



COUNCIL MEETING
MONDAY, JUNE 22, 2015
7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JUNE 22, 2015 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to April 30, 2015 *	For Information
2. MINUTES	
A) Council meeting held June 9, 2015 *	For Adoption
B) Municipal Planning Commission meeting held on June 17, 2015 *	For Information
C) Redcliff/Cypress Regional Waste Management Authority meeting held on June 11, 2015 *	For Information
D) Joint Mayors and Reeves meeting held June 12, 2015 *	For Information
3. BYLAWS	
A) Bylaw 1804/2015, Town of Redcliff Procedural Bylaw *	2 nd & 3 rd Reading
4. REQUESTS FOR DECISION	
A) Janitorial Services Contract *	For Consideration
5. OTHER	
A) Zamboni Purchase Memo *	For Information
B) Cypress County Land use Amendments *	For Information
i) Cypress County Bylaw 2015/24	
ii) Cypress County Bylaw 2015/25	
iii) Cypress County Bylaw 2015/26	
C) Proposed Dunmore Hamlet Boundary Revision *	For Information
i) Cypress County Bylaw 2015/27	

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|-----------|---|-----------------|
| D) | Municipal Manager's Report June 22, 2015 * | For Information |
| E) | Mayor's Report to Council June 22, 2015 * | For Information |
| F) | Councillor's Report to Council June 22, 2015 * | For Information |
| G) | Council Important Meetings & Events June 22, 2015 * | For Information |

6. RECESS

7. IN CAMERA

- A)** Land (1) / Legal (1) / Labour (2) / Intermunicipal (1)

8. ADJOURN

ACCOUNTS PAYABLE			
COUNCIL MEETING JUNE 22, 2015			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
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	LAVALLEE, 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

BANK SUMMARY FOR APRIL 30, 2015

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	4,016,468.79	17,209.09	4,033,677.88
DAILY DEPOSITS	330,183.30	142,139.31	472,322.61
DIRECT DEPOSITS	230,155.23	0.00	230,155.23
GOV'T GRANT	36,775.00	0.00	36,775.00
INTEREST EARNED	4,355.51	0.00	4,355.51
T-BILL REDEMPTIONS	0.00	0.00	0.00
OTHER DIRECT DEPOSITS	49,241.91	0.00	49,241.91
SUBTOTAL	650,710.95	142,139.31	792,850.26
CHEQUES	(2,069,901.47)	(141,901.95)	(2,211,803.42)
ASFF QUARTERLY PAYMENTS	0.00	0.00	0.00
DEBENTURE PAYMENTS	(1,307.98)	0.00	(1,307.98)
T-BILL PURCHASES	0.00	0.00	0.00
NSF CHEQUES	0.00	0.00	0.00
OTHER DIRECT WITHDRAWALS	(2,666.12)	0.00	(2,666.12)
SUBTOTAL	(2,073,875.57)	(141,901.95)	(2,215,777.52)
TOTAL	2,593,304.17	17,446.45	2,610,750.62
BANK CLOSING BALANCE	2,701,191.17	17,446.45	2,718,637.62
ADD:O/S DEPOSITS	0.00	0.00	0.00
LESS:O/S CHEQUES	(107,887.00)	0.00	(107,887.00)
TOTAL	2,593,304.17	17,446.45	2,610,750.62

INVESTMENTS

CIBC PREMIUM T-BILL FUND	5.12.02.321	8,000,000.00
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,514,274.13
TOTAL INVESTMENTS		9,514,274.13

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, JUNE 9, 2015 7:00 P.M.**

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

Municipal Manager A. Crofts
Manager of Legislative & S. Simon (left at 9:01 p.m., returned at 9:14 p.m.)
Land Services
Manager of Engineering K. Minhas (left at 7:38 p.m.)
Director of Finance J. Kwok (left at 8:03 p.m.)
& Administration

ABSENT:**1. GENERAL**

Call to Order

A) Mayor Reimer called the regular meeting to order at 7:00 p.m.

2015-0274 Adoption of Agenda

B) Councillor Solberg moved the agenda be adopted as amended to add to In Camera session, one Intermunicipal item and one Personnel item. - Carried.

2015-0275 Accounts Payable

C) Councillor Crozier moved the following 71 general vouchers in the amount of \$235,481.43 be received for information. - Carried.**ACCOUNTS PAYABLE****COUNCIL MEETING JUNE 09, 2015**

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
77478	ALBERTA HOTEL & LODGING ASSOCI	2015 CAMPGROUND LISTING FEE	\$309.75
77479	ACTION PARTS	FUEL CONDITIONER/BRUSH	\$370.55
77480	AMSC INSURANCE SERVICES LTD.	INSURANCE PREMIUMS	\$15,542.98
77481	BENCHMARK ASSESSMENT CONSULTAN	PROFESSIONAL SERVICES	\$15,494.33
77482	BENCHMARK GEOMATICS INC.	GRADES AT 17 RIVERVIEW CRT	\$262.50
77483	THE BOLT SUPPLY HOUSE LTD.	MISC SUPPLIES	\$237.95
77484	CANADIAN LINEN & UNIFORM SERVI	TOWELS/ COVERALL	\$21.42
77485	CITY OF MEDICINE HAT	2015 DISPATCH CONTRACT FEES/UTILITIES	\$8,940.48
77486	FARMLAND SUPPLY CENTER LTD	MISC SUPPLIES	\$71.88
77487	FAST TIMES MACHINING	SHEAR PINS	\$142.84
77488	GAR-TECH ELECTRICAL	RAW WATER PUMPHOUSE WORK	\$78.75
77489	GREYHOUND COURIER EXPRESS	SHIPPING CHARGE	\$34.24
77490	REDCLIFF HOME HARDWARE	SCREWS	\$21.00
77491	JOE JOHNSON EQUIPMENT	TEE BLOCK	\$11.45

77492	SHAW CABLE	TOWN HALL INTERNET	\$125.90
77493	SUNCOR ENERGY PRODUCTS PARTNER	FUEL	\$1,948.18
77494	PRIME PRINTING	FOLDING - NEWSLETTER	\$134.40
77495	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS	\$16,933.93
77496	RECEIVER GENERAL	STAT DEDUCTIONS	\$33,981.14
77497	TELUS COMMUNICATION INC.	TWO WAY RADIOS	\$19.68
77498	GEORGE, CHRIS	KEY DEPOSIT REFUND	\$125.00
77499	TOURISM MEDICINE HAT	VISITORS GUIDE	\$1,081.50
77500	THE WAY CHRISTIAN MISSION FELL	DEPOSIT SENIORS CENTRE	\$225.00
77501	APPLIED INDUSTRIAL TECHNOLOGIE	BEARING	\$17.09
77502	CHRISTIANSON, BILLY JEAN	KEY DEPOSIT REFUND	\$125.00
77503	TONIN, THERESA	REFUND DP FEES	\$65.00
77504	AUMA	MAYOR'S CAUCUS REG FEES	\$157.50
77505	TOWN OF REDCLIFF	REGULAR PAYROLL	\$77,186.11
77506	AMEC EARTH & ENVIRONMENTAL	PROGRESS PAYMENT - WTP	\$4,165.98
77507	ISL ENGINEERING & LAND SERVICE	PROGRESS PAYMENT - EASTSIDE ASP	\$14,024.36
77508	KAELYN MOCH	PAYROLL	\$1,000.00
77509	ACTION PARTS	BATTERY/FILTER/ CYLINDER	\$743.77
77510	A.G. CORE INC.	CRUSHED GRAVEL	\$1,842.33
77511	AFFINITY WELDING & MECHANICAL	GARBAGE CLIPS	\$583.80
77512	BLUE IMP 758374 ALBERTA LTD	ORNATE BENCH	\$554.72
77513	THE BOLT SUPPLY HOUSE LTD.	HARD HATS/ SAFETY GLASSES/ PODS	\$309.06
77514	CANADIAN LINEN & UNIFORM SERVICE	TOWELS/ COVERALL	\$21.42
77515	C.E.M. HEAVY EQUIPMENT	BELT/FAN/FILTERS	\$1,707.69
77516	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,255.30
77517	CLEARTECH INDUSTRIES INC.	CHLORINE CYLINDER	\$9,616.20
77518	CATHY CROZIER	FCM CONFERENCE	\$500.00
77519	C.U.P.E.	UNION DUES	\$2,186.26
77520	FARMLAND SUPPLY CENTER LTD	COUPLER/TIP/NIPPLE	\$82.80
77521	FINNING (CANADA) A DIVISION OF	FILTERS	\$716.57
77522	FLASHING CANINES	KEY DEPOSIT REFUND	\$350.00
77523	FORT GARRY FIRE TRUCKS LTD.	HANDLE-LADDER RACK	\$119.91
77524	FOUNTAIN TIRE	RADIAL BOOT	\$56.31
77525	GREYHOUND COURIER EXPRESS	SHIPPING CHARGE	\$29.93
77526	REDCLIFF HOME HARDWARE	MISC SUPPLIES - PARKS	\$532.95
77527	KIRK'S MIDWAY TIRE	TIRE REPAIR	\$21.00
77528	LMT HYDRO-VAC SERVICES LTD.	VAC OUT WELLS AT PUMPHOUSE	\$1,653.75
77529	PARK ENTERPRISES LTD.	OLD BUILDING PERMITS	\$1,995.00
77530	SUNCOR ENERGY PRODUCTS PARTNER	FUEL	\$1,780.32
77531	PITNEY WORKS	SERVICE ON FOLDER/STUFFER	\$159.08
77532	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$526.62
77533	PRO COMM SOLUTIONS INC.	PHONE SYSTEM SERVICE	\$77.18
77534	RECEIVER GENERAL	STAT DEDUCTIONS	\$528.61

77535	ROBERTSON IMPLEMENT ALBERTA	FILTERS/ BOOT	\$1,736.62
77536	ROSENAU TRANSPORT LTD	SHIPPING CHARGE	\$345.63
77537	SANATEC ENVIRONMENTAL	SEPTIC TANK AT LANDFILL	\$136.50
77538	SHOCKWARE WIRELESS INC.	INTERNET - LANDFILL	\$47.20
77539	SHANON SIMON	SLGM WORKSHOP	\$438.00
77540	ERIC SOLBERG	FCM CONFERENCE	\$450.00
77541	TELUS MOBILITY	CELL PHONE FEES	\$24.31
77542	MUNICIPAL WORLD INC	JOB POSTING	\$446.25
77543	TRIPLE R EXPRESS	SHIPPING CHARGE	\$69.30
77544	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES	\$700.00
77545	TOWN OF REDCLIFF	PAYROLL	\$6,957.14
77546	WORKERS COMPENSATION BOARD	WCB PREMIUMS	\$3,248.00
77547	IAN WILLIAMS	DOUBLE BUBBLE TUB	\$56.64
77548	XEROX CANADA LTD.	COPIER MAINTENANCE	\$19.37
71 CHEQUES TOTAL:			\$235,481.43

2. DELEGATION

Shortgrass Library Systems
Petra Mauerhoff presents an
Update from Shortgrass
Library Systems

2015-0276

A) Petra Mauerhoff was in attendance to present an update from Shortgrass Library Systems.

Councillor Steinke moved the update from Shortgrass Library Systems presented by Petra Mauerhoff be received for information. - Carried.

3. MINUTES

2015-0277 Council meeting held May 25, 2015

A) Councillor Leipert moved the minutes of the Council meeting held May 25, 2015 be adopted as presented. - Carried.

2015-0278 Shortgrass Library System meeting held February 18, 2015

B) Councillor Crozier moved the minutes of the Shortgrass Library System meeting held February 18, 2015 be received for information. - Carried.

2015-0279 Shortgrass Library System meeting held March 18, 2015

C) Councillor Kilpatrick moved the minutes of the Shortgrass Library System meeting held March 18, 2015 be received for information. - Carried.

2015-0280 Shortgrass Library System meeting held April 15, 2015

D) Councillor Brown moved the minutes of the Shortgrass Library System meeting held April 15, 2015 be received for information. - Carried.

2015-0281 Cypress View Foundation Board meeting held April 23, 2015

E) Councillor Steinke moved the minutes of the Cypress View Foundation Board meeting held April 23, 2015 be received for information. - Carried.

- 2015-0282 Redcliff Public Library Board meeting held March 31, 2015 **F)** Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held March 31, 2015 be received for information. - Carried.
- 2015-0283 Redcliff Public Library Board meeting held April 28, 2015 **G)** Councillor Crozier moved the minutes of the Redcliff Public Library Board meeting held April 28, 2015 be received for information. - Carried.
- 2015-0284 Redcliff & District Recreation Services Board meeting held June 1, 2015 **H)** Councillor Solberg moved the minutes of the Redcliff & District Recreation Services Board meeting held June 1, 2015 be received for information. - Carried.

4. BYLAWS

- 2015-0285 Bylaw 1804/2015, Town of Redcliff Procedural Bylaw **A)** Councillor Leipert moved to not amend Bylaw 1781/2014 being the Procedural Bylaw to include Communications with Litigants. - Defeated.
- 2015-0286 Councillor Crozier moved Bylaw 1804/2015, Town of Redcliff Procedural Bylaw be given first reading. - Carried.

5. REQUESTS FOR DECISION

- 2015-0287 Tender - Sanitary Main Realignment Upstream of Broadway Court Lift Station & Sanitary Diversion Main Street South and 6th Avenue **A)** Councillor Leipert moved that the Town of Redcliff accept the bid from Porter Tanner Associates Inc. in the amount of \$475,025.98 plus GST for the Sanitary Main Realignment Project upstream of Broadway Court Lift Station and Sanitary Diversion Project Main St S and 6th Ave. Further to that the additional budget amounts of \$158,217.63 for Sanitary Realignment construction, \$63,808.35 for Sanitary Diversion on Main St S and 6th Ave in addition to \$5,000 for engineering QA testing during construction with the total increase of \$227,025.98 plus GST. The additional budget will be funded from the Municipal Sustainable Initiative (MSI) Capital Grant. - Carried.

Manager of Engineering left the meeting at 7:38 p.m.

- 2015-0288 Emergency Advisory Committee **B)** Councillor Brown moved to appoint Mayor Ernie Reimer, Councillor Cathy Crozier and Councillor Dwight Kilpatrick, to the Town of Redcliff's Emergency Advisory Committee (EAC) and further that the members be appointed annually during council's annual organizational meeting. - Carried.
- 2015-0289 Canada 150 Community Infrastructure Program Re: Redcliff Public Library **C)** Councillor Crozier moved that the Town of Redcliff provide a letter of support for the Redcliff Library's Canada 150 Community Infrastructure Program grant application to upgrade the library meeting room, windows, attic insulation, doors, and HVAC system (with the understanding and intent to budget for such projects in 2016 and 2017). - Carried.

- 2015-0290 Canada 150 Community Infrastructure Program
Re: Redcliff Rec-Tangle
D) Councillor Crozier moved that the Town of Redcliff provide a letter of support for the Redcliff Library's Canada 150 Community Infrastructure Program grant application to upgrade the Rec-Tangle as presented. - Carried.
- 2015-0291 Land Use Bylaw No. 1698/2011
E) Councillor Solberg moved that Administration review the Land Use Bylaw and research the possibilities to allow for advertising on public property. - Carried.
- 2015-0292 Banking Service Request for Proposal
F) Councillor Solberg moved that the Town of Redcliff accepts the banking service proposal from ATB and authorize administration to execute all necessary documents and agreements to enter into a banking relationship with ATB. - Carried.

6. CORRESPONDENCE

- 2015-0293 Alberta Government
Re: Recreation Volunteer Recognition Awards
A) Councillor Solberg moved correspondence from the Alberta Government dated May 28, 2015 be received for information. Further that correspondence be forwarded to the Redcliff & District Recreation Services Board. - Carried.

7. OTHER

- 2015-0294 Redcliff Public Library Financial Statements to December 31, 2014
A) Councillor Steinke moved that the Redcliff Public Library Financial statements to December 31, 2014 be received for information. - Carried.
- 2015-0295 Landfill Graphs to May 31, 2015
B) Councillor Crozier moved the Landfill Graphs to May 31, 2015 be received for information. - Carried.
- 2015-0296 Council Important Meetings & Events June 9, 2015
C) Councillor Leipert moved the Council Important Meetings & Events June 9, 2015 be received for information. - Carried.

8. RECESS

Mayor Reimer called for a recess at 8:03 p.m.

Director of Finance & Administration left the meeting at 8:03 p.m.

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

9. IN CAMERA

- 2015-0297
Councillor Leipert moved to meet In Camera at 8:12 p.m. - Carried.

Manager of Legislative & Land Services left the meeting at 9:01 p.m. and returned at 9:14 p.m.

2015-0298

Councillor Kilpatrick moved to return to regular session at 9:14 p.m. - Carried.

2015-0299 Lacey Homes Ltd.
Lot 19, Block 13, Plan
0913590 (943 Manor Place
SE) Compensation Request

Councillor Kilpatrick moved to authorize payment in the amount of \$13,383.00 to Lacey Homes Ltd. for compensation for additional engineering/foundation costs incurred for construction of residence at Lot 19, Block 13, Plan 0913590 (943 Manor Place SE). - Carried.

10. ADJOURNMENT

2015-0300 Adjournment

Councillor Steinke moved to adjourn the meeting at 9:17 p.m. - Carried.

Mayor

Manager of Legislative and Land Services

MINUTES

6. ADJOURNMENT

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

Chairman

Secretary

-
- B) Redcliff/Cypress Regional Landfill - Long Term Planning Presentation by Walter Brodowski of Salbro Consulting**
L. Pahl moved the Redcliff/Cypress Regional Landfill - Long Term Planning presentation be received for information. - Carried.
- C) 2014 Annual Report**
L. Pahl moved the 2014 Annual Report be received for information. – Carried.
- D) Landfill Rate Comparison**
L. Pahl moved the New Landfill Cell Construction Option 2 as presented by Walter Brodowski of Salbro Consulting Services Ltd. regarding Long Term Planning for the Redcliff Cypress Regional Waste Management Facility be selected which includes construction of a new scale, shop/office and transfer station prior to construction of the new cell which is where the current shop/scale house is located. – Carried.
- C. Crozier moved the Landfill Rate Comparison prepared by the Landfill Treasurer be received for information. Further that Administration review increasing rates and annual allocations and present options at the 2016 budget discussions for consideration. - Carried.
- E) Landfill Manager Report June 11, 2015**
C. Crozier moved the Landfill Manager Report June 11, 2015, be received for information. - Carried.
- F) Landfill Graphs to May 31, 2015**
L. Pahl moved the Landfill Graphs to May 31, 2015 be received for information. - Carried.
- G) Redcliff/Cypress Regional Waste Statement of Operations to March 31, 2015**
L. Pahl moved the Redcliff/Cypress Regional Waste Statement of Operations to March 31, 2015, be received for information. - Carried.
- H) Banking Services**
D. Kilpatrick declared a pecuniary interest and abstained from voting and discussion.
- L. Pahl moved that Administration review Bank Service options/rates with the Servus Credit Union and ATB Financial. Further that if Servus Credit Union will match the service options/rates being offered by ATB Financial then Redcliff Cypress Regional Waste Management Authority remain with Servus Credit

REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY
REGULAR MEETING
THURSDAY JUNE 11, 2015

PAGE 3

Union. Further that if Servus Credit Union is not prepared to match the rates than Administration is authorized to switch to ATB Financial. - Carried.

**I) Schedule 2016 Budget meeting
(September 14-18, 2015 or September 21-25, 2015)**

Consensus of the Authority was that the next Redcliff Cypress Regional Waste Authority Meeting be scheduled for September 17, 2015 at 1:00 p.m.

6. ADJOURNMENT

L. Pahl moved adjournment of the meeting at 11:32 a.m. – Carried.

Chairman

Secretary



Mayors and Reeves of Southeast and Southwest Alberta

MINUTES

FRIDAY, June 12, 2015 - 1:00 PM
Heritage Inn, Taber

ATTENDANCE

SOUTHWEST ALBERTA

Mayor George Bohne, Chair	Town of Raymond	Mayor Eric Jensen	Village of Barnwell
Mayor Tom Butler, Vice Chair	Village of Coutts	Mayor Ed Weistra	Village of Barons
Mayor Maggie Kronen	Town of Cardston	Mayor Rafael Zea	Village of Milo
Councillor Lyall O'Neill	Town of Claresholm	Mayor Don McDowell	Village of Nobleford
Mayor Kim Craig	Town of Coaldale	Reeve Brian Hammond	MD of Pincher Creek
Mayor Rene Gendre	Town of Fort Macleod	Reeve Brian Brewin	MD of Taber
Councillor Brian Oliver	Town of Magrath	Reeve Neil Wilson	MD of Willow Creek
Mayor David Hawco	Town of Milk River	Reeve Fred Lacey	Cardston County
Mayor Wendy Jones	Town of Picture Butte	Dep. Reeve Lloyd Kearn	Cardston County
Councillor Mark Barber	Town of Pincher Creek	Reeve Lorne Hickey	Lethbridge County
Mayor Gentry Hall	Town of Stavely	Dep. Reeve Henry Doeve	Lethbridge County
Mayor Henk De Vlieger	Town of Taber	Reeve Ross Ford	Warner County
Mayor Margaret Plumtree	Town of Vauxhall	Dep. Mayor Rob Miyashiro	City of Lethbridge
Chair Brian (Barney) Reeves	ID 04 Waterton Lakes NP	Bev Bellamy	Admin. Assistant

SOUTHEAST ALBERTA

Reeve Molly Douglass, Chair	County of Newell	Mayor Ted Klugston	City of Medicine Hat
Mayor Tom Rose	Town of Bassano	Dep. Mayor Les Pearson	City of Medicine Hat
Mayor Gordon Reynolds	Town of Bow Island	Mayor Ernie Reimer	Town of Redcliff
Mayor Martin Shields	City of Brooks	Mayor Don Gibb	Village of Rosemary
Reeve Richard Oster	Cypress County	Acting Chair Jordon Christianson	Special Areas

GUESTS

Pat Stier, MLA	Livingstone-Macleod	Bob Jones, Zone Rep	AAMD&C Rep.
Andrew Koning, Legislative Outreach Assistant			
David Jackson, Transportation and Infrastructure Research Analyst			

1.0 WELCOME AND INTRODUCTIONS

C-Chairs George Bohne (Southwest M & R) and Molly Douglass (Southeast M & R) called the meeting to order at 1:00 pm and welcomed everyone.

