



COUNCIL MEETING

**MONDAY, DECEMBER 10, 2012
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, DECEMBER 10, 2012 – 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 for October 31, 2012 *	For Information
2. DELEGATION	
A) D. Prpick, Presentation *	
B) K. Donais, Presentation *	
3. MINUTES	
A) Council meeting held November 26, 2012 *	For Adoption
B) Committee of the Whole meeting held November 26, 2012 *	For Information
C) Redcliff Family and Community Support Services Board Special meeting held November 28, 2012 *	For Information
D) Redcliff Family and Community Support Services Board Special meeting held December 3, 2012 *	For Information
i) Family School Liaison Worker Agreement *	Authorize Mayor and Mun. Mgr. to Sign
ii) FCSS Grant Application Reviews Re: Year-end grant allocation	For Consideration/ Approval
E) Redcliff / Cypress Regional Waste Management Authority meeting held, December 6, 2012 *	For Information
4. BYLAWS	
A) Bylaw 1727/2012 being the Procedural Bylaw *	2 nd & 3 rd Reading
B) Bylaw 1731/2012 being the Temporary Borrowing Bylaw *	2 nd & 3 rd Reading
C) Bylaw 1732/2012 being the Annual Reserve Allocation Bylaw *	2 nd & 3 rd Reading

5. STAFF RECOMMENDATION

- | | |
|---|--------------------------------|
| A) Write-Off 2011 for Doubtful Receivables * | For Consideration/
Approval |
| B) Community Infrastructure Improvement Fund (CIFF) Grant Project Endorsements * | For Consideration/
Approval |

6. POLICIES

- | | |
|--------------------------------------|--------------|
| A) Policy 054, Rates Policy * | For Approval |
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7. CORRESPONDENCE

- | | |
|---|-----------------|
| A) Municipal Affairs *
Re: Municipal Internship, Regional Collaboration Program | For Information |
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8. OTHER

- | | |
|---|---|
| A) Budget 2013 * | Approval in Principle |
| i) Multi Year Capital Infrastructure Plan (MYCIP) * | For Approval |
| ii) Bylaw 1728/2012 being the Garbage and Collection Rates Bylaw * | 2 nd & 3 rd Reading |
| iii) Bylaw 1729/2012 being the Sewer Rates Bylaw * | 2 nd & 3 rd Reading |
| iv) Bylaw 1730/2012 being the Water Rates Bylaw * | 2 nd & 3 rd Reading |
| B) Town of Redcliff Transportation Master Plan * | For Information |
| C) Redcliff Riverview Golf Course Water Rates | For Discussion |
| D) Redcliff Senior Citizens Society Facility Use Agreement * | For Discussion |
| E) Eastside Phase 1 Lots
Re: extension of 5% discount on lot prices | For Discussion |

9. RECESS

10. IN CAMERA

- | |
|------------------|
| A) Labour |
| B) Legal |

11. ADJOURN

ACCOUNTS PAYABLE NOVEMBER 22 - DECEMBER 3, 2012			
COUNCIL MEETING DECEMBER 10, 2012			
71903	PROVINCIAL TREASURER - LAP	LAPP CONTRIBUTIONS TO NOVEMBER 20, 2012	\$16,312.99
71904	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO NOVEMBER 20, 2012	\$24,461.32
71905	VOID	PRINTER ERROR	\$0.00
71906	TOWN OF REDCLIFF	REGULAR PAYROLL TO NOVEMBER 17, 2012	\$65,222.30
71907	TOWN OF REDCLIFF	ADDITIONAL PAY	\$4,804.53
71908	ACTION PARTS	TOOL CHEST	\$520.79
71909	TYCO INTEGRATED SECURITY	SEMI ANNUAL ALARM SYSTEM SERVICES LANDFILL	\$228.31
71910	ATRON REFRIGERATION	SEMI ANNUAL HVAC MAINTENANCE & REPAIRS WTP	\$1,110.38
71911	CBV COLLECTION SERVICES	COLLECTION FEES OCTOBER 2012	\$62.64
71912	CITY OF MEDICINE HAT	OCTOBER SEWAGE OUTLAY	\$42,701.67
71913	CANADIAN PACIFIC RAILWAY	2012/2013 REAL ESTATE FEES	\$105.00
71914	C.U.P.E.	UNION DUES TO NOVEMBER 17, 2012	\$1,788.77
71915	FOUNTAIN TIRE	TIRE REPAIR UNIT#130 FORD F150	\$80.64
71916	FOX ENERGY SYSTEMS	BOOTS, GLOVES, REFLECTIVE DECAL, SCBA ANNUAL RECERTIFICATION	\$1,532.94
71917	SHAW CABLE	DECEMBER INTERNET SERVICE TOWN HALL	\$125.84
71918	MURRAY, CINDY	REIMBURSE TRAVEL EXPENSES FCSSAA FALL DIRECTORS NETWORK	\$89.80
71919	PC CORP	SEPTEMBER 2012 BACK UP MANAGER	\$425.25
71920	SUNCOR ENERGY	DYED DIESEL LANDFILL	\$3,151.02
71921	PINNACLE INTERNATIONAL	REPAIRS UNIT#132 KUBOTA MOWER, REPAIRS UNIT#128 GARBAGE	\$1,259.01
71922	PRICE, TAMMY	REIMBURSE TRAVEL EXPENSES DIAMOND CONFERENCE & TRAINING	\$269.00
71923	SCHEFFER ANDREW	OCTOBER PLANNING SERVICES	\$811.13
71924	SFE GLOBAL	SANITARY SYSTEMS EVALUATION STUDY	\$8,279.25
71925	TELUS COMMUNICATION	NOVEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$120.94
71926	JAYCO BUILDERS	REFUND DUPLICATE UTILITY SIGN ON FEE	\$31.50
71927	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS TO NOVEMBER 17, 2012	\$430.00
71928	ACTION PARTS	BOREScope	\$253.04
71929	ALTALIS	2012 / 2013 CADASTRAL & TITLE SUBSCRIPTION UPDATES	\$226.80
71930	BATTERY DIRECT	DEEP CYCLE BATTERIES	\$300.99
71931	BIG EAGLE SERVICES	SEPTEMBER LEACHATE EVACUATION LANDFILL	\$813.75
71932	BRANDT TRACTOR	REPAIRS UNIT#102 GRADER, REPAIRS UNIT#134 LOADER, CORE RETURN	\$8,558.59
71933	BROVAC	SEWER MANHOLE CLEAN OUT SERVICES	\$441.00
71934	CONVERGINT TECHNOLOGIES	REPAIR CONTROLLER LIONS WATER PARK	\$3,586.22
71935	CRANSTON, CAROL	REIMBURSE COW SUPPER NOVEMBER 26, 2012	\$70.23
71936	DUNLOP STERLING	SWITCH ASSEMBLY UNIT#93 FORD 3 TON, STARTER UNIT#94 GARBAGE	\$862.74
71937	GAR-TECH ELECTRICAL	REPAIR LIGHTS ARENA & LEGION PARK	\$809.58
71938	HARV'S JANITORIAL SERVICES	NOVEMBER JANITORIAL SERVICES	\$3,386.25
71939	IPM BUILDING & MAINTENANCE	BUILD OFFICE PUBLIC SERVICES	\$2,887.50
71940	JIM'S ELECTRIC	REPAIR LIGHTS RCMP BUILDING	\$127.00
71941	MEDICINE HAT WHOLESALE FOODS	MEALS ON WHEELS CONTAINERS AND LIDS	\$94.83
71942	NAPA AUTO PARTS	IGNITION SWITCH UNIT#93 FORD 3 TON	\$26.20
71943	NIEDERMAYER, MARK	NOVEMBER GUITAR INSTRUCTION FEES	\$520.00
71944	OSMOND, ROBERT	REIMBURSE POP, JUICE, HOT CHOCOLATE, SOAP, CHRISTMAS CARDS	\$117.61
71945	PITNEY BOWES	REFILL POSTAGE METER	\$2,100.00
71946	PITNEY WORKS	OCTOBER & DECEMBER SERVICE CONTRACT FOR FOLDER/STUFFER	\$291.54
71947	PRITCHARD & COMPANY	LEGAL FEES CONDOMINIUM CORP.	\$1,135.32
71948	REDCLIFF BAKERY	MPC LUNCH NOVEMBER 21, 2012	\$65.00
71949	SANATEC ENVIRONMENTAL	SANITARY SEWER CAMERA SERVICES AND FLUSHING	\$9,263.33
71950	TELUS MOBILITY	NOVEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$34.22
71951	MIKES ROADHOUSE	FCSS SUPPER - BOARD MEETING NOVEMBER 28, 2012	\$55.13
71952	HACH SALES AND SERVICE	FREE CHLORINE REAGENTS, PH BUFFERS, PH STORAGE SOLUTION, ETC	\$1,207.29
71953	WATSON POOLS	PROJECT #115 - UPGRADE POOL HYDRAULICS & EQUIPMENT	\$86,010.75
71954	PROSTATE CANCER CANADA	CASH DONATIONS FOR FUNDRAISER	\$1,462.00
71955	TOWN OF REDCLIFF	REIMBURSE FOR MEETING EXPENSES, CROWBAR, POSTAGE, ETC	\$225.85
71956	TRICO LIGHTING PRODUCTS	LAMPS, 6 VOLT BATTERY, U TUBES	\$386.35
71957	WE CARE	OCTOBER HOME CARE SERVICES	\$156.00
71958	WOLSELEY	STAINLESS 3/4 INSERTS	\$36.12
71959	ZEP SALES & SERVICE	SOAP, 50 LBS ICE FIGHTER, HAND TOWELS, AIR FRESHNER, ETC	\$1,202.90
	TOTAL CHEQUES: 57	AMOUNT OF CHEQUES:	\$300,639.15

BANK SUMMARY FOR OCTOBER 31, 2012

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

INVESTMENTS

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

TOWN OF REDCLIFF
NOV 26 2012
FINANCE DEPT.

RECEIVED
DEC - 5 2012
TOWN OF REDCLIFF

Danica Prpick
13 Riverview Pl. SE
Redcliff, AB
T0J 2P0

November 30, 2012

Municipal Manager
Town of Redcliff
Box 40
Redcliff, AB
T0J 2P0

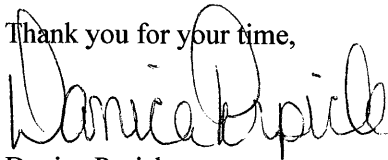
RE: Request for a Position on the Agenda for December 10, 2012 Council Meeting

Mr. Wolanski,

I would like to request 10 minutes at the December 10, 2012 Council meeting to present information and suggestions involving community input/involvement at Council meetings.

It is imperative that my position on the agenda is placed prior to any other business whereby Council makes motions such as the Procedure Bylaw Amendments.

Thank you for your time,



Danica Prpick

Kim Donais
502 5th Street SE
Redcliff, AB

December 10, 2012

Brief to Redcliff Town Council

Dear Mayor & Council,

Further to my letter in June I have now reviewed the current Water and Sewer By-Laws.

I would respectfully ask all of you to think about the following points to be taken into consideration to amend the By-Laws to create equitable for all Town Utility customers.

1. There are only 36 "Multi-Unit Customers" addresses registered with the Town. I will suggest there are many more than this not registered taking into consideration residences with basement or other suites, room sublets, possible unregistered duplexes, four plexes and apartments etc. Further I know there are many current Single-Unit service addresses where there is substantially more than a normal family unit living. These unregistered and densely occupied service addresses are not paying their proper share of utility costs relative to the 36 registered Multi-Unit Customers and majority of true Single-Unit Customers.
2. Our home at 502 5th Street SE has a ½" water service as does my office at 6 - 3rd Street SE. Our home is single unit my office is identified as Multi-Unit, one commercial plus two residential.
3. In our home we have two permanent residents at my office we have than two people working normal business hours and three people live in the two suites.
4. I have attached a 20 month summary of the total Town utility billings for the read dates of February 2011 to August 2012 for our two addresses. During this period at our home address we used 429 cubic metres of water at a cost of \$879.33. During this same period at my office address we used 401 cubic metres of water at a cost of \$2,105.76. During this period we also found a defective toilet in one of the residential suites. Considering the service sizes provided by the Town are the exactly the same and consumption similar this is not equitable.
5. As to the Water By-Law we have water meters therefore consumption rates should be tied directly to actual usage. This method fully takes into consideration the actual benefit to the service customer no matter the definition. I agree there should be a flat monthly service fee for all water services. This service fee should take into consideration the actual water service size provided to the customer by the Town as this is directly linked to the infrastructure cost, maintenance and repairs required for each service. It also reflects on the service the customer receives. At our home and the residential suites at my office if someone wants to shower we can hardly run water elsewhere.
6. Another situation special too many corner lots such as our home is that we actually pay the Town to water Town property. This is difficult to make fair with all other service customers except to perhaps increase the number of metres of water included in the minimum billing for all customers. Preferably if in fact all customers are billed for actual usage from the first metre of water used we would recover the cost in the winter as usage drops substantially. As provided above at our home we only used 429 metres of water in 20 months, far less than the 20 times the amount included in the base monthly fee.
7. Similar to water the current Sewage By-Law does not recognize specifically the actual citizens that benefit from each sewer service provided by the Town. The unregistered Multi-Unit Customers or densely occupied Single-Unit utility customers are subsidized by all other utility customers. During this period at our home address we paid \$345.56 for Sewer. During this period at my office address we paid \$989.76. Considering the sanitary service sizes are the same provided by the Town and the water consumption was similar this is not equitable.

