



COUNCIL MEETING

MONDAY, MARCH 13, 2017

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 13, 2017 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
D) Bank Summary for January 31, 2017	For Information
2. PUBLIC HEARING	
A) Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw. *	
Re: Rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District.	
3. MINUTES	
A) Council meeting held February 27, 2017 *	For Adoption
B) Redcliff Physician Recruitment *	For Information
4. BYLAWS	
A) Bylaw 1841/2017, Bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw. *	2 nd Reading
Re: Rezoning Lots 21-24, Block 131, Plan 1117V (339 & 343 - 2 Street NW) from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District.	
5. REQUESTS FOR DECISION	
A) 2017 Municipal Election *	For Consideration
6. POLICIES	
A) Policy 035, Sanitary Sewer Blockage Policy *	For Consideration

7. CORRESPONDENCE

- | | |
|--|-------------------|
| A) Redcliff Minor Hockey Association *
Re: Sponsorship request | For Consideration |
| B) Glenn Motz, MP *
Re: Municipal Council meeting | For Information |

8. OTHER

- | | |
|--|-----------------|
| A) Memo to Council *
Re: Grader Purchase | For Information |
| B) Memo to Council *
Re: Permits issued in February, 2017 | For Information |
| C) Redcliff/Cypress Regional Waste Management Authority *
Re: Landfill Graphs to February 28, 2017 | For Information |
| D) Council Important Meetings & Events March 13, 2017 * | For Information |

9. RECESS

10. IN CAMERA

- | |
|---|
| A) Labour (FOIP S. 17 and S. 23) |
| B) Labour (FOIP S. 17) |
| C) Labour (FOIP S. 17) |
| D) Legal (FOIP S. 27) |

11. ADJOURN

COUNCIL MEETING MARCH 13, 2017

ACCOUNTS PAYABLE LIST

<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
81612	SHAW	INTERNET	\$129.05
81613	RECEIVER GENERAL	STATUTORY DEDUCTIONS	\$404.09
81614	REDCLIFF/CYPRESS REGIONAL LANDFILL	TONNAGE CHARGES	\$5,807.78
81615	REIMER, ERNIE	TRAVEL REIMBURSEMENT	\$445.00
81616	STEHRE, BRIAN	TRAVEL REIMBURSEMENT	\$73.87
81617	WESTERN TRACTOR	MOWERS	\$33,762.28
81618	SHAW CABLE	INTERNET	\$84.95
81619	COCOA BEAN CAFÉ	MEALS ON WHEELS	\$519.75
81620	BARTLE & GIBSON	UNION W/CO/CLOSET STUD CPML	\$16.31
81621	FAST TIMES MACHINING	CHECK ARMS FOR STRAIGHT AND STRAIGHTEN	\$53.38
81622	PUROLATOR	SHIPPING	\$32.87
81623	WOLSLEY	SERVICE BOX RODS/COUPLING/REPAIR CLAMP	\$2,240.24
81624	VOLUNTEER ALBERTA	MEMBERSHIP	\$120.00
81625	AVIVA CANADA	INSURANCE COSTS/CLAIM	\$10,000.00
81626	ADT SECURITY	ALARM	\$283.58
81627	BRUCE'S SEWER SERVICE	REPAIR BLOCKAGE	\$388.50
81628	BOYLAN IMAGING	VOLUNTEER TICKETS	\$156.98
81630	MEDICINE HAT FAMILY SERVICES	COUNCELLING	\$6,000.00
81631	ARABSKY, REBECCA	EMPLOYEE REIMBURSEMENT	\$79.55
81632	JOHANSEN, JAMES	EMPLOYEE REIMBURSEMENT	\$183.44
81633	U-HAUL MOVING & STORAGE	OFFICE FURNITURE	\$2,336.25
		CHEQUES - TOTAL	\$63,117.87

ELECTRONIC FUNDS TRANSFERRED PAYABLES

<u>EFT#</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
024	BRANDT	OIL DIP/CLAMP/ROD/FUEL SEND/BELLOWS	397.43
025	DIGITEX	COPIER FEES	\$195.06
026	SUNCOR	FUEL	\$7,388.41
027	SUMMIT MOTORS	VALVE HAND CONTROL/CABLE HOOD SAFETY	\$490.31
028	A & B STEEL	FLAT IRON	\$56.00
029	ACTION PARTS	FILTERS	\$52.78
030	AMSC	BENEFITS	\$18,082.85
031	ATRON	FURNACE REPAIR	\$880.95
032	AUMA	MEMBERSHIP FEE	\$6,196.90
033	THE BOLT SUPPLY HOUSE	STRINGER BEAD/FLAP DISC/CUTTING WHEEL	\$98.65
034	CANADIAN LINEN & UNIFORM	COVERALLS/TOWELS	\$26.25
035	C.E.M. HEAVY EQUIPMENT	EXCAVATOR REPAIR/FREIGHT	\$8,985.92
036	COURTYARD LAW	PROFESSIONAL SERVICES	\$397.05
037	CUPE	UNION DUES	\$1,973.35

038	FARMLAND SUPPLY	FPXMP/NIPPLE/NOZZLES	\$79.12
039	FOX ENERGY	SIGNS/FIRST AID KIT	\$304.61
040	REDCLIFF HOME HARDWARE	DRIVER/BREAKERS/CABLE/CLAMPS/BULBS/CASTER	\$581.59
041	KIRK'S MIDWAY TIRE	NEW TIRE/CHANGE OVER/FOAM FILL/REPAIR FLAT TIRE	\$494.03
042	LETHBRIDGE MOBILE	SHREDDING	\$48.30
043	PARK ENTERPRISES	PERMITS	\$1,751.27
044	PRO COMM SOLUTIONS	PHONE SERVICE/MAINTENANCE	\$296.63
		EFT - TOTAL	\$48,777.46

REDCLIFF/CYPRESS LANDFILL PAYABLES			
<u>CHEQUE #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
00014	SHOCKWARE	INTERNET	\$52.45
00015	SUNCOR	FUEL	\$2,288.97
00016	SUMMIT MOTORS	VALVE HAND CONTROL/CABLE HOOD SAFETY	\$490.31
		CHEQUES - TOTAL	\$2,831.73

BANK SUMMARY FOR JANUARY 31, 2017

ATB GENERAL BANK ACCOUNT		5.12.02.121.000
BALANCE FORWARD		1,574,817.91
DAILY DEPOSITS		201,953.45
DIRECT DEPOSITS		430,776.80
GOVERNMENT GRANTS		0.00
INTEREST		1,984.32
OTHER DEPOSITS		1,500,000.00
SUBTOTAL		2,134,714.57
PAYMENTS		(554,628.29)
ASFF QUARTERLY PAYMENTS		0.00
DEBENTURE PAYMENTS		0.00
OTHER WITHDRAWALS		(259,730.37)
SUBTOTAL		(814,358.66)
TOTAL		2,895,173.82
BANK CLOSING BALANCE		2,948,630.63
ADD:O/S DEPOSITS		11,134.61
LESS:O/S CHEQUES		(64,591.42)
TOTAL		2,895,173.82
INVESTMENTS		
ATB ONE YEAR GIC @1.6%	5.12.02.321.000	300,000.00
CIBC INVESTMENT PORTFOLIO	5.12.02.321.001	13,439,322.00
SERVUS LANDFILL BANK ACCOUNT	5.12.02.126.000	1,526,189.57
TOTAL INVESTMENTS		15,265,511.57
TOTAL CASH & INVESTMENTS		18,160,685.39

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

AND WHEREAS a public hearing with respect to this bylaw was held in Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2017.

