



**COUNCIL MEETING**  
**TUESDAY, NOVEMBER 13, 2018**  
**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
TUESDAY, NOVEMBER 13, 2018 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

	<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
	<b>1. GENERAL</b>	
	<b>A)</b> Call to Order	
	<b>B)</b> Adoption of Agenda	Adoption
Pg. 4	<b>C)</b> Accounts Payable	For Information
Pg. 6	<b>D)</b> Bank Summary to September 30, 2018 *	For Information
	<b>2. DELEGATION</b>	
Pg. 7	<b>A)</b> Prairie Rose School Division No. 8 *	
	<b>3. MINUTES</b>	
Pg. 29	<b>A)</b> Organizational meeting held October 22, 2018 *	For Adoption
Pg. 35	<b>B)</b> Council meeting held October 22, 2018 *	For Adoption
Pg. 38	<b>C)</b> Special Council meeting held October 31, 2018 *	For Adoption
Pg. 42	<b>D)</b> Special Council meeting held October 31, 2018 (2) *	For Adoption
Pg. 44	<b>E)</b> Special Council meeting held November 3, 2018 *	For Adoption
Pg. 46	<b>F)</b> Redcliff & District Recreation Services Board meeting held November 5, 2018 *	For Information
Pg. 48	<b>G)</b> Subdivision & Development Appeal Board meeting held October 16, 2018 *	For Information
Pg. 56	<b>H)</b> Municipal Development Plan Steering Committee meeting held October 24, 2018 *	For Information
Pg. 58	<b>I)</b> Redcliff/Cypress Regional Waste Management Authority meeting held November 8, 2018 *	For Information
	<b>4. REQUEST FOR DECISIONS</b>	
Pg. 59	<b>A)</b> Doubtful Accounts Receivable *	For Consideration

## **5. POLICIES**

Pg. 61	<b>A)</b> Policy No. 099, Tangible Capital Assets (TCA)	For Consideration
Pg. 69	<b>B)</b> Policy No. 127, Town Sponsorship Policy	For Consideration

## **6. CORRESPONDENCE**

Pg. 80	<b>A)</b> Highway 3 Twinning Development Association *	For Information
Pg. 95	<b>B)</b> Farm Safety Centre *	For Information
Pg. 102	<b>C)</b> Alberta Municipal Affairs * Re: Gas Tax Fund	For Information

## **7. OTHER**

Pg. 103	<b>A)</b> 2018 Third Quarter Financial Reports *	For Information
Pg. 106	<b>B)</b> Redcliff/Cypress Regional Waste Management Authority * Re: Landfill Graphs to October 31, 2018	For Information
Pg. 109	<b>C)</b> Council Important Meetings & Events November 13, 2018 *	For Information

## **8. RECESS**

## **9. IN CAMERA**

- A)** Intermunicipal Collaborative Framework (FOIP Sec. 21, 24)
- B)** Legal Matter (FOIP Sec. 24, 27)
- C)** Land Matter (FOIP Sec. 16, 24, 25, 27)

## **10. ADJOURN**

**COUNCIL MEETING - NOVEMBER 13, 2018**

**TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - CHEQUES**

<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
83516	AMSC INSURANCE SERVICES	BENEFIT PREMIUMS	18,638.23
83517	CYPRESS COMMUNICATIONS	ANTENNA & CONNECTORS	191.63
83518	HYDRACO INDUSTRIES	REPAIR & RESEAL MOTOR	415.44
83519	LETHBRIDGE HERALD	MONTHLY ADVERTISING	1,533.02
83520	PUROLATOR	PARTS FREIGHT	37.76
83521	REEDY INSIGHTS	STRATEGIC PLAN FACILITATION	3,150.00
83522	BARRY STEIER	BATTERY	26.24
83523	JOHN RINGROSE	LEASE CANCELLATION	162.58
83524	TROPHY & ENGRAVING WORLD	NAMETAGS	68.99
83525	ATB FINANCIAL MASTERCARD	VARIOUS PURCHASES	17,470.31
83526	AMSC INSURANCE SERVICES	HEALTH SPENDING ACCOUNT	479.11
83527	AUMA	QUEENS PRINTER SUBSCRIPTION	131.25
83528	BEAVER PLASTICS	MEALS ON WHEELS SUPPLIES	415.70
83529	LORNE CASEY	IT SUPPORT	560.00
83530	DEL	DRAG CHAIN, SPROCKETS, BEARINGS	3,756.95
83531	IMAGINIT TECHNOLOGIES	SUBSCRIPTIONS RENEWALS	3,197.25
83532	SHAW	INTERNET SERVICE	146.90
83533	MURRAY CHEVROLET CADILLAC	HANDLE	51.58
83534	NEOPOST	FOLDER/STUFFER LEASE	1,281.82
83535	JC INDUSTRIES	TOUCHPAD SCREEN	4,391.52
83536	BROADWAY VILLAGE CONDO CORP	KEY DEPOSIT REFUND	150.00
83537	VOLKER STEVIN	STREET LINE PAINTING	3,108.00
83538	ELISE ANTONI	TRAVEL REIMBURSEMENT	287.00
83539	REBECCA ARABSKY	EMPLOYEE REIMBURSEMENT	10.05
83540	BRUCE'S SEWER SERVICE	CLEAN SEWER RCMP	288.75
83541	CITY OF MEDICINE HAT	DOG BITE PREVENTION COURSE	50.00
83542	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	558.00
83543	CYPRESS COMMUNICATIONS	TWO-WAY RADIOS & INSTALL	1,268.93
83544	DIAMOND SOFTWARE	PROJECT MANAGEMENT	2,742.86
83545	LIFESAVING SOCIETY	COURSE MANUALS & EXAM FEE	233.86
83546	MEMORY LANE COMPUTERS	COMPUTER REPAIR	141.75
83547	PUROLATOR	PARTS FREIGHT	62.45
83548	TELUS COMMUNICATIONS	INTERNET SERVICE	59.09
83549	UPS CANADA	DUTY & BROKERAGE FEES	191.03
83550	DIAMOND CUT PAINTING	ENG DEPT PAINTING	4,144.14
83551	CAROL WILLIAMS	TAX OVERPAYMENT REFUND	105.00
83552	MEDICINE HAT CHAMBER	UDI COMMITTEE FEE	262.50
83553	PRACTICA	DISPENSER & BAGS	1,056.24
		<b>TOTAL</b>	<b>\$70,825.93</b>

<b>TOWN OF REDCLIFF ACCOUNTS PAYABLE LIST - ELECTRONIC FUND TRANSFERS</b>			
<b>EFT#</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
01008	ACTION PARTS	WHEEL CYLINDERS & BRAKE PARTS	43.50
01009	AIR LIQUIDE	CARBON DIOXIDE	681.35
01010	BOLT SUPPLY HOUSE	GLOVES & SAFETY GLASSES	132.13
01011	CITY AUTO PARTS	IGNITION & BRAKE PARTS	696.51
01012	FAST TIMES MACHINING	BUSHING & SHAFT REPAIR	748.95
01013	PARK ENTERPRISES	BUILDING PERMITS	5,075.55
01014	GREATWEST KENWORTH	CRANE TRUCK	209,848.01
01015	WOLSLEY MECHANICAL	VALVE BOXES & COUPLINGS	6,492.74
01016	PARTEK	HOSTED BACKUP & IT SERVICES	735.00
01017	BOLT SUPPLY HOUSE	RIVETS	78.90
01018	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	53.08
01019	CITY AUTO PARTS	BALL JOINTS & BRAKE PARTS	406.10
01020	CLEARTECH INDUSTRIES	WATER TREATMENT CHEMICALS	7,288.06
01021	DIGITEX	PHOTOCOPIER FEES	456.42
01022	FARMLAND SUPPLY	PLUGS & SEALS	43.53
01023	REDCLIFF HOME HARDWARE	CLEANING SUPPLIES	183.60
01024	J BALMER SAFETY	AED PADS	363.30
01025	ROSENEAU TRANSPORT	PARTS FREIGHT	522.16
01026	49 NORTH LUBRICANTS	OIL, FLUIDS (TRANSMISSION & HYDRAULIC)	1,357.45
01027	A&B STEEL	PLATE, BROOM, SQUEEGIE	70.84
01028	ACTION PARTS	FILTERS & CONNECTIONS	164.94
01029	AG-PLUS MECHANICAL	FILTERS, SPRINGS, CAPS	317.33
01030	ATRON	SERVICE FANS, COMPRESSORS, RELIEF VALVES	2,018.00
01031	CANADIAN LINEN & UNIFORM SERVICE	COVERALLS & TOWELS	36.10
01032	CITY AUTO PARTS	BRAKE DRUMS	221.67
01033	REDCLIFF HOME HARDWARE	TOILET REPAIRS, FITTINGS	161.59
01034	JIM'S ELECTRIC	REPLACE LIGHTING	977.87
01035	JOE JOHNSON EQUIPMENT	BELTS, BLADES, ANTENNA	1,492.54
01036	RURAL MUNICIPALITIES OF AB	FIRE EXTINGUISHER REPAIRS & TESTING	4,188.29
01037	SANATEC ENVIRONMENTAL	CAMERA INSPECTION	525.00
01038	SUMMIT MOTORS	SEAT COVERS	741.54
01039	SUN CITY FORD	DECAL	71.19
01040	RON S ELECTRIC	ENG OFFICE/MEETING ROOM WIRING	792.75
01041	BERT'S VACUUMS & EQUIPMENT	PAPER PRODUCTS & STAIN REMOVER	179.79
01042	TRICO LIGHTING PRODUCTS	RCMP BULBS	558.77
		<b>TOTAL</b>	<b>\$247,724.55</b>

**TOWN OF REDCLIFF**  
**BANK SUMMARIES FOR SEPTEMBER 30, 2018**

**CASH ACCOUNTS**

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	1,922,700.61	849,883.97
DAILY DEPOSITS	210,774.23	184,061.60
DIRECT DEPOSITS	644,689.62	101,541.94
GOVERNMENT GRANTS	0.00	0.00
INTEREST	3,097.05	1,466.73
OTHER DEPOSITS	8.42	0.00
<b>SUBTOTAL</b>	<b>858,569.32</b>	<b>287,070.27</b>
PAYMENTS	621,448.99	88,313.72
ASFF QUARTERLY PAYMENTS	485,091.96	0.00
DEBENTURE PAYMENTS	120,027.43	0.00
OTHER WITHDRAWALS	345,746.21	1,623.39
<b>SUBTOTAL</b>	<b>(1,572,314.59)</b>	<b>(89,937.11)</b>
<b>TOTAL</b>	<b>1,208,955.34</b>	<b>1,047,017.13</b>
BANK STATEMENT ENDING BALANCE	1,364,834.26	1,048,868.39
OUTSTANDING CHEQUES ( - )	(241,824.92)	(3,101.48)
DEPOSITS IN TRANSIT ( + )	85,946.00	1,250.22
<b>TOTAL</b>	<b>1,208,955.34</b>	<b>1,047,017.13</b>
<b>TOTAL CASH</b>	<b>2,255,972.47</b>	

**INVESTMENT ACCOUNTS**

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	23,720,573.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	489,795.00
<b>TOTAL INVESTMENTS</b>		<b>24,210,368.00</b>

<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>26,466,340.47</b>
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July 9, 2018

Mayor Dwight Kilpatrick  
Town of Redcliff  
Box 40, 1-3<sup>rd</sup> Street NE  
Redcliff, AB  
T0J 2P0  
[mayor@redcliff.ca](mailto:mayor@redcliff.ca)

RECEIVED  
JUL 12 2018  
TOWN OF REDCLIFF

Re: Request to Present Regarding Rural Depopulation and Local Realities

Dear Mayor Kilpatrick,

As public-sector organizations that serve predominantly rural populations, it is an ongoing challenge to balance the demand on resources and continue to operate balance budgets. Rural depopulation is influencing many decisions and statistics show the current trend is not changing anytime soon.

Despite these realities, the Prairie Rose School Division Board of Trustees continues to work hard to advocate for students and families in several areas, including education quality and transportation funding.

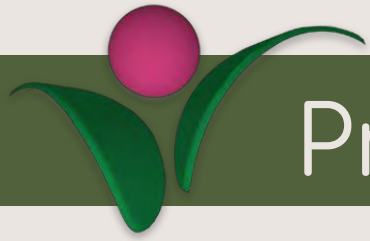
We would like to request some time to speak with your council regarding our common needs and how best to serve local stakeholders. The presentation would be approximately 15 minutes in length and focus on our rural context, challenges and partnership opportunities to support families. We would also like to share with you how Prairie Rose School Division is tackling some of these challenges at the provincial level.

The board's goal is to visit all of the municipal/county partners this upcoming fall. It would be helpful if you could provide us with a list of dates and times that would coordinate with your meeting schedule.

If you have any questions and to share possible meeting dates, please contact Prairie Rose School Division Secretary-Treasurer Ryan Roser ([ryanboser@prsd8.ca](mailto:ryanboser@prsd8.ca) or 403-527-5516 ext. 2313).

Sincerely,

Stuart Angle  
Board Chair, Prairie Rose School Division



# Prairie Rose School Division



Working Together to Promote Rural Sustainability

[www.prsd8.com](http://www.prsd8.com)



# WHO ARE WE?



Prairie Rose  
SCHOOL DIVISION NO.8

By the Numbers  
2018-2019

29,117

9

3,015

206.94

3,938

17

17

3

86

18,974

Square Kilometres

Municipalities

Students from K-12

Teachers (Full-Time)

Support Staff (Hours)

Public Schools

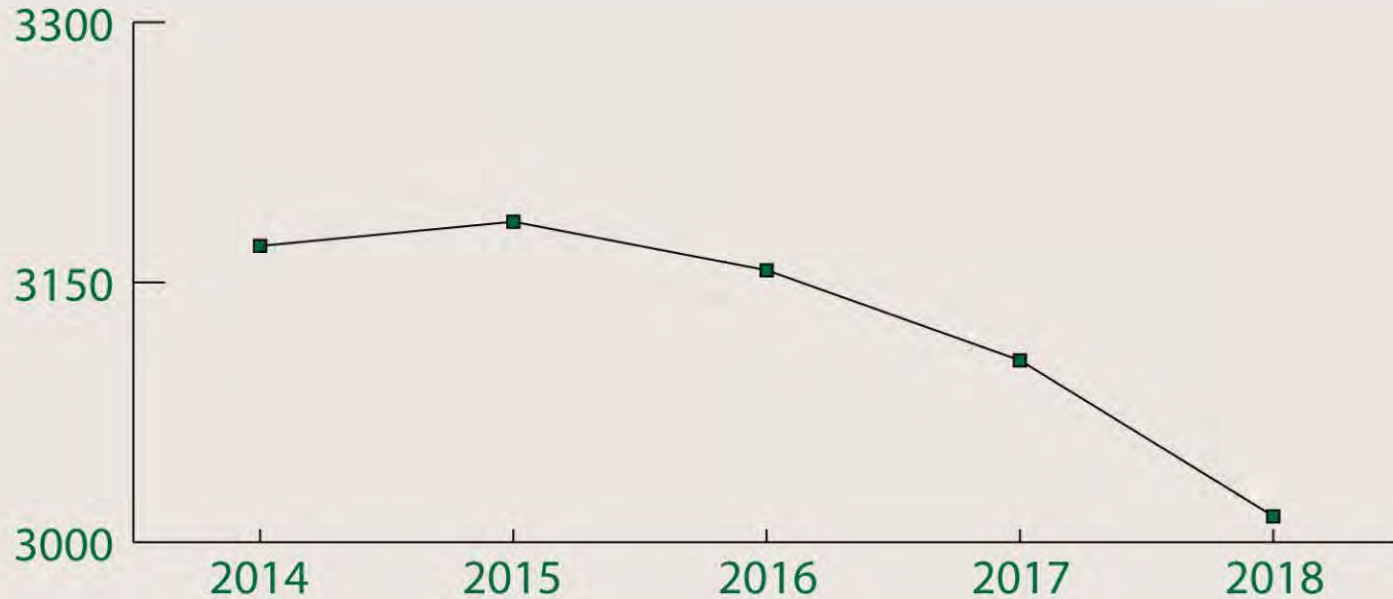
Colony Schools

Outreach School

Bus Routes

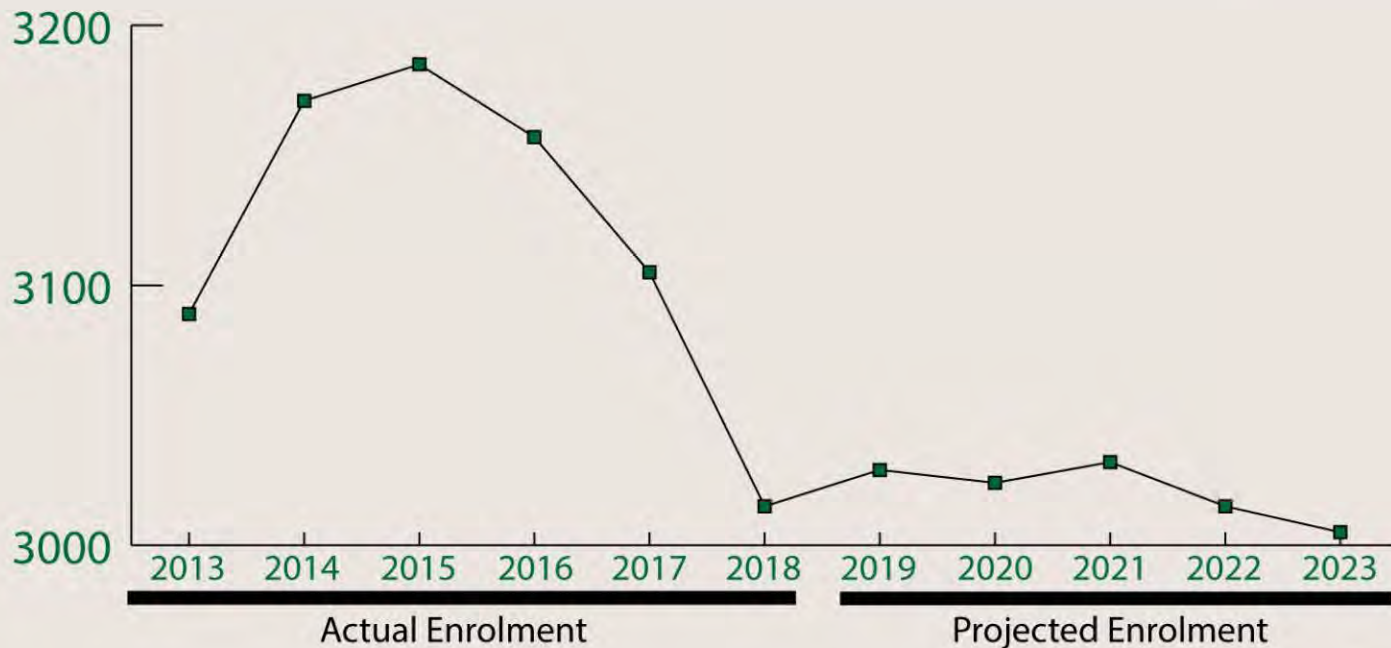
Kilometres Bused Daily

# Reality: Rural Populations are declining



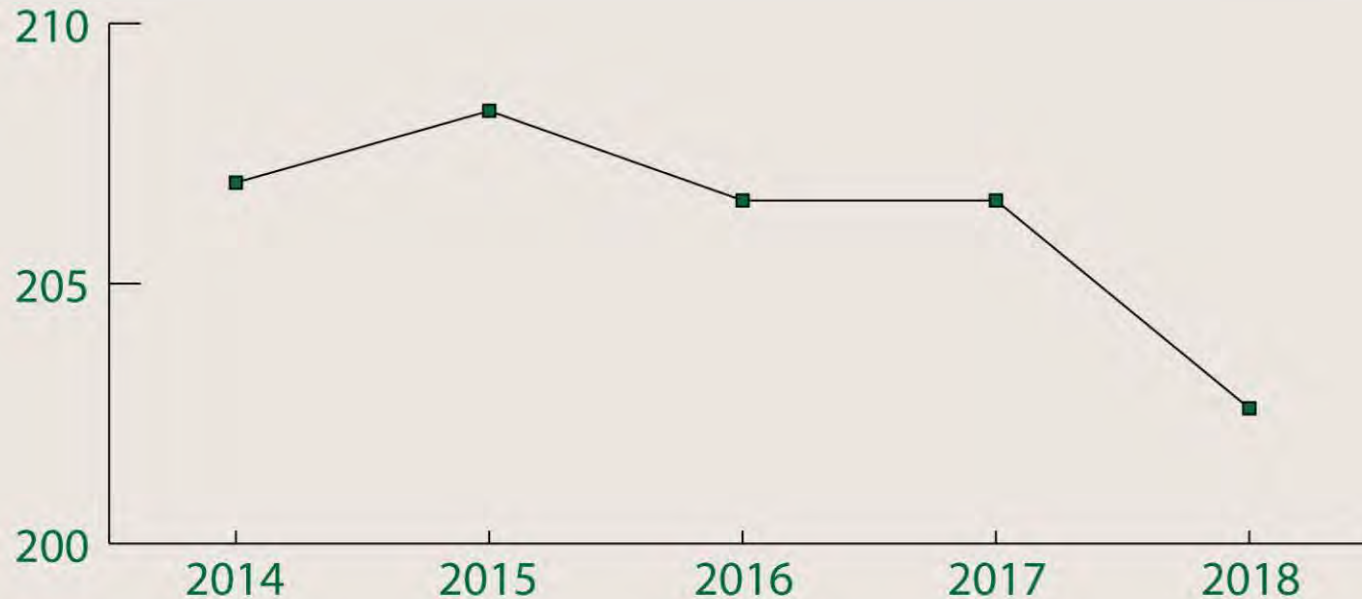
Grades K-12 Enrolment - *Includes Colony Schools*

# Reality: Rural Populations are declining



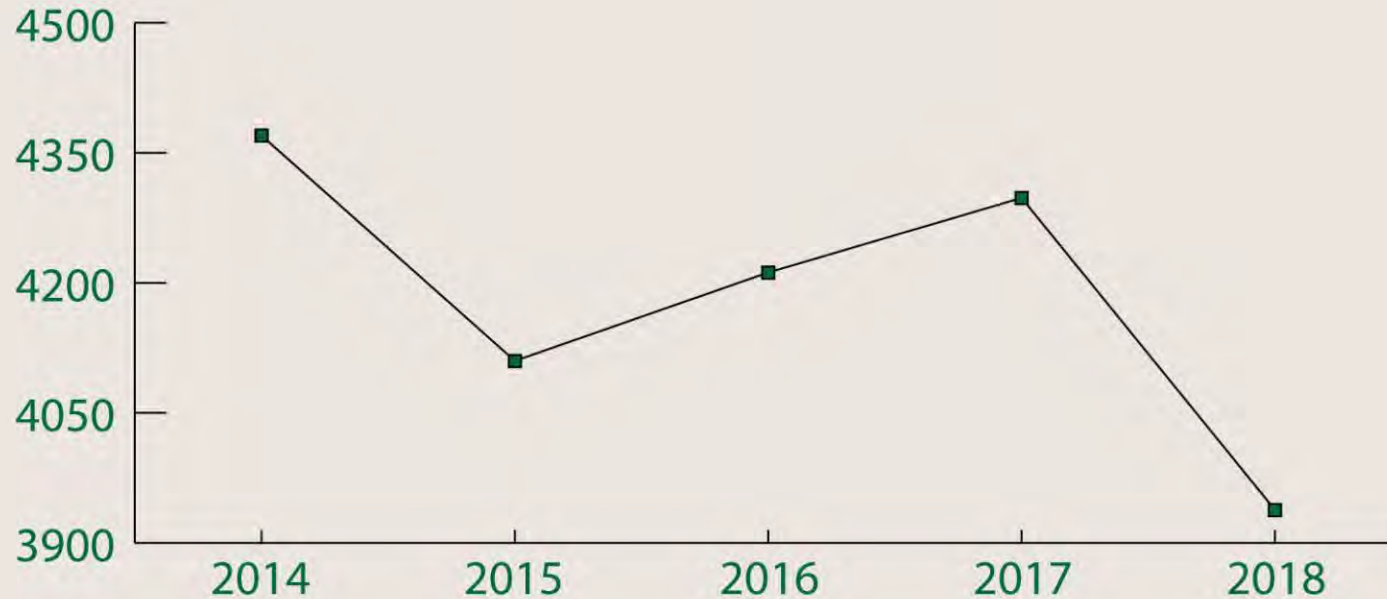
Grades K-12 Enrolment - 10 Year Trend

# Reality: Less funding impacts staffing



PRSD Staffing Teachers (FTE Teachers)

