



COUNCIL MEETING

MONDAY, MARCH 26, 2018

7:00 P.M.

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 26, 2018 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

	<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
	1. GENERAL	
	A) Call to Order	
Pg. 2	B) Adoption of Agenda *	Adoption
Pg. 4	C) Accounts Payable *	For Information
Pg. 7	D) Bank Summary to February 28, 2018 *	For Information
	2. MINUTES	
Pg. 8	A) Council meeting held March 12, 2018 *	For Adoption
Pg. 11	B) Redcliff Public Library Board meeting held January 30, 2018 *	For Information
Pg. 16	C) Redcliff Public Library Board meeting held February 27, 2018 *	For Information
	3. BYLAWS	
Pg. 21/23	A) Bylaw 1856/2018, Designated Officer Bylaw *	2 nd / 3 rd Reading
Pg. 21/26	B) Bylaw 1857/2018, Subdivision and Development Appeal Board *	2 nd as amended / 3 rd Reading
Pg. 37	C) Bylaw 1858/2018, Councillor Code of Conduct *	1 st Reading
	4. REQUESTS FOR DECISION	
Pg. 48	A) Redcliff Public Library * Re: Donation	For Consideration
Pg. 50	B) Subdivision and Development Appeal Board Members – Councillor *	For Consideration
	5. OTHER	
Pg. 52	A) Town of Redcliff 4 th Quarter Financial Report *	For Information
Pg. 55	B) Memo * Re: Seniors Drop In Centre Agreement	For Info/Discussion
Pg. 62	C) Memo * Re: Pitch in Week	For Information

Pg. 63	D)	Municipal Manager Report to Council March 26, 2018 *	For Information
Pg. 73	E)	Council Important Meetings & Events March 26, 2018 *	For Information

6. **ADJOURN**

COUNCIL MEETING MARCH 26, 2018**ACCOUNTS PAYABLE LIST**

CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
82926	CANADIAN ENERGY	BATTERY	\$109.14
82927	CANADIAN PACIFIC RAILWAY	FLASHER CONTRACT	\$558.00
82928	FINNING CANADA	CLAMP/VALVE/LOCKWASHER	\$961.31
82929	HARV'S JANITORIAL	JANITORIAL SERVICE	\$3,948.00
82930	JIM'S ELECTRIC	REPLACE LIGHTING	\$1,050.77
82931	PRIME PRINTING	BUSINESS CARDS	\$42.00
82932	PUROLATOR	SHIPPING	\$30.30
82933	MEDICINE HAT NEWS	ADVERTISING	\$151.59
82934	RECEIVER GENERAL	DEDUCTIONS	\$452.04
82935	BOYLAN IMAGING	COMMUNITY GUIDE BOX STICKER	\$21.00
82936	STEINER'S PETROLEUM	PROPANE	\$60.95
82937	CIVICINFO BC	JOB POSTING	\$157.50
82938	ULTIMATE SPAS	FLOOR COVERS	\$648.65
82939	WESTERN TRACTOR	JOHN DEER GATOR	\$19,020.62
82940	WOOD, DALE	FIREARMS COURSE INSTRUCTOR FEES	\$1,330.00
82941	ATB MASTERCARD	SEE MASTERCARD PAYABLES	\$7,009.00
82942	ALTALIS	SUBSCRIPTION	308.70
82943	AMSC	HEALTH CARE SPENDING	29.80
82944	FRANCOTYP-POSTALIA	FOLDER/STUFFER FEES	\$114.82
82945	BROWNLEE LLP	PROFESSIONAL SERVICES	\$1,656.59
82946	SHAW CABLE	INTERNET	\$285.23
82947	WORKER'S COMPENSATION	ADJUSTMENT	\$6,534.90
		CHEQUES - TOTAL	\$44,480.91

ELECTRONIC FUNDS TRANSFERRED PAYABLES

EFT#	VENDOR	DESCRIPTION	AMOUNT
00569	ACTION PARTS	BEARINGS/BLADE/GREASE	\$216.67
00570	AIR LIQUIDE	CARBON DIOXIDE	\$681.35
00571	THE BOLT SUPPLY HOUSE	HOSE CLAMP	\$15.62
00572	BRANDT TRACTOR	TANK COVER	\$73.02
00573	CANADIAN LINEN	COVERALLS/TOWELS	\$32.57
00574	CBV COLLECTIONS	COMMISSION	\$131.63
00575	DIAMOND CUT LAWN SERVICES	SNOW REMOVAL	\$3,444.00
00576	FOX ENERGY	GLOVES	\$37.65
00577	REDCLIFF HOME HARDWARE	GARBAGE BAGS/CLEANER/DE-ICER/TOILET PAPER	\$76.77
00578	KEYWAY	KEYS/RINGS	\$29.19
00579	KIRKS TIRE	FLAT REPAIR/ROTATION	\$309.75
00580	KOST FIRE EQUIPMENT	FIRE EXTINGUISHER TEST	\$52.50
00581	LETHBRIDGE HERALD	ADVERTISING	\$335.12
00582	LETHBRIDGE SHREDDING	SHREDDING	\$68.25
00583	MBSI CANADA	SECURITY CERTIFICATE/PERFORMANCE MONITORING	\$1,288.14
00584	SUNCOR	FUEL	\$8,191.12
00585	REDCLIFF/CYPRESS LANDFILL	TONNAGE CHARGES	\$5,401.36
00586	STEEP ROCK	CRUSH	\$611.57
00587	SUMMIT MOTORS	ADDITIVES/RACK/FILTER/KNOB/BULB	\$736.14
00588	WHITE FOX GROUP	GRAVEL	\$836.14

00589	MPE ENGINEERING	LIFT STATION UPGRADE/WTP CONTINUING SERVICE	\$7,259.18
00590	CANADIAN LINEN	COVERALLS/TOWELS	\$32.99
00591	COURTYARD LAW	PROFESSIONAL SERVICES	\$2,772.00
00592	DIGITEX	COPIER FEES	\$199.42
00593	PARK ENTERPRISES	PERMITS	\$993.83
00594	TRIPLE R EXPRESS	SHIPPING	\$34.65
		EFT - TOTAL	\$33,860.63

REDCLIFF/CYPRESS LANDFILL PAYABLES			
CHEQUE #	VENDOR	DESCRIPTION	AMOUNT
00276	ATB MASTERCARD	POSTAGE	\$13.23
00278	H2O HAULING	HAUL WATER	\$325.00
00279	KIRKS TIRE	TIRE	\$105.00
00280	MEDICINE HAT NEWS	ADVERTISING	\$525.00
00281	SUMMIT MOTORS	FLEETRITE	\$144.52
00282	SUNCOR	FUEL	\$5,454.48
00283	TELUS	PHONE SERVICE	\$39.44
00284	KIRKS TIRE	TIRES/CHANGEOVER/O-RING	\$29,631.00
		CHEQUES - TOTAL	\$36,237.67

MASTERCARD PAYABLES			
DATE	VENDOR	DESCRIPTION	AMOUNT
3/5/2018	EVENTBRITE	BOARD LEADERSHIP TRAINING REFUND	(\$82.95)
3/1/2018	COSTCO	PROPANE	\$42.92
3/1/2018	RONA	ANCHORS	\$43.19
2/28/2018	STAPLES	CHAIRS	\$932.69
2/27/2018	REDCLIFF BAKERY	OPEN HOUSE TREATS	\$6.20
2/27/2018	NEWEGG.COM	LAPTOP	\$1,061.74
2/26/2018	LAKELAND COLLEGE	COURSE EXTENSION	\$200.00
2/23/2018	EVENTBRITE	BOARD LEADERSHIP TRAINING	\$82.95
2/22/2018	COSTCO	PROPANE	\$69.68
2/22/2018	NEWEGG.COM	WIFI RANGE EXTENDERS	\$52.48
2/21/2018	AWWOA	ANNUAL MEMBERSHIP	\$60.00
2/21/2018	STAPLES	EASEL	\$181.13
2/21/2018	STAPLES	EASEL	\$129.99
2/22/2018	EVENTBRITE	FCSS DIRECTORS NETWORK	\$134.50
2/21/2018	PAYPAL-SAFETY COUNCIL	COURSE MATERIAL	\$242.24
2/21/2018	WORLD WATERPARK ASSOC	WORLDS LARGEST SWIM LESSON REGISTRATION	\$89.50
2/27/2018	STAPLES	TONER	\$266.74
2/21/2018	CANADA POST	POSTAGE	\$57.38
2/21/2018	COSTCO	COFFEE ROOM SUPPLIES	\$118.34
2/20/2018	STAPLES	BINDERS/POST-IT NOTES/ROLLER	\$55.61
2/20/2018	CANADA POST	POSTAGE	\$15.12
2/11/2018	EXPEDIA	GFOA CONFERENCE TRAVEL	\$613.46
2/16/2018	BOSTON PIZZA	RETIREMENT LUNCH	\$32.49
2/16/2018	CANADA POST	POSTAGE	\$45.36
2/15/2018	CANADA POST	POSTAGE	\$286.88
2/15/2018	TAC	MEMBERSHIP RENEWAL	\$268.80
2/14/2018	NUANS	NAME SEARCH	\$13.80

2/15/2018	NUANS	NAME SEARCH	\$13.80
2/15/2018	GFOA	MEMBERSHIP	\$243.60
2/14/2018	CANADA POST	POSTAGE	\$28.22
2/15/2018	NUANS	NAME SEARCH	\$13.80
2/14/2018	PAYPAL- AMCA	AMCA REGISTRATION	\$475.00
2/13/2018	LAKELAND COLLEGE	RODENTICIDE EXAM	\$205.00
2/13/2018	CANADA POST	POSTAGE	\$53.24
2/12/2018	CANADA POST	POSTAGE	\$12.02
2/9/2018	STAPLES	BINDING CASES	\$157.25
2/9/2018	CANADA POST	POSTAGE	\$32.87
2/8/2018	HOME DEPOT	TOOLS	\$385.35
2/14/2018	COAST HOTEL	EMERGING TRENDS TRAVEL	\$421.02
2/8/2018	STAPLES	FILE HOLDERS	\$81.67
2/7/2018	STAPLES	HANGING FOLDER FRAMES	\$31.48
2/6/2018	COSTCO	PROPANE	\$15.92
2/5/2018	PRICELINE	REFUND	(\$181.48)
		MASTERCARD - TOTAL	\$7,009.00

TOWN OF REDCLIFF
BANK SUMMARIES FOR FEBRUARY 28, 2018

CASH ACCOUNTS

	ATB GENERAL 5.12.02.121.000 TOWN	ATB LANDFILL 5.99.02.121.000 LANDFILL
BALANCE FORWARD	2,132,584.95	1,532,553.59
DAILY DEPOSITS	86,374.03	45,514.51
DIRECT DEPOSITS	293,695.13	74,182.09
GOVERNMENT GRANTS	0.00	
INTEREST	2,690.83	1,947.91
OTHER DEPOSITS	355,862.58	30.00
SUBTOTAL	738,622.57	121,674.51
PAYMENTS	910,850.48	46,238.33
ASFF QUARTERLY PAYMENTS	3,328.80	
DEBENTURE PAYMENTS	0.00	
OTHER WITHDRAWALS	162,685.09	189.20
SUBTOTAL	(1,076,864.37)	(46,427.53)
TOTAL	1,794,343.15	1,607,800.57
BANK STATEMENT ENDING BALANCE	1,999,327.39	1,607,893.83
OUTSTANDING CHEQUES (-)	(205,502.08)	(152.94)
DEPOSITS IN TRANSIT (+)	517.84	59.68
TOTAL	1,794,343.15	1,607,800.57
TOTAL CASH	3,402,143.72	

INVESTMENT ACCOUNTS

CIBC WOOD GUNDY PORTFOLIO (TOWN)	5.12.02.321.001	17,803,730.00
CIBC WOOD GUNDY PORTFOLIO (LANDFILL)	5.99.02.321.001	494,682.00
TOTAL INVESTMENTS		18,298,412.00

TOTAL CASH & INVESTMENTS	21,700,555.72
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**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, MARCH 12, 2018 @ 7:00 P.M.**

PRESENT:

Mayor	D. Kilpatrick
Councillors	S. Cockle, C. Crozier
	C. Czember, L. Leipert
	E. Solberg, J. Steinke
Municipal Manager	Arlos Crofts
Manager of Legislative & Land Services	S. Simon
Executive Assistant	B. Andres
Director of Finance & Administration	J. Tu (left at 7:26 p.m.)
Director of Planning & Engineering	J. Johansen (left at 7:26 p.m.)
Planning Specialist	J. Zukowski (left at 7:26 p.m.)
Director of Community & Protective Services	K. Dalton (left at 7:26 p.m.)