8. The Sewage Rate for all customers is directly connected to the water usage as this will exactly catch the benefit to each customer in an equitable manner. Further this can easily be linked on an exact basis as to what the Town pays the City to treat our sewage. Then like the water billing the flat monthly service fee should take into consideration actual sanitary service sizes provided to the customer by the Town to cover off the infrastructure cost, maintenance and repairs required for each service.
9. I would also suggest the greenhouse industry should have a dual water metering systems, one for their domestic use and one for their irrigation use as they should not be paying any sewage charge linked to irrigation water.
10. I don't see the need to separate "Residential to Non-Residential" with the rates so similar.
11. While garbage was not previously mentioned it should also be noted my office service is not being billed for garbage. The garbage and litter I pick up from the sidewalk and street is placed in one of the neighbours' commercial bins and the garbage from the residential suites is minimal far less than from my home as there is a very small yard certainly not impacting the neighbours but we should be paying something.

I believe fairness to all end users should be the mandate of recovering the costs of such services and clearly the Water and Sewer By-Laws as written need some attention.

Yours truly,

Kim Donais

Town of Redcliff					
Utility Billings					
Account 000306		Nelson Donais			
6 3rd Street SE					
Read Date	Consumption	Water	Sewer	Garbage	
2/28/2011	26	233.22	106.51	0.00	339.73
4/30/2011	49	233.22	106.51	0.00	339.73
6/28/2011	32	233.22	106.51	0.00	339.73
8/31/2011	61	233.22	106.51	0.00	339.73
10/31/2011	63	233.22	106.51	0.00	339.73
12/19/2011	50	233.22	106.51	0.00	339.73
3/1/2012	20	235.48	116.90	0.00	352.38
4/25/2012	19	235.48	116.90	0.00	352.38
6/19/2012	34	235.48	116.90	0.00	352.38
8/22/2012	47	235.48	116.90	0.00	352.38
	401.00	2,105.76	989.76	0.00	3,095.52
				Proof	3,095.52
Account 000672		Kim Donais			
502 5th Street SE					
Read Date	Consumption	Water	Sewer	Garbage	
2/28/2011	11	77.74	33.26	15.00	126.00
2/28/2011	51	81.4	33.26	15.00	129.66
6/23/2011	0	77.74	33.26	15.00	126.00
8/30/2011	107	117.26	33.26	15.00	165.52
10/19/2011	62	88.11	33.26	15.00	136.37
12/13/2011	13	77.74	33.26	15.00	126.00
2/22/2012	18	77.74	36.50	15.72	129.96
4/19/2012	9	77.74	36.50	15.72	129.96
6/14/2012	60	89.94	36.50	15.72	142.16
8/16/2012	98	113.92	36.50	15.72	166.14
	429.00	879.33	345.56	152.88	1,377.77
				Proof	1,377.77

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
TUESDAY, NOVEMBER 26, 2012 – 7:00 P.M.**

PRESENT: Deputy Mayor C. Crozier

Councillors C. Brown, D. Kilpatrick,
E. Reimer, J. Steinke
Municipal Manager D. Wolanski
Director of Finance & Administration R. Osmond (left at 8:27)
Manager of Legislative and Land Services S. Simon (left at 8:27 p.m.)
Public Services Director D. Schaffer (left at 8:26 p.m.)

Cypress Courier C. Weiss (left at 8:26 p.m.)

ABSENT: Mayor R. Hazelaar
Councillor E. Solberg

1. GENERAL

Call to Order **A)** Deputy Mayor Crozier called the regular meeting to order at 7:00 p.m.

Adoption of Agenda **B)** Councillor Brown moved the Agenda be adopted as presented. – Carried.

Accounts Payable **C)** Councillor Reimer moved the following 114 general vouchers in the amount of \$487,077.89 be received for information. – Carried.

ACCOUNTS PAYABLE NOVEMBER 7 - NOVEMBER 16, 2012			
COUNCIL MEETING NOVEMBER 26, 2012			
71789	ACTION PARTS	SPLIT BENCH SEAT COVER UNIT# 140 2011 GMC, FUSE	\$159.73
71790	AMEC EARTH	PROJECT #81 - 9TH AVE SW & PS PARKING LOT	\$744.35
71791	BENCHMARK ASSESSMENT	ASSESSMENT FEES NOVEMBER 2012 TO JANUARY 2013	\$14,106.75
71792	BIG EAGLE SERVICES	LEACHATE EVACUATION LANDFILL	\$1,220.63
71793	BLAINE'S LOCKSMITH	REKEY LOCKS AND SUPPLY KEYS - PS	\$344.40
71794	BOLT SUPPLY HOUSE	BOLTS, NUTS, DUCT TAPE	\$45.91
71795	CIBC	SUPPLEMENTAL PENSION TO OCTOBER 20, 2012	\$2,440.09
71796	CIBC VISA	ENGINE TEST UNIT#142 COMPACTOR, MEMBERSHIPS, SUPPLIES,	\$4,076.64
71797	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS	\$15,496.13
71798	CLEARTECH INDUSTRIES	CHLORINE, ALUMINUM SULPHATE, LEAD WASHERS	\$10,123.40
71799	CPR	OCTOBER FLASHER CONTRACT	\$667.24
71800	CRANSTON, CAROL	REIMBURSE COW/COUNCIL SUPPER	\$92.61
71801	C.U.P.E.	UNION DUES TO OCTOBER 22, 2012	\$1,801.64
71802	DUNLOP STERLING	TRANSMISSION PARTS UNIT# 93 FORD 3 TON	\$1,198.65
71803	DURAGLAS COMPOSITES	GRAVELINERS, BASES	\$3,250.80
71804	EPCOR ENERGY SERVICES	OCTOBER ELECTRICAL UTILITY LANDFILL	\$137.26
71805	FARMLAND SUPPLY CENTER	HOSE & SPRING COVER UNIT#128 GARBAGE TRUCK, SWITCH ASSEMBLY PS FUEL TANKS	\$214.87
71806	FOUNTAIN TIRE	RECAP TIRES AND REPAIR NAIL HOLES UNIT#128 GARBAGE TRUCK	\$874.62
71807	FOX ENERGY SYSTEMS	SIGNS, SCBA CYLINDER TEST & RECHARGE	\$356.15
71808	GENIVAR CONSULTANTS	PROJECT #61 BROADWAY COURT NW LIFT STATION	\$359.10

71809	GLEISNER, WADE	REIMBURSE TRAVEL EXPENSES SOUTHERN ALBERTA FIRE CONFERENCE	\$475.31
71810	GRADWELL, RAYMOND	REIMBURSE TRAVEL EXPENSES SOUTHERN ALBERTA FIRE CONFERENCE	\$477.69
71811	GREYHOUND COURIER	FREIGHT OF PARTS UNIT#128 GARBAGE TRUCK	\$25.04
71812	GUY, JUSTIN	REIMBURSE TRAVEL EXPENSES FIRE TRAINING	\$96.80
71813	HARV'S JANITORIAL	OCTOBER JANITORIAL SERVICES	\$3,386.25
71814	HOME HARDWARE	ANTIFREEZE TO WINTERIZE POOL, FLAGS, BATTERIES, ETC	\$1,102.94
71815	INLAND CONCRETE	WASHED DE-ICING SAND	\$577.37
71816	KILPATRICK, DWIGHT	REIMBURSE TRAVEL EXPENSES AUMA	\$526.00
71817	KLEARWATER	ISOPAC DRUMS	\$1,675.80
71818	LETHBRIDGE HERALD	OCTOBER ADVERTISING, 4TH QUARTER COMMENTATOR	\$5,015.93
71819	LETHBRIDGE MOBILE SHREDDING	OCTOBER SHREDDING SERVICE - TH & CS	\$83.48
71820	MACDESIGN	UNIFORM PATCHES FOR FIRE DEPARTMENT	\$472.50
71821	MEMORY LANE	OCTOBER, NOVEMBER & DECEMBER WEB HOSTING	\$78.59
71822	MEDICINE HAT CO-OP	GRINDING WHEELS, EXTENSION CORD ENDS, CUTTING WHEELS,	\$273.21
71823	MEDICINE HAT NEWS	OCTOBER ADVERTISING	\$148.84
71824	MPE ENGINEERING	RAW WATER SUPPLY, RAW WATER PUMP STATION, WTP UPGRADE, SANITARY STUDY	\$131,897.60
71825	MUNICIPAL HUMAN RESOURCES	2012 CANADIAN MUNICIPAL & ELECTED OFFICIALS REMUNERATION AND BENEFITS REPORT	\$345.45
71826	NANA'S & PAPA'S COIN LAUNDRY	SEW BADGES AND DRYCLEAN FIRE DEPARTMENT UNIFORMS	\$105.00
71827	NEWTON, TOBY	REIMBURSE EXPENSES FIRE TRAINING	\$96.80
71828	NIEDERMAYER, MARK	OCTOBER GUITAR LESSONS	\$625.00
71829	PARK ENTERPRISES	SEPTEMBER PERMITS	\$1,562.20
71830	SUNCOR ENERGY	BULK FUEL, DYED DIESEL, BULK DIESEL – PS & LANDFILL	\$11,765.42
71831	PINNACLE INTERNATIONAL	REPAIR A/C COMPRESSOR UNIT#128 GARBAGE TRUCK, BATTERIES & REPAIR STARTER UNIT#119 2006 INTERNATIONAL	\$3,007.35
71832	PITNEY WORKS	NOVEMBER FOLDER STUFFER CONTRACT SERVICES	\$145.77
71833	PROVINCIAL TREASURER LAPP	LAPP CONTRIBUTIONS TO NOVEMBER 3, 2012	\$16,106.53
71834	REDCLIFF PUBLIC LIBRARY	3RD INSTALLMENT OF 2012 ALLOTMENT	\$45,750.00
71835	PUROLATOR	FREIGHT OF PARTS UNIT#128 GARBAGE TRUCK AND WTP PARTS	\$182.77
71836	REDCLIFF BAKERY	LUNCH FOR HEALTH & SAFETY WORKSHOP	\$110.88
71837	REDCLIFF MIXED SLO-PITCH	REFUND KEY DEPOSIT	\$125.00
71838	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO NOVEMBER 3, 2012 AND NOVEMBER COUNCIL PAY	\$22,502.34
71839	SAFETY CODES	SEPTEMBER SAFETY CODES	\$49.56
71840	SCHEFFER ANDREW	SEPTEMBER PLANNING SERVICES	\$900.38
71841	STANTEC CONSULTING	PROJECT#40 EASTSIDE PHASE 1 LANDSCAPING & PARKS	\$3,936.45
71842	STEEP ROCK	WASHED BEDDING SAND	\$262.04
71843	TELUS COMMUNICATION	NOVEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$2,175.63
71844	TELUS MOBILITY	NOVEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$366.42
71845	TRIPLE R METALS	REFUND DUPLICATE PAYMENT	\$131.95
71846	SEMTEL HOLDINGS	REFUND UTILITY DEPOSIT	\$100.00
71847	MIKES ROADHOUSE	OCTOBER MEALS ON WHEELS	\$1,540.35
71848	SCHNELL, GLEN	REFUND CREDIT ON UTILITY ACCOUNT	\$40.02
71849	RESCH, RONDALIN	REPLACE STALE DATED CHEQUE FOR UTILITY CREDIT	\$72.19
71850	WEIR SPM	REFUND UTILITY DEPOSIT	\$100.00
71851	ASSASSIN SAFETY	REFUND CREDIT ON UTILITY ACCOUNT	\$35.99
71852	POJE, JENNIFER	REFUND CREDIT ON UTILITY ACCOUNT	\$50.58
71853	J. AUTO SALES	REFUND UTILITY DEPOSIT	\$100.00
71854	WEISS, MONIQUE	REFUND CREDIT ON UTILITY ACCOUNT	\$50.38
71855	FIELD, CHRISTOPHER	REFUND UTILITY DEPOSIT	\$100.00
71856	BUTT, DAVID C.	REFUND BUILDING INSPECTION FEE	\$199.50
71857	RON S ELECTRIC	REFUND CREDIT ON RECEIVABLES ACCOUNT	\$10.46
71858	BEST, PAUL	REFUND CREDIT ON RECEIVABLES ACCOUNT	\$16.80
71859	GATEWAY MECHANICAL	REPAIRS TO ARENA KITCHEN EQUIPMENT	\$2,705.38
71860	CENOVUS ENERGY	REFUND CREDIT ON RECEIVABLES ACCOUNT	\$35.56
71861	TOWN OF REDCLIFF	COFFEE, PLATES, POP, CELL PHONE POUCH, PHONE CORD, LABELLER, HALLOWEEN CANDY	\$234.13
71862	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS TO OCTOBER 22, 2012	\$430.00
71863	TOWN OF REDCLIFF	NOVEMBER COUNCIL PAY, REGULAR PAYROLL TO NOVEMBER 3, 2012	\$69,083.97
71864	TRICO LIGHTING	FLOURESCENT LIGHTS - ARENA, PARKS & PS, BALLAST - PS	\$682.33

