



**COUNCIL MEETING**

**MONDAY, SEPTEMBER 14, 2015**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, SEPTEMBER 14, 2015 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
<b>2. MINUTES</b>	
A) Council meeting held August 17, 2015 *	For Adoption
B) Special Council meeting held August 17, 2015 *	For Adoption
C) Municipal Planning Commission meeting held on August 27, 2015 *	For Information
D) Shortgrass Library Systems meeting held June 17, 2015 *	For Information
E) Redcliff Senior Citizens Business meeting held September, 2015 *	For Information
F) Mayors & Reeves meeting held April 24, 2015 *	For Information
<b>3. BYLAWS</b>	
A) Bylaw 1805/2015, Repeal Bylaw 1795, Fees, Rates & Charges Bylaw *	1 <sup>st</sup> Reading
B) Bylaw 1806/2015, Tax Instalment Payment Plan *	2 <sup>nd</sup> & 3 <sup>rd</sup> Reading
C) Bylaw 1807/2015, Eastside Area Structure Plan 2015 *	1 <sup>st</sup> Reading
D) Bylaw 1808/2015, Tax Rate Bylaw - Amend Bylaw 1801/2015 *	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Reading
<b>4. REQUESTS FOR DECISION</b>	
A) Subdivision Application 2014 SUB 04 Condition No. 4 *	For Consideration
B) Establish Dates for Budget Review *	For Consideration

**5. CORRESPONDENCE**

- |           |   |                 |
|-----------|---|-----------------|
| <b>A)</b> | Alberta Municipal Affairs *<br>Re: Small Communities Fund (SCF)   | For Information |
| <b>B)</b> | Alberta Municipal Affairs *<br>Re: 2015 Gas Tax Fund (GTF)  | For Information |
| <b>C)</b> | TransCanada *<br>Re: Proposed Project: Medicine Hat Compressor Station<br>- Additional Information                          | For Information |
| <b>D)</b> | Alberta Justice and Solicitor General *<br>Re: Municipal Policing Assistance Grant (MPAG) and<br>Police Officer Grant (POG) | For Information |
| <b>E)</b> | Royal Canadian Legion Branch No. 6 *<br>Re: Redcliff Legion's Annual Veteran's Supper                                       | For Information |
| <b>F)</b> | TransCanada *<br>Re: Safety Information - Oil Pipelines   | For Information |
| <b>G)</b> | Alberta Culture and Tourism *<br>Re: Invitation to submit bid to host 2017 Alberta 55 Plus Games                            | For Information |

**6. OTHER**

- |           |   |                 |
|-----------|---|-----------------|
| <b>A)</b> | Redcliff/Cypress Regional Waste Management Authority<br>Graphs to August 31, 2015 *                 | For Information |
| <b>B)</b> | Laneway Upgrade West of 3 <sup>rd</sup> Street NE between<br>1 Avenue NE - South Railway Drive NE * | For Information |
| <b>C)</b> | Council Important Meetings & Events September 14, 2015 *  | For Information |

**7. RECESS**

**8. IN CAMERA**

- A)** Labour (2)

**9. ADJOURN**

<b><u>ACCOUNTS PAYABLE</u></b>			
<b><u>COUNCIL MEETING SEPTEMBER 14, 2015</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
78011	ACKLANDS - GRAINGER INC	VESTS, GLOVES, WRENCH	\$175.12
78012	AG-PLUS MECHANICAL	WIPER BLADE	\$30.37
78013	ATRON REFRIGERATION & A/C	POOL, LIBRARY, TOWN HALL HVAC SERVICES	\$958.03
78014	THE BOLT GUYS	NUTS & BOLTS	\$34.64
78015	THE BOLT SUPPLY HOUSE LTD	EAR PLUGS, WORK GLOVES, SUNSCREEN	\$453.54
78016	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
78017	CAPITAL GLASS LTD	WINDSHIELD	\$303.45
78018	CITY OF MEDICINE HAT	UTILITIES - ELECTRIC, GAS & SEWER	\$56,478.03
78019	CLEARTECH INDUSTRIES INC	HYDROCHLORIC ACID, SODIUM HYPOCHLORITE	\$2,803.02
78020	COCOA BEAN CAFE	JULY MEALS ON WHEELS	\$1,048.95
78021	DAVIS PONTIAC BUICK GMC LTD	WINDSHIELD WASHER PUMP	\$59.23
78022	DIAMOND SOFTWARE INC	GP UPGRADE	\$1,396.50
78023	FARMLAND SUPPLY CENTER LTD	TRANSMISSION BREATHER, SPLITTER BOX, FITTINGS	\$295.06
78024	FINNING (CANADA)	FILTERS, WATER FUEL SEPARATOR	\$505.28
78025	FORTY MILE GAS CO-OP LTD	LANDFILL GAS UTILITIES	\$73.36
78026	FOUNTAIN TIRE	RECAP TIRES, CASINGS	\$1,256.82
78027	FOX ENERGY SYSTEMS INC.	REFILL & TEST AIR CYLINDERS	\$262.13
78028	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,832.50
78029	REDCLIFF HOME HARDWARE	GAS SHOCKS, BOLTS, CABLE TIES, GARBAGE BAGS	\$1,048.44
78030	INDUSTRIAL MACHINE INC	OIL SENDER UNIT	\$84.23
78031	JACK N' JILL PARTIES	PENNY CARNIVAL EVENT	\$225.00
78032	KIRK'S MIDWAY TIRE	LOADER/SERVICE TRUCK TIRE REPAIR	\$224.70
78033	MEDICINE HAT CO-OP LTD	CONCRETE MIX, EDGING KNIFE, POLY TARP	\$161.84
78034	SHAW CABLE	INTERNET - FIRE HALL, WTP, PUBLIC SERVICES	\$261.19
78035	NAPA PARTS & PIECES MEDICINE HAT	INNER & OUTER AIR FILTERS	\$596.09
78036	TOBY NEWTON	FACILITY & KEY DEPOSIT REFUND	\$225.00
78037	SUNCOR ENERGY PRODUCTS	LANDFILL FUEL	\$3,054.17
78038	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$17,149.02
78039	PUROLATOR	SHIPPING CHARGES	\$78.14
78040	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$33,302.81
78041	CANADIAN RED CROSS	BADGES, BOOKLETS, PROGRESS CARDS	\$181.08
78042	ROSENAU TRANSPORT LTD	TRANSPORTATION CHARGES	\$1,065.86
78043	SOUTH COUNTRY GLASS	REPLACE BRONZE DOOR CLOSER	\$304.50
78044	BARRY STEIER	UNIFORM ALTERATIONS	\$27.20
78045	SUMMIT MOTORS LTD	HYDRAULIC FILTER, LABOUR, COOLANT, FAN	\$6,412.17
78046	TELUS COMMUNICATION INC	INTERNET - WESTSIDE LIFT STATION, POOL	\$107.28
78047	TELUS MOBILITY	CELL PHONE SERVICE	\$129.10
78048	ST. AMBROSE MEN'S CLUB	LION'S PARK FACILITY RENTAL	\$100.00
78049	DIAMOND LINK FENCING INC	REMOVE & INSTALL FENCING	\$22,885.01
78050	HACH SALES AND SERVICE CANADA	CHLORINE & FREIGHT	\$255.15
78051	WILSON, MIKE	MUSIC IN THE PARK, LIVE ENTERTAINMENT	\$300.00
78052	MBSI CANADA	HOSTED BACKUP	\$1,071.00

78053	ELEVATION LANDSCAPING	SPRINKLER HEADS	\$397.95
78054	BERT'S VACUUMS & EQUIPMENT	PAPER TOWEL & TOILET PAPER	\$129.05
78055	TORQUE-RIGHT MECHANICAL	TOOLS/SUPPLIES FOR A/C REPAIR	\$146.50
78056	MEDICINE HAT CANINE ASSOCIATION	KEY DEPOSIT REFUND	\$125.00
78057	KLASSEN, FRANZ	FACILITY & KEY DEPOSIT REFUND	\$225.00
78058	FORD, ALLISON	CHILD SWIM PASS REFUND X 2	\$110.00
78059	OHS, MICHELLE	SWIMMING LESSON REFUND	\$22.00
78060	KEELER, TANYA	SWIMMING LESSON REFUND	\$22.00
78061	WHITE FOX COIL TUBING LTD	3/4" ROAD CRUSH	\$6,212.14
78062	TOWN OF REDCLIFF	REGULAR PAYROLL	\$84,563.47
78063	TOWN OF REDCLIFF - LANDFILL	LANDFILL TONNAGE	\$7,793.66
78064	TRICO LIGHTING PRODUCTS	TUBE LIGHT	\$245.23
78065	XEROX CANADA LTD	PHOTOCOPIER MAINTENANCE	\$232.59
78066	ACKLANDS - GRAINGER INC	TORQUE WRENCH	\$649.95
78067	ADT SECURITY SERVICES CANADA	ALARM FOR PROTECTIVE SERVICES BUILDING	\$271.36
78068	AMSC INSURANCE SERVICES LTD	INSURANCE PREMIUMS	\$739.19
78069	ALBERTA PUBLIC WORKS ASSOCIATION	UTILITY OPERATOR JOB POSTING	\$52.50
78070	ALBERTA URBAN MUNICIPALITIES ASS.	COMMUNITY PEACE OFFICER JOB POSTING	\$315.00
78071	THE BOLT SUPPLY HOUSE LTD	METRIC BOLTS	\$9.21
78072	BOSS LUBRICANTS	ENGINE OIL, TRANSMISSION FLUID, TRACTOR FLUID	\$1,319.28
78073	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
78074	CARSWELL	PAYROLL SUBSCRIPTION	\$684.93
78075	C.E.M. HEAVY EQUIPMENT	TRANSMISSION GASKET, OUTER AIR FILTER	\$362.15
78076	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,262.95
78077	CITY OF MEDICINE HAT	ELECTRIC & GAS	\$11,932.68
78078	C.U.P.E.	UNION DUES	\$2,617.73
78079	FARMLAND SUPPLY CENTER LTD	HOSE REPAIR, HYDRAULIC HOSE, HOSE WRAP	\$72.61
78080	H2O HAULING LTD	WATER HAULED TO LANDFILL	\$105.00
78081	REDCLIFF HOME HARDWARE	TRIMMER STRING, GLASS CLEANER, OIL	\$136.23
78082	JOE JOHNSON EQUIPMENT	VALVE, RECEIVER DRIER	\$202.75
78083	LETHBRIDGE HERALD	COMMUNITY SERVICES ADVERTISING	\$3,905.09
78085	LOGOS EMBROIDERY	REDCLIFF JACKET, BYLAW OFFICER EMBROIDERY	\$56.70
78086	MEDICINE HAT NEWS	DIRECTOR OF FINANCE & ENGINEERING TECH AD	\$2,620.80
78087	SHAW CABLE	TOWN HALL INTERNET CHARGES	\$125.90
78088	SUNCOR ENERGY PRODUCTS	LANDFILL FUEL	\$1,592.18
78089	RECEIVER GENERAL RCMP	POLICING COSTS	\$217,029.84
78090	REDCLIFF MUSEUM	2015 MUSEUM CONTRIBUTION CURATOR WAGES	\$10,000.00
78091	ROCKY MOUNTAIN EQUIPMENT	ROUGH CUT BLADES	\$432.43
78092	ROSENAU TRANSPORT LTD	TRANSPORTATION CHARGES	\$312.59
78093	SCHEFFER ANDREW LTD	PLANNING SERVICES	\$5,657.40
78094	SUMMIT MOTORS LTD	SEAT AIR VALVE, AIR DRYER, LABOUR	\$902.74
78095	TELUS COMMUNICATION INC	TWO WAY RADIOS	\$20.60
78096	TRIPLE R EXPRESS	SHIPPING CHARGES	\$183.75
78097	POHL, LANA	SWIMMING LESSON REFUND	\$260.00
78098	DARLEY, KEELY	SUMMER PROGRAMMING WAGES	\$340.00

78099	WAGNER, NATHAN	UTILITY DEPOSIT REFUND	\$150.00
78100	KNEEHILL COUNTY	ANNUAL TAX SEMINAR	\$136.50
78101	NUEFELD, MICHELLE	SWIMMING LESSON REFUND	\$110.00
78102	NEVIN, ANN	SWIMMING LESSON REFUND	\$110.00
78103	STODOLKA, JEANETTE	SWIMMING LESSON REFUND	\$44.00
78104	LANGILLE, EUNICE	CONSTRUCTION DAMAGE DEPOSIT REFUND	\$1,000.00
78105	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAXES DEDUCTION	\$700.00
78106	TROPHY AND ENGRAVING WORLD	NAME TAG - BYLAW ENFORCEMENT	\$10.45
78107	SCOTT VANCLIEAF	AIR BRAKES OPERATOR LICENSE & ROAD TEST	\$433.05
78108	ROBERT WALBURGER	CRIMINAL RECORD CHECK & DRIVER ABSTRACT	\$78.50
78109	ABSA	ANNUAL REGISTRATION - SAFETY CODES	\$103.00
78110	ACKLANDS - GRAINGER INC	TELESCOPING AUGER KIT	\$521.85
78111	ACTION PARTS	BRAKE CALIPERS, CORE CHARGE, LIGHT SWITCH	\$402.31
78112	ALL-NET.CA	SERVICE TRACKER LICENSE	\$4,987.50
78113	AMSC INSURANCE SERVICES LTD	EMPLOYEE BENEFITS	\$15,922.52
78114	AMEC EARTH & ENVIRONMENTAL	PUMP STATION AND RIVER BANK EROSION	\$26,905.60
78115	THE BOLT SUPPLY HOUSE LTD	STAINLESS BOLTS/NUTS FOR FIRE HYDRANTS	\$91.73
78116	CANADIAN PAYROLL ASSOCIATION	MEMBERSHIP FEE	\$231.00
78117	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.00
78118	CANADIAN ENERGY	12 VOLT BATTERY AND BATTERY CABLE	\$407.63
78119	C.E.M. HEAVY EQUIPMENT	COUNTER WEIGHTS FOR NEW LOADER & PARTS	\$7,304.31
78120	COCOA BEAN CAFE	JUNE MEALS ON WHEELS	\$1,011.15
78121	CORIX WATER PRODUCTS LIMITED	WATER METER	\$6,163.66
78122	DAVIS PONTIAC BUICK GMC LTD	AXLE SEAL & GASKET	\$664.56
78123	FARMLAND SUPPLY CENTER LTD	FUEL HOSE, FITTINGS AND CLAMPS	\$17.24
78124	GLENTEL WIRELESS CENTRE	MOBILE RADIO, ANTENNA MAINT, CRIMP CONNECTOR	\$813.91
78125	HYDRODIG	CURB STOP REPAIR - ARENA	\$483.00
78126	JACOB'S WELDNG LTD	WELDING REPAIRS	\$472.50
78127	KIRK'S MIDWAY TIRE	TIRE REPAIRS	\$280.35
78128	KLEARWATER EQUIPMENT AND TECH	ISOPAC	\$1,556.10
78129	LMT ENTERPRISES LTD	PUMP STATION AND RIVER BANK EROSION	\$79,940.39
78130	LIFESAVING SOCIETY	LIFESAVING STANDARD FIRST AID	\$1,019.68
78131	MODERN INDUSTRIAL RENTALS	DYNA PAC ROLLER RENTAL	\$288.75
78132	MPE ENGINEERING LTD	WATER TREATMENT PLANT UPGRADE	\$21,418.78
78133	SUNCOR ENERGY PRODUCTS	LANDFILL FUEL	\$1,494.89
78134	PITNEY WORKS	SERVICE ON FOLDER / STUFFER	\$159.08
78135	THE PRINTER	BUSINESS CARDS	\$191.10
78136	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$17,316.34
78137	PUROLATOR	SHIPPING CHARGES	\$32.58
78138	REDCLIFF BAKERY	MPC LUNCH	\$69.30
78140	RED HAT COOPERATIVES	REFUND INACTIVE UTILITY	\$153.30
78141	REDCLIFF LADIES SOFTBALL ASS.	KEY DEPOSIT REFUND	\$125.00
78142	ROSENAU TRANSPORT LTD	TRANSPORTATION CHARGES	\$622.90
78143	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK AT LANDFILL	\$136.50
78144	SHOCKWARE WIRELESS INC	LANDFILL INTERNET	\$47.20

78145	BARRY STEIER	BATTERIES	\$12.27
78146	TELUS MOBILITY	CELL SERVICE	\$21.24
78147	WAITES, LISA	SWIMMING LESSON REFUND	\$220.00
78148	BUECKERT, ABE	KEY DEPOSIT REFUND	\$125.00
78149	WARD, JEN	SWIMMING LESSON REFUND	\$22.00
78150	SPISAK, KIRSTEN	SWIMMING LESSON REFUND	\$22.00
78151	CIVICINFO BC	IT JOB POSTING	\$157.50
78152	DENTY, KRISTA	SWIMMING LESSON REFUND	\$44.00
78153	DOCKEN, LORRAINE	REFUND INACTIVE UTILITY	\$65.19
78154	BOSCHMAN, JAMIE	POOL RENTAL REFUND	\$65.00
78155	GRACE, LOUISE	SWIMMING LESSON REFUND	\$32.00
78156	GALE, LAURA	SWIMMING LESSON REFUND	\$22.00
78157	BARG, KIM	SWIMMING LESSON REFUND	\$22.00
78158	ERESMAN, TRINA	SWIMMING LESSON REFUND	\$22.00
78159	MARDIAN, KARI	POOL RENTAL REFUND	\$75.00
78160	GREEN, JOSH	FACILITY & KEY DEPOSIT REFUND	\$225.00
78161	SMITH, LESLIE	FACILITY & KEY DEPOSIT REFUND	\$225.00
78162	ANDERSON, MARIE	FACILITY & KEY DEPOSIT REFUND	\$225.00
78163	WALL, CORNELIO	FACILITY & KEY DEPOSIT REFUND	\$225.00
78165	WOLSELEY MECHANICAL GROUP	SUPPLIES - 1502 DIRKSON DR	\$12,904.42
78166	ZEP SALES & SERVICE OF CANADA	TRUCK WASH SOAP, HAND WASH SOAP	\$1,327.64
78167	TOWN OF REDCLIFF	REGULAR PAYROLL	\$91,726.69
78168	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$32,111.82
78169	ALBERTA FIRE CHIEFS ASS.	FIRE PREVENTION MATERIAL	\$393.80
78170	ALBERTA MUNICIPAL CLERKS ASS.	PARLIAMENTARY PROCEDURE REGISTRATION	\$205.00
78171	ACKLANDS - GRAINGER INC	FILE SET	\$89.68
78172	ACTION PARTS	STOP LIGHT SWITCH	\$77.82
78173	AMSC INSURANCE SERVICES LTD	INSURANCE PREMIUMS	\$4,778.40
78174	BEAVER PLASTICS LTD	MEALS ON WHEELS SUPPLIES	\$341.84
78175	BENCHMARK GEOMATICS INC	SURVEY GRADES	\$309.75
78176	BIG HILL SERVICES	ARENA BOARD CLEANING SERVICE	\$1,763.59
78177	THE BOLT GUYS	BOLTS AND CLAMPS	\$40.53
78178	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
78179	CAPITAL GLASS LTD	ROCK CHIP REPAIR	\$36.75
78180	C.E.M. HEAVY EQUIPMENT	BLOCK VALVE, SHIPPING & HANDLING	\$955.37
78181	WSP CANADA INC	SANITARY MAIN REALIGNMENT	\$2,142.00
78182	WILLIE'S 24 HOUR TOWING LTD	TOWING SERVICE	\$315.00
78183	IAN WILLIAMS	USB OUTLET, FALL BULBS, RATCHET STRAP	\$156.38
78184	TRICO LIGHTING PRODUCTS	BATTERIES & BATTERY PACK	\$248.69
78185	THE ROSERY FLORIST	BEREAVEMENT	\$78.75
78186	MEDICINE HAT FRIENDSHIP FORCE	FACILITY & KEY DEPOSIT REFUND	\$225.00
78187	MEDIICNE HAT CO-OP LIMITED	FACILITY & KEY DEPOSIT REFUND	\$225.00
78188	AWAKEN PERSONAL ENLIGHTENMENT	TOWN SUMMER PROGRAMMING	\$160.00
78189	PRINS, CURTIS	CLEAN SEWER LINE	\$265.13
78190	BERT'S VACUUMS & EQUIPMENT	PAPER TOWEL & TOILET PAPER	\$161.60

78191	WELSHMAN, APRIL	SUMMER PROGRAMMING	\$47.25
78192	TELUS MOBILITY	DATA STICK & CELL PHONE SERVICE	\$223.43
78193	TELUS COMMUNICATION INC	TELEPHONE SERVICE	\$1,790.79
78194	SUMMIT MOTORS LTD	UPPER RAD HOSE	\$2,446.21
78195	SEWLINE ENTERPRISES	BLACK THREAD	\$25.20
78196	ROSENAU TRANSPORT LTD	SODIUM HYPOCHLORITE FREIGHT	\$626.06
78197	ROCKY MOUNTAIN EQUIPMENT	SCRAPER, SKID SHOES, CUTTING BLADES, BOLTS	\$159.58
78198	RED HAT COOPERATIVES	FACILITY & KEY DEPOSIT REFUND	\$225.00
78199	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$393.09
78200	PRO COMM SOLUTIONS INC	SIERRA WIRELESS AND SIM CARDS	\$672.00
78201	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$640.50
78202	SUNCOR ENERGY PRODUCTS	SHOP FUEL	\$9,519.12
78203	MODERN INDUSTRIAL RENTALS	8" ELECTRIC FAN RENTAL	\$78.75
78204	MEDICINE HAT CO-OP LTD	PLASTIC TEE	\$15.91
78205	MACDESIGN SCREENWORKS INC	POOL STAFF CLOTHING	\$530.25
78206	LETHBRIDGE HERALD	COMMUNITY SERVICE & DEVELOPMENT AD	\$250.74
78207	KOST FIRE EQUIPMENT LTD	SRV - SPRINKLER	\$367.50
78208	REDCLIFF HOME HARDWARE	CEMENT, FERTILIZER, PIPE, INSECTICIDE	\$592.03
78209	HARV'S JANITORIAL SERVICES	JANITORIAL SERVICES	\$3,832.50
78210	GRAND RENTAL STATION	RENTAL ITEMS FOR PENNY CARNIVAL	\$442.58
78211	JONELLE GLADUE	VARIOUS MILEAGE	\$43.24
78212	FOX ENERGY SYSTEMS INC	PLAYGROUND SIGN, 30 KM/HR SIGN	\$178.29
78213	FARMLAND SUPPLY CENTER LTD	CAMLOCK, HOSE & CLAMPS	\$3,431.35
78214	EPCOR ENERGY SERVICES INC	LANDFILL ELECTRIC UTILITIES	\$149.78
78215	CIBC VISA	MONTHLY VISA	\$4,379.38
78216	CITY OF MEDICINE HAT	ELECTRIC & GAS UTILITIES	\$16,696.33
78217	CLEARTECH INDUSTRIES INC	CHLORINE CYLINDERS AND DEPOSIT	\$2,170.81
78218	CONSTRUCTION SUPPLY LTD	SIKAFLEX SELF LEVELLING MIX	\$208.96
78219	CANADIAN PACIFIC RAILWAY	FLASHER MAINTENANCE CONTRACT	\$621.00
78220	ED MORITZ MASONRY & TILE LTD	QUICKCRETE CONCRETE MIX	\$29.93
207 CHEQUE STOTAL:			\$921,482.02



**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, AUGUST 17, 2015 7:00 P.M.**

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

Municipal Manager A. Crofts (left at 8:21 p.m.)  
Manager of Legislative S. Simon (left at 8:21 p.m., returned at 8:49 p.m.)  
& Land Services  
Director of Community K. Dalton (left at 8:06 p.m.)  
& Protective Services  
Manager of Engineering K. Minhas (left at 8:01 p.m.)  
Acting Director of Finance M. Davies (left at 8:13 p.m.)  
& Administration

**ABSENT:****1. GENERAL**

Call to Order

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

2015-0365 Adoption of Agenda

**B)** Councillor Solberg moved the agenda be adopted as amended to add In Camera, 1 Labour Items. - Carried.

2015-0366 Accounts Payable

**C)** Councillor Leipert moved the following 151 general vouchers in the amount of \$1,511,265.41 be received for information. - Carried.**ACCOUNTS PAYABLE****COUNCIL MEETING AUGUST 17, 2015**

<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
77848	A & B STEEL LTD	HITACHI HAND GRINDER & STRAP FILTER	\$140.70
77849	ACTION PARTS	AIR FILTER	\$46.63
77850	AMSC INSURANCE SERVICES LTD.	MAY HEALTH SPENDING ACCOUNT	\$206.05
77851	AMSC INSURANCE SERVICES	EMPLOYEE BENEFITS	\$15,420.70
77852	THE BOLT SUPPLY HOUSE LTD.	CARRIAGE BOLTS, LOCKNUTS	\$12.27
77853	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$26.29
77854	CAPITAL GLASS LTD.	WINDSHIELD	\$364.35
77855	CHAT-FM	ADVERTISING - REDCLIFF DAYS	\$420.00
77856	CITY OF MEDICINE HAT	SEWAGE OUTAGE	\$53,515.22
77857	CLEAR SKY RADIO	ADVERTISING - REDCLIFF DAYS	\$525.00
77858	CLEARTECH INDUSTRIES INC.	CHLORINE CYLINDERS	\$1,358.60
77859	CYPRESS COUNTY	2015 SUMMER GAMES REGISTRATION FEES	\$60.00

77860	DIAMOND MUNICIPAL SOLUTIONS	F9 FINANCIAL REPORT WRITER	\$2,457.00
77861	FORTY MILE GAS CO-OP LTD.	LANDFILL GAS UTILITIES	\$73.77
77862	JAMIE GARLAND	SUPPLIES	\$43.41
77863	GAR-TECH ELECTRICAL	CAMPGROUND RECEPTACLES REPLACEMENT	\$172.16
77864	ALBERTA GFOA	DIRECTOR OF FINANCE JOB POSTING	\$105.00
77865	GRAND RENTAL STATION	TENT RENTALS	\$2,561.48
77866	H2O HAULING LTD.	HAUL WATER TO LANDFILL	\$210.00
77868	J. BALMER SAFETY CONSULTING	POOL SUPPLIES	\$313.95
77869	JIM'S ELECTRIC (2006) LTD.	REPLACE POOL PUMP	\$672.74
77870	KIRK'S MIDWAY TIRE	TIRES	\$572.25
77871	MED. HAT CHAMBER OF COMMER	MEMBERSHIP RENEWAL	\$430.50
77872	MEDICINE HAT CO-OP LTD	PESTICIDE/HERBICIDE	\$122.71
77873	SHAW CABLE	INTERNET FEES	\$261.19
77874	CFMY-FM	ADVERTISING - REDCLIFF DAYS	\$420.00
77875	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$1,788.49
77876	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$16,855.66
77877	PETROLEUM TANK MANAGEMENT	PETROLEUM STORAGE TANK REGISTRATION	\$130.00
77879	ERNIE REIMER	MAYOR & REEVES MEETING	\$119.08
77880	ROGERS MEDIA INC.	ADVERTISING REDCLIFF DAYS	\$430.50
77881	SAFETY CODES	SAFETY CODES PERMITS	\$259.63
77882	SCHEFFER ANDREW LTD.	PLANNING SERVICES	\$3,137.40
77883	THE SHOPPER	ADVERTISING - REDCLIFF DAYS MAP & EVENT LISTINGS	\$282.45
77884	SIMPLY WATER	BOTTLED WATER	\$106.25
77885	TELUS COMMUNICATION INC.	WESTSIDE LIFT STATION	\$38.03
77886	TELUS MOBILITY	MUNICIPAL MANAGER CELL PHONE	\$117.06
77887	MUNICIPAL WORLD INC	JOB POSTINGS - ENG TECH & DIRECTOR OF FINANCE	\$892.50
77888	TRIPLE R EXPRESS	PARTS FREIGHT	\$34.65
77889	WALL, SUSANA & PEDRO	SENIOR CENTRE FACILITY RENTAL DEPOSIT REFUND	\$225.00
77890	CENOVUS ENERGY INC.	REFUND INACTIVE UT ACCOUNT	\$1,114.62
77891	WATSON POOLS INC	TESTING KIT	\$1,556.19
77892	DARLEY, KEELY	SUMMER PROGRAMMING INSTRUCTOR FEES	\$119.00
77893	CANADIAN NATURAL RESOURCES LTD	REFUND INACTIVE UT ACCOUNT	\$167.80
77894	GREATWEST KENWORTH	DEVELOPMENT APPLICATION OVERPAYMENT	\$3.25
77895	VP ENTERTAINMENT	REDCLIFF DAYS ENTERTAINMENT	\$1,942.50
77896	TOWN OF REDCLIFF	REGULAR PAYROLL	\$89,259.48
77897	TOWN OF REDCLIFF - LANDFILL	LANDFILL TONNAGE	\$82.11
77898	WORKERS COMPENSATION BOARD	WCB PREMIUMS	\$3,248.00
77899	WOLSELEY MECHANICAL GROUP	THREADED TEE & BALL VALVE	\$95.07
77900	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$228.71
77901	REDCLIFF HOME HARDWARE	HARDWARE ITEMS	\$615.50
77902	PETROLEUM TANK MANAGEMENT	PETROLEUM STORAGE TANK REGISTRATION	\$195.00
77903	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$36,492.26
77904	LAVALEE, MICHELLE	CANADA DAY PERFORMANCE	\$1,000.00