2.0 ADOPTION OF THE AGENDA

Moved by Mayor Tom Butler to adopt the agenda with the following additions:

- Dean's Advisory Council – Mayor George Bohne
- M & R Priorities Collaboration – Reeve Fred Lacey
- Resolution to Government of Alberta on Municipal Funding – Mayor Maggie Kronen

Carried.

3.0 REPORTS

3.1 MP Reports - none

3.2 MLA Reports

Pat Stier, MLA – Livingstone – Macleod

- Lois Mitchell was sworn in as Alberta's new Lieutenant Governor.
- MLA Stier is the Municipal Affairs critic for Wildrose official opposition; there are 21 people on the Wildrose team.
- Attended the Highway 3 committee this morning with Andrew Koning (Legislative Outreach Assistant) and David Jackson (Transportation and Infrastructure Research Analyst).
- Will be two to three weeks of legislative assembly sessions; interim budget supply bill will cover the government until the fall; several other bills to deal with as well.
- Will maintain focus of holding the new government to account.
- Will continue to build relationships with other ministers and the new Environment and Parks Minister, Shannon Phillips.
- Will work proactively and cooperatively to get the things needed to continue to build municipalities.
- Please contact MLA Stier to discuss any issues or concerns you might have.

4.0 Presentation – University of Lethbridge

Dr. Mike Mahon, President and Richard Westlund, Director of Public Affairs and Government Relations

- The U of L sees itself as the University for Southern Alberta; most students come from southern Alberta with some from southern Saskatchewan, southern British Columbia and the Yukon and Northwest Territories; 35% of students come from Calgary.
- Many students that attend from outside of southern Alberta hope to stay in southern Alberta after graduation. Approximately 85% of students live somewhere else within 2 years of completion of their degree; it is important to continue to diversify the economy in order to recruit and retain them; need jobs here for them to stay.
- U of L was described as a comprehensive research institute in 2007 and wants to ensure that they remain competitive in Alberta, across Canada and in the world.
- U of L is currently focussed on three areas: Destination Project to ensure necessary infrastructure; AGILITY – program with a focus on entrepreneurship and Partnerships – working with partners to provide agribusiness and other initiatives.

Destination Project

- This new building will provide new labs and science opportunities for Alberta's urban students.
- Overall schematic design is approved and the former government has approved \$212 million for this project.
- Economic impact of the U of L is 560 million per year for Lethbridge; this new building will enhance this.

Agility

- This new program will begin in 2015 and will create spaces on campus for students to develop knowledge about business, entrepreneurship and innovation.
- This program is university wide but will also focus on management and start in agriculture. A consultant was hired to help build it; will not be the professors.
- The ability to build a business will also give graduates one more opportunity to stay in Lethbridge.

Partnerships

- Adding value to existing strengths in agriculture by developing an institute for agriculture rather than a department of agriculture.
- Received a gift of \$1 million from Potato Growers Association for Potato Science; have appointed a Chair in Potato Studies.
- Working in collaboration with Lethbridge College to build the Cor Van Raay Southern Alberta Agribusiness Program.

U of L has faced challenges over the past five years with money lost from the base budget; hoping for more stability for the university as they move forward. Copy of presentation included with these minutes.

5.0 BUSINESS

5.1 Municipal Broadband Policy Presentation – Paul Nelson, James Van Leeuwen

- A broadband plan for southern Alberta would help realize a rural advantage by giving them opportunity to access the world and the ability to attract and retain business services.
- Municipalities have three choices for broadband: do nothing, rely on Telco or develop their own.
- If they do nothing, they will not have enough broadband to support their local businesses in order to compete in a global world. They will also lose their population of kids who need/want to have broadband access.
- If they rely on Telco (service providers) they will help with technical expertise, marketing and selling, but at a cost to the community. They will use a standard contract, but not be engaged to individual community wants and needs.
- If communities develop their own broadband system, they can build what they need, use their own conduit, save on municipal services and build a new revenue stream. The disadvantage is that it requires municipal debt to build a local network, requires new skills for municipal workers to add it to existing infrastructure and needs participation from your community members.
- Several examples were shared on how connectivity in rural areas is beneficial; each community needs to decide based on their own needs.
- Contact information: James Van Leeuwen – jvl@ventus.ca or Paul Nelson nels2510@telus.net A copy of their presentation is included with these minutes.

5.2 AUMA Broadband Resolution, Town of Raymond – Mayor George Bohne

- A copy of the broadband resolution by the Town of Raymond was brought to AUMA's attention, as there is no policy on this and they need to formulate one. Approximately 15 municipalities have already endorsed this resolution.
- If your Council can endorse it, send a letter to the Town of Raymond, Pete Lovering (pete.lovering@southgrow.com) or AUMA directly (with a cc to the Town of Raymond).
- For AAMD&C members, if this is something you can support, consider taking this resolution forward in your organization as well, as it has implications for rural and urban communities.

5.3 Implications of New Drinking Water Strategy Policy for Municipalities – SE M & R

- They have concerns with the lack of consultation on this policy with no opportunity for input; it came as a directive from this department. Need to advocate for more consultation before it goes ahead.

- Southern Alberta water is already expensive to produce; this policy will add more expense without any discussion as to why.
- Need to send a letter to the Minister on it; it was decided to investigate it further as there is a possibility that it will not go ahead.

5.4 Highway #3 Committee Update – Reeve Brian Brewin

- This committee met this morning. Their focus is to find studies that have been done on Highway #3 and compile them as one document to present to the government and to explore the possibility of doing an Economic Evaluation Study. They might approach municipalities on it; it's in discussion stage right now.
- Need to start over with the new government and write letters to Ministers to request meetings.

5.5 Canadian Badlands – Brad Tucker – not able to attend

5.6 MSI Funding – Mayor Tom Rose

- Concern that MSI funding would be delayed if put off until budget and then municipalities would lose a year of construction on projects.
- Were told that MSI funding will be addressed in throne speech this year.

5.7 MSI Funding, Town of Cardston – Mayor Maggie Kronen

A draft resolution was circulated at the meeting to present to the government by the M & R Association. Discussion followed.

Moved by Mayor Maggie Kronen, seconded by Mayor Tom Butler to adopt the proposed resolution and to submit it to the government on behalf of the Mayors and Reeves Associations of Southwest and Southeast Alberta. **Carried.**

5.8 Dean's Advisory Council – Rep from SW M & R Group – Mayor George Bohne

- Mayor Butler has completed two, two-year terms on the Dean's Advisory Council and has resigned as the representative for the Mayors and Reeves of Southwest Alberta.
- It was recommended that Mayor Hawco be appointed as the rep from the M & R and approved by consensus.
- Mayor Bohne will write a letter to advise this council of Mayor Hawco's two-year appointment.

5.9 Mayors and Reeves Priorities Collaboration – Reeve Fred Lacey

- There has been frustration in dealing with the powers to be, for example, the sixth Minister of Municipal Affairs, etc. and there is a need for M & R to determine the issues that we can support collectively and send a strong message to the government of the priorities in southern Alberta.
- A committee could be formed from both SE and SW M & R representatives to review and identify individual issues, recommend a collective approach on these issues and present their findings through a presentation to the M & R groups.
- To begin discussion on these issues, M & R were asked to submit their municipal's issues via email to either Bev (mayorsandreeves@shaw.ca) or George (bohne@raymond.ca), to be discussed further at the September meeting.

5.10 Other Business – Mayor Tom Rose

- Mayor Rose shared concerns by the M & R of SE Alberta of the NDP government moving forward and their proposed royalty reviews and proposed minimum wage of \$15/hour. Energy companies such as Cenovus give monetary donations to communities and these monies will dry up if there is a royalty review. Minimum wage was not designed for

people to make a living on; there will be an inflationary spinoff effect if the minimum wage is raised to \$15.

- M & R of SE Alberta wrote a letter re these concerns; and a copy of this letter will be provided to Bev to forward to the M & R of SW Alberta.
- MLA Pat Stier stated that he has brought questions to legislature on behalf of the M & R and will continue to do so. If any of you have concerns, let him know so that he can advocate on your behalf. His contact email is: pat.stier@assembly.ab.ca.
- Thanks were expressed to Mayor De Vlieger and the Town of Taber for their work to book the facility.

Moved by Reeve Neil Wilson to adjourn at 3 pm. **Carried.**

Next Meeting for Mayors and Reeves of Southwest Alberta:

Friday, September 4, 1 pm, Culver City Room, Lethbridge City Hall. (no meetings in July or August).

ACTION ITEMS FROM JUNE 12, 2015 MEETING	PERSON RESPONSIBLE
Council endorsement of broadband resolution for AUMA; see item 5.2	Mayors & Reeves
Letter to government re MSI funding	Mayor George Bohne
Letter to Dean's Advisory Council to appoint new rep	Mayor George Bohne
Mayors and Reeves Priorities; see item 5.9	Mayors & Reeves
Letter by M & R SE AB re concerns with new NDP government; see item 5.10 send to Bev to forward to M & R of SW AB	Reeve Molly Douglass

**BYLAW NO. 1804/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

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

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

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

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

INTERPRETATION AND DEFINITIONS

1. In this bylaw:

- a) "Act" means the *Municipal Government Act*, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- b) "adjourn" used in relation to any meeting, except a public hearing, means to terminate the meeting;
- c) "Administration" means the employees of the Town of Redcliff;
- d) "Councillor" means a member of Council including the Mayor;
- e) "Claim" means a Statement of Claim or similar document filed in the Provincial Court of Alberta, Court of Queen's Bench of Alberta or Court of Appeal of Alberta, a Workers Compensation Board Claim, or Union Grievance Claim which names the Municipality as a Respondent or Defendant and seeks the recovery of damages or other sums of money or equitable remedies from the Municipality.
- f) "Inaugural Meeting" means the first organizational meeting after a general municipal election;
- g) "In Camera" means a meeting or a portion of a meeting at which only Councillors and other persons specified by Council may attend;
- h) "Informal Petition" means a petition received that does not meet the requirements of the *Act*;
- i) "Legally Binding Petition" means a petition that meets all the applicable requirements of the *Act*;

- j) "Mayor" shall mean the chief elected official;
- k) "Municipal Manager" shall mean the person duly appointed as the Chief Administrative Officer, or the designate of the Municipal Manager;
- l) "non-statutory public hearing" means a meeting of Council at which members of the public may attend and may be invited to make submissions to Council, but which is not a public hearing;
- m) "person" includes a corporation and its shareholders, directors and the heirs, executors, administrators or other legal representatives of a person;
- n) "point of order" means a demand by a Councillor that the Presiding Officer enforce the rules of procedure;
- o) "point of privilege" means a request made to the Presiding Officer by a Councillor on any matter related to the rights and privileges of Councillor's and includes:
 - i. the comfort of Councillors'
 - ii. the conduct of Town employees or members of the public in attendance at the meeting;
 - iii. the accuracy of the reports of Council's proceedings; and
 - iv. the reputation of Council and Councillors;
- p) "postpone" means to delay the consideration of any matter, either:
 - i. to later in the meeting;
 - ii. to a specified time and/or date;
 - iii. until the occurrence of an event; or
 - iv. indefinitely;
- q) "Presiding Officer" shall mean the Mayor, Deputy Mayor, or other person who has the authority to preside over a meeting;
- r) "public hearing" means a meeting or portion of a meeting that Council is required to hold under the *Act* or another enactment, for the primary purpose of hearing submissions;
- s) "recess" means to take a break in the order of business or an agenda item of a meeting with the intent of returning to that order of business or agenda item at the same meeting;
- t) "reconsider" means to consider a motion again at the same meeting the original motion was made;
- u) "refer" means to send a pending motion or agenda item to Administration or a Council Committee for investigation and report;

- v) “rescind” means to bring forward to a later meeting a previously successful motion with the intent of revoking the original motion;
- w) “table” means to set a matter aside until a majority decides to address the item again by means of a motion to take from the table;
- x) “withdrawn” means to take off the table a motion that was made prior to a vote on the motion.

APPLICATION

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

ORGANIZATIONAL MEETING

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

MEETINGS

8. A quorum of Council shall be the majority of those members elected and serving on Council, including the Mayor.
9. In the case that neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed, the next Deputy Mayor scheduled in the roster shall preside over the meeting as the Presiding Officer until the arrival of the Mayor or Deputy Mayor.
10. If there are changes to the date and time of regular Council meetings, the municipality must give at least twenty-four (24) hours notice of the change to all members not present at the meeting at which the change was made and post the notice in a public office. Posting a public notice on the board at Town Hall and on the Town's website constitutes sufficient notice to the public. Notice by electronic communications constitutes sufficient notice to all members of Council.
11. Adoption of the minutes of the previous meeting(s) shall immediately follow the adoption of the agenda except if there are presentations and/or Public Hearings. Councillors shall have the opportunity to note errors and omissions at that time. Clerical, typographical, grammatical errors in adopted minutes may be corrected by the Manager of Legislative and Land Services.
12. Special Meetings of Council may be called according to the provisions of the *Municipal Government Act*. Notice to the members of Council and the public for Special Meetings will follow the same guideline as in Section 10.

LOSS OF QUORUM

13. If there is not a quorum within 30 minutes after the time set for the meeting, the Manager of Legislative and Land Services will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting, unless a special meeting is duly called in the intervening time period.
14. Whenever a vote on a motion before Council cannot be taken because of a loss of quorum, the loss of quorum resulting from:
 - a) the declaration of a pecuniary interest or conflict of interest; or
 - b) from a Councillor or the Mayor not being present for all or part of a public hearing;then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council under that particular order of business.
15. If a quorum is lost for any reason other than those aforementioned in Section 14, the meeting is at an end.

TIME OF ADJOURNMENT

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

by resolution passed unanimously by the Councillors present.

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

MEETING THROUGH ELECTRONIC COMMUNICATIONS

19. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through a personal computer; or other means as technology advances.
20. A Council member may attend regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year.
21. A Council member shall only be permitted to attend a meeting by means of electronic communication if that location in which the meeting is held is equipped in a manner such that enables all Council members participating in the meeting and the public to watch or hear one another.
22. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remain active.
23. The Mayor or Presiding Officer shall announce to those in attendance at the meeting that a Council member is attending the meeting by means of electronic communications.
24. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.

PREPARATION OF AGENDAS

25. The agenda for each regular or special meeting of Council shall be prepared by the Manager of Legislative and Land Services in consultation with the Municipal Manager and the Mayor or Presiding Officer. This consultation is for the purposes of identifying administrative recommendations and information as well as preparing the Mayor or Presiding Officer to chair the upcoming meeting. Access to Council is dealt with in Sections 27 and 32-39.
26. The Manager of Legislative and Land Services shall endeavour to forward agendas and all pertinent supporting information to each member of Council by 12:00 p.m. on the Friday preceding the meeting as outlined in Policy 37.
27. Any Council member, Town official, or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submission to the Municipal Manager not later than 12:00 p.m. on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the Municipal Manager to enable the Council to deal with the matter.
28. Any item of business from the same individual or group that Council has dealt with in a final manner previously shall only be permitted to be placed on the agenda within six (6) months of the original decision with Council if the information to be presented is significant and/or new to that which was previously presented. If there is no new and/or significant information to be presented, the item of business cannot be considered until after six (6) months following the original decision.
29. Any late submissions to the agenda after the agenda has been established will require justification for the urgent nature of the late submission and will require the Municipal Manager's approval.
30. The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner described above in Sections 26, 28, and 29 or as a modification to the agenda approved by a vote at the meeting.
31. The general order of business on the agenda shall be as follows; however, the actual order of conduct may be adjusted by Council as necessary:
 1. General
 - A. Call to order
 - B. Adoption of Agenda
 - C. Accounts Payable
 - D. Bank Summary
 2. Delegations
 3. Minutes
 - A. Council
 - B. Other
 4. Bylaws
 5. Requests for Decision

6. Policies
7. Correspondence
8. Other
9. Recess
10. In Camera (if necessary)
11. Adjournment

PRESENTATIONS

32. Presentations may be made by Council to individuals or groups.
33. Individuals or groups may request an appointment for the purposes of making a presentation to be heard by Council as a delegation.
34. Delegates must submit a request in writing for an appointment with Council to the Municipal Manager. All delegates are required to provide written documentation to the Municipal Manager which clearly outlines the nature of their business for inclusion in the Agenda Package. All documentation is to be submitted not less than seven (7) working days in advance of the regular Council meeting date. A presentation request shall not be confirmed as being on a meeting agenda until the agenda has been reviewed by the Municipal Manager and Mayor, or their designates.
35. The Municipal Manager will review the request in consultation with any affected departments and may:
 - a) Add the appointment to the next regular Council meeting agenda; or
 - b) Add the appointment to a future regular Council meeting agenda if:
 - i. requested by the individual or group making the request; or
 - ii. Administration requires more time to properly investigate and report on the matter.
36. Delegations shall be granted a maximum of ten (10) minutes to present the matter outlined in their written request. Where the Mayor or Presiding Officer determines that additional time shall be granted to a delegation, additional time shall be granted in the length specified by the Mayor or Presiding Officer.
37. Delegates requesting reappearance on a specific matter shall only be permitted to do so within six (6) months of the original appointment with Council if the information to be presented is significant and/or new to that which was previously presented. If there is no new and/or significant information to be presented, delegates cannot request reappearance until after six (6) months following the original appointment.
38. In questioning presenters or delegates at the Council meeting, Councillors will only ask those questions which are relevant to the subject of the appointment and will avoid repetition of questions. Likewise, presenters and delegates speaking to a subject will be restricted to speaking on the subject of the appointment. The Municipal Manager may provide clarification on items presented for information purposes prior to the questioning of presenters or delegates by Councillors.

39. The presentation by a delegation may only be:

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

CONDUCT OF A COUNCIL MEETING

~~41-40.~~ The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same motion, having due regard to the importance of the matter.

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~~42-41.~~ A motion submitted to Council does not require a seconder.

~~43-42.~~ After a motion is accepted by the Mayor or Presiding Officer, it shall be deemed to be in possession of the Council; but, may be withdrawn at any time before a vote is taken or an amendment is made. A Councillor may ask questions of the Administration or other Councillors on any motion or amendment to a motion.

~~44-43.~~ When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:

- a) a motion to refer the main question to another person or group for consideration;
- b) a motion to amend the main question;
- c) a motion to table the main question;
- d) a motion to postpone the main question to a future time;
- e) a motion to adjourn the meeting, provided that a motion tabled shall not be debated except as to the time the matter shall again be considered.

~~45-44.~~ A motion to reconsider a motion shall:

- a) only be made at the same meeting the motion was decided;
- b) only be made by a member who voted with the prevailing side on the motion involved;
- c) not be proposed more than once at any one meeting of Council;
- d) be decided by a majority of the members of Council present; and,
- e) not be allowed on a motion of adjournment.

~~46-45.~~ A motion to rescind or amend a previous motion of Council may:

- a) be made by a member of Council; and
 - i. be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii. be passed by:
 - 1. a vote of 2/3 of the members of Council when the motion is without notice; and

2. a simple majority of the members of Council present when notice has been given. Notice shall be inclusion of the item on an agenda delivered to the members of Council before the meeting, and
 - b) the previous motion has not been acted upon to the extent that the Town has undertaken or become subject to any liability or obligation, or
 - c) was not a motion for a reading of a bylaw.

- | ~~47.46.~~ Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
- | ~~48.47.~~ A bylaw shall not be given more than two readings at one meeting unless Council members in attendance agree unanimously that the bylaw may be presented for third reading at the same meeting at which it received the first two readings.
- | ~~49.48.~~ Any request for a recorded vote as per the *Municipal Government Act* shall be brought to the Mayor or Presiding Officer's attention prior to the actual call for the vote.
- | ~~50.49.~~ The Municipal Manager or his/her delegate shall repeat all motions before the motion is debated or put to a vote.
- | ~~51.50.~~ The Mayor or Presiding Officer shall reference all motions before they are debated or voted upon.
- | ~~52.51.~~ No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
- | ~~53.52.~~ The Mayor or Presiding Officer may participate in debate on any matter before Council without relinquishing the chair.
- | ~~54.53.~~ The Mayor or Presiding Officer may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the Chair to the Deputy Mayor until the vote on the motion has been taken.
- | ~~55.54.~~ After the Mayor or Presiding Officer has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
- | ~~56.55.~~ Voting on all motions shall be done by clearly raising one hand so that the Mayor or Presiding Officer may easily count them. When using electronic communications, the Mayor or Presiding Officer will ask whether the member is voting for or against the motion. After the Mayor or Presiding Officer has counted the vote, he shall declare whether it was "carried"-or "defeated". Except where provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote, shall decide a motion or question before Council. If the vote results in a tie, the motion will be considered defeated.