71865	UPS CANADA	FREIGHT OF COMPUTER PART - WATER METER READER	\$40.78
71866	WESTERN CANADA WATER	2013 MEMBERSHIP RENEWALS - BB, JG, DH, TS, DS, CS	\$360.00
71867	WOLANSKI, DAVID	REIMBURSE MEAL EXPENSES	\$110.73
71868	WOLSELEY	SERVICE BOXES, TOILET AND FLUSH VALVE, BREAKER TUBE	\$1,439.05
71869	WOOD, DALE	FIRE ARMS SAFETY COURSE INSTRUCTOR FEES	\$2,660.00
71870	XEROX CANADA	SEPTEMBER COPIER CONTRACT 7655, 3RD QTR COPIER CONTRACT PRO232, REPAIRS PRO232	\$951.31
71871	YOUNG, STEPHEN	REIMBURSE TRAVEL EXPENSES FIRE TRAINING	\$96.80
71872	ACTION PARTS	TOOLBOX CABINETS, HYDRAULIC JACK, CIRCUIT BREAKER, WEATHERSTIP GLUE	\$1,508.54
71873	AMSC INSURANCE	DECEMBER EMPLOYEE BENEFITS	\$13,548.72
71874	A.R. WILLIAMS	REPAIR HYDRAULIC LEAK & REGULATOR, ANNUAL INSPECTION UNIT #101 - ZAMBONI	\$2,578.47
71875	ATRON REFRIGERATION	SEMI ANNUAL HVAC MAINTENANCE – VARIOUS BUILDINGS	\$2,062.10
71876	BEN'S OFFICE MACHINES	CLEAR PRESENTATION COVERS	\$48.98
71877	BLAINE'S LOCKSMITH SERVICE	REKEY LOCK , REPAIR PANIC HARDWARE - WTP	\$252.00
71878	BROWN, CHERE	REFUND REGISTRATION FEE	\$57.75
71879	CITY OF MEDICINE HAT	VARIOUS UTILITY PAYMENTS	\$30,583.01
71880	DUNLOP STERLING	FUEL SHUT OFF SOLENOID UNIT #93 FORD 3 TON	\$528.65
71881	FORTY MILE GAS CO-OP	OCTOBER GAS UTILITY - LANDFILL	\$162.65
71882	KAIZEN LAB	WATER TESTING	\$103.95
71883	MEDICINE HAT FAMILY SERVICE	4TH QUARTER COUNSELLING SERVICE	\$3,000.00
71884	SHAW CABLE	DECEMBER INTERNET SERVICES - FIRE, WTP, PS	\$246.49
71885	MURRAY, CINDY	TRAVEL ADVANCE - FCSS CONFERENCE	\$450.00
71886	NANA'S & PAPA'S LAUNDRY	SEW BADGES AND DRYCLEAN FIRE DEPARTMENT UNIFORMS	\$189.00
71887	NELSON'S RADIATOR	WEBASTO HEATER AND INSTALL UNIT#142 COMPACTOR	\$4,462.50
71888	OSMOND, ROBERT	REIMBURSE TRAVEL EXPENSES DIAMOND SOFTWARE CONFERENCE	\$141.80
71889	SUNCOR ENERGY	DYED DIESEL - LANDFILL	\$1,776.60
71890	VOID	PRINTED IN ERROR	\$0.00
71891	THE PRINTER	LANDFILL ENVELOPES, BUSINESS CARDS - BS	\$266.70
71892	PRITCHARD & COMPANY	LEGAL FEES FOR LAND SALE - 32, 10, 0913590	\$431.80
71893	PRO COMM SOLUTIONS	TELEPHONE SYSTEM, ANNUAL MAINTENANCE TO OCTOBER 2013	\$14,532.71
71894	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$126.00
71895	SENFT, COLIN	TRAVEL ADVANCE - ALBERTA WATER & WASTEWATER TRAINING	\$300.00
71896	TELUS MOBILITY	NOVEMBER CELL PHONE, PHONE, RADIO & PAGER CHARGES	\$66.81
71897	TRIPLE R EXPRESS	FREIGHT OF PARTS UNIT#123 LOADER	\$29.54
71898	PEARSON, WILLIAM	INSURANCE CLAIM	\$1,296.00
71899	LAMONT, ROBERT	REFUND DUPLICATE UTILITY PAYMENT	\$137.28
71900	TOWN OF REDCLIFF - LANDFILL	OCTOBER TONNAGE	\$4,456.05
71901	WAINBEE	GAST COMPRESSOR	\$2,685.03
71902	WORKERS COMPENSATION BOARD	NOVEMBER & DECEMBER WCB PREMIUMS	\$5,525.19
	TOTAL CHEQUES: 114	AMOUNT OF CHEQUES:	\$487,077.89

2. MINUTES

Council Meeting held November 13, 2012

A) Councillor Steinke moved the minutes of the Council meeting held November 13, 2012 be adopted as presented. – Carried.

Committee of the Whole meeting held November 13, 2012

B) Councillor Kilpatrick moved the minutes of the Committee of the Whole meeting held November 13, 2012 be received for information. – Carried.

Special Council meeting held November 13, 2012

C) Councillor Kilpatrick moved the minutes of the Special Council meeting held November 13, 2012 be adopted as presented. – Carried.

Special Council meeting held November 17, 2012

D) Councillor Brown moved the minutes of the Special Council meeting held November 17, 2012 be adopted as presented. – Carried.

presented. – Carried.

Special Council meeting held
November 19, 2012

E) Councillor Kilpatrick moved the minutes of the Special Council meeting held November 19, 2012 be adopted as presented. – Carried.

Municipal Planning Commission
meeting held November 21, 2012

F) Councillor Reimer moved the minutes of the Municipal Planning Commission meeting held November 21, 2012 be received for information. – Carried.

Redcliff Public Library meeting held
October 17, 2012

G) Councillor Steinke moved the minutes of the Redcliff Public Library meeting held October 17, 2012 be received for information. – Carried

Economic Development Alliance (EDA)
meeting held October 17, 2012

H) Councillor Brown moved the minutes of the Economic Development Alliance (EDA) meeting held October 17, 2012 be received for information. – Carried.

3. BYLAWS

Bylaw 1727/2012 being the Procedural
Bylaw

A) The Municipal Manager suggested several changes to Bylaw 1727/2012 to be brought forward at the time of second reading.

Councillor Reimer moved Bylaw 1727/2012 being the Procedural Bylaw be given first reading. – Carried.

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

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

Bylaw 1732/2012 being the Annual
Reserve Allocation Bylaw

C) Councillor Steinke moved Bylaw 1732/2012 being the Annual Reserve Allocation Bylaw be given first reading. – Carried.

4. STAFF RECOMMENDATION

Aquatic Center Upgrade

A) Councillor Kilpatrick moved that the Aquatic Centre Mechanical System Upgrade Project be authorized to proceed with a maximum budget amount of \$280,000.00, with funding to be provided at 50% from the Purchasing Reserve and 50% from the Community Infrastructure Improvement Fund Grant. – Carried.

5. CORRESPONDENCE

Riverside Golf Club

A) Councillor Reimer moved correspondence dated October 26, 2012 from Riverview Golf Club regarding request for support of their application for a Community Spirit program grant be received for information. Further that the Municipal Manager be authorized to send a letter confirming that the Town of Redcliff supports the

Riverside Golf Club Community Spirit grant application.
– Carried.

Federation of Canadian Municipalities (FCM)
Re: Membership Renewal

B) Councillor Reimer moved correspondence dated October 24, 2012 from the Federation of Canadian Municipalities (FCM) regarding Membership Renewal for the period of April 1, 2013 to March 31, 2014 (FCM) in the amount of \$1,069.35 be received for information. Further that Administration be authorized to renew the Town of Redcliff's membership in the Federation of Canadian Municipalities (FCM) and remit membership fees in the amount of \$1,069.35. – Carried.

Government of Alberta

C)

Alberta Municipal Affairs
2012 Municipality's Operating
Spending Plan under 2012 Conditional
Operating funding of Municipal
Sustainability Initiative (MSI)

i) Councillor Steinke moved correspondence dated November 6, 2012 from Alberta Municipal Affairs regarding 2012 Municipality's Operating Spending Plan under 2012 Conditional Operating funding of Municipal Sustainability Initiative (MSI) be received for information. – Carried.

Alberta Transportation
Re: Highway Vicinity Management
Agreement (HVMA)

ii) Councillor Brown moved correspondence dated November 15, 2012 from Alberta Transportation regarding the Highway Vicinity Management Agreement (HVMA) for the TransCanada Highway within the Town boundary be received for information. – Carried.

Alberta Sport, Recreation Parks and
Wildlife Foundation
Re: Support for Redcliff River Valley
Park in the amount of \$4,000.00

D) Councillor Brown moved correspondence dated November 16, 2012 from Alberta Sport, Recreation Parks and Wildlife Foundation regarding support to the Redcliff River Valley Park in the amount of \$4,000.00 be received for information. – Carried.

6. OTHER

Municipal Manager's Report

A) Councillor Brown moved the Municipal Manager's Report be received for information. – Carried.

Draft Budget 2013 Presentation

B)

Multi Year Capital Infrastructure Plan
(MYCIP)

i) Councillor Brown moved the draft Budget 2013 presentation and the Multi Year Capital Infrastructure Plan (MYCIP) be received for information. – Carried.

Bylaw 1730/2013 being the Water
Rates Bylaw

ii) Councillor Steinke moved Bylaw 1730/2012 being the Water Rates Bylaw be given first reading. – Carried.

Bylaw 1729/2012 being the Sewer
Rates Bylaw

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

Bylaw 1728/2012 being the Garbage
and Collection Rates Bylaw

iv) Councillor Steinke moved Bylaw 1728/2012 being the Garbage and Collection Rates Bylaw be given first reading. – Carried.

Development Permit Graphs to
November 15, 2012

v) Councillor Steinke moved the Development Permit
Graphs to November 15, 2012 be received for
information. – Carried.

7. RECESS

Deputy Mayor Crozier called a recess at 8:26 p.m.

D. Schaffer left at 8:26 p.m.

C. Weiss left at 8:26 p.m.

Deputy Mayor Crozier reconvened the meeting at 8:27
p.m.

8. IN CAMERA

In Camera

Councillor Reimer moved to meet In Camera at 8:27
p.m. – Carried.

R. Osmond and S. Simon left at 8:27 p.m.

Return to Open Session

Councillor Brown moved to return to open session at
8:49 p.m. - Carried.

9. ADJOURNMENT

Adjournment

Councillor Brown moved adjournment of the meeting at
8:50 p.m. – Carried.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE COMMITTEE OF THE WHOLE
MONDAY NOVEMBER 26, 2012, 5:30 P.M.
TOWN COUNCIL CHAMBERS**

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

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

ABSENT: Mayor: R. Hazelaar
Councillor: E. Solberg
Manager of Engineering K. Minhas

1. GENERAL

A) CALL TO ORDER

Deputy Mayor Crozier called the meeting to order at 5:35 p.m.

B) ADOPTION OF AGENDA

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

2. MINUTES

Councillor Steinke moved the minutes of the Committee of the Whole meeting held November 13, 2012 be adopted as amended. – Carried.

3. NEW BUSINESS

A) Proposed Development Permit Fees

Committee discussed the proposed increase to Development Permit Fees, Special MPC Meeting Fee, Subdivision and Development Appeal Fees proposed new fees for Boulevard Development Application and Requests for Environmental Review. Several proposed rates were modified.

ACTION: Administration to incorporate the below proposed fees into Bylaws and Policies as required and present to Council for consideration.

	<u>Current</u>	<u>Proposed</u>
Residential		
Single Family Dwelling	\$50.00	\$100.00
Multifamily Dwelling	\$50/ unit	\$100+ \$50/unit
Accessory buildings 10 sq. m (100 ft2) -- 35 sq. m (377 ft2)	\$50.00	\$65.00
Accessory buildings greater than 35 sq. m (377 ft2)	\$50.00	\$100.00
Additions	\$50.00	\$100.00

Commercial/ Industrial/ Horticultural/ Institutional		\$200 + .10/sq. m
Up to 500 sq. m	\$100.00	
501 -- 1000 sq. m	\$150.00	
1001 -- 2000 sq. m	\$250.00	
2001-- 5000 sq. m	\$350.00	
greater than 5000 sq. m	\$450.00	
Accessory Buildings less than 100 sq m		\$100.00

Other

Home Occupations, Decks, Driveways, Demolition, Signs, Hot tubs, Relocated Buildings, Permit to Stay, Others as determined by Development Authority	\$50.00	\$65.00
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Discretionary Use - MPC - additional fee above regular app fee		\$75.00
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Special MPC - additional fee above app fee and reg MPC Fee	\$150.00	\$225.00
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**WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT
TO DOUBLE PERMIT FEES****Construction Damage Deposit**

Residential	\$500.00	\$1,000.00
Commercial/Industrial/Horticultural	\$1,000.00	\$2,000.00

SDAB Appeal	\$50.00	\$100.00
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New Fees

Boulevard Development Application		\$65.00
File Review (Environmental)		\$75.00

B) #22 – 1 Street SE – Proposal for Easement

Committee discussed the correspondence from A. Ferguson identifying that based on her Real Property Report that her property extends 9 feet into the alley. Ms. Ferguson is inquiring if the Town is interested in purchasing this portion as an easement.

