until all MPC members were present.
- Carried.

#### 6. ADJOURNMENT

- B. Vine moved adjournment of the meeting at 1:00 pm.
- Carried.

Chairman		
Secretary		

#### CYPRESS VIEW FOUNDATION

#### MONTHLY BOARD MEETING MINUTES May 28, 2015 9:00 a.m.

#### In attendance:

Jim Steinke Representing the Town of Redcliff Chere Brown Representing the Town of Redcliff Jim Turner Vice Chair Representing the City of Medicine Hat Julie Friesen Representing the City of Medicine Hat Art Squire Board Chair Representing Cypress County Dan Hamilton Representing Cypress County Rita Fisher Chief Administrative Officer Crystal McPherson Administrative Assistant

- 1. Art Squire called meeting to order at 9:07 a.m.
- Dan Hamilton moved to approve agenda as presented.

  Carried
- Jim Steinke moved to approve the monthly meeting minutes dated April 23, 2015
   Carried
- Old Business
  - 4.1 Albert's Flooring Donation: Jim Turner moved to approve that the \$1000.00 donated by Albert's Flooring be reallocated to purchase furniture for the solarium. Carried
  - 4.2 Insurance:
    - a) Stampede Parade Float Review at June 2015 Board Meeting
    - b) Motorized Scooters Board directed Rita to research liability for motorized scooters.
- New Business
  - 5.1 AGM Date: June 25,2015 at 11:00 a.m.
  - 5.2 Negotiation Committee: Jim Steinke, Jim Turner, Dan Hamilton have been appointed for the negotiation committee.
  - 5.3 2016 Budget: Jim Steinke moved that the 2016 Budget be split into a Capital and Operation Budget.

Carried

- 5.4 Taxes: Jim Turner is going to look into taxes and bring information to next board meeting.
- 5.5 Resident Approval: Julie Friesen moved to approve that the applicant with a low income be allowed to move into the facility.

Carried

- Reports
  - 6.1 Financials:

Dan Hamilton moved to approve financial reports as presented.

Carried

6.2 Building Supervisor: No Report

OSS

6.3 Hospitality:

6.4 CAO:

Jim Turner moved to approve reports as presented. Carried

- 7. Next meeting dates: June 25, 2015 at 9:00 a.m.
- 8. Adjournment: Meeting adjourned at 10:30 a.m.

Orthug Guir

34

### TOWN OF REDCLIFF REQUEST FOR DECISION

**DATE:** July 20, 2015

**PROPOSED BY:** Director of Finance and Administration

**TOPIC:** Tax Arrears Recovery Process

**PROPOSAL:** To consider authorizing TAXervice to manage the tax arrears

recovery process

#### **BACKGROUND:**

The current 2015 property taxes were due on June 30, 2015. There are still some outstanding property owners who have not yet paid the 2014 or 2013 taxes. These taxpayers are considered to be in arrears and their properties will be subject to the tax recovery process this fall if their 2013 property taxes remain unpaid. Tax recovery requires expertise in many areas including provincial and federal laws and regulations, land titles procedures and often, legal issues. The Town's finance department is currently experiencing turnover and there will be a gap in relation to in house tax recovery experience and capacity. There is no cost to the Town of Redcliff for this service as the fees are passed on to the individual tax payer that is in arrears.

#### POLICY/LEGISLATION:

Division 8, Section 411 of the Municipal Government Act outlines the provisions the Town can take to recover taxes in arrears.

#### **ATTACHMENTS:**

Proposal Letter, Cost Sheet, Testimonials, Brochure

#### **OPTIONS:**

- 1. Accept the proposal from TAXervice.
- 2. Decline the proposal from TAXervice.

#### **RECOMMENDATION:**

Administration is requesting that Council grant authorization to accept the proposal from TAXervice to manage the tax arrears recovery process.

#### **SUGGESTED MOTIONS:**

1.	Councillor TAXervice to man	moved to auth age the tax arrears re	norize Administration to accept the pecovery process.	roposal from
2.	Councillor	moved to declir	ne the proposal from TAXervice.	
SUB	MITTED BY:Depart	ment Head	Municipal Manager	
APP	ROVED / REJECTE	D BY COUNCIL THIS	S DAY OF	AD, 2015



July 6, 2015

Town of Redcliff Box 40 Redcliff AB T0J 2P0

Attention: Councillors

#### Re: <u>Tax Recovery</u>

We would be pleased to assist the Town of Redcliff with the recovery of tax arrears. Tax recovery requires expertise in many areas including provincial and federal laws and regulations, land titles procedures and often, legal issues. Trusting the management of the property tax arrears recovery process to TAXervice is the chosen solution of many municipalities.

TAXervice manages the tax arrears recovery process from beginning to end. There is no need for the municipality to send letters or register notifications. We can take care of everything. This relieves municipal staff from these tasks and there is no cost to the municipality for letting us do it all.

The costs incurred, including our fees, are charged against the roll numbers in arrears. The vast majority of properties are redeemed by the owner or mortgage holder and costs are thereby recovered.

TAXervice is **not** a collection agency. Our role is to manage the recovery process and to ensure that ratepayers are handled respectfully and professionally. We attempt to contact all property owners and registered interest holders by telephone to ensure that every opportunity is provided to redeem the property from tax recovery proceedings. We pride ourselves on handling your ratepayers with care because we know our actions will reflect on you.

We begin by sending a letter from Taxervice. Our experience has shown that delinquent ratepayers respond when municipalities bring in a third party to manage tax arrears recovery. As a result, property taxes are paid sooner in the process. This not only benefits the municipality, but also saves the ratepayer additional fees, land titles registration costs and auction expenses.

We enclose just a few testimonials from Alberta administrators along with a copy of our brochure. Please do not hesitate to contact us with any questions you might have. We would be very happy to work together and look forward to hearing from you.

Yours truly, TAXervice

Nicole Vestby Account Executive nicole@taxervice.com

### **HOW OUR FEES WORK**



#### RATEPAYER COVERS COSTS

There is no cost to the municipality, instead the cost of our services are paid by those ratepayers in arrears. The costs incurred, including our fees, are charged against the roll number subject to tax recovery.

By managing tax arrears recovery in this way, those people who have created the work are held responsible to pay for it. Otherwise, those who dutifully pay their taxes on time are paying the cost (staff time) of recovery.

Our total fee (excluding disbursements) is \$495 per roll number.

#### **INVOICING**

Once we have entered the information on each of your properties with tax arrears into our database, we will forward you our invoices. These costs are to be entered into your accounting system and added to each roll number.

When you are in receipt of the invoices, our fee is in effect. If the property is redeemed prior to receipt of our invoice, we will waive our fees.

#### TAX RECOVERY PHASES

In Alberta we invoice in two phases: the first fee of \$295 is added to the roll number to initiate the tax recovery process. The second fee of \$200 is added after March 31 of the following year.

If outstanding arrears (including costs and disbursements) are recovered during the first phase, the second fee is not invoiced.



## HOW MUCH MONEY WILL YOU SAVE BY USING TAXERVICE?

The tax recovery process in Alberta typically adds up to many hours of time per roll number, accumulated at specific intervals over a two-year period.

Once you factor in additional time due to multiple properties in arrears and delays caused by unforeseen circumstances or complex legal matters, you'll see that using TAXervice will save you significant administrative costs.

	PHASE ONE	PHASE TW	(after Mar 31 of the following year)
Phase One Fee <b>\$295</b>	<ul> <li>Property information setup</li> <li>Track all deadlines</li> <li>Courtesy letter sent to property owner(s)</li> <li>Prepare Tax Arrears List</li> <li>Register Tax Arrears List with Land Titles</li> <li>Tax Arrears List sent to Minister of Treasury Board and Finance</li> <li>Notice sent to property owner(s)</li> <li>Notification by Registrar to property owner(s)</li> </ul>	Phase Two Fee \$200	Confirm which properties remain subject to tax recovery  Courtesy letter with FDMA notice sent to property owner(s)  Draft submission for council incl. the reserve bids and any terms and conditions of the sale  Prepare advertisements to appear in Alberta Gazette and local paper  Notice sent to property owner(s) and registered interest holder(s)  Public auction held  Transfer of Title



#### **REFERENCES:**



Michelle Kirchmayer, BAPPBA, CGA Accounting Services Supervisor (780) 968-8428

#### **TESTIMONIALS:**

"I would recommend TAXervice to any municipality for tax recovery management. This was my first year being responsible for the tax recovery process so having the expertise of TAXervice employees proved to be very beneficial. I was impressed with their knowledge of Tax Recovery and the advice they were able to provide me with throughout the entire process. My questions were answered promptly. Using the Taxervice consultants reduced the demands on my administration department and there was NO cost to the Village. I could trust the professionals at TAXervice to look after everything."

