



COUNCIL MEETING

MONDAY, NOVEMBER 9, 2015

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, NOVEMBER 9, 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 August 31, 2015 *	For Information
2. PUBLIC HEARING	
A) Bylaw 1814/2015, Amendment to the Land Use Bylaw 1698/2011 *	
3. MINUTES	
A) Organizational meeting held October 26, 2015 *	For Adoption
B) Council meeting held October 26, 2015 *	For Adoption
C) Redcliff and District Recreation Services Board meeting held on November 2, 2015 *	For Information
D) Subdivision and Appeal Board meeting held October 15, 2015 *	For Information
4. BYLAWS	
A) Bylaw 1811/2015, Subdivision & Development Appeal Board *	2 nd Reading
B) Bylaw 1812/2015, Subdivision Approving Authority *	2 nd Reading
C) Bylaw 1813/2015, Municipal Planning Commission *	2 nd Reading
D) Bylaw 1814/2015, Land Use Bylaw (Amendment) *	2 nd Reading
5. CORRESPONDENCE	
A) TransCanada Pipeline Limited * Re: Proposed Project: Medicine Hat Compressor Station	For Information

6. OTHER

- | | | |
|-----------|--|-----------------|
| A) | Landfill Graphs to October 31, 2015 * | For Information |
| B) | Councillor's Report to Council November 9, 2016 * | For Information |
| C) | Council Important Meetings & Events November 9, 2015 * | For Information |

7. RECESS

8. IN CAMERA

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

9. ADJOURN

<u>ACCOUNTS PAYABLE</u>			
<u>COUNCIL MEETING NOVEMBER 9, 2015</u>			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78515	PROVINCIAL TREASURER - LAPP	PENSION BENEFITS	\$18,157.92
78516	RECEIVER GENERAL	STAT DEDUCTIONS	\$26,269.39
78517	TOWN OF REDCLIFF	REGULAR PAYROLL	\$69,735.29
78560	A & B STEEL LTD	LIFTING BOLTS, SHOVEL, KNIFE & BLADES	\$167.36
78561	ACKLANDS - GRAINGER INC	VESTS, GREASE GUN COUPLER	\$50.60
78562	ACTION PARTS	TRAINING, WIPER BLADES	\$155.69
78563	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$90.30
78564	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$21.42
78565	BRANDT TRACTOR LTD.	PARKING BRAKE PAD	\$234.59
78566	THE BOLT SUPPLY HOUSE LTD.	BOLTS, NUTS, CLIPS	\$73.08
78567	A & R - FARMS LTD.	TAX CREDIT	\$1,889.49
78568	BONNIE ANDRES	PROCEDURE/MINUTE WORKSHOP TRAVEL	\$50.00
78569	AMSC INSURANCE SERVICES LTD.	HEALTH SPENDING	\$173.10
78570	ALTA-WIDE BUILDERS SUPPLIES	WOOD	\$35.00
78571	CITY OF MEDICINE HAT	CITY UTILITIES & SEWAGE OUTLAY	\$46,725.25
78572	MIKE DAVIES	POP, COFFEE SUPPLIES, DAY PLANNERS	\$359.46
78573	DIAMOND SOFTWARE INC.	SOFTWARE MAINTENANCE	\$22,648.35
78574	ESRI CANADA	ARC GIS	\$4,226.25
78575	FARMLAND SUPPLY CENTER LTD	HOSES, CLAMPS, SWITCHES	\$277.79
78576	GREYHOUND COURIER EXPRESS	PARTS FREIGHT	\$29.38
78577	DWIGHT KILPATRICK	AUMA TRAVEL	\$804.55
78578	KIRK'S MIDWAY TIRE	RECAP DURASEAL TIRES	\$1,533.00
78579	KLEARWATER EQUIPMENT AND TECH	ISOPAC	\$778.05
78580	LARRY LEIPERT	AUMA TRAVEL	\$1,510.30
78581	LES'S DRAIN CLEANING SERVICE	ARENA WASHROOM DRAINS	\$84.00
78582	SHAW CABLE	INTERNET SERVICE	\$125.90
78583	MPE ENGINEERING LTD.	WATER TREATMENT PLANT PROGRESS	\$16,223.38
78584	PARK ENTERPRISES LTD.	OLD BUILDING PERMITS	\$4,252.50
78585	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,733.97
78586	REDCLIFF BAKERY	MPC LUNCH	\$66.00
78587	ROSENAU TRANSPORT LTD	ISOPAC FREIGHT	\$250.99
78588	SHANON SIMON	PROCEDURE/MINUTE WORKSHOP TRAVEL	\$529.32
78589	SOUTHERN DOOR	FIREHALL DOOR REPAIR	\$78.75
78590	TELUS COMMUNICATION INC.	TWO WAY RADIOS	\$20.60
78591	TELUS MOBILITY	CELL PHONE SERVICE	\$21.63
78592	TRIPLE R EXPRESS	PARTS FREIGHT	\$103.95
78593	TRICO LIGHTING PRODUCTS	STRIP LIGHT BULB	\$104.74
78594	IAN WILLIAMS	PROPANE	\$72.00
78595	UPS CANADA	EQUIPMENT/CHEMICAL FREIGHT	\$297.22
78596	FORTIS ALBERTA INC.	TAX CREDIT	\$1,520.93
78597	FLINT ENERGY SERVICES LTD.	TAX CREDIT	\$3,034.43

78598	608381 AB LTD.	TAX CREDIT	\$2,056.38
78599	MACBAIN PROPERTIES LTD.	TAX CREDIT	\$4,935.18
78600	RYAN SCHINDEL PROFESSIONAL CORP.	ENCROACHMENT PERMIT OVERPAYMENT	\$100.00
78601	BERT'S VACUUMS & EQUIPMENT RENTAL	TOILET PAPER, PAPER TOWEL, SOAP	\$491.30
78607	608381 AB LTD.	TAX CREDIT	\$396.30
78608	608381 AB LTD.	TAX CREDIT	\$1,193.23
78609	608381 AB LTD.	TAX CREDIT	\$1,193.23
78610	608381 AB LTD.	TAX CREDIT	\$1,747.04
78611	608381 AB LTD.	TAX CREDIT	\$1,193.23
78710	1301804 ALBERTA LTD.	TAX CREDIT	\$1,062.50
78711	ACTION PARTS	BULBS	\$21.29
78712	ALTA-WIDE BUILDERS SUPPLIES	CEMENT	\$213.94
78713	AMEC EARTH & ENVIRONMENTAL	WATER TREATMENT PLANT PROGRESS	\$3,113.62
78714	CBV COLLECTION SERVICES LTD.	COLLECTIONS COMMISSION	\$34.45
78715	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS	\$21.42
78716	BROST DEVELOPMENTS INC.	CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00
78717	BLUE IMP (1594981 ALBERTA LTD)	CEMETERY BENCH	\$1,664.15
78718	BIO TECH GREENHOUSES LTD.	TAX CREDIT	\$521.39
78719	BENCHMARK ASSESSMENT CONSULTANTS	ASSESSMENT FEES	\$16,126.16
78720	ATRON REFRIGERATION & AIR COND	REC-TANGLE FACILITY SERVICE	\$9,394.35
78721	ALBERTA MUNICIPAL HEALTH	HEALTH & SAFETY MANAGEMENT COURSE	\$1,874.25
78722	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$90.30
78723	CITY OF MEDICINE HAT	CITY UTILITIES	\$8,968.66
78724	COURTYARD LAW CENTER	PROFESSIONAL SERVICES	\$2,268.58
78725	MIKE DAVIES	HALLOWEEN CANDY	\$39.75
78726	FARMLAND SUPPLY CENTER LTD	LAY FLAT HOSE WITH FITTINGS	\$99.75
78727	FORAN EQUIPMENT INC	COULEE SLUMPING PROGRESS	\$155,710.29
78728	JAMIE GARLAND	LEACHATE MANAGEMENT TRAVEL	\$30.00
78729	GAR-TECH ELECTRICAL	PUMP DISCONNECTION	\$78.75
78730	JASON HOLLOWAY	LEACHATE MANAGEMENT TRAVEL	\$30.00
78731	REDCLIFF HOME HARDWARE	KEYS, WASHER FLUID, WATER	\$30.31
78733	MEDICINE HAT CONSTRUCTION ASS.	CSTS COURSE	\$115.50
78734	MEDICINE HAT CSRD #20	2015 REQUISITION	\$174,728.00
78735	MEDICINE HAT NEWS	SEPTEMBER ADVERTISING	\$420.00
78736	PARK ENTERPRISES LTD.	IN TOWN PERMITS	\$2,781.84
78737	SUNCOR ENERGY PRODUCTS PARTNER	SHOP & LANDFILL FUEL	\$13,155.96
78738	PITNEY WORKS	FOLDER/STUFFER MAINTENANCE CONTRACT	\$15.00
78739	PRIME PRINTING	NEWSLETTER FOLDING	\$138.60
78740	THE PRINTER	BUSINESS CARDS	\$256.20
78741	RBW WASTE MANAGEMENT LTD.	CHEMICAL DISPOSAL	\$435.75
78742	RECEIVER GENERAL	STAT DEDUCTIONS	\$528.61
78743	SHOCKWARE WIRELESS INC.	LANDFILL INTERNET	\$47.20
78744	POHL, LANA	FACILITY DEPOSIT REFUND	\$50.00
78745	BERSTAD, CAREY	FACILITY DEPOSIT REFUND	\$150.00

78746	REDCLIFF VICTIM SERVICES ASS.	DONATION	\$1,500.00
78747	DALE, SERENA	REFUND INACTIVE UTILITY	\$207.00
78748	COMPLIANT ENERGY SERVICES	REFUND INACTIVE UTILITY	\$63.18
78749	CENTRICA ENERGY CANADA	TAX CREDIT	\$750.61
78750	R & R FIBERGLASS	TAX CREDIT	\$313.51
78751	ROBIN'S NEST DEVELOPMENTS INC	TAX CREDIT	\$792.91
78752	TAUPERT, ED	FACILITY DEPOSIT & KEY REFUND	\$225.00
78753	PALMER, MARLENE	FACILITY DEPOSIT & KEY REFUND	\$225.00
78754	GRAY, JEFF	CONSTRUCTION DAMAGE DEPOSIT	\$1,000.00
78755	TOWN OF REDCLIFF	COUNCIL PAY	\$7,248.13
78756	SCOTT VANCLIEAF	LEVEL 1 PREP COURSE TRAVEL	\$120.00
78757	WOLSELEY MECHANICAL GROUP	COUPLERS	\$437.85
78758	WOOD, DALE	FIREARMS SAFETY COURSE INSTRUCTION	\$2,755.00
78759	MACDONALD, LEROY	CLEAN & REFINISH FIREHALL FLOORS	\$472.50
78760	SAFETY CODES	3RD QTR PERMITS	\$355.68
100 CHEQUES TOTAL:			\$649,504.75

BANK SUMMARY FOR AUGUST 31, 2015

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	7,023,969.83	9,969.94	7,033,939.77
DAILY DEPOSITS	290,508.77	176,290.16	466,798.93
DIRECT DEPOSITS	1,300,251.73	0.00	1,300,251.73
GOV'T GRANT	0.00	0.00	0.00
INTEREST EARNED	4,439.05	0.00	4,439.05
T-BILL REDEMPTIONS	0.00	0.00	0.00
OTHER DIRECT DEPOSITS	3,878.48	0.00	3,878.48
SUBTOTAL	1,599,078.03	176,290.16	1,775,368.19
CHEQUES	-919,982.70	-176,290.16	-1,096,272.86
ASFF QUARTERLY PAYMENTS	0.00	0.00	0.00
DEBENTURE PAYMENTS	-5,096.13	0.00	-5,096.13
T-BILL PURCHASES	0.00	0.00	0.00
NSF CHEQUES	0.00	0.00	0.00
OTHER DIRECT WITHDRAWALS	-4,685.19	0.00	-4,685.19
SUBTOTAL	-929,764.02	-176,290.16	-1,106,054.18
TOTAL	7,693,283.84	9,969.94	7,703,253.78
BANK CLOSING BALANCE	7,892,198.93	9,969.94	7,902,168.87
ADD:O/S DEPOSITS	0.00	0.00	0.00
LESS:O/S CHEQUES	-198,915.09	0.00	-198,915.09
TOTAL	7,693,283.84	9,969.94	7,703,253.78

INVESTMENTS

CIBC PREMIUM T-BILL FUND	5.12.02.321	8,000,000.00
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,517,176.16
TOTAL INVESTMENTS		9,517,176.16

**BYLAW NO. 1814/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

WHEREAS the Council of the Town of Redcliff has eliminated the Redcliff Planning Board.

AND WHEREAS IT IS PROPOSED that any and all reference to “Redcliff Planning Board” be removed from the Land Use Bylaw.

AND WHEREAS the Council of the Town of Redcliff has delegated the subdivision approving authority to the Municipal Planning Commission.

AND WHEREAS IT IS PROPOSED that the reference to subdivision authority be included in the Land Use Bylaw.

AND WHEREAS IT IS PROPOSED that the table of contents and contents of the document will be renumbered to reflect alphabetical and numerical sequencing to correctly reflect any additions and deletions.

AND WHEREAS copies of this bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act RSA 2000, Chapter M-26.