- | ~~57-56.~~ When a Councillor wishes to leave the Council Chambers while a meeting of Council is in progress:
- a) the Councillor shall await acknowledgement of the Mayor or Presiding Officer before leaving; and
 - b) the time of the Councillor's departure and return shall be recorded in the minutes.
- | ~~58-57.~~ No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this timeframe the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.
- | ~~59-58.~~ The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to Council by resolution. The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of members present.
- | ~~60-59.~~ When the Mayor or Presiding Officer is called on to decide a point of order or practice, it shall be done without argument or comment and shall state the rule of authority applicable to the case.
- | ~~61-60.~~ When a Council member has been warned about breaches of order but continues to engage in them, the Mayor or Presiding Officer may state their name and declare the offence. The Recording Secretary must note the offence in the minutes.
- | ~~62-61.~~ If a Council member who has been named apologizes and withdraws any objectionable statement, then the Council member may remain and continue participating in the meeting and the Mayor or Presiding Officer may direct that the notation of the offence be removed from the minutes.
- | ~~63-62.~~ If the Council member fails or refuses to apologize, then that Council member must immediately leave the Council Chambers and Council must vote on a motion to expel that Council Member. A motion to expel must be decided without debate.
- | ~~64-63.~~ If a Council member who has been expelled pursuant to this Section, refuses to leave the Council Chambers, the Mayor or Presiding Officer may request the Royal Canadian Mounted Police to remove the expelled Council member.
- | ~~65-64.~~ The Mayor or Presiding Officer may expel members of the public who are present for improper conduct and may follow the guidelines in Section 63 should the member of the public refuse to leave.
- | ~~66-65.~~ Council, under authority of the *Act* and the *Freedom of Information and Protection of Privacy Act*, may close all or part of their meetings to the Public by meeting "in camera". No motions may be made when Council is sitting in a closed session except a motion to return to an open session. Generally, the reasons Council may choose or be required to meet "in camera" fall under the categories of Land, Labour, and Legal.

- | ~~67-66.~~ Under the *Act*, Councillors are required to keep in confidence matters discussed in an “in camera” session.
- | ~~68-67.~~ All minutes of Council meetings shall be recorded in the English language, without note or comment. Electronic voice recordings of meetings of council, council committees, boards, and commissions are taken for the sole purpose of recording the meeting minutes without note or comment and are thus disposed of in accordance with the Town’s current “Disposal of Records Policy.”

PETITIONS

- | ~~69-68.~~ Legally binding petitions will be submitted to the Municipal Manager and will be processed in accordance with the *Act*.
- | ~~70-69.~~ Informal petitions will be submitted to the Municipal Manager and must:
 - a) be printed, typewritten or legibly written;
 - b) clearly set out the matter being presented and the request made to Council;
 - c) be temperate and respectful;
 - d) be signed; and
 - e) provide the name and mailing address of the contact person for the petitioners submitting the petition.
- | ~~71-70.~~ On receipt of an informal petition, the Municipal Manager may do the following:
 - a) include it as an item on the agenda for the next regular Council meeting in full or summary form;
 - b) refer it to Administration for a report to Council; or
 - c) refer it to Administration for action and/or reply, with a copy of such response being sent to Council.

PUBLIC HEARINGS

- | ~~72-71.~~ Public Hearings will be held in conjunction with a Council meeting.
- | ~~73-72.~~ Persons interested in speaking at a public hearing may register with the Manager of Legislative and Land Services prior to the public hearing. Names of registered speakers for a public hearing will be released to the public on the Friday preceding the public hearing.
- | ~~74-73.~~ Persons interested in providing a written submission may provide the Manager of Legislative and Land Services with their submission prior to 12:00 p.m. of the Wednesday preceding the public hearing. Valid written submissions received will become public information on the Friday prior to the public hearing. Council will accept written submissions on the date of the public hearing.
- | ~~75-74.~~ Public Hearings will commence, as close as reasonably practicable to the advertised time at a regular Council meeting and will normally be held in the Council Chambers.

- | ~~76-75.~~ Council may change the date, time, and place of a public hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised.
- | ~~77-76.~~ Council may cancel a public hearing by resolution.
- | ~~78-77.~~ On the advice of Administration, and/or should the Council deem it appropriate, a Non-Statutory Public Hearing may be held at a date, time and place approved by Council resolution.
- | ~~79-78.~~ The procedures for the conduct of a non-statutory public hearing shall be the same as those for a statutory public hearing.
- | ~~80-79.~~ The Mayor or Presiding Officer shall chair all Public Hearings.
- | ~~81-80.~~ Once the Mayor or Presiding Officer has called the Public Hearing to order and identified the matter to be discussed, the Mayor shall review the process to be followed including the expectations relating to public feedback, rules for speaking, timelines and the process for decision making following the public hearing.
- | ~~82-81.~~ Administration shall introduce the matter and provide any background material.
- | ~~83-82.~~ After Administration has introduced the matter, the Mayor or Presiding Officer shall invite interested parties and members of the public to speak on the matter. The Mayor or Presiding Officer shall call upon those persons who have registered with the Manager of Legislative and Land Services to speak first, followed by other persons at the meeting who have not registered to speak but who wish to address Council. If there is more than one person who wishes to speak, the Mayor or Presiding Officer shall establish the order of speaking.
- | ~~84-83.~~ All those who wish to speak to a matter (for or against) may only speak once and shall be limited to ten (10) minutes.
- | ~~85-84.~~ The decision of the Mayor or Presiding Officer with regard to imposition of the time limit to speak and the order of speaking shall be final and not debated.
- | ~~86-85.~~ A delegation of more than one member shall be considered to be one person for the purposes of a Public Hearing and only a spokesperson shall be entitled to speak once only for a limit of ten (10) minutes regardless of the number of members of the delegation who may be present.
- | ~~87-86.~~ The Council shall not debate an issue with any speaker, but each member of Council may ask questions for clarification of each speaker. All questions must be directed through the chair.
- | ~~88-87.~~ Council may accept a written submission in lieu of a verbal presentation as long as the document is signed, dated, and shows the street address of the person making the submission. All written submissions will be filed with the Manager of Legislative and Land Services.

~~89-88.~~ "Adjourn" used in relation to a Public Hearing means to take a short break in the Public Hearing, take a break with the intent of returning to the Public Hearing later in the same meeting, or to adjourn the Public Hearing to another Council meeting.

~~90-89.~~ "Close" used in relation to a Public Hearing means to terminate the Public Hearing.

~~91-90.~~ When all persons who wish to speak to an issue have been given their opportunity to speak, and all written submissions have been received, the Mayor shall declare the Public Hearing closed.

~~92-91.~~ Once closed a Public Hearing may not be reopened. Council may hold a second Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial Public Hearing.

COMMUNICATIONS WITH LITIGANTS

~~93-92.~~ Where a Person has filed a Claim or made a demand of payment of sums of money against the Municipality, the following communications protocol shall apply in relation to all communications between the Municipality and that Person:

- a) all communications relating to the Claim or demand shall be through the Municipality's appointed legal counsel, or as otherwise directed by the Municipal Manager;
- b) all communications (other than in relation to the Claim or demand) shall be as directed by the Municipal Manager;
- c) the Person shall not appear as a Delegation before Council without prior Council approval, subject to (d) below;
- d) if the Person has a legal entitlement to appear and make representations before Council (for example, if they have a right to do so because a matter is the subject of a public hearing as prescribed under the *Act*) they may so appear and make representations for that purpose only.

~~94-93.~~ Where, in the view of the Municipal Manager, a person has commenced a legal proceeding against the Municipality, or there is a demand or the potential for commencement of a legal proceeding against the Municipality by a Person (for example, including but not limited to, an arbitration proceeding, an appeal before an administrative tribunal, an application under the *Freedom of Information and Protection of Privacy Act* R.S.A. 2000, c. F-25, a petition for an inquiry by the Minister of Municipal Affairs), excluding any other proceeding referenced in s. ~~93-492~~, the Municipal Manager may make a direction as to the appropriate communication protocol between the person and the Municipality.

~~95-94.~~ The provisions of ss. 93 and 94 apply not only to the Persons expressly referenced in those sections, but also (pursuant to the direction of the Municipal Manager) other persons who are connected with a Person expressly referenced in ss. ~~93-92~~ or ~~94-93~~ (by reason of

apparent or possible relationship as employee, consultant, agent, family member, shareholder, director or otherwise).

PLACE OF MUNICIPAL OFFICE

96:95. According to the Act the place identified as the municipal office for the Town of Redcliff is #1 – 3rd St. N.E., Redcliff, Alberta, Canada.

EFFECTIVE DATE

97:96. This bylaw shall come into force on the date of its third and final reading.

REPEAL OF BYLAWS

98:97. Bylaw No. 1781/2014 is hereby repealed.

Read a first time this 9th day of June A.D, 2015.

Read a second time this _____ day of _____ A.D, 2015.

Read a third time this _____ day of _____ A.D, 2015.

SIGNED AND PASSED THIS _____ DAY OF _____, 2015.

Mayor

Manager of Legislative and Land Services

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: June 22, 2015

PROPOSED BY: Director of Community and Protective Services

TOPIC: Janitorial Services Contract

PROPOSAL: To award contract for janitorial services.

BACKGROUND

In November of 2014 the Janitorial Services contract was awarded but the awarded company did not obtain the necessary and required RCMP security clearance. The current janitorial company agreed to remain in place until the end of 2015.

The low bid was our current provider who has the necessary security clearance in place to clean the protective services building.

The bid from Harv's Janitorial was

Redcliff Public Library	\$ 715.00	(This would either be paid by library or adjusted for in its annual requisition).
Redcliff Town Hall	\$ 915.00	
Seniors Drop-in Centre	\$ 625.00	
Redcliff Public Services Building	\$ 530.00	
Protective Services Building	<u>\$1,690.00</u>	
	\$4,475.00	
Extra call-outs for Bio Clean up Protective Services Building	\$120.00	(This would be invoiced directly to the RCMP)

The quote from Harv's Janitorial is \$110 less than currently contracted.

Besides Harv's Janitorial there was a quote in the estimated amount of \$4,600.00-5,200.00 (it was only an estimate and not a set price).

POLICY/LEGISLATION

N/A

ATTACHMENTS:

N/A

OPTIONS:

1. Award the Janitorial Services contract to Harv's Janitorial Services for a three year term to expire December 2018.

RECOMMENDATION:

Option 1.


SUGGESTED MOTION(S):

1. Councillor _____ 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.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____, 2015.

Memo

To: Redcliff Town Council
From: Arlos Crofts, Municipal Manager
Date: June 22, 2015
Re: Purchase of one (1) Ice Resurfacer

Policy 38 – Purchasing Policy States:

The Municipal Manager is authorized to sign purchase orders for any item where such payment has been approved by Council through resolution, Bylaw, or annual budget. When an item exceeds \$75,000 the Municipal manager will report such expenditures to Council.

Following the approval of the Town's 2015 budget, the Community and Protective Services Department undertook a formal Tender process for the purchase of an ice resurfacer for the Rec-Tangle. The approved budget for the capital purchase is \$110,000.

The Tender was structured in a way to provide manufactures an opportunity to bid on providing an ice resurfacer. Bids from suppliers were received and opened in public on June 5th, 2015 at the Town of Redcliff Administration Building. The Bid submitting dealers were: Industrial Machine Inc. and Big Hill Services Ltd, who submitted two bids. A summary of the bids are listed in the table below. Industrial Machine Inc. submitted the lowest bid and only bid within the approved capital budget amount.

Text in **red** indicates low bid amounts

Dealer	Industrial Machine Inc	Big Hill Services	Big Hill Services
Make/Model	Zamboni 446 2015	Olympia Millennium Model 2000 2015	Olympia Millennium Model 2000 Hydrostatic 2015
Offered price as per specs	\$97,720.00	\$104,698.00	\$113,878.00
GST(5%)	\$4,886.00	\$5,234.90	\$5,693.90
Other Applicable tax(tires)	N/A	N/A	N/A
Total Price	\$102,606.00	\$109,932.90	\$119,571.90
Optional Equipment			
• Back up Alarm	\$500	\$443	\$443
• Chrome Wheels	\$680	Comes With	Comes With
• Wheel Washer	\$1105	\$776	\$776
• Automatic Snow Breaker	\$1445		

After reviewing all of the submissions, staff involved with the review process determined the best overall value based on quality, service warranty, and price is to purchase the low bid received from Industrial Machine Inc. of a 2015 Zamboni 446 Ice Resurfacer.

- Purchase price \$97,720.00
- Options \$3730.00
- GST(5%) \$5,000.25

Total \$106,450.25

Shanon Simon

From: Jeffrey <Jeffrey.Dowling@cypress.ab.ca>
Sent: Wednesday, June 17, 2015 11:44 AM
To: Erin Onoferychuk; Shanon Simon
Subject: Cypress County Land Use Amendments
Attachments: No2015_24 LUB Off-street parking and rural commercial district.pdf; Bylaw 2015_25 Tri-Area IDP Circulation.pdf; No2015_26 MDP SSRP Schedule A.pdf

Erin and Shannon, I have attached 3 pdf files for three different upcoming land use amendment bylaws that our Council will be considering at their meeting on July 21st. Here is a brief summary of each Bylaw that is being proposed;

Bylaw 2015/24 Land Use Bylaw Amendments - the County is proposing amendments to the Land Use Bylaw to create off-street parking regulations for commercial and industrial sites. As well, we are proposing a new Rural Commercial District "RC" for retail and commercial developments that are proposed on agricultural properties. This district could be applied to appropriate areas within the Tri-area IDP such as the Potential Serviced Commercial/Industrial Area, the Rural Commercial/Industrial Area, and/or the Rural Development Area, as well as agricultural land outside of the Tri-Area IDP boundary.

Bylaw 2015/25 Land Use Re-classification – this re-classification is within the Potential Growth Area, and the Airport Protection Overlay Area of the Tri-Area IDP. The intent is to subdivide the existing residence from the remainder of the agricultural title within a quarter section that has been previously subdivided.

Bylaw 2015/26 Municipal Development Plan – the County is looking to rescind our previous MDP and replace it with a new one to incorporate statements within the document to bring the MDP into alignment with the South Saskatchewan Regional Plan. As you know, the Province is requiring that all municipalities make their statutory documents compliant with the Regional Plan.

Please provide any comments on these proposed Bylaws back to me by July 14th.

Thanks,

Jeffrey R. Dowling
Cypress County
403.526.2888
Jeffrey.Dowling@cypress.ab.ca

CYPRESS COUNTY

BYLAW 2015/24

A Bylaw of Cypress County in the Province of Alberta to amend Bylaw 2011/04, being the Cypress County Land Use By-law.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of Cypress County, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1. Whereas the Cypress County Land Use Bylaw 2011/04 requires an amendment by amending the Table of Contents to include off-street parking regulations, and a Rural Commercial District (RC), by amending Part V General Land Use Regulations by creating off-street parking regulations for commercial and industrial types of development, and by amending Part VI Land Use Districts And Regulations to create a new Rural Commercial District "RC" for various commercial and retail uses that are located in the rural area that is either outside of a hamlet boundary, or situated on a property that is not directly adjacent to a Provincial highway.
2. Therefore, Cypress County Land Use Bylaw 2011/04 as amended, is hereby amended by amending the Table of Contents to include Off-Street Parking Regulations, and a Rural Commercial District (RC), by amending Part V General Land Use Regulations by creating off-street parking regulations for commercial and industrial types of development, and by amending Part VI Land Use Districts And Regulations to create a new Rural Commercial District "RC" for various commercial and retail uses that are located in the rural area that is either outside of a hamlet boundary, or situated on a property that is not directly adjacent to a Provincial highway, as shown in Schedule A.
3. This bylaw shall take effect upon final passage thereof.

Read a first time this _____ day of _____, 2015.

Read a second time this _____ day of _____, 2015.

Read a third time and finally passed this _____ day of _____, 2015.

Reeve

Designated Officer

CYPRESS COUNTY

BYLAW 2015/24

Schedule "A"

TABLE OF CONTENTS

PART 1 SHORT TITLE, PURPOSE AND DEFINITIONS	1
1. SHORT TITLE	1
2. PREVIOUS LEGISLATION	1
3. PURPOSE	1
4. APPLICATION OF THIS BYLAW	1
5. INTERPRETATION	1
6. DEFINITIONS	2
PART II ADMINISTRATIVE DUTIES AND RESPONSIBILITIES	10
7. DEVELOPMENT OFFICER	10
8. PLANNING ADVISOR	11
9. MUNICIPAL PLANNING COMMISSION	12
10. SUBDIVISION AND DEVELOPMENT APPEAL BOARD	13
11. ESTABLISHMENT OF FEES	13
PART III PROCEDURE FOR DEVELOPMENT PERMITS	14
12. PERMISSION FOR DEVELOPMENT	14
13. DEVELOPMENT DEEMED APPROVED	14
14. DEVELOPMENT APPLICATION	14
15. PLANS AND INFORMATION REQUIRED	14
16. APPLICATION DEEMED REFUSED	15
17. PUBLIC NOTIFICATION	15
18. RIGHT OF APPEAL	16
19. CERTAINTY OF USE	16
20. DEVELOPMENT AGREEMENTS	16
21. VALIDITY OF DEVELOPMENT PERMITS	17
22. DEVELOPMENT PERMIT TRANSFERS	17
23. RIGHT TO REVOKE DEVELOPMENT PERMIT	17
24. SUBSEQUENT APPLICATIONS	18
25. ENFORCEMENT AND SUSPENSION OF A PERMIT	18
26. AMENDING BYLAWS	19
PART IV SUBDIVISION PROCEDURES	20
27. REQUIREMENT FOR A SUBDIVISION	20
28. SUBDIVISION APPLICATION	20
29. PLANS AND INFORMATION REQUIRED	20
30. TIME PERIOD FOR MAKING DECISIONS	21
31. PUBLIC NOTIFICATION - SUBDIVISION APPLICATIONS	21
32. CONDITIONS OF SUBDIVISION APPROVAL	22
33. RIGHT OF APPEAL	22
34. SUBSEQUENT APPLICATIONS	23
35. ENDORSEMENT OF FINAL PLANS AND SEPARATE DOCUMENTS	23
36. VALIDITY OF SUBDIVISION APPROVALS	23
PART V GENERAL LAND USE REGULATIONS	24
37. USE OF LAND	24
38. COMPLIANCE WITH OTHER LEGISLATION	24
39. SUB-STANDARD LOTS	24
40. RECLASSIFICATION OF LAND	24
41. DWELLING UNITS ALLOWED ON A PARCEL	24
42. DRAINAGE AND SITE COVERAGE IN HAMLETS	24
43. LANDSCAPING	25
44. BUILDING DESIGN, CHARACTER AND APPEARANCE	26
45. GARDEN SUITE REGULATIONS	26
46. GENERAL MAINTENANCE	27
47. MINIMUM SETBACK REQUIREMENTS	27
48. ACCESS AND SIGHT DISTANCES FOR ROAD APPROACHES	28
49. KEEPING OF LIVESTOCK ON CR AND AGRICULTURAL PARCELS	28
50. FENCES	29
51. PROJECTION OVER YARDS	30
52. OBJECTS PROHIBITED OR RESTRICTED IN YARDS	30

53.	DEVELOPMENT PERMIT FOR TEMPORARY BUILDINGS	31
54.	NON-CONFORMING USES AND BUILDINGS	31
55.	SETBACKS FROM RIVER VALLEYS AND COULEES	32
56.	SETBACKS FROM WATER BODIES	34
57.	SETBACKS FROM GAS AND OIL WELLS	34
58.	SHELTERBELTS AND ORNAMENTAL TREES	35
59.	SMALL SCALE WIND ENERGY FACILITY (SWEF)	35
60.	STORAGE CONTAINER REGULATIONS	36
61.	OFF-STREET PARKING REGULATIONS	37.
62.	THE LAND USE DISTRICT MAP	38
PART VI	LAND USE DISTRICTS AND REGULATIONS	39
	AGRICULTURAL IDP DISTRICT 1 (A-1 IDP)	40
	AGRICULTURAL DISTRICT 2 (A-2 GENERAL AGRICULTURE)	42
	AGRICULTURAL DISTRICT 3 (A-3 HORTICULTURE)	44
	AGRICULTURAL DISTRICT 4 (A-4 GREENHOUSE).....	45
	COUNTRY RESIDENTIAL DISTRICT (CR)	46
	COUNTRY RESIDENTIAL DISTRICT 2 (CR-2)	48
	COUNTRY RESIDENTIAL FARMSTEAD SEPARATION DISTRICT (CR-FS)	50
	LIMITED COUNTRY RESIDENTIAL IDP DISTRICT (CR-IDP)	52
	CYPRESS HILLS FRINGE DISTRICT (CHF)	55
	DIRECT CONTROL DISTRICT (DC)	57
	HAMLET COMMERCIAL DISTRICT (HC)	58
	HAMLET GENERAL DISTRICT (HG)	60
	HAMLET INDUSTRIAL DISTRICT (HI)	62
	HAMLET RESIDENTIAL DISTRICT (HR)	63
	HAMLET RESIDENTIAL SINGLE FAMILY DISTRICT (HSR)	65
	HIGHWAY COMMERCIAL (HWY-C)	67
	INDUSTRIAL DISTRICT (I)	69
	LIGHT INDUSTRIAL DISTRICT (LI)	70
	PUBLIC AND SEMI-PUBLIC SERVICE DISTRICT (PS)	72
	RECREATION FACILITY DISTRICT (RF)	74
	RECREATION/RESIDENTIAL RESORT DISTRICT (RRR)	76
	RURAL COMMERCIAL DISTRICT (RC)	78
	SEASONAL RESIDENCE DISTRICT (SR)	80
	WIND ENERGY FACILITY DISTRICT (WEF)	82
	SCHEDULE A DEVELOPMENT STANDARDS FOR MOVE-IN BUILDINGS	85
	SCHEDULE B HOME OCCUPATION	86
	SCHEDULE C EXTRACTION OF SAND, GRAVEL AND SURFACE MINERAL	87
	SCHEDULE D PROTECTION OF EXISTING CONFINED FEEDING OPERATIONS	88
	SCHEDULE E PRIVATE SIGN REGULATION	91
	SCHEDULE F DOG BREEDING AND BOARDING KENNELS	96
	SCHEDULE G LAND USE DISTRICT MAPS	97
	TRI-AREA IDP FUTURE LAND USE DISTRICT CONCEPT MAP	98
	GENERAL LAND USE DISTRICT MAP	99
	A-1 AND A-2 DISTRICTS RESULTING FROM THE TRI-AREA IDP	100
	CONFINED FEEDING OPERATIONS EXCLUSION AREA	101
	HAMLET LAND USE DISTRICT MAPS	102
	LOCATION MAPS	123
	SCHEDULE H LIMITED COUNTRY RESIDENTIAL USE POLICY AREAS	279
	LIMITED COUNTRY RESIDENTIAL USE POLICY AREAS (TRI-AREA IDP)	280
	LIMITED COUNTRY RESIDENTIAL PARCEL DENSITY (TRI-AREA IDP)	281

