



COUNCIL MEETING

**MONDAY, MARCH 25, 2013
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 25, 2013 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to January 31, 2013 *	For Information
2. MINUTES	
A) Council meeting held March 11, 2013 *	For Adoption
B) Committee of the Whole meeting held March 11, 2013 *	For Information
C) Redcliff Family and Community Support Services Board meeting held March 12, 2013 *	For Information
i) Community Food Connections Food Charter *	Auth. Mayor to Sign
D) Redcliff Public Library Board meeting held January 29, 2013 *	For Information
3. STAFF RECOMMENDATION	
A) Community Food Connections Association of South Eastern Alberta Re: Reimbursement of Water Costs *	For Consideration
B) Strategic Direction Amendments *	For Consideration
C) Reports from Council Format *	For Consideration
D) Pitch-In Week *	For Consideration
E) Local Improvement Conversion Bylaw Delay *	For Consideration
F) Year End Motions required for Various Transactions *	For Consideration
4. CORRESPONDENCE	
A) LaVar Payne, M.P. * Re: National Health & Fitness Day Program	For Consideration
B) Alberta Justice and Solicitor General * Re: Finding Solutions to Address Marijuana Grow Operations (MGOs)	For Information

- | | | |
|-----------|---|-----------------|
| C) | Alberta Municipal Affairs *
Re: Municipal Sustainability Initiative (MSI) – 2011 Capital Statement of Funding and Expenditures (SFE) | For information |
| D) | Western Economic Diversification Canada *
Re: Redcliff Aquatic Centre Facility Rehabilitation Project No. C001601 | For Information |

5. OTHER

- | | | |
|-----------|---|-------------------|
| A) | Pritchard & Company *
Re: Application for Encroachment Permit | For Consideration |
| B) | Redcliff Victim Services *
Re: Letter of Support for Grant Application | For Consideration |
| C) | Municipal Manager Report to Council * | For Information |

6. RECESS

7. IN CAMERA

- | | |
|-----------|------|
| A) | Land |
|-----------|------|

8. ADJOURN

ACCOUNTS PAYABLE MARCH 5 - MARCH 14, 2013			
COUNCIL MEETING MARCH 25, 2013			
72357	A & B STEEL	SQUARE TUBE	\$180.43
72358	TYCO INTEGRATED SECURITY	SEMI-ANNUAL ALARM SERVICES RCMP	\$271.36
72359	AG-PLUS MECHANICAL	PROJECT#113 SKID STEER, TRADE UNIT#81 BOBCAT	\$41,978.59
72360	AMSC INSURANCE	2013 INSURANCE PREMIUMS	\$130,681.78
72361	AUMA	2013 ASSOCIATE MEMBERSHIP - DSCHAFER	\$52.50
72362	BEAVER PLASTICS	MEALS ON WHEELS CONTAINERS	\$320.82
72363	THE BOLT GUYS	SCREWS, GREASE, BIT SET	\$64.91
72364	BRANDT TRACTOR	WIPER BLADES, NOZZLES, SCREWS, NUTS UNIT#102 GRADER	\$175.73
72365	CANSEL	SURVEY VESTS, SPIKES, MEASURING WHEEL, LATH	\$500.85
72366	C.E.M. HEAVY EQUIPMENT	HYDRAULIC FITTINGS UNIT#124 EXCAVATOR	\$148.70
72367	CIBC	SUPPLEMENTAL PENSION PLAN TO FEBRUARY 23, 2013	\$2,475.98
72368	CLOVERDALE PAINT	ORANGE & BLACK PAINT, BRUSHES, PAINT CAN SPOUT	\$195.93
72369	HYDRODIG	PROJECT#106 EAST MARGARET WOODING LANE DRAINAGE	\$354.38
72370	KIRK'S MIDWAY TIRE	REPAIR FLAT TIRE UNIT#93 FORD 3 TON	\$64.05
72371	LETHBRIDGE HERALD	JANUARY ADVERTISING, 1 ST QUARTER COMMENTATOR	\$4,207.61
72372	MEDICINE HAT NEWS	JANUARY ADVERTISING	\$2,488.50
72373	SHAW CABLE	MARCH INTERNET SERVICE TOWN HALL	\$100.15
72374	NIEDERMAYER, MARK	FEBRUARY GUITAR INSTRUCTOR FEES	\$315.00
72375	PARK ENTERPRISES	JANUARY PERMITS	\$1,127.43
72376	REDCLIFF BAKERY	MPC LUNCH FEBRUARY 19, 2013	\$68.25
72377	RECEIVER GENERAL	2013 RADIO LICENSE RENEWAL	\$721.00
72378	SCHEFFER ANDREW	JANUARY PLANNING SERVICES	\$1,176.00
72379	SIMON, SHANON	REIMBURSE TRAVEL EXPENSES EMERGING TRENDS	\$255.76
72380	STEHR, BRIAN	REIMBURSE TRAVEL EXPENSES ALUP PLANNING LAW	\$988.12
72381	TELUS	MARCH CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$120.94
72382	TELUS MOBILITY	FEBRUARY CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$33.55
72383	STEINKEY, TAMARA	REFUND RENTAL DEPOSIT	\$50.00
72384	ROBINS, AMANDA	REFUND RENTAL DEPOSIT	\$50.00
72385	WEEKES, LISA	REFUND RENTAL DEPOSIT	\$50.00
72386	TRICO LIGHTING PRODUCTS	BALLASTS & LAMPS FIRE HALL	\$61.17
72387	WESTERN CANADA WELDING	WELDING RODS	\$93.56
72388	WIL-DEN MECHANICAL	METERING URINAL VALVE, SHOWER VALVE & HEAD ARENA	\$1,109.93
72389	WOOD, DALE	FEBRUARY FIREARMS INSTRUCTOR FEES	\$760.00
72390	AMSC INSURANCE	JANUARY EMPLOYEE HEALTH SPENDING ACCOUNT	\$323.27
72391	CBV COLLECTION SERVICES	JANUARY COLLECTION SERVICE FEES	\$204.46
72392	CIBC VISA	HOTEL DEPOSITS, PLANNING LAW COURSE BSTEHR, PRINTERS, ETC	\$5,905.53
72393	DAN JANE VENTURES	DECEMBER, JANUARY & FEBRUARY PROPANE	\$948.20
72394	PRICE, TAMMY	REIMBURSE TRAVEL EXPENSES ARB CLERK TRAINING	\$306.68
72395	RECEIVER GENERAL	STATUTORY DEDUCTIONS MARCH COUNCIL PAY	\$629.52
72396	SOUTH COUNTRY GLASS	AUTOMATIC DOOR MAINTENANCE LIBRARY, SENIORS, TOWN HALL	\$409.50
72397	TELUS	MARCH CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$1,706.38
72398	JACOB'S WELDING	WELD QUICK CONNECT UNIT# 134 LOADER LANDFILL	\$283.50
72399	RATHJE, OWEN	FEBRUARY SKATE MARSHALL	\$150.00
72400	VALOIS, ROEDER	REFUND UTILITY CREDIT	\$9.02
72401	GOMEZ, KYLER	REFUND UTILITY CREDIT	\$28.50
72402	SC COMPUTING	REPLACE COMPUTER MOTHERBOARD	\$89.25
72403	TOWN OF REDCLIFF	MARCH COUNCIL PAY	\$7,207.22
72404	WIL-DEN MECHANICAL	REPAIR FROZEN WATERLINES IN CHANGE ROOMS ARENA	\$16,744.48
72405	WOLSELEY	FLUSH VALVE ARENA	\$144.61
72406	EPCOR	FEBRUARY ELECTRIC UTILITY LANDFILL	\$213.46
72407	PITNEY BOWES LEASING	CANADA POST RATE DOWNLOAD ON POSTAGE MACHINE	\$418.95
72408	PITNEY WORKS	MARCH SERVICE CONTRACT FOLDER / STUFFER	\$145.77
72409	TELUS MOBILITY	MARCH CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$335.22
72410	TOWN OF REDCLIFF	REGULAR PAY TO MARCH 9, 2013	\$56,221.15
	TOTAL CHEQUES: 54	AMOUNT OF CHEQUES:	\$283,667.65

BANK SUMMARY FOR JANUARY 31, 2013

DESCRIPTION	GENERAL	PAYROLL	TOTAL
BALANCE FORWARD	(752,676.61) ✓	10,000.00 ✓	(742,676.61)
DAILY DEPOSITS	210,354.87	181,391.81	391,746.68
CIBC DIRECT DEPOSITS/ TELEBANKING	263,905.26		263,905.26
INTEREST EARNED	6,981.57		6,981.57
T-BILL REDEMPTIONS	1,700,000.00		1,700,000.00
OTHER DIRECT DEPOSITS	6,583.33		6,583.33
SUBTOTAL	2,187,825.03	181,391.81	2,369,216.84
CHEQUES	(1,273,200.79)	(126,276.01)	(1,399,476.80)
ASFF QUARTERLY PAYMENTS	0.00		0.00
DEBENTURE PAYMENTS	0.00		0.00
T-BILL PURCHASES	0.00		0.00
NSF CHEQUES	0.00		0.00
OTHER DIRECT WITHDRAWALS	(6,367.59)		(6,367.59)
SUBTOTAL	(1,279,568.38)	(126,276.01)	(1,405,844.39)
TOTAL	155,580.04 ✓	65,115.80 ✓	220,695.84
BANK CLOSING BALANCE	596,528.42	65,115.80	661,644.22
ADD:O/S DEPOSITS	6,081.32		6,081.32
LESS:O/S CHEQUES	(447,029.70)		(447,029.70)
TOTAL	155,580.04 ✓	65,115.80 ✓	220,695.84

INVESTMENTS

CIBC PREMIUM T-BILL FUND	5.12.02.321	10,400,000.00 ✓
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126	1,637,178.11 ✓
TOTAL INVESTMENTS		12,037,178.11

TOWN OF REDCLIFF
MAR 19 2013
FINANCE DEPT.

PRESENT:	Mayor	R. Hazelaar
	Councillors	C. Brown, C. Crozier, D. Kilpatrick, E. Reimer, E. Solberg, J. Steinke
	Municipal Manager	D. Wolanski
	Director of Finance & Administration	R. Osmond (left at 8:25 p.m.)
	Manager of Legislative and Land Services	S. Simon
	Manager of Engineering	K. Minhas (left at 8:25 p.m.)
	Director of Public Services	D. Schaffer (left at 8:25 p.m.)

Call to Order	A) Mayor Hazelaar called the regular meeting to order at 7:02 p.m.
Adoption of Agenda	B) Councillor Crozier moved the Agenda be adopted as presented. – Carried Unanimously.
Accounts Payable	C) Councillor Reimer moved the following 67 general vouchers in the amount of \$1,066,208.49 be received for information. – Carried Unanimously.

ACCOUNTS PAYABLE FEBRUARY 20 - FEBRUARY 28, 2013			
COUNCIL MEETING MARCH 11, 2013			
72290	ALBERTA FIRE CHIEFS ASSOC	2013 MEMBERSHIP FEE	\$157.50
72291	A & B STEEL	DRILL BITS, TUBING	\$19.30
72292	ACE LANDSCAPING	JANUARY SNOW REMOVAL RCMP	\$1,260.00
72293	ACKLANDS	OIL ABSORBANT	\$23.49
72294	ACTION PARTS	DOOR HANDLE, WIPER BLADES, BATTERIES, OIL FILTERS, ETC	\$522.55
72295	AMSC INSURANCE	MARCH EMPLOYEE HEALTH BENEFITS	\$13,975.55
72296	ATRON REFRIGERATION	FURNACE REPAIRS ARENA LOBBY & WASHROOMS	\$354.90
72297	BENCHMARK ASSESSMENT	FEBRUARY - APRIL ASSESSMENT FEES	\$14,106.75
72298	BENCHMARK GEOMATICS	BUILDING GRADES - 329 REDCLIFF WAY SW	\$157.50
72299	BIG HILL SERVICES	KICKPLATE – ARENA	\$103.95
72300	THE BOLT SUPPLY HOUSE	BOLTS, NUTS, WASHERS, ETC	\$149.81
72301	BOSS LUBRICANTS	GREASE, OIL	\$1,081.40
72302	BOUNDARY EQUIPMENT	GRADER BLADE UNIT# 102 GRADER	\$2,096.01
72303	CANSEL	PRINthead FOR PLOTTER	\$215.90
72304	C.E.M. HEAVY EQUIPMENT	FRONT CRANK SEAL AND SLEEVE, FILTERS UNIT#134 LOADER	\$527.85
72305	CITY OF MEDICINE HAT	JANUARY SEWAGE OUTLAY, VARIOUS UTILITY PAYMENTS	\$55,059.46
72306	CLEARTECH INDUSTRIES	ROTOMETER, INLET FILTERS	\$903.25
72307	FARMLAND SUPPLY CENTRE	FITTINGS UNIT #124 EXCAVATOR, HOSE UNIT# 94 GARBAGE, ETC	\$141.23
72308	FOX ENERGY SYSTEMS	SIGN STICKERS, VARIOUS ROAD SIGNS	\$1,454.15
72309	GAR-TECH ELECTRICAL	REPAIRS LF & SENIORS, DECORATIONS, REPLACE SWITCHES TH	\$2,586.26
72310	HARV'S JANITORIAL SERVICES	JANUARY JANITORIAL SERVICES	\$3,386.25
72311	REDCLIFF HOME HARDWARE	WATER COOLER LF, FURNACE FILTERS, STEP LADDER, ETC	\$758.48
72312	HYDRODIG	HYDROVAC 1501 HIGHWAY AVE N	\$924.00
72313	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00