Discussion ensued with regard to the accuracy of the Real Property Report. D. Kilpatrick recalled that there used to be a rail line running through the alley and when the rail line was removed the Town had undertaken to give that land to the

owners along it and they were not interested. He commented that it doesn't make sense that this lot is longer than the ones to the south. Mr. Kilpatrick questioned the lot being a 130' in length and thinking that there is an error and should only be 110'. The adjacent lots to the south are all, appearing to be 120 feet in length. To the north between the curling rink and fire hall there is a Public Utility Lot. Committee asked that the issue be further reviewed and see if there is an error with the RPR and bring the issue back to Committee for further discussion.

ACTION: Administration to review property located at 22 - 1 Street SE and the real property report prepared in 2006 to identify if there is possibly an error with the report.

4. OLD BUSINESS

A) Old RCMP Building

Committee discussed listing the Old RCMP Building with a Real Estate Agent and directed the Municipal Manager to select an agent to list the building.

C. Weiss, Cypress Courier arrived at 6:38 p.m.

ACTION: The Municipal Manager to select a Real Estate Agent to list the old RCMP Building.

5. ADJOURNMENT

Councillor Steinke moved the meeting be adjourned at 6:41 p.m.

Chairman

Manager of Legislative and Land Services

Redcliff Family and Community Support Services Board
Wednesday, November 28, 2012 at 5 pm
Town Office Meeting Room, Downstairs

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

1. CALL TO ORDER

The meeting began at 5:45 pm.

2. ADDITIONS/DELETIONS TO THE AGENDA

None.

3. APPROVAL OF THE AGENDA

Agenda amended.

4. APPROVAL OF THE MINUTES

Deferred to the next meeting as the minutes of September 11, 2012 meeting were circulated in October and needed to be reviewed again. The September minutes were not approved at the October, 2012 meeting as there was no quorum.

5. BUSINESS ARISING FROM THE MINUTES

None.

6. OLD BUSINESS

6.1 Policies and Procedures

None.

6.2 FCSS Grant Application Reviews

FCSS Grant Applications were received by Board members and amounts were allocated to several groups that were eligible under FCSS guidelines.

Recommendation The Board recommends that Council approve the following grants from the Community Community Development account (G.L. 2.51.09.770.000):

Big Brothers Big Sisters Game On Program	\$1,500
Parents and Caregivers of Children with Special Needs	\$3,000
Redcliff Action Society for Youth	\$5,000
Redcliff Library Lego Program	\$1,500
South Eastern Alberta Safety Alliance Society Anti-bullying Program	\$6,000

6.3 Family Violence Prevention Month

Deputy Mayor Jim Steinke participated in the signing the Family Violence Prevention Month proclamation. Family Violence Prevention Information was circulated in the community throughout the month of November

6.4 Thrive on Wellness

The Community Food Connections Association applied for funding from the **Thrive on Wellness** program to erect a fence around the community garden and set aside some plots in the garden for learning experiences. A decision on the application will be made in the new year.

7. DIRECTORS REPORT

Santa Claus Fund Intake – Santa Claus Fund intake was held in Redcliff for the first time ever on November 14 at the Redcliff Library. Sixteen applications were received and approved. Food vouchers and gifts will be provided to more than 50 people.

Occupational Health and Safety – Occupational Health and Safety Training for staff took place in late October.

FCSS Outcomes Reporting – The Province will require outcome reports from all FCSS departments and related programs by the end of 2013. An FCSS Outcomes trainer recently met with staff to discuss strategies for reporting.

Social Policy Framework – The Government of Alberta Human Services Department recently held a second round of meetings in Medicine Hat to discuss the Social Policy Framework. The completed framework is intended to integrate and coordinate services such as employment and income security, housing, protection of vulnerable people, supporting children and families, Aboriginal Albertans, seniors, Albertans with disabilities and newcomers to the province.

8. NEW BUSINESS**8.1 Redcliff Food Bank**

It was recently suggested that consideration should be given to hosting a food bank in Redcliff. It is not feasible at this time especially since it cannot be supported by FCSS funding.

8.2 Medicine Hat Family Services Parenting Series

Medicine Hat Family Services provided a list of topics that could be provided as a seven week drop in program for parents in Redcliff. Received for information.

8.3 Senior Fall Prevention Month

November is Senior Fall Prevention Month. Information was circulated in the community throughout the month.

9. UPCOMING CONFERENCES/WORKSHOPS/MEETINGS**10. CORRESPONDENCE****10.1 Community Foundation Information****11. NEXT MEETING - January 8, 2013****12. ADJOURNMENT**

Meeting ended at 8:10 pm.

Redcliff Family and Community Support Services Board
Monday, December 3, 2012 at 7 pm
Town Office Meeting Room, Downstairs

Present: Diane McNaughton, Ernie Reimer, Cindy Murray and Ann Pudwell (via phone)
Absent: Sam Wertypora

1. CALL TO ORDER

The meeting began at 7:05 pm.

2. ADDITIONS/DELETIONS TO THE AGENDA

None.

3. APPROVAL OF THE AGENDA

Agenda amended.

4. OLD BUSINESS

4.1 Family School Liaison Worker Agreement

The revised Family School Liaison Worker Agreement was reviewed and approved.

Recommendation The Board recommends that Council approve the signing of the Family School Liaison Worker Agreement which will be in effect from January 1, 2013 to December 31, 2014.

4.2 FCSS Grant Application Reviews

There will be less FCSS grant funding available than anticipated for grant distribution. This required a reassessment of the funds allotted at the meeting held on November 28, 2012 and recommendations are as follows:

Recommendation The Board recommends that Council approve the following grants from the Community Development account (G.L. 2.51.09.770.000):

Big Brothers Big Sisters Game On Program	\$1,500
Redcliff Action Society for Youth	\$4,000
Redcliff Library Lego Program	\$1,500
South Eastern Alberta Safety Alliance Society Anti-bullying Program	\$5,000

5. ADJOURNMENT

Meeting was adjourned at 7:19 pm.

THIS AGREEMENT made this _____ day of _____, 2012.

BETWEEN:

THE TOWN OF REDCLIFF
(the "Town")

- and -

PRAIRIE ROSE SCHOOL DIVISION #8
(PRSD #8)

Whereas PRSD #8 has been and is carrying on the business of providing counseling services through the Family School Liaison Worker Program

And whereas the Redcliff FCSS is desirous of entering into a Contract with PRSD #8 for the acquisition of counseling services

Now therefore this agreement witnesses that in consideration of the mutual covenants and agreement contained herein and subject to the terms and provisions set out, the parties hereto agree as follows:

1. **PRSD #8** agrees to provide the following services under this contract:
 - A. supportive counseling for individuals/families who are experiencing difficulties as indicated in the schedule to the schools
 - B. liaison with other agencies, including Redcliff FCSS, in a coordinated effort to work with families/individuals
 - C. home visits as required to access areas of concern and seek solutions
 - D. information for families about other agencies available to help
 - E. crisis response
 - F. risk and threat assessment
2. Redcliff FCSS agrees to pay PRSD #8 \$24,000.00 per year for the duration of the agreement, with payments of 60% in January and 40% in September, payable upon receipt of invoices sent from PRSD #8.

3. Any dispute of the Contract shall be dealt with by the parties through mediation before any recourse is had to a court of competent jurisdiction.
4. The agreement shall be binding upon and inure to the benefit of the successors and assigns of PRSD #8 and Redcliff FCSS.
5. PRSD #8 shall provide a written annual report to Redcliff FCSS by October 1 (of each year).
6. PRSD #8 shall provide a written accounting of the funds by January 31 of each year.
7. A representative of PRSD #8 will attend the Redcliff FCSS meetings as is reasonably requested.

8. TERM

- 8.1 This Agreement shall be for a term of two (2) years commencing January 1, 2013 and ending December 31, 2014.
- 8.2 Upon the expiration of this Agreement, the Town and the Society may agree to enter into negotiations for renewal or extension of this Agreement.

9. TERMINATION

- 9.1 The Town or the Society may terminate this Agreement at any time upon written notice to the other party.
- 9.2 The terminating party will notify the other party at least Sixty (60) Days before the date upon which the termination shall take effect (the "termination date").
- 9.3 All obligations of the terminating party under this Agreement shall cease on the termination date.

10. GENERAL

10.1 All notices under this Agreement shall be in writing and such notification shall be directed as follows:

Prairie Rose School Division #8
918 2 Avenue
Dunmore, Alberta T1B 0K3

Town of Redcliff
P.O. Box 40
Redcliff, Alberta T0J 2P0
Attention: Community Services Director

10.2 The laws of the Province of Alberta will apply to this Agreement.

IN WITNESS WHEREOF the Town and the PRSD #8 have signed this Agreement on the day and year first above written.

Assistant Superintendent
PRSD #8

Secretary-Treasurer
PRSD #8

Mayor
Town of Redcliff

Municipal Manager
Town of Redcliff

**REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY REGULAR MEETING
THURSDAY, DECEMBER 6, 2012
TOWN OF REDCLIFF**

Present:	Town of Redcliff:	Mayor	R. Hazelaar
		Councillor	C. Crozier
		Municipal Manager	D. Wolanski
		Landfill Treasurer:	R. Osmond
		Landfill Manager:	D. Schaffer
		Recording Secretary	S. Simon
	Cypress County:	Councillor	L. Pahl
		Councillor	J. Clark
		Public Works Supervisor	R. Bleau

1. CALLED TO ORDER

D. Wolanski called the meeting to order at 1:34 p.m. and called for election of a Chairman.

L. Pahl nominated R. Hazelaar to be chairman. J. Clark seconded it. R. Hazelaar accepted.

2. ADOPTION OF AGENDA

J. Clark moved the agenda be adopted as amended. – Carried.

3. MINUTES OF PREVIOUS MEETING

L. Pahl moved the minutes of the meeting of December 7, 2012 be adopted as presented. – Carried.

4. NEW BUSINESS

A) Financial Statements – December 31, 2011

R. Osmond advised that the Redcliff Cypress Regional Landfill Authority received another clean opinion from the Auditors for the Financial Statements for year 2011. R. Osmond indicated there were no major changes to operations in 2011 and that the 2011 Financial Statements are similar to those of 2010.

R. Osmond noted that there was a bad debt in the amount of \$39,192. The Town filed a claim and it went unchallenged. The company does have assets to cover the outstanding amount and the next steps will be to proceed with collections.

L. Pahl questioned if perhaps a meeting should be held in the spring to discuss the Financial Statements because by the time the Authority sees the statements they are over a year old.

C. Crozier moved the 2011 Financial Statements be received for information. – Carried.

B) 2013 Budget

D. Schaffer presented the proposed 2013 budget.

The Authority discussed the reserves and it was suggested that a reserve should be established for construction of the next cell. R. Osmond suggested that the Authority could designate funds already in the reserve for the construction of a new cell. Concerns were expressed that if funds were not dedicated to the construction of a new cell that they could be used for another purpose and then there would not be enough monies available when a new cell is needed. Consensus of the Authority members was that available/reserve funds be designated for a future new cell.

It was noted that there has been a surplus for the past two years. It was questioned why the contributions from each municipality have not been paid back yet. D. Wolanski indicated this would be discussed later in the meeting.

With regard to the proposed capital project for a leachate pond, D. Shaffer noted this may not be required as Ridgeline may be proposing a Leachate facility at the Landfill.

L. Pahl moved the 2013 Budget be approved as presented. – Carried.

i) Rates Policy

Authority members discussed the proposed fee increases as follows:

LANDFILL (effective January 1, ~~2012~~ 2013)

General Fees

Up to 250 kg's (550 lbs.)	\$5.00 7.00
Over 250 kg's	\$29.00 31.00/1,000 kg's
Town of Redcliff & Cypress County *	\$14.50 15.50/ 1,000 kg's
Special Waste requiring Class 2 site	\$39.50 / 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

Minimum Flat Rates (apply during Power Outages)

Less than 1 (one) Ton vehicle	\$5.00 7.00(current minimum)
1 Ton vehicle	\$38.75 41.00
Over 1 Ton vehicle	\$43.25 46.00

Contract Haulers

Semi-Trailers	\$375.00 400.00
Front End Dumps	\$112.00 120.00
Roll off Containers	\$56.00 60.00

Other Rates

Surcharge for inadequately restrained loads \$20.00

Refrigeration and Air Conditioning Equipment \$50.00 per unit
without confirmation of ozone depleting substances removed

* Garbage hauled on behalf of Cypress County will be charged at the rate for Cypress County, conditional to the bins being easily identifiable as Cypress County bins with their location. Billing for tonnage will be billed directly to Cypress County and not through the carrier.

** Based on approved equipment and manpower rates and any costs of materials and/or parts required to provide the extra handling, treatment or burial of wastes of an extraordinary nature.