ABSENT:**1. GENERAL**

- | | |
|------------------------------|---|
| Call to Order | A) Mayor Kilpatrick called the regular meeting to order at 7:00 p.m. |
| 2018-0089 Adoption of Agenda | B) Councillor Solberg moved the Agenda be adopted as presented. - Carried. |
| 2018-0090 Accounts Payable | C) Councillor Steinke moved the accounts payables for the Town of Redcliff and Redcliff/Cypress Regional Waste Management Authority, be received for information. - Carried. |

2. MINUTES

- | | |
|--|---|
| 2018-0091 Council meeting held February 26, 2018 | A) Councillor Cockle moved the minutes of the Council meeting held February 26, 2018, be adopted as presented. - Carried. |
| 2018-0092 Redcliff & District Recreation Services Board meeting held March 5, 2018 | B) Councillor Cockle moved the minutes of the Redcliff & District Recreation Services Board meeting held March 5, 2018, be received for information. - Carried. |
| 2018-0093 Municipal Development Plan Steering Committee meeting held February 28, 2018 | C) Councillor Crozier moved the minutes of the Municipal Development Plan Steering Committee meeting held February 28, 2018, be received for information. - Carried. |

- | | | |
|---------------------------------|--|---|
| 2018-0094 | Riverview Golf Club Board meeting held January 25, 2018 | D) Councillor Czember moved the minutes of the Riverview Golf Club Board meeting held January 25, 2018, be received for information. - Carried. |
| 3. BYLAWS | | |
| 2018-0095 | Bylaw 1856/2018, Designated Officer Bylaw | A) Councillor Crozier moved Bylaw 1856/2018, Designated Officer Bylaw be given first reading. - Carried. |
| 2018-0096 | Bylaw 1857/2018, Subdivision & Development Appeal Board Bylaw | B) Councillor Leipert moved Bylaw 1857/2018, Subdivision & Development Appeal Board Bylaw be given first reading. - Carried. |
| 4. REQUESTS FOR DECISION | | |
| 2018-0097 | Seven Persons Area Structure Plan | A) Councillor Leipert moved that Administration send a letter to Cypress County stating the Town has no comments on the Seven Persons Area Structure Plan. - Carried. |
| 5. POLICIES | | |
| 2018-0098 | Policy 048, Facilities Use Policy | A) Councillor Leipert moved to approve Policy 048, Facilities Use Policy as presented. - Carried. |
| 6. OTHER | | |
| 2018-0099 | Municipal Development Plan Consultation Update | A) Councillor Crozier moved the Memo to Council dated March 12, 2018 regarding the Municipal Development Plan Consultation Update, be received for information. - Carried. |
| 2018-0100 | Memo to Council
Re: Draft Amendment to the Land Use Bylaw regarding Cannabis legalization | B) Councillor Czember moved the Memo to Council March 12, 2018 regarding a draft amendment to the Land Use Bylaw with respect to Cannabis legalization, be received for information. - Carried. |
| 2018-0101 | Memo to Council
Re: Recycling | C) Councillor Leipert moved Administration research setting up a transfer site for recyclables to include video surveillance to deter misuse and provide a sense of security for the users, be well lit, easily accessible and fences to contain any material which may blow away. - Defeated. |
| 2018-0102 | Redcliff/Cypress Regional Waste Management Authority
Re: Landfill Graphs to February 28, 2018 | D) Councillor Solberg moved the Redcliff/Cypress Regional Waste Management Authority Landfill Graphs to February 28, 2018, be received for information. - Carried. |

2018-0103 Council Important Meetings & Events March 12, 2018

E) Councillor Leipert moved the Council Important Meetings & Events March 12, 2018, be received for information.
- Carried.

7. IN CAMERA (Confidential Session)

2018-0104

Councillor Czember moved to meet In Camera to discuss one Utilities matter under Sections 24 and 25 of the *Freedom of Information and Protection of Privacy Act* at 7:26 p.m.
- Carried.

Director of Planning & Engineering, Director of Community and Protective Services, Director of Finance and Administration, and Planning Specialist left the meeting at 7:26 p.m.

Pursuant to Section 197 (6) of the *Municipal Government Act*, the following members of Administration were in attendance in the closed meeting: Municipal Manager; Manager of Legislative & Land Services, and Executive Assistant.

2018-0105

Councillor Leipert moved to return to regular session at 7:44 p.m. - Carried.

2018-0106 Water License Purchase

Councillor Crozier moved to authorize Administration to purchase the offered water license at a cost of \$3,500.00 per acre foot (approximately 58 acre feet) plus related fees. Further, that the 2018 Budget be amended to include the purchase of the offered water license. To be funded from reserves. - Carried.

8. ADJOURNMENT

2018-0107 Adjournment

Councillor Cockle moved to adjourn the meeting at 7:46 p.m.
- Carried.

Mayor Kilpatrick

Manager of Legislative & Land Services

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

January 30th, 2018 7:30 PM

Vision Statement

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

Attending: Catharine Richardson, Robin Corry, Brian Lowery, Jim Steinke, Katherine Rankin, Clarke Storle, Clay Orge, & Wendy Harty

Also attending: Tracy Weinrauch, Recording Secretary

Not in attendance: Valarie Westers, Dianne Smith

Call to order: 7:27 pm

Welcome to our new board members Wendy Harty and Clay Orge

Additions/Deletions to Agenda: Add Call Centre info to old business and remove bookkeeper from Old and Unfinished Business

Approval of Agenda as amended: Catharine moved to approve the minutes. All in favor. Carried.

Approval of Minutes for November meeting: Catharine moved to approve the minutes as amended. All in favor. Carried.

Financial Statements for November & December for information only: Amount in current earnings should be moved to committed operating funds as at December 31, 2018. Jim moved to approve the financial statements. All in favor. Carried

Accounts Payable: Jim moved for information only. All in favor. Carried.

Library Manager's Report: Clarke made a motion to send a thank you card to the Shortgrass Board for paying the charge to cover 6 months of Hoopla and the Overdrive Platform fee. All in favor. Carried. Catharine moved to approve the report for information. All in favor. Carried.

Correspondence:

- Shortgrass Clippings
- Board Leadership
- Volunteer of the year information

Policies Report

- The policy committee will be reviewing each policy over the next year. Please read over the highlighted areas in the Operating Grant Variability Fund Policy, the Newly Appointed Trustee information sheet (on page 10), and the Expense Claim Form for discussion at the February meeting.

Financial Report:

- A motion has been made for Tracy to discuss a fee with Rachel Bolton for the year-end book review. All in favor. Carried.

Personnel Report:

- All staff will be covering Rebecca's hours during her 5 ½ month maternity leave to avoid hiring and training a temporary employee. Although, a temporary employee will be hired if

circumstances deem it to be necessary.

Needs Assessment Review: - ongoing

Friends of the Library (FRPL): - nothing to report

Library Advocacy: - ongoing

Social Media Committee – nothing to report

Ongoing Maintenance Projects:

- Roof repairs started January 23, 2018
- Monthly building inspection completed January 23rd, 2018

Old & Unfinished Business:

- Brian checked with Pro-comm about using them as a call centre so they can call in to check on the staff member working alone, fee was based on 1 call an evening but 4 calls are actually needed, 1 each hour. Tracy looked into the call centre through Securtek but will ask for more information and bring information back to the February meeting. Also, we will take this question to the Library Symposium at the end of February and find out what other small libraries are doing in this situation.
- Outdoor sign installation is complete

New Business:

- Catharine made a motion to approve the annual report as amended. All in favor. Carried.
- Tracy will talk to Carla at the Town and see if we can get a permanent corner in the Town of Redcliff Newsletter.
- 2018 Board photo has been tabled until the next meeting.

Elections – Robin nominated Brian Lowery. Brian let his name stand. Wendy made a motion to cease nominations. All in favor. Carried.

Katherine nominated Robin Corry for Vice-chair. Robin let her name stand. Wendy made a motion to cease nominations. All in favor. Carried.


Next Regular meeting: February 27th, 2018 @ 7:30 pm.

Jim moved for adjournment at 9:23 pm.

Secretary


Tracy Weinrauch

Chairman


Brian Lowery

2018 Board Committees

Policy

Robin
Dianne
Clay

Finance/IT

Catharine
Wendy
Clarke
Valarie

Social Media

Katherine
Catharine
Valarie
Clarke

Needs Assessment/Library Advocacy

Katherine
Clay
Catharine
Wendy

Personnel

Katherine
Dianne
Robin
Clarke

Library Manager's Report

Circulation for November was 2694 books, 34 children's audios & kits, 22 Blu-rays, 476 DVDs, 70 talking books, 124 CD's, 254 magazines, 23 games and 309 Overdrive checkouts.

NOVEMBER STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2017	1364	1330	749	254	3697	40373	309
2016	1493	1293	1012	246	4047	41853	308
						-1480	1

Circulation for December was 1722 books, 21 children's audios & kits, 22 Blu-rays, 477 DVDs, 57 talking books, 124 CD's, 169 magazines, 6 games and 356 Overdrive checkouts.

DECEMBER STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2017	1114	608	707	169	2598	42971	356
2016	1236	563	845	233	2877	44550	399
						-1579	-43

****Overdrive checkouts increased by 770 in 2017 over 2016****

COMPUTER USAGE

November had 519 half hour sessions (An average of 18 per day) and 330 Wi-Fi sessions. December had 356 half hour sessions (An average of 13 per day) and 209 Wi-Fi sessions.

As of January 22nd, 2018 we have taken in \$390.80 in membership fees.

The Canada Summer Jobs Grant has been submitted to help pay for the Summer Reading Program Coordinator's wage. I usually don't hear about approval of the application until April/May.

Regarding the meeting room renovation, all completion documents for the CFSEA Smart & Caring Grant & CFEP Grant have been submitted and letters of confirmation of completion have been received.

A tween duct tape crafternoon will be held on February 9th, their school improvement day, from 1:00 – 3:00 pm.

We will be hosting an investing information session on February 7th at 6:30 pm, with Rahul Arora from Edward Jones Investments facilitating. This is for both, beginners to investing and those who wish to have a refresher session.

The Shortgrass Library System (SLS) Board has generously paid the \$24,000.00 needed to extend the Hoopla eresource until June 2018. At that point, the Public Libraries Services Branch (PLSB) should have reached a decision on which platform they would like to use for video/audio

downloads and streaming. The SLS Board has also put forward the \$7,500.00 Overdrive platform fee, which allows member library contributions to go toward more materials instead.

Unfortunately, we lost long-time patron, past board member, and huge supporter of our library Vic Lutz on December 26th. His family graciously requested donations be sent to us or the St. Ambrose Church Memorial Fund, in lieu of flowers. I will be sending his wife, Peggy, a letter from us acknowledging all donors from the past month.

There are 4 RPL attendees going to the Southern Alberta Library Conference (SALC) in Lethbridge on March 2 & 3. Attendees include Tracy, Jim, Katherine, and Karen Jaeger (staff). We also have 2 board members joining Tracy at the 2018 Symposium for Public Libraries, Clarke and Catharine.

REDCLIFF PUBLIC LIBRARY BOARD

Minutes

February 27th, 2018 7:30 PM

Vision Statement

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

Attending: Catharine Richardson, Robin Corry, Brian Lowery, Jim Steinke, Katherine Rankin, Clarke Storle, Clay Orge, Wendy Harty, Valarie Westers, & Dianne Smith

Also attending: Tracy Weinrauch, Recording Secretary

Call to order: 7:30 pm

Additions/Deletions to Agenda: Add policies to be revised to agenda under policy committee

Approval of Agenda as amended: Valarie moved to approve the agenda. All in favor. Carried.

Approval of Minutes for January meeting: Jim moved to approve the minutes. All in favor. Carried.

Financial Statements for January for information only: Catharine moved for information. All in favor. Carried.

Accounts Payable: 2 entries added since printing, Tracy Weinrauch \$62.97 for Symposium meal expenses and Clarke Storle \$570.00 Fuel Expense to Symposium in Edmonton. Valarie moved for information only. All in favor. Carried.

Library Manager's Report: Tracy will look into how other libraries in the system handle public phone usage and talk to the RCMP again about the troubled patron. Wendy moved for information. All in favor. Carried.

Correspondence: - N/A

Policies Report - Jim made a motion to remove the first 2 paragraphs on page 10 of the policy manual and include some of the information in the Expenses for Library Board and Library Personnel within the Finance Policy. Valarie 2nd. All in favor. Carried.

Valarie made a motion to change the word Director and/or Trustee in all policies to Board Member throughout the entire policy manual. Clay 2nd. All in favor. Carried.