72314	L & B SHARPENING	CHAIN SAW SHARPENING	\$63.00
72315	LETHBRIDGE MOBILE SHREDDING	JANUARY SHREDDING SERVICE	\$83.48
72316	LIFESAVING SOCIETY	AFFILIATION FEES	\$100.00
72317	MNP LLP	2012 INTERIM AUDIT FEES	\$12,600.00
72318	MH CONSTRUCTION ASSOC	2013 ASSOCIATE MEMBERSHIP FEE	\$630.00
72319	MH CO-OP	CHISEL, HAMMER, SILICONE, EMERY CLOTH, CUTOFF WHEELS	\$105.70
72320	MH FAMILY SERVICE	FCSS GRANT	\$2,000.00
72321	MH WHOLESALE FOODS	MEALS ON WHEELS CONTAINERS AND LIDS	\$47.94
72322	SHAW CABLE	MARCH INTERNET - PS, WTP, FIREHALL	\$246.49
72323	MURRAY CHEV OLDS	FUSE BLOCK MODULE UNIT #126 ENGINEERING TRUCK	\$405.93
72324	NANA'S & PAPA'S	HEM UNIFORM PANTS FIRE DEPT	\$25.90
72325	OSMOND, ROBERT	REIMBURSE MAILING COSTS FOR NEWSLETTERS	\$367.29
72326	PAD-CAR MECHANICAL	REPAIR FURNACE RCMP	\$92.82
72327	PALLISER AIRSHED SOCIETY	2013 MEMBERSHIP FEE	\$826.88
72328	SUNCOR	DIESEL - PS, DYED DIESEL - LF	\$9,767.45
72329	PINNACLE INTERNATIONAL	SIDE DOOR GLASS UNIT# 132 SWEEPER, BELT UNIT# 119 INTL, ETC	\$473.05
72330	PRECISION GIANT SYSTEMS	WEIGH SCALE REPAIRS & CALIBRATION - LANDFILL	\$10,527.88
72331	PRIME PRINTING	NEWSLETTER FOLDING SERVICE	\$91.35
72332	PUROLATOR	FREIGHT OF PARTS UNIT# 128 GARBAGE TRUCK	\$97.92
72333	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$126.00
72334	SOUTHERN AB RECREATION ASSOC	2013 MEMBERSHIP FEE	\$100.00
72335	STEEP ROCK	3/4" ROADCRUSH	\$3,731.33
72336	SUPERIOR TRUCK EQUIPMENT	PICK UP HEAD, CAM FOLLOWER, PIN, ETC UNIT# 128 GARBAGE	\$2,366.70
72337	MUNICIPAL WORLD	JOB POSTING - PS OPERATIONS SUPERVISOR	\$446.25
72338	MIKES ROADHOUSE	JANUARY MEALS ON WHEELS	\$2,041.20
72339	REDCLIFF - LANDFILL	JANUARY LANDFILL TONNAGE	\$3,303.79
72340	WESTERN CANADA CEMETERY ASSOC	2013 MEMBERSHIP FEE	\$65.00
72341	WESTERN CANADA WELDING	WELDING ROD	\$22.59
72342	WE CARE HOME HEALTH CARE	JANUARY HOME CARE SERVICES	\$224.00
72343	CITY OF MEDICINE HAT - GAS UTILITY	PROJ#99 - METER SET & SERVICE LINE, NATURAL GAS SYSTEM	\$4,578.00
72344	CRANSTON, CAROL	REIMBURSE COW SUPPER FEBRUARY 25, 2013	\$78.70
72345	C.U.P.E.	UNION DUES TO FEBRUARY 23, 2013	\$1,793.18
72346	HARRISON, DEAN	TRAVEL ADVANCE - AWWOA SEMINAR & WORKSHOP	\$400.00
72347	INFILCO DEGREMONT	PROJ#21 - WTP SUPER PULSATOR CLARIFICATION SYSTEM	\$74,448.12
72348	PALL CORPORATION	PROJ#21 - WTP MEMBRANE FILTRATION SYSTEM	\$537,825.00
72349	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO FEBRUARY 23, 2013	\$15,670.58
72350	REDCLIFF PUBLIC LIBRARY	2013 - FIRST INSTALLMENT	\$47,750.00
72351	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO FEBRUARY 23, 2013	\$25,833.18
72352	STANTEC CONSULTING	PROJ#40 - EASTSIDE PHASE 1 LANDSCAPING & PARKS	\$1,806.00
72353	WATSON POOLS	PROJ#115 - PMT #3 UPGRADE POOL HYDRAULICS	\$86,010.75
72354	TOWN OF REDCLIFF	FEBRUARY EMPLOYEE PROPERTY TAXES	\$550.00
72355	TOWN OF REDCLIFF	REGULAR PAY TO FEBRUARY 23, 2013	\$55,647.56
72356	TRANSIT PAVING	HOLDBACK PROJ# 89, 103, 104, 85, 96, 82 & PAVEMENT MARKING	\$62,781.94
	TOTAL CHEQUES: 67	AMOUNT OF CHEQUES:	\$1,066,208.49

2. PUBLIC HEARING

Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District

A) Mayor Hazelaar called the Public Hearing for Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District to order at 7:03 p.m.

No one was in attendance from the public.

Mayor Hazelaar declared the Public Hearing closed at 7:04 p.m.

Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use

B) Mayor Hazelaar called the Public Hearing for Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use to order at 7:04 p.m.

No one was in attendance from the public. No written submissions were received.

Brief discussion ensued by Council members regarding the proposed changes.

Mayor Hazelaar declared the Public Hearing closed at 7:06 p.m.

3. MINUTES

Council Meeting held February 25, 2013

A) Councillor Steinke moved the minutes of the Council meeting held February 25, 2013 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held February 25, 2013

B) Councillor Reimer moved the minutes of the Committee of the Whole meeting held February 25, 2013 be received for information. – Carried Unanimously.

Municipal Planning Commission Special meeting held on March 1, 2013

C) Councillor Crozier moved the minutes of the Municipal Planning Commission Special meeting held on March 1, 2013 be received for information. Further in regard to Development Permit Application 12-DP-078, that Administration send a letter to the applicant stating the process required to obtain Council approval (as the road right-of-way land owner) now that the Development Authority (MPC) has granted development approval. Further that a copy of the letter be forwarded to the Municipal Planning Commission for information. – Carried Unanimously.

Development Permit Application 12-DP-078

Shortgrass Library System meeting held on November 21, 2012

D) Councillor Kilpatrick moved the minutes of the Shortgrass Library System meeting held on November 21, 2012 be received for information. – Carried Unanimously.

Canadian Badlands meeting held on January 9, 2013

E) Councillor Reimer moved the minutes of the Canadian Badlands meeting held on January 9, 2013 be received for information. – Carried Unanimously.

4. BYLAWS

Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District

A) Councillor Crozier moved Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District be given second reading. – Carried Unanimously.

Councillor Steinke moved Bylaw 1737/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Maximum Requirements for Building Height for C-2 Downtown Commercial District, C-HWY Highway Corridor Commercial District, I-1 Light Industrial District, I-2 Heavy Industrial District, and R-3 Medium Density Residential District be given third reading. – Carried.

Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use

B) Councillor Reimer moved Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use be given second reading. – Carried Unanimously.

Councillor Steinke moved Bylaw 1738/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Parking and Loading Requirements for Greenhouse Use be given third reading. – Carried Unanimously.

Bylaw 1739/2013 to amend Bylaw No. 1296/2001, being the 300 Block – 4th Street SW Road Project Bylaw and Bylaw No. 1471/2006 being a Bylaw to amend Bylaw No. 1296/2001

C) Councillor Brown moved Bylaw 1739/2013 to amend Bylaw No. 1296/2001, being the 300 Block – 4th Street SW Road Project Bylaw and Bylaw No. 1471/2006 being a Bylaw to amend Bylaw No. 1296/2001 be given second reading. – Carried Unanimously.

Councillor Kilpatrick moved Bylaw 1739/2013 to amend Bylaw No. 1296/2001, being the 300 Block – 4th Street SW Road Project Bylaw and Bylaw No. 1471/2006 being a Bylaw to amend Bylaw No. 1296/2001 be given third reading. – Carried Unanimously.

Bylaw 1740/2013 to amend Bylaw No. 1357/2003, being the 1st Avenue SW (300 – 500 Blocks) Storm Sewer Project Bylaw and Bylaw 1469/2006 being a Bylaw to amend Bylaw 1357/2003

D) Councillor Crozier moved Bylaw 1740/2013 to amend Bylaw No. 1357/2003, being the 1st Avenue SW (300 – 500 Blocks) Storm Sewer Project Bylaw and Bylaw 1469/2006 being a Bylaw to amend Bylaw 1357/2003 be given second reading. – Carried Unanimously.

Councillor Steinke moved Bylaw 1740/2013 to amend Bylaw No. 1357/2003, being the 1st Avenue SW (300 – 500 Blocks) Storm Sewer Project Bylaw and Bylaw 1469/2006 being a Bylaw to amend Bylaw 1357/2003 be given third reading. – Carried Unanimously.

Bylaw 1741/2013 to amend Bylaw No. 1358/2003, being the 1st Avenue SW (600-700 Blocks) Storm Sewer Project Bylaw and Bylaw 1470/2006 being a bylaw to amend bylaw 1358/2003

E) Councillor Kilpatrick moved Bylaw 1741/2013 to amend Bylaw No. 1358/2003, being the 1st Avenue SW (600-700 Blocks) Storm Sewer Project Bylaw and Bylaw 1470/2006 being a bylaw to amend bylaw 1358/2003 be given second reading. – Carried Unanimously.

Councillor Brown moved Bylaw 1741/2013 to amend Bylaw No. 1358/2003, being the 1st Avenue SW (600-700 Blocks) Storm Sewer Project Bylaw and Bylaw 1470/2006 being a bylaw to amend bylaw 1358/2003 be given third reading. – Carried Unanimously.

5. STAFF RECOMMENDATIONS

Raw Water Pipeline Upgrade Tender
Re: Award contract

A) Councillor Crozier moved that the Town of Redcliff award the contract of the Town of Redcliff Raw Water Pipeline Upgrade to L.W. Dennis Contracting Ltd. in the amount of \$1,220,865.00 excluding GST to be funded as per the Capital Budget. - Carried Unanimously.

Newsletters / Strategic Direction

B) Councillor Brown moved that the Town of Redcliff produce newsletters or communications to the community three times per year and have administration amend the Strategic Direction accordingly. Further, that administration begins the process of producing an annual report as one of said communications to the community beginning in 2014. – Carried Unanimously.

Motions to Confirm Previous Discussions

C) Councillor Brown moved the following:

1. That no changes to the Off Leash area be considered at this time.
2. That no consideration to purchasing water rights from Mr. Konosky be given.
3. That Redcliff Council believes the language in the IDP is clear in relation to development and that Cypress County be informed of this position in regards to the request for an applicant to construct an additional road access within the protected areas identified in the IDP.
4. That the Town of Redcliff is in favour of the proposed driving range location and construction including poles and netting. Further, that the Municipal Manager write a letter to the golf course informing them of this position.
5. That the Old RCMP building be listed on the open market with a qualified real estate agent to be chosen by the Municipal Manager.
6. That administration proceed with investigating new Town pins that are of superior quality to existing pins.
7. That the Town of Redcliff in principle is in favour of further investigation regarding a future historical park at the IXL Brick Plant location pending further plans and initial and future cost implications.
8. That administration begin plans and preparations for a Town Hall meeting to be held sometime in May or June of 2013. Further, that a social function with local municipal partners as per the strategic direction be delayed until after the fall election.
9. That the Town of Redcliff not proceed with electronic vote counting machines for the fall municipal election, as amended. – Carried.

Bylaw 1733/2013, Subdivision and Development Appeal Board Bylaw

D) Councillor Brown moved that administration bring forward for approval an amended Subdivision and Development Appeal Board Bylaw with adjustments related to Council members sitting on the board for certain appeals. – Carried Unanimously.

Policy 69, Remuneration & Benefits for Management Personnel

E) Councillor Steinke moved that Policy 69 Remuneration & Benefits for Management Personnel be approved as presented.

Councillor Solberg requested a recorded vote.
In Favour – Mayor R. Hazelaar, Councillor C. Brown, Councillor C. Crozier, Councillor D. Kilpatrick, Councillor E. Reimer, Councillor E. Solberg, Councillor J. Steinke

– Carried Unanimously.

2013 RCMP Priorities

F) Councillor Crozier moved that the Town of Redcliff RCMP Council priorities for the upcoming year be forwarded to Staff Sgt. Dave Ness as follows:

1. Drugs (continued enforcement and relations with ALERT)
2. Traffic (speeding/stop signs/U-turns)
3. Community Projects (speed board/education)
4. Check Stops (continued visibility). – Carried Unanimously.

6. CORRESPONDENCE

Redcliff Lions Club
Re: Request permission to erect
emblem sign near Broadway Ave

A) Councillor Crozier moved correspondence from the Redcliff Lions Club dated March 5, 2013 requesting permission to erect an emblem sign on Saamis Drive be received for information. Further that the Redcliff Lions Club be granted permission to place a single sided 18" reflective emblem sign along Saamis Drive just before the Legion Avenue of Trees Memorial on Broadway Avenue E between the Block Parent and C.O.P.S. signs. Further that proposed signage meet the requirements of the Land Use Bylaw. Further that the Public Services Department assist with installation of the Sign. All costs to be the responsibility of the Redcliff Lions Club. – Carried Unanimously.

7. OTHER

Redcliff/Cypress Regional Landfill
Graphs to February 28, 2013

A) Councillor Reimer moved the Redcliff/Cypress Regional Landfill Graphs to February 28, 2013 be received for information. – Carried Unanimously.

Local Improvements

B) Councillor Steinke moved the information provided by the Director of Finance and Administration regarding Local Improvement and Sustainable Infrastructure Strategy be received for information. – Carried Unanimously.

Councillor Kilpatrick moved to

1. Direct Administration to proceed with the amendments to policy and budget for the implementation of the Sustainable Infrastructure Strategy. Furthermore, to develop an information campaign to provide the public with insight into Council's intention only incur debt for new infrastructure and large community facilities, establish a component of the municipal tax rate for existing infrastructure sustainability and focus grant spending on the infrastructure gap by proceeding with

rehabilitating and reconstructing existing assets.

2. Direct Administration to prepare a Bylaw to establish an At Large borrowing authority to allow the conversion of all rehabilitation and reconstruction projects previously levied as local improvement taxes to be collected as part of the component established in the municipal tax rate for existing infrastructure sustainability. Furthermore, to schedule a non-statutory public hearing to allow the public additional opportunity to comment on the proposed changes to rehabilitation and reconstruction projects previously levied as local improvement taxes.