*** Clean fill material must be suitable for cover material at the Landfill and will be accepted at the discretion of the Landfill Operator. The material must be free of concrete, asphalt, organics, liquids, hydrocarbons, or any hazardous material identified in the *Alberta Waste Control Regulation*.

J. Clark moved the proposed Redcliff/Cypress Regional Waste Management Authority Fees be accepted and presented for approval. – Carried.

C) 2011 Annual Report

L. Pahl moved the Redcliff/Cypress Regional Landfill 2011 Annual Report be received for information. – Carried.

D) Redcliff / Cypress Regional Waste Management Authority Agreement

Municipal Manager referenced the Redcliff/Cypress Regional Waste Management Authority Agreement and identified several sections that need to be discussed.

Section 4 outlines the number of meetings to be held by the Authority each year and referring to L. Pahl comments earlier in the meeting the agreement could be amended to read that two meetings are required each year versus just one. However, there is provision for additional meetings should both the partners agree. Consensus was that this section did not need to be amended. Further Authority members would like to have a meeting scheduled in the spring of 2013 once the Financial Statements are received.

With reference to the question of why hasn't the municipality been paid back their contributions D. Wolanski referenced Sections 14 & 18 which read:

14. All operating costs of the landfill site will be paid by the Landfill Authority, and any deficit will be shared equally between the municipal partners.

18. Each year's operating budget shall include transfers to reserve funds as established by the Administrative Body which shall be held for the purpose of replacing, maintaining and upgrading various landfill related operational and capital requirements. These funds plus interest shall be kept in a savings or term deposit. Any surplus funds at the end of the year are to be transferred to the Operations Contingency Reserve.

Discussion ensued, Authority members would like wording incorporated into the agreement which indicates that any funds contributed towards the Landfill where there has been a deficit in any given year should be paid back to the municipalities when there is a surplus. Further that it should be retroactive. It was noted that the agreement should be amended first to change the wording and then a motion made by each municipality authorizing the retroactive payment.

Section 16 states "Unbudgeted expenditures exceeding ten thousand (\$10,000) dollars per item, shall be subject to prior approval by both of the council of the participating municipalities." D. Wolanski suggested the wording be modified to allow for expenditures over \$10,000 in instances that are emergent, deemed necessary for operations or where legally obligated. The Municipalities would then be advised of the expenditure. He indicated that there may be instances where delaying an expenditures until both Councils have given approval may not be reasonable giving the example of a major repair for equipment. Consensus was that the wording be modified to allow for expenditures over \$10,000 in instances that are emergent, deemed necessary for operations or where legally obligated provided both CAO of the Municipalities deem it necessary.

C. Crozier moved that changes be proposed to the Redcliff/Cypress Regional Waste Management Authority Agreement and forwarded to Town of Redcliff and Cypress County Councils for consideration. – Carried.

E) Landfill Graphs

C. Crozier moved the Landfill Graphs to September 30, 2012 be received for information. – Carried.

F) SAEWA (Southern Alberta Energy from Waste Association)

J. Clark advised he had attended a presentation from SAEWA and suggested it may be warranted to invite them in the spring to listen to a presentation. SAEWA is proposing to establish a new energy from waste facility that could handle the processing of municipal solid waste. He commented that there could be several benefits. It was noted that they have not yet received approval for this type of facility. Consensus was to invite SAEWA in the spring to listen to a presentation.

REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY
REGULAR MEETING
WEDNESDAY DECEMBER 6, 2012

PAGE 5

5. ADJOURNMENT

J. Clark moved adjournment of the meeting at 2:54 p.m. – Carried.

Chairman

Secretary

**BYLAW NO. 1727/2012
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

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

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

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

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

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

INTERPRETATION AND DEFINITIONS

1. In this bylaw:

- a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, any regulations thereunder, and any amendments or successor legislation thereto;
- b) “adjourn” used in relation to any meeting, except a public hearing, means to terminate the meeting;
- c) “Administration” means the employees of the Town of Redcliff;
- d) “Committee of the Whole” means a committee comprised of all Councillors which conducts itself as a committee of Council;
- e) “Councillor” means a member of Council including the Mayor;
- f) “Inaugural Meeting” means the first organizational meeting after a general municipal election;
- g) “In Camera” means a meeting or a portion of a meeting at which only Councillors and other persons specified by Council may attend;
- h) “Informal Petition” means a petition received that does not meet the requirements of the *Act*;
- i) “Legally Binding Petition” means a petition that meets all the applicable requirements of the *Act*;
- j) “Mayor” shall mean the chief elected official;

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

APPLICATION

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

ORGANIZATIONAL MEETING

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

MEETINGS

8. A quorum of Council shall be the majority of those members elected and serving on Council, including the Mayor.
9. In the case that neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed, the next Deputy Mayor scheduled in the roster shall preside over the meeting as the Presiding Officer until the arrival of the Mayor or Deputy Mayor.

10. If there are changes to the date and time of regular Council or Committee of the Whole meetings, the municipality must give at least twenty-four (24) hours notice of the change to all members not present at the meeting at which the change was made and post the notice in a public office. Posting a public notice on the board at Town Hall and on the Town's website constitutes sufficient notice to the public. Notice by electronic communications constitutes sufficient notice to all members of Council.
11. Adoption of the minutes of the previous meeting(s) shall immediately follow the adoption of the agenda except if there are presentations and/or Public Hearings. Councillors shall have the opportunity to note errors and omissions at that time. Clerical, typographical, grammatical errors in adopted minutes may be corrected by the Manager of Legislative and Land Services.
12. Special Meetings of Council may be called according to the provisions of the *Municipal Government Act*. Notice to the members of Council and the public for Special Meetings will follow the same guideline as in Section 10.

LOSS OF QUORUM

13. If there is not a quorum within 30 minutes after the time set for the meeting, the Manager of Legislative and Land Services will record the names of the members of Council present and the meeting will be adjourned to the time of the next regular meeting, unless a special meeting is duly called in the intervening time period.
14. Whenever a vote on a motion before Council or Committee of the Whole cannot be taken because of a loss of quorum, the loss of quorum resulting from:
 - a) the declaration of a pecuniary interest or conflict of interest; or
 - b) from a Councillor or the Mayor not being present for all or part of a public hearing;then the motion shall be the first order of business to be proceeded with and disposed of at the next meeting of Council or Committee of the Whole under that particular order of business.
15. If a quorum is lost for any reason other than those aforementioned in Section ~~16~~ 14, the meeting is at an end.

TIME OF ADJOURNMENT

16. On the day of a Council meeting, Town Council shall adjourn at 11:00 p.m. in the evening if in session at that hour, unless otherwise determined by a unanimous vote of the Councillors present.
17. When it is necessary to continue the meeting beyond 11:00 p.m., Council will decide one of the following:

- a) to extend the time of the meeting;
- b) to reconvene the meeting the following day;
- c) to call a special meeting of Council on a specified day to attend to the unfinished business; or
- d) to add the unfinished orders of business to the next regular Council meeting agenda;

by resolution passed **unanimously** by **a majority of the** Councillors present.

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

MEETING THROUGH ELECTRONIC COMMUNICATIONS

19. Council members may attend a Council meeting by means of electronic communication. Acceptable alternatives include through the use of a telephone (with the speaker on), ensuring that dialogue is available for both parties; through a personal computer; or other means as technology advances.
20. A Council member may attend Committee of the Whole, regular or special Council meetings by means of electronic communication a maximum of three (3) times per calendar year.
21. A Council member shall only be permitted to attend a meeting by means of electronic communication if that location in which the meeting is held is equipped in a manner such that enables all Council members participating in the meeting and the public to watch or hear one another.
22. A Council member attending a meeting via electronic communications is deemed to be present at the meeting for whatever period of time the connection via electronic communications remain active.
23. The Mayor or Presiding Officer shall announce to those in attendance at the meeting that a Council member is attending the meeting by means of electronic communications.
24. When a vote is called, Council members attending the meeting by means of electronic communications shall be asked to state their vote only after all other Council members present at the meeting have cast their votes by a show of hands.
25. When a Council member attends an "In Camera" session, they will be required to confirm that they have attended the "In Camera" session alone in keeping with the definition in the bylaw of "In Camera", by providing a statutory declaration or affidavit sworn or declared before the Manager of Legislative and Land Services or Commissioner of Oaths prior to the next regular Council meeting.

PREPARATION OF AGENDAS

26. The agenda for each regular or special meeting of Council and Committee of the Whole shall be prepared by the Manager of Legislative and Land Services in consultation with the

Municipal Manager and the Mayor.

27. The Manager of Legislative and Land Services shall endeavour to forward agendas and all pertinent supporting information to each member of Council ~~no later than~~ by 12:00 p.m. on the Friday preceding the meeting as outlined in Policy 37.
28. Any Council member, Town official, or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submission to the Manager of Legislative and Land Services not later than 12:00 p.m. on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the Manager of Legislative and Land Services to enable the Council to deal with the matter.
29. Any late submissions to the agenda after the agenda has been established will require justification for the urgent nature of the late submission and will require the Municipal Manager's approval.
30. The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner described above in Sections 26, 28, and 29 or as a modification to the agenda approved by a vote at the meeting.
31. The general order of business on the agenda shall be as follows; however, the actual order of conduct may be adjusted by Council as necessary:
 1. General
 - A. Call to order
 - B. Adoption of Agenda
 - C. Accounts Payable
 - D. Bank Summary
 2. Delegations
 3. Minutes
 - A. Council
 - B. Committee of the Whole
 - C. Other
 4. Bylaws
 5. Staff Recommendations
 6. Policies
 7. Correspondence
 8. Other
 9. Recess
 10. In Camera (if necessary)
 11. Adjournment

PRESENTATIONS

32. Presentations may be made by Council to individuals or groups.

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

39. The presentation by a delegation may only be:

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

CONDUCT OF A COUNCIL MEETING

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

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

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

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

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

44. A motion to reconsider a motion shall:

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

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

- a) be made by a member of Council; and
 - i. be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii. be passed by:

1. a vote of 2/3 of the members of Council when the motion is without notice; and
 2. a simple majority of the members of Council present when notice has been given. Notice shall ~~of be~~ inclusion of the item on an agenda delivered to the members of Council before the meeting, and
 - b) the previous motion has not been acted upon to the extent that the Town has undertaken or become subject to any liability or obligation, or
 - c) was not a motion for a reading of a bylaw.
46. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Mayor or other Presiding Officer so directs.
47. A bylaw shall not be given more than two readings at one meeting unless Council members in attendance agree unanimously that the bylaw may be presented for third reading at the same meeting at which it received the first two readings.
48. Any request for a recorded vote as per the *Municipal Government Act* shall be brought to the Mayor or Presiding Officer's attention prior to the actual call for the vote.
49. The Municipal Manager or his/her delegate shall repeat all motions before the motion is debated or put to a vote.
50. The Mayor or Presiding Officer shall reference all motions before they are debated or voted upon.
51. No motion shall be offered that is substantially the same as one that has already been expressed during the same meeting.
52. The Mayor or Presiding Officer may participate in debate on any matter before Council without relinquishing the chair.
53. The Mayor or Presiding Officer may make a motion on any matter on the agenda but before doing so the Mayor must relinquish the Chair to the Deputy Mayor until the vote on the motion has been taken.
54. After the Mayor or Presiding Officer has called the vote, no member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
55. Voting on all motions shall be done by clearly raising one hand so that the Mayor or Presiding Officer may easily count them. When using electronic communications, the Mayor or Presiding Officer will ask whether the member is voting for or against the motion. After the Mayor or Presiding Officer has counted the vote, he shall declare whether it was "carried", "carried unanimously" or "defeated". Except where provided for in this bylaw or by the applicable legislation, a majority vote of the members present who are eligible to vote,

shall decide a motion or question before Council. If the vote results in a tie, the motion will be considered defeated.

56. When a Councillor wishes to leave the Council Chambers while a meeting of Council is in progress:

- a) the Councillor shall await acknowledgement of the Mayor or Presiding Officer before leaving; and
- b) the time of the Councillor's departure and return shall be recorded in the minutes.

57. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this timeframe the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.

58. The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to Council by resolution. The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of members present.

59. When the Mayor or Presiding Officer is called on to decide a point of order or practice, it shall be done without argument or comment and shall state the rule of authority applicable to the case.

60. When a Council member has been warned about breaches of order but continues to engage in them, the Mayor or Presiding Officer may state their name and declare the offence. The Recording Secretary must note the offence in the minutes.

61. If a Council member who has been named apologizes and withdraws any objectionable statement, then the Council member may remain and continue participating in the meeting and the Mayor or Presiding Officer may direct that the notation of the offence be removed from the minutes.

62. If the Council member fails or refuses to apologize, then that Council member must immediately leave the Council Chambers and Council must vote on a motion to expel that Council Member. A motion to expel must be decided without debate.

63. If a Council member who has been expelled pursuant to this Section, refuses to leave the Council Chambers, the Mayor or Presiding Officer may request the Royal Canadian Mounted Police to remove the expelled Council member.

64. The Mayor or Presiding Officer may expel members of the public who are present for improper conduct and may follow the guidelines in Section 64 63 should the member of the public refuse to leave.