AND WHEREAS a public hearing with respect to this bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, 2015.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1814/2015.
2. That the definition of “Redcliff Planning Board” be removed from Part 1 Number 7 Definitions.
3. That wording “,in consultation with the Redcliff Planning Board,” in Part VI, Land Use Bylaw Amendments Section 34(1) be removed.
4. That Part VI, Land Use Bylaw Amendments Section 35 (1) (b) which states “the Redcliff Planning Board” be removed.
5. That Part II, Administrative Duties and Responsibilities Section 11 be amended to include a new subsection 8
 - (8) The Commission is designated as the Subdivision Approving Authority in accordance with the Town of Redcliff Subdivision Approving Authority Bylaw and has the authority to exercise subdivision powers as outlined in the Town of Redcliff Subdivision Approving Authority Bylaw, the Act, this bylaw, and any other statutory provision or any Bylaw or Regulation as amended from time to time.

6. That the table of contents and contents of the document will be renumbered to reflect alphabetical and numerical sequencing to correctly reflect any additions and deletions.
7. This bylaw shall come into force on January 1, 2016.

READ a first time the _____ day of _____, 2015.

READ a second time the _____ day of _____, 2015.

READ a third time this _____ day of _____, 2015.

PASSED and **SIGNED** this the _____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 26, 2015 – 6:30 P.M.**

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

Manager of Legislative
and Land Services S. Simon
Executive Assistant B. Andres

ABSENT: Municipal Manager A. Crofts
Councillor E. Solberg

1. GENERAL

Call to Order

A) Mayor Reimer called the meeting to order at 6:31 p.m.

2014-0488 Adoption of Agenda

Councillor Leipert moved to adopt the agenda as presented. - Carried.

2. OTHER

2014-0489 Appointment to Boards and
Commissions

A) Councillor Kilpatrick moved the attached document outlining Council member appointments to Committees, Boards and Commissions be approved as amended.
- Carried.

3. ADJOURNMENT

2014-0490 Adjournment

Councillor Kilpatrick moved adjournment of the meeting at 6:52 p.m. – Carried.

Mayor

Manager of Legislative and Land Services

Appointment of Council Members to Committees, Boards & Commissions

ASSESSMENT REVIEW BOARD

Councillor Cheré Brown
Councillor Cathy Crozier
Councillor Dwight Kilpatrick

As established by the
board in conjunction with the
Board Clerk

CANADA DAY COMMITTEE

Councillor Jim Steinke

at the call of the Chair

CANADIAN BADLANDS

Councillor Cheré Brown
Alternate – Councillor Eric Solberg

Annual General Meeting

COMMUNITY ADVISORY COMMITTEE (RCMP)

Councillor Cheré Brown
Alternate – Councillor Cathy Crozier

3rd Wednesday Bi-monthly at 6:00 pm

CYPRESS VIEW FOUNDATION

Councillor Jim Steinke
Councillor Cheré Brown

3rd Thursday @ 9:00 a.m.

ECONOMIC DEVELOPMENT ALLIANCE OF SOUTH EAST ALBERTA

Councillor Jim Steinke
Alternate - Mayor Ernie Reimer
Alternate - Larry Leipert

2nd Tuesday 8 a.m.

EMERGENCY ADVISORY COMMITTEE (EAC)

Mayor Ernie Reimer (appointed June 9, 2015)
Councillor Cathy Crozier (appointed June 9, 2015)
Councillor Dwight Kilpatrick (appointed June 9, 2015)

annually or at the call of the chair

ENTRE-CORP

Councillor Eric Solberg
Alternate – Mayor Ernie Reimer

4th Wednesday @ 1:00 p.m.

MEDICINE HAT AND DISTRICT CHAMBER OF COMMERCE

Councillor Larry Leipert
Alternate – Councillor Eric Solberg

2nd Tuesday at 8 a.m.

PALLISER ECONOMIC PARTNERSHIP

Councillor Eric Solberg

at the call of the Chair

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD

Councillor Eric Solberg
Alternate – Mayor Ernie Reimer

1st Monday @7:00 p.m.

REDCLIFF ACTION SOCIETY FOR YOUTH

Councillor Cathy Crozier
Alternate – Councillor Cheré Brown

1st Tuesday of each month @ 6:30 p.m.

REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY

Councillor Dwight Kilpatrick
Councillor Cathy Crozier
Alternate – Councillor Jim Steinke

Annually as established by the board

REDCLIFF DAYS COMMITTEE

Councillor Eric Solberg
Alternate – Councillor Jim Steinke

RIVERVIEW GOLF CLUB

Councillor Larry Leipert
Alternate – Councillor Cathy Crozier

2nd Thursday @ 7 p.m.

REDCLIFF FAMILY & COMMUNITY SUPPORT SERVICES BOARD (FCSS)

Councillor Cheré Brown
Alternate - Councillor Cathy Crozier

2nd Tuesday @ 4:30p.m.

REDCLIFF MUSEUM AND HISTORICAL SOCIETY

Councillor Dwight Kilpatrick
Alternate – Mayor Ernie Reimer

2nd Thursday @ 7:00 p.m.

REDCLIFF PUBLIC LIBRARY

Councillor Jim Steinke

Last Tuesday @ 7:30 p.m.

SCHOOL/TOWN JOINT USE COMMITTEE

Councillor Cheré Brown

As required

SENIOR CITIZENS BOARD

Councillor Cheré Brown
Alternate: Jim Steinke

1st Thursday @ 2:00 p.m.

SHORTGRASS LIBRARY SYSTEM

Councillor Dwight Kilpatrick
Alternate – Councillor Jim Steinke

3rd Wednesday @ 1:00 p.m.

SOUTHEAST ALBERTA WATERSHED ALLIANCE

Mayor Ernie Reimer
Alternate - Dwight Kilpatrick

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

As required

Councillor Dwight Kilpatrick
Councillor Cathy Crozier
Alternate – Councillor Cheré Brown

WATER TREATMENT PLANT UPGRADE BUILDING COMMITTEE

at the call of the Chair

Councillor Cathy Crozier
Councillor Dwight Kilpatrick
Councillor Larry Leipert

REDCLIFF PHYSICIAN RECRUITMENT & RETENTION COMMITTEE

Mayor Ernie Reimer
Councillor Cheré Brown

**COMMITTEE AND BOARD MEMBERS
REDCLIFF TOWN COUNCIL**

MAYOR ERNIE REIMER

Ex-Officio - Municipal Government Act Section 154 (2) The Chief Elected Official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.

Entre-Corp - (Alternate)
Economic Development Alliance of Southeast Alberta – (Alternate)
Emergency Advisory Committee
Redcliff and District Recreation Services Board – (Alternate)
Redcliff Museum & Historical Society (Alternate)
Southeast Alberta Watershed Alliance

COUNCILLOR CHERÉ BROWN

Assessment Review Board
Canadian Badlands
Community Advisory Committee (RCMP)
Cypress View Foundation
Family and Community Support Services Board (FCSS)
School/Town Joint Use Committee
Senior Citizens Board
Subdivision and Development Appeal Board (Alternate)
Redcliff Action Society for Youth (Alternate)

COUNCILLOR CATHY CROZIER

Assessment Review Board
Community Advisory Committee (RCMP) (Alternate)
Emergency Advisory Committee
Family and Community Support Services Board (FCSS) (Alternate)
Redcliff Action Society for Youth
Redcliff/Cypress Regional Waste Management Authority
Riverview Golf Club Representative (Alternate)
Subdivision and Development Appeal Board
Water Treatment Plant Upgrade Building Committee

COUNCILLOR DWIGHT KILPATRICK

Assessment Review Board
Emergency Advisory Committee
Redcliff Museum & Historical Society
Redcliff/Cypress Regional Waste Management Authority
Shortgrass Library System
Subdivision and Development Appeal Board
Water Treatment Plant Upgrade Building Committee

COUNCILLOR LARRY LEIPERT

Medicine Hat and District Chamber of Commerce
Riverview Golf Club
Water Treatment Plant Upgrade Building Committee
Economic Development Alliance of South East Alberta (Alternate)

COUNCILLOR ERIC SOLBERG

Canadian Badlands (Alternate)
Entre Corp
Medicine Hat and District Chamber of Commerce (Alternate)
Palliser Economic Partnership
Redcliff and District Recreation Services Board
Redcliff Days Committee

COUNCILLOR JIM STEINKE

Canada Day Committee
Cypress View Foundation
Economic Development Alliance of SE Alberta
Redcliff Cypress Regional Waste Management Authority (Alternate)
Redcliff Days Committee (Alternate)
Redcliff Public Library
Shortgrass Library System (Alternate)
Redcliff Senior Citizens (Alternate)

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, OCTOBER 26, 2015 7:00 P.M.**

PRESENT:	Mayor Councillors	E. Reimer C. Brown, L. Leipert, J. Steinke, C. Crozier, D. Kilpatrick
	Manager of Legislative & Land Services	S. Simon
	Director of Finance & Administration	J. Tu (left at 7:49 p.m.)
	Manager of Engineering	K. Minhas (left at 7:49 p.m.)
	Director of Community & Protective Services	K. Dalton (left at 7:49 p.m.)
	Public Services Director	J. Garland (left at 7:49 p.m.)
	Executive Assistant	B. Andres
ABSENT:	Municipal Manager Councillor	A. Crofts E. Solberg

1. GENERAL

Call to Order

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

2015-0491 Adoption of Agenda

B) Councillor Leipert moved the agenda be adopted as amended. - Carried.

2015-0492 Accounts Payable

C) Councillor Crozier moved the following 101 general vouchers in the amount of \$530,510.63 be received for information. - Carried.

ACCOUNTS PAYABLE

COUNCIL MEETING OCTOBER 26, 2015

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
78410	ACTION PARTS	MASTER CYLINDER, SPARK PLUGS, IGNITION	\$588.12
78411	AMEC EARTH & ENVIRONMENTAL	RIVER VALLEY FLOOD PROTECTION	\$14,727.01
78412	ATRON REFRIGERATION & A/C	PUMP REPAIRS & SUPPLIES	\$1,160.26
78413	BADGER DAYLIGHTING INC.	3 ST NE LANEWAY HYDROVAC	\$656.25
78414	BLUE IMP (1594981 ALBERTA LTD)	BENCH & GARBAGE CAN	\$1,097.15
78415	BOSS LUBRICANTS	OILS, FLUIDS, GREASE	\$2,410.49
78416	BRANDT TRACTOR LTD.	FILTERS & HARDWARE	\$1,389.32
78417	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
78418	CITY OF MEDICINE HAT	CITY UTILITIES	\$10,879.60
78419	CLEARTECH INDUSTRIES INC.	CHLORINE CYLINDERS & DEPOSIT	\$3,606.62

78420	CORIX WATER PRODUCTS LIMITED	METERS & RADIO READS	\$5,180.55
78421	CORVUS BUSINESS ADVISORS	OFFSITE LEVY BYLAW PREP	\$6,300.00
78422	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
78423	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC	\$160.53
78424	FINNING (CANADA)	OIL, FILTERS	\$1,102.72
78425	FOX ENERGY SYSTEMS INC.	FIRST AID TRAINING	\$609.00
78426	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,832.50
78427	REDCLIFF HOME HARDWARE	PVC & BRASS FITTINGS, GARBAGE BAGS	\$75.30
78428	IMAGINIT TECHNOLOGIES	AUTOCAD MAPS	\$2,421.69
78429	KIRK'S MIDWAY TIRE	RECAP TIRES	\$1,344.00
78430	KOST FIRE EQUIPMENT LTD	KITCHEN HOOD SYSTEM SERVICE, MAINTENANCE	\$419.69
78431	LMT ENTERPRISES LTD.	RIVER VALLEY FLOOD PROTECTION	\$83,876.73
78432	MEDICINE HAT SPCA	DOG ADMISSION	\$250.00
78433	MEDICINE HAT COLLEGE	LITERACY SUMMER SESSION	\$252.00
78434	NAPA PARTS & PIECES MEDICINE HAT	FILTERS, BRAKE PARTS	\$1,164.70
78435	DARREN OERLEMANS	REIMBURSEMENT	\$100.00
78436	PAYSTATION INC.	SIGNATURE UPDATE	\$417.90
78437	SUNCOR ENERGY PRODUCTS	LANDFILL FUEL	\$1,793.94
78438	PITNEY WORKS	FOLDER/STUFFER MAINTENANCE CONTRACT	\$159.08
78439	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$18,710.45
78440	RECEIVER GENERAL	STAT DEDUCTIONS	\$27,987.54
78441	SCHEFFER ANDREW LTD.	PLANNING SERVICES	\$3,441.38
78443	COLIN SENFT	TRAVEL ADVANCE	\$150.00
78444	SUPERIOR TRUCK EQUIPMENT	SWITCHES, TIMERS, KNOBS	\$1,298.62
78445	TELUS COMMUNICATION INC.	TELEPHONE SERVICE	\$1,627.81
78446	TELUS MOBILITY	CELL PHONE SERVICE	\$206.19
78447	GREYLINE INSTRUMENTS INC.	SENSOR CABLE EXTENSION	\$288.75
78448	REDCLIFF VICTIM SERVICES ASSOC.	FACILITY & KEY DEPOSIT REFUND	\$225.00
78449	ROSE, SONYA MARIE	KEY DEPOSIT REFUND	\$125.00
78450	BOUNCE OF FUN	REDCLIFF DAYS ENTERTAINMENT	\$2,415.00
78451	GARTLY, MURRAY	REFUND INACTIVE UTILITY	\$27.50
78452	GREENLIGHT HOLDINGS LTD.	REFUND INACTIVE UTILITY	\$148.94
78453	HEIDE, ABRAM	TAXES	\$2,133.77
78454	TOWN OF REDCLIFF	REGULAR PAYROLL	\$69,295.61
78455	REDCLIFF FIREMEN SOCIAL CLUB	SOCIAL CLUB DUES	\$270.00
78456	WOOD, DALE	FIREARMS SAFETY COURSE INSTRUCTION	\$1,710.00
78457	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$29.41
78458	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
78459	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,267.35
78460	TRAVIS CAMPBELL	REIMBURSE TOOL & INSPECTION CERTIFICATE	\$246.31
78461	CHERE BROWN	AUMA TRAVEL	\$1,588.90
78462	FELIPE BAJA	REIMBURSE MEMBERSHIP & TRAVEL	\$264.55
78463	AMSC INSURANCE SERVICES LTD.	EMPLOYEE BENEFITS	\$15,724.86

