COUNCIL MEETING

MONDAY, JANUARY 14, 2013
7:00 P.M.

FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, JANUARY 14, 2013 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS

AGENDA ITEM			**RECOMMENDATION**
1.	**GENERAL**		
	A)	Call to Order	
	B)	Adoption of Agenda *	Adoption
	C)	Bank Summary for November 30, 2012 *	For Information
2.	**DELEGATION**		
	A)	Economic Development Alliance (EDA) Presentation (Wendy Blackwell, Executive director, Randy Lehr, Board Chair, Nichola Kondra Associate Director to be in attendance)	
		i) Strategic Direction 20-2015 Presentation *	For Information
		ii) Creative solutions for Economic Growth *	For Information
3.	**MINUTES**		
	A)	Council meeting held December 10, 2012 *	For Adoption
	B)	Committee of the Whole meeting held December 10, 2012 *	For Information
	C)	Redcliff Family and Community Support Services Board meeting held January 8, 2013, 2012 *	For Information
	D)	Economic Development Alliance (EDA) Board meeting held November 21, 2012 *	For information
	E)	Subdivision and Development Appeal Board hearing held December 13, 2012 *	For Information
	F)	Shortgrass Library System	
		i) Board meeting held June 20, 2012 *	For Information
		ii) Board meeting held September 19, 2012 *	For Information
4.	**BYLAWS**		
	A)	Bylaw 1735/2013 being a bylaw to amend Bylaw 1698/2010 being the Land Use Bylaw to amend the Land Use District for Lot 1-3, Block 108, Plan 1117V (102 4 Street NE) from C-3 General Commercial District to DC Direct Control District *	1st Reading

5. POLICIES

A)	Policy 32, Grazing Lease Policy *	For Consideration/ Approval

6. CORRESPONDENCE

A)	Larry Leipert * Re: Request for reduction/rebate of Sewer Charges	For Consideration

7. OTHER

A)	Canadian Badlands Ltd. * Re: 3rd Annual Tourism Development Conference and 2013 Annual General Meeting	For Consideration
B)	Redcliff/Cypress Regional Landfill Graphs to December 31, 2012 *	For Information
C)	City of Medicine Hat Subdivision 2012MH013 * Re: 2500 Box Springs Blvd. NW	For Comment

8. RECESS

9. IN CAMERA

A) Labour

10. ADJOURN

BANK SUMMARY FOR NOVEMBER 30, 2012

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	207,878.64	10,000.00	217,878.64
DAILY DEPOSITS	316,017.31	139,110.80	455,128.11
CIBC DIRECT DEPOSITS/ TELEBANKING	227,574.23		227,574.23
INTEREST EARNED	8,154.77		8,154.77
T-BILL REDEMPTIONS	300,000.00		300,000.00
OTHER DIRECT DEPOSITS	8,434.06		8,434.06
SUBTOTAL	860,180.37	139,110.80	999,291.17
CHEQUES	(660,865.63)	(139,110.80)	(799,976.43)
ASFF QUARTERLY PAYMENTS	0.00		0.00
DEBENTURE PAYMENTS	(27,854.85)		(27,854.85)
T-BILL PURCHASES	0.00		0.00
NSF CHEQUES	(313.00)		(313.00)
OTHER DIRECT WITHDRAWALS	(4,808.15)		(4,808.15)
SUBTOTAL	(693,841.63)	(139,110.80)	(832,952.43)
TOTAL	**374,217.38**	**10,000.00**	**384,217.38**
BANK CLOSING BALANCE	365,616.84	10,000.00	375,616.84
ADD:O/S DEPOSITS	16,376.56		16,376.56
LESS:O/S CHEQUES	(7,776.02)		(7,776.02)
TOTAL	**374,217.38**	**10,000.00**	**384,217.38**

INVESTMENTS		
CIBC PREMIUM T-BILL FUND	5.12.02.321	12,100,000.00
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,314,987.61
TOTAL INVESTMENTS		13,414,987.61

TOWN OF REDCLIFF
JAN 08 2013
FINANCE DEPT.

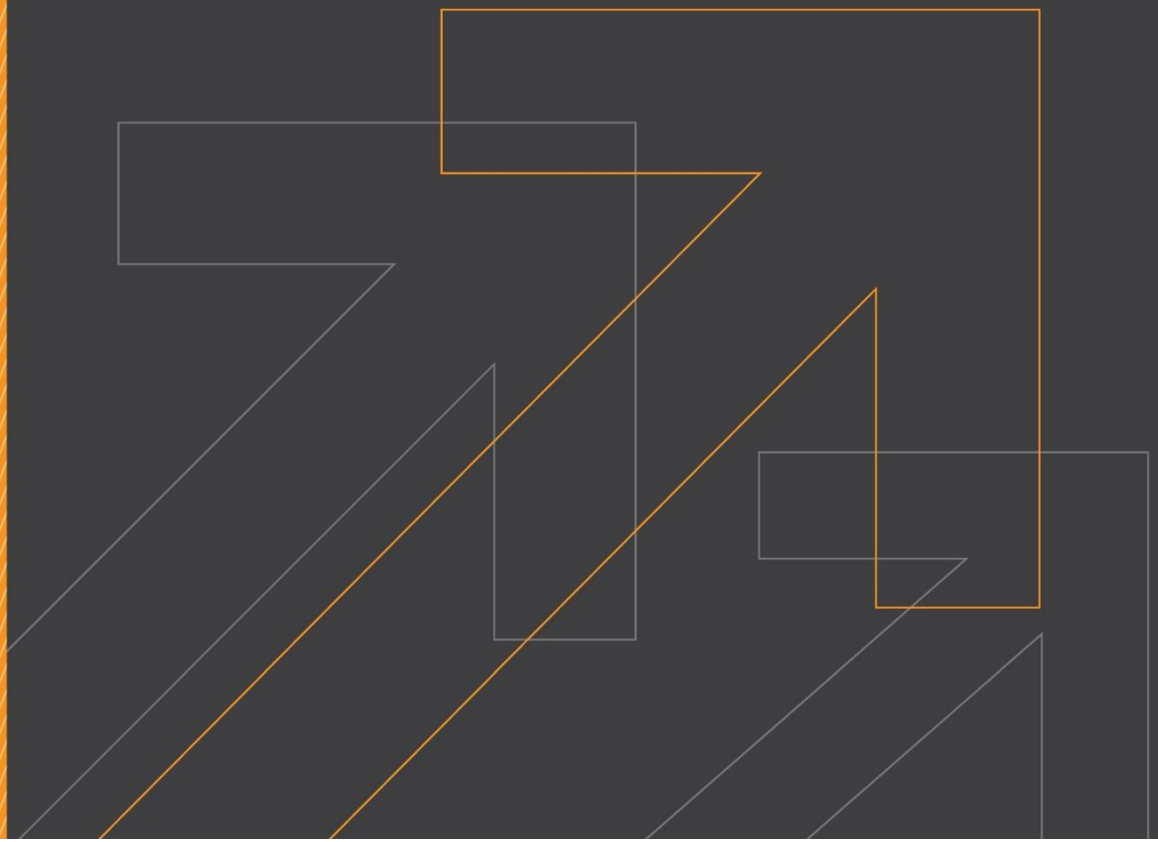
Economic Development Alliance of South East Alberta

STRATEGIC DIRECTION 2013-2015

CREATIVE SOLUTIONS FOR ECONOMIC GROWTH

Highlights from the EDA in 2012

eda ECONOMIC DEVELOPMENT ALLIANCE OF SOUTHEAST ALBERTA



EDA Mission and Values >>

Mission Statement: The Economic Development Alliance of Southeast Alberta is the hub for regional economic development through collaborative partnerships, stimulating growth and wealth for the region.

Core Values:

- Creating sustainable economic growth
- Maximizing value of resources
- Working Collaboratively
- Working with region's businesses that are willing to grow

1 Business Retention and Expansion

Promote and facilitate economic diversification and expansion through support of the operations and growth of local businesses and industry.

2 Investment Attraction

Increase the level of new entrants and business investments in the region.

3 Marketing and Communications

Through a comprehensive suite of marketing collateral and tools, provide up-to-date, pertinent and current information on regional activities as well as the opportunities, trends and advantages associated with business development in southeast Alberta

Business Retention and Expansion

Promote and facilitate economic expansion through support of the growth of local businesses and industry

>> In 2011 we committed to assisting over 100 businesses in the next 3 years. **During 2012** alone we worked with **47 regional businesses**. **We anticipate exceeding our target**

- Country Cruzin'
- Train the Next Generation 2
- Savour the Southeast launch
- IRAP initiative
- RCAP
- APEX
- Sponsorship funding

>> CONTINUED…

- BR&E Survey
- YouTube segments
- Social media campaigns
- Highway 3 AGM
- Site selector visit
- Greenhouses
- Labour force assistance

EDA @EDAsealberta 24 Sep

For your viewing pleasure...segments highlighting #innovative companies in #sealberta: youtube.com/playlist?list=… Thanks @ShawTVTheHat team!

Expand

Investment and Attraction

Increase the level of new entrants and investments in the region

>> In 2011 we committed to 10 new investment attraction leads each year. **During 2012** we had **17 new leads**.

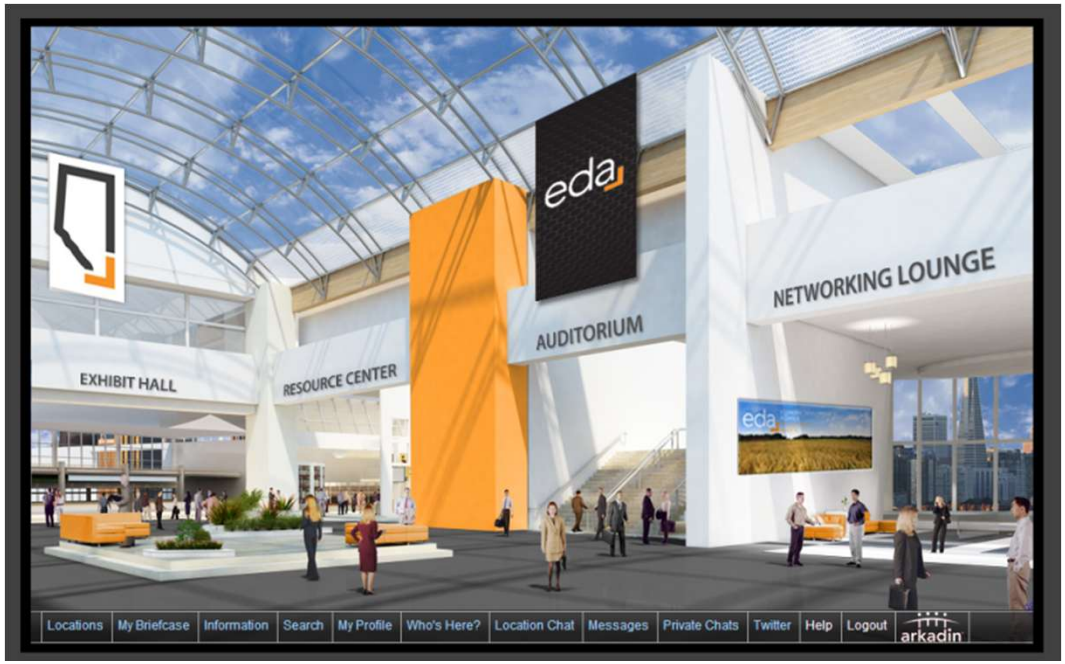
- Renew West – 1st ever renewable energy conference in Western Canada
- ICCI Funding – 2012 funding was the largest amount received by the EDA to date

Bio-energy Investment Attraction Strategy

Unmanned Vehicle Systems

Media Tour

iUVS virtual con 2012



iUVS Virtual Con 2012 is still *Live*

Visit **iUVS2012.ca** to register.

***There is no cost to attend

>> Going Forward in 2013

Applied for additional ICCI funding
- Pulse Processing
- Unmanned Vehicle Systems

Train the Next Generation 3

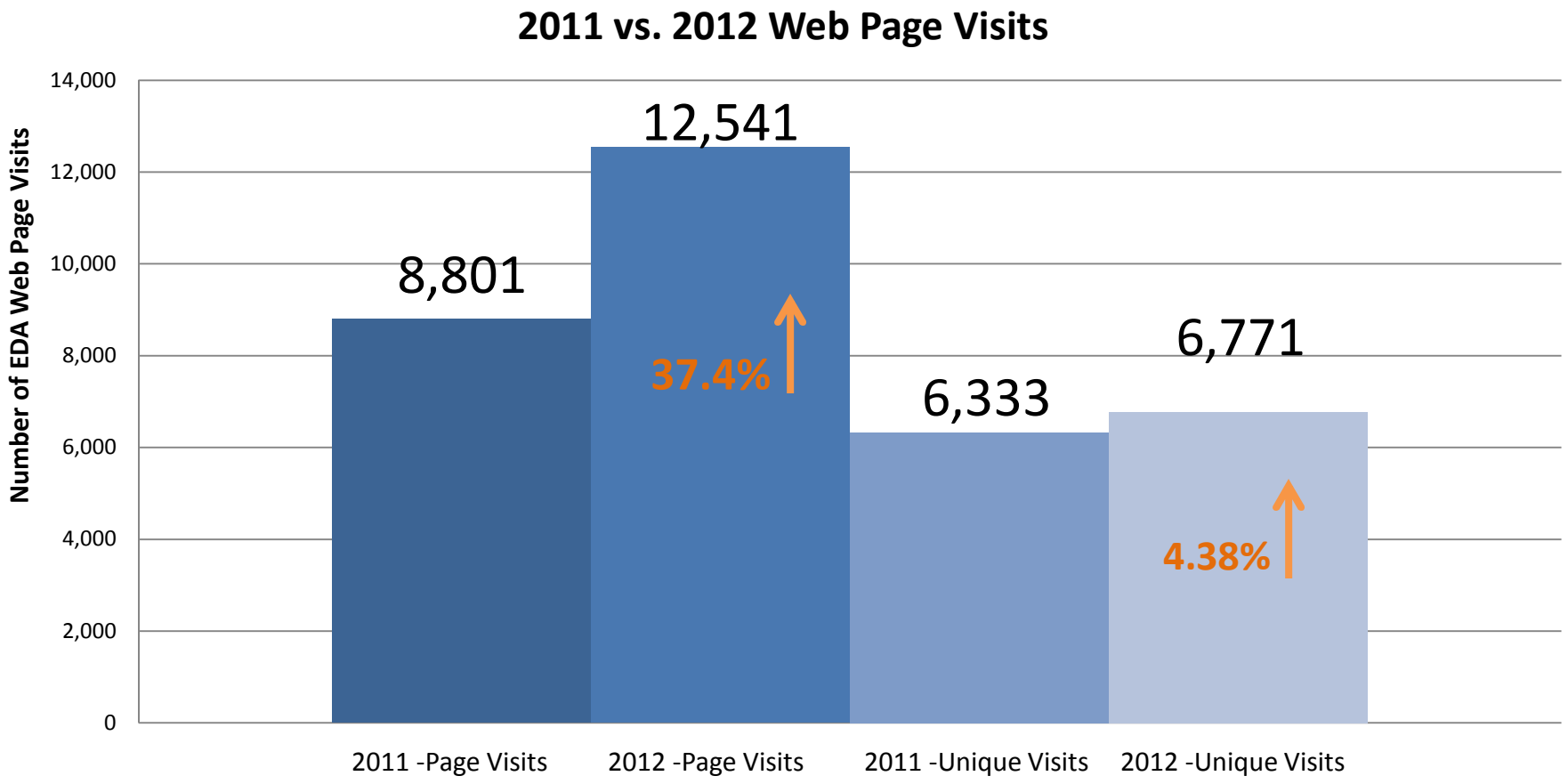
Savour the Southeast - Eat Local Week

21st Century Office Developments
- Client Records Management System (CRM)
- Structured BR&E program
- Customizable Investment Attraction package

Marketing and Communications

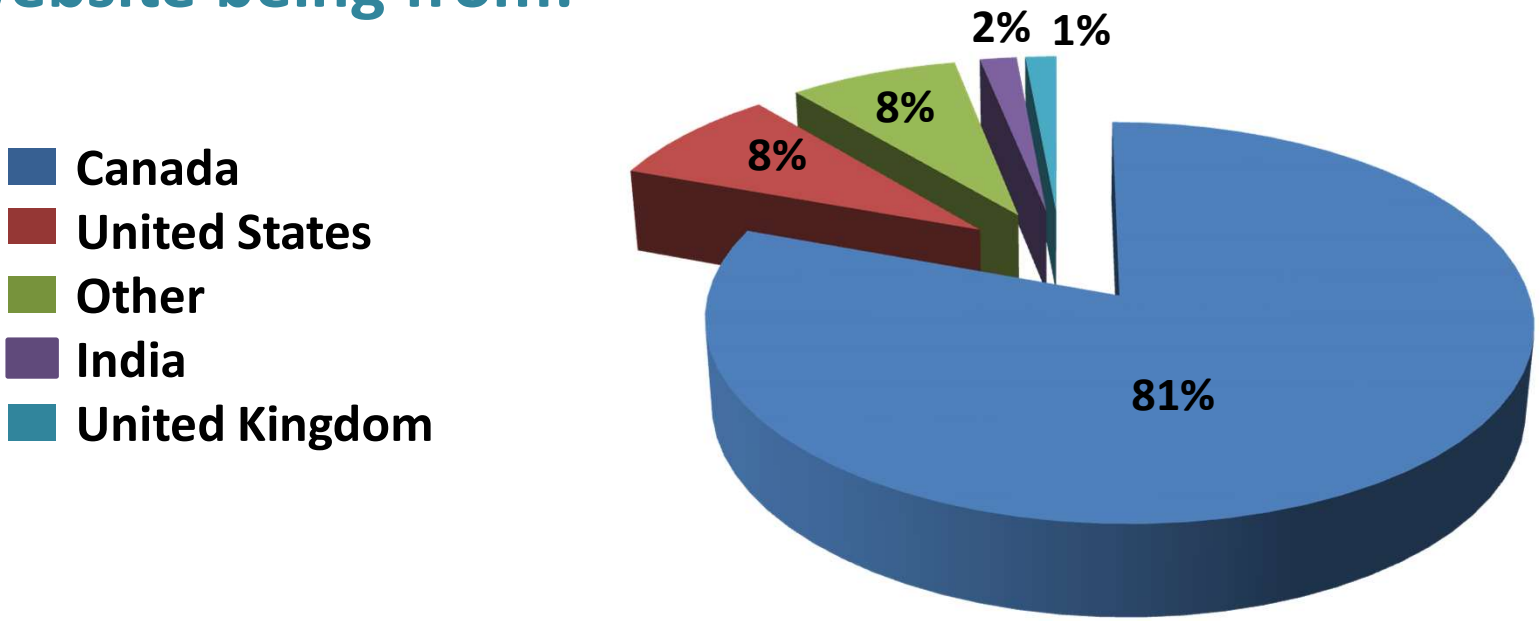
Strengthen our partnerships and collaboration, refresh our brand and website and update the Marketing and Communications Plan to integrate a Social Media Strategy

>> In 2011 we committed to increasing web traffic by 25%. **In 2012** we **increased traffic** to our site **by 37.4%** and **unique visits by 4.38%**