Bonnie Cretzman, CMA Chief Administrative Officer Village of Alix

"The MD of Pincher Creek outsourced tax recovery for the first time in 2014. Working with TAXervice over the last several months was a very positive experience and extremely successful. TAXervice provided a very professional approach, keeping the municipality up-to-date on their processes and outcomes. Support was dealt with in a timely and competent manner, always friendly no matter how many questions were asked."

Brenda Stockton Tax Clerk MD of Pincher Creek

"Taxervice takes the stress out of property tax recovery. Their courteous and efficient staff handle all stages of tax arrears recovery. Correspondence with delinquent tax payers is professional, but firm, resulting in a high rate of tax recovery. Taxervice are good ambassadors fulfilling difficult tasks that must be handled in order that municipalities collect all levied taxes."

Rod Krip Chief Administrative Officer Town of Daysland property tax arrears recovery management

TAXervice

# TAXervice manages the property tax arrears recovery process for municipalities across Western Canada.

If you have arrears, just send us the list of properties and we will take care of everything from there. Even if you've started the process, we can finish it. We will send all required notices to all required parties, conduct all necessary searches and registrations at land titles, publish all required notices, arrange the auction (if applicable) and convey title to the purchaser/municipality. We take care of it all. No more hunting for people. No more land titles searches or registrations or worrying about deadlines for notice or publication. And best of all, there is no cost to your municipality.\*

# NO COST TO YOU

There is no cost to your municipality. Our fees are added to the property taxes which are paid by the property owner and do not come out of general revenue. \*Only if the municipality takes title to a property do you pay any fees – and then, the only cost to the municipality is the fee for that particular property. When staff time is spent recovering tax arrears, that cost is an administrative expense. Why should those who pay their taxes pay for those who don't? Why not let the "user pay"?



# RATEPAYER CARE

We are **not** a collection agency. Our role is to manage the recovery process and to ensure that ratepayers are handled respectfully and professionally. We begin by sending a letter from TAXervice. Our experience has shown that delinquent ratepayers respond when municipalities bring in a third party to manage tax arrears recovery. As a result, property taxes are paid sooner in the process. This not only benefits the municipality, but the ratepayer can avoid further penalties, fees and land titles registration costs which are normally incurred as the process continues.

"As a municipal advisor to several municipalities and an educator to newly appointed CAO's, I highly recommend TAXervice to my clients. The services offered are professional, accurate, effective and economical to the municipalities. Properties are redeemed sooner from tax sale often resulting in improved cash flow for the municipality."

ROGER Q. BOUVIER
Municipal Solutions

We attempt to contact all property owners and registered interest holders by telephone to ensure that every opportunity is provided to redeem the property from tax recovery proceedings. We handle your ratepayers with care because we know our actions will reflect on you.



# STAFF SATISFACTION

Recruitment and retention of qualified employees are challenges faced by most organizations. These can be very costly in terms of both time and money. Recovery of tax arrears is a job many staff do not enjoy and it can be awkward if the staff member knows a ratepayer personally. Think of it as an employee perk that doesn't cost you anything.

# EXPERIENCE AND EXPERTISE

Our team includes a senior lawyer, paralegal experience, municipal administration experience and a wealth of tax recovery expertise. We have experience dealing with missing persons, deceased owners, bankrupt owners, families dealing with hardship, etc. By choosing TAXervice you will be relieved of the pressure of deadlines. We ensure that all aspects are on time and all statutory requirements are met.

# PEACE OF MIND

You will have peace of mind knowing that your property tax arrears recovery will be professionally managed.

"Since the City of Brandon started using the services of TAXervice, the frustration of dealing with strict Land Titles requirements and difficult property owners has been largely eliminated, and resulted in properties being redeemed much sooner than in the past.

#### **GRANT MCMILLAN**

GM Corp. Services & City Treasurer City of Brandon

"I would recommend TAXervice to any municipality for tax recovery management. Having the expertise of TAXervice employees proved to be very beneficial.

I was impressed with their knowledge of tax recovery and the advice they were able to provide throughout the entire process. Using the TAXervice consultants reduced the demands on my administration department and there was NO cost to the Village.

## **BONNIE CRETZMAN**

Village of Alix



- NO COST
- RATEPAYER CARE
- STAFF SATISFACTION
- EXPERIENCE AND EXPERTISE
- PEACE OF MIND

Making tax arrears recovery less taxing.

# VISIT US ONLINE AT WWW.TAXERVICE.COM



TELEPHONE: 1.877.734.3113

FAX: 1.877.734.1050

EMAIL: info@taxervice.com

# TOWN OF REDCLIFF REQUEST FOR DECISION

**DATE:** July 20, 2015

PROPOSED BY: Public Services Director

**TOPIC:** New Sewer Flush Truck Proposals

**PROPOSAL:** Provide authorization to purchase new Sewer Flush Truck

#### BACKGROUND:

During the 2015 Budget process Council allocated funding for the Capital Purchase of a new Sewer Flush Truck. Administration has since proceeded to post a competitive request for proposal with the intent to purchase a new Sewer Flush Truck. The request for proposals closed May 29, 2015 with a total of six proposals received.

Administration reviewed all of the submissions to evaluate the best overall value based on required specifications, quality, service, warranty, performance history and price. Administration had the opportunity to receive a demo and inspection of the equipment provided in the lowest proposal bid from Joe Johnson Equipment Inc. The equipment offered by the lowest bid appeared to have had some prior hard use (as it is a used piece of equipment). The supplier had just repaired the water pump/reel hose and the truck also arrived very dirty with crude oil underneath chassis. Upon further inspection it was also noticed that oil was leaking from the hydraulic pump etc. The unit does not have some of the options/functions provided in other proposals. Attached is a summary of the proposals received.

#### POLICY/LEGISLATION:

Policy 38 -Purchasing Policy states:

"In regards to tenders and competitive quotations, in the event authorized personnel feel the lowest bid received is not the best option to accept, the bids must be forwarded to Council for consideration."

#### STRATEGIC PRIORITIES:

This capital purchase is not identified as a strategic priority. However, the purchase of this unit is considered an essential component to maintain the Sanitary Sewer Collection System for the Town of Redcliff.

#### ATTACHMENTS:

Summary of proposals received.

#### **OPTIONS:**

- Accept the proposal b) from Westvac Industrial Ltd. and authorize Administration to proceed with the purchase of a 2016 SECA 800 HPR Eco sewer flush truck mounted on a 2016 Freightliner chassis for a cost of \$ 235,000.00 plus purchase the extended warranty and options package for \$ 21,019.00 for a total cost of \$ 256,019.00 plus G.S.T.
- 2. Accept the proposal b) from Westvac Industrial Ltd. and authorize Administration to proceed with the purchase of a 2016 SECA 800 HPR Eco sewer flush truck mounted on a 2016 Freightliner chassis for a cost of \$ 235,000.00 plus G.S.T.
- 3. Accept the proposal b) from Westvac Industrial Ltd. and authorize Administration to proceed with the purchase of a 2016 SECA 800 HPR Eco sewer flush truck mounted on a 2016

Freightliner chassis for a cost of \$ 235,000.00 plus purchase of the extended warranty for \$3,835.00 with a total cost of \$ 238,835.00 plus G.S.T.

- 4. Accept the proposal b) from Westvac Industrial Ltd. and authorize Administration to proceed with the purchase of a 2016 SECA 800 HPR Eco sewer flush truck mounted on a 2016 Freightliner chassis for a cost of \$ 235,000.00 plus purchase the options package for \$17,184.00 with a total cost of \$ 252,184.00 plus G.S.T.
- 5. Accept the proposal from Joe Johnson Equipment Inc. and authorize Administration to proceed with the purchase of a used 2014 SECA 800 HPR sewer flush truck mounted on a 2014 Freightliner chassis for a cost of \$ 194,800.00 plus purchase the extended warranty and options package for \$ 30,904.00 with a total cost of \$ 225,704.00 plus G.S.T.

RECOMMENDATION: Option 1	
SUGGESTED MOTION(S):  1. Councillor moved to accept the proposal b) from Westvac Industrial Ltd. and authorize Administration to proceed with the purchase of a 2016 SECA 800 HPR Eco sewer flush truck mounted on a 2016 Freightliner chassis for a cost of \$235,000.00 plus purchase the extended warranty and options package for \$21,019.000 for a total cost of \$256,019.00 plus G.S.T	
<ol> <li>Councillor moved to accept the proposal b) from Westvac Industrial Ltd. and authorize Administration to proceed with the purchase of a 2016 SECA 800 HPR Eco sewer flush truck mounted on a 2016 Freightliner chassis for a cost of \$235,000.00 plus G.S.T</li> </ol>	
<ol> <li>Councillor moved to accept the proposal b) from Westvac Industrial Ltd. and authorize Administration to proceed with the purchase of a 2016 SECA 800 HPR Eco sewer flush truck mounted on a 2016 Freightliner chassis for a cost of \$235,000.00 plus purchase the extended warranty for \$3,835.00 with a total cost of \$238,835.00 plus G.S.T</li> </ol>	
4. Councillor moved to accept the proposal b) from Westvac Industrial Ltd. and authorize Administration to proceed with the purchase of a 2016 SECA 800 HPR Eco sewer flush truck mounted on a 2016 Freightliner chassis for a cost of \$235,000.00 plus purchase the options package for \$17,184.00 with a total cost of \$252,184.00 plus G.S.T	
5. Councillor moved to accept the proposal from Joe Johnson Equipment Inc. and authorize Administration to proceed with the purchase of a used 2014 SECA 800 HPR sewer flush truck mounted on a 2014 Freightliner chassis for a cost of \$194,800.00 plus purchase th extended warranty and options package for \$30,904.00 with a total cost of \$225,704.00 plus G.S.T	е
SUBMITTED BY:  Department Head  Municipal Manager	
APPROVED / REJECTED BY COUNCIL THIS DAY OF AD. 2015.	