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

1. This bylaw be cited as the Town of Redcliff Land Use Amending Bylaw 1841/2017.
2. The land described as

<u>Legal Description</u>	<u>Civic Address</u>
Lot 21-22, Block 131, Plan 1117V	343 2 Street NW
Lot 23-24, Block 131, Plan 1117V	339 2 Street NW

Is hereby designated R-3 Medium Density Residential District.

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

READ a first time this 13th day of February, 2017.

READ a second time _____ day of _____, 2017.

READ the third time this _____ day of _____, 2017.

PASSED and **SIGNED** the _____ day of _____, 2017.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

MINUTES

ABSENT: Members: J. Beach, E. Solberg

B. Stehr called the meeting to order at 12:31 pm

E. Reimer nominated J. Steinke to be Vice Chairman of the Municipal Planning Commission for 2017. J. Steinke accepted.

B. Vine moved that the agenda be adopted as presented.
- Carried.

L. Leipert moved that the previous minutes be adopted as presented.
- Carried

B. Lowery moved that the list of Development Permit Applications approved by the Development Authority be accepted for information.
- Carried

J. Steinke moved that the memo and letter withdrawing LUB Amendment application (Jamco Growers; #3 3 Street NW) be accepted for information.
- Carried

7. FOR COMMENTS

A) Application for Land Use Amendment

Rezoning of lands from R-4 Manufactured Home Residential District to R-3 Medium Density Residential District.

Lot 21-24, Block 131, Plan 1117V (339 & 343 2 Street NW)

L. Leipert moved that the following comment(s) be forwarded to Council in regards to the Land Use Bylaw amendment:

- Recommend Land Use Amendment as presented.

8. ADJOURNMENT

B. Lowery moved adjournment of the meeting at 12:35 pm.

- Carried.

Chairman

Secretary

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, FEBRUARY 27, 2017 @ 7:00 P.M.**

PRESENT:

Mayor	E. Reimer
Councillors	D. Kilpatrick, C. Brown
	E. Solberg, L. Leipert
	J. Steinke
Municipal Manager	A. Crofts
Manager of Legislative & Land Services	S. Simon
Director of Planning & Engineering	J. Johansen (arrived at 7:35 p.m.)
Director of Finance & Administration	J. Tu (left at 7:18 p.m.)
Director of Public Services	C. Popick (left at 7:18 p.m.)

ABSENT: Councillor C. Crozier

1. GENERAL

Call to Order

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

2017-0061 Adoption of Agenda

B) Councillor Steinke moved the agenda be adopted as amended to add a Land item in In Camera. - Carried.

2017-0062 Accounts Payable

C) Councillor Leipert moved the accounts payables for the Town of Redcliff and Redcliff Cypress Regional Waste Management Authority, be received for information. - Carried.

2. MINUTES

2017-0063 Council meeting held February 13, 2017

A) Councillor Solberg moved the minutes of the Council meeting held February 13, 2017, be adopted as presented. - Carried.

2017-0064 Redcliff Family & Community Support Services meeting held February 14, 2017

B) Councillor Brown moved the minutes of the Redcliff Family & Community Support Services meeting held February 14, 2017, be received for information. - Carried.

2017-0065 Redcliff Public Library Board meeting held November 29, 2016

C) Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held November 29, 2016, be received for information. - Carried.

3. BYLAWS

- 2017-0066 Bylaw 1840/2017, Supplementary Assessment Bylaw
A) Councillor Solberg moved that Bylaw 1840/2017, Supplementary Assessment Bylaw be given third reading. - Carried.
- 2017-0067 Bylaw 1842/2017, Designated Officers Bylaw
B) Councillor Steinke moved that Bylaw 1842/2017, Designated Officers Bylaw, be given first reading - Carried.
- 2017-0068
 Councillor Leipert moved that Bylaw 1842/2017, Designated Officers Bylaw, be given second reading. - Carried.
- 2017-0069
 Councillor Brown moved that Bylaw 1842/2017, Designated Officers Bylaw, be presented for third reading. - Carried Unanimously.
- 201-0070
 Councillor Solberg moved that Bylaw 1842/2017, Designated Officers Bylaw, be given third reading. - Carried.

4. CORRESPONDENCE

- 2017-0071 Redcliff Scholarship for Advanced Education
A) Councillor Brown moved correspondence from Redcliff Scholarship for Advance Education dated February 3, 2017 regarding donation to the scholarship fund, be received for information. - Carried.
- 2017-0072 Alberta Municipal Affairs Re: Submissions for 16th Annual Minister's Awards
B) Councillor Kilpatrick moved correspondence from Alberta Municipal Affairs received February 16, 2017, regarding submissions for the 16th Annual Minister's Awards, be received for information. - Carried.
- 2017-0073 Alberta Transportation Re: Water Treatment Plant Grant funds transfer
C) Councillor Leipert moved correspondence from Alberta Transportation dated February 15, 2017 regarding the Water Treatment Plant Grant funds transfer, be received for information. - Carried.

5. OTHER

- 2017-0074 Municipal Manager Report to Council February 27, 2017
A) Councillor Solberg moved the Municipal Manager Report to Council February 27, 2017, be received for information. - Carried.
- 2017-0075 Mayor's Report to Council February 27, 2017
B) Councillor Steinke moved the Mayor's Report to Council February 27, 2017, be received for information. - Carried.
- 2017-0076 Dog Park Survey Questions
C) Councillor Leipert moved the Dog Park Survey Questions, be received for information. - Carried.

- 2017-0077 2017 Municipal Election **D)** Councillor Leipert moved the 2017 Municipal Election Memo dated February 27, 2017, be received for information. Further, that Administration bring back to Council more information regarding costs to contract with a 3rd Party for Election Services and an estimated budget. - Carried.
- 2017-0078 Council Important Meetings & Events February 27, 2017 **E)** Councillor Brown moved the Council Important Meetings & Events February 27, 2017, be received for information. - Carried.

6. RECESS

Mayor Reimer called for a recess at 7:18 p.m.

Director of Finance & Administration and Director of Public Services left the meeting at 7:18 p.m.

Mayor Reimer reconvened the meeting at 7:35 p.m.

Director of Planning & Engineering arrived to the meeting at 7:35 p.m.

