



**COUNCIL MEETING**

**MONDAY, MARCH 28, 2016**

**7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MARCH 28, 2016 – 7:00 P.M.  
REDCLIFF TOWN COUNCIL CHAMBERS**

<b><u>AGENDA ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>1. GENERAL</b>	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary to January 31, 2016 *	For Information
<b>2. DELEGATION</b>	
A) Chris Czember, Who's On Third Re: Special Event Application	
<b>3. MINUTES</b>	
A) Council meeting held March 14, 2016 *	For Adoption
B) Redcliff Family and Community Support Services meeting Held on February 17, 2016 *	For information
<b>4. BYLAWS</b>	
A) Bylaw 1823, Family & Community Support Services Board Bylaw *	2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
B) Bylaw 1824, Street Bylaw *	2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
C) Bylaw 1825, Water Rates Bylaw *	2 <sup>nd</sup> / 3 <sup>rd</sup> Reading
<b>5. REQUESTS FOR DECISION</b>	
A) Community Garden Advisory Committee * Re: Utility Refund Request	For Consideration
B) Redcliff Days Street Dance & Concert *	For Consideration
C) Encroachment Permit Application * Re: Lot 29, Block B, Plan 0412564 (450 Jesmond Circle SW)	For Consideration

**6. CORRESPONDENCE**

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| <b>A)</b> Redcliff Public Library *<br>Re: Silent Auction April 15, 2016 | For Information |
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**7. OTHER**

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| <b>A)</b> Municipal Manager's Report to Council, March 28, 2016 * | For Information |
| <b>B)</b> Mayor's Report to Council, March 28, 2016 *             | For Information |
| <b>C)</b> Council Important Meetings & Events March 28, 2016 *    | For Information |
| <b>D)</b> Off Leash Area – Councillor Steinke *                   | For Discussion  |

**8. RECESS**

**9. IN CAMERA**

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| <b>A)</b> Labour (1) |
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**10. ADJOURN**

<b>ACCOUNTS PAYABLE CHEQUE LIST</b>			
<b>COUNCIL MEETING MARCH 28, 2016</b>			
<b>CHEQUE #</b>	<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
79627	A & B STEEL	VARIOUS TOOLS FOR SERVICE TRUCK	\$15,885.30
79628	ACTION PARTS	FILTERS	\$320.48
79629	AL'S AUDIO	SOUND SYSTEM	\$9,959.25
79630	BAKKER, BERNIE	TRAVEL ADVANCE	\$120.00
79631	CANADIAN LINEN	COVERALLS/TOWELS	\$21.42
79632	C.E.M. HEAVY EQUIPMENT	WIPER BLADE	\$31.42
79633	CITY AUTO PARTS	JACKS	\$2,791.33
79634	CITY OF MEDICINE HAT	ELECTRIC	\$22,010.20
79635	COCOA BEAN	MEALS ON WHEELS	\$614.25
79636	FARMLAND SUPPLY	FITTING ON PAINT LINE SPRAYER	\$20.90
79637	FAST TIMES MACHINING	BRAKE DISC REPAIR	\$213.51
79638	GARLAND, JAMIE	TRAVEL REIMBURSEMENT	\$200.00
79639	H2O WATER HAULING	HAUL WATER TO LANDFILL	\$210.00
79640	HARRISON, DEAN	TRAVEL ADVANCE	\$250.00
79641	HARV'S JANITORIAL	FEBRUARY JANITORIAL SERVICE	\$3,948.00
79642	JACOB'S WELDING	REPAIR QUICK ATTACH	\$236.25
79643	KIRK'S TIRE	TIRE CHANGE OVER	\$21.00
79644	SHAW CABLE	INTERNET SERVICE	\$261.19
79645	RECEIVER GENERAL	REGULAR PAY	\$32,252.65
79646	RODEO FORD	WHEEL	\$107.24
79647	SANATEC ENVIRONMENTAL	PUMP WATER STATION	\$173.25
79648	ST.JOHN AMBULANCE	BABYSITTING COURSE	\$400.00
79649	SUMMIT MOTORS	WIPER BLADES	\$168.26
79650	TELUS COMMUNICATION	PHONE SERVICE	\$38.02
79651	TELUS MOBILITY	CELL PHONE SERVICE	\$72.98
79652	TRIPLE R EXPRESS	SHIP C.E.M. HEAVY EQUIPMENT	\$81.38
79653	CIVIC INFO BC	JOB POSTINGS	\$157.50
79654	MBSI CANADA	HOSTED BACKUP	\$1,071.00
79655	DARLEY, KEELY	TOWN PROGRAMMING	\$204.00
79656	AWAKEN PERSONAL ENLIGHTMENT	LAUGHTER YOGA FEES	\$60.00
79657	MAYER, TRACEY	REFUND REFLEXOLOGY FEE	\$34.50
79658	GRANT, AMY	REFUND SEWER LINE CLEAN	\$200.00
79659	CANNON, DEE	REFUND FACILITY & KEY DEPOSIT	\$75.25
79660	TOWN OF REDCLIFF	LANDFILL TONNAGE CHARGES	\$4,839.06
79661	WESTERN CANADA WELDING	OXYGEN	\$66.02
79662	WOLSLEY	COUPLING	\$27.72
79663	WOOD, DALE	FIREARMS SAFETY COURSE	\$1,330.00
79664	XEROX CANADA	PHOTOCOPIER MAINTENANCE	\$256.91
79665	ABSA	2016 ANNUAL FEE	\$103.00
79666	ACTION PARTS	OIL FILTERS	\$85.81
79667	ATB FINANCIAL MASTERCARD	VARIOUS EXPENSES	\$7,627.45
79668	ALBERTA URBAN MUNICIPALITIES	2016 MEMBERSHIP	\$57.75
79669	THE BOLT SUPPLY HOUSE	NUTS AND BOLTS	\$149.53
79670	CANADIAN LINEN	COVERALLS/TOWELS	\$21.42

79671	CITY OF MEDICINE HAT	SEWAGE OUTLAY	\$35,925.07
79672	CYPRESS COUNTY	LOAN PP#2 WASTE CELL/LEACHATE POND	\$148,169.47
79673	FARMLAND SUPPLY	GASKET MATERIAL	\$32.13
79674	FORTY MILE	LANDFILL GAS UTILITIES	\$197.67
79675	FRANCOTYPE	POSTAGE MACHINE LEASE	\$110.09
79676	GAR-TECH ELECTRICAL	RAW WATER PUMPHOSE VALVE	\$224.78
79677	REDCLIFF HOME HARDWARE	ASH URN	\$241.48
79678	HUBERDEAU, ROGER	REIMBURSE DRIVERS MEDICAL	\$100.00
79679	JOE JOHNSON EQUIPMENT	PRESSURE REGULATOR	\$129.55
79680	SHAW CABLE	INTERNET SERVICE	\$125.90
79681	MS MUNICIPAL SOLUTIONS	ENGINEERING SERVICES	\$9,524.61
79682	MURRAY CHEVEROLET	WIRING HARNESS	\$181.08
79683	NELSON'S RADIATOR	A/C DRYER	\$120.75
79684	NOVAJET	FIX SEWER CAMERA	\$2,892.41
79685	PALL CORPORATION	WTP MEMBRANE FILTRATION SYSTEM	\$2,176.29
79686	PARK ENTERPRISES	PERMITS	\$2,470.83
79687	SUNCOR	DYED DIESEL	\$2,720.12
79688	PRIME PRINTING	INVOICE AND BUSINESS LICENCE PAPER	\$1,255.80
79689	PUROLATOR	PARTS FREIGHT	\$250.21
79690	REIMER, ERNIE	REIMBURSE TRAVEL EXPENSE	\$1,029.88
79691	STEIER, BARRY	REIMBURSE EQUIPMENT	\$261.36
79692	SUMMIT MOTORS	CLEARANCE LAMPS, MUD FLAPS	\$13.19
79693	TELUS	PHONE SERVICE TWO-WAY RADIOS	\$20.60
79694	HACH	EQUIPMENT CALIBRATION	\$903.00
79695	ANTON, NICOLE	REFUND FACILITY & KEY DEPOSIT	\$150.00
79696	TOWN OF REDCLIFF	LOAN PP#2 WASTE CELL/LEACHATE POND	\$148,169.47
70 CHEQUES TOTAL:			\$464,170.94

# **BANK SUMMARY FOR JANUARY 31, 2016**

## **GENERAL BANK ACCOUNT**

5.12.02.121.000

BALANCE FORWARD	3,464,784.04
DAILY DEPOSITS	200,720.67
DIRECT DEPOSITS	296,978.07
GOV'T GRANT	0.00
INTEREST EARNED	2,180.27
T-BILL REDEMPTIONS	0.00
OTHER DIRECT DEPOSITS	14,584.10
<b>SUBTOTAL</b>	<b>514,463.11</b>

CHEQUES	-429,355.56
ASFF QUARTERLY PAYMENTS	0.00
DEBENTURE PAYMENTS	0.00
T-BILL PURCHASES	0.00
NSF CHEQUES	-239.79
OTHER DIRECT WITHDRAWALS	-274,881.49
<b>SUBTOTAL</b>	<b>-704,476.84</b>

<b>TOTAL</b>	<b>3,274,770.31</b>
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BANK CLOSING BALANCE	3,362,370.75
ADD:O/S DEPOSITS	0.00
LESS:O/S CHEQUES	-87,600.44

<b>TOTAL</b>	<b>3,274,770.31</b>
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## **INVESTMENTS**

CIBC PREMIUM T-BILL FUND	5.12.02.321.000	8,000,947.86
CCU SHORT TERM INVEST/LANDFILL	5.12.02.126.000	1,520,357.53
<b>TOTAL INVESTMENTS</b>		<b>9,521,305.39</b>

<b>TOTAL CASH &amp; INVESTMENTS</b>	<b>12,796,075.70</b>
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL  
MONDAY, MARCH 14, 2016 7:00 P.M.**

<b>PRESENT:</b>	Mayor Councillors	E. Reimer C. Crozier E. Solberg (left at 8:51 p.m.) D. Kilpatrick L. Leipert J. Steinke C. Brown
	Manager of Legislative & Land Services	S. Simon
	Director of Finance & Administration	J. Tu (arrived at 7:01 p.m., left at 7:03 p.m.)
	Director of Community & Protective Services	K. Dalton (arrived at 7:18 p.m.)
	Municipal Accountant	M. Davies (left at 8:51 p.m.)
<b>ABSENT:</b>	Municipal Manager	A. Crofts

**1. GENERAL**

Call to Order

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

2016-0079 Adoption of Agenda

**B)** Councillor Leipert moved the agenda be adopted as amended, that Item 4 E) Bylaw 1825/2016, Raw Water Consumption Rates Bylaw should read Bylaw 1825/2016, Water Rates Bylaw. - Carried.

Director of Finance & Administration arrived at 7:01 p.m.

2016-0080 Accounts Payable

**C)** Councillor Steinke moved the following 84 general vouchers in the amount of \$542,200.32 be received for information. - Carried.

<b><u>ACCOUNTS PAYABLE CHEQUE LIST</u></b>			
<b><u>COUNCIL MEETING MARCH 14, 2016</u></b>			
<b><u>CHEQUE #</u></b>	<b><u>VENDOR</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
79542	ALBERTA RECREATION FACILITY	MEMBERSHIP FEES	\$360.00
79543	A & B STEEL	NUTS & WASHERS	\$35.51
79544	ACE LANDSCAPING	SNOW REMOVAL AT RCMP	\$2,520.00
79545	ACTION PARTS	OIL FILTER	\$29.80
79546	AMSC	HEALTH SPENDING ACCOUNT	\$611.88
79547	ATB MASTERCARD	CREDIT CARD PURCHASES	\$15,752.21
79548	THE BOLT SUPPLY HOUSE	GLOVES, TISSUE, RIVETS	\$847.52
79549	BOSS LUBRICANTS	ENGINE OIL	\$284.97

79550	CANADIAN LINEN & UNIFORM	COVERALLS, TOWELS	\$21.42
79551	CANSEL	HP DESIGNJET PLOTTER	\$4,299.75
79552	FARMLAND	PRESSURE TEST FITTINGS, HOSES, TIPS	\$339.61
79553	FOX SAFETY	FALL PROTECTION EQUIPMENT INSPECTION	\$1,530.80
79554	REDCLIFF HOME HARDWARE	PAINT	\$19.61
79555	JOE JOHNSON EQUIPMENT	AIRBAG, OIL PRESSURE SENDING UNIT	\$277.92
79556	SHAW	INTERNET SERVICE	\$125.90
79557	MP ECO MECHANICAL	WATER TREATMENT PLANT PROGRESS	\$147,570.56
79558	MURRAY CHEVEROLET CADILLAC	LABOUR, ABS LIGHT	\$189.42
79559	SUNCOR	FUEL	\$2,474.42
79560	PUROLATOR	PARTS FREIGHT	\$55.39
79561	REDCLIFF BAKERY	MPC LUNCH	\$85.68
79562	RECEIVER GENERAL	PAYROLL STAT DEDUCTIONS	\$32,662.60
79563	REIMER, ERNIE	EMERGING TRENDS, MAYORS/REEVES CONFERENCE	\$500.92
79564	ROSENAU TRANSPORT	TRANSPORT LINE PAINTER	\$218.28
79565	SHOCKWARE	LANDFILL INTERNET SERVICE	\$47.20
79566	SIMON, SHANON	EMERGING TRENDS	\$260.76
79567	SNAP-ON TOOLS	TOOLS	\$3,120.40
79568	SUMMIT MOTORS	QUICK RELEASE VALVE, BRAKE FITTING, LABOUR	\$1,363.42
79569	TELUS MOBILITY	CELL PHONE SERVICE	\$15.95
79570	DESJARLAIS, CHANTEL	FACILITY DEPOSIT REFUND	\$150.00
79571	STIGTER, MICHELLE	FACILITY DEPOSIT REFUND	\$50.00
79572	SOUTH COUNTRY COOP	KEROSENE	\$83.99
79573	GROSS, JASMIN	FACILITY DEPOSIT REFUND	\$110.25
79574	DICKSON, TAMMY	FACILITY DEPOSIT REFUND	\$50.00
79575	TOMA, BERT	REFUND REFLEXOLOGY CLASS REFUND	\$31.50
79576	MAYER, TAMMY	REFUND REFLEXOLOGY CLASS REFUND	\$31.50
79577	TROPHY WORLD	PLATE	\$10.50
79578	WESTERN CANADA WELDING	METALMUSTER KIT, OXYGEN, TIP, HOSE ASSY	\$933.48
79579	W.R. MEADOWS	LINE PAINTER	\$5,107.00
79580	ACTION PARTS	DUST MASK, FILTERS, LOTION, FUSE, SWITCH	\$688.49
79581	ADT	ALARM - RCMP	\$283.58
79582	AMEA	CONFERENCE REGISTRATION	\$470.00
79583	AMSC	INSURANCE, BENEFITS	\$190,057.46
79584	ATRON REFRIGERATION	REPAIR WATER HEATER	\$280.88
79585	AUMA	ANNUAL MEMBERSHIP FEE	\$6,196.90
79586	BK REPAIR	THERMOSTAT	\$288.75
79587	CANADIAN LINEN & UNIFORM	COVERALLS, TOWELS	\$21.00
79588	CENTRAL SHARPENING	SHARPEN ICE KNIFE	\$50.40
79589	CITY OF MEDICINE HAT	ELECTRIC UTILITIES	\$5,252.86
79590	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$621.00
79591	CUPE	UNION DUES	\$2,157.61
79592	CYPRESS VIEW FOUNDATION	2016 REQUISITION	\$67,957.00
79593	EPCOR ENERGY SERVICES	LANDFILL ELECTRIC UTILITIES	\$210.00



79594	FOX ENERGY	SURVEYOR VESTS	\$228.17
79595	GREYHOUND	PARTS FREIGHT	\$30.75
79596	REDCLIFF HOME HARDWARE	WATER, GAS CAN KIT, BATTERIES, GLOVES	\$124.95
79597	HYDRACO INDUSTRIES	CYLINDER REPAIR	\$508.84
79598	INDUSTRIAL MACHINE	ANTIFREEZE, FILTERS, RADIATOR CAP	\$92.65
79599	JIM'S ELECTRIC	REPLACEMENT LIGHT	\$270.38
79600	JOE JOHNSON EQUIPMENT	AIR SUSPENSION FILTERS	\$150.81
79601	KEYWAY SECURITY	ENTRY KNOB	\$131.25
79602	LETHBRIDGE HERALD	ADVERTISING	\$250.74
79603	LETHBRIDGE MOBILE SHREDDING	SHREDDING	\$46.20
79604	LIFESAVING SOCIETY	AFFILIATION FEES	\$100.00
79605	SHAW CABLE	INTERNET SERVICE	\$78.65
79606	PARK ENTERPRISES	PERMITS	\$420.00
79607	SUNCOR	DYED DIESEL	\$1,173.21
79608	PITNEY WORKS	FOLDER STUFFER SERVICE	\$333.16
79609	PRO COMM SOLUTIONS	PHONE SERVICE	\$252.00
79611	REDCLIFF ACTION SOCIETY	1 <sup>ST</sup> QTR DISBURSEMENT	\$3,000.00
79612	ROBERTSON IMPLEMENT	PARTS FOR TRACTOR	\$1,872.76
79613	ROSENAU TRANSPORT	BOUNDARY EQUIPMENT	\$191.35
79614	SANATEC ENVIRONMENTAL	PUMP LANDFILL SEPTIC TANK	\$141.75
79615	SUMMIT MOTORS	REPLACE HYDRAULIC PUMP	\$2,936.34
79616	TELUS	TELEPHONE SERVICE	\$1,790.81
79617	TELUS MOBILITY	CELL PHONESERVICE	\$276.88
79618	MUNICIPAL WORLD	JOB POSTING	\$446.25
79619	MBSI CANADA	SERVER	\$9,519.59
79620	GRAY, JEFF	PERMIT FEE REFUND	\$122.88
79621	TOWN OF REDCLIFF	EMPLOYEE PROPERTY TAX PAYMENTS	\$700.00
79622	TRICO LIGHTING	BULBS FOR MEMORIAL	\$12.47
79623	WILLIAMS, IAN	REFUND FOR PROPANE & SNOW BRUSH	\$82.73
79624	WOOD, DALE	FIREARMS COURSE INSTRUCTOR FEES	\$1,235.00
79625	XEROX	PHOTOCOPIER MAINTENANCE	\$32.20
79626	PARKLAND GEO TESTING	COULEE SLOPE FAILURE PROGRESS PAYMENT	\$18,931.50
84 CHEQUES TOTAL:			\$542,200.32

Director of Finance & Administration left the meeting at 7:03 p.m.