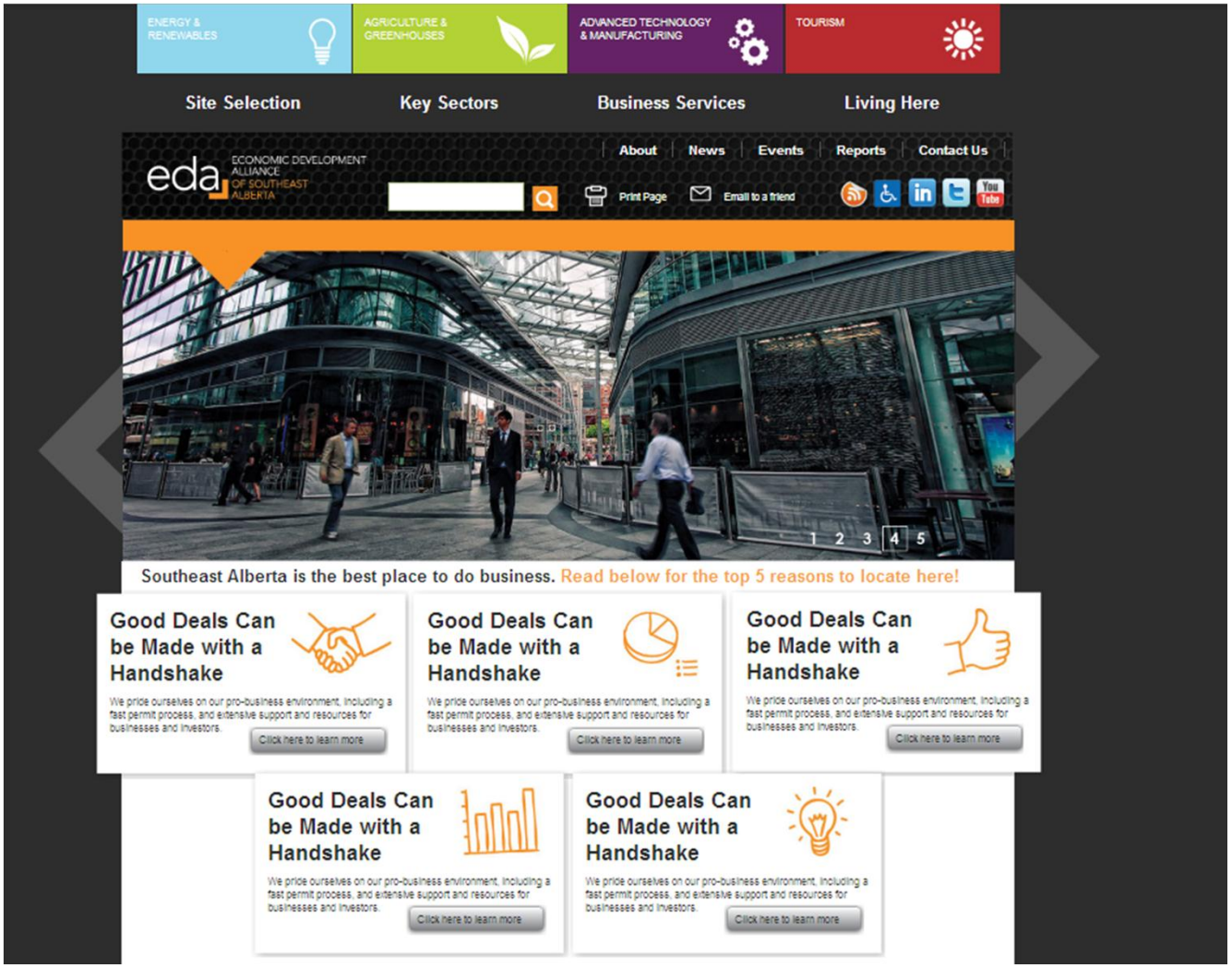


>> We saw increased **national and international** reach for **Investment Attraction**

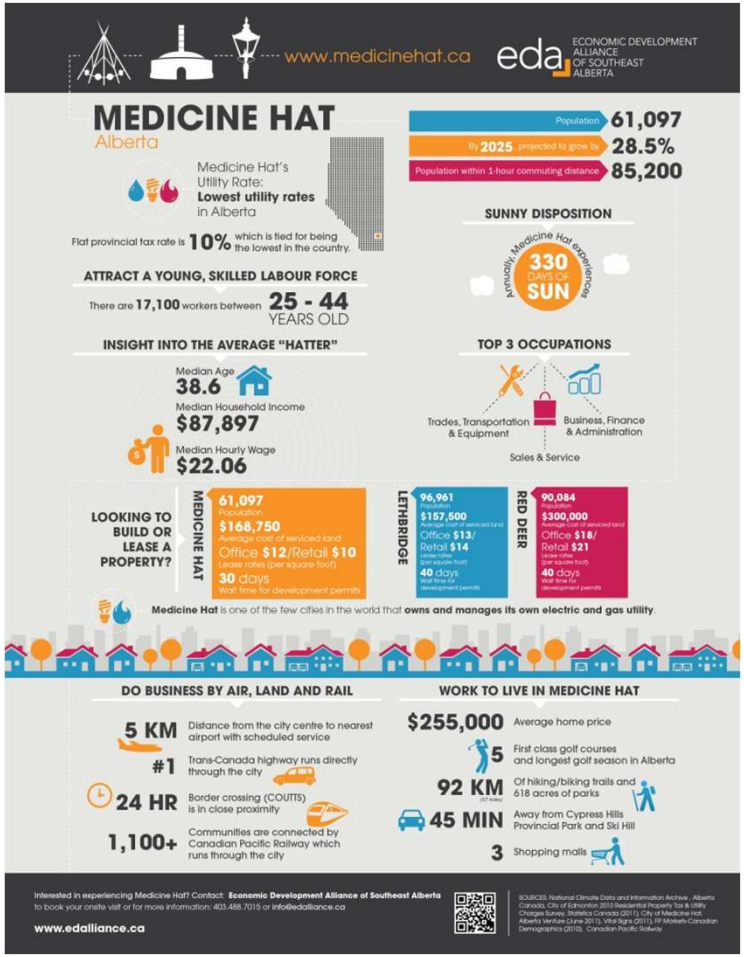
Top 5 countries who visited the website being from:



>> We refreshed our **website and branding**



Regional Infographics



>> Award Recognition

Winner of the **Economic Development Association of Canada's Marketing Excellence Award**

–Brand and Brand Identity Savour the Southeast

Kendra Borgen, Marketing & Communications Specialist received the **Development Counsellors International award for *Top 40 Economic Development Rising Stars Under 40***

Nominated for;

- Travel Alberta – ALTO Marketing Excellence
- Chamber of Commerce Marketing Excellence
- Alberta Chambers of Commerce & the Alberta Business Awards of Distinction- Marketing Award of Distinction

Analysis >>

The EDA will continue to actively monitor its progress and ensure its strategic directions remain relevant.

Key Performance Indicators 2013

- BR&E
  - Minimum number of 35 existing business the EDA has assisted during the year
  - 25 supportive testimonials or surveys form regional businesses where the EDA and their collaborative partners have made a difference.

- IA
  - 15 new investment attraction leads each year

- Marketing & Communications
  - Lead Generation – marketing activities will raise awareness of southeast Alberta and
  - increase the number of leads that are generated.
  - 25 “Contact Us” forms submitted through the website
  - Increase web traffic by an additional 25%

QUESTIONS?

Economic Development Alliance (EDA)
of Southeast Alberta

#28, 419 - 3rd Street S.E.
Medicine Hat, AB T1A 0G9

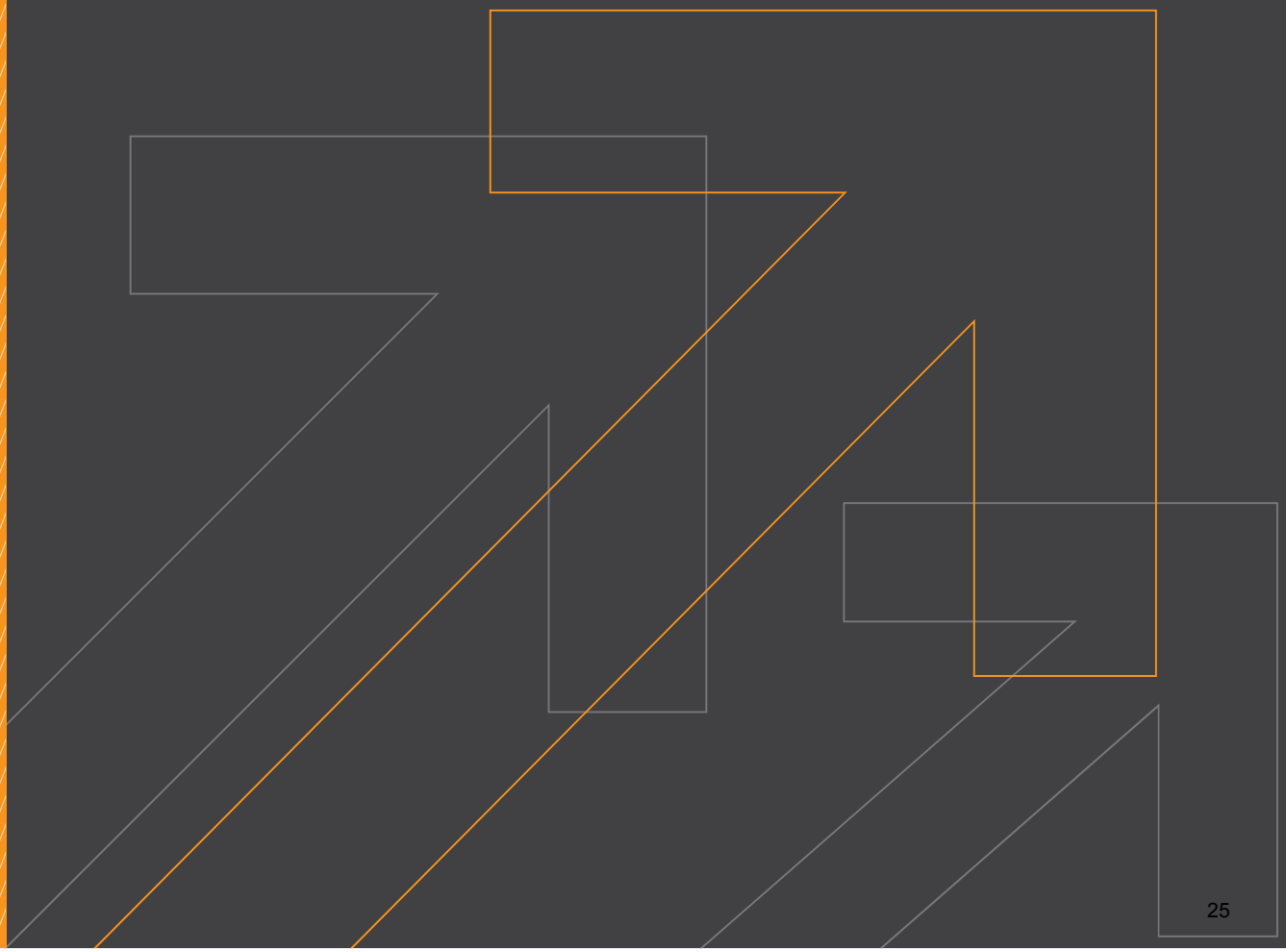
Ph: 403.488.7015
Fax: 403.488.7017
info@edalliance.ca

www.edalliance.ca

ECONOMIC DEVELOPMENT ALLIANCE OF SOUTHEAST ALBERTA

CREATIVE SOLUTIONS FOR ECONOMIC GROWTH

Highlights from the EDA in 2012



Chairman's Message

The Economic Development Alliance (EDA), led by our new Executive Director, Wendy Blackwell, has continued to implement the organization's three year strategic plan. The EDA has been implementing new projects and maintaining the momentum of existing programs some of which concluded during 2012. New staff, new technology and new innovative and created approaches are continually being introduced as the EDA projects the advantages of Southeast Alberta to wider audience.

The Board of Directors and the EDA Advisory Committees have met regularly to bring forward great ideas directly from the member communities and business industry sectors. This year the EDA Board became more hands-on as the Executive Director position transitioned from Caroline Grover to Wendy Blackwell; it was also needed during the formation of the Board of Directors' Bylaw Subcommittee. The extra time and effort required by the board during these times was greatly appreciated.

I would like to recognize the Chairs of the Advisory Committees for their extra time and commitment: Bruce Corraini of the Energy Committee; Ron Edwards of the Transportation Committee; and Perry Deering of the Agriculture Committee. The Committees have been dedicated to supporting the EDA's activities, lobbied for change and sponsored several significant educational events. They are a talented group of business leaders and we appreciate their willingness to share their knowledge with us.

A special note of thanks goes to Ron Edwards. Ron was the Chairman of the Board of Directors for the EDA since 2001 up until May of this year. He provided countless hours of support and assistance to the organization; his dedication is appreciated by everyone involved with the EDA as well as all of the EDA's member communities. Ron has continued to stay on the Board as a Director.

Yours truly,

Randy Lehr, Chair, Board of Directors
Economic Development Alliance of Southeast Alberta (EDA)

Executive Director's Message

2011 marked the ninth year of operation of the EDA and the departure of Caroline Grover mid-year in the Executive Director's position. I took over the Executive Director role in mid- September 2011 and since that time the organization has seen both change and growth in the scope of its work. The EDA now employs five full-time staff members in addition to the Executive Director position who assist in fulfilling its economic development mandate for the Southeast Alberta region. Operating with a full staff contingent as well as taking the EDA to the next level in reach of its economic development activities have given the organization a re-energizing focused approach and attitude.

The EDA welcomed a new board chair in May 2012; Randy Lehr took over the position from Ron Edwards who had been the chair the EDA board since 2001. Randy Lehr represents Cypress County. Previously, Randy chaired the EDA's Agriculture committee, has sat on the Medicine Hat College board and also currently serves on the board at the Women's Shelter.

Within the EDA's three core areas of business (Business Retention and Expansion; Investment Attraction; and Marketing and Communications) we have focused our on supporting a number of key industry sectors: agricultural and greenhouses; advanced technology and manufacturing; energy including renewables; and tourism.

This time last year, I presented the EDA's three year strategic plan. I also proposed three key performance indicators (KPIs) as some tangible results on which to measure results of the EDA's activities. The KPIs reflected the activities under the three core areas of business. As I review the files and projects successful completed by the EDA in 2011-2012, I look back on the number of accomplishments the organization has achieved in successfully fulfilling its mandate. The details I have incorporated into each of the appropriate sections of this annual report.

The results against the three KPIs proposed in 2011 are as follows:

Business Retention and Expansion:

Our KPI for this area of work committed the EDA to assisting over 100 businesses in the next three years. During 2012 alone we have worked with 47 regional businesses. We are well on track to exceed our target.

continued…

Investment Attraction:

Last year the EDA committed to 10 new investment attraction leads each year. With our increased focus in this area during the second half of the current year I'm pleased to report a total of 17 new leads to date in 2012.

Marketing and Communications:

We proposed to increase our traffic to the website by 25% in 2012

Actual numbers of website visits:

2011 : 8801

2012: 12541 * An increase of 37.4 %

With the launch of new web site and branding for 2013 we feel that the further increases in traffic will be of a similar level.

Collaborative partnerships were developed and fostered through event sponsorship and committee participation on initiatives of a mutual and regional interest.

A special note of thanks to our Advisory Committees and the Board of Directors for their dedication to the EDA. The industry knowledge and broad regional interest base that they bring to the organization serve to guide and assist the staff with driving economic growth to the region.

Thank you.

Wendy Blackwell
Executive Director

Vision Statement

The region of southeast Alberta is the most prosperous “Centre of Choice” which retains and attracts investment by businesses and families, supporting a high quality of life.

Mission Statement

The Economic Development Alliance of Southeast Alberta is the hub for regional economic development through collaborative partnerships, stimulating growth and wealth for the region.

Core Values

- Sustainable economic growth
- Maximizing value of resources
- Working collaboratively
- Work with the region’s businesses that are ready for growth

Priority Sectors

- Agriculture and greenhouses
- Advanced Technology and manufacturing
- Energy including renewables
- Tourism

Strategic Areas of Business

- Business Retention and Expansion

  Promote and facilitate economic diversification and expansion through support of the operations and growth of local businesses and industry

- Investment Attraction

  Increase the level of new entrants and business investments in the region

- Marketing and Communications

  Provide comprehensive marketing collateral and tools, providing up-to-date, pertinent and current information on regional activities, opportunities, trends and advantages associated with business development in southeast Alberta.

Board of Directors 2012 – 2013

Randy Lehr, Chair	Cypress County
Jacquelyn Penner, Vice-Chair	Medicine Hat College
Ron Harty, Secretary	County of Forty Mile
Wayne Craven, Treasurer	City of Medicine Hat
Ron Edwards, Director	Medicine Hat Exhibition & Stampede
Perry Deering, Director	Medicine Hat Chamber of Commerce
Janet Vas, Director	Alberta Health Services
Jim Steinke, Director	Town of Redcliff
Gordon Reynolds, Director	Town of Bow Island

Energy Committee 2012 - 2013

Bruce Corraini, Chair	Town of Bow Island, Quattro Farms
Alf Steinke, Vice Chair	NGC
Kendall Woodacre	City of Medicine Hat, Gas Utility
Rick Redmond	Criterion Catalyst
Marcus Campbell	Terralta Inc.
Greg Copeland	NaturEner Canada
Ron Galbraith	NaturEner Canada
Trevor Copeland	Precision Drilling
Danny Wilson	Medicine Hat College
Jim Steinke	Town of Redcliff

Agriculture Committee 2012 – 2013

Perry Deering, Chair	Deerview Meats
Brian Palichuk	Medicine Hat Feeding Company
Ken Biemans	Biemans Farm
Ron Edwards	Medicine Hat Exhibition & Stampede Association
Doyle Brandt	Sunset Greenhouse
Bob Nemeth	Coast to Coast Reforestation
Vivienne Pancoast	V&V Farms
Larry Johnson	MNP
Ron Galbraith	NaturEner Canada

THREE CORE AREAS: ACTIVITIES AND RESULTS 2012

BUSINESS RETENTION AND EXPANSION (BR&E)

In this core area two major programs completed during 2012:

- National Research Council Canada and the Industrial Research Assistance Program (IRAP), was a federally funding program that fully funded a full time innovation facilitator to work within the region. The mandate of this program was to work with regional businesses, assisting them to grow by increasing efficiency, leveraging innovation and new technology. The program completed in March 2012 and during its two years in operation the facilitator assisted 80 local businesses. Primarily in the manufacturing and technology sectors. This work is continuing through the EDA's collaboration in APEX, the regional innovation network. Partners in this network include: Community Futures, PEP, Medicine Hat College and the Government of Alberta.
- Rural Community Adaptation Program (RCAP), was a provincially funded by the Ministry of Agriculture. The program that was aimed at assisting rural businesses with innovative initiatives. The program concluded in June 2012. Over 24 months the program worked one-on-one with over 50 rural businesses and financially supported the launch of Southeast Alberta's eat local initiative; "Savour the Southeast" website, its online directory, blog and twitter feed.

During 2012, the EDA took on a major role in coordinating the annual Country Cruzin' event; a well-established agri-tourism event, in its fifth year, that encouraged participants to "cruz" Highway 3 between Medicine Hat and Bow Island. The tour had a variety of suggested stops both at agriculture producers and tourism venues. Approximately 100 people participated in this years tour. This initiative was supported financially by RCAP and by obtaining local sponsorship. Funding sources have been identified to support this event in 2013 and shared with our partners.

The EDA contracted a Sponsorship Coordinator to approach local businesses and seek financial contributions to support the organizations agriculture initiatives in 2012. Over $19,500 was raised in sponsorship money. These funds not only assisted with the support of the events mentioned above but also enabled the EDA to host Training the Next Generation 2 (TTNG2). TTNG2 had renown speakers and supported the agriculture sector by providing innovative ideas and perspectives on how to deal with succession planning issues with family owned businesses. This event received excellent post-event survey ratings and was attended by 125 people.

The EDA has collaborated with our regional partners to support two Mount Royal university BR&E survey during 2012. The survey were circulated to businesses in Bow Island and Medicine Hat. This work with continue and be expanded to other areas during 2013.

APEX (the southeast Alberta regional innovation network) is a BR&E focused collaboration of local economic development organizations. The network is still in its early days but is already demonstrating

the results of working together to provide the local businesses with the most appropriate avenues of support.