7. IN CAMERA

- 2017-0079 Councillor Solberg moved to meet In Camera at 7:35 p.m. - Carried.
- 2017-0080 Councillor Brown moved to return to regular session at 8:37 p.m. - Carried.
- 2017-0081 Councillor Kilpatrick moved Administration provide a Letter of Support to Prairie Rose School Division (PRSD) for their future Capital Projects Planning. - Carried.

8. ADJOURNMENT

- 2017-0082 Adjournment Councillor Leipert moved to adjourn the meeting at 8:38 p.m. - Carried.

Mayor Reimer

Manager of Legislative & Land Services

**REDCLIFF PHYSICIAN RECRUITMENT AND RETENTION COMMITTEE
BOARD MEETING
Town Council Chambers Town Office
March 2th, 2017 at 5:00 pm**

PRESENT:

Chairperson	Brad Christian
Council Representative	Ernie Reimer
	Chere Brown
Community Services	Kim Dalton
Regards	Sandi Burton
Chairperson	Camille Reimer
	Bea Gursky

1. GENERAL

Call to Order:

A) Meeting called to order at 5:21 pm.

Adoption of the Agenda

B) C. Brown moved adoption of the agenda as presented. – Carried.

2 MINUTES -- None

3. DELEGATION – Dr. Helgaard Van de Merwe

Medical Clinic Update

A) C. Brown moved to meet in camera at 5:35 p.m. to discuss third party business interests. – Carried.

B) C. Brown moved that the meeting move out of in camera session and return to open meeting at 5:58 p.m. - Carried.

4. NEW BUSINESS

Committee Recommendations

A) C. Brown moved that the Redcliff Physician Recruitment and Retention Committee wait for recommendations to council until they receive further information from Dr. Helgaard Van de Merwe- Carried

RPAP Community Recruitment Showcase

B) E. Reimer moved that the RPAP Community Recruitment Showcase brochure and project information be received as information. – Carried.

5. OTHER – None

6. UPCOMING MEETING / CONFERENCE / WORKSHOPS

Tentative 2nd Year Redcliff Medical Clinic Anniversary
Celebration

Next Meeting

7. DATE OF NEXT MEETING – None Scheduled

Adjournment

8. ADJOURNMENT

C. Brown moved to adjourn the meeting at 6:23 pm.—Carried

**BYLAW 1841/2017
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW OF THE TOWN OF REDCLIFF IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF AMENDING BYLAW 1698/2011 BEING THE REDCLIFF LAND USE BYLAW:

WHEREAS the lands described as

Legal Description

Lot 21-22, Block 131, Plan 1117V

Lot 23-24, Block 131, Plan 1117V

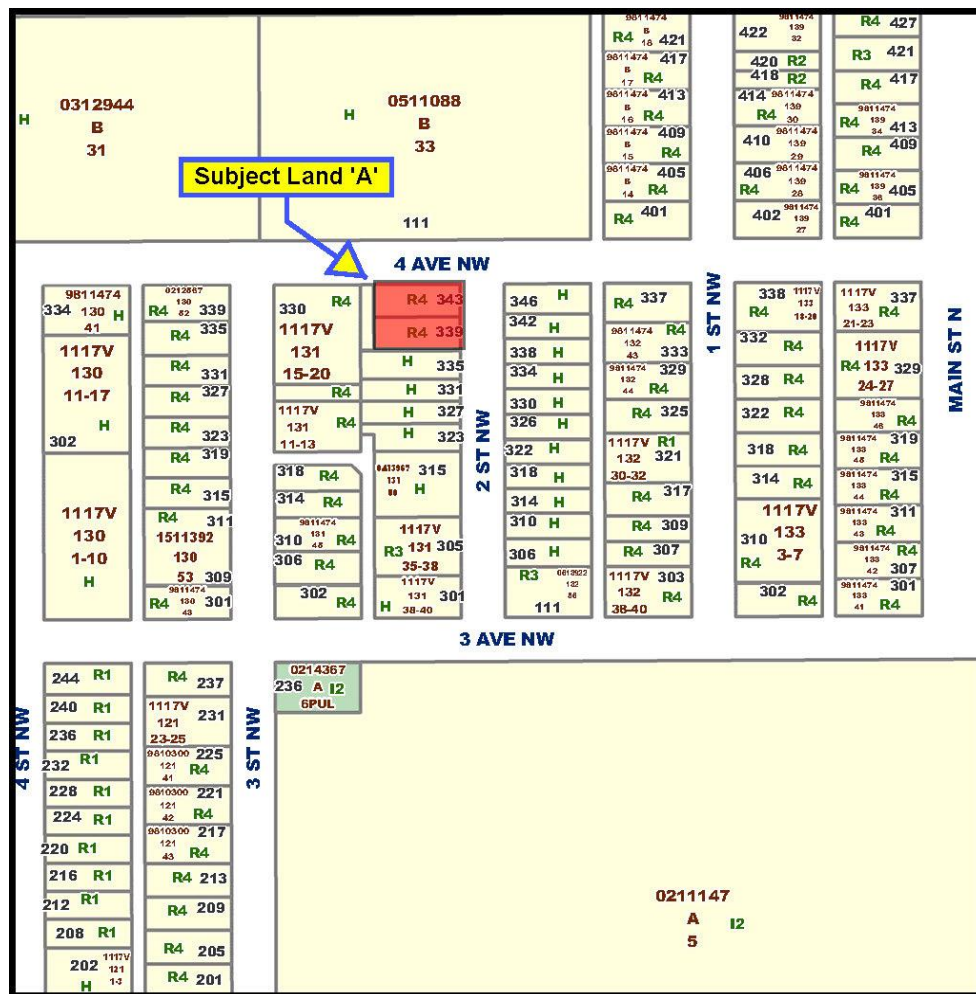
Civic Address

343 2 Street NW

339 2 Street NW

herein referred to as "Subject Land A", is presently designated R-4 Manufactured Residential District under the Town of Redcliff Land Use Bylaw;

AND WHEREAS it is proposed that Subject Land 'A' be designated R-3 Medium Residential District and is located as indicated on the following map.



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

AND WHEREAS a public hearing with respect to this bylaw was held in Council Chambers at the Town of Redcliff on the _____ day of _____, A.D. 2017.

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

1. This bylaw be cited as the Town of Redcliff Land Use Amending Bylaw 1841/2017.
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Is hereby designated R-3 Medium Density Residential District.

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

READ a first time this 13th day of February, 2017.

READ a second time _____ day of _____, 2017.

READ the third time this _____ day of _____, 2017.

PASSED and **SIGNED** the _____ day of _____, 2017.

MAYOR

MANAGER OF LEGISLATIVE AND LAND SERVICES

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 13, 2017

PROPOSED BY: Manager of Legislative & Land Services

TOPIC: 2017 Municipal Election

PROPOSAL: To consider appointing a Returning Officer

BACKGROUND:

At the meeting of February 27, 2017 Council directed Administration to further review options for contracting with a third party for the 2017 Municipal Election Services and provide budget information. Administration advised that they had received information the day of that Council meeting from Civic Solutions who indicated they would be able to provide municipal election services.