78464	AG-PLUS MECHANICAL	JOYSTICK HANDLE & SOFTWARE INSTALL	\$1,190.49
78465	ACTION PARTS	BELTS, BATTERY, BRAKE PARTS	\$408.73
78466	A & B STEEL LTD	SAFETY VEST & HOOKS	\$35.07
78467	CITY OF MEDICINE HAT	CITY UTILITIES	\$11,902.60
78468	CLEARTECH INDUSTRIES INC.	TREATMENT CHEMICALS	\$19,918.87
78469	COCOA BEAN CAFE	SEPTEMBER MEALS ON WHEELS	\$916.65
78470	C.U.P.E.	UNION DUES	\$2,064.22
78471	CYPRESS GROUP	PHOTOCOPIER MAINTENANCE	\$4,923.43
78472	DUNLOP STERLING WESTERN STAR	TEMPERATURE GAUGE	\$93.24
78473	FORM-TECH MACHINING	MANUFACTURE BUSHING	\$105.00
78474	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$98.88
78475	FOUNTAIN TIRE	TIRE REPAIR	\$61.23
78476	GOVERNMENT OF ALBERTA	ALBERTA GAZETTE AUCTION NOTICE	\$21.00
78477	H2O HAULING LTD.	HAUL WATER TO LANDFILL	\$105.00
78478	REDCLIFF HOME HARDWARE	COFFEE/CLEANING SUPPLIES	\$57.85
78479	ROGER HUBERDEAU	APWA TRAVEL	\$80.00
78480	HYDRODIG	CURB STOP REPAIR	\$483.00
78481	KAIZEN LAB INC.	WATER SAMPLE TEST	\$120.75
78482	KIRK'S MIDWAY TIRE	CHANGEOVER	\$120.75
78483	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICES	\$46.20
78484	SHAW CABLE	INTERNET SERVICE	\$261.19
78485	PARK ENTERPRISES LTD.	IN TOWN PERMITS	\$2,380.22
78486	SUNCOR ENERGY PRODUCTS	LANDFILL FUEL	\$2,583.43
78487	REDCLIFF ACTION SOCIETY	COORDINATOR POSITION	\$3,000.00
78488	REDCLIFF PUBLIC LIBRARY	ALLOTMENT FUNDING	\$53,887.58
78489	ERNIE REIMER	AUMA TRAVEL	\$1,205.67
78490	ROSENAU TRANSPORT LTD	PARTS FREIGHT	\$3,108.02
78491	SANATEC ENVIRONMENTAL	PUMP LANDFILL SEPTIC TANK	\$141.75
78492	SECURTEK - A SASKTEL COMPANY	FIRE HALL ALARM SYSTEM	\$65.99
78493	SHORTGRASS LIBRARY SYSTEM	MEMBERSHIP LEVY	\$27,381.00
78494	JAMES STEINKE	AUMA TRAVEL	\$1,705.22
78495	TELUS COMMUNICATION INC.	TELEPHONE SERVICE	\$38.03
78496	TELUS MOBILITY	CELL PHONE SERVICE	\$106.83
78497	MBSI CANADA	HOSTED BACKUP	\$1,071.00
78498	UNITED FARMERS OF ALBERTA CO-OP	TAXES	\$1,290.68
78499	SCHULZE, MIKE	LAND SALE DEPOSIT	\$13,666.40
78500	565524 ALBERTA LTD	TAXES	\$75.16
78501	402246 ALBERTA LTD	TAXES	\$526.55
78502	EMERY, LORI	REFUND INACTIVE UTILITY	\$167.57
78503	STICKNEY, ALLAN	REFUND INACTIVE UTILITY	\$56.95
78504	TOWN OF REDCLIFF - LANDFILL	LANDFILL TONNAGE CHARGES	\$7,272.09
78505	TRANSIT PAVING INC	VARIOUS CONCRETE/ASPHALT REPAIRS	\$15,392.48
78506	SCOTT VANCLIEAF	W&W OP COURSE TRAVEL	\$120.00

78507	WESTERN CANADA WELDING PRODUCT	OXYGEN & ACETYLENE	\$240.29
78508	WILLIE'S 24 HOUR TOWING LTD.	TOWING SERVICES	\$315.00
78509	WOLSELEY MECHANICAL GROUP	MAIN REPLACEMENT	\$15,460.64
78510	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$338.50
78511	ZIRCO (1989) LTD	LANDFILL PUMPING SYSTEM	\$40,077.50
101 CHEQUES TOTAL:			\$530,510.63

2015-0493 Bank Summary to July 31, 2015

D) Councillor Kilpatrick moved the Bank Summary to July 31, 2015 be received for information. - Carried.

2. DELEGATION

2015-0494 Catherine Richardson
Redcliff Public Library 2016
Budget

A) Catherine Richardson was in attendance to present the Redcliff Public Library 2016 Budget.

Councillor Steinke moved the Redcliff Public Library 2016 Budget, presented by Catherine Richardson, be received for information. Further, that the Redcliff Public Library 2016 Budget information be referred to the 2016 Budget discussions. - Carried.

3. MINUTES

2015-0495 Council meeting held October 13, 2015

A) Councillor Leipert moved the minutes of the Council meeting held October 13, 2015, be adopted as presented. - Carried.

2015-0496 Municipal Planning
Commission meeting held
October 21, 2015

B) Councillor Kilpatrick moved the minutes of the Municipal Planning Commission meeting held October 21, 2015, be received for information. - Carried.

2015-0497 Mayors & Reeves meeting
held October 2, 2015

C) Councillor Crozier moved the minutes of the Mayors & Reeves meeting held October 2, 2015, be received for information. - Carried.

4. BYLAWS

2015-0498 Bylaw 1810/2015, Dog Control
Bylaw

A) Councillor Crozier moved Bylaw 1810/2015, Dog Control Bylaw, be given third reading as amended. - Carried.

5. REQUESTS FOR DECISION

2015-0499 Encroachment Permit
Application Re: Lots 38-40,
Block 123, Plan 1117V
(203 - 5 Street NW)

A) Councillor Leipert moved that the Municipal Manager be authorized to sign an encroachment agreement with Sunshine Greenhouses Ltd. of 203 - 5th Street NW (Lots 38-40, Block 123, Plan 1117V). - Carried.

- | | | |
|-----------|--|---|
| 2015-0500 | Encroachment Permit
Application Re: Lot 10, Block A, Plan 1310077
(601 2 nd Avenue NW) | B) Councillor Leipert moved that the Municipal Manager be authorized to sign an encroachment agreement with Sunshine Greenhouses Ltd. of 601 - 2 nd Avenue NW (Lot 10, Block A, Plan 1310077). - Carried. |
| 2015-0501 | Encroachment Permit
Application Re: Lots 28-40, Block 98, Plan 1117V
(101 - 5 th Street NW) | C) Councillor Kilpatrick moved that the Municipal Manager be authorized to sign an encroachment agreement with 963358 Alberta Ltd. of 101 - 5 Street NW (Lots 28-40, Block 98, Plan 1117V). - Carried. |
| 2015-0502 | Encroachment Permit
Application Re: Lot 42, Block 97, Plan 1412259
(112 - 7 th Street NW) | D) Councillor Brown moved to not enter into an encroachment agreement with 963358 Alberta Ltd. of 112 - 7 Street NW (Lot 42, Block 97, Plan 1412259). - Carried. |
| 2015-0503 | Redcliff Action Society for Youth Re: Letter of Support | E) Councillor Crozier moved that the Town of Redcliff support the Redcliff Action Society for Youth's supper program grant application, to the Community Foundation of Southeastern Alberta. - Carried. |

6. CORRESPONDENCE

- | | | |
|-----------|---|---|
| 2015-0504 | Royal Canadian Legion No. 6
Re: Remembrance Day Services | A) Councillor Leipert moved correspondence from Royal Canadian Legion No. 6 dated October 15, 2015 regarding Remembrance Day Services, be received for information. - Carried. |
| 2015-0505 | Alberta Order of Excellence
Re: New Chair and Council Member | B) Councillor Kilpatrick moved correspondence from Alberta Order of Excellence dated October 1, 2015 regarding New Chair and Council Member, be received for information. - Carried. |

7. OTHER

- | | | |
|-----------|---|---|
| 2015-0506 | Memo - Community Infrastructure Project Priority List | A) Councillor Steinke moved the Memo dated October 26, 2015 regarding the MLA Request for Community Infrastructure Priority Projects List, be received for information. Further, that Administration forward to MLA, Drew Barnes, the requested Community Infrastructure Priority Projects List inclusive of budgetary numbers. - Carried. |
| 2015-0507 | Council Important Meetings & Events October 26, 2015 | B) Councillor Steinke moved the Council Important Meetings & Events October 26, 2015, be received for information. - Carried. |

8. RECESS

Mayor Reimer called for a recess at 7:49 p.m.

Director of Finance & Administration, Director of Community & Protective Services, Manager of Engineering, and the Director of Public Services left the meeting at 7:49 p.m.

Mayor Reimer reconvened the meeting at 7:59 p.m.

9. IN CAMERA

2015-0508

Councillor Crozier moved to meet In Camera at 7:59 p.m.
- Carried.

2015-0509

Councillor Steinke moved to return to regular session at 8:33 p.m. - Carried.

2015-0510

Councillor Crozier moved to deny the request from Dirk Vis, Sunshine Greenhouses Ltd. to purchase portion of laneway adjacent to Lots 38-40, Block 123, Plan 1117V (203 - 5 Street NW). - Carried.

2015-0511

Councillor Brown moved to offer to purchase Lot 18, Block 10, Plan 0913590 (939 Maskel Place SE) back from Geib Construction in the amount of \$69,166.30 (Lot price \$79,990.00 less accumulated fees for non-compliance of agreement terms in the amount of \$10,323.70, less \$500.00 administrative fee). Alternatively, Geib Construction may pursue/commence construction of said Lot continuing to accumulate fees for non-compliance of the terms of the agreement and impose any other applicable terms of the agreement. Failure by Geib Construction to commence construction by June 30, 2016, Administration is hereby authorized to further implement the terms of the contract for non-compliance. - Carried.

10. ADJOURNMENT

2015-0512 Adjournment

Councillor Crozier moved to adjourn the meeting at 8:37 p.m.
- Carried.

Mayor

Manager of Legislative and Land Services

REDCLIFF AND DISTRICT RECREATION SERVICES BOARD
Town Council Chambers Town Office
November 2nd, 2015 at 7:00 pm

PRESENT:

Chairman	Christina McNeil
Community Services	Kim Dalton
Council Representative	Eric Solberg
Members at Large	Karen Worrell

ABSENT WITH REGRETS:

Chuck Henson
Jeff Wilson

1. GENERAL

Call to Order: **A)** Meeting called to order at 7:13 pm.

Adoption of the Agenda **B)** E. Solberg moved adoption of the agenda as presented. – Carried.

2. MINUTES

Board meeting held Oct 5th, 2015 **A)** K. Worrell moved that the minutes of the Redcliff and District Recreation Services Board meeting held October 5th, 2015 be adopted as presented. – Carried.

3. DELEGATION – None

4. OLD BUSINESS

Off Leash Area “Bylaw 1810” **A)** Received as information

Parks and Recreation Master Plan **B)** Received as information

5. NEW BUSINESS

Arena Building Fund Advertisement Program **A)** K. Worrell moved that the Redcliff and District Recreation Services Board support the initiative of corporate advertising in recreation facilities to assist the Town and its recreation partners with building improvements and sustainability.

Alberta Recycling Grant **B)** Received as information

5. CORRESPONDENCE - None

6. UPCOMING MEETING / CONFERENCE / WORKSHOPS

Adjournment **8. ADJOURNMENT**
K. Worrell moved to adjourn the meeting at 8:00 pm.