Catharine made a motion to approve the Expense Claim Form. Robin 2nd. All in favor. Carried

Wendy made a motion to approve the updates to the Finance Policy, Schedule A. Clay 2nd. All in favor. Carried.

Financial Report: - Nothing to report

Personnel Report: - Nothing to report

Needs Assessment Review/Library Advocacy: - Report Attached

Friends of the Library (FRPL): - Meeting was held on February 27th, to discuss the library mini-golf event on March 23rd. Robin and Dianne volunteered.

Social Media Committee – Nothing to report.

Ongoing Maintenance Projects:

- Building Inspection for February 27th, 2018 completed on, cracked windows and mold in the office included in report again.
- Valve on urinal broke in the middle of the night on Feb 13-14. The janitor found it when he came in to clean the library that morning and shut off the main water line. He contacted his boss who in turn did not contact Mike Melham, Parks and Recreation Supervisor, at the Town. Water covered the floor in the men's washroom, furnace room, janitor's room and out into the carpet in the main library. The water was cleaned up on the carpet as best we could with the shop vac and towels; otherwise it was just left to dry as there was no fan available.
- Later in the morning on Feb 14th, water started running in the window on the west side of the building, forcing us to remove part of the DVD shelving to find out how much water was pooling behind it. I think we caught it in time, as the carpet was not wet back there but a bucket was positioned as best we could to catch the water. Mike was called and he didn't have any suggestion for a fix. Ironically, the day before, Mike was here with a gentleman to measure for window quotes.

Old & Unfinished Business: Clay made a motion for the board to purchase the lone worker device at a cost of up to \$50/mth and the activation fee. Valarie 2nd. All in favor. Carried.

- Terra Perks, sole proprietor, previously employed as a Senior Accounting Tech with MNP for 13 years was recommended to complete our annual financial review.
- Wendy made a motion to hire Terra Perks to do our annual financial review, which should take approximately 10 hours. Catharine 2nd. All in favor. Carried

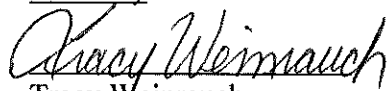
New Business: Tracy will look into the cost of fire-proof safe to house the original minutes dating back to 1967. These will be scanned into the computer and filed accordingly as soon as possible but in the meantime they are currently being held in a locked filing cabinet in the back storage room. There is the possibility of holding the documents at Town Hall after they are scanned but we have referred back to them periodically over the past few years which makes housing them at another location inconvenient.

- Town of Redcliff Library Board Emergency Plan contacts have been updated.
- 2018 Board Photo taken

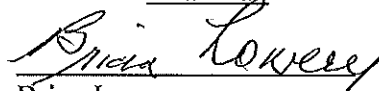
Next Regular meeting: March 27th, 2018 @ 7:30 pm.

Jim moved for adjournment at 9 pm.

Secretary


Tracy Weinrauch

Chairman


Brian Lowery

Library Manager's Report

Circulation for January was 2296 books, 21 children's audios & kits, 30 Blu-rays, 345 DVDs, 88 talking books, 69 CD's, 214 magazines, 12 games and 432 Overdrive checkouts.

JANUARY STATS

	<u>ADULT</u>	<u>CHILD</u>	<u>A/V</u>	<u>PERIODICALS</u>	<u>TOTAL</u>	<u>TO DATE</u>	<u>OVERDRIVE</u>
2018	1296	1000	565	214	3075	3075	432
2017	1409	981	1036	191	3617	<u>3617</u>	<u>445</u>
						-542	-13

COMPUTER USAGE

January had 454 half hour sessions (An average of 15 per day) and 286 Wi-Fi sessions.

As of February 22nd, 2018 we have taken in \$690.51 in membership fees.

There have been some issues regarding Hoopla over the past month. It seems that the current limit of 4 checkouts per patron is blocking users from using it, since our daily totals are being reached relatively quickly. The library managers had a vote to either keep the checkouts and budget the same, decrease the number of checkouts per patron from 4 to 3, or keep the checkouts at 4 and increase the monthly budget by \$750.00. The majority voted to keep the checkouts at 4 and increase the budget. This result will mean that Hoopla won't last as long as it was intended to with the financial contribution from Shortgrass.

We will be closed on April 2 to do inventory, if anyone would like to volunteer we can always use extra hands.

I have been in contact with Tracey and Carla at Community Services regarding the Town Hall's newsletter. I requested half a page of space for the library, ¼ page for information about resources and ¼ page to list our programming. Our first entry will be in the April edition.

The library is once again offering the Community Volunteer Income Tax Program. We have 4 volunteers completing income tax returns for low-income individuals and families.

We have another Tween afternoon planned for March 16th, with board games and LEGO from 1-3 pm.

Also, we are hosting an information session on insurances such as life, critical illness, disability, and long-term care on March 14th from 6:30-7:30 pm.

I want to bring to your attention a man in the community that has been around for over a year using the emergency food hamper service; DREAMS cab vouchers, and using our phone to contact all his agency contacts. Normally using our phone is not an issue but after one of the phone calls I pressed the redial number and it was a long distance phone call. We started asking for the number so we could dial and it has stopped any long distance calls since then. What concerns me though is that we are his connection to all of these agencies and we have been instructed to only give one food hamper per family that requests it, if they need more help than

that then they need to contact the food bank to set-up services. So this means that we cannot give him a food hamper. He has already had several of them over the course of the year and, I believe, he has addiction issues as well. I am afraid that one of these days he is going to snap while here at the library because all of these services are being cut-off to him. The staff at the Town Hall have had interactions with him and they have not been able help him. I contacted Sgt. Maxwell for advice on how to handle the situation and am currently waiting to hear from him.

NAP Committee = Needs Assessment, Advocacy, and Programming
Committee Members
Catherine Richardson
Katherine Rankin
Clayton Orge
Wendy Harty

Mtg. February 5, 2018

Our first meeting was a brainstorming session which included discussions on funding, programs and ideas to get more people into the library.

1. Ask Tracy to approach town about newsletter. Done
2. A library suggestion box?
3. Readers Booth into schools. Get other people out to read.
Readers Booth at businesses.. Trade shows, Redcliff Days
4. Our target is youth and teenagers, especially the boys.
5. Kids make video, video of tour of library (need permission to video?) Call it Library 101.
6. Youth Center ages 13-17. Take food and promote that library cards are free to this age group.
(Wendy asked Tracy to make sheets to fill out and then the kids would bring these sheets back to the Library to be submitted.)
Outside the library selling library membership cards. See note above.
- 7 Parent councils to be approached by Catherine Richardson to make presentation of what the library has to offer.
- 8 Clayton to make poster Dive into a Book and we will brainstorm more the labels for poster.
- 9 55+Café Programming open to everyone. Ideas: National Film Board (committee to research 3 or 4 picks), naturalists from Police Point park, someone from the Suffield Base.
- 10 Revolving Artists Display,?
- 11 Wendy brought in the Daisy Reader. It has rarely been used and is available with many books to people besides CNIB ie after cataract surgery, Austic children, Make patrons aware of, idea to give a testimonial of.

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: March 26, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Legislated Changes
Designated Officers Bylaw / Subdivision & Development Appeal Board Bylaw

PROPOSAL: To give first reading to proposed Designated Officer's Bylaw and Subdivision and Development Appeal Board Bylaw

BACKGROUND:

Recent changes to the Municipal Government Act (MGA) with regard to Subdivision and Development Appeal Boards (SDAB) require that:

- no more than one councillor participates as a member. (Effective January 1, 2018)
- all SDAB members and clerks must successfully complete SDAB training as approved by the Minister. Training is to be completed by April 1, 2019. No further details on the specifics of the training has been provided yet.
- A Council that establishes an SDAB must appoint a clerk. A clerk must be appointed as a designated officer.

Administration reviewed the Designated Officer Bylaw and the Subdivision and Development Appeal Board bylaw and brought forward amendments for consideration. Council gave first reading to Bylaw 1856/2018, Designated Officers Bylaw and Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw at the Council meeting of March 12, 2018.

The Bylaws are now being presented for 2nd and 3rd Readings. Additional changes to Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw are being proposed to provide some further clarity.

POLICY/LEGISLATION:

Municipal Government Act
Municipal Government Amendment Act, 2015
Subdivision and Development Appeal Board Regulation

STRATEGIC PRIORITIES:

Policy and Bylaw review is identified under the operational strategies of the Municipality's Strategic Priorities. It is an important practice to ensure policies and bylaws are consistent and current to relevant federal and provincial government legislation and related regulations as well as with other municipal policies and bylaws.

ATTACHMENTS:

Bylaw 1856/2018, Designated Officers Bylaw as given first reading

Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw as given first reading with additional proposed amendments

OPTIONS:

1.
 - i) Give second & third reading to Bylaw 1856/2018, Designated Officers Bylaw.
 - ii) Give second reading to Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw as amended and third reading.
2. Direct Administration to further review the Designated Officers Bylaw and Subdivision and Development Appeal Board Bylaw for consideration of amendments.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1.
 - i) Councillor _____ moved that Bylaw 1856/2018, Designated Officers Bylaw be given second reading.
Councillor _____ moved that Bylaw 1856/2018, Designated Officers Bylaw be given third reading.
 - ii) Councillor _____ moved that Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw be given second reading as amended.
Councillor _____ moved that Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw be given third reading.
2. Councillor _____ moved that Administration further review the Designated Officers Bylaw and Subdivision and Development Appeal Board Bylaw and present for consideration amendments at a future Council meeting.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2018.

**TOWN OF REDCLIFF
BYLAW NO. 1856/2018**

A BYLAW OF THE TOWN OF REDCLIFF TO PROVIDE FOR THE APPOINTMENT OF DESIGNATED OFFICERS.

WHEREAS pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, a Council may by Bylaw appoint Designated Officer(s) and prescribe their duties.

PURPOSE

1. The purpose of this Bylaw is to establish certain Designated Officer positions, to assign powers, duties and function to those positions and to establish a frame work for delegation of administrative functions.

DEFINITIONS

2. **Chief Administrative Officer** means the Chief Administrative Officer for the municipality and whatever subsequent title may be conferred on that officer by Council or statute.
3. **Council** shall mean the Council of the Town of Redcliff.
4. **Municipality** shall mean the Town of Redcliff.
5. **Designated Officer** shall mean a Designated Officer within the meaning of the Municipal Government Act.
6. **Municipal Government Act** shall mean the *Municipal Government Act*, RSA 2000, c. M 26.

DESIGNATED OFFICER

7. The following Designated Officer positions are established, and the persons appointed to these positions will have the following titles:
 - a) Manager of Legislative and Land Services is the designated officer for the purposes of the following sections of the Municipal Government Act:
Section 69 – Consolidating Bylaws.
Section 213 (1)(b) – Signing minutes of Council Meetings.
Section 213 (3)(b) – Signing Bylaws.
Section 455(1) – Clerk of Assessment Review Board.
Section 461(1) and (2) – Address to which complaint is sent.
Section 462(1) – Notice of Assessment Review Board Hearings.
Section 483 – Decision admissible on appeal.
Section 606(7) – Requirements for proof of advertising.
Section 612 – Certifying copies of bylaws and records.
Section 627.1 – Clerk of Subdivision & Development Appeal Board
 - b) Director of Finance and Administration is the designated officer for the purposes of the following sections of the Municipal Government Act:
Section 270 – opening and closing all the accounts of the Town that hold money.
Section 309(1) (d) – Contents of assessment notices.
Section 334(1) (e) – Contents of tax notices.
Section 336(1) – Certifying date of sending tax notices.
Section 343(2) – Application of tax payments.
Section 350 – Issuing tax notices.

Section 420 (2) – Obtaining possession of lands.

Section 439 (2) – Preparing and issuing distress warrants and seizing goods.

- c) Development Officer is the designated officer for the purposes of and in accordance with Bylaw 1698/2011 being the Land Use Bylaw and any relevant sections (Part 17) of the Municipal Government Act as it pertains to the development officer.
- d) Bylaw Enforcement Officer, is the designated officer for the purposes of and in accordance with bylaw 1798/2015 being the Bylaw Enforcement Bylaw.
- e) Assessor, to carry out the powers, duties and functions set out by the Municipal Government Act and Professional Services Agreement.

APPOINTMENT OF DESIGNATED OFFICER

- 8. Council may by resolution appoint individuals to the Designated Officer positions established by this Bylaw.

SUB-DELEGATION

- 9. Designated Officer(s) are hereby authorized to further delegate, and to authorize for the delegation of any matter delegated to them to any employee of the municipality.

ACCOUNTABILITY

- 10. All Designated Officer(s) are accountable to the Chief Administrative Officer for the exercise of their powers, duties and functions.
- 11. The Chief Administrative Officer shall establish for each designated officer, the job description or service parameters outlining any additional and specific powers, duties and functions for the municipality.