# Summary of proposals received

Dealer	Joe Johnson	Superior Truck	Gentex Oilfield Man.	Westvac Industrial a)	Westvac Industrial b)	Westvac Industrial c)
Make/Model	SECA 800 HPR/ Freightliner 2014	Vacon/ Freightliner 2016	Gentex 2015/ Kenworth2016	SECA 800 HPR/ Freightliner 2016 new build	SECA 800 HPR/ Freightliner 2016 stock unit	SECA 800 HPR/ Freightliner 2016 demo unit
Offered price as per specs	\$194,800.00	\$240,150.00	\$340,433.66	\$235,000.00	\$235,000.00	\$246,000.00
Standard Warranty offered	24 month/ 50,000km	12 month	23 month	12 month/ 2000hr	12 month/ 2000hr	12 month/ 2000hr

After reviewing all of the submissions, administration involved with the review process determined the best overall value based on quality, service warranty, demonstration and price is to purchase the bid b) received from Westvac Industrial Ltd. Of a 2016 SECA 800HPR Eco mounted on a 2016 Freightliner chassis. Along with some of the offered optional equipment (tool storage/remote spool operation/led traffic arrow light/backup cam/hose rack) and extended warranties (5year/160,000km engine and chassis) as follows:

	Total	\$ 268,819.95
•	GST(5%)	\$ 12,800.95
•	Optional equipment	\$ 17,184.00
•	Extended Warranties	\$ 3,835.00
•	Purchase price	\$ 235,000.00

# TOWN OF REDCLIFF REQUEST FOR DECISION

DATE:	July 20, 2015				
PROPOSED BY:	Manager of Legislative & Land Services				
TOPIC:	Amendment to June 9, 2015 Council Meeting Minutes				
PROPOSAL:	Amend Motion 2015-0290 to reflect correct motion				
BACKGROUND:					
	June 9, 2015 Council minutes on June 22, 2015, it came to our attention that anada 150 Community Infrastructure Program re: Redcliff Rec-Tangle was				
ATTACHMENTS:	N/A				
OPTIONS:					
1. To move that	the June 9, 2015 Council meeting minutes motion 2015-0290 be amended.				
SUGGESTED MOTIC	DN(S):				
Redcliff suppo	moved that 2015-0290 motion be amended to read that the Town of ort the Canada 150 Community Infrastructure Program grant application to Rec-Tangle as presented.				
SUBMITTED BY:	Department Head  Municipal Manager				
APPROVED / REJEC	CTED BY COUNCIL THIS DAY OF JULY, AD. 2015.				

# TOWN OF REDCLIFF REQUEST FOR DECISION

**DATE:** July 20, 2015

**PROPOSED BY:** Director of Community and Protective Services

**TOPIC:** Terms of Reference for Public Transportation Strategy Report

**PROPOSAL:** Consider the proposed terms of reference for the in-house development of a

Public Transportation Strategy Report.

### **BACKGROUND:**

The Town of Redcliff completed and established the Redcliff Strategic Priorities Plan and was adopted by Council on February 9, 2015. The strategies included developing a Terms of Reference for a Transportation Plan/strategy by the Community and Protective Services Department. Administration's interpretation of the final product of this strategy is a report that would be concise, user friendly, and innovative, with the end user in mind, making it a useful tool in public transportation planning for the Town of Redcliff.

## **STRATEGIC PRIORITIES:**

The project / initiative is relevant to and will contribute to realizing Priority No. 3 – Transportation Plan: Terms of Reference as per the Strategic Priorities Plan adopted by Council on February 9<sup>th</sup>, 2015.

## **ATTACHMENTS:**

Proposed Terms of Reference for the Public Transportation Strategy Report

#### **OPTIONS:**

- 1. The Town of Redcliff adopt the attached Public Transportation Strategy Report Terms of Reference.
- 2. To continue status quo without an established Public Transportation Strategy.
- 3. Town of Redcliff refer to Community and Protective Services for further investigation and information.

#### **RECOMMENDATION:**

Option 1

## SUGGESTED MOTION(S):

1.	Councillor	moved that the Town of Redcliff adopt the proposed Public
	Transportation Stra	ategy Report Terms of Reference.
2.	Councillor	moved that the Town of Redcliff defer the Public Transportation
	Terms of Reference	e to a future date

3.	Councillor Terms of Refe and amendme	erence be referre			Transportation Stra ive Service's for fu	
SUBM	ITTED BY:	Department He	ead	- Munici	pal Manager	
APPRO	OVED / REJEC	CTED BY COUN	ICII THIS	DAY OF	:	AD 2015

### **TERMS OF REFERENCE**

# **Public Transportation Strategy Report**

#### INTRODUCTION

The Town of Redcliff seeks to engage the Community and Protective Services Department in the development of a Public Transportation Strategy. The approach will be a mid-long range planning document that will provide direction for managing and developing public transportation, infrastructure, resources, and investment over an initial 5 year horizon. The Public Transportation Strategy process will assess the status of public transportation within the Town of Redcliff and plan a future that reflects the values and needs of the community.

#### PROJECT DESCRIPTION

The Town of Redcliff has a diverse population with varying needs for public transportation. A comprehensive system of interconnected transit services is critical to improve and sustain Redcliff's economic vitality, support the growth and development of Redcliff, and meet the mobility needs of Redcliff residents, visitors, and labour force.

Redcliff doesn't have a current public transit system but can explore options in identifying priorities and strategies for transit service implementation in collaboration with potential transit partners (City of Medicine Hat, private enterprise). This plan will be in conjunction with the Redcliff Roadway System Master Plan 2010 prepared by Scheffer Andrew Ltd (SAL).

While the Town does not currently have a current Public Transportation Strategy, recommendations from the 2010 Redcliff Roadway System Master Plan 2010 should be reviewed and considered in the development of the 2016 Strategy. The Public Transportation Strategy will need to harmonize with recommendations from other recent policy documents, including the 2010 Municipal Development Plan.

Major issues identified may include, but are not limited to:

- sufficient supply transportation options;
- funding, ownership, and management of facilities and services;
- location of transit facilities and programs within the Town, potential improvements, or partnerships with other agencies/stakeholders; and,

## **Purpose**

To develop a clear and concise plan that will provide direction to the Town's staff and Council for future development, redevelopment, and enhancement of the Town's public transportation system, taxi services, and special transportation services. This process is to include an analysis of current and forecasted needs, clear recommendations, and an implementation strategy for a five year period.

# **Scope of Work**

The scope of work for this project includes, but is not limited to, the following tasks:

#### 1. Consultation

Consult with potential users, agencies and stakeholders, as well as staff and Council, to ensure incorporation of ideas and feedback are considered. The Community and Protective Services Department should:

- provide meaningful opportunities for input;
- present information in a clear, concise, and easy to understand format; and,
- accurately and objectively record and assess public input.

Consultation will include a public survey and questionnaire. The following parties will be consulted:

- a. the Redcliff Town Council;
- b. the general public, along with specific user groups:
  - Special Transit users;
  - non-traditional users (i.e. minor hockey, Redcliff Organized sports groups, Redcliff Mennonite Groups, Special Interest Groups, etc.); and,
  - Other groups (i.e. Taxi Cab Companies, Local Businesses, etc.);
- c. agencies / stakeholders, comprised of Prairie Rose School District, Redcliff
   FCSS, Redcliff Seniors, City of Medicine Hat, Cypress County, and others;

<u>Survey</u> - Consultation will include a public survey. The scope of work includes the development of general demographic data, which will assist in determining needs, priorities, and financial support for current services. Questions should be well-conceived in order to gain the information required for analysis and recommendations. The Community and Protective Services shall be responsible for the production of the survey instrument, including layout, structure, and wording of the

survey in order to elicit public response to current and future community recreation needs. The Community and Protective Services Department will determine whether the survey should be administered via phone, email, internet access or mail.

<u>Questionnaire</u> – The Community and Protective Services Director will develop one or more questionnaires, for distribution to stakeholder groups, user groups/special interest groups, and staff. Questions should be well-conceived in order to gain the information required for analysis and recommendations. These groups will then be provided with the Draft Feedback report and asked to provide feedback electronically.