3. Direct Administration to include in the preparation of the 2013 Tax Rate bylaw an alternative to allow the conversion of all rehabilitation and reconstruction projects previously levied as local improvement taxes to be collected as part of the component established in the municipal tax rate for existing infrastructure sustainability with a consideration for properties that have chosen to prepay the local improvements. - Carried.

Mayor's Report to Council
Re: Age-Friendly Information Workshop

C) Councillor Crozier moved that the Mayor's report to Council regarding the Age-Friendly Information Workshop which was held in Medicine Hat on March 6, 2013 be received for information. Further that the Strategic Direction 2012-2014 be reviewed and amended to include the Town of Redcliff supporting an Age-Friendly community in the future as a priority and be brought back to Council for approval. – Carried Unanimously.

2013 Municipal Election

D) Councillor Reimer moved the Memo received from the Manager of Legislative and Land Services dated March 6, 2013 regarding 2013 Municipal Election be received for information. – Carried Unanimously.

Councillor Kilpatrick moved to appoint Victor Lutz as the Returning Officer for the 2013 Municipal Election. Further that remuneration for election workers for the 2013 Municipal election be established as follows:

Returning Officer	\$920.00
Deputy Returning Officer	\$460.00
Deputy Poll Clerks	\$250.00
Advance Poll Clerks	\$155.00
Election Seminar Attendance	\$75.00

- Carried Unanimously.

8. RECESS

Mayor Hazelaar called a recess at 8:25 p.m.

D. Schaffer, K. Minhas, and R. Osmond left at 8:25 p.m.

Mayor Hazelaar reconvened the meeting at 8:33 p.m.

9. IN CAMERA

In Camera

Councillor Brown moved to meet In Camera to discuss a Land matter at 8:33 p.m. – Carried Unanimously.

Return to Open Session

Councillor Reimer moved to return to open session at 8:40 p.m. – Carried Unanimously.

10. ADJOURNMENT

Land Sale
Lot U2, Block 1, Plan 7510870

Councillor Solberg moved the request from C. Wall to purchase Lot U2, Block 1, Plan 7510870 be received for information. Further that C. Wall be advised that Lot U2, Block 1, Plan 7510870 is not available for sale at this time. – Carried Unanimously.

Adjournment

Councillor Kilpatrick moved to adjourn the meeting at 8:40 p.m. – Carried Unanimously.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE COMMITTEE OF THE WHOLE
MONDAY MARCH 11, 2013, 5:30 P.M.
TOWN COUNCIL CHAMBERS**

PRESENT: Mayor: R. Hazelaar
Councillors: C. Brown, C. Crozier,
D. Kilpatrick (arrived at 5:39 p.m.),
E. Reimer, J. Steinke, E. Solberg

Municipal Manager D. Wolanski
Manager of Legislative and S. Simon
Land Services
Director of Finance & R. Osmond
Administration
Public Services Director D. Schaffer

ABSENT: Manager of Engineering K. Minhas

1. GENERAL

A) CALL TO ORDER

Mayor Hazelaar called the meeting to order at 5:33 p.m.

B) ADOPTION OF AGENDA

Councillor Reimer moved the Agenda be adopted as presented. – Carried Unanimously.

2. MINUTES

Councillor Crozier moved the minutes of the Committee of the Whole meeting held March 11, 2013 be adopted as presented. – Carried Unanimously.

3. NEW BUSINESS

A) Administrative and Council Processes

Municipal Manager advised Committee that he wanted to discuss some of the issues brought forward by the Municipal Inspectors when they were here in February which may or may not be included in their report.

i) Committee of the Whole Meeting Format

With regard to Committee of the Whole meetings the Municipal Inspectors advised that whenever Council gives direction it should be done either by passing a bylaw or a resolution. Even if the matter will be brought back at a later date or if they do not want to proceed with something. They also suggested that the items discussed at Committee of the Whole meetings could be discussed at a Council meeting and the Committee of the Whole meetings could be eliminated. Municipal Manager advised he explained the Town's process and intent of the Committee of the Whole meetings to create a more open process and opportunity for public input. The Municipal Manager indicated that having Committee of the Whole meetings is not contrary to the MGA but if we continued to have them then any decision will need to be made via a resolution.

Discussion ensued with regard to In Camera sessions and negotiation type issues and where and how they should be discussed. Municipal

Manager indicated some clarification would be needed from the Municipal Inspectors in this regard.

Councillor Kilpatrick arrived at 5:39 p.m.

Concern was expressed with the procedural bylaw and sufficient opportunity for public input if the Committee meetings were eliminated. Municipal Manager advised that the Municipal Inspectors commented that a member of the public could always ask for an item to be reconsidered.

Committee discussed whether Committee of the Whole meetings should be discontinued. Council members indicated they would like to see the report from Alberta Municipal Affairs prior to making any decisions on whether to continue with Committee of the whole Meetings.

Councillor Crozier moved that Committee of the Whole meetings be evaluated at a future Council meeting upon reviewing the Inspection Report from Alberta Municipal Affairs and Administration providing further information. – Carried Unanimously.

ii) Seating Arrangements

Municipal Manager commented that the initial inspector had asked about the seating configuration of Council meetings for Council and staff commenting at that time that it looks more like a management board. The inspectors from Municipal Affairs have made similar comments in that perception wise it would be difficult to discern whether or not the Municipal Manager is a Councillor or staff person.

Committee discussed other possible seating configurations and purchasing a different table. It was suggested that money may be available in a reserve to purchase a different table.

Councillor Brown moved that Administration investigate both short-term and long-term seating configurations with associated cost implications and bring forward to a Council meeting for consideration. – Carried Unanimously.

iii) Participation of Staff / CAO / Presiding Officer Role / Procedural Bylaw

Municipal Manager advised that the Municipal Inspectors provided comment as to staff participation, including that of the CAO, during meetings including potentially adding more written background information along with a “Request for Decision” document.

Discussion ensued with regard to the Procedural Bylaw and order of items to be discussed and the suggestion from the Inspectors that minutes and correspondence could be received for information in a single motion versus several individual motions. Council members were not in favour of consolidating the motions.

Councillor Brown moved any potential procedural changes be brought forward at a Council meeting for consideration following the report from Alberta Municipal Affairs. – Carried.

v) Reports from Council

The Mayor questioned if the Mayor and Councillors should provide written reports to Council when they attend meetings. It was noted that several boards that the Councillor sit on provide minutes of their meetings and it would not be necessary to provide a report. Consensus was that if you expense the Town that a report should be provided.

Councillor Brown moved that administration bring forward a recommendation at an upcoming Council meeting indicating the Mayor and Councillors provide a written report to Council when they attend meetings they would submit an expense form to the Town for attendance. Further that Administration prepares an appropriate format and procedure for Mayor and Councillor reports to Council. – Carried Unanimously.

4. IN CAMERA

Councillor Crozier moved to meet In Camera at 6:34 p.m. – Carried Unanimously.

Councillor Crozier moved to return to open session at 6:55 p.m. – Carried Unanimously.

5. ADJOURNMENT

Councillor Solberg moved the meeting be adjourned at 6:56 p.m. – Carried Unanimously.

Chairman

Manager of Legislative and Land Services

Redcliff Family and Community Support Services Board
Tuesday, March 12, 2013 at 7 pm
Town Office Meeting Room, Downstairs

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

1. CALL TO ORDER

The meeting was called to order at 7:05 pm.

2. ADDITIONS/DELETIONS

None.

3. APPROVAL OF THE AGENDA

D. MacNaughton moved approval of the agenda. CARRIED.

4. APPROVAL OF THE MINUTES

S. Wertypora moved approval of the minutes of the February 12, 2013 meeting.
CARRIED.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. OLD BUSINESS

6.1 Policies and Procedures

None.

6.2 Community Food Connections Association Food Charter

The Medicine Hat Food Charter, developed by the Community Food Connections Association (CFCA) identifies how communities can support and achieve food security for all. Key regional organizations, agencies, Mayors and Reeves can help bring the vision of the food charter to fruition by signing the Food Charter.

Recommendation The Board recommends that Council authorize the Mayor to sign the Medicine Hat Food Charter on behalf of the Town of Redcliff.

6.3 Early Childhood Mapping Project

A coordinator will be hired soon for the Cypress County Early Childhood Mapping Project. The Coordinator will map resources in the area over the next few months and this information will assist in guiding the direction of Early Childhood education in our area. Redcliff was very well represented at the last meeting.

7. DIRECTORS REPORT

Pink Shirt Day – Pink Shirt Day is an Anti Bullying Day celebrated during the last Wednesday of the month February in Canada. It began as a protest against a bullying incident at a Nova Scotia high school and now participants wear pink to symbolize a stand against bullying. Many of the Town Employees participated in Pink Shirt Day and went to Margaret Wooding School for photos with the students.

8. NEW BUSINESS**8.1 Blended Family Support Group**

New DREAMS Coordinator, Jamie Sawatzky, is working with Community Services and consultant, Peggy Gizen, to develop a six to eight week program to provide parenting information and support for Blended Families.

This will be the first of several joint programs that DREAMS and Community Services are developing.

8.2 Community Kitchen

C. Murray met with Brittney Ferkanus from Community Food Connections Association. Kitchen leaders have been difficult to find but Community Food Connections has several volunteers that will be approached. Community Food Connections will fund a start- up pantry for the program, then there will monthly or bi-monthly sessions that focus on a different theme. Programs will be available for adults and teens.

9. UPCOMING CONFERENCES/WORKSHOPS/MEETINGS

9.1 Sexual Assault Response Committee Presentation	Medicine Hat	March 22
9.2 Poverty Strategy Round Table	Medicine Hat	March 22
9.3 D.R.E.A.M.S Advisory Meeting	Redcliff	March 22
9.4 Redcliff Improvement Partnership Meeting	Redcliff	April 9
9.5 Prairie Canada Futures Planning Game	Redcliff	April 15

10. CORRESPONDENCE

- 10.1 Community Connections Newsletter**
- 10.2 Public Education Focus Group Invitation**














11. NEXT MEETING - April 9, 2013**12. ADJOURNMENT**

The meeting was adjourned at 7:58 pm.

Food Charter

We believe every person has a right to access an adequate supply of nutritious affordable and culturally appropriate food. Food contributes to the health and well-being of residents while preventing disease and reducing their need for medical care. Food is central to Alberta's economy. Food brings people together in celebration of community and diversity and is an important part of our culture.

Therefore, in our community we will strive to:

-  *Advocate for income, employment, housing and transportation policies that support secure and dignified access to healthy food.*
-  *Produce and distribute food in such a way that protects the environment and ensures the safety of our food and drinking water.*
-  *Establish local market opportunities for locally grown food products through farmers markets, direct farm sales and local food outlets.*
-  *Encourage agriculture policies and practices that promote food diversity.*
-  *Promote informed choices in restaurants and food outlets through implementation of a food labeling program.*
-  *Foster a civic culture that inspires residents and stakeholders to support capacity building food programs such as food buying clubs, skills development (example: cooking classes), community kitchens, community gardens, grocery store tours and nutrition education.*
-  *Facilitate access to programs and services that promote health for seniors and vulnerable people such as newcomers, pregnant women, children, lone parent families, low-income individuals, persons with developmental, physical or mental health disabilities.*
-  *Increase access in all public recreation facilities, schools, and day care facilities to foods that meet Alberta nutrition guidelines.*
-  *Promote baby-friendly policies, facilities, businesses and workplaces that support optimal health for all babies and breastfeeding mothers.*
-  *Increase access to healthy affordable foods in residential or care facilities such as group homes, seniors lodges, and hospitals.*
-  *Eliminate marketing of unhealthy food choices to children and youth in public places and schools.*
-  *Contribute to a yearly community review on the progress of achieving food security.*
-  *Promote access to workplaces, and community programs and supports that promote nutrition and active living enabling citizens to prevent and manage lifestyle-related disease.*



REDCLIFF PUBLIC LIBRARY BOARD

Minutes

January 29th, 2013 8:00 PM

Vision Statement

The Redcliff Public Library is your doorway to reading, dreaming, and inspiring family literacy.

Attending: Catharine Richardson, Jim Steinke, Valarie Westers, Robin Corry, Brian Pattison, Mark Adcock,

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Richard Rajala, Dianne Smith, Brian Lowery, Tim Regan

Call to order: 8:04 pm

Additions/Deletions to Agenda: Tracy added approval of minutes from the December Special meeting. Val moved to accept the addition. Mark 2nd. All in favor. Carried.

Approval of Agenda: Val moved to accept the agenda as amended. Brian 2nd. All in favor. Carried.

Approval of Minutes for November meeting: Mark moved to accept the minutes. Brian 2nd. All in favor. Carried.

Financial Statements for September: Brian moved to accept. Mark 2nd. All in favor. Carried.

Accounts Payable: For information only. Mark suggested the purchase of the second barcode scanner to balance out the budget on the return of two previous scanners. Catharine moved to approve the accounts payable. Robin 2nd. All in favor. Carried.

Librarian's Report: Redcliff Home Hardware donated a fireplace for our reading corner. We were also approved for the federal grant, Community Infrastructure Improvement Fund: Western Economic Diversification Canada Division. This is a matching grant and we should be receiving \$1005.00 towards our window coverings that were replaced in December. FCSS has donated \$1500.00 to us for our family LEGO program. As well, Barb Leist in volunteering to do a Homework Help program every Monday evening 6-8 pm. At the end of this program in June, her volunteer hours will qualify her for a \$1000.00 bursary through a Volunteer Alberta program.

We have two up and coming video conferences:

Help Yourself Health Series: Positive Self-Talk – February 12th, 6:30 – 8:00 pm.

How To Understand And Manage Cyber-Bullying – March 12, 6:00 – 7:30 pm.

We ask that participants call to pre-register for each session.

Financial Report: Nothing to report.

Personnel Report: Nothing to report.

Policy Committee: Nothing to report



Needs Assessment Review: Catharine presented the Needs Assessment results and the 2013-2017 Plan of Service. Val moved to approve the 2013 – 2017 Plan of Service. Robin 2nd. All in favor. Carried.

IT Committee: Nothing to report.

Old & Unfinished Business: - Borrowing Policy – Tabled until February meeting.