# Reality: Less funding impacts staffing



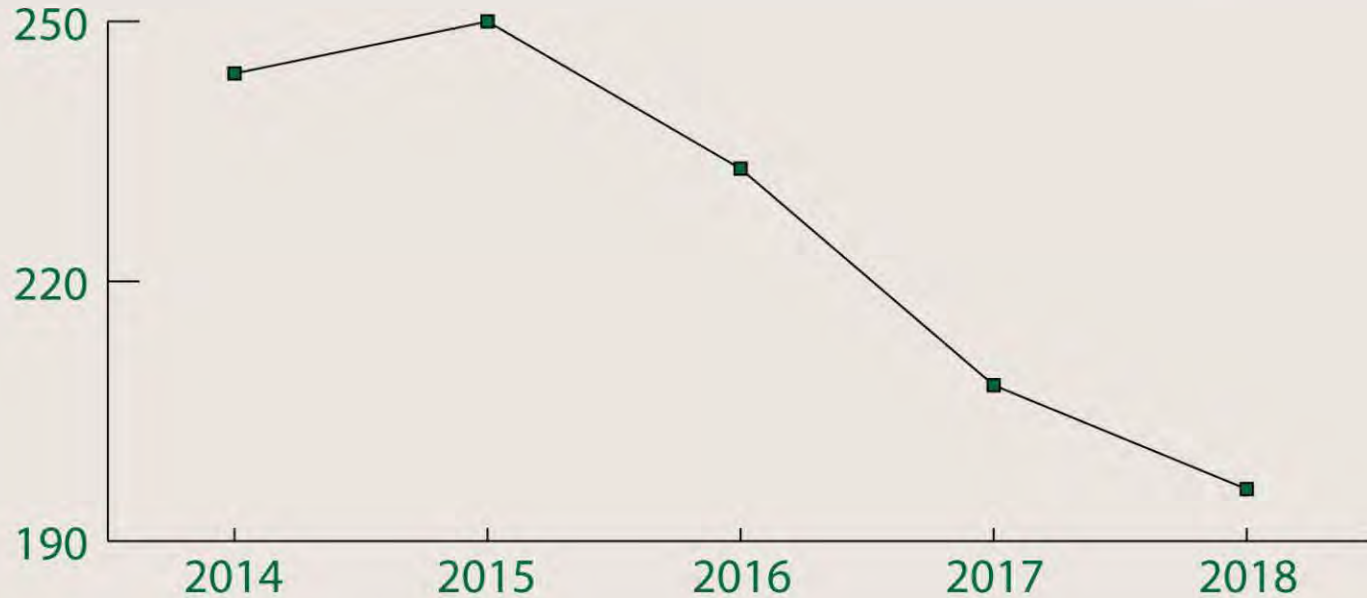
PRSD Staffing Support Staff (hours)

# A Closer Look: Redcliff

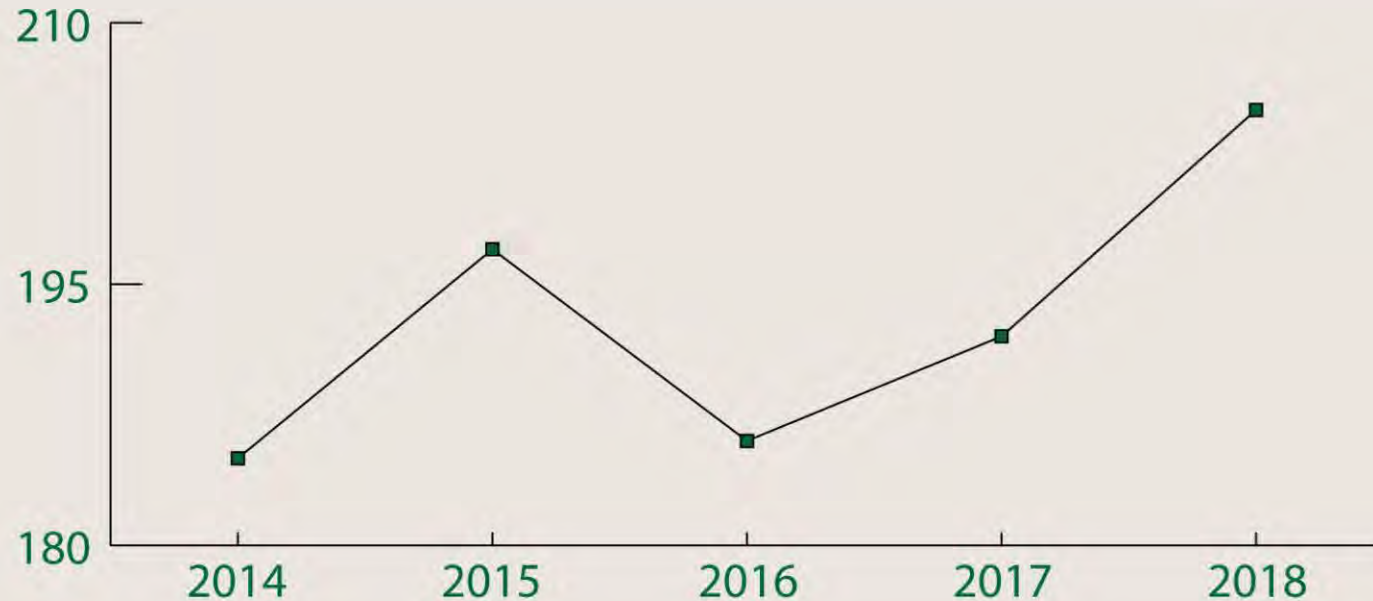


- IF Cox School (ECS-3)
- Margaret Wooding School (4-6)
- Parkside Junior High School (7-9)
- RMAP School (ECS-12)

# Reality: Rural Populations are declining

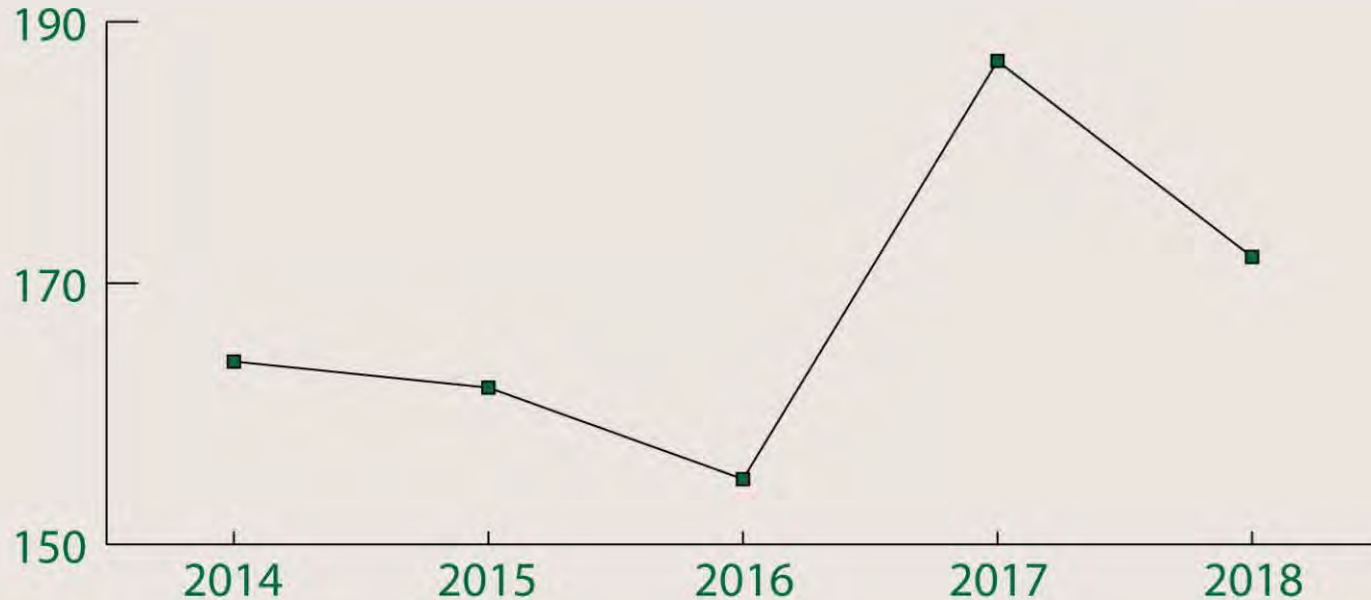


# Reality: Rural Populations are declining

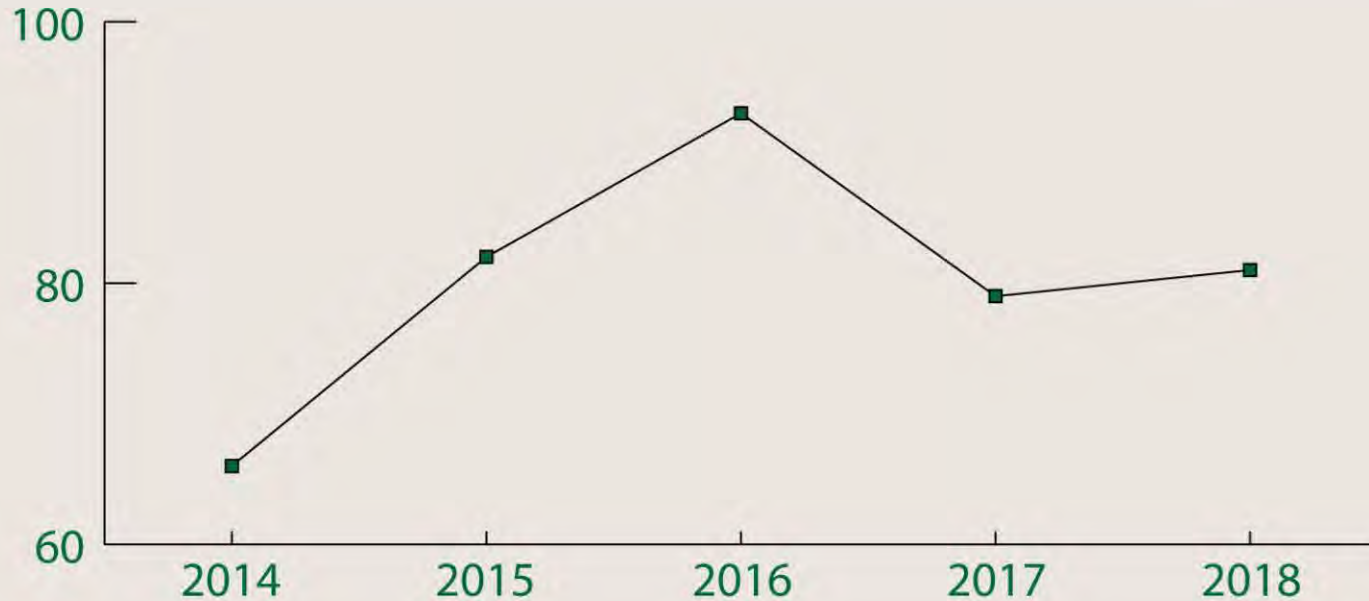




# Reality: Rural Populations are declining



# Reality: Rural Populations are declining



# Reality: Education Funding is Primarily Based on Enrolment

Per-student funding is the primary determinant of provincial funding within all three Alberta Education envelopes:

- **Instruction** - Pays for teachers, EAs, learning coaches, textbooks and other supplies
- **Plant Operations and Maintenance (POM)** - Pays for the upkeep of school facilities; including utilities, repairs, health and safety, custodial
- **Transportation** - Pays for busing to and from school

*Per-student funding formulas inaccurately assume that the cost of providing education rises and falls with fluctuations in enrolment.*

# Reality: The Urban/Rural Gap

- Under the current per-student Funding Framework, rapidly growing (typically urban) school divisions receive increasingly more annual provincial funding. The GOA has repeatedly indicated they will fund enrolment growth.
- School jurisdictions with declining enrolments (typically rural) experience funding reductions that far exceed their ability to reasonably reduce expenses.
- Rural school divisions also have a “service” deficit
  - ◆ Many rural school divisions either go without essential services (SLP, OT, Mental Health) or pay considerably more for the same service.

# Reality: Equity of Opportunity Grant

“... the current Funding Framework provides additional funding to rural school boards under a differential cost factor that other school boards do not receive. This includes the Equity of Opportunity Grant, for increased costs associated with distance and low student density. As a result of the additional funding available to rural school boards, these board receive, on average, a high per-student allocation than other school board in the province, including metro boards...”

*(Minister David Eggen, Letter to Aspen View Public Schools, April 2017)*

- The base factor of the Equity of Opportunity Grant is a per-student allocation
- In 2017-2018, 27% of this grant went to metro school divisions.

## Conclusion: One Size Does Not Fit All



The current education Funding Framework is broken.

# What we're doing about it...

Sponsored motion approved at the 2017 Fall General Meeting of the Alberta School Boards' Association:

- *"Be it resolved that ASBA requests the Government of Alberta undertake a comprehensive review of the K-12 Funding Framework in its entirety in consultation with school boards."*

Advocacy of interim measures to support rural education sustainability

- Freeze funding at the current levels for school divisions with declining enrolment
- Fully fund Plant Operations and Maintenance

# Rural Caucus of Alberta School Boards

- Established in 2015 to work on rural transportation
- Added topics of Mental Health and Funding in 2016
- Continues to be a place where authentic conversations happen in order to better understand all rural issues
  - ◆ 35 school boards are part of RCASB
- Goal to ensure high quality and equitable education opportunities to better support Alberta children regardless of geography



# How can we help each other?



- Advocate government for a thorough review of the K-12 Funding Formula
- Explore partnership opportunities aimed to retain and encourage population growth in the rural areas

# The Overall Picture

## Together We are Stronger



A strong school system equals opportunities for all.

# The Overall Picture

“If the failure of your community is the ultimate goal, just continue doing things the ways you have always done them while you continue to expect different results.”

*~ Doug Giffiths, 13 Ways to Kill Your Community*

Questions?

Thank you!

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, OCTOBER 22, 2018 – 6:30 P.M.**

**PRESENT:** Mayor: D. Kilpatrick  
Councillors: C. Crozier, C. Czember  
S. Gale, L. Leipert  
E. Solberg, J. Steinke

Acting Municipal Manager S. Simon  
Director of Community & D. Thibault (arrived at 6:33 p.m.)  
Protective Services  
Planning Specialist J. Zukowski (arrived at 6:33 p.m.)

**ABSENT:** Councillor E. Solberg

**1. GENERAL**

Call to Order

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

2018-0402 Adoption of Agenda

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

**2. OTHER**

2018-0403 Appointment to Boards and Commissions

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

**3. ADJOURNMENT**

2018-0404 Adjournment

Councillor Crozier moved adjournment of the meeting at 6:53 p.m. - Carried.

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Mayor

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Manager of Legislative and Land Services

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**Appointment of Council Members to Committees, Boards & Commissions**

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**ASSESSMENT REVIEW BOARD**

Councillor Cathy Crozier (Chair - expires Org mtg 2019)  
Councillor Chris Czember  
Mayor Dwight Kilpatrick

As established by the  
board in conjunction with  
the Board Clerk

**CANADA DAY COMMITTEE**

Councillor Jim Steinke

at the call of the Chair

**CANADIAN BADLANDS**

Councillor Chris Czember  
Alternate – Councillor Eric Solberg

Annual General Meeting

**COMMUNITY ADVISORY COMMITTEE (RCMP)**

Councillor Cathy Crozier  
Alternate – Councillor Shawna Gale

3<sup>rd</sup> Wednesday Bi-monthly at 6:00 pm

**CYPRESS VIEW FOUNDATION**

Councillor Shawna Gale  
Councillor Eric Solberg

3<sup>rd</sup> Thursday @ 9:00 a.m.

**EMERGENCY ADVISORY COMMITTEE (EAC)**

Mayor Dwight Kilpatrick  
Councillor Cathy Crozier  
Councillor Larry Leipert

annually or at the call of the chair

**ENTRE-CORP**

Councillor Chris Czember  
Alternate – Mayor Dwight Kilpatrick

4<sup>th</sup> Wednesday @ 1:00 p.m.

**INTERMUNICIPAL COLLABORATION FRAMEWORK (ICF)  
STEERING COMMITTEE**

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Councillor Jim Steinke  
Councillor Shawna Gale

As required

**MEDICINE HAT AND DISTRICT CHAMBER OF COMMERCE**

Councillor Larry Leipert  
Alternate – Councillor Cathy Crozier

2<sup>nd</sup> Tuesday @ 8 a.m.

**MUNICIPAL DEVELOPMENT PLAN (MDP) STEERING COMMITTEE**

Mayor Dwight Kilpatrick  
Alternate – Councillor Larry Leipert

4<sup>th</sup> Wednesday @ 4:30 p.m.

**MUNICIPAL PLANNING COMMISSION**

3<sup>rd</sup> Wednesday @ 12:30 p.m.

Councillor Jim Steinke  
Councillor Larry Leipert  
Councillor Shawna Gale

**PALLISER ECONOMIC PARTNERSHIP**

at the call of the Chair

Councillor Eric Solberg

**REDCLIFF ACTION SOCIETY FOR YOUTH**

1<sup>st</sup> Tuesday of each month @ 6:30 p.m.

Councillor Cathy Crozier  
Alternate – Councillor Chris Czember

**REDCLIFF AND DISTRICT RECREATION SERVICES BOARD**

1st Monday @ 7:00 p.m.

Councillor Shawna Gale  
Alternate – Councillor Eric Solberg

**REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY**

Annually and/or at the call of the chair

Councillor Cathy Crozier  
Councillor Larry Leipert  
Alternate – Councillor Jim Steinke

**REDCLIFF DAYS COMMITTEE**

Councillor Chris Czember  
Alternate – Councillor Jim Steinke

**REDCLIFF FAMILY & COMMUNITY SUPPORT SERVICES BOARD (FCSS)**

2<sup>nd</sup> Tuesday @ 7:00p.m.

Councillor Cathy Crozier  
Alternate - Councillor Chris Czember

**REDCLIFF MUSEUM AND HISTORICAL SOCIETY**

2<sup>nd</sup> Thursday @ 7:00 p.m.

Mayor Dwight Kilpatrick  
Alternate – Councillor Eric Solberg

**REDCLIFF PUBLIC LIBRARY**

Last Tuesday @ 7:30 p.m.

Councillor Jim Steinke

**RIVERVIEW GOLF CLUB**

2<sup>nd</sup> Thursday @ 7 p.m.

Councillor Chris Czember  
Alternate – Councillor Larry Leipert

**SCHOOL/TOWN JOINT USE COMMITTEE**

As required

Councillor Jim Steinke  
Alternate – Councillor Shawna Gale

**SENIOR CITIZENS BOARD**

Councillor Larry Leipert  
Alternate – Councillor Chris Czember

1st Thursday @ 2:00 p.m.

**SHORTGRASS LIBRARY SYSTEM**

Mayor Dwight Kilpatrick  
Alternate – Councillor Jim Steinke

3<sup>rd</sup> Wednesday @ 1:00 p.m.

**SOUTHEAST ALBERTA WATERSHED ALLIANCE**

Councillor Larry Leipert  
Alternate – Mayor Dwight Kilpatrick

**SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

Councillor Cathy Crozier  
Alternate – Councillor Eric Solberg

As required

**VERGE ECONOMIC DEVELOPMENT**

(formerly Economic Development Alliance of SE Alberta)  
Councillor Larry Leipert  
Alternate – Councillor Jim Steinke

2nd Tuesday 8 a.m.



## **COMMITTEE AND BOARD MEMBERS REDCLIFF TOWN COUNCIL**

### **MAYOR DWIGHT KILPATRICK**

Assessment Review Board  
Emergency Advisory Committee  
Entre-Corp (Alternate)  
Municipal Development Plan Steering Committee (MDP)  
Redcliff Museum & Historical Society  
Shortgrass Library System  
Southeast Alberta Watershed Alliance (Alternate)

### **COUNCILLOR CATHY CROZIER**

Assessment Review Board (Chair)  
Community Advisory Committee (RCMP)  
Emergency Advisory Committee  
Medicine Hat & District Chamber of Commerce (Alternate)  
Redcliff Action Society for Youth  
Redcliff/Cypress Regional Waste Management Authority  
Redcliff Family and Community Support Services Board (FCSS)  
Subdivision and Development Appeal Board

### **COUNCILLOR CHRIS CZEMBER**

Assessment Review Board  
Canadian Badlands  
Entre-Corp  
Redcliff Action Society for Youth (Alternate)  
Redcliff Days Committee  
Redcliff Family & Community Support Services Board (FCSS) (Alternate)  
Riverview Golf Club  
Senior Citizens Board (Alternate)

### **COUNCILLOR SHAWNA GALE**

Community Advisory Committee (RCMP) (Alternate)  
Cypress View Foundation  
Intermunicipal Collaboration Framework (ICF) Steering Committee  
Municipal Planning Commission  
Redcliff and District Recreation Services Board  
School/Town Joint Use Committee (Alternate)

### **COUNCILLOR LARRY LEIPERT**

Emergency Advisory Committee (EAC)  
Medicine Hat and District Chamber of Commerce  
Municipal Development Plan Steering Committee (MDP) (Alternate)  
Municipal Planning Commission  
Redcliff/Cypress Regional Waste Management Authority  
Riverview Golf Club (Alternate)  
Senior Citizens Board  
Southeast Alberta Watershed Alliance  
Verge Economic Development (formerly Economic Development Alliance of SE Alberta)

**COUNCILLOR ERIC SOLBERG**

Canadian Badlands (Alternate)  
Cypress View Foundation  
Palliser Economic Partnership  
Redcliff and District Recreation Services Board (Alternate)  
Redcliff Museum and Historical Society (Alternate)  
Subdivision & Development Appeal Board (Alternate)

**COUNCILLOR JIM STEINKE**

Canada Day Committee  
Intermunicipal Collaboration Framework (ICF) Steering Committee  
Municipal Planning Commission  
Redcliff Cypress Regional Waste Management Authority (Alternate)  
Redcliff Days Committee (Alternate)  
Redcliff Public Library  
School/Town Joint Use Committee  
Shortgrass Library System (Alternate)  
Verge Economic Development (formerly Economic Development Alliance of SE Alberta) (Alternate)

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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, OCTOBER 22, 2018 at 7:00 P.M.**

<b>PRESENT:</b>	Mayor Councillors	D. Kilpatrick C. Crozier, C. Czember S. Gale, L. Leipert J. Steinke
	Acting Municipal Manager Director of Finance & Administration Director of Community & Protective Services Director of Planning & Engineering Planning Specialist	S. Simon J. Tu (left at 8:13 p.m.) D. Thibault J. Johansen (left at 8:13 p.m.) J. Zukowski (left at 8:13 p.m.)
<b>ABSENT:</b>	Councillor	E. Solberg

**1. GENERAL**

	Call to Order	<b>A)</b> Mayor Kilpatrick called the regular meeting to order at 7:01 p.m.
2018-0405	Adoption of Agenda	<b>B)</b> Councillor Gale moved the Agenda be adopted as presented. - Carried.
2018-0406	Accounts Payable	<b>C)</b> Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried.

**2. DELEGATION**

	Staff Sgt. Sean Maxwell Re: RCMP Report July to October, 2018	<b>A)</b> Staff Sgt. Sean Maxwell, Redcliff RCMP, was in attendance to provide the RCMP Report for the period July, 2018 to October, 2018.
2018-0407		Councillor Czember moved the RCMP Report for the period July, 2018 to October, 2018 presented by Staff Sgt. Sean Maxwell, be received for information. - Carried.
	Redcliff Public Library Board 2019 Budget	<b>B)</b> Catharine Richardson, member of Redcliff Public Library Board, was in attendance to provide the Redcliff Public Library Budget presentation to Council for their 2019 Budget.
2018-0408		Councillor Gale moved the Redcliff Public Library Board 2019 Budget presentation presented by Catharine Richardson, be received for information. Further that the Redcliff Public Library 2019 Budget Request be referred to the 2019 Budget discussions. - Carried.

Redcliff Action Society for Youth

**C)** Janae Ulrich and Chris Corry, Youth Wellness & Program Coordinators, were in attendance to provide Council with their presentation regarding the Redcliff Action Society for Youth.

2018-0409

Councillor Steinke moved the Redcliff Action Society for Youth presentation by Janae Ulrich and Chris Corry regarding the Redcliff Action Society for Youth, be received for information.  
- Carried.

### 3. MINUTES

2018-0410 Council meeting held October 9, 2018

**A)** Councillor Czember moved the minutes of the Council meeting held October 9, 2018, be adopted as presented.  
- Carried.

2018-0411 Municipal Planning Commission meeting held October 17, 2018

**B)** Councillor Leipert moved the minutes of the Municipal Planning Commission meeting held October 17, 2018, be received for information. - Carried.

### 4. REQUEST FOR DECISIONS

2018-0412 Council Expense Allowance

**A)** Councillor Crozier moved that further to the February 25, 2013 and November 5, 2016 Council meeting motion with regard to Council Remuneration and Canada Revenue Agency changes (effective January 1, 2019) that the General Expense Portion of Council Remuneration be increased based on the combined Federal and Alberta tax bracket 30.5% for salary ranging between \$45,916.00 and \$91,831.00. The annual increase for the Mayor is \$2,548.00 and \$1,395.00 for Councillor, effective January 1, 2019.  
- Carried.

2018-0413 Freedom Mobile Proposed Cell Tower

**B)** Councillor Leipert moved that Freedom Mobile be asked to install a freestanding cell tower on the lease adjacent to the RCMP building. - Carried.

### 5. OTHER

2018-0414 Municipal Manager Report to Council October 22, 2018

**A)** Councillor Crozier moved the Municipal Manager Report to Council October 22, 2018, be received for information.  
- Carried.

2018-0415 Municipal Development Plan Draft & Presentation

**B)** Councillor Gale moved the Municipal Development Plan Draft & Presentation be received for information. Further that a Special Council meeting be scheduled mid-November to review the draft Municipal Development Plan in depth. - Carried.

- 2018-0416 Council Important Meetings & Events October 22, 2018 **C)** Councillor Leipert moved the Council Important Meetings & Events October 22, 2018, be received for information.  
- Carried.

## 6. RECESS

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

Director of Planning & Engineering, Planning Specialist, Director of Finance & Administration left the meeting at 8:13 p.m.

Mayor Kilpatrick reconvened the meeting at 8:20 p.m.