Civic Solutions was requested to provide a quote based on the following primary responsibilities:

Conduct the 2017 Town of Redcliff Municipal Election ensuring all activities are conducted in compliance with the Local Authorities Election Act, including but not limited to:

- Serve as the Returning Officer for the 2017 Town of Redcliff Municipal Election.
- Reviewing the Local Authorities Election Act for consideration by Council of various resolutions/bylaws as per the Act.
- Attend Returning Officer training (if required).
- Serve as the primary contact for the public and candidates through the election process.
- Host presentation(s) for prospective candidates and outline the campaign regulations and requirements for candidates (as per the Local Authorities Election Act).
- Be present on Nomination Day (September 18, 2017) and collect candidate nomination papers.
- Declare any acclaimed candidates.
- Recruit (with the assistance of the municipality) and train a sufficient number of election workers for advance polls and Election Day.
- Work with municipal staff to obtain necessary supplies.
- Organize, set up, and oversee advance voting polls.
- Oversee the Election Day process and compile election results.
- Ensuring all aspects of the Election (including those as described above) are conducted in accordance with the Local Authorities Election Act.
- Obtaining and providing information for consideration to the Town for utilizing an electronic voting system versus a manual count.

Civic Solutions is a firm with a team comprised of multiple associates throughout the province and western Canada. Their website is as follows: <http://civicsolutionsinc.com/>

Civic Solution proposes to provide the Returning Officer and the Deputy Presiding Officer for the 2017 municipal election process. Election officials, as required, for the election (i.e. deputy presiding officers, counters) other than Terry Hurlbut and Lavinia Henderson (or Cathy Findlay) would be sought from the Town of Redcliff. All training costs, wages, benefits, and WCB for the

Returning Officer and Presiding Officer will be the responsibility of Civic Solutions. The Town of Redcliff would be responsible for remuneration costs for all other election officer personnel. Civic Solutions maintains \$3 million in compressive general liability and errors and omissions insurance and WCB. Civic Solutions will maintain an on-site presence during Nomination Day, Advance Votes, Incapacitated Electors at Home Votes, Institutional Votes and Election Day.

The following additional contract related specifics are proposed as a part of the project:

- a) A project kick-off meeting in May with key Town personnel with proposed agenda as follows:
 - i. Introduction of Civic Solutions and key Town personnel;*
 - ii. Review election process within the Redcliff context;*
 - iii. Identify direct contacts;*
 - iv. Formalize roles and responsibilities.**
- b) Civic Solutions will be responsible to recruit and recommend the part-time election officer candidates required to conduct the municipal election to the Town for consideration.*
- c) Civic Solutions will review prior election materials as prepared by the Town in the last election and will provide the Town with suggested materials and formatting for nomination packages, observer packages and the municipal election web page.*
- d) Civic Solutions will provide the Returning Officer and the Deputy Presiding Officer to conduct a minimum 2-hour training session for election workers sometime between nomination day and the first advance poll. All materials will be produced and supplied by Civic Solutions. The Town will be responsible to provide the venue.*
- e) Civic Solutions will submit monthly reports and communication logs to the Town within 5 business days of month end. Communication logs will contain the date, nature of the call, and disposition. No names will be collected unless it is for the purpose of arranging for a vote (i.e. Institutional, Incapacitated Elector at Home, etc.).*
- f) Civic Solutions will submit a final written report to the Town at the end of the election process outlining details of the election complete with any recommendations which may be deemed appropriate for consideration for adoption for future elections. Civic Solutions can be available for a face-to-face debriefing if so desired at no additional cost.*

The Town of Redcliff will be responsible for establishing and covering the costs associated with:

- a) A dedicated direct line for election inquiries which can be call forwarded to Civic Solutions (or a dedicated cell phone).*
- b) An election email address which can be either accessed by webmail or forwarded to the designated Civic Solutions associate.*

- c) *IT support for municipal election web page as part of the Town's official web site.*
- d) *Facilities required for receiving nominations and any vote(s) required.*
- e) *Advertising (newsprint and or direct mailings).*
- f) *Printing and photocopying.*
- g) *Per diems and related expenses for the part time election officers.*
- h) *Constable services if required.*

Civic Solutions proposes providing the above services for the fee of \$19,406.00 plus GST. Services provided outside of the above would be extra ie: recount.

In the 2013 municipal election, besides the Returning Officer and Presiding Deputy there were 7 additional workers hired to work. The 2013 municipal election expenses totalled approximately \$7,700.00.

The current budget for the 2017 municipal election is \$15,000.00 which included provision to consider electronic ballot counting. Entering into a contract with Civic Solutions will require an increase to the budget. Utilizing the same rates and numbers of election workers from the 2013 municipal election (minus the returning officer and presiding officer) I would estimate adding \$2,500 for other election workers. Alternatively utilizing staff in house would be an option. I would also estimate adding \$3,000 for expenses relating to materials and supplies, advertising, meals and other miscellaneous costs. In addition, it is estimated that automated ballot counting would be in the range of \$5,000.00.

Civic Solutions	\$19,406.00
Election Workers	\$2,500.00
Supplies/advertising etc.	\$3,000.00
Electronic Ballot Counting	\$5,000.00
Misc (ie: recount)	\$1,000.00
Total Budget	\$30,906.00

Providing election workers in house would reduce the budget to \$28,406.00 and foregoing the electronic ballot counting would reduce it to a further \$23,806.00.

For information purposes regarding remuneration for the 2013 Municipal Election the following remuneration rates were established.

March 11, 2013 Council Meeting Minutes

2013 Municipal Election

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

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

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

- Carried Unanimously.

October 15, 2013 Council Meeting Minutes

Election Remuneration

E) Councillor Crozier moved that in addition to the remuneration established for the election workers for the 2013 Municipal Election at the March 11, 2013 Council meeting, that Council establish the additional remuneration of:

- a. stand by rate - \$25.00/day
- b. ½ day rate - \$125.00
- c. Ballot counting only - \$75.00

- Carried Unanimously.

POLICY / LEGISLATION:

Excerpt from The Local Authorities Election Act states

Appointment of returning officers

13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.

(2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.

(3) The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS: None.

OPTIONS:

1. To enter into a contract with Civic Solutions for provision of 2017 Municipal Election Services. And further that the 2017 Municipal Election budget be adjusted to \$31,000.00.
2. To enter into a contract with Civic Solutions for provision of 2017 Municipal Election Services. And further that the 2017 Municipal Election budget be adjusted to \$_____.

RECOMMENDATION:

Administration is presenting the above information for Council consideration as requested.