61. OFF-STREET PARKING REGULATIONS

- (1) Off-street parking shall be provided in accordance with the type of development proposed. Depending upon the appropriate approval authority, the number of parking stalls shall be determined by either the Development Officer or the Municipal Planning Commission having regard to the following:

Retail and/or Commercial Development

- Restaurant, cafe, or diner: 1 stall per 4 seats, plus 1 stall per employee,
- Retail store: 1 stall per 37.16 m² or 400 ft², plus 1 stall per employee,
- Antique store: 1 stall per 37.16 m² or 400 ft², plus 1 stall per employee,
- Market garden: 1 stall per 37.16 m² or 400 ft², plus 1 stall per employee,
- Financial institution or insurance agency: 1 stall per 37.16 m² or 400 ft², plus 1 stall per employee,
- Office: 1 stall per 46.45 m² or 500 ft²,
- Bed and breakfast: 1 stall per guest room, plus 2 stalls per dwelling,
- Day care facility: 1 stall per 4 children, plus 1 stall per employee,
- Post office: 1 stall per 27.87 m² or 300 ft², plus 1 stall per employee,
- Dwelling: 2 stalls per dwelling,
- Automotive sales and repairs: 1 stall per 46.45 m² or 500 ft², plus 1 stall per employee,
- Recreational vehicle sales, repairs, storage: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Convenience store and gas station: 1 stall per 27.87 m² or 300 ft², plus 1 stall per employee,
- Car wash: 1 stall per employee,
- Motel, inn, or hotel: 1 stall per guest room, plus 1 stall per employee,
- Liquor store, pub, and other licensed premise: 1 stall per each 2 seating spaces, plus 1 stall per employee,
- Animal boarding kennel: 1 stall per 46.45 m² or 500 ft², plus 1 stall per employee,
- Veterinary clinic: 1 stall per 46.45 m² or 500 ft², plus 1 stall per employee,
- Auction mart: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Paint ball recreation area: as required by the development authority,
- Amusement area and facility: 1 stall per 27.87 m² or 300 ft², plus 1 stall per employee,
- Mini-storage facility: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Medical clinic: 1 stall per medical examination room, and 1 stall per employee,
- Funeral home service: 1 stall per 4 seats, plus 1 stall per employee,
- Public buildings and uses: 1 stall per 37.16 m² or 400 ft², plus 1 stall per employee,
- Quasi-public buildings and uses: 1 stall per 37.16 m² or 400 ft², plus 1 stall per employee.
- other uses consistent with the Definition or General Purpose of the applicable Land Use District as approved by the appropriate development authority.

Industrial and/or Light Industrial Development

- Home occupation: as required by the appropriate development authority
- Automotive repair, autobody and paint shops: 1 stall per 46.45 m² or 500 ft², plus 1 stall per employee,
- Building supply sales (wholesale): 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Contractor services: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Farm equipment sales and services: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,

- Manufacturing (light): 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Manufacturing (heavy): 1 stall per 92.90 m² or 1000 ft²
- Welding and repair shop: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Gas/oil well servicing operations: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Bulk fuel, oil, or fertilizer storage: 1 stall per 46.45 m² or 500 ft², plus 1 stall per employee,
- Storage and maintenance yards: 1 stall per 92.90 m² or 1000 ft²,
- Trucking and freight terminals: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Warehouse: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Auto wrecker and salvage yard: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee,
- Sand, gravel, asphalt, and concrete yard: 1 stall per employee
- Wholesale warehouse: 1 stall per 65.03 m² or 700 ft², plus 1 stall per employee.

- (2) One loading space shall be required for each loading door.
- (3) Off-street parking areas shall be designed and constructed to in a manner which provides orderly parking, and will accommodate adequate drainage, snow removal, and maintenance.
- (4) Parking spaces for physically disabled and handicapped individuals shall be located as close as possible to ramps, walkways, and building entrances.
- (5) The appropriate development authority may require, as a condition of the development's approval, that the parking areas or portions thereof be properly gravelled or hard surfaced.
- (6) A multiple use development must provide adequate parking in an amount equal to the number of spaces for all uses, except where a shared parking provision is approved by the development authority. A shared parking provision between two or more uses must include a written agreement between the applicable owners, and a caveat shall be registered against the title to guarantee the continuous use of the site for parking for all approved uses.

RURAL COMMERCIAL DISTRICT (RC)

THE GENERAL PURPOSE OF THIS DISTRICT IS TO REGULATE THE DEVELOPMENT OF VARIOUS COMMERCIAL USES THAT ARE LOCATED IN THE RURAL AREA THAT IS EITHER OUTSIDE OF A HAMLET BOUNDARY, OR SITUATED ON A PROPERTY THAT IS NOT DIRECTLY ADJACENT TO A PROVINCIAL HIGHWAY.

1. **PERMITTED USES**

None

2. **CLASS I DISCRETIONARY USES**

- (1) Accessory buildings and uses (excluding residences)
- (2) Move-in accessory buildings
- (3) Restaurant, cafe, or diner
- (4) Retail store
- (5) Antique store
- (6) Market garden
- (7) Financial institution or insurance agency
- (8) Office
- (9) Bed and breakfast
- (10) Day care facility
- (11) Post office
- (12) Advertising sign
- (13) Storage container (maximum of one)

3. **CLASS II DISCRETIONARY USES**

- (1) Accessory dwelling, or accessory mobile home, or accessory move-in residence/dwelling
- (2) Automotive sales and repairs
- (3) Recreational vehicle sales, repairs, storage
- (4) Convenience store and gas station
- (5) Car wash
- (6) Motel, inn, or hotel
- (7) Liquor store, pub, and other licensed premise
- (8) Animal boarding kennel
- (9) Veterinary clinic
- (10) Auction mart
- (11) Funeral home service
- (12) Paint ball recreation area
- (13) Amusement area and facility (go-carts, mini-golf, batting cages, amusement rides, bumper cars)
- (14) Mini-storage facility
- (15) Portable sign
- (16) Public building and uses
- (17) Quasi-public buildings and uses
- (18) Other uses consistent with the Definition or General Purpose of the Land Use District as approved by the Municipal Planning Commission

4. **MINIMUM LOT AREA**

0.40 hectares (1 acre), or all of the land which is contained within an existing certificate of title.

5. **MINIMUM YARD REQUIREMENTS**

Front	Side	Flankage	Rear
*9.14 metres (30 feet)	6.0 metres (20 feet)	*9.14 metres (30 feet)	3 metres (10 feet)

* Minimum yard distances from the property line of service roads or internal subdivision streets only. Setbacks from County roads shall be in compliance with Section 47 of the General Land Use Regulations.

6. **OFF-STREET PARKING**

- (1) The number of parking stalls for both customers/patrons, and for staff shall be determined by the appropriate development approval authority in accordance with Part V General Land Use Regulations, Section 61, Off-Street Parking Regulations.

7. **SITE RESTRICTIONS**

In addition to the requirements of the General Land Use Regulations, the following regulations shall apply:

- (1) An accessory building shall have the same minimum yard requirements as the principal building.
- (2) Maximum building height for either the principal or accessory building shall be no greater than 10.97 metres (36 feet).
- (3) A storm water management plan, prepared by a qualified, professional engineer will be required to be provided as a condition of the development's approval.
- (4) Any long term or regular storage of material outside of a building may be required to be screened from public view as a condition of the development's approval.

June 19, 2015

File No.:

Hello Shanon:

RE: Comments-Bylaw No 2015_24 LUB Off-street Parking and establishment of the Rural Commercial District

I have reviewed the referenced amendments with the applicable documents and determined that the proposed off-street parking amendment for commercial/ industrial types of development also the establishment of the "RC" Rural Commercial District put forward by Cypress County appears to have no direct impact upon the Town of Redcliff.

Call me should you like further clarification.

Yours truly,

Scheffer Andrew Ltd.,

Gary Smith BES, MCIP RPP
Senior Planner

CYPRESS COUNTY

BYLAW 2015/25

A Bylaw of Cypress County in the Province of Alberta to amend Bylaw 2011/04 being the Land Use Bylaw.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of Cypress County, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1. Having received an application (15/A10) from Richard and Meredith Van Maarion, to re-classify a portion of the SW 15-12-6-W4, Plan 9212724, Block 3, Lot 2, as shown on the attached Schedule A, from Agricultural IDP District 1 "A-1 IDP" to Limited Country Residential IDP District "CR-IDP".
2. Having held a public hearing on the matter, Land Use Bylaw 2011/04, as amended, is hereby amended to change that portion of the SW 15-12-6-W4, Plan 9212724, Block 3, Lot 2, as shown on the attached Schedule A, from Agricultural IDP District 1 "A-1 IDP" to Limited Country Residential IDP District "CR-IDP".
3. This bylaw shall take effect upon final registration of the subdivision plan.
4. If no subdivision plan is registered within 2 years of the final reading of the Bylaw, the Bylaw shall be null and void.

Read a first time this _____ day of _____, 2015.

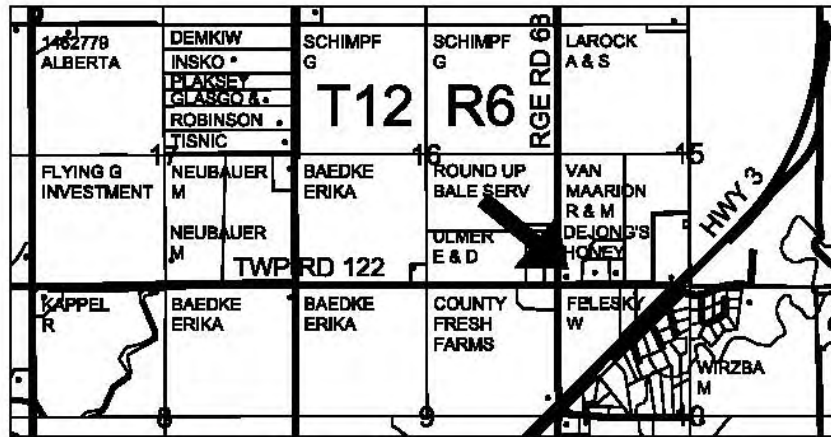
Read a second time this _____ day of _____, 2015.

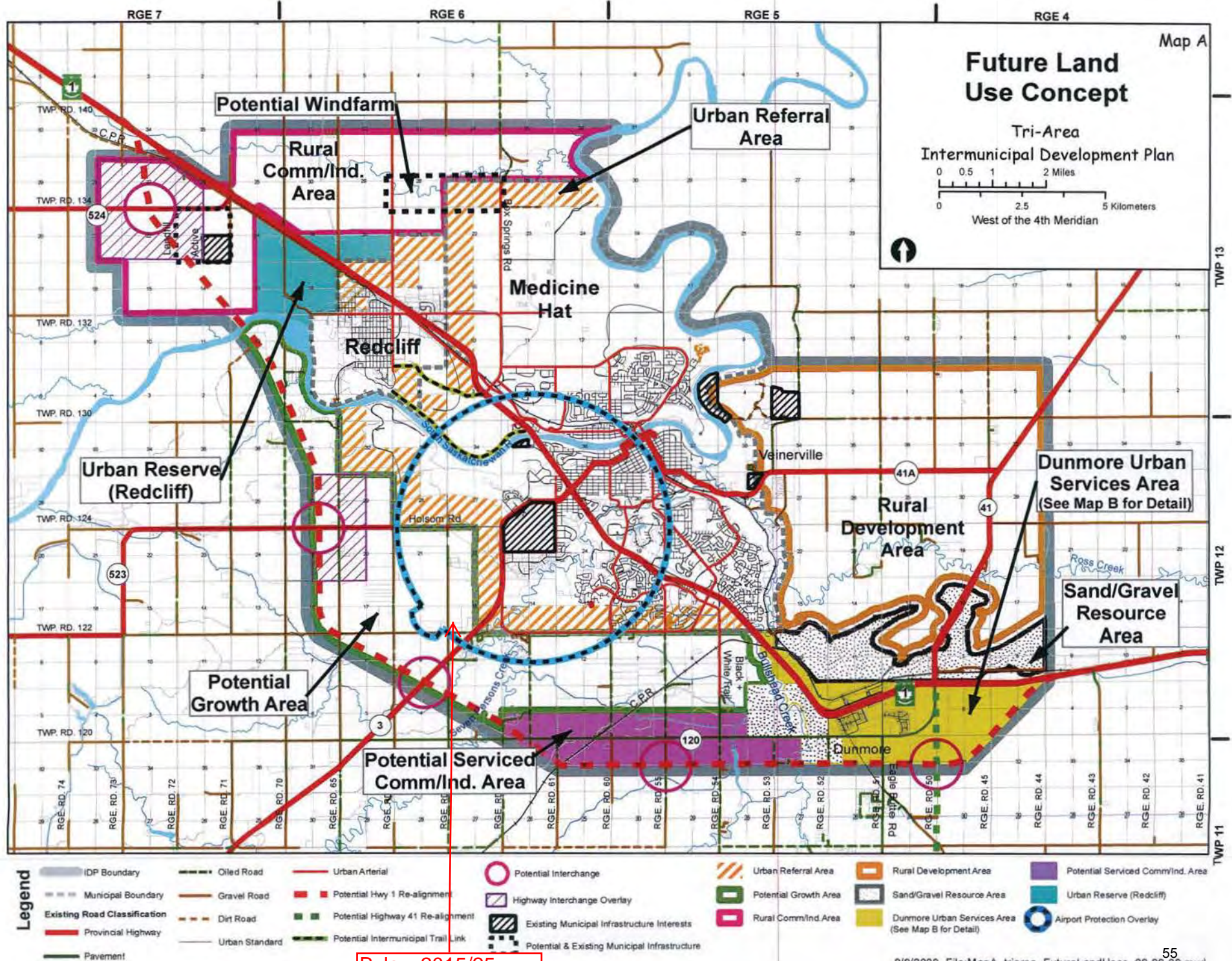
Read a third time and finally passed this _____ day of _____, 2015.

Reeve

Designated Officer

CYPRESS COUNTY BYLAW 2015/25 Schedule "A"







June 19, 2015

File No.:

Hello Shanon:

RE: Comments-Bylaw 2015/25 Tri Area IDP Circulation

Cypress County has received an application to reclassify a portion of the SW 15-12-6-W4, Plan 9212724, Block 3, Lot 2 from Agricultural IDP District 1 "A-1-IDP" to Limited Country Residential IDP District "CR-IDP" with the subsequent LUB amendment reflecting the reclassification.

I have reviewed the referenced the amendments with the applicable documents and have determined that the amendments put forward by Cypress County appears to have no direct impact upon the Town of Redcliff.

Call me should you like further clarification.

Yours truly,

Scheffer Andrew Ltd.,

Gary Smith BES, MCIP RPP
Senior Planner



CYPRESS COUNTY

BYLAW 2015/26

A Bylaw of Cypress County in the Province of Alberta to adopt a new Municipal Development Plan.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of Cypress County, in the Province of Alberta, duly assembled, ENACTS AS FOLLOWS:

1. Whereas the Cypress County Municipal Development Plan requires updating and amendment due to the Province's adoption of the South Saskatchewan Regional Plan 2014 – 2024 in which it is a Provincial requirement that all municipal documents must be aligned with the South Saskatchewan Regional Plan.
2. Having held a Public Hearing on the matter, the Cypress County Municipal Development Plan, as shown in Schedule "A" is hereby adopted.
3. Bylaw 2014/14, Cypress County Municipal Development Plan, and all amendments thereto are hereby rescinded.
4. This Bylaw shall take effect upon the final passage thereof.

Read a first time this _____ day of _____, 2015.

Read a second time this _____ day of _____, 2015.

Read a third time and finally passed this _____ day of _____, 2015.

Reeve

Designated Officer

CYPRESS COUNTY

BYLAW 2015/26

SCEHDULE "A"

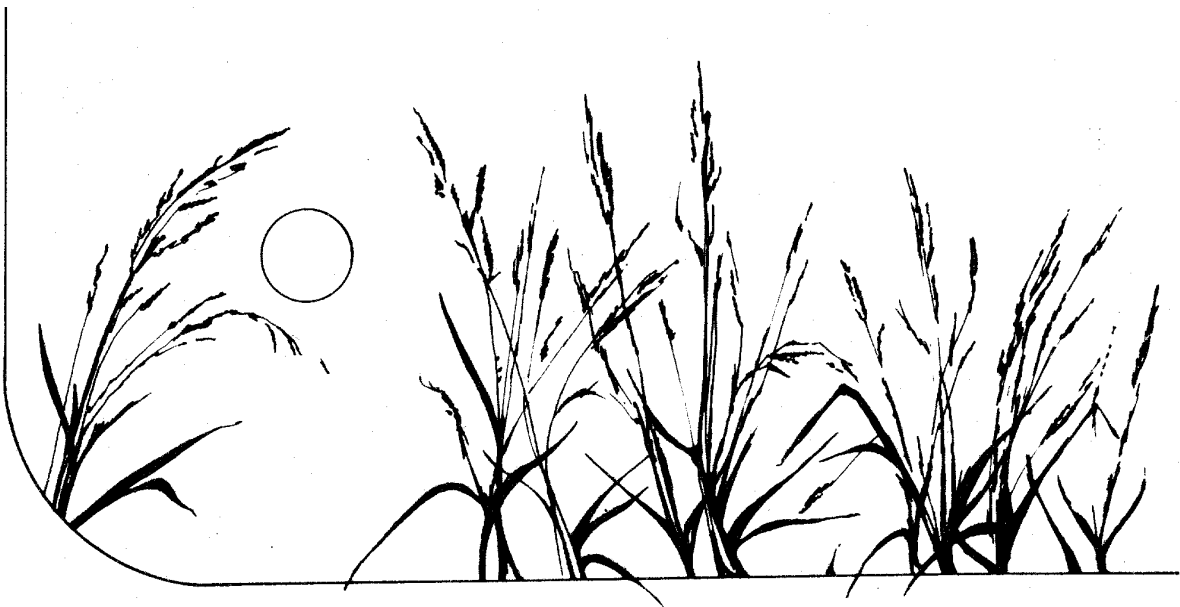
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Schedule "A"

CYPRESS COUNTY MUNICIPAL DEVELOPMENT PLAN

Bylaw 2014/14

Adopted May 2014 **July, 2015**
(As Amended To ~~July 8, 2014~~ **July 21, 2015**)



Cypress County

Municipal Development Plan

Adopted ~~May 2014~~ **July 2015**
(As Amended To ~~July 8, 2014~~ **July 21, 2015**)

PREFACE

This document is a statement of goals, objectives and policies regarding land use and development in Cypress County. The statements contained herein provide a basis for the interpretation and application of the Land Use Bylaw and other municipal legislation.

The jurisdiction covered by the Plan is Cypress County, formerly known as Improvement District No. 1. and more lately, the Municipal District of Cypress. Located in the southeast corner of Alberta, it covers 13,487 square kilometres (5,207 square miles) of land. Figure 1 shows the major land use patterns. These include large areas of unimproved pasture and dry crop land; extensive irrigated areas; Cypress Hills upland; the South Saskatchewan river valley; and the Suffield Military Experimental Range.

The Plan promotes the continuance of agriculture as the primary land use. Non-agricultural development is directed away from better agricultural land located in the irrigated areas. However, criteria for the establishment of new country residential and rural industrial districts, the principle forms of non-agricultural development, are established and the need for continued periodic expansion of established urban municipalities is recognized. Support is given for the expansion of existing hamlets. General policies for the provision of municipal services, the development of recreation facilities and the preservation of significant natural features are established.

In 2010, the Tri-Area Intermunicipal Development Plan (IDP) was approved by Cypress County, the Town of Redcliff and the City of Medicine Hat. The Tri-Area IDP replaced the 1992 Rural Urban Fringe Plan. The purpose of the IDP is to establish a regional framework for attracting economic opportunities and managing land use, subdivision and development in the IDP area.