## 2. DELEGATION

Theresa Hardiker  
Re: Economic Development  
Alliance

A) Theresa Hardiker of the Economic Development Alliance was in attendance.

Director of Community & Protective Services arrived at 7:18 p.m.

2016-0081

Councillor Brown moved the presentation of the Economic Development Alliance, presented by Theresa Hardiker, be received for information. - Carried.

### 3. MINUTES

2016-0082 Council meeting held February 22, 2016

**A)** Councillor Crozier moved the minutes of the Council meeting held February 22, 2016, be adopted as presented. - Carried.

2016-0083 Redcliff Senior Citizens Business meeting held January 7, 2016

**B)** Councillor Brown moved the minutes of the Redcliff Senior Citizens Business meeting held January 7, 2016, be received for information. - Carried.

2016-0084 Redcliff Senior Citizens Business meeting held February 4, 2016

**C)** Councillor Leipert moved the minutes of the Redcliff Senior Citizens Business meeting held February 4, 2016, be received for information. - Carried.

2016-0085 Redcliff Senior Citizens Business meeting held March 3, 2016

**D)** Councillor Crozier moved the minutes of the Redcliff Senior Citizens Business meeting held March 3, 2016, be received for information. - Carried.

### 4. BYLAWS

2016-0086 Bylaw 1821/2016 to amend Bylaw No. 1160/1998, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98

**A)** Councillor Leipert moved Bylaw 1821/2016 to amend Bylaw No. 1160/1998, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98, be given first reading. - Carried.

2016-0087

Councillor Crozier moved Bylaw 1821/2016 to amend Bylaw No. 1160/1998, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98, be given second reading. - Carried.

2016-0088

Councillor Steinke moved Bylaw 1821/2016 to amend Bylaw No. 1160/1998, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98, be presented for third reading. - Carried Unanimously.

2016-0089

Councillor Crozier moved Bylaw 1821/2016 to amend Bylaw No. 1160/1998, being the Northwest Horticulture Storm Sewer Project Bylaw and Bylaw 1175/98 being a Bylaw to amend Bylaw 1160/98, be given third reading. - Carried.

- 2016-0090 Bylaw 1822/2016 to amend Bylaw No. 1540/2008, being the 3<sup>rd</sup> Street NW (300) Block Road Project Local Improvement Tax Bylaw and Bylaw 1651/2010 being a Bylaw to amend Bylaw 1540/2008
- B)** Councillor Leipert moved Bylaw 1822/2016 to amend Bylaw No. 1540/2008, being the 3<sup>rd</sup> Street NW (300) Block Road Project Local Improvement Tax Bylaw and Bylaw 1651/2010 being a Bylaw to amend Bylaw 1540/2008, be given first reading. - Carried.
- 2016-0091
- Councillor Kilpatrick moved Bylaw 1822/2016 to amend Bylaw No. 1540/2008, being the 3<sup>rd</sup> Street NW (300) Block Road Project Local Improvement Tax Bylaw and Bylaw 1651/2010 being a Bylaw to amend Bylaw 1540/2008, be given second reading. - Carried.
- 2016-0092
- Councillor Steinke moved Bylaw 1822/2016 to amend Bylaw No. 1540/2008, being the 3<sup>rd</sup> Street NW (300) Block Road Project Local Improvement Tax Bylaw and Bylaw 1651/2010 being a Bylaw to amend Bylaw 1540/2008, be presented for third reading. - Carried Unanimously.
- 2016-0093
- Councillor Crozier moved Bylaw 1822/2016 to amend Bylaw No. 1540/2008, being the 3<sup>rd</sup> Street NW (300) Block Road Project Local Improvement Tax Bylaw and Bylaw 1651/2010 being a Bylaw to amend Bylaw 1540/2008, be given third reading. - Carried.
- 2016-0094 Bylaw 1823/2016, Family & Community Support Services Board Bylaw
- C)** Councillor Crozier moved Bylaw 1823/2016, Family & Community Support Services Board Bylaw, be given first reading. - Carried.
- 2016-0095 Bylaw 1824/2016, Street Bylaw
- D)** Councillor Kilpatrick moved Bylaw 1824/2016, Street Bylaw, be given first reading. - Carried.
- 2016-0096 Bylaw 1825/2016, Water Rates Bylaw
- E)** Councillor Kilpatrick moved Bylaw 1825/2016, Water Rates Bylaw, be given first reading. Further, that Administration review further to include a capital component in the Raw Water Rate. - Carried.

## 5. REQUESTS FOR DECISION

- 2016-0097 2016 Family & Community Support Services Budget
- A)** Councillor Brown moved that the Town of Redcliff approve the following funding from the FCSS Community Development account (G.L. 2.51.09.770.000) as follows:
- |                                     |                    |
|-------------------------------------|--------------------|
| Volunteer Night                     | 4,700.00           |
| Transportation Voucher              | 250.00             |
| Medicine Hat Food Bank              | 1,500.00           |
| Good Food Box Memberships           | 300.00             |
| Medicine Hat Family Services        | 6,000.00           |
| Meals on Wheels Driver Appreciation | 500.00             |
|                                     | <u>\$13,250.00</u> |
- Carried.

**6. CORRESPONDENCE**

2016-0098 Leaders of Tomorrow  
Committee  
Re: Leaders of Tomorrow  
Awards Nominations

**A)** Councillor Leipert moved correspondence from Leaders of Tomorrow Committee dated February 18, 2016, regarding Leaders of Tomorrow Awards Nominations, be received for information. - Carried.

2016-0099 Gordon Memorial United  
Church  
Re: Blessing of the Bikes

**B)** Councillor Steinke moved correspondence from Gordon Memorial United Church received March 7, 2016, regarding the Blessing of the Bikes Service on Sunday, May 1, 2016, be received for information. Further that the request for permission of a temporary road closure of 4<sup>th</sup> Avenue between 2<sup>nd</sup> and 3<sup>rd</sup> Street SE for the Blessing of the Bikes Service on Sunday, May 1, 2016 from 10:00 a.m. to 1:00 p.m. be approved. And further that the Public Services Director be authorized to deposit barricades at the Church on Friday and retrieve them on Monday morning allowing the Church committee to place and remove the barricades to facilitate a temporary closure of 4<sup>th</sup> Avenue SE. - Carried.

**7. OTHER**

2016-0100 Redcliff/Cypress Regional  
Landfill Graphs to February  
29, 2016

**A)** Councillor Crozier moved the Redcliff/Cypress Regional Landfill Graphs to February 29, 2016, be received for information. - Carried.

2016-0101 Council Important Meetings &  
Events March 14, 2016

**B)** Councillor Brown moved the Council Important Meetings & Events March 14, 2016, be received for information. - Carried.

**8. RECESS**

Mayor Reimer called for a recess at 8:51 p.m.

Councillor Solberg left the meeting at 8:51 p.m.

Municipal Accountant left the meeting at 8:51 p.m.

Mayor Reimer reconvened the meeting at 8:59 p.m.

**9. IN CAMERA**

2016-0102

Councillor Leipert moved to meet In Camera at 8:59 p.m.  
- Carried.

2016-0103

Councillor Steinke moved to return to regular session at 9:31 p.m. - Carried.

2016-0104      Grazing Lease      Councillor Crozier moved to authorize the Mayor and Municipal Manager to sign the Grazing Lease Agreement for Jayson Pancoast with respect to Parcel A (Portion of NW23 13-7-4, Portion of NE23 13-7-4, Portion of SE23 13-7-4 and SW23 13-7-4). - Carried.

2016-0105      I-XL Driving Range Concept      Councillor Leipert moved that the Town agrees in principle to the concept of a driving range as proposed by M. Sissons. Further that Administration be directed to continue discussions with regard to a driving range that would be agreeable to M. Sissons, Riverview Golf Club and the Town of Redcliff. - Carried.

#### **10.      ADJOURNMENT**

2016-0106      Adjournment      Councillor Brown moved to adjourn the meeting at 9:41 p.m. - Carried.

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Mayor

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Manager of Legislative and Land Services

**REDCLIFF FAMILY AND COMMUNITY SUPPORT SERVICES  
BOARD MEETING  
TOWN COUNCIL CHAMBERS TOWN OFFICE  
WEDNESDAY, FEBRUARY 17, 2016 AT 7:00 PM**

<b>PRESENT:</b>	Chairman (acting)	Brad Christian
	Councillor (Alternate)	Chere Brown
	Community & Protective Services Dept.	Cindy Murray

<b>ABSENT (with regrets)</b>	Members at Large	Meredith Conboy
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**1. GENERAL**

Call to Order	<b>A)</b> Meeting called to order at 7:00 pm.
Adoption of the Agenda	<b>B)</b> Addition to agenda: <b>1. B)</b> Adoption of the Agenda C. Brown moved adoption of the agenda as amended. – Carried.
Election of Chairperson	<b>C)</b> Tabled.

**2. ADOPTION OF THE MINUTES**

Board meeting held January 20, 2016	<b>A)</b> Tabled.
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**3. COORDINATOR'S REPORT**

Coordinator's Report	<b>A)</b> The Coordinator's report was received for information.
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**4. OLD BUSINESS**

FCSS Board Bylaw No 1448/2005	<b>A)</b> The amended Family and Community Support Services Bylaw No 1448/2005 was reviewed.
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Recommendation	The board recommended that Council approve the Family and Community Support Services Bylaw No 1448/2005 presented with amendments. – Carried.
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The Family and Community Support Services Bylaw will be reviewed annually at the first meeting of each calendar year.

Youth Advisory Committee	<b>B)</b> The purpose of a Family and Community Support Services Youth Advisory Committee is to provide an opportunity for youth to suggest and help plan activities for their peers. The age for committee members has been adjusted and will include Grades 7 – 12. Received for information.
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Youth Fair	<b>C)</b> Local committee members are planning a Youth Fair which is intended to introduce youth to new passions and inspire interests. This event for Grades 7 – 12 will be held at Parkside Junior High School and Eagle Butte High School in late September or early October, 2016. Received for information.
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**Transportation Vouchers** **D)** The Family and Community Support Services mandate was reviewed in response to a request for assistance with transportation. The result is that funding can be used to pay for transportation to Family and Community Support Services related events and activities but not for shopping, medical appointment, visiting, attending meetings or any other non-Family and Community Support Services related events. All aspects of the program will be considered to ensure accountability, eligibility and to minimize opportunities for misuse.

**Recommendation** The Board recommended that Council approve the allocation of \$250.00 from Community Development (GL. 2-51-09-770-000) to assist Redcliff residents with the urgent need for transportation to and from Family and Community Support Services related programs. Requests for funding would be subject to application and approval. – Carried.

**Volunteer Awards and Citizen of the Year Celebration** **E)** The annual Volunteer Awards and Citizen of the Year Celebration will be held on Friday, April 15 at the Redcliff Legion Branch 6. Received for information.

## **5. NEW BUSINESS**

**Good Food Box and Membership Draw** **A)** Redcliff Family and Community Support Services and DREAMS (Developing Redcliff's Education and Mental Health Services) want to offer Redcliff residents a free monthly draw for a large Community Food Association Good Food Box and a one year club membership. DREAMS will purchase the food boxes and Family and Community Support Services would purchase a membership if the recipient needed it. No draws will be held during July and August so the cost to Family and Community Support Services would be a maximum of \$300 per year.

**Recommendation** The Board recommended that Council approve the allocation of \$300.00 from Community Development (GL. 2-51-09-770-000) to purchase Community Food Association Good Food Box club memberships for the Good Food Box monthly draw. – Carried.

**Bookeo** **B)** All Community and Protective Services programs can now be booked online through Bookeo. Received for information.

**Medicine Hat Food Bank** **C)** The Medicine Hat Food Bank is working with Redcliff representatives to reduce barriers to accessing assistance as demand increases.

**Recommendation** The Board recommended that Council approval the allocation of \$1,500.00 from Community Development (GL. 2-51-09-770-000) to the Medicine Hat Food Bank Association for expenses within the Family and Community Support Services mandate.

**Prairie Rose Family School Liaison** **D)** Prairie Rose School Board forwarded the 2014-2015 Family Liaison Worker report. Received for information.

**Medicine Hat Family Services** **E)** Redcliff Family and Community Support Services received additional provincial funding at the end of 2015. This funding can be used to support Medicine Hat Family Services which received financial support from Redcliff since the inception of Redcliff FCSS.

Recommendation                      The Board recommended that Council approve the allocation of \$6,000.00 Community Development (GL. 2-51-09-770-000) to Medicine Hat Family Services.

Meals on Wheels Driver  
Appreciation                      **F)** Tabled.

**6.        CONFERENCES & MEETINGS, ETC**

**A)** Volunteer Night Meeting                      TBA

**B)** Youth Fair Meeting                      February 26

Next Meeting                      **7.        DATE OF NEXT MEETING – March 8, 2016**

**8.        ADJOURNMENT**

Adjournment                      **A)** The meeting was adjourned at 7:59 pm.



**TOWN OF REDCLIFF  
BYLAW NO. 1823/2016**

A Bylaw of the Town of Redcliff in the Province of Alberta to establish a Family and Community Support Services Board.

**WHEREAS** pursuant to the provisions of the *Municipal Government Act* and under the authority of the *Family and Community Support Services Act* that a municipality may provide for the establishment, administration and operation of a family and community support services program within a municipality.

**AND WHEREAS** the Municipal Council of the Town of Redcliff, in cooperation with the Province of Alberta, has authorized a Family and Community Support Services Program in the community.

**AND WHEREAS** the Municipal Council of the Town of Redcliff desires to establish an advisory board to provide advice regarding preventative social services and community initiatives which contribute to the quality of life and family wellness in the community.

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

**SHORT TITLE**

1. This Bylaw shall be known as **the Redcliff Family and Community Support Services Board Bylaw.**

**INTERPRETATION**

2. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meanings.
  - a) **“Alternate”** shall mean a duly appointed member of the Redcliff Family and Community Support Services Board that is specifically named and titled as an alternate. Such alternate shall assume all duties and rights of full time members should any full time Council member be unable to attend.
  - b) **“Board”** shall mean the Redcliff Family and Community Support Services Board.
  - c) **“Board Member”** shall mean a duly appointed member of the Redcliff Family and Community Support Services Board.
  - d) **“C.E.O.”** shall mean the Chief Elected Official and shall commonly refer to the Mayor of the Town of Redcliff.
  - e) **“Community at large”** shall mean the persons residing within the corporate boundaries of the Town of Redcliff.
  - f) **“Community Services”** shall mean services relating to the well being of the community and shall incorporate those services benefiting both the community's

physical and social needs.

- g) **“Council”** shall mean the Municipal Council of the Town of Redcliff.
  - h) **“Council Member”** shall refer to a Board member who is a Councillor, and is appointed by Council to the Board.
  - i) **“Coordinator”** means the Coordinator of Family and Community Support Services for the Town of Redcliff.
  - j) **“Support Service(s)”** shall mean services relating to the well being of the community and shall incorporate those services benefiting the community's social and psychological needs.
  - k) **“Town”** shall mean the Municipal Corporation of the Town of Redcliff.
3. In this Bylaw all references to gender will remain unbiased and generic (where applicable read female for male and vice versa as deemed necessary).

#### **BOARD RESPONSIBILITIES**

- 4. The Board shall review and consider all submissions and representations from the Community at large with respect to support services, and make recommendations to Council on any items that they deem to be in the general interest of the Community at large.
- 5. In the interest of well balanced coordinated Support Service programs the Board shall co-operate with and encourage all individuals, organizations, public, private, civic, social, and religious within its jurisdiction.
- 6. To give input into current Support Service programs .
- 7. To work towards the development of sound Support Service policy as it relates to Support Service programs by:
  - a) acting as liaison between individuals and community groups in new policy development.
  - b) evaluating existing policies.
  - c) making recommendations on policy to Council.
- 8. To facilitate co-operation and joint planning with related community groups, agencies, committees, or surrounding communities to better co-ordinate Support Service programs and planning.
- 9. To review and make recommendations to Council on fee and charge policy for Support

Service related programs.

10. To solicit input, formulate policy and make recommendations on relevant topics and issues when requested by Council.
11. To make recommendations to Council to provide project funding for new or extended programs .
12. The Board shall develop and maintain a Board policy and procedural manual which shall be kept and maintained in duplicate, one copy to be maintained in the office of the Manager of Legislative & Land Services of the Town, the other in the offices of the Coordinator. This manual shall be available to all Board Members, Council, and Administration. Any policy or procedure of the Board shall be confirmed by motion of the Board and any such approved policy shall not add to the powers, nor retract from the limitations of the Board as stated herein. Topics of Board policy and procedure may include, however are not restricted to mission statements, organizational meeting procedure, Board priorities and a variety of other policy and procedural matters.
13. In regard to related issues, the Board may make recommendations on various budget items relating to programs , however the Board is not responsible for detailed budget preparation or preliminary approval process.

The Board may make recommendations to Council as to the feasibility of “ongoing programs that relate to social needs”, funding for new programs, as well as for the extensions of existing programs.

14. Board members shall attend meetings held monthly, except in July and August.

### **LIMITATIONS**

15. The Board shall have no power to spend money, to make any purchases on behalf of the Town, or to obligate or bind the Town in any manner whatsoever.
16. Recommendations made by the Board shall be dealt with by the Council.
17. The Board shall have no power in matters concerning selection, rates of pay, fringe benefits or other matters pertaining to the welfare of staff.

### **COMMUNICATIONS**

18. The Board shall provide a copy of meeting minutes to the Council on a regular basis.
19. The Board shall be accountable to the Council, and if requested by Council shall make presentations to Council regarding important issues and/or a year end report of the years activities.

20. The Board shall ensure that original minutes and correspondence of Board and sub-committee meetings are kept safe at the Town's municipal office.

### **CONFIDENTIALITY**

21. The Board shall withhold the following information, within the possession of the Town unless its disclosure is required by this or any other enactment or by an order of the court or its disclosure is consented to by the person to whom the information relates:
- a) commercial information, the disclosure of which would:
    - i) likely prejudice the commercial position of the person who supplied it,
    - ii) reveal a trade secret
    - iii) likely prejudice the Town's ability to carry out its activities or negotiations, or
    - iv) allow the information to be used for improper gain or advantage;
  - b) information that is subject to obligations of confidence, the disclosure of which would:
    - i) likely prejudice the future supply of similar information or advice,
    - ii) likely prejudice the Town's ability to carry out its activities or negotiations,
    - iii) place Board members, Councillors, or employees of the Town at risk of improper pressure or harassment,
    - iv) breach legal professional privilege, or
    - v) prejudice measures protecting health and safety;
  - c) personal information, including personnel information, unless its disclosure:
    - i) is for the purpose for which the information was obtained or for a consistent purpose,
    - ii) is required so that the Town can carry out its duties and functions, or
    - iii) is in a statistical or other form so that the name of persons are not revealed or made identifiable;
  - d) information of a deliberative kind and draft reports that are likely to be released to the public in a final form in due course except when the information or draft report is placed before a meeting held in public;
  - e) information the disclosure of which could prejudice security and the maintenance of the law;
  - f) information about assessments and taxes, except as provided in this or any other enactment;
  - g) information placed before a meeting that is closed to the public, except when the information is later placed before a meeting held public;
  - h) information that is prohibited from being released by this or any other enactment.