SUGGESTED MOTION(S):

1. Councillor _____ moved to enter into a contract with Civic Solutions for provision of 2017 Municipal Election Services. Further to adjust the 2017 municipal election budget to \$31,000.00.
2. Councillor _____ moved to enter into a contract with Civic Solutions for provision of 2017 Municipal Election Services. Further to adjust the 2017 municipal election budget to \$_____.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2017.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 13, 2017

PROPOSED BY: Director of Public Services

TOPIC: Amend Policy 35 (2015) Sanitary Sewer Blockage

PROPOSAL: Amend Policy 35 (2015) with the proposed additions stated below

BACKGROUND:

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

Policy 35 (2015) was put in place to assist the Town of Redcliff residents when a potential sewage blockage occurs within their residence. With the assistance of the Public Services Department, the Town will attempt to determine the location, responsibility, and remediation efforts required to repair the blockage. The Director of Public Services has reviewed the policy as it is written and recommends the following amendments to provide clarification and provide more incentive to the homeowners to ensure their sewer system connections are operating properly.

Section A #3 Addition

Notwithstanding Section A 2 if there is clear evidence the blockage is relevant to Section B, that determines the responsibility of the Town, then the Director of Public Services may authorize, within budget constraints, reimbursement beyond the maximum of \$200.00. A report to the Municipal Manager describing the reasoning, in the context of this policy, shall follow up such occurrences.

Section D Addition

A property owner may request a video inspection of their sanitary sewer service line without substantiated evidence for a cost of \$200.00 (proposing to increase cost from \$100 to \$200)

The increase for CCTV inspection is being suggested for a variety of reasons. The higher costs for equipment operation, maintenance and procurement, in addition to the man-hours that are required to complete each inspection require the increase in the video inspection fee. The increase will be more in line with the Town's physical costs to mobilize, complete the inspection, and demobilize all manpower and related equipment. In addition, a high utilization rate was being requested and it was noted that numerous requests were done just so the homeowners had an idea everything was operating normally. The increased fee may assist in reducing the number of unsubstantiated requests from occurring as often.

POLICY/LEGISLATION:

Policy 35 (2015) Sanitary Sewage Blockage

STRATEGIC PRIORITIES:

Policy review is not currently ranked in the Municipality's Strategic Priorities. However, it is an important practice to ensure all policy is consistent and current to relevant federal and provincial government legislation and related regulations, as well as other related Town policy.

OPTIONS:

1. Approve Policy 35 (2015) as amended.
2. Suggest changes to Policy 35 (2015) and have administration draft an amended Policy 35 (2015) for review at a future Council meeting.

RECOMMENDATION:

Option #1

SUGGESTED MOTION(S):

1. Councillor _____ moved Policy 35 (2015) Sanitary Sewage Blockage be approved as presented.
2. Councillor _____ moved that administration draft an amended Policy 35 (2015) Sanitary Sewage Blockage for review at a future Council meeting with suggested changes.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2017.

Approved by Council: ~~March 9, 2015~~

SANITARY SEWER BLOCKAGE POLICY

BACKGROUND

From time to time Town of Redcliff residents report blockages in the sanitary sewer line. Upon receiving notice from a property owner regarding a suspected blockage in a sanitary sewer line, the Public Services Department will attempt to determine blockage location, responsibility, and subsequent action to be taken, with the intent to limit future occurrences as per this policy.

The Town of Redcliff recognizes the importance of maintaining a sanitary sewer system that operates efficiently and as trouble free as possible for their residents, however, the decisions to repair or replace any portion of the sanitary sewer system may be restricted by budget constraints of the Town of Redcliff.

POLICY

Upon receiving the call from the property owner regarding a sanitary sewer blockage, the Public Services Department will attempt to determine whether the blockage originates on the service line or the sanitary main line.

A. Sanitary Service Line Blockages

If it is obvious that the blockage is in the service line, the Public Services Department will;

1. Offer to provide the homeowner with a plumbing snake to attempt to clear the blockage themselves. The plumbing snake will be available during business hours only. Request for use of plumbing snake after hours will result in an after hours fee established by the Town of Redcliff Fees, Rates and Charges Bylaw, or
2. The homeowner will be advised that they may contact a plumber or drain cleaning contractor to clear the blockage at their expense and that they will only be eligible for reimbursement from the Town of Redcliff for these costs as provided by this the Sanitary Sewer Blockage Policy No. 035. The maximum eligible reimbursement will be \$200.00.
3. Notwithstanding Section A 2 if there is clear evidence the blockage is relevant to Section B, that determines the responsibility of the Town, then the Director of Public Services may authorize, within budget constraints, reimbursement beyond the maximum of \$200.00. A report to the Municipal Manager describing the reasoning, in the context of this policy, shall follow up such occurrences.

B. Responsibility for Maintenance of Sanitary Sewer Service Lines

1. The property owner will be responsible for the maintenance and repair of the **entire service line between their building and the sanitary sewer main in the street** when the blockage is caused by any of the following;
 - grease
 - any material or object originating from the property owner side
 - tree roots from trees originating from private property
2. The property owner will be responsible for the maintenance and repair of the **service line located on their property** when the blockage is caused by physical pipe failures, faulty installations, or settlements on private property, including at the point of connection on or near the property line.
3. The Town of Redcliff will be responsible for the maintenance and repair of the **service line located on public property** when the blockage is caused by any of the following;
 - physical pipe failures, faulty installations, or settlements on public property
 - tree roots from trees originating on public property
4. The responsibility for maintenance and repairs to service lines will be determined by an investigation conducted by the Public Services Director or his designate, based on various contractor maintenance reports, property history, and video inspections of the service line.
5. If it is determined that the responsibility for repairs or maintenance is that of both the property owner and the Town of Redcliff, the Public Services Director will attempt to coordinate a repair or maintenance plan that is amicable to both parties.

C. Sanitary Main Line Blockages

If it is obvious that the blockage is in the Sanitary Main Line, the Public Services Department will immediately summons staff to respond to the blockage and clear the main line.

If there is a history of blockages in the section of the main line that experienced the blockage, the Public Services Department will investigate further by conducting a video inspection of the line. The Public Services Department will determine the likelihood of potential problems in the future with the main line and make recommendations as to the repair or maintenance of the main line. The recommendations may include repairing the main line, increasing the maintenance schedule, or recommend that no repair or additional maintenance of the main line is required.

D. Video Inspection Services

The Public Services Department will conduct video inspections for property owners for the purpose of investigating restrictions and failures in private sanitary sewer service lines. Inspections will be offered at the discretion of the Public Services Department and at no cost to the property owner when;

1. There is a demonstrated history of blockages in the service line and homeowner has contracted a plumber or drain cleaning contractor to clear the service line prior to conducting a video inspection.
2. There is reasonable evidence to indicate a restriction or blockage exists and cannot be cleared, and the homeowner has contracted a plumber or drain cleaning contractor to attempt to clear the service line prior to conducting a video inspection.
3. There is reasonable evidence to indicate a structural failure in the service line may exist, and the homeowner has contracted a plumber or drain cleaning contractor to clear the service line prior to conducting a video inspection.

A property owner may request a video inspection of their sanitary sewer service line without substantiated evidence for a deposit fee of \$100.00 \$200.00.

If it is determined from the inspection that maintenance or repairs are required and the Town of Redcliff is responsible as per Section B of this policy, the property owner will be refunded the deposit fee.