## 7. IN CAMERA (Confidential Session)

- 2018-0417 Riverview Golf Club Councillor Leipert moved to meet In Camera to discuss a Riverview Golf Course matter under Section 16 of the *Freedom of Information and Protection of Privacy Act (FOIP)* at 8:20 p.m.  
- Carried.

Pursuant to Section 197(6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Acting Municipal Manager, Director of Community & Protective Services.

Item A – Riverview Golf Club: Richard Lant, Cody Booker, Dean Schmaltz, Kelly Booker

Riverview Golf Club representatives left the meeting at 9:13 p.m.

- 2018-0418 Councillor Steinke moved to return to regular session at 9:40 p.m.

- 2018-0419 Councillor Gale moved to provide financial assistance to the Riverview Golf Club based on the business plan and proposal as presented. - Defeated.

## 8. ADJOURNMENT

- 2018-0420 Adjournment Councillor Crozier moved to adjourn the meeting at 9:47 p.m.  
- Carried.

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Mayor

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Acting Municipal Manager

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL  
WEDNESDAY, OCTOBER 31, 2018 @ 8:30 A.M.**

<b>PRESENT:</b>	Mayor	D. Kilpatrick (left 10:30 a.m., ret. 10:32 a.m., left 10:44 a.m., ret. 10:46 a.m.)
	Councillors	C. Crozier (arrived at 12:36 p.m.) C. Czember (left 2:56 p.m., ret. 2:58 p.m.) S. Gale L. Leipert (left 2:25 p.m., ret. 2:27 p.m.) E. Solberg (arrived 3:18 p.m., left 3:51p.m., ret. 3:52 p.m.) J. Steinke
	Acting Municipal Manager	S. Simon
	Director of Finance & Administration	J. Tu
	Municipal Accountant	M. Davies
	Director of Community & Protective Services	D. Thibault
	Director of Public Services	C. Popick
	Director of Planning & Engineering	J. Johansen (left 3:39 p.m., ret. 3:42 p.m.)

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

	Call to Order	<b>A)</b> Mayor Kilpatrick called the special meeting to order at 8:36 a.m.
2018-0421	Adoption of Agenda	<b>B)</b> Councillor Gale moved the Agenda be adopted as presented. - Carried.

**2. DRAFT 2019-2021 BUDGET REVIEW**

Draft 2019-2021 Budget Review	<b>A)(i)</b> Acting Municipal Manager addressed Council with regard to the process of the Draft 2019-2021 Budget Review meeting.  Municipal Accountant provided a brief overview about budgets, the Town's account structure and Operating Budget Summary by Tree.
Capital Projects/Multi Year Capital Infrastructure Plan (MYCIP) / Public Submission Budget Consideration Requests / 2019 Planning & Engineering Capital Projects	<b>ii)</b> Director of Planning & Engineering presented an overview of the 2019 Capital Projects (MYCIP), the 2019 Capital Project Requests by the Public and Committees, as well as the 2019 Planning & Engineering Capital Projects.

Director of Public Services presented the 2019-2021 Public Services Capital Budget.

Director of Community & Protective Services presented the 2019-2021 Community & Protective Services Capital Budget.

Mayor Kilpatrick left the meeting at 10:30 a.m. and returned at 10:32 a.m.

Mayor Kilpatrick left the meeting at 10:44 a.m. and returned at 10:46 a.m.

Mayor Kilpatrick called a recess of the Special Council meeting at 11:02 a.m.

Mayor Kilpatrick reconvened the Special Council meeting at 11:13 a.m.

2018-0422

Councillor Czember moved that the budget for Project ID W19 - Water Treatment Plant Generator Exhaust Reconfiguration be reduced to \$5,000.00. - Carried.

2018-0423

Councillor Gale moved Project ID E1 - Red Light Camera on the TransCanada Highway, be left in the 2019 Budget. Further, proceeding with the Project will be conditional to further information from Administration regarding the proposed Project. - Carried.

2018-0424

Councillor Steinke moved Project ID R14 – new Flat Deck Trailer (Parks), be removed from the 2019 Capital Budget. - Carried.

2018-0425

Councillor Leipert moved Project ID R2 - new Backhoe, be removed from the 2019 Capital Budget. - Carried.

Councillor Crozier arrived to the meeting at 12:36 p.m.

2018-0426

Councillor Steinke moved Submissions of the Public or Committees with respect to Project ID's P16 – Temporary Campground, T44 – Laneway with dropped concrete rehab off of 4<sup>th</sup> Avenue SE between Main and 1 Street SE (334 – 1 Street SE), P15 – Cemetery Entrance Road Beautification, P17 – River Boat Launch, P18 – Extension of Irrigation along River Road, and P19 – Green Space Development on the South Side of Eastside Phase 1, be received for information and remain in the MYCIP ranking. - Carried.

Question and Answer  
Session

iv) No members of the Public were in attendance.

### 3. RECESS FOR LUNCH

Mayor Kilpatrick called a recess of the Special Council meeting at 12:40 p.m.

### 4. RECONVENE

Mayor Kilpatrick reconvened the Special Council meeting at 1:19 p.m.

Public Services Operating Budget

**v)** Director of Public Services presented the proposed Public Services Operating Budget to Council.

Rates Review

**(a)** Director of Public Services presented the proposed 2019 Utility Rates to Council.

Finance & Administration Operating Budget

**vi)** Director of Finance & Administration presented the proposed Finance & Administration Operating Budget to Council.

Councillor Leipert left the meeting at 2:25 p.m. and returned at 2:27 p.m.

Councillor Czember left the meeting at 2:56 p.m. and returned at 2:58 p.m.

Legislative & Land Services Operating Budget

**vii)** Acting Municipal Manager presented the proposed Legislative & Land Services Operating Budget to Council.

2018-0427

Councillor Gale moved to hear the Community & Protective Services Operating Budget. - Carried.

Mayor Kilpatrick called a recess of the Special Council meeting at 3:26 p.m.

Mayor Kilpatrick reconvened the Special Council meeting at 3:35 p.m.

Community & Protective Services Operating Budget

**viii)** Director of Community & Protective Services presented the proposed Community & Protective Services Operating Budget.

Director of Planning & Engineering left the meeting at 3:39 p.m. and returned at 3:42 p.m.

Councillor Solberg left the meeting at 3:51 p.m. and returned as 3:52 p.m.



**5. WRAP UP DISCUSSION**

**6. ADJOURN**

2018-0428 Adjournment

Councillor Steinke moved to adjourn the Special Council meeting at 4:35 p.m. - Carried.

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Mayor

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Acting Municipal Manager

**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL  
WEDNESDAY, OCTOBER 31, 2018 @ 4:38 P.M.**

**PRESENT:**

Mayor	D. Kilpatrick
Councillors	C. Crozier
	C. Czember
	S. Gale
	L. Leipert
	E. Solberg
	J. Steinke
Acting Municipal Manager	S. Simon
Director of Finance	
& Administration	J. Tu
Municipal Accountant	M. Davies
Director of Community	
& Protective Services	D. Thibault
Director of Public Services	C. Popick
Director of Planning & Engineering	J. Johansen

**ABSENT:**

**1. GENERAL**

Call to Order

**A)** Mayor Kilpatrick called the special meeting to order at 4:38 p.m.

2018-0429 Adoption of Agenda

**B)** Councillor Leipert moved the Agenda be adopted as presented. - Carried.

**2. REQUEST FOR DECISIONS**

Alberta Community Partnership (ACP)

**A)** Councillor Crozier moved to support the Alberta Community Partnership Joint Grant Application for the Town of Redcliff-Cypress County Intermunicipal Collaboration Framework Agreement Project with the Town of Redcliff acting as the managing partner. - Carried.

**3. ADJOURN**

2018-0430 Adjournment

Councillor Leipert moved to adjourn the Special Council meeting at 4:44 p.m. - Carried.

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Mayor

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Acting Municipal Manager

**Note**

Section 194(4) of the Municipal Government Act states

"A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

We the undersigned hereby consent to the holding of a special council meeting of Redcliff Town Council to be held on Oct 31, 2018 at 4:38 p.m.

Topic:

Alberta Community Partnership (ACP) grant submission for Intermunicipal Collaboration Framework project.

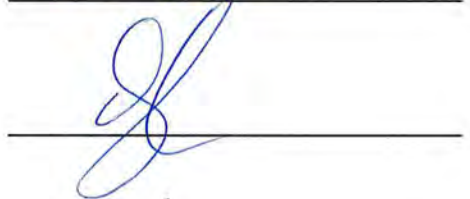
Mayor D. Kilpatrick



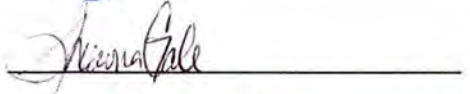
Councillor C. Crozier



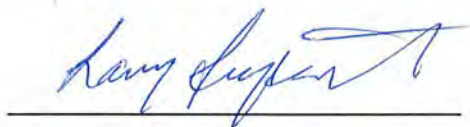
Councillor C. Czember



Councillor S. Gale



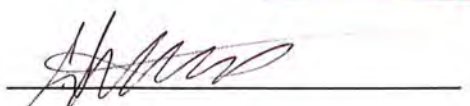
Councillor L. Leipert



Councillor E. Solberg



Councillor J. Steinke



**MINUTES OF THE SPECIAL MEETING OF THE REDCLIFF TOWN COUNCIL  
SATURDAY, NOVEMBER 3, 2018 @ 8:30 a.m.**

<b>PRESENT:</b>	Mayor Councillors	D. Kilpatrick C. Crozier C. Czember S. Gale L. Leipert E. Solberg (arrived at 8:35 a.m.) J. Steinke
	Acting Municipal Manager Director of Finance & Administration Municipal Accountant Director of Planning & Engineering Director of Community & Protective Services	S. Simon  J. Tu M. Davies  J. Johansen  D. Thibault

**ABSENT:**

**1. GENERAL**

Call to Order

**A)** Mayor Kilpatrick called the special meeting to order at 8:32 a.m.

2018-0431 Adoption of Agenda

**B)** Councillor Gale moved the Agenda be adopted as presented. - Carried.

**2. DRAFT 2019-2021 BUDGET REVIEW**

Planning & Engineering  
Operating Budget

**A i)** Director of Planning & Engineering presented the proposed Planning & Engineering Operating Budget.

Councillor Solberg arrived at 8:35 a.m.

Questions and Answer  
Session

**ii)** No members of the Public were in attendance.

**3. WRAP UP DISCUSSION**

Administration provided clarification with regard to the proposed utility rates that were presented October 31, 2018. Director of Planning & Engineering provided clarification with regard to the proposed 2019 capital projects that were presented October 31, 2018.

Municipal Accountant left the meeting at 9:53 a.m., returned at 9:55 a.m.

Councillor Steinke left the meeting at 10:13 a.m., returned at 10:18 a.m.

**4. ADJOURN**

2018-0432 Adjournment

Councillor Crozier moved to adjourn the Special Council meeting at 11:22 p.m. – Carried.

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Mayor

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Acting Municipal Manager

**REDCLIFF & DISTRICT RECREATION SERVICES BOARD MEETING**  
**MONDAY, NOVEMBER 5<sup>th</sup>, 2018 – 7:00 P.M.**  
**REDCLIFF TOWN COUNCIL CHAMBERS**

**PRESENT:**

Chairperson  
Town of Redcliff Rep.

Justin Getz  
Shawna Gale  
Sharon Kirvan  
Shane Hok  
Christina McNeil

Community & Protective  
Services

Charity Schweitzer  
Derrin Thibault

**ABSENT:**

Karen Worrell

**1. GENERAL**

- a) Meeting called to order by Chairperson Justin Getz at 7:03 pm
- b) Shawna Gale moved the agenda be adopted as amended – Carried.

**2. MINUTES**

- a) Christina McNeil moved the minutes from October 2, 2018 be adopted as presented – Carried.

**3. DELEGATION**

None

**4. OLD BUSINESS**

Discussion on the recent meetings held at the Riverview club house and situation of the Riverview Golf Course

**5. NEW BUSINESS**

- a) CPS Clerk Staff position update presented by Derrin Thibault.

Christina McNeil moved the staff update as presented be received for information – Carried.

- b) Discussed ARPA Jasper Conference & Energize Workshop - there was no one able to attend this year.

**6. REQUESTS FOR DECISION**

None

**7. CORRESPONDENCE**

None

**8. UPCOMING MEETINGS/CONFERENCE/WORKSHOPS**

None

**9. DATE OF NEXT MEETING – December 3<sup>rd</sup>, 2018**

a) To be held at Sizzling House at 6:00 pm for Christmas Dinner.

**10. ADJOURN**

a) Shane Hok moved to adjourn the meeting at 7:40pm – Carried.

**MINUTES OF THE MEETING OF THE SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
TUESDAY, OCTOBER 16, 2018 at 7:00 p.m.**

**PRESENT:** Members: B. Christian, C. Crozier  
T. Read, G. Shipley, C. Storle

Development Officer	B. Stehr
Director of Planning & Engineering	J. Johansen
Recording Secretary	S. Simon

Appeal No. 1	Appellant	Rick Wagenaar
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Appeal No. 2	Appellant	Rod Braun / Garry Ruff
	Adjacent Landowner	Shawn Bergeron

**1. CALL TO ORDER**

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

**2. ELECTION OF CHAIRMAN**

B. Christian nominated G. Shipley to be Chairman, seconded by T. Read. G. Shipley accepted and assumed control of the appeal hearing.

**3. APPEAL NO. 1**

**Appeal of Development Application 18-DP-047  
Lot 7-9, 10-15, Block 92, Plan 1117V (20 – 5 Street NW, Redcliff)  
(Shop Development)**

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

**a) Presentation(s) by Development Authority, Redcliff Subdivision Approving, and/or Administration as applicable**

The Development Officer referred to his report and stated that the proposed development is too large for the site, not allowable under the Land Use Bylaw, and cannot be classified as an accessory building. The Planning and Engineering department had no real concerns but should the Subdivision Development Appeal Board approve Development Permit Application 18-DP-047 for an oversized Accessory Building, Planning & Engineering suggests the following conditions be placed on the Development Permit Approval:



1. The property is rezoned to a Land Use district under which the use is allowed and consistent with the current Municipal Development Plan;
2. Consolidation of the properties legally known as:
  - i. Lot 42, Block 92, Plan 0612255 (402 Broadway Avenue W);
  - ii. Lot(s) 7-9, Block 92, Plan 1117V (20 5 Street NW);
  - iii. Lot(s) 10-15, Block 92, Plan 1117V (20 5 Street NW)
3. Exterior finish in the opinion of the Development Officer to compliment the house &/or neighbourhood;
4. Entering into a Development Agreement with the Town to cover the developers responsibilities to:
  - Permit the Development Agreement to be registered on the title of the property by the Town by the appropriate instrument to protect the Town's interests.
  - Consolidate Lots:
    - Lot 42, Block 92, Plan 0612255 (402 Broadway Avenue W);
    - Lot(s) 7-9, Block 92, Plan 1117V (20 5 Street NW);
    - Lot(s) 10-15, Block 92, Plan 1117V (20 5 Street NW)
  - Pay for the construction of municipal improvements adjacent to or used by the development which may include but is not limited to:
    - sidewalk curb and gutter on Broadway Avenue from the existing sidewalk east of the properties to 5<sup>th</sup> Street NW and on 5<sup>th</sup> Street NW between Broadway and 1<sup>st</sup> Avenue NW and on 1<sup>st</sup> Avenue NW between 5<sup>th</sup> Street NW and the lane east of the property,
    - roadworks including pavement of 5<sup>th</sup> Street NW and on 5<sup>th</sup> Street NW between Broadway and 1<sup>st</sup> Avenue NW and 1<sup>st</sup> Avenue NW between 5<sup>th</sup> Street NW and the lane east of the property.,
    - Installation of water and sanitary services into the property,
  - Provide plans acceptable to the Town necessary to document how the developer is going to construct municipal improvements and develop the property which may include but is not limited to:
    - Road widening plans,
    - Site grading plans,
    - Utility installation plans,
    - Site access plans,
  - Pay off-site levies based on the relevant bylaw and policy at the current rates for area #1 at time of signing of the development agreement;
  - Post security for the completion of developer improvements, restoration of municipal infrastructure damaged by the construction of improvements, and completion of developer obligations under the Development Approval and Development Agreement. Typically security will not be less than the value of the construction of municipal improvements that are the responsibility of the Developer and under no circumstances less than \$5,000.
  - Applicant provide an updated site plan showing the buildings as they are existing.

**b) Presentation by the Appellant**

R. Wagenaar stated that the proposed development is a dry storage building to park his motorhome and race car trailer inside rather than storing outside. He advised he has no concerns with the consolidation recommendation as he is also agreeable to whatever needs to be done. This includes constructing the 40' x 60' building as an attachment to the hot rod shop he has now.

R. Wagenaar also stated that he has spoken to the neighbours and they are comfortable with the greenhouses and would be sad to see them gone as they are used to them and they provide a windbreak.

**c) Presentation by the Applicant (if Applicant is different from the Appellant)**

Not applicable.

**d) Presentation by other persons in favor of the appeal**

No one present.

**e) Presentations from any person(s) opposed to the appeal**

No one present.

**f) Summation and response from all participants**

Director of Planning & Engineering, J. Johansen spoke to the panel stating that the land use is not appropriate for just an accessory building. He discussed zoning as per the Land Use Bylaw and explained that with respect to a request for infrastructure improvements, there is a policy standard for appropriate infrastructure to be installed.

R. Wagenaar advised that he understands and advised that he still has five greenhouses standing but wants the building, therefore will reposition the greenhouse to get the accessory building. He will find a way but would prefer to get rid of the building to clean up the area.

**g) Recess**

No recess called.

**h) In Camera Discussion**

C. Crozier moved to meet in camera at 7:17 p.m.

The Appellant, Director of Planning & Engineering, Development Officer and the members of the gallery left the meeting at 7:17 p.m.

**i) Decision**

B. Christian moved the appeal against the decision of the Development Officer to refuse to issue a permit for Development Permit Application 18-DP-047 [Lot 7-9, 10-15, Block 92, Plan 1117V (20 – 5 Street NW)] for a shop development be upheld and the decision of the Development Officer be revoked. Further, that Development Permit Application 18-DP-047 [Lot 7-9, 10-15, Block 92, Plan 1117V (20 – 5 Street NW)] be approved as presented conditional to:

1. The property is rezoned to a Land Use district under which the use is allowed and consistent with the current Municipal Development Plan;
2. Consolidation of the properties legally known as:
  - Lot 42, Block 92, Plan 0612255 (402 Broadway Avenue W);
  - Lot(s) 7-9, Block 92, Plan 1117V (20 5 Street NW);
  - Lot(s) 10-15, Block 92, Plan 1117V (20 5 Street NW)
3. Exterior finish in the opinion of the Development Officer to compliment the house &/or neighborhood;
4. Maximum building height shall not exceed 5 metres;
5. Entering into a Development Agreement with the Town to cover the developer's responsibilities to:
  - Permit the Development Agreement to be registered on the title of the property by the Town by the appropriate instrument to protect the Town's interests.
  - Consolidate Lots:
    - Lot 42, Block 92, Plan 0612255 (402 Broadway Avenue W);
    - Lot(s) 7-9, Block 92, Plan 1117V (20 5 Street NW);
    - Lot(s) 10-15, Block 92, Plan 1117V (20 5 Street NW)
  - Pay for the construction of municipal improvements adjacent to or used by the development which may include but is not limited to:
    - sidewalk curb and gutter on Broadway Avenue from the existing sidewalk east of the properties to 5<sup>th</sup> Street NW and on 5<sup>th</sup> Street NW between Broadway and 1<sup>st</sup> Avenue NW and on 1<sup>st</sup> Avenue NW between 5<sup>th</sup> Street NW and the lane east of the property,
    - roadworks including pavement of 5<sup>th</sup> Street NW and on 5<sup>th</sup> Street NW between Broadway and 1<sup>st</sup> Avenue NW and 1<sup>st</sup> Avenue NW between 5<sup>th</sup> Street NW and the lane east of the property.,
    - Installation of water and sanitary services into the property;
  - Provide plans acceptable to the Town necessary to document how the developer is going to construct municipal improvements and develop the property which may include but is not limited to:
    - Road widening plans,
    - Site grading plans,
    - Utility installation plans,
    - Site access plans;
  - Pay off-site levies based on the relevant bylaw and policy at the current rates for area #1 at time of signing of the development agreement;
  - Post security for the completion of developer improvements, restoration of municipal infrastructure damaged by the construction of improvements, and completion of developer obligations under the Development Approval and Development Agreement. Typically security will not be less than the value of the

construction of municipal improvements that are the responsibility of the Developer and under no circumstances less than \$5,000;

- Applicant to provide an updated site plan showing the buildings as they are existing.
6. Setbacks to conform with the zoning of the property as per condition Number 1.

#### **Reasons for Decision**

1. The land is suitable for the proposed use because of the size if consolidated.
2. There is adequate access as a former greenhouse site.
3. The area is not intensely populated so the development does not adversely impact the existing use of land around it.

T. Read moved to return to regular session at 8:08 p.m. – Carried.

The Appellant, Director of Planning & Engineering, Development Officer rejoined the meeting at 8:08 p.m.

The Recording Secretary advised the appellant of the decision and that the written decision would be forthcoming.

#### **4. APPEAL NO. 2 Appeal of Development Application 18-DP-049 Lot 11, Block 22, Plan 3042AV (801 – 7 Street SE, Redcliff) (Semi Detached Dwelling)**

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

##### **a) Presentation(s) by Development Authority, Redcliff Subdivision Approving, and/or Administration as applicable**

The Development Officer referred to his report and advised that the development fits with the Municipal Development Plan but does not comply with the Land Use Bylaw. The existing lot right now is 289.67 m<sup>2</sup>. In our Land Use Bylaw the minimum lot size for an R2 lot is 500 m<sup>2</sup>. The coverage of this proposed development is 48.5% whereas our LUB allows 45% maximum including all accessory buildings. The proposed development does not comply with our amenity spaces. Under our Land Use Bylaw we require 6m<sup>2</sup> of amenity spaces not counting the setbacks required under our Land Use Bylaw. We can take into account the decks and patios. On three sides, the East, West and North, the setbacks do not comply with the Land Use Bylaw. With respect to parking, under the Land Use Bylaw, parking tables require two parking stalls per unit that are off the street. The Development Officer noted that in the supplied development permit site plan the applicant shows that there is an intent to subdivide a metre and a

half off the lot to the south, however, the Planning & Engineering department have not received an application nor have they looked at it to see if it complies with the Land Use Bylaw.

The Development Officer reiterated that Planning and Engineering is opposed to this development because it is a large deviation from the Land Use Bylaw.

**b) Presentation by the Appellant**

Rod Braun introduced himself and advised he is proposing to build a duplex on this vacant piece of property. The land has been sitting there for a number of years. It currently is owned by the City of Medicine Hat and as the owner of the fourplex right beside it, Mr. Braun proposes to take some of the property space off of the fourplex to shift over a little bit to allow for the construction of the duplex on the lot. He is aware that this doesn't comply with the Land Use Bylaw but advised he is trying to make it work. He feels it is an excellent plan for an infill lot and is an ideal lot for a home like this. There is access from 7<sup>th</sup> Street and Mitchell Street so basically both sides are fronting onto the streets the same as the two fourplex's that Mr. Braun currently owns beside that. The two fourplex's are ideal for that situation along with what this duplex would also do for the area. The Town of Redcliff is currently responsible for maintaining that piece of property and have been for several years. In Mr. Braun's opinion it is an eyesore because he lives beside it. It is a bed of weeds and he does not maintain it. The Town does. This is one way to get rid of that problem and generate a tax base. He is proposing that there be a relaxation to allow the building to be built on this property so that it's a win for everyone. The Town has a tax base and Mr. Braun has a property that compliments the one he has beside it. The properties Mr. Braun has beside are well maintained and well looked after. He advised he has pride of ownership and pride of ownership in what he is going to build. He thinks the whole thing would be a compliment on that side and good for all parties.

Mr. Braun further stated that basically the duplex is half of a fourplex. If you are looking at the one picture and you see the size of the fourplex there, Mr. Braun's duplex is basically half of that. A narrow structure. His friend Garry Ruff was with him today. Garry Ruff builds this same house plan in Medicine Hat in the flats area. He builds them as an infill house, duplex and has built several of them down there. It is an ideal situation because it is a 25' lot. There aren't a lot of house plans that would fit on it and again, Mr. Braun stated that with him having the lot beside he can do something with it, otherwise it is going to be an eyesore and sit there forever.

Mr. Braun finally stated that he wants to use some of the easement to allow for the construction of the duplex.

**c) Presentation by the Applicant (if Applicant is different from the Appellant)**

No one present.

**d) Presentation by other persons in favor of the appeal**

No one present.

**e) Presentations from any person(s) opposed to the appeal**

Shawn Bergeron stated that he lives across the street at number 802. He is the house directly across and he doesn't mind looking out his window and seeing an empty lot there. He stated that "It's not like we need to build on every single property in Redcliff". It is nice to have some open space. As far as an eyesore goes, Mr. Bergeron would rather see empty land there than see a really narrow duplex where they are going to be parking in front of his house and he would have to drive down the street and try to find another parking spot. The Avenue is narrow and when people park on both sides you have to wait for oncoming vehicles in order to get through. He wonders if there is something else that can be done with this property like a playground. Mr. Bergeron stated he thinks it will be more of an eyesore having another narrow duplex. Eighteen years ago Mr. Bergeron moved his house onto this empty property and he advised he wasn't granted leniency on having his house situated one way or the other. He has 25 feet of boulevard that he couldn't use and had to put a fence up and maintain the exterior of that fence line just like everyone else. He does not see why anyone else should be getting any kind of leniency.