**ESTABLISHMENT AND COMPOSITION**

22. With exception of Sub (a) the Board shall consist of a minimum of 3 members and a maximum of 5 members comprised of 1 Council member and 1 alternate Council member and the balance from the Community at large (which may include residents employed by the Town of Redcliff),

a) The C.E.O. is, by virtue of his office, a member of the Board and the C.E.O. when in attendance, possesses all the rights, privileges, powers and duties of other members.

23. Applicants selected for appointment to the Board shall be appointed by resolution of Council.

Such appointments should be made before the month of December to be effective the first day of January next, following the appointment, unless the appointing resolution provides for an alternate date.

Appointments shall be for a specified term, not exceeding three (3) years.

24. A member of the Board may be reappointed following the expiration of his term of office.

**REMUNERATION**

25. Members of the Board shall hold office without remuneration.

26. A Board Member may make submissions to Council or as established by policy of Council for Board development expenses.

**TERMINATION OF APPOINTMENTS**

27. Subject to Section (ii) below, the rules of conduct relating pecuniary interest contained in the Municipal Government Act, as amended from time to time, shall be deemed to apply mutatis mutandis to members of the Board.

28. Council may by resolution terminate the appointment of any member of the Board if:
- a) the member is absent from more than three (3) consecutive meetings of the Board;
  - b) the member violates the rules of conduct referred to in Section 27 above;
  - c) the member uses information gained through his position as a member of the Board to gain a pecuniary benefit in respect of any matter in which he has a

pecuniary interest, or;

- d) the member otherwise conducts himself in a manner that Council considers to be improper.
29. A member of the Board's appointment shall automatically terminate if the member ceases to be a member of the Community at large.
30. The appointment of a member of the Board may at any time be revoked by resolution of Council

### **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN**

31. The Board shall at its first regular meeting held in the month of January in each year, elect, by a majority vote of the members present, one member for the office of Chairman and one member for the office Vice-Chairman. Council members may not hold the office of Chairperson.
32. The Vice-Chairman shall preside over any business before the Board in the event of the absence or inability to act of the Chairman.
33. In the event of the absence or inability to act of the Chairman and Vice-Chairman at a meeting of the Board, the members present shall elect, by a majority vote, a member to act as Chairman at that meeting.
34. A Chairman or Vice-Chairman may be re-elected for successive terms of office.

### **QUORUM**

35. A majority of the appointed members shall constitute a quorum at any meeting of the Board.

### **MEETINGS**

36. The Board may, at any meeting which all members are present decide by motion to hold regular meetings. That motion shall state the day, hour and place of every such meeting and no notice of any such meeting is necessary.
37. Special meetings of the Board may be called by the Chairman any time if:
- a) The Chairman gives notice in writing that state the day, hour and place of the special meeting. The notice must state clearly the business that is to be

transacted.

- b) At least 2/3 of the members of the Board give written consent to holding the special meeting.
  - c) No business other than that stated in the notice shall be transacted at any special meeting.
38. The Board shall meet at regular intervals to undertake the duties assigned to it by Council under this Bylaw and any resolution of Council pursuant to this Bylaw.
39. The conduct of the meetings shall be determined by the Chairman who may:
- a) set procedural rules from time to time;
  - b) permit delegations to appear before the Board;
  - c) rule on any other matter as deemed fit.
- In every case the Chairman shall first obtain a majority vote from the members present.
40. The Board may consult or obtain information from any person, advisor or consultant who is not a member thereof. It may request such person, advisor or consultant to attend its meeting or meetings.
41. The meetings of the Board shall be held in public. The Board may, when discussing issues involving matters it deems confidential as outlined in this Bylaw, hold a meeting of the Committee of the whole Board to discuss such matters.
42. The Board shall consider and decide upon all matters in public.

## **DECISIONS**

43. The Board may make its decisions, recommendations and issue notices with or without conditions in accordance with this Bylaw.
44. The Chairman when present, and every Board Member present shall vote on every matter.
- a) Unless, in a specific case the Chairman or Board Member is excused by resolution of the Board from voting, or
  - b) Unless disqualified from voting by reason of pecuniary interest.
45. The decisions of the Board shall be by simple majority vote of the members present. No seconder is required to make a motion of the Board.

46. Any resolution in which there is an equality of votes shall be deemed to be decided in the negative.
47. Minutes of each meeting shall be confirmed at each subsequent meeting of the Board. The last page of the minutes of each meeting shall be signed by the Chairman or presiding Board Member and the Secretary.
48. The Chairman or such other person authorized by the Board for the purpose shall sign all notices of decisions, correspondence on recommendations and other documents on behalf of the Board relating to any responsibilities of the Board.
49. Any document that has been signed by the Chairman or the authorized person shall be deemed to have been signed on behalf of and with the approval of the Board.

#### **SECRETARY**

50. The office of the Coordinator shall provide the services of a secretary to the Board.
51. The Coordinator shall attend all meetings of the Board and shall keep all minutes, documents and records of the Board in his/her custody and control.
52. The [Coordinator](#) shall prepare an agenda for each meeting of the Board in consultation with the Board Chairman and at least two (2) calendar days prior to each meeting, shall arrange to deliver a copy of the agenda to each member of the Board.
53. The Coordinator shall conduct the correspondence of the Board and provide it with such secretarial services as the Board may require.

#### **REPEAL**

54. Bylaw Number 1443/2005 is hereby repealed upon this Bylaw coming into effect.

Read a first time this 14<sup>th</sup> day of March, 2016.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Read a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Signed and Passed this \_\_\_\_\_ day of \_\_\_\_\_, 2016.



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**MAYOR**

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**MANAGER OF LEGISLATIVE &  
LAND SERVICES**

**TOWN OF REDCLIFF  
BYLAW NO. 1824/2016**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA TO PROVIDE  
FOR THE PROTECTION, MAINTENANCE, AND USE OF HIGHWAYS AND OTHER PUBLIC  
PLACES WITHIN THE TOWN OF REDCLIFF.

WHEREAS, by virtue in the power conferred on it by the *Municipal Government Act*, the Council of the Town of Redcliff, in the Province of Alberta, duly assembled, enacts as follows:

**SHORT TITLE**

1. This Bylaw shall be known and may be cited as the "Street Bylaw" of the Town of Redcliff.

**INTERPRETATION**

2. In this Bylaw, the definitions set forth in Section (1) of the *Traffic Safety Act R.S.A. 2000 C T-6* as amended and Section (1) of the *Municipal Government Act R.S.A. 2000 c. M-26.1* as amended shall apply to this Bylaw and in addition the following definitions (unless the context specifically requires otherwise) shall also apply:
  - a) **"Bylaw Enforcement Officer"** means a Person appointed as a Bylaw Officer by the Town of Redcliff and includes any member of the Town of Redcliff Community Peace Officer or a member of the Royal Canadian Mounted Police.
  - b) **"Council"** means the Municipal Council of the Town of Redcliff.
  - c) **"Development Officer"** means a person appointed as a Development Officer by the Town of Redcliff.
  - d) **"Manager"** means a person appointed to the position of Municipal Manager for the Town of Redcliff.
  - e) **"Multi-Unit"** means a building which has more than one (1) self-contained business, residence or combination thereof within the Municipal Boundaries of the Town of Redcliff.
  - f) **"Owner"** means any Person who is registered under the *Land Titles Act (Alberta)* as the Owner of the fee simple estate in the land or parcel of land within the Municipal Boundaries of the Town of Redcliff or any person shown, or designated, as the owner pursuant to the current Tax Roll of the Town of Redcliff.
  - g) **"Occupant"** means any Person who has lawful possession, resides in or occupies any land, parcel of land or building within the Municipal Boundaries of the Town of Redcliff but is not an Owner.
  - h) **"Person"** means an individual, trustee, legal representative, proprietorship, body corporate, association, or partnership.

- i) "Shooting Range" means an authorized land or premises that is designed or intended for safe discharge, of weapons, and which land or premises is created and operated in accordance with the provisions of the Land Use By-Law of the Town of Redcliff, as amended from time to time, and all provincial and federal laws and regulations.
- j) "**Street**" means any urban way or thoroughfare; a road or public way in a city, town or village, generally, paved and lined, or intended to be lined, by houses or business premises on either side and includes the adjacent Sidewalks and Boulevards.
- k) "**Town**" means the municipal corporation of the Town of Redcliff or the area contained within the Town boundaries as the context requires.
- m) "Weapon" means as defined under the Criminal Code of Canada (R.S.C., 1985, c.C-46) and amendments thereto.

### **MUNICIPAL ADDRESSES**

- 3. The Manager or his designate will establish a policy, approved by Council, for the orderly numbering of parcels of land and buildings and units and multi-units within buildings which shall be referred to as the Municipal Address.
- 4. An Owner or Occupant of a building shall display the number of the Municipal Address of that building in such a manner and in a size that this will cause the number to be clearly visible and legible from the front of the building.
- 5. The Manager or his designate shall have authority to revise the numbers assigned to a Municipal Address and the Owner or Occupant of a building upon receiving notice of such a change in the number of the Municipal Address shall have thirty (30) days within which to change the number to coincide with the newly assigned Municipal Address.
- 6. Any person who fails to comply with section paragraph 4 or paragraph 5 shall be guilty of an offence.

### **NON-PERMITTED USE OF A STREET**

- 7. No Person shall leave any material, wares, merchandise or chattels on any Street for the purpose of displaying them for resale.
- 8. Notwithstanding paragraph 7, a business may use a portion of a Sidewalk adjacent to the business premises for the display of merchandise for sale for a maximum of three (3) consecutive days in any month provided that pedestrian traffic along the Sidewalk or the exit from any building is not obstructed in any way.
- 9. No Person shall place or permit the placement of any electrical wire or extension cord on a Sidewalk or above a Sidewalk at a height of less than 2.5 metres above the ground.

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10. The Owner or Occupant of a land or building premises abutting a Street shall not construct or maintain a gate or door which would obstruct the free use of any portion of a Street.
  11. The Owner or Occupant of land or building premises abutting a Street shall not allow any object or development to encroach on or over any portion of a Street unless otherwise authorized in writing by the Town to do so or as otherwise permitted by the provisions of this or any other Bylaw.
  12. No Person, Owner or Occupant of land or building premises abutting a Street shall not permit earth, rock, trees or other material originating from the private property to be deposited either by nature or otherwise upon any portion of a Street or if such material is so deposited the Owner or Occupant shall not allow it to remain there.
  13. No Owner or Occupant of land or building premises abutting a Street shall place concrete or any other form of material in the gutter, Street or Roadway or attach any material to the curb for the purpose of providing a ramp entrance to a driveway.
  14. No Person shall excavate any portion of a Street unless otherwise authorized in writing by the Town to do so or as otherwise permitted by the provisions of this or any other Bylaw.
  15. No person shall discharge any weapon capable of launching or firing a projectile, either on a street or elsewhere within the Town of Redcliff unless such Discharge occurs in accordance with one (1) or more of the following requirements:
    - A) A Discharge made by a Police Officer, a Peace Officer or a Fish and Wildlife Officer during the course of his duty.
    - B) A Discharge made on an approved Shooting Range by an authorized person.
    - C) A Discharge made by a Person authorized by the Commander of the Redcliff R.C.M.P. Detachment.

## **PERMITTED USES OF A STREET**

### **NEW DRIVEWAYS**

16. A driveway may be constructed for the sole purpose of providing vehicular access to private property from a Roadway provided that the owner obtains development approval.
17. The Owner shall submit an application in the approved form to the Development Officer together with a plan, showing the following information:
  - A) the proposed location of the driveway with respect to the Owner's property, any Sidewalks, and Roadway, any utility installations, fire hydrants, or valves;
  - B) dimensions to the property lines;
  - C) width of the driveway;

- D) length of the driveway;
  - E) proposed slope of the driveway for surface drainage;
  - F) proposed surface material.
18. The Manager or his designate will establish a policy, approved by council, specifying the terms and conditions for the approval of an application for a driveway development.

### **EXISTING DRIVEWAYS**

19. An existing driveway will be deemed approved upon passage of this Bylaw provided that the driveway satisfies or conforms with the following conditions:
- A) a curb cut has been constructed in a satisfactory manner as determined by the Town and only if the curb cut is required based on the type of curbing that exists at the entrance to the driveway;
  - B) the driveway is a readily identifiable width of land for the purpose of accommodating vehicular access to a parking or storage area located on private property;
  - C) the driveway does not encroach on any other private property;
  - D) the surface of the driveway is constructed of concrete, asphalt, gravel, shale, or some other all-weather material commonly used for Roadway surfacing;
  - F) the driveway does not restrict the drainage of surface water from the private property to a sewer or other drainage system located on the Roadway;
  - G) The driveway does not restrict access to any utility installations, fire hydrants or valves.

### **SECTION 6 – BOULEVARDS**

20. No person shall develop, alter, damage or change any Boulevard unless otherwise authorized in writing by the Town to do so or as otherwise permitted by the provisions of this or any other Bylaw.
21. A fence may be constructed on a Boulevard abutting to private property provided that the Owner obtains development approval.
22. The Owner shall submit an application in the approved form to the Development Officer together with a plan, showing the following information:
- A) the proposed location of the fence with respect to the Owner's property, any Sidewalks, Roadway, utility installations and fire hydrants or valves;
  - B) dimensions to the property lines;

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- C) proposed height of the fence;
  - D) proposed materials to be used for the fence;
  - E) proposed location of gate or gates.
23. The Manager, or his designate, will establish a policy approved by council specifying the terms and conditions for the approval of an application for a Boulevard fence development.
24. An existing fence located on a Boulevard will be deemed approved upon passage of this Bylaw provided that the fence satisfies or conforms with the following conditions:
- A) the fenced area must abut the Owner's property;
  - B) the fenced area must not be separated from the Owner's property by a municipal Sidewalk;
  - C) on a Boulevard where no Sidewalk exists, the fencing may only extend to within two (2) metres of the Roadway or curb;
  - D) the height of the fence must not exceed the height restrictions set out in the Town Land Use Bylaw.
  - F) the fence must be maintained in good condition and must be painted or galvanized to prevent rusting.

#### **PROTECTION AND MAINTENANCE OF SIDEWALKS**

25. No Person, except Persons employed by the Town or authorized by the Town to do so, shall damage, alter, remove, or change any part of a Sidewalk in any manner.
26. The Owner or Occupant of any property that has a Sidewalk located on a Boulevard adjoining that Owner's or Occupant's property or has a sidewalk abutting to the Owner's or Occupant's property shall clear away any snow, ice, dirt or other obstruction from the Sidewalk within twenty-four (24) hours after the time such snow, ice, dirt, or other obstruction was deposited or formed on the Sidewalk.

#### **PENALTY PROVISIONS**

27. Any Person who contravenes any provision of this Bylaw is guilty of an offense.
28. A Person who is guilty of an offense under this Bylaw is liable to pay a fine of not less than the specified penalty for that offense and not more than \$2,000.00 or, in default of payment, to imprisonment for a period of not more than six (6) months.

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29. Where a Bylaw Enforcement Officer believes on reasonable and probable grounds that an offense has taken place consisting of a breach or contravention of this Bylaw, he may commence proceedings by issuing either a summons/violation ticket (Part 2) or an offense notice/violation ticket (part 3) in accordance with the provisions of the *Provincial Offenses Procedure Act*, R.S.A. Chapter P 21.5.
30. If a summons or offence notice is issued pursuant to paragraph 8.3 in respect of an alleged contravention of a provision of this bylaw the summons or offence notice may provide for a specified penalty. The specified penalty or amounts shall be set out in Schedule A in the case of offences listed in that schedule.

### **ORDER TO REMEDY CONTRAVENTION OF A BYLAW**

31. If a Bylaw Enforcement Officer finds that a Person, Owner, or Occupant is contravening any provision of this Bylaw including (without restricting the generality of the foregoing) those provision of the Bylaw relating to removal of snow, ice and dirt or any other obstruction on the sidewalk, the Bylaw Enforcement Officer and/or anyone authorized on his behalf may, by written Order, require the Person, Owner or Occupant responsible for the contravention to remedy it if the circumstances so require.
32. The Order may:
- A) direct a Person to stop doing something or to change the way in which the Person is doing it;
  - B) direct a Person to take any action or measures to remedy the contravention of the Bylaw;
  - C) state a time in which a Person must comply;
  - D) state that if the Person does not comply, the Town will take the necessary actions or measure to remedy the contravention of the Bylaw; and that the cost relating thereto shall be at the expense of that person.
33. The Town may render the account for the costs incurred in remedying the contravention of the Bylaw to the Person, Owner or Occupant responsible for the contravention and the Person, Owner or Occupant to whom the account is rendered shall pay the account forthwith upon receipt.
34. If the Town does not receive payment of the costs incurred in remedying the contravention of the Bylaw within 30 days upon which the account was mailed or delivered to that Person, Owner or Occupant, the Town may charge the same as a special assessment and add the same to the tax roll to be recovered in the like manner as taxes assessable against the parcel of land so affected in accordance with the *Municipal Government Act* (Alberta).

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**SERVICE OF DOCUMENT, ORDER OR NOTICE**

35. Service of any Document, Order or Notice required to be served pursuant to the Bylaw, may be served either:
- A) personally upon the Person, Owner or Occupant required to be served;
  - B) by prepaid registered mail at the address of:
    - i) the Owner at the address as shown on the tax roll;
    - ii) Person or Occupant other than the Owner at the last known mailing address.
  - C) in the case of a corporation, personally upon any director or officer of the corporation or alternatively by prepaid registered mail at the registered office of the corporation.
36. If service is effected by prepaid registered mail, service will be deemed to be received five (5) days following mailing of the Document, Order or Notice.

