

COUNCIL MEETING

**MONDAY, SEPTEMBER 9, 2013
7:00 P.M.**

**FOR THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, SEPTEMBER 9, 2013 – 7:00 P.M.
REDCLIFF TOWN COUNCIL CHAMBERS**

<u>AGENDA ITEM</u>	<u>RECOMMENDATION</u>
1. GENERAL	
A) Call to Order	
B) Adoption of Agenda *	Adoption
C) Accounts Payable *	For Information
2. DELEGATION	
A) Collective 650 Mountain Bike Club Presentation	For information
3. MINUTES	
A) Council meeting held August 19, 2013 *	For Adoption
B) Committee of the Whole meeting held August 19, 2013 *	For Information
C) Redcliff Planning Board meeting held August 20, 2013 *	For Information
D) Municipal Planning Commission meeting held July 17, 2013 *	For Information
E) Municipal Planning Commission meeting held August 21, 2013 *	For Information
4. BYLAWS	
A) Bylaw 1756/2013, Procedural Bylaw *	1 st Reading
5. STAFF RECOMMENDATIONS	
A) Audit Services *	For Consideration
B) Backflow Preventers *	For Consideration
C) Local Improvements *	For Consideration
D) Shared Council Office Space Plan *	For Consideration
6. POLICIES	
A) Policy 050, Smoking Policy *	For Consideration

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| B) | Policy 120, Social Media Policy * | For Consideration |
| C) | Policy 121, Council Orientation Policy * | For Consideration |
| D) | Policy 37, Correspondence for Councillors and Delivery of Information Packages to Councillors * | For Consideration |

7. CORRESPONDENCE

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| A) | Alberta Municipal Affairs *
Re: Southern Alberta Flood Response Program: Community Stabilization,
Interim House, Disaster Recovery Program and Log-term Recovery | For Information |
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8. OTHER

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| A) | Minister Directives * | For Information |
| B) | Progress Report to Minister * | For Information |
| C) | City of Medicine Hat *
Re: Subdivision Application 2013MH009 | For Comment |
| D) | 2013 Municipal Election *
Re: Candidate Session | For Information |

9. RECESS

10. IN CAMERA

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| A) | Labour |
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11. ADJOURN