77905	AMSC INSURANCE SERVICES LTD.	HEALTH CARE SPENDING	\$446.72
77906	BRANDT TRACTOR LTD.	FILTERS	\$827.42
77907	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
77908	CARSWELL	PAYROLL ONLINE	\$1,330.35
77909	CIBC	SUPPLEMENTAL PENSION PLAN	\$1,290.10
77910	C.U.P.E.	UNION DUES	\$2,607.57
77911	FOUNTAIN TIRE	TRUCK TIRES, RETREADS, WHEELS AND SERVICES	\$287.69
77912	GLENTEL WIRELESS CENTRE	LAB LABOUR, CABLE AND MIC RADIUS	\$204.47
77913	ISL ENGINEERING & LAND SERVICE	SANITARY INFLOW AND INFILTRATION INVESTIGATION	\$3,760.08
77914	JOE JOHNSON EQUIPMENT	BREATHING FILTER	\$56.23
77915	KIRK'S MIDWAY TIRE	TIRE REPAIR	\$1,074.15
77916	LMT HYDRO-VAC SERVICES LTD.	REMOVE LEACHATE	\$3,780.00
77917	MEDICINE HAT MINOR SOFTBALL ASS.	CONCESSION KEY DEPOSIT REFUND	\$319.50
77918	SHAW CABLE	TOWNHALL INTERNET FEES	\$125.90
77919	SUNCOR ENERGY PRODUCTS PARTNER	SHOP/LANDFILL FUEL	\$12,358.46
77920	REDCLIFF BAKERY	MUNICIPAL PLANNING COMMISSION LUNCH	\$69.30
77921	ROSENAU TRANSPORT LTD	CHLORINE FREIGHT	\$360.50
77922	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK AT LANDFILL	\$136.50
77923	SUMMIT MOTORS LTD	BELT	\$73.02
77924	TELUS COMMUNICATION INC.	TWO WAY RADIOS	\$20.60
77925	WILSON, JAMES	REFUND - KEY & FACILITY DEPOSIT	\$225.00
77926	VEARNCOMBE, TARA	REFUND - KEY & FACILITY DEPOSIT	\$225.00
77928	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX DEDUCTION PAYMENTS	\$150.00
77929	XEROX CANADA LTD.	PHOTOCOPIER MAINTENANCE	\$29.10
77930	ZEP SALES & SERVICE OF CANADA	CLEANING SUPPLIES	\$668.77
77931	LMT ENTERPRISES LTD.	PUMP STATION & RIVER VALLEY PARK EROSION	\$70,303.28
77932	M.P. ECO MECHANICAL PROCESS INC	WATER TREATMENT PLANT - CONSTRUCTION	\$660,921.36
77933	MPE ENGINEERING LTD.	WATER TREATMENT PLANT - MATERIALS TESTING	\$25,138.47
77934	PUDWELL, AUBRIANNE	POOL SUPPLIES	\$33.04
77935	TRANSIT PAVING INC	4TH AVE SW & 4TH ST SW ROAD CONSTRUCTION	\$232,002.69
77936	ACKLANDS - GRAINGER INC	RESPIRATOR, TAPP BARR CAUTION & RUBBER BOOTS	\$83.10
77937	ACTION PARTS	BRAKE HARDWARE KIT, WIPER BLADES	\$306.31
77938	ATRON REFRIGERATION & AIR COND	SUMMER MAINTENANCE TO HVAC EQUIPMENT	\$103.95
77939	BENCHMARK ASSESSMENT CONSULTANT	ASSESSMENT FEES	\$16,126.16
77940	THE BOLT SUPPLY HOUSE LTD.	DRILL BITS	\$41.88
77941	BOSS LUBRICANTS	ANTIFREEZE CONTAINER DEPOSIT	\$367.71
77942	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
77943	C.E.M. HEAVY EQUIPMENT	FAN AND MOTOR, A/C CONDENSER	\$2,094.23
77944	CIBC VISA	CIBC VISA PAYMENTS	\$16,373.50
77945	CLEARTECH INDUSTRIES INC.	CONTAINER REFUND CREDIT	\$1,747.45
77946	GLENTEL WIRELESS CENTRE	RADIO CHECK, CLEAN, TUNE, & REPAIR	\$237.30
77947	REDCLIFF HOME HARDWARE	WATER, COFFEE, TOILET PAPER	\$49.55
77948	KIRK'S MIDWAY TIRE	TIRES & SUPPLIES	\$1,383.90

77949	SUNCOR ENERGY PRODUCTS PARTNER	LANDFILL FUEL	\$2,251.56
77950	PITNEY WORKS	SERVICE ON FOLDERS & STUFFERS	\$159.08
77951	PRITCHARD & COMPANY LLP	PROFESSIONAL SERVICES	\$265.91
77952	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS	\$17,157.50
77953	PUROLATOR	JOE JOHNSON EQUIPMENT FREIGHT	\$30.83
77954	REDCLIFF ACTION SOCIETY	COORDINATOR POSITION	\$3,000.00
77955	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$32,194.08
77956	ROSENAU TRANSPORT LTD	CHLORINE CYLINDERS FREIGHT	\$204.52
77957	SHOCKWARE WIRELESS INC.	LANDFILL INTERNET	\$47.20
77958	PATRICIA SPETZ	SUPPLIES FROM COSTCO	\$101.84
77959	SUMMIT MOTORS LTD	DOOR HAND HOLD, CIRCUIT BREAKER	\$492.03
77960	TELUS COMMUNICATION INC.	TELEPHONE SERVICES	\$1,721.50
77961	TELUS MOBILITY	CELL SERVICES	\$18.59
77962	MBSI CANADA	HOSTED BACKUP	\$1,071.00
77963	WFR WHOLESALE FIRE & RESCUE LTD	FIREHOSE ADAPTERS	\$110.65
77964	TROTZ. JOE	REFUND INACTIVE UT ACCOUNT	\$123.19
77965	PENNER, KURTIS	REFUND INACTIVE UT ACCOUNT	\$60.10
77966	MCIVOR, DON	REFUND SEWER SCOPE	\$176.00
77968	TOWN OF REDCLIFF	REGULAR PAYROLL	\$89,376.06
77969	TROPHY AND ENGRAVING WORLD	NAMEPLATE	\$8.40
77970	WAJAX POWER SYSTEMS	COOLANT HEATER	\$293.52
77971	ZEP SALES & SERVICE OF CANADA	ZEP FLASH ORANGE, ZEP FORMULA & ULTRAWIPES	\$681.65
77972	ACKLANDS - GRAINGER INC	FIRE EXTINGUISHER & BRACKET	\$265.20
77973	ACTION PARTS	WIPER BLADES	\$16.44
77974	AMEC EARTH & ENVIRONMENTAL	WATER TREATMENT PLANT - MATERIALS TESTING	\$2,730.10
77975	THE BOLT SUPPLY HOUSE LTD.	PVC BLACK ELECTRIC TAPE	\$42.76
77976	CANADIAN LINEN & UNIFORM SERVICES	COVERALLS	\$21.42
77977	CITY OF MEDICINE HAT	ELECTRIC AND GAS UTILITY	\$12,792.19
77978	CORVUS BUSINESS ADVISORS	OFF-SITE LEVY BYLAW PREPARATION	\$8,662.50
77979	CANADIAN PACIFIC RAILWAY	MAINTENANCE - FLASHER CONTRACT	\$621.02
77980	EPCOR ENERGY SERVICES INC.	LANDFILL ELECTRIC UTILITIES	\$112.87
77981	GAS CITY HYDRO VAC	SUPPLY HYDROVAC	\$1,220.63
77982	HAT AGRI SERVICE	PARTS	\$1,174.94
77983	HYDRODIG	SUPPLY HYDROVAC	\$362.25
77984	INFILCO DEGREMONT INC	WATER TREATMENT PLANT - SOLIDS FILTRATION	\$18,493.65
77985	LETHBRIDGE MOBILE SHREDDING	SHREDDING SERVICE	\$46.20
77986	LIFESAVING SOCIETY	FIRST AID MANUALS & SUPPLIES	\$609.15
77987	LOGOS EMBROIDERY	EMBROIDERY CUSTOMER SHIRTS	\$50.40
77988	MEDICINE HAT CO-OP LTD	ROUNDUP HERBICIDE	\$159.70
77989	CINDY MURRAY	EVENT SUPPLIES	\$481.24
77990	PARK ENTERPRISES LTD.	INSPECTIONS, BUILDING PERMITS	\$2,024.01
77991	PRIME PRINTING	ENVELOPES, BLANK INVOICES/CHEQUES	\$2,527.35
77992	ROSENAU TRANSPORT LTD	CHLORINE CYLINDERS & DRUMS FREIGHT	\$1,010.78

77993	SIMPLY WATER	BOTTLED WATER	\$37.50
77994	SUMMIT MOTORS LTD	AIR CLEANER INDICATOR	\$74.62
77995	TELUS MOBILITY	CELL SERVICES	\$137.35
77996	BREWMASTER WHOLESALE FOODS	MEALS ON WHEELS CONTAINERS	\$78.33
77997	WHITE DRAGON KARATE	CANADA DAY DEMONSTRATION AND ASSISTANCE	\$200.00
77998	ELEVATION LANDSCAPING	SPRINKLER HEADS	\$119.70
77999	BERT'S VACUUMS & EQUIPMENT RENTAL	JANITORIAL MATERIALS	\$147.79
78002	TRANSIT PAVING INC	BROADWAY AVE E REHAB	\$3,333.75
78009	PALIWODA, DERRYLL	DUPLICATE TAX PAYMENT REFUND	\$2,182.90
78010	VINE, DOLORES	DUPLICATE TAX PAYMENT REFUND	\$3,152.15
151 CHEQUES TOTAL:			\$1,511,265.41

## 2. DELEGATION

Staff Sgt. Sean Maxwell  
Re: RCMP Report to Council  
April 1, 2015 - June 30, 2015

**A)** Staff Sgt. Sean Maxwell of the RCMP was in attendance to present the RCMP Report to Council April 1, 2015 - June 30, 2015.

2015-0367

Councillor Leipert moved the RCMP Report to Council April 1, 2015 - June 30, 2015 presented by Staff Sgt. Sean Maxwell, be received for information. - Carried.

Chantelle Mackney  
Re: Justice for Bullies

**B)** Chantelle Mackney was in attendance to present Justice for Bullies presentation.

2015-0368

Councillor Brown moved to authorize Lester Landry, President of Respect the Service Dog, to speak further to the presentation of Chantelle Mackney with respect to Justice for Bullies. - Carried.

2015-0369

Councillor Crozier moved the Justice for Bullies presentation by Chantelle Mackney, be received for information. Further, to direct Administration to review Bylaw 1800/2015, Dog Control Bylaw for consideration of breed neutral legislation. - Carried.

## 3. MINUTES

2015-0370 Council meeting held July 20, 2015

**A)** Councillor Steinke moved the minutes of the Council meeting held July 20, 2015, be adopted as presented. - Carried.

2015-0371 Cypress View Foundation Board meeting held July 30, 2015

**B)** Councillor Crozier moved the minutes of the Cypress View Foundation Board meeting held July 30, 2015, be received for information. - Carried.

**4. BYLAWS**

2015-0372 Bylaw 1806/2015, Tax Instalment Payment Plan Bylaw

**A)** Councillor Crozier moved Bylaw 1806/2015, Tax Instalment Payment Plan Bylaw be given first reading. - Carried.

**5. REQUESTS FOR DECISION**

2015-0373 Removal of Concrete Structure in River

**A)** Councillor Solberg moved that the Town of Redcliff not accept the price quote from LMT and the proposal from AMEC for removal of the old abandoned concrete located in the River SW of River Road end. Further that Administration bring forward the concrete structure removal project proposal for consideration during 2016 Budget discussions. - Defeated.

2015-0374

Councillor Kilpatrick moved, barring not being able to do the work in house, that the Town of Redcliff accept the price quote from LMT in the amount of \$22,900.00 plus GST and from the engineering fee scope change request from AMEC in the amount of \$10,015.00 for the removal of the old abandoned concrete located in the River SW of River Road end. Further, to approve a budget amount of \$32,915.00 plus GST and fund the project from Tax Stabilization Reserve. - Carried.

Manager of Engineering left the meeting at 8:01 p.m.

2015-0375 Encroachment Permit Application  
Re: Lot 58, Block 24, Plan 8010810 (901 - 7 Street SE)

**B)** Councillor Kilpatrick moved that the Municipal Manager be authorized to sign an encroachment agreement with Robert William Montgomery Scory and Melissa Dee Scory who own Lot 58, Block 24, Plan 0810810 (901 - 7 Street SE). - Carried.

**6. CORRESPONDENCE**

2015-0376 Ryan Lawrence  
Re: Taxi Woes

**A)** Councillor Solberg moved correspondence from Ryan Lawrence emailed July 16, 2015 regarding the Taxi industry in Redcliff, be received for information. - Carried.

2015-0377 TransCanada Pipelines Limited Re: Proposed Project: Medicine Hat Compressor Station

**B)** Councillor Steinke moved correspondence from TransCanada Pipelines Limited dated July 6, 2015 regarding Proposed Project: Medicine Hat Compressor Station, be received for information. - Carried.

Director of Community & Protective Services left the meeting at 8:06 p.m.

2015-0378 Alberta Office of the Minister of Health/Seniors  
Re: Alberta Social Housing Corporation Grants and Taxes

**C)** Councillor Leipert moved correspondence from Alberta Office of the Minister of Health/Seniors dated July 20, 2015 regarding Alberta Social Housing Corporation Grants and Taxes, be received for information. - Carried.

- |           |  |  |
|-----------|--|--|
| 2015-0379 | Drew Barnes, MLA<br>Re: Redcliff Days<br>Congratulations                           | <b>D)</b> Councillor Crozier moved correspondence from Drew Barnes, MLA dated July 22, 2015 regarding Redcliff Days Congratulations, be received for information. - Carried.   |
| 2015-0380 | Alberta Municipal Affairs<br>Re: Municipal Sustainability Initiative (MSI) funding | <b>E)</b> Councillor Kilpatrick moved correspondence from Alberta Municipal Affairs dated July 27, 2015 regarding Municipal Sustainability Initiative (MSI) funding, be received for information. - Carried.   |
| 2015-0381 | Alberta Municipal Affairs<br>Re: Small Communities Fund (SCF)                      | <b>F)</b> Councillor Crozier moved correspondence from Alberta Municipal Affairs dated July 31, 2015 regarding Small Communities Fund (SCF), be received for information. - Carried.   |
| 2015-0382 | Alberta Culture and Tourism<br>Re: Bid Invitation for 2018<br>Alberta Summer Games | <b>G)</b> Councillor Kilpatrick moved correspondence from Alberta Culture and Tourism received July 30, 2015 regarding Bid Invitation for 2018 Alberta Summer Games, be received for information. Further, to refer correspondence to the Recreation Services Board as an information item. - Carried. |
- 7. OTHER**
- |           |   |   |
|-----------|---|---|
| 2015-0383 | Landfill Graphs to July 31, 2015                    | <b>A)</b> Councillor Steinke moved the Landfill Graphs to July 31, 2015, be received for information. - Carried.                    |
| 2015-0384 | Council Important Meetings & Events August 17, 2015 | <b>B)</b> Councillor Leipert moved the Council Important Meetings & Events August 17, 2015, be received for information. - Carried. |

## 8. RECESS

Mayor Reimer called for a recess at 8:13 p.m.

Acting Director of Finance & Administration left the meeting at 8:13 p.m.

Mayor Reimer reconvened the meeting at 8:21 p.m.

## 9. IN CAMERA

- |           |   |
|-----------|---|
| 2015-0385 | Councillor Steinke moved to meet In Camera at 8:21 p.m.<br>- Carried. |
|-----------|---|

Municipal Manager and Manager of Legislative & Land Services left the meeting at 8:21 p.m.

Manager of Legislative & Land Services returned at 8:49 p.m.

2015-0386

Councillor Crozier moved to return to regular session at 8:49 p.m. - Carried.

**10. ADJOURNMENT**

2015-0387 Adjournment

Councillor Brown moved to adjourn the meeting at 8:49 p.m. - Carried.

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Mayor

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Manager of Legislative and Land Services



**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, AUGUST 17, 2015 6:00 P.M.**

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

Municipal Manager A. Crofts (left at 6:01 p.m.)  
Manager of Legislative S. Simon (left at 6:01 p.m., returned at 6:46 p.m.)  
& Land Services

**1. GENERAL**

Call to Order **A)** Mayor Reimer called the special meeting to order at 6:01 p.m.

2015-0361 Adoption of Agenda **B)** Councillor Leipert moved the Agenda be adopted as presented. - Carried.

**2. IN CAMERA**

2015-0362 Councillor Kilpatrick moved to meet In Camera to discuss 1 Labour item at 6:01 p.m. - Carried.

Manager of Legislative and Land Services and Municipal Manager left the meeting at 6:01 p.m.

2015-0363 Councillor Leipert moved to return to regular session at 6:46 p.m. - Carried.

Manager of Legislative and Land Services returned to the meeting at 6:46 p.m.

**3. ADJOURNMENT**

2015-0364 Adjournment Councillor Solberg moved to adjourn the meeting at 6:47 p.m. - Carried.

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Mayor

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Manager of Legislative and Land Services

**MUNICIPAL PLANNING COMMISSION  
THURSDAY AUGUST 27, 2015 – 2:00 PM  
TOWN OF REDCLIFF  
SPECIAL MEETING**

**MINUTES**

**PRESENT:**   Members:                               B. Duncan, J. Beach, B. Lowery  
                  Development Officer:           B. Stehr  
                  Planning Consultant           G. Smith  
                  Absent                             B. Vine,

**1.     CALL TO ORDER**

B. Duncan called the meeting to order at 2:00 pm.

**2.     ADOPTION OF AGENDA**

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

**3.     PREVIOUS MINUTES**

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

**4.     DEVELOPMENT PERMITS FOR MPC CONSIDERATION**

**A) Development Permit Application 15-DP-063  
Demke Enterprises Ltd.  
Lot 1, Block 12, Plan 0913590 (1102 9 Avenue SE)  
Single Family Dwelling**

B. Lowery moved that Development Permit Application 15-DP-063 for a Single Family Dwelling be approved as submitted.  
- Carried.

**5.     FOR INFORMATION**

**A) Response to MPC's comments regarding the Eastside ASP**

MPC directed the Development Officer to check with the Manager of Engineering to confirm that all of the pages were presented.

**6. FOR DISCUSSION**

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

MPC agreed to leave item tabled until all members were present.

**7. ADJOURNMENT**

J. Beach moved adjournment of the meeting at 2: 25 pm.  
- Carried.

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Chairman

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Secretary



## ***MINUTES***

### ***Board Meeting of June 17, 2015***

***Trustees Present:*** Dwight Kilpatrick, Kelly Christman, Craig Widmer, Yoko Fujimoto, Marjorie Moncrieff, Kevin Jones, Brent Burton, Norm Gerestein, Ernest Mudie, Rose Sanchez

***Trustees Absent  
With Regrets:*** Celina Symmonds, Shannyn Creary

***Date & Time:*** Wednesday, June 17, 2015 at 3:30 p.m.

***Location:*** Esplanade Arts & Heritage Centre, Studio Theater

1. The meeting was called to order at 3:12 p.m. by Dwight Kilpatrick.

1.1. Moved by Yoko Fujimoto that the SLS Board approve the agenda with the following additions:

- 2.3 – Lifting units on the roof during installation
- 2.4 – Bib Services Pilot Project

CARRIED

1.2. Moved by Ernest Mudie that the SLS Board approve the May 20, 2015 Board Meeting Minutes as presented.

CARRIED

## **2. Action:**

2.1. Moved by Norm Gerestein that the SLS Board approve the May 2015 Financial Statements as presented.

*Attachment 1*

CARRIED

2.2. Moved by Kelly Christman that the SLS Board approve the purchase of a 10 year roof warranty, up to a cost of \$1,470.00, based on information regarding the warranty of the installation of solar panels.

*Attachment 2*

CARRIED

2.3. Moved by Craig Widmer that the SLS Board approve the cost of \$5,036.85 to have the condensing units lifted on the roof during installation of the new roof.

*Attachment 3*

CARRIED

- 2.4. Moved by Marj Moncrief that the SLS Board approve spending up to \$10,000.00, from unrestricted reserves, for a Bibliographic Services Pilot Project. CARRIED

3. **Information**

- 3.1. Moved by Norm Gerestein that the Information Items be received by the SLS Board.

- Board Chair Report – Dwight Kilpatrick
  - o Nothing to report
- CEO Report – Petra Mauerhoff  
*Attachment 4*
- Manager, Library Technology Report – Chris Field  
*Attachment 5*

CARRIED

The meeting was adjourned at 3:40 p.m. by Craig Widmer.

**Next Meeting:**

**August 26, 2015**  
**12:30 p.m. luncheon**  
**1:00 p.m. meeting**  
**Shortgrass Library System Boardroom**  
**VC Locations as requested**

**Shortgrass Library System  
Financial Statement  
May 2015**

Attachment I

**Receipts**

Peggy Curthoys - Staff Order	\$32.90	
MHPL - Phone Services April 7/15	\$232.98	
MHPL - Booklet Printing	\$625.00	
Bassano - Item Barcodes	\$72.00	
Community Foundation - Teen Program Grant	\$1,500.00	
CIP Grant - Roof Replacement	\$49,055.00	
Chinook Arch - ALC hotel room	\$872.82	
Praxis - Learning Kit Delivery	\$150.00	
County of Newell - Membership Levy	\$34,049.50	
Wild Cards - Cultural Festival campaign	\$60.00	
City of Medicine Hat - Membership Levy	\$149,891.00	
Yellowhead - Reimbursement for JPL hotel room	\$872.82	
WCB - 2014 surplus distribution	\$685.44	
Bow Island - DVD cleaning	\$2.00	
Pop & snack sales to staff	\$150.00	
Foremost - Membership Levy	\$1,288.50	
Brooks - Item Barcodes	\$14.40	
Brooks - CDW Order	\$61.12	
Reimbursement for farewell gift for Emma from MHPL & MHC	\$50.00	
Bow Island - Membership Levy	\$4,961.50	
Medicine Hat Co-op - 2014 Dividends	\$185.00	
Total Receipts		<u><u>\$244,811.98</u></u>

**Canadian Vendors/Expenses**

Vendors - Operational/Payroll	\$102,359.35	
Vendors - Materials	\$36,531.10	
Vendors - Non SLS expense(will be reimbursed)	\$504.29	
Total cost of Canadian purchases		<u><u>\$139,394.74</u></u>

**American Vendors**

US Vendors - Operational	\$0.00	
US Vendors - Materials	\$4,118.64	
US Vendors - Non-SLS	\$0.00	
Exchange @ 0.98386	\$1,143.27	
Total cost of American purchases & exchange		<u><u>\$5,261.91</u></u>

**Operational Funds Consist of (May 31, 2015)**

Petty Cash	\$300.00
TD Chequing Account Balance	\$191,224.87
Cert#8111533-33--\$100,020.87 @1.0% mat Jun 21, 2015	\$100,020.87
Cert#8111533-36--\$61,163.84 @0.9% mat Jul 1, 2015	\$61,163.84
Cert#8907389-20--\$50,325.67 @0.9% mat Jul 22, 2015	\$50,325.67
Cert#8907389-22--\$50,325.67 @0.9% mat Jul 22, 2015	\$50,325.67
Cert#8007744-37--\$51,111.53 @0.9% mat Aug 12, 2014	\$51,111.53
Cert#8007744-35--\$51,111.53 @0.9% mat Aug 12, 2015	\$51,111.53
Cert#8007744-38--\$50,459.19 @0.9% mat Aug 12, 2015	\$50,459.19
Cert#8007744-02--\$1,590.50 @0.65% mat Jun 25, 2015	\$1,590.50
	<u>\$607,633.67</u>

**Operational Funds Activity for month of May 2015**

Cash Balance May 1, 2015	\$521,154.91
Plus: Receipts	\$244,811.98
Less: Expenses for Canadian Operational/Payroll	\$102,359.35
Less: Expenses for Canadian Materials	\$36,531.10
Less: Non-SLS Canadian Expenses	\$504.29
Plus: Interest earned on renewed/cashed GICs	\$708.33
Less: GIC exchanged into American	\$19,646.81
	<u>\$607,633.67</u>

**Contingency Funds Consist of (May 31, 2015)**

Cert #8111533-24--\$10,840.35 @0.85% mat Jun 3, 2015	\$10,840.35
Cert #8111533-25--\$18,185.01 @0.85% mat Jun 3, 2015	\$18,185.01
Cert #8111533-26--\$14,885.99 @0.85% mat Jun 3, 2015	\$14,885.99
Cert #8111533-34--\$15,669.35 @0.85% mat Jun 21, 2015	\$15,669.35
	<u>\$59,580.70</u>

**Capital Funds Consist of (May 31, 2015)**

Capital Chequing Account	\$6.44
Cert #8907389-16--\$3,063.70 @0.65% mat Jun 3, 2015	\$3,063.70
Cert #8907389-17--\$65,624.71 @0.9% mat Jun 3, 2015	\$65,624.71
Cert #8907389-18--\$28,764.62 @0.9% mat Jun 3, 2015	\$28,764.62
Cert #8907389-19--\$21,658.52 @0.85% mat Jun 19, 2015	\$21,658.52
Cert#8907389-23--\$175,000.00 @1.0% mat Jun 25	\$175,000.00
	<u>\$294,117.99</u>

**US\$ Currency Account as of May 31, 2015**

US\$ Currency Account	\$14,567.53
US\$ Exchange Account	\$4,868.66
	<u>\$19,436.19</u>

Shortgrass Library System  
Canadian Cheque List  
May 2015

Date	Comment	Chq#	Operational	Materials	Non-SLS
May 05, 2015	Mauerhoff, Petra, travel to Bow Island, Newell, & 40 Mile for council presentations	13539	272.50		
May 05, 2015	City of Medicine Hat, utilities	VOIDMay115	1,686.26		
May 05, 2015	VOID - travel for Emma Stewart - trip was cancelled	13540			
May 07, 2015	Medicine Hat News, advert.	13541	450.45		
May 07, 2015	Distributel Communications Ltd, phones	13542	335.49		
May 08, 2015	Jesse, Ivan, charter bus driver tip	13543	250.00		
May 08, 2015	Medicine Hat Co-op Ltd., fuel	13544	942.69		
May 15, 2015	Payroll - May 15	3498			
May 15, 2015		3499			
May 15, 2015		3500			
May 15, 2015		3501			
May 15, 2015		3502			
May 15, 2015		3503			
May 15, 2015		3504			
May 15, 2015		3505			
May 15, 2015		3506			
May 15, 2015		3507			
May 15, 2015		3508			
May 15, 2015		3509			
May 15, 2015		3510			
May 15, 2015		3511	16,386.46		
May 12, 2015	Ceridian, service fee	VOIDMay1515	210.32		
May 12, 2015	LAPP, pension	VOIDMay1515	5,407.45		
May 12, 2015	Manulife Financial, benefits	VOIDMay1515	2,535.05		
May 12, 2015	Receiver General Payroll - #1, deductions	VOIDMay1515	6,526.94		
May 12, 2015	Receiver General Payroll - #2, deductions	VOIDMay1515	560.13		
May 13, 2015	LAPP, Worrall pension	13545	303.57		
May 14, 2015	ENMAX Generation Portfolio Inc., solar panel deposit	13546	5,250.00		
May 19, 2015	Mauerhoff, Petra, travel to Rosemary & Brooks for council presentations	13547	246.50		
May 20, 2015	Manulife Financial, health spending account	13548	660.61		
May 28, 2015	Payroll - May 28	3512			