**OTHER**

37. Bylaw No. 1440/2005 and 934/91 is repealed with the coming into force of this Bylaw.

**READ** a first time this 14<sup>th</sup> day of March, 2016.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**READ** a third time \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**SIGNED AND PASSED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

**MAYOR**

---

**MANAGER OF LEGISLATIVE  
& LAND SERVICES**



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**SCHEDULE 'A'**

<b>SECTION</b>	<b>FINE</b>
4 Failure to display municipal address	\$75.00
5 Failure to display revised municipal address	\$75.00
7 Material on Street for sale	\$75.00
9 Electric wire on a Sidewalk	\$75.00
10 Gate or door obstructing Street	\$100.00
11 Building encroachment without waiver	\$500.00
12 Material deposited on Street	\$300.00
13 Placing material in gutter for ramp	\$300.00
14 Excavating in Street without permission	\$500.00
15 Discharge any weapon without permission	\$500.00
16 Failure to obtain approval for new driveway	\$100.00
17 Contravention of driveway requirements – new	\$100.00
19 Contravention of driveway requirements – existing	\$100.00
20 Damage to Boulevard	\$200.00
22 Contravention of fence requirements on a Boulevard – new	\$100.00
24 Contravention of fence requirements on a Boulevard – existing	\$100.00
25 Damage to a Sidewalk	\$200.00
26 Failure to clear snow, ice, dirt from Sidewalk	\$75.00

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** March 28, 2016  
**PROPOSED BY:** Municipal Manager  
**TOPIC:** Water Rates Bylaw – Raw Water Rates  
**PROPOSAL:** To amend the current Water Rates Bylaw

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**BACKGROUND:**

At the March 14 Council Meeting, Council directed Administration to research a fair and proportional capital component rate for the raw water rates in the potential new raw water rates and bring back proposals for Council's consideration.

After careful consideration of the capital component, Administration feels it would be fair to charge a reduced rate of the capital component to 20%, as the user utilizes some of the Town's water system capital infrastructure but not the capital infrastructure of the water treatment plant.

The calculations are as follows.

What the ratepayer utilizes

Raw Water Pump Station:	\$2,550,023.80
Raw Water Supply Pipeline:	\$1,354,128.34
	<hr/>
	\$3,904,152.14

Total new water capital infrastructure

Raw Water Pump Station:	\$2,550,023.80
Raw Water Supply Pipeline:	\$1,354,128.34
Water Treatment Plant:	\$15,846,290.88
	<hr/>
	\$19,750,443.02

Percent of infrastructure utilized

$\$3,904,152.14 / \$19,750,443.02 = 0.1977$

**POLICY/LEGISLATION:**

The Town's Water Rates Bylaw outlines the rates for both treated water and untreated/raw water. To affect change in this regard will require the bylaw to be changed.

**STRATEGIC PRIORITIES:** n/a

**ATTACHMENTS:** Proposed Bylaw 1825/2016.

**OPTIONS:**

1. To give second and third readings to Bylaw 1825/2016, Water Rates Bylaw.
2. To give second reading to Bylaw 1825/2016, Water Rates Bylaw and direct Administration to review and incorporate additional changes to proposed Bylaw 1825/2016, Water Rates Bylaw for third reading.

**RECOMMENDATION:**

Option 1

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved that the Bylaw 1825/2016, Water Rates Bylaw be given second reading.
2. Councillor \_\_\_\_\_ moved that the Bylaw 1825/2016, Water Rates Bylaw be given third reading.
3. Councillor \_\_\_\_\_ moved to direct Administration to review and incorporate additional changes to proposed Bylaw 1825/2016, Water Rates Bylaw as follows:
  - 1.
  - 2.
  - 3.

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

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_ AD. 2016.

**BYLAW NO. 1825/2016  
OF THE TOWN OF REDCLIFF  
IN THE PROVINCE OF ALBERTA**

**A BYLAW OF THE TOWN OF REDCLIFF** to provide for the levying, collecting of charges and rates for water service.

**AND WHEREAS** the *Municipal Government Act* authorizes a Council to pass Bylaws respecting public utilities,

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

**TITLE**

1. This Bylaw shall be known and may be cited as the **"Water Rates Bylaw"** of the Town of Redcliff and comes into force on third reading and signing of this bylaw.

**INTERPRETATION AND DEFINITIONS**

2. In this Bylaw:
  - a) **"BULK WATER STATION"** shall mean the site located within the Town of Redcliff where bulk purchases of water may be obtained from a metered facility.
  - b) **"COUNCIL"** shall mean The Municipal Council of the Town of Redcliff.
  - c) **"DUE DATE"** shall mean the statement date shown on the billing that all rates, fees, and charges are due and payable.
  - d) **"M<sup>3</sup>"** shall mean the measure of volume of one cubic meter.
  - e) **"MULTI-UNIT BUILDING"** shall mean a building which has more than one (1) self-contained business, residence or combination of both.
  - f) **"PORTABLE HYDRANT METER"** shall mean a water meter that attaches to a fire hydrant for the purpose of allowing bulk purchases of water.
  - g) **"SATISFACTORY CREDIT HISTORY"** shall mean a customer who has not been on the shutoff list and has paid their utility billings on time for the previous twelve (12) months.
  - h) **"TENANT"** shall mean anyone other than the owner of a property.
  - i) **"TOWN"** shall mean the Municipal Corporation of the Town of Redcliff.
  - j) **"WATER VALVE ENCUMBRANCE"** shall mean the device used to seal a water valve that has been tampered with on a continuing basis.

**TREATED WATER RATES WITHIN TOWN LIMITS**

3. Every person, firm or corporation being the registered owner, occupant or purchaser entitled to possession of property within The Town Limits which is served directly or indirectly by a service connection to the Town water Distribution system, shall require a water meter and shall pay to the Town the following water rates, payable monthly or bi-monthly at the discretion of the Council:

<b>Residential</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$34.90	\$69.80
<b>Total</b>	<b>39.31</b>	<b>\$78.62</b>

<b>Non-Residential</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$44.30	\$88.60
<b>Total</b>	<b>\$48.71</b>	<b>\$97.42</b>

<b>Greenhouse</b>		
	<u>Monthly Rate</u>	<u>Bi-Monthly Rate</u>
Admin Component	\$4.41	\$8.82
Capital Component	\$174.20	\$348.40
<b>Total</b>	<b>\$178.61</b>	<b>\$357.22</b>

4. Any water consumed shall be charged to the customer at the rate of \$ 0.97 per M<sup>3</sup>.
5. Owners of Multi-unit buildings shall receive one (1) water service from the Town of Redcliff to service the entire building. The owners of a Multi-unit building shall receive one water meter to service the entire building; additional meters may be purchased at the cost of the owner. The owners of the Multi-unit building shall be charged the minimum monthly or bi-monthly rate as designated per unit in the building.

**TREATED WATER RATES OUTSIDE TOWN LIMITS**

6. Customers outside the Town limits, who are serviced with treated water from the Town, shall pay the rates outlined in 3.
7. Any water consumed shall be charged to the customer at the rate of \$ 3.25 per M<sup>3</sup>.

**UNTREATED WATER RATES WITHIN TOWN LIMITS**

8. Customers within the Town limits who are serviced with untreated water from the Town, shall pay 100% of admin component and 20% of the capital component ~~the rates outlined in 3 and 4 with the exception of the Capital Component.~~ as well as 100% of the consumption rate outlined in 4.

**BULK WATER**

9. For customers utilizing the Bulk Water Station the following rates shall apply:
  - a) Monthly Fee of \$ 39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$ 3.00 per M<sup>3</sup>. The Town reserves the right to refuse and/or disconnect a Bulk Water Station service without notice.
10. Notwithstanding ~~subsections 3, 3.1 and 3.2~~ sections 3, 4, 8 7 9, Council may direct a person, firm or corporation being the registered owner, occupant or purchaser entitled to possession of property within the Town Limits which is served directly or indirectly by a service connection to the Town water Distribution system, to pay to the Town the following bulk water rates, payable monthly or bi-monthly at the discretion of the Council:
  - a) Monthly Fee of \$39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$3.00 per M<sup>3</sup>. The Town reserves the right to suspend or reduce a bulk water service on twenty four (24) hours written notice. Suspension or reduction of said bulk water service shall be determined by the Public Services Director as he deems necessary to ensure the adequate supply and delivery of domestic water to the Town of Redcliff users. Failure to abide by any suspension or reduction shall result in termination of service without notice.
11. For customers utilizing the Portable Hydrant Meter the following rates shall apply:
  - a) Monthly Fee of \$39.38, plus the cost of water consumed shall be charged to the customer at the rate of \$3.00 per M<sup>3</sup>. A security deposit of \$2,000.00 is required and will be refunded upon the Portable Hydrant Meter being returned to the Town

undamaged. The Town reserves the right to refuse rental of the Portable Hydrant Meter.

### **MISCELLANEOUS RATES**

12. The charge for a service call (i.e. water turned on/off) made by the Town during regular work hours shall be:

1. Delinquent accounts -Reconnect	-	\$60.00
2. Delinquent accounts turn on after hours	-	Effective Call Out Labour Rate
3. Greenhouse meter removal for freeze out	-	\$50.00
4. Greenhouse meter reinstallation	-	\$50.00
5. Frost damaged meter replacement	-	\$40.00 plus cost-of meter (Approximately \$150.00 to \$600.00)
6. Garden service installation	-	\$30.00
7. Garden service removal	-	\$30.00
8. Service call - off/on (same day)	-	\$30.00
9. Service call – Disconnect (Temporary/Seasonal Vacancy)	-	\$50.00
10. Service call – Reconnect (Temporary/Seasonal Vacancy)	-	\$50.00
11. Meter Testing	-	\$50.00
12. Temporary Service during construction (60 days)	-	\$50.00
13. Replace damaged read out	-	\$30.00 plus cost

(\*GST not included in above rates)

13. Any such service requested after regular hours shall be billed to the customer requesting the service call, at the effective call-out labour rate applicable.
14. The charge for activating a water valve that has a water service encumbrance attached shall pay the sum of \$100.00 plus GST for the service call made by the Town to unseal the water service encumbrance.
15. Owners or occupants requiring water service from the Town of Redcliff are required to pay a sign on fee of \$10.00.

### **TEMPORARY WATER SERVICE**

16. A temporary water service is available to building contractors to provide them with a limited water supply required for construction activities such as concrete work, stuccoing, drywalling, and masonry. The cost for this service is outlined in Section [712](#).

- 
17. A temporary water service is available for a maximum of sixty (60) days or until:
- a) the contractor request the water meter from the Town; or
  - b) the Town determines that the plumbing is completed to the stage where a water meter can be installed, or
  - c) the temporary water service is being used for something other than what is intended.
18. The Town reserves the right to refuse and/or disconnect a temporary water service without further notice.
19. Upon termination of the temporary water service, the owner will be required to make application for a standard water service.

### **DEPOSIT**

20. All tenants receiving water service from the Town shall deposit the sum of \$150.00 with the
- Town to be held in trust. Such deposit shall be paid interest at the rate of zero (0%) per cent.
21. The deposit fee shall be returned to the tenant when:
- a) The tenant terminates their utility account with the Town and does not enter into an account for utility services to another property as a tenant within the Town's service area. The Town shall read the meter and determine the final billing and the balance of any unpaid Town utilities shall be deducted from the deposit fee.
  - b) Upon application, when a residential tenant or non-residential tenant maintains a Satisfactory Credit History for 12 consecutive months.
22. Owners of a single family dwelling wishing to have utility services continue upon the renter signing off may complete Schedule 'A' which will have billing revert to the owner from the date the renter signs off.

### **PENALTIES**

23. In the event a utility invoice:
- a) remains unpaid on the 21<sup>st</sup> day following the due date, there shall be



added thereto by way of penalty, an amount which shall be two and one half percent (2 1/2 %) of the unpaid current utility invoice. The said penalty shall be added to and shall form part of the unpaid utility invoice.

- b) remains unpaid on the 31<sup>st</sup> day following the due date the Town of Redcliff shall issue a water service disconnection notice which shall notify the user that the  
  
water service may be disconnected on the date specified in the water disconnection notice; however the date of disconnection shall not be less than 10 days after the mailing date of the water disconnection notice.

24. Water service charges in default including penalties shall constitute a debt owing to the Town which may be recovered:

- a) By action in a court of competent jurisdiction, or
- b) By distress and sale of goods and chattels of the person owing such rates and charges wherever they may be found in the municipality, or
- c) Where the occupant is the owner or purchaser of a building or lot or part of a lot, the sum payable by him for such rates or charges are a preferential lien and charge on the building or lot or part of a lot and on the personal property of the debtor and may be levied and collected in like manner as municipal rates and taxes recoverable, or
- d) Where the occupant is a person other than the owner or purchaser of the building or lot or part of a lot, the sum payable by the occupant for such rates or charges is a debt due by him and shall be a preferential lien and charge on his personal property and may be levied and collected with costs by distress.

#### **OTHER**

25. No person, firm, or corporation within the Town limits which is served directly or indirectly by a water main or service by the Town shall obtain a supply of water from any other source without the express written consent of the Council.

26. Unless specifically authorized by the Council, only one (1) water service connection shall be permitted for any legal parcel.

- a) In the event there are any outstanding issues relating to any unresolved utility or property related matter, administration may at their discretion withhold the installation of any service connection to a parcel and refer the matter to Council for consideration.

27. Errors or omission relating to utility billing may be adjusted to a maximum of six (6) bi-monthly billings.

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28. This Bylaw shall become effective following third reading and signing.

**REPEAL**

29. Bylaw Number 1816/2015 is hereby repealed.

**READ** a first time this 14<sup>th</sup> day of March, 2016.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**READ** a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MANAGER OF LEGISLATIVE AND LAND SERVICES

## SCHEDULE 'A'

TOWN OF REDCLIFF

DATE: \_\_\_\_\_

Utilities Department

With reference to tenants vacating property or properties as listed below under the ownership of the undersigned, the utilities will automatically be transferred into the property owner's name.

This letter shall serve as the permission for the Town of Redcliff to sign on utilities in the property owners name during vacant periods, without any further notice to the owner.

This procedure is to ensure that the owner is not charged a sign on fee every time the property becomes vacant.

**PLEASE NOTE: FAILURE TO NOTIFY OUR OFFICE THAT THE LISTED PROPERTY OR PROPERTIES HAVE BEEN SOLD WILL RESULT IN YOUR BEING RESPONSIBLE FOR ANY UTILITIES CONSUMED DURING VACANT PERIODS.**

Service Address(es)      1. \_\_\_\_\_  
   2. \_\_\_\_\_  
   3. \_\_\_\_\_

Mailing Address:      \_\_\_\_\_  
   (Owner name)  
  
   \_\_\_\_\_  
   (Address)  
  
   \_\_\_\_\_  
   (City / Town)  
  
   \_\_\_\_\_  
   (Postal Code)

Telephone Numbers:      \_\_\_\_\_ (residence)      \_\_\_\_\_ (business)

\_\_\_\_\_  
(OWNERS SIGNATURE)

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** March 28<sup>th</sup>, 2016

**PROPOSED BY:** Director of Finance & Administration

**TOPIC:** Utility Refund

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

---

**BACKGROUND:**

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

On March 12<sup>th</sup> 2007, Council determined that the Redcliff Community Garden could make an annual request for the refund of water costs.

Since then, Council has refunded the water costs every year. These refunds have ranged from \$222.34 to \$479.04, averaging \$324.43 per year. Due to the administrative time to bill and collect the money only for it to be refunded the following year, Council could proactively waive these fees and reduce the amount of administrative time spent.

**POLICY / LEGISLATION:**

n/a

**STRATEGIC PRIORITIES:**

n/a

**ATTACHMENTS:**

Letter from the Community Food Connections Association's request for reimbursement of water fees paid in 2015.

**OPTIONS:**

1. To approve the Community Food Connections Association's request for reimbursement of \$593.22 with respect to water fees paid in relation to the Redcliff Community Garden during the 2015 season.
2. To approve the Community Food Connections Association's request for reimbursement of \$593.22 with respect to water fees paid in relation to the Redcliff Community Garden during the 2015 season and to further waive water fees for the 2016 season. For all subsequent years, the Community Garden Advisory Committee must make an annual request to have that year's water fees be waived before the service commences for that year.
3. To respectfully decline the request.

**RECOMMENDATION:**

Option 2

**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to approve the Community Food Connections Association's request for reimbursement of \$593.22 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2015 season.
2. Councillor \_\_\_\_\_ moved to approve the Community Food Connections Association's request for reimbursement of \$593.22 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2015 season and to approve the waving of fees for the 2016 growing season and to inform the Community Food Connections Association of the new practice.
3. Councillor \_\_\_\_\_ moved to decline the Community Food Connections Association's request for reimbursement of \$593.22 to the Community Food Connections Association of South Eastern Alberta for the cost of water related to the Redcliff Community Garden during the 2015 season.

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD.  
2016.



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

February 16, 2016.

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

Dear Mayor Ernie Reimer and Council:

**Re: The Redcliff Community Garden**

The community garden provides residents of Redcliff with a wonderful way to increase access to healthy, great tasting, and affordable foods while promoting physical activity. Our community gardeners report on evaluations that they have increased their consumption of vegetables as a result of having a plot in the community garden.

On behalf of the Redcliff Garden Advisory committee I am writing Council to request that the \$593.22 paid in water fees for the 2015 gardening season be reimbursed.

There has been a significant increase in the costs of maintaining the gardens and the Committee has appreciated the Council contributing the costs of the water greatly over the past years. It helps us to remain a sustainable resource in the community.

Thank you in advance for your consideration of this request,

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

Sincerely,

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

**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** March 28<sup>th</sup>, 2016

**PROPOSED BY:** Community and Protective Services

**TOPIC:** Redcliff Days Street Dance & Concert

**PROPOSAL:** To consider approving the Special Event Application for a Redcliff Days Street Dance & Concert on June 17, 18 & 19, 2016

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**BACKGROUND:**

The intent of Redcliff Days is to offer a variety of activities and events that appeal to local residents and visitors of all ages. Local residents enjoy the festivities but it also brings visitors from the surrounding area and serves as an unofficial homecoming as friends and families converge at this time.

Chris Czember, owner of Who's on Third, is proposing to host a street dance and concert in conjunction with Redcliff Days, June 17, 18 & 19, 2016, on the 000 block of 3<sup>rd</sup> Street SE adjacent to his business. This event would provide a new opportunity for socializing; three days of entertainment and create a festive atmosphere in the downtown area.

The applicant will ensure that insurance and relevant permits are obtained. No concerns were expressed by Barry Steier, Bylaw Enforcement; S/Sgt. Sean Maxwell, NCO i/c RCMP or Mel Spence, 3<sup>rd</sup> Street Bazaar Coordinator.

**POLICY / LEGISLATION:**

Street Bylaw 1440/2005

**STRATEGIC PRIORITIES:**

n/a

**ATTACHMENTS:**

- Special Event Application
- Bylaw Report
- Email from Mel Spence, 3<sup>rd</sup> Street Bazaar Coordinator

**OPTIONS:**

1. To approve the Special Event Application for a Redcliff Days Street Dance and Concert from June 17 to June 19, 2016.
2. Do not approve the Special Event Application for a Redcliff Days Street Dance and Concert from June 17 to June 19, 2016.