Figure 1

Land Use Patterns

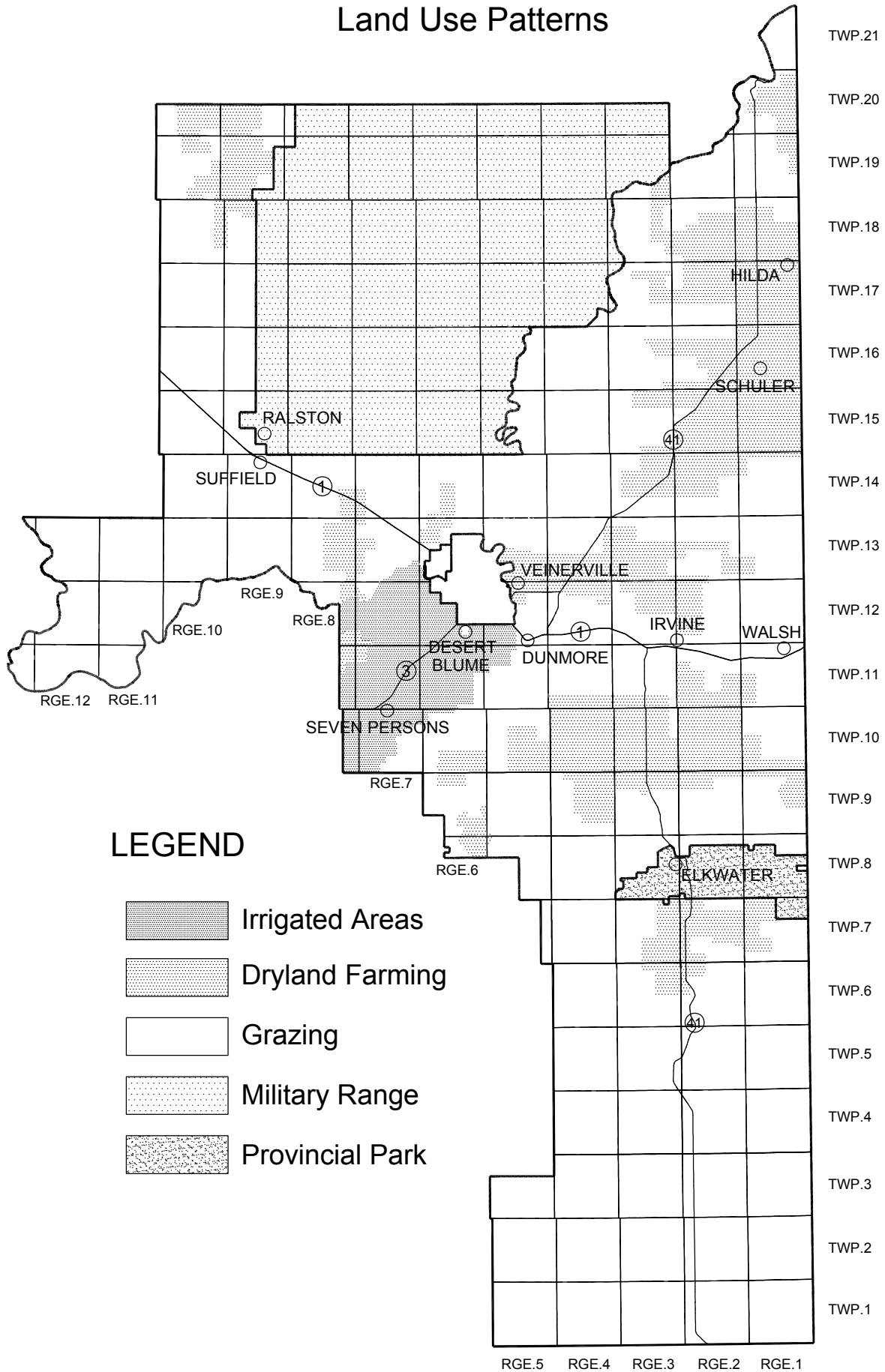
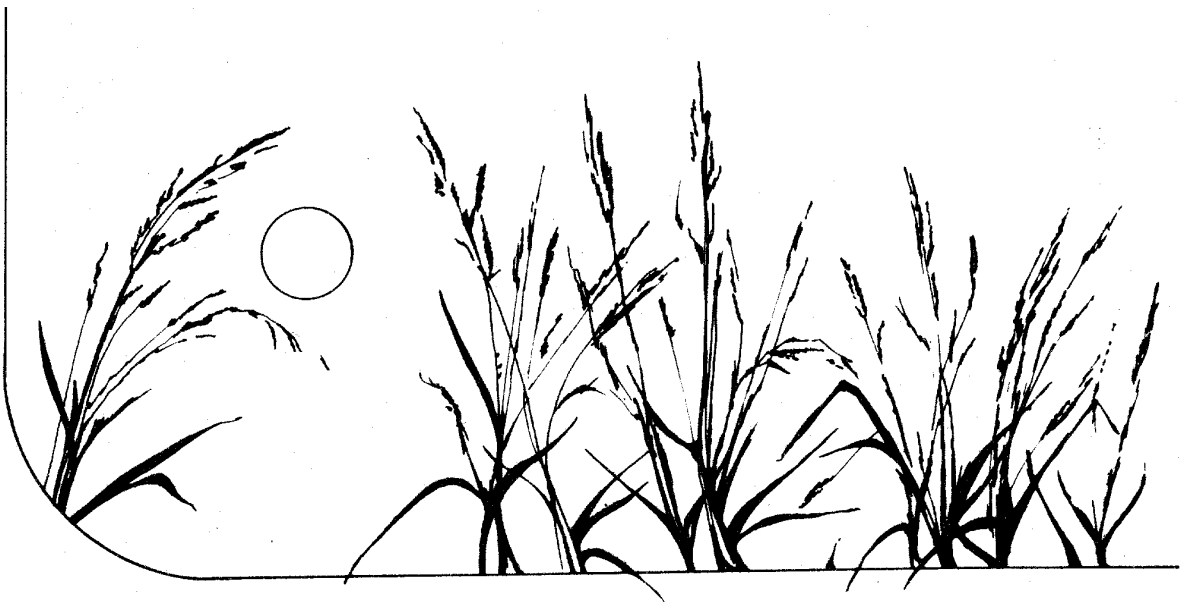


TABLE OF CONTENTS

PREFACE

1.0	INTRODUCTION	1
1.1	Jurisdiction	2
1.2	Authorization	2
1.3	Purpose and Application of the Plan	2
1.4	Interpretation	2
2.0	GOALS AND OBJECTIVES OF THE PLAN	4
2.1	Goals	5
2.2	Objectives	5
3.0	LAND USE POLICIES	7
3.1	Extensive Agriculture	8
3.2	Intensive Agriculture	8
3.3	Farmstead Separations	11
3.4	Country Residences	12
3.5	Commercial and Industrial	19
3.6	Tri-Area Intermunicipal Development Plan	20
3.7	Hamlets	22
3.8	Municipal Services	22
3.9	Recreation	23
3.10	Natural Environment	24
3.11	Wind Energy	24
4.0	IMPLEMENTATION	28
4.1	Tri-Area Intermunicipal Development Plan (IDP) Conformity	29
4.2	Land Use Bylaw Conformity	29
4.3	Subdivision Approving Authority	29

1.0 INTRODUCTION



1.0 INTRODUCTION

1.1 Jurisdiction

The provisions of the Municipal Development Plan for Cypress County shall apply to all lands lying within the corporate boundaries of the said Municipality.

1.2 Authorization

The preparation of a Municipal Development Plan was authorized by the Council of Cypress County in order to consolidate existing land use planning policies. The policies contained within the Municipal Development Plan are in accordance with the statutes set out in the Municipal Government Act, R.S.A., 2000, Chapter M-26, **and the South Saskatchewan Regional Plan 2014-2024**, and are consistent with all other statutory plans that have been adopted by Cypress County.

1.3 Purpose and Application of the Plan

The policies contained in the Municipal Development Plan are intended to:

- (a) guide the Council and its Employees in the administration of the Land Use Bylaw of Cypress County .
- (b) provide guidelines for the orderly and economic development of the municipality.

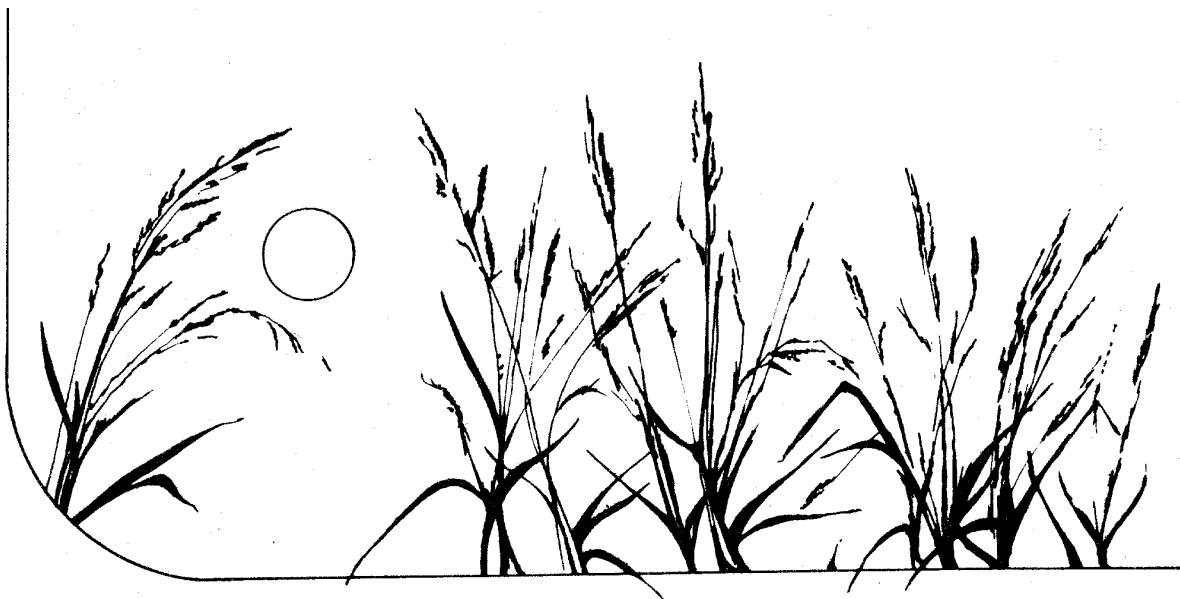
1.4 Interpretation

In the Municipal Development Plan for Cypress County , all words and expressions shall have meanings assigned to them in the Municipal Government Act, R.S.A., 2000, and the Land Use Bylaw for Cypress County excepting the following:

- (a) **Extensive Agricultural Use:** a system of tillage and/or animal husbandry by which a livelihood may be obtained from large areas of land used for the raising of crops or the rearing of livestock either separately or in unified operations.
- (b) **Intensive Agricultural Use:** a system of tillage and/or animal husbandry by which a livelihood may be obtained from proportionately smaller areas of land used for the concentrated raising of crops or the concentrated rearing or keeping of livestock and poultry, including the products thereof, eg. beekeeping, feedlots, market gardens, piggeries, poultry keeping operations, etc.

- (c) **Land Use District:** an area of land within the County designated for a prescribed set of uses pursuant to the Land Use Bylaw.
- (d) **Residential Parcel:** is considered to be a title containing an existing residence, with the residence being the dominant use, regardless of whether its land use classification is designated as agriculture or country residential.
- (e) **Multi-parcel Subdivisions:** shall be considered as those subdivisions which include a minimum of three lots or titles designated as country residential, industrial, or commercial, which are adjacent to one another and are contained within a subdivision property boundary. A multi-parcel subdivision will be counted as one title within a quarter section when determining the number of subdivision titles that have been previously subdivided within an agricultural district that is located outside of the Tri-Area Intermunicipal Development Plan. A second, and separate existing multi-parcel subdivision, located within the same quarter section, regardless of any permanent physical barrier resulting in an involuntary severance, shall be counted as a second title. Therefore, no further residential subdivision(s), of any type, will be permitted thereafter.

2.0 GOALS AND OBJECTIVES OF THE PLAN



2.0 GOALS AND OBJECTIVES OF THE PLAN

2.1 Goals

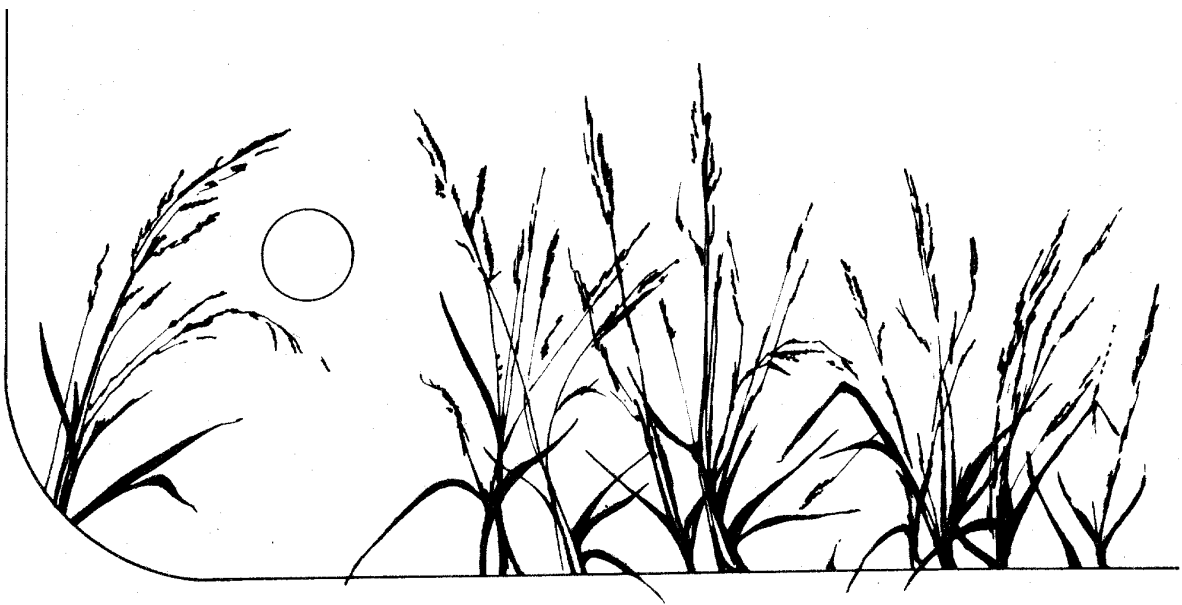
- (a) To protect better agricultural land and preserve it for agricultural purposes;
- (b) To promote the expansion of agriculture within the municipality;
- (c) To ensure the orderly development of non-agricultural land uses within the municipality;
- (d) To provide a safe, efficient, and economical rural road system;
- (e) To preserve unique natural, **and historical** features within the municipality.

2.2 Objectives

- (a) To give the priority to agriculture as the most important economic activity in the municipality;
- (b) To minimize the fragmentation of agricultural land, **and reduce the amount of land that is taken up by permanent development**;
- (c) To promote the expansion of irrigation within the municipality;
- (d) To minimize encroachment of incompatible land uses near confined feeding operations in order to ensure their continued operation and viability;
- (e) To encourage efficient use to be made of occupied or abandoned farmsteads and/or small parcels isolated by existing natural and/or man-made features without restricting the agricultural use of the remainder of the larger parcel;
- (f) To locate country residential, industrial, and commercial development where appropriate;
- (g) To encourage industrial and commercial development to locate in the municipality;
- (h) To plan for the orderly expansion of the corporate boundaries of urban municipalities within the Municipality;
- (i) To promote the continued existence of major hamlets as residential communities and local service centres;
- (j) To ensure that rural development is appropriately serviced;

- (k) To ensure that the municipal road network is developed to a standard consistent with traffic volume and the needs of local residents for all-weather access;
- (l) To promote development of the recreation potential of the Municipality;
- (m) To conserve the natural environment of the Municipality, especially the river valleys and coulee areas, and protect existing wetlands and riparian areas;
- (n) To preserve and protect identified historical resources within the Municipality.

3.0 LAND USE POLICIES



3.0 LAND USE POLICIES

3.1 Extensive Agriculture

- (a) The basic unit of land within Agricultural Land Use Districts shall be an unsubdivided quarter section, excluding registered rights-of-way and any involuntary severance.
- (b) The subdivision of land into parcels of less than the basic unit of land for extensive agricultural purposes not otherwise provided for in this plan shall be discouraged unless the subdivision is intended to consolidate the resultant parcels with an adjacent parcel to create a more viable agricultural unit.
- (c) The Municipality supports the expansion of irrigation throughout the municipality as a means for strengthening the agricultural economy and shall attempt to maintain those irrigated parcels shown in Figure 3 and any other parcels that are re-classified as irrigable.
- (d) The Municipality shall discourage the fragmentation of agricultural land by linear facilities such as power transmission lines, roads, and canals
- (e) Notwithstanding sub-section (b) above, the subdivision of agricultural land may be permitted when the proposed parcel is separated from the main part of a previously unsubdivided quarter section by a permanent physical barrier which has the effect of creating an involuntary severance.
- (f) Incompatible types of development will be discouraged in Agricultural Land Use Districts.

3.2 Intensive Agriculture

- (a) The Municipality may prescribe regulations for the development of intensive agricultural operations such as greenhouses, or specialty crops.
- (b) Pursuant to the Agricultural Operations Practices Act, the County may designate areas where confined feeding operations are to be encouraged or excluded.
- (c) New confined feeding operations will be excluded from the areas shown on Figure No. 2.
- (d) Existing confined feeding operations within the areas shown in Figure No. 2, excluding the Tri-Area Intermunicipal Development Plan Area (IDP), may expand if they meet the requirements of the Agricultural Operations Practices Act, and the proposal is acceptable to Council.

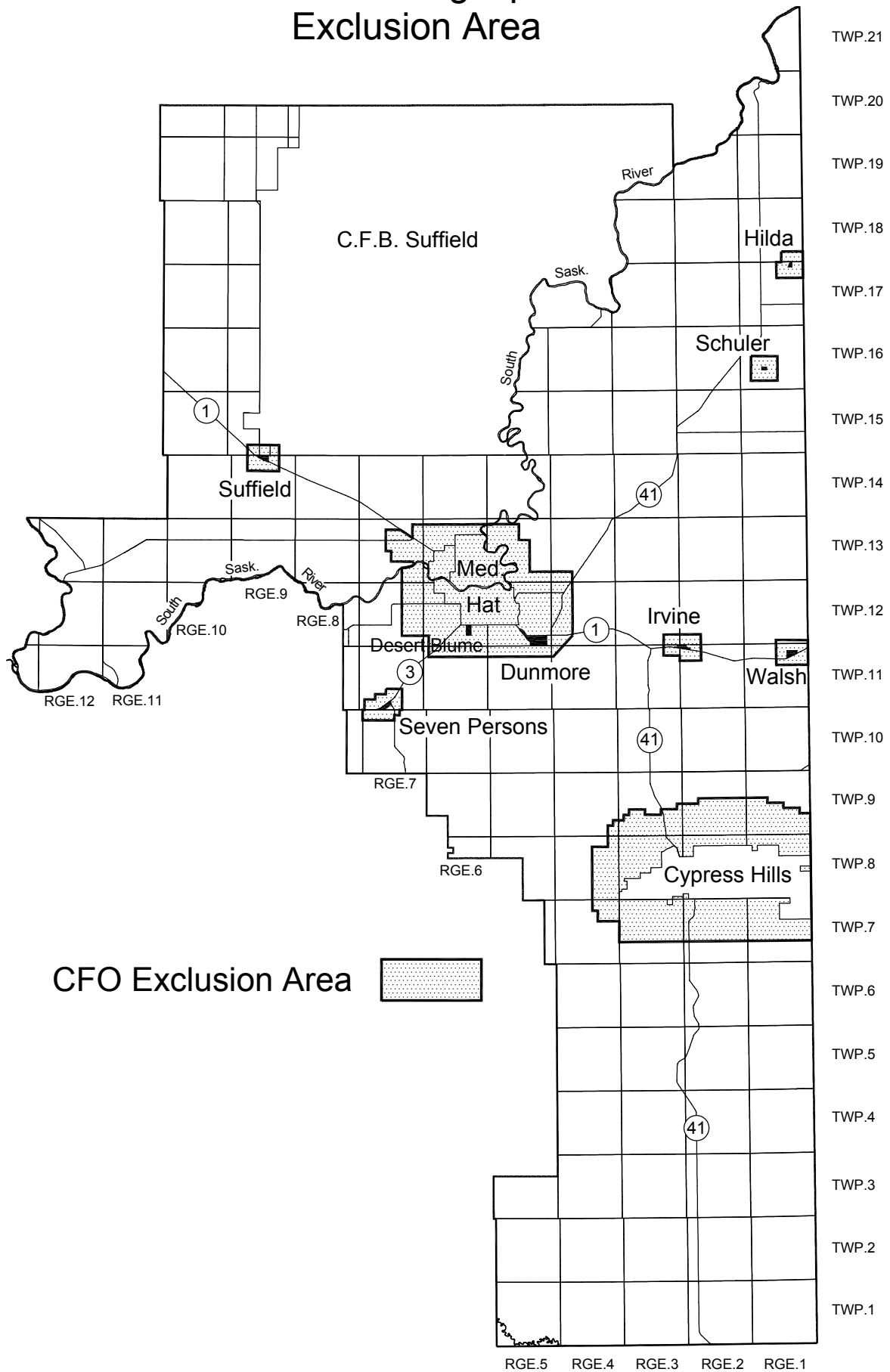
Applications for the expansion of any existing confined feeding operations within the Tri-Area Intermunicipal Development Plan (IDP) are not supported

within the Confined Feeding Operation Exclusion District first identified in the 1992 Rural Urban Fringe Plan. Expansion of existing operations will require approval under the Natural Resources Conservation Board (NRCB) regulations. The County Council and the Tri-Area Intermunicipal Development Plan Liaison Committee will review the applications for the confined feeding operation expansion of existing operations and submit joint comments to the NRCB on a case by case basis.