**MINUTES OF THE MEETING OF THE SUBDIVISION
AND DEVELOPMENT APPEAL BOARD
THURSDAY, OCTOBER 15, 2015 at 7:00 p.m.**

PRESENT: Members: V. Lutz, B. Hawrelak, B. Christian, C. Crozier, D. Kilpatrick

Development Officer	B. Stehr
Planning Consultant	G. Smith
Recording Secretary	S. Simon

Appellant(s)	Appeal No. 1 Chad Steinkey
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Appeal No. 2 Rob Craats - Encore Developments Ltd.
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ABSENT: G. Shipley

1. CALL TO ORDER

Recording Secretary called the appeal hearing to order at 7:00 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

2. ELECTION OF CHAIRMAN

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

3. APPEAL NO. 1
Appeal of Development Application 15-DP-069
Lot 3 & 4, Block 49, Plan 1117V (119 - 6 Street SE)
Accessory Building - detached garage

Chairman Crozier asked the appellant if he had any objection to any board members hearing the appeal. Chad Steinkey advised he had no objection to any member of the Subdivision and Development Appeal Board.

a) Presentation of Appellant

C. Steinkey began by stating that he does not completely object to the construction of the garage, but he has concerns that there is no retaining wall between the two lots. He indicated there are drainage concerns between his property and the one next door, and the addition of the garage and run off will add to the problem. He advised he spoke to local contractors about building a retaining wall and controlling the run off. The contractor's concern was that anything 3-4 feet from the wall makes it a safety concern for their employees because they have to excavate the land up to three feet to properly put in the forms, and push the dirt away and keep their crew safe. With that pad being within three to four feet from the property line, he is concerned with putting in the retaining wall in case something happens. Mr. Steinkey wants to make sure the development is constructed in the correct place. If the property line ends up being further into their yard, he does not expect them to tear up the pad that is already there.

He would be happy to work with them. His biggest concern is the water run-off. He has water damage in his basement from spring run-off and heavy rainfall. Mr. Steinkey has controlled it with sump pumps in the basement but if they do build the garage, he is very concerned that it will just add to more water problems in his house and on his property. The other safety concern is that because of the water run-off in the yard, the fence is starting to be pushed out and the boards are breaking and the nails are sticking out. The kids are starting to scrape their legs on the nails if he doesn't bend them over in time. Mr. Steinkey would like to have a few things worked out before the application is approved and the garage built.

b) Presentation of Development Officer (Report Attached)

The Development Officer referred to his report. The Development Officer accepted the application from Henry Leibel for the construction of a detached garage. The application as proposed meets the criteria of the Land Use Bylaw and was approved subject to the two week appeal period. Mr. Steinkey, adjacent landowner, subsequently appealed the decision.

B. Hawrelak questioned whether the position of the pad meets all the setback requirements? The Development Officer advised yes as per the supplied site plan.

B. Christian asked if there is a Real Property Report for this property to show the actual property lines. The Development Officer advised no but V. Leibel, owner of the subject property, stated she had a Real Property Report.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) Presentation of Planning Consultant (Report Attached)

The Planning Consultant provided the following comments:

- The subject property of this appeal is consistent with the Residential policies of the Municipal Development Plan.
- The Subject property of this appeal is located in the R-1 Single Family Residential District. The Residential use meets the provisions of Section 101-Single Family Residential District in the Land Use Bylaw.
- The proposed accessory building meets the requirements of Section 40 Accessory Buildings.
- An accessory building or garage use would be consistent with the Residential Designation within the Municipal Development Plan.
- In respect of the Land Use Bylaw the proposed addition is in scale and forms with the existing residential development in the area and meets the requirements of Section 40 Accessory Buildings of the Land Use Bylaw.
- The existing grade appears to have been established many years previous to the development permit application for the accessory building/garage as evidenced by the well weathered fence.
- The appellant would need to show that the existing situation would be further negatively impacted by the construction of the new accessory building.

- This appears to be a civil matter between the applicant and appellant. Should they not come to an acceptable agreement they may wish to seek a remedy through the courts as a civil case.

In respect of the approval of this application, the proposed accessory building is a discretionary use - Development Officer, as submitted and meets the requirements of the Land Use Bylaw 1698/2011 including those pertaining to maximum building size, coverage and yard setbacks.

The Planning Consultant recommended that the Board uphold the Development Officer's decision.

B. Hawrelak asked how the Planning Consultant felt about Section 49(1) Drainage.

G. Smith advised that this Section is generally used when new construction is put into place. The lot itself hasn't had a previous structure on the property and given that the development authority hasn't requested for accessory buildings to provide grading plans etc.; this does not apply in this case. The drainage on the property has been well established for quite a number of years and if it was going to be an issue or has been an issue then the two property owners should have been working on it.

e) Presentation of anyone served notice of hearing
No one was in attendance.

f) Presentation of anyone claiming to be affected

Vicky Leibel stated her name and address being 801 - 3rd Street SE, Redcliff. She presented the Real Property Report and in response to Mr. Steinkey's concerns about the garage being built adjacent to his property she advised that they obtained the Real Property Report and it confirms that the pad is within the proper setbacks for the Town of Redcliff. In checking with the Town Office there was a permit taken out for the pad and in further checking with Park Enterprises about the thickness of the perimeter, she confirmed that because of the size of the pad there are no restrictions or code concerns.

With respect to Mr. Steinkey's concerns about the fence being pushed over about a foot, they checked the area where it was bent over the worst and they found only a couple of inches of dirt. The rest was deadfall, leaves, garbage etc. The fence doesn't look any better on the other two sides of the yard. The fence is old and rotten and should have been replaced years ago. She indicated it is Mr. Steinkey's fence and it is up to him to replace it. They feel that Mr. Steinkey wants the retaining wall and the elevation of their lot was established long before Mr. Steinkey's house was built. The addition was put onto the existing rear of their house in 1959 and the first record of Mr. Steinkey's property was 1962. The builder of Mr. Steinkey's home should have put up a retaining wall back then. There have been different owners over the years that should have looked at proper drainage for this lot as well. The concrete pad is still in excellent condition and has not moved over the years.

g) Rebuttal of Appellant/Applicant

C. Steinkey advised that he has tried to replace the fence and develop the yard. He has tried to talk to the neighbours but has had three "midnight" movers leave the property, which makes it difficult to coordinate any resolution. He questioned, how does he build a

fence with different elevations all around. Mr. Steinkey has no problem building a new fence but if the drainage is still an issue there is no point because the fence will be wasted.

He has contacted contractors to discuss a new fence and they have stated that if he builds a fence with no concrete retaining wall for drainage control, eventually the water will rot out the fence and push it over.

h) Other

Nothing further was discussed.

i) Recess

B. Hawrelak moved to meet in camera at 7:28 p.m. – Carried.

The Appellant, Development Officer, and Planning Consultant left the meeting at 7:28 p.m.

j) Decision

D. Kilpatrick moved that the appeal against the decision of the Development Officer to issue a permit for Development Permit Application 15-DP-069, Lots 3 & 4, Block 49, Plan 1117V (119 - 6th Street SE) for an accessory building, be denied and the decision of the Development Officer be confirmed.

Reasons for Decision

The Board advised the reasons for their decision are as follows:

1. The proposed development does not negatively affect the amenities of the neighbourhood;
2. The proposed development is a permitted use under the Land Use Bylaw;
3. The proposed development complies with the Land Use Bylaw with regard to size and setbacks.

- Carried.

The Appellant, Development Officer, and Planning Consultant returned to the meeting at 7:49 p.m.

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

4. APPEAL NO. 2**Appeal of Development Application 15-DP-072****Lot 1, 2 & 35-39, Block 84, Plan 755AD (317 Broadway Avenue E)****Addition for existing building**

Chairman Crozier asked the appellant if he had any objection to any board members hearing the appeal. R. Craats advised he had no objection to any member of the Subdivision and Development Appeal Board.

B. Hawrelak recused himself from hearing Appeal No. 2 due to a conflict of interest and left the meeting at 7:55 p.m. As a result, D. Kilpatrick stepped down from the meeting to satisfy quorum requirements of having more Citizens at large than Council members.

a) Presentation of Appellant

R. Craats referred to the information laid out in the original application. His company is attempting to take the area currently occupied by a shipping container and replace it with a building with no heating, just electricity for lighting. The shipping container was originally intended to be temporary. There is currently six feet between the shipping container and the store wall and this is difficult for storage use as the storage is exposed to the outside elements and the public. There is also a temporary structure that covers part of the concrete to the West of the lot. This is a display area currently used for storage of Christmas decorations and seasonal products. Mr. Craats would like to remove that structure and cover the area with a "greenhouse" style structure. It will look nicer and the project would not really increase the size of the structure, just enclose the entire area. He reiterated that the structure would have electricity but no heat.

b) Presentation of Development Officer (Report Attached)

The Development Officer referenced his report and the concerns regarding the use in this matter. He noted he had a discussion with the Planning Consultant regarding the required parking provision for the additional space.

The Development Officer reiterated the reasons for the denial of the application being that the proposed development does not meet the parking requirements established in Section 68 of the Town of Redcliff's Land Use Bylaw.

C. Crozier asked if the current shipping container and additional six feet of space conform to the Land Use Bylaw? The Development Officer advised, No.

c) Presentation of Municipal Planning Commission (MPC)

No one was in attendance.

d) Presentation of Planning Consultant (Report Attached)

The Planning Consultant referred to his report. In respect of the refusal, when a building is enlarged, altered, or a change in the use occurs, provision shall be made for the additional parking spaces required under the parking provisions of the Land Use bylaw 1698/2011 to ensure adequate parking is available for their customers.

The subject property of this appeal is located in the C-2 Downtown Commercial District. The commercial use meets the provisions of Section 89-Downtown Commercial District except with regards to the provision of adequate on-site parking.

The appellant is proposing to eliminate movable storage in the form of a Sea Can and a temporary greenhouse tent structure with two permanent additions having an area of 1920 sq ft or 178.37 m². The proposed permanent additions of 178.37 m² to the existing building requires additional parking to be provided at the rate of 1 per 30m² for a total of 6 additional parking spaces. The planning rationale for the additional parking spaces is to provide adequate on-site parking for their customers reflecting the expansion of retail floor area at the ratio as outlined in the LUB Section 68 Parking and Loading Spaces.

Section 68(4)(a) of the LUB provides that where the applicant cannot meet the on-site parking requirements in lieu of providing off-street parking, an owner of land, subject to the approval of Council, pay to the municipality such amount of money on such terms as the Council considers reasonable in return for the equivalent public parking space to be provided by the municipality.

Section 68(4)(b) of the LUB further provides that should the Development Authority deem it advisable, it may accept payment in lieu for a deficiency in on-site parking spaces, up to a maximum of 50% of the required number.

In respect of the Municipal Development Plan, the proposed additions would be consistent with the Downtown Commercial policies within the Municipal Development Plan. The proposed addition of 1920 ft² (178.37 m²) to the existing building requires the provision of an additional 6 on-site parking spaces.

The site does not provide adequate area to provide any additional parking for the proposed additions.

In summation, it is a matter that you have an informal area of the property being used for retail warehouse properties, now being more formalized. Because it is being formalized with permanent structures, the Land Use Bylaw comes into effect with regards to parking. Further, the proposed development was considered as an addition and not as a greenhouse. The usage of greenhouse was incorrect.

The Planning Consultant recommendation is that the Board uphold the Development Officer's decision and not approve the Development Permit for the proposed extension to the existing store due to the inability to provide the additional on-site parking spaces. However, in the event that the SDAB does approve the Development Permit, the SDAB the following potential conditions were recommended:

1. The proposed additions to the existing building be the same size, height, design, materials and location as provided by the applicant for the Development Permit as submitted 15-DP-072.
2. Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.

e) Presentation of anyone served notice of hearing
No one in attendance

f) Presentation of anyone claiming to be affected

John Piea, the owner of the building adjacent to the appellant, advised that he supports this application and he doesn't believe that the proposed development will affect the parking. There is no net difference between what is there now and what is proposed with respect to parking.

g) Rebuttal of Appellant/Applicant

The Appellant confirmed that nothing is changing. The parking as it is now is not enough when the store is busy. He further commented that his store is a major draw for the Redcliff area and a "hub" for people to come. That will not change and he wants to make the development better.

The project is a rigid storage area and the construction will be done properly with a professional Plastic Display Manufacturer, and will improve the street appeal and the appeal of the selling area.

h) Other

Nothing further was discussed.

i) Recess

V. Lutz moved to meet in camera at 8:15 p.m. – Carried.

The Appellant, Development Officer, and Planning Consultant left the meeting at 8:15 p.m.

j) Decision

B. Christian moved that the appeal against the decision of the Development Officer to refuse to issue a permit for Development Permit Application 15-DP-072, Lot 1, 2, 35-39, Block 84, Plan 755AD (317 Broadway Avenue E) for an addition to existing building, be upheld and the decision of the Development Officer be revoked.

Further that Development Permit Application 15-DP-072, Lot 1, 2, 35-39, Block 84, Plan 755AD (317 Broadway Avenue E) for an addition to existing building, be approved as presented with the following conditions:

1. The proposed additions to the existing building be the same size, height, design, materials and location as provided by the applicant for the Development Permit as submitted 15-DP-072.
2. Relocation of affected utility services to the satisfaction of all utility departments. Relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.
3. No additional on-site parking is required.

- Carried.