3. To approve the Special Event Application for a Redcliff Days Street Dance and Concert with amendments.

**RECOMMENDATION:**

Option 1


**SUGGESTED MOTION(S):**

1. Councillor \_\_\_\_\_ moved to approve the Special Event Application for a Redcliff Days Street Dance and Concert for June 17 to June 19, 2016, further that council authorize the closure of 3<sup>rd</sup> street SE from Broadway Ave to the alley entrance behind Who's on 3<sup>rd</sup>, located at 222 Broadway Ave East from 2pm Friday June 17<sup>th</sup> until 10am Sunday June 19<sup>th</sup> 2016.

2. Councillor \_\_\_\_\_ moved to deny to Special Event Application for a Redcliff Days Street Dance and Concert for June 17 to June 19, 2016.

3. Councillor \_\_\_\_\_ moved to approve the Special Event Application for a Redcliff Days Street Dance and Concert for June 17 to June 19, 2016 with the following modifications.

SUBMITTED BY:

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

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

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AD. 2016.





TOWN OF

# REDCLIFF

Community and Protective Services

13 Street NE

Box 40

Redcliff, AB

T0J 2P0

[www.redcliff.ca](http://www.redcliff.ca)

T 403.548.3232

F 403.548.6623

## SPECIAL EVENT APPLICATION for Parks and Municipal Street Use

### APPLICANT INFORMATION:

Name: Chris Czember  
Title: Owner of Whos on third  
Organization: Whos on third  
Address: 222 Broadway  
Phone: 403 502 4228

### ORGANIZATION SPOKESPERSON:

Please name an individual who can address public inquiries regarding your event ( ☐ same as applicant)

Name:  
Title:  
Organization:  
Address:  
Phone:

### EVENT DESCRIPTION

Event Name: Redcliff Days street dance + concert

Event Dates and Times (including set up and tear down schedules):

3-5pm June 17 to 5pm June 18

Type and Description of Event: Redcliff days street dance

Beer/Liquor Garden: ☐ No ☒ Yes If yes, additional requirements must be met. Please consult with staff.

Estimated Attendance: 250

On-Site Supervisor: Chris Czember Phone: 403 502 4228

### INSURANCE

If you are advised that proof of liability insurance is required; you must provide proof that you have in the amount of at least \$2 million must be provided within 10 days of event approval. "The Town of Redcliff" must be named as an "additional insured".

Have you attached confirmation of insurance? ☐ Yes ☒ No

Will proof of insurance be forwarded by insurance provider? ☒ Yes ☐ No

If no, please explain:

I will get it forwarded

## BARRICADES /TABLES/GARBAGE, etc

Some municipal equipment such as garbage cans; dumpsters; barricades and picnic tables are available for **COMMUNITY EVENTS** but this must be booked a minimum of 2 weeks prior to the event and is subject to availability. (The needs of the municipality will take precedence.) Event organizers must ensure that placement of any event related equipment does not pose any hazard to event participants.

Town of Redcliff supplied: ☒ Yes ☐ No

Number of Barricades required:

Other equipment required, please list: *Garbage cans, dumpsters, barricades?*

Other Source: *Stimpale, city of med H.t* ☒ Yes ☐ No

## ROAD CLOSURE(S)

Does your event require the closure of any municipal roads. If so, please indicate and clearly label on an attached map/site plan which roads you want to close, and the dates and times required. ☐ No ☒ Yes  
\*\*You may be required to have trained flagpersons and marshals.\*\*

## CONTRACTORS/VENDORS

Event organizers are responsible to ensure that any contractors or vendors participating in the event (i.e. market vendors, traffic flagging companies, etc.) carry adequate liability insurance coverage (\$2 million minimum), or that contractors and vendors are covered under the event organizer's insurance ("Blanket contractual liability").

Are you using contractors (regardless of service)? ☐ Yes ☒ No

If yes, list contractors: *I consider me as contractor*

If any vendors are serving food, has the appropriate food service permit been obtained from the health authority? ☒ Yes ☐ No *I consider*

Have contractors/vendors provided proof of up to date Worker ; Compensation insurance coverage? ☒ Yes ☐ No

Have contractors/vendors secured adequate liability insurance? ☒ Yes ☐ No

If no, are they covered under the event organizer's insurance? ☐ Yes ☐ No

## POWER REQUIREMENTS

A deposit of \$125 is required for keys used to access electrical boxes on Municipal property. You must ensure that any placement of electrical cords does not cause a hazard (i.e. extension cords laid across walkways).

For what purpose:

Power source location:

## AMPLIFICATION (for what purpose):

Event organizers must ensure noise levels comply with the terms set out in the Municipality's Noise Bylaw

☒ Pre-recorded music

☒ Live band

☐ Speeches

☒ Dancing at site



## ENTERTAINMENT

Type:	Band, pre recorded music	
Stage:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Special Requirements:		

## TENTS /INFLATABLES

If tents/inflatables are being used, they must be properly staked or anchored. You must ensure that anchor points do not pose a tripping hazard.	
Number being used:	Type:
Size:	
Staked into ground:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose:	
Location (mark on site map):	

## SIGNS and BANNERS

Describe all signage that will be used to direct the public, advertise the event, or publicize a sponsor. Please note that any signage posted to publicize the event may require a separate permit and must be removed following the event.
Sponsor signs and banners, possibly band advertisement inside fenced areas

## FACILITY USE INFORMATION FORM

Town of Redcliff staff will only consider events that provide economic and cultural contributions to both visitors and locals of the community. To better assess your proposal, please provide the following information:

### BENEFITS

Describe the main economic and cultural benefits to Redcliff residents and visitors.
Help promote a new event to redcliff days to compete with the spectrum festival. Approx 20 jobs will be <del>created</del> created for the weekend. As well as spin off.

### FUNDRAISER

If the event is a fundraiser, please indicate the primary recipient of funds raised:

## MUNICIPAL PROPERTY AND FACILITY USE

If applicable, identify the facility or property required and provide a complete description of event. Please note that fees, deposits and use of municipal property is governed by local bylaws and policies.

☐ Lions Park ☐ Legion Memorial Park ☐ River Valley Park ☐ Seniors Centre ☒ Other (please identify)

3rd Street as per the map I provided

**MAP / SITE PLAN:** Attach a map (hand drawn is acceptable) of all areas to be used outlining all proposed event features.

The individual who signs the application is responsible for all aspects of the event, including compliance with Municipal bylaws (copies available on request or from the Town's website; [www.redcliff.ca](http://www.redcliff.ca)), the conduct and safety of all individuals working or attending the event, clean-up following the event, and any contractors hired to provide a service to the event.

Chris Czebar

Names of Event Applicant (Please print)

Feb 29/16

Date

Signature of Event Applicant

\* The personal information requested on this form is collected for promotional and booking confirmation use, and will only be disclosed within the Freedom of Information Privacy Act. If you have any questions regarding the collections, use or disclosure of the information provided to the Town of Redcliff on this form, please contact (403) 548-3232.

**Please forward completed application to:**

By mail: Community and Protective Services Department  
Town of Redcliff  
Box 40; Redcliff, AB; T0J 2P0

In person: 13 Street NE; Redcliff, AB

By Email: [CindyM@redcliff.ca](mailto:CindyM@redcliff.ca)  
[JonelleG@redcliff.ca](mailto:JonelleG@redcliff.ca)

By Fax: 403-548-6623

Office Use:

Notes:

**Interdepartmental Approvals/Notifications:**

	Notify	Approve
Public Works	<input type="checkbox"/>	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

## Cindy Murray

---

**From:** mkspence@telus.net  
**Sent:** Friday, February 12, 2016 3:50 PM  
**To:** Cindy Murray  
**Subject:** Re: bazaar

I don't see it affecting the Bazaar as I only use that portion of the street between 1st Ave. and the alley behind the Legion and beside the Pizza Palace. I would only be concerned about children accessing their area but I'm sure they have already addressed that.

Mel

**From:** [Cindy Murray](#)  
**Sent:** Friday, February 12, 2016 1:31 PM  
**To:** [mkspence@telus.net](mailto:mkspence@telus.net)  
**Subject:** bazaar

Who's on Third is considering doing a Street dance/beer garden on 3<sup>rd</sup> Street SE between their business and the Legion. It hasn't been approved yet and I would like your feedback as they want to go from Friday night and noon until late Saturday.

How would this impact the 3<sup>rd</sup> Street Bazaar and what are your concerns?

Cindy

*Cindy Murray*  
FCSS and Special Events Coordinator  
Town of Redcliff  
Box 40, 1 – 3<sup>rd</sup> Street NE  
Redcliff, AB T0J 2P0  
Bus: 403-548-7415  
Fax: (403) 548-6623  
[cindym@redcliff.ca](mailto:cindym@redcliff.ca)



# Town of Redcliff

Town of Redcliff  
REDCLIFF BYLAW ENFORCEMENT  
1 - 3RD STREET NE  
REDCLIFF, AB, T0J2P0

## Case Report

Reported by: STEIER, BARRY

Incident Types/Label	Offender	Incident Disposition
----------------------	----------	----------------------

BYLAWS : ASSIST PUBLIC

BYLAWS : STREET : PERMITTED USES OF A STREET

Report Disposition	Method of Reporting
--------------------	---------------------

CLOSED

EMAIL

Report Recorder	Manager/Supervisor On Duty	Manager/Supervisor Notified
-----------------	----------------------------	-----------------------------

STEIER, BARRY

DALTON, KIM

YES

Incident Occurred Date	Incident Occurred End Date	Incident Discovered / Called In
------------------------	----------------------------	---------------------------------

2016/01/18 at 0800

2016/01/18 at 1600

2016/01/18 at 0800

Location	Specific Location
----------	-------------------

REDCLIFF

222 E BROADWAY AVE REDCLIFF, AB T0J2P0 CANADA

## Report Synopsis/Overview

Chris CZEMBER's request to allow a special events permit  
INFORMATION PURPOSES ONLY.

## Contact # 1 (BUSINESS OWNER)

Full Name

CHRISTOPHER CZEMBER

Age	Date of Birth	Gender	Race
		MALE	WHITE
Height	Weight	Hair Color	Eye Color
		BROWN	

## Notes

OWNER OF WHO'S ON 3RD AND BB DOLL HOUSE AT 10 3 ST NE RC

## Addresses

Street Number	Street Direction	Street Name	Street Type	Apt./Suite
---------------	------------------	-------------	-------------	------------

222	EAST	BROADWAY	AVENUE	
-----	------	----------	--------	--

City	Prov.	Postal	Country	Address Type
REDCLIFF	AB	T0J2P0		BUSINESS

Street Number	Street Direction	Street Name	Street Type	Apt./Suite
---------------	------------------	-------------	-------------	------------

402		2		
-----	--	---	--	--

City	Prov.	Postal	Country	Address Type
REDCLIFF	AB	T0J2P0		

## Phones :

(CELL) 4035024228, - (N/A) 4035024459

## Prepared By:

STEIER, BARRY(bsteier)

## Submitted Date

## Signature

## Reviewed By/Date



## Contact # 2

Full Name

Badge Number

**COMMUNITY & PROTECTIVE SERVICES DIRECTOR:  
KIM DALTON**

Name

**TOWN OF REDCLIFF**

## Contact # 3

Full Name

Badge Number

**BYLAW ENFORCEMENT OFFICER: BARRY STEIER**

Name

**TOWN OF REDCLIFF**

## Contact # 4

Business Name

Business Number

**WHO'S ON 3RD**

## Addresses

Street Number

Direction

Street Name

Street Type

Apt./Suite

222

EAST

BROADWAY

AVENUE

City

Prov.

Postal

Country

Address Type

REDCLIFF

AB

T0J 2P0

CANADA

BUSINESS

Phones :

**(WORK) 4035482600**Narrative text

Mr. Dalton, the Director of Community and Protective Services received a letter from Mr. Christopher CZEMBER from Who's on 3rd, located at 222 Broadway Ave East, Redcliff, Alberta.

This is a reply to the request of Chris CZEMBER of "Who's on third pub". It states:

To whom it may concern:

I am the owner of Whos on third pub and I would like to apply for permission to shut down 3rd street the Friday and Saturday of redcliff days outside of my bar (from back alley behind the bar to the stop sign on Broadway and up the sidewalk beside the legion while still leaving that sidewalk open. I will include a map).

My plan is to shut the street down for a "street dance" approximately 2pm Friday to get set up for the weekend. My hours of operation will be approx 6pm-1am Friday. And noon - 1 am Saturday. Clean up on the street will be completed Sunday.

My plan is to have live entertainment on the street. More than likely a band. I'd like this to be a yearly occurrence and plan to bring some international recording artists of different genres in to play in the years to come.

Of course I will have all appropriate insurances, security, Aglc approval and portable washrooms in place. The first step in this matter is town approval before Aglc can grant a permit.

I've done this same event in the past and got rained out for over half of the event so I'd also like to ask permission for use of the recent angle as an emergency "bad weather" venue.

Prepared By:

STEIER, BARRY (bsteier)

Submitted Date

Signature

Reviewed By/Date

Thank you very much for your consideration and time. Feel free to call me with and questions or concerns of anything I may have missed.

Chris Czember  
4035024228

I have checked the Street bylaw 1440/2005, and I have found the following:

Sec 4.1 No Person shall leave any material, wares, merchandise or chattels on any Street for the purpose of displaying them for resale. (Note, I believe the wares may possibly include alcoholic beverages)

Sec 4.2 Notwithstanding paragraph 4.1 a business may use a portion of a Sidewalk adjacent to the business premises for the display of merchandise for sale for a maximum of three (3) consecutive days in any month provided that pedestrian traffic along the Sidewalk or the exit from any building is not obstructed in any way. (Note, this shows that there is an availability to have a sidewalk sale however if they block of any portion of the roadway from pedestrians, this would contravene this section)

Sec 4.3 No Person shall place or permit the placement of any electrical wire or extension cord on a Sidewalk or above a Sidewalk at a height of less than 2.5 m above the ground. (Note, The facility would have to work this out to ensure there would not been any electrical cords running from the building to the function, unless they complied with this. This would be an obvious safety consideration.)

Sec 4.4 The Owner or Occupant of a land or building premises abutting a Street shall not construct or maintain a gate or door which would obstruct the free use of any portion of a Street. (Note, if they were to use a gate or fence around the location this possibly would be contravening this section, however how are they keeping out under aged persons?)

Sec 4.5 The Owner or Occupant of land or building premises abutting a Street shall not allow any object or development to encroach on or over any portion of a Street unless otherwise authorized in writing by the Town to do so or as otherwise permitted by the provisions of this or any other Bylaw. (This allows the Town to possibly to considering the issuance of a permit)

The Traffic Bylaw 1780/2014 has no provisions that govern this type of activity.

The Land Use Bylaw 1779/2014 has not provisions for this activity.

Town of Redcliff Council Meeting Minutes from May 26, 2014 addressed Road Closures for Redcliff Days B) Councillor Solberg moved to authorize the following annual road closures for activities associated with Redcliff Days, pending notification of Emergency Services and area residents:

- . Fireworks Set up-Sissons Drive SE from Broadway Avenue E. to Mitchell Street S.E. from noon on Saturday to 2:am on Sunday.
- . Monster Truck Rides- 2nd Ave From Main Street S to 1 Street SW from 1 pm on Friday until 7 pm on Sunday
- . Legion Memorial Park and Riverside School activities 3rd Street SE from Broadway Avenue e. to 2nd Avenue SE; 1st Avenue SE from 2nd Street SE to 4th Street SE from 6:00 am-6:00 pm on Saturday.- Carried.

It is believed that this was done to accommodate family type activities, there are no mention of activities involving the consumption of beverage alcohol.

In the request from Mr. CZEMBER it states " shut down 3rd street the Friday and Saturday of Redcliff Days outside of my bar (from Back Alley behind the bar to the stop sign on Broadway and up the sidewalk beside the legion while still leaving that sidewalk open. I will include a map. )"

Prepared By:

STEIER, BARRY(bsteier)

Submitted Date

Signature



Reviewed By/Date



Should this request be allowed I wish to suggest the following caveat: That the alley be kept open and free for traffic, especially emergency vehicles. That may require the road south of the alley and north of the alley to be blocked utilizing barricades, thus giving access to the alley.

Additionally, signage indicating "EMERGENCY VEHICLE ACCESS ONLY" to be placed on the east alley access from 4th Street. This should also be repeated on the west access to the alley from 2nd Street S.E.. A likely spot would be the mid way intersection of the alley on both sides, thus covering all traffic entering the area.

This information was forwarded to Mr. DALTON. A copy of the letter of request, A copy of the map completed by STEIER and a copy of the response letter from STEIER will be contained in this file folder.

Barry Steier

**Prepared By:**

STEIER, BARRY(bsteier)

**Submitted Date**

**Signature**



**Reviewed By/Date**

## Barry Steier

---

**From:** Kim Dalton  
**Sent:** Monday, January 18, 2016 9:29 AM  
**To:** Barry Steier  
**Subject:** FW: Redcliff days

Can you research the bylaws to see what the requirements might be.

-----Original Message-----

From: Cindy Murray  
Sent: January-18-16 8:35 AM  
To: Kim Dalton <[KimD@redcliff.ca](mailto:KimD@redcliff.ca)>  
Subject: FW: Redcliff days

Do you want this go to Rec Board first? From a Redcliff Days perspective, there are a few concerns including location.

-----Original Message-----

From: Chris [<mailto:whoschris69@yahoo.com>]  
Sent: Thursday, January 14, 2016 2:43 PM  
To: Cindy Murray  
Subject: Redcliff days

To whom it may concern

I am the owner of Whos on third pub and I would like to apply for permission to shut down 3rd street the Friday and Saturday of redcliff days outside of my bar (from back alley behind the bar to the stop sign on Broadway and up the sidewalk beside the legion while still leaving that sidewalk open. I will include a map).

My plan is to shut the street down for a "street dance" approximately 2pm Friday to get set up for the weekend. My hours of operation will be approx 6pm-1am Friday. And noon - 1 am Saturday. Clean up on the street will be completed Sunday.

My plan is to have live entertainment on the street. More than likely a band. I'd like this to be a yearly occurrence and plan to bring some international recording artists of different genres in to play in the years to come.

Ofcourse I will have all appropriate insurances, security, Aglc approval and portable washrooms in place. The first step in this matter is town approval before Aglc can grant a permit.

I've done this same event in the past and got rained out for over half of the event so I'd also like to ask permission for use of the recent angle as an emergency "bad weather" venue.

Thank you very much for your consideration and time. Feel free to call me with and questions or concerns of anything I may have missed.

Chris Czember  
4035024228

Sent from my iPhone

2014-0302 Redcliff Public Library Board meeting February 25, 2014

F) Councillor Crozier moved the minutes of the Redcliff Public Library Board meeting February 25, 2014 be received for information. – Carried.