- (e) Intensive agricultural operations not requiring a full quarter section of land for continued operation are encouraged to locate on existing smaller parcels.
- (f) The Municipality will support the subdivision of a parcel of better agricultural land for intensive agricultural uses such as greenhouses, market gardens, or exotic livestock if the following conditions are met:
 - i) there is an adequate supply of water for the development.
 - ii) the proposed development is viable and compatible with other uses in the area.
 - iii) the proposal complies with the requirements of the land use bylaw.
- (g) Greenhouse proposals involving structures that are greater than 139 m² will require a land use district bylaw re-classification to Agricultural District 3 (A-3 Horticulture) prior to a development permit being issued. Any operations, regardless of size, involving specific lighting for the sole purposes of stimulating and/or enhancing the growth of a greenhouse crop will require a land use district bylaw re-classification to Agricultural District 4 (A-4 Greenhouses) prior to a development permit being issued. Existing greenhouses, which were approved under a previous Agricultural District prior to July 16, 2013, shall continue to remain in effect until such time as the development permit is no longer needed, or the greenhouse is no longer in operation. Expansions to existing greenhouse operations will require a land use district bylaw re-classification to the appropriate Agricultural District prior to a development permit being issued. The greenhouse developer will be expected to verify the water source and its availability for the proposed greenhouse development to the Council at the time of the land use district bylaw re-classification.

Figure 2

Confined Feeding Operation Exclusion Area



3.3 Farmstead Separations

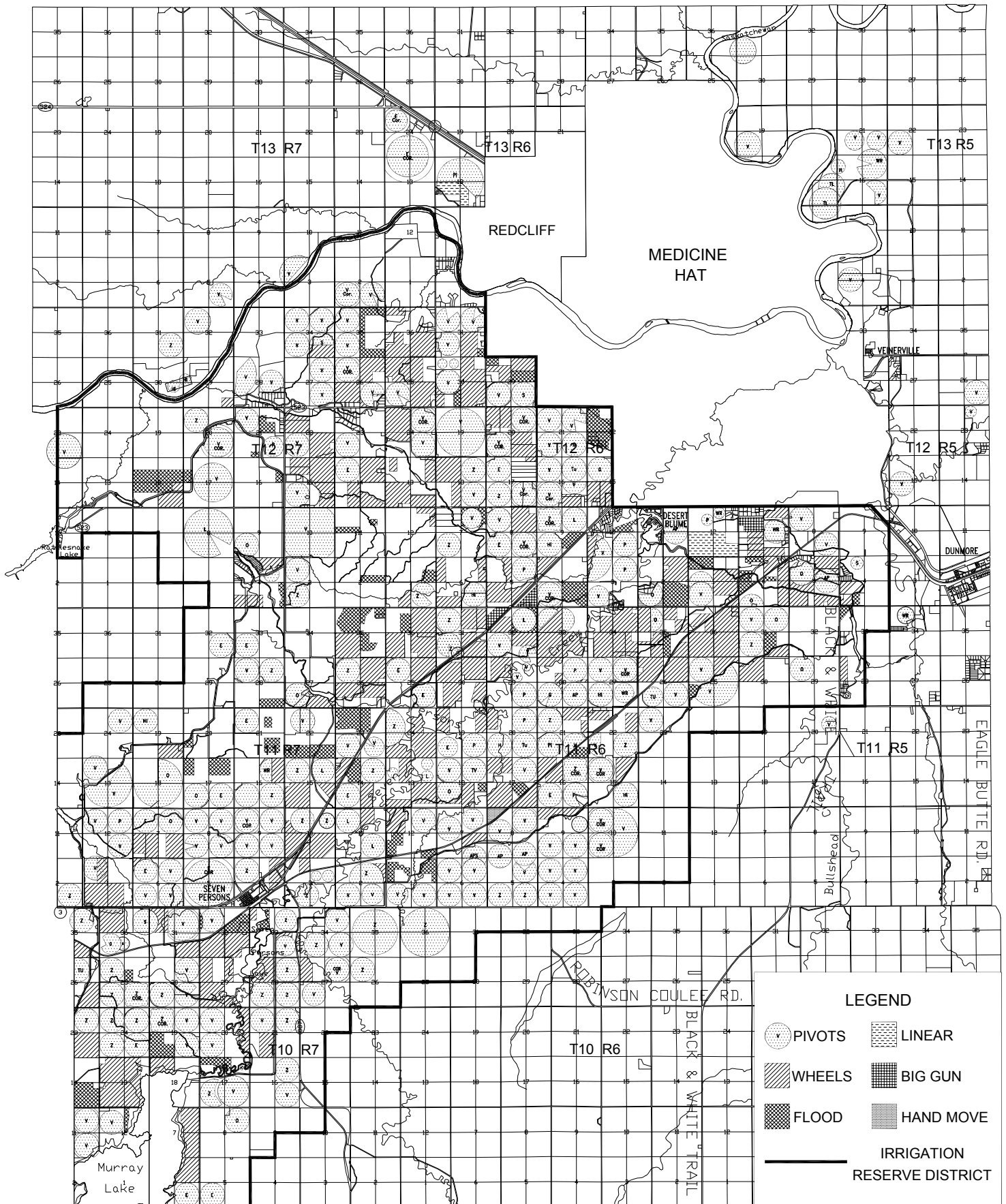
- (a) A farmstead separation may be approved if:
 - i) the proposed farmstead parcel is the first parcel out of a previously unsubdivided quarter section within the Tri-Area IDP. To qualify for a subdivision, the farmstead or residence must be in existence on the County's tax assessment records for a minimum of five years;
 - ii) agricultural titles, which are located outside of the Tri-Area IDP boundary, may be permitted to subdivide out an existing country residence, as a farmstead separation, provided that there are not more than two existing titles, which have been previously subdivided from the quarter section, nor more than two existing residences within the quarter section. Only one residence will be permitted within a farmstead separation proposal. The farmstead or residence must be in existence on the County's tax assessment records for a minimum of five years;
 - iii) legal and physical access must be available to the remnant and proposed parcel. Otherwise, the land owner must pay the full costs of developing a road to the County's standards, as per the County's policies, if a developed road does not already exist;
 - iv) the proposal will not restrict agricultural use of the balance of the quarter section or any adjoining parcels, and is compatible with any confined feeding operations that may be in close proximity;
 - v) the size of the proposed parcel does not exceed the area utilized for the building site unless there are physical boundaries or significant infrastructure and/or utilities which define a larger parcel;
 - vi) the proposal conforms with the Farmstead Separation provisions of the Tri-Area Intermunicipal Development Plan.
- (b) After a property has been re-classified to a Country Residential Farmstead Separation District "CR-FS", and the subsequent farmstead subdivision has been registered with Alberta Land Titles, the property can not be further subdivided without Council first re-classifying the proposed subdivided area to a different Country Residential District.

3.4 Country Residences

- (a) Country residential districts may generally be permitted in the following areas where not in conflict with existing land uses or other provisions of this plan provided they are in conformity with the Limited Country Residential Subdivision provisions of the Tri-Area Intermunicipal Development Plan where applicable.
 - i) land outside designated urban development areas;
 - ii) land outside designated highway or utility corridors;
- (b) Parcels classed as irrigated land will only be considered for multi-parcel country residential subdivisions if it can be shown that:
 - i) the land to be subdivided cannot be irrigated, or it can be proven that irrigation water rights are not available or supplied by the irrigation district, that the land is remote from existing livestock activities, and is unlikely to ever be located near a confined feeding operation.

Figure 3

Country Residential & Irrigated Parcel Map



- (c) Most country residential developments are located in agricultural areas. From time to time adjacent landowners must perform farm operations that create dust, noise, smell, and extra traffic. Recognizing that these conditions are a normal and accepted fact in an agricultural community, country residential owners must not interfere in the activities of farmers that meet the standards generally accepted within Cypress County.
- (d) There will be four classes of country residential development:
 - i) The Country Residential “CR” District is intended for relatively higher density development, preferably with a piped water supply or an established supply of groundwater. The minimum parcel size will be 0.4 hectares. A new title may be permitted to be subdivided from a previously subdivided quarter section provided that there are not more than 2 existing separate titles which have been previously subdivided from the quarter section, nor more than 2 existing residences within the quarter section, excluding any existing multi-parcel subdivisions.
 - ii) The Country Residential “CR-2” District will be for lower density development. The minimum parcel size will be 2 hectares. A new title may be permitted to be subdivided from a previously subdivided quarter section provided that there are not more than 2 existing separate titles which have been previously subdivided from the quarter section, nor more than 2 existing residences within the quarter section, excluding any existing multi-parcel subdivisions.
 - iii) The Limited Country Residential IDP “CR-IDP” District is intended for lower density development specifically within the Potential Growth Area, and the Urban Reserve (Redcliff) Policy area of the Tri-Area Intermunicipal Development Plan (IDP). The minimum parcel size is 0.6 hectares (1.5 acres) and applications will be subject to parcel and lot density criteria as per the Limited Country Residential Use provisions of the IDP.
 - iv) The Country Residential Farmstead Separation “CR-FS” District is intended to allow for an existing farmstead and yard site to be subdivided out of a previously unsubdivided quarter section, or from an agricultural title outside of the Tri-Area IDP provided that it has been in existence on the County’s tax assessment records for a minimum of 5 years. The minimum parcel size will be 0.4 hectares. A residence may be permitted to be subdivided from a previously subdivided quarter section provided that there are not more than two existing separate titles which have been previously subdivided from the quarter section, nor more than two existing residences within the quarter section.

- (e) Prior to approval of a land use amendment for country residential development, Council shall consider the character of the area and the compatibility with existing land uses. To minimize disturbance of adjacent lands, setbacks or site specific development standards may be imposed for the following uses:
 - i) intensive agricultural operations;
 - ii) other country residential subdivisions;
 - iii) existing farmsteads;
 - iv) oil and gas extraction facilities;
 - v) noxious rural industries;
 - vi) Cypress Hills Inter-provincial Park;
 - vii) kennels.
- (f) For any development requiring re-classification, Council may require that an Area Structure Plan be submitted in conjunction with the Land Use Amendment application. The Plan should address the following concerns:
 - i) water supply, sewage disposal, and storm water management;
 - ii) control of traffic;
 - iii) slope stability and setbacks from water bodies (where applicable);
 - iv) the proposed land use classification(s) and/or restrictive covenants to be imposed on the proposed development;
 - v) methods for achieving compatibility with adjoining development(s) including but not limited to land use, open space buffers, or development standards;
 - vi) a conceptual design showing the number of parcels and the layout of the lots, including access locations and service roads, within the development proposal.
- (g) If a proposed "CR" or "CR-2" application for 3 or more parcels causes there to be more than 29 "CR" or "CR-2" parcels within a radius of 0.8 kilometres of that application, the applicant must submit an Area Structure Plan in conjunction with the Land Use Amendment.
- (h) Multi-parcel country residential ~~districts~~ subdivisions shall be located adjacent to an established all-weather road with access to each lot within a multi-parcel development by means of a service road that complies with the current County policies and standards.

- (i) Multi-parcel country residential ~~districts~~ **subdivisions** shall have a potable domestic water supply capable of providing at least 1250 cubic metres per year (753 gallons per day, 0.5 gallons per minute) per parcel from one of the following sources:
 - i) proven groundwater reserves;
 - ii) domestic water supply agreement with an established irrigation district accompanied by a proposal for a storage reservoir with sufficient volume to hold a 200 day winter supply;
 - iii) where groundwater reserves are unproven, or the long term supply is questionable, Council may require the applicant, as part of the subdivision process, to obtain a report certified by a professional engineer, geologist, or geophysicist that states that the diversion of 1250 cubic metres of water per year for household purposes for each of the households within the subdivision will not interfere with any existing household users, licensees, or traditional agriculture users;
 - iv) from an established water co-op.
- (j) Where a subdivision meets all other criteria but groundwater, irrigation water, or a water co-op connection is not available, approval may be given to a single residential parcel using trucked water for a potable domestic supply.
- (k) Council will consider all requests for country residential amendment of the Land Use Bylaw which meet the above criteria provided that a previous amendment has not been refused within the past 6 months.
- (l) Notwithstanding any of the above provisions, the Council reserves the right to limit the number of country residential districts within the confines of a Division as established in Figure 4 when 40% or more of the existing lots are vacant.
- (m) Multi-parcel country residential applications must comply with the Limited Country Residential Use provisions for the Potential Growth Area and Future Urban Reserve (Redcliff) Area of the Tri-Area Intermunicipal Development Plan (IDP).
- (n) A maximum of two residential titles will be permitted to be subdivided per quarter section within the agricultural district outside of the Tri-Area IDP boundary. Council may approve land use re-classification applications to allow for one vacant single country residential title, and/or one farmstead separation title. No more than two residential titles are to be subdivided per quarter section. Any previously subdivided country residential subdivisions and/or agriculture titles will be counted towards the eligibility of any further subdivision proposals per quarter section. An existing multi-parcel subdivision within the quarter section, regardless of its land use classification, will be counted as one title only. A second, and separate existing multi-parcel subdivision, located within the same quarter section, regardless of any permanent physical barrier resulting in an involuntary severance, shall be counted as a second

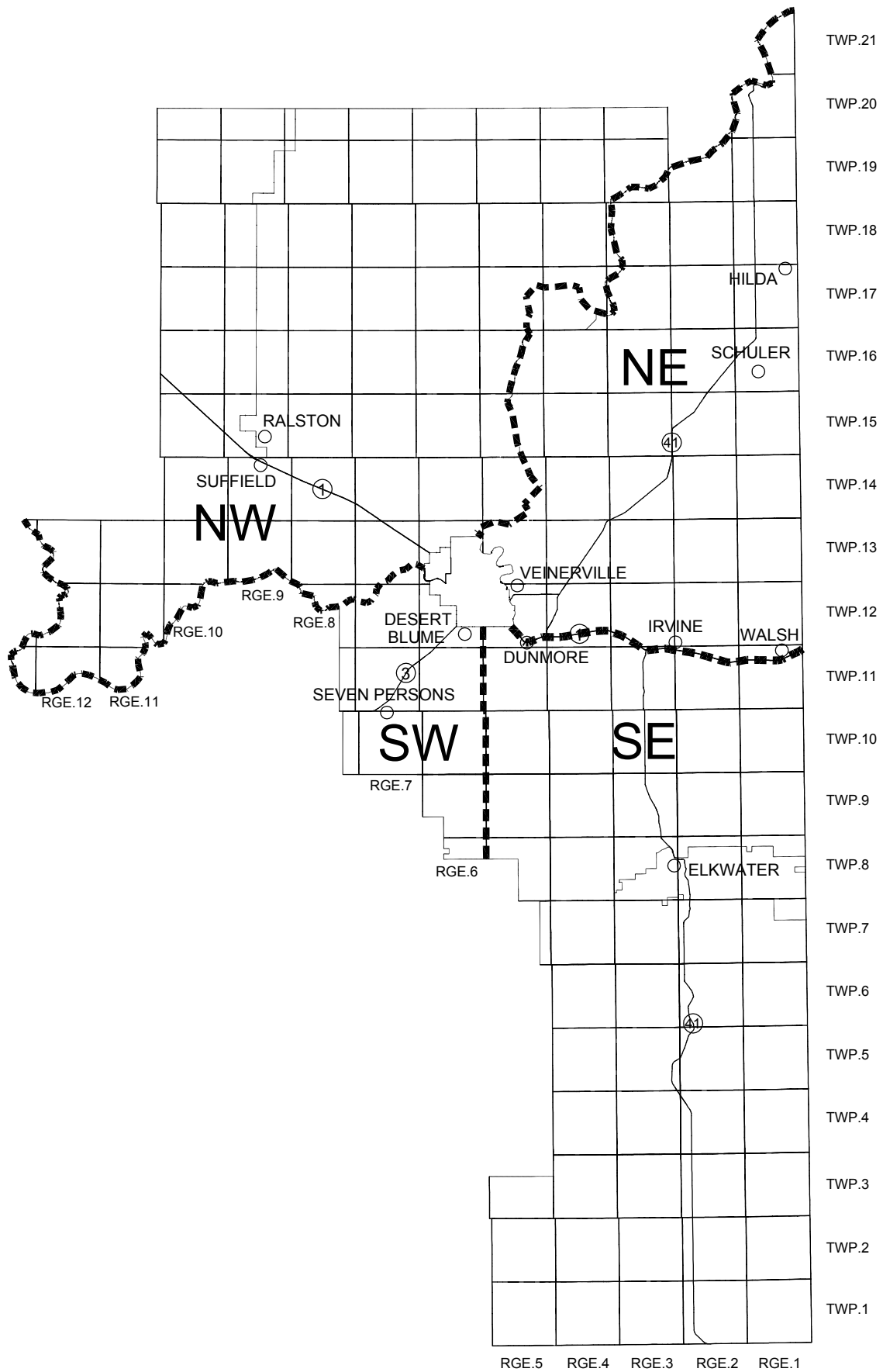
title. Therefore, no further residential subdivision(s), of any type, will be permitted thereafter.

Otherwise, all new vacant, single country residential subdivision proposals may be approved provided that they comply with the following;

- i) the subdivision does not conflict with existing adjacent land uses or other provisions of this plan,
 - ii) the subdivision does not conflict with any other established statutory plans,
 - iii) the subdivision is in conformity with the Limited Country Residential Subdivision provisions of the Tri-Area Intermunicipal Development Plan where applicable,
 - iv) the subdivision has immediate and direct access to an already established public road, or the developer, in accordance with the County's policies, is willing to develop a new road to the County's standards at their costs,
 - v) the subdivision may be permitted on irrigated titles of land provided that the subdivision is located where irrigation water is not being applied such as dry corners, or those areas where it can be proven that irrigation water rights are not available and/or supplied by the irrigation district,
 - vi) the subdivision does not create more than 3 residences per quarter section, excluding any residences within existing multi-parcel subdivisions,
 - vii) the subdivision occurs in a manner that minimizes the amount of land that is taken up by development.
- (o) quarter sections which have been subdivided, or have the potential to be subdivided as a result of an involuntary severance, due to a permanent physical barrier, will be considered as a whole quarter section in determining the eligibility of subdividing an additional single country residential parcel under subsection (n).

Figure 4

COUNTRY RESIDENTIAL LAND USE DIVISIONS



3.5 Commercial and Industrial

Local and Highway Commercial Development

- (a) Commercial and industrial development will be encouraged in existing hamlets where appropriate land use districts are present, and as identified within the Tri-Area Intermunicipal Development Plan (IDP).
- (b) Where development is proposed adjacent to a Provincial Highway but outside of an existing hamlet, Council may require an area structure plan to establish future right-of-way and access requirements.

Rural Industrial Development

- (c) Industrial development within Cypress County will be encouraged. The Tri-Area Intermunicipal Development Plan (IDP) also specifies locations where Rural Industrial uses are appropriate at varying levels of servicing capabilities.
- (d) Industrial uses should be located in designated Industrial Districts wherever possible;
- (e) Designation of additional Industrial or Commercial Districts may be considered if:
 - i) there is a shortage of suitable commercial or industrial land in the Municipality;
 - ii) there is a minimum impact on agricultural land, environmentally sensitive areas, or land suitable for recreation;
 - iii) there are roads of adequate standard for the intended use, or the applicant is willing to upgrade or pave the road to an adequate standard;
 - iv) there are the necessary utilities, including an adequate supply of water for fire protection;
 - v) the proposed use would not interfere with the quiet enjoyment of adjacent properties.
 - vi) the proposed use is located within the boundaries or identified locations of an Area Structure Plan which has been previously approved by Bylaw
- (f) Council may require that an Area Structure Plan be submitted in conjunction with the Land Use Amendment application. The Plan should show a conceptual design of the number of parcels and the layout of the lots, access

locations and service roads, the location of storm drainage ponds, and where the on site water storage for fire fighting purposes would be situated.

Signage

- (g) Cypress County acknowledges the need for directional signage where traffic volume to a particular attraction warrants, or where necessary to maintain the viability of a local business, but the development of large third party billboards adjacent to major roadways will be prohibited.
- (h) Types of Signs Permitted
 - i) Identification signs on property owned by the applicant.
 - ii) Directional signs for large developments or groups of developments such as industrial parks, mobile home parks, country residential subdivisions etc., which generate significant traffic.
 - iii) Directional signs for greenhouses, nurseries, market gardens and rural businesses which are approved for retail uses to the public and located off a main road.
 - iv) Identification signs for local tourist attractions and businesses within designated tourist signage strips adjacent to County hamlets.
- (i) All signage must be developed in accordance with the requirements of the Land Use Bylaw. Alberta Transportation approval is required adjacent to Provincial Highways.

3.6 Tri-Area Intermunicipal Development Plan

- (a) The Council acknowledges the need for growth and development of the urban communities within the Municipality. To that end, the Tri-Area Intermunicipal Development Plan (IDP) will be considered the primary policy document within the IDP boundaries. The Municipal Development Plan (MDP) recognizes the policy designations, the policies and implementation steps that will govern this portion of the County. The intent of the IDP is to identify overall compatibility of land uses within Policy Areas established in the IDP, and do so within the context of an overall strategy. The intent of the MDP is to examine the site specific suitability of an application for land use, subdivision, or development permit. If a conflict between the two documents is identified, the provisions of the IDP will govern.
- (b) All applications for land use reclassification, subdivision, area structure plans, and any discretionary use development applications within the Tri-Area Intermunicipal Development Plan Districts shall be referred to the appropriate municipality within the Tri-Area IDP for comment prior to approval as required

within the Implementation provisions of the Tri-Area IDP.