Date	Comment	Chq#	Operational	Materials	Non-SLS
May 28, 2015		3513			
May 28, 2015		3514			
May 28, 2015		3515			
May 28, 2015		3516			
May 28, 2015		3517			
May 28, 2015		3518			
May 28, 2015		3519			
May 28, 2015		3520			
May 28, 2015		3521			
May 28, 2015		3522			
May 28, 2015		3523			
May 28, 2015		3524			
May 28, 2015		3525			
May 28, 2015		3526			
May 28, 2015		3527	18,822.41		
May 26, 2015	Ceridian, service fee	VOIDMay2615	221.97		
May 26, 2015	LAPP, pension	VOIDMay2615	5,393.53		
May 26, 2015	Manulife Financial, benefits	VOIDMay2615	2,643.67		
May 26, 2015	Receiver General Payroll - #1, deductions	VOIDMay2615	6,514.49		
May 26, 2015	Receiver General Payroll - #2, deductions	VOIDMay2615	958.38		
May 26, 2015	TD Visa (Bryksa), board meeting lunch, charter bus deposit, trustee nametag, website software, board leadership lunch, teen kit supplies, barcode scanner (5,969.20 + 400.06 = 6,369.26)	VOIDMay2615	5,969.20		400.06
May 26, 2015	TD Visa (Curthoys), materials	VOIDMay2615		646.30	
May 26, 2015	TD Visa (Dye), materials returned to vendor	VOIDMay2615		47.46	
May 26, 2015	TD Visa (Field), travel to COSUGI, travel to Brooks, online payments setup	VOIDMay2615	441.98		
May 26, 2015	TD Visa (Mauerhoff), facebook advert., waste removal, travel to TAL meeting, supplies for charter bus, greeting cards, farewell gift for intern, CLA membership (801.85 + 104.23 = 906.08)	VOIDMay2615	801.85		104.23
May 26, 2015	TD Visa (Thurlow), vehicle maint.	VOIDMay2615	141.74		
May 27, 2015	A-G Canada Ltd, cataloguing software subscription	13549	5,363.64		
May 27, 2015	Bennett, Bonnie, travel to Lib Mng Mtg May 11	13550	156.00		
May 27, 2015	Biblio RPL, processing supplies	13551	504.00		

Date	Comment	Chq#	Operational	Materials	Non-SLS
May 27, 2015	Bryksa, Dyan (PETTY CASH), charter bus supplies	13552	103.05		
May 27, 2015	Can Customs/Rev. Agency (GST)	13553	1,317.60		
May 27, 2015	Chinook Arch Regional Lib System, 3 months internet service	13554	1,666.98		
May 27, 2015	Christman, Kelly, travel to ALC & Brd Mtg	13555	129.75		
May 27, 2015	Cleanrite Services, janitorial	13556	918.04		
May 27, 2015	Creary, Shannyn, travel to ALX	13557	63.00		
May 27, 2015	Field, Chris, travel to Grande Prairie	13558	146.75		
May 27, 2015	Greenthumb Lawncare Inc., sprinkler startup	13559	96.08		
May 27, 2015	Jones, Kevin, travel to Brd Mtg May 20	13560	156.00		
May 27, 2015	Krochak, Cathryn, travel to Lib Mng Mtg	13561	108.00		
May 27, 2015	LAPP, Worrall pension	13562	303.57		
May 27, 2015	Marigold Library System, SRP supplies	13563	3,389.54		
May 27, 2015	Medicine Hat Wholesale Foods Ltd., processing supplies	13564	46.32		
May 27, 2015	Memory Lane Computers, IT supplies	13565	139.63		
May 27, 2015	Moncrieff, Marjorie, travel to Brd Mtg May 20	13566	58.50		
May 27, 2015	Mudie, Ernest, travel to ALC & Brd Mtg	13567	383.00		
May 27, 2015	Pegasus-way Courier Service	13568	40.00		
May 27, 2015	Plett, Vanessa, travel to Lib Mng Mtg May 11	13569	138.50		
May 27, 2015	Staples Advantage, stationary & process	13570	191.36		
May 27, 2015	Traxx Coachlines, final balance on charter bus	13571	464.94		
May 27, 2015	TRS Officeware, photocopier useage	13572	900.40		
May 27, 2015	Vanderloh, Shannon, travel to Lib Mng	13573	124.00	91.80	
May 27, 2015	Van Dorp, Kathryn, travel to Lib Mng	13574	58.50		
May 27, 2015	Widmer, Craig, travel to Brd Mtg May 20	13575	53.00		
May 27, 2015	Workers' Compensation Board Alberta	13576	712.80		
May 27, 2015	Yellowhead Regional Library, share of ALC reception	13577	100.67		
May 27, 2015	Carr McLean, materials	13578		3,676.37	
May 27, 2015	Credit Valley Railway Company Ltd.,	13579		80.85	
May 27, 2015	CVS Midwest Tape, materials	13580		6,374.68	
May 27, 2015	Foremost Municipal Library, materials	13581		359.29	
May 27, 2015	J. Appleseed, materials	13582		205.76	
May 27, 2015	Medicine Hat Public Library, materials	13583		1,530.60	
May 27, 2015	NFB Administration, materials	13584		216.90	
May 27, 2015	The Alberta Library, materials	13585		1,629.19	

Date	Comment	Chq#	Operational	Materials	Non-SLS
May 27, 2015	United Library Services Inc., cataloguing soft/tool, materials (592.10 + 17,052.50 = 17,644.60)	13586	592.10	17,052.50	
May 27, 2015	Unitrade Associates, materials	13587		119.37	
May 27, 2015	Whitehots Inc., materials	13588		4,500.03	
			<u>102,359.36</u>	<u>36,531.10</u>	<u>504.29</u>

Total Operational 102,359.36  
 Total Materials 36,531.10  
 Total Non-SLS 504.29  
 Total Canadian 139,394.75

Shortgrass Library System  
American Cheque List  
May 2015

Date	Comment	Chq#	Operational	Materials	Non-SLS
May 27, 2015	*OverDrive, Inc, materials	752		4,118.64	
			0.00	4,118.64	0.00

Total Operational 0.00  
Total Materials 4,118.64  
Total Non-SLS 0.00  
Total American 4,118.64



**Operating Budget Shortgrass Library System  
For Month Ending May 31, 2015**

		<b>Year to Date 2015</b>	<b>Approved 2015</b>	<b>Amended 2015</b>	<b>%</b>
<b>1</b>	<b>REVENUE</b>				
<b>2</b>	<b>Grants</b>				
<b>6</b>	<b>Total Community Dev (Prov) Grants</b>	\$0	\$536,482	\$553,806	0%
<b>11</b>	<b>Total Special Grants</b>	\$50,555	\$54,655	\$54,655	92%
<b>12</b>	<b>Total Grants</b>	\$50,555	\$591,137	\$608,461	9%
<b>27</b>	<b>Total Municipal Requisitions</b>	\$506,553	\$506,552	\$506,552	100%
<b>42</b>	<b>Total Lib Bd Transfers (Materials)</b>	\$554,083	\$479,673	\$479,673	116%
<b>43</b>	<b>Surplus from Previous Budget Year</b>	\$0	\$0	\$0	0%
<b>48</b>	<b>Total Non-resid Membership Fees</b>	\$0	\$0	\$0	0%
<b>63</b>	<b>Total ILS Reimbursement</b>	\$0	\$0	\$0	0%
<b>78</b>	<b>Total Datacom Reimbursement</b>	\$0	\$5,000	\$5,000	0%
<b>85</b>	<b>Total Investment Income</b>	\$2,027	\$7,750	\$7,750	26%
<b>93</b>	<b>Total Contract - Prairie Rose</b>	\$0	\$56,495	\$56,495	0%
<b>100</b>	<b>Total Contract - MHSD#76</b>	\$15,337	\$40,140	\$40,140	38%
<b>115</b>	<b>Total Donated Monies Reimburse.</b>	\$602	\$7,500	\$7,500	8%
<b>131</b>	<b>Total Staff Orders Reimbursement</b>	\$78	\$0	\$0	0%
<b>134</b>	<b>Miscellaneous Revenue</b>				
<b>135</b>	<b>Adopt A Library Donations</b>	\$0	\$0	\$0	0%
<b>136</b>	<b>Contract Rev-MHPL/MHC/WC/BW/PHA</b>	\$685	\$7,000	\$7,000	10%
<b>136.5</b>	<b>Online Payments</b>	\$0	\$0	\$0	#DIV/0!
<b>137</b>	<b>Miscellaneous Revenue</b>	\$17,184	\$20,000	\$20,000	86%
<b>138</b>	<b>Total Miscellaneous Income</b>	\$17,869	\$27,000	\$27,000	66%
<b>143</b>	<b>Total Misc Reimbursement Non SLS</b>	\$16,815	\$20,000	\$20,000	84%
<b>146</b>	<b>TOTAL REVENUE</b>	\$1,163,917	\$1,741,247	\$1,758,571	67%



**For Month Ending May 31, 2015**

		<b>Year to Date 2015</b>	<b>Approved 2015</b>	<b>Amended 2015</b>	<b>%</b>
149	<b>EXPENSE</b>				
152	<b>Board Expenses</b>				
153	Board Conferences/Workshops/Travel	\$3,668	\$5,500	\$5,500	67%
154	Board Meetings/Travel/M meal Expense	\$3,681	\$5,500	\$5,500	67%
155	<b>Total Board Expenses</b>	<b>\$7,349</b>	<b>\$11,000</b>	<b>\$11,000</b>	67%
158	<b>Administration</b>				
159	Insurance - Liability	\$2,251	\$4,000	\$4,000	56%
160	Advertising (job) Interview Expense	\$0	\$2,500	\$2,500	0%
161	Bank Charges-Oper/Cont/Visa	\$68	\$700	\$700	10%
161.1	TD VISA Materials Payments (Temp Acct)	\$0	\$0	\$0	0%
164	<b>Total Misc./Stationery/Equipment</b>	<b>\$553</b>	<b>\$6,500</b>	<b>\$6,500</b>	9%
165	Computer Software Purch/Repairs	\$0	\$500	\$500	0%
166	Computer Hardware Purchases	\$0	\$500	\$500	0%
167	Admin Photocopying Charges	\$1,372	\$2,500	\$2,500	55%
168	Memberships/Subscriptions	\$8,930	\$10,000	\$10,000	89%
169	Fees Audit/Legal	\$18,053	\$25,000	\$25,000	72%
170	Conf/Workshop, Travel, Meal Exp	\$7,327	\$14,000	\$16,000	52%
171	Meeting - Travel & Meal Exp	\$4,541	\$7,500	\$11,500	61%
172	Worker's Compensation	\$809	\$2,000	\$2,000	40%
176	<b>Total Salaries &amp; Benefits</b>	<b>\$84,094</b>	<b>\$188,444</b>	<b>\$188,444</b>	45%
177	<b>Total Administration</b>	<b>\$127,998</b>	<b>\$264,144</b>	<b>\$270,144</b>	48%
180	<b>Promotions/Public Relations</b>				
181	Advertising & Printing	\$2,409	\$14,000	\$14,000	17%
182	Promotions/Cards & Gifts	\$3,189	\$12,000	\$12,000	27%
183	Charter Bus - AB Lib Conference	\$6,453	\$6,500	\$6,500	99%
184	<b>Total Promotions/Public Relations</b>	<b>\$12,051</b>	<b>\$32,500</b>	<b>\$32,500</b>	37%
187	<b>Mem Library Man Travel &amp; Training</b>				
188	Workshops	\$0	\$1,000	\$1,000	0%
189	Member Lib. Travel/Education	\$2,450	\$6,500	\$8,000	38%
190	<b>Total Mem Library Managers Exp</b>	<b>\$2,450</b>	<b>\$7,500</b>	<b>\$9,000</b>	33%
193	<b>Programs to Libraries</b>				
194	Summer Reading Programs	\$3,752	\$8,500	\$8,500	44%
195	Author Tours	\$0	\$500	\$500	0%
195.1	Special Projects	\$0	\$4,000	\$4,000	0%
196	<b>Total Programs to Libraries</b>	<b>\$3,752</b>	<b>\$13,000</b>	<b>\$13,000</b>	29%
199	<b>Building Costs</b>				



For Month Ending May 31, 2015

		Year to Date 2015	Approved 2015	Amended 2015	%
200	Building Maint. (ordinary&contract)	\$10,999	\$40,000	\$40,000	27%
201	Materials & Supplies	\$936	\$2,500	\$2,500	37%
202	Insurance	\$3,821	\$10,000	\$10,000	38%
203	Utilities	\$8,027	\$29,000	\$29,000	28%
204	<b>Total Building Costs</b>	<b>\$23,782</b>	<b>\$81,500</b>	<b>\$81,500</b>	29%
207	<b>Technical/Public Services</b>				
208	Acquisitions Software/Tools	\$0	\$0	\$0	0%
209	Cataloguing Software/Tools	\$8,095	\$10,000	\$10,000	81%
209.5	Online Payments	\$56	\$0	\$0	0%
210	Processing Supplies	\$2,012	\$4,500	\$4,500	45%
211	Tech Stationary Supplies	\$337	\$1,000	\$1,000	34%
212	Tech Photocopying Charges	\$1,372	\$1,500	\$1,500	91%
213	Computer Hardware Purchase	\$389	\$2,000	\$2,000	19%
214	Computer Software/Support	\$353	\$1,000	\$1,000	35%
215	Equipment Purchases/Maintenance	\$1,206	\$1,000	\$1,000	121%
231	<b>Total Sal/Ben-Tech/Public Services</b>	<b>\$237,434</b>	<b>\$540,525</b>	<b>\$540,525</b>	44%
234	<b>Total Salaries/Benefits-Pro Cat</b>	<b>\$2,871</b>	<b>\$15,500</b>	<b>\$15,500</b>	19%
235	<b>Total Tech/Public ServicesExp</b>	<b>\$254,126</b>	<b>\$577,025</b>	<b>\$577,025</b>	44%
238	<b>Delivery &amp; Communications</b>				
239	<b>Total SLS Postage &amp; Shipping/Handling</b>	<b>\$1,204</b>	<b>\$2,000</b>	<b>\$2,000</b>	60%
240	Van Insurance	\$2,793	\$5,200	\$5,200	54%
241	Van Operating Expenses	\$4,767	\$19,000	\$19,000	25%
242	<b>Total Van Expenses</b>	<b>\$7,560</b>	<b>\$24,200</b>	<b>\$24,200</b>	31%
245	<b>Total Salary &amp; Benefits</b>	<b>\$24,359</b>	<b>\$60,000</b>	<b>\$60,000</b>	41%
260	<b>Total ILS Computer Maintenance</b>	<b>\$13,230</b>	<b>\$5,000</b>	<b>\$5,000</b>	265%
264	<b>Total SLS Rental &amp; DDD</b>	<b>\$657</b>	<b>\$3,300</b>	<b>\$3,300</b>	20%
265	<b>Total Fax/Telus 528-2473 (SLS fax no.)</b>	<b>\$0</b>	<b>\$130</b>	<b>\$130</b>	0%
269	<b>Total SLS Internet Exp AcctsDC</b>	<b>\$3,201</b>	<b>\$8,060</b>	<b>\$8,060</b>	40%
275	<b>Total Data CommunicationsDC</b>	<b>\$21,928</b>	<b>\$27,000</b>	<b>\$27,000</b>	81%
276	<b>Total Delivery &amp; Communications</b>	<b>\$72,138</b>	<b>\$129,690</b>	<b>\$129,690</b>	56%
286	<b>Total Library Materials</b>	<b>\$182,932</b>	<b>\$382,008</b>	<b>\$382,008</b>	48%
289	<b>Additional Resources</b>				
291	Electronic Data Bases	\$4,702	\$5,000	\$5,000	94%
293	SLS Headquarters Reference	\$219	\$5,000	\$5,000	4%
296	Paperbacks-by-Mail (Marigold)	\$0	\$650	\$650	0%
297	Resource Sharing Pay (To MHPL)	\$90	\$14,000	\$14,000	1%
298	Rural Ser Pay BI/For/Gra/Red/Irv/MH	\$51,527	\$50,598	\$50,598	102%
299	Alberta Library Membership (TAL)	\$0	\$0	\$0	0%



**For Month Ending May 31, 2015**

		<b>Year to Date 2015</b>	<b>Approved 2015</b>	<b>Amended 2015</b>	<b>%</b>
<b>300</b>	<b>Total Additional Resources</b>	<b>\$56,538</b>	<b>\$75,248</b>	<b>\$75,248</b>	<b>75%</b>
<b>305</b>	<b>Total Contract Serv. MHSD</b>	<b>\$11,151</b>	<b>\$13,140</b>	<b>\$13,140</b>	<b>85%</b>
<b>319</b>	<b>Total Donated Monies Purchases</b>	<b>\$1,042</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>14%</b>
<b>336</b>	<b>Total Staff Orders</b>	<b>\$68</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>339</b>	<b>Special Grants Expenses</b>				
345	Establishment Grant	\$4,001	\$9,376	\$9,376	43%
347	Other Spec Grants/CIP/AMA	\$0	\$49,055	\$49,055	0%
348	STEP/HRDC Grant Exp (Sal/Ben)	\$0	\$5,600	\$5,600	0%
348.1	Other Special Grants/RISE	\$676	\$0	\$0	0%
<b>349</b>	<b>Total Special Grants</b>	<b>\$4,677</b>	<b>\$64,031</b>	<b>\$64,031</b>	<b>7%</b>
<b>352</b>	<b>Capital Purchases Expense</b>				
353	Equip (Replacement) Capital Exp	\$0	\$17,000	\$17,000	0%
354	Van (Replacement) Capital Exp	\$0	\$0	\$0	0%
355	Expenditures - Capital - other	\$0	\$8,161	\$8,161	0%
<b>356</b>	<b>Total Capital Expenses</b>	<b>\$0</b>	<b>\$25,161</b>	<b>\$25,161</b>	<b>0%</b>
<b>362</b>	<b>Partial Contract Serv. Prairie Rose</b>	<b>\$10,314</b>	<b>\$12,495</b>	<b>\$12,495</b>	<b>83%</b>
<b>367</b>	<b>Total Misc. Expenses Non SLS</b>	<b>\$15,430</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>77%</b>
368	Salaries & Benefits Adjustment	\$0	\$4,000	\$4,000	0%
369	LAPP Expense	\$0	\$6,500	\$6,500	0%
370	Vacation Payables Forecast	\$205	\$4,000	\$4,000	5%
371	Contingency	\$0	\$10,805	\$20,629	0%
<b>374</b>	<b>TOTAL EXPENSE</b>	<b>\$786,004</b>	<b>\$1,741,247</b>	<b>\$1,758,571</b>	<b>45%</b>
<b>377</b>	<b>NET INCOME/LOSS</b>	<b>\$377,913</b>	<b>\$0</b>	<b>\$0</b>	





# *Plato's SUPERIOR ROOFING LTD.*

3317 - 17 AVENUE S.W.

MEDICINE HAT, ALBERTA T1B 4B1

Phone: (403) 527-4439

Fax: (403) 529-0117

Email: psrl99@telusplanet.net

November 5, 2014

Short Grass Library System  
2375 10 Ave SW  
Medicine Hat AB  
T1A 8G2

Attention: Petra

Project: Reroof Warranty Info

Option 1 – 5 year ARCA Certificate of Assurance (Inspection Fees NOT included).

Subtotal.....	\$2,673.00
GST.....	\$ <u>133.65</u>
Total.....	\$2,806.65

Option 2 – Soprema 10 year Platinum Warranty.

Subtotal.....	\$1,400.00
GST.....	\$ <u>70.00</u>
Total.....	\$1,470.00

Yours truly,  
Plato's Superior Roofing Ltd.

Barrett Anderson  
Estimator

**QUOTATION**



*Plato's SUPERIOR ROOFING LTD.*  
3317 - 17 AVENUE S.W.  
MEDICINE HAT, ALBERTA T1B 4B1  
Phone: (403) 527-4439 Fax: (403) 529-0117  
Email: psrl99@telusplanet.net

June 15, 2015

Short Grass Library System  
2375 10 Ave SW  
Medicine Hat AB  
T1A 8G2

Attention: Petra

Supply labour and material disconnect and reconnect 2 condensing units c/w:

- Electrical connection
- Crane
- Labour

Subtotal.....	\$4,797.00
GST.....	\$ 239.85
Total.....	\$5,036.85

Yours truly,  
Plato's Superior Roofing Ltd.

Barrett Anderson  
Estimator

*QUOTATION*

**CEO Report, Petra Mauerhoff**  
**SLS Board of Trustees board meeting – June 2015**

- Public Library Services Branch update:

With the change in government, many issues are on hold. The PLSB is currently assuming that the budget put forth by the previous government will remain as well as the increase for public library service. They are also assuming that the SuperNet funding will remain stable and that the overall budget will remain the same.

The PLSB is planning on continuing the Zinio/Hoopla platforms, PressReader agreement, Mango agreement, and is evaluating resources for early childhood literacy as that need was identified by the public library nodes, regional library systems, and both cities. Also looking at leveraging some of the things being done through ORC and TAL. The PLSB intends to fund both NNELS and CELA for the print disabled.

Municipal Affairs is not paying any grants at the moment due to a budget not being in place. Since the date of this meeting, Municipal Affairs is issuing public library operating grants at 75% of the proposed Budget 2015 amount. The remaining 25% will be paid out once Budget 2015 receives legislative approval.

Shortgrass has received \$408,322 on June 9th, 2015.

- Online payment is now live! We have worked with our graphic designed to come up with ads our libraries can use to advertise this new service. ~~See attachments for copies of ads and copy of press release issued.~~ *not available at time this message was sent out.*
- Welcome letters have been sent to Premier Notley, Minister Bilous and our 3 MLAs (see attached letters).
- CFEP grant application to help offset initial payment expenses for solar panels has been submitted, copies sent to our 3 MLAs and Minister of Alberta Environment and Parks.
- A letter expressing concern about the GOA's change in procurement policies and how it relates to e-content for libraries was signed by all 7 regional directors and submitted to Public Library Services Branch, so it can be passed on to the minister. (see attached)

**Recent events/meetings:**

- May 18th: Victoria day, Shortgrass office closed. No deliveries.
- May 19th: presentation to Rosemary Village Council
- May 19th: presentation to Brooks City Council
- May 23rd: Board Basics Workshop, Brooks Campus, MHC
- June 1st: Bassano Library Board presentation
- June 9th: TAL Board teleconference
- June 9th: Redcliff Town Council presentation
- June 10th: LEAN Thinking session for Shortgrass staff
- June 11th: Regional Library Systems Directors meeting (Edmonton)

**Upcoming events/meetings:**

- June 15th: Duchess Village Council presentation
- June 18th: Review of Bib Services workflows with LEAN consultant
- June 25th: meeting with TAL CEO Grant Chaney
- July 17- 25th: Petra away, vacation



**2375 – 10<sup>th</sup> Ave. S.W., Medicine Hat, AB., T1A 8G2**  
**Phone: 403-529-0550 Fax: 403-528-2473**

June 8th, 2015

Honourable Rachel Notley  
Office of the Premier  
Executive Branch  
307 Legislature Building  
10800 97 Avenue  
Edmonton, AB T5K 2B6

Dear Premier Notley,

On behalf of the Shortgrass Library System Board of Trustees, I would like to congratulate you on your recent NDP election victory as Premier of Alberta and wish you every success in this position in the months and years to come.

We look forward to working with you in providing leadership for Alberta's Public Libraries and improving Albertans' access to library resources for recreation and lifelong learning.

As one of the seven members of Alberta's regional library systems, Shortgrass Library System is a prime example of municipalities effectively working together to deliver enhanced library services to library users and communities Alberta-wide. Based in Medicine Hat, Shortgrass provides support services to twelve municipal libraries in eleven communities in southeastern Alberta, as well as to two school districts on a contractual basis.

We are pleased to be a part of Alberta Municipal Affairs and believe it to be the best fit for public libraries in Alberta. As a municipal cooperative, our regional library system illustrates the economic and social benefits that can be achieved by communities working together, not only for municipalities, but also for their residents.

Our board is looking forward to working together with your government in providing the best public library services possible to Albertans, and eagerly awaits public library related budget news.

Yours sincerely,

Dwight Kilpatrick, Chair  
Shortgrass Library System Board





*2375 – 10<sup>th</sup> Ave. S.W., Medicine Hat, AB., T1A 8G2*  
*Phone: 403-529-0550 Fax: 403-528-2473*

June 8th, 2015

Honourable Deron Bilous  
Minister of Municipal Affairs  
Alberta Municipal Affairs  
18th Floor, Commerce Place  
10155-102 Street  
Edmonton, AB T5J 4L4

Dear Minister Bilous,

On behalf of the Shortgrass Library System Board of Trustees, I would like to congratulate you on your recent appointment as Minister of Municipal Affairs and wish you every success in this position in the months and years to come.

We look forward to working with you in providing leadership for Alberta's Public Libraries and improving Albertans' access to library resources for recreation and lifelong learning.

As one of the seven members of Alberta's regional library systems, Shortgrass Library System is a prime example of municipalities effectively working together to deliver enhanced library services to library users and communities Alberta-wide. Based in Medicine Hat, Shortgrass provides support services to twelve municipal libraries in eleven communities in southeastern Alberta, as well as to two school districts on a contractual basis.

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Our board is looking forward to working together with your government in providing the best public library services possible to Albertans, and eagerly awaits public library related budget news.

Yours truly,

Dwight Kilpatrick, Chair  
Shortgrass Library System Board



*2375 – 10<sup>th</sup> Ave. S.W., Medicine Hat, AB., T1A 8G2*  
*Phone: 403-529-0550 Fax: 403-528-2473*

June 8th, 2015

Drew Barnes, MLA  
Trans Canada Place  
#5, 1299 Trans Canada Way  
Medicine Hat, AB  
Canada T1B 1H9  
Phone: (403) 528-2191

Dear Mr. Barnes,

On behalf of the Shortgrass Library System Board of Trustees, I would like to congratulate you on your recent re-election as MLA for Cypress-Medicine Hat and wish you every success in this position in the months and years to come.

As one of the seven members of Alberta's regional library systems, Shortgrass is a prime example of municipalities effectively working together to deliver enhanced library services to library users and communities Alberta-wide. As you know, Shortgrass Library System provides support services to twelve municipal libraries in eleven communities in southeastern Alberta, as well as to two school districts on a contractual basis.

As a municipal cooperative, our regional library system illustrates the economical and social benefits that can be achieved by communities working together, not only for municipalities, but also for their residents.

I look forward to working with you in providing leadership for Alberta's Public Libraries and improving Albertans' access to library resources for recreation and lifelong learning.

Yours truly,

Dwight Kilpatrick, Chair  
Shortgrass Library System Board



**2375 – 10<sup>th</sup> Ave. S.W., Medicine Hat, AB., T1A 8G2**  
**Phone: 403-529-0550 Fax: 403-528-2473**

June 8th, 2015

Mr. Derek Gerhard Fildebrandt, MLA  
P.O. Box 873  
403 - 2nd Avenue West  
Brooks, AB  
Canada T1R 1B7

Dear Mr. Fildebrandt,

On behalf of the Shortgrass Library System Board of Trustees, I would like to congratulate you on your recent election as MLA for Strathmore-Brooks and wish you every success in this position in the months and years to come.

As one of the seven members of Alberta's regional library systems, Shortgrass is a prime example of municipalities effectively working together to deliver enhanced library services to library users and communities Alberta-wide. Based on Medicine Hat, Shortgrass Library System provides support services to twelve municipal libraries in eleven communities in southeastern Alberta, as well as to two school districts on a contractual basis.

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I look forward to working with you in providing leadership for Alberta's Public Libraries and improving Albertans' access to library resources for recreation and lifelong learning.

Yours truly,

Dwight Kilpatrick, Chair  
Shortgrass Library System Board





*2375 – 10<sup>th</sup> Ave. S.W., Medicine Hat, AB., T1A 8G2*  
*Phone: 403-529-0550 Fax: 403-528-2473*

June 8th, 2015

Mr. Robert Wanner, MLA  
537 - 4th Street SE  
Medicine Hat, AB  
Canada T1A 0K7

Dear Mr. Wanner,

On behalf of the Shortgrass Library System Board of Trustees, I would like to congratulate you on your recent NDP election victory as MLA for Medicine Hat and wish you every success in this position in the months and years to come.

We look forward to working with you in providing leadership for Alberta's Public Libraries and improving Albertans' access to library resources for recreation and lifelong learning.

As one of the seven members of Alberta's regional library systems, Shortgrass Library System is a prime example of municipalities effectively working together to deliver enhanced library services to library users and communities Alberta-wide. Shortgrass provides support services to twelve municipal libraries in eleven communities in southeastern Alberta, as well as to two school districts on a contractual basis.

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Our board is looking forward to working together with your government in providing the best public library services possible to Albertans, and eagerly awaits public library related budget news.

Yours sincerely,

Dwight Kilpatrick, Chair  
Shortgrass Library System Board



5404 - 56 Avenue  
Lacombe, AB T4L 1G1

Ph. (403) 782-3850  
Fax. (403) 782-4650

## **Parkland Regional Library**

Cooperation ■ Innovation ■ Service

June 8, 2015

Dr. Diana Davidson, Director  
Public Library Services Branch  
Municipal Affairs  
803 Standard Life Centre  
Edmonton, AB T5J 4R7

Dear Dr. Davidson:

For many years, Alberta's public libraries have benefited from licensing initiatives for library resources with funding provided by the Government of Alberta (GOA). Two products which have been particularly well received by library patrons are Zinio, a platform for online magazine subscriptions; and hoopla, a streaming media service that provides TV programs, movies, music, and more.