Administration will consolidate the data from the public survey and questionnaire(s) and formulate reports, both in raw data form and summary report. Administration will produce a consolidated report and executive summary on the results. This report will be inserted as an appendix to the final document.

### 2. Public Transportation Background Information

Review, summarize, and provide key findings of the following background areas of public transportation:

- a. benefits, trends, and best practices;
- b. demographics (demographic information will be provided to 2020, and include seniors, children, cultural groups, and other users of transit services);
- c. financial review of current system, cost recovery, fees, and charges, and financial resources impacting the existing public transit system;
- d. environmental information related to public transportation, infrastructure need and life-cycle (the Town will provide its Tangible Capital Assets Inventory);
- e. issues and opportunities.

#### 3. Public Transportation Analysis and Recommendations

Analyze, then make recommendations regarding transit facilities. Includes the following:

a. Identify opportunities and deficiencies in the current public

transportation system - complete an analysis of issues:

- determine service gaps for all age groups (i.e. special needs, commuter traffic, youth, and seniors);
- determine barriers to participating in potential transit services, such
  as transportation times, cost, location; and, accessibility.
- inventory existing services provided through contracted services, local business groups, and private business.
- assist potential service providers with pilot project for market analysis.
- b. Assess the transportation system in relation to the vision developed. Recognize where the system meets that vision and where there are shortfalls. Analyze:
  - transportation trends (i.e. active transportation, car pool, business supplied transportation, etc.); and,
  - patterns of transit use specific to Redcliff (i.e. unutilized taxi services during the day)
- c. Develop appropriate transit users targets (i.e. Based on area, population, demographics, comparable municipalities, etc.).
- d. Determine current and future needs:
  - identify the current demands for public transportation;
  - identify emerging needs;
  - determine market deficiencies based on the existing inventory and provided service, community needs, and projected population growth;
  - identify taxi companies utilization/functional capacity in relation to demands (current and future trends);
  - analyze best use of limited resources (i.e. private enterprise vs. public enterprise);
- e. Review revenue generation in public transportation:
  - review fees and charges for appropriateness to community financial capacity, cost recovery, and expectations;
  - assess opportunities for additional revenue sources (i.e. additional services for private business, potential rental of municipal transit system for community groups, or nonprofit operations.

- determine financial priorities regarding operations, trends, transit services, and facilities;
- f. Explore implementation of potential partnership (public / private / or public partnerships) and pilot / trial programs

### 4. Implementation Plan

Develop an Implementation Plan, including life-cycle planning based on functionality and population growth, and a summary of prioritized recommendations.

## 5. Costs and Funding Sources

Identify order of magnitude costs for recommendations and prepare a Funding Strategy that identifies potential funding sources. Examine projected capital and operating costs for recommended facilities and services. Include the following:

- a. Develop a detailed capital works plan for service delivery, providing cost estimates for capital works. This report will assist with the Town of Redcliff's long range planning.
- b. Identify potential partnerships with agencies, stakeholders, and community groups that will ensure resources are available to implement the recommendations.
- c. Investigate the benefit of private industry partnering with the Town on services, (i.e. contract services to be mutually beneficial).

## 6. Mapping

The GIS technician will be responsible for coordinating a range of mapping and inventory, analysis, and recommendation information.

## 7. Meetings and Presentation

For all meetings, the department will record meeting minutes and distribute to the Director of Community and Protective Services. The Public Transportation Strategy Report collaboration process will include but not be limited to:

- 1. Meeting with the Redcliff Town Council at key milestones as determined by the departments work program and schedule:
  - introduce the project and gather input;
  - present the analysis and recommendations; and,
  - present the Draft Plan and gather feedback.

- 2. Attending and coordinating a minimum of one public consultation events (including preparation of materials/display boards) to:
  - introduce the project and gather input; and
  - present the Draft Plan and gather feedback.
- 3. Presenting the Final Plan to Senior Management and Town Council. This will include a PowerPoint presentation.

# **Required Project Deliverables**

- a. background review summary;
- b. all open house display and presentation materials;
- c. first and second round consultation summary, including survey summary;
- d. Draft Public Transportation Strategy Report; and,
- e. Final Public Transportation Strategy Report.

# **Background Document Review**

The following documents should be included in the background review:

- Town of Redcliff Municipal Sustainability Plan (2010)
- Town of Redcliff Municipal Development Plan (2010)
- Redcliff Community Directory (2012)
- Tangible Capital Assets Inventory
- Land Use Bylaw 1698
- Fees, Rates, and Charges Bylaw 1795



SUN 3 0 2015
TOWN OF REDCLIEF

**Edmonton Community Office** 

200 Belmead Professional Centre 8944 182 St NW Edmonton, AB T5T 2E3

780.489.6322 **T** 

1.800.661.9312

780.486.1948 **F** 

www.muscle.ca W

June 24, 2015

Mayor Ernie Reimer Town of Redcliff PO Box 40 Redcliff, AB T0J 2P0

Your Worship Mayor Reimer:

It is with great pleasure that I acknowledge the efforts of the Redcliff Fire Department, whose hard work on behalf of Muscular Dystrophy Canada in 2014/15 resulted in a contribution of \$7,950.00 to help our organization achieve its goals.

For over 60 years Fire Fighters have been the backbone of Muscular Dystrophy Canada. They are our largest group of volunteers, and our best ambassadors. Each year they raise in excess of \$3 million dollars in support of Canadians living with neuromuscular disorders, as well as generating awareness with the public through education, support and media relations.

We are proud that Redcliff Fire Department is part of this extraordinary history. It is an honor and a privilege for us to be able to work with a group of individuals with such remarkable enthusiasm and dedication.

Muscular Dystrophy Canada is working to improve the quality of life of Canadians with neuromuscular disorders, and provide hope for their future. The dedication of Fire Fighters has enabled our organization to grow into the support network it is today, making it possible for us to continue to provide the information and vital services that enable the people that we serve to live independently and contribute fully in their communities. Their commitment allows us to fund the concentrated research necessary to fight and inevitably defeat neuromuscular disease.

Fire Fighters are an essential part of Alberta's communities and our link to each of those communities.

While we will never be able to adequately express our gratitude to these heroes, we thank them, along with you and your entire community for your support.

Sincerely.

Jo-ann Burton

Director of Revenue Development

Prairies & NWT

cc: Raymond Gradwell, Fire Chief Mitch Seifert, Fire Fighter Advisor

SPECIAL THANKS TO FIREFIGHTERS FOR SUPPORTING MUSCULAR DYSTROPHY CANADA SINCE 1954!



It is with great pride that we announce the City of Medicine Hat has been selected to host the 2016 Alberta Winter Games. Our city and many of the surrounding areas will experience the excitement of 2,400 young people between the ages 11 – 17. They will be competing, learning and sharing what will become a lifetime of memories!

Promoting physical activity among young children promotes the well being of our community. These healthy, active children become healthy adults and are the leaders of tomorrow. We hope that you will join us in helping young athletes compete and allow them to make lifelong friends and wonderful memories.

Alberta Sport Connection and Alberta Foundation for the Arts provide grants to any host community as part of their work in developing the talents and skills of young people. As well, the City of Medicine Hat as the host community, provides an operating grant, services-in-kind, and provides city-owned facilities at no cost. We also rely on the financial support of organizations and business in and around Medicine Hat. Finally, our society plans several events and activities to raise additional funds.

With this in mind, we have begun our "Backyard Campaign." We are looking for local, community businesses that would be interested in partnering with us through a donation of any amount. As you can well imagine, raising funds for any venture these days is difficult and any amount received is very much appreciated!

We will follow this letter up with a phone call in the near future however, in the meantime, please contact us with any questions you may have. Thank you and we look forward to working with you on this exciting venture!

Take this opportunity to invest in our most precious resource – our youth!

Respectfully,

Brenda Lea MacPhail Director, Friends of the Games 403-526-1171 or 403-548-4193 kenandbl@shockware.com

WHIL TUMBOR

403 526 3215

ADDING IN The CORCHES

WE EXPECT NOALLY 3000

Plus parents to USIT OUR

ARCA. Se were honge, tens

AND TRANSPORT ATHETES AND

COACHES THROUGHOUT they CITY,

AND ELEWATER.









# Alberta Vinter Cames



February 13<sup>th</sup> - 16<sup>th</sup>, Medicine Hat







sponsorship opportunities & benefits package









# The 2016 Alberta Winter Games

The Alberta Winter Games is the province's premier multi-sport event for "developing" athletes. Generally, the Games involve approximately 2,600 athletes, coaches and officials. At the same time a volunteer force of approximately 2,600 volunteers is required to stage the Games.