Reasons for Decision

The Board advised the reasons for their decision are as follows:

1. There is adequate on street parking;
2. Two non-conforming structures will be removed;
3. The development will improve the aesthetics of the site;
4. The Board feels the usage of the term "greenhouse" is incorrect and should be considered "an addition to an existing building".

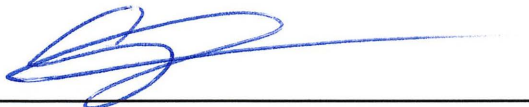
V. Lutz moved to return to regular session at 8:30 p.m. - Carried.

The Appellant, Development Officer, and Planning Consultant returned to the meeting at 8:30 p.m.

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

5. ADJOURNMENT

V. Lutz moved the meeting be adjourned at 8:33 p.m.



C. Crozier, Chairman



S. Simon, Recording Secretary

**TOWN OF REDCLIFF
BYLAW NO. 1811/2015**

A BYLAW OF THE TOWN OF REDCLIFF to establish the Subdivision and Development Appeal Board and prescribe its role and responsibilities.

This Bylaw shall be known as the “Town of Redcliff Subdivision and Development Appeal Board Bylaw”.

WHEREAS the *Municipal Government Act* states that Council may by Bylaw establish a **Subdivision and Development Appeal Board**;

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

INTERPRETATION

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meaning:
 - a) “Act” means the *Municipal Government Act*, as amended from time to time.
 - b) “Alternate” means a duly appointed member of the Subdivision and Development Appeal Board that is specifically named and titled as an alternate and such alternate shall assume all duties and rights of a full-time member should any full-time member be:
 - i) unable to attend a hearing of the Subdivision and Development Appeal Board; or
 - ii) declares he is abstaining from participation in a specific hearing to be held by the Subdivision and Development Appeal Board.
 - c) “Appellant” means the person who has served written notice of an appeal on the Subdivision and Development Appeal Board from a decision, order or development permit issued by the Redcliff Subdivision Approving Authority Or Development Authority.
 - d) “Community at large” means the persons residing within the corporate boundaries of the Town of Redcliff
 - e) “Council” means the Council of the Town of Redcliff.
 - f) “Development” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
 - g) “Development Application” means an application made to the Town in accordance with the Land Use Bylaw for the purpose of obtaining a Development Permit.
 - h) “Development ~~Officer~~Authority” means a person appointed to the office of development officer pursuant to the Land Use Bylaw, or the Municipal Planning Commission.

- i) “Development Permit” means a document authorizing a development proposal in accordance with the Land Use Bylaw.
- j) “Land Use Bylaw” means a Bylaw of the Town of Redcliff adopted by Town Council as a Land Use Bylaw and all amendments thereto, in accordance with the *Act*.
- k) “Member” means a member of the Subdivision and Development Appeal Board duly appointed by Town Council pursuant to this Bylaw.
- l) “Municipal Manager” means a person appointed by Town Council as Chief Administrative Officer in accordance with the *Municipal Government Act*.
- m) “Municipal Planning Commission”, “Planning Commission” or “Commission” means the Town of Redcliff Municipal Planning Commission established by Council pursuant to the *Act*.
- n) “Secretary” means the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Board.
- o) “Subdivision” means a subdivision application submitted to the Redcliff Subdivision Approving Authority that has had a decision made.
- p) “Subdivision and Development Appeal Board” means the Subdivision and Development Appeal Board established by Council pursuant to this Bylaw in accordance with the *Act*.

ESTABLISHMENT AND COMPOSITION

2. A Subdivision and Development Appeal Board is hereby established under the name of Redcliff Subdivision and Development Appeal Board, or the Subdivision and Development Appeal Board.

3. The Subdivision and Development Appeal Board shall be composed of a minimum of five (5) members and a maximum of seven (7) as well as two (2) alternates being:

Members

- a) two (2) Councillors as appointed by Redcliff Town Council;
- b) minimum of three (3) and a maximum of five (5) citizens at large as appointed by Redcliff Town Council.

Alternate Members

- a) one (1) Councillor appointed by Redcliff Town Council;
- b) one (1) Citizen at large as appointed by Redcliff Town Council.

4. Members appointed who are Councillors of the Town of Redcliff shall be appointed annually at the Organizational Meeting of Redcliff Town Council.

5. A citizen at large member or alternate shall be appointed for a term of up to three (3) years to expire on December 31 of the year which shall be established when they are appointed.
6. The Subdivision and Development Appeal Board may make its rules as are necessary for the conduct of its meetings and its business in accordance with the *Act* and this Bylaw.

TERMINATION OF APPOINTMENTS

7. Subject to Section 8(b) below, the rules of conduct relating to pecuniary interest contained in the *Municipal Government Act*, as amended from time to time, shall be deemed to apply mutatis mutandis to members of the Board.
8. Council may by resolution terminate the appointment of any member of the Board if:
 - a) the member is absent from three (3) consecutive meetings of the Board;
 - b) the member violates the rules of conduct referred to in Section 7 above;
 - c) the member uses information gained through his position as a member of the Board to gain a pecuniary benefit in respect of any matter in which he/she has a pecuniary interest, or;
 - d) the member otherwise conducts himself in a manner that Council considers to be improper.
9. A member of the Board's appointment shall automatically terminate if the member ceases to be a member of the Community at large.
10. The appointment of a member of the Board may at any time be revoked by resolution of Council.

APPOINTMENT OF CHAIRMAN

11. The members of the Subdivision and Development Appeal Board shall at each meeting elect by majority a member who shall act as the Chairman of the Subdivision and Development Appeal Board for that hearing.
12. The Chairman or such other person authorized by the Subdivision and Development Appeal Board, shall sign all notices of decisions and other documents on behalf of the Board relating to any jurisdiction or power of the Board.
13. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Subdivision and Development Appeal Board.

14. Every member shall vote on every matter placed before the Subdivision and Development Appeal Board:
 - a) unless in a specific case, the Chairman or member is excused by resolution of the Board from voting, or
 - b) unless disqualified from voting by reason of pecuniary interest.

APPOINTMENT AND DUTIES OF SECRETARY

15. The Secretary shall perform such functions as may be necessary to assist the Subdivision and Development Appeal Board to fulfill its duties under the Act and this Bylaw.
16. The Secretary shall maintain a written record with respect to:
 - a) the minutes of all meetings and public hearings;
 - b) all applications for appeals;
 - c) copies of all written representation to the Subdivision and Development Appeal Board;
 - d) a summary of any verbal evidence presented to the Subdivision and Development Appeal Board;
 - e) the names and addresses of those persons making representation to the Subdivision and Development Appeal Board;
 - f) the decisions together with the reasons of the Subdivision and Development Appeal Board;
 - g) copies of all notices of decisions and to whom they were sent.
17. The Secretary shall:
 - a) notify all members of the Subdivision and Development Appeal Board of the arrangements for holding each hearing and other meetings
 - b) make available for public inspection all relevant documents and materials respecting appeals and all appeal decisions.
 - c) notify the appellant and any other required parties of the decision of the Subdivision and Development Appeal Board. The Secretary is authorized to sign such correspondence.

DUTIES OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

18. The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to hear subdivision and development appeals in accordance with the Act, this Bylaw and the Land Use Bylaw.
19. The Subdivision and Development Appeal Board shall hold a public hearing within thirty (30) days of receipt of a notice of appeal duly filed in accordance with this Bylaw, the Land Use Bylaw, a subdivision application and the Act.
20. The Subdivision and Development Appeal Board shall make available for public inspection, before the commencement of the public hearing, all relevant documents and materials respecting the appeal.
21. The Secretary, shall give at least five (5) days notice in writing of the public hearing to:
 - a) In the case of a Development Appeal to:
 - i) the appellant,
 - ii) the development authority whose order, decision or development permit is the subject of the appeal, and
 - iii) those owners required to be notified under the land use bylaw and any other person that the subdivision and development appeal board considers to be affected by the appeal and should be notified.
 - iv) Such other person as the Subdivision and Development Appeal Board specifies.
 - b) In the case of a Subdivision Appeal to:
 - i) the applicant for the subdivision approval,
 - ii) the subdivision authority that made the decision,
 - iii) If land that is the subject of the application is adjacent to the boundaries of another municipality, that municipality,
 - iv) any school board to whom the application was referred, and
 - v) every Government department that was given a copy of the application pursuant to the subdivision and development regulations.
 - vi) Owners of land that is adjacent to land that is the subject of the application to the Satisfaction of the Subdivision and Development Appeal Board and in conforming with the Act.

- c) In the case of a Review of a Stop Order to:
 - i) Owner or occupant to whom the order was issued
 - ii) Other persons who the Municipal Manager, or his designate, considers to be affected.
22. At the Public Hearing, the Subdivision and Development Appeal Board shall hear:
- a) the appellant or any person acting on his behalf;
 - b) the Development Officer or a representative of the Municipal Planning Commission from whose order, decision or development the appeal is made;
 - c) a representative(s) of the Redcliff Subdivision Approving Authority;
 - d) any other person who was served with notice of the hearing;
 - e) any other person or his agent who claims to be affected by the order, decision, or permit and that the Subdivision and Development Appeal Board agrees to hear.
 - f) the owner or occupant to whom a Stop Order was issued to.

RIGHT OF APPEAL

23. A person may appeal to the Subdivision and Development Appeal Board where:
- a) the Development Authority or Redcliff Subdivision Approving Authority as the case may be,
 - i) refuses or fails to issue a development permit or subdivision approval, or
 - ii) issues a development permit or subdivision approval subject to conditions, or
 - iii) issues an order under the Act.
 - b) no decision on the application for a development permit is made within forty (40) days of receipt of the completed application.
 - c) no decision on the application for a subdivision is made within
 - i) 21 days from the date of receipt of the completed application in the case of a completed application for a subdivision described in section 652(4) of the *Act* if no referrals were made pursuant to section 5(6) of the Subdivision and Development Regulation,
 - ii) 60 days from the date of receipt of any other completed application under section 4(1) of the Subdivision and Development Regulation, or

- iii) the time agreed to pursuant to section 681(1)(b) of the *Act*.
 - d) a stop order issued pursuant to Section 645 of the *Act*.
24. A person affected by an order, decision or development permit made or issued by the Development Authority or Redcliff Subdivision Approving Authority as the case may be, other than a person having a right of appeal under Section 23(a) of this Bylaw may appeal to the Subdivision and Development Appeal Board in accordance with the *Act* and this Bylaw.
25. An appeal to the Subdivision and Development Appeal Board shall be commenced by serving a written notice of the appeal on the Board within fourteen (14) days after:
- a) in the case of an appeal made by a person referred to in Section 23 the date on which:
 - i) the person is notified of the order, decision, the issuance of the development permit or subdivision approval, or
 - ii) if no decision is made with respect to the application for a development permit, the forty (40) day period and any extension of that period referred to in Section 23(b) of this Bylaw.
 - iii) if no decision is made with respect to the application for a subdivision, the time requirements listed in Section 23(c) of this Bylaw.
 - b) in the case of an appeal by a person referred to in Section 24 of this Bylaw, the date on which the notice of the issuance of the development permit was given in accordance with the Land use Bylaw.
26. The written notice of the appeal shall be made on the Subdivision and Development Appeal Form as prescribed by Council resolution from time to time and signed by the Appellant and accompanied by a fee as prescribed in the Town of Redcliff Rates Policy adopted by Council. The fee is to be paid at time of appeal.
27. The Appellant may serve the Subdivision and Development Appeal Form on the Board by either:
- a) registered or certified mail addressed to:

Municipal Manager
Town of Redcliff
1 - 3 Street N.E., Box 40
Redcliff, Alberta, T0J 2P0
 - or
 - b) delivering it in person to the Office of the Municipal Manager in the Town Hall to reach/deliver no later than the fourteenth (14th) day (including Saturdays,

Sundays and holidays) after the person is notified in accordance with the Land Use Bylaw, development permit issued by the Development Authority or Redcliff Subdivision Approving Authority as the case may be.

NOTICE OF PUBLIC HEARING

28. Upon receipt of notice of appeal duly filed pursuant to the provisions of this Bylaw, the Land Use Bylaw, and the Act, the Municipal Manager, or his designate shall:
- a) set a date, time, and place for a public hearing to be held within the time limit prescribed under the Act, and
 - b) ensure that the requirements of Section 21 of this Bylaw are fully complied with.

QUORUM

29. The members of the Subdivision and Development Appeal Board who are Town of Redcliff Councillors shall not form the majority of members at any hearing.
30. Subject to Section 29, the majority of the appointed full time members of the Subdivision and Development Appeal Board shall constitute a quorum at any meeting of the Board.
~~Should members of Council be unable to sit on the board to hear an appeal, quorum will be determined by the majority of the remaining full time members of the board.~~
31. Only the members present during the entire length of the discussion pertaining to a matter being considered at a public hearing or meeting of the Subdivision Development Appeal Board shall be allowed to vote on the appeal.