- Friends of the Library: The Friends of the Library raised \$85.00 on Saturday Jan 26th at their Kick-off event. These funds will be used for the Society fee and they also have enough members to form a Board. Diane McNaughton has been doing most of the organizing and did the NUANS report (Name Search required). There will be another meeting in February for anyone interested in joining.
- Val moved that we approve the OGVF (Operating Grant Variability Policy), VEF (Videoconference Equipment Replacement Policy), and the revised Finance Policy. Brian 2nd. All in favor. Carried.
- Jim will look into Board Liability Insurance.
- Tracy will make requested changes to the Policy on Gifts For Long Time Staff & Board Members and bring back to the February meeting for approval. Requested changes: For service on the Board, 5 years or longer, that Board Member will receive a bouquet of flowers or fruit basket at the time of them leaving the Board.


New Business:

- Elections: Val nominated Jim for Chairman. Jim accepted. After third call for nominations, nominations ceased. Jim Steinke - Chairman for 2013.
- Jim nominated Valarie for Vice-Chairman. Valarie accepted. After third call for nominations, nominations ceased. Valarie Westers – Vice-Chairman for 2013.
- Shortgrass is holding a membership drive contest from March 1-June 19th for all those patrons that renew or purchase a new membership at all their member libraries. The prize for this draw is an Ipad. Mark moved that we purchase a Kobo mini for our own membership drive to coincide with the Shortgrass membership drive, March 1st – June 18th. Val 2nd. All in favor. Carried.
- It was decided that Diane McNaughton should be nominated for our adult volunteer of the year and Emily Adcock nominated for our youth volunteer.
- After a draw of names to decide who will attend the ALC with Tracy, Robin was the lucky one.

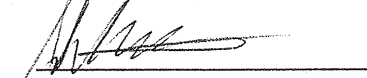
Next Regular meeting: February 26th, 2013 @ 8:00 pm.

Adjourned at 9:20 pm.

Secretary


Tracy Weinrauch

Chair


Jim Steinke

TOWN OF REDCLIFF STAFF RECOMMENDATION

DATE: March 25, 2012

PROPOSED BY: Director of Finance & Administration

TOPIC: Utility Refund

PROPOSAL: To refund Community Food Connections Association of South Eastern Alberta for water costs of \$344.67 related to the Redcliff Community Garden

BACKGROUND:

I have enclosed a letter of request from the Community Garden Advisory Committee, as well as the March 12, 2007 council motion where council determined that the group could make an annual request for the refund of water costs for the Redcliff Community Garden.

The Town of Redcliff has a history of showing support for various community programs. The Redcliff Community Garden contributes to the well-being of its participants and therefore their request merits consideration.

RECOMMENDATION:

I recommend that Council authorize the reimbursement of \$344.67 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2012 season.

MOTION:

Councillor _____ moved to authorize the reimbursement of \$344.67 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2012 season.

SUBMITTED BY: _____

Department Head



Municipal Manager

APPROVED/REJECTED BY COUNCIL THIS _____ DAY OF _____, 2013.



Community Garden Advisory Committee
2948 Dunmore Road SE,
Medicine Hat AB T1A 8E3

February 20, 2013

Mayor and Council
Town of Redcliff
1 - 3rd Street NE, Box 40
Redcliff, Alberta T0J 2P0

Dear Mayor Robert Hazelaar and Council:

Re: The Redcliff Community Garden

The community garden provides residents of Redcliff with a wonderful way to increase access to healthy, great tasting, and affordable foods while promoting physical activity. Community gardens provide people with the opportunity to plan, grow and share their produce with their family and community.

On behalf of the Redcliff Garden committee I am writing Council to request that the \$344.67 paid in water fees for the 2012 gardening season be reimbursed. There are costs to maintaining the gardens and the Committee has appreciated the Council contributing the costs of the water greatly over the past years. It helps us to remain a sustainable resource in the community.

This coming season promises some exciting new changes at the Community Garden's. We have received funding through the Thriving Communities project, and in partnership with C.F.C.A., Thrive and the Redcliff FCSS and Community Services department, we will be able to offer a variety of gardening courses. Topics covered will include beginner gardening, introduction to permaculture, composting, and chemical free gardening. We also received capital funding to build a fence around the garden site; this fence will protect the projects in the learning garden, as well as provide some protection from the deer.

Thank you in advance for your consideration of this request,

The Community Garden Advisory Committee is a sub committee of Community Food Connections Association of South Eastern Alberta, and any cheque may be made payable to this group.

Sincerely,

Ann Pudwell, Community Garden Advisory Committee
403-502-8302

Community Food Connections
Association of SE Alberta
Re: Community Garden Project Request
Lot 13-24, Block C, Plan 8210AS

COPY

D) Councilor Nagel gave an brief description of what the Community Garden project request entailed and how the garden plots would be maintained by the user group. Councillor Kilpatrick noted that the northerly portion of this property should be retained for parking for Lion's Park and various functions that are held there and that would still provide a very large plot for the proposed Community Garden. Further concerns were expressed with the request for providing water at no cost to the users. Municipal Manager noted the Water Rates Bylaw regulates charges for water and suggested that the user group be charged for the water and then they could apply for reimbursement at the end of the season. Discussion ensued with regard to the proposed Community Garden Project (Lot 13-24, Block C, Plan 8210AS).

Councillor Nagel moved the correspondence dated March 8, 2007 from the Community Food Connections Association of South Eastern Alberta regarding a proposed plan for a Community Garden in the Town of Redcliff be received for information. Further that the Community Garden be allowed the use of the southern half of Lot 13-24, Block C, Plan 8210AS with the north half being retained for parking facilities for Lions Park. Further that the Town of Redcliff will provide equipment to remove gravel, install a 1 inch water service and provide topsoil for the proposed Community Garden Project. – Carried.

Councillor Hazelaar moved that a water meter be installed and the user group be billed for the cost of water in accordance with the Water Rates Bylaw. Further that the user group may apply to the Town for reimbursement of the water bills at the end of the season. – Defeated.

Discussion ensued regarding the Town incurring the costs of the water used. Municipal Manager reiterated that under the provision of the Water Rates Bylaw all users must be charged. Further that regardless, a request could be made at a later date to Council from any customer for consideration of reimbursement. Thus the defeated motion does not inhibit the process.

Councillor Nagel moved that Administration be authorized to amend the Mutual Use, Right Of Way and Parking Access Agreement with the City of Medicine Hat for Lot 13-24, Block C, Plan 8210AS to change the "use", to allow the southern portion of Lot 13-24, Block C, Plan 8210AS to be used for a Community Garden. – Carried.

Shortgrass Library System
Re: RISE project support

E) Councillor Nagel moved the correspondence dated March 6, 2007 from Shortgrass Library System regarding support for the RISE project be received for information. Further that Administration prepare and forward a letter of support for the RISE program. – Carried.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 25, 2013

PROPOSED BY: David Wolanski

TOPIC: Strategic Direction amendments

PROPOSAL: To consider amendments in the Strategic Direction as directed by Council

BACKGROUND:

Town Council recently passed the following motions at the March 11, 2013 regular meeting of Council:

1. *Councillor Brown moved that the Town of Redcliff produce newsletters or communications to the community three times per year and have administration amend the Strategic Direction accordingly. Further, that administration begins the process of producing an annual report as one of said communications to the community beginning in 2014.*
2. *Councillor Crozier moved that the Mayor's report to Council regarding the Age-Friendly Information Workshop which was held in Medicine Hat on March 6, 2013 be received for information. Further that the Strategic Direction 2012-2014 be reviewed and amended to include the Town of Redcliff supporting an Age-Friendly community in the future as a priority and be brought back to Council for approval.*

As directed by the motions, I have amended the Strategic Direction and am bringing it forward for approval. The motions were clear as to what Council wanted in the document; however, discussion may be held and amendments further considered as to the wording and action items.

OPTIONS:

1. Approve the Strategic Direction as presented.
2. Approve the Strategic Direction as amended.

RECOMMENDATION:


Based on the motions of Council I recommend option 1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Strategic Direction 2012-2014 be adopted as presented.
2. Councillor _____ moved that the Strategic Direction 2012-2014 be adopted as amended.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.

Town of Redcliff

Strategic Direction

2012–2014



Town of Redcliff

Strategic Direction

2012–2014

Background

The Town of Redcliff has various strategic documents that have guided their direction for a number of years. With recent new plans in place such as the Tri-Area Inter-Municipal Development Plan (IDP) (2010), Municipal Development Plan (MDP) (2010), Municipal Sustainability Plan (MSP) (2010), and the Land Use Bylaw (LUB) (2011), as well as best practices, it was prudent for Council to develop a Strategic Direction document to guide the municipality over the next few years.

It is expected that with the election in 2013, the new Council would take a number of months to familiarize themselves with all municipal plans and processes and undertake a review of this Strategic Direction with the aim to adopt a new one for an appropriate period of time as they see fit.

Strategic planning has the potential to be a powerful process that catalyzes the municipal organization, bringing together the public, staff and management in the development of a common vision, direction and goals. Municipalities that implement a strategic plan can be more effective and efficient at utilizing their scarce resources to meet the present and future needs of their communities. Strategic planning helps municipal councils to define a clear purpose; set defined and realistic goals; provide guidance to administration on day-to-day activities; and be proactive rather than reactive.

Strategic planning is a critical weapon in the arsenal of a fully functioning and responsible municipality. However, it's important to remember that it is a tool and that it isn't meant to in any way hamper or restrict the municipality's flexibility in dealing with situations as they arise. The intent of strategic planning is in fact to help provide clarity and focus to the work of the municipality, but it is not written in stone. If something needs to be changed, it should be changed, so long as it still fits with the municipality's overall mission.



Process

Redcliff Council first met on December 3, 2011. The following summarizes the discussions during this session:

- Review of several current statutory plans including the IDP, MDP, MSP, and the LUB.
- Review of input from senior management staff.
- SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.
- Identified key priority areas and issues within those areas.

Redcliff Council had scheduled a follow-up session for January of 2012; however, postponed this session as they were awaiting results from the Municipal Inspection conducted in December of 2011 with a report originally expected in the spring of 2012. Council and administration felt that the report may indicate

Town of Redcliff

Strategic Direction

2012–2014

recommendations that Council would consider within a strategic plan and thus decided to contemplate the report as part of their next planning session.

With the Municipal Inspection report not released as originally indicated to the Town, Council did not want to delay their planning session any further and thus went forward with the next session on July 21, 2012. At this time Council discussed and formalized the following:

- A review of the December 3, 2011 notes as well as notes from a Planning session held by the Council of the day on May 7, 2008 that were never formally adopted into a Plan.
- Discussion on Organizational Values, Vision, and Mission.
- Detailed goals, planned Accomplishments, and strategies.
- Developed categories related to strategic philosophies and actions.
- Detailed plans for review and monitoring progress.
- Plans for presentation of draft and adoption.

Council discussed the draft document at their Committee of the Whole meeting on September 10, 2012 with official adoption at the regular meeting of Council that same evening on September 10, 2012.



Town of Redcliff

Strategic Direction

2012–2014

Vision

Our primary vision is to improve the quality of life, safety, and stability of our community all helping to form a community that is proud of its past and excited about its future.

Mission

The mission of the Town of Redcliff is to enrich the quality of living by providing quality services and facilities to and for its citizens, businesses, institutions, and visitors. We pledge to work in partnership with our residents to foster community pride, to develop a sustainable and diversified economy, to plan for the future, and to preserve and enhance the natural beauty of our environment.



Five Focus Areas of our Strategic Direction

The Town of Redcliff has developed five key focus areas for their Strategic Direction. Each area is broken down into categories related to both strategic philosophies and strategic action.

Economic Development

Philosophies:

1. Continue to work on developing residential and commercial lands.
2. Priority should be on Northside and non-residential lands over future phases of residential lands.
3. Explore options for Eastside and Northside future development with private developers.
4. Promote an atmosphere of being “Open for Business” by implementation of fair yet appropriate processes.

Action:

1. Administration and Council to work on sourcing private developers to either control or partner with the Town on future development.
2. Establish a detailed capital plan for major projects by the end of 2012.
3. Develop a Sales and Marketing Plan by the end of 2012.
4. Utilize and maximize economic development partnerships with various stakeholders (EDA, PEP, Canadian Badlands, Entre-Corp).

Community Engagement and Perception

Philosophies:

1. Continue to foster positive media relations.
2. Practice good governance.



Town of Redcliff

Strategic Direction

2012–2014

3. Recognize citizens and volunteers roles in success of the community.
4. Increase information provided to the public.
5. Commitment to becoming a more age friendly community.

Action:

1. New Website up by fall of 2012.
2. Establish and begin use of various social media by fall of 2012.
3. Begin producing quarterly newsletter/report three times per year to community beginning January 2013 (January, April, July, October, May, September).
4. Budget Process change and policy including input and consultation. Initial changes for 2013 budget process with a long-term budget policy being established in 2013.
5. Develop a new release of information policy that promotes the use of technology to achieve greater dissemination of information to the public and media in a timelier manner by the fall 2012.
6. Begin annual “Town Hall” meetings in 2013.
7. Investigate in 2013 the establishment of an age friendly committee which will make recommendations and develop an action plan, including performing an age friendly assessment of our community.

Planning



Philosophies:

1. Maintain and improve our proactive planning processes to better plan for the future to meet the strategic direction.
2. Use, review, and measure the success and progress of various plans.

Action:

1. Develop life cycle plans for Town facilities by the end of 2013.
2. Establish Capital Plan by the end of 2012.
3. Begin progress on Emergency Management Plan in 2012, develop in detail in 2013, and finalize, including practice, in 2014. Complete ICS training for key senior staff and Council by spring of 2013.
4. Begin Sanitary Systems Evaluation Study in 2012.
5. Approve Stormwater Master Plan in 2012.

Town of Redcliff

Strategic Direction

2012–2014

6. Approve Transportation Master Plan in 2012.
7. Budget for 2013 and initiate in 2013 a Recreation Master Plan.
8. Initiate steps towards development of a Tourism Action Plan in 2013.
9. Add plan review, and a realistic direction for review of those plans on a regular basis, to the policy on Bylaw and Policy Review by spring 2013.

Relationship Building

Philosophies:

1. Explore opportunities to develop positive relationships with municipal partners including examination of shared services.
2. Recognize the importance of relationships with all external stakeholders (municipal, provincial, federal, Prairie Rose School Division, public, business community, Chamber of Commerce, etc.).
3. Work on maximizing the relationship with staff through meaningful policy and programs, appropriate and competitive compensation, and recognition of efforts.
4. Provide administration with detailed Strategic Direction so they are better equipped to manage the programs and services in relation to said direction.