Recently you informed us that the GOA's procurement processes have changed and that sole-sourcing products is under review and this may affect the electronic resources the Public Library Services Branch (PLSB) provides to our libraries. Specialized products are often the only ones that offer specific content. Also, switching products creates delays in service as patrons and library staff have to be re-trained in how to access new products. This adds cost to local libraries and regional systems. More importantly, it disrupts important public library services patrons have come to expect.

In addition, many products licensed by the GOA are done in partnership with libraries and regional systems. For example, with Zinio & hoopla, our systems are investing their own funds to enhance access to materials. While one regional system's numbers are not included, six of seven regional systems have invested well over \$61,000 in Zinio and approximately \$185,000 in hoopla. This amount does not include money that may have been contributed by large libraries such as Edmonton and Calgary public, or mid-sized libraries such as Red Deer or St. Albert.

Again we thank the GOA for funding hoopla, Zinio, Mango language learning software, and PressReader. We hope to continue working with the PLSB for the provision of excellent resources to Alberta's public library patrons.

Sincerely,

## Report to the Board

Chris Field, Manager, Library Technology Services

June 2 2015

- Shortgrass hired two summer students: Amanda Steinke and Richard Lee. They are doing a fantastic job building the parade float, which is now finished, and working on the Irvine Library recon project.
- The Irvine Library recon project began on May 12, with Amanda and Richard working on add-ons and processing. Our school cataloguer, Val Ogden, is handling items that need original cataloguing and is also serving as a resource for the summer students when they need direction. Norman Stewart, one of our public library cataloguers, lives in Irvine and has been transporting boxes of materials between Shortgrass and the Irvine Library each day.
- Chris attended the provincial Technical Services meeting in Grande Prairie where he connected with Bibliographic Services Managers from each of the regional systems. He gained valuable insight into how other systems have approached workflow reviews, deliveries, cataloguing unique collections, outsourcing particular tasks, and more.
- Chris and the Bib Services team have launched a workflow mapping project. The purpose behind this is to create a physical map of the specific tasks involved in turning an order request from a member library into a shelf-ready item that is ready for checkout. After the mapping is complete, the Bib Services team will meet again to explore potential changes or efficiencies that can be introduced into the workflow.
- Chris attended a three-day webinar demonstration of various next-generation library services platforms which was organized by TAL.
- The BiblioFines online payment system was rolled out to the public on June 1. After a short 'soft launch' period during which we can closely monitor usage and troubleshoot any problems that occur, Shortgrass will begin advertising this new service in mid-June.
- Aaron configured and installed the two newly purchased Fortigate firewalls. The transition to the new firewalls was a smooth one, with no associated interruptions to our online services.

## **REDCLIFF SENIOR CITIZENS BUSINESS MEETING September 2015**

\_Mel\_ opened the meeting with the Lord's Prayer at 2 p.m. There were \_\_20\_\_ persons present.

Moment of silence for \_\_Dugald McNiven\_\_

**Minutes** for \_June 2015\_ read by Secretary. June minutes revised to say bus trip tkts available in Sept. not June.

Minutes adopted - Rita

Seconded- Garry

### **Treasurer's report—**

Incoming July \$225. Aug. \$150 Expenses July \$174 Aug. \$200 Total summer revenue exceeded expenses by \$800.00

Donation – Joyce Reynen \$90. Kaspar will check on his donation.

Report moved adopted— Jerry T

Seconded—Kaspar

### **Correspondence—**

Bow Island Crib Tournament – posted on bulletin board

Group tour Invitation from Redcliff Museum for group tours -posted

### **Committee reports**

**Health and Wellness—** Connie to take over from Joyce now. Get Well – Ruth Hope, Howard Osgood, Lorraine Puritch,

Sympathy – Jim Steinke, Jackie Lane, Joe McFadyen, Marion Walker, Jim and Sandy Vinton, Pat Yuhas, Lil McNiven

**Kitchen—**Shirley Vossler reports that all is ready for Soup/Sandwiches on September 10. Sandy M will do 50/50.

**House—**we need helpers to disassemble tables after functions, Mel says. We have good turnouts but people go home early. Is there another type of after supper entertainment that will keep people longer? Start dance band earlier, perhaps?

**Membership—**260?

**Crib and Crib Tournaments—** going well, still needs decks of cards. 21 members played cards last night, Garry reports. Mel will purchase cards.

**Whist—**fine

**Pool—**Andre absent. No pool on Tuesdays.

**Exercise**—College does not replace instructor when she is away. Bea to check insurance to see if a volunteer member can lead the exercises when the instructor is absent.

**Casino**—Mel has the forms for volunteer casino workers to fill out. Sign-up sheet posted.

**Computer**—will start soon, Richard says. Members want to know about social media classes, not spreadsheets.

**Unfinished business**—SGT W ARMY BAND: confirmation letter for October 26<sup>th</sup> was received. Minimum 60 people. \$8 per member will be paid from casino funds, Mel says. Non-members and guests will have to pay \$8.

Rita G mentioned locking up the kitchen when the town rents the hall to save losses, breakage, etc. Members, Mel says, when they rent the hall, may use kitchen items as needed. Shirley V produced a copy of the form to be signed by the member when hall is rented that includes the responsibilities of the renter. Forms are in the filing cabinet in the office, Connie says.

### **New Business—**

Chéré Brown, town councillor, asked if we have any concerns for town council at this time.

1. janitorial services need improvement re: bathrooms, toilet paper, garbage, floors. A long weekend doesn't mean the janitorial work does not need to be done. 2. When the town rents the hall, the tables need to be put away, and any used items need to be cleaned and returned to their original area.

Adjournment at 2:55\_\_ p. m.

Attendees: Mayor Ernie Reimer – Redcliff; Deputy Mayor Norm Gerestein – Brooks; Mayor Chris Warwick – Hanna; Mayor Don Gibb – Rosemary; Reeve Richard Oster – Cypress County; Mayor Ted Clugston – Medicine Hat; Mayor Gordon Reynolds – Bow Island

Chairman: Deputy Reeve Brian DeJong – County of Newell

2.0 Approval of the Agenda – Motion by Mayor Warwick

3.0 Minutes of the January 30<sup>th</sup> meeting – Motion to approve by Mayor Gibb; Carried

4.0 Business Arising – None

5.0 New Business

5.1 Drinking Water Regulations – Mayor Reynolds raised the concern that new drinking water regulations may be coming from AB Environment and that there has been no consultation. There is no doubt that this will lead to additional costs for municipalities but at this point we can't be sure what those will be. Deputy Reeve DeJong suggested we ask our water operators to try and provide us with an idea of what those costs will be. There was further discussion about water issues in the various communities.

5.2 MLA's reports – no MLA's present

5.3 Round Table Discussion

- Mayor Reimer suggested we find a way to raise the profile of the SE M&R. Possibly try and meet as a group with Ministers at the AUMA convention
- Mayor Warwick raised the Grants in Lieu issue. The cuts in the Prentice budget resulted in a \$16,000 hit for Hanna. Bow Island was cut \$27,000. Medicine Hat was \$350,000 Mayor Warwick is concerned this could open the door for the Province to take more money away.

Brooks

- \$20 million expansion of the Leisure Centre with County support
- Walmart is expanding
- Growth in programs at Medicine Hat College Brooks campus

Cypress

- Water line to Walsh is being done
- Strategic Planning with support from the EDA happening in June
- Summer Road projects getting under way
- So far no major hit from the recent downturn

Redcliff

- Wild Horse border crossing meeting coming up in Medicine Hat
- Water plant construction is on schedule
- There is a Mountain Bike club utilizing the extensive Redcliff and Medicine Hat trail network

- Awaiting an engineering report on their sewer system problems

#### Hanna

- Downturn not so evident there yet
- Doing a water line loop
- Working on an Infrastructure Plan
- Regional Waste – Calgary and Abbotsford are hauling waste to Coronation

#### Medicine Hat

- Re-doing more of 2<sup>nd</sup> street downtown
- Undergoing an organizational review
- Looking at putting in another generator by the Event Centre
- Event Centre should be ready by August 1<sup>st</sup> which is ahead of schedule
- Leisure Centre expansion on time and on budget
- Burm Construction under way for flood protection
- Thermal plant and wind farm are operational
- There is a new development coming downtown
- 20 Acre commercial land being opened up on the east side
- Airport expansion opening this summer
- New natural gas buses going into service

(Mayor Clugston left at 1:30)

#### Rosemary

- Infrastructure Master Plan – looking at drainage issues
- Received a \$900,000 grant for storm drainage system
- 7 commercial lots being developed
- Closing old water reservoirs this summer

#### Bow Island

- Large layoffs at businesses connected to the oil patch
- Planning for landfill redevelopment in progress
- Ag community bracing for a dry year

#### Newell

- In the 4<sup>th</sup> year of their 5 year revenue sharing plan with the villages, towns and Brooks
- Planning to expand rural potable water supply by 2017
- Newell Foundation is building a facility for health care and seniors living and have a lease agreement with AHS. Very innovative approach to revitalizing rural health care
- Implemented a small tax increase this year.
- Bassano dam to undergo a \$40 million upgrade

Adjourned by the chair at @2:20 p.m.



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 14th, 2015

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

**TOPIC:** Fees, Rates and Charges Bylaw

**PROPOSAL:** To consider repealing the Fees, Rates and Charges Bylaw 1795 / 2014.

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**BACKGROUND:**

It has come to the attention of Administration that Bylaw 1802 / 2015 being Fees, Rates and Charges Bylaw which was passed on May 11<sup>th</sup>, 2015 omitted repealing Bylaw No: 1795 / 2014, the previous Fees, Rates, and Charges Bylaw.

**POLICY / LEGISLATION:**

The Bylaw proposes to Repeal Bylaw 1795/2014 for the establishment of fees, rates and charges leaving only one Fees, Rates and Charges Bylaw 1802 / 2015.

**STRATEGIC PRIORITIES:**

It is an important practice to ensure all bylaws are consistent and current to relevant federal and provincial government legislation and related regulations.

**ATTACHMENTS:**

Proposed Bylaw 1805 / 2015.

**OPTIONS:**

1. Town of Redcliff repeal Fees, Rates and Charges Bylaw 1795 / 2014 leaving the current Bylaw 1802 / 2015 as the current and only Fees, Rates and Charges Bylaw for the Town of Redcliff.

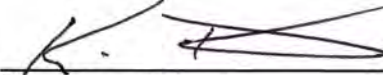
**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the Town of Redcliff make first reading to Bylaw No. 1805 Repealing Bylaw.

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2015.

**TOWN OF REDCLIFF  
BYLAW NO. 1805/2015**

**A bylaw to authorize the Municipal Council of the Town of Redcliff to repeal Bylaw No. 1795/2014 being the Town of Redcliff Fees, Rates and Charges Bylaw, a bylaw created to establish Fees, Rates and Charges for goods and services provided by or on behalf of the Town of Redcliff.**

**WHEREAS** the Town of Redcliff desires to repeal Bylaw No. 1795/2014 being the Fees, Rates and Charges Bylaw.

**WHEREAS** The Town of Redcliff adopted Bylaw 1802/2015 being the Fees, Rates and Charges bylaw which omitted repealing Bylaw No. 1795/2014 being the Fees, Rates and Charges Bylaw.

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

That Town of Redcliff Bylaw No. 1795/2014 is hereby repealed upon third and final reading of this Bylaw.

**Read a First Time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.**

**Read a Second Time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.**

**Read a Third Time this \_\_\_\_\_ day of \_\_\_\_\_, 2015.**

**Signed and Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2015.**

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**MANAGER OF LEGISLATIVE  
& LAND SERVICES**

**BYLAW NO. 1806/2015  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

**BEING A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO  
PROVIDE FOR A PRE-AUTHORIZED TAX INSTALMENT PAYMENT PLAN.**

**WHEREAS** pursuant to section 340 of the Municipal Government Act, Revised Statutes of Alberta, 2000, Chapter M-26, Council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.

**AND WHEREAS** Council considers it to be advisable to establish a tax instalment payment plan in the Town of Redcliff;

**NOW THEREFORE, THE COUNCIL OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:**

**TITLE**

1. This Bylaw shall be known and cited as the “Tax Instalment Payment Plan Bylaw” of the Town of Redcliff.

**PURPOSE**

2. Taxes payable under a TIPP shall be deemed to be due and owing in accordance with this bylaw and the terms and conditions of the TIPP. The purpose of this bylaw is to establish the terms under which taxes may be paid by instalments.

**INTERPRETATION, PURPOSE AND DEFINITIONS**

3. In this bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings:
  - a) “Assessed Person” means the person recorded on the assessment and tax rolls in accordance with parts 9 and 10 of the Municipal Government Act;
  - b) “Town” means the Town of Redcliff;
  - c) “Collections Coordinator” means the person or persons in the Town’s Finance Department assigned the responsibility of administering this bylaw;
  - d) “Council” means the Municipal Council of the Town of Redcliff;
  - e) “Current taxes” means taxes imposed in the current year;
  - f) “EFT” means electronic funds transfer;
  - g) “Penalties” means penalties on unpaid taxes;
  - h) “Taxes” means all property taxes, local improvement taxes and all other taxes, charges, fees or amounts lawfully imposed against a property by the Town of Redcliff

pursuant to the Municipal Government Act or any other statute of the Province of Alberta;

- i) "Tax Instalment Payment Plan" also referred to as "TIPP" means the plan authorized by this bylaw permitting taxpayers to pay taxes by way of monthly instalments;
- j) "Taxpayer" means a person liable to pay taxes on a property being taxed pursuant to the Municipal Government Act;
- k) "Year" means calendar year.

### **APPLICATION**

- 4. A taxpayer who wishes to enroll in a TIPP must submit an application to the Director of Finance and Administration for approval.
- 5. An application shall include:
  - a. a completed application form signed by the taxpayer; and
  - b. a void cheque or other documentation that would allow the Town to use the EFT Process.

### **ENROLMENT**

- 6. The Director of Finance and Administration may enroll a taxpayer in a TIPP if, on the date of application, all taxes due, tax arrears and penalties owed to the Town by the taxpayer have been paid.
- 7. An application form for enrolment in a TIPP for the current year's taxes must be received by the Director of Finance and Administration on or before June 15.
- 8. The Director of Finance and Administration may accept an application received after June 15 for enrolment in a TIPP for the next year.

### **AMOUNT OF PAYMENTS**

- 9. The Director of Finance and Administration shall calculate the amount of the payments for the TIPP at the time that the taxpayer is enrolled in TIPP. The payments shall be in instalments calculated so that the cumulative payments will pay, in full, the outstanding balance of the taxes by the end of the calendar year.
- 10. At the time that the taxpayer is notified of their enrolment in TIPP, the taxpayer shall also be notified of the payment date and the amount of the instalments.

### **RECALCULATION OF PAYMENTS**

- 11. The Director of Finance and Administration may recalculate the amount of the payments at any time and shall advise the taxpayer, in writing, of any changes in the amount of the Payments to be made.

12. Changes in the amount of the payments shall be effective as of the payment date specified in the notice of change in payments sent to the taxpayer.

### **PENALTIES AND CHARGES**

13. No penalties shall be imposed with respect to the outstanding balance of the taxes for the current year as long as the TIPP remains in good standing.

14. A TIPP is no longer in good standing if:

- a. the EFT process fails;
- b. the taxpayer fails to pay a service charge imposed by this bylaw; or
- c. the taxpayer fails to comply with the terms and conditions of the TIPP.

### **PENALTIES**

15. When a TIPP is no longer in good standing, penalties may be applied to the outstanding balance of the taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall be immediately due and payable.

### **SERVICE CHARGES**

16. The taxpayer shall pay a service charge to the Town, in an amount set out by bylaw, every time the EFT process fails. The service charge shall be due and payable immediately upon the taxpayer being notified by the Director of Finance and Administration that the EFT process has failed for the payment.

### **EFT FAILURE**

17. For the purposes of this bylaw the payment will be deemed to have failed when the taxpayer's bank notifies the Town that a fund transfer will not be processed.

### **TERMINATION OF TAX INSTALMENT PLAN**

#### **CANCELLATION BY TOWN**

18. The Director of Finance and Administration shall cancel a taxpayer's enrolment if the TIPP is no longer in good standing.

#### **CANCELLATION BY TAXPAYER**

19. A taxpayer may cancel a TIPP at any time, provided that written notification of the cancellation using the termination form has been provided to the Director of Finance and Administration no less than ten business days in advance of the next payment date.

### **EFFECT OF CANCELLATION**

20. When a TIPP is cancelled, penalties may be applied to the outstanding balance of the taxes for the current year in accordance with the Tax Penalty Bylaw and the balance outstanding on the tax roll shall immediately be due and payable.

### **POWERS OF THE DIRECTOR OF FINANCE AND ADMINISTRATION**

21. Without restricting any other power, duty or function granted by this bylaw or otherwise, the Director of Finance and Administration may:

- a. establish the form and method of notification for the purposes of this bylaw;
- b. establish the application form for a TIPP;
- c. establish the terms and conditions of a TIPP, including but not limited to any terms and conditions that are necessary to reflect the requirements of the Canadian Payments Association for the EFT Process; and
- d. delegate any of his or her powers, duties or functions under this bylaw.

### **TRANSITION**

22. This bylaw comes into force on January 1, 2016.

**READ** a first time this 17<sup>th</sup> day of August, 2015.

**READ** a second time this \_\_\_\_ day of \_\_\_\_\_, 2015.

**READ** a third time this \_\_\_\_ day of \_\_\_\_\_, 2015.

**PASSED** and **SIGNED** this \_\_\_\_ day of \_\_\_\_\_, 2015.

---

MAYOR

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MANAGER OF LEGISLATIVE AND LAND SERVICES

## TOWN OF REDCLIFF REQUEST FOR DECISION

**DATE:** September 14, 2015

**PROPOSED BY:** Manager of Engineering / Manager of Legislative & Land Services

**TOPIC:** Eastside Area Structure Plan 2015

**PROPOSAL:** To consider 1<sup>st</sup> Reading of Bylaw

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### BACKGROUND:

In April 2014 Redcliff Town Council directed Administration to initiate an amendment to the Eastside Area Structure Plan which was previously adopted in 2001. November 24, 2014 the Eastside Area Structure Plan Update project was awarded to ISL Engineering & Land Services. The review was initiated shortly thereafter.

During the review process input from the public was solicited through two open houses which were held January 22, 2015 and May 28, 2015. Input was also sought from affected agencies such as Alberta Transportation, School Authority, Utility Companies and Adjacent municipalities. Input received, as applicable, was incorporated into the proposed document.

The plan is now ready to be presented to Council for consideration for first reading. .

### ATTACHMENTS

Bylaw 1807/2015, Eastside Area Structure Plan 2015

### POLICY/LEGISLATION:

The Municipal Government Act provides the municipal council with the authority to adopt by bylaw area structure plans. See the following excerpt:

#### *Area Structure Plan*

- 633 (1) *For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.*
- (2) *An area structure plan*
- (a) *must describe*
- (i) *the sequence of development proposed for the area,*
- (ii) *the land uses proposed for the area, either generally or with respect to specific parts of the area,*
- (iii) *the density of population proposed for the area either generally or with respect to specific parts of the area, and*
- (iv) *the general location of major transportation routes and public utilities,*
- and*
- (b) *may contain any other matters the council considers necessary.*

**STRATEGIC PRIORITIES:**

Bylaw review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure bylaws are consistent and current to relevant federal and provincial government legislation and related regulations.

**OPTIONS:**

1. To give first reading to Bylaw 1807/2015, Eastside Area Structure Plan 2015.
2. To direct Administration to review and incorporate additional changes to proposed Eastside Area Structure Plan 2015.

**Recommendation:**


Option 1

(Note: After first reading of the bylaw there is a legislative requirement to hold a public hearing. A public hearing will be held during a regular Council meeting once legislated advertising requirements are met.)

**Suggested Motions:**

1. Councilor \_\_\_\_\_ moved Bylaw 1807/2015, Eastside Area Structure Plan 2015 be given first reading.
2. Councilor \_\_\_\_\_ moved to direct Administration to review and incorporate additional changes to the proposed Eastside Area Structure Plan 2015.

SUBMITTED BY:

  
Department Head

APPROVED BY:

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. 2015



**TOWN OF REDCLIFF  
BYLAW NO. 1807/2015**

A Bylaw of the Town of Redcliff, in the Province of Alberta, to adopt the East Side Area Structure Plan 2015.

WHEREAS, under authority of Section 633 of the Municipal Government Act, a Council may adopt an Area Structure Plan to provide a framework for subsequent subdivision and development of an area of land;

AND WHEREAS Council of the Town of Redcliff previously adopted the Eastside Area Structure Plan on October 10, 2001.

AND WHEREAS changes to the Eastside Area Structure Plan have occurred and Council of the Town of Redcliff has undertaken a review and deemed it necessary to repeal said plan and adopt a new Eastside Area Structure Plan.

AND WHEREAS a Public Hearing, properly advertised as required by the Municipal Government Act, was held on \_\_\_\_\_ to hear any concerns regarding the proposed Area Structure Plan,

NOW THEREFORE, THE COUNCIL OF THE TOWN OF REDCLIFF, DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This bylaw may be cited as the East Side Area Structure Plan bylaw;
2. The East Side Area Structure Plan, attached hereto and forming part of this bylaw, is hereby adopted.
3. Bylaw 1266/2001 is hereby repealed.

Read a first time the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a second time the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Read a third time the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Signed and Passed the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Manager of Legislative & Land Services



Town of Redcliff

# Eastside Area Structure Plan 2015

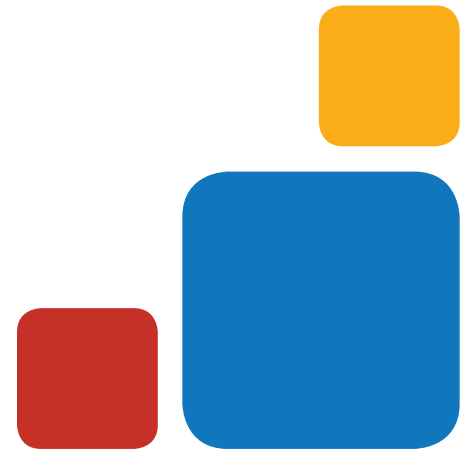


Prepared By:



**PDF of Enacted Bylaw**

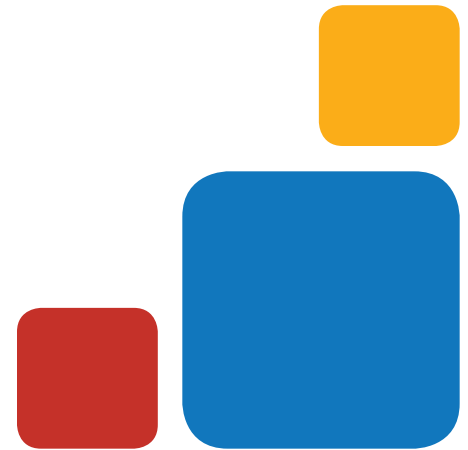
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# 1. Introduction

The Eastside Area Structure Plan (ASP) is an update to the 2001 Town of Redcliff East Side Area Structure Plan (Bylaw No. 1266/2001). The updated plan area includes previously unplanned lands owned by I-XL Industries. The development concept and ASP policies within reflect the vision and guiding principles (Section 3.0), policy context (Section 1.3), and community consultation undertaken (Section 1.4), as well as feedback from administration received throughout the planning process.

Plan area analyses conducted as part of the previous ASP, and the *Eastside Functional Servicing Report* (April 2007), have been used to establish portions of the plan area context (Section 2.0), development concept (Section 4.0) and servicing strategy (Section 5.0).

## 1.1 General Purpose

This ASP provides guidance for land use and subdivision decisions in the Eastside plan area. It reflects the Town's statutory plans and promotes community development in a logical and economical manner that is compatible with adjacent urban areas.

An Area Structure Plan is a long term policy document, and it is anticipated that this ASP will evolve through subsequent amendments without compromising its broad intent.

## 1.2 Plan Area Location

The Eastside ASP plan area (see Figure 1) consists of approximately 216 hectares of land located in Section 9-13-6-W4M and the NW ¼ of Section 4-13-6-W4M. The plan area is bounded by Mitchell Street on the west, the Canadian Pacific Railway/TransCanada Highway #1 to the north, the City of Medicine Hat corporate boundary to the east and southeast and a coulee leading to the South Saskatchewan River Valley to the south.

## 1.3 Policy Context

The Eastside ASP is consistent with the following legislation, statutory plans, and local policy, where applicable:

### Municipal Government Act (MGA)

As outlined in the MGA:

#### Area structure plan

633(1) *For the purpose of providing a framework for subsequent subdivision and development of an area of land, a council may by bylaw adopt an area structure plan.*

#### (2) An area structure plan

##### (a) must describe

(i) *the sequence of development proposed for the area,*

(ii) *the land uses proposed for the area, either generally or with respect to specific parts of the area,*

(iii) *the density of population proposed for the area either generally or with respect to specific parts of the area, and*

(iv) *the general location of major transportation routes and public utilities, and*

(b) *may contain any other matters the council*

*considers necessary.* 1995 c24 s95

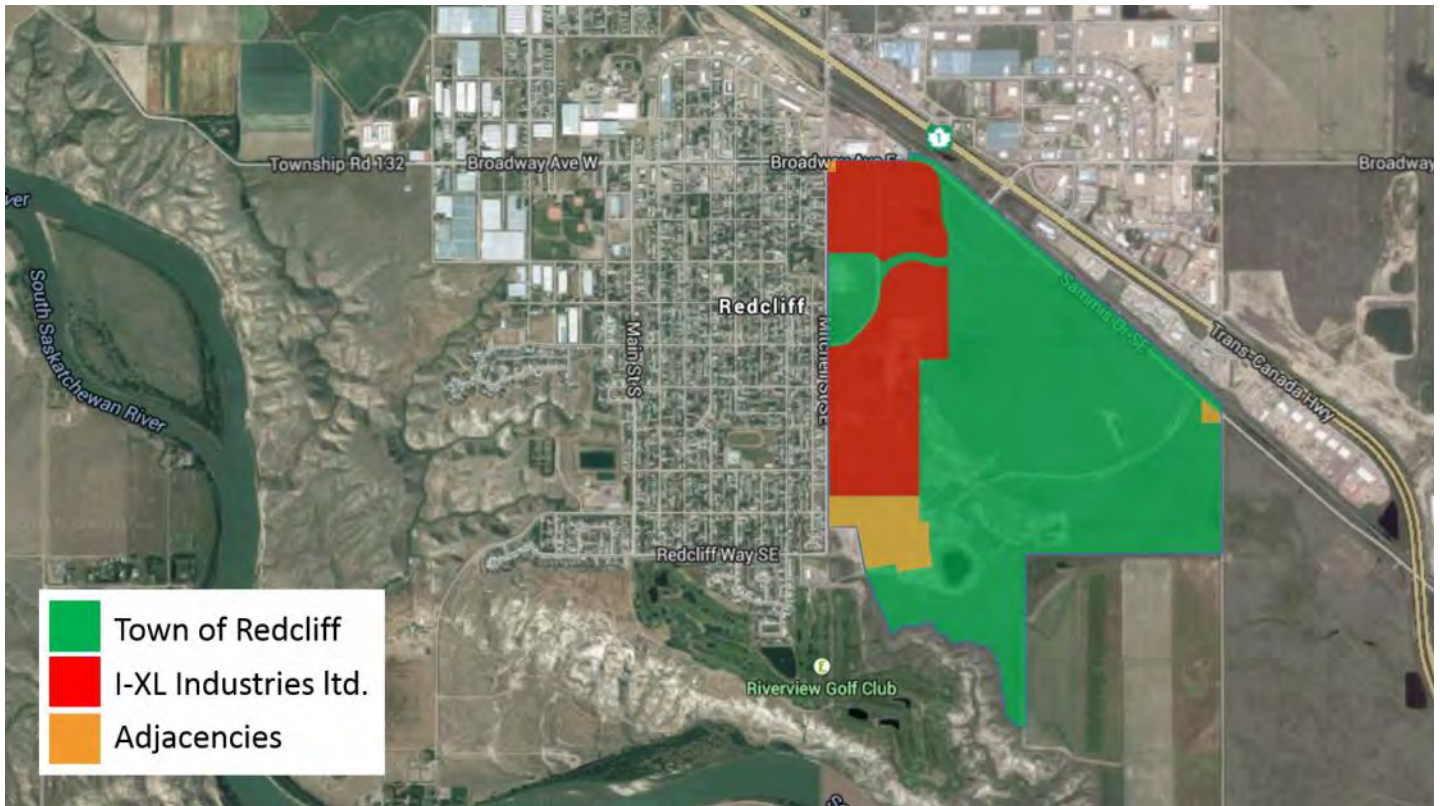
### The South Saskatchewan Regional Plan (SSRP)

While developed in consideration of implementation policies outlined in the SSRP, SSRP policies are non-binding in regards to the Eastside ASP. As stated on page 42 of the SSRP:

#### *Binding Nature of the Implementation Plan*

*Except otherwise provided in the Regulatory Details, the provisions of this Implementation Plan are not intended to have binding legal effect and are statements of policy to*





**Figure One: Eastside ASP Location & Ownership**

guide the Crown, decision-makers and local government bodies in respect of the following activities of the planning region:

- a) Managing activities to meet the reasonably foreseeable needs of current and future generations of Albertans, including aboriginal peoples;
- b) Enforcing compliance with any provision of this Regulatory Details Plan or any other enactment
- c) Setting priorities in the co-ordination of decisions by decision-makers and local government bodies;
- d) Monitoring the cumulative effect of human endeavor and other events;
- e) Responding to the cumulative effect of human endeavour and other events; and
- f) Generally in respect of carrying out their respective powers, duties and responsibilities.