Community Infrastructure Improvement Fund (CIIF) Grant Application was submitted during 2012 to support some infrastructure improvements to a Cypress County business. To date, we are still waiting for the outcome of this application.

The EDA has also supported the Penn Show, the Petroleum Show and will exhibit at December's Farming Smarter event. The Farming Smarter event will provide the EDA with the opportunity to raise awareness of Training the Next Generation 3, scheduled for February 2013.

INVESTMENT ATTRACTION

January 2012 commenced with notification of the approval of the EDA's Invest in Canadian Communities Initiative (ICCI) application. The mandate for the ICCI program is to support initiatives that encourage foreign investment from key international markets. The EDA received nearly $68,000 to support the following initiatives that the organization proposed in their application:

- Unmanned Vehicle Systems (UVS) Media Tour; held in August, the day long event brought key national and sector specific media outlets to southeast Alberta. The media were able to experience first hand the unique facilities for testing and developing unmanned vehicles within our region. DRDC, CCUVS and Meggitt all worked collaboratively with the EDA to make this day a success. Media enjoyed displays, presentation and had the opportunity to experience first hand some of the R&D work happening at Suffield. During the evening reception the attendees had presentations on the use of UVS in operations within the Ontario Provincial Police; the use of UVS in the oil an gas sector for pipe line surveillance and the opportunities developing in Foremost, Alberta. Post event the region had excellent media coverage on CBC, CBC National Radio, Canadian defence review and Vanguard.

- UVS Virtual Tradeshow – *iUVS Virtual Con 2012;* November 29th, 2012. An innovative and creative approach was decided upon by the EDA to support a technology driven sector consisting of primarily small and medium sized enterprises. The objective of the event is to raise awareness of the unique facilities of the region and to attract more of the cluster to relocate or expand with our area. Virtual Conferences have a few distinct advantages over traditional trade shows:
    - there is no travel involved therefore no time away from your business and reduced overheads
    - detailed "return on investment" analytics on the event provided
    - the conference material and virtual show is accessible online for 3 months following the "live" day.

The event received support from the Government of Alberta and the UVS national association - Unmanned Systems Canada.

- Bio-Energy Opportunities; ICCI provided funding to the EDA to support identifying the opportunities that exist for the region in the bio-energy field. This sector is continually developing with new technology coming on stream. It was felt that if we were to position Southeast Alberta as an preferred option for potential investors we needed to fully understand both the opportunities and the limitations. Phase I Feasibility Study identified three opportunities to focus upon.

- Bio-Energy Phase II, Investment Attraction Strategy; has taken the three opportunities from phase I and identified the key steps for the EDA to undertake in order to make this region the best choice for potential bio-energy investors looking to expand operations within these three areas. The EDA have one European investor looking to visit our region in January 2013.

  The results and opportunities identified through this report will be shared by webinar early in 2013.

*2012 ICCI funding was the largest amount received by the EDA to date.

To raise awareness of our bio-energy opportunities and to build connections EDA has sent representation to Trash to Treasure Event in Edmonton and a bio-energy symposium in Calgary.

In January 2012, the EDA also obtained approval of an funding application submitted through Medicine Hat College to Alberta Rural Development Network (ARDN). The funding received through the program was $20,000, the maximum available. The funding was provided to support the EDA and the College in hosting the first, Renewable Energy Conference to be held in Western Canada. Renew West was held in April 2012 and was attended by over 100 people. The conference was marketed internationally, secured high profile key note speakers, educated and created awareness of renewable energy opportunities in southeast Alberta. Since the conference the EDA has received three new investment attraction leads that are currently looking towards our region for their next move with their solar projects.

EDA hosted a booth at the Medicine Hat Ports – To – Plains event. The event proved beneficial for building some USA connections that supported our work with Unmanned Systems and Bio-energy.

EDA has identified a Paris-based organization and an annual event that links European based investors with large scale projects. EDA are currently speaking to key local business people about this opportunity. European investors are currently seeking new investment opportunities within North America in order to diversify their portfolios away from Europe with the current uncertainty and instability. The Mayor of Medicine Hat has been invited to speak at the annual conference in March.

MARKETING AND COMMUNICATIONS

2012 has been an exciting year for the EDA's marketing and communications initiatives. In line with our strategic objectives we continue to develop new tools and marketing collateral containing pertinent and up to date information to support local businesses and promote the southeast Alberta region.

We have evolved our approach to incorporate the key business-to-business social media tools. The EDA continues to be very active on LinkedIn, Twitter, YouTube and Flicker. Our marketing and communications specialist has obtained Social Media Certification and will be incorporating these learning's into the EDA's activities and drive the organization's e-strategies.

To support our 21st Century approach we have invested this year in refreshing the EDA brand. Developing a new, clean, professional logo and colour schemes that captures the modern approaches being incorporated into our business activities. The new branding will be rolled out over the next few weeks as the new business focused web site nears its completion.

The new web site has been designed by an organization based in Ontario who has a proven track record of developing economic development web sites. The site incorporates new functions required by today's business world. It will be mobile-friendly; have social media connectivity; will adapt for people with certain disabilities and provide the EDA with tools to do online surveys, polls and capture leads.

Quarterly newsletters, sector specific newsletters along with statistical updates have continued to be a staple distribution. Distributed electronically, circulation numbers for these materials continue to increase.

To assist with our increasing focus on investment attraction a new Geographic Information System (GIS) has been developed. This comprises of a database of vital information sources that a potential investor requires in order to make an informed decision on a location. The system will form part of the new invest and locate section on the new website.

For the EDA's creation of the Savour Southeast brand, website, online directory and marketing materials the team received a marketing award from the Economic Development Association of Canada (EDAC). The EDA team were winners under the category for "Brand and Brand Identity". The EDA competed against approximately 130 entries from Economic Development Organizations nationwide.

The EDA's marketing materials and campaign to support the BR&E Country Cruzin agri-tourism event received acclaim as it was nominated as one of only three finalists in the Travel Alberta Marketing Awards. The ALTO Marketing Excellence Awards recognize creative marketing campaigns that encourage travel to, and within, Alberta. The emphasis is on original and effective campaigns that push the boundaries of common current practices and result in greater than expected return on investment.

EDA was also nominated for the Chamber of Commerce Awards under the Marketing Excellence category; in addition, the chamber has nominated the EDA's submission for the Provincial Business Awards for 2013 under a similar category.

During 2012, we placed an article and an info graphics advertisement in the Canadian Real Estate Magazine – the top 100 places to do business, titled “Urban Living with Rural Benefits”.

EDA produced a one-page info graphics on Medicine Hat, to be used as a component of an investment attraction package. After receiving excellent and very positive feedback on this document, for 2013 the EDA would like to develop similar documents for the remainder of our region.

To support BR&E EDA worked in partnership with Shaw TV to produce ten segments showcasing local restaurants and innovative businesses.

During the summer EDA worked collaboratively with our economic development partners and the Federal government’s - Start Up Canada team. This team had been formed federally to travel across Canada to identify needs to support entrepreneurship. The EDA team coordinated the local marketing and worked on pulling together a local event that was held at Weddingstar.

Going Forward 2013

Business Retention & Expansion (BR&E)

The EDA has committed to strategic initiatives which expand on concepts that are aligned with our key sectors. Training the Next Generation 3 (TTNG3), an "Eat Local Week" and the Fort McMurray initiative "Keeping it in Alberta" are going to strengthen the opportunities within the community.

- TTNG3 is an information conference with a variety of experienced, high profile speakers who will provide different takes on business succession planning, a very important topic when encouraging regional retention and expansion.

- The "Eat Local Week" is a chance to emphasize the relationship between the producer, consumer and retailer. Raising awareness of our local agriculture and promoting those participating outlets who showcase these products.

- "Keeping it in Alberta" is set to embrace the wide variety of skilled oil and gas avenues Southeast Alberta (SE AB) is home to. By highlighting the existing and potential relationships which currently reside in our region we hope to encourage the utilization of our local labor and resources. These could prove to be a much more cost effective source for the Fort McMurray region and would encourage more long-term, sustainable employment opportunities for SE AB.

Investment Attraction

In the upcoming year the EDA will be working on the nurturing and developing further of some previously identified leads. This process will emphasize relationship building, regional promotion, collaboration with other industry experts and facilitating with potential partnerships. By committing our efforts to foster sustainable growth opportunities, we are promoting the long term vision of our region.

- Our bio-energy feasibility findings will be streamed on the first ever webinar hosted by the EDA. Research experts, provincial government representatives and potential investors will all be brought together to here of the exciting ventures which have been identified. This event will encourage interaction from various parts of the sector and between a variety of different interest groups.

- EDA will continue to prioritize renewable energy networking events, as we see these as being strategic opportunities to grow and develop staff knowledge, expand industry connections and promote the research which has taken place in our region.

- Investment attraction will align strategically with our marketing and communications and key tools and packages will be development to position the southeast Alberta advantages to potential investors.

Marketing & Communications

Leveraging the momentum from the launch of the EDA's new brand and website we will focus on driving traffic to our wide variety of online and social media outlets.

- By developing and implementing a new social media strategy we will be taking a proactive role in what has been regarded as one of the most effective and cost efficient forms of communication.

- We will also be updating the marketing and communications plan to reflect the evolving and progressive direction of the EDA.

- In correlation to our focus on collaboratively relationship cultivating we will be emphasizing our ability to create unique marketing campaigns to assist local businesses. This exercise will play a vital role in BR&E and investment attraction.

21st Century Office Developments

Client Records Management (CRM)

A customized cloud based software program designed to document and track interaction between the EDA and businesses. This software will be unique to our region, our key sectors, our core areas of business and will allow the EDA to monitor all of our interactions with various different organizations. Client records will be created and maintained throughout the process of interaction. This tool will allow the EDA to provide accurate, consistent and up-to-date quantifiable information in respects to all of their client interactions. Trends can be identified and areas of opportunity will be more easily recognizable. This new program will be an instrumental role in the service provided to the region.

2013 Key Performance Indicators (KPI's)

1) <u>Business Retention & Expansion</u>
   Metric A: Minimum number of 35 existing business the EDA has assisted during the year
   Metric B: 25 supportive testimonials or surveys from regional businesses where the EDA and their collaborative partners have made a difference.

   i. Data will be collected through the use of a CRM (Customer Relationship Management) tool; online polling via the EDA's new website; as well as feedback forms received

2) Investment Attraction

Metric A: 15 new investment attraction leads each year

i. Data will be collected through the use of a CRM as well as from municipalities and collaborative partnerships (e.g. APEX)

3) Marketing & Communications

Metric A: Lead Generation – marketing activities will raise awareness of southeast Alberta and increase the number of leads that are generated for action by the business team.

i. Traffic to the website – increase by an additional 25% during 2013
Measurements by Google Analytics

ii. 25 "Contact Us" forms submitted through the website for action

iii. Number of marketing campaigns (including social media) to support core activities
Data for points ii and iii will be collected through the use of a CRM and google analytics to measure success of each campaign.

Economic Development Alliance (EDA)
of Southeast Alberta

#28, 419 - 3rd Street S.E.
Medicine Hat, AB T1A 0G9

Ph: 403.488.7015
Fax: 403.488.7017
info@edalliance.ca

www.edalliance.ca

MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, DECEMBER 10, 2012 – 7:00 P.M.

PRESENT:	Mayor	R. Hazelaar
	Councillors	C. Brown, C. Crozier, D. Kilpatrick (left at 9:07 p.m., returned at 9:09 p.m.) E. Reimer, E. Solberg, J. Steinke
	Municipal Manager	D. Wolanski
	Director of Finance & Administration	R. Osmond
	Manager of Legislative and Land Services	S. Simon
	Public Services Director	D. Schaffer (left at 9:36 p.m.)
	Manager of Engineering	K. Minhas (left at 9:36 p.m.)
	Finance Dept.	M. Davies (left at 9:36 p.m.)
	D. Prpick	(left at 7:14 p.m.)
	A. Doyle	(left at 7:14 p.m.)
	K. Donais	(left at 7:14 p.m.) (returned at 7:43 p.m.; left at 7:43 p.m.)
	Cypress Courier	C. Weiss (left at 9:24 p.m.)
	L. Leipert	(left at 9:36 p.m.)

1. GENERAL

Call to Order

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

Adoption of Agenda

B) Councillor Crozier moved the Agenda be adopted as presented. – Carried.

Accounts Payable

C) Councillor Steinke moved the following 57 general vouchers in the amount of $300,639.15 be received for information. – Carried.

ACCOUNTS PAYABLE NOVEMBER 22 - DECEMBER 3, 2012			
COUNCIL MEETING DECEMBER 10, 2012			
71903	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO NOVEMBER 20, 2012	$16,312.99
71904	RECEIVER GENERAL	STATUATORY DEDUCTIONS TO NOVEMBER 20, 2012	$24,461.32
71905	VOID	PRINTER ERROR	$0.00
71906	TOWN OF REDCLIFF	REGULAR PAYROLL TO NOVEMBER 17, 2012	$65,222.30
71907	TOWN OF REDCLIFF	ADDITIONAL PAY	$4,804.53
71908	ACTION PARTS	TOOL CHEST	$520.79
71909	TYCO INTEGRATED SECURITY	SEMI ANNUAL ALARM SYSTEM SERVICES LANDFILL	$228.31
71910	ATRON REFRIGERATION	SEMI ANNUAL HVAC MAINTENANCE & REPAIRS WTP	$1,110.38
71911	CBV COLLECTION SERVICES	COLLECTION FEES OCTOBER 2012	$62.64
71912	CITY OF MEDICINE HAT	OCTOBER SEWAGE OUTLAY	$42,701.67
71913	CANADIAN PACIFIC RAILWAY	2012/2013 REAL ESTATE FEES	$105.00
71914	C.U.P.E.	UNION DUES TO NOVEMBER 17, 2012	$1,788.77
71915	FOUNTAIN TIRE	TIRE REPAIR UNIT#130 FORD F150	$80.64
71916	FOX ENERGY SYSTEMS	BOOTS, GLOVES, REFLECTIVE DECAL, SCBA ANNUAL RECERTIFICATION	$1,532.94
71917	SHAW CABLE	DECEMBER INTERNET SERVICE TOWN HALL	$125.84
71918	MURRAY, CINDY	REIMBURSE TRAVEL EXPENSES FCSSAA FALL DIRECTORS	$89.80

		NETWORK	
71919	PC CORP	SEPTEMBER 2012 BACK UP MANAGER	$425.25
71920	SUNCOR ENERGY	DYED DIESEL LANDFILL	$3,151.02
71921	PINNACLE INTERNATIONAL	REPAIRS UNIT#132 KUBOTA MOWER, REPAIRS UNIT#128 GARBAGE	$1,259.01
71922	PRICE, TAMMY	REIMBURSE TRAVEL EXPENSES DIAMOND CONFERENCE & TRAINING	$269.00
71923	SCHEFFER ANDREW	OCTOBER PLANNING SERVICES	$811.13
71924	SFE GLOBAL	SANITARY SYSTEMS EVALUATION STUDY	$8,279.25
71925	TELUS COMMUNICATION	NOVEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	$120.94
71926	JAYCO BUILDERS	REFUND DUPLICATE UTILITY SIGN ON FEE	$31.50
71927	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS TO NOVEMBER 17, 2012	$430.00
71928	ACTION PARTS	BORESCOPE	$253.04
71929	ALTALIS	2012 / 2013 CADASTRAL & TITLE SUBSCRIPTION UPDATES	$226.80
71930	BATTERY DIRECT	DEEP CYCLE BATTERIES	$300.99
71931	BIG EAGLE SERVICES	SEPTEMBER LEACHATE EVACUATION LANDFILL	$813.75
71932	BRANDT TRACTOR	REPAIRS UNIT#102 GRADER, REPAIRS UNIT#134 LOADER, CORE RETURN	$8,558.59
71933	BROVAC	SEWER MANHOLE CLEAN OUT SERVICES	$441.00
71934	CONVERGINT TECHNOLOGIES	REPAIR CONTROLLER LIONS WATER PARK	$3,586.22
71935	CRANSTON, CAROL	REIMBURSE COW SUPPER NOVEMBER 26, 2012	$70.23
71936	DUNLOP STERLING	SWITCH ASSEMBLY UNIT#93 FORD 3 TON, STARTER UNIT#94 GARBAGE	$862.74
71937	GAR-TECH ELECTRICAL	REPAIR LIGHTS ARENA & LEGION PARK	$809.58
71938	HARV'S JANITORIAL SERVICES	NOVEMBER JANITORIAL SERVICES	$3,386.25
71939	IPM BUILDING & MAINTENANCE	BUILD OFFICE PUBLIC SERVICES	$2,887.50
71940	JIM'S ELECTRIC	REPAIR LIGHTS RCMP BUILDING	$127.00
71941	MEDICINE HAT WHOLESALE FOODS	MEALS ON WHEELS CONTAINERS AND LIDS	$94.83
71942	NAPA AUTO PARTS	IGNITION SWITCH UNIT#93 FORD 3 TON	$26.20
71943	NIEDERMAYER, MARK	NOVEMBER GUITAR INSTRUCTION FEES	$520.00
71944	OSMOND, ROBERT	REIMBURSE POP, JUICE, HOT CHOCOLATE, SOAP, CHRISTMAS CARDS	$117.61
71945	PITNEY BOWES	REFILL POSTAGE METER	$2,100.00
71946	PITNEY WORKS	OCTOBER & DECEMBER SERVICE CONTRACT FOR FOLDER/STUFFER	$291.54
71947	PRITCHARD & COMPANY	LEGAL FEES CONDOMINIUM CORP.	$1,135.32
71948	REDCLIFF BAKERY	MPC LUNCH NOVEMBER 21, 2012	$65.00
71949	SANATEC ENVIRONMENTAL	SANITARY SEWER CAMERA SERVICES AND FLUSHING	$9,263.33
71950	TELUS MOBILITY	NOVEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	$34.22
71951	MIKES ROADHOUSE	FCSS SUPPER - BOARD MEETING NOVEMBER 28, 2012	$55.13
71952	HACH SALES AND SERVICE	FREE CHLORINE REAGENTS, PH BUFFERS, PH STORAGE SOLUTION, ETC	$1,207.29
71953	WATSON POOLS	PROJECT #115 - UPGRADE POOL HYDRAULICS & EQUIPMENT	$86,010.75
71954	PROSTATE CANCER CANADA	CASH DONATIONS FOR FUNDRAISER	$1,462.00
71955	TOWN OF REDCLIFF	REIMBURSE FOR MEETING EXPENSES, CROWBAR, POSTAGE, ETC	$225.85
71956	TRICO LIGHTING PRODUCTS	LAMPS, 6 VOLT BATTERY, U TUBES	$386.35
71957	WE CARE	OCTOBER HOME CARE SERVICES	$156.00
71958	WOLSELEY	STAINLESS 3/4 INSERTS	$36.12
71959	ZEP SALES & SERVICE	SOAP, 50 LBS ICE FIGHTER, HAND TOWELS, AIR FRESHNER, ETC	$1,202.90
	TOTAL CHEQUES: 57	AMOUNT OF CHEQUES:	$300,639.15

Bank Summary for October 31, 2012

D) Councillor Solberg moved the Bank Summary for October 31, 2012 be received for information. – Carried.

2. DELEGATIONS

D. Prpick, Presentation

A) Councillor Steinke moved the presentation provided by D. Prpick which made suggestions regarding public involvement in Council meetings be received for information. – Carried.

K. Donais, Presentation

B) Councillor Steinke moved the presentation provided by K. Donais regarding a suggestion to change how utilities are charged to provide, in his opinion, more equitable utility charges between single family and multi family dwellings be received for information. – Carried.

D. Prpick left at 7:14 p.m.
A. Doyle left at 7:14 p.m.
K. Donais left at 7:14 p.m.

3. MINUTES

Council Meeting held November 26, 2012

A) Councillor Kilpatrick moved the minutes of the Council meeting held November 26, 2012 be adopted as presented. – Carried.