Actions:

1. Host social function with municipal partners (Cypress County and Medicine Hat) in 2013.
2. Begin annual Town Hall meetings in 2013.
3. Performance appraisals and subsequent two way feedback shall be implemented for all staff beginning in 2012 by the Municipal Manager and fully carried out across the organization by the end of 2013. Continued commitment to performance appraisals annually thereafter.

Environmental Sustainability

Philosophies:

1. Recognize and improve the focus on environmental factors within the community.

Actions:

1. Investigate, develop, and promote a detailed water conservation plan by the end of 2013.
2. Establish a long term plan for the Landfill including the next phase of development by the end of 2013.
3. Undertake a Waste Management Study by the end of 2013.
4. Evaluate options and reach a decision related to community recycling by the end of 2013.
5. Complete new Water Treatment Plant by 2014.

Town of Redcliff

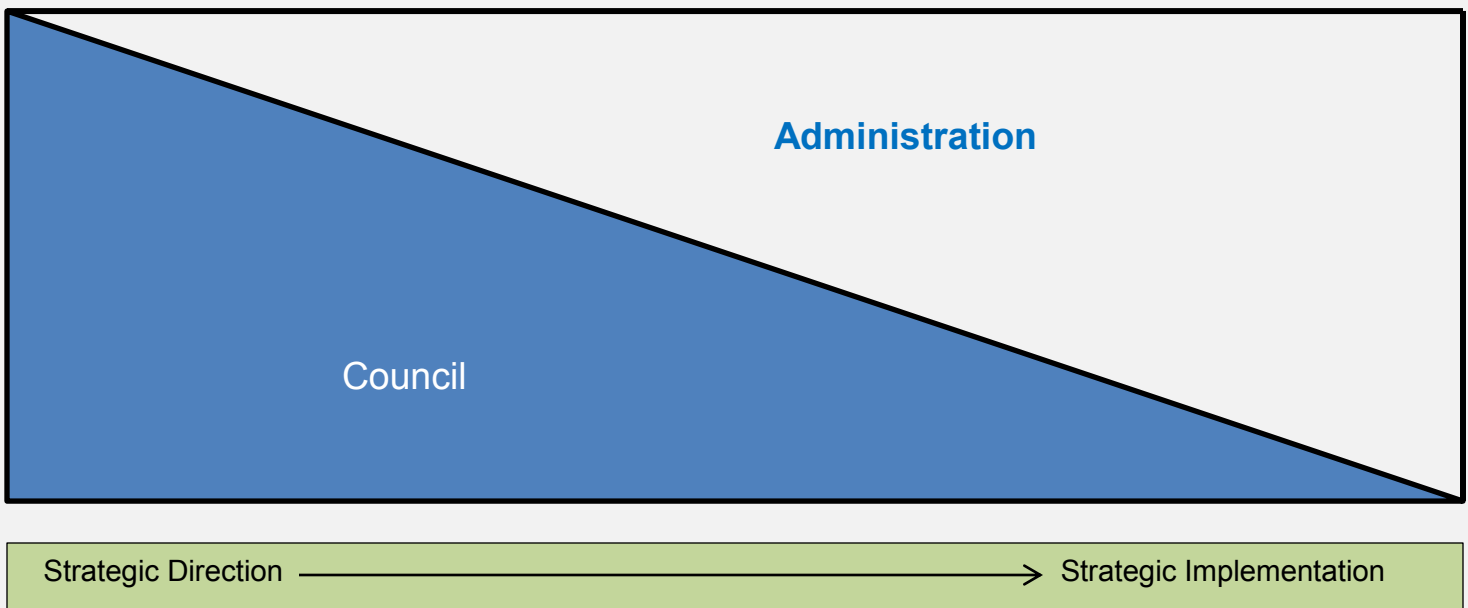
Strategic Direction

2012–2014

From Direction to Implementation

Implementation is the most difficult part of the strategic planning process. It involves achieving the objectives set out in the strategic plan while remaining alert and flexible to new opportunities as they unfold. The strategic plan addresses the what and why of activities, but implementation addresses the who, where, when, and how. The fact is that both are critical to success.

The diagram below illustrates the roles of Council and Administration as they work together to develop the strategic direction. Once developed and approved there is continued collaboration as the direction progresses to implementation within the organization. This implementation includes detailed policies, bylaws, programs, and action. The direction is led by Council whereas the implementation is led by administration. Both are involved throughout the process in different roles; however, share the responsibility for maintaining and achieving the vision.



Organizations that plan strategically are able to be proactive and have better communication and can more easily adapt to change. It is also easier to control and monitor. Over time, organizations that plan strategically will usually earn and retain a competitive advantage over a reactionary competitor.

Monitoring and Measurement

Administration will monitor and report on the action items detailed in this plan to Council on an ongoing basis. Citizens will be notified of this report of progress against the strategic priorities identified in this Plan; these updates on success of implementation will be included in Town Hall meetings, Municipal Manager reports to Council, quarterly newspaper, on the Website, and/or other methods that are appropriate.

Comments and suggestions for improvement are always welcome and can be addressed to Council or the Municipal Manager at the Town Office.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 25, 2013

PROPOSED BY: David Wolanski

TOPIC: Council Report

PROPOSAL: Consider a format for Reports to Council

BACKGROUND:

On March 11th, 2012 Council passed the following motion:

Councillor Brown moved that administration bring forward a recommendation at an upcoming Council meeting indicating the Mayor and Councillors provide a written report to Council when they attend meetings they would submit an expense form to the Town for attendance. Further that Administration prepares an appropriate format and procedure for Mayor and Councillor reports to Council.

Having reviewed and considered an appropriate format, I would ask that Council consider a format that is as simple as possible and consistent with other reports. The guideline that would make the most sense is similar to the Municipal Manager Reports to Council.

As you are aware, department managers provide the Municipal Manager with their department reports that is edited and combined into one report but lists the various departments. It would be appropriate for the Mayor and Council to provide the Municipal Manager with their information in whatever manner they feel most comfortable with (i.e. written report brought in to office, word doc emailed, or simply in the body of an email). The Municipal Manager can simply cut and paste into a format that is consistent. In order to avoid last minute work it would also be appropriate to provide the Manager with the information at least two weeks prior to the meeting.

The timing of the report would also be appropriate to include on a monthly basis (last meeting of the month) or when it is significant enough to be included earlier. Reference will be made indicating that a member of Council has nothing to report if that is the case.

OPTIONS:

1. Approve a monthly report to Council based on the parameters of the March 11th resolution to be submitted to the Municipal Manager for compilation into a signal report.
2. To approve a monthly report under different parameters.

RECOMMENDATION:

It would be my recommendation that a monthly report be submitted under the parameters listed above and within the suggested motion.

SUGGESTED MOTION(S):

Councillor _____ moved that the Mayor and Council prepare monthly reports to Council under the following guidelines:

1. The Mayor and Council will submit their information electronically to the Municipal Manager no later than two weeks prior to the meeting in which the report is to be included.
2. The Mayor and Council will submit information related to their attendance at meetings/events in which they submit an expense claim to the Town for reimbursement.
3. The Municipal Manager will compile all of the information into one report.
4. The report will be included in the last Council meeting of each month and in the only meeting of the month when there is one.

SUBMITTED BY: _____

Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 20, 2013

PROPOSED BY: Darrell Schaffer

TOPIC: Pitch-in-Week April 22 to 27, 2013

PROPOSAL: To consider providing free dumping at the Landfill to Redcliff residents delivering yard and household waste during the week of April 22 to 27, 2013.

BACKGROUND:

In support of the nationally recognized Pitch-in-Week, the Town of Redcliff has historically offered free dumping at the Landfill to local residents delivering yard and household waste. The waste accepted under this initiative would typically be generated during spring clean-up on a residential property. Material that has not been accepted free of charge during this campaign includes;

- Construction and Demolition Waste
- Commercial Waste of any Kind
- Yard Waste Delivered by a Contractor
- Large Quantities of Unclean Fill Dirt or Sod
- "Special Waste" Requiring Special Handling
- Vehicles

This event has proven to be very popular amongst many of the residents and has benefits in keeping our community clean.

OPTIONS:

1. Provide free dumping at the Landfill to Redcliff residents delivering yard and household waste during Pitch-In Week from April 22 to 27, 2013.
2. Do not provide free dumping at the Landfill to Redcliff residents delivering yard and household waste during Pitch-In Week from April 22 to 27, 2013.

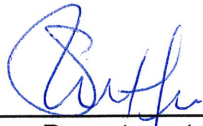
RECOMMENDATION:

That Council considers providing free dumping at the Landfill to Redcliff residents delivering yard and household waste during the week of April 22 to 27, 2013.

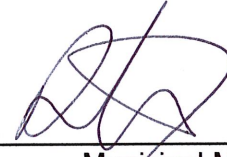
SUGGESTED MOTION(S):

1. Councilor _____ moved that the Town of Redcliff support Pitch-in-Week by offering free dumping at the Landfill to local resident delivering yard and household waste during the week of April 22 to 27, 2013.
2. Councilor _____ moved that the Town of Redcliff not support Pitch-in-Week and not offer free dumping at the Landfill to local resident delivering yard and household waste during the week of April 22 to 27, 2013

SUBMITTED BY: _____



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ 2013.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 25, 2013

PROPOSED BY: David Wolanski, Shanon Simon & Robert Osmond

TOPIC: Local Improvement Conversion Bylaw Delay

PROPOSAL: Consider delaying proceeding with a bylaw to convert the local improvement taxes for rehabilitation and reconstruction projects to at large levies

BACKGROUND:

Administration has been preparing the bylaw to convert the local improvement taxes for rehabilitation and reconstruction projects to at large levies since the decision of Council to proceed on March 11th. In order to meet all the legislative requirements to implement the proposed changes ahead of the 2013 tax notices in May, there is a very restrictive timeline.

As Council is aware, the significance of this issue and the shift away from decades of the current practice related to local improvements is immense. Administration has worked hard over a number of months to identify and formulate options for Council to consider. After receiving direction from Council on March 11th towards a preferred course, we began the work to prepare the plan and implementation thereof. Significant demands on our time related to the municipal inspection have forced administration to forgo proactive projects once again. As we were preparing for the Council meeting and bringing the bylaw forward it became apparent that more work needs to be done.

Given the importance of the changes proposed, careful review of the planned bylaw from a legal and legislative perspective and public consultation should be undertaken to ensure that these changes are properly executed. It is our opinion that it will not be possible to complete this level of review and consultation within the legislative timeline to finalize the bylaw in advance of the 2013 tax notices.

It should be noted that the proposed interim 2013 budget capital projects that would normally have been proposed by a local improvement (3rd St. SE/Broadway Ave. East) would not have been impacted either way with the bylaw to convert local improvement projects to at large levies. Both of the projects mentioned are fully funded by grants in the 2013 budget. Thus, delaying the bylaw allows us to continue with the budget as originally proposed and take the appropriate time to secure more legal and legislative feedback and detail a more specific and in depth public consultation and education plan. Ideas that have been initially discussed would be to include this item at the upcoming Town Hall meeting scheduled for some time in May/June and as part of the public budget consultations in the fall.

Administration feels the only potential downside to delaying the implementation would now be its appearance and decision around the time of the election.

OPTIONS:

1. Delay the first reading of the proposed bylaw to allow for additional legal and legislative review and public consultation.
2. To allow the proposed bylaw to continue along the original timeline; however, a special meeting would need to be called in order to facilitate the timelines required.

RECOMMENDATION:

Administration recommends delaying the bylaw to ensure that time constraints do not limit the preparation and review of this important legislation.

SUGGESTED MOTION(S):

1. Councillor _____ moved to delay the first reading of the bylaw to convert the local improvement taxes for rehabilitation and reconstruction projects to at large levies to allow administration additional time to review the bylaw from a legal and legislative perspective and prepare for information for public consultation.
2. Councillor _____ moved to schedule a special meeting of council to give the bylaw to convert the local improvement taxes for rehabilitation and reconstruction projects to at large levies first reading on March 27, 2013.

SUBMITTED BY:


Department Head


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 25, 2013

PROPOSED BY: Director of Finance and Administration

TOPIC: Year-End Motion Required For Various Transactions

PROPOSAL: Obtain approval for transfers to and from reserves and operating funds so I can complete the year 2012 Financial Statements.

BACKGROUND:

These transactions to and from reserves and operating funds require approval by Council. I need to address all incomplete transactions at year-end, to permanently close the 2012 General Ledger and finalize the 2012 Financial Statements. The current preliminary statements include all the transactions, as they appear below.

For your information, the surplus is estimated at \$1,060,666.52 (*excluding the landfill surplus and land sales revenue*) for the Town of Redcliff and is closed to the Accumulated Surplus account. The surplus is derived using all transactions including transfers to and from reserves. Please see the financial statements for complete details.

The surplus for the Landfill is estimated at \$218,173.34 and is closed to Landfill Reserve.

1. OPERATING FUNDS

Street Lighting account 2.32.06.254.000

Following an approximate 37% increase in energy commodity charges in 2010/11, it was forecasted that rates would somewhat normalize in 2012. Although, we have seen a 3% reduction this was far less than expectations during the 2012 budget process. As a result, street lighting costs were higher than budgeted in 2012.

Total Budget \$75,000.00 and actual \$100,341.24 **\$25,341.24**

Gas & Oil account 2.99.43.521.000

The most significant contribution to this over expenditure is linked to the new Al-Jon compactor. The new compactor uses more fuel than the compactor it replaced; these costs are partially offset by the machine's performance efficiencies. Fuel costs remain at levels previously identified as elevated, which has been addressed in the 2013 operating budget.

Total Budget \$70,000.00 and actual \$93,136.83 **\$23,136.83**

Miscellaneous Service account 2.99.43.219.000

Advertising expenses for seasonal positions was higher than the previous years,

totaling \$1,945.38 in 2012. In addition, vacuum truck services for leachate removal were expensed at \$6,107.50 this year.