REPEAL

- 12. Bylaw 1842/2017 A Bylaw to Appoint Designated Officer(s) is hereby repealed.

SEVERABILITY

- 13. Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

EFFECTIVE DATE

- 14. The effective date of this Bylaw shall be upon 3rd reading and signing.

READ A FIRST TIME THE 12th DAY OF March, 2018.

READ A SECOND TIME THE ____ DAY OF _____, 2018.

READ A THIRD TIME THE ____ DAY OF _____, 2018.

SIGNED AND PASSED THE ____ DAY OF _____, 2018.

Mayor

Manager of Legislative & Land Services

**TOWN OF REDCLIFF
BYLAW NO. 1857/2018**

A BYLAW OF THE TOWN OF REDCLIFF to establish the Subdivision and Development Appeal Board and prescribe its role and responsibilities.

WHEREAS pursuant to section 627 of the *Municipal Government Act* Council must by Bylaw establish a Subdivision and Development Appeal Board;

AND WHEREAS pursuant to section 627.1 of the *Municipal Government Act* a council that established a subdivision and development appeal board must appoint one or more clerks of the subdivision and development appeal board;

AND WHEREAS pursuant to section 628 of the *Municipal Government Act* a bylaw under section 627 must provide for the applicable matters described in section 145 (b), and prescribe the functions and duties of the Subdivision and Development Appeal Board;

AND WHEREAS pursuant to section 145 of the *Municipal Government Act* Council may pass bylaws in relation to the procedures followed by Council, council committees and other bodies established by the Council;

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

CITATION

1. This Bylaw shall be known as the “Town of Redcliff Subdivision and Development Appeal Board Bylaw”.

DEFINITIONS

2. In this Bylaw the following terms (unless the context specifically requires otherwise) shall have the following meaning:
 - a) “Act” means the *Municipal Government Act*, as amended from time to time.
 - b) “Alternate” means a duly appointed member of the Subdivision and Development Appeal Board that is specifically named and titled as an alternate and such alternate shall assume all duties and rights of a full-time member should any full-time member be:
 - i) unable to attend a hearing of the Subdivision and Development Appeal Board; or
 - ii) declares he/she is abstaining from participation in a specific hearing to be held by the Subdivision and Development Appeal Board.
 - c) “Appellant” means the person who has served written notice of an appeal on the Subdivision and Development Appeal Board from a decision, order or development permit issued by the Redcliff Subdivision Approving Authority ~~Or~~ or Development Authority.

- d) "Clerk" means the designated officer appointed as clerk of the Subdivision and Development Appeal Board in accordance with the Municipal Government Act.
- e) "Community at large" means the persons residing within the corporate boundaries of the Town of Redcliff.
- f) "Council" means the Council of the Town of Redcliff.
- g) "Development" shall be defined as outlined in the current Land Use Bylaw of the Town of Redcliff.
- h) "Development Application" means an application made to the Town in accordance with the Land Use Bylaw for the purpose of obtaining a Development Permit.
- i) "Development Authority" means a person appointed to the office of development officer pursuant to the Land Use Bylaw, or the Municipal Planning Commission.
- j) "Development Permit" means a document authorizing a development proposal in accordance with the Land Use Bylaw.
- k) "Land Use Bylaw" means a Bylaw of the Town of Redcliff adopted by Town Council as a Land Use Bylaw and all amendments thereto, in accordance with the Act.
- l) "Member" means a member of the Subdivision and Development Appeal Board duly appointed by Town Council pursuant to this Bylaw.
- m) "Municipal Planning Commission", "Planning Commission" or "Commission" means the Town of Redcliff Municipal Planning Commission established by Council pursuant to the Act.
- n) "Stop Order" means a written notice pursuant to section 645 of the Act issued by the development authority, which may order the stoppage of all works or activities on the land and/or require compliance with actions required by the notice to ensure the use of structures on the lands in question are in accordance with the requirement of the Act, the land use bylaw, development permit or a subdivision approval.
- no) "Subdivision" means a subdivision application submitted to the Redcliff Subdivision Approving Authority that has had a decision made.
- p) "Subdivision Authority" means the Town of Redcliff Subdivision Authority established pursuant to the Act.
- ge) "Subdivision and Development Appeal Board" means the Subdivision and Development Appeal Board established by Council pursuant to this Bylaw in accordance with the Act.

ESTABLISHMENT AND COMPOSITION

3. A Subdivision and Development Appeal Board is hereby established under the name of Redcliff Subdivision and Development Appeal Board.
4. The Subdivision and Development Appeal Board shall consist of five (5) members as well as two (2) alternates as follows:

Members

- a) one (1) Councillor as appointed by Redcliff Town Council;
- b) four community at large persons as appointed by Redcliff Town Council.

Alternate Members

- a) one (1) Councillor appointed by Redcliff Town Council;
- b) one (1) community at large person as appointed by Redcliff Town Council.

5. The following persons are ineligible to be members:
 - a. An employee of the municipality;
 - b. A person who carries out subdivision or development powers, ~~duites~~duties and functions on behalf of the municipality;
 - c. A member of a municipal planning commission;
 - d. Persons who are not residents in the Town of Redcliff; and
 - e. Any Councilor of Redcliff Town Council other than the appointed member or their alternate. The number of Councillors sitting on any appeal shall not exceed one (1).
 - f) Any other person who is not eligible to be a member as set out in the Act.
6. Members appointed who are Councillors of the Town of Redcliff shall be appointed ~~annually~~ at the Organizational Meeting of Redcliff Town Council, for a term of one (1) year and may be reappointed at the annual Organizational Meeting of Redcliff Town Council.
7. A community at large member(s) shall be appointed for a term of up to three (3) years to expire on December 31 of the year which shall be established when they are appointed.
8. Members will meet the training requirements as set out in the Act to be qualified to participate in a hearing promptly after appointment or re-appointment and, in any event, must do so prior to participating in a hearing.
9. The Subdivision and Development Appeal Board may make its rules as are necessary for the conduct of its meetings and its business in accordance with the Act, applicable Regulations and this Bylaw.

TERMINATION OF APPOINTMENTS

- 10 Subject to Section 11(b) below, the rules of conduct relating to pecuniary interest contained in the Municipal Government Act, ~~as amended from time to time,~~ and the Town of Redcliff Code of Ethics and Conduct of members appointed to Redcliff

Committees, Boards and Commissions Policy shall be deemed to apply to members of the Subdivision and Development Appeal Board.

11. Council may by resolution terminate the appointment of any member of the Subdivision and Development Appeal Board if:
 - a) the member is absent from three (3) consecutive meetings of the Subdivision and Development Appeal Board;
 - b) the member violates the rules of conduct referred to in Section 10 above;
 - c) the member uses information gained through his position as a member of the Subdivision and Development Appeal Board to gain a pecuniary benefit in respect of any matter in which he/she has a pecuniary interest, or;
 - d) the member otherwise conducts himself in a manner that Council considers to be improper.
12. A member of the Subdivision and Development Appeal Board's appointment shall automatically terminate if the member ceases to be a member of the Community at large.
13. The appointment of a member of the Subdivision and Development Appeal Board may at any time be revoked by resolution of Council.

APPOINTMENT OF CHAIRMAN

14. The members of the Subdivision and Development Appeal Board shall at each meeting elect by majority a member who shall act as the Chairman of the Subdivision and Development Appeal Board for that hearing.
15. The Chairman or such other person authorized by the Subdivision and Development Appeal Board, shall sign all notices of decisions and other documents on behalf of the Board relating to any jurisdiction or power of the Board.
16. 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 Subdivision and Development Appeal Board.

~~17. Every member shall vote on every matter placed before the Subdivision and Development Appeal Board:~~

- ~~a) unless in a specific case, the Chairman or member is excused by resolution of the Subdivision and Development Appeal Board from voting, or~~
- ~~b) unless disqualified from voting by reason of pecuniary interest.~~

APPOINTMENT AND DUTIES OF CLERK

- ~~18~~17. Council appoints the Manager of Legislative and Land Services, as a designated officer, as ~~clerk~~Clerk of the Subdivision and Development Appeal Board.
- ~~19~~18. ~~A~~The Clerk must successfully complete the training requirements pursuant to the Act and applicable ~~regulsations~~regulations.
- ~~20~~19. The Clerk shall perform such functions as may be necessary to assist the Subdivision and Development Appeal Board to fulfill its duties under the Act, applicable regulations, and this Bylaw.
- ~~21~~20. The Clerk shall maintain a written record with respect to:
- a) the minutes of all meetings and public hearings;
 - b) all applications for appeals;
 - c) copies of all written representation to the Subdivision and Development Appeal Board;
 - d) a summary of any verbal evidence presented to the Subdivision and Development Appeal Board;
 - e) the names and addresses of those persons making representation to the Subdivision and Development Appeal Board;
 - f) the decisions together with the reasons of the Subdivision and Development Appeal Board;
 - g) copies of all notices of decisions and to whom they were sent.
- ~~22~~21. The Clerk shall:
- a) notify all members of the Subdivision and Development Appeal Board of the arrangements for holding each hearing and other meetings
 - b) make available for public inspection all relevant documents and materials respecting appeals and all appeal decisions.
 - c) notify the appellant and any other required parties of the decision of the Subdivision and Development Appeal Board. The Clerk is authorized to sign such correspondence.

DUTIES OF THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD

- ~~23~~22. The Subdivision and Development Appeal Board shall meet at such intervals as are necessary to hear all appeals from decisions and stop orders of the Development Authority and Redcliff Subdivision Authority ~~of the Town~~ pursuant to the requirements of the Act, applicable regulations, the Land Use Bylaw and this Bylaw.

- ~~24~~23. The Subdivision and Development Appeal Board shall conduct itself in accordance with all provisions set out in Part 5 and Part 17 of the Act.
- ~~25~~24. In determining an appeal the Subdivision and Development Appeal Board must consider the Subdivision and Development Regulation, the Provincial Land Use Policies, the Alberta Land Stewardship Act and applicable regional plans, the Town's Municipal Development Plan and other Town statutory plans, the Town's Land Use Bylaw, and other pieces of legislation, regulations or policies when applicable.
- ~~25~~6. Every member in attendance at a Subdivision and Development Appeal Board hearing shall participate in the deliberations and vote on every matter placed before the Subdivision and Development Appeal Board:
- a) unless in a specific case, the Chairman or member is excused by resolution of the Subdivision and Development Appeal Board from voting, or
 - b) ~~unless disqualified~~recused from voting by reason of pecuniary interest.
 - c) unless recused as the member is proved or perceived to not act in an impartial manner pursuant to section 32.c.
 - d) a member, who for any reason is unable to attend the entire hearing of an appeal, shall not participate in the Subdivision and Development Appeal Boards deliberations for the decision made by the Subdivision and Development Appeal Board on that appeal.

RIGHT OF APPEAL

26. Pursuant to the Act, applicable regulations, or the Land Use Bylaw a person may appeal to the Subdivision and Development Appeal Board.
27. The written notice of the appeal shall be made on the Subdivision and Development Appeal Form as prescribed by Council resolution from time to time and signed by the Appellant and accompanied by a fee as prescribed in the Town of Redcliff Rates Policy adopted by Council. The fee is to be paid at time of appeal.
28. The Appellant may serve the Subdivision and Development Appeal Form ~~on~~to the Subdivision and Development Appeal Board by either:
- a) registered or certified mail addressed to:

Clerk of the Subdivision & Development Appeal Board
Town of Redcliff
1 - 3 Street N.E., Box 40
Redcliff, Alberta, T0J 2P0

or

- b) delivering it in person to the Office of the Clerk of the Subdivision and Development Appeal Board in the Town Hall to reach/deliver no later than the fourteenth (14th) day (including Saturdays, Sundays and holidays) after the person is notified in accordance with the Land Use Bylaw, development permit issued by the Development Authority or Redcliff Subdivision Approving Authority as the case may be.

NOTICE OF PUBLIC HEARING

29. Upon receipt of notice of appeal duly filed pursuant to the provisions of this Bylaw, the Land Use Bylaw, and the Act, the Clerk of the Subdivision and Development Appeal Board shall :
- a) set a date, time, and place for a public hearing to be held within the time limit prescribed under the Act, and
 - b) ensure that the requirements of the Act, applicable regulations, Land Use Bylaw and this Bylaw are complied with.

QUORUM

30. Quorum is met by attendance of three (3) members eligible to vote on the matter after clause 25 is considered. If during the hearing a Member of the Board declares themselves ineligible to vote and Quorum can no longer be met then hearing must be closed without a decision rendered and a new meeting set with a new Board.