#### **Tri-Area Intermunicipal Development Plan (IDP) (Bylaw #1616-2009)**

Part of the Eastside ASP plan area is within 800 metres of the City of Medicine Hat – an area known as the Urban Referral (UR) Area in the Tri-Area IDP. A draft of Eastside ASP has been referred to the City of Medicine Hat (see Section 1.4), per the below policy:

##### **2.14.2 Urban Referral Area Policies**

- c) The City and Town shall refer applications for discretionary use development permits, Area Structure Plans, bylaw amendments, subdivision

applications within the Urban Referral Area to the adjacent municipality.

- d) When an Area Structure Plan is adopted by the Town or City for areas considered part of the Urban Referral area, further applications for planning approvals will not require referral to the adjacent municipality, unless the approving authority is of the opinion that a referral is appropriate due to the nature or scale of the development. Referral for municipal engineering or planning studies will continue to be referred to the adjacent municipality.

#### **Town of Redcliff Municipal Development Plan (MDP) (Bylaw #1656/2010)**

The objectives of the Eastside ASP are closely aligned with the goals and objectives outlined in the Town of Redcliff MDP and the following community development objectives:

##### **2.2.1. Goals**

To provide for the future growth and development of Redcliff through a framework of planning objectives, policies and guidelines that will direct development in a manner consistent with the desires of the residents of Redcliff and Town Council.

##### **2.2.2. Objectives**

- a. To establish a balanced growth strategy that recognizes the Town of Redcliff as a major land

owner and potential land developer;

- b. To minimize the municipal costs related to providing serviced land for a range of land uses and development;
- c. To preserve and improve amenities promoting the efficient use of land and encouraging a high standard of development;
- d. To minimize land use conflicts by designating areas for future compatible development;
- e. To anticipate future community needs and requirements so that adequate planning, programming and budgeting can occur; and
- f. To promote and maintain intermunicipal cooperation with the adjacent municipalities of the City of Medicine Hat and Cypress County, through joint planning efforts such as the Tri-Area Intermunicipal Development Plan.

#### 11.1. Community Development Objectives

- a. To provide Redcliff with a variety of open space to meet the needs of different types of recreational activity.
- b. To ensure that new residential neighbourhoods are planned in a manner that provides for appropriate and adequate open space and school grounds.
- c. To protect the natural environment while making provisions for its recreational use, wherever possible.
- d. To promote and encourage a wide range of social, recreational and cultural opportunities that enhances the quality of life.

#### 11.2. Planning for Open Space

11.2.1. The development of existing open space for recreational purposes prior to the development of additional land is encouraged.

11.2.2. The Town shall maintain a variety of open space for passive and active recreational uses at the neighbourhood, community, and where appropriate, the regional level.

11.2.3. The Town shall ensure that suitable open space is provided for through the appropriate designations in Area Structure Plans and the dedication of municipal reserve at the time of subdivision.

#### Town of Redcliff, 2010 Redcliff Roadway System Master Plan (November 23, 2012)

The development concept within the Eastside ASP has been prepared to address the Eastside Traffic Issues Review (Appendix G) conducted as part of the Roadway System Master Plan.

#### Land Use Bylaw (Bylaw #1698/2011)

Lands within the Eastside ASP are currently designated UR Urban Reserve District or PS Public Service District.

Town of Redcliff

The proposed land use intent within the plan area is consistent with other uses defined in the Land Use Bylaw #1698. Proposed land uses outlined within this ASP indicate intent only, formal land use amendments to Land Use Bylaw #1698 will be required prior to each phase of development.

## 1.4 Community Consultation

The Eastside ASP was developed in consultation with Town Council and administration, selected stakeholders, and the general public via a series of public engagement events. Feedback was gathered and used to inform the development concept and the policies within this ASP. Community consultation events included:

- **Planning Workshop (December 16, 2014)** with members of council, school board representatives, land owners and administration.
- **Open House #1 (January 22, 2015)** development concept review with members of the general public.
- **Open House #2 (May 28, 2015)** draft ASP review with members of the general public.
- **Draft ASP Circulation (June 02 to July 03, 2015)** to local utility providers, school boards, provincial agencies, and adjacent municipalities per the Tri-Area IDP.
- **Public Hearing (September 14, 2015)** with council and members of the general public in accordance with the Municipal Government Act.





## 2. Plan Area Context

Environmental and man-made constraints pertinent to the ASP development concept are discussed below and illustrated in Figure 2.

### 2.1 Ownership and Existing Land Use

The Town of Redcliff currently owns ±165 hectares (coloured green in Figure 1), which represents the majority of the lands in the plan area. I-XL Industries own ±51 hectares (coloured red in Figure 1). Lands within the plan area are currently designated as follows:

- Urban Reserve District (UR) – The purpose of this district is to protect land suited for urban development from premature subdivisions and developments until development of the land can proceed in an orderly fashion consistent with the Municipal Development Plan, Intermunicipal Development Plan and any Area Structure Plan in effect.
- Public Service District (PS) – The purpose of this district is to provide for the development of buildings and uses involving social, education, governmental and other public services.

**Policy 2.1.1** – Appropriate amendments to Land Use Bylaw #1698/2011 will be required at the time of subdivision.

#### Adjacencies

The following three (3) sites within the plan area are immediately adjacent to the plan area and have been integrated into the development concept by virtue of adjacency (coloured yellow in Figure 1). The policies within this plan do not apply to these areas.

1. Former East Side ASP (Bylaw No. 1266/2001) Phase One – The initial subdivided lands from the former ASP.
2. Hargrave House – the historic Hargrave House (located on Block X Plan 725AV) forms a key component of the future community identity.
3. Medicine Hat Lands – Lots 1 to 21 on Plan 273AV;

32; 1-21, owned by the City of Medicine Hat. No specific land use has been proposed for these lands. It is anticipated that future development proposals will be reviewed by both municipalities with specific consideration to the revised Eastside ASP.

**Policy 2.1.2** – No policies within this ASP shall adversely impact adjacencies as identified in Figure 1 – Eastside ASP Location & Ownership.

### 2.2 Environmental Constraints

#### Eastside Coulee

A coulee leading to the South Saskatchewan River Valley forms the southernmost periphery of the plan area. The plan area follows the boundaries established within the Town of Redcliff East Side Area Structure Plan (Bylaw No. 1266/2001), which are set back from the top of the coulee escarpment.

**Policy 2.2.1** – The development boundary will be confirmed by land survey and geotechnical analysis; setbacks will be finalized to the satisfaction of the approval authority as a condition of subdivision.

#### Broadway Avenue Remembrance Trees

The line of deciduous trees along Broadway Avenue were planted in remembrance by local war veterans.

**Policy 2.2.2** – Remembrance trees along Broadway Avenue shall be protected where feasible during future development to the satisfaction of the approval authority.

### 2.3 Man-Made Constraints

#### Well Sites

There are six (6) wells in the plan area. Four (4) are still active and two (2) abandoned. The southernmost active well site I-XL 14-4 has had its setback relaxed to 50 metres (as of October 12, 2007). The development concept was designed on the assumption that the required 100 metre setback from all other active wells will be reduced to 50



metres as well. The reduction of this setback should be reviewed and approved by the Alberta Energy Regulator (AER) prior to subdivision. Abandoned well sites have a setback of 5 metres as outlined in AER's *Directive 079: Surface Development in Proximity to Abandoned Wells*.

**Policy 2.3.1** – The Town will request a relaxation for all active well sites within the plan area from 100 metres to 50 metres from the Alberta Energy Regulator (AER) prior to subdivision.

**Policy 2.3.2** – Environmental analyses will be completed on abandoned well sites to confirm suitability of the lands for development to the satisfaction of the approval authority.

### Utility Rights of Way

There are a number of existing Utility rights of way on the subject lands. These utilities include natural gas pipelines, overhead power lines, sanitary sewer, and a fibre optic line that is part of the Alberta SuperNet. The development concept has incorporated existing facilities.

**Policy 2.3.3** – Utility rights of way will be confirmed by land survey and setbacks will be finalized to the satisfaction of the approval authority as a condition of subdivision.

### Brick Plant Sites

There are two former brick plant sites in the plan area:

1. Redcliff Premier Brick Plant – This brick plant was closed in 1967 and demolished in 1976.
2. Redcliff Pressed Brick Plant – As outlined in Council Meeting Minutes (dated to April 14, 2014) Council agrees in principle with the establishment of an "Historic Park at I-XL Brick Plant".

**Policy 2.3.4** – Environmental analyses will be completed on brick plant sites to confirm suitability of the lands for development to the satisfaction of the approval authority.

**Policy 2.3.5** – The Town supports I-XL's plans for a commemorative park at the Redcliff Brick Plant site subject to Council's Resolution in Principle established on April 14, 2014.

### Quarry Sites

There are three (3) former quarry sites in the plan area:

1. Premier Quarry – The Premier quarry (Provincial Mine Registration No. 0332), was last operated in 1952. The quarry was reclaimed to a broad swale draining to the east and is proposed to be converted to a stormwater facility (see Pond A - Eastside Stormwater Master Drainage Plan).
2. New Quarry 7 – Located north of the Redcliff pressed brick plant, New Quarry 7 was an open pit quarry in use until 2010. The quarry was reclaimed as a large bowl with a flat bottom. Reclamation approval is pending.
3. Old Quarry 7 – Located south of the Redcliff pressed brick plant, Old Quarry 7 (Provincial Mine Registration No. 0379), was the original 1912

underground quarry converted in the 1920s to open pit and closed in the 1950s when New Quarry 7 was opened.

As outlined in Section 5.1 of the Geotechnical Evaluation Eastside Subdivision and Commercial (dated to April 2007), a development setback line is recommended for both the Premier Quarry and Old Quarry 7, to a 35 degree draw angle from the vertical of the base of underground mine works, plus an additional distance of 30 metres.

**Policy 2.3.6** – No development shall occur on former quarry lands prior to a minimum of the completion of an Environmental Site Assessment to the satisfaction of the approval authority as a condition of subdivision.

**Policy 2.3.7** – Environmental analyses will be completed on the quarry sites to confirm suitability of the lands for development to the satisfaction of the approval authority.

### Former Lagoon Site

As outlined in Section 9.0 of the *Phase I Environmental Site Assessment Eastside Subdivision NW¼ SEC. 4 & SEC. 9-13-6-W4M, Redcliff, Alberta* (dated to February 2006), there is concern of contamination on the former lagoon site, "Stantec recommends additional investigation to assess the condition of the soil and groundwater on the IXL property, the former lagoon area, the former Redcliff brick plant, oil & gas sites, and on the former clay mines south of the plant."

As outlined in Section 5.3 of the Geotechnical Evaluation Eastside Subdivision and Commercial (dated to April 2007), "AMEC does not believe the former usage of the site as an open field sewage effluent disposal area will negatively impact the future residential subdivision."

**Policy 2.3.8** – Environmental analyses will be completed on the lagoon site to confirm suitability of the lands for development to the satisfaction of the approval authority.

### Archaeological Sites

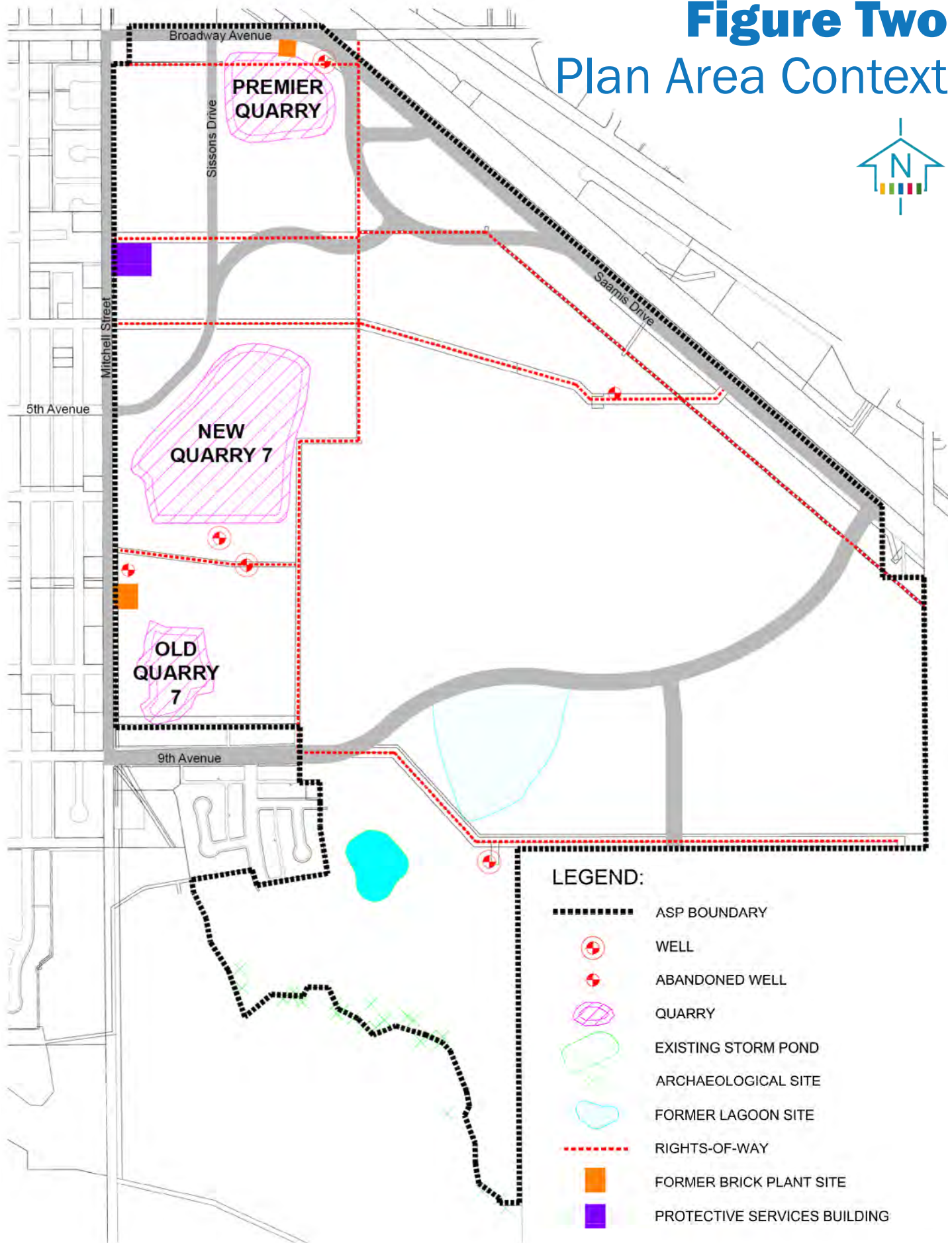
As outlined in the *Final Report: 2008 Mitigative Excavation Results from EaOq-59 and EaOq-64 in the Redcliff Eastside Subdivision*, conducted under Archaeological Research Permit No. 2008-110, "All construction activities, including vehicular traffic, shall avoid the site area of archaeological site EaOq 59 and the remaining site area of EaOq 64. Further studies will be required if avoidance is not feasible."

**Policy 2.3.9** – No development shall occur on archaeological sites EaOq 59 and EaOq 64 as shown on Figure 2- Plan Area Context.

### Protective Services Building

In 2010-'11 the Town constructed a Protective Services building along Mitchell Street. An expansion is expected to be located adjacent to the existing building. Zoning is in place at this location to accommodate the proposed expansion use without further amendment to the Land Use Bylaw.

# Figure Two Plan Area Context



## LEGEND:

- ASP BOUNDARY
- ⊕ WELL
- ⊕ ABANDONED WELL
- ▨ QUARRY
- ▨ EXISTING STORM POND
- ▨ ARCHAEOLOGICAL SITE
- ▨ FORMER LAGOON SITE
- - - - - RIGHTS-OF-WAY
- FORMER BRICK PLANT SITE
- PROTECTIVE SERVICES BUILDING



## 3. Vision & Principles

The development concept for the Eastside ASP will be primarily residential, with a commercial component along Broadway Avenue continuing along Saamis Drive, in alignment with Town planning objectives and current market trends. The layout of the development concept provides a well-connected transportation system which allows residents to access community amenities through direct roadway and pathway connections. The school site and associated recreational amenities provide the central social focus in the plan area, creating a quality environment for a healthy and thriving community. The following principles have guided the development of this ASP:

### Strong Community Identity

The historical significance of the two I-XL Brick Plants and adjacent Hargrave House provide strong links to Redcliff's history. I-XL's intent to develop an interpretive park in the former Redcliff Pressed Brick Plant site – part of the overall open space network in this ASP – further enforces thematic elements that have been incorporated into this ASP.



Town of Redcliff

### Connectivity

The development concept within this ASP provides a framework for a compact, walkable and vibrant community which promotes walking, cycling and convenient vehicular access to community amenities and services. Based on a modified grid design, the roadway network provides access throughout the community and to adjacent established areas in the Town and undeveloped lands in the neighbouring City of Medicine Hat. Residential development is a logical extension of existing land uses west of Mitchell Street and strategic connections provide integration with existing Town facilities.



Eastside Area Structure Plan 2015



## Housing Diversity

This ASP encourages a diversity of housing in order to meet the needs of a variety of different income groups and lifestyles. While the predominant form of housing in the plan area is single detached dwellings, demands for alternative housing choices will arise as Redcliff continues to grow. A variety of housing types are encouraged throughout the plan area to respond to various market segments and provide for a variety of lifestyle options, including: semi-detached housing, townhouses, and multi-family development.



## Commercial Vitality

Existing land use in the adjacent first phase of development (from Bylaw No. 1266/2001) accommodates limited local neighbourhood commercial facilities. These are located outside the boundary of the ASP in close proximity to the school site and other amenities. The commercial component within the ASP area is consistent with the Municipal Development Plan and is intended to service the needs of the local residents and beyond. The commercial uses in the first phase of development should not negatively impact commercial development proposed along the north boundary of the ASP.



## Community Amenities

Within the development concept, linear park systems have been aligned with major servicing corridors to efficiently use non-developable areas for enhanced connectivity throughout the community. Residents have convenient access to the school site, future recreational amenities and commercial opportunities, providing options for walking and cycling throughout the community and promoting a healthy balance of mobility choices.



## Efficiency

The development concept reflects a concerted effort to obtain an efficient neighbourhood design that enhances connectivity and efficient servicing networks – reducing capital and operating costs for lands within the plan area.



## 4. Development Concept

The development concept has been produced in consultation with Town Council and administration, selected stakeholders, and the general public. The design and prescribed land uses have been developed in an iterative approach to reflect community consultation, the unique conditions, constraints within the plan area, and transportation connectivity and servicing realities pertinent to the planning process.

The general land use pattern proposed for the Eastside community is illustrated in Figure 3; including the approximate locations of the open space and utility corridors and general collector and arterial alignments. The detailed design of the local standard roadways and specific lotting will be determined at the time of subdivision to the satisfaction of the approving authority.

A detailed planning concept can be found in Appendix A.

Policies have been included in the following subsections to allow revisions to the plan without requiring amendments to the ASP. Development statistics are outline below in Table 1.

Development areas are approximate only and represent the intent of the plan to provide 10% reserve dedication and accommodate a minimum net residential density of 12.3 units per hectare (5 units per acre). Given the long-term buildout of the Eastside area, as well as changing demographics, market conditions and the uncertainty associated with specific areas of the plan (where previous activities may impact developability), it is likely that the neighbourhood concept will be revised from time to time. Adjustments to the development statistics will not require an amendment to the Area Structure Plan as long as the intent of the plan is not compromised.

The Eastside ASP area includes a high percentage of open space which represents areas that are otherwise

undevelopable or constrained by utility easements or setbacks. In order to achieve a credible density target, the surplus open space areas should be removed from the density calculation. Minimum densities should be calculated on net residential development areas.

Land Use*	Area (ha)	Net Area	Population
Gross Plan Area	216	---	---
Non-Developable Open Space**	35	---	---
Net Developable Area	181	100%	---
Residential (Lower Density)	92	50.5%	5000
Residential (Higher Density)	7	3.5 %	500
Commercial	13	7%	---
Public Spaces	1	.5%	---
Parks & Open Space (Reserve Dedication)	18	10%	---
Circulation (Internal Roads)	38	21.5%	---
Stormwater Management Facilities	12	7%	---

**Table One: Development Statistics**

Gross area = Total ASP area.

Net Developable Area = Gross Area less Non developable Open Space.

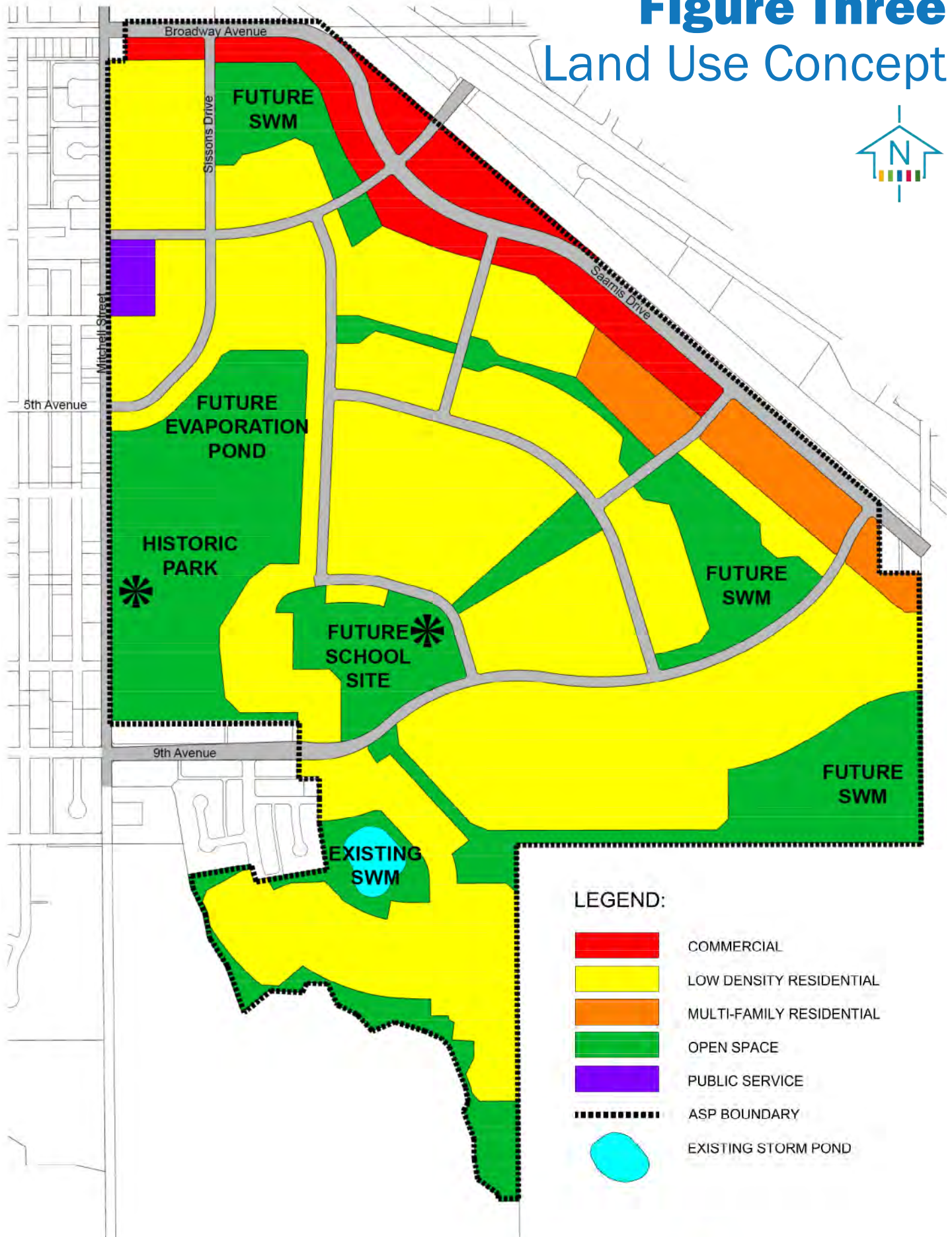
Net Residential Area = Net Developable Area less Commercial & Public Uses.

\*Development Statistics rounded to the nearest: hectare, half percent and hundred persons.

\*\*Should areas identified in this table as "non-developable open space" be deemed to be developable, the net developable area and appropriate land use areas will change accordingly. An amendment to this table will not be required as long as the full 10% reserve dedication is provided for the additional development lands.



# Figure Three Land Use Concept





## 4.1 Residential

**PURPOSE:** Residential policies ensure that residential development occurs within an acceptable density range to maximize servicing efficiencies. The density target is consistent with the MDP and the Eastside FSR (dated to April 2007) and will be reviewed and evaluated by the development authority at the time of subdivision.

**Policy 4.1.1** – Lower Density and Higher Density Residential development will be directed to the areas shown on Figure 3 – Land Use Concept.

**Policy 4.1.2** – The minimum residential required density within the plan area is 12.0 units per gross developable hectare (5.0 units per acre).

**Policy 4.1.3** – Lower Density Residential will consist of single detached, semi-detached, tri-plex and townhouse/rowhouse dwelling units on lots ranging in sizes consistent with the Land Use Bylaw.

**Policy 4.1.4** – Higher Density Residential will consist of four-plex, townhouse/rowhouse or apartment type developments and will be directed to areas close to public open space with primary access to the arterial road system.

**Policy 4.1.5** – Sites identified for Higher Density Residential will be developed in a manner that minimizes the potential impact on adjacent properties. At the discretion of the approval authority, this may include building orientation and placement to alleviate privacy/noise concerns, architectural treatment, landscaping and screen fencing to reduce visual impact.

## 4.2 Commercial

**PURPOSE:** Commercial policies provide compatible commercial development along the north boundary of the plan to accommodate market demand and provide goods and services to existing and future residents.

**Policy 4.2.1** – Commercial development will be directed to the areas shown on Figure 3 – Land Use Concept.

**Policy 4.2.2** – The location and size of specific commercial sites shall be determined during the subdivision process.

**Policy 4.2.3** – Marketing rationale will be required to support non-commercial uses in areas identified as commercial and will be coordinated with an amendment to the Municipal Development Plan during the subdivision process.

**Policy 4.2.4** – Commercial development will be provided in a manner that minimizes the potential impact on adjacent properties. At the discretion of the approval authority, this may include building orientation and placement to alleviate privacy/noise concerns, architectural treatment, landscaping and screen fencing to reduce visual impact.



The Historic Hargrave House



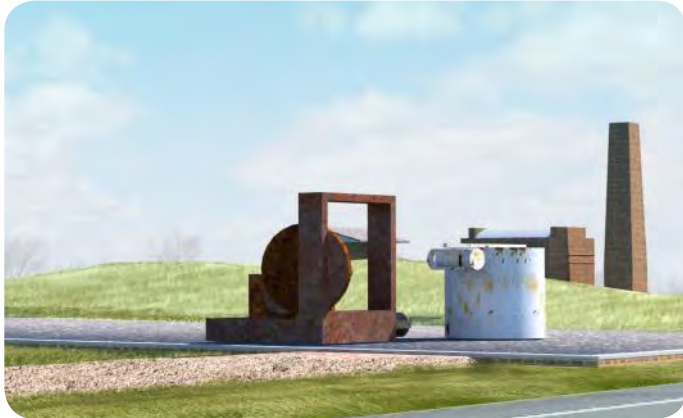
### 4.3 Public Spaces

**PURPOSE:** Public spaces policies provide for public spaces for two sites, (1) the protective services building, and (2) a centrally located school intended to serve the students of the area.

**Policy 4.3.1** – A 0.5 hectare site has been identified adjacent to the existing Protective Services building for future expansion.

**Policy 4.3.2** – The remainder of the public space lands adjacent to the RCMP building and future protective services building shall be re-zoned to an appropriate residential use during the subdivision process.

**Policy 4.3.3** – A 4.0 to 5.0 hectare school site has been provided, as shown on Figure 3 – Land Use Concept. The school site will be dedicated as Municipal Reserve as part of the required reserve obligation.



Pressed Brick Park Concepts

### 4.4 Reserves, Open Space and Trails

**PURPOSE:** Reserves, open space and trails policies provide direction for the dedication of reserve lands for parks and open space and trails within the plan area as a way to meet the active and passive recreational needs of residents throughout the Town. Reserve lands will be used to create a variety of park spaces as well as natural park areas adjacent to the coulee.

The Open Space land use category includes areas where development is not likely to occur due to physical constraints or previous land use activities. Lands that are not suitable for development will either remain under private ownership, or be dedicated as Environmental Reserve or Public Utility Lots. Developable areas will be subject to the required 10% reserve dedication.