Total Budget \$1,000.00 and actual \$8,052.88 **\$7,052.88**

R & M Supplies Various Town Vehicles account 2.xx.65.520.xxx

The following vehicle repairs beyond established budgets for 2012 were required for the continued operation of our vehicles and equipment:

- Unit #102 – '95 John Deere Grader
 - Weld blades (\$1,180.00)
 - Gear box (\$8,573.84)
 - Recap tires, casing, changeovers (\$3,040.00)
- Unit #128 – '08 Interna SF637 Garbage Truck
 - Master Lift Cam Repair (\$1,070.22)
 - A/C Compressor Repair (\$2,057.19)

Budget and Motions \$92,584.18 and actual \$108,615.10 **\$16,030.92**

2. GRANTS & DONATIONS RESERVE

The unused portion of the \$80,000 budget for the 2010 Transportation Master Plan was not carried forward to the 2012 budget when the project was closed during the 2011 yearend. The charges in 2012 for this project of \$18,754.08 leave \$10,006.16 for carry forward to 2013. The 2012 amount was withdrawn from the G & D Reserve. Funds withdrawn from this reserve:

\$ 18,754.08

In 2012 there was a payment made using donations to the Parent & Caregivers of Children with Disabilities Support Group for childcare expenses. Additionally, the funds held in trust for the group were returned as their status as an organization has changed and now administer their own funds. Funds withdrawn from this reserve:

\$ 2,231.97

3. LANDFILL RESERVE

The Redcliff/Cypress Regional Landfill Authority surplus was transferred to this reserve. Funds added to this reserve:

\$ 218,173.34

Principal payments on the Redcliff/Cypress Regional Landfill Authority's excavation loan shared between the Town and County was transferred to this reserve for payment in 2013. Funds added to this reserve:

\$ 64,000.00

4. LAND DEVELOPMENT RESERVE

In 2012, the proceeds from land sales were contributed to this reserve. Funds added to this reserve:

\$ 90,292.40

This is not an all-inclusive document showing you all over expenditures or deviations from the 2012 budget. Please refer to the

financial statements for details on deviations from the 2012 budget.

OPTIONS:

1. To approve the transfers to and from reserves and operating funds so the year 2012 Financial Statements can be completed.

RECOMMENDATION:

That Council approves option 1.

SUGGESTED MOTION(S):

Councillor _____ moved to concur with the recommendation of the Director of Finance and Administration to approve transfers to and from reserves and operating funds as follows:

1. OPERATING FUNDS

Street Lighting account 2.32.06.254.000

Following an approximate 37% increase in energy commodity charges in 2010/11, it was forecasted that rates would somewhat normalize in 2012. Although, we have seen a 3% reduction this was far less than expectations during the 2012 budget process. As a result, street lighting costs were higher than budgeted in 2012.

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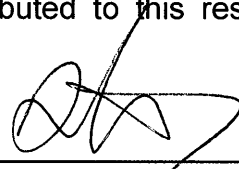
\$ 64,000.00

4. LAND DEVELOPMENT RESERVE

In 2012, the proceeds from land sales were contributed to this reserve. Funds added to this reserve:

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.

Ottawa

Room 110
Justice Building
Ottawa, Ontario
K1A 0A6
Tel.: (613) 992-4516
Fax: (613) 992-6181
Email: paynel@parl.gc.ca



LaVar Payne

Medicine Hat

Constituency

Medicine Hat Office
112-1310 Kingsway Ave. SE
Medicine Hat, Alberta
T1A 2Y4
Tel.: (403) 528-4698
Fax: (403) 528-4365

Constituency

Brooks Office
P.O. Box 640
2-403 2nd Avenue West
Brooks, Alberta
T1R 1B6
Tel.: (403) 362-7677
Fax: (403) 362-7055
Toll-free: 1-800-565-4694

Taber Office

5324-48th Ave
Taber, AB
T1G 1S2
(at Community Futures Office)
Tel.: (403) 416-2400

RECEIVED

MAR 8 2013

TOWN OF REDCLIFF

February 27, 2013

Town of Redcliff – Mayor Robert Hazelaar

Box 40

Redcliff, AB

T0J 2P0

The National Health & Fitness Day Program's goal is to make Canada the fittest nation on earth. It is designed as one response to related factors: alarming rates of childhood obesity; the resultant diabetes, heart and other chronic diseases; the under-use of recreational facilities in Canada; and the leadership of local governments in improving Canadians' health. The Program encourages local governments such as yours to proclaim the first Saturday in June as National Health & Fitness Day and commit to open their recreational facilities that day on a complimentary or reduced-rate basis, in order to boost participation in healthy physical activity.

This initiative is in unison with my colleague MP John Weston's Bill C-443, which would officially establish June 1st of every year as National Health and Fitness Day. I am fully supportive of this Bill, and will be voting in favour of it.

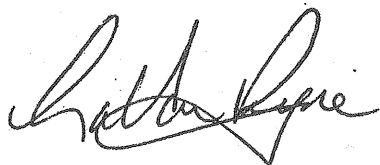
Councils which have endorsed the concept have taken different approaches. Some have simply proclaimed the day (the first Saturday in June) to raise awareness of the importance of increasing physical activity; others have encouraged use of their local fitness facilities by reducing or by waiving admission fees; some have done both. In any case, endorsement of the concept should ultimately generate revenues as it drives up participation rates and helps promote our common interest in encouraging Canadians to live healthier lifestyles.

In addition, some local governments have leveraged their support by notifying the Federation of Canadian Municipalities. Should FCM receive sufficient support, it will add its endorsement to that of the Canadian Medical Association and other organizations.

I am enclosing a draft resolution which you can propose to your council should you feel it appropriate.

Thank you for your consideration, and I look forward to your support for this noble undertaking.

Regards,

A handwritten signature in black ink, appearing to read 'LaVar Payne', with a stylized, cursive script.

LaVar Payne, M.P.

Medicine Hat Constituency

Draft resolution to proclaim:

NATIONAL HEALTH AND FITNESS DAY

WHEREAS:

Canada by nature offers abundant recreational and fitness opportunities through such things as our mountains, oceans, lakes, forests, parks, and wilderness;

We as Canadians could therefore be the healthiest and fittest people on earth;

Participation rates in healthy physical activities have been declining;

We have public facilities to promote health and fitness;

Canadians recognize the growing concern over chronic disease and other impediments to health and fitness;

Health and fitness ought to be promoted for Canadians of all ages and abilities;

The first week of June is Environment Week in Canada, and walking and cycling are great ways to reduce vehicle pollution and encourage physical fitness; and

We all aspire to increase participation by Canadians in health, recreational sports and fitness activities;

THEREFORE:

We proclaim National Health & Fitness day in our municipality/district /regional district as the first Saturday in June;

(Optional) As a step to increase participation and enhance the health of all Canadians, we commit to make our health, recreational sports, and fitness facilities available at a reduced or complimentary basis on National Health and Fitness Day; and

In order to leverage the effect of our proclamation, we shall advise the Federation of Canadian Municipalities of our proclamation.



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

RECEIVED

MAR 11 2013

TOWN OF REDCLIFF

AR 1335

March 8, 2013

His Worship Robert Hazelaar
Mayor
Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0

Dear Mayor Hazelaar:

Finding solutions to address marijuana grow operations (MGOs) across the province is a priority for the Alberta government. They create health, safety and environmental hazards, increase ratepayers' costs through theft of water and electricity, increase criminal activity and have a negative impact on the quality of life in Alberta communities. The impact on Alberta communities persists after MGOs are identified and shut down, as they are often left derelict for extended periods of time. Roles and responsibilities with respect to the inspection, assessment and remediation of former MGOs are unclear and vary between municipalities.

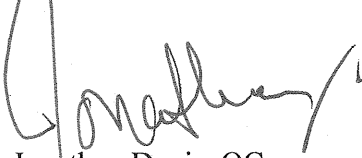
To address these issues, the Government of Alberta will be conducting consultation meetings with stakeholders regarding marijuana grow operations and the health and safety, remediation, cost recovery, electricity theft and privacy issues associated with them once they have been identified and are shut down. To this end, I am requesting your assistance in determining the most appropriate individuals in your community to attend a community consultation meeting addressing these issues. We are looking for experts in building codes and standards from your municipality, fire officials and representatives from community organizations working to address the issues associated with MGOs.

Stakeholder consultations are scheduled to begin in March and community meetings will be held in April. To meet these timelines, please provide your recommendations as to who should be invited to these community meetings by Wednesday, March 20, 2013 to Ms. Kelly Hillier, Director, Grow Op Free Alberta, Safe Communities, by email at Kelly.Hillier@gov.ab.ca or by phone at 780-638-3744. Please indicate the names (with proper salutation) and titles of the individuals, organization or business unit, mailing address and email address. Invitations will be sent by both mail and e-mail the following week indicating the date and time of the consultation meeting along with some background information to prepare participants.

.../2

Thank you in advance for your attention to this request and for your input into the complement of individuals who will be contributing to this consultation process. Your partnership in this process at the municipal level is crucial to finding solutions that will address these issues and make our communities safer for Albertans.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Jonathan Denis', with a stylized flourish at the end.

Jonathan Denis, QC
Minister

cc: Rick Fraser, MLA Calgary-South East

RECEIVED
Town of Redcliff AR67026

March 08, 2013

Mr. David Wolanski, Municipal Manager
Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0

Supervisor: _____

MAR 13 2013

Action: _____

File # _____

Dear Mr. Wolanski:

Thank you for submitting the Municipal Sustainability Initiative (MSI) - 2011 Capital Statement of Funding and Expenditures (SFE).

This letter confirms that the municipality's certified SFE has been submitted as required. We have reviewed your report and are satisfied that the reporting requirements of the MSI Memorandum of Agreement have been met and all reported projects have been accepted by the Minister.

Attached is the 2011 Certification Summary Report, which is based on the municipality's reported amounts.

In addition, the funding agreement states that you agree to allow the Minister and/or his agents, including but not limited to, the Auditor General of Alberta, and representatives of the Province of Alberta, access to the project site; any engineering drawings or documents; any books of accounts relating to funding, earnings, and expenditures claimed under this Agreement; and any other such project related documents as deemed necessary by the Minister in performing an audit of the projects undertaken under this Agreement. All project related documents shall be kept for a minimum of three years following completion of the project.

If you have any questions, please contact a Compliance Advisor by dialing 310-0000 toll free, then 780-427-2225.

Sincerely,


Marie Juengel
Director, Municipal Grants

Attachment



MSI Building Today for Your Tomorrow
Municipal Sustainability Initiative

MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)

Program Year 2011
Capital Certification Summary

Town of Redcliff

As at December 31, 2011

Closing Balance: \$745,619

2011 Allocation: \$1,024,998

Interest Earned: \$8,732

Total Available: \$1,779,349

(1) MA Project No.	(2) Project Name	(3) Status of Project	(4) Ministry Accepted MSI Amount	(5) Total Reported MSI Applied To Date	(6) Remaining Ministry Accepted MSI Amount	(7) Previous and Current Year Qualifying Project Costs to be Funded from MSI	(8) MSI Funds Applied to Previous and Current Year Qualifying Costs	(9) Remaining Qualifying Project Costs Carried Forward to Next Year
CAP-3021	North Side Industrial Subdivision Design/Engineering.	Delayed	\$500,000	\$0	\$500,000	\$0	\$0	\$0
CAP-2059	East Side Phase 1-Landscaping and Park(s)	In Progress	\$228,000	\$11,404	\$216,596	\$11,404	\$11,404	\$0
CAP-3022	4 Avenue SE (Main-5 St.) Overlay	In Progress	\$358,000	\$159,626	\$198,374	\$159,626	\$159,626	\$0
CAP-3023	1 AVENUE SE (1st - 6st) Overlay	In Progress	\$340,000	\$163,757	\$176,243	\$163,757	\$163,757	\$0
CAP-3226	2 Avenue SE (Main Street South-6 Street SE) Road Rehabilitation	In Progress	\$293,800	\$0	\$293,800	\$0	\$0	\$0
CAP-3725	6th Avenue SE (000,400 & 600 Block)	In Progress	\$97,106	\$69,188	\$27,918	\$69,188	\$69,188	\$0

MUNICIPAL SUSTAINABILITY INITIATIVE (MSI)

Program Year 2011
Capital Certification Summary

Town of Redcliff

As at December 31, 2011

						Total Available:	\$1,779,349	
(1) MA Project No.	(2) Project Name	(3) Status of Project	(4) Ministry Accepted MSI Amount	(5) Total Reported MSI Applied To Date	(6) Remaining Ministry Accepted MSI Amount	(7) Previous and Current Year Qualifying Project Costs to be Funded from MSI	(8) MSI Funds Applied to Previous and Current Year Qualifying Costs	(9) Remaining Qualifying Project Costs Carried Forward to Next Year
CAP-3726	Master Storm System Evaluation	In Progress	\$60,000	\$51,151	\$8,849	\$51,151	\$51,151	\$0
Total:						\$455,126	\$455,126	\$0
2011 Remaining Balance:							\$1,324,223	



March 15, 2013

Mr. David Wolanski
Municipal Manager
TOWN OF REDCLIFF
PO BOX 40
Redcliff, AB T0J 2P0
Canada

RE: Redcliff Aquatic Centre Facility Rehabilitation
Project Number: C001601

Dear Mr. Wolanski:

Thank you for submitting your application to Western Economic Diversification Canada (WD) under the Community Infrastructure Improvement Fund (CIIF).

The Fund has been met with resounding interest across Western Canada. While many outstanding project applications were received, demand for funding was greater than the available funds.

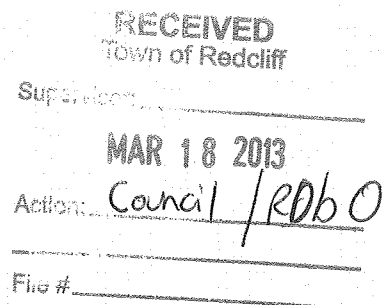
CIIF funds have now been fully allocated in Alberta and we regret to inform you that we are unable to accommodate your request.

Thank you again for your application and interest in CIIF.

If you have any immediate questions or concerns, please contact us at 1-888-338-WEST (9378).