If it is determined from the inspection that no maintenance or repairs are required, or if the property owner is responsible for the maintenance or repairs as per Section B of this policy, the deposit fee will not be refunded.



Redcliff Minor Hockey Association

RECEIVED
FEB 24 2017
TOWN OF REDCLIFF

To Whom It May Concern,

The Redcliff Minor Hockey Association strives to provide the youth of our small town the opportunity to develop both hockey and life skills throughout participation in our association.

With this being said, The Redcliff Atom Grizzlies (Team Blue) have experienced great success so far this season and will be representing The Redcliff Minor Hockey Association and the Town of Redcliff at the upcoming Provincial Championship being held in Provost, Alberta from March 16-19, 2017. The Provincial Championship is a prestigious event for minor hockey players and their coaches.

The players, coaches, and their families have had several fundraising activities to help offset the cost of this event. However, we still require donations from local businesses or companies who may be willing to help.

We respectfully request any level of donation that you may deem appropriate for this upcoming event to help the Grizzlies represent Redcliff in Provost.

Thank you for your time and consideration,

Sincerely,

Redcliff Atom Grizzlies (Team Blue)

*Rachelle Dreger
(403) 866-6666*



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Glen Motz

Member of Parliament
Medicine Hat—Cardston—Warner

February 24, 2017

Mayor & Council
Town of Redcliff
1 – 3 Street NE
PO Box 40
Redcliff, AB T0J 2P0

Dear Municipal Officials:

It is my honour to represent the people and the civic districts within the federal constituency of Medicine Hat-Cardston-Warner in the Parliament of Canada.

My intention is to promote all of our communities. However, to best advocate on your behalf, I need your cooperation to ensure that I have complete knowledge and information on program requests or grant proposals that your municipality has either submitted to the federal government or intends to put forward. By keeping me up to date, progress can be tracked, additional requirements determined, background facts collected or direct communication with ministers or department leads undertaken when required. I am here to be your voice in Ottawa, and I believe that as municipal leaders you will expect nothing less.

Over the course of the coming weeks my staff will be reaching out to coordinate meetings with each municipal council. Therefore, I urge you to give some consideration as to what may work best for your organization in advance of this contact.

I look forward to learning of your municipalities' priorities and working as the bridge between community and the federal government.

Sincerely,

Glen Motz, MP

Ottawa | **Constituency Office**

Room 610, Valour Building	Suite 306, 2810 - 13th Avenue SE
House of Commons, Ottawa, ON K1A 0A6	Medicine Hat, AB T1A 3P9
Tel.: 613-996-0633 Fax.: 613-995-5752	Tel.: 403-528-4698 Fax: 403-528-4365

Memo

To: Town of Redcliff Council
From: Municipal Manager
Date: March 13, 2017
Re: **Purchase of Used Motor Grader**

Policy 38 – Purchasing Policy States:

The Municipal Manager is authorized to sign purchase orders for any item where such payment has been approved by Council through resolution, Bylaw, or annual budget. When an item exceeds \$75,000 the Municipal Manager will report such expenditures to Council.

During the 2017 Budget process Council approved a capital budget of \$190,000 to purchase a used motor grader. Council also requested that Administration investigate consideration of a quality used option if one was available that would meet the long term needs of the municipality.

Following the approval of the 2017 interim budget on November 28th, 2016, administration began researching used options of motor graders. In early 2017, administration found a few potential used motor graders that were located in Alberta. Administration made arrangements to evaluate the used motor graders based off specifications and service hours.

Administration has evaluated numerous graders and manufactures and found they were either overpriced, located too far away thus making shipping extensive, lacked the required equipment, or were in rough condition. Staff found a few options for used motor graders that had some warranty available. Staff received quotes on the following Caterpillar options:

1. Used 2011 Caterpillar 140M 6852hrs, with M series controls, heated exterior mirrors, engine coolant heater, air compressor, 14' moldboard, EFI snow gate – **\$163,750** which includes an extra year warranty for **\$5,250**.
2. Used 2012 Caterpillar 140M 5218hrs, with M series controls, towing hitch, heated exterior mirrors, engine coolant heater, accessory link, converter, wheel fenders, 14' moldboard with 2' extension, comfort package, – **\$181,500**.
3. Used 2008 Caterpillar 140M 8658hrs, with M series controls, AWD, 14' moldboard, new snow tires – **\$167,000**.

Administration determined the best overall value based on specifications, quality, attached equipment, available warranty and price was option #1. Administration has proceeded with the purchase of the used 2011 Caterpillar 140M from Finning for a purchase price of \$163,250 plus GST. This item is \$26,750 under budget.