31. —

HEARING PROCEDURES

31. The Clerk will call the meeting to order, confirm a quorum is present, and open the floor for nominations of a Chairperson.
32. The Chair will:
- a) outline the procedure to be followed at the hearing;
 - b) will read the details of the appeal,
 - c) ask if there is anyone present who has any objection to any of the members hearing the appeal;
 - d) will accept, mark and enter any exhibits presented by the parties
 - a. contained in the agenda of the meeting
 - b. asking if there are any additional exhibits to be to be presented;

33. The typical hearing process will be as follows:
- a) Introduction by the Chairperson
 - b) Presentations by Development Authority, Redcliff Subdivision Approving, and/or Administration as applicable;
 - c) Presentation by the Appellant;
 - d) Presentation by the Applicant (if Applicant is different from the Appellant)
 - e) Presentation by other persons in favor of the appeal;
 - f) Presentations from any person(s) opposed to the appeal;
 - g) Summation and responses from all participants
 - h) Recess
 - i) In Camera Discussion
 - j) Decision
 - k) Adjournment
34. The Subdivision and Development Appeal Board has the discretion to modify the order of the hearing as it sees fit.
35. Members will have an opportunity to question any person who makes a presentation before the Subdivision and Development Appeal Board at any point during or following his/or her presentation.
36. The Subdivision and Development Appeal Board shall hear appeals in public, but it may at any time recess and deliberate in private.
37. Should the Subdivision and Development Appeal Board choose to request technical information, legal opinions, or other assistance, it may recess the hearing pending receipt of such information.
38. Electronic devices shall not be used to record or livestream during the hearing by anyone in attendance except the Clerk.
39. ~~A member, who for any reason is unable to attend the entire hearing of an appeal, shall not participate in the Subdivision and Development Appeal Boards deliberations for the decision made by the Subdivision and Development Appeal Board on that appeal.~~

DECISIONS

3239. The Subdivision and Development Appeal Board may confirm, revoke or vary the order, decision or development permit, subdivision or any condition attached to any of them or make or substitute an order, decision or permit of its own,
3340. The Subdivision and Development Appeal Board shall give its decision upon an appeal in writing together with reasons for the decision within fifteen (15) days of the conclusion of the hearing.
3441. The decision of the majority of the members of the Subdivision and Development Appeal

Board present at the hearing duly convened shall be deemed to be the decision of the Subdivision and Development Appeal Board.

~~35~~42. In the event of a tie vote, the motions shall be deemed to be decided in the negative.

~~43~~36. Where the hearing is adjourned and the Subdivision and Development Appeal Board does not at the time of adjournment fix a time and place for a further hearing of the application and announce it to those in attendance, the Chairman of the Subdivision and Development Appeal Board shall announce to those in attendance that notice of the time and place for a further hearing will be sent only to those persons who leave their name and addresses and to whom notice is required ~~under Section 21~~ pursuant to the Act.

~~37~~44. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a permit by the Development Authority, the Development Officer shall issue a Development Permit in conformity with the Board's decision.

~~38~~45. Where the Subdivision and Development Appeal Board allows an appeal against the refusal of a subdivision application by the Redcliff Subdivision Approving Authority, the Authorized Signing Officer for the Redcliff Subdivision Approving Authority shall issue an approval in conformity with the Board's decision.

~~39~~46. In accordance with the Act the Subdivision and Development Appeal Board may deliberate and make its decision in meetings closed to the public.

~~40~~47. A member, who for any reason is unable to attend the entire hearing of an appeal, shall not participate in the Subdivision and Development Appeal Boards deliberations for the decision made by the Subdivision and Development Appeal Board on that appeal.

APPEALS TO COURT OF LAW

~~41~~48. A decision made by the Subdivision and Development Appeal Board on a development appeal or subdivision application is final and binding on all parties and persons subject only to a judicial review upon a question of jurisdiction or law pursuant to the *Act*.

~~42~~49. The Clerk shall keep on file all notices of application made for leave to appeal to the Appellant Division from the decisions of the Subdivision and Development Appeal Board in accordance with the *Act*.

CONFIDENTIALITY

~~43~~50. The Subdivision and Development Appeal 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 placed before a meeting that is closed to the public, except when the information is later placed before a meeting held in public;
- g) information that is prohibited from being released by this or any other enactment.

REPEAL

5144. Bylaw No. 1811/2015 is hereby repealed upon this Bylaw coming into effect.

4552. This Bylaw shall come into effect on third reading and signing of this bylaw.

READ a first time this 12th day of March 2018.

READ a second time this _____ day of _____ 2018.

READ a third and final time this _____ day of _____ 2018.

SIGNED and PASSED this _____ day of _____ 2018.

MAYOR

MANAGER OF LEGISLATIVE & LAND SERVICES

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: March 26, 2018

PROPOSED BY: Municipal Manager

TOPIC: Councillor Code of Conduct Bylaw

PROPOSAL: That council consider giving first reading the proposed councillor code of conduct bylaw

BACKGROUND:

With recent changes to the Municipal Government Act (MGA) it will be mandatory to have a code of conduct for councillor's bylaw. The MGA also gives council the authority to establish the same or similar code of conduct for members of council committees. Currently, the Town has policies that outline the councillor's code of conduct as well as the conduct of members of council committees (Policy 123 and 126 respectively). Once this bylaw has received all three readings and after it comes into effect then policy 123 and potentially policy 126 will need to be cancelled or significantly amended. The proposed council code of conduct bylaw is being presented with inclusion of both council members and council committee members.

The following is general information regarding council and council committee's code of conduct:

What is it?

A Code of Conduct sets standards to govern councillor's and committee members' actions and typically outlines behaviour that is both acceptable and prohibited.

Why Adopt a Councillor Code of Conduct Bylaw?

Firstly, it will very soon be mandatory as per the MGA. While the MGA addresses important aspects of the Municipal Councillors defined role as well as rules relevant to pecuniary interest and what events/conduct cause a councillor to be disqualified from office; there is minimal attention given to what the appropriate conduct of a councillor should be. Thus, the MGA has given the authority to each municipal council to pass its own code of conduct bylaw as it relates to council, councillors, and even council committee members.

What should the code of conduct address?

According to the Municipal Government Act and corresponding Regulation, Codes must, at minimum, address the following topics:

- representing the municipality;
- communicating on behalf of the municipality;
- respecting the decision-making process;
- adherence to policies, procedures and bylaws;
- respectful interactions with councillors, staff, the public and others;
- confidential information;
- conflicts of interest;
- improper use of influence;
- use of municipal assets and services; and,
- orientation and other training attendance.

Additionally, council codes of conduct must:

- adopt a complaint system outlining who can make complaints, the method by which complaints can be made, the process to determine a complaint's validity, and the process to determine how sanctions will be imposed for valid complaints;
- incorporate by reference any matter required in the Code that is in, addressed ,or included in another bylaw; and
- include a provision for the review of the Code and any bylaws incorporated by reference at least once every four years from the date the Code was passed.

Who Should Enforce the Councillor Code of Conduct?

Although the recent amendments to the Municipal Government Act have made Codes mandatory, the provisions still respect the autonomy of Councils to govern themselves. Council, as a whole, is expected to enforce its Code. It is not appropriate for a member of Administration, such as the CAO, to enforce the Code or impose sanctions against a councillor.

POLICY/LEGISLATION:

Municipal Government Act Section 146.1

Municipal Government Act Code of Conduct for Elected Officials Regulation

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

Proposed Bylaw 1858/2018, Council Code of Conduct Bylaw.

Policy 123, Code of Ethics and Conduct for the Council of the Town of Redcliff

Policy 126, Code of Ethics and Conduct for Members Appointed to Redcliff Committees, Boards & Commissions.

OPTIONS:

1. To give first reading to Bylaw Bylaw 1858/2018, Council Code of Conduct Bylaw as presented.
2. To give first reading to Bylaw Bylaw 1858/2018, Council Code of Conduct Bylaw as amended.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved Bylaw 1858/2018, Council Code of Conduct Bylaw be given first reading.
2. Councillor _____ moved Bylaw 1858/2018, Council Code of Conduct Bylaw be given first reading as amended.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ 2018.

**BYLAW NO. 1858/2018
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA**

A BYLAW TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act*, a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 146.1(3) of the *Municipal Government Act*, a council may, by bylaw, establish a code of conduct governing the conduct of members of council committees and other bodies established by the council who are not councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Redcliff;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Town of Redcliff, in the Province of Alberta, duly assembled, enacts as follows:

Short Title

1. This Bylaw may be referred to as the “Council Code of Conduct Bylaw”.

Definitions

2. In this Bylaw, words have the meanings set out in the Act, except that:
 - (a) “Act” means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and associated regulations, as amended;
 - (b) “Administration” means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Municipal Manager;
 - (c) “Municipal Manager” means the chief administrative officer of the Municipality, or their delegate;
 - (d) “FOIP” means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;
 - (e) “Investigator” means Council or the individual or body established by Council to investigate and report on complaints;

- (f) “Member” means a member of Council and includes a councillor or the Mayor and includes members of council committees or other bodies established by Council who are not councillors or the Mayor;
- (g) “Municipality” means the municipal corporation of the Town of Redcliff.

Purpose and Application

3. The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their roles and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

Representing the Municipality

4. Members shall:
 - (a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;
 - (b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;
 - (c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

Communicating on Behalf of the Municipality

5. A Member must not claim to speak on behalf of Council unless authorized to do so.
6. Unless Council directs otherwise, the Mayor is Council’s official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council’s official spokesperson.
7. A Member who is authorized to act as Council’s official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council’s position.
8. No Member shall make a statement when they know that statement is false.
9. No Member shall make a statement with the intent to mislead Council or members of the public.

Respecting the Decision-Making Process

10. Decision making authority lies with Council, and not with any individual Member.

Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

11. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.
12. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

Adherence to Policies, Procedures and Bylaws

13. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.
14. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.
15. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

Respectful Interactions with Council Members, Staff, the Public and Others

16. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.
17. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.
18. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.
19. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
20. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.
21. In addition to sub-section 20, Members shall respect the responsibility of administration

to present reports, recommendation, and advice to council and council committees that may not be politically favoured.

22. Members must not:

- (a) involve themselves in matters of Administration, which fall within the jurisdiction of the Municipal Manager and designated officers under the supervision of the Municipal Manager;
- (b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or
- (c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

Confidential Information

23. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

24. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:

- (a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;
- (b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;
- (c) use confidential information for personal benefit or for the benefit of any other individual or organization.

25. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

- (a) the security of the property of the Municipality;
- (b) a proposed or pending acquisition or disposition of land or other property;
- (c) a tender that has or will be issued but has not been awarded;
- (d) contract negotiations;
- (e) employment and labour relations;

- (f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;
- (g) law enforcement matters;
- (h) litigation or potential litigation, including matters before administrative tribunals; and
- (i) advice that is subject to solicitor-client privilege.

Conflicts of Interest

- 26. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.
- 27. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.
- 28. Members shall approach decision-making with an open mind that is capable of persuasion.
- 29. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

Improper Use of Influence

- 30. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.
- 31. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.
- 32. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.
- 33. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

Use of Municipal Assets and Services

- 34. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:
 - (a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon

- the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;
- (b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

Orientation and Other Training Attendance

35. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office.
36. Unless excused by Council, every Member must attend any other training organized at the direction of Council for the benefit of Members throughout the Council term.
37. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.
38. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.
39. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.
40. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.
41. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity.

Informal Complaint Process

42. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:
- (a) advising the Member that the conduct violates this Bylaw and encouraging the Member to stop,
- (b) requesting the Mayor to assist in an informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.
43. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

Formal Complaint Process

- 44.** Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:
- (a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;
 - (b) All complaints shall be addressed to the Investigator;
 - (c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;
 - (d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;
 - (e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;
 - (f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;
 - (g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;
 - (h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;
 - (i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

Compliance and Enforcement

- 45.** Members shall uphold the letter and the spirit and intent of this Bylaw.
- 46.** Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

47. No Member shall:

- (a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;
- (b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

48. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

- (a) a letter of reprimand addressed to the Member;
- (b) requesting the Member to issue a letter of apology;
- (c) publication of a letter of reprimand or request for apology and the Member's response;
- (d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;
- (e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;
- (f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;
- (g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;
- (h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;
- (i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

Review

- 49.** This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

READ a First time this _____ day of _____ 2018.

READ a Second time this _____ day of _____ 2018.

READ a Third time this _____ day of _____ 2018.

SIGNED AND PASSED this _____ day of _____ 2018.