65. Council, under authority of the *Act* and the *Freedom of Information and Protection of Privacy Act*, may close all or part of their meetings to the Public by meeting "in camera". No motions may be made when Council is sitting in a closed session except a motion to return to an

open session. Generally, the reasons Council may choose or be required to meet “in camera” fall under the categories of Land, Labour, and Legal.

66. Under the *Act*, Councillors are required to keep in confidence matters discussed in an “in camera” session.

67. All minutes of Council meetings shall be recorded in the English language, without note or comment.

PETITIONS

68. Legally binding petitions will be submitted to the Municipal Manager and will be processed in accordance with the *Act*.

69. Informal petitions will be submitted to the Municipal Manager and must:

- a) be printed, typewritten or legibly written;
- b) clearly set out the matter being presented and the request made to Council;
- c) be temperate and respectful;
- d) be signed; and
- e) provide the name and mailing address of the contact person for the petitioners submitting the petition.

70. On receipt of an informal petition, the Municipal Manager may do the following:

- a) include it as an item on the agenda for the next regular Council meeting in full or summary form;
- b) refer it to Administration for a report to Council; or
- c) refer it to Administration for action and/or reply, with a copy of such response being sent to Council.

PUBLIC HEARINGS

71. Public Hearings will be held in conjunction with a Council meeting.

72. Persons interested in speaking at a public hearing may register with the Manager of Legislative and Land Services prior to the public hearing. Names of registered speakers for a public hearing will be released to the public on the Friday preceding the public hearing.

73. Persons interested in providing a written submission may provide the Manager of Legislative and Land Services with their submission prior to 12:00 p.m. of the Wednesday preceding the public hearing. Valid written submissions received will become public information on the Friday prior to the public hearing. Council will accept written submissions on the date of the public hearing.

74. Public Hearings will commence, as close as reasonably practicable to the advertised time at a regular Council meeting and will normally be held in the Council Chambers.

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

submission. All written submissions will be filed with the Manager of Legislative and Land Services.

88. "Adjourn" used in relation to a Public Hearing means to take a short break in the Public Hearing, take a break with the intent of returning to the Public Hearing later in the same meeting, or to adjourn the Public Hearing to another Council meeting.
89. "Close" used in relation to a Public Hearing means to terminate the Public Hearing.
90. When all persons who wish to speak to an issue have been given their opportunity to speak, and all written submissions have been received, the Mayor shall declare the Public Hearing closed.
91. Once closed a Public Hearing may not be reopened. Council may hold a second Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial Public Hearing.

COMMITTEE OF THE WHOLE

92. There shall be a Committee of the Whole comprising of all Councillors.
93. Subject to the *Act*, Committee of the Whole may consider any matter that Council may consider, including but not limited to discussion and debate of the following matters:
- a) the budget;
 - b) the audit;
 - c) transportation issues;
 - d) development issues;
 - e) strategic planning;
 - f) legislative reform;
 - g) policing matters; and
 - h) policy formulation.
94. Committee of the Whole may:
- a) conduct non-statutory Public Hearings;
 - b) receive delegations and submissions;
 - c) meet with other municipalities and other levels of government; and
 - d) recommend appointments of members of the public to various boards and commissions.
95. In addition to the restrictions contained in the *Act*, the Committee of the Whole shall not hold statutory Public Hearings.
96. Generally, items brought forward to the Committee of the Whole are matters where Administration requires further direction before bringing to Council for approval; however, the Committee of the Whole may make the following motions:

- a) to receive agenda reports as information;
- b) to refer matters to Administration or a Committee for review; and
- c) make recommendations to Council.

97. A quorum of Committee of the Whole is a majority of Councillors.

98. At a Committee of the Whole meeting, the procedures of Council shall be relaxed as follows:

- a) a Councillor may speak even though there is no motion on the floor, but if there is a motion on the floor a Councillor shall only address that motion;
- b) a Councillor may speak as often is necessary on a matter provided that each Councillor who wishes to speak to the matter has already been permitted to do so.

PLACE OF MUNICIPAL OFFICE

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

EFFECTIVE DATE

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

REPEAL OF BYLAWS

101. Bylaw No. 977/92 is hereby repealed.

Read a first time this 26th day of November A.D, 2012.

Read a second time this ____ day of _____ A.D, 2012.

Read a third time this ____ day of _____ A.D, 2012.

SIGNED AND PASSED THIS _____ DAY OF _____, 2012.

Mayor

Manager of Legislative and Land Services

**BY-LAW NO. 1731/2012
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

**A BY-LAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE BORROWING OF FUNDS
UNDER SECTION 256 OF THE MUNICIPAL GOVERNMENT ACT.**

This Bylaw shall be known as the "Temporary Borrowing Bylaw 2013."

WHEREAS the amount of taxes estimated to be raised for the fiscal year commencing on January 1, 2013 by the Town of Redcliff (hereinafter called the "Municipality") for all purposes is the sum of six million five hundred eighty four thousand one hundred fifty (\$6,584,150.00) Dollars;

AND WHEREAS the Council of the Municipality deems it necessary to borrow from time to time on a revolving basis during the year 2012 sum or sums not exceeding the maximum principal amount of—One Million Dollars (\$1,000,000.00) at any one time to meet the operating expenditures and sum or sums not exceeding the maximum principal amount of Twenty Five Thousand Dollars (\$25,000.00) at any one time to meet the credit card expenditures of the Municipality incurred during the year 2013;

AND WHEREAS after borrowing during the said year of the amount hereby authorized to be borrowed, the amount to be borrowed, together with the unpaid principal or other borrowings made for the purpose of financing operating expenditures, will not exceed the amount estimated to be raised in taxes as aforesaid during the said year;

AND WHEREAS the borrowing hereby authorized will not cause the Municipality to exceed its debt limit.

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

1. That the Council of the Municipality do borrow from time to time on a revolving basis during the year 2013 from Canadian Imperial Bank of commerce (the "Bank"), a sum or sums not exceeding the maximum principal amount of One million Dollars (\$1,000,000.00) at any one time which the Council deems necessary to expend to meet the operating expenditures and a sum or sums not exceeding the maximum principal amount of Twenty Five thousand Dollars (\$25,000.00) at any one time which the Council deems necessary to expend to meet the credit card expenditures of the Municipality for other than school purposes incurred during the said year until such time as the taxes levied or to be levied therefor can be collected, and to pay or agree to pay interest on the sum so borrowed either in advance or at maturity, and in either case after maturity, at such rate as may be agreed upon from time to time between the Council and the Bank.
2. That the sum or sums so borrowed may be evidenced and secured by a form of debt/security instrument executed by the Mayor and ~~Municipal Treasurer~~ **Director of Finance and Administration** on behalf of the Municipality and the said Mayor and ~~Municipal Treasurer~~ **Director of Finance and Administration** are hereby authorized and empowered to execute and give such form of debt/security instrument on behalf of the Municipality as may be required by the Bank and to determine and upon from time to time the rate of interest applicable to the amount of the sums borrowed hereunder

remaining from time to time outstanding.

3. That the Council of the Municipality do hereby pledge to the said Bank as security for payment of the money borrowed hereunder, and interest, thereon, the whole of the unpaid taxes and penalties on taxes assessed and /or raised by the Municipality in years prior to the said year together with penalties thereon, and the whole of the taxes assessed or to be assessed and/or raised to be raised for the said year and penalties thereon, and the Municipality shall deposit in a special account with the said Bank all of the said taxes, penalties and other designated revenues as collected, as collateral security for the money to be borrowed hereunder and interest thereon and the same shall be applied as far as necessary in payment of moneys borrowed hereunder and interest thereon, but the said Bank shall not be restricted to the said taxes, penalties and other designated revenues for the payment of the money borrowed as aforesaid or be bound to wait for repayment of such money and interest until such taxes, penalties and other designated revenues can be collected, or be required to see that the said taxes, penalties and other designated revenues are deposited as aforesaid.
4. That nothing herein contained shall waive, prejudicially affect or exclude any right, power benefit or security by statute, common law or otherwise given to or implied in favour of the said Bank.
5. Bylaw No. 1704/2011 is hereby repealed upon Bylaw 1731/2012 coming in effect on January 1, 2013.

Read a first time this 26th day of November, 2012.

Read a second time this _____ day of _____, 2012.

Read a third time this _____ day of _____, 2012.

SIGNED AND PASSED THIS _____ DAY OF _____, 2012.

Mayor

Municipal Secretary
Manager of Legislative and Land Services

**TOWN OF REDCLIFF
BYLAW NO. 1732/2012**

**A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR FORMATION,
MAINTENANCE AND INVESTMENT OF RESERVE FUNDS.**

WHEREAS the Council of the Town of Redcliff deems it to be expedient and proper to provide reserve funds.

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

NAME

1. This Bylaw shall be known and may be cited as the "Annual Reserve Allocation Bylaw".

PURPOSE

2. The purpose of this Bylaw shall be to outline the annual allocation and the ceiling limit of various reserves which have been established for a continual period of time.
3. The name of the reserve, the amount of annual allocation and the ceiling for each operating reserve is as follows:

Purchasing Reserve

In the year 2012 and in each succeeding year there shall be an amount of \$75,000.00 provided for the purpose of unanticipated major expenditures for repairs or maintenance of Town buildings and/or major mechanical failures, and \$352,500.00 provided for the replacement of the vehicles, machines & equipment of the Town of Redcliff. This reserve shall not have a ceiling.

The Director of Finance & Administration shall maintain, on an annual basis, a schedule indicating the equipment involved in the program and he/she shall ensure that the reserve funding is based on the net estimated depreciation of that equipment. Further all revenue generated from sale of surplus equipment shall be allocated to the reserve.

Operating Contingency Reserve

In the year 2012 there shall be an amount of \$15,000.00 provided for the purpose of funding major unanticipated operating costs subject to prior authorization by resolution of Council, and \$1,700.00 provided for the purpose of expenses related to Elections, By-elections, Plebiscites and other Public Meetings. These funds shall be established in a separate reserve called Operating Contingency Reserve. This reserve shall not have a ceiling.

Tax Stabilization Reserve

In the year 2012 there shall be an amount of \$18,650.00 provided for the purpose of future stabilization of the mill rate. This reserve shall have a ceiling of 15% of the prior year's municipal taxation levy.

Legal and Labour Reserve

In the year 2012 and in each succeeding year there shall be a budget to cover legal and labour relations related costs. Any funds remaining unspent at each year end shall be transferred to a separate reserve account for this purpose. This reserve shall not have a ceiling.

Road Maintenance Reserve

This reserve is provided for the purpose of paving, patching and repairs of roadways. These funds shall be established in a separate reserve called Road Maintenance Reserve. This reserve shall not have a ceiling.

Storm System Reserve

This reserve is provided for the purpose of a reserve for maintenance, repair and replacement of various storm sewer related engineering structures. These funds shall be established in a separate reserve called Storm System Reserve. This reserve shall not have a ceiling.

Water System Reserve

In the year 2012 and in each succeeding year there shall be an amount of \$58,000.00 provided for the purpose of maintenance, repair and replacement of various water related engineering structures. These funds shall be established in a separate reserve called Water System Reserve. The reserve shall not have a ceiling.

Sanitary Sewer Reserve

In the year 2012 and in each year succeeding year there shall be an amount of \$30,000.00 provided for the purpose of maintenance, repair and replacement of various sanitary sewer related engineering structures. This reserve shall not have a ceiling.

Garbage Machine & Equipment Reserve

That in the year 2012 and in each succeeding year there shall be an amount provided in each operating budget of \$50,000.00 to provide for the replacement of the garbage bins, and \$32,500.00 provided for the replacement of the garbage truck and packer. This reserve shall have a ceiling of \$700,000.00.

Silent Auction Reserve

That in the year 2012 and in each succeeding year the silent auction net revenue shall be transferred to a separate account called Silent Auction Reserve. For the purpose of funding various costs associated with Volunteer Appreciation Night. This reserve shall have a ceiling of \$10,000.00.

Land Development Reserve

In the year 2012 and in each succeeding year the net proceeds from Land Sales and Agreements for Sale – Instalments, shall be transferred to a separate account called Land Development Reserve for the purpose of land development. This reserve shall not have a ceiling.

100th Anniversary Reserve

This reserve is provided for the purpose of the 100th Year Anniversary Celebrations of the Town of Redcliff. This reserve shall have a ceiling of \$60,000.00.

INTEREST

4. Annually each year the ~~Municipal Treasurer~~ **Director of Finance and Administration** shall allocate interest to all reserves of the Town of Redcliff. This allocation will be calculated by utilizing the reserve balance as of the previous year end, being December 31. For the calculation of interest for 2012 the rate on all reserves shall be the rate paid by a Chartered Bank for operation of a business account, or an average rate calculated on T-bill funds.

REPEAL

5. Bylaw No. 1696/2011 is hereby repealed.

READ a first time this the 26th day of November, 2012.

READ a second time this the ____ day of _____, 20____.

.

READ a third time this the ____ day of _____ 20____.

SIGNED and **PASSED** this ____ day of _____ 20____.