Committee of the Whole meeting held November 26, 2012

B) Councillor Reimer moved the minutes of the Committee of the Whole meeting held November 26, 2012 be received for information. – Carried.

Redcliff Family and Community Support Services Board meeting held November 28, 2012

C) Councillor Crozier moved the minutes of the Redcliff Family and Community Support Services Board meeting held November 28, 2012 be received for information. – Carried.

Redcliff Family and Community Support Services Board meeting held December 3, 2012

D) Councillor Steinke moved the minutes of the Redcliff Family and Community Support Services Board meeting held December 3, 2012 be received for information. – Carried.

Family School Liaison Worker Agreement

i) Councillor Crozier moved to authorize the Mayor and Municipal Manager to sign the Family School Liaison Worker Agreement between the Town of Redcliff and Prairie Rose School Division #8 to provide funding for the Family School Liaison Worker in the amount of $24,000.00 per year for two years, effective January 1, 2013 to December 31, 2014. – Carried.

FCSS Grant Application Reviews Re: Year-end grant allocation

E) Councillor Kilpatrick moved to approve the FCSS disbursement of Year-end grant allocations from the Community Development account (G.L. 2.51.09.770.000) as recommended by the FCSS Board as follows:

Big Brothers Big Sisters Game On Program	$1,500.00
Redcliff Action Society for Youth	$4,000.00
Redcliff Library Lego Program	$1,500.00
South Eastern Alberta Safety Alliance Society Anti-bullying Program	$5,000.00

- Carried.

Redcliff / Cypress Regional Waste Management Authority meeting held, December 6, 2012

F) Councillor Reimer moved the minutes of the Redcliff / Cypress Regional Waste Management Authority meeting held, December 6, 2012 be received for information. – Carried.

4. BYLAWS

Bylaw 1727/2012 being the Procedural Bylaw

A) Councillor Reimer moved Bylaw 1727/2012 being the Procedural Bylaw be given second reading, as amended. – Carried.

Councillor Crozier moved Bylaw 1727/2012 being the Procedural Bylaw be given third reading. – Carried Unanimously.

Bylaw 1731/2012 being the Temporary Borrowing Bylaw (2013)

B) Councillor Crozier moved Bylaw 1731/2012 being the Temporary Borrowing Bylaw (2013) be given second reading, as amended. – Carried Unanimously.

Councillor Brown moved Bylaw 1731/2012 being the Temporary Borrowing Bylaw (2013) be given third reading. – Carried Unanimously.

Bylaw 1732/2012 being the Annual Reserve Allocation Bylaw

C) Councillor Steinke moved Bylaw 1732/2012 being the Annual Reserve Allocation Bylaw be given second reading, as amended. – Carried Unanimously.

Councillor Crozier moved Bylaw 1732/2012 being the Annual Reserve Allocation Bylaw be given third reading. – Carried Unanimously.

K. Donais rejoined meeting at 7:43 p.m; left meeting at 7:43 p.m.

5. STAFF RECOMMENDATION

Write-Off 2011 for Doubtful Receivables

A) Councillor Solberg moved to authorize the Director of Finance and Administration to write off utility receivables in the amount of $4,001.83 and general receivables in the amount of $157.68 as presented. – Carried Unanimously.

Community Infrastructure Improvement Fund (CIIF) Grant Project

B) Councillor Crozier moved that Council confirm their commitment to the Community Infrastructure Improvement Fund (CIIF) project Rolling Mill & Aggie Oakland Mallard Parks' Play Equipment & Park Improvements for $50,000.00, as well as the Town of Redcliff's commitment to contribute 50% of required funds from the Purchasing Reserve with the balance of the funds from the Community Infrastructure Improvement Fund (CIIF) grant program.

Further that Council confirm their commitment to the Community Infrastructure Improvement Fund (CIIF) project Redcliff Rec-tangle Bleachers Safety Netting for $50,000.00, as well as the Town of Redcliff's commitment to contribute 50% of required funds from the Purchasing Reserve with the balance of the funds

from the Community Infrastructure Improvement Fund (CIIF) grant program.

Further, that Council confirm their commitment to the Community Infrastructure Improvement Fund (CIIF project Brandon Primeau Memorial Park Outdoor Rink for $80,000.00, as well as the Town of Redcliff's commitment to contribute 50% of required funds from the Purchasing Reserve with the balance of the funds from the Community Infrastructure Improvement Fund (CIIF) grant program. – Carried Unanimously.

6. POLICY

Policy 54, Rates Policy

A) Councillor Kilpatrick moved Policy 54, Rates Policy be approved as amended. – Motion withdrawn.

Councillor Solberg moved that the rate for a Family Swim Pass be established as $100.00 for the year 2013. – Defeated.

Councillor Kilpatrick Policy 54, Rates Policy be approved as amended. – Carried.

7. CORRESPONDENCE

Municipal Affairs
Re: Municipal Internship, Regional Collaboration Program

A) Councillor Kilpatrick moved correspondence dated November 28, 2012 from Alberta Municipal Affairs regarding the Municipal Internship, Regional Collaboration Program be received for information. – Carried Unanimously.

8. OTHER

Preliminary Budget 2013

A) Councillor Crozier moved the Director of Finance and Administration report to Council regarding the Preliminary 2013 Budget be received for information. Further that the Preliminary 2013 Budget be approved in principle. – Carried Unanimously.

Multi Year Capital Infrastructure Plan (MYCIP)

i) Councillor Kilpatrick moved the Multi Year Capital Infrastructure Plan (MYCIP) be approved as presented. – Carried Unanimously.

Bylaw 1728/2012 being the Garbage and Collection Rates Bylaw

ii) Councillor Kilpatrick moved Bylaw 1728/2012 being the Garbage and Collection Rates Bylaw be given second reading. – Carried Unanimously.

Councillor Crozier moved Bylaw 1728/2012 being the Garbage and Collection Rates Bylaw be given third reading. – Carried Unanimously.

Bylaw 1729/2012 being the Sewer Rates Bylaw

iii) Councillor Crozier moved Bylaw 1729/2012 being the Sewer Rates Bylaw be given second reading. – Carried.

Councillor Reimer moved Bylaw 1729/2012 being the Sewer Rates Bylaw be given third reading. – Carried Unanimously.

Bylaw 1730/2013 being the Water Rates Bylaw

iv) Councillor Kilpatrick moved Bylaw 1730/2012 being the Water Rates Bylaw be given second reading. – Carried Unanimously.

Councillor Crozier moved Bylaw 1730/2012 being the Water Rates Bylaw be given third reading. – Carried Unanimously.

Town of Redcliff Transportation Master Plan

B) Councillor Kilpatrick moved the Town of Redcliff Transportation Master Plan prepared by Scheffer Andrew Ltd. be received for information. – Carried Unanimously.

D. Wolanski left at 9:07 p.m.; returned at 9:09 p.m.

Redcliff Riverview Golf Course Water Rates

C) Councillor Kilpatrick moved to authorize Administration to increase the Redcliff Riverview Golf Course Water Rates to $.18/$m^3$ for 2013. – Carried Unanimously.

Redcliff Senior Citizens Society Redcliff Drop-In Centre Facility Use Agreement

D) In regard to the Redcliff Drop-In Centre Facility Use Agreement it was suggested that the Senior Citizens Society should maintain insurance for their contents as well as liability insurance.

Councillor Kilpatrick moved to authorize the Mayor and Municipal Manager to sign the Redcliff Senior Citizens Society Redcliff Drop-In Centre Facility Use Agreement for a three year term effective January 1, 2013 to December 31, 2015. Further that the Senior Citizens Society shall pay to the Town the sum of $6,500.00 for the year 2013, $6,600.00 for the year 2014 and $6,700.00 for the year 2015 and beyond. – Carried.

C. Weiss left at 9:24 p.m.

Eastside Phase 1
Re: extension of 5% discount on lot prices

E) Councillor Reimer moved to authorize Administration to offer a 5% discount on lot prices in Eastside Phase 1 up to December 31, 2013. Further that the Town of Redcliff will pay a 2.5% commission for Eastside Phase 1 lots sold through the efforts of a local Real Estate agent up to December 31, 2013. – Carried Unanimously.

7. RECESS

Mayor Hazelaar called a recess at 9:34 p.m.

M. Davies, L. Leipert, K. Minhas, and D. Schaffer left at 9:36 p.m.

Mayor Hazelaar reconvened the meeting at 9:44 p.m.

8. IN CAMERA

In Camera

Councillor Crozier moved to meet In Camera at 9:44 p.m. – Carried Unanimously.

Return to Open Session

Councillor Crozier moved to return to open session at 9:53 p.m. – Carried Unanimously.

Boards and Commissions

Councillor Steinke moved the following appointments to the Redcliff Public Library Board:

- Tim Regan be appointed to the Redcliff Public Library Board for a one year term effective January 1, 2013 – December 31, 2013.
- Robin Corry be appointed to the Redcliff Public Library Board for a one year term effective January 1, 2013 – December 31, 2013.

- Carried Unanimously.

9. ADJOURNMENT

Adjournment

Councillor Kilpatrick moved adjournment of the meeting at 9:54 p.m. – Carried Unanimously.

Mayor

Manager of Legislative and Land Services

BANK SUMMARY FOR OCTOBER 31, 2012

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	24,616.86	10,000.00	34,616.86
DAILY DEPOSITS	458,810.47	132,882.01	591,692.48
CIBC DIRECT DEPOSITS/ TELEBANKING	552,377.54		552,377.54
INTEREST EARNED	7,019.45		7,019.45
T-BILL REDEMPTIONS	300,000.00		300,000.00
OTHER DIRECT DEPOSITS	36,109.69		36,109.69
SUBTOTAL	1,354,317.15	132,882.01	1,487,199.16
CHEQUES	(1,134,732.52)	(132,882.01)	(1,267,614.53)
ASFF QUARTERLY PAYMENTS	0.00		0.00
DEBENTURE PAYMENTS	(32,097.75)		(32,097.75)
T-BILL PURCHASES	0.00		0.00
NSF CHEQUES	(75.00)		(75.00)
OTHER DIRECT WITHDRAWALS	(4,150.10)		(4,150.10)
SUBTOTAL	(1,171,055.37)	(132,882.01)	(1,303,937.38)
TOTAL	**207,878.64**	**10,000.00**	**217,878.64**
BANK CLOSING BALANCE	283,158.91	10,000.00	293,158.91
ADD:O/S DEPOSITS	3,823.00		3,823.00
LESS:O/S CHEQUES	(79,103.27)		(79,103.27)
TOTAL	**207,878.64**	**10,000.00**	**217,878.64**

INVESTMENTS		
CIBC PREMIUM T-BILL FUND	5.12.02.321	12,400,000.00
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,313,910.63
TOTAL INVESTMENTS		13,713,910.63

TOWN OF REDCLIFF
NOV 26 2012
FINANCE DEPT.

MINUTES OF THE COMMITTEE OF THE WHOLE
MONDAY DECEMBER 10, 2012, 5:30 P.M.
TOWN COUNCIL CHAMBERS

PRESENT:	Mayor:	R. Hazelaar
	Councillors:	C. Brown, C. Crozier, D. Kilpatrick, E. Reimer, J. Steinke
	Municipal Manager:	D. Wolanski
	Manager of Legislative and Land Services	S. Simon
	Director of Finance & Administration	R. Osmond
	Public Services Director	D. Schaffer
	Accounting Technician	M. Davies
ABSENT:	Councillor:	E. Solberg
	Manager of Engineering	K. Minhas

1. GENERAL

A) CALL TO ORDER
Mayor Hazelaar called the meeting to order at 5:34 p.m.

B) ADOPTION OF AGENDA
Councillor Crozier moved the Agenda be adopted as amended. – Carried.

2. MINUTES
Councillor Crozier moved the minutes of the Committee of the Whole meeting held November 26, 2012 be adopted as amended. – Carried.

3. NEW BUSINESS

A) Policy 32, Property Lease Policy
Committee reviewed the proposed revisions to Policy 32, Property Lease Policy. As previously discussed, changes were made to amend the wording in the policy so that non-residents would be permitted to have a grazing lease. Administration is also proposing that the other lease types referenced such as garden, residential and commercial be removed as they are no longer applicable. The Policy would be renamed to Policy 32, Grazing Lease Policy. Committee discussed the changes and suggested some other wording changes.

ACTION: Administration to incorporate the changes to proposed Policy 32, Grazing lease Policy and present to Council for consideration.

B) Bylaw 1733/2012, Subdivision and Development Appeal Board Bylaw
Committee reviewed proposed Bylaw 1733/2012, Subdivision and Development Appeal Board Bylaw. Changes included grammatical fixes, position title corrections and the stated fee for the appeal was removed and instead reference was made to refer to the Rates Policy. Changes were also made to ensure consistency with the MGA. Some minor changes were suggested.

ACTION: Administration to prepare revisions as discussed and forward bylaw to Council for consideration.

C) Bylaw 1734/2012, Municipal Planning Commission Bylaw
Committee reviewed proposed Bylaw 1734/2012, Municipal Planning Commission Bylaw. Changes included grammatical fixes, position title corrections and the fee for special meetings is removed and a reference added to refer to the Rates Policy. Councillor Brown questioned several sections and suggested that the definition descriptions, numbering and wording should be consistent in all bylaws. Councillor Brown also suggested the Municipal Planning Commission be given opportunity to review the bylaw prior to being presented to Council.

ACTION: Administration to prepare revisions as discussed and forward bylaw to the Municipal Planning Commission for comment.

D) Bylaw 1648/2010, Building and Development Permit Bylaw
Committee discussed Bylaw 1648/2010, Building and Development Permit Bylaw. Municipal Manager indicated this bylaw is not required as development permit fees are proposed to be included in the Rates Policy and the Town presently does not issue building permits. Municipal Manager further confirmed that should the Town want to become accredited once again in the building discipline that a bylaw is not required.

ACTION: Bylaw 1648/2010, Building and Development Permit Bylaw be presented to Council for consideration to repeal.

E) Town Pins
Mayor Hazelaar questioned if there was interest in purchasing Town pins. Committee confirmed they would be but would like some nicer better quality pins.

4. A) #22 1 Street SE
Re: Proposal for Easement
Committee discussed the property at #22 1 Street SE. They were provided with an aerial photo and Land Titles mapping which confirms that the size of the lot identified on real property report is correct. This property does extend further into the laneway than the ones to the south. Discussion ensued if the Town had any need or interest to attain a portion of the lot for a right of way. Committee did not see any need for it but suggested that Administration have further discussions with the owners to ascertain what they were seeking.

5. IN CAMERA

Councillor Kilpatrick moved to meet in Camera at 6:34 p.m.

Mayor Hazelaar, M. Davies, and D. Schaffer left the meeting at 6:34 p.m.

Councillor Kilpatrick moved Committee meet in regular Committee at 6:38 p.m.

6. ADJOURNMENT

Councillor Crozier moved the meeting be adjourned at 6:38 p.m.

_____
Chairman

_____
Manager of Legislative and Land Services

Redcliff Family and Community Support Services Board
Tuesday, January 8, 2013 at 7 pm
Town Office Meeting Room, Downstairs

Present: Diane McNaughton, Ernie Reimer, Sam Wertypora and Cindy Murray
Absent: Ann Pudwell

1. CALL TO ORDER
The meeting was called to order at 7:07 pm.

2. ADDITIONS/DELETIONS
Add: 8.2 Program Funding Request

3. APPROVAL OF THE AGENDA
The agenda was approved as amended. CARRIED.

4. APPROVAL OF THE MINUTES
The notes from the September meeting were reviewed and approved. The minutes from the November 28, 2012 and December 3, 2013 minutes were also reviewed and approved. CARRIED.

5. BUSINESS ARISING FROM THE MINUTES
Council approved the grant funding as recommended by the Board. Cheques were sent to organization prior to December 31, 2012.

6. OLD BUSINESS
6.1 Policies and Procedures
None.

6.2 Medicine Hat Family Services
The original Medicine Hat Family Services grant application was not approved in December. Board members did approve the amount of $2000 to cover the cost of Redcliff citizens attending group counseling sessions and to provide some funding for low income families who would not otherwise receive a reduced rate for individual counseling.

6.3 Parents and Caregivers of Children with Special Needs
The Parents and Caregivers of Children with Special Needs, also known as Superheroes Anonymous asked for reconsideration of their grant application. The application in December was not approved at that time because it to be ascertained as to whether or not a group must be a registered society to receive funding and also because the overall request was outside of what FCSS can fund.

Groups do not have to be registered societies to receive funding but FCSS funds cannot be used to assist for the program that was described in the Parents and Caregivers of Children with Special Needs grant application. The overall intent of the project qualifies but the application will have to be revised.

7. DIRECTORS REPORT

Community Services has prepared and circulated a brochure with details of programs and events that have been arranged for January to April, 2013. This will be sent to the various locations in the community and available online. Brochures will be produced on a seasonal basis.

8. NEW BUSINESS

8.1 Election

Tabled to next meeting.

8.2 Program Funding Request

Deanna Arelis from the Medicine Hat College has arranged for a Newcomer Support Program to be held at I.F. Cox School from January until March, 2013. This program will assist newcomers by reducing social isolation and developing coping skills. The funding request is for $1872.00 for refreshments, mileage and additional staff if required.
The funding will not be provided unless required and upon the receipt of an invoice.

9. UPCOMING CONFERENCES/WORKSHOPS/MEETINGS

9.1 Redcliff Improvement Partnership (R.I.P.) Redcliff February 4

10. CORRESPONDENCE

10.1 Letter from Minister Hancock – Social Policy Framework

11. NEXT MEETING - February 12, 2013

12. ADJOURNMENT

Meeting was adjourned at 7:19 pm.

Minutes for the Board of Directors Regular Meeting

Wednesday November 21, 2012 8:00 a.m. EDA Board Room

ATTENDED:

Jim Steinke	Janet Vas
Ron Edwards	Ron Harty
Jacqueline Penner	Wayne Craven
Randy Lehr	Perry Deering

REGRETS:
Bruce Corraini

STAFF:

Wendy Blackwell	Nichola Kondra
Natasha Ruskowski	

1. Call to Order 8:00 a.m.

2. Welcome to the New Board Member

   Introduction of his Worship, Mayor Gordon Reynolds from the Town of Bow Island. Bruce Corraini has stepped down as the Bow Island representative and G. Reynolds has taken his place.

   Keith Crush will be acting as a liaison between the City of Medicine Hat and the EDA, attending EDA meetings in a non-voting capacity.

3. Adoption of Minutes for October

   Motion to adopt the minutes of the October meeting: P. Deering. Seconded by: R. Harty. Carried.

4. Financial Report

   There is two months left in the year and the EDA is fiscally sound. The budget is still under-spent in its Canada Pension Plan allotment.

   Motion to adopt the Financial Report: W. Craven. Seconded by: J. Penner. Carried.

5. Executive Director Report

   Cypress County contacted the EDA to postpone the EDA's presentation date until January 15th, 2013.

   The EDA has created an initiative called "Funding Fridays", the staff will be posting funding opportunities via Twitter every Friday. The EDA also plans to create a live document of available funding opportunities.

   The EDA would like to encourage the Board to check out the *"iUVS Virtual Con 2012"* event website and sign up to participate. It has international companies that have now registered. Event success will be measured by the number of leads and inquiries regional businesses receive after the event. Return-on-investment (ROI) collection will be available up for participants up to three months following the actual "live" event.

Executive Pulse is a cloud-based customer relationship management system the EDA wishes to utilize; the advantage of a cloud-based system as opposed to a software-based system is the ability to access it anywhere because the data is stored on the internet. The EDA can grant non-staff limited access to assist in tracking ROI. The setup of the database and the information that will result from the continual input of staff will be unique to the EDA. The start-up costs will start in 2012 while the operating costs will come into effect in 2014. The license fee is $1,500 is set at the outset and will never change. Updated versions are included and come as part of the purchase package.