**Policy 4.4.1** – Municipal Reserve should be dedicated as reserve land in the full amount owing during the subdivision process in accordance with the Municipal Government Act.

**Policy 4.4.2** – Prior to land use approval a reserve analysis shall be submitted to determine the amount of reserve owing and the allocation of reserve for the ownership area.

**Policy 4.4.3** – Natural features that qualify as Environmental Reserve in accordance with the Municipal Government Act shall be dedicated as Environmental Reserve land.

**Policy 4.4.4** – The amount of Municipal Reserve dedication will be ten (10) percent of the gross developable area contained within the proposed subdivision or ownership area in accordance with the Municipal Government Act.

- Municipal Reserve may be dedicated as cash-in lieu when subdivision occurs in non-residential areas, at the discretion of the approval authority.
- Deferred Reserve may be provided where reserve is proposed in future phases to accommodate future neighbourhood amenities, illustrated in a shadow plan, at the discretion of the approval authority.

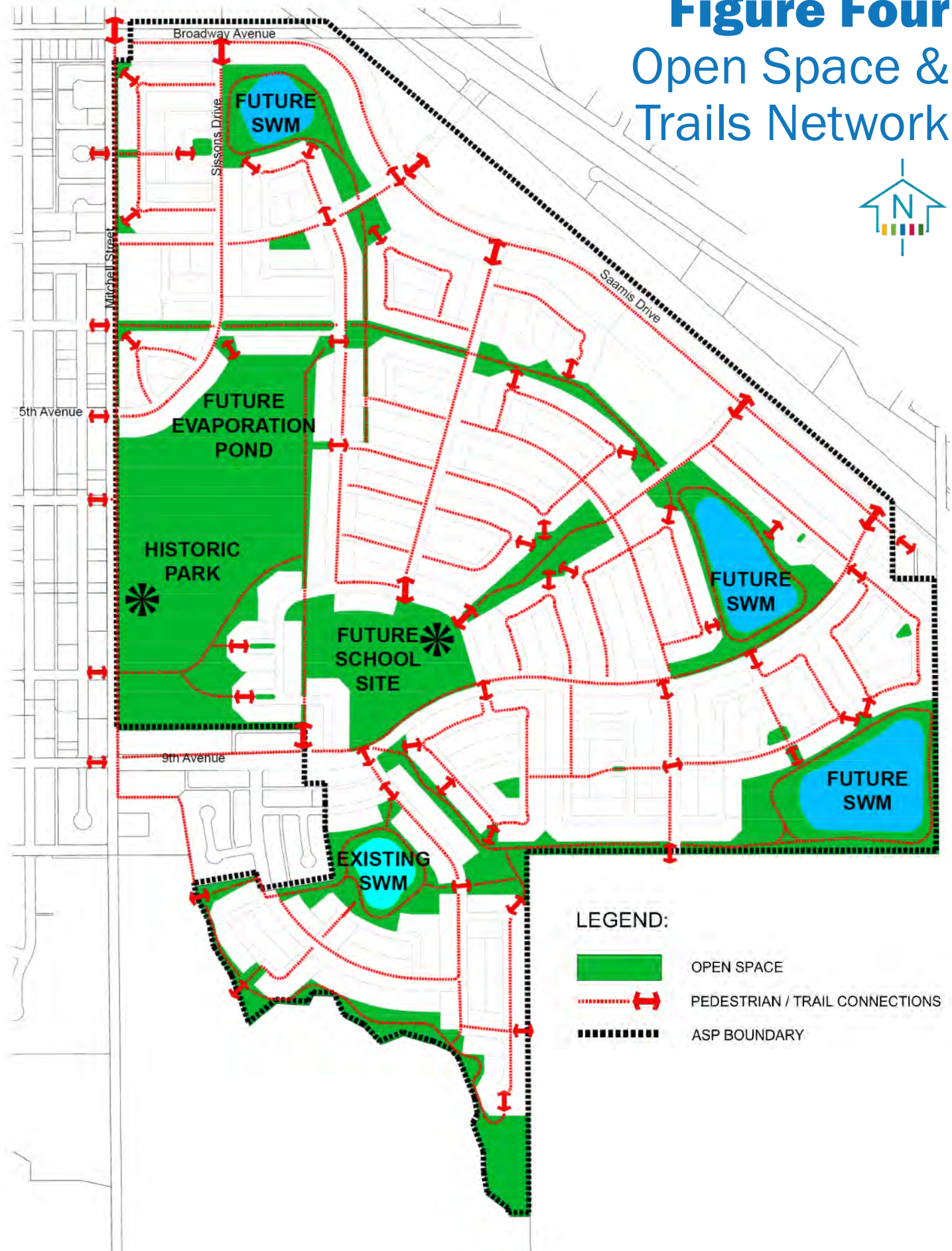
**Policy 4.4.5** – The open space system and trail network will follow the general outline shown on Figure 4 – Open Space & Trails Network.

**Policy 4.4.6** – Low impact recreational uses will be considered in open spaces at the discretion of the approval authority.

**Policy 4.4.7** – Multi-use trails will be constructed along the east side of Mitchell Street from Broadway to 9th Ave SE and along Broadway/Saamis Drive, as identified in the 2010 Redcliff Roadway Master Plan and determined by the Town.



# Figure Four Open Space & Trails Network





## 4.5 Transportation

**PURPOSE:** Transportation system policies ensure that the transportation systems within the plan area allow residents to access community amenities through direct roadway and pathway connections, and that connections to the Town's existing transportation network will be extended into the plan area as subdivision and development occurs.

The re-alignment of Broadway Avenue/Saamis Drive has been identified as a future requirement to address technical roadway standards. The proposed alignment has been reviewed at a conceptual level to ensure adequate intersection spacing with respect to the existing railway and Trans-Canada Highway. However, future development may trigger the requirement for a Transportation Impact Assessment in relation to Trans-Canada Highway crossings outside the ASP boundary. Further studies will be required at the time of development to address specific technical requirements, capacities and relocation of existing utilities.

Proposed roadway alignments are consistent with the intent of the *2010 Redcliff Roadway System Master Plan*. It is anticipated that this plan may be updated from time to time over the life of the ASP. The following policies ensure that the roadway network will be developed to appropriate standards to accommodate the proposed densities at the time of development.

**Policy 4.5.1** – The proposed transportation network is shown in Figure 5 – Transportation Network. Minor revisions to the alignment of major arterials or collector roadways will not require an amendment to the ASP.

**Policy 4.5.2** – Revisions to local roadways and the addition of lanes shall be permitted without an amendment to the ASP at the discretion of the approval authority.

**Policy 4.5.3** – Front drive access shall not be permitted within the plan area along Mitchell Street, 9 Avenue and 3 Avenue.

**Policy 4.5.4** – The number of local road intersections along collector roads shall be kept to a minimum.

**Policy 4.5.5** – The final alignment of Broadway Avenue/Saamis Drive shall be confirmed with a corridor realignment study prior to subdivision approval for the adjacent parcels.

**Policy 4.5.6** – Commercial and multi-family driveways along Broadway Avenue/Saamis Drive should be kept to a minimum, shared driveways should be used and opposing driveways should be aligned, when possible.

**Policy 4.5.7** – Collector and local roads will be designed and constructed in a manner consistent with Town Standards at the time of development.

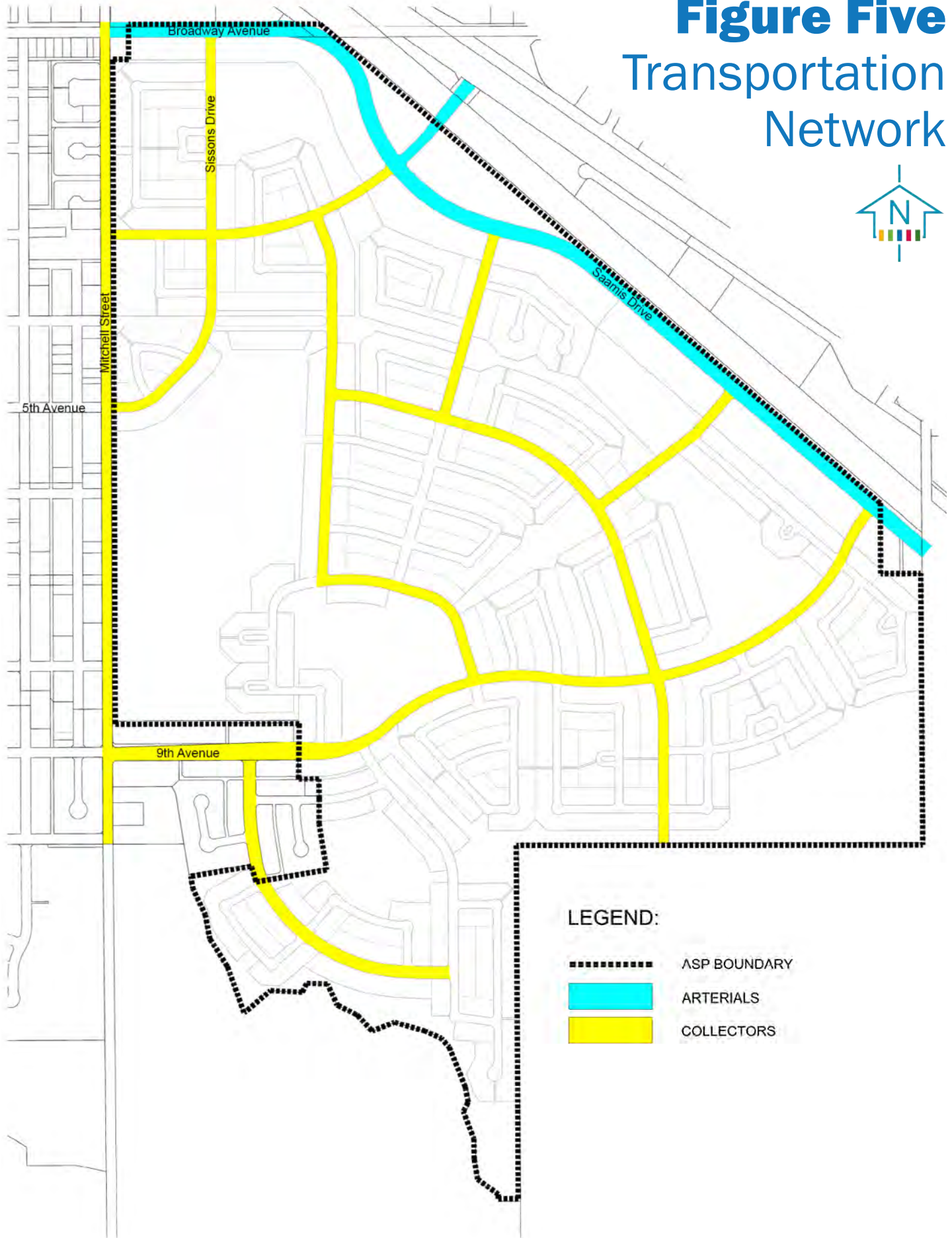
**Policy 4.5.8** – Improvements at intersections along the arterial roadways may be required as development occurs. The design of these intersection improvements will be consistent with Town Standards and approved functional plans at the time of development.

**Policy 4.5.9** – The narrowing of 9th Ave SE shall occur as outlined in the *2010 Redcliff Roadway System Master Plan* or subsequent updates.

**Policy 4.5.10** – Traffic calming may be considered throughout the plan area to discourage short-cutting traffic and mitigate potential noise.

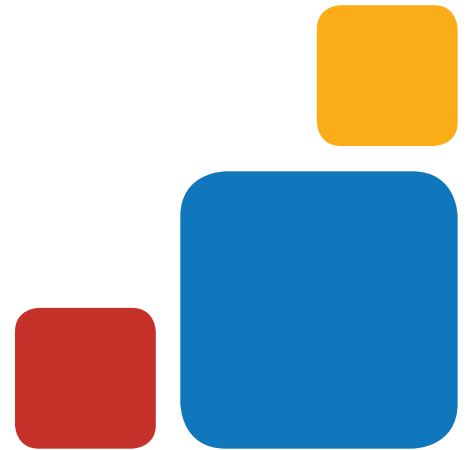


# Figure Five Transportation Network





# 5. Servicing Strategy



Servicing strategy policies have been developed to reflect the contents of the *Eastside Functional Servicing Report* (FSR; dated to April 2007), and updated to reflect the revised development concept within this ASP.

It is anticipated that the 2007 FSR will be updated from time to time over the life of the ASP. The intent of the servicing policies is to provide adequate flexibility to be consistent with current servicing requirements as development occurs. Updates to the 2007 FSR should not trigger amendments to the ASP.

Where servicing capacity is currently not in place, the policies provided below will require acceptable servicing strategies to be developed prior to development.

## 5.1 Municipal Utilities

**PURPOSE:** The purpose of these policies is to provide overarching policies for the alignment of municipal utilities with future development within the plan area.

**Policy 5.1.1** – Development in the plan area will be serviced with municipal water, sanitary sewer, and a stormwater system.

**Policy 5.1.2** – The provision and capacities of the water distribution mains and feeder mains, sanitary sewer mains and trunks, and stormwater mains and trunks should be in accordance with the Town standards and based upon the current Functional Servicing Report.

**Policy 5.1.3** – Municipal utility alignments may be refined during the subdivision process without an amendment to this ASP.

**Policy 5.1.4** – Prior to subdivision, the developer will submit studies and information determined necessary to identify the location and alignment requirements for municipal utilities within the development.

**Policy 5.1.5** – Municipal utilities should be aligned to avoid negative impacts on Open Space and Environmental Reserve lands.

**Policy 5.1.6** – The potential realignment of services within the current Saamis Drive right-of-way will be determined at the time of the corridor study or at the Subdivision stage.

## 5.2 Water

**PURPOSE:** The purpose of these policies is to provide for the design and development of a suitable and efficient water distribution system.

Existing water services are illustrated on Figure 6 – Water & Sanitary Servicing

**Policy 5.2.1** – The water distribution system should be designed to minimize its impact on natural features and adequately, safely and efficiently serve the full build out of the plan area.

**Policy 5.2.2** – Proposed distribution systems and offsite requirements shall be reviewed, and if required, modeled, during the subdivision process..

**Policy 5.2.3** – Alternative and more cost-efficient water servicing options may be considered during the subdivision process.

### 5.3 Sanitary Sewer

**PURPOSE:** The purpose of these policies is to provide for the design and development of a suitable and efficient sanitary sewer system to serve the plan area. The sanitary sewer system in this area is intended for drainage of sanitary sewage from the Eastside development only and has been sized accordingly.

There is limited capacity in the existing sanitary sewer system to service initial development in the plan area. Sanitary servicing studies are currently being conducted in the Town and the following policies have been provided to allow flexibility in determining appropriate servicing solutions as development occurs and technology is developed to address servicing requirements. Proposed sanitary servicing should be consistent with the Sanitary servicing reports in place at the time of development.

The existing sanitary sewer system is illustrated on Figure 6 – Water & Sanitary Servicing.

**Policy 5.3.1** – The sanitary sewer system shall be designed to adequately and efficiently service the full build out of the plan area.

**Policy 5.3.2** – A Sanitary Sewer Servicing Study may be required to demonstrate that the subject lands can be serviced in accordance with the overall design of the wastewater system for the area at the discretion of the approval authority.

**Policy 5.3.3** – Proposed sanitary sewer systems and offsite requirements shall be reviewed, and if required, modelled, to the satisfaction of the approval authority.

**Policy 5.3.4** – Alternate and more cost effective alignments and locations for sanitary sewer servicing can be considered during the subdivision process.

**Policy 5.3.5** – The sanitary sewer system realignment within Saamis Drive shall be reviewed at the time of the corridor study for the realignment of Saamis Drive or during the subdivision process.

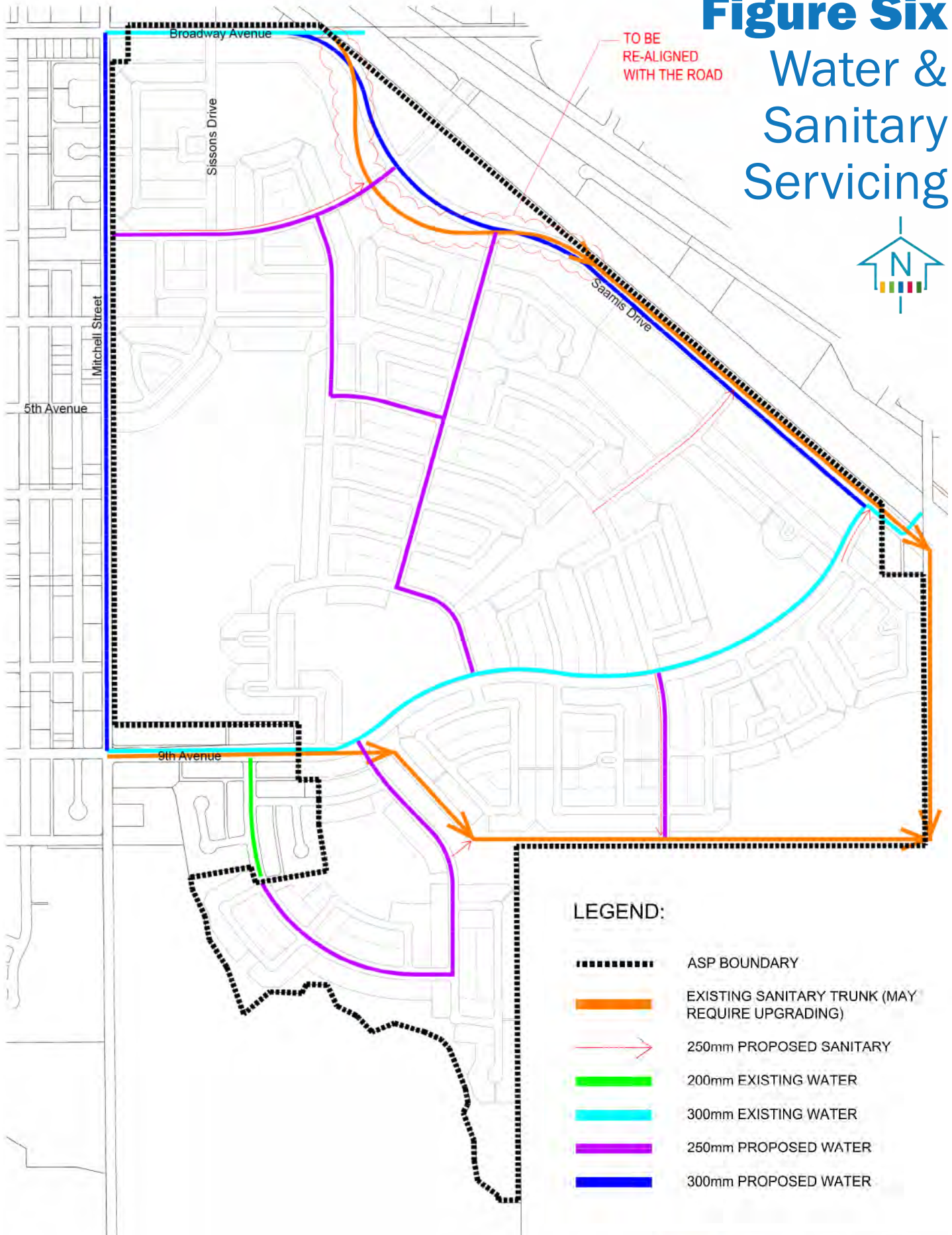
**Policy 5.3.6** – The sanitary sewer system shall be in general conformance to the *Town of Redcliff Wastewater Master Plan Update* and as approved or amended by the Town of Redcliff.



Mitchell Street Looking South



# Figure Six Water & Sanitary Servicing



## 5.4 Stormwater

**PURPOSE:** The purpose of these policies is to provide for the design and development of a suitable and efficient stormwater management system to serve the plan area.

The *Eastside Stormwater Master Drainage Plan* (Appendix E of the 2007 FSR) supplements this ASP to develop a strategy for stormwater management for 227 hectares of land within the Town of Redcliff. The master drainage plan provides a recommended stormwater management strategy that will address requirements for stormwater quantity control, and opportunities for use, facility configuration & staging, and Landscape Architecture.

The Eastside Subdivision servicing concept includes two storm Lift Stations that are required for Ponds C and D. Table 4.4 of the Eastside Stormwater Master Drainage Plan describes the design requirements for each lift station.

Conceptual layouts of the proposed stormwater facilities are illustrated on Figure 7 – Stormwater.

**Policy 5.4.1** – The stormwater management system shall align with the Eastside Stormwater Master Drainage Plan and other applicable and relevant Town policies.

**Policy 5.4.2** – Stormwater ponds should be located on a public utility whenever possible and should not be located in areas that qualify as Environmental Reserve.

**Policy 5.4.3** – Treated stormwater releases at pre-development rates into the South Saskatchewan River are acceptable in a way that contributes to the function of the natural features and provides for quality habitat.

**Policy 5.4.4** – The stormwater management system shall be designed to adequately and efficiently service the full build out of the plan area.

**Policy 5.4.5** – A Staged Master Drainage Plan shall be submitted during the subdivision process that is consistent with the overall design of the stormwater management system for the plan area.

- The Staged Master Drainage Plan shall be required to comply with any current or new stormwater management policies.
- Best management practices, low impact development and alternatives for stormwater quality should be assessed.
- Alternative and more cost-efficient options may be considered at the Subdivision stage.

**Policy 5.4.6** – Where appropriate, the stormwater management system should be designed to operate on a gravity basis unless otherwise identified or approved by the Town of Redcliff.

**Policy 5.4.7** – Stormwater facilities shall be designed to complement the open space system and associated amenities.

## 5.5 Shallow Utilities

**PURPOSE:** The purpose of these policies is to ensure that adequate utility infrastructure is provided to service urban development throughout the ASP area. The following shallow utilities providers operate within Redcliff:

- Gas – City of Medicine Hat
- Power – City of Medicine Hat
- Cable – Shaw
- Phone – Telus

As outlined in the 2007 FSR:

*Both Shaw and Telus indicated that they would install their utilities in the same trench as the power lines. This is reflected on the street cross sections shown on drawings 01-N and 01-S.*

*The City of Medicine Hat Power Utility indicated the following regarding power servicing;*

- *There are currently two (2) primary overhead feeds to this portion of Redcliff. These are the Redcliff feeder along Saamis Drive and the Kin Coulee feeder along Mitchell Street. (Reference drawing 08).*
- *The long-term primary feed to the eastside area will be the Redcliff feeder.*
- *The Redcliff feeder will be realigned and replaced with an underground feed as the development proceeds.*
- *There is likely capacity for the first 2-3 phases of development off the Kin Coulee feeder.*
- *3 phase power will be provided to the school site off the 9th Avenue extension as well as to the commercial land and lift station sites.*

*The City of Medicine Hat Gas Utility indicated the following regarding servicing these lands;*

- *An existing 150mm feeder through the site will provide service to initial phases.*
- *A 200 mm feeder is required along Mitchell Street to ultimately service the entire development.*
- *A 250 mm feeder is required along the 9th Avenue extension to service the utility development.*

**Policy 5.5.1** – The location of all shallow utilities and the provision of rights-of-way and easements related line assignments should be addressed to the mutual satisfaction of the Town, the applicant and the utility companies.

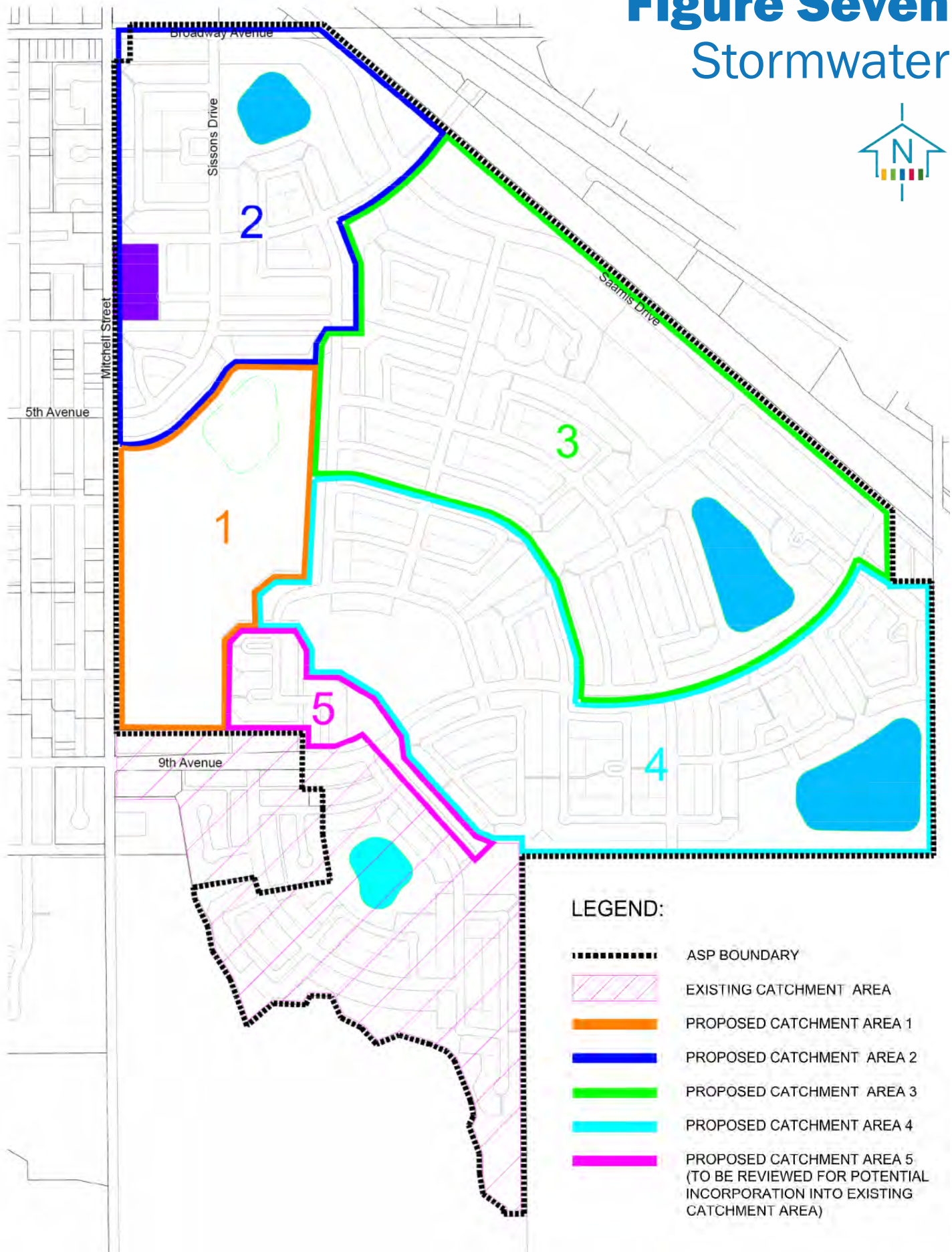
**Policy 5.5.2** – Utility rights of way and easements, public utility lots and road rights-of-way shall be required as determined necessary to facilitate orderly and sequential development.

**Policy 5.5.3** – Easements and utility rights of way that accommodate the extension of shallow utilities through or adjacent to a site shall be provided to the approval authority as a condition of subdivision.

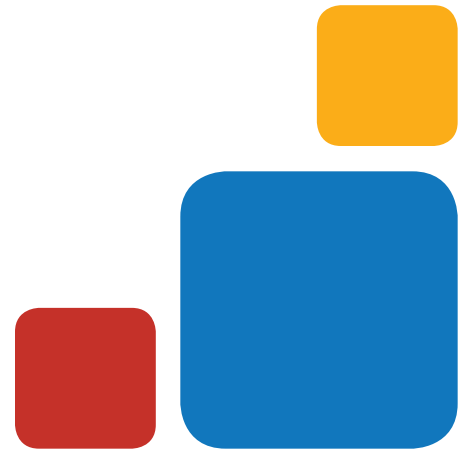
**Policy 5.5.4** – Shallow utility alignments may be refined at the Subdivision and Land Use Amendment stage without an amendment to this ASP.



# Figure Seven Stormwater



# 6. Implementation



## 6.1 Intermunicipal Coordination

**PURPOSE:** The purpose of these policies is to ensure that the Town of Redcliff and City of Medicine Hat engage in a coordinated planning process in alignment with the Tri-Area Intermunicipal Development Plan (Bylaw #1616-2009).

It should be noted that the 1987 Burnside Heights ASP is located adjacent to the south and east of the Plan Area in the neighbouring City of Medicine Hat. As mentioned in the 2012 City of Medicine Hat Municipal Development Plan (Bylaw No. 4105) Section 6.2(b): *Area Structure Plans and Area Redevelopment Plans that were approved by the City prior to approval of this Plan are recognized. Future reviews of, and amendments to those ASP's and ARP's will be required to better align with the policies of this Plan.* It is anticipated that Medicine Hat will engage the Town when it updates the Burnside Heights ASP to reflect its current MDP.