Sincerely,

Shelley Heidecker,
Manager, Alberta Region



**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 25, 2013

PROPOSED BY: Shanon Simon

TOPIC: Application for Encroachment Permit
540 3rd Street SE (Lots 39 & 40, Block 4, Plan 3042AV)

PROPOSAL: Request for Encroachment Permit for fence encroaching onto Town Property

BACKGROUND:

In reference to the attached Encroachment Permit Application, the fence located at 540 3rd Street SE is encroaching on Town land. The Real Property Report dated September 21, 2012 identifies the fence encroachment on the on the SE corner as .88 m and extends eastward and identified at the SE corner as encroaching 1.37 m. The application identifies the encroachment as only being .88 m.

Bylaw 1177/98, being the Encroachment Permit By-law authorizes the Municipal Manager or the Council to approve the issuance of an encroachment permit.

Bylaw 1177/98 states that "Encroachment permits:

- a) where the encroaching structure does not encroach more than .31 metres onto Town of Redcliff Property may be approved by the Municipal Manager and such approval shall be copies to Council for information only;
- b) where the encroaching structure does encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit shall be forwarded to Council for consideration.

As the encroachment exceeds .31 m it is being presented to Council for consideration.

Bylaw 1177/98, Encroachment Permit Bylaw also outlines the information required prior to processing an encroachment permit and the Bylaw is attached for your reference.

OPTIONS:

1. To approve and authorize the Municipal Manager or his designate to sign the encroachment permit application from Inge Bennie at 540 3rd Street SE (Lots 39-40, Block 4, Plan 3042 AV) for the fence encroachment as identified on Real Property Report dated September 21, 2012.
2. To deny the request for an encroachment permit and advise that the fence encroachment as identified on Real Property Report dated September 21, 2012 be removed.

RECOMMENDATION:

That Council approve and authorize the Municipal Manager or his designate to sign the encroachment permit application from Inge Bennie at 540 3rd Street SE (Lots 39-40, Block 4, Plan 3042 AV) for the fence encroachment as identified on Real Property Report dated September 21, 2012.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Encroachment Permit for Inge Bennie at 540 3rd Street S.E. (Lot 39-40, Block 4, Plan 3042AV) for encroachment of a fence as identified on Real Property Report dated September 21, 2012 be approved. Further that the Municipal Manager be authorized to sign the Encroachment Permit
2. Councillor _____ moved that the Encroachment Permit for Inge Bennie at 540 3rd Street S.E. (Lot 39-40, Block 4, Plan 3042AV) for encroachment of a fence as identified on Real Property Report dated September 21, 2012 be denied. Further that the owner remove the encroaching structure.

SUBMITTED BY: _____



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.



PRITCHARD & CO.
LAW FIRM, LLP

Your File:
Our File: 64048 MJD/ps

March 4, 2013

Town of Redcliff
Box 40
Redcliff, AB T0J 2P0

Attention: Brian E. Stehr

Dear Sir:

RECEIVED
MAR 7 2013
TOWN OF REDCLIFF

Re: 540 – 3rd Street SE, Redcliff - Plan 3042 AV, Block 4, Lots 39 & 40

Further to the above noted matter, please find enclosed the following documents:

1. Application for Encroachment Permit;
2. Our cheque in the sum of \$100.00 for payment of the permit.

Please provide our office with the necessary Encroachment Permit. If you have any questions or concerns, please contact our office

Yours truly,
Pritchard & Co. Law Firm, LLP

Trish Schafer
e-mail: schafer@pritchardandco.com

/ps

APPENDIX 'A'

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I Inge Bennie, owner of the property legally described as Lot(s) 39 & 40, Block 4, Plan 3042AV, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at 540 - 3rd St. SE, Redcliff legally described as: **Lot(s) 39 & 40, Block 4, Plan 3042AV** do, in fact, encroach upon a portion of: the fence on the south side of lot is encroaching 0.88 meters onto boulevard as shown on the Survey Certificate attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated or damaged;
- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation, be approved by a development authority as long as any development on this property does not conform to the current Land Use By-Law of the Town of Redcliff.
- vii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.


APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____, ~~XXXX~~ 2013.

MUNICIPAL MANAGER



ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

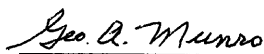
DESCRIPTION OF PROPERTY

LOTS 39 & 40, BLOCK 4, PLAN 3042AV
540 3rd St. S.E., Redcliff, Alberta

I, George A. Munro, Alberta Land Surveyor do hereby certify that this Report and related survey, was prepared and performed under my personal supervision and in accordance with the Manual Of Standard Practice of the Alberta Land Surveyors' Association and supplements thereto. Accordingly, within those standards as of the date of this Report, I am of the opinion that:











1. The Plan illustrates the boundaries of the Property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and rights-of-way affecting the extent of the title to the property;
2. The improvements are entirely within the boundaries of the property unless otherwise noted;
3. No visible encroachments exist on the Property from any improvement situated on an adjacent property unless otherwise noted, and;
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of the property, unless otherwise noted.
5. Title information is based on a title search dated September 13th A.D. 2012 C. of T. No. 041 166 757.
6. Date of Survey September 18th, 2012
7. Unless otherwise specified the dimensions shown relate to distances from Property boundaries to the exterior finish at time of survey.
8. Distances are in metres and decimals thereof.
9. This document is not valid unless it bears an original signature (in blue ink) and a red Munro Global Surveys permit stamp.
10. Purpose: This Report has been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of a real estate transaction. Copying is permitted only for the benefit of these parties. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown on the plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.
11. *Property is subject to Encroachment Agreement Reg. No. 071 377 986.*
12. *Fence encroaches into Town of Redcliff Street as shown (See Point 1, Pg. 2)*
13. *Lot Coverage = 20.0% (Residence, Garage and Deck)*

Dated this 21st day of September A.D. 2012.


George A. Munro, A.L.S.

LEGEND

ABBREVIATIONS AND SYMBOLS THAT MAY APPEAR ON THIS PLAN.

Drill Hole found shown thus ... 
Iron Bar found shown thus ... 
Statutory Iron Post found shown thus ... 
Delta (Central) angle of arc shown thus ... 
Eave Fascia are shown thus ... 
Fences are shown thus ... 
Line not to scale shown thus ... 
Utility Rights-Of-Way are shown thus ... 
Building foundation shown thus ... 
Property line shown thus ... 

A denotes length of arc
A.G. denotes Above Ground
Blk. denotes Block
Cant. denotes cantilever
Conc. denotes concrete
C.S. denotes Counter Sunk
E. denotes east
Fd. denotes found
G.L. denotes ground level
m denotes metres
Mk. denotes mark
M.A. denotes Maintenance Access
Mks. denotes marks

N. denotes north
O.D. denotes Overland Drainage
R denotes radius of arc
Re-est. denotes Re-established
Reg. No. denotes registration number
Ret. Wall denotes retaining wall
R.W. denotes Right-Of-Way
S. denotes south
U. denotes Utility
W. denotes west
Fences are within 0.10m of property line unless otherwise noted
Eave dimensioned to Fascia



Page 1 of 3

CLIENT: Pritchard & Company

FILE NO. 63764 MJD/ps

Drawn by: P. Algie

SCALE AS SHOWN

M.G.S. FILE NO. 12M090033

DESCRIPTION OF PROPERTY

LOTS 39 & 40, BLOCK 4, PLAN 3042AV

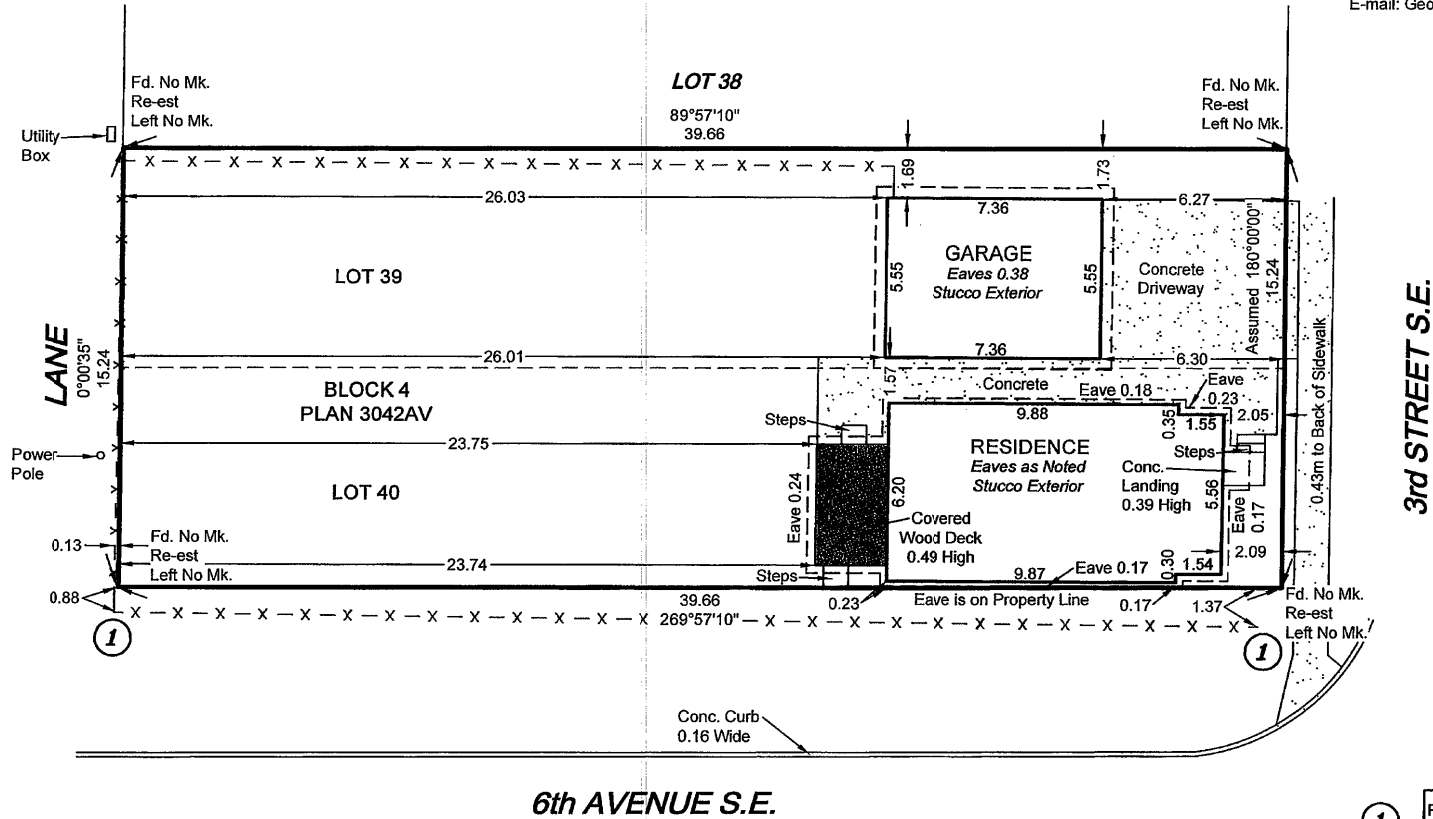
540 3rd St. S.E., Redcliff, Alberta

MUNRO GLOBAL
SURVEYS

#1 - 1364 Southview Drive S.E. Medicine Hat, Alberta T1B 4E7

Ph: 403.526.6300 Fax: 403.526.1540

E-mail: George.Munro@TheGlobalGroup.ca



Notes:
Legend shown on Page 1.
This Real Property Report is ineffective if it is detached from page 1.

© Copyright Munro Global Surveys 2012.

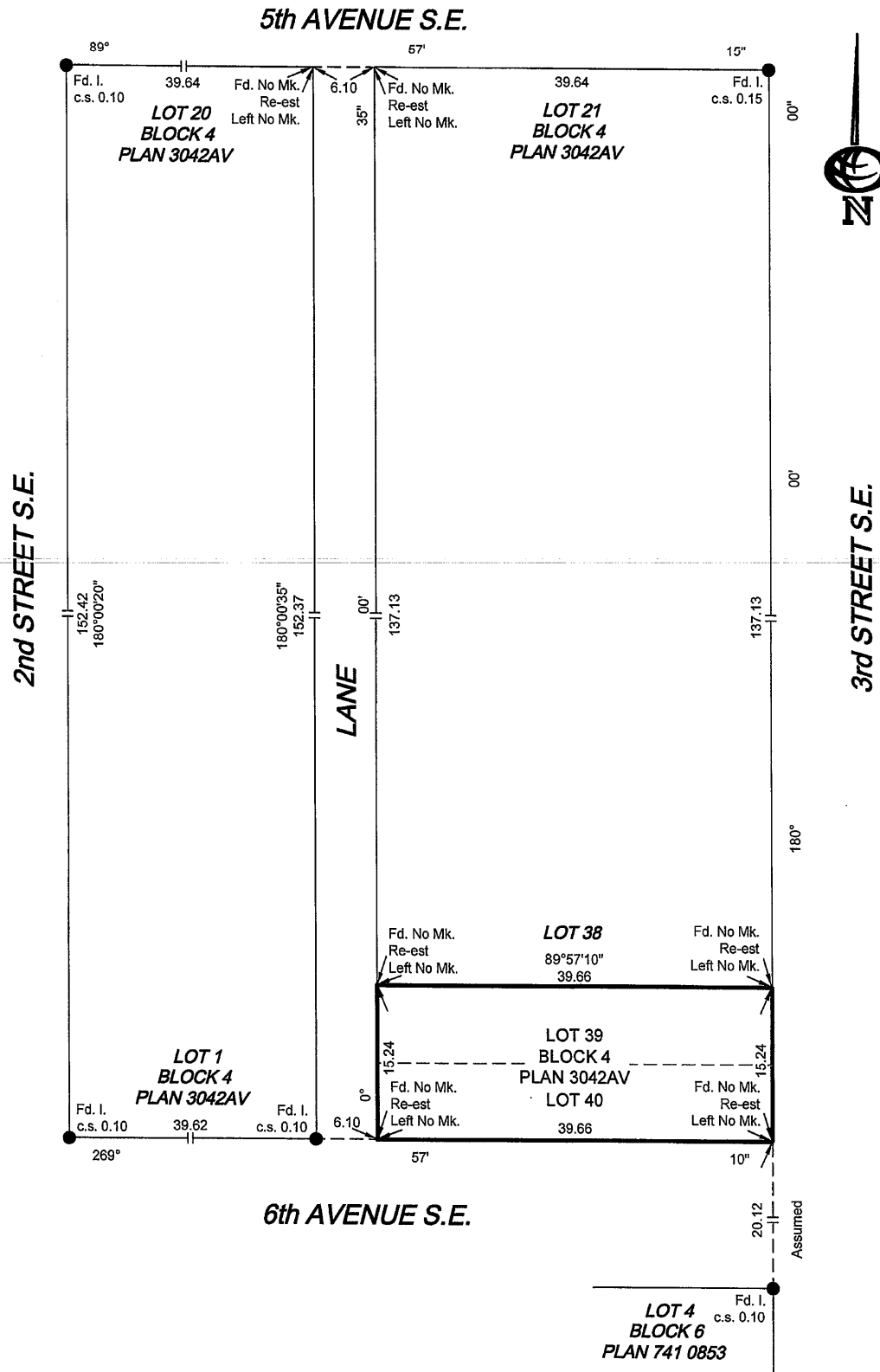
Page 2 of 3

FILE NO. 63764 MJD/ps	Drawn by: P. Algie
SCALE 1:200	M.G.S. FILE NO. 12M090033

DESCRIPTION OF PROPERTY
 LOTS 39 & 40, BLOCK 4, PLAN 3042AV
 540 3d St. S.E., Redcliff, Alberta

MUNRO GLOBAL
SURVEYS

#1 - 1364 Southview Drive S.E. Medicine Hat, Alberta T1B 4E7
 Ph: 403.526.6300 Fax: 403.526.1540
 E-mail: George.Munro@TheGlobalGroup.ca



Notes:
 Legend shown on Page 1.
 This Real Property Report is ineffective if it is detached from page 1.