#### 4. BYLAWS

2014-0303 Bylaw 1784/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to amending the sideyard setbacks in R-1 Single Family Residential, R-1A Low Density Reduced Landfill Setback Residential District, R-2 Low Density Residential District, and R-4 Manufactured Home Residential District

A) Councillor Kilpatrick moved Bylaw 1784/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to amending the sideyard setbacks in R-1 Single Family Residential, R-1A Low Density Reduced Landfill Setback Residential District, R-2 Low Density Residential District, and R-4 Manufactured Home Residential District be given first reading. – Carried.

Bylaw 1786/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Land Use District for Lot 1-4, Lot 5-6, Lot 7-10, Lot 11-20, Block 99, Plan 1117V from H Horticultural District to R-1 Single Family Residential District

B) Councillor Leipert moved bylaw 1786/2014 to amend Bylaw 1698/2011 being the Land Use Bylaw to amend Land Use District for Lot 1-4, Lot 5-6, Lot 7-10, Lot 11-20, Block 99, Plan 1117V from H Horticultural District to R-1 Single Family Residential District be given first reading.

L. Leipert withdrew his motion.

2014-0304

Councillor Kilpatrick moved to direct Administration to have further conversations with the applicant for a Land Use Bylaw amendment for Lots 1-4, 5-6, 7-10, and 11-20, Block 99, Plan 1117V in regard to development of site, potential service agreement, and Infrastructure Capacity Fee. – Carried.

#### 5. REQUEST FOR DECISION

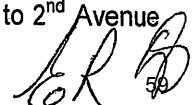
2014-0305 Priority Planning 2015 – 2017

A) Councillor Brown moved to approve the Priority Planning 2015-2017 project as proposed by the Municipal Manager in Request for Decision dated May 26, 2014 with a budget of \$6,000.00 to be funded with the 2014 MSI Operating Grant. - Carried.

2014-0306 Road Closures for Redcliff Days

B) Councillor Solberg moved to authorize the following annual road closures for activities associated with Redcliff Days, pending notification of Emergency Services and area residents:

- Fireworks Set up – Sissons Drive SE from Broadway Avenue E. to Mitchell Street S.E. from noon on Saturday to 2:am on Sunday.
- Monster Truck Rides – 2<sup>nd</sup> Avenue from Main Street S. to 1 Street SW from 1 pm on Friday until 7 pm on Sunday
- Legion Memorial Park and Parkside School activities – 3<sup>rd</sup> Street SE from Broadway Avenue e. to 2<sup>nd</sup> Avenue



SE; 1<sup>st</sup> Avenue SE from 2<sup>nd</sup> Street SE to 4<sup>th</sup> Street SE  
from 6:00 am – 6:00 pm on Saturday. – Carried.

## 6. CORRESPONDENCE

- 2014-0307 RedHat Co-operative Ltd.  
Re: Request for consideration  
of public transportation
- 2014-0308 RedHat Co-operatives Ltd.  
Re: Request for crosswalk at  
Broadway Ave. E and Mitchell  
Street
- 2014-0309 Palliser Economic Partnership  
Re: Invitation to Annual  
General Meeting June 26, 2014
- A) Councillor Leipert moved correspondence from RedHat Co-operatives Ltd. dated May 2, 2014 regarding a request for consideration of public transportation be received for information. Further that the issue of public transportation be included in the 2014 Strategic Planning session. – Carried.
- B) Councillor Crozier moved correspondence from RedHat Co-operative Ltd. dated May 12, 2014 regarding a request for a crosswalk at Broadway Avenue E and Mitchell Street be received for information. Further to refer the request for a crosswalk at Broadway Ave. E and Mitchell Street to Administration for review and recommendation. – Carried.
- C) Councillor Solberg moved an invitation from Palliser Economic Partnership to attend the 2014 Annual General Meeting on June 26, 2014 be received for information. – Carried.

## 7. OTHER

- 2014-0310 EDA Monthly Economic  
Summary, for April 2014
- 2014-0311 Economic Development  
Alliance Financial Statements
- 2014-0312 Municipal Manager's Report to  
Council
- 2014-0313 Reminder of Important Dates
- A) Councillor Crozier moved Economic Development Alliance Monthly Economic Summary for April 2014 be received for information. – Carried.
- B) Councillor Kilpatrick moved that Economic Development Alliance Financial Statements be received for information. – Carried.
- C) Councillor Kilpatrick moved the Municipal Manager's Report to Council for May 26, 2014 be received for information. – Carried.
- D) Councillor Leipert moved the Reminder of Important Dates be received for information. – Carried.

## 8. RECESS

Mayor Reimer called for a recess at 8:11 p.m.

D. Schaffer left at 8:11 p.m.

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





Kim DALTON

Sir, this is a reply to the request of Chris CZEMBER of "Whos on third pub".

I have checked the Street bylaw 1440/2005, and I have found the following:

Sec 4.1 No Person shall leave any material, wares, merchandise or chattels on any Street for the purpose of displaying them for resale. (Note, I believe the wares may possibly include alcoholic beverages)

Sec 4.2 Notwithstanding paragraph 4.1 a business may use a portion of a Sidewalk adjacent to the business premises for the display of merchandise for sale for a maximum of three (3) consecutive days in any month provided that pedestrian traffic along the Sidewalk or the exit from any building is not obstructed in any way. (Note, this shows that there is an availability to have a sidewalk sale however if they block of any portion of the roadway from pedestrians, this would contravene this section)

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Sec 4.4 The Owner or Occupant of a land or building premises abutting a Street shall not construct or maintain a gate or door which would obstruct the free use of any portion of a Street. (Note, if they were to use a gate or fence around the location this possibly would be contravening this section, however how are they keeping out under aged persons?)

Sec 4.5 The Owner or Occupant of land or building premises abutting a Street shall not allow any object or development to encroach on or over any portion of a Street unless otherwise authorized in writing by the Town to do so or as otherwise permitted by the provisions of this or any other Bylaw. (This allows the Town to possibly to considering the issuance of a permit)

The Traffic Bylaw 1780/2014 has no provisions that govern this type of activity.

The Land Use Bylaw 1779/2014 has not provisions for this activity.

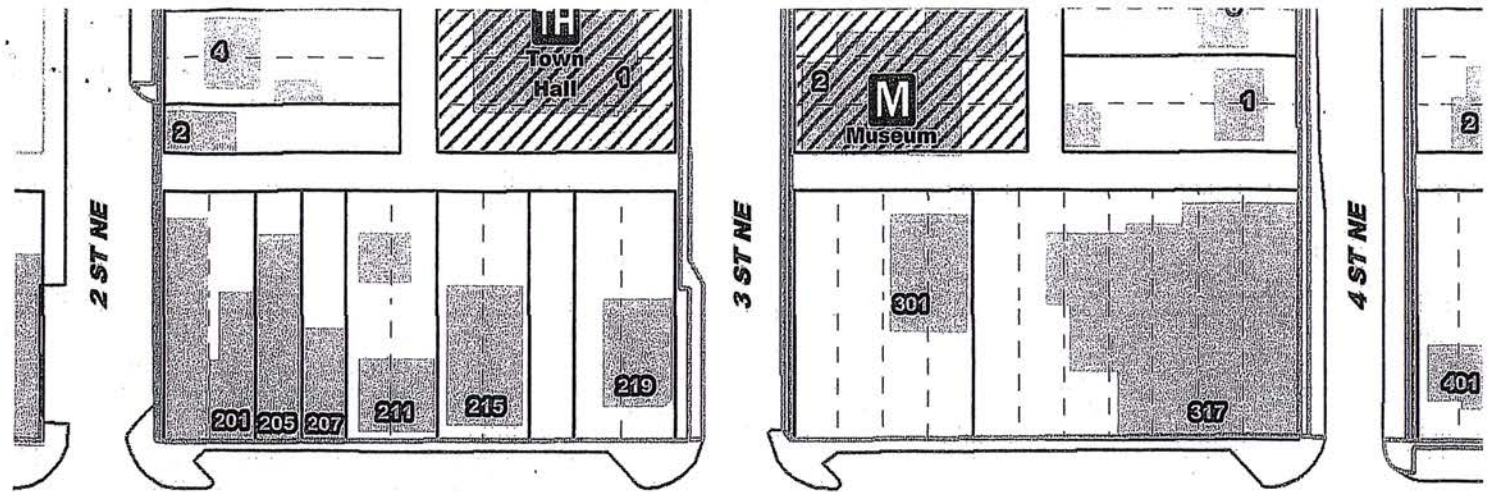
From a safety point of view, the request states “ shut down 3<sup>rd</sup> street the Friday and Saturday of redcliff Days outside of my bar (from Back Alley behind the bar to the stop sign on Broadway and up the sidewalk beside the legion while still leaving that sidewalk open. I will include a map. )”

I have not seen the map included. I would suggest that if this was considered that the alley be kept open and free for traffic, especially emergency vehicles. That may require the road south of the alley and north of the alley to be blocked utilizing barricades, thus giving access to the alley.

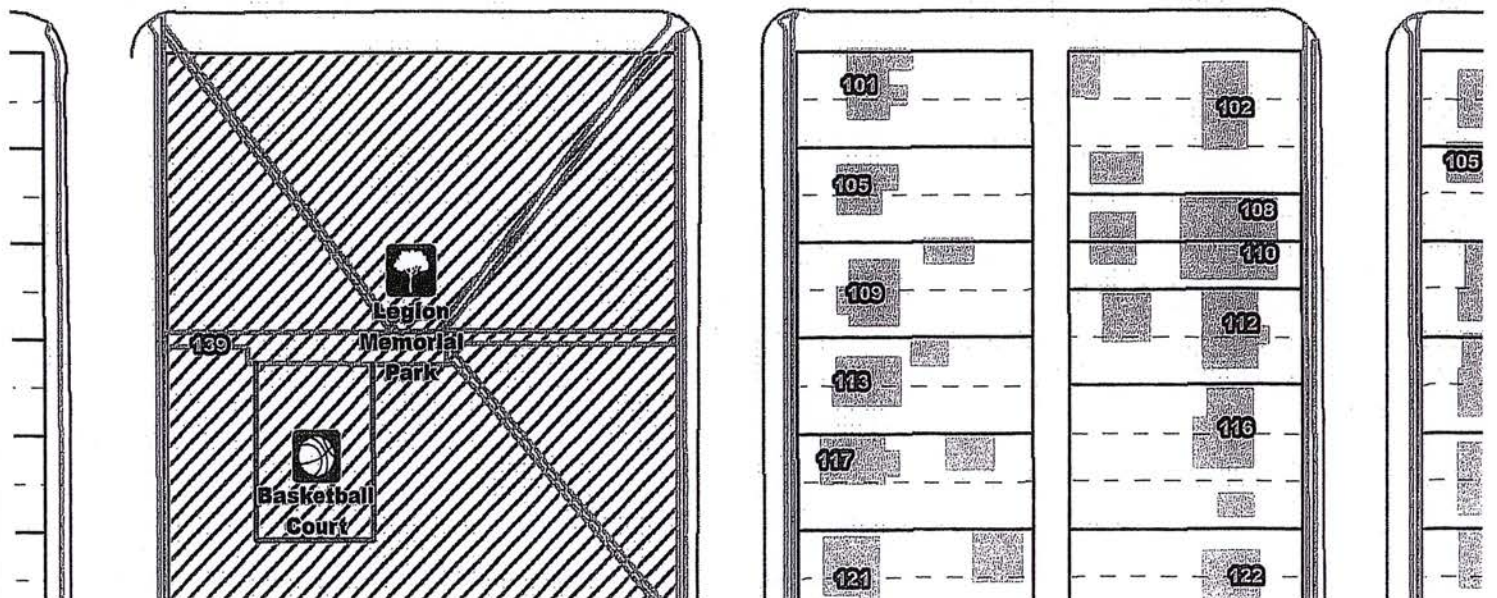
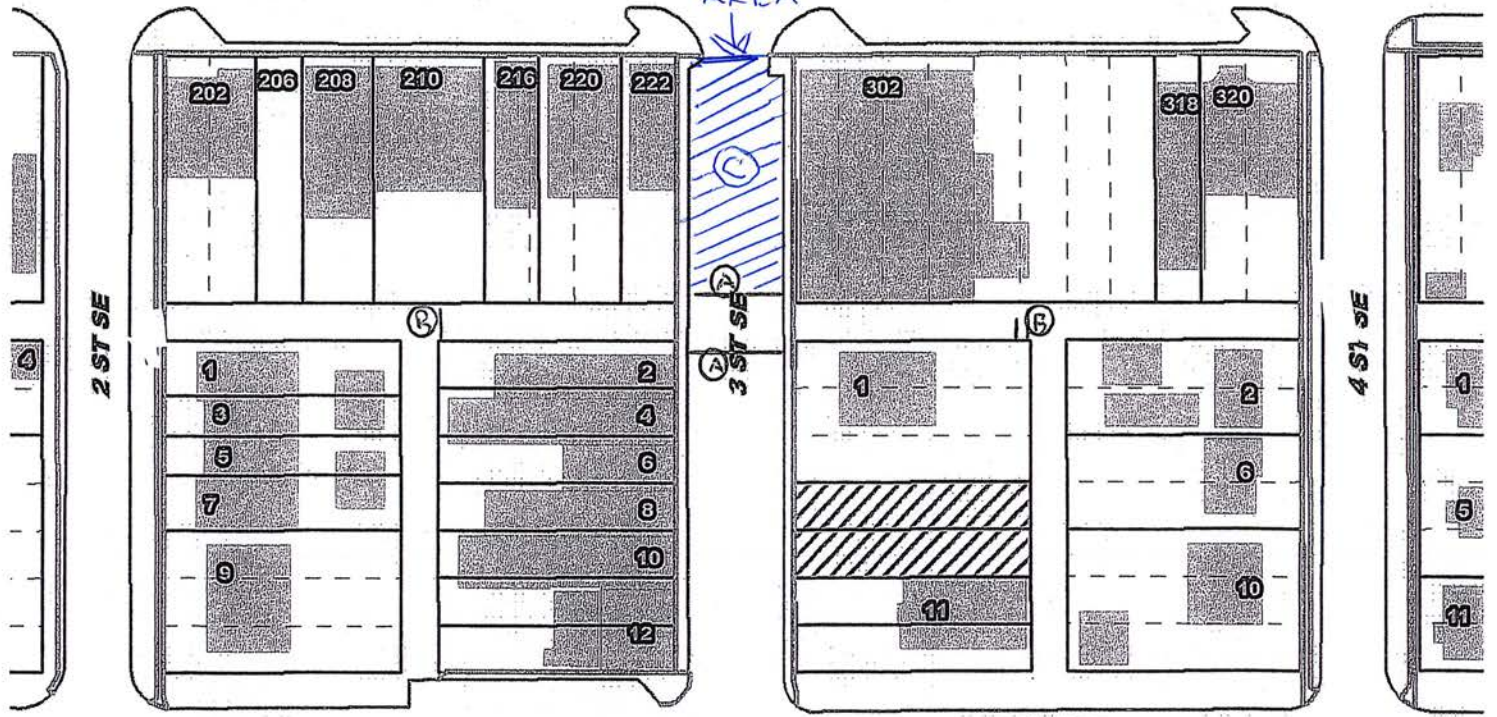
A possible solution is signage indicating “EMERGENCY VEHICLE ACCESS ONLY” to be placed on the east alley access from 4<sup>th</sup> Street. This should also be repeated on the west access to the alley from 2<sup>nd</sup> Street S.E..

Barry Steier





BROADWAY AVE E (C) STREET DANCE AREA



MAP LEGEND

(A) = Barricades

(B) = "Emergency Vehicles only signs" Locations



**TOWN OF REDCLIFF  
REQUEST FOR DECISION**

**DATE:** March 28, 2016

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

**TOPIC:** Encroachment Permit Application - Lot 29, Block B, Plan 0412564  
(450 Jesmond Circle SW)

**PROPOSAL:** To enter into an Encroachment Agreement with Juan Francisco Gamez and Wanda Kathleen Gamez.

---

**BACKGROUND:**

An Encroachment Permit Application has been received from Juan Francisco Gamez and Wanda Kathleen Gamez who own 450 Jesmond Circle SW (Lot 29, Block B, Plan 0412564). The Real Property Report provided indicates that a curb encroaches into Town of Redcliff Road Allowance by 1.11 meters and another curb encroaches into Town of Redcliff Road Allowance by 1.13 meters as shown on the attached Real Property Report.

The Encroachment Permit Bylaw (Bylaw 1751/2013) states that where the encroaching structure encroaches more than .31 meters onto Town of Redcliff property the request for an encroachment permit shall be forwarded to Council for consideration.

The Public Services Department, Engineering Department and Development Officer have been asked to provide their comments. No concerns were identified.

**ATTACHMENTS:**

- Encroachment Permit Application
- Bylaw 1751/2013

**OPTIONS:**

1. To enter into an encroachment agreement with Juan Francisco Gamez and Wanda Kathleen Gamez of 450 Jesmond Circle SW (Lot 29, Block B, Plan 0412564).
2. To not enter into an encroachment agreement with Juan Francisco Gamez and Wanda Kathleen Gamez of 450 Jesmond Circle SW (Lot 29, Block B, Plan 0412564).

**RECOMMENDATION:**

That Council considers Option 1.

**MOTION:**

1. Councillor \_\_\_\_\_ moved that the Municipal Manager be authorized to sign an encroachment agreement with Juan Francisco Gamez and Wanda Kathleen Gamez of 450 Jesmond Circle SW (Lot 29, Block B, Plan 0412564).

SUBMITTED BY:   
Department Head

  
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, AD 2016.

SCHEDULE "A"

TOWN OF REDCLIFF  
ENCROACHMENT PERMIT

I Juan Francisco Gamez & Wanda Kathleen Gamez owner of the property legally described as Lot(s) 29, Block B, Plan 0412564, hereby make application for an Encroachment Permit in accordance with the right of the Town of Redcliff to issue such a permit.

I submit the information as part of this permit that the existing building(s) or structure(s) intended to be wholly situated upon the lands located at 450 Jesmond Circle SW legally described as: Lot(s) 29, Block B, Plan 0412564, do, in fact, encroach upon a portion of: the Town of Redcliff road allowance as shown on the Survey Certificate attached hereto and forming part of the Permit.

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

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

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become

dilapidated or damaged;

- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation, be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.
- vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:
  - a. as may be necessary to remove the encroachment; or
  - b. as may be necessary for the routine maintenance of the encroachment.
- viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.