**Policy 6.1.1** – No referral to the City of Medicine Hat is required at the Subdivision and Land Use Amendment stage for lands within the plan area unless required by the approval authority.

**Policy 6.1.2** – Land Use and Subdivision applications should consider regional drainage, intermunicipal connectivity and transportation, local planning initiatives, interface conditions, and any other matters as mutually deemed important.

## 6.2 Development Phasing

**PURPOSE:** The purpose of these policies is to provide for a clear and effective decision making process that allows Council to make development decisions based on the coordination of growth and servicing within the ASP area.

**Policy 6.2.1** – Development will occur generally as shown on Figure 8 – Development Phasing.

**Policy 6.2.2** – Alternate sequencing of development may be considered without amending the ASP if appropriate servicing infrastructure is available and market conditions warrant.

**Policy 6.2.3** – Alternate sequencing of development may be considered without amending the ASP in order to align with ownership boundaries.

**Policy 6.2.4** – Traffic Impact Assessments should be undertaken over time to determine the roadway infrastructure and traffic control requirements to accommodate the additional traffic.

## 6.3 Subdivision Applications and Other Considerations

**PURPOSE:** The purpose of these policies is to establish how development targets and policy direction within the ASP will be implemented.

**Policy 6.3.1** – All subdivision decisions will conform to the policies of this ASP.

**Policy 6.3.2** – Minimum density requirements are to reflect the policies and knowledge at the time of each subdivision application. The minimums identified in this ASP may not be appropriate at that time and should be adjusted as required as long as the proposed development can be serviced by the approved infrastructure.

**Policy 6.3.3** – Subdivision and development of the plan area will proceed in a manner that:

- Allows for the orderly and efficient expansion of the Town,
- Makes sufficient provision for road access and municipal utility servicing, and
- Provides for the development of a park and open space system as envisioned by this ASP.



**Policy 6.3.4** – All costs for the provision of municipal infrastructure (roads, water, sanitary sewer, storm drainage) within the area being developed will be the sole responsibility of the Developer.

**Policy 6.3.5** – Responsibility for the cost to provide infrastructure improvements outside of the area being developed but required to support the proposed development will be negotiated between the Developer and the Town based on the current offsite levy bylaw.

**Policy 6.3.6** – Offsite levies for development within the plan area will reflect the current bylaw of the Town at the discretion of the approval authority.

**Policy 6.3.7** – The adoption of this ASP does not require the Town of Redcliff to undertake any of the proposed development referred to within.

## 6.4 Plan Review and Amendment

**PURPOSE:** The purpose of these policies is to ensure that the plan remains relevant and effective over the timeframe of the ASP area.

**Policy 6.4.1** – An amendment to this ASP will be required where a proposed subdivision results in one or more of the following:

- Re-location or elimination of a major arterial or collector roadway (other than a minor shift in alignment)
- Significant Change in the general land use pattern (residential, commercial, industrial) shown in the ASP
- Significant change to the open space system
- Deviation from the utility servicing concepts beyond what is contemplated in the ASP

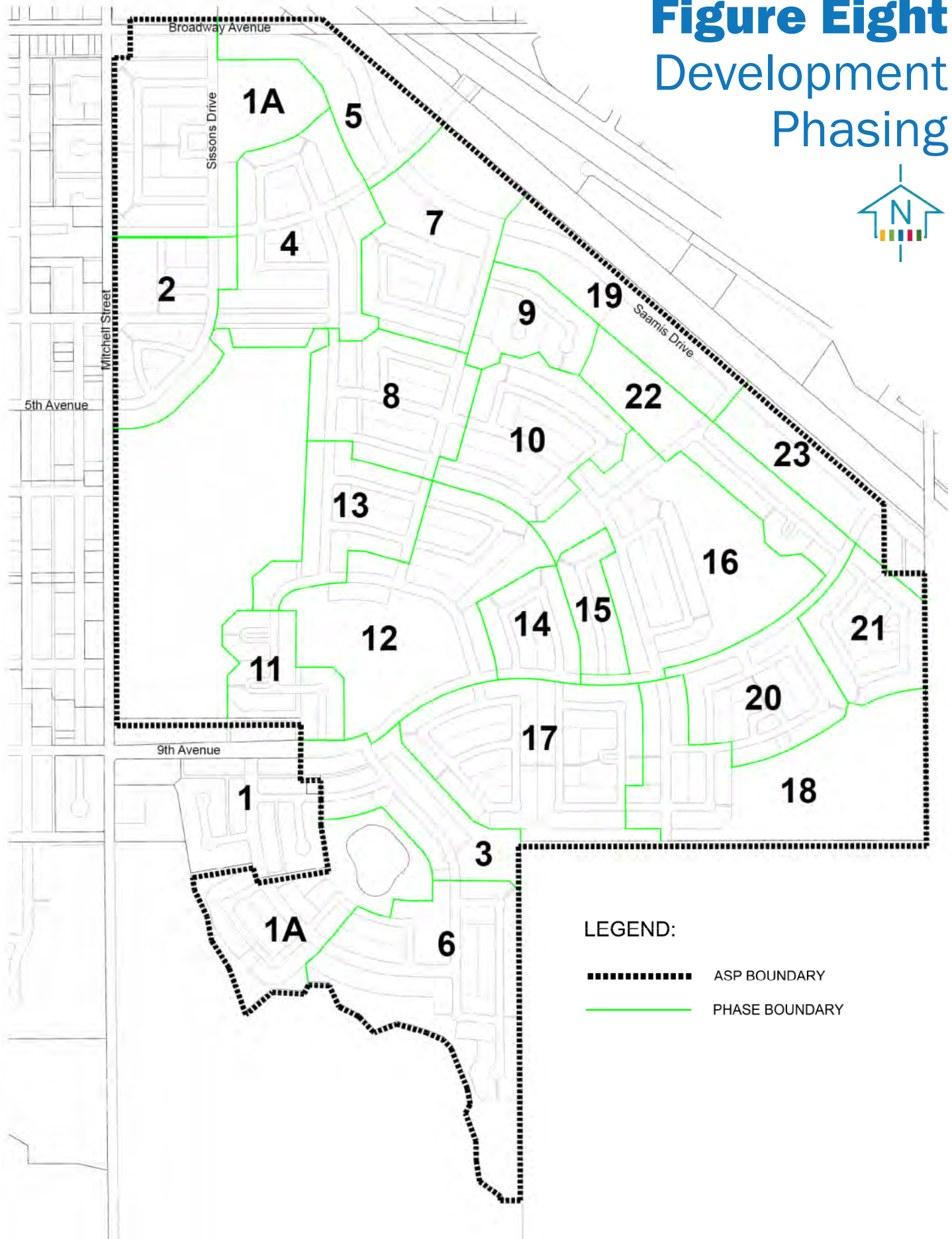
**Policy 6.4.2** – This ASP will be reviewed:

- At the request of Council or in response to a request of a registered land owner within the plan area at the discretion of Council.
- Upon amendment of the Town's Municipal Development Plan to ensure consistency.
- After a period of 7-10 years from adoption to ensure the ASP is adequate.



I-XL Redcliff Pressed Brick Plant

# Figure Eight Development Phasing

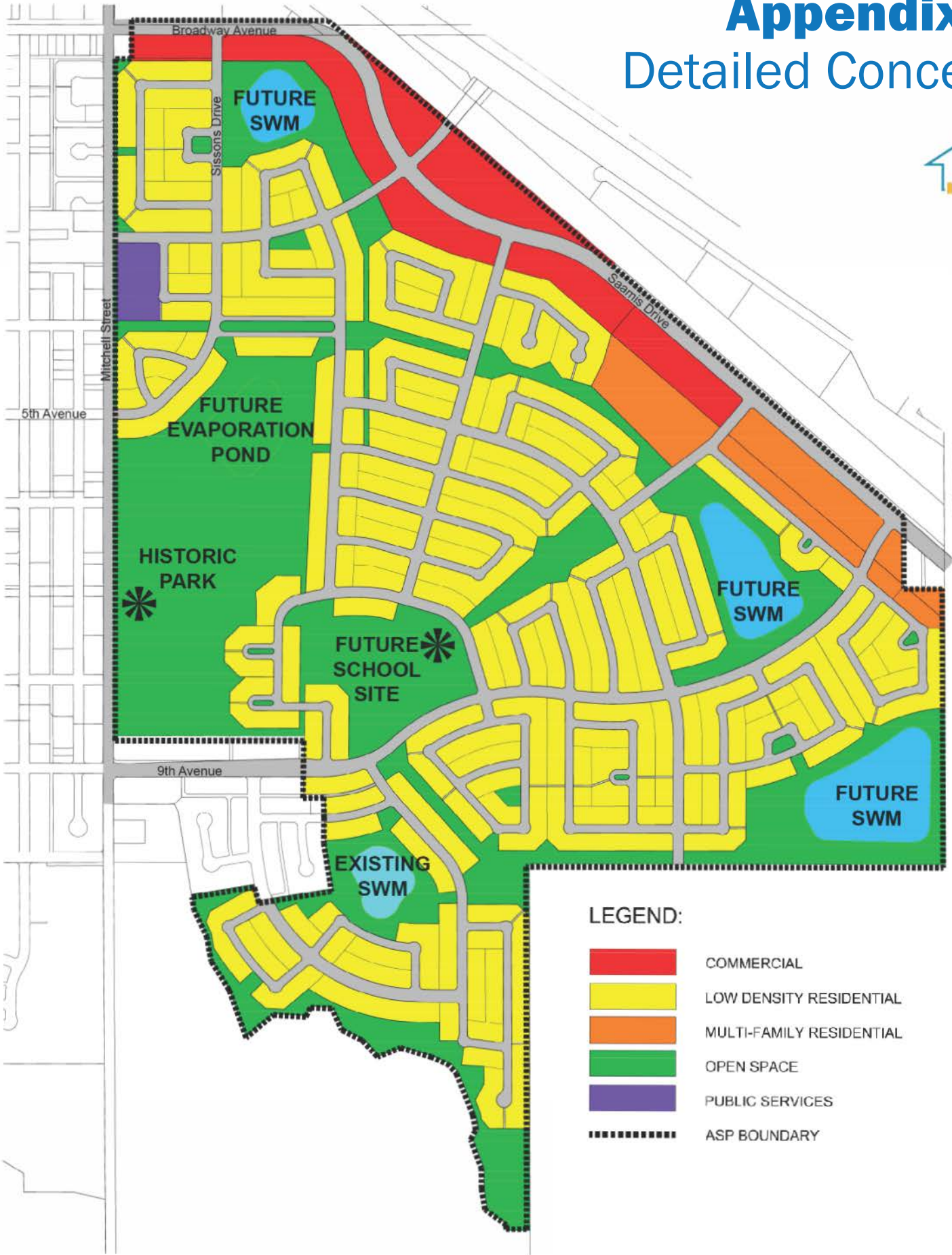


# Appendix A



# Appendix A

## Detailed Concept



### LEGEND:

-  COMMERCIAL
-  LOW DENSITY RESIDENTIAL
-  MULTI-FAMILY RESIDENTIAL
-  OPEN SPACE
-  PUBLIC SERVICES
-  ASP BOUNDARY

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 14, 2015

**PROPOSED BY:** Municipal Manager

**TOPIC:** Bylaw No. 1808/2015, Bylaw to amend Bylaw 1801/2015 Tax Rate Bylaw

**PROPOSAL:** Tax Rate Bylaw Revision

---

**BACKGROUND:**

The above Bylaw was passed and signed on May 4<sup>th</sup>, 2015. An omission was discovered on June 26<sup>th</sup>, after which all assessment and tax notices had been mailed out. The resultant understatement in total assessed value for non-residential properties is due to the omission of linear assessment. The understatement resulted in a higher municipal rate calculation and thus over collection in tax revenue from the non-residential class. The residential properties remain unaffected.

On July 2<sup>nd</sup>, Council directed administration to forward a request to Alberta Municipal Affairs for the Town of Redcliff to revise the current Tax Bylaw No. 1801/2015.

On August 14<sup>th</sup>, administration received Ministerial Order No. 132/15 granting council permission to pass a revised 2015 property tax rate bylaw.

**ATTACHMENTS:**

Bylaw 1808/2015, Tax Rate Amending Bylaw  
Ministerial Order No. 132/15

**OPTIONS:**

1. Give Bylaw 1808/2015, a Bylaw to amend Bylaw 1801/2015 being the Tax Rate Bylaw three readings.

**RECOMMENDATION:**

Administration is requesting that Council give Bylaw 1808/2015, a Bylaw to amend Bylaw 1801/2015, Tax Rate Bylaw three readings.

**SUGGESTED MOTIONS:**

1.
  - i) Councillor \_\_\_\_\_ moved Bylaw 1808/2015, a Bylaw to amend Bylaw 1801/2015, Tax Rate Bylaw be given first reading.
  - ii) Councillor \_\_\_\_\_ moved Bylaw 1808/2015, a Bylaw to amend Bylaw 1801/2015, Tax Rate Bylaw be given second reading.
  - iii) Councillor \_\_\_\_\_ moved Bylaw 1808/2015, a Bylaw to amend Bylaw 1801/2015, Tax Rate Bylaw be presented for third reading.  
(Note: Must be unanimous in order to proceed with third reading)

- iv) Councillor \_\_\_\_\_ moved Bylaw 1808/2015, a Bylaw to amend Bylaw 1801/2015, Tax Rate Bylaw be given third reading.

SUBMITTED BY: \_\_\_\_\_  
Department Head

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. **2015.**

**TOWN OF REDCLIFF  
BYLAW NO. 1808/2015**

**A BYLAW OF THE TOWN OF REDCLIFF TO AMEND BYLAW NO. 1801/2015, BEING THE TAX RATE BYLAW**

**WHEREAS** the Council of the Town of Redcliff desires to amend Bylaw No. 1801/2015, which was passed on May 4, 2015.

**AND WHEREAS**, the Council of the Town of Redcliff is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26;

**AND WHEREAS**, Ministerial Order No. 132/15 grants permission to council to pass a revised 2015 property tax rate bylaw and send out revised property assessment and tax notices by the extended date of December 1, 2015;

**AND WHEREAS**, the Council of the Town of Redcliff considers it expedient to amend this Bylaw to reflect the amended tax rate to non-residential properties and to send out revised property assessment and tax notices;

**NOW, THEREFORE, UNDER THE AUTHORITY OF THE MUNICIPAL GOVERNMENT ACT AND MINISTERIAL ORDER NO. 132/15, THE COUNCIL OF THE TOWN OF REDCLIFF, IN THE PROVINCE OF ALBERTA, ENACTS AS FOLLOWS:**

1. That Bylaw No. 1801/2015, being the Tax Rate Bylaw, be amended to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Redcliff:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal:</b>			
Residential	\$ 2,442,499	\$ 471,561,320	0.005180
Non-residential	2,353,825	198,434,060	0.011862
Farmland	66,784	5,630,060	0.011862
Machinery and Equipment *	91,137	12,805,210	0.007117
<i>*40% Machinery &amp; Equipment Allowance</i>			
<b>Totals</b>	<b>\$ 4,954,245</b>	<b>\$ 688,430,650</b>	
<b>Education:</b>			
ASFF (Residential & Farm Land)	\$ 1,037,398	\$ 439,055,353	0.002363
ASFF (Non-residential)	659,142	175,857,631	0.003748
Opted Out (Residential & Farmland)	90,108	38,136,027	0.002363
Opted Out (Non-Residential)	84,620	22,576,429	0.003748
<b>Totals</b>	<b>\$ 1,871,268</b>	<b>\$ 675,625,440</b>	
Cypress View Foundation	\$ 65,400	\$ 688,430,650	0.000095
<b>SUB - TOTAL</b>	<b>\$ 6,890,913</b>		
Annexed Properties Annual Tax per MGB Order 147/08	<u>\$ 121,716</u>		
<b>Grand Total</b>	<b><u>\$ 7,012,629</u></b>		

---

2. That this bylaw shall take effect on the date of the third and final reading.

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2015.

READ a second time this \_\_\_\_ day of \_\_\_\_\_, 2015.

READ a third time this \_\_\_\_ day of \_\_\_\_\_, 2015.

SIGNED and PASSED this \_\_\_\_ day of \_\_\_\_\_, 2015.

---

MAYOR

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MANAGER OF LEGISLATIVE  
AND LAND SERVICES



RECEIVED  
AUG 14 2015  
TOWN OF REDCLIFF

AR80369

July 22, 2015

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

Dear Mayor Reimer,

Thank you for your letter of July 6, 2015 requesting approval to amend the Town of Redcliff's property tax rate bylaw and to send out revised property assessment and tax notices.

I am pleased to provide Ministerial Order No. MSL:132/15, which permits council to pass a revised 2015 property tax rate bylaw and send out revised property assessment and tax notices by the extended date of December 1, 2015.

I appreciate your attention to this matter and wish you every success.

Sincerely,



Deron Bilous  
Minister

Attachment

cc: Arlos Crofts  
Municipal Manager, Town of Redcliff


MINISTERIAL ORDER NO. MSL:132/15

I, Deron Bilous, Minister of Municipal Affairs, pursuant to Sections 354(5) and 605 of the *Municipal Government Act (MGA)*, make the following order:

That the Town of Redcliff is authorized to amend the 2015 Property Tax Bylaw and send out new property tax and assessment notices to the affected properties.

That for the Town of Redcliff, the date for which property assessment notices are required to be sent pursuant to Section 310(1) of the *MGA* is extended to December 1, 2015.

Dated at Edmonton, Alberta, this 6 day of August, 2015.

  
Deron Bilous  
Minister of Municipal Affairs

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 14, 2015

**PROPOSED BY:** Manager of Legislative and Land Services

**TOPIC:** Subdivision Application 2014 SUB 04  
Condition No. 4

**PROPOSAL:** To consider options to meet Condition No. 4 of Subdivision Application 2014 SUB 04

---

**BACKGROUND:**

On February 23, 2015 Redcliff Town Council approved with conditions Subdivision Application 2014 SUB 04 (Lot 41, Block A, Plan 0714576 / 1502 Dirkson Drive NE) as follows:

2015- Subdivision Application  
0089 2014 SUB 04

**A) Councillor Solberg moved that the Subdivision Application 2014 SUB 04 be approved with the following conditions:**

1. *Payment of any outstanding taxes;*
2. *Provide documentation that the requirements of the following service providers including utility right-of-ways have been met:*
  - Gas Servicing, City of Medicine Hat Gas Department;
  - Electric servicing, City of Medicine Hat Electric Department;
  - Telecommunications:
    - Telus
    - Shaw;
3. *Installation near the property line of a vault complete with a water meter and double backflow preventer on the water service to the site. Town Engineer to approve the design and location of the vault prior to installation;*
4. *Demonstrating by the submission of asbuilt drawings that the grading and site drainage has been constructed for the first phase of development in accordance with the site drainage plan approved by the Town Engineer on November 4, 2014;*
5. *Payment of the Infrastructure Capacity Fee in the amount of \$19,040.00 (2.38 acres x \$8,000.00). - Carried.*

The applicants have been working towards meeting the conditions and moving forward with endorsement. They have identified and expressed concern with condition number 4 and have indicated they would not be able to meet this condition until the phase one has been completed. However, they would like endorsement of the application so it can be registered and they can move forward with converting the units to condo's, which requires going through another application process. Administration is unable to endorse the application until all the conditions have been met. The applicants have asked what options they may have.

**ATTACHMENTS:**

None

**OPTIONS:**

1. Remain status quo. The applicant must meet all conditions prior to Administration proceeding with endorsement of Subdivision Application 2014 SUB 04 (Lot 41, Block A, Plan 0714576 / 1502 Dirksen Drive NE).
2. Authorize Administration to waive condition number 4.
3. Authorize Administration to enter into an agreement with the applicant/owner that condition No. 4 can be met at a later date. Further that security in the form of a letter of credit in the amount of \$7,000.00 is taken as security.

**RECOMMENDATION:**

That Council considers Option 3.

**MOTION:**

1. Councillor \_\_\_\_\_ moved the Request for Decision prepared by the Manager of Legislative and Land Services regarding Subdivision Application 2014 SUB 04 Condition No. 4 be received for information. – Carried.
2. Councillor \_\_\_\_\_ moved to authorize Administration to waive condition 4 of Subdivision Application 2014 SUB 04 (Lot 41, Block A, Plan 0714576 / 1502 Dirksen Drive NE).
3. Councillor \_\_\_\_\_ moved to authorize Administration to enter into an Agreement with applicants/owner of Subdivision Application 2014 SUB 04 (Lot 41, Block A, Plan 0714576 / 1502 Dirksen Drive NE) whereby they agree to meet condition 4 which states *"Demonstrating by the submission of asbuilt drawings that the grading and site drainage has been constructed for the first phase of development in accordance with the site drainage plan approved by the Town Engineer on November 4, 2014"*. Further that security in the form of a letter of credit in the amount of \$7,000.00 is taken as security. And further that the applicant/owner be responsible for all legal costs relating to preparation of agreement.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_ AD 2015.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** September 14, 2015  
**PROPOSED BY:** Director of Finance & Administration  
**TOPIC:** Budget Process  
**PROPOSAL:** Establish Dates for Budget Review

---

**BACKGROUND:**

The council budget review is set to be held in two special meetings of Council open to the public. The meetings would be scheduled to run from 8:30 am to 5:00 pm for both days. The session could be scheduled for any two days between November 2<sup>nd</sup> and 11<sup>th</sup>. Proposed option for dates for the sessions are:

Monday November 2<sup>nd</sup> to Saturday November 7<sup>th</sup> from 8:30 am to 5:00 pm

Once the date and time are set, the budget sessions will be appropriately advertised.

**OPTIONS:**

1. To further establish the dates for the 2016 budget review as the \_\_\_\_\_ and/to \_\_\_\_\_ of November from \_\_\_\_\_ to \_\_\_\_\_ each day.

**RECOMMENDATION:**


That Council considers Option #1.

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to further establish the dates for the 2016 budget review as the \_\_\_\_\_ and/to \_\_\_\_\_ of November from \_\_\_\_\_ to \_\_\_\_\_ each day.

SUBMITTED BY: \_\_\_\_\_

  
Department Head

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2015.



Deputy Minister  
18th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Canada  
Telephone 780-427-4826  
Fax 780-422-9561

AR80754

July 31, 2015

Mr. Arlos Crofts, Municipal Manager  
Town of Redcliff  
PO Box 40  
Redcliff AB T0J 2P0

RECEIVED  
AUG 10 2015  
TOWN OF REDCLIFF

Dear Mr. Crofts:

Thank you for your interest in the Small Communities Fund (SCF). The program received a significant number of applications for grant funding, which could not all be accommodated within the program funding levels established by the federal government and matched by the province.

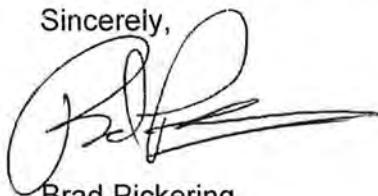
On behalf of the Minister, I regret to advise that the following project applications submitted to the SCF have been declined:

- Wastewater System Enhancement - Regional Trunk Upgrade - \$2,000,000; and
- Construction of New Potable Water Reservoir and Pumping Station North of TransCanada Highway #1 - \$1,800,000.

The Ministry recognizes the important work being undertaken throughout the province to strengthen communities, and I look forward to working in partnership to strengthen Alberta's communities through all of our various grant programs.

If you have any additional questions regarding these projects, please contact Andy Cathcart, Director, Federal Programs, toll-free at 310-0000, then 780-422-1152.

Sincerely,



Brad Pickering  
Deputy Minister

cc: Honourable Deron Bilous, Minister of Municipal Affairs  
Mayor Ernie Reimer, Town of Redcliff

RECEIVED  
AUG 18 2015  
TOWN OF REDCLIFF

AR80107

August 12, 2015

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

Dear Mayor Reimer,

Last year, to assist municipalities build and revitalize their local public infrastructure while creating jobs and long-term prosperity, Canada and Alberta entered into a 10-year agreement governing the administration of the Gas Tax Fund (GTF). I am pleased to confirm that in the second year of the program, \$208 million in GTF funding will be provided to Alberta's municipalities.

Your 2015 GTF allocation is \$292,939. GTF funding amounts for all municipalities are also posted on the Municipal Affairs GTF website at [municipalaffairs.alberta.ca/federal-gas-tax-fund](http://municipalaffairs.alberta.ca/federal-gas-tax-fund).

I look forward to partnering with you and the Government of Canada to make life better for Albertans.

Sincerely,



Deron Bilous  
Minister

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

RECEIVED  
AUG 19 2015  
TOWN OF REDCLIFF



TransCanada PipeLines Limited  
450 - 1st Street S.W.  
Calgary, Alberta, Canada T2P 5H1  
tel 1-855-895-8754  
email [community\\_relations@Transcanada.com](mailto:community_relations@Transcanada.com)  
web [www.transcanada.com](http://www.transcanada.com)

August 17, 2015

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

Dear Mayor Reimer,

### **Proposed Project: Medicine Hat Compressor Station – Additional Information**

In its letter on July 6, 2015, NOVA Gas Transmission Ltd. (NGTL), a wholly owned subsidiary of TransCanada PipeLines Limited (TransCanada), notified you of its proposal to construct the Medicine Hat Compressor Station (Project). The facility's proposed location is within legal land location SW-11-14-6-W4, in Cypress County, approximately 5 kilometres (km) north of Medicine Hat, Alberta. The Project is required to meet seasonal demand for sweet natural gas in the Medicine Hat area. For additional information on the project please review the included fact sheet.

We are writing at this time to provide additional information, noted in a recent update to the National Energy Board's regulatory filing requirements. Specifically, this letter provides information on the potential impacts of this project, as well as, our company's dispute resolution, or landowner complaint process.

#### Potential Project Impacts

As part of its regulatory application, NGTL will collect and analyze site-specific environmental information to help understand the potential environmental impacts of the Project and develop an Environmental and Socio-economic Assessment. Specifically, the assessment will consider impacts to soil, vegetation, wildlife, historical resources, current land use, traditional land use and aquatic resources. An Environmental Protection Plan (EPP) will also be developed to identify specific measures to mitigate impacts of the Project during and following construction activities.

In addition to the potential environmental impacts, a Compressor Station project will involve temporary increases in traffic during construction and nominal traffic during operations. This Fact Sheet also noted that construction operations also typically generate a certain amount of noise, but that applicable noise limits will be met throughout construction and operations.

These potential impacts associated with a Compressor Station are typically temporary in nature, and will be avoided or mitigated where possible by implementation of effective environmental protection measures.

## Dispute Resolution

TransCanada's approach to stakeholder consultation is designed to avoid disputes. We work hard to address questions and concerns in a timely manner by providing early notice to stakeholders who are potentially impacted by TransCanada's projects. We consult with people often and invite feedback, and continue to provide updates throughout the process.

TransCanada's preferred method to address the concerns of landowners potentially impacted by its projects is through direct and respectful discussion. Issues received or identified during these discussions are systematically tracked and followed up on to promote mutual resolution and positive interest-based outcomes. In the event that mutual resolution through this approach is not achievable, the parties may consider use of NEB's collaborative Appropriate (or alternative) Dispute Resolution (ADR) Process as a means of assistance.

## Application Submission

By way of update, we expect to file the Project application with the National Energy Board as soon as two weeks (14 days) after the date of this letter. If you have any additional questions on the proposed Project or any of the forgoing, we ask that you please contact TransCanada's Community Relations department at 1-855-895-8754 or at [community\\_relations@transcanada.com](mailto:community_relations@transcanada.com).

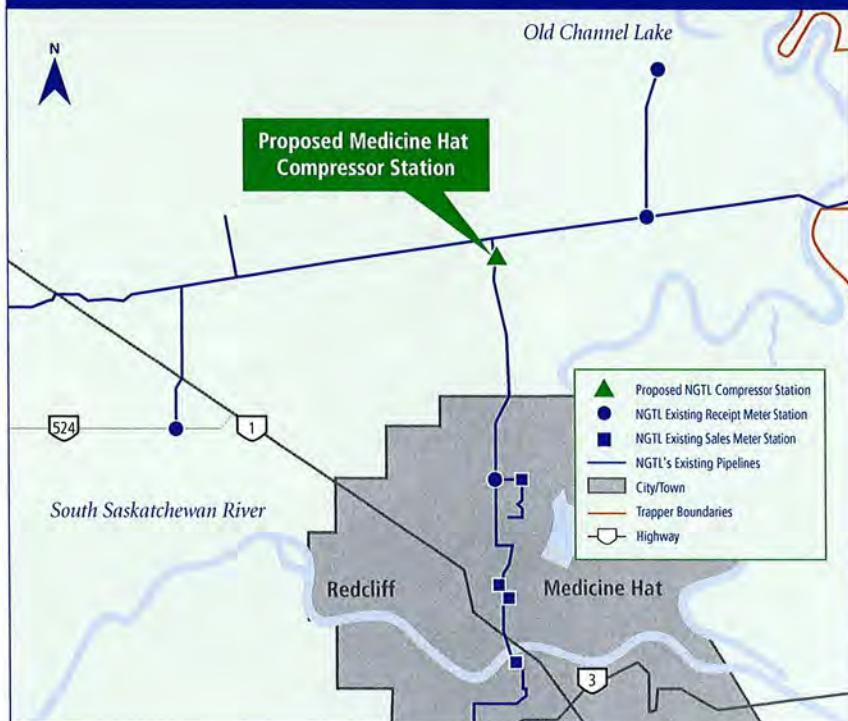
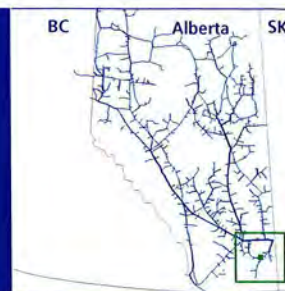
Sincerely,



Darren Hopkins  
Project Manager  
TransCanada



# Proposed Project: Medicine Hat Compressor Station



## Project Details

NOVA Gas Transmission Ltd. (NGTL), a wholly owned subsidiary of TransCanada PipeLines Limited (TransCanada), is proposing to construct, own and operate the Medicine Hat Compressor Station to meet seasonal demand for sweet natural gas in the Medicine Hat area.