**f) Summation and response from all participants**

J. Johansen commented for clarity and for the Board's information, that in Eastside Area the current standard of residential roads is a paved width of 10.5 metres. 8<sup>th</sup> Avenue is 7.28 m which is basically considered two driving lanes. The Planning & Engineering's principle concern with this proposal is that it is a major deviation from the Land Use Bylaw on setbacks. Also a principle technical concern is the lack of parking and the site actually needs to provide for that parking. The Planning & Engineering Department is prepared to work to make that happen but again it is a difficult challenge considering the size of the property and where it is located.

Garry Ruff questioned the Director of Planning & Engineering if the boulevard could be used to provide parking? The Director of Planning & Engineering stated that if the Subdivision and Development Appeal Board wished, they could grant relaxation on the onsite requirement. The developer could widen the two existing driveways of the fourplex to add another parking stall, that would be feasible and if the developer did either a road widening on 8<sup>th</sup> Avenue or lay by parking there is potential for three stalls on 8<sup>th</sup> Avenue but it would be at the developers cost and would be taken to council. It would be 100% on the developer to pay for it and would go to council before the Appellant could construct.

Garry Ruff stated that he is sure the City of Medicine Hat would like to have that lot sold. Shawn Bergeron stated he would cut the lawn.

**g) Recess**

No recess was called.

**h) In Camera Discussion**

C. Crozier moved to meet in camera at 8:33 p.m.

The Appellant, Development Officer, Director of Planning & Engineering, and Shawn Bergeron left the meeting at 8:33 p.m.

The Director of Planning and Engineering was asked to rejoin at 8:40 p.m. and left the meeting at 8:45 p.m.

**i) Decision**

B. Christian moved to confirm the decision of the Development Officer to refuse to issue a permit for Development Permit Application 18-DP-049 (Lot 11, Block 22, Plan 3042AV (801 – 7 Street SE, Redcliff) for a semi-detached dwelling.

**Reasons for Decision**

1. The development does not conform to the Land Use Bylaw as set out;
2. The development does not conform to any of the Municipal Bylaws, Policies, Procedures or Standards as the Town has set out.
3. The land is not suitable for the proposed use because of its small size.
4. There is inadequate parking.


C. Crozier moved to return to regular session at 8:51 p.m. -Carried.

The Appellant, Director of Planning & Engineering, Development Officer, Garry Ruff and Shawn Bergeron rejoined the meeting at 8:51 p.m.

The Recording Secretary advised the appellant of the decision and that the written decision would be forthcoming.

**5. ADJOURNMENT**

C. Crozier moved the meeting be adjourned at 8:53 p.m.

  
\_\_\_\_\_  
G. Shipley, Chairman

  
\_\_\_\_\_  
S. Simon, Recording Secretary



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## MDP STEERING COMMITTEE MINUTES

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DATE: October 24, 2018 4:30pm

LOCATION: Redcliff Town Hall Council Chambers

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### PRESENT:

Members: Tonya Mori, Emily Stock, Dwight Kilpatrick, William Crozier, Derrin Thibault, Wendy Harty, Arnold Frank

Planning Specialist: Jordan Zukowski

### ABSENT:

Members: Bruce Vine

Director of Planning & Engineering: James Johansen

### 1. GENERAL

#### A. CALL TO ORDER

W. Harty called the meeting to order at 4:33pm

### 2. CONSENT AGENDA

#### A. ADOPTION OF AGENDA

#### B. PREVIOUS MEETING MINUTES

B. Crozier moved to adopt the consent agenda  
- carried

### 3. FOR COMMENT/DISCUSSION

#### A. DRAFT DOCUMENT LAYOUT (TO 6.1.6)

- General Comments:
  - Change wording of section titles under 1.2 to be less technical
  - Consider merging 1.2.3 and 1.2.4 into one section
  - Add farmer's market policy to 6.1.4



- Reword 6.1.4 Policy 8
- Add “adaptable housing” to 6.1.6 Policy 5
- Add climate change policy to 6.1.9
- Add definition/explanatory blurbs for the following:
  - Edible urban forest/edible parks
  - Medium and high density housing
  - Adaptable housing, tiny homes, and other unique housing types

#### **B. DRAFT DOCUMENT LAYOUT**

- General Comments:
  - Reformat circles on top of photos
  - Ensure final layout contains many photos and blurbs to break up text

#### **C. PUBLIC ENGAGEMENT EVENT**

- The Committee produced the following ideas in a brainstorming exercise:
  - Free food draws a crowd (BBQ, hot chocolate)
  - Piggyback off of another event to ensure greater turnout
  - Location is ideally not Town Hall – go to the people
  - Set up information booths/events in popular community gathering places
  - Large online presence (website, social media, survey)
  - Spreading the word:
    - Red sign board
    - Posters in prominent public areas
    - Signs: sandwich board, garage sale style, magnet
    - Newspaper advertisement
    - Utility bill mail out
    - Flyer mail out
    - Radio/newspaper/TV coverage
    - Leveraging of community groups

#### **4. NEXT MEETING**

Wednesday, November 28 at 4:30pm in Redcliff Town Hall Council Chambers

#### **5. ADJOURNMENT**

T. Mori moved to adjourn the meeting at 5:49pm

- carried

**REDCLIFF/CYPRESS REGIONAL WASTE MANAGEMENT AUTHORITY MEETING  
THURSDAY, NOVEMBER 8, 2018 - 1:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

**PRESENT:** Town of Redcliff: Councillor C. Crozier  
Councillor L. Leipert  
Landfill Treasurer J. Tu  
Landfill Manager C. Popick  
Landfill Secretary S. Simon

Cypress County: Councillor A. Belyea  
Councillor S. Hok  
Director of Public Works C. Richter  
Public Works  
Operations Supervisor K. Dalton

## 1. CALLED TO ORDER

C. Popick, Landfill Manager called the meeting to order at 1:00 p.m.

## 2. ELECTION OF CHAIRPERSON

A. Belyea nominated C. Crozier to be appointed Chairperson for a term to expire November 1, 2019.

### 3. ADOPTION OF AGENDA

S. Hok moved the agenda be adopted as presented. - Carried.

#### 4. MINUTES OF PREVIOUS MEETING

L. Leipert moved the minutes of the meeting held on September 6, 2018, be adopted as presented. - Carried.

## 5. NEW BUSINESS

**A) Request for Decision – Commercial Hauler**

Councillor S. Hok moved to approve Can Pak's request to haul 2,000 - 2,500 tonnes monthly at a rate of \$30.00 per tonne and adjust the operating budget to include an additional operator 2, as well as increased expenses that would not exceed \$150,000 combined. Further that the Landfill Manager be authorized to sign agreements to be reviewed annually applicable to Can Pak Environmental. – Carried.

**6. ADJOURN**

L. Leipert moved adjournment of the meeting at 1:36 p.m. - Carried.

Chairman

Secretary

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** November 13, 2018

**PROPOSED BY:** Finance and Administration Department

**TOPIC:** Doubtful Accounts Receivable

**PROPOSAL:** 2018 Write Off Allowance for Doubtful Receivables (Lists Enclosed)

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**BACKGROUND:**

The attached listing of accounts has 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.

**POLICY/LEGISLATION:** N/A

**STRATEGIC PRIORITIES:** N/A

**ATTACHMENTS:**

List of outstanding utility accounts for \$9,864.74 and outstanding general accounts receivable for \$2,894.96.

**OPTIONS:**

1. To approve and authorize the Director of Finance and Administration to write off the total amount of \$12,759.70, \$9,864.74 for outstanding utility accounts, and \$2,894.96 for outstanding general accounts as presented in the enclosed list.
2. To deny the request to write off the total amount of 12,759.70, \$9,864.74 for outstanding utility accounts, and \$2,894.96 for outstanding general accounts as presented in the enclosed list.


**RECOMMENDATION:**


Option 1.

**SUGGESTED MOTION(S):**

Councillor \_\_\_\_\_ moved that the Director of Finance and Administration be authorized to write off the total amount of \$12,759.70, \$9,864.74 for outstanding utility accounts, and \$2,894.96 for outstanding general accounts as presented in the enclosed list.

**SUBMITTED BY:**

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

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

## 2018 WRITE OFF DOUBTFUL ACCOUNTS

Account	2018 Total	NOTES
000055.15	\$ 52.47	UNSUBSTANTIAL
000084.06	\$ 316.73	NO FORWARDING ADDRESS GIVEN
000123.04	\$ 289.91	SIGNED OFF / ARREARS BYLAW
000178.03	\$ 324.33	INCL ARREARS (MAYJUN)
000204.02	\$ 138.06	SIGNED OFF / ARREARS BYLAW
000278.20	\$ 242.28	SIGNED OFF / ARREARS BYLAW
000293.03	\$ 228.47	EXTENSION NOT MET
000311.06	\$ 247.19	INCL ARREARS (MARAPR)
000391.06	\$ 236.67	SIGNED OFF / ARREARS BYLAW
000446.12	\$ 65.29	PARTIAL PMT
000494.11	\$ 181.04	SIGNED OFF / ARREARS BYLAW
000659.08	\$ 136.81	SIGNED OFF / ARREARS BYLAW
000792.06	\$ 505.42	SIGNED OFF / ARREARS BYLAW
000808.02	\$ 161.35	SIGNED OFF / ARREARS BYLAW
000909.03	\$ 193.97	SIGNED OFF / ARREARS BYLAW
000924.12	\$ 97.42	NO FORWARDING ADDRESS RCVD
001068.10	\$ 270.83	FINAL BILL SENT TO NEW ADDRESS
001095.11	\$ 26.99	UNSUBSTANTIAL
001216.05	\$ 126.07	INCL ARREARS (MARAPR)
001255.03	\$ 91.98	FORECLOSURE
001304.03	\$ 506.82	SIGNED OFF / ARREARS BYLAW
001306.05	\$ 312.03	SIGNED OFF / ARREARS BYLAW
001348.05	\$ 271.29	SIGNED OFF / ARREARS BYLAW
001373.12	\$ 255.91	SIGNED OFF / ARREARS BYLAW
001396.16	\$ 42.93	UNSUBSTANTIAL
001512.00	\$ 186.05	NO SIGN OFF OR FRWRDG ADDRESS RCVD
001660.08	\$ 121.82	PARTIAL PMT 6/5
001670.19	\$ 322.52	SIGNED OFF / ARREARS BYLAW
001736.08	\$ 166.29	SIGNED OFF / ARREARS BYLAW
001738.03	\$ 432.82	NO SIGN OFF OR FRWRDG ADDRESS RCVD
001821.19	\$ 270.40	SIGNED OFF / ARREARS BYLAW
001935.03	\$ 219.03	SIGNED OFF / ARREARS BYLAW
001994.12	\$ 183.49	FINAL BILL SENT TO NEW ADDRESS
002061.14	\$ 238.14	NO SIGN OFF OR FRWRDG ADDRESS RCVD
002085.01	\$ 221.26	FINAL BILL SENT TO NEW ADDRESS
002132.04	\$ 170.52	MAIL RETURNED, NO CONTACT
002157.03	\$ 46.39	UNSUBSTANTIAL
002168.09	\$ 273.29	SIGNED OFF / ARREARS BYLAW
002203.08	\$ 111.17	SIGNED OFF / ARREARS BYLAW
002204.06	\$ 237.34	SIGNED OFF / ARREARS BYLAW
002215.04	\$ 253.02	NO FORWARDING ADDRESS GIVEN
002365.13	\$ 15.02	UNSUBSTANTIAL
002479.02	\$ 81.93	UNSUBSTANTIAL
002508.03	\$ 83.62	UNSUBSTANTIAL
002541.10	\$ 130.85	SIGNED OFF / ARREARS BYLAW
002611.03	\$ 212.61	DISCONNECT NOTICE DUE SEPT 6
002655.02	\$ 187.67	SIGNED OFF / ARREARS BYLAW
002758.02	\$ 377.23	DISCONNECT NOTICE, NO FORWARDING INFO
<b>TOTAL</b>	<b>\$ 9,864.74</b>	

	AMOUNT	NOTES
102921	\$ 1,800.00	UNABLE TO COLLECT
105329	\$ 700.00	UNABLE TO COLLECT
109129	\$ 200.00	UNABLE TO COLLECT
109115	\$ 194.96	FORECLOSURE
	<b>\$ 2,894.96</b>	

**TOWN OF REDCLIFF**  
**REQUEST FOR DECISION**

**DATE:** November 13, 2018

**PROPOSED BY:** Planning & Engineering Department

**TOPIC:** Policy # 99 - Tangible Capital Assets

**PROPOSAL:** Council approve the revised policy

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**BACKGROUND:**

Policy #99 - Tangible Capital Assets (TCA) was approved March 9, 2015. As part of the regular review of policies this policy was reviewed with substantial changes proposed. The changes proposed are to:

- set the stage for integration of the policy into an Asset Management Program,
- closer reflect the life cycle of different TCA,
- allow for the use of different depreciation curves,
- clarify some ambiguity in the policy.

Asset management software typically includes depreciation curves for different TCA based on industry standards. The use of TCA specific depreciation curves allows for better:

- estimation of life cycle,
- value of the assets at any given time,
- estimation of what and when rehabilitation should be applied to meet the level of service and funding allocation requirements,

Simply put a vehicle, building, pipe, and a road do not lose value in the same way at the same constant rate.

Better asset management software also allows for the modification of depreciation curves to match with local observed conditions. The goal of all Asset Management programs is to minimize the cost of maintaining a defined level of service.

It was also noted by administration that previously different types of assets were being lumped together but they have very different life expectancies. An example of this is that the Town currently has four different kinds of pipe used for watermains. Ductile Iron pipe is lasting about 30 years, steel pipe is lasting about 40 years, asbestos cement pipe is lasting about 50 years, and it is believed that PVC pipe will last over 75 years. The current TCA life expectancy for all water pipe was listed as 75 years which is not realistic. Also there was no separating out and recognition that things like valves, curb stops, services, etc. were different components of the distribution system and that they have their own life expectancies.

Moving forward with Asset Management and GIS systems it becomes easier to record and track multiple types and pieces of assets and their current condition whereas in the past it was

practical to only make general assumptions about the condition of the whole system.

**POLICY/LEGISLATION:**

N/A

**STRATEGIC PRIORITIES:**

Regular review and update of policies has been identified as a Council Priority. The adjustments proposed to the policy will assist in setting up the Asset Management program which is a critical part of delivering the Council Priority of efficiently delivering services and maintaining infrastructure.

**ATTACHMENTS:**

Revised Policy # 99 – Tangible Capital Assets

**OPTIONS:**

1. Council approve the revised Policy # 99 – Tangible Capital Assets

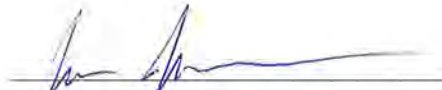
**RECOMMENDATION:**

Option 1,

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy # 99 – Tangible Capital Assets be approved as presented.

**SUBMITTED BY:**

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

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

Approved by Council Month Day, 20XX~~March 9, 2015~~

## TANGIBLE CAPITAL ASSETS (TCA)

### (CLASSIFICATION/CAPITALIZATION THRESHOLD/ AMORTIZATION)

#### **BACKGROUND**

- (1) ~~Tangible Capital Assets (TCA) are assets that have an economic life extending beyond the fiscal year in which they are purchased. The Town of Redcliff frequently acquires physical assets that have an economic life extending beyond the fiscal year in which they are purchased. The Town of Redcliff wishes to establish a~~ The purpose of this policy ~~that is for the Town of Redcliff to:~~
  - (a) Maintain consistency with Public Sector Accounting Board (PSAB 3150) requirements.
  - (b) ~~will provide~~ will provide direction for recognizing and recording TCA Tangible Capital Assets (TCA) on a consistent basis.
  - (c) ~~Ensure and in accordance with Public Sector Accounting Board (PSAB 3150). This policy will ensure that~~ all asset capitalization is done consistently on the basis of estimated life and cost,
  - ~~(a)(d) without having staff~~ Remove the needlessly unnecessary tracking of 'insignificant' ~~items~~ assets.
- (2) All Municipalities in Canada ~~are have been~~ required ~~by December 31, 2009~~ by The Public Sector Accounting Board to report on TCA and amortization since December 31, 2009. This initiative is supported and carried out by Alberta Municipal Affairs and Government Financial Officers Association.
- (3) This Policy ~~will provide~~ will provide the guidelines and dollar value thresholds ~~that will to~~ be used for capitalizing the various classifications of TCA such as Engineered Structures, Buildings, Machinery and Equipment, Vehicles, Land and Land Improvements.

#### **TCA**

- (4) TCA are non-financial assets having physical, substance that:
  - (a) are used on a continuous basis by the Town.
  - (b) have useful economic lives extending beyond one year.
  - (c) are not for resale in ordinary course of operations.
- (5) When purchases are made there is often charges related to the purchase such as freight, installation or legal costs. These costs are part of preparing the asset for its intended use and are to be included as part of the purchase price of the TCA (PSAB 3150.10).
- (6) Subsequent expenditures on a recorded TCA that:
  - (a) Increases output or service capacity
  - (b) Increases the service life



- (c) Lowers associated operating costs
  - (d) Improves the quality of the output
- should be classified as betterments and capitalized accordingly.
- (7) Other expenditures should be considered repair or maintenance and should be expensed in the period.

### **CLASSES OF TCA**

#### (8) The Classes of TCA for the Town are:

- (a) **Buildings** – permanent, temporary or portable building structures, such as offices, garages, and warehouses, and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space.
- (b) **Engineered Structures** – includes all permanent structural works such as roads, curbs, gutters, sidewalks, bridges, dams and water and sewer distribution and transmission systems including plants and substations. *Note: ~~gas~~ Gas and power lines are not included as they are included in land held for resale.*
- (c) **Land** – includes land purchased or acquired for value, for parks and recreation, building sites, infrastructure and other program use. This class does not include land held for resale.
- (d) Landfill – All land, land improvements, buildings, engineered structures, land improvements, machinery and Equipment and vehicles for the Landfill. This separate class is created to allow for specific tracking of Landfill assets separately and to allow for different capitalization thresholds, useful life and amortization methods. If a specific capital asset is not listed under the Landfill then the capitalization thresholds, useful life and amortization methods listed under the general Class headings are to be used.
- ~~(d)~~(e) **Land Improvements** – all improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences.
- ~~(e)~~(f) **Machinery and Equipment** – equipment that is heavy equipment for constructing infrastructure, smaller equipment in buildings, offices, furnishings and computer hardware and software. This class does not include stationary (meaning not movable) equipment used in the engineered structures class.
- ~~(f)~~(g) **Vehicles** – rolling stock primarily used for transportation purposes, including buses and other mass transit units, automobiles, trucks, and tractor-trailer units.
- ~~(g)~~(h) **Bulk Purchases** - Bulk purchases of like assets with unit costs of less than the classification's capitalization threshold will not be capitalized as each asset on its own is not of significant value

### **AMORTIZATION METHOD AND CAPITALIZATION THRESHOLDS**

- (9) The cost, less any residual value of a TCA with a limited life should be amortized over its useful life using the method below.



## POLICY NO. 99

### TANGIBLE CAPITAL ASSETS (TCA)

(10) TCA held by the Town of Redcliff will be amortized using the most appropriate amortization method using condition and depreciation curves used and developed by the Town for asset management. In the absence of a depreciation curve used by the Town for asset management shall be done using the Straight-Line Amortization Method.

(11) The Town of Redcliff will not dispose of a TCA if the TCA still economically serves its intended purpose even if the TCA has a value of zero. The Town will use TCA up to the time that the TCA:

- (a) Is no longer able serve its purpose due to condition,
- (b) The purpose it serves is no longer needed,
- (c) Can be replaced more economically than continuing maintain and repair,
- (d) No longer satisfactorily fulfills the intended purpose,

(12) Any asset with a historical cost above the capitalization threshold for its class will be capitalized. The table below illustrates lists the capitalization thresholds for the TCA classes:

The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed every 5 years and revised when the appropriateness of a change can be clearly demonstrated.

Amortization Method and Capitalization Thresholds Table			
Asset Class	Capitalization Thresholds	Amortization Method	Review Schedule
Land	All land will be recorded	N/A	N/A
Land Improvements	\$5,000.00	Straight Line	5 Years
Buildings	\$25,000.00	Straight Line	5 Years
Engineered Structures	\$25,000.00	Straight Line	5 Years
Machinery and Equipment	\$5,000.00	Straight Line	5 Years
Vehicles	\$5,000.00	Straight Line	5 Years

\*Where the above table cannot be used, the auditor for the Town of Redcliff will be consulted to assist in establishing the correct accounting procedure for a TCA.

### USEFUL LIFE OF TCA

The following table illustrates the capitalization threshold, useful lives and amortization method of TCA that is used by the Town of Redcliff:

Asset Type	Description	Capitalization Threshold	Useful Life (YRS/Years)	Amortization Method
<b>Building</b>				
Buildings – Permanent	Buildings with a foundation	\$25,000.00	50	Straight Line
Buildings – Temporary	Buildings without a foundation	\$25,000.00	25	Straight Line
<b>Engineered Structures</b>				
Transportation				

**POLICY NO. 99**  
**TANGIBLE CAPITAL ASSETS (TCA)**

<u>Road – Paved Asphalt</u>		<u>\$25,000.00</u>	<u>20</u>	Straight Line
<u>Road – Paved Concrete</u>		<u>\$25,000.00</u>	<u>30</u>	Straight Line
<u>Road – Paved Pavers</u>	<u>Pavers, Brick, Ornamental, etc.</u>	<u>\$25,000.00</u>	<u>15</u>	Straight Line
<u>Road – Gravel</u>		<u>\$25,000.00</u>	<u>15</u>	Straight Line
<u>Road – Subsurface</u>		<u>\$25,000.00</u>	<u>40</u>	Straight Line
<u>Curb, Gutter, &amp; Sidewalks</u>		<u>\$25,000.00</u>	<u>30</u>	Straight Line
<u>Lights</u>	<u>Street lights, traffic lights,</u>	<u>\$5,000.00</u>	<u><del>30</del>25</u>	Straight Line
<u>Signs</u>	<u>traffic signs, road signs</u>	<u>\$5,000.00</u>	<u>10</u>	Straight Line
<u>Water Distribution</u>				
<u>Mains - Metal</u>	<u>Ductile Iron, Steel, Cast Iron</u>	<u>\$25,000.00</u>	<u>40</u>	Straight Line
<u>Mains - AC</u>	<u>Asbestos Cement, Cement</u>	<u>\$25,000.00</u>	<u>50</u>	Straight Line
<u>Mains - Plastic</u>	<u>PVC, HDPE</u>	<u>\$25,000.00</u>	<u>100</u>	Straight Line
<u>Hydrants</u>		<u>\$5,000.00</u>	<u>20</u>	Straight Line
<u>Valves</u>	<u>Gate, PRV, Globe, Butterfly</u>	<u>\$5,000.00</u>	<u>20</u>	Straight Line
<u>Services - Other</u>	<u>Copper, Lead, HDPE, etc.</u>	<u>\$5,000.00</u>	<u>40</u>	Straight Line
<u>Services - Plastic</u>	<u>Kitec, MuniPlex, etc.</u>	<u>\$5,000.00</u>	<u>100</u>	Straight Line
<u>Services – Curb Stops</u>		<u>\$5,000.00</u>	<u>40</u>	Straight Line
<u>Services - Metres</u>		<u>\$5,000.00</u>	<u>20</u>	Straight Line
<u>Water Equipment</u>				
<u>Pumps, Lifts, Treatment Equipment</u>		<u>\$25,000.00</u>	<u>20</u>	Straight Line
<u>Reservoirs</u>		<u>\$25,000.00</u>	<u>75</u>	Straight Line
<u>Sewer Collection</u>				
<u>Mains - Metal</u>	<u>Cast Iron</u>		<u>40</u>	Straight Line
<u>Mains - VC</u>	<u>Vitrified Clay, Concrete</u>		<u>50</u>	Straight Line
<u>Mains - Plastic</u>	<u>PVC</u>		<u>100</u>	Straight Line
<u>Forcemain - HDPE</u>			<u>50</u>	Straight Line
<u>Forcemain - Other</u>			<u>35</u>	Straight Line
<u>Manholes - Brick</u>			<u>40</u>	Straight Line
<u>Manholes - Concrete</u>			<u>50</u>	Straight Line
<u>Services - Other</u>	<u>Cast Iron, VC, Concrete</u>		<u>40</u>	Straight Line
<u>Services - Plastic</u>	<u>PVC, ABS</u>		<u>75</u>	Straight Line
<u>Sewer Equipment</u>				
<u>Wetwells, drywells, surge tanks.</u>		<u>\$25,000.00</u>	<u>50</u>	Straight Line
<u>Pumps, Lifts</u>		<u>\$25,000.00</u>	<u>20</u>	Straight Line
<u>Treatment Equipment</u>		<u>\$25,000.00</u>	<u>20</u>	Straight Line