The purpose of the Alberta Games is to provide a competitive opportunity for developing athletes, generally 11 to 17 years of age. The Games also serve the following general purposes:

- → To motivate Albertans to achieve a higher level of physical fitness through more active participation in sport.
- To assist athletes with the interest and ability to work toward their maximum potential.
- → To provide competition that will serve the developmental needs for each sport throughout Alberta.
- → To showcase the talents of Albertans in a wide range of sports and activities.
- → To develop the cultural and social components as an enhancement to Games in Alberta.
- → To provide each host community with a legacy of experienced volunteers and upgraded facilities.
- → To assist in the preparation of potential athletes for the Canada Games, the Olympics, etc., where possible (In fact, professional athletes such as Kurt Browning began his career from Caroline, AB to become a world champion).

To ensure that the Games include participants from every part of Alberta, the province has been divided into eight (8) zones. Playoffs or zone team eliminations take place in each of the eight zones, with the winners participating for their zone at the Alberta Games.

# Members of the Corporate and Business Community

The corporate and business community has a history of becoming intensely involved with major events held in Medicine Hat. During preparations for the 2002 Alberta Winter Games and the 2008 Alberta Summer Games hosted by the City, businesses, corporations, and individuals all came together to make the Games an outstanding success. Sponsorships and staff involvement, corporate donations of cash and gifts-in-kind, and general involvement as volunteers promoted the welcoming attitude of our community and contributed to providing a legacy of enhanced facilities and civic pride.

That is why we respectfully ask you to consider the opportunities for sponsorship listed in this Sponsorship Booklet.

Because the Games are awarded two years in advance, we offer an opportunity for you and your company to provide a sponsorship or donation as a one-time contribution, or to have your donation/sponsorship spread out over two years by making a commitment to spread the amount equally over 2014–2015. For example, if you wish to sponsor an event that is estimated at \$10,000, the sponsorship can be made in one payment, or paid in two installments of \$5,000 each. Each sponsorship Sponsor receives maximum exposure through advertising and news releases prior to and during the Games.

# Types of Sponsorships

### **Ceremonies**

Over 5,000 are expected to participate in the one and one-half hour program that is televised.

- → Opening Ceremonies (at the Regional Event Centre): \$50,000
- → Closing Awards Ceremony (Food Centre @ Cypress Centre, MH Stampede): \$25,000

### **Attire**

Attire bears the sponsor's name and logo.

- → Volunteer Attire (3000): \$50,000
- → Board of Directors Attire: \$10,000
- → Chairs Attire: \$10,000
- → Ambassadors' Attire: \$15,000

# Registration / Accreditiation

Sport and information kits are provided for over 2,600 individuals.

- → Athlete Sport Bags: \$50,000
- → Guest Registration Kits: \$5,000
- → Promotional Banners: \$10,000
- → Media/Result Centre: \$10,000
- → Name Tags: \$5,000

#### **Events**

These events are highly promoted as well, and provide maximum exposure to the sponsor.

- → Torch Relay: \$15,000
- → Volunteer Recognition Dinner: \$30,000
- → Friends of the Games Reception: \$7,500
- → Games Reception: \$6,000
- → Athletes' Dance/Mixer: \$10,000
- → Coaches/Officials' Reception: \$10,000

### **Printed Materials**

This material will be handed out to every athlete, official, volunteer, and guest.

→ Map/Event Schedule: \$6,000

- → Athletes' Handbook: \$5,000
- → Volunteer Handbook: \$6,000
- ➤ Volunteer Newsletters: \$5,000

# **Facility Needs**

Portable facilities are required for shelter, result centres, and washroom facilities at remote sites.

- → Portable Toilets: \$10,000
- → Shelter tents: \$10,000
- → Games Trailers: \$3,500

# Communication/Signage

Signs for venue sites and providing directions to all, plus communication between and among participants is essential.

- → Telecommunications (two-way radios, radios, etc): \$7,500
- → Signage: \$10,000
- → Public Address System Rentals: \$2,500



# **Expectations of the Host Society**

- 1. To recruit, train, and direct the efforts of approximately 2,600 volunteers.
- 2. To establish a budget \$1,500,000 which will cover the costs of hosting 2,600 athletes, coaches, and officials from across the province. The key areas included are:
  - → Registration, results, and accreditation of Games participants and volunteers.
  - → Accommodation for athletes, coaches, and officials.
  - → Food services for athletes, coaches, and officials
  - → Internal transportation to and from venues, accommodation sites, ceremonies, food centres, and to and from special events.
  - → Public relations.
  - → Ceremonies and special events.
  - Organization of media relations between local and provincial media.
  - → Appropriate recognition for sponsors and special partners.
  - → Appropriate medical services.
- 3. To ensure the appropriate administrative structures are in place to cover the following aspects of the Games:
  - → Office management and clerical assistance.
  - → Communications equipment.
  - → Hospitality.
  - → Hosting.
  - ➤ Legal, insurance, and utilities.
  - → Printing, stationery, and copying facilities.
- 4. Revenue expectations include grants, corporate sponsorships, gifts/services-in-kind, fund-raising, and souvenir sales

# Friends of the Games: Fundraising

Of the \$1,500,000 projected operating budget for the 2016 Alberta Winter Games, the FRIENDS OF THE GAMES Committee is responsible for raising \$600,000. There are several ways that this can be done:

- → Corporate donations and sponsorships
- ➤ Gifts or Services-in-Kind
- → Souvenir Sales
- → Fundraising Projects
- → Sport/Cultural Event Admissions

# FRIENDS OF THE GAMES contributors will be recognized as follows:

\$100,000	Platinum Sponsor
\$50,000 +	Diamond Sponsor
\$25,000 +	Gold Sponsor
\$10,000 +	Silver Sponsor
\$5,000 +	Bronze Sponsor
\$1,000 +	Booster Club
\$500 +	Individual

A benefit Package associated with each of the levels noted above are detailed in the next few pages of this document.

# Sponsorship Benefits & Packages

## **Tax Receipts**

Tax receipts for cash donations to the Games are provided by Alberta Sport Connection.

Alberta Sport Connection, as a Crown Corporation, administers the Donation Fund, and provides tax receipt for unconditional cash contributions to amateur sport or recreation in Alberta. This tax deduction is a "Gift to the Crown" under Section 110(1)(b) of the Income tax Act, and is a more favourable donation than the standard charitable donation as a "Gift to the Crown" can be deducted without limit in

the year of the donation, or if unused, can be carried forward for a period of five years.

All cheques must be made payable to Alberta Sport Connection. Tax receipts will be issued for all cash donations – there is a \$50 minimum amount.

# Tax receipts for donated goods or services can only be issued on a "cash donation" basis

- Donated goods and services must be invoiced to the Games, the invoice paid, and the cash amount donated back to Alberta Sport Connection.
- Tax receipts will then be issued following the procedures for cash donations.

# **Sponsorship Agreements**

The FRIENDS OF THE GAMES will enter into an agreement with each Sponsor.

# Platinum Sponsorship

A contribution to the 2016 Alberta Winter games operating budget, in the form of direct cash or gifts-in-kind, with the value of \$100,000 or more, qualifies your company or organization as "Platinum Sponsor".

# Your assistance is very much appreciated and will be recognized in the following manner:

- 1. A display poster(s) promoting your sponsorship of the 2016 Alberta Winter Games will be made available for posting in your place of business or your business office.
- 2. You will receive ten (10) complimentary tickets to the Opening Ceremonies in a reserved area.
- 3. Your name will be permanently inscribed on a plaque and displayed on the FRIENDS OF THE GAMES (sponsor board to be established).
- 4. Your sponsorship will be given broad coverage in all media.
- You will have a complimentary full-page advertisement in the Official Games Souvenir Handbook.
- 6. You will receive an invitation to selected Special Events to be held during the Games.

- 7. You will receive selected Games memorabilia.
- You will receive a permanent display plaque recognizing your involvement in the 2016 Alberta Winter Games.
- 9. Your business or organization will be identified in a special press release or advertisement regarding the donation.
- 10. Your business or organization will be displayed on a banner or 4' x 8' coroplast board at designated areas.
- 11. You may identify your company or organization as an "Official Sponsor" of the 2016 Alberta Winter Games and use the games "logo" in your own advertising.
- 12. You will have permission to set up a "kiosk" or "display booth" in a selected area for distribution of company goods or products.
- 13. You will be recognized officially at both the Opening and Closing ceremonies.

# Diamond Sponsorship

A contribution to the 2016 Alberta Winter Games operating budget, in the form of direct cash or gifts-in-kind, with a value of \$50,000 - \$99,999 qualifies your company as a "Diamond Sponsor".

# Your assistance is vary much appreciated and will be recognized in the following manner:

- A display poster(s) promoting your sponsorship of the 2016 Alberta Winter Games will be made available for posting in your place of business or your business office.
- 2. You will receive eight (8) complimentary tickets to the Opening Ceremonies in a reserved area.
- 3. Your name will be permanently inscribed on a plaque and displayed on the FRIENDS OF THE GAMES sponsor board to be established.
- 4. Your sponsorship will get broad coverage in the media.
- 5. You will have complimentary three-quarters' page advertisement in the Official Games Souvenir Handbook.
- 6. You will receive an invitation to selected Special Events to be held during the Games.