The proposed Medicine Hat Compressor Station will include a 3.5 megawatt station which connects to the existing Suffield South Lateral pipeline on the NGTL System. NGTL proposes to locate the project on a 180 metre by 200 metre site within the legal land location SW-11-14-6-W4, in Cypress County, approximately 5 kilometres (km) north of Medicine Hat, Alberta.

NGTL anticipates filing an application with the regulator, the National Energy Board (NEB), under section 58 of the *National Energy Board Act*, in the third quarter of 2015 for permission to construct and operate the Medicine Hat Compressor Station. Subject to regulatory approval, NGTL anticipates construction will begin in the first quarter of 2016 and last approximately eight to ten months. The proposed project is expected to be in the fourth quarter of 2016 or the first quarter of 2017.

## Project Schedule

Q3 2015	Commence landowner, Aboriginal, and stakeholder engagement
Q3 2015	Anticipate filing a section 58 application with the NEB
Q1 2016	Subject to regulatory approval, commence construction
Q4 2016/ Q1 2017	Anticipate construction to be complete and the compressor station to be in-service

## Stakeholder Engagement

Engaging with stakeholders means listening, providing accurate information, and responding to stakeholder interests in a prompt and consistent manner. TransCanada is proud of the relationships we have built with our neighbours for over 60 years. Our four core values of integrity, collaboration, responsibility and innovation are at the heart of our commitment to stakeholder engagement. These values guide us in our interactions with our stakeholders.

We invite public input on our proposed project and encourage interested parties to contact us using the contact information provided in this document.

## Aboriginal Engagement

Building and maintaining relationships with Aboriginal communities near our proposed projects and existing facilities has long been an integral part of TransCanada's business. TransCanada works with communities to identify potential effects of company activities on each community to find mutually satisfactory solutions and benefits.

Aboriginal Traditional Land Use studies are an important element in our project development process. TransCanada strives to involve local Aboriginal communities in Traditional Land Use and Traditional Ecological Knowledge studies where projects could affect traditional lands.



## Proposed Project: Medicine Hat Compressor Station

### Environmental Considerations

As part of our regulatory process, TransCanada collects and analyzes site-specific environmental information to understand the potential environmental effects of each project. This assessment considers, but is not limited to, potential effects on soil, acoustic environment, local emissions, vegetation, wildlife, infrastructure and services, communities and their economies.

An Environmental Protection Plan will be developed to identify the necessary measures that are to be employed to manage our interaction with these environmental resources throughout the lifecycle of the facilities.

### Traffic and Noise

During construction there will be a temporary increase in traffic flow to and from the site as crews and equipment mobilize. After the new facilities have been installed, there will be nominal traffic associated with ongoing operations and maintenance of the facilities.

Construction and operations of a compressor station typically generate a certain amount of noise. However, TransCanada will engineer the Medicine Hat Compressor Station to reduce operating noise by using engineered noise suppression devices such as silencers, baffles, and sound absorbing liners. During operations, noise level is expected to be at or less than 45 decibels at the nearest home. A normal conversation between two people standing one metre apart is 60 decibels.

### Emissions

Compressor stations burn a fraction of the sweet natural gas passing through the pipeline to power the turbine and the station. The Medicine Hat Compressor Station will connect to local electrical utility power lines to reduce the amount of natural gas that would need to be burned on site in electric generators, therefore reducing local emissions. The gas turbine will also use low emissions combustion technology to further reduce emissions generated on site. Emission of nitrous oxides from burning natural gas is expected to be under 25 parts per million by volume.

Pipeline gas is dry and sweet, so no H<sub>2</sub>S will be released at any time. The natural gas flowing through the pipeline is non-odorized, unlike the gas used in households, and the Compressor Station will not generate odors or smells that may be associated with natural gas use.

### Equipment On-Site

During construction, there may be equipment on-site for use in earth moving, pile driving, excavation, material handling/hauling, welding and testing. Equipment may include backhoes, pile driving units, trucks, generators and compressors.

### Clean-Up and Reclamation

Once construction has been completed, the land surface outside of TransCanada's fence line will be reclaimed to an equivalent land capability. Measures will be taken to prevent surface material loss from wind and water erosion, and to establish a vegetative cover that is compatible with surrounding vegetation and land use.

Within the site, a gravel surface will be placed over portions of the site where all-season access is required during operations. A fence will surround the facility site.

### Operations

Once the facilities have been constructed, there will be minimal impacts to people and the environment. There are no restrictions to development adjacent to the facilities. However, authorization from TransCanada is required for any ground disturbances within 30 metres of the site.

### Emergency Preparedness and Response

The proposed project will be designed, built and operated in a safe and environmentally responsible manner. In the unlikely event of an emergency, our comprehensive Emergency Response Program would be activated. We train our staff to know what to do in the event of an emergency, both during construction and ongoing operations. Our staff work with landowners, and area emergency responders to protect the health, safety or welfare of people, or to limit damage to property, company operations and the environment.

**In the event of an emergency, please contact TransCanada's 24 hour emergency line at 1.888.982.7222.**

### Contact Us

We invite you to contact TransCanada with any questions or comments you have about the proposed Project:

**Kate Dinning**, Community Relations Liaison  
Phone: 1.855.895.8754  
Email: [community\\_relations@transcanada.com](mailto:community_relations@transcanada.com)  
[www.transcanada.com](http://www.transcanada.com)

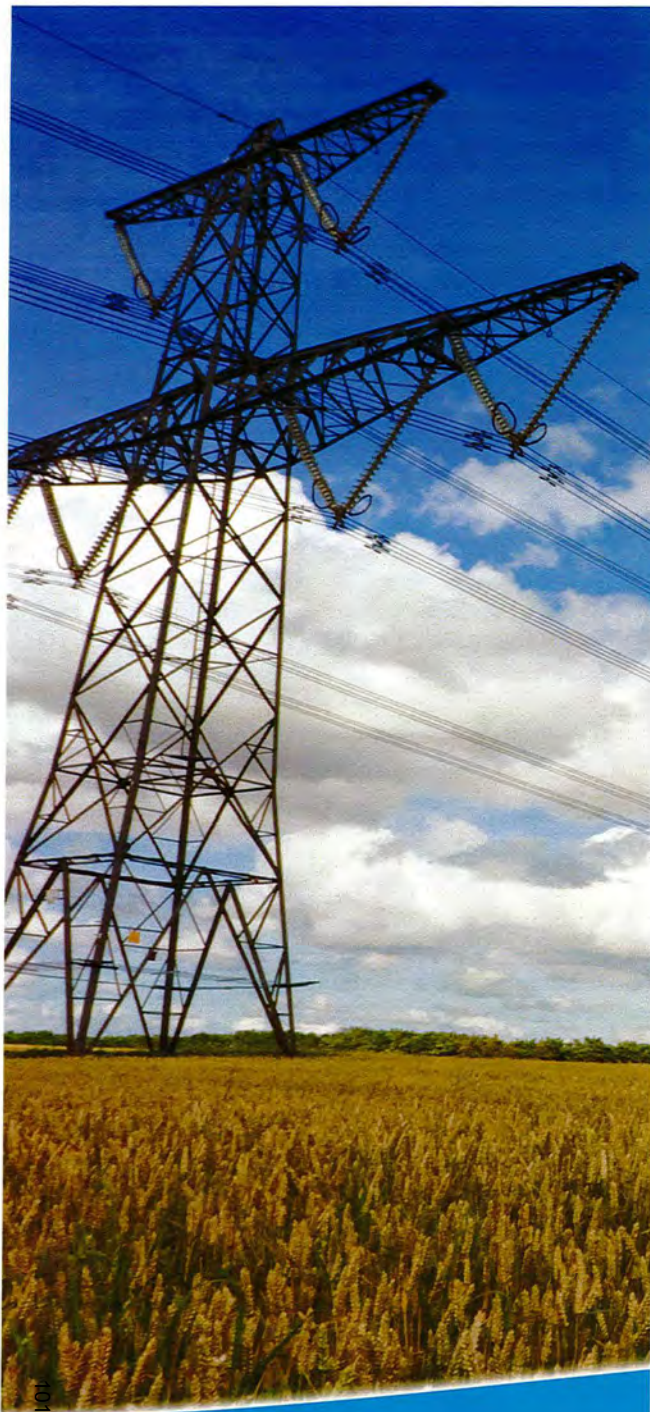
or write to Kate Dinning at:

**TransCanada**  
450 – 1st Street SW  
Calgary, Alberta T2P 5H1

If you would like further information regarding the National Energy Board's approval process, we would be pleased to provide you with information or you can contact the regulator directly:

**National Energy Board**  
517 Tenth Avenue SW  
Calgary, Alberta T2R 0A8  
Phone: 1.800.899.1265  
Email: [info@neb-one.gc.ca](mailto:info@neb-one.gc.ca)  
[www.neb-one.gc.ca](http://www.neb-one.gc.ca)





## 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](http://www.neb-one.gc.ca)
- Email: [info@neb-one.gc.ca](mailto: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



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



Canada



## 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](http://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.





ALBERTA  
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister*

RECEIVED  
SEP 02 2015  
TOWN OF REDCLIFF

AR 13961

August 24, 2015

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

Dear Mayor Reimer:

I am pleased to advise you that payments of \$244,704 and \$100,000 for the 2015-16 Municipal Policing Assistance Grant (MPAG) and the 2015-16 Police Officer Grant (POG) respectively, have been electronically transferred to your municipality. The grants are intended to help communities meet the costs of policing services and reflect the commitment of the Alberta government to address the financial impact of policing on municipalities.

POG reporting on Actual Policing Strength for the period is required by April 30, 2016, while MPAG reporting on grant expenditures is required by March 31, 2016. Templates will be available on the Justice and Solicitor General website at: <http://justice.alberta.ca/jsg/Pages/default.aspx>.

Should your staff have any questions, they may contact Michael Michalski, Executive Director, Financial Operations and Procurement at 780-427-7516, or via email at [Michael.Michalski@gov.ab.ca](mailto:Michael.Michalski@gov.ab.ca).

Sincerely,

Kathleen Ganley  
Minister

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

*Al Massine, President*  
*Royal Canadian Legion Branch No.6*

RECEIVED  
SEP 03 2015  
TOWN OF REDCLIFF

*Requests the pleasure of your company*  
*Mayor Ernie Riemer, & Guest for the*  
*Redcliff Legion's Annual Veteran's Supper*

*To be held at the Redcliff Legion on*  
*Friday October 02, 2015 at 17:00 hrs*

---

*The evening will include a reception with cocktails at 17:00hrs*  
*and supper to begin at 18:00hrs.*

*Legion Dress – Business Suit.*

*Please RSVP by September 29th, 2015, at*  
*(403) 548-3217 or by email to [redclifflegion@shaw.ca](mailto:redclifflegion@shaw.ca).*



RECEIVED  
SEP 08 2015  
TOWN OF REDCLIFF



Dear Mayor or Council Member,

You are receiving this mailing because you have a TransCanada-operated pipeline in your area. We encourage you to spend a few moments reading the information enclosed and familiarizing yourself with the function, purpose and safety of the pipeline and how you as a public official can maintain the integrity of underground utilities. Please provide this information to your Chief Administrative Officer to share with the appropriate departments and hang the "Know What's Below" poster where it is visible to staff and the public.

**Preventing Pipeline Damage.** There are three steps government entities can take to help in the prevention of damage to underground utilities, including natural gas or oil pipelines:

1. Avoid building structures on pipeline rights-of-way. TransCanada and other pipeline operators need access to their rights-of-way for maintenance and emergency response.
2. Require all employees and contractors to request a locate by contacting their local One-Call Centre either by phone or online at [www.clickbeforeyoudig.com](http://www.clickbeforeyoudig.com) before excavating.
3. Always report damage of a utility to the local One-Call Centre and the utility operator. Unreported and even minor damage has the potential to cause long-term damage to pipelines.

**Emergency Preparedness and Response.** Although leaks or ruptures on pipelines are rare, it is important that you know how to respond in the event of an incident. Make sure you have a coordinated plan with pipeline operators, local emergency management officials and HAZMAT.

**Land Use and Urban Development.** It is important to consider the location of pipelines and other underground utilities for land development and urban planning in your community. Look for pipeline marker signs which indicate a pipeline is in the area and always contact the One-Call Centre before any excavation.

**Responding to Public Inquiries.** Our effectiveness studies have shown that the public relies on local government for safety information. Constituents in your jurisdiction may contact you with questions about underground utilities (where they are, who operates them, etc.). It is important to remind the public to always contact the local One-Call Centre before beginning any excavation deeper than 30cm. For questions about TransCanada's pipelines in particular, please direct them to our website at [www.transcanada.com](http://www.transcanada.com) or provide our contact information (listed below).

**Information on TransCanada's pipelines can be found online and in the documents included in this mailing.** If you would like additional or digital copies of our materials, or if require more information, please email [public\\_awareness@transcanada.com](mailto:public_awareness@transcanada.com), or call our General Inquiries line at 1.855.458.6715.

Sincerely,

TransCanada's Public Awareness Team

RECEIVED  
AUG 14 2015  
TOWN OF REDCLIFF

His Worship Ernie Reimer  
Mayor  
Town of Redcliff  
PO Box 40  
REDCLIFF AB T0J 2P0

Dear His Worship Reimer:

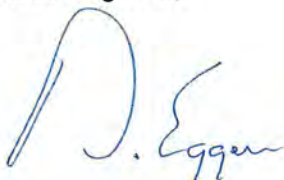
As Minister of Culture and Tourism, responsible for sport in Alberta, I am pleased to invite you to consider submitting a bid for the right to host the 2017 Alberta 55 Plus Games in your community. A brochure with details on how to apply is enclosed.

I encourage you and your community to consider this invitation and the many benefits that can result from hosting this event. The legacy of experienced volunteers and upgraded facilities associated with hosting Alberta 55 Plus Games, along with the economic benefits, has proven to be tremendous. The successful host municipality will be given the opportunity to showcase its talents to approximately 1,100 - 1,800 participants from all regions of the province, as well as to attract numerous spectators and special guests. Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid.

Any community awarded the 2017 Alberta 55 Plus Games will receive base financial support to cover operational, cultural, and legacy aspects of the Games. The *Guidelines for Communities Bidding to Host the 2017 Alberta 55 Plus Games document* is available from the Alberta Sport Connection upon request to assist you in preparing your bid. In addition, Alberta Sport Connection staff are available to provide consultative assistance if required. For additional information, please contact Suzanne Becker, at 403-297-2709, toll free by first dialing 310-0000, or e-mail [suzanne.becker@albertasport.ca](mailto:suzanne.becker@albertasport.ca).

I look forward to receiving your application.

Best Regards,

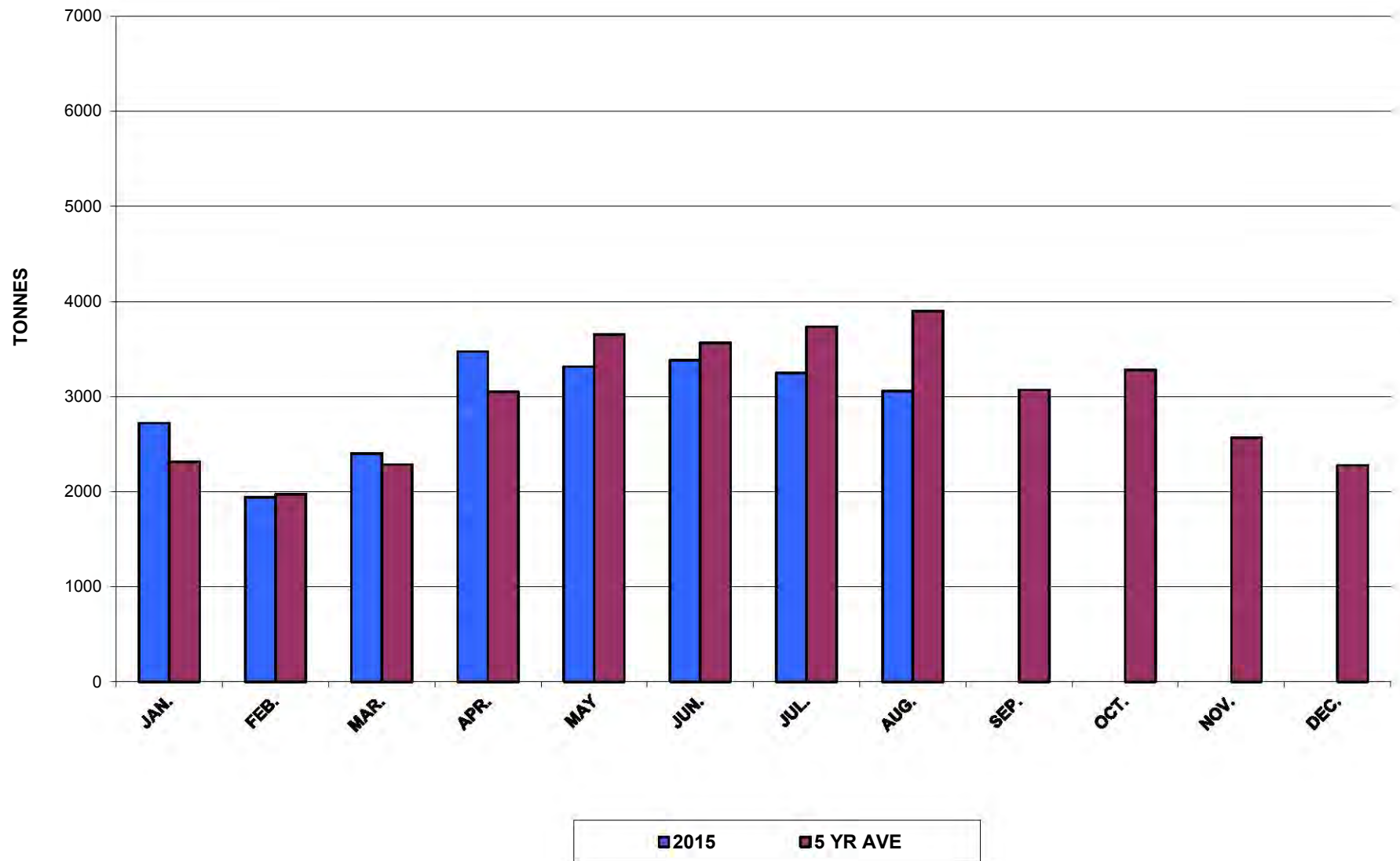


David Eggen  
Minister

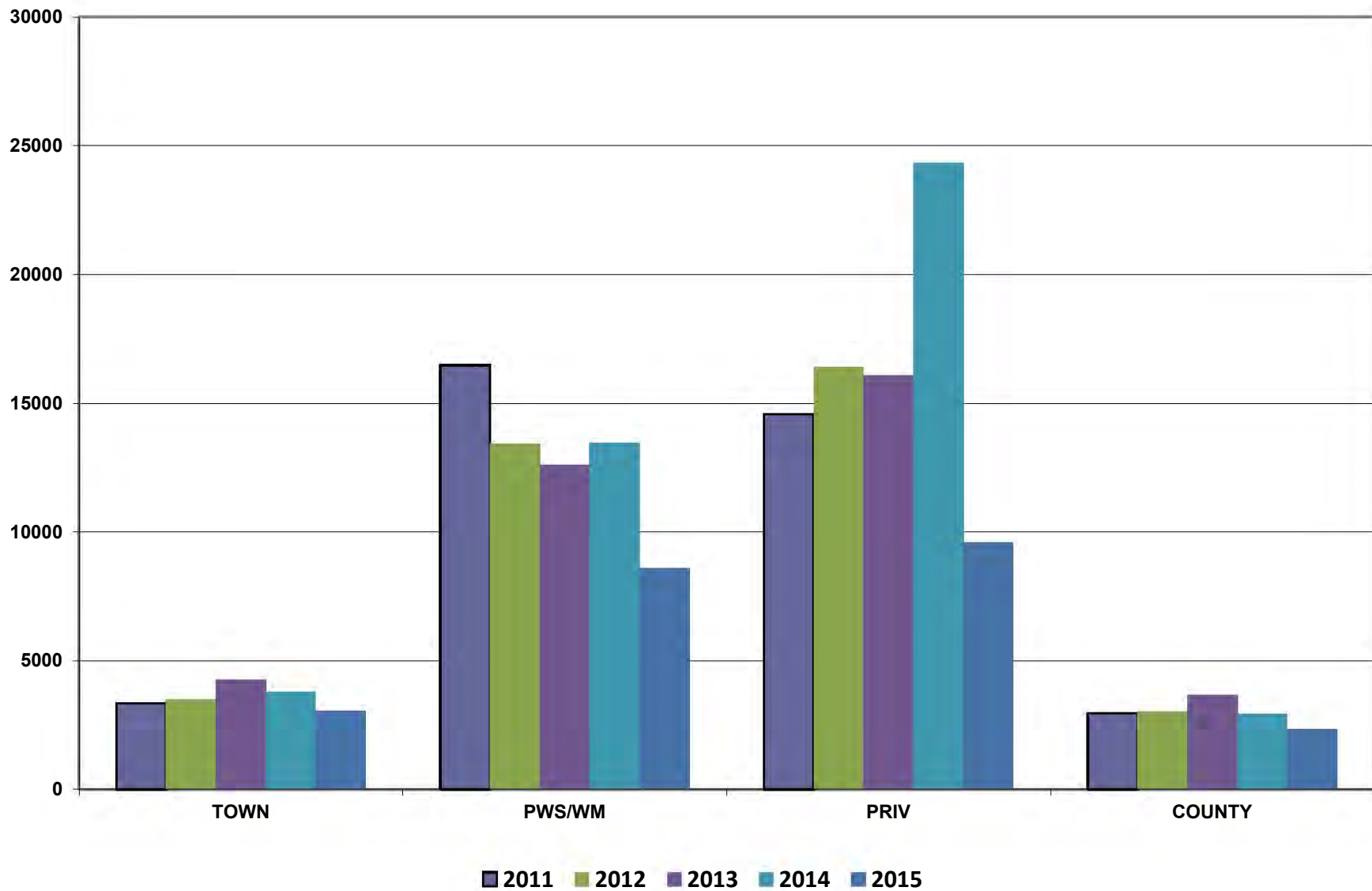
Enclosure



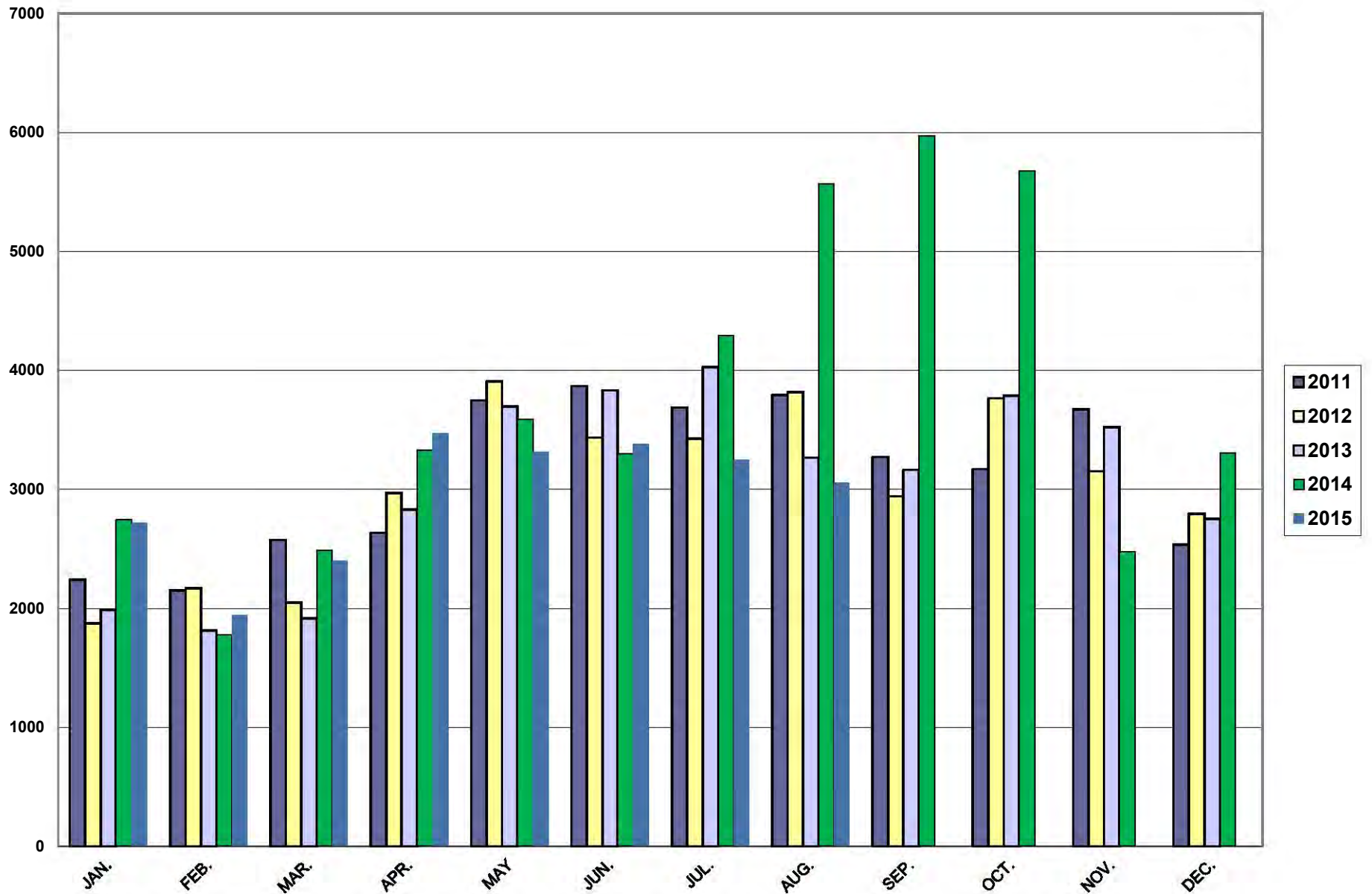
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2015 VS 5 YEAR AVERAGE  
TO AUGUST 31, 2015**



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



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



# Memo

**To:** Redcliff Council  
**From:** Arlos Crofts, Municipal Manager  
**Date:** September 14, 2015  
**Re:** Laneway Upgrade West of 3<sup>rd</sup> St NE between 1 Ave NE – South Railway Drive NE (Previously Known as Debut Development Ltd. 3<sup>rd</sup> St NE Condominiums Phase 2)

Policy 38 – Purchasing Policy States:

Authority to sign purchase orders

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

Town Council directed administration to carry out laneway upgrades west of 3<sup>rd</sup> St NE (100-200 Block). The Town's Engineering staff prepared the tender documents and invited the contractors on Aug 25, 2015 to submit their bids with the closing date on September 09, 2015. The bids were opened in public on September 09, 2015 at 02:00pm. The bid submitting contractors were LMT Enterprises Ltd. and Transit Paving Inc. and their respective bid amounts are \$86,105.00 and \$95,061.50 including contingency and provisional items without GST. LMT Enterprises submitted the lowest and is deemed to be the successful low bidder.

As the bid amount exceeded the Purchase Policy threshold for the Municipal Manager, I am reporting these expenditures to Council. The summary of the project tender amount with required engineering and assigned budget information is as follows:

Project	Construction lowest bid with 10% contingency and provisional Items exclude GST	Engineering – QA Testing and hydrovac	Project Budget
Laneway Upgrade west of 3 <sup>rd</sup> St NE (100-200) Block	\$86,105.00	\$5,625.00	\$120,165.00
<b>TOTAL</b>	\$86,105.00	\$5,625.00	\$120,165.00



## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date & Time	Meeting / Event	Where /Information
September 22 - 25, 2015	Alberta Urban Municipalities Association (AUMA) Conference	Calgary, Alberta
October 14, 2015	Council Office Hours	Council/Mayor Office Town Hall 4:30 p.m. - 6:30 p.m. Second Wednesday of month