ACCOUNTS PAYABLE AUGUST 15, 2013 - AUGUST 29, 2013			
COUNCIL MEETING SEPTEMBER 9, 2013			
73370-73442	VOID	PRINTER ERROR	\$0.00
73443	AB MAINTENANCE	GARNISHMENT OF WAGES	\$680.64
73444	A & B STEEL	1/2" JAW END SWIVEL	\$40.07
73445	ADOA	2013 CONFERENCE REGISTRATION	\$400.00
73446	CITY OF MEDICINE HAT	JULY UTILITY ACCOUNTS, JULY SEWAGE OUTLAY	\$100,059.53
73447	CLEARTECH INDUSTRIES	SODIUM HYPOCHLORITE WTP	\$617.40
73448	COSTCO WHOLESALE	COPY PAPER, COFFEE	\$258.63
73449	CPR	JULY FLASHER CONTRACT	\$666.74
73450	EPCOR ENERGY SERVICES	JULY ELECTRIC UTILITY LANDFILL	\$118.20
73451	GAR-TECH ELECTRICAL	REPLACE RELAY ON WTP PUMP, REPAIR FAULTS JESMOND LIFT STN	\$1,035.84
73452	GAS CITY HYDRO VAC	REPAIR VARIOUS CURB STOPS	\$1,220.63
73453	GRASSROOTS	PROJ#40 EASTSIDE PHASE 1 LANDSCAPING & PARKS	\$123,879.39
73454	LADY CARMEN TRUCKING	SUPPLY & APPLY CALCIUM CHLORIDE FOR DUST CONTROL	\$4,095.00
73455	LETHBRIDGE HERALD	JULY ADVERTISING, JULY TO SEPTEMBER SUBSCRIPTIONS	\$3,980.11
73456	LETHBRIDGE MOBILE	JULY SHREDDING SERVICE	\$46.20
73457	LIFESAVING SOCIETY	BRONZE MEDALLION - CANADIAN LIFESAVING MANUALS	\$91.14
73458	MEDICINE HAT NEWS	JULY ADVERTISING	\$1,659.00
73459	MPE ENGINEERING	PROJ#21 WTP UPGRADE, PROJ#99 PUMP, PROJ#100 PIPELINE	\$44,412.74
73460	PC CORP	JUNE & JULY INFORMATION SYSTEM SUPPORT	\$1,660.31
73461	SUNCOR	DYED DIESEL - LANDFILL; DYED DIESEL, CLEAR DIESEL & FUEL - YARD	\$17,262.46
73462	PINNACLE INTERNATIONAL	AIR FILTER UNIT#88, COLLAR UNIT#132	\$117.77
73463	LAPP	LAPP CONTRIBUTIONS REGULAR PAY TO AUGUST 10, 2013	\$17,535.83
73464	RECEIVER GENERAL	STAT DEDUCTIONS REGULAR PAY TO AUGUST 10, 2013 & AUGUST COUNCIL PAY	\$31,035.59
73465	RIVERVIEW GOLF CLUB	GOLF COUNCIL, STAFF, FIRE DEPARTMENT EVENT	\$2,563.00
73466	SCHEFFER ANDREW	JUNE PLANNING SERVICES	\$960.75
73467	STAPLES MEDICINE HAT	TASK CHAIR	\$325.49
73468	TELUS COMMUNICATION	AUGUST CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$226.83
73469	TELUS MOBILITY	AUGUST CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$413.25
73470	HACH SALES AND SERVICE	INSTRUMENT CALIBRATION WTP	\$1,402.70
73471	HARNETT, AMBER	REFUND SWIM LESSON	\$31.00
73472	GRAHAM, MIKE	REFUND POOL RENTAL	\$50.00
73473	COZART, BRETT	REFUND UTILITY OVERPAYMENT	\$500.00
73474	TERRED CONSTRUCTION	RAISE CHAIN LINK FENCE LOT 17, BLOCK 13, PLAN 0913590	\$525.00
73475	TOWN OF REDCLIFF	REGULAR PAY TO AUGUST 10, 2013 & AUGUST COUNCIL PAY	\$85,105.43
73476	TOWN OF REDCLIFF - LF	JULY LANDFILL TONNAGE	\$6,902.93
73477	TRANSIT PAVING	PROJ#85 DIRKSON DRIVE INDUSTRIAL	\$525.00
73478	TRICO LIGHTING	METAL HALIDE BULB	\$125.69
73479	AB FIRE CHIEFS ASSOC	2013 FIRE PREVENTION WEEK KIT	\$547.28
73480	ACTION PARTS	OIL FILTERS, MOTOR TREATMENT, DEEP CREEP LUBE	\$77.54
73481	ADT SECURITY SERVICES	SEMI ANNUAL ALARM SERVICES - RCMP	\$271.36
73482	AFFINITY WELDING	WELD FRAME UNIT#121 MOWER	\$66.94
73483	AMSC INSURANCE	SEPTEMBER EMPLOYEE HEALTH BENEFITS	\$13,585.58
73484	BECHTOLD, ALLAN	REFUND KEY & RENTAL DEPOSIT	\$225.00
73485	BIG EAGLE SERVICES	REMOVE LEACHATE AT LANDFILL	\$3,661.88
73486	BIG HILL SERVICES	ARENA BOARD CLEANING	\$656.25
73487	C.E.M. HEAVY EQUIPMENT	REPAIR DIFFERENTIAL UNIT#134 LOADER	\$7,120.72
73488	CLOVERDALE PAINT	YELLOW ROAD PAINT	\$104.37
73489	COMMERCIAL SOLUTIONS	COVERALLS FOR FIRE DEPARTMENT	\$3,219.23
73490	COSTCO WHOLESALE	ART SHOW LUNCH	\$77.56
73491	DAVIES, MIKE	REIMBURSE FOR POSTAGE	\$247.40
73492	VOID	ERROR	\$0.00
73493	FORTY MILE GAS CO-OP	JULY GAS UTILITY LANDFILL	\$60.90
73494	GARLAND, JAMIE	HOTEL - K.PARKINSON POOL 1 COURSE, RED DEER	\$251.02
73495	GAR-TECH ELECTRICAL	REPAIR LIGHTS RCMP	\$285.77
73496	HOME HARDWARE	DRILL BITS, PAINT, BUG SPRAY, TARPS, FLAG, KEYS, GARBAGE BAGS, ETC	\$760.97
73497	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
73498	KOST FIRE EQUIPMENT	RECHARGE EXTINGUISHERS	\$76.07
73499	MH CONSTRUCTION ASSOC	CONSTRUCTION SAFETY TRAINING D.FERNETTI & N.VANDERSLOOT	\$136.50
73500	MEDICINE HAT CO-OP	MIXED ROBERTSON CARIBINER, BITS, COUPLINGS, COVERS	\$74.87
73501	SHAW CABLE	SEPTEMBER INTERNET SERVICES	\$375.54
73502	PC CORP	MS PROJECT PRO 2013 MEDIALESS	\$1,349.25
73503	PUROLATOR	FREIGHT OF SAMPLES, POOL VAC, PARTS UNIT#115, CHLORINATOR, ETC	\$633.61
73504	R & N MAINTENANCE	2013 LINE PAINTING	\$4,916.11
73505	RECEIVER GENERAL	STATUTORY DEDUCTIONS ADDITIONAL PAY	\$2,463.41
73506	CANADIAN RED CROSS	SWIM KIDS PROGRESS BOOKLETS, PRESCHOOL PROGRESS BOOKLETS	\$99.75
73507	ROSENAU TRANSPORT	FREIGHT OF CHLORINE CYLINDERS	\$430.64
73508	SANATEC ENVIRONMENTAL	CLEAN OUT ARENA SUMP PIT, VACUUM RIVER VALLEY PARK WASHROOMS	\$346.50
73509	SMILEMAKERS	PENNY CARNIVAL PRIZES	\$299.13