- 7. You will receive selected Games memorabilia.
- 8. You will receive a permanent display plaque recognizing your involvement in the 2016 Alberta Winter Games.
- 9. Your company or organization will be identified in a special press release or advertisement regarding the donation.
- 10. Your company or organization will be displayed on a banner or a 4' x 8' coroplast board at designated areas.
- 11. You may identify your company as an "Official Sponsor" of the 2016 Alberta Winter games and use the Games "logo" in your own advertising.
- 12. You will be recognized officially at both the Opening and Closing Ceremonies.

# Gold Sponsorship

A contribution to the 2016 Alberta Winter Games operating budget, in the form of direct cash or gifts-in-kind, with the value of \$25,000 - \$49,999, qualifies your company or organization as a 'Gold Sponsor'.

# Your assistance is very much appreciated and will be recognized in the following manner:

- 1. A display poster(s) promoting your sponsorship of the 2016 Alberta Winter Games will be made available for posting in your place of business.
- 2. You will receive six (6) complimentary tickets to the Opening Ceremonies in a reserved area.
- 3. Your name will be permanently inscribed on a plaque and displayed on the FRIENDS OF THE GAMES sponsor board to be established.
- 4. Your sponsorship will get broad coverage in the media.
- 5. You will have a complimentary half-page advertisement in the Official games Souvenir Handbook.
- 6. You will receive an invitation to selected Special Events to be held during the Games.
- 7. You will receive Games memorabilia.
- 8. You will receive a permanent display plaque recognizing your involvement in the 2016 Alberta Winter Games.
- Your business or organization will receive special recognition in an advertisement regarding your

donation.

- 10. A banner or a 4' x 8' coroplast board with your name will be placed at a designated area.
- 11. You will be officially recognized at both the Opening and Closing Ceremonies.
- 12. Your business or organization will be recognized in a media advertisement.

# Silver Sponsorship

A contribution to the 2016 Alberta Winter Games operating budget, in the form of direct cash or gifts-in-kind, with a value of \$10,000 to \$24,999, qualifies your company or organization as a "Silver Sponsor".

# Your assistance is very much appreciated and will be recognized in the following manner:

- 1. A display poster(s) promoting your sponsorship of the 2016 Alberta Winter Games will be made available for posting in your place of business.
- 2. Your name will be permanently inscribed on a plaque and displayed on the FRIENDS OF THE GAMES sponsor board to be established.
- 3. Your sponsorship will be acknowledged in the media
- You will receive a complimentary one-quarter page advertisement in the Official Games Souvenir Handbook.
- 5. You will receive an invitation to selected special events.
- 6. You will receive four (4) complimentary tickets to the Opening Ceremonies in a reserved area.
- 7. You will receive Games memorabilia.
- 8. You will receive a permanent display plaque recognizing your involvement in the 2016 Alberta Winter Games.
- 9. Your company or organization will be displayed on a banner or 4' x 8' coroplast board at a designated area.
- 10. You will be officially recognized at both the Opening and Closing Ceremonies.
- 11. Your business or organization will be recognized in a media advertisement.

# Bronze Sponsorship

A contribution to the 2016 Alberta Winter Games operating budget, in the form of direct cash or gifts-in-kind, with a value of \$5,000 to \$9,999, qualifies your company or organization as a "Bronze Sponsor".

# Your assistance is very much appreciated and will be recognized in the following manner:

- 1. You will receive two (2) complimentary tickets to the Opening Ceremonies in a reserved area.
- 2. Your company or organization's name will be permanently displayed on the FRIENDS OF THE GAMES sponsor board to be established.
- 3. You will receive a complimentary one-eighth advertisement in the Official Games Souvenir Handbook.
- 4. You will receive an invitation to selected special events.
- 5. You will receive Games memorabilia.
- 6. You will receive a permanent display plaque recognizing your involvement in the 2016 Alberta Winter Games.
- 7. Your sponsorship will be acknowledged in the media.
- 8. A banner or a 4' x 8' coroplast board with your company or organization's name will be posted in a designated area.

# Sport Activities Sponsorship

Sponsorship of a sport with company participation ({wearing company attire} provides excellent exposure): all Sports are listed at \$5,000.

Note: There are, in some cases, sports for either boys or girls.

- → Alpine Skiing
- → Archery
- → Gymnastics
- → Badminton
- → Biathlon
- → Boxing
- → Cross Country Skiing

- → Curling
- → Fencing
- → Figure Skating
- → Figure Skating-Special Olympics
- → Freestyle Skiing
- → Hockey (Male)
- → Hockey (Female)
- → Judo
- → Ringette
- → Snowboarding
- → Speed Skating
- → Squash
- → Synchronized Swimming
- → Volleyball (Male and Female)
- → Wrestling

Notes:	











# 2016 Alberta Winter Games Society

Darlene Ford, Director 3 – 3271 Dunmore Road SE Medicine Hat, AB T1B 3R2 PH: (403) 979-2555 email: dfford@telus.net

	<del></del> 20	<b>o</b> sponsorsh	ip rom
Sponsor Information			
SPONSOR NAME		ADDRESS	
CONTACT PERSON		CITY	PROVINCE
		POSTAL CODE	3
AUTHORIZED SIGNATURE		PHONE	FAX
Sponsorship level & Active Please indicate the desired sponsorship level	Or activity.  AMOUNT	Payment Methor Please send a cheque or mo Alberta Games Society or if a make cheque payable to A. The cheque can be mailed to Please complete this form a information provided above	ney order payable to a tax receipt is required, S. R. P. W. F. o the address shown above. nd email or mail using the
ADDITIONAL ACTIVITY 1	AMOUNT	Questions or Co	omments:
ADDITIONAL ACTIVITY2	AMOUNT		
ADDITIONAL ACTIVITY3	AMOUNT		
We wish to provide furniture, offic	e equipment or office space.		
Payment Options			
I INTEND TO PAY THE FULL AMOUNT OF	\$ TOTAL		,
ORINSTALLMENTS OF \$	OVER 2 YEARS		



# Municipal Manager Report to Council July 20, 2015

## On-going Projects and Day to Day Responsibilities

- Continued work on various legal files.
- Continual updating and reviewing of position descriptions.
- Annual employee evaluations for all staff are nearing completion.
- In the process of internally testing out the service tracking web application with the CPS and Public Services department. As we are finishing the financial software and server upgrade first, the service tracker application should follow for internal use with the hope of rolling it out for public use in early 2016.
- Carry out regularly scheduled management meetings.
- Respond to councillor inquiries as they arise.
- Responding to media inquiries as they arise.
- Conduct and assist with employee recruitment (recent positions we have been recruiting for include the Engineering/GIS Technician, Engineering Technician, Bylaw Enforcement, and Director of Finance and Administration). Significant time has been spent on the recruitment process.
- Respond to human resource (including correspondence with union representatives) items.
   Beginning preparation for the negotiation of the upcoming collective agreement (current one expires at the end of this year).
- Respond to and coordinate operational issues and public inquiries (including information requests) as they arise (these items are beginning to occupy a significant amount of administration's time which is posing some challenges to staying in line with council's priorities outlined in the strategic priorities).
- Met with library representatives to establish communication protocols in an effort to better respond to service requests.
- Filling in for department heads during the holiday and vacation season.

# **Community Services Department Parks and Recreation**

**Parks and Trails:** Have been working with residents on the memorial bench program which allows for trail benches to be upgraded to a low maintenance long lasting bench and individuals to personalize them in memorial.

**Rec-Tangle**: Completed and submitted the grant application for the Rec-Tangle for \$164,700.00 which will enable the building to be updated with more efficient LED lighting, multiuse floor, high efficient HVAC, and a dehumidifier.

**Aquatic Centre:** Pool was fully operational in June and was heavily used by the School program, which gives them free access to the facility. The online booking system has allowed parents some flexibility in summer planning with all of our pool rentals filled up in June.

# **FCSS / Community Programming**

FCSS & Community Programming: Summer program development; preparation and advertising. We have a program leader who will work with DREAMS to provide programs and special events throughout the summer. Programs are offered Tues / Wed / Thurs for six weeks out of the summer (with the exception of Stampede Week as there are fewer registrations traditionally). Programs include Traditional/Aboriginal Games; Pirate Adventures; Weird Science Day; Laughter Yoga; Superhero Party. One parent expressed their appreciation for these free programs (through FCSS) as her husband lost his job and they cannot have any sort of holiday this year or afford to put her 2 boys in any other programs.

Facebook and social media has been an effective tool to promote programs and events, some postings have had over 1000 views.