Mayor

Manager of Legislative and Land Services

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 26, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Redcliff Public Library Donation request for Silent Auction

PROPOSAL: Donate Redcliff Aquatic Centre Season Family Swim Pass

BACKGROUND:

The Redcliff Public Library is seeking a donation of a 2018 family season swim pass for the Friends of the Redcliff Library Society's 3rd annual silent auction which is scheduled to be held April 20, 21, 2018. The monetary value of a family season swim pass is \$160.00. Council has, in past years, authorized the donation of a family season swim pass.

POLICY/LEGISLATION: N/A

STRATEGIC PRIORITIES: N/A

ATTACHMENTS:

Correspondence from the Redcliff Public Library dated March 15, 2018

OPTIONS:

1. To approve a donation of a Redcliff Aquatic Centre Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction fundraiser.
2. To deny the request for donation of a Redcliff Aquatic Centre Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction fundraiser.

RECOMMENDATION:

Option 1

SUGGESTED MOTION(S):

1. Councillor _____ moved correspondence from the Redcliff Public Library dated March 15, 2018 requesting a donation of a Redcliff Aquatic Centre Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction fundraiser be received for information. Further to authorize Administration to contribute a Redcliff Aquatic Centre Season Family Season Swim Pass to the Friends of the Redcliff Library Society Silent Auction.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2018.

Redcliff Public Library

RECEIVED
MAR 16 2018
TOWN OF REDCLIFF

March 15th, 2018

TOWN OF REDCLIFF
C/O ARLOS CROFTS
PO BOX 40
REDCLIFF, AB
T0J 2P0

RE: Redcliff Public Library Silent Auction

Dear Mr. Arlos Crofts,

The Friends of the Redcliff Library Society's 3rd annual silent auction will be held this year on April 20th – 21st, 2018. This year our focus is on technology upgrades to continue offering the best service we can. The upgrades identified by the board to offer the most benefit to the library patrons include a new public access computer, and a new laptop which is used by patrons for distance learning exams and our circulation equipment.

This fundraiser will begin on April 20th, with the items on display for opening bids at the Redcliff Public Library and final bidding will take place at the Redcliff Legion on April 21st during the Redcliff Volunteer Appreciation banquet. The silent auction will consist of goods, gift certificates, and services all donated by local businesses. We are asking for the Town of Redcliff to consider making a donation of a 2018 season family swim pass as it is always one of the most sought after silent auction items to help us reach this year's goal of \$3000.00. This opportunity will offer exposure to library patrons for two days and close to 200 people attending the Volunteer Appreciation Banquet. All donors will receive public recognition during the silent auction period and through our social media.

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

Sincerely,



Tracy Weinrauch
Library Manager

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: March 26, 2018

PROPOSED BY: Legislative & Land Services

TOPIC: Subdivision & Development Appeal Board Bylaw Council Member Appointment

PROPOSAL:

BACKGROUND:

Recent changes to the Municipal Government Act (MGA) with regard to Subdivision and Development Appeal Boards (SDAB) state that no more than one councillor may participate as a member at a hearing. The Subdivision and Development Appeal Board Bylaw differentiates between a regular member and an alternate member. Prior to the new legislated changes taking affect Councillors Crozier and Solberg were appointed as members to the SDAB. To provide clarity for the members and to the clerk it would be beneficial to clarify who is the member and who is the alternate member.

POLICY/LEGISLATION:

Municipal Government Act
Municipal Government Amendment Act, 2015
Subdivision and Development Appeal Board Bylaw

STRATEGIC PRIORITIES:

N/A

ATTACHMENTS:

Bylaw 1856/2018, Designated Officers Bylaw as given first reading
Bylaw 1857/2018, Subdivision and Development Appeal Board Bylaw as given first reading with additional proposed amendments

OPTIONS:

1. To appoint one of either Councillor Crozier or Councillor Solberg as the regular member and the other as the alternate member of the Subdivision and Development Appeal Board.

RECOMMENDATION:

Administration has no preference as to the appointment of the regular or alternate member of the Subdivision and Development Appeal Board.

SUGGESTED MOTION(S):

1. To appoint Councillor _____ as the regular member of the Subdivision and Development Appeal Board and Councillor _____ as the alternate member of the Subdivision and Development Appeal Board.

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF _____ AD. 2018.

Explanation to the Fourth Quarter Financial Report

	First Column	2nd Column	3rd Column	4th Column	5th Column
	2017 Actual Revenue and Expenses	2017 Budget	2017 Actual is Compared to 2017 Budget, the Percentage of Revenue Generated and the Expenses Expended.	2016 Actual Revenue and Expenses in the Same 4th Qtr	Compared to the Same Qtr in 2016
Total Revenues	14,029,124.97	13,967,953.00	100.44%	14,171,064.85	-1.00%
			Generated 100.44% of 2017 Budgeted Revenue		1% Lowerer Than Revenue Generated in the Same 4th Qtr in 2016
Total Expenses	16,953,528.00	17,280,490.00	98.11%	16,746,135.59	1.24%
			Expended 98.11% of 2017 Budgeted Expenses, which includes the Actual Unfunded Amortization of \$3,323,668.34 (\$3,312,537 for the budget)		1.24% Higher Than Expended in the Same 4th Qtr in 2016.
Excess of Revenue Over Expense before Adjustment	(2,924,403.03)				
Subtract prior yr local improvement	(399,265.31)				
Excess of Revenue Over Expense	(3,323,668.34)	(3,312,537.00)	Note: After the \$342,512.08 surplus was transferred to the various reserves, the actual amortization amount of \$3,323,668.34 shows as the ending balance as it is unfunded.		

Explanation to the Fourth Quarter Financial Report - Redcliff/Cypress Landfill

	First Column	2nd Column	3rd Column	4th Column
	2017 Actual Revenue and Expenses	2017 Budget	Difference between 2017 Actual and Budget	Percentage of 2017 Actual Revenue & Expenses Compared to the 2017 Budget
Operating Revenues	1,789,083.93	1,809,345.00	20,261.07	98.88%
Operating Expenses	1,317,029.81	1,809,345.00	492,315.19	72.79%
Excess of Revenue Over Expense	472,054.12	-		
Transferred to Landfill Reserve	472,054.12			

	<i>2017 Actual</i>	<i>2017 Budget</i>	<i>% of Budget</i>	<i>2016 Actual</i>	<i>% Prior Period</i>
REVENUES					
TAXES, REQUISITION AND SPECIAL ASSESSMENT REVENUE INCL. LOCAL IMPROVEMENT	\$7,819,024.63	\$7,837,752.00	99.76%	\$7,679,673.98	1.81%
GOODS & SERVICES REVENUES					
ADMINISTRATION	24,105.81	23,110.00	104.31%	27,234.40	(11.49%)
PROTECTIVE SERVICES		1,600.00	0.00%		0.00%
PUBLIC WORKS	55,966.69	44,500.00	125.77%	24,401.88	129.35%
WATER UTILITY	2,463,597.78	2,327,343.00	105.85%	2,397,932.59	2.74%
SANITARY UTILITY	1,115,888.68	1,101,034.00	101.35%	1,106,601.17	0.84%
WASTE UTILITY	512,900.88	523,945.00	97.89%	519,429.45	(1.26%)
COMMUNITY SERVICES	2,947.75	9,650.00	30.55%	5,056.95	(41.71%)
DEVELOPMENT & LAND SERVICES	358,396.21	442,900.00	80.92%	574,474.26	(37.61%)
PARKS & RECREATION	281,094.15	215,185.00	130.63%	260,733.34	7.81%
	4,814,897.95	4,689,267.00	102.68%	4,915,864.04	(2.05%)
PENALTIES	75,407.39	89,400.00	84.35%	90,797.15	(16.95%)
OTHER GENERAL REVENUE	663,113.16	556,364.00	119.19%	403,731.40	64.25%
GRANTS & CONTRIBUTION	623,391.32	541,674.00	115.09%	597,483.85	4.34%
TRANSFERS - RESERVE & OTHER	33,290.52	253,496.00	13.13%	483,514.43	(93.11%)
TOTAL REVENUES	14,029,124.97	13,967,953.00	100.44%	14,171,064.85	(1.00%)
EXPENSES					
SALARIES, WAGES & BENEFITS					
ADMINISTRATION	706,520.70	669,694.00	105.50%	754,195.88	(6.32%)
PROTECTIVE SERVICES	242,893.84	298,533.00	81.36%	218,119.61	11.36%
PUBLIC WORKS	587,004.19	623,422.00	94.16%	594,639.98	(1.28%)
WATER UTILITY	567,645.40	580,073.00	97.86%	508,188.76	11.70%
SANITARY UTILITY	254,758.79	261,202.00	97.53%	229,890.81	10.82%
WASTE UTILITY	200,410.45	210,343.00	95.28%	151,726.02	32.09%
COMMUNITY SERVICES	120,381.63	151,202.00	79.62%	100,563.87	19.71%
DEVELOPMENT & LAND SERVICES	392,473.33	396,182.00	99.06%	383,633.65	2.30%
PARKS & RECREATION	750,699.64	725,954.00	103.41%	613,100.44	22.44%
	3,822,787.97	3,916,605.00	97.60%	3,554,059.02	7.56%
CONTRACTED & GENERAL SERVICES					
ADMINISTRATION	548,161.16	691,546.00	79.27%	459,921.68	19.19%
PROTECTIVE SERVICES	1,115,060.45	1,147,796.00	97.15%	1,083,974.31	2.87%
PUBLIC WORKS	309,748.52	378,260.00	81.89%	280,795.70	10.31%
WATER UTILITY	84,872.05	215,725.00	39.34%	168,071.36	(49.50%)
SANITARY UTILITY	476,867.20	549,147.00	86.84%	516,330.46	(7.64%)
WASTE UTILITY	111,913.31	99,800.00	112.14%	107,999.24	3.62%
COMMUNITY SERVICES	114,636.19	122,045.00	93.93%	101,487.56	12.96%
DEVELOPMENT & LAND SERVICES	124,716.00	310,815.00	40.13%	193,581.16	(35.57%)
PARKS & RECREATION	128,656.13	136,600.00	94.18%	135,028.11	(4.72%)
	3,014,631.01	3,651,734.00	82.55%	3,047,189.58	(1.07%)
MATERIALS, GOODS & UTILITIES					
ADMINISTRATION	25,372.56	39,277.00	64.60%	46,803.90	(45.79%)
PROTECTIVE SERVICES	51,625.94	61,150.00	84.43%	44,203.92	16.79%
PUBLIC WORKS	236,847.20	264,500.00	89.55%	297,021.70	(20.26%)
WATER UTILITY	279,762.19	389,500.00	71.83%	257,747.32	8.54%
SANITARY UTILITY	10,765.56	20,700.00	52.01%	13,211.56	(18.51%)
WASTE UTILITY	84,086.37	139,000.00	60.49%	46,101.85	82.39%
COMMUNITY SERVICES	2,488.48	2,550.00	97.59%	1,849.87	34.52%
DEVELOPMENT & LAND SERVICES	14,696.30	16,500.00	89.07%	12,897.07	13.95%
PARKS & RECREATION	197,038.74	234,050.00	84.19%	165,578.40	19.00%
	902,683.34	1,167,227.00	77.34%	885,415.59	1.95%
AMORTIZATION	3,323,668.34	3,312,537.00	100.34%	3,110,137.19	6.87%
REQUISITION AND TOWN CONTRIBUTION	2,361,914.05	2,362,965.00	99.96%	2,320,423.62	1.79%
DEBT MAINTENANCE & BANK CHARGES	747,214.78	747,652.00	99.94%	298,116.34	150.65%
TRANSFERS - EQUITY, RESERVE & OTHER	2,780,628.51	2,121,770.00	131.05%	3,530,794.25	(21.25%)
TOTAL EXPENSES	16,953,528.00	17,280,490.00	98.11%	16,746,135.59	1.24%
EXCESS OF REVENUE OVER EXPENSE BEFORE ADJUSTMENT					
	(2,924,403.03)				
Subtract prior yr local improvement (collect through taxation & reallocate to Accounts Receivable at year end)	(399,265.31)				
EXCESS OF REVENUE OVER EXPENSE	(3,323,668.34)	(3,312,537.00)	88.28%	(2,575,070.74)	13.57%

REDCLIFF/CYPRESS LANDFILL

For the Twelve Months Ending Sunday, December 31, 2017

	<i>2017 Actual</i>	<i>2017 Budget</i>	<i>Variance</i>	<i>% of Budget</i>
Landfill				
Operating				
Revenue	\$1,789,083.93	\$1,809,345.00	\$20,261.07	98.88%
Expenses	1,317,029.81	1,809,345.00	492,315.19	72.79%
	472,054.12		(472,054.12)	0.00%

Memo



Date: March 26, 2018

From: Municipal Manager

To: Redcliff Town Council

Re: Senior's Drop-In Centre Renewal Lease Agreement

During the January 22, 2018 council meeting, motion 2018-0034 was carried directing administration to move forward in developing a draft lease agreement with the Redcliff Seniors Society with regard to operating and managing the Redcliff Seniors Drop-In Centre.