COMPLIANCE WITH STATUTORY PLANS AND LAND USE BYLAW

32. In determining an appeal, the Subdivision and Development Appeal Board:
- a) in regard to Subdivision Approval or Development Permits shall comply with any regional plan, statutory plan and subject to Clause (b), the Land Use Bylaw in effect;
 - b) in regard to a Development Permit may make an order, decision, issue or confirm the issuance of a Development Permit notwithstanding that the proposed development does not comply with the Land Use Bylaw, if in its opinion,
 - i) the proposed development would not unduly interfere with the amenities of the neighbourhood, or
 - ii) materially interfere with or affect the use, enjoyment or value of neighbouring properties,
 - iii) the proposed development conforms with the use prescribed for that land or building in the Land Use Bylaw; and.
 - c) in regard to a Subdivision Approval,

- i) must be consistent with the land use policies;
- ii) must have regard to but is not bound by the subdivision and development regulations;
- iii) may confirm, revoke or vary the approval or decision or any condition imposed by the subdivision authority or make or substitute an approval, decision or condition of its own;
- iv) may, in addition to the other powers it has, exercise the same power as a subdivision authority is permitted to exercise pursuant to the *Act*.

DECISIONS

- 33. The Subdivision and Development Appeal Board may confirm, revoke or vary the order, decision or development permit, subdivision or any condition attached to any of them or make or substitute an order, decision or permit of its own,
- 34. The Subdivision and Development Appeal Board shall give its decision upon an appeal in writing together with reasons for the decision within fifteen (15) days of the conclusion of the hearing.
- 35. The decision of the majority of the members of the Board present at a public hearing or meeting duly convened shall be deemed to be the decision of the Board.
- 36. In the event of a tie vote, the motions shall be deemed to be decided in the negative.
- 37. Where the hearing is adjourned and the Board does not at the time of adjournment fix a time and place for a further hearing of the application and announce it to those in attendance, the Chairman of the Board shall announce to those in attendance that notice of the time and place for a further hearing will be sent only to those persons who leave their name and addresses and to whom notice is required under Section 21.
- 38. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a permit by the Development Officer or the Municipal Planning Commission, as the case may be, the Development Officer shall issue a Development Permit in conformity with the Board's decision.
- 39. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a subdivision application by the Redcliff Subdivision Approving Authority, the Authorized Signing Officer for the Redcliff Subdivision Approving Authority shall issue an approval in conformity with the Board's decision.
- 40. In accordance with the Act the Subdivision and Development Appeal Board may deliberate and make its decision in meetings closed to the public.

APPEALS TO COURT OF LAW

41. A decision made by the Subdivision and Development Appeal Board on a development appeal or subdivision application is final and binding on all parties and persons subject only to a judicial review upon a question of jurisdiction or law pursuant to the *Act*.
42. The Secretary shall keep on file all notices of application made for leave to appeal to the Appellant Division from the decisions of the Subdivision and Development Appeal Board in accordance with the *Act*.

CONFIDENTIALITY

43. The Board shall withhold the following information, within the possession of the Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
 - a) commercial information, the disclosure of which would:
 - i) likely prejudice the commercial position of the person who supplied it,
 - ii) reveal a trade secret,
 - iii) likely prejudice the Town's ability to carry out its activities or negotiations, or
 - d) allow the information to be used for improper gain or advantage;
 - b) information that is subject to obligations of confidence, the disclosure of which would:
 - i) likely prejudice the future supply of similar information or advice,
 - ii) likely prejudice the Town's ability to carry out its activities or negotiations,
 - iii) place Board members, Councillors, or employees of the Town at risk of improper pressure or harassment,
 - iv) breach legal professional privilege, or
 - v) prejudice measures protecting health and safety;
 - c) personal information, including personnel information, unless its disclosure:
 - i) is for the purpose for which the information was obtained or for a consistent purpose,
 - ii) is required so that the Town can carry out its duties and functions, or
 - iii) is in a statistical or other form so that the name of persons are not revealed or made identifiable;
 - d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
 - e) information the disclosure of which could prejudice security and the maintenance of the law;
 - f) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held in public;

- g) information that is prohibited from being released by this or any other enactment.

REPEAL

44. Bylaw No. 1742/2013 is hereby repealed upon this Bylaw coming into effect.

45. this Bylaw shall come into effect January 1, 2016.

READ a first time this 13 day of October 2015.

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

READ a third and final time this _____ day of _____, 2015.

SIGNED and PASSED this ____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
BYLAW NO. 1812/2015**

A BYLAW OF THE TOWN OF REDCLIFF to establish the Redcliff Subdivision Approving Authority and prescribe its role and responsibilities.

WHEREAS the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, provides that a municipality shall by Bylaw establish a Subdivision Approving Authority;

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

SHORT TITLE

1. This Bylaw may be cited as the **Subdivision Approving Authority Bylaw**.

INTERPRETATION

2. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
 - (A) **Act** means the Municipal Government Act, as amended from time to time.
 - (B) **Council** means the Council of the Town.
 - (C) **Municipal Manager** means a person appointed by Council as Chief Administrative Officer and known as Municipal Manager.
 - (D) **Manager of Legislative and Land Services** means a person appointed by Council as a Designated Officer and known as Manager of Legislative and Land Services.
 - (E) **Redcliff Planning Consultant** means the person appointed by Council to provide consulting planning services to the Town.
 - (F) **Secretary** means the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Authority.
 - (G) **Subdivision** means a subdivision application submitted to the Subdivision Approving Authority.
 - (H) **Town** means the Municipality of the Town of Redcliff.

SUBDIVISION AUTHORITY

3. A subdivision authority is hereby established to exercise subdivision powers and duties on behalf of the Town.
4. The Subdivision Authority is the Municipal Planning Commission in the case of all subdivisions.

5. The Subdivision Authority has all the powers and duties of a subdivision authority under the Act, regulations under the Act and any other statute or regulation.

SUBDIVISION APPLICATIONS

6. The Manager of Legislative and Land Services shall:
 - a) receive all applications for subdivision and determine if the applications are complete;
 - b) give notice of receipt of subdivision applications as required by the Act;
 - c) coordinate the review of applications by Town departments and other agencies;
 - d) refer all applications, once reviewed by Town departments and agencies, to the Municipal Planning Commission for consideration; and
 - d) endorse plans of subdivision or other instruments effecting subdivision in accordance with the provisions of the Act.
7. Following approval of a subdivision by the Subdivision Authority, the Manager of Legislative and Land Services may approve minor modifications to the subdivision provided the adjustments are minor boundary adjustments.

EXTENSIONS

8. Council's powers to grant extensions as per the Act is delegated to the Municipal Planning Commission.

FEES

9. Council may by resolution establish fees to be charged with respect to subdivisions in the Town.

10. REPEAL

- A) Bylaw No. 1221/2000 is hereby repealed.
- B) This Bylaw shall take effect January 1, 2016.

READ a first time this 13th day of October 2015.

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

READ a third and final time this _____ day of _____, 2015.

SIGNED and PASSED this _____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE
& LAND SERVICES

**BYLAW NO. 1813/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF to establish the **Redcliff Municipal Planning Commission** and prescribe its role and responsibilities.

This Bylaw shall be known as the “Town of Redcliff Municipal Planning Commission Bylaw.”

WHEREAS the *Municipal Government Act* provides that **Council** may by Bylaw establish a **Municipal Planning Commission**;

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

INTERPRETATION

1. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
 - a) “*Act*” means the *Municipal Government Act*, as amended from time to time.
 - b) “Council” means the Municipal Council of the Town of Redcliff.
 - c) “Development” shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
 - d) “Development Application” means an application for development made to the Town in accordance with the Town of Redcliff Land Use Bylaw for the purpose of obtaining a Development Permit.
 - e) “Development Officer” means a person appointed to the office of Development Officer pursuant to this Bylaw or the Municipal Planning Commission.
 - f) “Development Permit” means a document which authorizes development pursuant to the Land Use Bylaw and which may include plans, drawings, specifications or other documents.
 - g) “Land Use Bylaw” means a bylaw of the Town of Redcliff to regulate, control or prohibit the use and development of land and buildings within the Town of Redcliff in accordance with the provisions of the *Municipal Government Act*.
 - h) “*Manager of Legislative and Land Services*” means a person appointed by Council as a Designated officer and known as the *Manager of Legislative and Land Services*.
 - i) “Member” means a member of the Municipal Planning Commission of the Town of Redcliff.
 - j) “Municipal Planning Commission”, “Planning Commission” or “Commission” means the Redcliff Municipal Planning Commission established by Council pursuant to the *Act*, and constituted and empowered by Council pursuant to Town of Redcliff Bylaws, as amended, or a Bylaw substituted therefor.

- k) "Municipality" means the geographic area situated within the corporate boundaries of the Town of Redcliff.
- l) "Secretary" shall mean the Municipal Manager or the individual the Municipal Manager has directed to perform the secretarial duties of the Commission.
- m) "Subdivision & Development Appeal Board" means a board established by Council pursuant to the *Act*.
- n) "Town" shall mean the Municipal Corporation of the Town of Redcliff.

ESTABLISHMENT AND COMPOSITION

- 2. The Commission for the Town is hereby established.
- 3. The Commission shall consist of seven (7) Members as follows:
 - a) Three (3) members of the Council, and
 - b) Four (4) public members appointed by the Council.
- 4. A person who is the Development Officer, an employee of the Town, or a member of the Subdivision and Development Appeal Board shall not be appointed to the Commission.
- 5. A public member is eligible to be appointed to the Commission if they reside within the corporate boundaries of the Town of Redcliff.
- 6. Each Member of the Commission shall be appointed by resolution of Council.
- 7. A Member may be reappointed but only by resolution of Council.
- 8. A vacancy on the Commission may only be filled by resolution of Council.

REMUNERATION

- 9. Members of the Commission shall hold office without remuneration.
- 10. A Member may make submissions to Council or as established by policy of Council for Commission related Development expenses.

TERMINATION OF APPOINTMENTS

- 11. Subject to Section 20 (b) below, the rules of conduct relating to pecuniary interest contained in the *Act*, as amended from time to time, shall be deemed to apply to members of the Commission.
- 12. Council may by resolution terminate the appointment of any Member if:
 - a) the Member is absent from three (3) consecutive meetings of the Commission;

- b) the Member uses information gained through appointment to gain a pecuniary benefit in respect of any matter in which he has a pecuniary interest, or;
 - c) the Member otherwise conducts himself/herself in a manner that Council considers to be improper.
- 13. A Member's appointment shall automatically terminate if the Member ceases to reside within the corporate boundary of the Town of Redcliff or if the Member becomes an employee of the Town.
- 14. The appointment of a Member may at any time be revoked by resolution of Council.

APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN

- 15. The Commission shall at its first regular meeting held in each year, elect, by a majority vote of the Members present, one Member for the office of Chairman and one Member for the office Vice-Chairman.
- 16. The Vice-Chairman shall preside over any business before the Commission in the event of the absence or inability of the Chairman to act.
- 17. In the event of the absence or inability to act of the Chairman and Vice- Chairman at a meeting of the Commission, the Members present shall elect, by a majority vote, a Member to act as Chairman at that meeting.

QUORUM

- 18. Majority of the appointed Members shall constitute a quorum at any meeting of the Commission.
- 19. Only those Members present during the entire length of the discussion pertaining to a matter being considered at a meeting of the Commission shall have a vote on the matter.

FUNCTIONS & DUTIES OF THE COMMISSION

- 20. The Commission shall perform the following functions and duties:
 - a) exercise the development powers and duties as outlined in the Land Use Bylaw of the Town and amendments thereto;
 - b) exercise the subdivision powers as outlined in the Subdivision Approving Authority Bylaw, the Act, Town of Redcliff Land Use Bylaw, any other statutory provision or any Bylaw or Regulation as amended from time to time.
 - c) advise and assist the Council with regards to planning and development matters within the municipality.
 - d) carry out such other functions and duties as may be assigned to the Commission by Council

21. The Commission shall have no power to spend money, to make any purchases on behalf of the Town, or to obligate or bind the Town in any manner whatsoever.
22. Any recommendations made by the Commission regarding general planning issues shall be forwarded to Council.
23. The Commission shall have no power in matters concerning selection, rates of pay, fringe benefits or other matters pertaining to the welfare of staff. The Commission may however address related operational concerns and or issues, in writing, through the Municipal Manager and/or through Council.
24. The Commission shall restrict its request for information to information required to make sound planning decisions relating to matters within its jurisdiction.

COMMUNICATIONS

25. The Commission shall provide a copy of meeting minutes to the Council on a regular basis.
26. The Commission may make presentations to Council regarding planning and development related issues.
27. The Commission shall ensure original minutes and correspondence of Commission and sub-committee meetings are kept safe at the Town's municipal office.

CONFIDENTIALITY

28. The Commission shall withhold the following information, within the possession of the Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
 - a) commercial information, the disclosure of which would:
 - i. likely prejudice the commercial position of the person who supplied it,
 - ii. reveal a trade secret
 - iii. likely prejudice the Town's ability to carry out its activities or negotiations,
or
 - iv. allow the information to be used for improper gain or advantage;
 - b) information that is subject to obligations of confidence, the disclosure of which would:
 - i. likely prejudice the future supply of similar information or advice,
 - ii. likely prejudice the Town's ability to carry out its activities or negotiations,
 - iii. place Commission Members, Councillors, or employees of the Town at risk of improper pressure or harassment,
 - iv. breach legal professional privilege, or
 - v. prejudice measures protecting health and safety;
 - c) personal information, including personnel information, unless its disclosure:

- i. is for the purpose for which the information was obtained or for a consistent purpose,
 - ii. is required so that the Town can carry out its duties and functions, or
 - iii. is in a statistical or other form so that the name of persons are not revealed or made identifiable;
- d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
- e) information the disclosure of which could prejudice security and the maintenance of the law;
- f) information about assessments and taxes, except as provided in this or any other enactment;
- g) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;
- h) information that is prohibited from being released by this or any other enactment.