**POLICY NO. 99**  
**TANGIBLE CAPITAL ASSETS (TCA)**

<u>Storm Collection</u>				
<u>Mains - Concrete</u>		<u>\$25,000.00</u>	<u>50</u>	Straight Line
<u>Mains – PVC SDR35</u>	<u>Solid wall plastic</u>	<u>\$25,000.00</u>	<u>100</u>	Straight Line
<u>Mains – Plastic Other</u>	<u>Ribbed or hollow wall, Ultra-rib, etc.</u>	<u>\$25,000.00</u>	<u>75</u>	Straight Line
<u>Metal - Galvanized</u>	<u>CSP, Steel etc.</u>	<u>\$25,000.00</u>	<u>40</u>	Straight Line
<u>Metal</u>	<u>Any non-Galvanized Metal</u>	<u>\$25,000.00</u>	<u>20</u>	Straight Line
<u>Manholes</u>		<u>\$25,000.00</u>	<u>50</u>	Straight Line
<u>Catch basins</u>		<u>\$25,000.00</u>	<u>40</u>	Straight Line
<u>Services</u>		<u>\$25,000.00</u>	<u>50</u>	Straight Line
				Straight Line
<u>Storm Equipment</u>				
<u>SWMF (ponds)</u>		<u>\$25,000.00</u>	<u>100</u>	Straight Line
<u>SWMF Landscaping</u>		<u>\$25,000.00</u>	<u>50</u>	Straight Line
<u>SWMF Structures</u>	<u>Inlet and Outlet Structures</u>	<u>\$25,000.00</u>	<u>50</u>	Straight Line
<u>Lift Stations</u>		<u>\$25,000.00</u>	<u>50</u>	Straight Line
<u>Pumps</u>		<u>\$25,000.00</u>	<u>20</u>	Straight Line
<u>Treatment Equipment</u>		<u>\$25,000.00</u>	<u>20</u>	Straight Line
<b>Land</b>	ROW, Parks, Reserves and General	All	Unlimited	N/A
<u>Landfill</u>				
<u>Landfill Cells</u>		<u>10</u>		Straight Line
<b>Land Improvements</b>				
<u>Parking lots</u>	<u>Parking lots, playgrounds, landscaping, fences, sprinklers, courts, outdoor lighting, fields and paths</u>	<u>\$5,000.00</u>	<u>25</u>	Straight Line
<u>playgrounds</u>		<u>\$5,000.00</u>	<u>20</u>	Straight Line
<u>landscaping</u>		<u>\$5,000.00</u>	<u>40</u>	Straight Line
<u>fences</u>		<u>\$5,000.00</u>	<u>20</u>	Straight Line
<u>sprinklers</u>		<u>\$5,000.00</u>	<u>10</u>	Straight Line
<u>courts</u>	<u>Tennis, Pickle Ball, Basket Ball, etc.</u>	<u>\$5,000.00</u>	<u>20</u>	Straight Line
		<u>\$5,000.00</u>		Straight Line
<u>outdoor lighting</u>		<u>\$5,000.00</u>	<u>25</u>	Straight Line
<u>fields</u>		<u>\$5,000.00</u>	<u>40</u>	Straight Line
<u>Paths (gravel/shale)</u>		<u>\$5,000.00</u>	<u>25</u> <del>50</del>	Straight Line
<u>Trails (asphalt)</u>		<u>\$5,000.00</u>	<u>30</u> <del>25</del>	Straight Line
<b>Machinery &amp; Equipment</b>				

**POLICY NO. 99****TANGIBLE CAPITAL ASSETS (TCA)**

<u>Heavy Equipment</u>	Compactor, Backhoe, Etc.	<u>\$25,000.00</u>	<u>10</u>	Straight Line
<u>Light Equipment more than \$25,000</u>	<u>Street Sweeper, Ice Resurfacers, Skid Steer, Trackless, etc.</u>	<u>\$25,000.00</u>	<u>10</u>	Straight Line
<u>Light Equipment less than \$25,000</u>	Mowers, <u>UTVs</u> , etc.	<u>\$5,000.00</u>	<u>5</u>	Straight Line
<u>Electronic Equipment</u>	<u>Leak Detection, CCTV, In-line Flow Meters, Inspection Cameras, GPS, etc.</u>	<u>\$5,000.00</u>	<u>10</u> <del>20</del>	Straight Line
<u>Office Furniture</u>		<u>\$5,000.00</u>	20	Straight Line
<u>Office Equipment</u>		<u>\$5,000.00</u>	10	Straight Line
<u>Computer – Hardware</u>		<u>\$5,000.00</u>	5	Straight Line
<u>Computer – Software</u>		<u>\$5,000.00</u>	<u>5</u>	Straight Line
<u>Other Equipment</u>	Tools, Scales, Garbage Bins, Etc.	<u>\$5,000.00</u>	<u>10</u>	Straight Line
<b>Vehicles</b>				
<u>Vehicles</u>	Light, Medium and Heavy Cars, Trucks & Vans	<u>\$10,000.00</u>	10	Straight Line
<u>Fire Trucks</u>		<u>\$25,000.00</u>	25	Straight Line

Note: Amortization of Tangible Capital Assets (TCA) will be mandatory for 2009 reporting year per Public Standard Accounting board (PSAB) 3150.

**POLICY**

~~(9)~~(13) All TCA, as defined above, meeting the Capitalization Threshold for its class are to be capitalized and amortized over its useful economic life per above schedules.

(14) Subsequent expenditures on a recorded TCA as defined above are to be capitalized and amortized as per above ~~schedules~~table. Subsequent expenditures:

(a) In the case of the Building Class less than 5% of the initial value of the Tangible Capital Asset will be recorded as an operating expense,

~~(a)~~(b) For all other classes less than 10% of the initial value of the Tangible Capital Asset will be recorded as an operating expense, ~~5% of the Tangible Capital Asset will be used for subsequent expenditures in the Building Class.~~

~~(10)~~(15) The amortization method and the estimated useful life of the remaining TCA unamortized portion will be reviewed as outlined in above schedule and revised when the appropriateness of change can be clearly demonstrated.

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** November 13, 2018

**PROPOSED BY:** Community and Protective Services Department

**TOPIC:** Review Policy 127, Town Sponsorship Policy

**PROPOSAL:** To review and approve Policy 127, Town Sponsorship Policy as presented.

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**BACKGROUND:**

This policy is being reviewed as part of the review process outlined in Policy No. 115, Policy and Bylaw Development and Review Policy. This allows for Administration and Council to review policies on a routine basis to ensure policies are kept current with applicable legislation as well as to stay in alignment with the directives of Council.

The policy speaks to various principles, applications, procedures, responsibilities and accountability around sponsorship opportunities.

After reviewing this policy 2 minor changes are being suggested;

- We have added under the principles portion of the policy 3.2.1 (Sponsorships shall not be solicited from businesses, organizations or individuals who...) promote the use of cannabis;
- Reference to align to Policy 120, Social Media Policy.

**POLICY/LEGISLATION:**

Policy No. 115, Policy and Bylaw Development and Review Policy.

**STRATEGIC PRIORITIES:**

Policy and Bylaw review is identified under Goal #4 Governance and Service Delivery of the Municipality's Strategic Plan. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

**ATTACHMENTS:**

Policy 127, Town Sponsorship Policy

**OPTIONS:**

1. Approve Policy 127, Town Sponsorship Policy as presented.
2. Suggest changes to Policy 127, Town Sponsorship Policy and have Administration draft an amended Policy 127, Town Sponsorship Policy, for review at a future Council meeting.

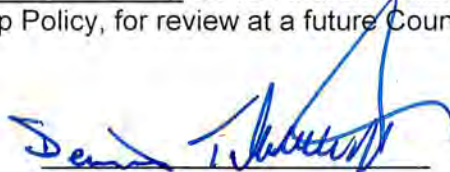
**RECOMMENDATION:**

Option #1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved Policy 127, Town Sponsorship Policy, be approved as presented.
2. Councillor \_\_\_\_\_ moved that administration draft an amended Policy 127, Town Sponsorship Policy, for review at a future Council meeting with suggested changes.

SUBMITTED BY:

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

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

## Town Sponsorship Policy

### 1.0 BACKGROUND

The Town of Redcliff recognizes sponsorship as an opportunity to offset the costs of municipal programs and operations and as a way to recognize individual or corporate partnerships supporting programs and operations.

### 2.0 PURPOSE

2.1 The purpose of this policy is to create an authorized environment for entering into sponsorship agreements and partnerships. The purpose of the policy and procedures as outlined is to:

- protect the Town of Redcliff from adverse effects on public safety or on the Corporation's image
- ensure an open and competitive process is used to secure sponsorship opportunities
- provide employees with guidelines and procedures with respect to the sponsorship of Town assets including land, facilities, structures, services, programs and events, based on best practices, and
- uphold the Town's stewardship role to safeguard the Town's assets and interests.

2.2 The policy provides an enabling environment for the Town of Redcliff to enter into naming rights agreements with corporations, groups or individuals within set guidelines and procedures for the purpose of enhanced financial sustainability.

### 3.0 PRINCIPLES

3.1 The Town of Redcliff supports the ongoing practice of entering into marketing sponsorship agreements with third parties where such partnerships are mutually beneficial to both parties in a manner that is consistent with all applicable policies set by the Town. Under the conditions of this policy, Town staff may continue to solicit such marketing sponsorships.

3.2 The Town of Redcliff will seek out marketing sponsorship opportunities with third parties who reflect the values and maintain operation policies that are not in conflict with the Town's values, mandate or operating policies, have a positive public image and reflect a high level of integrity.

3.2.1 Sponsorships shall not be solicited from businesses, organizations or individuals who, in the sole discretion of the Town Manager, are inappropriate partners for the municipality in that their products or business activities: or do not align with the Town of Redcliff values. Examples of inappropriate sponsorships would include those that:

- Promote the use of tobacco, cannabis, and alcohol;
- Promote religious or political messaging specific to any group or faction;
- Present imaging that is derogatory, prejudicial, harmful to or intolerant of any specific group or individual;
- Create fiscal hardship for the Municipality and/or its residents;
- Make them inappropriate sponsorship candidates for reasons not specified herein.

3.2.2 The Town of Redcliff will seek out marketing sponsorship opportunities with third parties whose purchasing practices embed environmental and ethical criteria into their own purchasing procedures and supply chain management processes

3.3 The Town of Redcliff recognizes and supports marketing sponsorships as a revenue generating strategy that balances the benefit of entering into sponsorship agreements with the Town's role as steward of public assets and interests.

3.4 It is necessary for the Town of Redcliff to be recognized for those facilities, programs, services etc., where it makes an ongoing significant contribution to capital or operating costs. Clear and permanent identification of the Town will be displayed in adherence to branding guidelines established by the Town.

3.5 The Town shall not relinquish to the sponsor any aspect of the Town's right to manage and control the Town's assets or facilities.

3.6 The Town reserves the right to terminate an existing sponsorship agreement should any of the following occur:

- The sponsor organization uses the Town's name outside the parameters of the sponsorship agreement, without prior consent;
- The sponsor organization develops a public image inappropriate to the Town's values and/or objectives.

3.7 Within the first five opportunities for sponsorship or the first 12 months of this policy being passed, Town administration will bring all sponsorship requests to Council for approval.

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3.8 Social Media sponsorship opportunities must align with the Town of Redcliff Social Media Policy 120.

#### 4.0 APPLICATION:

4.1 This policy applies to all Town departments and divisions.

4.2 This policy does not apply to:



- Independent foundations or registered charitable organizations that the Town may receive benefit from. However, where assets are owned and managed by the Town, this policy shall apply unless otherwise approved by order of Council.
- Gifts or unsolicited donations to the Town
- Funding obtained from other orders of government through formal grant programs
- Town sponsorship support of external projects where the Town provides funds to an outside organization
- Third parties who lease Town property or hold permits with The Town for activities or events

## 5.0 PROCEDURES

- 5.1 Concept approval for sponsorship projects will be obtained from the appropriate department manager before potential sponsors are approached or agreements are made.
- 5.2 Sponsorship proposals should be in writing and outline the marketing benefits that will be exchanged between both parties.
- 5.3 Sponsorship agreements that have a purchasing element (i.e. naming rights) or have a value of greater than \$50,000 annually will go through either an Expression of Interest or a Request for Sponsorship Proposal process unless otherwise approved by the appropriate division director.
- 5.4 Sponsorship agreements over \$1,000 will adhere to the following procedures:
  - a) be confirmed in writing and a copy of the signed contract to be sent to the appropriate department manager for information.
  - b) be signed by an authorized representative of both the Town of Redcliff and the sponsor.
  - c) outline the term of the agreement. Terms for all agreements shall not exceed 10 years unless authorized by the appropriate department manager.
  - d) include the details of the exchange of marketing benefits, including both what the Town will receive from the sponsor, and what benefits are to be provided to the sponsor.
  - e) use of templates prepared for sponsorship agreements are recommended to minimize risks to the Town and to create efficient internal practices for sponsorship. If templates are not used, agreements should be reviewed by the Town Solicitor to ensure compliance to legislation, etc.
- 5.5 Authorization to enter into the sponsorship agreement is as follows:
  - a) sponsorships under \$25,000 shall be authorized by the appropriate department manager.
  - b) sponsorships over \$25,000 but less than \$50,000 shall be authorized by the Town Manager.
  - c) sponsorship agreements over \$50,000, which pursuant to 5.3 have gone to tender, shall be reviewed by the Town Solicitor, authorized by the

- appropriate department manager, Town Manager and approved by Council.
- d) sponsorship agreements that involve the sale of naming rights, which pursuant to 5.3 have gone to tender, shall be reviewed by the Town Solicitor, authorized by the appropriate department manager, Town Manager and approved by Council. Council may wish to direct Administration to solicit public feedback on the sale of naming rights to specific sponsors.
- 5.6 The following specific guidelines shall be applied when entering into a naming rights agreement for Town-owned, Town-operated assets:
- a) A risk/benefit analysis must be completed prior to the acceptance of any naming rights offer.
  - b) The proposed naming rights purchaser must support the image and values of the Town of Redcliff and the community.
  - c) The Town shall not relinquish to the purchaser any aspect of the Town's right to manage and control the asset.
  - d) Proceeds received by the Town for the naming rights sale are to be used for:
    - the enhancement and maintenance of the named asset;
    - the provision of programs and services directly related to the mandate of the asset;
    - investments whose proceeds contribute to the delivery of Town services.
  - e) Signage, branding, publicity and advertising shall conform to all applicable federal and provincial statutes, and to all applicable municipal bylaws and policies.
  - f) Administration will forward a report with recommendations to Council regarding the naming rights opportunity. The report process will be led by the appropriate department manager with participation from all other departments affected.
  - g) The naming should consider historical and community significance.
  - h) Costs for promotion of the renaming of a facility shall be incorporated into the naming rights agreement and not the Town's annual operating budget.
- 5.7 Solicitation and negotiation of sponsorships will be conducted by Town staff that are trained in sponsorship practices. All Town sponsorship agreements will be negotiated in good faith and represent the Town in a professional manner.
- 5.8 Council will be advised annually, by confidential memo, a summary of all refusals and sponsorships of over \$50,000. The Town will only enter into agreements with sponsors who are compatible with the Town's values, mandate and policies.
- 5.9 All bylaws of the Town of Redcliff will be adhered to.
- 5.10 All provincial and federal laws governing sponsorship including those regarding the issuing of charitable donation receipts will be adhered to.

**6.0 RESPONSIBILITIES**

Parties involved in sponsorship negotiations and decisions undertake the following specific responsibilities:

- 6.1 Town Council, will:  
Approve the Town of Redcliff Sponsorship Policy and guidelines as necessary approve sponsorship agreements over \$50,000 or that involve the sale of naming rights.
- 6.2 Appropriate Manager:  
Reviewing and assisting in the development of sponsorship opportunities as requested.
- 6.3 Appropriate Department Manager:
- concept approval for sponsorship projects before sponsors are approached or agreements are made.
  - authorization of sponsorship agreements in accordance with guidelines.
  - annual tracking and reporting of all Town of Redcliff sponsorship agreements over \$1,000.
  - ensure that representatives of the Town of Redcliff entering into sponsorships are aware of, and act in accordance with the sponsorship policy.

**7.0 ACCOUNTABILITY**

Adherence to policy is a Town employee requirement and non-compliance will be addressed as per all Town policies and procedures.

**8.0 ATTACHMENTS**

- 8.1 Appendix 1: Definitions
- 8.2 Appendix 2: Inventory of Assets Approved for Sponsorship
- 8.3 Appendix 3: Inventory of Assets Not Approved for Sponsorship

**Appendix 1: Definitions****1. Donation**

Similar to a gift in that it is essentially given as a gift and no reciprocal commercial benefits are given or expected. If reciprocal commercial benefits are given and a business relationship exists with a donor, the principles of this policy apply.

**2. Gift**

An unsolicited contribution to The Town of Redcliff for which there is no reciprocal commercial benefit expected or required from The Town. As gifts are unsolicited and do not involve a business relationship, they are separate and distinct from sponsorship.

**3. Marketing Sponsorship**

A mutually beneficial business arrangement between The Town and a third party, wherein the third party provides cash and/or in-kind services to The Town in return for access to the commercial marketing potential associated with The Town. Marketing sponsorships may include sponsorship of one or more of The Town's land, facilities, structures, services, programs or events.

**4. Naming Rights**

A type of sponsorship in which a corporation purchases the exclusive right to name an asset. Usually naming rights are considered in a commercial context; that is the naming right is sold or exchanged for significant cash or other revenue support. This arrangement is usually documented in an agreement signed by the interested parties and has a specified end date to the contractual obligations.

**5. Naming Rights Agreement**

The sale of the right to name or re-name a Town asset is evidenced in a written contract that contains terms acceptable to The Town. In most cases, indemnification and termination clauses would be required as part of the agreement. All such agreements are to be reviewed by the Town Solicitor prior to finalization to ensure that The Town's legal interests are protected. Dates indicating the term of the agreement should be indicated.

**6. Request for Sponsorship Proposal**

An open and competitive process whereby corporations, groups or individuals may express their interest in participating in sponsorship opportunities with The Town of Redcliff. Requests for sponsorship should include a summary of the sponsorship opportunity, benefits for participation, and a description of the open and competitive procedure for expressing interest in participating in sponsorship opportunities.

**7. Sponsor**

A corporation, organization or individual that enters into a sponsorship agreement involving a Town asset and pays cash or value-in-kind in return for access to commercial potential associated with the asset.

**8. Sponsorship Agreement**

A mutually beneficial, contractual agreement that reflects the business arrangement for the exchange of marketing benefits between The Town and an external organization, for a specified period of time.

**9. Value-in-kind**

A sponsorship received in the form of goods and/or services rather than cash.

**Appendix 2: Inventory of Assets Approved for Sponsorship**

Rec-Tangle Arena  
Redcliff Aquatic Centre  
Redcliff Seniors Centre  
Redcliff Recreation Grounds  
Rugby-Soccer Pitch  
Softball Diamonds  
Lions Campground  
Covered Picnic Shelters & Multiple Picnic Sites  
Children's Playgrounds  
1 surfaced Basketball Court  
2 surfaced tennis courts  
Community Garden  
Mtn. Bike Skills Park  
Community Parks/Playgrounds/Day Use Areas/Trail & Open Space Amenities  
Dog Park  
Trans Canada Trail Network / Walking Trail Network  
Public Washroom Buildings  
Programs/Events  
Summer Day Camp Program After-School Programming  
Seasonal Flower Planter and Basket Program  
Canada Day Celebrations  
Spring/Summer Concert Series

**Appendix 3: Inventory of Assets Not Approved for Sponsorship**

Town Hall  
Fire Hall & Fire Department Vehicles  
Cemeteries  
Water Treatment Plant  
Pump Houses  
Operations Compound



## Highway 3 Twinning Development Association

November 1, 2018

To: All adjacent and nonadjacent communities along Highway 3

From: The Executive of the Highway 3 Twinning Development Association (Bill Chapman, President)

At the regular meeting on October 12, 2018, the following motions were made and carried:

### Motion 1:

**Whereas** the Highway 3 Twinning Development Association has shown the economic value of the twinning of Highway 3 through the U of L Twinning Feasibility Report;

**Whereas** the Association recognizes the value of twinning Highway 3 for increased transportation safety. **It is therefore resolved that** the Highway 3 Twinning Development Association adopts the Strategic Plan completed by 1st Principles Planning; and

**Further be it resolved** that the Executive of the Highway 3 Development Association work with our current administrative assistant to request proposals from interested parties or individual(s) that would work to implement the objectives of the Strategic Plan and present options for the board to consider at the earliest possible date.

### Motion 2:

**Whereas** the Highway 3 Twinning Development recognizes that the objectives set out in the Strategic Plan will require time and financial resources to achieve a positive result.

**It is therefore resolved that** the Highway 3 Twinning Development Association direct our administrator to request funds for 2019 from southern Alberta Municipalities and organizations as proposed in the distributed spreadsheet.

The invoice for membership to the Association is attached, along with the spreadsheet outlining the approved suggested contributions. Non adjacent communities have been included. **We ask that you consider joining or renewing your membership to the Association.** The attached strategic plan outlines the future direction of the Association.

Once the invoices have been paid, the Executive will move forward to determine the options available within the financial constraints to implement the objectives of the Strategic Plan. In order to achieve this, we would request and hope that we could receive payment by January 15, 2019.

We look forward to creating even more success in twinning Highway 3.



# **HIGHWAY 3 TWINNING DEVELOPMENT ASSOCIATION**

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## **STRATEGIC PLAN 2018-2022**



By: 1ST PRINCIPLES PLANNING

#2315 310 MCKENZIE TOWNE GATE SE  
CALGARY AB T2Z 1A6

June 2018

## 1.0 PROJECT OVERVIEW

The Highway 3 Twinning Development Association has lobbied for improvements to Highway 3, specifically the twinning of single lane sections of the Highway, for more than 15 years. These efforts have led to the advancing of functional design studies, economic development analyses, and the construction of twinned sections of the Highway. It is acknowledged by the Association's members that through persistent advocacy of the Association now has "the ear" of the Minister of Transportation, as well as senior staff in the regional and provincial offices of Alberta Transportation.

Notwithstanding the past successes, the future of the Association, and its potential activities, is now in question. Several member municipalities have indicated a reluctance to continue even a modest level of financial support for the Association. Other members continue to express strong support for the Association, but wonder if continued lobbying is sufficient or if new directions need to be considered.

This Strategic Plan that is presented in this document is a reflection of the contributed thoughts, ideas, opinions, suggestions and advice of the Association's member organizations, as expressed by elected officials and senior staff. This input has been obtained through telephone conversations, web-meetings, and a strategic planning workshop. Summaries of the information gathered in these sessions is provided in Appendices A & B at the end of this report. These summaries have been specifically included to allow the readers access to the insightful input the 1st Principles Planning team members received. They also provide documentation of the perspectives and mindsets of the Association member in the Spring of 2018, with an important Provincial election just a year away. As these perspectives and mindsets change over time the Strategic Plan can be re-examined, revised and fine tuned to meet new challenges and opportunities.

The final section of this document considers the important step of "Plan Implementation". So often great plans are carefully crafted, but how they get accomplished is passed on to staff or volunteers who lack the resources, authority or skills required. 1st Principles Planning would be remiss if we neglected to share our thoughts on these matters with the Association members.

## MISSION

To collaboratively and actively support the completion of twinning highway 3 from the BC border to Medicine Hat as an integral part of the evolving multi modal provincial transportation system.

## VISION

A twinned Highway 3 is a safe, community and regional economy supporting "spine" of the provincial and national transportation network.

## OBJECTIVES

### • PROMOTE THE COMPLETION OF THE TWINNING OF THE TRANS-PROVINCIAL HIGHWAY 3

- Identify and evaluate alternative funding options and partnership opportunities for the H3TDA in order that operational costs can be borne by all benefiting parties
- Develop a H3TDA three to five-year business plan that includes staffing required to achieve the mission of the association
- Collaborate with Alberta Transportation regarding;
  - \* Identification of the types of situations that can be used to lever the commitment of capital funding by Alberta Transportation
  - \* Clarification of the Alberta Transportation definition of "shovel readiness"
  - \* Identification of existing "shovel ready" sections waiting to be twinned
  - \* Promotion of the completion of "shovel ready" requirements for sections that lack right-of-way acquisition or functional design
- Develop collaborative relationships with Indigenous communities along Highway 3 to encourage the fast tracking of twinning where community safety is a high priority
- Identify and evaluate alternative funding options and partnership opportunities that could lead to expedited construction

### • FOSTER AND SEIZE DIVERSIFIED COMMUNITY AND ECONOMIC DEVELOPMENT OPPORTUNITIES

- Invite Highway 3 industries to explore with the Association how the twinned Highway 3 will impact current and future development along the corridor
- Prepare and provide to association members text templates that support the twinning of Highway 3 to be included in each municipal members Intermunicipal Collaborative Framework and Intermunicipal Development Plan documents
- Consider the extension of BC's "electric highway" initiative to provide opportunities in Alberta to better serve the expanding electric vehicle user base
- Approach Alberta Transportation to define and include in highway construction design features/ components that support the use of autonomous commercial and private vehicles

### • DEVELOP A MULTIMEDIA COMMUNICATION PROGRAM TO PROMOTE TWINNING, COMMUNITY AND ECONOMIC DEVELOPMENT INITIATIVES

- Determine communication program elements required to effectively inform residents, business owners, land owners, and elected officials about the initiatives and successes of H3TDA
- Invite Highway 3 industries to partner with the Association to support and promote the completion of Highway 3 twinning
- Commit staff to the preparation of regular distributed communications materials
- Develop relationships with major provincial and national media to promote the Highway 3 corridor
- Develop promotional opportunities plan to allow member communities and organizations to collaborate on the hosting of Highway 3 "highlighting" events

## **2.0 FINANCE AND STAFFING CONSIDERATIONS**

The operational history of the Highway 3 Twinning Development Association, as it has been related to us by several sources, has been largely marked by volunteerism and local government contributions of staff time in support of the Association's initiatives. Despite a less than ideal operational arrangement the Association has been able to move the agenda of its members forward and has achieved success where members goal(s) and those of the Provincial Government have coincided.