In January 2013 there will be a Business Retention and Expansion presentation by Millier Dickinson & Blais. Board Members are encouraged to attend.

6. Committees & Projects Progress Reports

   a. Associate Director Report:

      Nichola spoke on the CanSIA conference she attended. When she was there she promoted Medicine Hat as being the location for the next conference.

      Nichola met with Air Support Cable Structures and connected them with APEX. The EDA is invited to Red Deer grand opening.

      Nichola met with an Ontario-based property development company – CARE. The company also met with the Chamber and the City of Medicine Hat. They are interested in opportunities in Medicine Hat.

      Fort McLeod Economic Development Region (south west) put Nichola in touch with a developer in Holland. Received our Bio-energy feasibility study and is interested in coming to visit the region in January. Nichola will be putting together a program for him.

      Nichola is working on putting together Investment Attraction package as something tangible to give to clients. This would include such things as: an Infographic; the EDA Strategic Plan; and anything specific that would be of interest to the particular client.

   b. Marketing & Communications:

      One Key Performance Indicator (KPI) established for 2012 was to increase website by 25%. In actuality it increased by 37.4%. The number of unique visitors has increased as well.

   c. Business Development Officer:

      Shelly worked with a business owner from Elkwater, who has since told others about the assistance received by the EDA.

      Shelley connected all of the greenhouses with a program about retaining foreign workers, which received much positive feedback.

      Eat Local Week: there has been a lot of positive responses when contacting local businesses about this initiative.

      Shelley and Nichola met with a business that is testing a new technology; the EDA has agreed to assist with social media promotion.

   d. Agriculture Committee:

Planning for "Training the next Generation 3" has come together successfully. S. Dirk has secured three keynote speakers. MNP is fully sponsoring Leona Dargis, one of the event's keynote speakers. The Stampede Board has donated the facility.

The "Farming Smarter" event will be held on December 4-5, 2012; the EDA is a Bronze Sponsor.

The tentative date for the "Eat Local Week" initiative is the last week in April. A lot of promotional work still remains. "Eat Local Week" falls under the umbrella of the *Savour the Southeast* concept.

Discussion ensued regarding the various EDA Agricultural events and projects.

e. Energy Committee Report:

Fort McMurray Initiative: The Energy Committee has identified 8 regional companies to connect the Wood Buffalo group with when they come to Medicine Hat to visit in March 2013. N. Kondra, S. Dirk, and Alf Steinke will be taking the group to meet these various companies. The Energy Committee has also already identified members of the Wood Buffalo economic development groups who would be interested in coming. The theme of the project is "Keeping it in Alberta".

Jim Steinke has agreed to join the Energy Committee.

7. Items for Immediate Discussion

Key Performance Indicators (KPIs) for the EDA: it is difficult to measure economic success as the outcome of the work done today won't be seen for several years. However it is necessary to shift attention from measuring activities to measuring outcomes. Surveys and testimonials of clients can be supplementary to this. Both KPIs and the Executive Pulse system would provide the details requested by the funding partners. It's necessary in order to be accountable and responsive.

Discussion about the proposed KPI document followed.

The EDA requests feedback on the document by all Board members by Friday November 30, 2012.

EDA Strategic Plan 2012-2015 and Operational Plan 2013: The Operational Plan was created from the Strategic Plan; it outlines how the EDA is going to achieve the objectives set out in the Strategic Plan. The EDA conducted and end-of-year review of the 2012 Operational Plan and created one for 2013 out of what still needs to be completed. The EDA is still focused on its three core areas.

Discussion followed. The Operational Plan will be edited and then circulated prior to the December meeting for review.

8. Correspondence

The EDA was nominated by the Medicine Hat and District Chamber of Commerce for a provincial marketing award.

9. Chairman's Report

R. Lehr and W. Blackwell met with Lisa Kowalchuk and Jason Melhoff from the Medicine Hat and District Chamber of Commerce. The Chamber wishes to advocate for the EDA and continue its strong partnership. They are also collaborating with the EDA with the Fort McMurray initiative.

R. Lehr attended the Lavar Payne media event held at the EDA office on Friday November 16, 2012. Mayor Boucher was also in attendance. The media event celebrated the $68,000 the EDA received in 2012 in federal funding dollars from ICCI, the Invest Canada – Community Initiatives program. It was the largest ICCI grant the EDA has received to date.

10. New Business

J. Penner has agreed to fill in as Vice-Chair for Bruce Corraini until the AGM.

Motion: To elect J. Penner as Vice-Chair until the next AGM.
R. Harty. Seconded: R. Edwards. Moved.

There was discussion with regards to posting the EDA's annual financial statements online.

Motion: To post the annual financial statement online on the EDA website.
W. Craven.
Seconded by: G. Reynolds.
Motion carried.

11. Round Table

Everyone reported on what was happening in their respective communities.

12. Adjournment 10:20 a.m.
Motion to Adjourn: W. Craven

NEXT BOARD MEETING: WEDNESDAY DECEMBER 19, 2012 8:00 A.M.

Staff Project List

2012-2013

Time frame	Activity	Staff Lead	Involves	Status
2012				
November 2012				
Nov 1 - Nov 2	Business Retention and Expansion Course in Vancouver	Shelley	International Economic Dvpmt Counil	Complete
Nov. 13	Business Advocacy Meeting	Shelley	Chamber of Commerce	Complete
Nov.15	Energy Committee Meeting	Nichola	Shelley, Jenna, Energy Committee	Complete
Nov.16	Press Session with Lavar Payne on ICCI Funding	Wendy	Staff Team, Lavar Payne & local media	Complete
Nov. 27	Bio-Based Chemical symposium	Nichola	AB AG and Rural Dvpt	Complete
Nov. 27	Kiwanis Presentation	Wendy	Shelley and Kendra	Complete
Nov. 29	iUVS Virtual Tradeshow	Kendra, Wendy	Staff team	Complete
December 2012				
Dec.	UVS Newsletter 4	Kendra	TBA	TBA
Dec.	New Website and Branding Launch	Kendra	Wendy, Staff team	In progress
Dec. 3	End of year funders presentations – City of Medicine Hat	Nichola and Wendy	Staff Team, Funders and Board Chair	Complete
Dec. 4 & 5	Farming Smarter Conference	Shelley	Staff Team	Complete
Dec. 5	South Saskatchewan Regional Plan	Nichola	Government of Alberta	Complete
Dec. 7	ICCI Bio-Energy Phase II Investment Attraction Strategy complete	Nichola, Wendy	RDA, Pembina and Staff Team	Complete
Dec. 10	End of year funders presentations – Town of Bow Island	Nichola and Wendy	Staff Team, Funders and Board Chair	Complete
Dec. 11	Business Advocacy Meeting	Shelley	Chamber of Commerce	Complete

Dec. 17	Agriculture Committee Meeting	Shelley	Nichola, Jenna, Ag Committee	In Progress
Dec. 21	Pen Show	Shelley	Nichola, and Ag Committee	In Progress
2013				
January 2013				
Jan. 9	End of year funders presentations – County of Forty Mile	Nichola and Wendy	Staff Team, Funders and Board Chair	In Progress
Jan. 14	End of year funders presentations – Redcliff	Nichola and Wendy	Staff Team, Funders and Board Chair	In Progress
Jan. 15	End of year funders presentations – Cypress County	Nichola and Wendy	Staff Team, Funders and Board Chair	In Progress
Jan. 17	Energy Committee Meeting	Nichola	Shelley, Jenna, Energy Committee	In Progress
Jan. 23	BR&E Presentation	Wendy	Staff Team, Millier Dickinson Blais	In Progress
Jan.31	ICCI Bio-Energy Webinar	Nichola, Wendy, RDA	Pembina, Staff Team	In Progress
February 2013				
Feb. 13	Training the Next Generation 3	Shelley, Ag Committee	Staff Team	In Progress
Feb.	Agriculture Committee Meeting	Shelley	Nichola, Jenna, Ag Committee	TBA
Feb.	Quarterly Newsletter 1	Kendra	Staff team	TBA
Feb.	Financial and HR Policies	Mary-Ann	Wendy	TBA
Ongoing…				
2013	Rural Business Assistance	Shelley	Staff Team	
Ongoing	Business Assistance	Shelley	Staff Team	
Ongoing	Investment Attraction	Nichola	Staff Team	
Ongoing	Marketing & Communications	Kendra	Staff Team	
Ongoing	RIN Partner Meetings	Wendy	Staff Team	

MINUTES OF THE MEETING OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

THURSDAY, DECEMBER 13, 2012 @ 7:00 p.m.

PRESENT:	Members:	B. Hawrelak, D. Kilpatrick, V. Lutz, P. Monteith, E. Reimer, G. Shipley
	Planning Consultant	K. Snyder
	Development Officer	B. Stehr
	Recording Secretary	S. Simon
	Municipal Manager	D. Wolanski
	Appellant	T. Gervais, Contempora Construction (Agent) for Prairie Sage Holdings

1. CALL TO ORDER

Recording Secretary called the appeal hearing to order at 7:04 p.m., confirmed there was a quorum present to hear this appeal; and opened nominations for Chairman.

2. ELECTION OF CHAIRMAN

P. Monteith nominated B. Hawrelak to be Chairman, seconded by V. Lutz. B. Hawrelak accepted and assumed control of the appeal hearing.

3. Appeal of Development Application 12-DP-085
Lot 6, Block C, Plan 0414274 (1501 Dirkson Drive NE)
Proposed Building Height exceeds permitted height in land Use Bylaw

Chairman B. Hawrelak asked T. Gervais, if he had any objection to any board members hearing the appeal. T. Gervais advised he had no objections to any of the board members.

a. PRESENTATION OF APPELLANT

T. Gervais advised the Board that the proposed development is open ended. His client has a tenant in mind for the site but the tenant has not committed yet. The building is being built on speculation. However, for the tenant that is interested proceeding would be dependent on the decision of this appeal. The tenant will only proceed if the overheight structure is approved. T. Gervais indicated the proposed structure will be approximately 11 feet over the maximum allowed in the Town's Land Use Bylaw and the tenant needs the height to accommodate the hook height for a crane. The client's tenant is proposing to manufacture tanks. Mr. Gervais commented that he feels the proposed development is consistent with the area and noted that there are other buildings/operations in the area of similar height and nature. T. Gervais discussed the design of the building. He advised the office space will be two stories while the shop area will be open space. Further commenting they will adhere to code requirements as necessary.

Mr. Gervais also noted that their original submitted drawing showing the location of the building on site did not meet the setbacks on the west side. This has been corrected and a new drawing submitted.

Chairman Hawrelak questioned the construction of the west wall and if it is to be a two hour fire rated wall. T. Gervais confirmed as designed it would be a two hour fire rated wall as per the requirements for spatial separation. B. Hawrelak also questioned if sufficient parking spaces will be provided, noting that by his estimation 27 stalls will be required. T. Gervais indicated the parking stalls identified were based on the office space. The number of maximum employees is unknown at this time but additional parking could be accommodated at the rear of the building.

B. Hawrelak questioned if the building will be sprinklered. T. Gervais responded that proposal presented does not require the structure be outfitted with a sprinkler system which is based on the size of the building and spatial separations and requirements under the code. Further noting that preference would be not to.

B. Hawrelak questioned if any consideration has been given to placement of the roof top unit and other mechanical equipment. If it would fenced and where would be be accessed from. T. Gervais indicated there would be no mechanical on the high side of the roof. The office side would have roof top access where the mechanical would be placed for the office area. He advised that that heating for the shop area is still in the design stages.

B. Hawrelak questioned what the intended function for the area on the top of the second floor is, noting the height of the building and concern with life safety. T. Gervais indicated they are looking at different design options but do not intend for it to be used or accessed.

It was questioned if other design options were considered. T. Gervais explained that the tenant will have a 30 ton crane and requires a 32 foot hook height which is why the structure was designed the way it was.

D. Kilpatrick noted that regular vehicular sized doors are indicated in the submitted plans, and with the requested building height, questioned why lifting doors similar to that of other like businesses were not to be used. T. Gervais indicated that they have encountered several problems with those doors and are bringing forth a new design option.

Reference was made to other similar business operation in the area. D. Kilpatrick questioned other possible design options. T. Gervais noted that to date no engineering design has been completed as they did not want to incur expenses if the proposal would be turned down based on the overheight of the structure.

b. PRESENTATION OF DEVELOPMENT OFFICER

B. Stehr referenced his report provided to the Board. Mr. Stehr confirmed that he had identified to the applicant that neither the setbacks nor the height proposed met the requirements of the Land Use Bylaw. B. Stehr confirmed that the applicant submitted a new drawing which shows the building meeting the setbacks. However, no change was made to the height of the structure. The application was refused because the proposed height exceeds the maximum allowed in the Land Use Bylaw.

With regard to parking, he noted that he has spoken with K. Snyder, Planning Consultant and additional parking could be located at the rear of the building which could be on a gravel base.

B. Stehr also advised that he has spoken with the Fire Chief to get his comments regarding the application and the Fire Chief indicated that if the structure is outfitted with a sprinkler system then he does not have any concerns.

c. PRESENTATION OF MUNICIPAL PLANNING COMMISSION CHAIRMAN

B. Stehr advised he had spoken with the MPC Chairman and he indicated he had no comments or concerns,

d. PRESENTATION OF PLANNING CONSULTANT

K. Snyder provided a bit of background information commenting that the site is located deep within the industrial district and is surrounded by both I1 Light Industrial and I2 Heavy industrial. He noted the I2 maximum height is a carry-over from the previous Land Use Bylaw. Further commenting that the proposed structure is setback 30 m from the street and the size of the parcel is large mitigating its large appearance.

He commented that the SDAB is not governed by the same rules and should be looking at the site specific development proposal and if it makes sense and is appropriate from a development standpoint. Further commenting that rules aside, a building height of this size in an industrial area is appropriate, especially when there is a legitimate operational function and it is not a design issue. He indicated that if the development is granted he does not see a land use conflict from the proposed building height in comparison to others. The overheight is mitigated substantially because the building is setback a fair distance back from the street and the size of the parcel mitigates the massing and appearance. He also commented that the horizontal banding on the building breaks up the vertical wall.

K. Snyder recommended the Board overturn the decision of the Development office and grant the request as it relates to the overheight. However, Mr. Snyder would not recommend a relaxation to the sideyard setback.

K. Snyder further expressed caution to the Board based on the discussions that the SDAB should examine the proposal as it relates to development and refrain from extending into areas that would be regulated by code (ie fire code / building code). Also the SDAB should be looking at the development aspect and not how the business functions or operates.

e. PRESENTATION OF ANYONE SERVED NOTICE OF HEARING

D. Wolanski indicated he had a couple comments, noting some of them echo K. Snyder's comments. From the Town's perspective our one concern would be what is the limit and why have a limit if it can be easily changed. However, in looking at the project the Town also wants to be open for development. He agreed with K. Snyder's comments that the size of the lot mitigates the massing as well it is in an industrial area. Noting that there is a similar property to the north that has an over height structure that became part of the Town when that land was annexed, albeit the structure was approved under different regulations.

D. Wolanski commented that building and fire code issues will be addressed in accordance with the Building and Fire code requirements and is a separate issue. He noted that he has done extensive review and from a municipalities perspective it has no large implications for the municipality. Having an over height structure will not require the municipality to purchase a new fire truck. However, it could impact the future insurance grading rate and premiums town wide should the current insurance rating level change. Insurance ratings are based upon access to a fire hall, access to fire hydrants, equipment, response times etc.

R. Hawerlak asked specifically about the insurance requirements. D. Wolanski referenced the Fire Underwriters Survey which happens every 5-10 years. You provide them with information such as access to a fire hall, access to fire hydrants, equipment, response times etc. and they come in and look at all those aspects and assign a rating.

R. Hawrelak questioned again if the insurance rates are affected. D. Wolanski responded that If your rated at a different level, or your level changes in some way then yes I would expect the rates for all in town would be higher for example if all of a sudden every building was not within 8 km or if there were insufficient number of hydrants.

B. Hawrelak again questioned D. Wolanski that as far as you know at this point is there anything in the Town Insurance policy that would be affected. D. Wolanski clarified the Town's insurance policy is separate. He commented that if all of a sudden there were 100 over height buildings in the next 10 years possibly and then only if the insurance rating changes and the Town did not responds in terms of the fire department. Further commenting that they would also look at things such as mutual aid agreements when determining a rating.

D. Kilpatrick confirmed the Fire Department does not have a ladder tall enough to reach the proposed building height.

R. Hawelak questioned the maximum heights in the Land Use Bylaw commenting that they are all over the map and what happened during the revision process that there are heights that may impede the safety of rescuing people. Commenting who ever heard of an 8.5 m greenhouse attached to a 11m residence.

D. Wolanski indicated the Redcliff Planning Board has been reviewing the maximum heights. Further, noting that the maximum heights while different were

established with reasons and for what is appropriate for each zoning. D. Kilpatrick confirmed that maximum heights are being reviewed.

R. Hawrelak suggested that it was boiler-plate zoning documentation that was used when revising the zoning regulations; that the boiler-plate documentation established maximum heights in the revised regulations.

D. Kilpatrick commented that in his opinion it is the eave height that matters not the peak height.

D. Wolanski confirmed that you don't need to have a ladder truck to approve a development permit. Issues relating to fire will be addressed under the fire and building code. Further that he has reviewed the codes and has found nothing saying that if you approve a certain type of development that you need to have a fire truck equipped with a ladder to reach all heights. New York City would not have a fire truck equipped with a ladder tall enough for all of their buildings. You may have to meet certain requirements within the building.

R. Hawrelak questioned if we approve and not just referring to this building, if the board approves a building that is of a height that sets a new standard for the insurance underwriters and that changes the rate for everyone and at this point we don't know if that's going to happen but it is still a possibility. D. Wolanski advised it would not happen at this time, perhaps if we approved a 100 of these overheight structures. However, prior to that more review will be done and what impact overheight buildings may have on an insurance rating.

f. PRESENTATION OF ANYONE CLAIMING TO BE AFFECTED

No one was in attendance.

g. REBUTTAL OF APPLICANT

T. Gervais had nothing further to add.

h. OTHER

No further comments.

i. RECESS

V. Lutz moved the Board to recess at 7:46 p.m.. and the Board met in camera.

D. Wolanski, K. Snyder, B. Stehr, and T. Gervais left the room at 7:46 p.m.

j. **DECISION**

D. Kilpatrick moved that the appeal against the decision of the Development Officer, to refuse to issue a permit to construct a new shop and offices as the proposed height of the buildings exceeds the maximum height in the Land Use Bylaw be upheld and that the decision of the Development Officer be revoked. Further that application for development to construct an overheight structure for shop and offices as shown within the submitted drawings be approved conditional to:

1. Relocation of the man door located at the rear of the west wall, or, provision of additional setback. The 3 meter wide west fire lane must be free of any access doors swinging into the required free & clear travel space.
2. Must meet Section 68 - Parking and Loading Requirements of the Land Use Bylaw to the satisfaction of the Development Officer. Parking stalls to be calculated on the basis of area of office space and area for shop area (manufacturing – heavy) plus the required spaces for handicapped parking. Note that parking provided in the rear (North of the structure) yard must be designated (clearly indicated as parking).
3. Submission of a site drainage plan to the satisfaction of the Manager of Engineering.

Further the Board advised the reasons for its decision is that

1. From the street perspective the appearance of the structure is acceptable.
2. The setback of the structure from the street and the size of the lot mitigates the massing of the structure.
3. The proposed development is within the industrial district and is consistent with other buildings in the area.
4.* Accessible/occupied floors are restricted to two (2) that are of a height that are accessible by the Town of Redcliffs existing fire fighting apparatus.