2018-0034 Seniors Drop-In Centre Rental Agreement

C) Councillor Leipert moved that administration complete the draft of a lease agreement with the Redcliff Seniors Society to operate and manage the facility and partner with the Town for as many grant opportunities as possible to assist in implementing facility improvements. Under this scenario the Town would still be responsible for all major maintenance, repair, and capital upgrades. Further, that this draft be brought back to council once complete for final approval.
- Carried.

This memo has been prepared for Council showing the draft stages of this agreement up to this point for the purpose of further discussion with council (to ensure that council's desired intent is being achieved). Administration has highlighted potential areas of interest that may generate discussion and result in valuable input for administration to integrate into the final draft. ***Please note that this is in draft form and as such regular contract details as it relates to typical lease arrangements are yet to be added.*** After this consultation with council, administration will further consult with the Redcliff Seniors Society.

ATTACHMENT: DRAFT Lease agreement

THIS AGREEMENT made this _____ day of _____, 20__

BETWEEN:

THE TOWN OF REDCLIFF
(Herein-after called the "Town")

- and -

THE REDCLIFF SENIOR CITIZEN SOCIETY
(Herein-after called the "Senior Society")

Redcliff Drop-In Center Facility Lease Agreement

This agreement witnesses that the Town and the Senior Society agree as follows:

Whereas, the Senior Society has expressed a desire to lease, manage, and operate the Redcliff Drop-in Centre, and

Whereas, the Town of Redcliff recognizes the possibilities of efficiencies with the Senior Society operating and managing the Redcliff Drop-in Centre; and

Whereas, the Senior Society would like to enter into a long-term agreement with the Town of Redcliff to manage and operate the Redcliff Drop-In Center,

Therefore, the two aforementioned parties agree to the following:

1. Purpose

The purpose of this agreement is to provide for an amicable partnership between the Senior Society and Town of Redcliff for the efficient management and operation of the Redcliff Drop-In Center (a Town owned community use facility) that is mutually beneficial with established criteria for both parties.

2. Lease Rate

2.1 The lease rate payable by the Senior Society shall be \$1.00 annually.

3. Obligations

3.1 The Senior Society

- 3.1.2 For the purpose of securing the various assets owned by the Senior Society, where possible, the Senior Society shall secure their assets in the west section of the main auditorium. This would exclude tables and chairs and other items typically available for use.
- 3.1.3 For the purpose of maintaining orderly use of the facility, the Senior Society shall be responsible for making all arrangements for any additional use or booking of the facility, ~~in the same manner as other users~~. All such bookings shall be made through the process established by the Senior Society. ~~In regard to booking the facility for any additional use, the Senior Society should make booking arrangements as early as possible, as for all such time, no users are provided booking priority.~~
- 3.1.4 The Senior Society will maintain the interior of the facility including janitorial services, general maintenance, and appliance maintenance. This includes maintenance of the following:
- Kitchen appliances;
 - Flooring;
 - Furniture;
 - Interior Lights and Fixtures;
 - Interior Painting and Wall maintenance;
- 3.1.5 The Senior Society shall at no time make any modifications to the building whatsoever without the specific authorization from the Director of Community and Protective Services of the Town. In addition, the Senior Society shall not make any modifications to, or install or place any storage cabinets in the facility, other than in the west auditorium area and Kitchen. This is to ensure the use and safety of the facility and meeting the criteria established through the Safety Codes Act of the Province of Alberta are not infringed. Any items currently being allowed to be stored in the main hallway to the West exit may remain at that location, so long as they in no way effect the safety of the facility as deemed by the Director of Community and Protective Services, and/or any Safety Codes Officer acting on behalf of the Town of Redcliff.
- 3.1.6 The Senior Society shall not sublet any portion (including the west auditorium area) to anyone.
- 3.1.7. Regarding concerns about times of use, damage of the facility by other users or the Senior Society, the senior society shall set out a process whereby appropriate measures can be taken to recover any incurred costs as a result of such damage. The Town would appreciate such matters being reported by the President of the Senior Society or his/her designate, to the Town's Director of Community and

Protective Services forthwith.

- 3.1.8 Any damage to the assets of the Senior Society, including the facility, by any user shall be deemed to be a legal matter between the Senior Society and the user and the Senior Society insurers. However, the Senior Society shall make every attempt to recover costs, where possible, through any applicable damage deposits and/or ancillary fees.
- 3.1.9 The Senior Society is responsible for all bookings for the facility and as such shall work harmoniously with the community (as a portion of the facility is to be available for public use in accordance with the society's rental policies) for the purpose of assisting them in making arrangements for the use of the facility. As the Senior Society is responsible for administration of all rental bookings as well as other responsibilities outlined in this agreement it shall collect the revenues derived from such bookings.
- 3.1.10 During the term of or any extension of this agreement, the Senior Society shall maintain ongoing liability and content insurance, with an insurer licensed in Alberta. In addition, the Senior Society shall ensure that they follow and prescribe to any policy and/or other requirement or directive of the Town regarding insurance requirements, specifically Party Alcohol Insurance. Additionally the Senior Society shall add the Town of Redcliff as an additional insured party.

3.2 The Town

- 3.2.1 As owner of the facility, is responsible for keeping the building in good repair by doing maintenance and repair as it pertains to the furnace, roof, air conditioning, and major electrical or plumbing issues;
- 3.2.2 Ensure annual fire extinguisher checks and emergency alarm system checks take place monthly;
- 3.2.4 The Town will ensure the building and contents owned by the Town, are fully and properly insured against loss.
- 3.2.5 Snow removal of sidewalks and all fire exits as well as irrigation and lawn care;

3.3 Joint Obligations (both Town and Senior's Society)

- 3.3.1 The Town and Senior Society shall, as regularly as possible, endeavor to obtain grant funding to provide for facility upkeep and enhancements on a regular basis. The senior society shall complete grant applications with some support from the Town, albeit limited, in the form of letters of support. Grant applications that will result in facility improvements extending the useful life of the Redcliff Seniors Drop in Centre shall be the primary focus of funding procurement.
- 3.3.2 Annual joint inspection of premises with written report provided.
- 3.3.3 Review of lease agreement after two years.

3.3.4 Provide and maintain utilities on a 50/50 cost sharing basis with the Seniors Society; this includes the following utilities:

- Electric;
- Gas;
- Water/Sewer/Garbage;
- Telephone; and
- Internet.

4. **General**

- 4.1 The west section of the main auditorium, which is able to be divided by a movable curtain, is for the exclusive use of the Senior Society. However, when the remainder of the facility is booked by another user, the Senior Society will restrict their use of the facility solely to the west section of the auditorium, the washrooms, and the storage room.
- 4.2 In the event the Senior Society is not utilizing the facility on any particular occasion outlined above, this exclusive use provision shall not restrict the Town from making arrangements in advance for a rental of the facility, with the Senior Society. All such arrangements shall be confirmed in writing between the Town and the President of the Senior Society or their designate.
- 4.3 The Town also permits the Redcliff Senior Citizens Society to utilize the facility for the purposes of holding fund raising events (bingo's, pull ticket, etc.) but shall be required to receive approval from the Alberta Gaming Liquor Commission.
- 4.4 The Town may book the Redcliff Drop-in Centre in accordance with facility availability for the purpose of holding Town based events (for example, Town open houses, Town public consultation, annual Flu-clinics, the existing Alberta Health Services Office, and FCSS/Community programming).
- 4.5 In the event of any use deemed to be an emergency, either by the Director of Emergency Management, Municipal Manager, Mayor, or the Council of the Town, all aspects of the use of the facility will be deemed suspended, other than as directed by the Town.

5. **Damage or Destruction of the Facility**

- 5.1 If during the continuance of this agreement the premises are damaged or destroyed by fire to the extent that it cannot be used for the purposes of the Senior Society, this agreement shall cease and become null and void. The Senior Society shall immediately vacate and surrender the premises to the Town. The Town may re-enter the premises and may remove all goods belonging to the Senior Society. Any contents deemed as belonging to the Senior Society shall remain the property of the Senior Society and/or their insurers.

6. **Indemnity**

- 6.1 The Senior Society will indemnify the Town from and against all claims, loss, damages, liabilities and costs arising from their use of the building under this Agreement.

7. Term (period of time) of Lease

- 7.1 The lease is for a term of ten (10) years. This agreement commences _____, 2018 and concludes _____, 2027 and from year to year thereafter, unless either party gives notice in writing to the other party to terminate or commence negotiations of a new agreement, with not less than 6 months' notice prior to the end of the term established herein. All obligations of the terminating party under this Agreement cease on termination.

Such notification shall be in writing and directed as follows:

Redcliff Senior Citizens Society
P.O. Box 1198
Redcliff, Alberta T0J 2P0
Attention: President

Town of Redcliff
P.O. Box 40
Redcliff, Alberta T0J 2P0
Attention: Municipal Manager

IN WITNESS WHEREOF that the Town and the Senior Society have signed this agreement on the _____ day this _____ and year written above.

REDCLIFF SENIOR CITIZEN SOCIETY

President

Date

Secretary

Date

TOWN OF REDCLIFF

Dwight Kilpatrick, Mayor

Date

Arlos Crofts, Municipal Manager

Date

DRAFT

Memo



Date: March 26, 2018

From: Community and Protective Services Department

To: Redcliff Town Council

Re: National Volunteer Week and Pitch-In Week

The Community and Protective Services Department would like to bring to council's attention events occurring during National Volunteer Week and Pitch-In Week 2018. We invite you to participate in these events, every helping hand is appreciated!

This year, National Volunteer Week is April 15-21, 2018 and Pitch-In Week is April 22-29, 2018.

To celebrate National Volunteer Week, we will be recognizing volunteers from Redcliff organizations, religious and educational institutions at our annual Volunteer Recognition and Citizen of the Year Awards Celebration. This event will take place on Saturday April 21st, 2018 at 5:30pm at the Redcliff Legion. We are excited to be featuring the magic and comedy of Trevor Moore as the Master of Ceremonies, and on this evening we will be showcasing the newly developed SHAW story featuring 8 of Redcliff's Volunteer organizations, promoting volunteerism in our community.

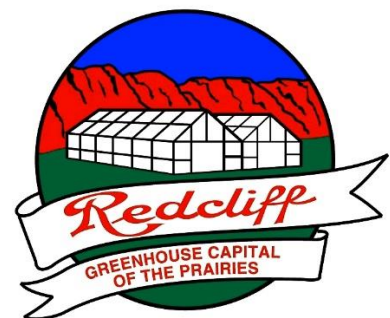
This year for Pitch-In Week, we will be hosting two events. The first event will be the Dog Waste Clean-up event held Sunday April 22nd from 10am-noon at River Valley Park. Last year we had a successful clean up and we are encouraging all dog owners to come on out to meet fellow dog owners and clean up the off leash park after the big melt.

The second event is the Town Clean up on Saturday April 28th from 10am-noon. We have decided to collaborate with Redcliff schools to collect even more garbage than in previous year. Volunteers will meet at Legion Memorial Park and we will hand out gloves, safety vests, maps and garbage bags. Following the clean-up, we will be posting a map online encouraging families to spend a couple of hours on their weekend walks to help clean up streets that we were unable to get to.

At both of these events we will be providing Tim Horton's Coffee and Donuts for all Volunteers and the Cypress Courier will be attending to document the tremendous efforts of Redcliff residents helping to beautify our community after such a long winter.

TOWN OF REDCLIFF MUNICIPAL MANAGER REPORT TO COUNCIL

March 26, 2018



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MUNICIPAL MANAGER

Ongoing Projects

- Responding to, in coordination with Planning and Engineering, developer inquiries as they arise.
- Regional solid waste management feasibility study. This project continues but has slowed recently due to staff turnover within the municipal partner organizations as well as the firm conducting the study.
- Working on Seniors Centre Drop-In facility use/rental agreement.
- Researching and preparing draft code of conduct for councillor's bylaw. This is in response to recent changes in the municipal government act with the need for the Town to comply. While the Town does have a policy in this regard, it will be a requirement to have it in the form of a bylaw.
- Preparatory work for strategic planning session.