The challenge now, however, is how to take the next steps toward the completion of the Association's highway twinning Vision in an era of limited financial resources and competing infrastructure projects.

The Objectives and Action Steps of the Strategic Plan, as it is proposed, do not lend themselves to a continuation of an informal, volunteerism-based organization, nor one that is subject to the annual budgetary debates of member municipalities. At the same time, the creation of an expensive, professionally staffed "lobbying" organization does not match well with the limited financial support that is available from current Association members. Clearly, a new approach that reflects both the Vision and fiscal realities needs to be explored.

### **1.1: Skills Requirements**

The starting point is a consideration of the types of core skills that will be required to facilitate the implementation of the Strategic Plan:

- Administrative skills to maintain the records of the Association;
- Organizational skills, in particular the ability to arrange and facilitate the hosting of events, activities and meetings with "mission critical" members of senior governments and supporting organizations;
- Public relations skills and communications skills, including social media, website and digital graphics abilities, plus the ability to craft the Association's message to the various publics as each implementation action is undertaken.

There was a suggestion at the Strategic Planning workshop that lobbying skills might also be valuable, but given the experience the region's elected officials and economic development professionals in representing the Association's interests to senior governments and affected business communities it is not considered to be a core skill requirement at this time.

### **1.2: Time Commitment**

The mix of core skills that are recommended as being required suggests that more than one person may be required to part of the Association's "team". This does not mean, however, that full time staff are a necessity, or even desirable. The flexibility to combine the right set of skills to accomplish a specific task without committing to full time employment is the hall mark of the part-time job trend ("gig economy") that has become the new norm in a number of sectors of the economy. This type of employment is attractive to those members of the community who are developing their workplace skill sets (post-secondary students), those with marketable skills who want shorter work days, as well as retired administrative, communications and public relations professionals who are looking for to supplement their pensions / investment incomes. If it is determined that the implementation actions are to be pursued at a reasonable, consistent, professional pace then it is estimated that staffing requirements will be:



- Project Coordinator; Public Relations/Partnership Negotiations – 0.66 FTE, 1st year;
- Project Coordinator; Relationship & partnership management – 0.5 FTE, 2nd to 5th Year;
- Project Assistant; Administrative support and record keeping – 0.3 FTE, term of the Plan;
- Communications Assistant; Website, social media, graphics – 0.3 FTE, term of the Plan;

A vigorous “start-up” phase of implementation could require increasing of the Implementation Lead and Project Assistant to a 0.8 FTE for the first year.

### **1.3: Roles and Responsibilities**

Successful implementation will also require all parties involved with the Association; Mayors and Reeves, member representatives and staff to understand the roles they will play and the responsibilities they will have during the term of the Strategic Plan. For the Mayors and Reeves the role is clear political advocacy to senior levels of government, public acknowledgment of the importance of twinning to local and regional economies, and the recruiting, welcoming and inclusion of new partners that agree to support Plan implementation.

Member representatives, many of whom are also elected officials, monitor the progress of Plan implementation and ensure financial accountability and transparency. They also share the responsibility to acknowledge the importance of twinning both the general public and the industries in their jurisdictions, identify for staff potential partnership candidates, as well as welcoming new partners into the Association and including them in the promotional activities where appropriate.

Association staff are the “do-ers” of the day-to-day Plan implementation, as well as day-to-day administration of the Association. They are the organizers of meetings with potential partners and senior government representatives, the developers of communications / public relations initiatives and events to promote Highway 3 twinning at every reasonable opportunity, the managers of the budget, with regular report back responsibilities to the Executive and the members.

### **1.4: Financial Requirements**

To attract quality individuals to part-time positions it is not necessary to pay “top dollar”, but it is also important not to offer minimum wage. Depending on an individual's relevant skills and experience, an hour wage range of \$25 to \$40 per hour should attract the talent that Plan implementation requires. For budgetary purposes let's use the upper end of the range, \$35/hr and a 0.7 FTE which projects an annual staffing cost of approximately \$50,000 in years 2-5 of Implementation, with a vigorous, first year start up adding an additional \$25,000. Again, for budgetary purposes, let's assume administration overhead, hosting of special events, promotional efforts and related travel at 40% of staffing costs or \$30,000 in the first year, and \$20,000 in years 2-5. Including a modest contingency of \$5,000 seem to be reasonable would make the first year budget estimate \$110,000 and the subsequent years budget estimate \$75,000.

### **1.5: Funding Options**

Before we consider the funding options, it is essential to explore the importance of funding commitment. Finding \$75,000 to \$110,000 for a single year's operation will be a

challenge given the potential that both the City of Medicine Hat and the City of Lethbridge have indicated a reluctance to provide additional financial support, but it could likely be done if the Association's members truly support their Mission Statement. That said, the reality is that very few of implementation steps can be completed in just one year, and the Strategic Plan is intended to direct the Association's activities for five years. This is where commitment, specifically funding commitment for five years, become a key factor in the Strategic Plan's chances for success.

**Option A:** Current members share the cost on a proportional basis, similar in format to the current financial contribution arrangement. This would mean contribution increases to all members would be likely unless some operational costs, not staffing costs, could be offset by "in kind" services; i.e. discounted office space, use of a member municipality's vehicle for Association duties, photocopies, etc.

**Option B:** Add to the implementation actions "the recruitment of new members" from those business sectors and organizations that would benefit for the completion of the Highway 3 twinning. The addition of new members, each with a five year funding commitment, would add strength to the Association's leverage with senior governments and provide opportunities for joint industry-Association promotions and events that keep the twinning vision and message planted in the minds of the public and media. It could also open up additional "in kind" services; i.e. use of an electric vehicle courtesy of a wind energy producer.

**Option C:** The development of dedicated internship or co-op job opportunities for students studying at Medicine Hat College, Lethbridge College and the University of Lethbridge could allow for the inclusion of the highly skilled and practical-experience-motivated pre-professionals onto the Association's implementation team. The development of such opportunities could lead to marginally lower operating costs with significant promotional benefits throughout the Highway 3 corridor.

**Option D:** Grant programs from senior levels of government could assist in reducing the cost to the Association members, but grants need to be well researched and pursued annually, with the endorsement of all members and the vigorous support of the corridor's MLAs and MPs.

### 3.0 RECOMMENDATIONS

1. **Go Big or Go Home:** Borrowing from the sports world, the Association needs to reinvigorate its member municipalities and organizations, and potential new partners, by "going big". Having the Minister of Transportation's ear is nice, but having the Ministry's capital dollars is much better. To change the funding dynamic the voices of the entire corridor need to be heard at Legislature, and in Parliament, as well. Doing what the Association has always done won't get it done. Being bold, noisy and imaginative with communications and the promotion of twinning projects could be the lever that's needed.
2. **"Deeds not Words":** Commitment: Adopting the Strategic Plan is the easy part. Implementing a visionary, action oriented Strategic Plan is harder, but with the old time, Southern Alberta "my handshake is my bond" type of five-year commitment from all members success is very possible.
3. **Act Now:** Commit the funds that currently in the Association's account to bring the people the essential "start-up" skills and experience together to begin the implementation process in the next three months.
4. **Evaluate, Adapt, Refine and Move Forward:** No Plan along survives its first "contact" with the real world. The ability to evaluate implementation progress, adjust and fine tune implantation actions and activities on the fly and not lose momentum is the reason skilled and motivated staff are brought on the Association's team. Delegation of the necessary and appropriate levels authority to act on behalf the Executive is an important early consideration.
5. **Annual Review:** Change circumstances along the corridor and in the regional economy will require the members to annually review the Strategic Plan. The goal of these reviews to allow for minor tweaking that keeps the Vision attune to the times and the implementation steps appropriately adjusted.
6. **Celebrate the Association's Successes:** The work is challenging and success often seems to be measured in centimeters not kilometers. Regardless, celebrate even the smallest success and spread the word so others can celebrate, too.



## **APPENDICES**

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## APPENDIX A INTERVIEW SUMMARY

**Overview:** 1st Principles associates contacted staff of each of the Association's member municipalities and the Improvement District #4 to determine their level of awareness of the Association's work; their opinions about impact the Association has made; and the opportunities that they feel lay ahead.

**Awareness:** The individuals contacted were well aware of the efforts that the association had made over the years. Newer staff lacked the perspective of the Association's long-term efforts to raise the political profile of the Hwy 3 corridor and the results of those efforts that have resulted in existing twinned sections of the Highway. When asked why the highway should be twinned, members cited economic development and traffic safety as the two top responses, with tourism being an important but lesser reason. Municipalities tended to respond with traffic safety as being the most important reason for twinning, while economic development groups tended to respond with economic development as being the most important reason for twinning.

**Accomplishments:** Interviewees were unified in their recognition of successes achieved by the association. Responses included comments about the positive impacts of the construction of existing twinned sections, the higher profile that Hwy 3 now has in the Alberta Transportation and the Legislature, the funding/completion of the Hwy 3 Traffic Study, and the long-standing unity of the members around key issues and objectives. Many members feel that every goal has been achieved save the actual twinning of the highway and recognize that this is out of the Association's hands.

**Take Action:** Interviewees commented on: the need for tangible action items after meetings; the need for monthly meetings; re-evaluating the Association's mission, goals, objectives; better communication of highway development plans with the public (more open houses, more transparency, more engagement with the public, etc). A key concern from many members is the organization of the Association: what is the role of the Association moving forward, who do we need to be in charge, what does that job description look like? There is also a missing link

with the Piikani Nation, and relationship building must begin with this stakeholder group.

**Priorities:** Support for the priority twinning of section of Hwy 3 in the Crowsnest Pass was acknowledged by some members, but others questioned the difficulty of twinning in that area (cost, geographical constraints, wildlife corridors, etc).

**Opportunities:** Suggestions regarding the opportunities that lay ahead varied significantly. A number of interviewees indicated that the continuation of the current mission, to advocate twinning projects, should remain the principal focus of the Association. Other members proposed: increased support for "off the Hwy" communities and their businesses; combining with other Southern Alberta economic development associations to form a "super-regional" development lobbying force; investigation into inter-modal transportation, including rail, air, and highways, and how a twinned highway would support and develop alongside these other two modes of goods transportation; and research into grant and partnership opportunities with segments of the private sector whose industries depended on the safe and efficient movement of goods and services. There was a number of members who wanted to see steps taken to make the twinning of Hwy 3 "shovel-ready" to further entice the government to fund the project.

**Challenges:** The challenges that were mentioned by all respondents focused on raising the priority of Hwy 3 twinning on Alberta Transportation's Capital Planning program and obtaining an assured commitment of construction funding. Other challenges identified include: the impact of autonomous vehicles on the traffic volumes and servicing requirements; inclusion of "safe crossings" for wildlife along the route; twinning the highway to the BC border only to have the highway reduced to 2 lanes again; how future highway bypasses will affect the economies of smaller towns in the region.

## APPENDIX B SWOC SUMMARY

### Strengths:

- Heightened awareness of the importance of Hwy 3 in AT and the public
- Prioritize sections for AT; municipalities not competing with each other for limited funding \$\$
- People have remained positive & continued interest in meeting, a unity in working together
- Study completed about the economic impacts with
- Collaborative effort by the members
- Media has picked up on Association's open houses
- Economic Development Lethbridge and Chamber of Commerce represent the City on the Committee
- Mayor (Lethbridge) advocates for Hwy 3 every chance he gets and champions that 2 lane Hwy 3 is an economic bottle neck.
- Have avoided getting into the detail "weeds" about the aspects of twinning.

### Weaknesses:

- Association is cash limited, which limits its ability to undertake new initiatives.
- Southern Alberta is not seen as a political battleground; don't have the political clout that other areas have where there is a contest between the political parties.
- Key economic elements (50 km east & west of Lethbridge) have been addressed as part of the Can-A-Mex route.
- Feeling of spinning our wheels, can't demonstrate results; frustration among members that progress isn't being made.
- CP Rail has terrible relationships with customers and very high car booking limits (100)
- Not a strong relationship with the trucking industry
- RV's and users who are frustrated by them are not represented
- Letters of support is all the ag industry have supplied to date
- Justifications for getting \$\$ from municipalities is hard, results are lacking
- Communication of vision is a challenge, big picture is hard to conceptualize and doesn't "look" real
- No action plan for involving citizens.
- Indigenous community representatives invited, but not involved in the Association.

### Opportunities:

- Relationship with the Piikani Nation needs to be established; don't appear willing to work with municipalities, a personal relationship may open the door to collaboration.
- P3 opportunities for Hwy 3 Twinning projects ... not likely to happen, private sector sees Twinning as a government responsibility.
- Leverage economic development groups to advocate for systems-based transportation infrastructure
- Toll road might be an option to get funding for construction moving.
- Associations (trucking, ag, feedlots, RV's, etc) might be willing to help fund Association if there is a perceived benefit to them in the future.
- New major industrial agriculture ventures are regionally significant and might raise profile of the highway.
- Connection with tourism industry associations could be helpful.
- Various options for "staffing" other than straight traditional hiring? Contract for specific project(s)

### Constraints:

- How does the Association get a medium to long range funding commitment to allow for expanded role / duties?
- How to administer the organization needs to be addressed?
- What is administrative role? What is Board's role? Who has authority / responsibility?
- Piikani Nation - how to build a relationship that can get them involved?
- City of Lethbridge has limited interest unless the spending more money if there isn't a lot more results.
- Alternative; could the Regional Economic Development authority could be expanded to include Hwy 3 Twinning or would the message could be lost in the ED "mix"?
- Need options for the next phase of professional involvement in the organization.
- What future trends; i.e. transition to electric vehicles, charging stations, autonomous vehicles, etc., need to be included in the strategic planning mix?

## Highway 3 Twinning Development Association

Membership Other Orgs./Business	\$250
Number of Other Orgs./Business Units	20
Minimum Adjacent Community	\$750
Minimum Non Adjacent Community	\$250
Per Capita Adjacent Community	\$0.50
Per Capita Non Adjacent Community	\$0.25
Maximum	\$10,000.00
Total Acquisition	\$75,922.50
Census Source Data	<a href="http://www.municipalaffairs.gov.ab.ca/documents/2017%20MAPL.pdf">http://www.municipalaffairs.gov.ab.ca/documents/2017%20MAPL.pdf</a>
Total Participating Population	<u>235,505</u>
Total Non-Participating Population	<u>46,338</u>

Community	Town/MD	Population	Requested Amount
Crowsnest Pass	MD	5589	\$2,794.50
Cowley	Village	209	\$750.00
Pincher Creek	Town	3642	\$1,821.00
Pincher Creek	MD	2965	\$1,482.50
Fort Macleod	Town	2967	\$1,483.50
Willow Creek	MD	5179	\$2,589.50
Coalhurst	Town	2668	\$1,334.00
Lethbridge	City	98198	\$10,000.00
Lethbridge	MD	10353	\$5,176.50
Coaldale	Town	8215	\$4,107.50
Barnwell	Village	947	\$750.00
Taber	Town	8428	\$4,214.00
Taber	MD	7173	\$3,586.50
Bow Island	Town	2043	\$1,021.50
Forty Mile	MD	3581	\$1,790.50
Cypress County	MD	7662	\$3,831.00
Medicine Hat	City	63260	\$10,000.00
Piikani Nation	First Nation	2426	\$1,213.00
Vauxhall	Town	1222	\$305.50
Claresholm	Town	3780	\$945.00

Cardston	Town	3585	\$896.25
Cardston	MD	4481	\$1,120.25
Carmangay	Village	242	\$250.00
Champion	Village	317	\$250.00
Nobleford	Village	1278	\$319.50
Magrath	Town	2435	\$608.75
Raymond	Town	4037	\$1,009.25
Foremost	Village	541	\$250.00
Redcliff	Town	5600	\$1,400.00
Vulcan	County	3984	\$996.00
Vulcan	Town	1917	\$479.25
Granum	Town	406	\$250.00
Picture Butte	Town	1810	\$452.50
Barons	Village	341	\$250.00
Blood Reserve	First Nation	8510	\$2,127.50
Stirling	Village	1269	\$317.25
Waterton	Summer Village	105	\$250.00
Glenwood	Village	162	\$250.00
Hillspring	Village	316	\$250.00



## Highway 3 Twinning Development Association

### Membership Invoice 2019 - 2020

October 30, 2018

Town of Redcliff

Population 5600 X .50

Membership Fee \$ 1400.00

Please make cheque payable to:

Town of Taber – Re: Highway 3 Twinning Development Association

A 4900 50 Street

Taber, AB T1G 1T2

We hope that we can receive payment by January 15, 2019 in order that the Executive can move forward to determine the options available within the financial constraints to implement the objectives of the Strategic Plan.

**Thank you for your support of Highway 3 Twinning Development Association**

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265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – Fax: 403 752-3643  
Email: [safetyctr@abfarmsafety.com](mailto:safetyctr@abfarmsafety.com) Website: [abfarmsafety.com](http://abfarmsafety.com)



October 19, 2018

Town of Redcliff  
PO Box 40  
Redcliff, Alberta T0J 2P0

The 2018-2019 school year is the 21<sup>st</sup> consecutive year of Safety Smarts delivery to children attending rural and remote elementary schools in Alberta. The generosity of many continues to make this unique farm safety extension effort possible and we are grateful for each and every dollar donated in support of the important outreach of our charitable organization.

A fun infographic, which provides a few highlights of this 20 year endeavor, has been enclosed. The children's thirst for learning makes face to face interactions with them both rewarding and a bit of an adventure. A recent program evaluation indicated that more than 85% of the rural children we reach are remembering farm safety messages year to year. The evaluation also found that review materials sent home with these rural children are an important bridge to their parents.

We are again reaching out to towns, villages and summer villages across the province, asking each to consider supporting the continued delivery of Safety Smarts to rural children across Alberta. A big thanks to the 38 who recently contributed.

As budget realities allow, we invite your council to consider a 2019 contribution of \$.15/resident to a maximum of \$300. It is our intention to continue extending an annual invitation to towns, village and summer villages in Alberta encouraging them become involved in strengthening rural Alberta through farm safety education.

If this request just will not fit within your budget, we ask you to consider other rural champions in your community who may be interested in lending a hand/donating a few dollars. In our current regulatory focused environment, it seems that family farms and the individuals on them are being somewhat forgotten. Let's look after our own and together sustain this safety initiative for another 20 years!

As a charity registered with CRA, any donation in support of our mission is eligible for a charitable tax receipt.

The most recent year-end Safety Smarts report can be found on our website – [abfarmsafety.com](http://abfarmsafety.com)  
Included in this report is an alphabetical listing of all 453 rural schools visited during the 2017-2018 school year along with the number of classes and students reached at each school. These delivery details have also been enclosed with this correspondence.

We would be pleased to provide additional information, upon request.

Sincerely,

Laura Nelson  
Executive Director  
Farm Safety Centre



# OUR SAFETY SMARTS STORY



Sept. 1998 - June 2018



20 Years  
of Delivery



25  
Instructors

6,026  
Schools

# is approximate



33,667  
Classes

# is approximate

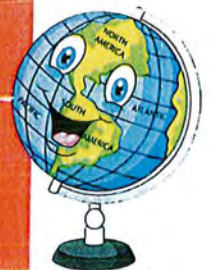


1,628,535  
Kilometers

# is approximate



That's 40.6  
times *around*  
the *world*



678,485  
Children





**Safety Smarts 2017-2018**  
Public, Separate, Francophone, Private Schools Visited - Alphabetical

School	Date	# Classes	# Children	MD/County Name
A.B. Daley Community School	05-Oct-17	9	172	M.D. of Willow Creek
A.L. Horton Elementary School	23-Apr-18	16	377	County of Minburn
Acme School	17-Oct-17	6	103	Kneehill County
Alcoma School	29-Sep-17	5	52	County of Newell
Alder Flats Elementary School	22-Jan-18	7	133	County of Wetaskiwin
Alix MAC School	01-May-18	7	158	Lacombe County
Allan Johnstone School	19-Sep-17	2	39	Flagstaff County
Altario School	18-May-18	2	30	Special Areas 4
Amisk School	16-May-18	4	78	M.D. of Provost
Andrew School	11-Sep-17	4	72	Lamont County
Ardmore School	19-Sep-17	5	101	M.D. of Bonnyville
Arrowwood Community School	23-Oct-17	3	70	Vulcan County
Ashmont Elementary School	05-Apr-18	16	272	County of St. Paul
Assumption Roman Catholic School	19-Oct-17	4	48	Special Areas 3
Aurora Elementary School	10-May-18	6	133	Brazeau County
Aurora Elementary School	24-Apr-18	12	225	Brazeau County
Aurora Middle School	10-Oct-17	8	178	Lac La Biche County
Barnwell School	08-Mar-18	5	128	M.D. of Taber
Barons School	07-Feb-18	6	119	County of Lethbridge
Barhead Elementary School	06-Nov-17	30	660	County of Barrhead
Bashaw School & ECS	03-Apr-18	7	136	Camrose County
Bassano School	25-Sep-17	7	139	County of Newell
Bawlf School	09-Feb-18	2	23	Camrose County
Beaver Lodge Elementary School	11-Apr-18	6	121	County of Grande Prairie
Beiseker Community School	26-Oct-17	7	154	Rocky View County
Bentley School	23-Oct-17	11	209	Lacombe County
Berry Creek Community School	14-Mar-18	4	49	Special Areas 2
Big Rock School	20-Nov-17	15	301	M.D. of Foothills
Big Valley School	18-Oct-17	4	62	County of Stettler
Blackie School	09-May-18	5	103	M.D. of Foothills
Blessed Sacrament School	08-May-18	16	398	M.D. of Wainwright
Bluffton School	09-Jan-18	5	90	Ponoka County
Bon Accord Community School	16-Mar-18	6	145	Sturgeon County
Botha School	16-Feb-18	3	60	County of Stettler
Bowden Grandview School	11-Dec-17	7	164	Red Deer County
Boyle School	23-May-18	6	104	Athabasca County
Brant Christian School	26-Jan-18	4	69	Vulcan County
Brentwood Elementary School	10-Jan-18	15	357	Wheatland County
Breton Elementary School	08-May-18	6	134	Brazeau County
Brownfield Community School	12-Oct-17	3	27	County of Paintearth
Bruderheim Community School	23-Nov-17	7	126	Lamont County
Busby School	29-Nov-17	5	99	Westlock County
Byemore School	24-Oct-17	3	37	County of Stettler
C.P. Blakely Elementary School	15-May-18	17	401	Red Deer County
C.W. Sears Elementary School	05-Mar-18	16	334	Beaver County

School	Date	# Classes	# Children	MD/County Name
Dunstable School	22-Jan-18	4	57	County of Barrhead
E.G. Wahlstrom School	11-May-18	15	377	M.D. of Lesser Slave River
E.H. Walter School	21-Sep-17	7	123	County of Vermilion River
East Lake School	05-Feb-18	27	621	Rocky View County
Eastbrook Elementary School	27-Nov-17	19	371	County of Newell
Ecole du Sommet School	29-Sep-17	7	108	County of St. Paul
Ecole Edwards Elementary	17-Apr-18	30	664	Rocky View County
Ecole Elementaire Ardrossan	12-Apr-18	17	394	Strathcona County
Ecole Elementaire Percy Pegler	14-Nov-17	8	155	M.D. of Foothills
Ecole James S. McCormick	16-Apr-18	24	451	Lacombe County
Ecole Mallaj Community	24-Jan-18	7	121	County of St. Paul
Ecole Meridian Heights	01-Feb-18	8	155	Parkland County
Ecole Meridian Heights	31-Jan-18	8	169	Parkland County
Ecole Notre Dame Elementary	28-Nov-17	15	283	M.D. of Bonnyville
Ecole Notre Dame Elementary	01-Dec-17	6	108	M.D. of Bonnyville
Ecole Rocky Elementary	05-Dec-17	15	303	Clearwater County
Ecole Sifton	14-Nov-17	16	320	Camrose County
Ecole Steffie Woima Elementary	26-Mar-18	21	457	Red Deer County
Ecole Westhaven Elementary	12-Mar-18	16	355	Yellowhead County
Edgerton Public School	17-Apr-18	4	58	M.D. of Wainwright
Eldorado Elementary School	15-Jan-18	15	308	Brazeau County
Elizabeth School	11-Dec-17	7	99	M.D. of Bonnyville
Elk Point Elementary School	21-Nov-17	14	257	County of St. Paul
Elmer Elson Elementary School	16-Apr-18	14	284	Lac Ste. Anne County
Elmworth School	27-Apr-18	4	48	County of Grande Prairie
Elmira School	25-Sep-17	4	64	Red Deer County
Enchant School	17-Apr-18	6	60	M.D. of Taber
Entwistle School	12-Apr-18	4	88	Parkland County
Erskine School	31-May-18	5	100	County of Stettler
Evansview School	21-Mar-18	6	125	Yellowhead County
Exshaw School	30-Apr-18	5	82	M.D. of Bighorn
Falun School	05-Mar-18	6	137	County of Wetaskiwin
Foremost School	25-Apr-18	7	92	County of Forty Mile
Forestburg School	10-May-18	6	107	Flagstaff County
Fort Assiniboine School	20-Mar-18	4	63	Woodlands County
Fox Creek School	09-Mar-18	8	160	M.D. of Greenview
Fulham School	10-Oct-17	4	72	Yellowhead County
Fultonvale Elementary School	02-Oct-17	16	345	Strathcona County
Gem School	23-Apr-18	1	22	County of Newell
Gibbons School	09-Apr-18	4	128	Sturgeon County
Glen Avon School	06-Mar-18	18	369	County of St. Paul
Glendon School	16-Mar-18	7	133	M.D. of Bonnyville
Greentree School	15-Sep-17	19	405	None
Griffin Park School	29-Jan-18	23	478	County of Newell
Griffiths-Scott Middle School	18-Apr-18	8	216	County of Wetaskiwin