Redcliff Days was very successful with very positive feedback. The CPS department is directly responsible for the activities at the Legion Memorial Park and Parkside School (Karate Demo; music; Highland Dancers; jump tents; inflatables; laser tag; human hamster balls; princesses; recruiting Women's Shelter to do Hands are Not for Hitting t-shirt painting; St. John Ambulance 1<sup>st</sup> Aid; Airbrush Tattoos; Pedal Tractors; clowns) also arrange for the Monster truck rides (track built with assistance from Public Services) CPS also arranged the music and bleachers at Redcliff Legion; fireworks; road closures and emergency notification; advertising; assisted all organizations in securing barricades; tables; keys and whatever else they required.

Canada Day celebration was in partnership with the Redcliff Lions and Lionettes. They provided pancakes, hot dogs and pop for the day; the CPS department arranged for the stage; tents; picnic tables; sound system; volunteers; water; coffee; clean up; cotton candy; giveaways; clowns; airbrush tattoos; band and other entertainment as well as barricades, signage and advertising.

## **Bylaw Enforcement**

Went through the recruitment process for filling the Bylaw Enforcement Position, the position has been accepted by Mr. Barry Steier and his start date with the Town of Redcliff is July 27<sup>th</sup>, 2015.

# **PUBLIC SERVICES**

## Water and Sewer Utilities

- Hydrant Flushing has been completed.
- Meter reading for May/June period has been completed.
- Staff have been working with MPE Engineering and contractor on coordination of new Water Treatment Plant project.
- Staff have been installing several radio reads for use with new meter reading equipment.
- Staff completed a sewer repair on the campground service line.

# **Municipal Works**

- Staff have conducted several interments at the cemetery over the past month.
- Grading and maintenance of alleys and gravel roads has been ongoing with calcium dust control application being completed for the season.
- Garbage bin repairs are ongoing with lid repairs being a primary task.
- Several sign maintenance and installations have taken place.
- Mowing/trimming of municipal properties has been ongoing.
- Staff have been hauling Gravel and sand to replenish stock piles at Public Services.
- Staff have completed pumping down the Dirkson Dr. NE storm pond.
- Staff have been hauling street sweepings to the Landfill. The landfill utilizes the material during wet/slippery conditions.

# Landfill

- Litter collection around fences and neighbouring fields is an ongoing task.
- Three new litter collection screens have arrived.
- Leachate removal has been conducted by Vacuum trucks.
- Installation of new fencing around the new cell site has been awarded to a contractor to be completed shortly.
- New leachate pumping system and electrical service installation projects have been awarded and should be completed by fall.
- Staff are working on acquiring environmental liability insurance for the landfill. An independent firm has conducted an environmental inspection and completed their report. Staff are awaiting quotes from insurance.
- Ridgeline has transferred a fair amount of treated soil to landfill operations to be used as daily cover.
- Public Services staff spent a day improving ramp and access road into the cell area. Also windrowed leftover tire shred to be used as daily cover material.

# **ENGINEERING**

2015 Capital Project - Sanitary Main Realignment - Broadway Court Lift Station to Main St N and Sanitary Diversion on Main St S & Sangster Crescent:

- The Engineering Department received bonding and insurance documents from the contractor for the contract preparation completed and executed.
- A project kick off meeting is expected to be scheduled in the third week of July and construction will start soon after.

# Inflow and Infiltration study updates:

- The Town has received the final report for I & I study from ISL Engineering and the report review is in progress.
- There is on-going flow monitoring data being captured in the NW lift station catchment area with the assistance of Public Services staff.

# Pump Station berm raising and river bank erosion protection:

• Construction work by LMT Enterprises Ltd. on Pump Station Flood protection in progress and expected to be completed by the third week of July, 2015.

# **Coulee slumping geotechnical Investigation:**

- Detailed Design and tender documents preparation is in progress through Parkland Geotechnical Consulting (formerly Enviro Geotesting).
- A few residents from the Kipling Subdivision and Westside subdivisions near the slope slumping areas met with the Town individually.
- A few residents from Kipling did not respond to the Town's letter for a meeting and have yet to meet.

# 2014 Project - 4<sup>th</sup> Ave SW (1<sup>st</sup> St to 4<sup>th</sup> St and 400 Blk) Road, Storm and Sanitary replacement, Broadway Ave E concrete curb and culvert installation:

Construction completion, inspection and final deficiencies reviews, with surface restoration and landscape repairs in progress.

# WATER TREATMENT PLANT, RAW WATER PUMP STATION AND PIPELINE UPGRADES: Water Treatment Plant (WTP) Construction:

Bi weekly progress meeting happened on July 08, 2015. Below are the percent of the works completed up to that date.

- Process Piping 75% complete.
- Civil/Underground work is 90% complete.
- Masonry work is 99% complete.
- Electrical work is 50% complete.
- Concrete work is 99% complete.
- Building is 95% complete.
- Process equipment is 80% complete.
- Finishing and painting work on going.
- Epoxy liner to clarifier- 40%

## **Eastside Area Structure Plan Amendment:**

• ISL is working on producing the final draft of the report after receiving comments from the Public Open House, City of Medicine Hat, Town Staff, I-XL and other stakeholders.

# **Northside FSR**

• The Town received the updated sanitary analysis report. An Engineering Department review is in progress.

# Offsite Levy Bylaw and Background Report

 Maps and information are being gathered for the Offsite Levy Bylaw and providing background of the project for CORVUS, as well as communication through correspondence.

## **OTHER MISCELLANEOUS:**

- Handling ongoing Lot development questions and follow up site visits.
- Attending meetings and site visits for warranty inspections for previous capital projects.
- Private development plans review and comments.
- Handling miscellaneous grade check requests and following up on the Town's sold Lots.
- Frequent consultations with other departments.

# FINANCE AND ADMINISTRATION

## Significant Changes:

1. Software and Server upgrade

The Finance and Administration department are very excited with the accounting software upgrade to GP 2015 and the new server to SQL 2014. IT will be responsible for limiting downtime by performing the upgrades during weekends and weeknights.

# 2. Banking Services

Over the next couple of months, administration will be working closely with ATB to develop an implementation plan to ensure the transition is as seamless as possible.

## 3. Deadlines

Utility disconnection extensions end on July 20. After that date only the Director of Finance and Administration can approve an extension. The most recent utility bills were mailed out on July 17.

Taxes were due on June 30. There are still a number of outstanding taxpayers. The deadline for assessment appeals is July 24.

# **LEGISLATIVE AND LAND SERVICES**

- Ongoing inquires re: land sales, development & subdivision. Three land sales. (six to date for 2015)
- Ongoing enforcement issues of non-permitted development and older files.
- Park Enterprises continues to work on closing the remaining open permits from 2007-2011. (76 of 239 closed to the end of May)
- A Subdivision and Development Appeal Board (SDAB) meeting was held July 7, 2015 to hear one appeal.

Development Application 15-DP-045

Lots 16-18, Block 10, Plan 1117V (505 – 1 Street SE)

Accessory Building – Detached Garage (oversize/exceeds site coverage)

- The appeal was allowed and the development approved with conditions.
- Following up on and reviewing subdivision applications that are ongoing.
- Bylaw & Policy reviews for amendments regarding changes to subdivision and development approvals.
- Review of several lease agreement files.

# COUNCILLOR'S REPORT TO COUNCIL JULY 20, 2015

# **REPORT FROM COUNCILLOR:**

# **Cheré Brown**

June 24, 2015 Attended AGM for Community Futures Entre-Corp Business Development in Medicine Hat. Rick Derbyshire retired and thanked everyone.

Topics: Articles of Association changes

Financial Reports Year in Review

Handouts available

# Memo

**To:** Redcliff Town Council

From: Arlos Crofts, Municipal Manager

**Date:** July 20, 2015

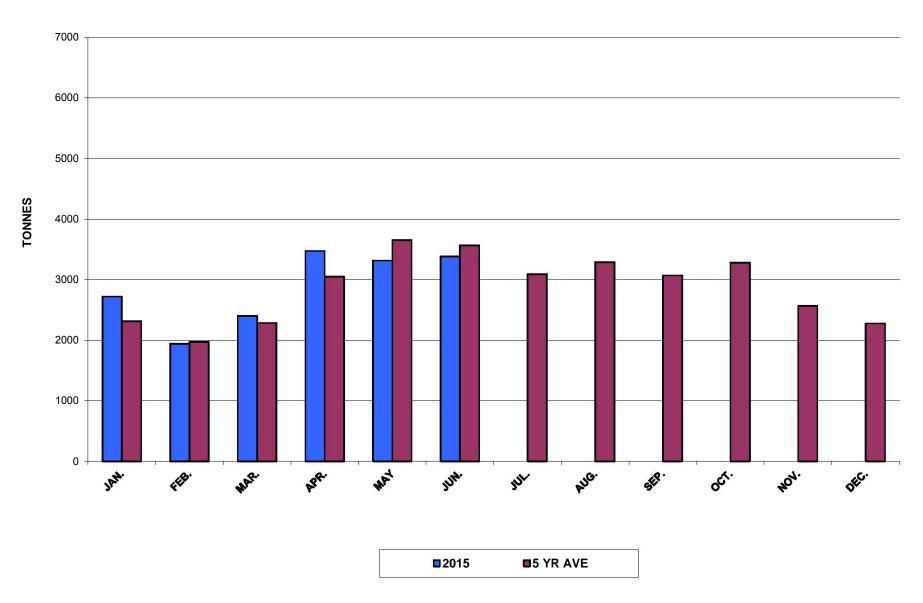
Re: Council Office Hours

There have been discussions by Council to set up time for the Council office to be open for citizens to come and interact with the Mayor and Councillors.