  
\_\_\_\_\_  
APPLICANT

Approved on behalf of Town of Redcliff this the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
MUNICIPAL MANAGER



## ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT


### DESCRIPTION OF PROPERTY

**LOT 29, BLOCK B, PLAN 041 2564**  
450 Jesmond Circle S.W. Redcliff, Alberta

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


1. The Plan illustrates the boundaries of the Property, the improvements as defined in Part D, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, registered easements and rights-of-way affecting the extent of the title to the property;
2. The improvements are entirely within the boundaries of the property unless otherwise noted;
3. No visible encroachments exist on the Property from any improvement situated on an adjacent property unless otherwise noted, and;
4. No visible encroachments exist on registered easements or rights-of-way affecting the extent of the property, unless otherwise noted.
5. Title information is based on a title search dated February 3rd A.D. 2016. C. of T. No. 081 083 892.
6. Date of Survey February 18th, 2016.
7. Unless otherwise specified the dimensions shown relate to distances from Property boundaries to the exterior finish at time of survey.
8. Distances are in metres and decimals thereof.
9. This document is not valid unless it bears an original signature (in blue ink) and a red Global Raymac Surveys Inc. permit stamp.
10. **Purpose:** This Report and attached plan have been prepared for the benefit of the Property owner, subsequent owners and any of their agents for the purpose of a real estate transaction. Copying is permitted only for the benefit of these parties. Where applicable, registered easements and utility rights of way affecting the extent of the property have been shown on the plan. Unless shown otherwise, property corner markers have not been placed during the survey for this report. The attached plan should not be used to establish boundaries due to the risk of misinterpretation or measurement error by the user. The information on this Real Property Report reflects the status of this property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.
11. Property is subject to Restrictive Covenant Reg. No. 041 275 681
12. Property is subject to Caveat Reg. No. 051 420 088.  
RE: Development Agreement Pursuant To Municipal Government Act
13. Percentage of Lot coverage is 37%. House Deck and Concrete
14. Curbs from subject property encroach into the Town of Redcliff  
Road Allowance as shown

Dated this 22nd day of February A.D. 2016.


  
Robert M. Wallace, A.L.S.


### LEGEND


ABBREVIATIONS AND SYMBOLS THAT MAY APPEAR ON THIS PLAN.


Drill Hole found shown thus ... 


Iron Bar found shown thus ... 


Statutory Iron Post found shown thus ... 


Placed Iron Spike shown thus ... 


Eave Fascia are shown thus ... 

Fences are shown thus ... 

Line not to scale shown thus ... 

Utility Rights-Of-Way are shown thus ... 

Outside cladding shown thus ... 

Property line shown thus ... 

A denotes length of arc

A.G. denotes Above Ground

Blk. denotes Block

Cant. denotes cantilever

Conc. denotes concrete

C.S. denotes Counter Sunk

E. denotes east

Fd. denotes found

G.L. denotes ground level

m denotes metres

Mk. denotes mark

M.A. denotes Maintenance Access

Mks. denotes marks

N. denotes north  
O.D. denotes Overland Drainage  
(R) denotes radial Bearing  
R denotes radius of arc  
Re-est. denotes Re-established  
Reg. No. denotes registration number  
Ret. Wall denotes retaining wall  
R.W. denotes Right-Of-Way  
S. denotes south  
U. denotes Utility  
W. denotes west  
Fences are within 0.20m of property line unless otherwise noted  
Eave dimensioned to Fascia



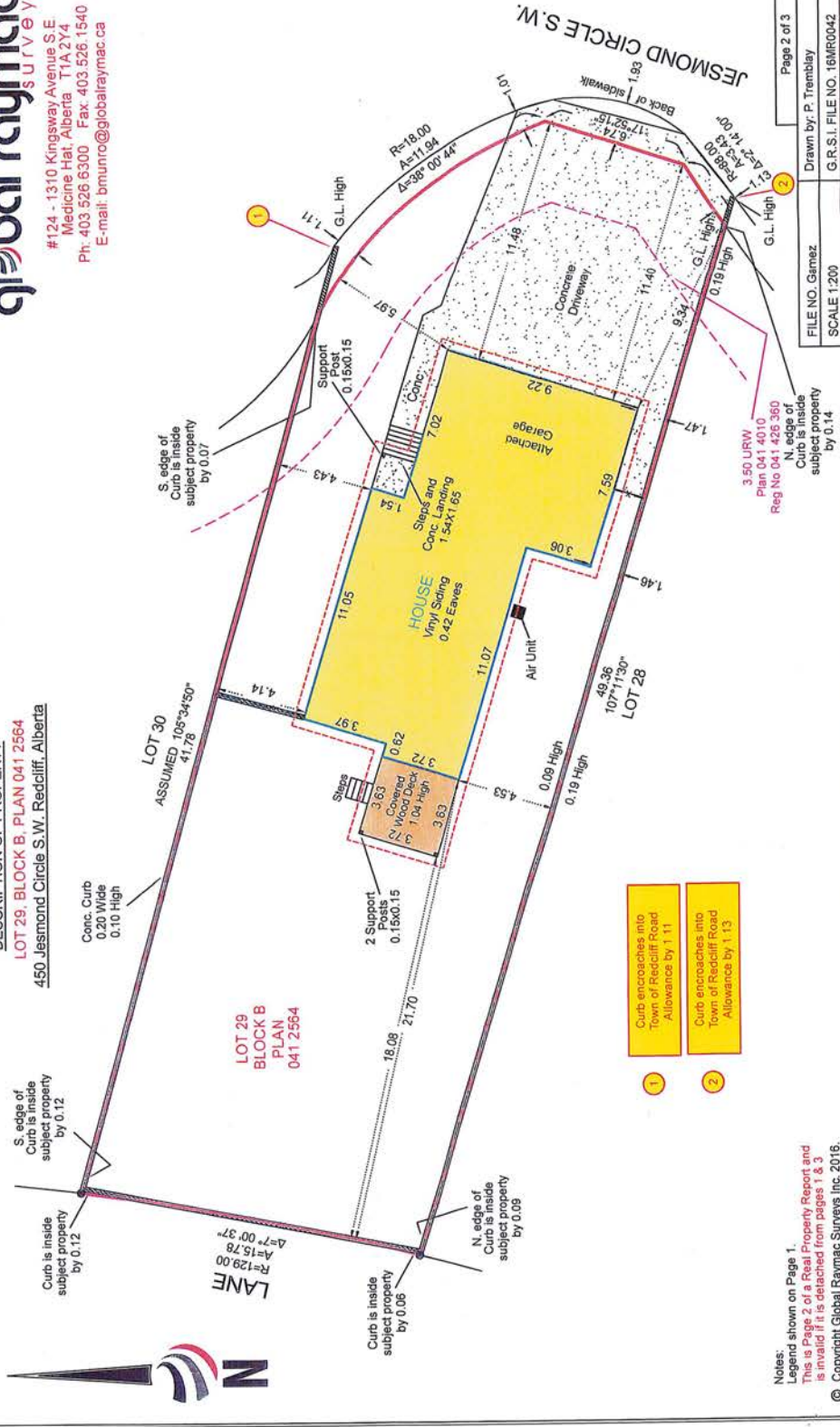
Page 1 of 3

Client: Murray McCartney Prof. Corp.	
FILE NO. Gamez	Drawn by: P. Tremblay
SCALE AS SHOWN	G.R.S.I. FILE NO. 16MR0042

**DESCRIPTION OF PROPERTY**

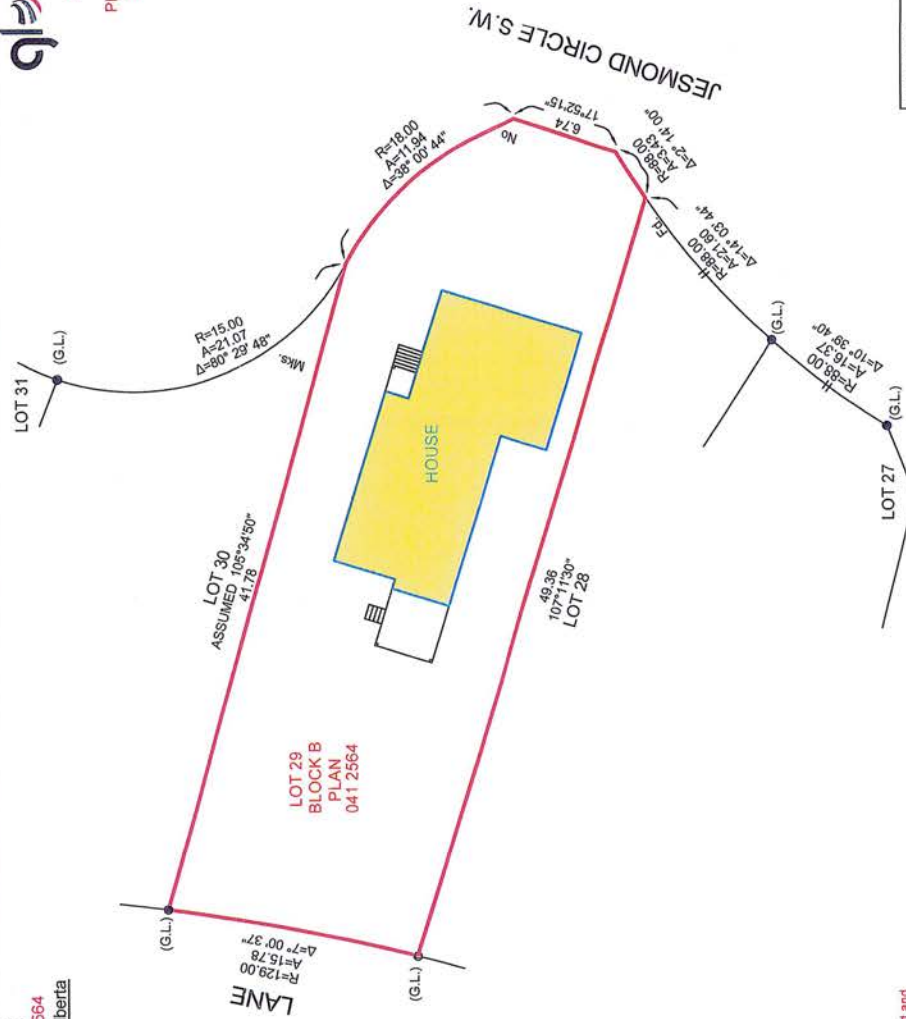
**LOT 29, BLOCK B, PLAN 041 2564**

450 Jesmond Circle S.W. Redcliff, Alberta



Notes:  
Legend shown on Page 1.  
This is Page 2 of a Real Property Report and  
is invalid if it is detached from pages 1 & 3  
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FILE NO. Gamez	Page 2 of 3
SCALE 1:200	Drawn by: P. Tremblay
G.R.S.I. FILE NO. 16MR0042	



**DESCRIPTION OF PROPERTY**  
**LOT 29, BLOCK B, PLAN 041 2564**  
**450 Jesmond Circle S.W. Redcliff, Alberta**

Notes:  
Legend shown on Page 1.  
This is Page 3 of a Real Property Report and  
is invalid if it is detached from pages 1 & 2.  
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FILE NO. Gamez	Drawn by: P. Tremblay
SCALE 1:300	G.R.S.I. FILE NO. 16MR0042

# ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT



## DESCRIPTION OF PROPERTY

Lot 29  
Block B  
Plan 041 2564

**global raymac**  
surveys

124, 1310 Kingsway Avenue SE - Medicine Hat, Alberta T1A 2Y4  
Ph: 403.526.6300 [www.globalraymac.ca](http://www.globalraymac.ca)

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# ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT



**global raymac**  
surveys

124, 1310 Kingsway Avenue SE - Medicine Hat, Alberta T1A 2Y4  
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# ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT



**global raymac**  
surveys

124, 1310 Kingsway Avenue SE - Medicine Hat, Alberta T1A 2Y4  
Ph: 403.526.6300 [www.globalraymac.ca](http://www.globalraymac.ca)

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**TOWN OF REDCLIFF  
BYLAW NO. 1751/2013**

**A BYLAW OF THE TOWN OF REDCLIFF** for the purposes of authorizing the issuance of Encroachment Permits.

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

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

**TITLE**

1. This Bylaw shall be known as the **Encroachment Permit Bylaw**.

**ENCROACHMENT PERMITS**

2. Encroachment permits:
  - a) where the encroaching structure does not encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit may be approved by the Municipal Manager and such approval shall be copied to Council for information only;
  - b) where the encroaching structure does encroach more than .31 metres onto Town of Redcliff Property the request for an encroachment permit shall be forwarded to Council for consideration.
3. The fee for an encroachment permit shall be in the amount of \$100.00 plus GST for each encroachment permit issued.
4. Prior to the issuance of an encroachment permit the Town of Redcliff will require the owner of an encroaching structure to make application for an encroachment permit on the standard form as shown on Schedule "A" attached to this Bylaw and provide a copy of a Real Property Report (RPR) prepared by an Alberta Land Surveyor, or other acceptable survey identifying the encroachment.
5. The information that will be required prior to processing an encroaching permit shall include:
  - a) indemnification of Town of Redcliff from any damage or liability associated with the encroaching structure;
  - b) indemnification of Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
  - c) removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated;
  - d) removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction or road development.

- e) acknowledgement that the encroachment permit is terminable by Town of Redcliff upon issuance of 30 days notice in writing to the property owner at the last address as shown on the taxation records of the Town of Redcliff.
6. Encroachment permits may only be issued to the present owner of said encroaching structure;
7. Upon sale of the land the encroachment permit issued by the Town of Redcliff is terminated unless:
- a) If the encroaching structure is sold to a different party the acquiring owner may apply for an encroachment permit to be issued providing the following conditions are met:
    - i) the terms and conditions on the encroachment permit to be issued are identical to the encroachment permit issued to the vendor;
    - ii) the request is made in writing and received by the Town of Redcliff within 60 days of the date of the original encroachment permit;
    - iii) the written request, includes a declaration confirming there have been no adjustments to any building on the site since the date of the issuance of the original encroachment permit.
    - iv) there will be no additional fee charged for issuance of this encroachment permit.
8. That effective upon passage of this Bylaw, The Council of the Town of Redcliff hereby authorizes the Municipal Manager, or his designate, to sign, on behalf of the Town of Redcliff, encroachment permits as shown on Appendix "A" attached.
9. Bylaw 1177/98 is hereby repealed


Read a first time this 27th day of May, 2013.

Read a second time this 10th day of June, 2013.

Read a third time this 10th day of June, 2013.

Signed and Passed the this 17 day of June, 2013.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Manager of Legislative and Land Services

## SCHEDULE "A"

TOWN OF REDCLIFF  
ENCROACHMENT PERMIT

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

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

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

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

- i) I will provide a Real Property Report (copy to be attached to this document) at no cost to Town of Redcliff, and prepared by a Registered Alberta Land Surveyor;
- ii) I will indemnify the Town of Redcliff from any damage or liability associated with the encroaching structure;
- iii) I will indemnify the Town of Redcliff for any damages that may occur to the encroaching structure resulting from the need to maintain or construct in the area of the encroachment;
- iv) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should in the opinion of the Town of Redcliff such structure has become dilapidated or damaged;
- v) I will agree to removal of the encroaching structure, at no cost to the Town of Redcliff, should the Town of Redcliff need access to the encroached upon area in the event of utility maintenance, new utility construction, roadway maintenance or new roadway construction.
- vi) I am aware no application for development permits on this property can, by legislation,

76  
73-74 47



be approved by a development authority as long as any development on this property does not conform to the current Land Use Bylaw of the Town of Redcliff.

- vii) I agree that the encroaching structure shall not be added to, rebuilt or structurally altered except:
- a. as may be necessary to remove the encroachment; or
  - b. as may be necessary for the routine maintenance of the encroachment.
- viii) I acknowledge this permit may be terminated by Town of Redcliff upon 30 days notice issued to me at the address indicated on the taxation records of the Town of Redcliff.

\_\_\_\_\_  
APPLICANT

Approved on behalf of Town of Redcliff this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
MUNICIPAL MANAGER

77 

# Redcliff Public Library

RECEIVED  
MAR 16 2016  
TOWN OF REDCLIFF

March 12<sup>th</sup>, 2016

TOWN OF REDCLIFF  
PO BOX 40  
REDCLIFF, AB  
T0J 2P0

ATTN: MR. ARLOS CROFTS, MUNICIPAL MANAGER

RE: Redcliff Public Library Silent Auction

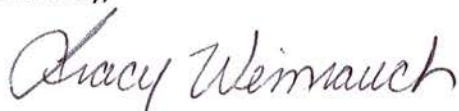
Thank you for your support last year in donating items for our silent auction. We were very successful in raising \$1765.00 towards our new shelving unit. The shelving was installed in June and has significantly increased our physical collection.

Our 2<sup>nd</sup> annual silent auction will be held on April 15<sup>th</sup>, 2016. This year our focus is on our programming. Throughout the year we offer our Summer Reading Program for children ages 5-12 years, RISE videoconferencing sessions, LEGO @ the Library, and Shake, Rattle, & Read story time/playtime for toddlers. Each year these programs cost approximately \$2000.00, not including staff wages. This year our goal is to raise \$3000.00 so we can add a new technology program that would allow local residents to attend and learn how to use gadgets such as iPads, tablets, eReaders, etc. These devices would also allow us to demonstrate the downloading of eBooks using the library system.

The fundraiser will take place on April 15<sup>th</sup> at the Redcliff Volunteer Appreciation banquet. The silent auction will consist of items, gift certificates, and services all donated by local businesses. Once again we are asking for you to consider making a donation of a family swim pass for the local Aquatic Centre to our silent auction to help us reach our goal. All donors will get public recognition within the library, local newspaper, and through social media.

When you have your item ready for pick up, please call Tracy Weinrauch, Library Manager at 403-548-3335. Thank you for your time and consideration of our fundraiser, we gratefully appreciate it.

Sincerely,



Tracy Weinrauch  
Library Manager

## **Municipal Manager Report to Council**

### **March 28, 2016**

#### **On-going Projects**

- Finalization of collective agreement, the agreement has all been formally signed off by all parties.
- Continued work on finalizing the 2016 organization's work program.
- Continued work on updating job descriptions.
- Continued preliminary work on drafting a comprehensive personnel policy manual.

#### **Day to Day Responsibilities**

- Continued correspondence with CUPE.
- Nearly complete 2015 employee evaluations.
- Continued work on various legal files. The Municipal Manager and Legislative services continues to devote significant amounts of time to legal files. This is utilizing time resources that would typically be used for normal operations based tasks.
- Council meeting preparation, RFD review.
- Responding to various daily resident and staff inquiries.
- Respond to councillor inquiries as they arise.
- Responding to human resource issues as they arise.
- Began implementation of some organizational structure changes (ie. currently recruiting for the Director of Planning and Engineering position). This competition has closed with the successful candidate being selected. The successful candidate is Mr. James Johansen.
- Completed and in the process of implementing the Code of Ethics and Conduct for Employees Policy.
- Completed Policy 34, Travel Expense Policy, for implementation
- February 24-25 – Participated in the province wide emergency management mock exercise, EMX 16.
- March 11-21 – was out of the office for planned vacation.