MEETINGS

- 29. The Commission may, at any meeting which all Members are present decide by motion to hold regular meetings. That motion shall state the day, hour and place of every such meeting and no notice of any such meeting is necessary.
- 30. Special Meetings of the Commission may be established through either of the following processes:
 - a) Written requests for the calling of a special meeting may be made to the Secretary by an applicant for a development application, only upon full completion and payment of the development application, and an administration fee detailed in the Town of Redcliff Rates Policy adopted by Council. Upon receiving the request and all fees being paid, the Secretary shall initiate a request for a special meeting. The Secretary shall firstly contact the Chairman advising him/her of the request and ask the Chairman for a preferred date and time for the meeting and provide the Chairman with the details of the application in hand.

The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the meeting on the suggested date and time. If a two thirds (2/3) majority of the Members agree to the request, the meeting shall be deemed to be called.

The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the Members' choice, and be released only upon request by the Commission, at the

special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.

In the event the meeting is called and a quorum is not reached at the requested meeting, a refund for the full amount, less an administrative fee of \$50.00 for the polling of members, shall be made to the applicant who made the request.

- b) For purposes other than a request from an applicant to expedite an application the Chairman may (at no cost) advise the Secretary to initiate a request for a special meeting. He/she shall provide the Secretary with a preferred date and time for the meeting, and provide details of the agenda item(s) to be discussed. The Secretary shall then poll, via telephone, each Member providing them with the proposed agenda item(s) and pose the question of whether they agree to the meeting, for the purpose requested, on the suggested date and time. If a two thirds (2/3) majority of the members agree to the request, the meeting shall be deemed to be called. The Secretary shall document the response from each Member polled and those results shall be held in confidence in order to protect the anonymity of the Members' choice, and be released only upon request by the Commission, at the special meeting or if the request for the meeting is unsuccessful, at the next regular meeting of the Commission.
 - c) No business other than the business stated in the request and outlined to each Member in the telephone poll, shall be discussed or considered at any special meeting.
31. The Commission shall meet at regular intervals to undertake the duties assigned to it by Council under this Bylaw and any resolution of Council pursuant to this Bylaw.
32. The conduct of the meetings shall be determined by the Chairman who may:
- a) set procedural rules from time to time;
 - b) permit delegations to appear before the Commission;
 - c) rule on any other matter as deemed fit.

In every case the Chairman shall first obtain a majority vote from the Members present.

33. The Commission may consult or obtain information from any person, advisor or consultant who is not a Member thereof. It may request such person, advisor or consultant to attend its meeting or meetings.
34. The meetings of the Commission shall normally be held in public. The Commission may, based on reasons it seems fit, hold a meeting closed to the public pursuant to the *Act*.
35. The Commission may deliberate and make its decisions in meetings closed to the public, however when a meeting is closed to the public no resolution may be passed at the meeting, except a resolution to revert to a meeting held in public.

DECISIONS

36. The Commission may make its decisions, recommendations and issue notices with or without conditions in accordance with the *Act*, this Bylaw, the Land Use Bylaw, any other statutory provision or any Bylaw or Regulation as amended from time to time..
37. The Chairman, when present, and every other Member present shall vote on every matter.
 - a) Unless, in a specific case the Chairman or Member is excused by resolution of the Commission from voting, or
 - b) Unless disqualified from voting by reason of pecuniary interest.
38. The decisions of the Commission shall be by simple majority vote of the Members present.
39. No seconder is required to make a motion of the Commission.
40. Any resolution in which there is a tie vote shall be deemed to be decided in the negative.
41. The secretary shall, whenever a recorded vote is demanded (in advance of the vote) by a Member, record in the minutes the name of each Member present and whether the Member voted for or against the matter.
42. Minutes of each meeting shall be confirmed at each subsequent meeting of the Commission. The last page of the minutes of each meeting shall be signed by the Chairman or presiding Member and the Secretary.
43. The Chairman or such other person authorized by the Commission for the purpose shall sign all notices of decisions, correspondence on recommendations and other documents on behalf of the Commission relating to any responsibilities of the Commission.
44. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Commission.
45. Notwithstanding Section 43, the Development Officer, or designate, are hereby authorized to sign decisions, and other documents as required to conduct the business of the Development Authority.
46. Notwithstanding Section 43, the Manager of Legislative and Land Services, or designate, are hereby authorized to sign decisions, instruments for endorsement, easements, caveats, extensions and other documents, as may be required in relation to subdivision applications.

SECRETARY

47. The Secretary shall attend all meetings of the Commission and shall keep all minutes, documents and records of the Commission safe in the Municipal Office of the Town.
48. The Development Officer shall prepare an agenda for each meeting of the Commission and prior to each meeting, shall arrange to deliver a copy of the agenda to each Member of the Commission, and to its technical advisors.
49. The Secretary shall conduct the correspondence of the Commission and provide it with such administrative services as required.

REPEAL

50. Bylaw Number 1791/2014 known as the Municipal Planning Commission Bylaw is hereby repealed upon this Bylaw coming into effect January 1, 2016.
51. This Bylaw shall come into force January 1, 2016.

READ a first time this 13th day of October 2015.

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

READ a third and final time this _____ day of _____, 2015.

SIGNED and PASSED this _____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

**BYLAW NO. 1814/2015
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

WHEREAS the Council of the Town of Redcliff has eliminated the Redcliff Planning Board.

AND WHEREAS IT IS PROPOSED that any and all reference to “Redcliff Planning Board” be removed from the Land Use Bylaw.

AND WHEREAS the Council of the Town of Redcliff has delegated the subdivision approving authority to the Municipal Planning Commission.

AND WHEREAS IT IS PROPOSED that the reference to subdivision authority be included in the Land Use Bylaw.

AND WHEREAS IT IS PROPOSED that the table of contents and contents of the document will be renumbered to reflect alphabetical and numerical sequencing to correctly reflect any additions and deletions.

AND WHEREAS copies of this bylaw and related documents were made available for inspection by the Public at the Municipal Office as required by the Municipal Government Act RSA 2000, Chapter M-26.

AND WHEREAS a public hearing with respect to this bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, 2015.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1814/2015.
2. That the definition of “Redcliff Planning Board” be removed from Part 1 Number 7 Definitions.
3. That wording “,in consultation with the Redcliff Planning Board,” in Part VI, Land Use Bylaw Amendments Section 34(1) be removed.
4. That Part VI, Land Use Bylaw Amendments Section 35 (1) (b) which states “the Redcliff Planning Board” be removed.
5. That Part II, Administrative Duties and Responsibilities Section 11 be amended to include a new subsection 8
 - (8) The Commission is designated as the Subdivision Approving Authority in accordance with the Town of Redcliff Subdivision Approving Authority Bylaw and has the authority to exercise subdivision powers as outlined in the Town of Redcliff Subdivision Approving Authority Bylaw, the Act, this bylaw, and any other statutory provision or any Bylaw or Regulation as amended from time to time.

6. That the table of contents and contents of the document will be renumbered to reflect alphabetical and numerical sequencing to correctly reflect any additions and deletions.
7. This bylaw shall come into force on January 1, 2016.

READ a first time the _____ day of _____, 2015.

READ a second time the _____ day of _____, 2015.

READ a third time this _____ day of _____, 2015.

PASSED and **SIGNED** this the _____ day of _____, 2015.

MAYOR

MANAGER OF LEGISLATIVE
AND LAND SERVICES

RECEIVED
NOV 03 2015
TOWN OF REDCLIFF



November 2, 2015

Mayor Ernie Reimer
Redcliff
1- 3rd St. NE, Box 40
Redcliff, Alberta T0J 2P0

TransCanada PipeLines Limited
450 - 1st Street S.W.
Calgary, Alberta, Canada T2P 5H1
tel 1-855-895-8754
email community_relations@Transcanada.com
web www.transcanada.com

Dear Mayor Reimer,

Proposed Project: Medicine Hat Compressor Station

On July 6, 2015 NOVA Gas Transmission Ltd. (NGTL), a wholly-owned subsidiary of TransCanada PipeLines Limited (TransCanada), originally notified you of its proposal to construct the Medicine Hat Compressor Station (Project). The proposed compressor station site is located within SW-11-14-6-W4, approximately 5 kilometres (km) north of Medicine Hat, Alberta in Cypress County.

As required by the National Energy Board (NEB) we are writing to advise you that the Medicine Hat Compressor Station Application was filed on October 30, 2015. This application may be accessed online in the NEB's Regulatory Document Index at the following link under NEB Filing ID A73593 <https://docs.neb-one.gc.ca/ll-eng/llisapi.dll?func=ll&objId=2855717&objAction=browse>.

TransCanada is a leading North American energy infrastructure company with over 60 years of experience and has an industry leading safety record. We are committed to building and operating our natural gas system safely. From design and construction to operation and maintenance, safety is an integral part of everything we do.

Please do not hesitate to contact TransCanada's Community Relations department at (855) 895-8754 in regards to the proposed Project or its application.

Sincerely,

Darren Hopkins
Project Manager
TransCanada

National Energy
Board



Office national
de l'énergie

Information for Proposed Pipeline or Power Line Projects that Do Not Involve a Hearing



Canada

Use this Pamphlet for:

This pamphlet outlines general information and the review process for facilities applications that do not involve a hearing, such as pipelines that are less than 40 kilometers long, deactivations, reactivations, construction of meter stations, and other small-scale projects.

For Further Information

The Board's website has a series of videos which provide some useful information about the Board and its processes. The NEB publication *National Energy Board - Landowner Guide* may help you to understand the regulatory processes administered by the Board, and the rights of landowners. For information on the hearing process, see the publication titled *National Energy Board - Hearing Process Handbook*.

For copies of any NEB publication or for more information, contact us:

- Online: www.neb-one.gc.ca
- Email: info@neb-one.gc.ca
- Toll free: 1-800-899-1265
- Write us or visit our library at:

National Energy Board
517 Tenth Avenue SW
Calgary, Alberta T2R 0A8

National Energy Board
Information for Proposed Pipeline or
Powerline Projects That Do Not Involve a Hearing
Cat. No. NE23-121/1-2015E
ISBN: 978-0-660-02725-8
July 2015

The Role of the National Energy Board

The National Energy Board (NEB or Board) is an independent federal regulator established to promote safety and security, environmental protection, and economic efficiency in the Canadian public interest. We regulate pipelines, international power lines, energy development and trade. The Board reports to Parliament through the Minister of Natural Resources.

Before a company can develop a pipeline or power line that crosses provincial or international borders, it must apply to the Board and receive its approval. The Board examines whether the project is in the public interest, and then decides whether it should be approved.



The Company's Consultation Activities

The NEB expects consultation activities will be considered for all proposed projects. Company consultation activities must be accessible, inclusive and responsive, and provide clear, relevant and timely information. Companies are required to begin consultation activities early in the planning of a proposed project and should include all individuals, organizations and Aboriginal groups that may be affected by the project. If the project is approved, company consultation must continue throughout construction, operation and abandonment phases. The Board expects the company to respond to any issues or complaints it might receive through the life of a project. At any time, the public and Aboriginal groups may contact the NEB to raise concerns.

Participation in the NEB's Process

The NEB requires companies to inform those potentially affected by a project of when they plan to submit their project application to the Board. Anyone who has concerns about a proposed project should contact the company first to have those concerns considered. If you still have project-related views or concerns after the project application has been submitted, you are encouraged to send a letter of comment to the NEB as soon as possible and preferably within 14 days after the application has been filed. The Board will consider your letter of comment during its assessment of the project. It is your responsibility to bring your concerns or views about the project forward to the Board for consideration. Please note the Board will continue to assess the application, including the company's consultation activities as referred to above, even if you have not submitted any comments to the Board.