School	Date	# Classes	# Children	MD/County Name
Calmar Elementary School	13-Mar-18	12	223	Leduc County
Calvin Christian School	26-Mar-18	22	508	County of Lethbridge
Camilla School	27-Apr-18	7	147	Sturgeon County
Camilla School	15-May-18	9	198	Sturgeon County
Carbon School	20-Oct-17	4	71	Kneehill County
Cardston Elementary School	10-Apr-18	25	541	Cardston County
Caroline School	12-Dec-17	7	168	Clearwater County
Carseland School	25-Oct-17	5	85	Wheatland County
Caslan School	22-May-18	5	79	Athabasca County
Cayley School	28-Nov-17	4	77	M.D. of Foothills
Central High Sedgewick Public School	07-May-18	12	240	Flagstaff County
Central School	20-Mar-18	13	280	M.D. of Taber
Champion School	17-Oct-17	4	58	Vulcan County
Christ-King Catholic School	16-Jan-18	7	120	County of Stettler
Christ The King Academy	24-Apr-18	8	200	County of Newell
Clairmont Community School	16-Jan-18	15	299	County of Grande Prairie
Clandonald School	15-Mar-18	3	30	County of Vermilion River
Clear Vista School	26-Feb-18	14	356	County of Wetaskiwin
Coalhurst Elementary School	28-Feb-18	5	116	County of Lethbridge
Coalhurst Elementary School	01-Mar-18	6	106	County of Lethbridge
Cochrane Christian Academy	23-Apr-18	10	232	Rocky View County
Condor Elementary School	18-Jan-18	7	144	Clearwater County
Consort School	27-Apr-18	8	131	Special Areas 4
Cornestone Christian Academy	20-Feb-18	4	94	Camrose County
Coronation School	17-Jan-18	7	130	County of Paintearth
Cremona School	02-May-18	12	251	Mountain View County
Crestomere School	06-Feb-18	6	108	Ponoka County
Crossfield Elementary School	19-Mar-18	7	148	Rocky View County
Cut Knife School	26-Apr-18	7	115	Saskatchewan
Darwell School	06-Mar-18	7	153	Lac Ste. Anne County
Daysland School	15-Feb-18	6	115	Flagstaff County
Delburne Centralized School	29-Jan-18	10	209	Red Deer County
Della School	30-Oct-17	4	70	Starland County
Delnorte (Innisfree) School	28-Sep-17	4	49	County of Minburn
Donalda School	06-Dec-17	3	42	County of Stettler
Dorothy Dalgleish School	15-May-18	9	168	County of Lethbridge
Dr. Elliott Community School	14-Sep-17	5	100	Kneehill County
Dr. Folkins Community School	13-Apr-18	4	72	M.D. of Wainwright
Dr. Hamman School	24-May-18	12	272	M.D. of Taber
Dr. Morris Gibson School	13-Dec-17	11	257	M.D. of Foothills
Drayton Christian School	15-Jan-18	5	115	Brazeau County
Duchess School	21-Nov-17	10	210	County of Newell
Dudos School	01-May-18	18	365	M.D. of Bonnyville
Dudos School	30-Apr-18	5	102	M.D. of Bonnyville
Duffield School	30-Nov-17	8	162	Parkland County

School	Date	# Classes	# Children	MD/County Name
Gus Wetter School	25-Oct-17	5	111	County of Paintearth
Gwynne School	24-Jan-18	4	87	County of Wetaskiwin
H. Hardcastle	12-Apr-18	6	111	Saskatchewan
H.A. Kostash School	26-Apr-18	7	154	Smoky Lake County
H.E. Bourgoine Middle School	09-Apr-18	4	92	M.D. of Bonnyville
H.E. Bourgoine Middle School	22-May-18	3	89	M.D. of Bonnyville
Harry Balfour School	09-Apr-18	24	463	County of Grande Prairie
Harry Gray Elementary School	28-May-18	8	151	M.D. of Greenview
Hay Lakes School	26-Jan-18	7	150	Camrose County
Hays School	27-Feb-18	5	38	M.D. of Taber
Heinsburg Community School	13-Feb-18	4	73	County of St. Paul
Hillmond Central School	22-Mar-18	5	97	Saskatchewan
Holden School	10-Apr-18	7	138	Beaver County
Holy Cross Elementary School	05-Dec-17	18	367	M.D. of Bonnyville
Holy Family Academy	26-Feb-18	16	346	County of Newell
Holy Family Catholic School	31-May-18	4	63	Smoky Lake County
Holy Redeemer Catholic School	27-Oct-17	6	123	Strathcona County
Holy Spirit Catholic School	15-Jan-18	9	180	Leduc County
Hugh Sutherland School	27-Apr-18	7	202	Mountain View County
Hugh Sutherland School	21-Mar-18	7	176	Mountain View County
Hughenden Public School	23-Apr-18	3	46	M.D. of Provost
Indus School	24-Oct-17	7	156	Rocky View County
Innisfail Middle School	12-Feb-18	8	215	Red Deer County
Irma School School	16-Feb-18	6	109	M.D. of Wainwright
Iron Ridge Elementary Campus	01-May-18	24	403	Lacombe County
Iron Ridge Intermediate Campus	09-Apr-18	15	296	Lacombe County
Iron River School	27-Apr-18	4	69	M.D. of Bonnyville
J.C. Charyk Hanna School	27-Mar-18	14	291	Special Areas 2
J.H. Moore Elementary School	22-Jan-18	6	99	Saskatchewan
Jenner School	30-May-18	2	25	Special Areas 2
Jennie Emery School	13-Mar-18	21	418	County of Lethbridge
Jessie Duncan Elementary School	14-May-18	13	232	Red Deer County
John Wilson Elementary School	13-Mar-18	1	20	Red Deer County
John Wilson Elementary School	09-Apr-18	21	511	Red Deer County
Kathryn School & ECS	27-Oct-17	7	123	Rocky View County
Kehewin Community Education	24-Oct-17	7	137	M.D. of Bonnyville
Killam Public	17-May-18	7	120	Flagstaff County
Kitscoy Elementary/ECS School	20-Feb-18	19	361	County of Vermilion River
L.T. Westlake School	29-Jan-18	6	103	M.D. of Taber
Lakedell School	19-Jan-18	5	112	County of Wetaskiwin
Lakeland Country School	02-Feb-18	2	15	County of Vermilion River
Lamont Elementary School	28-Nov-17	12	265	Lamont County
Landing Trail Intermediate School	11-Oct-17	14	348	Athabasca County
Landing Trail School	30-Apr-18	9	184	Sturgeon County
Landing Trail School	01-May-18	9	181	Sturgeon County

# Safety Smarts 2017-2018

Public, Separate, Francophone, Private Schools Visited - Alphabetical

School Name	Date	Classes	Children	MD/County Name
Langdon School	15-Jan-18	15	342	Rocky View County
Legal School	23-Oct-17	7	103	Sturgeon County
Lighthouse Christian School	13-Mar-18	3	55	Red Deer County
Ulian Schick School	04-May-18	4	123	Sturgeon County
Lloyd Garrison School	17-May-18	4	60	M.D. of Peace
Locheam School	27-Feb-18	10	203	Clearwater County
Locheam School	01-Mar-18	6	124	Clearwater County
Lomond Community School	26-Sep-17	4	66	Vulcan County
Longview School	12-Jan-18	4	69	M.D. of Foothills
Macklin School	02-Nov-17	9	186	Saskatchewan
Manning Elementary School	14-May-18	7	139	County of Northern Lights
Mannville School	23-Jan-18	6	106	County of Minburn
Marsden Jubilee School	16-Apr-18	4	52	Saskatchewan
Marshall School	25-Jan-18	5	72	Saskatchewan
Marwayne Jubilee School	16-Jan-18	9	168	County of Vermilion River
Mary Bergeron School	24-Oct-17	17	369	Yellowhead County
Mecca Glen School	12-Oct-17	4	74	Ponoka County
Milk River Elementary School	24-Apr-18	6	86	County of Warner
Millarville Community School	02-Nov-17	7	148	M.D. of Foothills
Milo School	09-Nov-17	3	47	Vulcan County
Morrin School	14-Dec-17	4	72	Starland County
Namao School	12-Jan-18	12	271	Sturgeon County
Neerlandia Public Christian School	12-Apr-18	7	135	County of Barrhead
Neilburg Composite School	19-Jan-18	6	91	Saskatchewan
Nelson Heights School	12-Dec-17	7	169	M.D. of Bonnyville
New Bridgen School	18-May-18	1	8	Special Areas 3
New Humble Centre School	02-Nov-17	4	64	Leduc County
New Myrnam School	09-Mar-18	6	70	County of Two Hills
New Norway School	18-Jan-18	7	135	Camrose County
New Sarepta Elementary School	22-Feb-18	14	287	Leduc County
Newell Christian School	18-Dec-17	4	64	County of Newell
Niton Central School	28-Nov-17	6	104	Yellowhead County
Noble Central School	17-May-18	7	125	County of Lethbridge
Norman Carter School	31-May-18	7	149	Saskatchewan
Ochre Park School	28-May-18	6	150	Sturgeon County
Olds Kolonia Christian School	19-Sep-17	7	183	Mountain View County
Olds Mountain View Christian School	11-Sep-17	2	22	Mountain View County
Ochilimnahos School	24-Apr-18	16	225	None
Onoway Elementary School	19-Apr-18	18	404	Lac Ste. Anne County
Oyen Public School	10-Oct-17	6	108	Special Areas 3
Paradise Hill School	14-May-18	6	101	Saskatchewan
Penson School	11-Apr-18	6	116	M.D. of Greenview
Pipestone School	08-Mar-18	4	85	County of Wetaskiwin
Poplar Ridge School	16-Nov-17	8	177	Red Deer County
Prairie Christian Academy School	26-Mar-18	7	149	Kneehill County

School Name	Date	Classes	Children	MD/County Name
Stavelly Elementary School	06-Nov-17	4	109	M.D. of Willow Creek
Stettler Elementary School	23-Jan-18	26	561	County of Stettler
Stirling School	01-Feb-18	7	157	County of Warner
Sunnyside School	19-Apr-18	6	113	County of Lethbridge
Sylvan Meadow Adventist School	11-Dec-17	2	13	Red Deer County
Taber Christian School	09-May-18	11	194	M.D. of Taber
Terrace Ridge School	20-Oct-17	7	163	Lacombe County
Theresetta Roman Catholic School	23-Oct-17	4	57	County of Paintearth
Thorhild Central School	05-Mar-18	7	146	County of Thorhild
Thorsby Elementary School	11-Jan-18	13	241	Leduc County
Three Hills School	05-Mar-18	12	231	Kneehill County
Tilley School	24-May-18	4	73	County of Newell
Tofield School	03-Nov-17	6	126	Beaver County
Tomahawk School	21-Nov-17	5	88	Parkland County
Trinity Christian Academy	19-Jan-18	7	158	Wheatland County
Trochu Valley School	23-Mar-18	7	122	Kneehill County
Two Hills Mennonite School	17-Oct-17	22	385	County of Two Hills
Two Hills School	19-Apr-18	7	121	County of Two Hills
Unity Public School	10-May-18	11	245	Saskatchewan
Uplands School	28-Feb-18	21	450	County of Newell
Vanier Community Catholic School	07-Nov-17	3	66	Yellowhead County
Vera M. Welsh Elementary School	03-Oct-17	17	311	Lac La Biche County
Vermilion Elementary School	08-Jan-18	15	305	County of Vermilion River
Veteran School	25-May-18	3	46	Special Areas 4
Viking School	06-Apr-18	5	118	Beaver County
Vulcan Prairieview Elementary	26-Feb-18	11	213	Vulcan County
W.A. Day School	06-Mar-18	14	339	M.D. of Willow Creek
Wabamun School	07-May-18	5	72	Westlock County
Wainwright Elementary School	26-Mar-18	18	368	M.D. of Wainwright
Warburg School	20-Feb-18	7	156	Leduc County
Warren Peers School	30-Apr-18	4	64	M.D. of Acadia
West Meadow School	20-Nov-17	17	310	M.D. of Willow Creek
Westbrook ECS - It Takes A Village	24-May-18	2	20	Rocky View County
Westbrook School	24-Apr-18	6	136	Rocky View County
Westcliff Composite School	07-Dec-17	3	63	Saskatchewan
Westmount School	22-Jan-18	18	520	Wheatland County
Wheatland Crossing	22-Nov-17	13	207	Wheatland County
Wheatland Elementary School	12-Mar-18	18	400	Wheatland County
Whispering Hills Primary School	26-Sep-17	19	409	Athabasca County
Wildwood School	22-Feb-18	6	77	Yellowhead County
Winfield School	13-Dec-17	4	61	County of Wetaskiwin
Yellowhead Koinonia Christian	06-Apr-18	3	44	Yellowhead County
Youngstown School	18-Jan-18	3	36	Special Areas 3
302		2745	55640	

School Name	Date	Classes	Children	MD/County Name
Providence Christian School	06-Feb-18	6	99	County of Lethbridge
Provost Public School	20-Nov-17	8	165	M.D. of Provost
Queen Elizabeth Elementary School	29-Jan-18	12	235	County of Vermilion River
Raymond Elementary School	01-May-18	12	283	County of Warner
Raymond Elementary School	26-Apr-18	18	403	County of Warner
Red Deer Lake School	28-May-18	14	311	Rocky View County
Reed Ranch School	11-Sep-17	4	64	Mountain View County
Rich Valley School	13-Oct-17	6	104	Lac Ste. Anne County
Ridgevalley School	23-Feb-18	6	124	M.D. of Greenview
Rimbey Christian School	12-Dec-17	3	37	None
Rimbey Elementary School	23-Jan-18	19	430	None
River Valley School	14-Mar-18	15	419	Mountain View County
Robert W. Zahara	23-Apr-18	21	417	County of Grande Prairie
Rochester School	20-Oct-17	7	53	Athabasca County
Rolling Hills School	26-Apr-18	5	65	County of Newell
Rosemary School	25-Apr-18	5	87	County of Newell
Round Hill School	06-Feb-18	4	54	Camrose County
Sacred Heart Academy	04-Dec-17	19	396	Wheatland County
Sacred Heart Catholic School	29-Jan-18	15	360	County of Wetaskiwin
Saint-Andre Academy	11-Jan-18	16	414	Leduc County
Sanguito Community School	12-Feb-18	4	86	Lac Ste. Anne County
Schuler School	20-Nov-17	4	73	Cypress County
Seven Persons School	13-Feb-18	7	189	Cypress County
Smith School	23-May-18	3	52	M.D. of Lesser Slave River
Spitzee Elementary School	15-Feb-18	18	379	M.D. of Foothills
Spring Glen Elementary School	15-Mar-18	6	109	Cardston County
Spruce View School	15-Dec-17	7	153	Red Deer County
St. Anthony's School	05-Dec-17	12	246	None
St. Augustine School	06-Mar-18	15	362	None
St. Catherine School	27-Nov-17	6	87	County of Lethbridge
St. Dominic School	27-Nov-17	6	117	M.D. of Bonnyville
St. Jerome's School	07-Feb-18	9	177	County of Vermilion River
St. Joseph School	06-Feb-18	1	51	Woodlands County
St. Joseph's School	17-Oct-17	4	98	County of Lethbridge
St. Martin's Catholic School	24-Oct-17	13	260	County of Minburn
St. Mary Catholic School	30-May-18	7	142	County of Grande Prairie
St. Mary of the Lake School	29-Sep-17	7	108	M.D. of Lesser Slave River
St. Mary School	02-Oct-17	7	128	Westlock County
St. Mary School	06-Dec-17	19	394	Woodlands County
St. Michael's School	18-Apr-18	7	180	M.D. of Pincher Creek
St. Patrick's School	22-Mar-18	8	158	M.D. of Taber
St. Paul Elementary School	19-Mar-18	18	382	County of St. Paul
St. Stephen's Catholic School	07-May-18	6	129	M.D. of Greenview
St. Thomas Aquinas School	11-Apr-18	7	123	M.D. of Provost
St. Walburg School	09-Feb-18	7	140	Saskatchewan

**Safety Smarts 2017-2018**  
Hutterite Brethren Colony Schools Visited - Alphabetical

School	Date	# Classes	# Children	MD/County
Acadia Colony School	15-Jan-18	1	10	M.D. of Acadia
Albion Ridge Colony School	23-Nov-17	1	30	County of Lethbridge
Alix Colony School	04-May-18	1	12	Lacombe County
Allenby Colony School (Wilson Siding Colony)	15-Nov-17	1	15	County of Lethbridge
Armada Colony School	20-Sep-17	1	21	Vulcan County
Arrowwood Colony School	25-Apr-18	2	27	Vulcan County
Athabasca Colony School	23-May-18	1	11	Athabasca County
Autumn Leaf Colony School (Springridge Colony)	23-May-18	1	16	M.D. of Wainwright
Belseker Colony School	28-Sep-17	1	12	Rocky View County
Bentley Colony School	17-Oct-17	1	16	Lacombe County
Berry Creek Colony School	27-Oct-17	1	10	Special Areas 2
Blue Sky Colony School	20-Apr-18	1	14	Starland County
Bluegrass Colony School	16-Nov-17	1	15	County of Warner
Bow City Colony School	20-Sep-17	1	8	County of Newell
Brant Colony School	18-Sep-17	1	27	Vulcan County
Britestone Colony School	18-Apr-18	1	14	Kneehill County
Byemoor Colony School	15-Dec-17	1	25	County of Stettler
Cameron Farms Colony School	28-Nov-17	1	21	M.D. of Taber
Camrose Colony School	14-Dec-17	1	14	Camrose County
Castle Colony School - (Scottford Colony)	09-Apr-18	1	23	Strathcona County
Cayley Colony School	29-Sep-17	1	26	M.D. of Foothills
Chin Lakes Colony School (Lakeside Colony)	22-Nov-17	1	14	County of Lethbridge
Clear Lake Colony School	10-Oct-17	1	12	M.D. of Willow Creek
Clearview Colony School	14-Nov-17	1	23	County of Newell
Cloverleaf Colony School	29-May-18	1	27	Starland County
Copperfield Colony School	28-Nov-17	2	27	M.D. of Taber
Craigmyle Colony School	01-Mar-18	1	13	Starland County
Crawling Valley Colony School (Ridgeland Colony)	16-Apr-18	1	19	Wheatland County
Crelighton Colony School (Mannville Colony)	21-Mar-18	2	41	County of Minburn
Crooked Creek Colony School (Ridge Valley)	24-Apr-18	1	15	M.D. of Greenview
Daly Creek Colony School (Granum Colony)	08-Nov-17	1	12	M.D. of Willow Creek
Delco Colony School	26-Oct-17	1	25	County of Warner
Donalds Colony School	07-Dec-17	1	10	County of Stettler
East Raymond Colony School	19-Oct-17	1	15	County of Warner
Elmspring Colony School	16-Nov-17	1	25	County of Warner
Enchant Colony School	17-Apr-18	1	10	M.D. of Taber
Erskine Colony School	19-Dec-17	1	11	County of Stettler
Evergreen Colony School	16-Oct-17	1	13	M.D. of Taber
Fairview Colony School	28-Sep-17	1	10	Rocky View County
Fairville Colony School	17-Apr-18	1	14	County of Newell
Ferrybank Colony School	27-Oct-17	1	12	Ponoka County
Gadsby Colony School	19-Dec-17	1	25	County of Stettler
Glenrose Colony School (Wheatland Colony)	02-May-18	1	23	Wheatland County



School	Date	# Classes	# Children	MD/County
Green Acres Colony School	03-May-18	1	19	Wheatland County
Greenwood Colony School	30-May-18	1	20	M.D. of Willow Creek
Hairy Hill Colony School	30-Oct-17	1	19	County of Two Hills
Hand Hills Colony School	16-Mar-18	1	27	Special Areas 2
Hartland Colony School	06-Dec-17	1	29	Camrose County
High River Colony School	18-Sep-17	1	18	M.D. of Foothills
Highland View Colony School (Hughenden Colony)	15-May-18	1	8	M.D. of Provost
Hillman Colony School (Pibroch Colony)	24-Nov-17	1	28	Westlock County
Hillridge Colony School	22-Nov-17	1	18	M.D. of Taber
Hines Colony School (Stahlville Colony)	21-Mar-18	1	28	Wheatland County
Holden Colony School	17-May-18	2	24	Beaver County
Holt Colony School	23-May-18	1	11	M.D. of Wainwright
Hutterville Colony School	31-Oct-17	1	11	Cardston County
Huxley Colony School	02-May-18	1	10	Kneehill County
Iron Creek Colony School	17-May-18	1	4	Beaver County
Jenner Colony School	30-May-18	1	12	Special Areas 2
Jumbo Valley Colony School	23-May-18	1	17	M.D. of Willow Creek
Keho Lake Colony School	07-Dec-17	1	27	County of Lethbridge
Kings Lake Colony School	23-Apr-18	1	15	County of Forty Mile
Lanes Lake Colony School (Castor Colony)	11-Dec-17	1	7	County of Paintearth
Leedale Colony School	17-Oct-17	1	20	Lacombe County
Little Bow Colony School	10-Oct-17	1	8	Vulcan County
Lomond Colony School	20-Sep-17	1	8	Vulcan County
Lone Pine Colony School	22-Feb-18	1	17	County of Stettler
Lougheed Colony School	19-Sep-17	1	20	Flagstaff County
MacMillan Colony School	29-Sep-17	1	14	M.D. of Foothills
Mayfield Colony School	23-Apr-18	1	9	County of Forty Mile
Meridian Colony School	15-Jan-18	1	23	M.D. of Acadia
Mialta Colony School	18-Oct-17	1	21	Vulcan County
Miami Colony School	29-Nov-17	1	15	County of Warner
Midland Colony School	16-Oct-17	1	11	M.D. of Taber
Millford Colony School	25-Oct-17	1	9	County of Warner
Morinville Colony School	19-Oct-17	2	41	Sturgeon County
Mountainview Colony School	14-Sep-17	1	25	Wheatland County
Neu Muehl Colony School	15-Feb-18	1	23	Starland County
Neudorf Hutterite Colony School	03-Oct-17	1	20	Rocky View County
New Dale Colony School	16-Oct-17	1	21	Vulcan County
New Elm Colony School	24-Oct-17	1	15	Cardston County
New Pine Creek Colony School	24-Nov-17	1	8	Athabasca County
New Rockport Colony School	15-Nov-17	1	10	County of Warner
Newell Colony School	28-Sep-17	1	19	County of Newell
O.K. Colony School	25-Oct-17	1	22	County of Warner
Oaklane Colony School	05-Dec-17	1	20	M.D. of Taber



**Safety Smarts 2017-2018**  
Hutterite Brethren Colony Schools Visited - Alphabetical

School	Date	# Classes	# Children	MD/County
Old Elm Colony School	03-May-18	1	26	Cardston County
Parkland Colony School	23-Oct-17	1	21	M.D. of Willow Creek
Percy Lake Colony School (Mixburn Colony)	21-Mar-18	2	27	County of Minburn
Pine Haven Colony School	13-Dec-17	1	22	County of Wetaskiwin
Pine Hill Colony School	09-Oct-17	1	8	Red Deer County
Pine Meadows Colony School	19-Apr-18	1	10	M.D. of Bonnyville
Plain Lake Colony School	30-Oct-17	1	29	County of Two Hills
Plainview Colony School	14-Nov-17	1	17	County of Forty Mile
Pleasant Ridge Colony School (Vegreville Colony)	24-May-18	1	6	County of Minburn
Pleasant Valley Colony School	04-May-18	1	20	Lacombe County
Ponderosa Colony School	18-Oct-17	1	2	County of Forty Mile
Poplar Row Colony School (Standard Colony)	19-Apr-18	1	20	Wheatland County
Prairie View Colony School	07-Mar-18	1	20	Special Areas 3
Prairiehome Colony School	05-Dec-17	1	23	County of Warner
Rainbow Colony School	11-Oct-17	1	26	Red Deer County
Ribstone Colony School	15-May-18	1	20	M.D. of Wainwright
Rising Sun Colony School (Sunshine Colony)	03-May-18	1	20	Wheatland County
Riverbend Colony School	19-Oct-17	1	4	Vulcan County
Rochfort Bridge Colony School	23-Apr-18	1	6	Lac Ste. Anne County
Rock Lake Colony School	02-Nov-17	1	20	County of Lethbridge
Rockport Colony School	02-Nov-17	1	14	Cardston County
Rosalind Colony School	13-Dec-17	1	27	Camrose County
Rosebud Creek Colony School (Hillview Colony)	15-Mar-18	1	11	Wheatland County
Rosebud River Colony School (Springvale Colony)	22-May-18	1	15	Wheatland County
Roseglan Colony School	20-Mar-18	1	15	Cypress County
Rosewood Colony School	18-Apr-18	1	8	M.D. of Provost
Sandhills Colony School	21-Mar-18	1	7	Wheatland County
Sayre Colony School (Rosebud Colony)	07-Nov-17	1	15	Wheatland County
Shadow Ranch Colony School	13-Oct-17	1	21	Vulcan County
Shamrock Colony School	18-Oct-17	1	15	County of Forty Mile
Silver Creek Colony School	24-Jan-18	1	15	County of Wetaskiwin
Silver Spring Colony School	21-Feb-18	1	13	Camrose County
Sky Light Colony School	18-Oct-17	1	16	Vulcan County
Smoky Lake Colony School	11-Sep-17	1	15	Smoky Lake County
South Ferriby Colony School (O.B. Colony)	28-May-18	1	18	County of Vermilion River
Southbend Colony School	07-Dec-17	1	21	Flagstaff County
Spring Side Colony School	23-Apr-18	1	10	County of Newell
Spring View Colony School	13-Dec-17	1	29	County of Newell
Springridge Colony School (Carmangay Colony)	08-Nov-17	2	34	Vulcan County
Springridge Colony School (Carmangay Colony)	23-May-18	1	30	Vulcan County
Standoff Colony School	30-May-18	1	7	Cardston County
Star Ridge Colony School (Red Willow Colony)	21-Feb-18	1	19	County of Stettler
Starbrite Colony School	14-Nov-17	1	26	County of Forty Mile



School	Date	# Classes	# Children	MD/County
Starland Colony School	22-May-18	1	7	Starland County
Suncrest Colony School	23-Feb-18	1	20	County of Paintearth
Sunny Bend Colony School	24-Nov-17	1	27	Westlock County
Sunnyside Colony School	29-Nov-17	1	26	County of Warner
Sunrise Colony School	23-Apr-18	1	14	County of Forty Mile
Three Hills Colony School	30-Nov-17	2	35	Kneehill County
Tofield Colony School	09-Apr-18	1	16	Beaver County
Torrington Colony School (Valley View Colony)	15-Nov-17	1	30	Kneehill County
Towers Colony School (Cluny Colony)	17-May-18	1	9	Wheatland County
Tschetter Colony School	21-Sep-17	1	18	Rocky View County
Twin Creek Colony School	17-May-18	1	25	Wheatland County
Valleyview Ranches Colony School	24-Apr-18	1	3	M.D. of Greenview
Verdant Valley Colony School	15-Feb-18	1	17	Starland County
Veteran Colony School	29-Mar-18	1	24	Special Areas 4
Viking Colony School	24-May-18	2	27	Beaver County
Warburg Colony School	13-Oct-17	1	20	Leduc County
White Lake Colony School	23-May-18	1	11	County of Lethbridge
Whitesand Colony School	22-Feb-18	1	9	County of Stettler
Wild Rose Colony School	12-Sep-17	1	6	Vulcan County
Willow Creek Colony School	23-Oct-17	1	23	M.D. of Willow Creek
Wintering Hills Colony School	19-Apr-18	1	26	Wheatland County
Wolf Creek Colony School	19-Oct-17	1	12	County of Warner
151		161	2689	



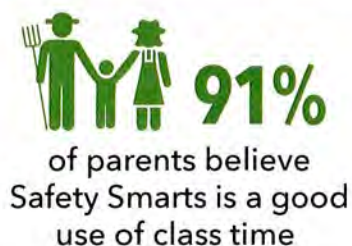


### THE EVALUATION HEARD FROM



**“ Grandpa stressed don’t touch the PTO...  
the Farm Safety Lady explained why. ”**

Through in-person instruction and engaging activities,  
children comprehend the possible consequences of their safety decisions.