- (c) In reviewing subdivision and development proposals within the IDP area, the policies of the Tri-Area Intermunicipal Development Plan (IDP) shall be applied. In addition, the following issues shall be considered:
 - i) potential land use conflicts;
 - ii) expected patterns of urban expansion;
 - iii) the impacts of the proposed use on the surrounding area.
- (d) When reviewing an application for annexation of lands under the jurisdiction of the Municipality, the following factors shall be considered:
 - i) the direction and amount of growth projected by existing statutory plans for the affected areas including the Tri-Area Intermunicipal Development Plan (IDP);
 - ii) the agricultural capability of the land to be annexed relative to other areas of land available for annexation;
 - iii) the desire by existing residents for annexation;
 - iv) the implications for the rural tax base;
 - v) other matters deemed necessary by Council.
- (e) The Municipality supports inter-municipal liaison and co-operation in the planning with other municipalities in the IDP area.
 - i) the Tri-Area IDP is a communications tool as well as a policy tool;
 - ii) an Intermunicipal Liaison Committee (ILC) will be established to monitor the Tri-Area IDP policies and effectiveness and to ensure that it is implemented appropriately, to serve and make recommendations to municipal approving authorities for emerging intermunicipal issues such as certain planning applications (where they substantially may have an effect on another municipality), regional opportunities, and future Tri-Area IDP reviews, and to participate in dispute resolution;
 - iii) the Intermunicipal Liaison Committee may establish one or more technical sub-committees as required;
 - iv) a municipality receiving a referral may request that the ILC meet to review an intermunicipal issue or application, and the ILC will comment on the issue and then refer it to the Tri-Area Councils for

official comment.

- v) any disputes between municipalities within the Tri-Area IDP will be resolved in accordance with the Dispute Resolution/Mediation Procedures of the Tri-Area IDP.

3.7 Hamlets

- (a) The Municipality supports the growth of existing hamlets as residential communities and local service centres for surrounding agricultural areas.
- (b) The hamlets of Dunmore, Hilda, Schuler, Seven Persons, Suffield, Irvine, and Walsh may be permitted to develop as large a variety of land uses as is necessary to accommodate the needs of residents and the surrounding rural communities.
- (c) The Council may authorize the preparation of an Area Structure Plan for hamlets experiencing growth or highway redevelopment.
- (d) The future growth pattern for the hamlet of Dunmore is specifically addressed in the Tri-Area Intermunicipal Development Plan (IDP). The IDP is the primary reference document for applications for land use, subdivision, and development.

3.8 Municipal Services

- (a) The Municipality will maintain a priority list for construction and/or upgrading of Provincial Highways.
- (b) The Municipality will maintain a priority list for the upgrading of local roads.
- (c) Companies involved in the exploration and development of natural resources will be required to construct access roads on existing road allowances where physically possible, in accordance with standards set by the Municipality.
- (d) The Municipality will maintain a system for solid waste management in an approved landfill or in a designated transfer station.
- (e) The Municipality will continue to support the development of communal water supply and sewage disposal systems in existing hamlets where population warrants.
- (f) The Municipality supports the establishment of Fire Protection Areas in all parts of the County for the operation of rural fire departments.

- (g) A supply of water for fire fighting will be encouraged for all non-agricultural buildings in excess of 6,456 square feet (600 m²).
- (h) The Municipality favours the development of utility corridors for compatible forms of transmission lines. The construction of major utility routes should meet the following criteria:
 - i) alignment of new facilities parallel to existing roads or utility rights-of-way;
 - ii) multiple use of existing rights-of-way;
 - iii) alignment of new facilities along property boundaries or physical features which act as barriers to farming operations.
- (i) Where it is necessary to locate a utility right-of-way on cultivated cropland, sufficient setback should be provided between any above ground facility and the cropland boundary to permit the passage of large farm machinery.

3.9 Recreation

- (a) The Municipality supports recreational development in the area.
- (b) The Municipality encourages co-operation with other municipalities located within or adjacent to the County regarding recreation facility development and programming.
- (c) The Municipality encourages the development and operation of regional parks and campgrounds such as the Sandy Point Recreation Area and the Cavan Lake Recreation Area by local community organizations.
- (d) The Municipality encourages compatible development near Cypress Hills Inter-Provincial Park and may refer any development proposal to the appropriate Alberta Government departments for their comments prior to any public hearing on the matter.
- (e) The Municipality supports the preservation of historic buildings and sites as Council may determine.
- (f) The Municipality supports the continuance of the 10% reserve requirement on multi-parcel subdivisions for the acquisition of park facilities or school sites except where a proposed parcel is to be used for a Utility Lot or similar municipal use. The reserve requirements for land within the Tri-Area Intermunicipal Development Plan (IDP) are specified within the IDP.

3.10 Natural Environment

- (a) Unique or scenic areas of the Municipality shall be protected.
- (b) The Municipality supports measures to conserve and protect surface run-off and groundwater resources.
- (c) River valley and coulee escarpments shall generally be maintained in their natural state, with appropriate development setbacks where warranted to limit damage to property caused by subsidence.
- (d) Disturbance to natural or man-made water bodies, **including wetlands and riparian areas**, shall be minimized by requiring adequate development setbacks.
- (e) Non-agricultural development on flood plains or flood hazard areas shall be **discouraged in accordance with the Province's floodway acts and regulations**.
- (f) The reclamation of resource extraction sites shall be required.
- (g) Development proposals within the Tri-Area Intermunicipal Development Plan area which are situated in or near identified environmentally significant areas, and may be considered to have an effect on the environmental integrity of the landscape, will have a requirement for an environmental review as required within the Environmental Protection policies and provisions of the Tri-Area IDP.

3.11 Wind Energy

- (a) The municipality shall encourage the integration of renewable wind energy with other land uses in the County.
- (b) The County may designate areas where Wind Energy Facilities are to be encouraged or excluded.
- (c) Except as indicated in sub-section 3.11(g), the Wind Energy Facility (WEF) District shall take the form of an overlay district in which the requirements of the existing Land Use District will continue in effect for all uses other than Wind Energy Facilities and associated uses.
- (d) All Land Use Amendment applications for a WEF District shall be accompanied by:
 - i) an accurate site plan showing and labeling the location of the site, the projected number of towers, the location of overhead utilities and access roads on or abutting the subject lot or parcel, and the contours of the land;
 - ii) a visual representation of the proposed WEF, including scale elevations, photographs and/or digital information showing total height, tower height, rotor diameter, colour and the impact on the

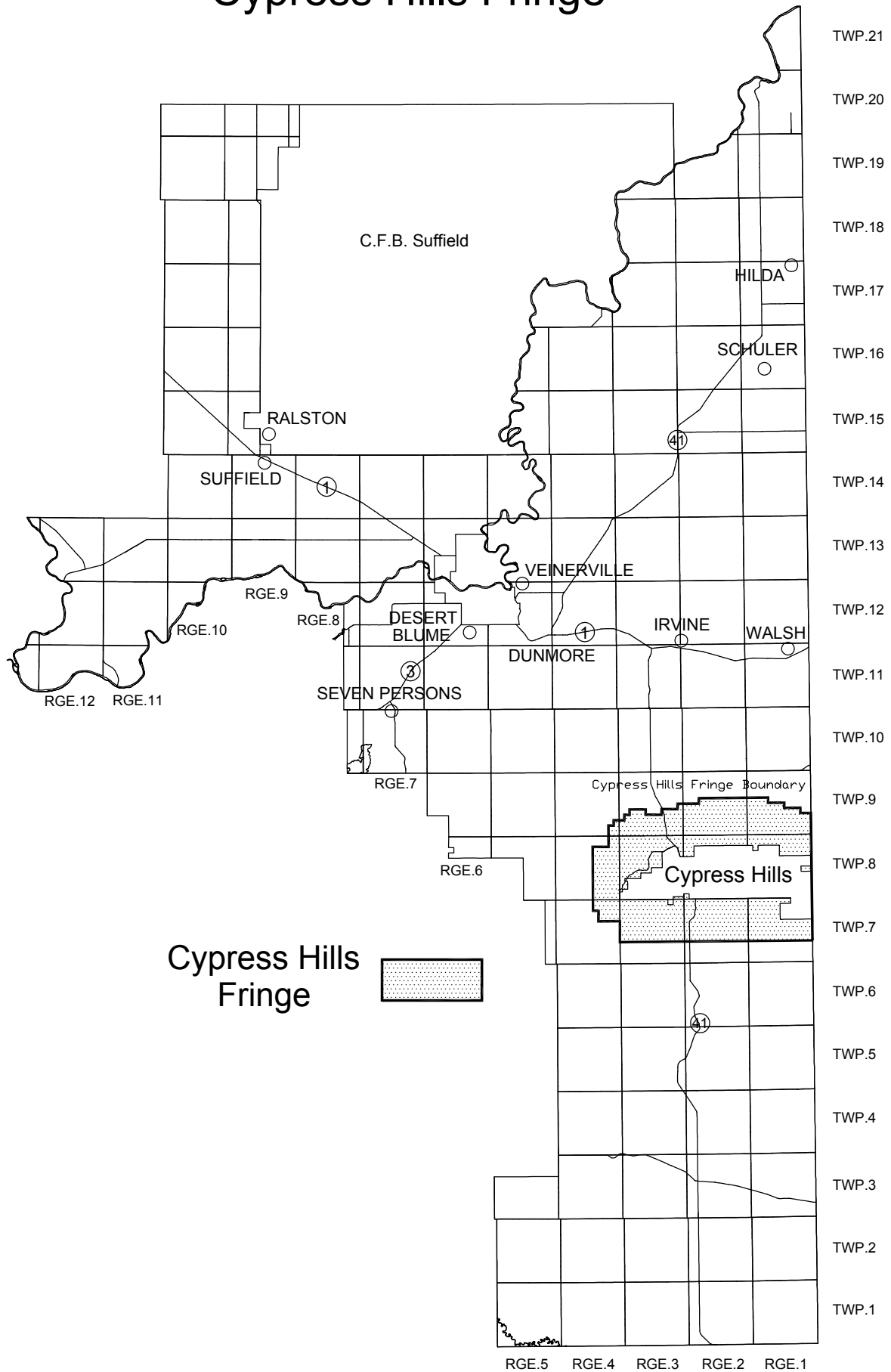
landscape;

- iii) the manufacturer's specifications indicating:
 - 1. the approximate rated output of each WEF in kilowatts,
 - 2. safety features and sound characteristics,
 - 3. type of material used in tower, blade, and/or rotor construction;
 - iv) a report regarding any public information meetings or other process conducted by the developer;
 - v) any impacts to the local road system including required approaches from public roads having regard to County standards;
 - vi) preliminary reclamation/decommissioning plans;
 - vii) Other information as required by the Approving Authority.
- (e) Prior to making a decision on a Land Use Amendment application for a WEF, the Council shall refer and consider the input from the following:
- i) an adjacent jurisdiction if its boundaries are located within 2 km (1.2 miles) of the proposed WEF,
 - ii) County landowners within a 2 km (1.2 mile) radius.
- (f) Prior to a decision being made, the Council shall hold a public hearing in order to solicit the views of the public in regard to the application.
- (g) Within the Cypress Hills Fringe Area shown in Figure No. 5, all land use designations for Wind Energy Facilities shall take the form of a Wind Energy Facility (Direct Control) WEF(DC) District with all decisions to be made by Council.
- i) The development standards for each WEF(DC) District shall be attached as a separate schedule to the Land Use Bylaw.
 - ii) There will be no appeals on any WEF(DC) decisions within the Fringe area. In making their decision on WEF(DC) applications within the Fringe Area, Council shall act in a quasi-judicial manner, hearing evidence from both sides of the issue, and issuing written reasons for their decision.
 - iii) The requirements of the existing Land Use District will continue in effect for all uses other than Wind Energy Facilities and associated uses. Development approvals shall be undertaken by the normal Development Authority, and on matters of law and jurisdiction, appeals may be heard by the Subdivision and Development Appeal Board.
 - iv) As part of their submission for the land use amendment application within the fringe, all applicants shall submit an environmental review of the WEF(DC), and a digital terrain model that assesses the visual impact on the natural scenery, landscape character, and cultural landscape of the Cypress Hills Fringe Area and adjacent lands.
 - v) In making their decision, Council will have due regard to the policies, guidelines and intent of the Cypress Hills Fringe Area Structure Plan.

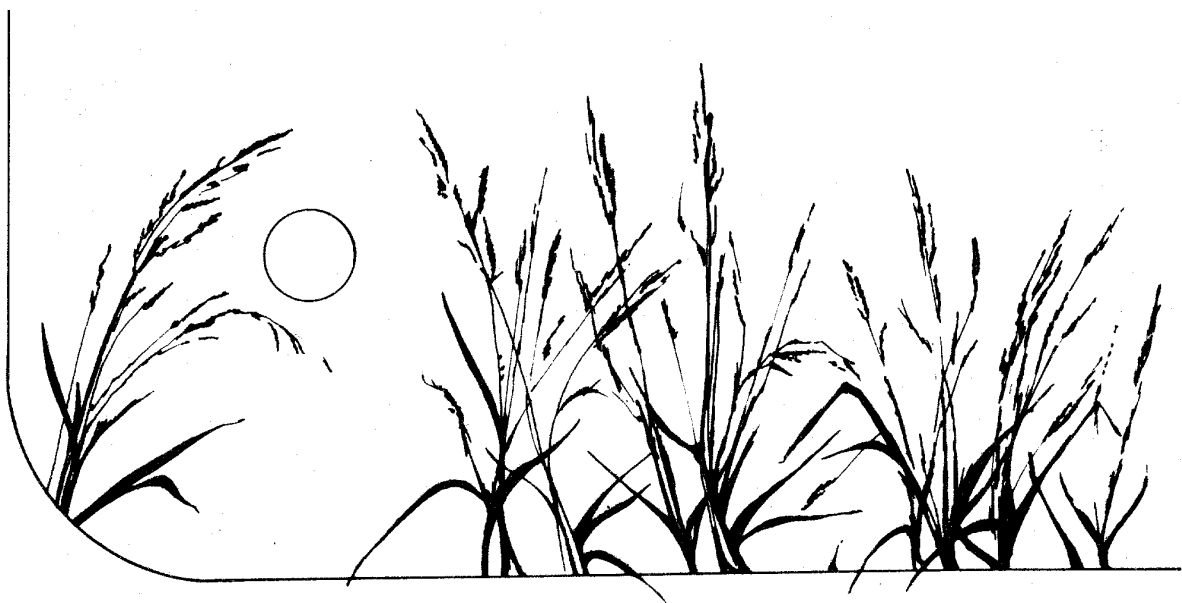
- vi) WEF(DC) should not be permitted in those portions of the fringe area that in the opinion of Council are prominent for their scenic character and natural values, but may be considered in less sensitive areas of the fringe area. WEF(DC) must be designed and located to minimize the impact on the environment and be consistent with the objectives of the Cypress Hill Fringe Area Structure Plan.

Figure 5

Cypress Hills Fringe



4.0 IMPLEMENTATION



4.0 IMPLEMENTATION

4.1 Tri-Area Intermunicipal Development Plan (IDP) Conformity

It is intended that this Plan be in conformity with the policies contained in the Tri-Area Intermunicipal Development Plan (IDP). If a conflict between the two documents is identified, the provisions of the IDP will govern.

4.2 Land Use Bylaw Conformity

Decisions on development permit applications by the Development Officer, the Municipal Planning Commission, or the Development Appeal Board should comply with the purpose, scope, and intent of the Plan.

4.3 Subdivision Approving Authority

- (a) The authority to recommend and/or approve subdivision applications shall be established in accordance with the Municipal Government Act, Subdivision and Development Regulation by separate bylaw.
- (b) All decisions of the subdivision approving authority shall be in conformity with provisions of this Municipal Development Plan.

4.4 South Saskatchewan Regional Plan (2014 - 2024) Conformity

It is intended that this Plan be in conformity with the policies contained in the South Saskatchewan Regional Plan. Municipal planning and development decisions are to be in alignment with the Regional Plan to achieve the regional outcomes established in the Regional Plan.



June 19, 2015

File No.:

Hello Shanon:

RE: Comments-No 2015/26 adopting a new Municipal development Plan

I have reviewed the referenced amendments with the applicable documents and have determined that the adoption of the new Municipal Development Plan that is aligned with the South Saskatchewan Regional Plan put forward by Cypress County appears to have no direct impact upon the Town of Redcliff.

Call me should you like further clarification.

Yours truly,

Scheffer Andrew Ltd.,

Gary Smith BES, MCIP RPP
Senior Planner



Shanon Simon

From: Jeffrey <Jeffrey.Dowling@cypress.ab.ca>
Sent: Thursday, June 11, 2015 12:50 PM
To: Kent Snyder; Erin Onoferychuk; Marlais Ross; Shanon Simon
Subject: Proposed Dunmore Hamlet Boundary Revision
Attachments: Dunmore Revised Boundary Showing Changes.pdf; No2015_27 Dunmore Boundary Amendment With Diagram.pdf

Hello everyone, I have attached a pair of pdf files of the proposed hamlet boundary revisions for Dunmore that we will be taking to our Council on July 7th. Our Administration would like to attempt to get unanimous acceptance, and therefore have all three readings for Bylaw 2015/27, for the Dunmore boundary revisions, passed by Council at the same meeting. Since Dunmore is within the Tri-Area IDP, we would like to extend the courtesy to your municipalities to comment on the proposed changes. The changes are actually minor, and are in compliance with the Dunmore Master Area Structure Plan that was adopted a couple of years ago. You will see on the one diagram that I have supplied that we are showing the revisions to the hamlet boundary locations as circles/ovals. Below is a description/explanation of the changes;

Area 1 – the west boundary is extended to now include a new water distribution pump station that the County built last year.

Area 2 – the north boundary has been brought further south to be consistently in alignment with the north boundary of the CPR right of way. At the present time, there are no access points to cross the CPR tracks in any location. Therefore, the development concept plan, within the Dunmore Master Area Structure Plan, shows no future development on the north side of the tracks.

Area 3 – this area has been extended further to the east, on the south side of the CPR right of way and along the north side of Highway #1, and up to Highway #41. The development concept plan, within the Dunmore Master Area Structure Plan, shows this area as being developed for commercial/industrial similar to the existing land use districts along the north side of Highway #1. To date, the County has been approached for a possible equestrian riding arena/center as a possible development in this location and area.

Area 4 – road widening occurred along Township Road 120 to accommodate the latest residential subdivision phase at the south end of Dunmore. Therefore, at the scale of this diagram, the minor road widening would otherwise not be noticeable or detected unless it was pointed out.

If you have any comments on behalf of your respective municipalities, please have them back to me by June 30th, and I will be sure to include them in my report to the Council for their consideration.

Thanks,

Jeffrey R. Dowling
Cypress County
403.526.2888
Jeffrey.Dowling@cypress.ab.ca

CYPRESS COUNTY

BYLAW 2015/27

A Bylaw of Cypress County in the Province of Alberta to amend and establish the boundaries of the Hamlet of Dunmore.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta, 2000, and amendments thereto, the Council of Cypress County, in the Province of Alberta, duly assembled, provides for the designation of a hamlet within a County.

THEREFORE, the Council of Cypress County ENACTS AS FOLLOWS:

1. That the boundaries of the Hamlet of Dunmore shall be established as outlined in Schedule “A” attached, or more specifically designated as follows:

Township 12, Range 5, West of the 4th Meridian

- The Northwest quarter of Section 1.
- That portion of the Northeast quarter of Section 1.
- That portion of the Southwest quarter of Section 1.
- That portion of the Northwest quarter of Section 2.
- That portion of the Northeast quarter of Section 2.
- The Southwest quarter of Section 2.
- The Southeast quarter of Section 2.
- That portion of the Northeast quarter of Section 3.
- That portion of the Northeast quarter of Section 9.
- That portion of the Northwest quarter of Section 10.
- That portion of the Southwest quarter of Section 10.
- That portion of the Southeast quarter of Section 10.
- That portion of the Southeast quarter of Section 11.
- That portion of the Southwest quarter of Section 12.
- That portion of the Southeast quarter of Section 12.

2. Bylaw 2000/32 is hereby rescinded.

Read a first time this _____ day of _____, 2015.

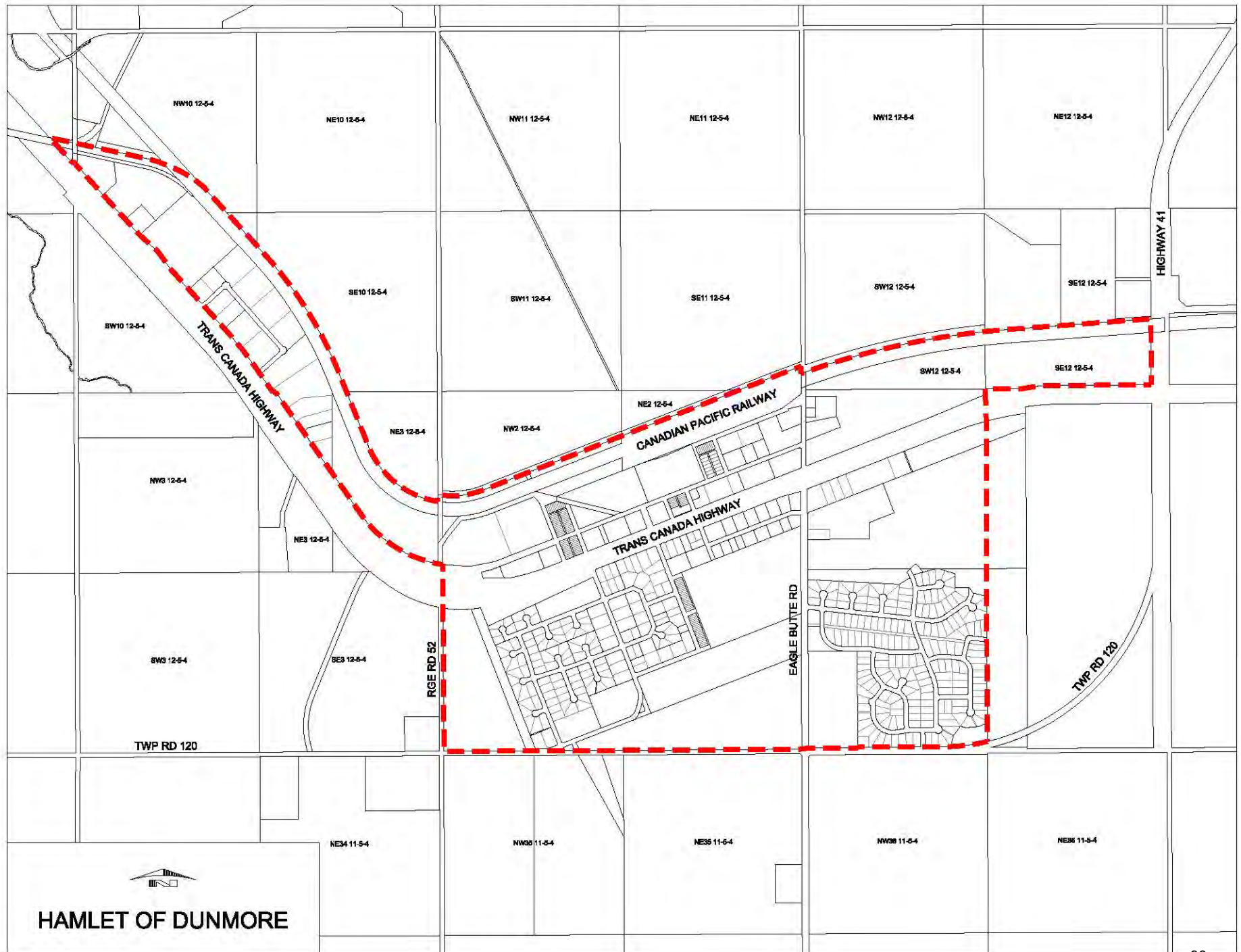
Read a second time this _____ day of _____, 2015.