MAYOR

MUNICIPAL SECRETARY
**MANAGER OF LEGISLATIVE AND LAND
SERVICES**

TOWN OF REDCLIFF STAFF RECOMMENDATION

DATE: November 29, 2012

PROPOSED BY: Director of Finance and Administration

TOPIC: Doubtful Accounts Receivable

PROPOSAL: Write Off 2011 Allowance for Doubtful Receivables

BACKGROUND:

The attached accounts have been outstanding for at least one year. All accounts eligible for collections have been submitted to CBV Collection Agency. We may recover some accounts in the future as the collection agency keeps an active list for seven years. The Accounts Receivable / Utility Clerk may also recover some accounts if customers sign on again or customer applies for credit with the Town of Redcliff in the future.

Enclosed are:

1. List of outstanding general accounts receivable for \$157.68
2. List of outstanding utility accounts for \$4001.83


RECOMMENDATION:

I recommend that Council authorize the Director of Finance and Administration to write off utility receivables in the amount of \$4001.83 and general receivables in the amount of \$157.68 as presented in the enclosed lists.

MOTION:

Councillor _____ moves to authorize the Director of Finance and Administration to write off utility receivables in the amount of \$4001.83 and general receivables in the amount of \$157.68 as presented in the enclosed lists.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED/REJECTED BY COUNCIL THIS _____ DAY OF _____, 2012.

2012 ACCOUNTS TO WRITE OFFS

UTILITY ACCOUNTS

<u>Acct. #</u>	<u>Amount</u>
000019.02	\$124.37
000076.03	\$282.45
000086.10	\$155.76
000174.02	\$91.89
000209.06	\$162.21
000252.10	\$171.95
000278.06	\$94.81
000278.08	\$93.20
000293.01	\$126.00
000445.12	\$85.40
000446.05	\$160.53
000614.06	\$94.25
000778.04	\$113.01
000794.13	\$29.12
001097.12	\$77.07
001164.03	\$30.40
001391.06	\$160.53
001404.10	\$146.30
001414.11	\$86.97
001442.02	\$59.60
001722.08	\$166.42
001737.15	\$153.74
001921.07	\$146.33
001985.06	\$269.79
001992.10	\$56.98
002175.09	\$111.85
002366.06	\$53.15
002367.11	\$200.56
002458.03	\$26.00
002464.09	\$154.82
002486.00	\$186.43
002704.01	\$129.94
	<u><u>\$4,001.83</u></u>

A/R ACCOUNTS

<u>Acct. #</u>	<u>Amount</u>
106942	157.68

TOWN OF REDCLIFF STAFF RECOMMENDATION

DATE: December 10, 2012

PROPOSED BY: Director of Finance & Administration

TOPIC: CIIF grant applications selected for development

PROPOSAL: In order to proceed with project development, Western Economic development requires confirmation of the Town of Redcliff's commitment to the projects and to provide 50% funding from municipal sources.

BACKGROUND:

I received confirmation that three of the Town of Redcliff's CIIF (Community Infrastructure Improvement Fund) applications have been selected for development. This means that the projects have advanced through initial screening and Western Economic Development is prepared to commence a more detailed review prior to funding these projects.

RECOMMENDATION:

I recommend that Council confirm their commitment to the CIIF project Rolling Mill & Aggie Oakland Mallard Parks' Play Equipment & Park Improvements for \$50,000, as well as the Town of Redcliff's commitment to contribute of 50% of required funds from the Purchasing Reserve with the balance of the funds from the CIIF grant program.

Further, that Council confirm their commitment to the CIIF project Redcliff Rec-tangle Bleachers Safety Netting for \$50,000, as well as the Town of Redcliff's commitment to contribute of 50% of required funds from the Purchasing Reserve with the balance of the funds from the CIIF grant program.

Further, that Council confirm their commitment to the CIIF project Brandon Primeau Memorial Park Outdoor Rink for \$80,000, as well as the Town of Redcliff's commitment to contribute of 50% of required funds from the Purchasing Reserve with the balance of the funds from the CIIF grant program.

MOTION:

Councillor _____ moved that Council confirm their commitment to the CIIF project Rolling Mill & Aggie Oakland Mallard Parks' Play Equipment & Park Improvements for \$50,000, as well as the Town of Redcliff's commitment to contribute of 50% of required funds from the Purchasing Reserve with the balance of the funds from the CIIF grant program.

Further, that Council confirm their commitment to the CIIF project Redcliff Rec-tangle Bleachers Safety Netting for \$50,000, as well as the Town of Redcliff's commitment to contribute of 50% of required funds from the Purchasing Reserve with the balance of the funds from the CIIF grant program.

Further, that Council confirm their commitment to the CIIF project Brandon Primeau Memorial Park Outdoor Rink for \$80,000, as well as the Town of Redcliff's commitment to contribute of 50% of required funds from the Purchasing Reserve with the balance of the funds from the CIIF grant program.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED/REJECTED BY COUNCIL THIS _____ DAY OF _____, 2012.

Approved by Council – May 28, 2012

RATES POLICY**BACKGROUND**

The Town of Redcliff has rates for various services they provide or sell. These rates are included in this Policy or are established by Bylaw.

This Policy provides for preferred rates for nonprofit organizations. Not for Profit Organizations / Non-Profit Organizations shall be deemed to mean organizations recognized under the Societies Act.

The rates for sundry services are established as per this policy and classified according to department providing the service.

Prices in this policy do not include GST which is additional if applicable and will be added by the Town of Redcliff when costs are paid.

ADMINISTRATION**STATIONARY TYPE SERVICES**

Photocopying	\$0.25 per copied side of any document.
Faxing - sending of fax	\$1.00
- receiving of fax	\$0.25 per page of document received
Detailed Map of Redcliff	\$12.00 each
Aerial Photograph of Redcliff	
- Small (15" X 21")	\$20.00 each
- Large (20" X 28")	\$30.00 each
Special sized maps	\$7.71 per sq. ft.
Books (e.g. Land Use Bylaw)	\$15.00 each

CONSTRUCTION STANDARDS AND DESIGN GUIDELINE

Construction Standards	\$35.00 each (GST included)
Design Guidelines	\$25.00 each (GST included)
Tender Documents	\$50.00 each (GST included)

SOUVENIR TYPE SERVICES

(Pins*, hats, sweatshirts, tee shirts, coffee mugs, pens, crests, Town of Redcliff flags)

Souvenir / public relation type products or goods for sale shall be available for sale at the price determined as follows:

Unit price plus 10%

Example:

Tee Shirt - (Unit Cost \$27.55, therefore sale price is $\$27.55 + \$2.75 = \$30.30$)

- Any Redcliff based club or non-profit organization may purchase pins for public relations purposes at a cost of \$1.00 each. If the club or non-profit organizations wishes to purchase pins for resale they may do so at cost. For public relations purposes the Municipal Manager and /or Councilors may distribute pins as required.

ENCROACHMENT PERMIT

Refer to Encroachment Permit Bylaw

TAX CERTIFICATE / COMPLIANCE CERTIFICATE

Refer to the Tax Certificate or Letter of Compliance Bylaw

ASSESSMENT COMPLAINT FEES (MAY 25, 2010)

PROPERTY CATEGORY COMPLAINT FEE	FEE
Residential Land with 3 or fewer dwelling units	\$30.00
Farmland	\$30.00
All other properties if assessed value is:	
Less than \$500,000.00	\$100.00
Greater than \$500,000.00 but less than \$5,000,000.00	\$200.00
Greater than \$5,000,000.00 but less than \$10,000,000.00	\$300.00
Greater than \$10,000,000.00	\$500.00

FIREWORKS IGNITION PERMIT

Permit Fee \$50.00 (non-refundable)

HIGH / WIDE LOAD MOVES PERMIT

Permit Fee: ~~\$100.00~~ 200.00

LAND USE BYLAW AMENDMENT

Application Fee	\$650.00
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SUBDIVISION

Application Fee	\$350.00 plus \$100.00 for every additional lot created over and above the original lot
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Subdivision Extension:	1 st request for extension	No charge
	2 nd and subsequent requests for extension	\$175.00

Endorsement Fee	\$100.00 per application
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DEVELOPMENT PERMIT FEES (EFFECTIVE UPON THE REPEAL OF BYLAW 1648/2010)**Residential**

Single Family Dwelling	\$100.00
Multi-Family Dwelling	\$100.00 + \$50.00/unit
Accessory buildings 10 m ² – 35 m ²	\$65.00
Accessory buildings greater than 35 m ²	\$100.00
Additions	\$100.00

Commercial/Industrial/Horticultural/Institutional	\$200.00 + \$.10/ m²
Accessory Buildings / Additions greater than 100 m ²	\$100.00

Other

Home Occupations, Decks, Driveways, Demolition, Signs, Hot Tubs, Relocated Buildings, Permit to Stay, Others as Determined by Development Authority	\$65.00
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Discretionary Use – MPC – additional fee above regular application fee	\$75.00
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Special MPC – additional fee above application and regular MPC Fee passage of new MPC Bylaw)	\$150.00 (effective upon
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WORK STARTED BEFORE PERMIT ISSUANCE SUBJECT TO DOUBLE PERMIT FEES**Construction Damage Deposit**

Residential	\$1,000.00
Commercial/Industrial/Horticultural	\$2,000.00

*Note: A construction damage deposit is to be taken for development permits
Issued for principal buildings, accessory buildings, additions, excavations and/or
Demolition projects*

Subdivision & Development Appeal Fee passage of new SDAB bylaw)	\$100.00 (effective upon
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Boulevard Development Application Fee	\$65.00
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File Review (Environmental) Fee	\$75.00
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COMMUNITY SERVICES**ELECTRONIC MESSAGE BOARD**

- setup fee \$5.00
- user fee \$5.00 per day

Messages displayed will be those of general interest to the community (community events, fund raising activities in the Town, programs and registrations information). All bookings for use of the electronic message board shall be handled through the Community Services Department.

- Advertising booked on the electronic message board is permitted to run for up to a maximum of 5 consecutive days.
- The Community Services Department, at its discretion, may modify ad content to best fit the space available on each screen as well as establish the display time of each ad.
- Town of Redcliff Not-for-Profit Community groups may book the electronic message board for one message per month for a maximum time period of up to 5 consecutive days duration, at no cost for setup fee or user fee.
- If a complimentary ad runs past the end of one month into a subsequent month, the starting date of the ad will establish the month that the complimentary ad is applied to.
- Not-for-Profit Groups may book additional ads each month; however setup and user fees will apply to any additional ad(s).

Messages relating to sensitive issues that may cause community dissention or have a mixed political or social opinion will not be advertised on the board.

FACILITIES

The Municipal Manager or his designate may at his discretion modify rental rates for unforeseen circumstances involving bonafide community organizations.

The Municipal Manager or his designate may at his discretion authorize the use of Town of Redcliff facilities by not for profit Town of Redcliff organizations at no cost to said organization where the planned activity generates interest, activity or participation in Redcliff Days.

SWIMMING POOL**GENERAL ADMISSION (* GST included)**

<u>Age</u>	<u>Day Pass</u>	<u>5 Pack</u>	<u>10 Pack / 1 Month</u>	<u>Season Pass</u>
Tiny Tot (0-5 years)	Free	Free	Free	Free
Child (6-12 years)	\$3.50 3.75	\$10.00 15.00	\$20.00	\$47.50 50.00
Youth (13-17 years)	\$4.00 4.25	\$12.00 17.00	\$24.00	\$60.00 60.00
Adult (18-55 years)	\$4.75 5.00	\$15.00 20.00	\$30.00	\$65.00 70.00
Senior (56+ years)	\$4.25 4.50	\$13.00 18.00	\$25.00	\$60.00 63.00
Family	\$10.50 10.75	\$36.00 43.00	\$80.00	\$130.00 134.00

A family is considered to be parents and immediate children under 18 years of age. It does not include Grandparents, Cousins, Aunts or Uncles etc. as they should obtain their own pass.

LESSONS

Water Safety Programs:

Red Cross Swim Preschool & Swim Kids Level 1-3	\$31.00 each
Red Cross Swim Kids Level 4 & 5	\$31.00 each
Red Cross Swim Kids Level 6 - 10	\$31.00 each

Bronze Star / Bronze Medallion & Senior Resuscitation / Bronze Cross / Aqua Leaders - As established by the Community Services Director on a cost recovery basis.

Cancellation / Withdrawal Policy

- Refunds for withdrawal from swimming lessons before the session has started will be subject to a \$10.00 administration fee and the balance of the program fee will be refunded by cheque.
- No refunds on 5 Pack, 10 Pack, or Season Passes.
- Full or prorated refunds will be provided for programs that are cancelled by the Town of Redcliff or the registrant may transfer to another program, space permitting.

RENTAL

1-29 people	\$50.00 per hour
30-74 people	\$75.00 per hour
75-150 people	\$100.00 per hour

Private lessons ~~\$15.00~~ 20.00/hr. or ~~\$10.00~~ 15.00/person for 2 – 3 or more people/hour

Swim Club ~~\$15.00~~ 20.00/hr. to cover cost of lifeguard on duty

Saturday Rentals: security deposit of \$50.00 is required.

* **All Swimming Pool prices will include GST** unless otherwise noted.

Cancellation Fee:

Payment is required five (5) business days in advance of the scheduled booking. Deposit may be withheld due to a late cancellation of less than five (5) business days, at the discretion of the Community Services Director.