How to File your Letter of Comment

For projects that do not involve a hearing, you may send a letter of comment directly to the Board and it should include:

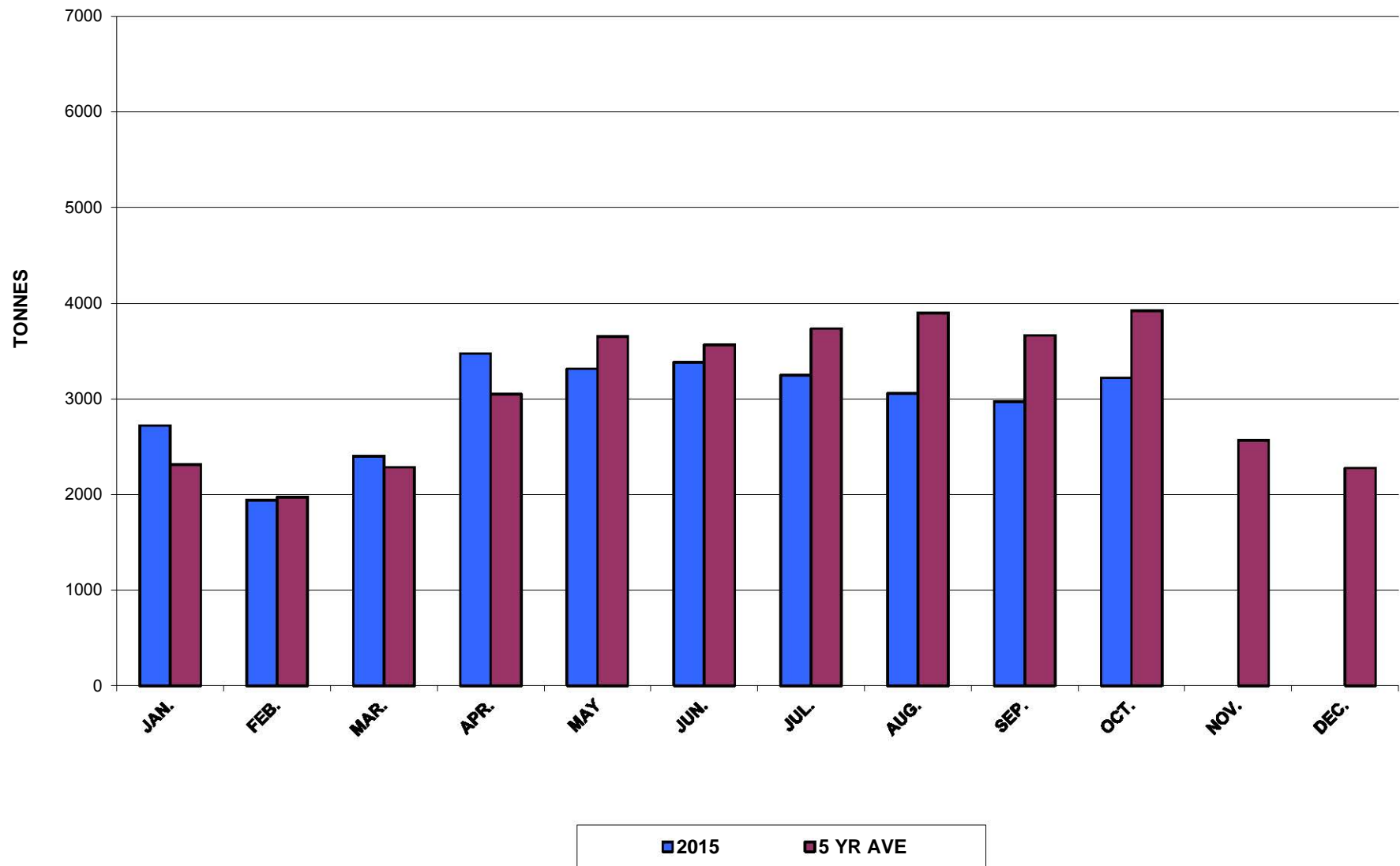
- your name, mailing address, and phone number;
- the name of your organization, if you represent one;
- the proposed project name;
- comments on why you are interested in the project and how you will be impacted positively or negatively by the project, or what relevant or expert information you can provide; and
- any information that explains or supports your comments.

You may file your letter of comment to the Board in one of three ways:

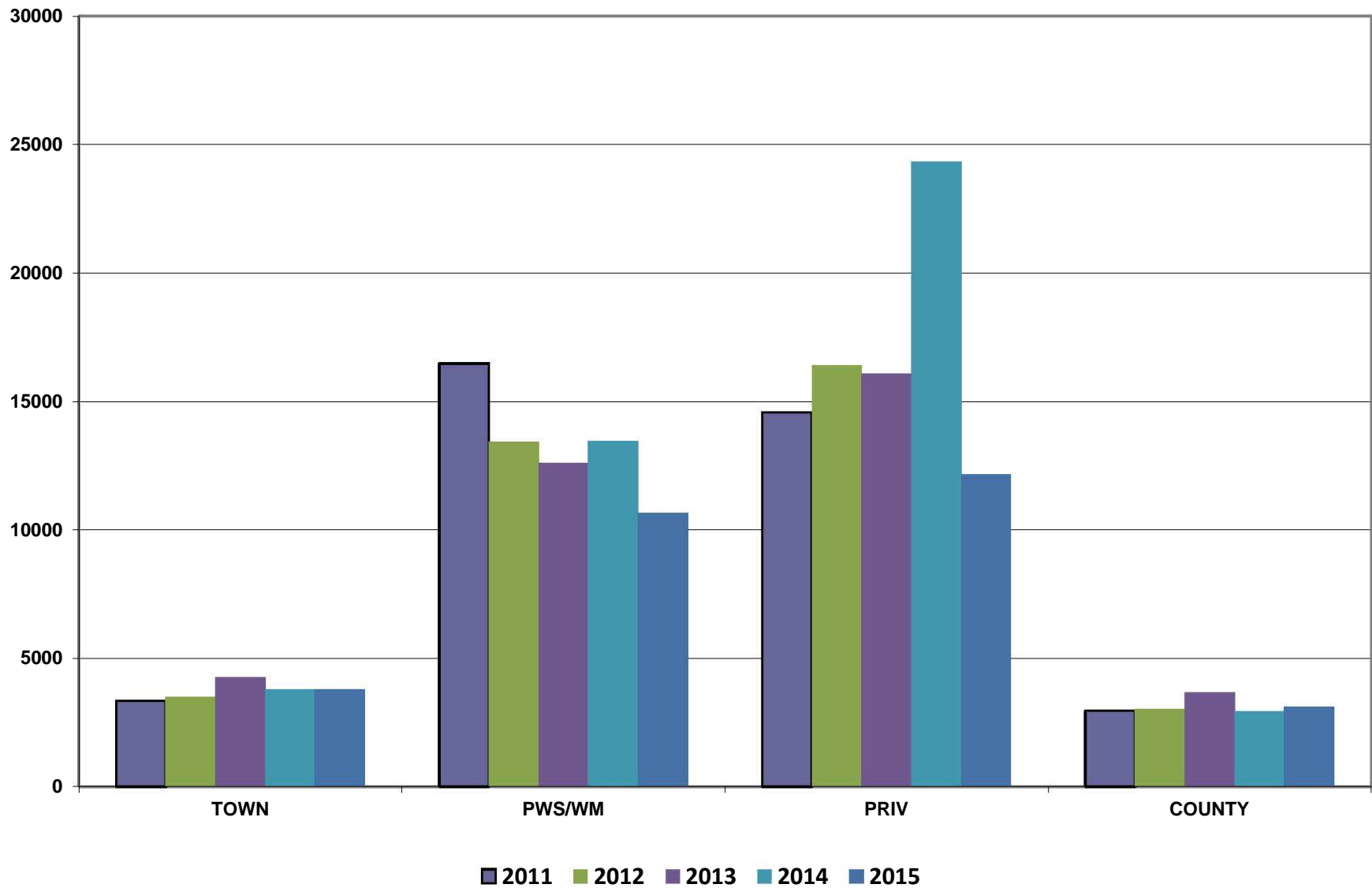
1. Submit it electronically through the Board's website at www.neb-one.gc.ca under:
Applications & Filings > Submit Applications and Regulatory Documents > Non-hearing Documents (letters of comment, import/export)
2. Send a Fax to:
Secretary of the National Energy Board
Fax: 403-292-5503 or
(toll free fax): 1-877-288-8803
3. Mail a copy of your letter of comment to:
Secretary of the Board
National Energy Board
517 Tenth Avenue SW
Calgary, Alberta T2R 0A8

You must also send a copy of your letter to the company.

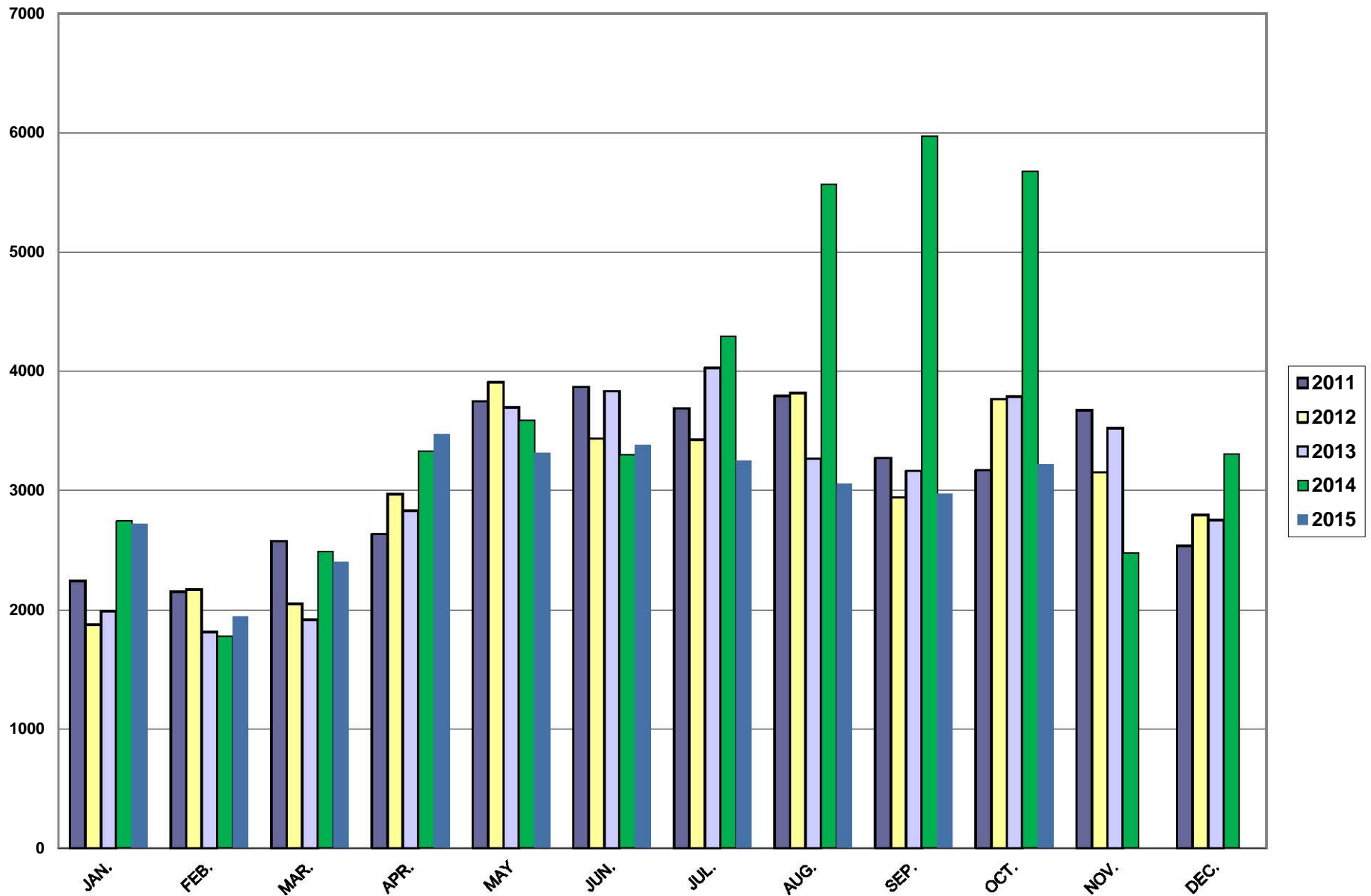
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2015 VS 5 YEAR AVERAGE
TO OCTOBER 31, 2015**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2011-2015
TO OCTOBER 31, 2015**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2011-2015
TO OCTOBER 31, 2015**



COUNCILLOR'S REPORT TO COUNCIL NOVEMBER 9, 2015

REPORT FROM COUNCILLOR:

Chéré Brown

- September 9, 2015 Attended Council Office Hours 4:30 p.m. to 6:30 p.m.
No Citizens attended. Hopefully the word will get out there and people will come to ask questions and talk about issues and let us know what is working and what is not.
- September 22, 2015 Attended AUMA Conference
Attended a Pre-Session on upcoming updates to the Municipal Government Act.
- Sept. 23, 24, 2015 AUMA Convention
- Attended 2 meetings with Ministers - both went pretty well - as good as expected.
 - Attended Energy in Alberta. What does the future hold?
 - Not enough investment in energy
 - forecast to take awhile
 - Attended Case Studies - The New Face of Crime Prevention
 - several communities have engaged the youth for input on crime prevention and set up organizations.

Jim Steinke

- Sept. 21, 2015 Travel to Calgary.
- Sept. 22, 2015 Attend Pre-Convention session.
 - Citizen engagement. Part of elected officials education program.
- Sept. 23, 2015 Attended AUMA Convention
- Committee report energy in Alberta, What does the future hold?
 - Attended CAO Report
 - AUMA Opening & keynote address
 - Resolutions
 - Trade Show
- Sept. 24, 2015 Municipal excellence awards
Attended Dialogue with Ministers
- Environment Minister
 - Transportation Minister
- Networking
- Sept 25, 2015 AUMA Opposition parties spoke
A.G.M.
Emergent resolutions / Elections

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
November 11, 2015	Remembrance Day Services	Legion 9:00 a.m. for Parade Cenotaph 11:00 a.m. Service
November 11, 2015	Council Office Hours	CANCELLED (Remembrance Day Town Hall Closed)
November 20, & 21, 2015	Special Council Meeting Re: 2016 Budget Review	Town Hall Council Chambers 8:30 a.m. to 5:00 p.m. each day