Read a third time and finally passed this _____ day of _____, 2015.

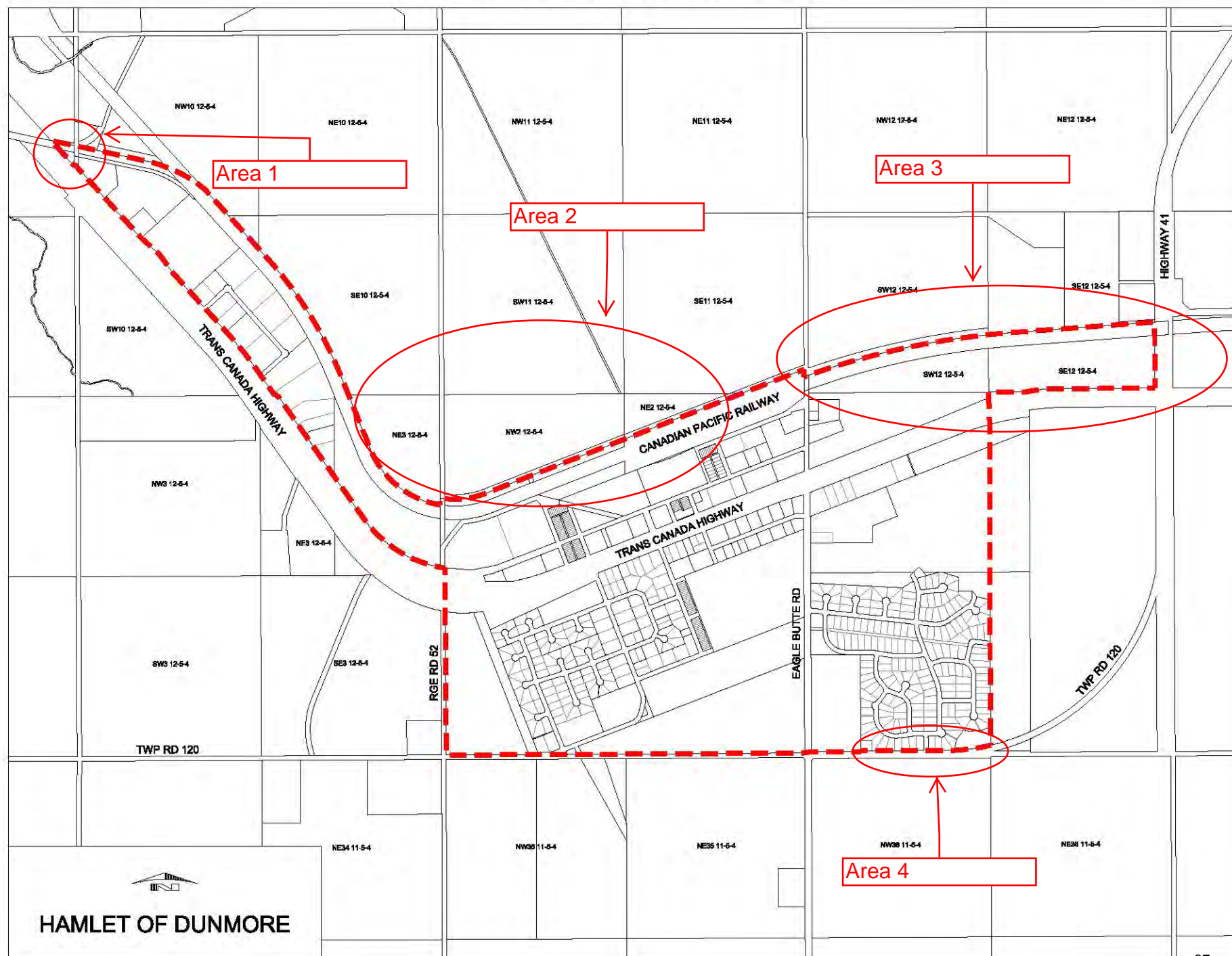
Reeve

Designated Officer

Bylaw 2015/27 Schedule "A"



Bylaw 2015/27 Schedule "A"



June 19, 2015

File No.:

Hello Shanon:

RE: Comments-No 2015/27 adopting revised boundaries for the Hamlet of Dunmore

The Hamlet of Dunmore was identified in Section 2.5 of the Tri Area IDP to have a projected population of 4,000-5,000. The boundary changes appear to be minor in nature.

I have reviewed the referenced amendments with the applicable documents and have determined that the adoption of the minor revisions to the boundary for the Hamlet of Dunmore put forward by Cypress County appears to have little if any impact upon the Tri Area IDP with no direct impact upon the Town of Redcliff.

Call me should you like further clarification.

Yours truly,

Scheffer Andrew Ltd.,

Gary Smith BES, MCIP RPP
Senior Planner

Municipal Manager Report to Council June 22, 2015

On-going Projects and Day to Day Responsibilities

- Continued work on various legal files.
- Continual Updating and reviewing of position descriptions.
- Emphasis is being placed on completing the annual employee evaluations for staff throughout the entire organization. This has become very time consuming, but progress is being made.
- Continued correspondence and work with ISL Engineering and Staff in relation to moving forward the East Side Area Structure Plan Amendment Project. Attended and participated in the open house on May 28, 2015.
- Participate in service tracking demos.
- Working with a company for internal setup of a service tracking system (this is a budgeted item). Once this has been setup, senior management will use the service tracker tool in an effort to acclimate staff with intent of eventually rolling it out for use by the public.
- Carry out regularly scheduled management meetings.
- Respond to councillor inquiries as they arise.
- Assist in responding to media inquiries as they arise.
- Assist with employee recruitment.
- Respond to human resource (including correspondence with union representatives) items.
- 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).
- Coordinated with Town staff during wind-storm event on June 12.

Community Services Department

Parks and Recreation

Club 670: After meeting with the Tyrell Museum the 670 Collective has received their historical resources clearance to construct and maintain their proposed bike trail. The skills park is under construction with a contractor and has been well received by the school and youth of the community. We have received some complaints about night traffic at the skills park and have been working with the concerned residents and the RCMP.

Parks and Trails: The trail network has been mowed and operational. Have received positive feedback that council has converted the lower river trail to an off leash area.

Rec-Tangle: Have been working on the Canada 150 grant application by looking at infrastructure that will need to be upgraded in the next 0-10 years or has a reasonable payback period.

Aquatic Centre: Pool is operational and the new and former pool staff are working well together under the direction and leadership of the new pool manager. We have received positive feedback about moving the registration and pool bookings online. We hope to build from this and make some improvements next year with the intent to make recreation more accessible.

FCSS / Community Programming

Community Programming: Focus has been on preparing for Redcliff Days and Canada Day, with advertising and working in conjunction with community groups. Monthly meetings with the Redcliff Improvement Partnership to prepare for a Fall Family Conference have been underway. Planning and preparing summer programs and events and going over fall programming. Following meeting with Prairie Rose School Division representatives, we are now able to use all three schools during the summer, each one for two weeks out of the six that programs are scheduled.

FCSS: In association with CORE (Clients Ongoing Rehabilitation & Equality Association); there will be a weekly adaptive play program. This will accommodate special needs but is open to all children. We are collaborating with DREAMS to offer family events as well as programs for children and youth 2 – 3 days per week for 6 weeks during the summer.

By-Law Enforcement

Reporting Period: 2015 May

Total files this reporting period: 78 (44 reported, 34 self-generated) *

TRAFFIC BYLAW: 27 files, 7 reported and 20 self-generated. Majority of files related to Parking, 10 of which involved trailers and 5 files reported in relation to no parking zones.

NOISE BYLAW: 0 files reported during working hours. After hour's complaints such as noisy parties, loud music etc. are routinely dealt with by the RCMP.

PARKS BYLAW: 1 file generated where a camper at the campground failed to pay. A portion of the camping fees were paid after the initial bylaw visit however the camper absconded prior to paying the balance. Parks and Rec department and the Bylaw department are working together to manage campground and parks bylaw violations.

DOG CONTROL BYLAW: 14 files relating to this bylaw, 11 files were reported and 3 files were self-generated. The balance of files are in relation to excessive barking/howling and two files are in relation to a dog threatening/attempting to attack a person; No dog bites or physical harm resulted. One violation ticket was issued.

RESTRICTED ANIMAL BYLAW: 1 file in relation to this bylaw, related to backyard chickens. Violation ticket was issued.

GARBAGE BYLAW: 3 files reported in relation to this bylaw.

BUSINESS LICENSE BYLAW: 4 files generated specifically however several business licences were renewed subsequently after questioning by Bylaw Office in relation to other matters. 1 file is in relation to operating without a business license and is currently an ongoing investigation in partnership with another law enforcement agency. As well, business licenses are continuing to be renewed for the 2015 year. Numerous calls received and fielded in relation to new businesses, renewals, cancellations, and business name changes.

NUISANCE AND UNSIGHTLY PREMISES BYLAW: 15 files relating to this bylaw, 8 reported and 7 self-generated. 8 files relating to weeds/grass needing to be cut. 2 files involved appliances that needed to be disposed of, posing a possible hazard. The balance of files relate to excessive materials acquired on private property. At the present 5 files are in various stages of progress in relation to this bylaw.

ASSIST GENERAL PUBLIC: 10 Files generated, the majority of which are animal related. With the increase in warmer weather, many calls to assist the public in capturing rattle snakes have been fielded. As most of the general public do not appear to have a good understanding of the difference between rattlesnakes and bullsnares, an information pamphlet was created to hand out to the public when called out to assist. Only 1 snake call was identified as a rattlesnake and it was captured and relocated as they are a protected species.

Emergency Management

Finalized the emergency preparedness grant and coordinated assets lists with regional partners (Cypress County, City of Medicine Hat).

Public Services Department Report to June 16, 2015

Water and Sewer Utilities

- The South Saskatchewan River turbidity spiked and staff spent additional time and effort monitoring and treating the raw water as is typical this time of year.
- Staff assisted contractor with the flushing/testing of the main installation for the new Co-Op business being constructed on Mitchell Street N.
- Hydrant Flushing is currently being completed.
- Staff assisted Community Services staff and flushed the R.V. waste dump station at the campground.
- Working with MPE Engineering and contractor on coordination of raw water tie in to new Water Treatment Plant.
- Completion of quarterly sewer inspections.
- Reparation of 2 water main leaks within last few weeks.
- Several locate requests have been completed.

- Staff responded during the June 12, 2015 storm which caused power outages to many of the sewer lift stations. Staff mobilized the portable Gen-set and rotated between Jesmond and N.W. lift stations to keep the levels of the stations as low as possible. Power was out for approximately 5 hours.

Municipal Works

- Staff have conducted several interments at the cemetery over the past month.
- Staff have completed painting of the crosswalks in Town. The painting of the center lines have been completed by a contractor.
- 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, as following the winter months lids tend to break more often in cold weather.
- Several sign maintenance and installations have taken place.
- Completed installing a catch basin behind Margaret Wooding School laneway and also completed doing some deep alley repairs in the vicinity in an effort to alleviate the soft laneway concerns occurring in the spring.
- Completed a deep alley repair in the laneway behind the 6 Street NE Tot Park in an effort to alleviate the soft laneway concerns occurring in the spring.
- Staff excavated and repaired heaved catch basins on 8 Street NW, and prepared for Transit Paving to pour concrete and lay asphalt around them.
- Staff completed excavations to terminate extra services to the property at 302 – Broadway Avenue W.
- Mowing/trimming of municipal properties has been ongoing.
- Staff have been busy cleaning up catch basins and debris during and following the June 12, 2015 storm.
- Staff have been busy preparing for Redcliff Days.
- Staff have been hauling Gravel and sand to replenish stock piles at Public Services.

Landfill

- Litter collection around fences and neighbouring fields is an ongoing task.
- Three new litter collection screens have been ordered and are beginning to arrive.
- Leachate testing has been completed and leachate removal has been conducted by Vacuum trucks.
- The new Hyundai Loader has arrived.
- 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.
- Working on acquiring environmental liability insurance for the landfill. An independent firm is scheduled to conduct an environmental inspection shortly.

- Ridgeline has transferred some treated soil to landfill operations to be used as daily cover.
- Welders have been onsite doing repairs to existing catch screens.
- Landfill Authority met June 11, 2015. Topics discussed revolved around planning and budgeting for future projects.

ENGINEERING

4th Ave SW (1st St to 4th St and 400 Blk) Road, storm and Sanitary replacement, Broadway Ave E concrete curb and culvert installation:

- Transit Paving has paved 4th Avenue on June 09, 2015.
- Other surface restoration and landscape repairs in progress.

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

- The Town has awarded the contract to Porter Tanner Inc. on June 9, 2015.
- The Engineering Department sent out an award letter and is currently waiting for bonding and insurance documents from the contractor for contract preparation.
- A project kick off meeting will be scheduled once the contract is signed and executed.

Inflow and Infiltration study updates:

- ISL Engineering is working on the final report preparation and expected to be delivered to Town this week.
- On-going flow monitoring data capture 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. is in progress and expected to be complete by the first week of July.

Coulee Slumping Geotechnical Investigation:

- Detailed Design and tender documents preparation is in progress through Parkland Geotechnical Consulting (former Enviro Geotesting).
- A few residents from the Kipling Subdivision and Westside subdivisions near the slope slumping areas met with Town individually as requested in the letters from the Town's Engineering Department to discuss the reports finding and lot level remediation measures mentioned in the reports.

- A few residents from Kipling did not respond to the letter and have yet to meet. The Engineering Department will send them a reminder or give them a phone call.

WATER TREATMENT PLANT, RAW WATER PUMP STATION AND PIPELINE UPGRADES:

Water Treatment Plant (WTP) Construction:

Bi-weekly progress meeting happened on Thursday, June 04, 2015. Below are the percent of the works completed to date.

- Process Piping 75% complete.
- Civil/Underground work is 90% complete.
- Masonry work is 99% complete.
- Electrical work is 40% complete.
- Concrete work is 95% complete.
- Building is 95% complete.
- Process equipment is 55% complete.
- Finishing and painting work on going.
- Road gravel structure completed and west part of parking lot gravel work in progress.

Eastside Area Structure Plan Amendment:

- ISL is working on producing the final draft of the report after receiving comments from the Public Open House, Town's staff and I-XL.

OTHER MISCELLANEOUS:

- Maps and information gathering for Offsite Levy Bylaw and background project for CORVUS in process.
- Ongoing lot development questions and follow up site visit.
- Meetings and site visits on capital projects.
- Miscellaneous grade check requests and follow up for Town sold lots.
- Frequent consultation with other departments.

FINANCE AND ADMINISTRATION

Two significant changes:

1. Software upgrade

The Finance and Administration department are preparing for the accounting software upgrade to GP 2015. The testing and conversion stage will take place from June 26th to July 17th and is expected to go live on July 23rd. The new version of GP will have added features such as: workflow approval/notification, management reporter, intercompany journal entry inquiry, end of year information for assets, etc.

The new accounting software will require a newer server, which we will be installing around the third week of June. To avoid interruption to daily business activities, IT will do most of the installation during weekends and weeknights.

2. Banking service provider

Over the next couple of months, Administration will be working closely with ATB to develop an implementation plan to ensure the transition from the current financial institution to the new financial institution is as seamless as possible.

Scheduled Items:

Utility Penalty Date	June 12, 2015
Utility Disconnect Notice Letters to Be Mailed	June 19, 2015
Utility 1 st Round Disconnection	July 7, 2015
Extension Deadline	July 20, 2015

LEGISLATIVE AND LAND SERVICES

Ongoing inquires re: land sales, development & subdivision. One land sale, (three to date for 2015).

- Park Enterprises continues to work on closing the remaining open permits from 2007-2011 (13 closed in May).
- The 2nd Eastside Draft Area Structure Plan (ASP) Open House was held May 28, 2015. Two members of the public attended. Following the Open House the draft plan was circulated to various agencies and the adjacent municipalities for comment. We anticipate the draft Eastside ASP Bylaw will be forwarded to Council in August. A public hearing will follow in September along with 2nd & 3rd Reading pending amendments.
- A Subdivision and Development Appeal Board (SDAB) meeting was scheduled for May 26, 2015 to hear two appeals. However, due to a mail processing error the meeting was postponed to June 17, 2015.

Development Permit application 15-DP-015
Lot 12, Block 6, Plan 9811617 (1576 South Highway Drive SE)
Chain Link Fence

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

Both appeals were upheld and the applications approved.

- A Subdivision and Development Appeal Board (SDAB) meeting is scheduled for 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 annual Council / Staff golf event was held Thursday, June 11, 2015.
- Following up on review of subdivision applications that are ongoing.
- Continuing review of Insurance Schedules.
- Bylaw & policy review for amendments regarding changes to subdivision and development approvals.
- Public Information Officer Training on June 17, 2015 (emergency management training).

**MAYOR'S REPORT TO COUNCIL
JUNE 22, 2015**

June 1, 2015	Accepted an invitation to read story books to a class of Junior Kindergarten children at Medicine Hat YMCA.
June 3, 2015	Volunteered at the Redcliff Tim Horton's for Camping for Kids fundraiser, serving behind the counter.
June 4-8, 2015	Attended FCM Conference in Edmonton, Alberta.
June 12, 2015	Attended Mayor & Reeves Conference of Southeast and Southwest Alberta in Taber.

Touch base with the Municipal Manager and Council on an ongoing basis.

Frequent tours of the Town to monitor progress of construction projects etc.

June 17-18, 2015	Attended a Mayor's Caucus in Strathmore, Alberta.
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Upcoming Events:

June 19, 2015	Mayor's Walk
July 1, 2015	Taking part in opening Ceremonies for Canada at Lions Park
July 13, 2015	Open House for Recreation Master Plan
Sept. 22-24, 2015	AUMA Conference in Calgary, Alberta

COUNCILLOR'S REPORT TO COUNCIL JUNE 22, 2015

REPORT FROM COUNCILLOR:

Chéré Brown

FCM Conference - Edmonton June 5-8, 2015

All Federal Parties had a speech a day
Rachel Notley speech

Attended two Workshops:

Finding New Monies Without Increasing Taxes & User Fees

- Find a good partner (private) that fits what you are needing or building.

Municipal First Responders - Where Are We and Where Are We Heading?

- Forum type workshop.
- Question and answer as well as discussion about Saskatchewan and how they are keeping statistics on policing. 70% of police work is vehicle accidents and 30% are homicides but police focus on homicide and not accidents. Saskatchewan is looking at ways to focus more on what they can change before it happens.

Attended two Study Tours:

Biking to Biodiversity

- Biked along the river valley. Had lunch and presentation about Edmonton's recycling.

Talking Trash

- Toured some of Edmonton's Waste Management Facilities. They currently recycle 56% of household garbage and the goal is 90% by 2020. They ship their non-recyclable garbage to Rimbey as Edmonton has no landfill. They do not bury their garbage.
(Handouts available)

FCM Resolutions all passed. (Handouts available)

Attended Mayor's Reception at City Hall. Toured the grounds and Hall. Very nice and feels welcoming.

Attended Festival Gala - Met and networked with Mayors and Councillors from across Canada.

Very well organized and informative Conference.

2016 FCM Conference location is Winnipeg, Manitoba

Jim Steinke

I attended the FCM Conference from June 4th to June 8th, 2015 in Edmonton.

June 4th traveling

June 5th I attended the opening ceremony and President's forum

Attended Workshop: How can Council do more to harness the energy, ideas and experience of their citizens.

Trade show and networking.

Political keynote speaker Tom Muclair

Attended Workshop: Engaging young Canadians.

June 6th attended Workshop: Where we are and where we are headed

Political keynote speaker Justin

Resolutions

June 7th Keynote speaker Bruce Anderson

City of Edmonton Gala

June 8th Farewell breakfast

Closing plenary

Trip home

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
July 1, 2015	Canada Day Celebrations	Various Events Redcliff, Alberta