Ongoing Day to Day Responsibilities

- Legal files continue to require large amounts of human resource capacity. This has slowed down completion and initiation of other projects and is affecting day to day operations of multiple departments.
- Council meeting preparation and Request for Decision Review.
- HR functions represent a significant portion of the municipal manager regular work week (40%-50% weekly).
- Assist with and respond to media inquiries as they arise.
- Reviewing and signing off on procedures as they are updated.
- Responding to councillor inquiries as they arise.
- Received and reviewed informal petition regarding solid waste collection and prepared corresponding reception memo for Council at the February 12 council meeting.
- Primary liaison for intermunicipal discussions and initiatives.
- February 28 – Met with new Prairie Rose School Division Superintendent. As part of becoming compliant with the new municipal government act, the Town and School Division will be required to revisit its Joint Use Agreements.
- March 13-15 – accompanied the Mayor to the AUMA mayors' caucus. Session included topics of cannabis legalization, stable and predictable provincial funding, waste management/recycling initiatives, and dialogue with ministers.

COMMUNITY & PROTECTIVE SERVICES

Parks, Recreation and Facilities

Rec-Tangle:

- Ice operations ongoing
- Participated in OH&S inspection at Rec-tangle
- Replaced Rec-tangle parking lot lighting

Pool:

- Began preparing pool mechanical room for spring
- Obtained estimates for pool upgrades
- Completed draft procedures for pool operations

Facilities:

- Constructed new racks at fire hall
- Completed monthly building inspections
- Repaired lighting in Seniors Drop In Center
- Oversaw roofing contractor repairs
- Obtained estimates for library upgrades
- Completed snow clearing operations as necessary
- Mounted all fire extinguishers at shop as per code
- Toured recreation facilities for guidance on upgrades

Other:

- Drafted and sent out student recall letters
- Completed UTV capital purchase
- Completed training schedule draft
- Completed department accountability draft
- Began non-groomed cutting area evaluation and mapping
- Replaced lighting in dog pound as necessary

FCSS, Community Services and Special Events

- Community Kitchen programming:
 - Organised scheduling with facilitator
- Hosted Dinner and a Movie family event with Dreams at Margaret Wooding School
- Organized and launched advertising for Volunteer Income Tax program (this is a partnership with the Library).
- Hosted Family craft and sports night at IF Cox School
- SHAW TV Redcliff Volunteers Story:
 - Continued with Redcliff Volunteer Shaw interviews. Story will begin airing in April.
- Volunteer of the Year Awards Ceremony:
 - Continued planning for Redcliff Volunteer and Citizen of the Year Awards Ceremony.

- Redcliff/Medicine Hat Adventure Race
 - Met with Adventure Race team to further discuss possible Medicine Hat/Redcliff adventure race.
- Successful programming of Parent and Me cooking class, cupcake decorating, home alone course.
- Participated in Pink Shirt Day
- Assisted with Lions Family Day Skate
- Met with Dreams co-ordinator to discuss spring/summer programming and continue planning for the Redcliff Relax and Restore self-care event.
- Hosted an Identify Elder abuse information session with Canadian Mental Health.
- Met with the Lionettes to touch base re: grant opportunities, senior's week, upcoming events etc.
- Began program planning for Spring/Summer session
- Planning for Youth vs. RCMP Kickball game
- Planning for Seniors Week
- Bookings for programming ongoing
- Continued ice bookings
- Continued facility bookings for private events
- Pulled reports from RecDesk system for payment transfers
- Design and creation of marketing for programming and events
- Edited Facilities Use Policy 48, for presentation to Recreation Board
- Collected video footage for trails video
- Completed documents for accepting Accessibility Grants
- Community Guide:
 - Confirmed deadlines for upcoming Community Guide
 - Started Community guide design

Bylaw, and Protective Services

- Ongoing work on Fire administration
- Ongoing work on SOG's for Fire Department

PUBLIC SERVICES

Water and Sewer Utilities

Utility Services have:

- Been installing several radio reads for use with new meter reading equipment
- Completed several locate requests
- Completed water treatment daily duties
- Minor repairs in water plant
- Weekly water testing
- Finished yearly cleaning of the clarifiers

- Pre/Post construction inspections for new housing developments
- Completed daily inspections of sewer lifts.
- Helped with snow clearing
- Flushed sewer lines trouble spots
- Repaired air relief combination valve on raw water distribution main line

Municipal Works

Municipal Works have:

- Conducted various Funeral interments
- Hauled sand to stock pile in yard
- Bin placements/pickups as needed
- Hauled snow from rink
- Snow clearing roads around town
- Bladed snow as needed
- Open frozen catch basins and culverts
- Alley repair as required
- Culvert and catch basin thawing
- Removing built up ice jams
- Pumped melt water out of standing locations

Landfill Authority

Landfill staff have:

- Picked garbage inside landfill and in neighboring field after a wind event (on going)
- Clean scales (on going)
- Hauled cover soil (on going)
- Ridgeline hauling in soil
- Maintained roads inside landfill
- Equipment maintenance (on going)
- Cleaned up shop (on going)
- Completed daily compacting
- Cleared snow when needed
- Removed built up ice jams
- Ground channels for the flow of melt water

PLANNING & ENGINEERING:

Priorities for March

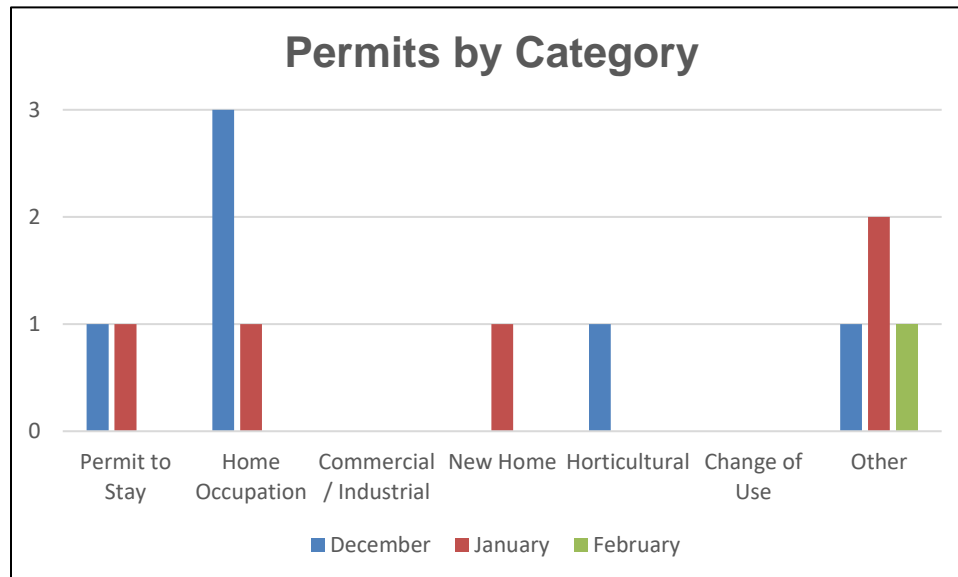
- Eastside sanitary surge tanks preliminary engineering
- MDP Steering Committee 3rd meeting
- Tender document preparation for 2018 capital projects
- Grant applications
- Cannabis Regulations

Planning

- Completion of the unfiled boxes of documents continues using department admin staff.
- Land Use Bylaw – Definitions and regulations for cannabis production, processing and sales are being prepared but are awaiting additional information from the federal and provincial governments before finalizing and bringing to Council. Preliminary redrafting of the LUB will start shortly. The intent is that as sections are drafted they will be brought to Council for presentation and review. The first item that will be brought to Council will be the organization of the document with other sections to follow. It is expected that the project will be completed late in 2018.
- Municipal Development Plan - Significant work has been undertaken on the MDP update. Much of the background information has been gathered. The next steps are:
 - Creating a preliminary draft of the MDP for discussion purposes,
 - Sharing the preliminary draft of the MDP with the steering committee and making adjustments as needed,
 - Sharing the preliminary draft with Council and making adjustments as needed,
 - Public consultation and input on the preliminary draft,
 - Report to Council on the public responses to the preliminary draft,
 - Prepare the draft MDP

It is expected that these next steps will take 4 to 6 months.

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

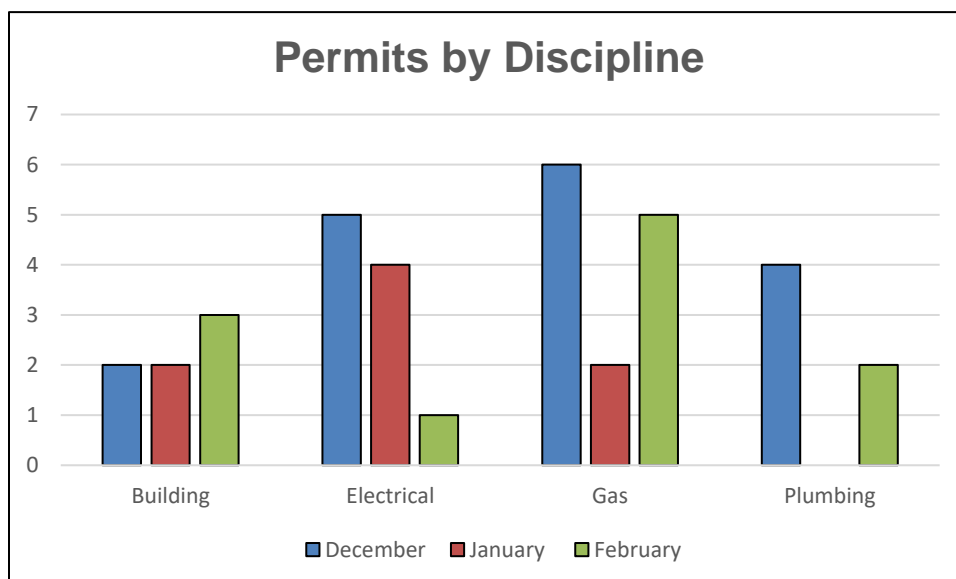


Agreements

Farwest: Drafting of a cost sharing / service agreement is being worked on.

Safety Codes

Safety Codes Permits issued by the Town for the month of February.



Engineering

- Sewer System Bylaw review in progress.
- Off-site Levies Calculator in Alpha Testing.

Capital Projects:

Westside Slope failure mitigation

Work remaining is seeding, scheduled to be done in the spring of 2018 by Public Services.

Riverview Groundwater and Road Rehabilitation

The top lift of asphalt has been deferred till spring 2018 to allow any settling that may happen due to the installation of weeping tile to be repaired prior to the final lift being placed. Project is on Budget.

Northside Functional Servicing Report

Final report was received. Some work still to be done due to staff changes between Scheffer and the Town.

3rd and 3rd Lift Station Upgrades

The local manager of CertainTeed has been authorized to sell the Town the land needed for this project. The delay in acquiring the land has pushed construction to the spring of 2018. Purchase negotiations are in progress.

Sanitary Sewer Improvements

Planning & Engineering and Public Services will undertake additional work on the sanitary sewer system in 2018 to raise manholes tops that are located in ditches and fields, install more manhole lid pans, seal more manhole chimneys and repair or replace manholes that are in very poor shape. The goal is to reduce inflow to the system. In addition monitoring is going to be done to validate that the inflow issues are being addressed.

2nd Street and 5th Avenue Lift Station

Preliminary design and siting is complete. Information received from Xyleme on costs and design. Purchasing a fiberglass lift station with the pumps and mechanical installed and the electronic control system is approximately \$120,000. It is estimated that the installation and other work required will cost approximately \$150,000. Civil design is being completed. Construction is planned for 2018.

Golf Course Coulee Outfall

An ARCP grant application was made for this project. The estimated cost of the whole project is \$2,571,520 of which is eligible for 90% funding up to \$3 million. The project can be phased with the most critical parts on the project being a storm pond next to the Eastside Phase 1 Park and the proposed driving range pond. Grant announcements are expected in April 2018.

Eastside Sewage Surge Tanks

Preliminary design report is 50% complete. The project appears to be eligible for an FCM grant.

FINANCE AND ADMINISTRATION

- 2017 Financial Statements and Financial Information Return for the Town have been drafted.
- 2017 Financial Statements for the Waste Authority have been drafted.
- 2017 field audit will start on March 26 and is expected to end on March 30, 2018.

LEGISLATIVE AND LAND SERVICES

- Ongoing inquires re: land sales. One sale to date, one pending.
- Council agenda preparation & follow up. Department Head meetings pre/post meeting.
- Ongoing Legal File Review. Compiling Information as requested.
- Ongoing conversion of minutes, bylaw and agreements, property files to digital format.
- Safety Codes Internal Review of permits
- Review of Records Retention Bylaw
- Review of changes to Municipal Government Act and various policies and bylaws

COUNCIL IMPORTANT MEETINGS AND EVENTS

Date	Meeting / Event	Where / Information
April 9, 2018	Council Meeting	Town Hall Chambers 7:00 p.m.
April 21, 2018	Volunteer Recognition & Citizen of the Year Celebration	Redcliff Legion (Tickets required)