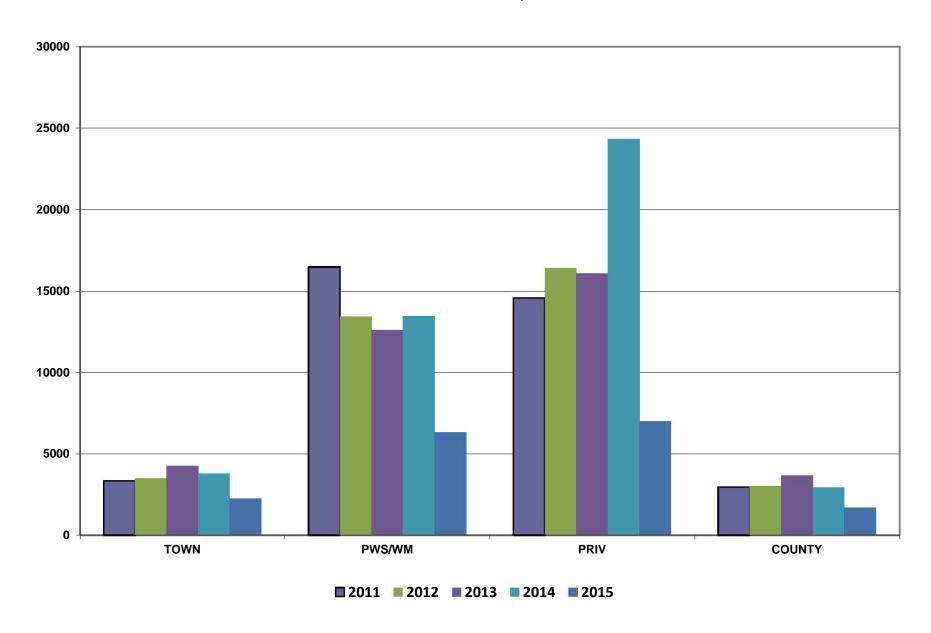
After gathering availability from Council it appears that the second Wednesday every month from 4:30 p.m. to 6:30 p.m. is the time that appears to most amenable.

It may be beneficial for council to determine the purpose of this initiative as there may be administrative follow up as a result, which has the potential of ultimately slowing progression of regular operations as well as work on council's strategic priorities.

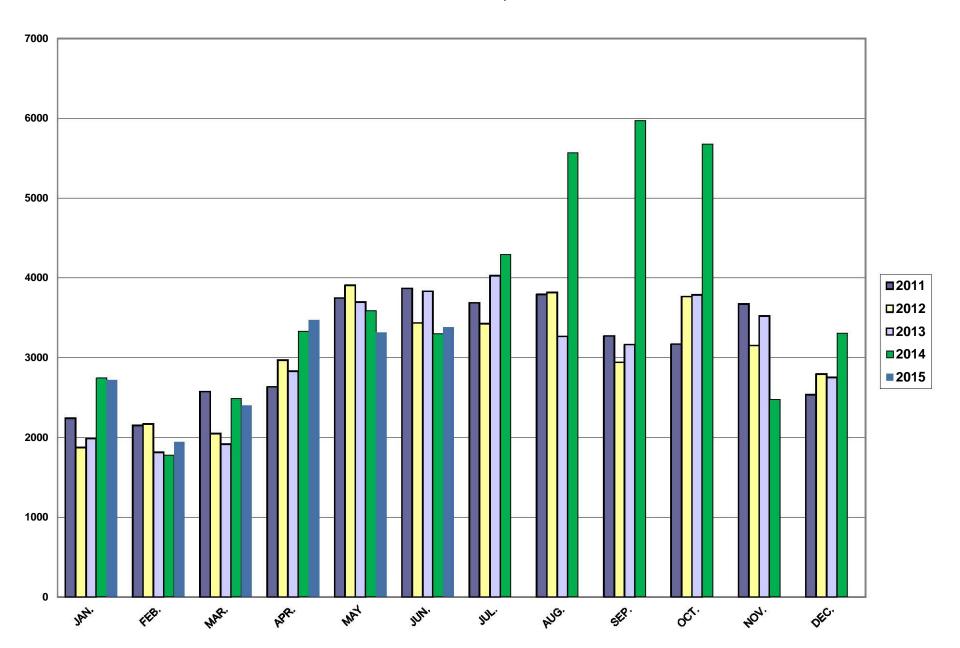
# REDCLIFF/CYPRESS REGIONAL LANDFILL 2015 VS 5 YEAR AVERAGE TO JUNE 30, 2015

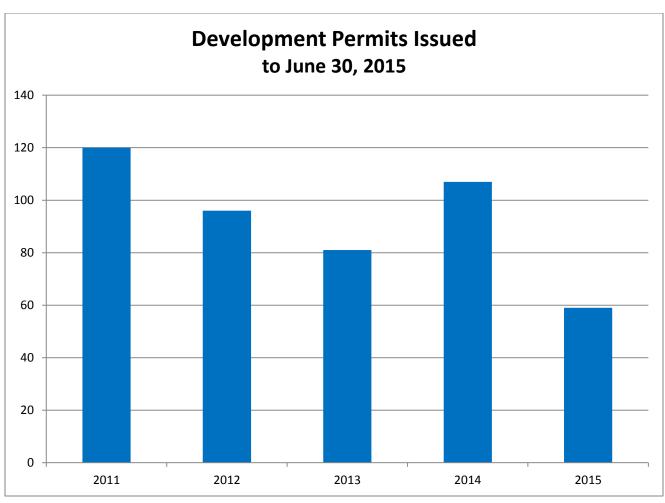


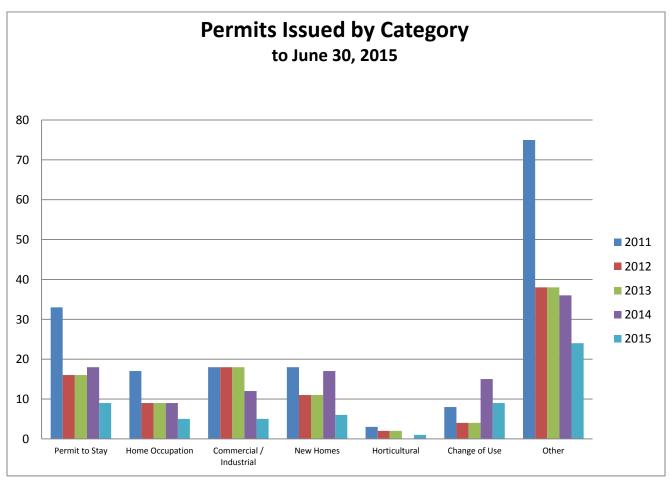
# REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES BY SOURCE 2011-2015 TO JUNE 30, 2015

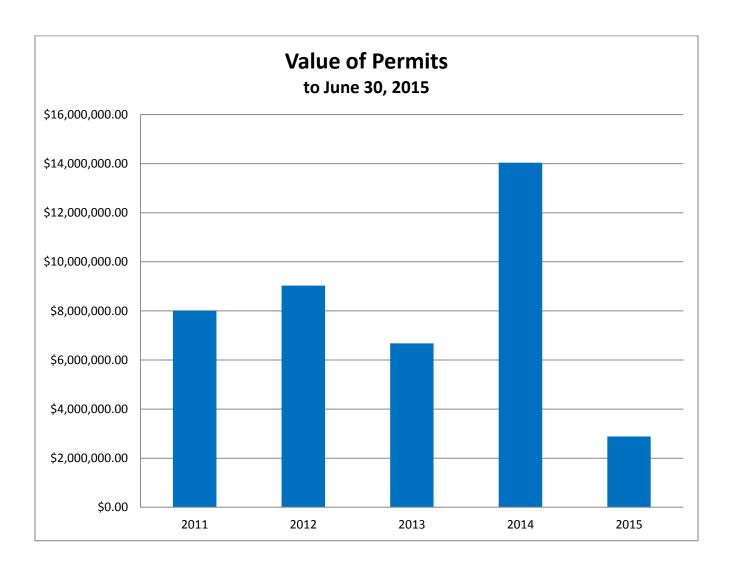


# REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2011-2015 TO JUNE 30, 2015









# COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
September 22 - 25, 2015	Alberta Urban Municipalities Association (AUMA) Conference	Calgary, Alberta