#### **COMMUNITY AND PROTECTIVE SERVICES**

##### **Fire Department**

- Working with Deputy Chief Gleisner to fulfill the administration duties in the absence of Chief Gradwell.
- Compiling Standard Operating Procedures and Guidelines from various fire departments as a reference for reviewing the Redcliff SOG's.
- The department responded to a total of 14 incidents:
  - A total of 7 smoke/fire alarm calls. The majority of them being related to cooking. A number of which were failures to inform alarm company of situation.
  - 3 MVC's. Two which required traffic control and spill clean-up. The third incident involved injuries and required extrication, as well as spill containment and traffic control.

- There was one dumpster fire - origin unknown.
- One kitchen fire - pot left unattended on stove and oil caught fire. Minimal damage. Fire was extinguished by neighbor. We checked house over including attic to ensure no hidden issues.
- One fire in the back yard of a residence, attributed to occupant smoking and butt left in leaves adjacent to fence. Extinguished fire using garden hose.
- One incident involving a large tree limb falling across a residence power line. Removed limbs and turned over to City of Medicine Hat Power Utility.
- There were no training courses attended by any of the members of the department this quarter.
- The Deputy Chief participated in the Emergency preparedness drill EMX-16 over two days.
- Received new 4 - MSA G1 45 minute SCBA's and spare air bottles. Received training on the new units from the vendor - Rocky Mountain Phoenix. The new units then deployed in Engine 1.
- Conducted a joint Anhydrous ammonia hazard awareness training session for Redcliff, Box Springs and Seven Persons Fire Departments.

### **Emergency Management**

- Participated in EMX 16, which was a provincial wide emergency management exercise. This was the first time we set up the emergency operation centre in the down stairs training room. We also hosted an Incident Command System 200 course at the Town of Redcliff and developed a training schedule for Town staff.

### **Parks and Recreation**

- Facilitated the installation of the new sound system at the Rec-Tangle, and installed sponsorship acknowledgement as per the contract.
- Working with 670 Collective to explore a trail from the skills park to the existing trail network.
- All Town of Redcliff programs are now inputted on the online registration system for another avenue of resident registration.

### **Family & Community Support Services**

- Food bank will provide Community Services with several emergency food hampers for our residents that need immediate assistance.
- Working on collaboration projects with DREAMS to expand social programs.
- Developed Special Event Application form for Parks and Municipal Use; this will help to ensure that the proper information is included in a special events request.

### **Bylaw Enforcement**

Report on following page.

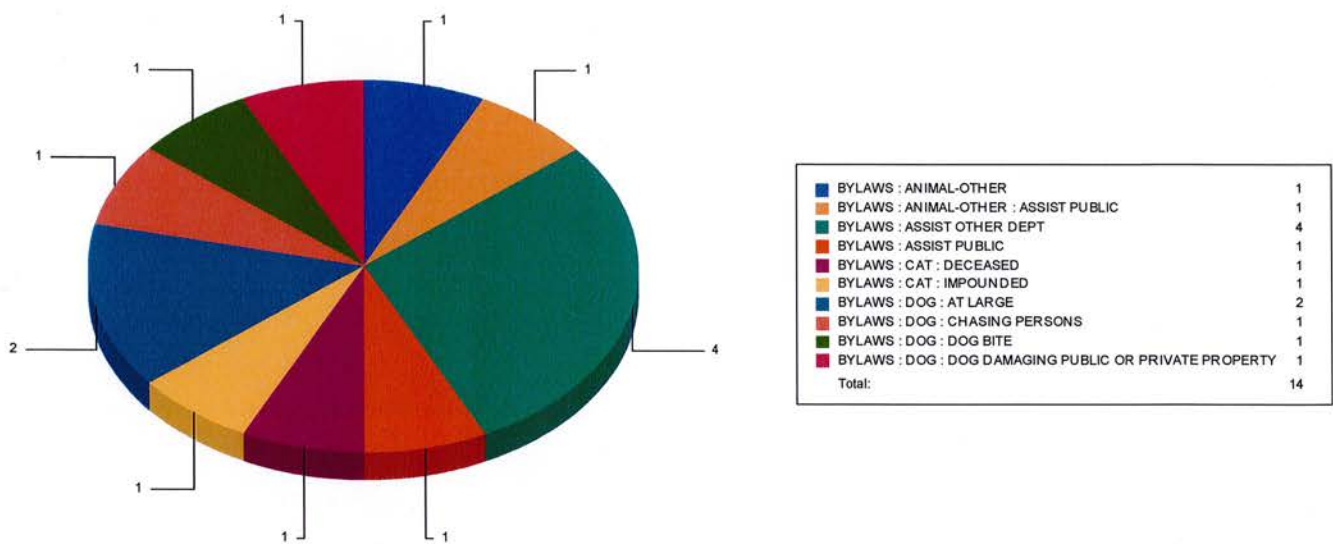


## Town of Redcliff

MONTHLY REPORT Statistics from Occurred Date: 2/1/2016 12:00:00AM to 2/29/2016 11:59:59PM

### Case Report

#### Count of Incident Types



BYLAWS : ANIMAL-OTHER: 1 4%

Case Report

BYLAWS : ANIMAL-OTHER : ASSIST PUBLIC: 1 4%

BYLAWS : ASSIST OTHER DEPT: 4 15%

BYLAWS : ASSIST PUBLIC: 1 4%

BYLAWS : CAT : DECEASED: 1 4%

BYLAWS : CAT : IMPOUNDED: 1 4%

BYLAWS : DOG : AT LARGE: 2 8%

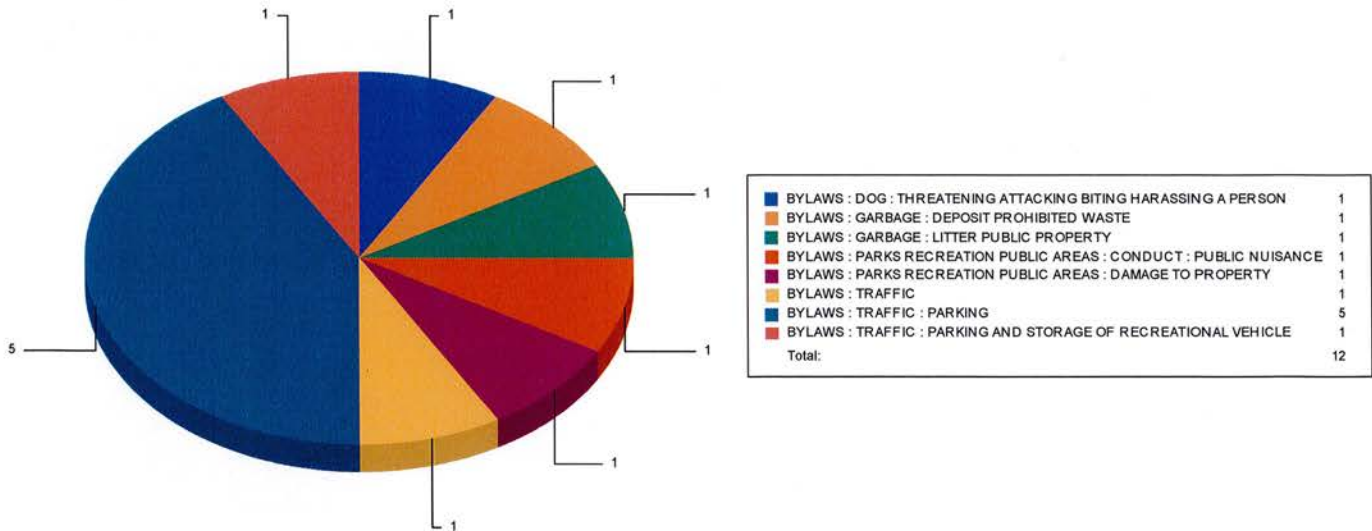
BYLAWS : DOG : CHASING PERSONS: 1 4%

BYLAWS : DOG : DOG BITE: 1 4%

BYLAWS : DOG : DOG DAMAGING PUBLIC OR PRIVATE PROPERTY: 1 4%

## Case Report

## Count of Incident Types



BYLAWS : DOG : THREATENING ATTACKING BITING HARASSING A PERSON: 1 4%

BYLAWS : GARBAGE : DEPOSIT PROHIBITED WASTE: 1 4%

BYLAWS : GARBAGE : LITTER PUBLIC PROPERTY: 1 4%

BYLAWS : PARKS RECREATION PUBLIC AREAS : CONDUCT : PUBLIC NUISANCE: 1 4%

Case Report

BYLAWS : PARKS RECREATION PUBLIC AREAS : DAMAGE TO PROPERTY: 1 4%

BYLAWS : TRAFFIC: 1 4%

BYLAWS : TRAFFIC : PARKING: 5 19%

BYLAWS : TRAFFIC : PARKING AND STORAGE OF RECREATIONAL VEHICLE: 1 4%

Grand Total: 100.00% Total # of Incident Types Reported: 26

## **PUBLIC SERVICES**

### **Water and Sewer Utilities**

- Utility Service staff have been training and commissioning at the new water plant. This training is requiring significant time resources.
- Utility Service staff have been installing several radio reads for use with new meter reading equipment.
- Utility Supervisor attended AWWOA seminars in Banff March 14-18, 2016 attending various day seminars offering CEU's to meet certification requirements and learn valuable information on new technologies and regulations in the industry.
- Utility Service staff have moved sewer flow meters with Engineering department direction.
- Utility Service staff have completed camera jobs as requested.
- Utility Service staff assisted in draw down tests with engineering on North West lift station.
- Utility Service staff completed scheduled meter reading.

### **Municipal Works**

- Public Services staff have been gravelling low spots in alleys as needed.
- Garbage bin repairs are ongoing with lid repairs and painting.
- Public Services staff conducted alley clean ups.
- Public Services staff have replaced or repaired multiple signs around town.
- Public Services staff have been repairing catch basin grates.
- Public Services staff have been street sweeping.
- Public Service staff repaired a water leak on 9<sup>th</sup> Avenue.
- Public Service staff have repaired 2 main water valves that were leaking on 9<sup>th</sup> Avenue SE and 5<sup>th</sup> Street SE.
- Director of Public Works attended Level 3 Water Treatment Preparation course March 1-4, 2016 in Edmonton, as well, wrote Level 3 Water Treatment Exam on March 14, 2016 in Banff.
- Director of Public Service and Operations Supervisor attended Communication and Supervision Seminars at Medicine Hat College on March 9, 16, 2016. Topics included: Effective Communication, Leadership, Effective Discipline, Delegating, New Employee Introduction and handling complaints.
- Several Public Services staff attended Incident Command System training February 22, 23, 2016.
- Several Public Services staff attended EMX 16 emergency exercise February 24, 25, 2016.

### **Landfill**

- Litter pick up along the fence line is an ongoing task.
- Staff cleaned scales and continue to keep roads clear on an ongoing basis.
- All landfill staff have completed training on scale operations.

## **ENGINEERING**

### **Inflow and Infiltration study:**

- On-going flow monitoring data capture in the NW lift station catchment area with the assistance of Public Service staff.
- Civiltec Consulting is working on the investigation study for the 3rd Ave sewer lift station.
- Two flow monitors received and are being prepared to be installed as part of the sewer flow monitoring program.
- Flow monitoring and rainfall data for 2014 /2015 has been assembled and analysed. A draft report has been prepared and forms an integral part of the Town's Infiltration and Inflow management controls strategy.
- Department currently developing a public education and awareness program for the Town's Inflow and infiltration.
- Sewer System Bylaw review in progress. A letter dispatched to three residents for disconnection of a downspout into Town's sanitary sewer system. Follow up of a request to a greenhouse for disconnection of a downspout into Town's sanitary sewer system. Smoke detector purchased and will start shortly locating potential stormwater cross connection to the Town's sanitary sewer system.
- Infiltration and Inflow reduction work committee meeting was held on March 9, 2016. A program of greenhouse surveys prepared to check implementation of sanitary sewer bylaw. Public Works staff is working on developing a survey form to assist in reporting of inspections and investigations.

### **Pump Station berm raising and river bank erosion protection:**

- The work has been completed with the substantial completion certificate issued on December, 2015, and the certificate of completion issued on January, 2016.

### **Slope Remediation Kipling & Westside Subdivisions:**

- Slope Remediation South of Kipling Subdivision-Phase 3: The contractor worked until December 22, 2015 and is schedule to resume work in March 2016. This start work decision will be subject to long term weather forecast. The project is approximately 90 % completed.
- Regrading of slope south of Westside Subdivision is complete with the final top soil surface treatment scheduled on third week of March 2016.

### **Water Treatment Plant Construction:**

- Water plant is complete and fully operational and has been providing water to the Town as of the week of February 10, 2016. There are a number of deficiencies and minor works still left to be completed prior to officially issuing a completion certificate. MP ECO has been given Substantial Performance as of March 1, 2016. Underground work is expected to be

completed by the end of April. Surface works will be completed at the earliest available time (weather permitting).

- The clarifier supplier will be onsite in the middle of April to optimize the performance of the clarifier.
- We are extremely pleased that the water standard continues to meet a high quality drinking water.

### **Northside Functional Servicing Report**

- Engineering Department reviewed the third draft of sanitary servicing and sent comments to Scheffer Andrew. The Town's Engineering Department has been advised by Scheffer Andrew to expect a final report by next month (April, 2016).

### **Offsite Levy Bylaw and Background Report**

- Public presentation was facilitated by Corvus December 10<sup>th</sup>.
- Off-site Levy Bylaw to be prepared with a Draft provided to Administration sometime in April.

### **Pavement Management System**

- A map prepared for the Town's road condition based on 2010 Redcliff Roadway System Master Plan. Engineering staff is working on a pavement management strategy. A survey form will be developed for assessing the Town's paved surface road condition this summer.

### **FINANCE AND ADMINISTRATION**

- 2015 Year End Audit was completed and draft financial statements were audited.
- The utility bills with the new rates for the first two months were mailed out on March 15, 2016.
- Work on Reserve Policy and review manuals for all the finance functions.
- Prepare for grant reporting for various projects.

### **LEGISLATIVE AND LAND SERVICES**

- Ongoing inquiries re: land sales, development & subdivision. Two sales to date.
- Park Enterprises continues to work on closing the remaining open permits from 2007 - 2011. 10 files are still open as of March 1, 2016.
- Ongoing Legal File Review.
- Review proposed Offsite Levy Bylaw.
- Review/prepare Bylaw amendments for Local Improvement Bylaws that were affected by subdivisions or consolidations in 2015.
- Assist with preparing amendments to Family & Community Support Services Bylaw & the Street Bylaw.
- Tri-Area Intermunicipal Development Plan Review ongoing.
- Finalizing Grazing Lease for Landfill lands.
- Attended EMX 2016 Emergency Management Training Exercise February 24 & 25, 2016.

- Attended a meeting with Municipal Manager & Prairie Rose School Division No. 8 on February 26, 2016.
- A Subdivision & Development Appeal Board Hearing was held February 29, 2016
  - Appeal of Development Permit Application 15-DP-088
  - Lot 46, Block 33, Plan 1213639 (314 - 4<sup>th</sup> Avenue SW, Redcliff)
  - Single Family Dwelling
  - Appeal upheld, Development Permit Application approved.*
- Attended Assessment Review Board Clerk Refresher Training March 3 - 4, 2016.
- A Subdivision & Development Appeal Board Hearing is scheduled for March 29, 2016
  - Appeal of Development Permit Application 16-DP-008
  - Lot 13, Block 49, Plan 7361JK (99 - 6 Street SE, Redcliff)
  - Addition to existing detached garage



## **MAYOR'S REPORT TO COUNCIL**

### **MARCH 28, 2016**

#### **Past Meetings and Events**

- |                   |   |
|-------------------|---|
| February 15, 2016 | Attended the Canalta Centre's Unveiling Ceremony for Donations to the Centre by local Businesses, Citizens and Municipalities.  |
| February 16, 2016 | Attended VTRA - Violence Treat Risk Assessment and Intervention Protocol Signing Ceremony. This protocol involves all community based organizations in conjunction with all local schools in the Region. The premise is to monitor, assess and implement protocol where there is a threat of potential violence.  |
| February 25, 2016 | Meeting with P.R.S.D. Representative, Brian Angelic. The topic was the Town Storage Compound in relation to securing the property for RMAP.   |
| March 3, 2016     | Lunch and round table discussion with Energy Minister Margaret McCuaig Boyd. This event was sponsored by PEP.   |
| March 7, 8, 2016  | Attended Rural Alberta Education Symposium at the Banff Centre of the Arts. This Symposium involved members of Rural School Board Trustees, Educators, Alberta Minister of Labour, Cheryl Olinyk, and members of the public. Guest speaker CBC's Rex Murphy. Education involves everyone, from an infant to the elderly and I believe that Councils and Administrators should get more involved in what is happening in our Rural Education Programs. A very worthwhile Symposium which I highly recommend.   |
| March 8, 2016     | Council office duty from 4:30 p.m. to 6:30 p.m. - no one participated.  |
| March 9, 10, 2016 | Attended Eastern Alberta Trade Corridor Conference Sponsored by PEP. Location was the Medicine Hat Lodge. This conference was well attended by all three regions at SE Alberta from Fort McMurray to the Alberta Montana Border at Wild Horse. <ul style="list-style-type: none"><li>• There are currently 87 communities in the EATC.</li><li>• It was reported that there is currently a Transit Plan and Study for Economic Development for the Region, with an emphasis on upgrading the No. 36 and 41 Highways for Heavy Load Transit.</li><li>• Upgrade the 41 Highway all the way to the Wild Horse Border Crossing.</li><li>• A phased in approach to extended hours at this crossing.</li><li>• U.S./Canada is moving to provide Pre-Clearance at our Border's. There are presently two Clearance Travel Ports in Alberta Airports. Calgary and Edmonton.</li><li>• Lots of discussions on Renewable Energy Sources.</li></ul> |

## COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where /Information
March 24, 2016	Cypress County Economic Development Stakeholder meeting	Cypress County Dunmore 1:00 p.m.
April 8, 2016	Mayors & Reeves Meeting	Cypress County 10:00 a.m.
April 8, 2016	Meeting with Area Realtors	Town Hall Council Chambers 2:00 p.m.
April 13, 2016	Council Office Hours	Town Hall Mayor/Council Office 4:30 p.m. to 6:30 p.m.
April 15, 2016	2016 Volunteer Recognition & Awards Celebration	Royal Canadian Legion Branch #6 5:30 p.m.

# SCHEDULE "C" OFF LEASH AREAS