[R. Hawrelak (Chair) comment: this reason was not overtly expressed within the meeting BUT was underlying the discussion as to building height, available fire fighting equipment, and occupied/accessible floors within the structure. (Example: Will the ceiling area over the 2nd floor office area contained within the shop structure (therefore creating a 3rd floor) be accessible for storage or mechanical equipment? T. Gervais indicated that no, this space would be walled off vertically and would not be accessible.) Therefore life safety requirements for rescue from this area would not play a role in restricting the height of the shop building.]*

V. Lutz moved the Board reconvene at 8:25 p.m.

K. Snyder, B. Stehr, D. Wolanski, T. Gervais rejoined the meeting at 8:25 p.m.

Chairman Hawrelak advised the applicant of the Board's decision and reasoning. Further, that a letter stating the decision of the Board would be forthcoming.

4. ADJOURNMENT

P. Monteith moved the meeting be adjourned at 8:30 p.m.

Chairman

S. Simon, Recording Secretary

SHORTGRASS LIBRARY SYSTEM

Kathi Herman

RECEIVED
DEC 21 2012
TOWN OF BEDDINGFIELD

MINUTES

Board Meeting of June 20th, 2012

Trustees Present:	Kathi Herman, Doug Henderson, Marj James, Les Pearson, Mara Nesbitt, Martin Shields, Craig Widmer, Dwight Kilpatrick, Jennifer Coombs, Yoko Fujimoto, Wayne Dahl, Kevin Jones, Marjorie Moncrieff
Trustees Absent With Regrets:	John Brocklesby, Brent Burton, Tom Rose
Date & Time:	Wednesday June 20th, 2012 at 1:00 p.m.
Location:	Shortgrass Library System Board Room

1. **Call To Order**

Kathi Herman called the meeting to order at 2:32pm. Marjorie Moncrieff, alternate from Bow Island, was introduced as this was her first meeting.

Moved by Mara Nesbitt that the June 20, 2012 agenda be approved as presented.

CARRIED

Moved by Les Pearson that the April 18, 2012 Board Meeting Minutes be approved as presented.

CARRIED

2. **Action:**

Programs and Services Committee Business

Programs and Services Committee did not meet in May.

Finance and Personnel Committee Business

2.1 Moved by Craig Widmer that the SLS Board approve the December, January, February and March Financial Statements as presented.
Attachment 1

CARRIED

2.2 Moved by Martin Shields that the SLS Board approve Policy B.9: Committee Mandates: Finance and Personnel Committee Mandate as presented.
Attachment 2 CARRIED

2.3 Moved by Les Pearson that the SLS Board approve Policy D.6: Chief Executive Officer as presented.
Attachment 3 CARRIED

2.4 Moved by Martin Shields that the SLS Board approve Policy D.11: Processing/Cataloguing Clerk as presented.
Attachment 4 CARRIED

2.5 Moved by Mara Nesbitt that the SLS Board approve the deletion of Policy D.12: Assistant Director Library Services. CARRIED

2.6 Moved by Marj James that the SLS Board approve the deletion of Policy D.16: Training and Consulting Librarian. CARRIED

2.7 Moved by Kevin Jones that the SLS Board approve the deletion of Policy D.17: RISE (Rural Information Services iniativE) Consultant Librarian. CARRIED

2.8 Moved by Mara Nesbitt that the SLS Board approve the deletion of Policy D.18: Library Clerk/Administrative Clerk. CARRIED

2.9 Moved by Marj James that the SLS Board approve Policy D.19: Manager, Library Technology Services as amended.
Attachment 5 CARRIED

2.10 Moved by Les Pearson that the SLS Board approve Policy F.7: General Purchasing of Equipment, Supplies and Services as presented.
Attachment 6 CARRIED

2.11 Moved by Martin Shields that the SLS Board approve the Amended 2012 Operation Budget as presented.
Attachment 7 CARRIED

2.12 Moved by Yoko Fujimoto that the issues related to the fence separating SLS property from the neighbors be tabled and monitored until future needs arise. CARRIED

2.13 Moved by Marj James that the SLS Board approve that SLS begin to use direct debit payments for utility and telecommunications. CARRIED

2.14 Moved by Doug Henderson that the SLS Board approve the Minutes from the May 16, 2012 Finance and Personnel meeting. CARRIED

Mara Nesbitt left the meeting at 3:26pm

3. **Information**

Board Chair Report – Kathi Herman
Attachment 8

CEO Report – Petra Mauerhoff
Attachment 9

Manager, Library Technology – Anton Chuppin
Attachment 10

Manager, Bibliographic Services – Phyllis Worrall
Attachment 11

4. **Correspondence**

Letter from LaVar Payne
Attachment 12

Letter from Natasha Carvalho, Medicine Hat Women's Shelter Society
Attachment 13

Letter from Alison Faid, Alberta Library Conference 2012
Attachment 14

The meeting was adjourned by Kathi Herman at 3:44pm.

Next Programs & Services Meeting:
August 22, 2012
12:30pm luncheon
1:00pm meeting
Shortgrass Library System Headquarters

Next Finance & Personnel Meeting:
August 22, 2012
3:00pm meeting
Shortgrass Library System Headquarters

Next Board Meeting:
September 19, 2012
12:30pm luncheon
1:00pm meeting
Shortgrass Library System Headquarters

RECEIVED
DEC 21 2012
TOWN OF BERWICK

SHORTGRASS LIBRARY SYSTEM

Kathi Herman

MINUTES

Board Meeting of September 19th, 2012

Trustees Present:	Kathi Herman, Doug Henderson, Marj James, Les Pearson, Mara Nesbitt, Craig Widmer, Dwight Kilpatrick, Jennifer Coombs, Yoko Fujimoto, Kevin Jones (for Tom Rose), Marj Moncrieff
Trustees Absent With Regrets:	Martin Shields, Wayne Dahl, John Brocklesby, Brent Burton
Also Present:	Petra Mauerhoff, Dyan Bryksa
Date & Time:	Wednesday September 19th, 2012 at 1:00 p.m.
Location:	Tilley & District Public Library

1. **Call To Order**

Kathi Herman called the meeting to order at 1:09 p.m.

Moved by Mara Nesbitt that the September 19th, 2012 agenda be approved as amended.
CARRIED

Moved by Craig Widmer that the June 20th, 2012 Board Meeting Minutes be approved as presented.
CARRIED

2. **Action:**

Programs and Services Committee Business

Moved by Kevin Jones that the SLS Board approve Policy B.2: Board Governance as presented.
Attachment 1
CARRIED

Policy B.10: Committee Mandates: Library Managers' Committee will be brought back to the Programs & Services Committee in October.

Moved by Doug Henderson that the SLS Board approve Policy B.11: Committee Mandates: Programs & Services Committee Mandate as presented.
Attachment 2
CARRIED

Moved by Yoko Fujimoto that the SLS Board approve Policy B.16: Orientation of New Board Member as presented.
Attachment 3 CARRIED

Moved by Les Pearson that the SLS Board approve Policy G.13: Member Library Use of Shortgrass Computer Resources & Internet Services as amended.
Attachment 4 CARRIED

Moved by Les Pearson that the SLS Board approve the Shortgrass Library System Mission Statement as amended.
Attachment 5 CARRIED

Moved by Dwight Kilpatrick that the SLS Board approve the August 22nd, 2012 Programs & Services Meeting Minutes as amended.
Attachment 6 CARRIED

Finance and Personnel Committee Business

Moved by Craig Widmer that the SLS Board approve the Financial Statements from April, May, June, and July 2012 as presented
Attachment 7 CARRIED

Moved by Marj James that the SLS Board approve Policy B.15: Honorarium as presented.
Attachment 8 CARRIED

Moved by Yoko Fujimoto that the SLS Board approve Policy C.1: Introduction – Policies Regarding Personnel as presented.
Attachment 9 CARRIED

Moved by Les Pearson that the SLS Board approve Policy C.3: Bereavement Leave as presented.
Attachment 10 CARRIED

Moved by Mara Nesbitt that the SLS Board approve Policy C.4: Compassionate Leave as presented.
Attachment 11 CARRIED

Moved by Kathi Herman that the SLS Board approve Policy C.5: Continuing Education as presented.
Attachment 12 CARRIED

Moved by Les Pearson that the SLS Board approve Policy C.9: Health Care/Life Insurance as amended.
Attachment 13 CARRIED

Moved by Marj James that the SLS Board approve Policy C.12: Leave of Absence as presented.
Attachment 14 CARRIED

Moved by Les Pearson that the SLS Board approve Policy C.14: Overtime as amended.
Attachment 15
CARRIED

Moved by Mara Nesbitt that the SLS Board approve Policy C.21: Sick Leave as amended.
Attachment 16
CARRIED

Moved by Jennifer Coombs that the SLS Board approve Policy C.15: Parental Leave as presented.
Attachment 17
CARRIED

Information regarding the CLA membership will be brought back to the November 21st Board Meeting.

Moved by Les Pearson that the SLS Board approve the August 22nd, 2012 Finance & Personnel Meeting Minutes as presented.
Attachment 18
CARRIED

The RISE Directors (including SLS CEO) will be meeting with AllStream (the vendor who supplied the VC equipment) on September 26th, 2012 to discuss the maintenance service agreement regarding the RISE equipment at Shortgrass Headquarters and all member libraries. The current agreement expires in January 2013. The cost for renewal is expected to cost around $1500 per library.
Moved by Doug Henderson that the SLS Board approve that Shortgrass Library System will not renew the maintenance service agreement for member libraries and headquarters RISE equipment.
CARRIED

A letter of withdrawal was sent to the Alberta Multilingual Book Consortium on August 31, in order to meet the deadline for withdrawal by December 31, 2012. Several regional systems indicated they were withdrawing from the consortium, and the charges for the service would be divided between remaining members. To avoid getting stuck with a large bill, we decided to withdraw as well, since the feedback about the collection has not been favorable from our member libraries.
Moved by Les Pearson that the SLS Board approve the withdrawal from the Alberta Multilingual Book Consortium.
CARRIED

Moved by Marj James that the SLS Board approve the disposal of the items brought to the Board.
Attachment 19
CARRIED

3. Information

Board Chair Report – Kathi Herman

- Anton, Petra and Kathi worked at clearing out the bushes in front of Shortgrass Headquarters. Kathi was able to get a great deal on new plants from Golden Acre Garden Center. We are hoping to have a work party on September 28th to finish the clean-up and plant the new stuff. An employee from Golden Acre will be on hand to assist.

CEO Report – Petra Mauerhoff

Attachment 20

Manager, Library Technology – Anton Chuppin
Attachment 21

Manager, Bibliographic Services – Phyllis Worrall
Attachment 22

The meeting was adjourned by Kathi Herman at 3:18 p.m.

Next Programs & Services Meeting:
October 17th, 2012
12:30 p.m. luncheon
1:00 p.m. meeting
Shortgrass Library System Headquarters

Next Finance & Personnel Meeting:
October 17th, 2012
3:00 p.m. meeting
Shortgrass Library System Headquarters

Next Board Meeting:
November 21st, 2012
12:30 p.m. luncheon
1:00 p.m. meeting
Shortgrass Library System Headquarters

BYLAW NO. 1735/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

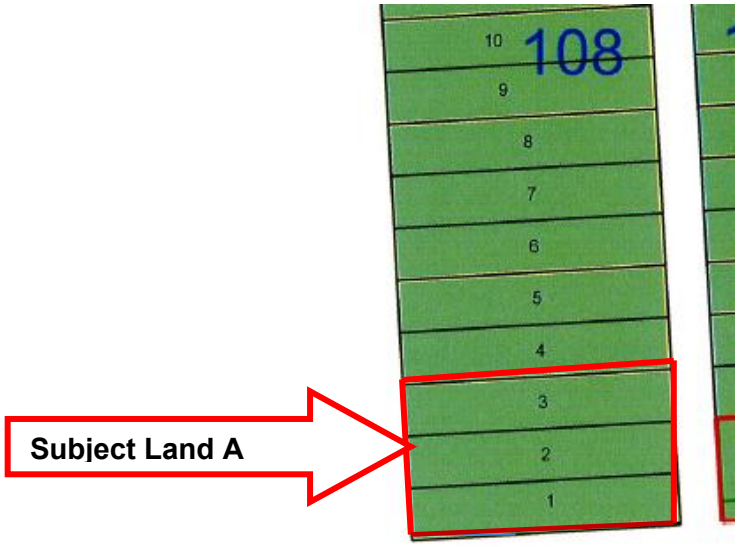
A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BY-LAW 1698/2010 BEING THE REDCLIFF LAND USE BYLAW:

WHEREAS the lands described as

Legal Description	Civic Address
Lot 1-3, Block 108, Plan 1117V	102 4 Street NE

(herein referred to as "Subject Land A"), is presently designated C-3 (General Commercial) District; under the Town of Redcliff Land Use Bylaw;

AND WHEREAS it is proposed that 'Subject Land A' be redesignated to DC (Direct Control) District. 'Subject Land A' is located as indicated on the following map.



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

AND WHEREAS a public hearing with respect to this bylaw was held in the Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2013.

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

1. This bylaw may be cited as the Town of Redcliff Land Use Amending Bylaw 1735/2013.

2. The land described as

Legal Description	Civic Address
Lot 1-3, Block 108, Plan 1117V	102 4 Street NE

is hereby redesignated as DC (Direct Control) District.

3. This bylaw shall come into force on the date of final reading and signing thereof.

READ a first time the _____ day of _____, 2013.

READ a second time the _____ day of _____, 2013.

READ a third time this the _____ day of _____, 2013.

PASSED and **SIGNED** this the _____ day of _____, 2013.

_____
MAYOR

_____
MANAGER OF LEGISLATIVE AND LAND SERVICES

POLICY NO. 2012-032

Approved by Council –

GRAZING LEASE POLICY

BACKGROUND

The Town of Redcliff has undeveloped land in various locations in Redcliff suitable for grazing leases. This land is not immediately needed for development and may be made available for use and leased out for grazing purposes to generate revenue for the Town of Redcliff.

POLICY

1. On the date of passing of this policy by Town Council, all leases in effect and anyone entering into a lease with the Town of Redcliff are subject to new terms and conditions of the Grazing Lease Policy.

2. Lands that become available for lease will be first offered to Redcliff residents. Should no Redcliff residents be interested in a grazing lease at the time of availability it will then be available to non-residents.

3. Lease Rate
   Land leased from the Town of Redcliff for grazing purposes is based on an annual basis at the following rate and subject to signing of the standard lease agreement.

   a) up to 50 acres - $10.00 per acre - minimum $150.00
   b) 51 - 100 acres - $500.00 plus $8.00 / acre over 50 acres
   c) Over 100 acres - $800.00 plus $6.00 / acre over 100 acres

   If the leased lands are considered live for assessment, taxes will be included in the lease costs and will not be an extra charge to the lessee.

4. Leases are not transferable.

5. No individual may be in possession of more than one grazing lease of Town of Redcliff land unless no other interest has been expressed in a lease at the time it is available.

6. No leased areas may be merged for the purpose of cost benefits. Adjacent leases may be combined into a single lease for administrative purposes.

7. Administration shall present a Grazing Lease Agreement to Council for any new lease to be created. Grazing Lease Agreements are subject to Council approval.

8. Payment of leases:
   a) Finance and Administration shall invoice lessees annually.

   b) Lessees shall have 30 days from date of invoice to make full payment.

   c) Any lease that has not been **fully** paid within 30 days of date of invoice shall automatically be deemed canceled and made available.

9. Manager of Legislative and Land Services may advertise leases in a newspaper circulating in the area.

10. Manager of Legislative and Land Services will establish the size of the area to be leased. Leased areas will not be allowed to be reduced in size so as to make the leasing of the rest of the adjacent property unfeasible.

11. Lessees shall be required to maintain liability insurance in an amount of $1,000,000 minimum and provide a copy of this policy annually to the Town of Redcliff no later than March 1.

12. Lessee is responsible for ensuring any animals that he/she has authorized to occupy his/her lease have adequate liability coverage.

TOWN OF REDCLIFF

P.O. Box 40
Redcliff, Alberta T0J 2P0

Phone 548-3618
Fax 548-6623
Email redcliff@town.redcliff.ab.ca
Website www.town.redcliff.ab.ca

January 9, 2013

Larry Leipert
Box 1300
Redcliff, AB
T0J 2P0

Re: Reduction in sewer surcharge

Larry,

As has been discussed with you, I am in receipt of your request dated November 1, 2012 addressed to Town Council asking for a reduction in the sewer surcharge for your non-residential property located at 118, 3rd St. NE.

As you are aware, we have discussed the process outlined in Bylaw 1729/2012 which states:

> *3.1 a) Exceptional consideration may be made by the Municipal Manager for a reduction in cases where it is clearly discernible that:*
>
> *i) certain volumes of effluent are not discharged into the sewer system. This reduction shall not exceed 75% of the sewer surcharge. If warranted further reductions may be approved by Redcliff Town Council. Reductions, if warranted, shall be limited to the previous three (3) years from the date the written request for rebate is received.*

In order to maintain the proper process outlined in the Bylaw we agreed that I would first review the request, make a decision, and take the next step to Council following the decision as you indicated that even a 75% reduction would not be satisfactory.

After reviewing all of the information, including the attached water consumption for the previous three years, it is my analysis that the evidence clearly demonstrates that effluent is not being discharged into the sewer system and thus will approve the maximum 75% of the sewer surcharge allowed under the Bylaw and my authority within. The total amount is calculated as follows:

2010 Total Surcharge:	$0
2011 Total Surcharge:	$134.51
2012 Total Surcharge:	$552.30
Total 3 years:	$686.81
75% reduction:	**$515.11**

As you recall, our verbal conversation on the morning of January 9, 2013 confirmed that your wish is for me to present the matter to Council on January 14th, 2013 seeking "further reductions" as per the Bylaw. I recognize that you are out of Town until the beginning of March and I indicated that should it appear that Council not be in favour of the full reduction that you are asking for than we would delay the item until your return whereby you can make a presentation to Council.

You have also indicated your willingness to install a garden water service for the property whereby we would avoid this issue for the future. I encourage you to pursue this course of action by making a request and sign-on at Town Hall. There is a $25 sign-on fee.

I will inform you of any decision of Council well in advance.