### Safety messages and slogans endure over time

Current students remember



15 years after the presentations, young adults



Students intend to practice  
safe behaviours



Teachers intend to integrate farm  
safety messages throughout the year



In 2016-2017,  
Safety Smarts  
reached elementary  
students in Rural  
and Colony schools







Office of the Minister  
MLA, Leduc-Beaumont

RECEIVED  
OCT 30 2018  
TOWN OF REDCLIFF

AR94691

October 22, 2018

His Worship Dwight Kilpatrick  
Mayor  
Town of Redcliff  
PO Box 40  
Redcliff AB T0J 2P0

Dear Mayor Kilpatrick,

The Government of Alberta is committed to working with municipalities to make life better for Albertans. By providing stable, predictable funding to our municipal partners, we continue to ensure you have the resources needed to meet your local infrastructure priorities and strengthen the communities you call home. Alberta is partnering with the Government of Canada to provide Gas Tax Fund (GTF) funding to assist with building strong, safe, and resilient communities.

I am pleased to accept the following qualifying project submitted by your municipality under the GTF program.

Project #	Project Name	GTF Funding
GTF-111	Upgrades to South Trunk East of Eastside Phase 1	\$308,863

The provincial government appreciates opportunities to celebrate your GTF funded projects with you, so please send invitations for these milestone events to my office. If you would like to discuss possible project recognition events and activities, as outlined in the program guidelines, contact Municipal Affairs Communications, toll-free at 310-0000, then 780-427-8862, or at [ma.gtfgrants@gov.ab.ca](mailto:ma.gtfgrants@gov.ab.ca).

I look forward to working in partnership to strengthen Alberta's communities.

Sincerely,

Hon. Shaye Anderson  
Minister of Municipal Affairs

cc: Arlos Crofts, Municipal Manager, Town of Redcliff

**Explanation to the 2018 Third Quarter Financial Report - Town of Redcliff**

	First Column	2nd Column	3rd Column	4th Column	5th Column
	2018 Actual Revenues and Expenses	2018 Budgeted Revenues & Expenses	2018 Actual is Compared to 2018 Budget,the Percentage of Revenues Generated and the Expenses Expended	2017 Actual Revenues and Expenses in the Same 3rd Qtr	Compared to the Same 3rd Qtr in 2017
<b>Total Revenues</b>	12,433,496.00	14,540,578.00	85.51%	11,892,268.00	4.55%
			Generated 85.51% of 2018 Budgeted Revenues		4.55% Higher Than Revenues Generated in the Same 3rd Qtr in 2017
<b>Total Expenses</b>	10,205,501.00	17,721,524.00	57.59%	9,772,145.00	4.43%
			Expended 57.59% of 2018 Budgeted Expenses, if Unfunded Amortization of \$3,180,944 is Included (18%), the Percentage Should be Adjusted to 75.59%		4.43% Higher Than Expended in 2017. Individually: (1) 53.84% Incr in Contracted & Gen SVC - Parks & Rec: \$23,470 Condenser is offset by Skating Club Contribution by \$17,050; Camera System Cost \$19,386.64 (2) 53.22% Incr in Materials & Goods - Protective Svc due to the Purchase of Turnout Gear \$17,477
<b>Excess of Revenue Over Expense</b>	2,227,995.00	(3,180,946.00)		2,120,123.00	5.09%

**Explanation to the 2018 Third Quarter Financial Report - Redcliff/Cypress Landfill**

	First Column	2nd Column	3rd Column	4th Column	5th Column
	2018 Actual Revenue and Expenses	2018 Budget	2018 Actual is Compared to 2018 Budget,the Percentage of Revenues Generated and the Expenses Expended	2017 Actual Revenues and Expenses in the Same 3rd Qtr	Compared to the Same 3rd Qtr in 2017
<b>Operating Revenues</b>	1,536,689.54	2,046,109.00	75.10%	1,376,056.16	11.67%
			Generated 75.10% of 2018 Budgeted Revenues		11.67% Higher Than Revenues Generated in the Same 3rd Qtr in 2017
<b>Operating Expenses</b>	728,677.40	2,046,109.00	35.61%	520,151.12	40.09%
			Expended 35.61% of 2018 Budgeted Expenses, if Unfunded Amortization of \$277,568 is Included (13.57%), the Percentage Should be Adjusted to 49%		40.09% Higher Than Expended in the Same 3rd Qtr in 2017, it is mainly due to the Costs for Contracted Engineering & Services and Contracted R & M Equipment, they were Budgeted More in 2018 Than in 2017, and 2017 Costs Occured More in the 4th Qtr.
<b>Excess of Revenue Over Expense</b>	808,012.14	-		855,905.04	

TOWN OF REDCLIFF  
For the Nine Months Ending Sunday, September 30, 2018

	<i>2018 Actual</i>	<i>2018 Budget</i>	<i>% of Budget</i>	<i>2017 Actual</i>	<i>% Prior Period</i>
<b>REVENUES</b>					
TAXES, REQUISITION AND SPECIAL ASSESSMENT REVENUE	\$8,008,113	\$7,967,004	100.52%	\$7,806,874	2.58%
GOODS & SERVICES REVENUES					
ADMINISTRATION	19,007	13,560	140.17%	12,457	52.59%
PROTECTIVE SERVICES	50	1,616	3.09%		0.00%
PUBLIC WORKS	31,278	44,730	69.93%	51,745	(39.55%)
WATER UTILITY	1,662,812	2,435,300	68.28%	1,724,140	(3.56%)
SANITARY UTILITY	830,701	1,113,669	74.59%	754,986	10.03%
WASTE UTILITY	449,268	529,184	84.90%	342,021	31.36%
COMMUNITY SERVICES	2,738	9,331	29.35%	2,153	27.17%
DEVELOPMENT & LAND SERVICES	250,555	441,716	56.72%	126,289	98.40%
PARKS & RECREATION	212,518	215,010	98.84%	188,979	12.46%
	3,458,927	4,804,116	72.00%	3,202,770	8.00%
PENALTIES	44,746	88,600	50.50%	67,991	(34.19%)
OTHER GENERAL REVENUE	347,426	605,444	57.38%	227,552	52.68%
GRANTS & CONTRIBUTION	559,284	589,432	94.89%	587,081	(4.73%)
TRANSFERS - RESERVE & OTHER	15,000	485,982	3.09%		0.00%
<b>TOTAL REVENUES</b>	<b>12,433,496</b>	<b>14,540,578</b>	<b>85.51%</b>	<b>11,892,268</b>	<b>4.55%</b>
<b>EXPENSES</b>					
SALARIES, WAGES & BENEFITS					
ADMINISTRATION	508,108	684,636	74.22%	518,523	(2.01%)
PROTECTIVE SERVICES	154,765	301,693	51.30%	173,518	(10.81%)
PUBLIC WORKS	456,755	641,334	71.22%	438,428	4.18%
WATER UTILITY	425,961	614,370	69.33%	418,564	1.77%
SANITARY UTILITY	194,075	269,891	71.91%	189,800	2.25%
WASTE UTILITY	154,904	209,987	73.77%	148,465	4.34%
COMMUNITY SERVICES	78,721	107,663	73.12%	92,691	(15.07%)
DEVELOPMENT & LAND SERVICES	326,860	433,942	75.32%	292,507	11.74%
PARKS & RECREATION	566,305	774,057	73.16%	620,555	(8.74%)
	2,866,454	4,037,573	70.99%	2,893,051	(0.92%)
CONTRACTED & GENERAL SERVICES					
ADMINISTRATION	504,595	705,881	71.48%	455,328	10.82%
PROTECTIVE SERVICES	506,346	1,166,348	43.41%	565,254	(10.42%)
PUBLIC WORKS	210,110	377,908	55.60%	194,210	8.19%
WATER UTILITY	55,711	400,400	13.91%	42,734	30.37%
SANITARY UTILITY	432,752	549,300	78.78%	335,547	28.97%
WASTE UTILITY	94,878	123,800	76.64%	77,240	22.83%
COMMUNITY SERVICES	62,241	127,769	48.71%	63,458	(1.92%)
DEVELOPMENT & LAND SERVICES	45,295	313,526	14.45%	41,139	10.10%
PARKS & RECREATION	128,957	142,168	90.71%	83,823	53.84%
	2,040,885	3,907,100	52.24%	1,858,733	9.80%
MATERIALS, GOODS & UTILITIES					
ADMINISTRATION	23,062	44,193	52.19%	21,095	9.33%
PROTECTIVE SERVICES	43,220	63,202	68.38%	28,208	53.22%
PUBLIC WORKS	155,337	288,855	53.78%	184,028	(15.59%)
WATER UTILITY	271,399	369,510	73.45%	239,608	13.27%
SANITARY UTILITY	12,935	20,700	62.49%	7,623	69.69%
WASTE UTILITY	43,636	138,500	31.51%	29,030	50.31%
COMMUNITY SERVICES	4,654	2,576	180.71%	1,424	226.82%
DEVELOPMENT & LAND SERVICES	25,402	52,725	48.18%	13,439	89.01%
PARKS & RECREATION	177,595	247,649	71.71%	137,322	29.33%
	757,240	1,227,910	61.67%	661,777	14.43%
AMORTIZATION		3,180,944	0.00%		0.00%
REQUISITION AND TOWN CONTRIBUTION	1,855,069	2,412,030	76.91%	1,814,164	2.25%
CHARGES	179,155	740,123	24.21%	141,601	26.52%
TRANSFERS - EQUITY, RESERVE & OTHER	2,506,698	2,215,844	113.13%	2,402,819	4.32%
<b>TOTAL EXPENSES</b>	<b>10,205,501</b>	<b>17,721,524</b>	<b>57.59%</b>	<b>9,772,145</b>	<b>4.43%</b>
<b>EXCESS OF REVENUE OVER EXPENSE</b>	<b>2,227,995</b>	<b>(3,180,946)</b>	<b>(70.04%)</b>	<b>2,120,123</b>	<b>5.09%</b>

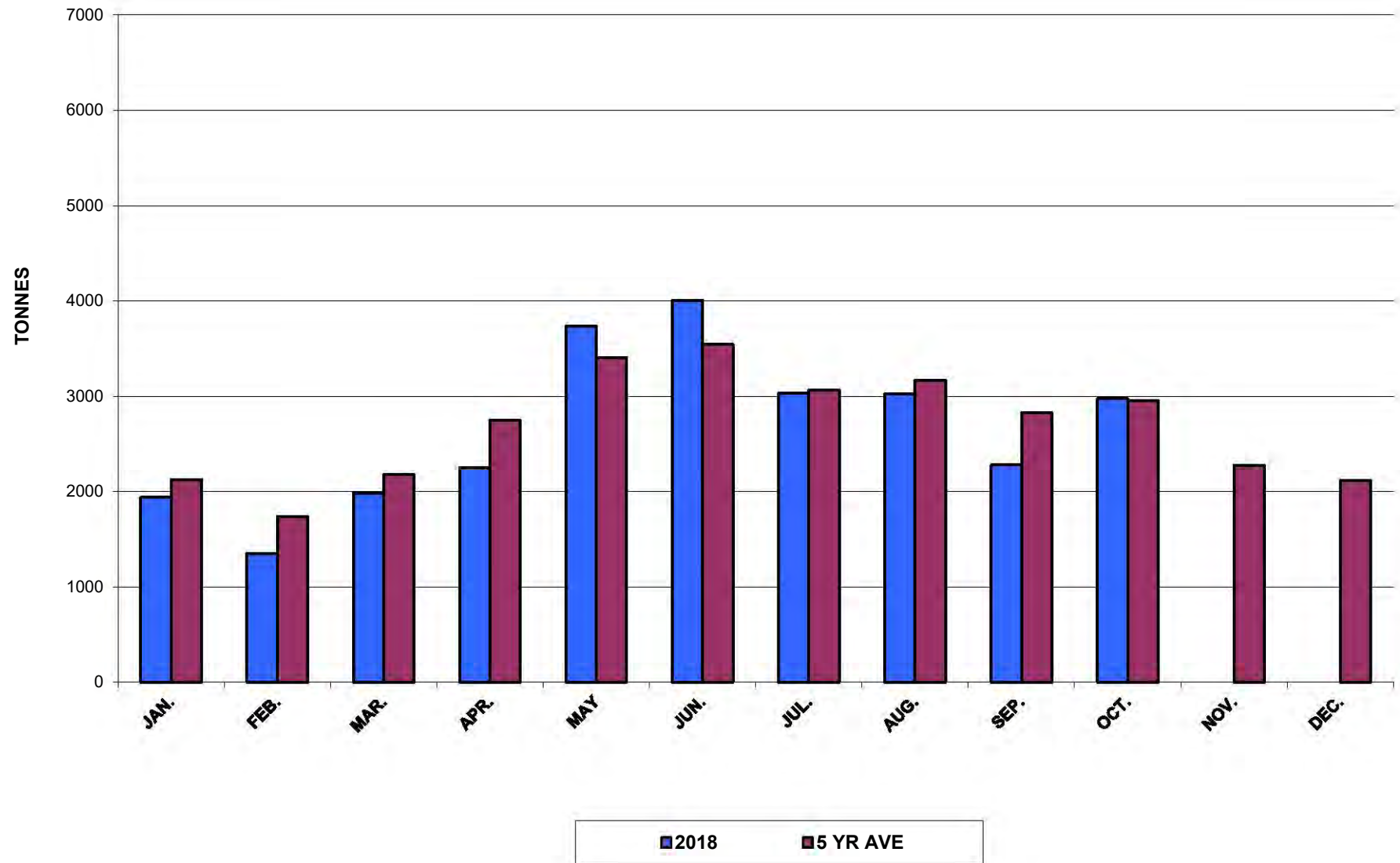


REDCLIFF/CYPRESS LANDFILL

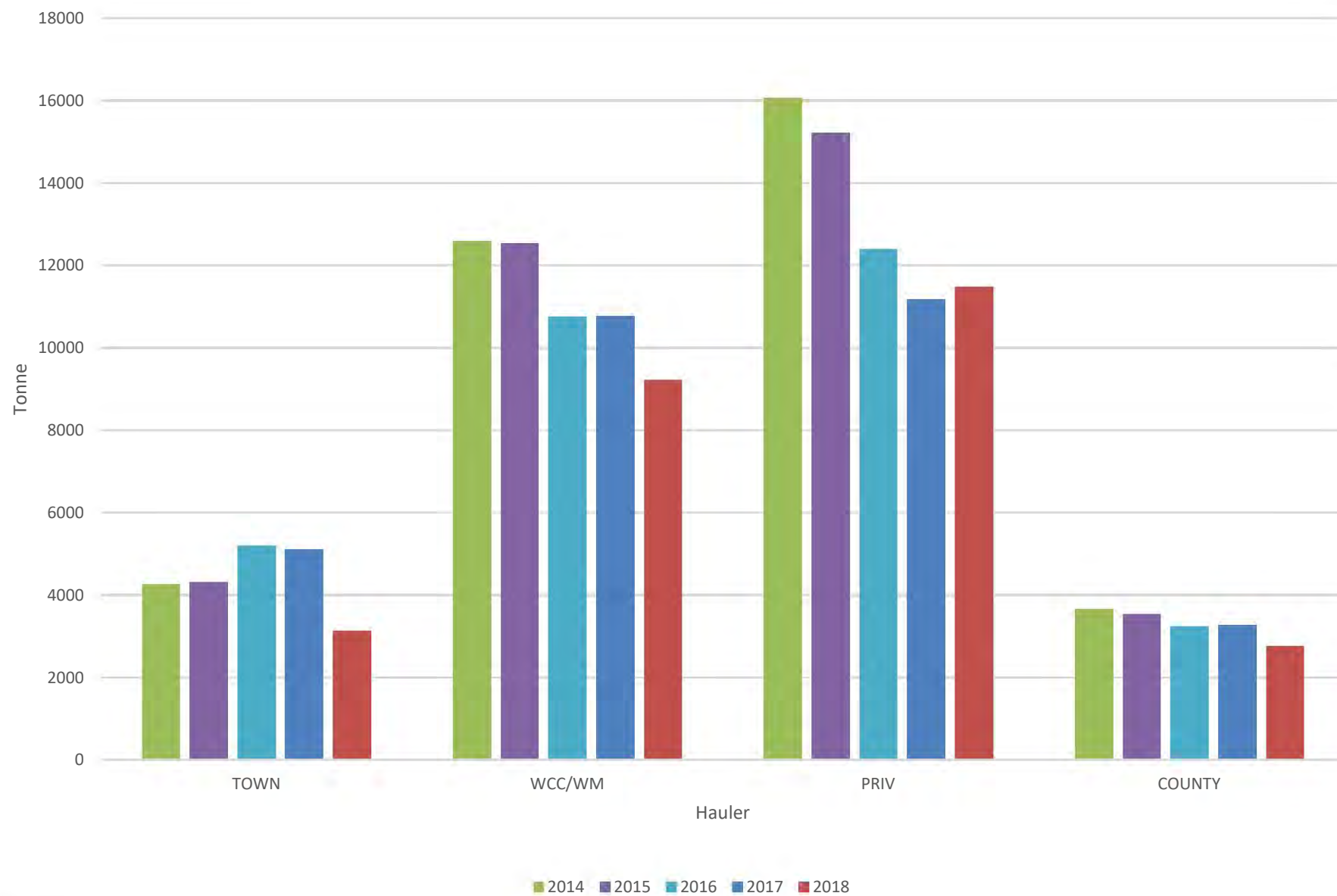
For the Nine Months Ending Sunday, September 30, 2018

	<i><b>2018 Actual</b></i>	<i><b>2018 Budget</b></i>	<i><b>% of Budget</b></i>	<i><b>2017 Actual</b></i>	<i><b>% Prior Period</b></i>
Landfill Revenue	\$1,536,689.54	\$2,046,109.00	75.10%	\$1,376,056.16	11.67%
Landfill Expense	728,677.40	2,046,109.00	35.61%	520,151.12	40.09%
<b>EXCESS OF REVENUE OVER EXPENSE</b>	<b>808,012.14</b>		<b>0.00%</b>	<b>855,905.04</b>	

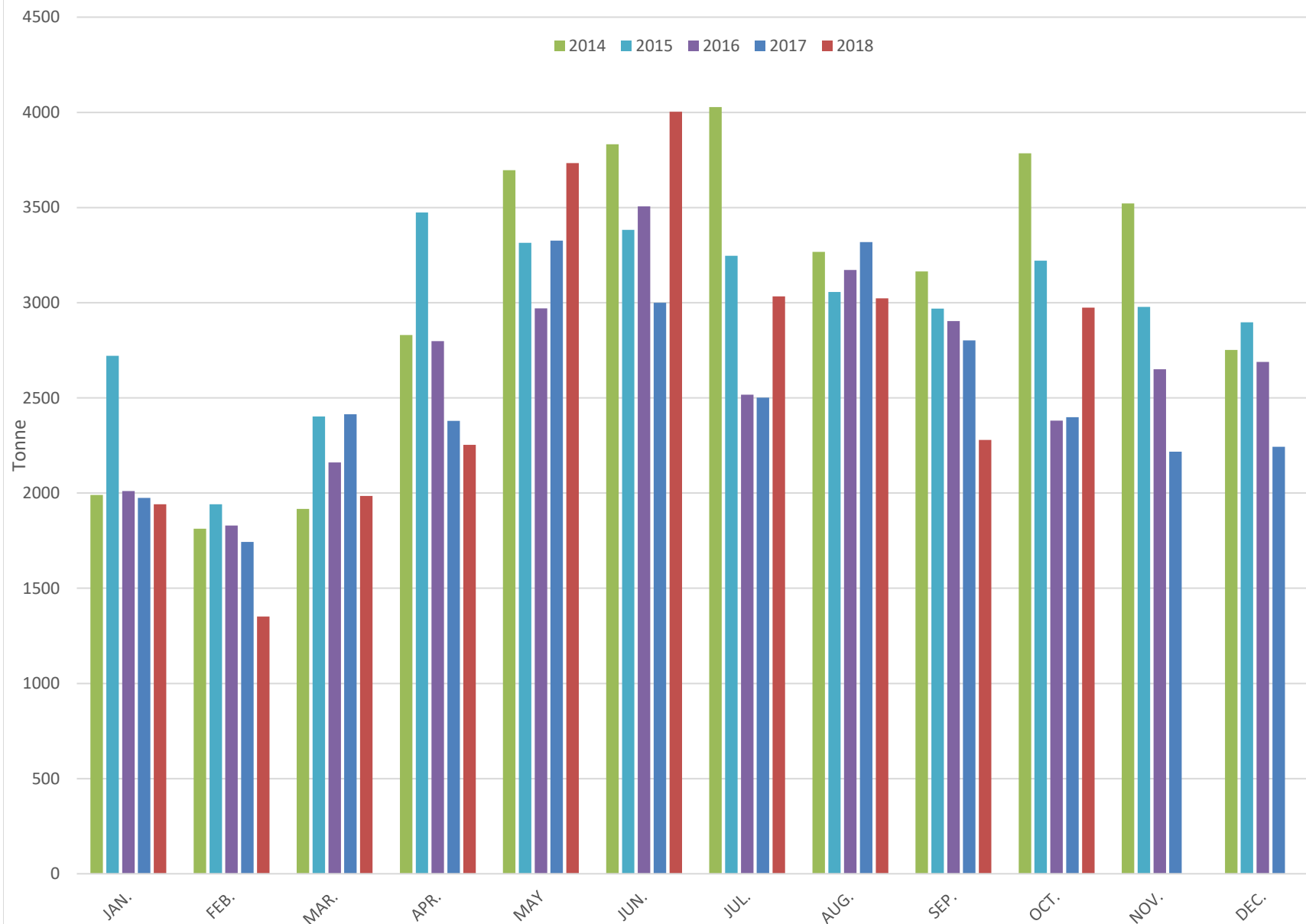
**REDCLIFF/CYPRESS REGIONAL LANDFILL  
2018 VS 5 YEAR AVERAGE  
TO OCTOBER 31, 2018**



REDCLIFF/CYPRESS REGIONAL LANDFILL  
DELIVERIES BY SOURCE 2014-2018  
TO OCTOBER 31, 2018



# REDCLIFF/CYPRESS REGIONAL LANDFILL DELIVERIES IN TONNES 2014-2018 TO OCTOBER 31, 2018





## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
November 13, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
November 26, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.
December 10, 2018	Council Meeting	Town Hall Council Chambers 7:00 p.m.