ARENA (REC-TANGLE)**ICE RENTAL**

	2012-2013	2013-2014
Youth (17 and under)	\$52.00 / hour	\$55.00 / hour
Adult (non-prime time - before 4:00 p.m. – Monday-Friday)	\$70.00/ hour	\$74.00 / hour
Adult (prime time – weekends and after 4:00 p.m. weekdays)	\$88.00/ hour	\$93.00 / hour
Public Skating	Free *	Free *

* Include acknowledgement of sponsorship by Medicine Hat Kinsmen

Cancellation Fee:

For non-regular season ice users, payment or cancellation is required two (2) business days in advance of the scheduled booking.

For season ice users, who are invoiced monthly, cancellations must be made ten (10) business days in advance of the scheduled booking.

MEETING ROOMS**ARENA**

Small Room	\$6.00 per hour
Large Room	\$75.00 per day (security deposit - \$150.00) \$50.00 per day for ½ room (security deposit \$75.00) \$25.00 per hour (security deposit \$50.00) • Refer to separate policy for Redcliff Skating Club and Redcliff Minor Hockey Association.
Entire Building (no ice)	\$350.00 per day (security deposit \$300.00) with following exceptions Non Profit Community Groups from Redcliff (examples are Redcliff Minor Baseball, Redcliff Girls Softball, Redcliff Tee Ball, Margaret Wooding Parent Council) for their use in special circumstances (such as backup facility for yearend picnic in case of inclement weather) shall be charged a fee of \$30.00 per hour.

Cancellation Fee:

Payment is required prior to the key or access to the meeting room is given.

Deposit may be withheld due to a late cancellation of less than two (2) business days, at the discretion of the Community Services Director.

SENIOR DROP IN CENTRE

Refer to separate policy on this facility.

TOWN HALL

Downstairs Conference Room	\$15.00 per day \$50.00 per week
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BALL DIAMONDS

Diamonds	\$4.50 per hour (minimum \$6.75)
Lights	\$3.00 per hour
Tournaments	\$80.00 per day per diamond
	\$120.00 per weekend per diamond
Equipment & Maintenance Fee	\$5.00 per team charged annually to each league based on the number of teams in the league.

Cancellation Fee:

Payment is required two (2) business days in advance of the scheduled booking and before the combination code will be given out unless the booking is cancelled due to inclement weather.

For non-regular season users payment is required two (2) business days in advance of the scheduled booking unless the booking is cancelled due to inclement weather.

BALL DIAMONDS concession

Not For Profit groups	Rental Rate: No rental fee Damage Deposit: \$100.00 per function Insurance coverage of \$2 million
For Profit groups	Rental Rate: \$50.00 per function, per day Damage Deposit: \$100.00 per function Insurance coverage of \$2 million

Cancellation Fee:

Payment is required two (2) business days in advance of the scheduled booking.

Deposit may be withheld due to a late cancellation of less than two (2) business days, at the discretion of the Community Services Director.

CAMPGROUND (~~NOVEMBER 29, 2010~~)

Tent	\$20.00 per day
Camper, Trailer, Recreational Vehicles	\$25.00 per day
Note: GST is included in campground rates	

LIONS PARK**Kitchen Complex**

Not for Profit Groups	Rental Rate: No rental fee Damage Deposit: \$100.00 per function
For Profit Groups	Rental Rate: \$50.00 per function, per day Damage Deposit: \$100.00 per function

Cancellation Fee:

Payment is required to two (2) business days in advance of the scheduled booking.

Deposit may be withheld due to a late cancellation of less than two (2) business days, at the discretion of the Community Services Director.

KEY/COMBINATION LOCK DEPOSITS

Renters must sign the Community Services Facility Key Request Form prior to receiving key(s) from Community Services and shall be required to pay a deposit of \$125.00.

Loss of key(s), lock(s) or failure to return key(s) by the date specified on the facility Key Request Form will result in forfeiture of the deposit for each key lost or not returned. A new Facility Key Request Form and deposit is required before new key(s) or lock(s) are given out

PITCHING MACHINE

\$5.00	Redcliff Teams (Ladies & Little League) Adult Supervision required
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\$20.00 deposit / \$20.00 day rental	All other groups
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The Pitching Machine is to be used only in the Redcliff Batting Cage or on a Redcliff Ball Diamond.

The cost for use of the batting cage without using the pitching machine is nil, however it must still be booked.

PORTABLE SOUND SYSTEM

No Charge (security deposit of \$100.00 required)

The portable sound system shall only be loaned to churches and registered not-for-profit organizations and is not to leave the corporate limits of the Town of Redcliff. However, the Municipal Manager or his designate may at his discretion authorize the use of the portable sound system by other municipalities for special occasions.

PORTABLE STAGE

No Charge (security deposit of \$500.00 required)

The portable stage shall only be rented to churches and registered not-for-profit organizations and the portable stage is not to leave the corporate limits of the Town of Redcliff. However, the Municipal Manager or his designate may at his discretion authorize the use of the portable stage by other municipalities for special occasions.

ALL deposits will be refunded by mail by the Community Services Department.

MEALS ON WHEELS

Patrons pay \$5.50 per meal (~~effective May 1, 2010~~)

HOME CARE SERVICE PROVIDER SUBSIDY

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$13.00	Less than \$18,300	Less than \$28,800
\$16.00	\$18,301 - \$22,700	\$28,701 - \$36,900
No Subsidy	Over \$22,700	Over \$36,900

* Net Family Income

HOME CARE SERVICE PROVIDER SUBSIDY – (Effective May 1, 2013)

COST	1 PERSON / YEAR *	2 PEOPLE / YEAR *
\$15.00	Less than \$20,700	Less than \$32,600
\$18.00	\$20,701 – \$25,100	\$32,601 – \$40,800
No Subsidy	Over \$25,000.	Over \$40,800

* Net Family Income

PUBLIC SERVICES**CEMETERY**

Plot	\$450.00
Cremation Plot	\$150.00
Opening and Closing	\$450.00
Placing Urn	\$200.00
Saturday Burial	\$340.00 (Additional)
Holiday Burial	\$340.00 (Additional)
After Hours Burial *	\$150.00 (Additional)
Children up to 6 years Opening and Closing	\$150.00
Setup of Tent	\$50.00

* After hours shall be any time after regular closing time for Public Services Department

Note: Grave liners are mandatory, and will be provided by the Town of Redcliff at cost as outlined in Cemetery Bylaw.

EQUIPMENT

Equipment for Custom Work	Rate per hour (Includes Operator)	
Backhoe	\$85.00	90.00
Excavator	\$120.00	125.00
Excavator with hammer	\$165.00	170.00
3 Ton Truck	\$75.00	80.00
Tandem Truck	\$90.00	95.00
Grader	\$120.00	125.00
Sweeper	\$85.00	90.00
Sewer truck	\$95.00	100.00
½ Ton truck	\$40.00	45.00
Riding Mowers	\$45.00	50.00
Custom Services	\$30.00	35.00 plus cost
Skid Steer Loader	\$70.00	75.00
Small Equipment (mowers, pumps, etc.)	\$45.00	50.00
Laborer	\$40.00	45.00

LANDFILL (effective January 1, ~~2012~~ 2013)**General Fees**

Up to 250 kg's (550 lbs.)	\$5.00 7.00
Over 250 kg's	\$29.00 31.00/1,000 kg's
Town of Redcliff & Cypress County *	\$14.50 15.50/ 1,000 kg's
Special Waste requiring Class 2 site	\$39.50 / 1,000 kg's
Special Materials Disposal Fee **	At Cost
Clean Fill ***	No Charge

Minimum Flat Rates (apply during Power Outages)

Less than 1 (one) Ton vehicle	\$5.00 7.00(current minimum)
1 Ton vehicle	\$38.75 41.00
Over 1 Ton vehicle	\$43.25 46.00

Contract Haulers

Semi-Trailers	\$375.00 400.00
Front End Dumps	\$112.00 120.00
Roll off Containers	\$56.00 60.00

Other Rates

Surcharge for inadequately restrained loads	\$20.00
Refrigeration and Air Conditioning Equipment without confirmation of ozone depleting substances removed	\$50.00 per unit

* Garbage hauled on behalf of Cypress County will be charged at the rate for Cypress County, conditional to the bins being easily identifiable as Cypress County bins with their location. Billing for tonnage will be billed directly to Cypress County and not through the carrier.

** Based on approved equipment and manpower rates and any costs of materials and/or parts required to provide the extra handling, treatment or burial of wastes of an extraordinary nature.

*** Clean fill material must be suitable for cover material at the Landfill and will be accepted at the discretion of the Landfill Operator. The material must be free of concrete, asphalt, organics, liquids, hydrocarbons, or any hazardous material identified in the *Alberta Waste Control Regulation*.

WATER AND SEWER SERVICE INSTALLATIONS**BASE RATES****Water Service Only**

	1"		1½"		2"	
Material Costs	1,125.00	\$1,150.00	1,750.00	\$1,775.00	2,375.00	\$2,400.00
Labour	1,875.00	\$1,900.00	1,875.00	\$1,900.00	1,875.00	\$1,900.00
TOTAL	3,000.00	\$3,050.00	3,625.00	\$3,675.00	4,250.00	\$4,300.00

4 Inch Sanitary Service Only

	4"	
Material Costs	325.00	\$350.00
Labour	1,875.00	\$1,900.00
TOTAL	2,200.00	\$2,250.00

Water and 4 Inch Sanitary Service Installed Simultaneously

	1"		1½"		2"	
Material Costs	1,450.00	\$1,475.00	2,100.00	\$2,125.00	2,750.00	\$2,775.00
Labour	2,250.00	\$2,275.00	2,250.00	\$2,275.00	2,250.00	\$2,275.00
TOTAL	3,700.00	\$3,750.00	4,350.00	\$4,400.00	5,000.00	\$5,050.00

Oversized Water and Sewer Services

The fee for the installation of any oversized water and sewer service will be determined at the time of request by the Public Services Department.

Storm Sewer Service

The fee for the installation of any storm sewer service will be established at the time of request and determined by the Public Services Department.

Residential/Commercial

Other costs; such as asphalt replacement, concrete replacement, or day lighting services to be determined at the time of request by the Public Services Department.

*** NOTE**

1. Rates are for installation of services during normal construction season. Costs for installing services during winter conditions will be established at the time of request and determined by the Public Services Department.
2. Material and labour costs for water and sewer service installations exceeding the sizes stipulated herein (whereas such service has been approved by Council) shall be based on actual costs plus 10%.

SANITARY SEWER CONNECTION FEE

An additional sanitary sewer connection fee is to be charged to the following properties for installation of sanitary sewer main on a portion of 4th Street NE. No local improvement bylaw was undertaken as a result of property owners not wanting the cost allocated to their property taxes as a local improvement tax.

• Lot 44, Block 107, Plan 8210827	\$2,941.04
• Lot 45, Block 107, Plan 8210827	\$2,789.44
• Lot 41, Block 108, Plan 8210827	\$2,248.68
• Lots 17-20, Block 108, Plan 1117V	\$3,032.00
• Lots 11-16, Block 108, Plan 1117V	\$4,548.00

FIRE DEPARTMENT**INSPECTION SERVICES**

Regular Program Inspections (Original and Follow-up) (Scheduled per QMP)	No Charge
Non-Regular Program Inspections (Original and Follow-up) (Daycares occupancy, loans, etc.)	\$30.00
Third and subsequent Inspections (When required by Inspector)	\$50.00

MUNICIPAL DISTRICT OF CYPRESS

As per current fire agreement between Town of Redcliff and Municipal District of Cypress

EQUIPMENT AND MATERIAL FEES

Pumper Unit (includes 3 men)	\$400.00/ hr. *
Rescue Unit (includes 2 men)	\$400.00/ hr. *
Prairie Fire Truck (4x4 Ton with 2 men)	\$400.00/ hr. *
Firefighters	at cost *
Materials Used	Replacement Cost
Special Equipment	Cost plus 10%
Administration Fee	\$25.00

DOCUMENTATION REQUESTS

Fire reports	\$25.00 each
Photographs	\$10.00 per print
Inspection report	\$25.00 each

RECEIVED
Town of Redcliff

Supervisor: _____

DEC - 3 2012

Action: Council Package

for Info.

File # _____

17th floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225

AR65835

November 28, 2012

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

Dear Mr. Wolanski:

Thank you for your municipality's application for a grant under the Municipal Internship component of the Regional Collaboration Program. The process for selecting municipalities to host interns for the 2013/14 Municipal Internship Program for Administrators has been completed. The decision of the selection panel was based on ensuring a balance of new and repeat hosts in geographically dispersed locations, with a mix of large and small municipalities, urban and rural centres and regional partnering.

Although your municipality was not selected to host an intern in 2013, we were encouraged by your interest in this program. We hope that the Town of Redcliff will consider applying for the Internship Program in the future. Your willingness to dedicate your time and resources to building Alberta's local government sector is recognized and appreciated.

If you have any questions or would like feedback on your application, please contact Ms. Wendy Peters, Manager, Internships, at Municipal Affairs, by dialing toll-free 310-0000, and then 780-427-2225.

Yours truly,



Gary Sandberg
Executive Director
Municipal Services Branch

Alberta ■