Memo

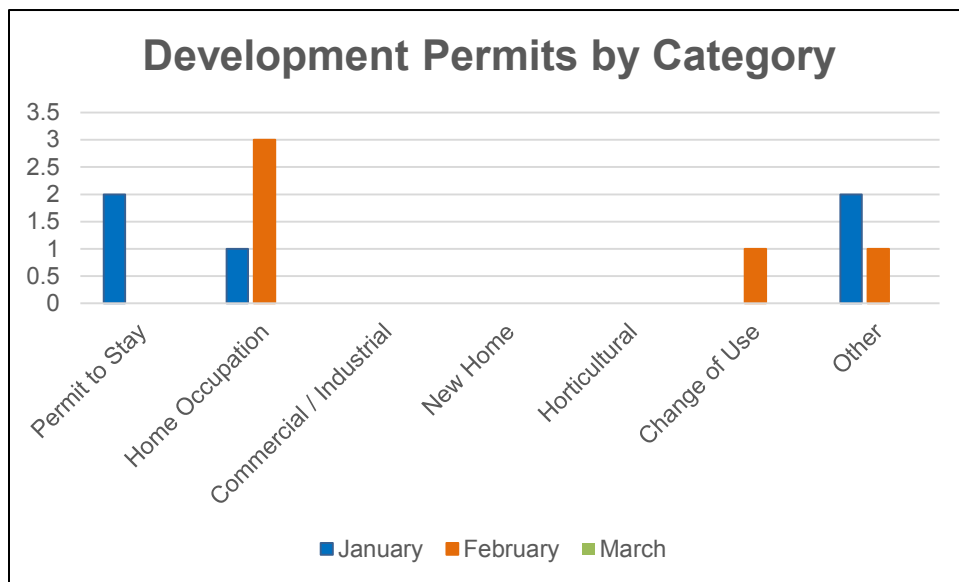
To: Council

From: Director of Planning & Engineering

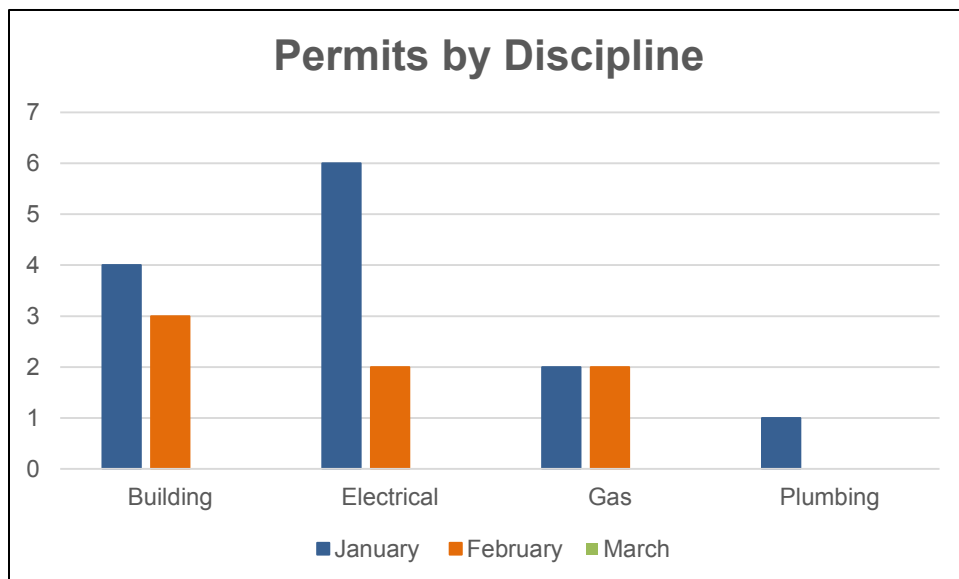
Date: March 13, 2017

Re: Permits issued in February 2017

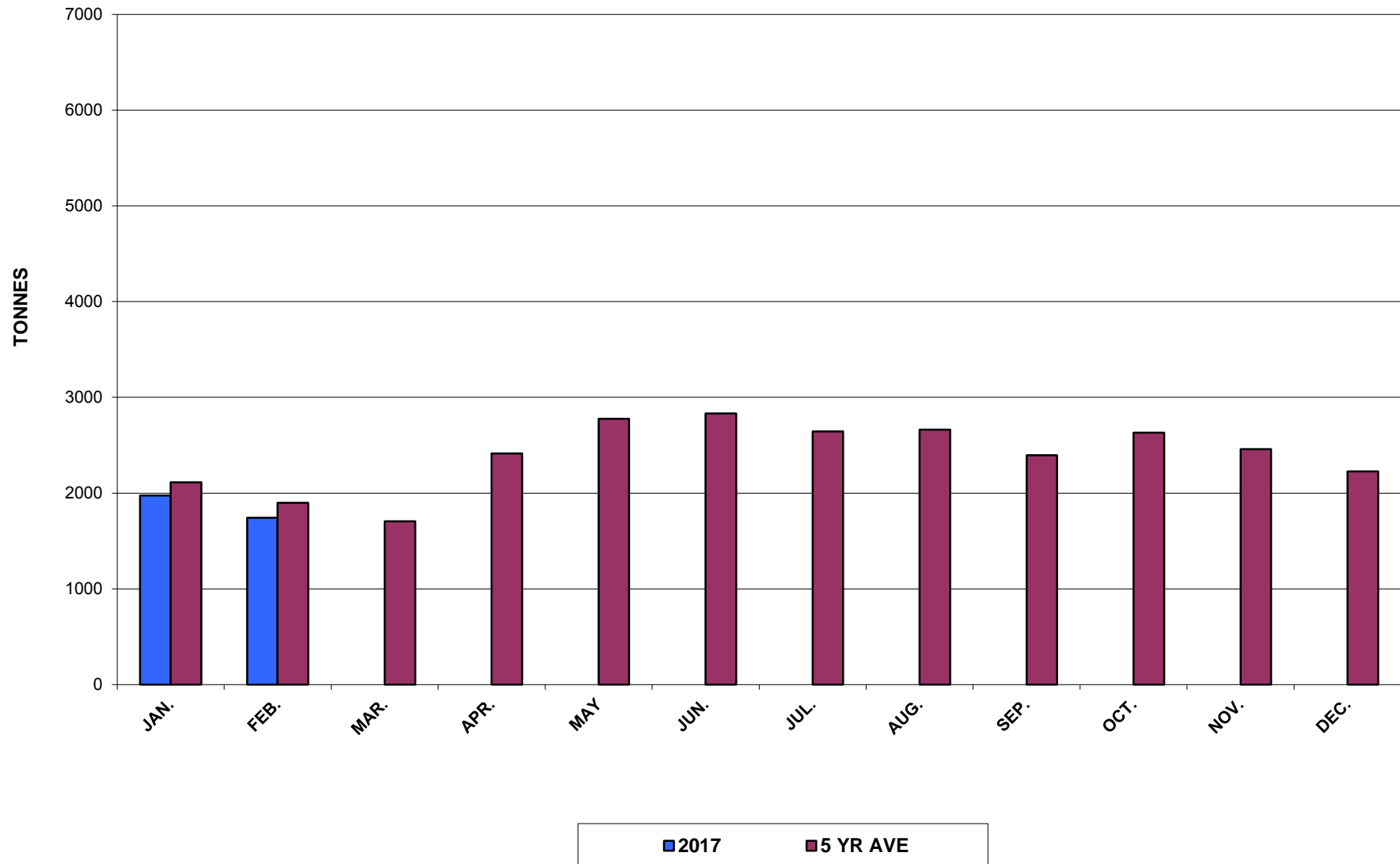
In February the Town of Redcliff issued the following Development Permits as shown below:



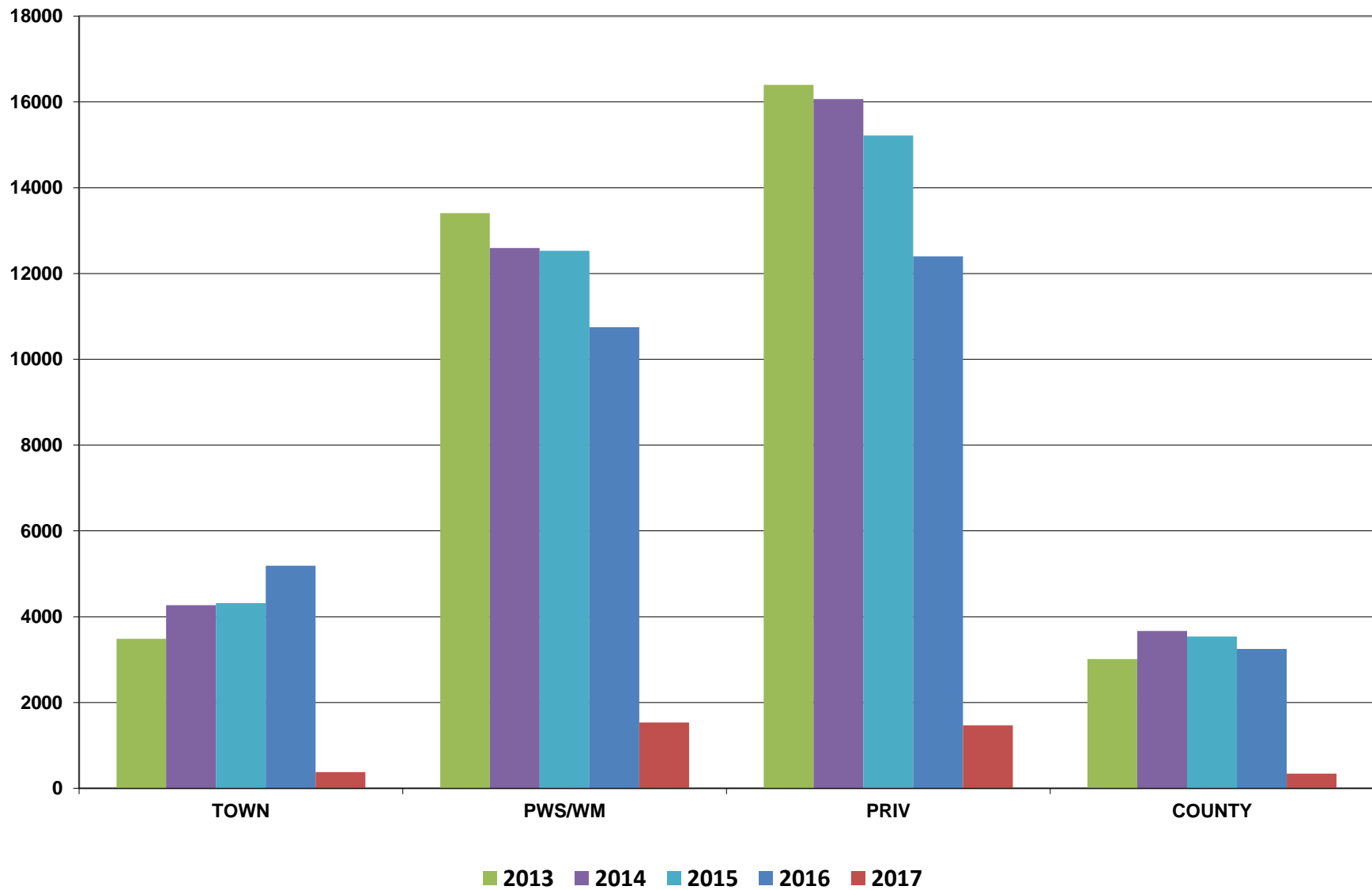
Safety Codes Permits issued by the Town in February.



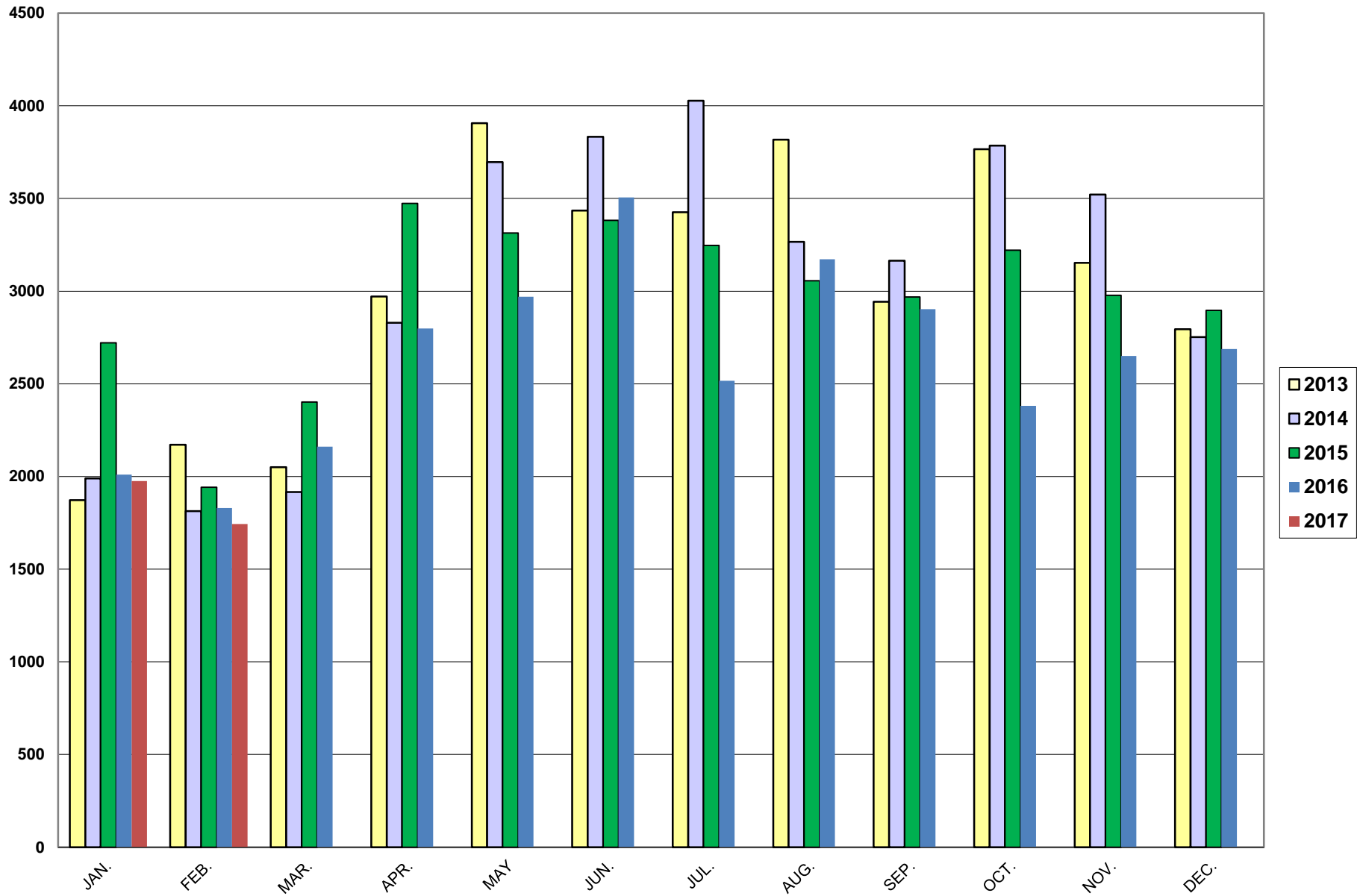
**REDCLIFF/CYPRESS REGIONAL LANDFILL
2017 VS 5 YEAR AVERAGE
TO FEBRUARY 28, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES BY SOURCE 2013-2017
TO FEBRUARY 28, 2017**



**REDCLIFF/CYPRESS REGIONAL LANDFILL
DELIVERIES IN TONNES 2013-2017
TO FEBRUARY 28, 2017**



COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
Friday, March 31, 2017 and Saturday, April 1, 2017	Strategic Planning Review Work Session	Town Hall Council Chambers March 31, 2017 at 6:00 p.m. April 1, 2017 at 9:00 a.m.
Friday, April 28, 2017	30 th Annual Volunteer of the Year Recognition & Awards Celebration	Harmony Hall Doors Open 6:00 p.m. Dinner at 6:30 p.m.