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Page 3 of 3

FILE NO. 63764 MJD/ps	Drawn by: P. Algie
SCALE 1:500	M.G.S. FILE NO. 12M090033

**TOWN OF REDCLIFF
BY-LAW NO. 1177/98**

**A BY-LAW OF THE TOWN OF REDCLIFF FOR THE PURPOSES OF AUTHORIZING
THE ISSUANCE OF ENCROACHMENT PERMITS.**

WHEREAS, it is deemed expedient and proper for a Council to authorize the issuance of an Encroachment Permit.

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

- 1.0 This By-Law shall be known as the '**Encroachment Permit By-Law**'.
- 2.0 Encroachment permits:
 - a) where the encroaching structure does not encroach more than .31 metres onto Town of Redcliff Property may be approved by the Municipal Manager and such approval shall be copied to Council for information only;
 - b) where the encroaching structure does encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit shall be forwarded to Council for consideration.
- 3.0 The fee for an encroachment permit shall be in the amount of \$100.00 plus GST for each encroachment permit issued.
- 4.0 Prior to the issuance of an encroachment permit the Town of Redcliff will require the owner of an encroaching structure to make application for an encroachment permit on the standard form as shown on Appendix 'A' attached to this By-Law.
- 5.0 The information that will be required prior to processing an encroaching permit shall include:
 - a) indemnification of Town of Redcliff from any damage or liability associated with the encroaching structure;
 - b) indemnification of Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;

- c) removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated;
- d) removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction or road development.
- e) acknowledgement that the encroachment permit is terminable by Town of Redcliff upon issuance of 30 days notice in writing to the property owner at the last address as shown on the taxation records of the Town of Redcliff.

6.0 Encroachment permits may only be issued to the present owner of said encroaching structure;

7.0 Upon sale of the land the encroachment permit issued by the Town of Redcliff is terminated unless.

- a) If the encroaching structure is sold to a different party the acquiring owner may apply for an encroachment permit to be issued providing the following conditions are met:
 - i) the terms and conditions on the encroachment permit to be issued are identical to the encroachment permit issued to the vendor;
 - ii) the request is made in writing and received by the Town of Redcliff within 60 days of the date of the original encroachment permit;
 - iii) the written request, includes a declaration confirming there have been no adjustments to any building on the site since the date of the issuance of the original encroachment permit.
 - iv) there will be no additional fee charged for issuance of this encroachment permit.

8.0 That effective upon passage of this By-Law, The Council of the Town of Redcliff hereby authorizes the Municipal Manager, or his designate, to sign, on behalf of the Town of Redcliff, encroachment permits as shown on Appendix 'A' attached.



9.0 By-Law 1165/98 is hereby repealed

Read this a first time the 17th day of August, 1998.

Read a second time the 17th day of August, 1998.

Read a third time the 17th day of August, 1998.

Signed and Passed the 17th day of August, 1998



Mayor



Municipal Secretary



APPENDIX 'A'

TOWN OF REDCLIFF
ENCROACHMENT PERMIT

I _____ owner of the property legally described as Lot(s) _____, Block _____, Plan _____, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at _____ legally described as: Lot(s) _____, Block _____, Plan _____ do, in fact, encroach upon a portion of: _____ as shown on the Survey Certificate attached hereto and forming part of the Permit.

The Town of Redcliff is empowered under the Land Titles Act to grant a permit with any conditions and terms that the Town may specify, to the owner of a building or structure that encroaches on a road, street, lane or other public place permitting the building or structure to remain thereon.

The Town of Redcliff grants this Encroachment Permit under the terms and conditions as follows:

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated or damaged;
- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation, be approved by a development authority as long as any development on this property does not conform to the current Land Use By-Law of the Town of Redcliff.
- vii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.

APPLICANT

Approved on behalf of Town of Redcliff this the _____ day of _____, 199__.

MUNICIPAL MANAGER



RECEIVED

MAR 14 2013

TOWN OF REDCLIFF

March 14, 2013

Mayor and Council
Town of Redcliff
Box 40
Redcliff, Alberta
T0J 2P0

Dear Sirs:

It is again that time of year when we are requesting that the Town of Redcliff provide a letter of support for the Redcliff Victim Services Unit. This letter of support is required for our application for our annual grant from the Solicitor General.

Redcliff Victim Services provides support for the Town of Redcliff and a portion of Cypress County that are within the Redcliff RCMP service area. Victims of crime and tragedy receive personal contact from trained volunteers to help them through the initial aspect of their tragedy and also to help prepare them for court proceedings. We also provide victims with information for other agencies who can further assist them such as the Women's Shelter, and counselling services.

The grant enables the unit to provide training for our advocates and board as well as covering the costs for provision of services such as educational materials, information hand-outs, advertising, emergency meals and clothing, volunteer recognition and appreciation, attendance at an annual provincial conference and wages for our Coordinator.

Best regards,

A handwritten signature in black ink, appearing to read "Carol Cranston", is written over a thin, curved line that extends from the signature towards the right.

Carol Cranston
President
Redcliff Victim Service Unit

P.O. Box 1335
301 Mitchell Street SE, Redcliff, Alberta T0J 2P0
Phone: (403) 548-7848 Fax: (403) 548-3637

Municipal Manager's Report
Monday, March 25, 2013

RCMP Lease

Administration detailed concerns in the lease agreement. We are still awaiting their response.

UROW and Temporary Work Space Agreement – Raw Water Pipeline

The agreements have been completed and signed by both parties. Arrangements for distribution of the documents and payment are currently being made.

Water Treatment Plant

The next meeting of the Committee has been moved to April 17 to accommodate schedules. MPE anticipates being at 90% of the design with some pre-construction estimates.

Municipal Inspection

As you are aware, the Municipal Inspectors were back at the Town offices from March 19-22. This placed additional strain on our operations as we provided information, both written and verbal, in response to their questions. While they cannot make any guarantee, they are hoping to have a report ready for public presentation in the 2-2 ½ months timeframe.

Emergency Management

The application has been submitted to the Province for funding and the comments received thus far have been very positive related to the detailed application. We expect to hear sometime in May regarding the application's success.

Staffing Updates

As we have had several priorities over the past month or so, the new position of Director of Community and Protective Services is still being finalized in terms of job description, reporting structure, etc. Current staff have relayed that they anticipate being able to carry on with regular planned activities with current resources for the time being. The creation and implementation of this new position requires that administration take the appropriate steps to ensure its benefits are realized and have immediate impact.

Finance and Administration

Year End Progress

We are nearing the end of the process of closing the 2012 year. The Auditors have completed their fieldwork and have moved to the final review process. It is expected that the presentation of the financial statements will take place at the Council meeting on April 22nd.

Utilities

March is a utility billing month and bills are expected to be mailed around the 15th of March. The number of new sign-ups for e-billing (receiving your utility bill by e-mail) has begun to slow but sign up forms are available at the Town Office or online on our website.

Finalization of Budget

With the release of the provincial budget, preparations for presentation of the final budget are now underway. The finalized presentation will include adjustments for capital project carry forwards, 2013 school tax requisition and several small adjustments for balancing.

Taxation and Local Improvements

With the budget finalization in process, we will also be proceeding with setting the municipal tax rates. Presentation of the bylaw for first reading will take place in April. Work is continuing on the local improvement issue as well, Council will be presented with a recommendation to postpone implementation of the discussed changes.

Public Services

Water and Sewer Utilities

- Staff continue to prepare our Drinking Water Safety Plan as required by Alberta Environment. We are on target to complete the document within the next 1-2 months and well ahead of the imposed deadline of December 31, 2013.
- Dean Harrison, Utility Operator recently attended the annual Alberta Water and Waste Water Operators Seminar. In addition to the annual seminar, Dean attended a pre-seminar technical training workshop *Water Treatment Plant Waste Stream Management*.
- As has been communicated, Jamie Garland has moved to the Public Services Supervisor position and Dean Harrison has moved to the Utilities Supervisor position vacated by Jamie's move.

Municipal Works

- Staff repaired one water leak during the past month. The leak was on 11th St. NE (near Cajon Motors) and was on a water line that has been targeted for replacement within the next 1-2 years. Minimal disruption to the neighborhood occurred during the repair.
- Periodic street sweeping has begun and will continue as the weather permits. The high traffic areas including four way stop intersections are typically the areas that we will target first. We will then move into the business districts, school areas, and the residential areas respectively.

Parks and Recreation

- Watson Pools has completed all of the major equipment installation and mechanical upgrades at the Aquatic Centre. Some minor electrical work will be completed during the next few weeks to accommodate the new installations. Watson Pools will be returning in early May to commission the new mechanical system.

- On March 11 staff discovered a significant amount of graffiti vandalism at the Campground Washroom/Shower Facility. Staff is currently determining the best approach to have the graffiti removed from the brick building as soon as possible. The incident has been reported to the RCMP.
- The last day of the season at the Rec-Tangle is scheduled for Wednesday March 27 at which time the ice will be removed from the facility.

Landfill

- The Ridgeline Greenfill Soil Treatment site at the Lanfill has already been very busy in 2013.

Community Services

- Collaboration with Thrive for Wellness and Community Food Connections to have chain link fencing erected around the Community Garden. Also have ten horticultural programs/videoconferences arranged or “in the works”. These will be available from now until and May.
- Tickets are available now for the Volunteer Celebration and Citizen of the Year Awards Night.
- Preparing for the end of the season at the Rec-Tangle and beginning preparation for the summer: pool, Redcliff Days, Canada Day
- Currently preparing programs and events for the next program and events guide which covers May to end of August.

Engineering

Eastside Phase 1 Parks & Landscape

- Stantec is working on updating the original Eastside Stormwater Master Plan to address the comments from Alberta Environment and receive approval under the authority of Water Act and EPEA. This approval was required from Alberta Environment to formalize the use of raw water from the Pond for irrigation purposes without risking the annual raw water allocation adjustment.
- Stantec will update the project drawings since Pond C mechanical system upgrade will be deferred till future Eastside phases are developed and there is sufficient raw water available in the pond.
- Tendering will be done soon after getting the revised drawings from Stantec.

Sanitary Systems Evaluation Study

- Comments on first draft of the report have been provided to MPE.
- A follow up meeting happened on March 07, 2013.
- MPE is working on scheduling further site testing and completing the final report. MPE requires some extra time to complete the final report and will deliver the report by the end of April.

Water Treatment Plant, Raw water pump station and pipeline upgrades

- Pump Station Upgrade:

- For temporary raw water pumping, Carver Constructions Limited(CCL) proposed to use 2 submersible pumps (FLYGT / XYLEM)with a 250mm header connected to the existing 350mm pipeline. MPE has developed a model and confirmed the pumping capacity of approximately 8500 m3/ day. A third pump will be added when the demand will exceed during Jun/July.
- CCL has completed the concrete screw piles work at the controls building and is working on slab concrete pouring.
- CCL has scheduled to complete the wall framing and roof installation for control building and concreting pad in front of the old pump station building by March 23, 2013.
- Rawwater pipe line and Water Treatment Plant:
 - Tender was opened on March 05, 2013 and Town Council has awarded the contract to L.W. Dennis Contracting on March 11, 2013.
 - An award letter will be sent to L.W.Dennis and contract documents will be prepared by MPE once the necessary bonding provided by the L.W.Dennis.

2013 Capital Projects:

- Preliminary design in progress for Old TransCanada Highway Rehab, Margaret Wooding School laneway drainage design and 3rd St SE (1st Ave to Mid 200 block).
- Geotechnical investigations in progress for Old TransCanada Highway and 3rd St SE (1 Ave to Mid 200 Block).
- Town has received comments from shallow utility companies on preliminary drawings and working to update the drawings.

Other Miscellaneous.

- Drawing preparation for operating projects- Road line painting and misc water valve and fire hydrant replacements in progress.
- GIS data base construction using ArcGIS 10 is in progress and incorporating landuse information.
- Maps preparation and updating for Public Services and Finance Departments.
- Survey equipment has been purchased and setup/installation in progress.

Legislative and Land Services

- Ongoing inquires re: land sales, development & subdivision. Contacted by a private developer considering a larger type development project.
- Ongoing enforcement issues of non-permitted development and older files.
- Board Vacancies: The Subdivision and Development Appeal Board, Family & Community Services Board, Recreation Services Board.
- Review of Insurance lists and other insurance issues.
- Joint Assessment Review Board – Initiated discussions with the City Clerk at the City of Medicine Hat who has expressed interest in further discussing the potential of setting up a Joint Assessment Review Board for 2014. Further discussions to occur mid to late 2013.