Regards,

David Wolanski
Municipal Manager
Town of Redcliff

002620.00

2012		CONSP.	ACT/EST	MIN.	SEWER SURCHARGE
JAN	FEB	4	A	$ 43.90	$ -
MAR	APR	46	E	$ 43.90	$ 1.18
MAY	JUN	46	E	$ 43.90	$ 1.18
JUL	AUG	335	A	$ 43.90	$ 457.22
SEP	OCT	119	A	$ 43.90	$ 92.72
NOV	DEC	0	A	$ 43.90	$ -
		550		$ 263.40	$ 552.30
2011					
JAN	FEB	0	A	$ 40.00	$ -
MAR	APR	48	E	$ 40.00	$ 3.53
MAY	JUN	0	A	$ 40.00	$ -
JUL	AUG	116	A	$ 40.00	$ 88.60
SEP	OCT	81	A	$ 40.00	$ 42.38
NOV	DEC	0	A	$ 40.00	$ -
		245		$ 240.00	$ 134.51
2010					
JAN	FEB	45	E	$ 38.00	$ -
MAR	APR	0	A	$ 38.00	$ -
MAY	JUN	0	E	$ 38.00	$ -
JUL	AUG	0	E	$ 38.00	$ -
SEP	OCT	0	A	$ 38.00	$ -
NOV	DEC	0	A	$ 38.00	$ -
		45		$ 228.00	$ -
3 YR TOTAL		**840**		**$ 731.40**	**$ 686.81**

Larry Leipert
591240 Alberta Ltd.
Box 1300, T0J 2P0
Redcliff, AB
email larry@leipertplumbinig.com

November 1, 2012

Town of Redcliff
Redcliff Town Council
PO Box 40
Redcliff, AB T0J 2P0

Attention: Redcliff Town Council

I am making application for a reduction and rebate for sewer charges at 118, 3rd St. NE in Redcliff. We use the water to keep the yard green and only a small amount is actually used for domestic use as the monthly bills indicate, during periods where yard watering is not done we hardly use any water at all. I would like the maximum reduction of the sewer rate that is allowed. Attached are pictures of yard and utility bills. Thank you

Larry Leipert

David Wolanski

From: Shanon Simon
Sent: Monday, December 17, 2012 8:41 AM
To: David Wolanski
Subject: FW: Canadian Badlands Tourism Conference Medicine Hat March 2013
Attachments: image001.jpg; 2013 Conference Sponsorship Opportunities List December 7, 2012.docx; CB Conference 2013 Refreshment Break Sponsor Opportunity 2.docx; Sponsorship Opportunities and Benefits CB Tourism Booster 2013 (2).docx; Sponsorship Opportunities and Benefits CB Tourism Supporter 2013.docx

Importance: High

Shanon Simon, Manager of Legislative and Land Services
Town of Redcliff
shanons@redcliff.ca

From: Peggy Birse [mailto:pbirse@canadianbadlands.com]
Sent: Friday, December 14, 2012 12:07 PM
To: Shanon Simon
Subject: Canadian Badlands Tourism Conference Medicine Hat March 2013
Importance: High

Hello, David,

- Thank you for the information you provided by phone today.
- Here is the information on the 3rd Annual Canadian Badlands Tourism Development Conference, scheduled in Medicine Hat on March 27 & 28, 2013, with the theme, The Art of Collaboration.
    - The City of Medicine Hat is the Municipal Host for this Conference, and CBL is inviting nearby shareholder municipalities as sponsors of meals or refreshment breaks, or as Tourism Boosters or Supporters.
    - Several rural municipalities have already confirmed a co-sponsorship of refreshment breaks. Redcliff is welcome to sponsor or co-sponsor the remaining refreshment break or the Thursday breakfast, or any other opportunity listed.
    - The benefits of sponsorship are listed, and depending on the level of sponsorship, include complimentary conference registrations and opportunity to display in the Tourism Showcase.
- I would also appreciate learning of any potential corporate sponsors operating businesses in Redcliff.
- Please contact me if you need any clarification before you take this invitation to Council.

Warm regards,

Peggy Birse

Research and Funding Specialist
403-343-9372

Canadian Badlands
www.canadianbadlands.com

Sponsorship Opportunities List
3rd Annual Canadian Badlands Tourism Development Conference
Medicine Hat, AB March 27 – 28, 2013

- Confirmed partners: Municipal Host: City of Medicine Hat; Travel Alberta: Learning Partner; Tourism Showcase: Canalta; Accommodations: Medicine Hat Accommodation Association; Jori Kirk Workshop, Building a Tourism Business: Canadian Badlands Community Futures Offices; Refreshment Break sponsors; Marketing: Medicine Hat Chamber of Commerce; Partners pending: Thursday luncheon

➢ Major Conference Sponsor	$10,000
➢ Major Corporate Partner (major provincial corporations)	$5,000
➢ Community Corporate Supporter (Medicine Hat region corporations)	$2,500
➢ Pre-Gala Reception at Medalta with Entertainment	$2,500
➢ Wednesday Luncheon (between CBL AGM and Conference)	$2,000
➢ Refreshment Break, Thursday Morning	$1,500
➢ Thursday Breakfast	$1,000
➢ Workshop Sponsors:	
▪ *Dan Ohler: Unleashing Local Capital Workshop*	$3,500
▪ *Karl Schutz, Chemainus Mural Project Workshop*	$2,500
▪ *Medicine Hat Arts Collaboration Workshop*	$1,500
▪ *Collaborative Grant-Writing Panel*	$1,500
➢ Entertainment Sponsor	$1,000
➢ Canadian Badlands Tourism Booster	$1,000
➢ Canadian Badlands Tourism Supporter	$500
➢ Prize sponsor, for example Travel Packages	

For more information on these Sponsorship Opportunities, please contact:
Peggy Birse, Research and Funding Specialist, 403.343.9372,
pbirse@canadianbadlands.com

Canadian Badlands

Refreshment Break Sponsor

3rd Annual Canadian Badlands Tourism Development Conference
Cypress Centre, Medicine Hat, Alberta
Wednesday, March 27 & Thursday, March 28, 2013

The third annual **Canadian Badlands Tourism Development Conference and 2013 Annual General Meeting** will be held March 27 & 28, 2013 in Medicine Hat. This year's theme, *The Art of Collaboration,* will celebrate and strengthen collaborative initiatives in the region, showcasing innovative and practical ideas for tourism product development.

Headlined by renowned speakers, Jeff Mulligan and Simon Hudson, keynote and workshop topics include: *Building Super Stars & Super Teams; Making your Product Market-Ready; Unleashing Local Capital; a Collaborative Grant-writing Panel; Medicine Hat Arts Collaborations; and the Chemainus Mural Project.* Inspiring youth entrepreneur, Jori Kirk, will present *Building a Tourism Business.*

With an anticipated attendance of 200, participants include the 65 shareholder municipalities of Canadian Badlands Ltd. and the for-profit businesses and not-for-profit organizations that offer tourism services, attractions, events and products. The Gala Dinner will include representatives of the Government of Alberta and Travel Alberta.

Since 2009, Canadian Badlands Ltd. has been working strategically in the region, including Medicine Hat and surrounding rural areas, with municipalities, tourism attractions and operators to improve tourism products and infrastructure, develop unique branding, and develop the arts and culture, all working toward increasing tourism and enhancing experiences for local and incoming visitors. Sustainable Tourism Development ensures development that brings positive experiences for local people as well as tourism companies and visiting tourists.

Benefits to our Refreshments Hosts or Co-Hosts

- Recognition for sponsoring or co-hosting a Refreshment Break
- The Conference provides opportunities for municipal leaders and business operators to gain knowledge and collaborate on new tourism product development, new partnerships, and leadership development, and enhance tourism market-readiness.
- Sponsors contribute to affordable registrations for local shareholder representatives and tourism business operators to attend the two-day Conference and AGM.

Refreshment Sponsor Investment: $1,500 Co-host Sponsor Investment: $750

For more information, please contact:
Peggy Birse, Research & Funding Specialist 403.343.9372, pbirse@canadianbadlands.com

Recognition Opportunities for Refreshment Break Sponsors

- Recognition of the AGM and Conference Refreshment Break Sponsors will be done during the Conference, in the program, and through signage.

- The Refreshment Break Sponsorship, valued at $1,500, will receive one complimentary booth in the Tourism Showcase, valued at $100.

- The Refreshment Break Sponsor or Co-hosts will receive one complimentary ticket valued at $100 to the Conference, Keynote and workshop presentations, and VIP Gala dinner

- Conference registrations include all Conference keynote and workshop sessions, the Gala dinner, meals and refreshments, and the CBL Annual General Meeting.

    - Nationally acclaimed business speaker, Jeff Mulligan, Mayor of Lloydminster and Managing Partner, Ah-Ha Moments, will be presenting the Wednesday keynote address, *Building Super Stars and Super Teams*, and a workshop session, *Capturing the MAGIC through Engagement.*

    - On Thursday, internationally recognized tourism developer, Dr. Simon Hudson, will address the importance of marketing collaborations, showing how tourism stakeholders can lever existing partnerships, and develop new ones, to grow tourism. The keynote will be followed by a Q & A workshop.

    - The Gala Dinner will include representatives from government and Travel Alberta. The Hon. Christine Cusanelli, Minister of Tourism, Parks and Recreation, is being invited as guest speaker.

Canadian Badlands

Canadian Badlands Tourism Booster

3rd Annual Canadian Badlands Tourism Development Conference
Cypress Centre, Medicine Hat, Alberta
Wednesday, March 27 & Thursday, March 28, 2013

The third annual **Canadian Badlands Tourism Development Conference and 2013 Annual General Meeting** will be held March 27 & 28, 2013 in Medicine Hat. This year's theme, *The Art of Collaboration,* will celebrate and strengthen collaborative initiatives in the region, showcasing innovative and practical ideas for tourism product development.

Headlined by renowned speakers, Jeff Mulligan and Simon Hudson, keynote and workshop topics include: *Building Super Stars & Super Teams; Capturing the Magic Through Engagement; Making your Product Market-Ready; Medicine Hat Arts Collaborations, the Chemainus Mural Project, Unleashing Local Capital, and a Collaborative Grant-writing Panel.* Inspiring youth entrepreneur, Jori Kirk, will present *Building a Tourism Business.*

With an anticipated attendance of 200, participants include the 65 shareholder municipalities of Canadian Badlands Ltd. and the for-profit businesses and not-for-profit organizations that offer tourism services, attractions, events and products. The Gala Dinner will include representatives of the Government of Alberta and Travel Alberta.

Benefits to Canadian Badlands Tourism Boosters for the CBL AGM and Conference

- Since 2009, Canadian Badlands Ltd. has been working strategically with municipalities, tourism attractions and operators to improve tourism products and infrastructure to enhance experiences for local and incoming visitors.
- Sustainable Tourism Development ensures development that brings positive experiences for local people as well as tourism companies and visiting tourists.
- Annual Canadian Badlands Tourism Development Conferences provide opportunities for provincial, municipal government and Travel Alberta leaders to interact and share knowledge with tourism attractions and businesses in the Southeast quarter of Alberta.
- Conferences stimulate a cross-fertilization of ideas on new tourism product development, partnerships, leadership development, and enhance tourism market-readiness.
- Sponsors contribute to the success of the Conference, and affordable registrations for local shareholder representatives, tourism business operators, and not-for-profit organizations to attend the two-day Conference and AGM.
- Canadian Badlands Ltd. has been recognized for its successful partnerships and tourism development through major provincial awards.

Canadian Badlands Tourism Booster Investment: $1,000

For more information, please contact:

Peggy Birse, Research & Funding Specialist 403.343.9372, pbirse@canadianbadlands.com

Recognition Opportunities for Canadian Badlands Tourism Boosters

- Recognition of Canadian Badlands Tourism Boosters will be done during the Conference, in the printed program, and in a Power Point presentation.

- Canadian Badlands Tourism Boosters will receive one complimentary ticket valued at $100 to the Conference, Keynote and workshop presentations, and VIP Gala dinner.

- Conference registration includes all Conference keynote and workshop sessions, the Gala dinner, meals and refreshments, and the CBL Annual General Meeting.

    - Nationally acclaimed business speaker, Jeff Mulligan, Mayor of Lloydminster and Managing Partner, Ah-Ha Moments, will be presenting the Wednesday keynote address, *Building Super Stars and Super Teams*, and a workshop session, *Capturing the MAGIC through Engagement.*

    - On Thursday, internationally recognized tourism developer, Dr. Simon Hudson, will address the importance of marketing collaborations, showing how tourism stakeholders can lever existing partnerships, and develop new ones, to grow tourism. The keynote will be followed by a Q & A workshop.

    - The Gala Dinner will include representatives from government and Travel Alberta. The Hon. Christine Cusanelli, Minister of Tourism, Parks and Recreation, is being invited as guest speaker.

Canadian Badlands

Canadian Badlands Tourism Supporter

3rd Annual Canadian Badlands Tourism Development Conference
Cypress Centre, Medicine Hat, Alberta
Wednesday, March 27 & Thursday, March 28, 2013

The third annual **Canadian Badlands Tourism Development Conference and 2013 Annual General Meeting** will be held March 27 & 28, 2013 in Medicine Hat. This year's theme, *The Art of Collaboration,* will celebrate and strengthen collaborative initiatives in the region, showcasing innovative and practical ideas for tourism product development.

Headlined by renowned speakers, Jeff Mulligan and Simon Hudson, keynote and workshop topics include: *Building Super Stars & Super Teams; Capturing the Magic Through Engagement; Making your Product Market-Ready; Medicine Hat Arts Collaborations, the Chemainus Mural Project, Unleashing Local Capital, and a Collaborative Grant-writing Panel.* Inspiring youth entrepreneur, Jori Kirk, will present *Building a Tourism Business.*

With an anticipated attendance of 200, participants include the 65 shareholder municipalities of Canadian Badlands Ltd. and the for-profit businesses and not-for-profit organizations that offer tourism services, attractions, events and products. The Gala Dinner will include representatives of the Government of Alberta and Travel Alberta.

Benefits to Canadian Badlands Tourism Supporters for the CBL AGM and Conference

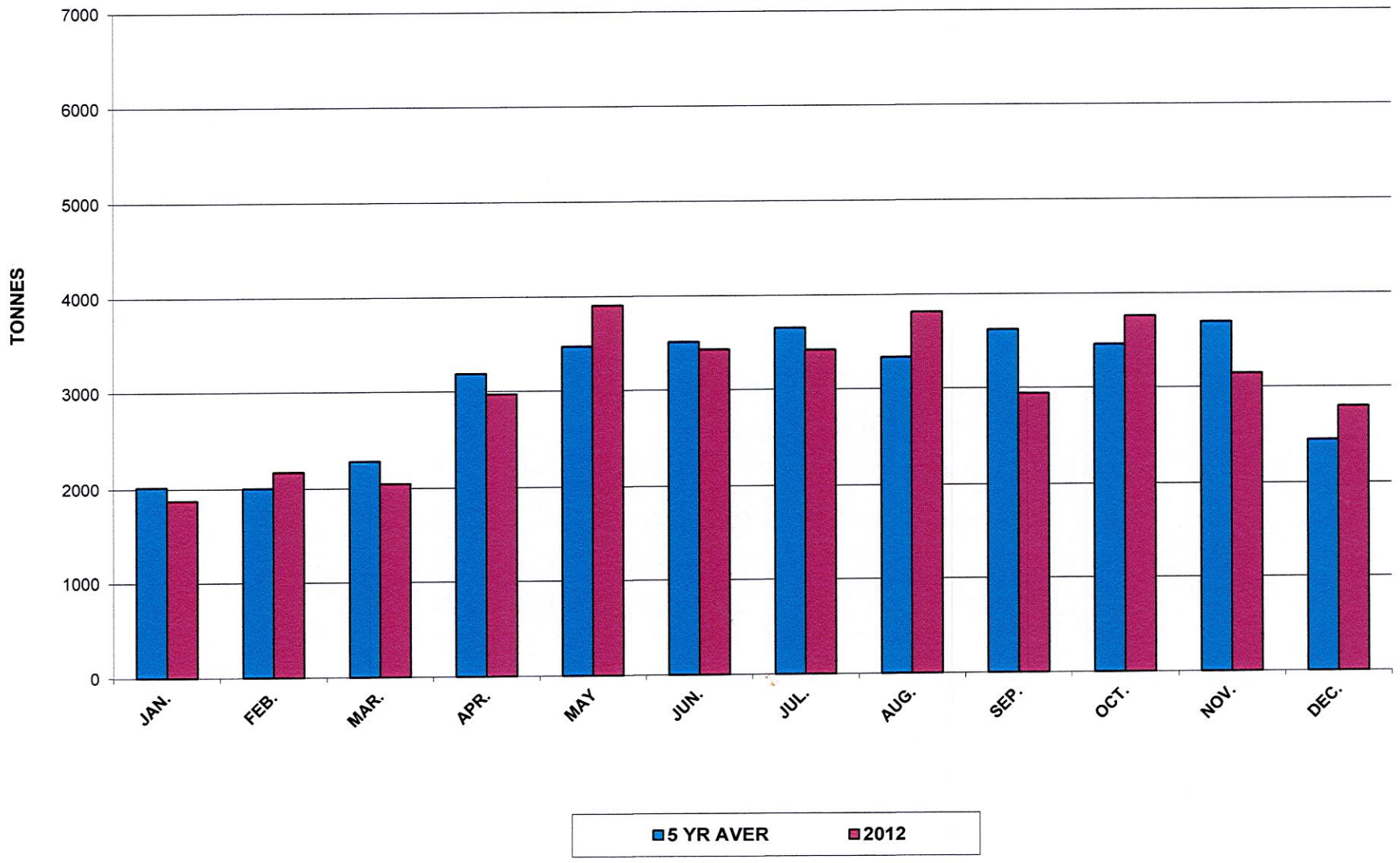
- Recognition of Canadian Badlands Tourism Supporters will be done during the Conference, in the printed program, and in a Power Point presentation.
- Since 2009, Canadian Badlands Ltd. has been working strategically with municipalities, tourism attractions and operators to improve tourism products and infrastructure to enhance experiences for local and incoming visitors.
- Sustainable Tourism Development ensures development that brings positive experiences for local people as well as tourism companies and visiting tourists.
- Annual Canadian Badlands Tourism Development Conferences provide opportunities for provincial, municipal government and Travel Alberta leaders to interact and share knowledge with tourism attractions and businesses in the Southeast quarter of Alberta.
- Conferences stimulate a cross-fertilization of ideas on new tourism product development, partnerships, leadership development, and enhance tourism market-readiness.
- Sponsors contribute to the success of the Conference, and affordable registrations for local shareholder representatives, tourism business operators, and not-for-profit organizations to attend the two-day Conference and AGM.

Canadian Badlands Tourism Supporter Investment: $500

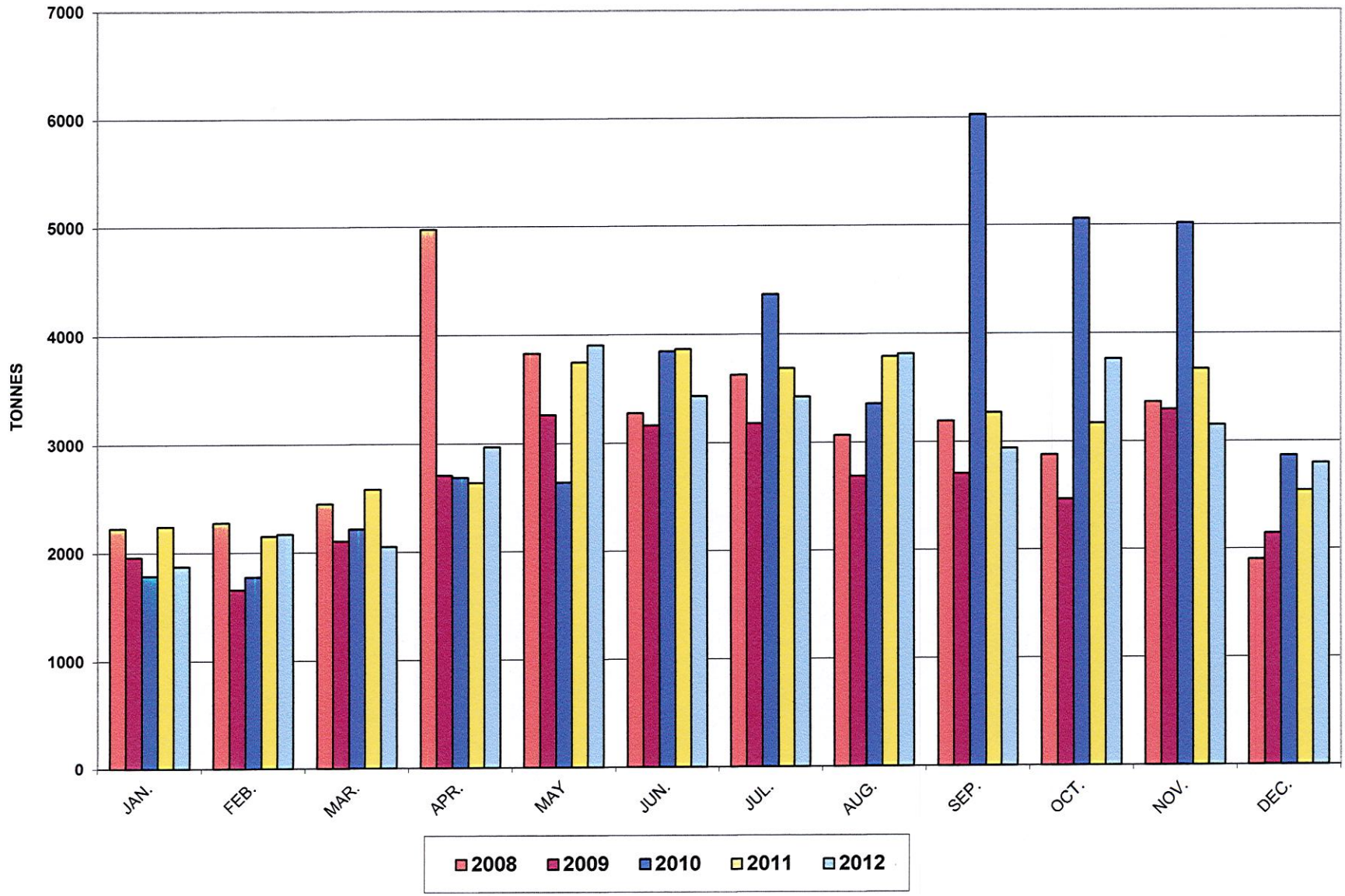
For more information, please contact:

Peggy Birse, Research & Funding Specialist 403.343.9372, pbirse@canadianbadlands.com

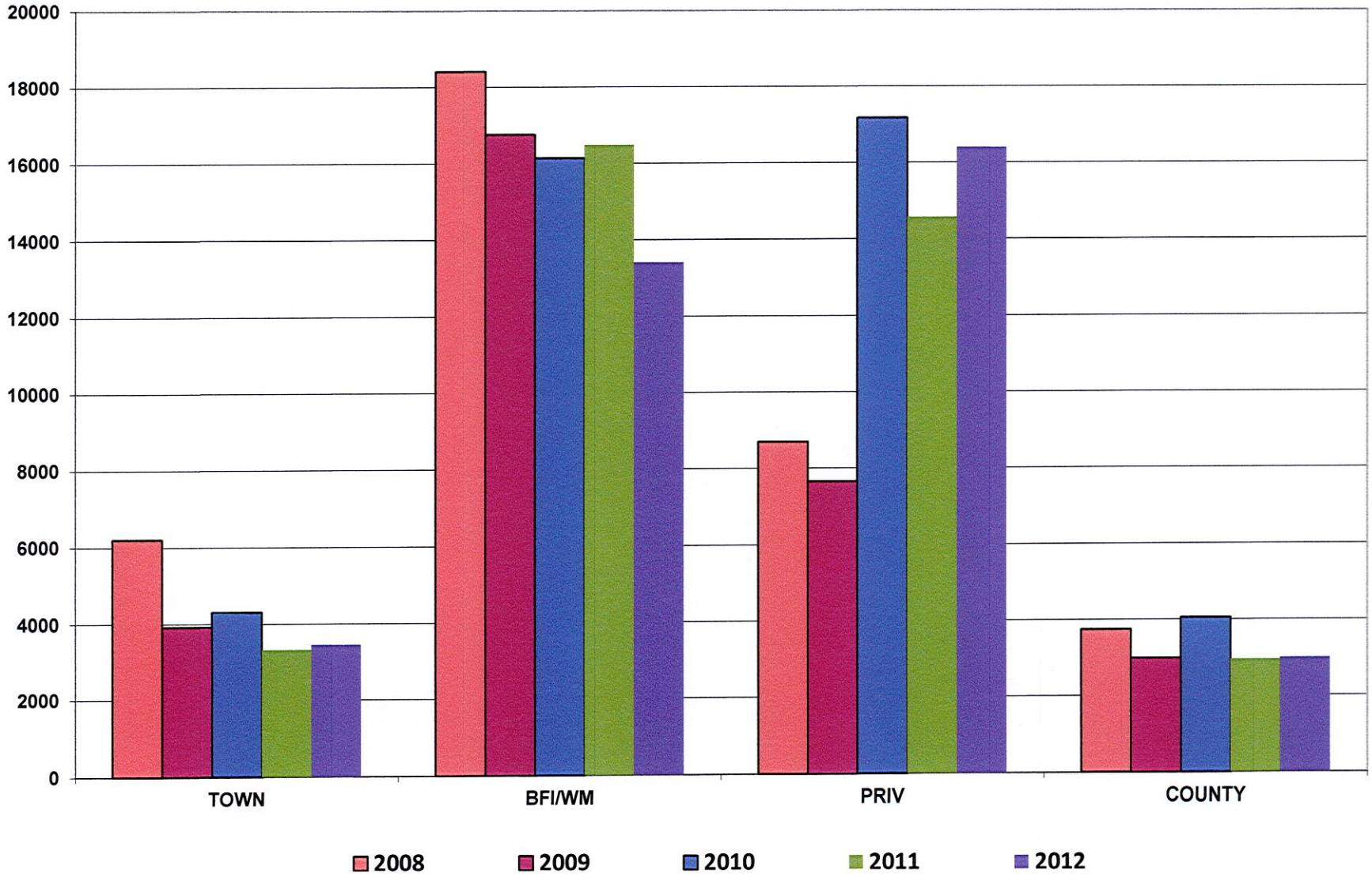
REDCLIFF/CYPRESS REGIONAL LANDFILL
2012 VS 5 YEAR
TO December 31, 2012



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2008-2012
TO December 31, 2012



REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2008 - 2012
TO December 31, 2012



2012 REGIONAL LANDFILL STSTISTICS					(TONNES)	ACCUMULATED TOTALS 2008-2012 AVERAGED					(TONNES)	
MONTH	TOWN	BFI/WM	PRIV	COUNTY	2012	MONTH	TOWN	BFI/WM	PRIV	COUNTY	5 YR AVER	6 YR AVER
JAN.	224.36	918.22	560.20	169.79	1872.57	JAN.	1042.86	5936.16	2147.95	960.32	2017.46	2083.92
FEB.	168.65	981.88	866.48	153.61	2170.62	FEB.	915.34	5717.86	2673.66	727.89	2006.95	1971.78
MAR.	203.61	883.25	814.50	148.72	2050.08	MAR.	1300.16	6168.13	2998.03	922.12	2277.69	2331.79
APR.	304.28	1028.31	1338.68	299.42	2970.69	APR.	4144.91	6256.60	3872.03	1699.72	3194.65	3103.16
MAY	512.68	1232.78	1826.21	334.46	3906.13	MAY	2175.89	7772.65	5947.68	1486.64	3476.57	3529.21
JUN.	369.60	1316.80	1427.60	321.10	3435.10	JUN.	2125.66	8248.16	5495.57	1722.75	3518.43	3789.72
JUL.	364.50	1361.19	1357.01	343.52	3426.22	JUL.	2012.07	8029.16	6342.78	1915.15	3659.83	4263.60
AUG.	336.07	1317.87	1825.93	338.00	3817.87	AUG.	1858.22	7447.88	5774.55	1641.03	3344.34	3583.42
SEP.	275.18	1072.89	1277.09	316.95	2942.11	SEP.	1726.16	6817.95	8067.02	1530.96	3628.42	3570.61
OCT.	306.95	1283.01	1952.81	222.45	3765.22	OCT.	1561.70	6748.00	7807.75	1212.56	3466.00	3451.19
NOV.	211.59	1116.40	1617.28	207.94	3153.21	NOV.	1342.40	6678.77	9305.07	1181.97	3701.64	3709.74
DEC.	205.96	897.78	1535.06	156.32	2795.12	DEC.	1037.12	5390.42	4050.05	1762.42	2448.00	2479.57
YR TOTAL	3483.43	13410.38	16398.85	3012.28	36304.94	ACC. YR. TOTAL	21242.49	81211.74	64482.14	16763.53	36739.98	37867.68
AVERAGE					0.00	ACC. YR. AVG.	1760.63	7389.20	5393.18	1365.42	15908.43	15908.43

Shanon Simon

From: Marlais Ross <MARROS@medicinehat.ca>
Sent: Thursday, December 27, 2012 2:08 PM
To: Shanon Simon; Geoff Smith; john.thomas@gov.ab.ca; davisk@tc.gc.ca
Cc: Jarred Friedman
Subject: Subdivision Circulation 2012MH013
Attachments: Site Plan.pdf; Application.pdf; Background Report.pdf

SUBDIVISION CIRCULATION MEMORANDUM

APPLICATION NO.: 2012MH013

REGISTERED OWNERS: Canalta Real Estate Services Ltd.

MUNICIPALITY: City of Medicine Hat

CIRCULATION DATE: December 27, 2012

RESPONSE DUE DATE: January 17, 2013

The attached application for subdivision approval has been lodged with Planning, Building & Development Services of the City of Medicine Hat. Pursuant to the Subdivision and Development Regulation, this application is being forwarded to you for your perusal and comments. If no reply is received by the above response due date it will be assumed you have no comments to make.

Please give this matter your early attention and forward your comments to Jarred Friedman, Planning Officer (403-529-8232).

Marlais Ross

Marlais Ross
Acting Administrative Coordinator
Planning Building & Development Services
City of Medicine Hat
580 - 1 Street SE
Medicine Hat, AB T1A8E6
403-529-8206 (W)
403-502-8038 (F)

Planning, Building & Development Services
City of Medicine Hat

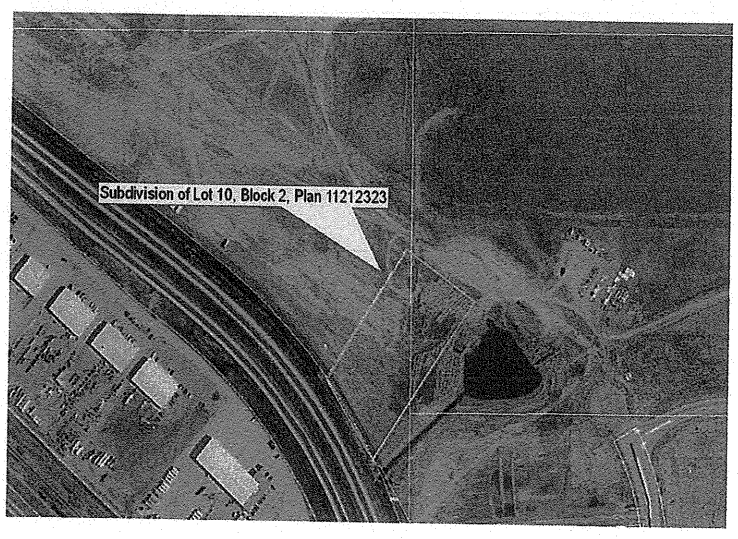
SUBDIVISION REVIEW REPORT

STATUTORY APPLICATION DATE: December 27, 2012

2012MH013

LOCATION: 2500 Box Springs Blvd NW
PROPOSAL: To create two (2) bareland condominium lots.

OWNER: Canalta Real Estate Services Ltd.
APPLICANT: Benchmark Geomatics (#12090521)
LEGAL: Lot 10, Block 2, Plan 121 2323
TYPE OF SUBDIVISION: Commercial
EXISTING LAND USE DESIGNATIONS: C3 – General Commercial District
PREVIOUS APPLICATION: 2012MH001
RESERVE STATUS: Previously provided (see 2012MH001).
OFF-SITE LEVIES: Previously paid (see 2012MH001)
SUBDIVISION BY: (X) Plan ( ) Instrument
Prepared by: Jarred Friedman



BACKGROUND

The proposal is to create 2 (two) bareland condominium lots. Units 1 and 2 will be for the future construction of a hotel and restaurant. The subject site is located within the Box Springs neighbourhood.

PLANNING ANALYSIS

The previous subdivision was approved in 2012 (2012MH001) for the creation of the subject lot. The minimum site requirements for a C3 lot are being met. The Box Springs Area Structure Plan designates the site as 'C3 – General Commercial District'. Reserves have previously been dedicated and Off-Site Levies have been paid.

SCHEDULE 1 FORM A

APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY	
DATE of receipt of Form A as completed: December 21/12	File No.: 2012MH013
Fees Submitted: $1,544.55	

1. Name of registered owner (s) of the land to be subdivided
Canalata Real Estate Services Ltd.

Address: **Box 2109, Drumheller AB, T0J 0Y0**
Telephone: **403.823.2030**
Fax:

2. Name of Agent (authorized person acting on behalf of registered owner)

Benchmark Geomatics Inc., #105, 2201 Box Springs Blvd, NW, Medicine Hat, AB T1C 0C8
Phone: (403) 878-9483 Fax No.: (403) 527-3908

3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED

All/Part of the **S, Sec 17 Twp 12 Range 5 West of 4 Meridian - C.O.T. No (s): 121 239 355**

Being all/part of **LOT 10, BLOCK 2, PLAN 121 2323**

Area of the parcel of land to be subdivided **1.79 ha.** Area of the proposed subdivision **1.79 ha.**

Municipal Address: **N/A** 2500 Box Springs Blvd. NW

4. LOCATION OF LAND TO BE SUBDIVIDED

a. The land is situated in the municipality of **Medicine Hat.**

b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒
If "yes, the adjoining municipality is

c. Is the land situated within 0.8 km of the right-of-way of a Highway? Yes ☒ No ☐
If "yes, the Highway is Trans Canada Highway

d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒ Name

e. Is the proposed parcel within 1.5 km of a sour gas facility? Yes ☐ No ☐

5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED

a. Existing use of the land: **Vacant**

b. Proposed use of the land: **Commercial Development**

c. The designated use of the land as classified under a land use bylaw: **C3 General Commercial District**

6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED

a. Describe the nature of the topography of the land (flat, rolling, steep, mixed)
flat

b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc-sloughs, creeks, etc.)
Grass

c. Describe the kind of soil on the land (sandy, loam, clay, etc.)
Sandy

7. EXISTING BUILDING(S) ON THE LAND PROPOSED TO BE SUBDIVIDED

Describe any buildings and any structures on the land and whether they are to be demolished or moved

NONE

8. WATER AND SEWER SERVICES

If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: **NA**

9. SITE INSPECTION

The Registered Owner or the person acting on behalf of the registered owner hereby grants consent to the approving authority or the referral agencies to carry out a site inspection, at a reasonable time, of the land that is the subject of the application.

10. REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER

I, **Adam Thompson, A.L.S.**, hereby certify that:

☐ I am the registered owner, or

☒ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signed: _____ Date: DEC 14 | 2012

REASONS FOR SUBDIVISION, and any other relevant information in support of Application.

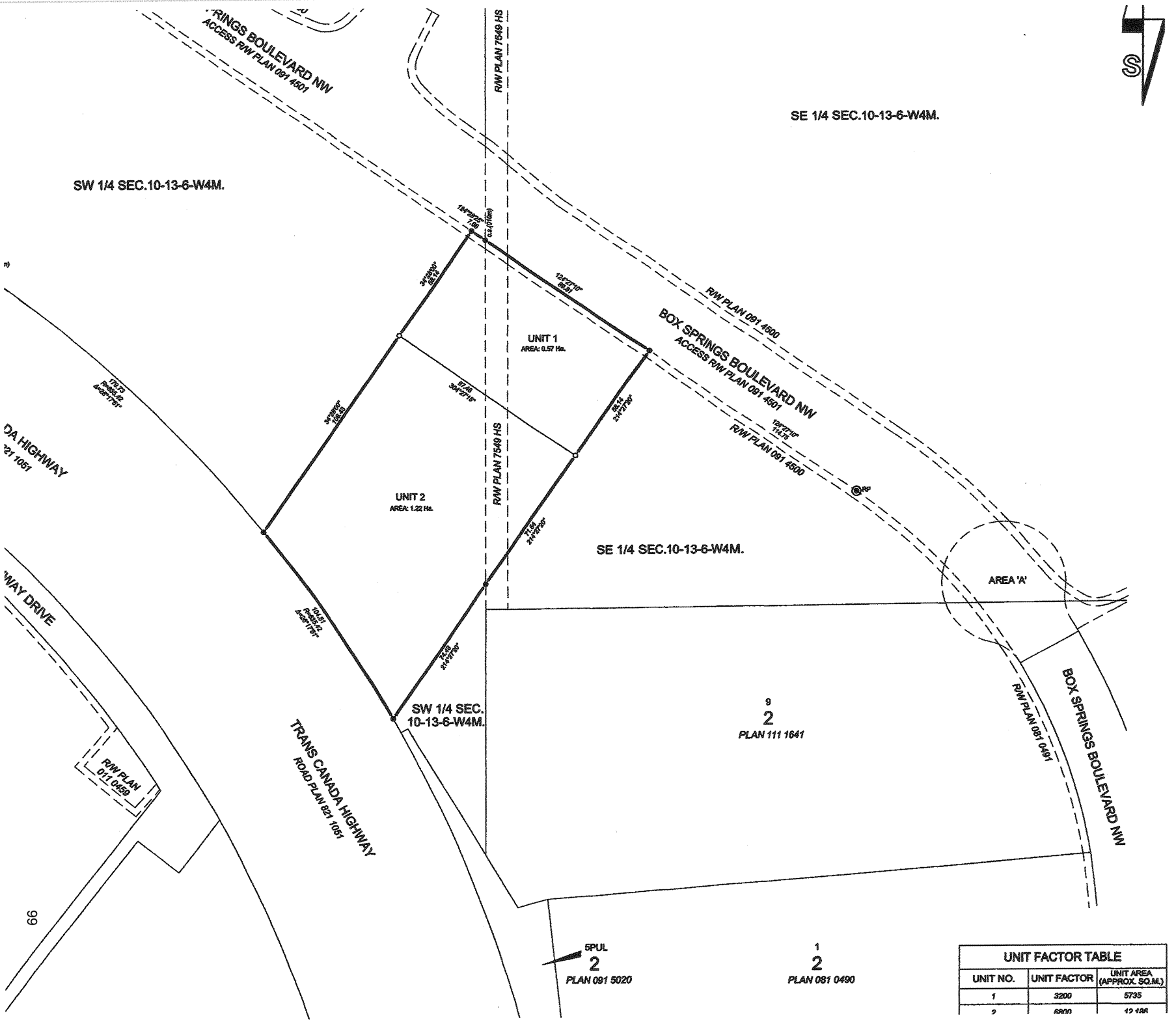
The owner of Lot 10 wishes to proceed with Bareland Condominium Separation followed by Building Condominiums.

NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or any Documentation accompanying it

The personal information on this form is being collected for the purpose of an Application for Subdivision Approval under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head at 529-8234.

BENCHMARK GEOMATICS INC

FILE NUMBER 12090521



UNIT FACTOR TABLE		
UNIT NO.	UNIT FACTOR	UNIT AREA (APPROX. SQ.M.)
1	3200	5735
2	6800	12 188

ON _____

INSTRUMENT N

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CITY

SURVEYOR:

Adam J.F. Thom

FIELD SURVEY CONDUCT
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ACCORDANCE WITH THE

NOTE:

For any endorsement, registr
on the plan, please see the C
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REGISTERED OWNE

CANALTA REAL ESTATE SI

SUBDIVISION AUTH

THE CITY OF MEDICINE HA
FILE NUMBER: 2012 MH ..

ADDRESS OF COND

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LEGEND

ALL DISTANCES ARE IN METRES.
STATUTORY IRON POSTS PLACE
AND ARE MARKED P241.
STATUTORY IRON POST FOUND
PORTION TO BE REGISTERED IS
BEARINGS SHOWN ARE GRID AN
CONTROL MARKERS 660274 AND
ALBERTA SURVEY CONTROL MA
HORIZONTAL DATUM: NAD 83 (OR
REFERENCE MERIDIAN: 111° WES
THE GEO-REFERENCED POINT IS
COMBINED FACTOR USED: 0.9997
THE BOUNDARY OF UNITS 1 - 2 I
PURSUANT TO THE SURVEYS AC

ABBREVIATIONS THAT MAY APPEA

A.L.S.	Alberta Land Survey
ASCM	Alberta Survey Contr
Calc.	Calculated
c.s.	Countersunk
E	East
Ha.	Hectare
I	Statutory Iron Post
Lt.	Left
Mk.	Mark
Mk'd.	Marked
MR	Municipal Reserve
N	North
Pos'n.	Position
PUL	Public Utility Lot
R	Radius