73510	SCTY LOCAL GOVT MGRS	RETURNING OFFICER & ELECTION TRAINING S.SIMON, V.LUTZ	\$157.50
73511	STEHR, BRIAN	REFUND KEY DEPOSIT	\$125.00
73512	TELUS COMMUNICATION	AUGUST CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$122.71
73513	TELUS MOBILITY	AUGUST CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$92.82
73514	GREEN, JOHN	REFUND KEY & RENTAL DEPOSIT	\$225.00
73515	STRUCK, WENDY	SUMMER ART PROGRAM INSTRUCTION FEES	\$2,050.00
73516	WAITES, JEFFERY	REFUND SWIM LESSON	\$20.00
73517	ALLEN, MEGAN	REFUND POOL RENTAL	\$50.00
73518	ALLEN, SHERRY	REFUND POOL RENTAL	\$50.00
73519	BENZ, LAURA	REFUND SWIM LESSON	\$21.00
73520	KRELL, MC	REFUND SWIM LESSON	\$42.00
73521	GOLDADE, SHAYE	REFUND SWIM LESSON	\$42.00
73522	FRENCH, JOYCE & ALVIN	REFUND SWIM LESSON	\$21.00
73523	GAINSBOROUGH, MICHELLE	REFUND SWIM LESSON	\$21.00
73524	TD WATERHOUSE	ADDITIONAL PAY	\$5,311.49
73525	JURILIBER LIMITED	PLANNING LAW & PRACTISE IN ALBERTA UPDATE 3	\$105.00
73526	TRANSIT PAVING	PROJ#96 1 ST. SW (1 AVE INTERSECTION & 200 BLK)	\$525.00
73527	WE CARE	JULY HOME CARE SERVICES	\$280.00
73528	WOLSELEY MECHANICAL	STAINLESS STEEL RODS, SERVICE BOXES, TOP SECTIONS	\$1,221.21
73529	AB MAINTENANCE	GARNISHMENT OF WAGES	\$550.00
73530	ACTION PARTS	AIR FILTERS, HYDRAULIC FILTER, OIL FILTER, FUEL FILTER UNIT# 110 LOADER	\$132.16
73531	AG-PLUS MECHANICAL	GRADER BLADE, BOLTS, NUTS UNIT# 144 LOADER	\$383.27
73532	AMSC INSURANCE	JULY HEALTH SPENDING ACTIVITY	\$679.83
73533	ATRON REFRIGERATION	SUPPLY & INSTALL EXHAUST FAN, REPLACE MOTOR OVERLOAD - WTP	\$2,939.71
73534	BIG HILL SERVICES	WHITE ICE PAINT, PAPER LINE KIT, GOAL CREASE, BLUE PAINT - ARENA	\$937.59
73535	CARVER CONSTRUCTION	PROJ# 99 RAW WATER PUMP STATION	\$692,918.26
73536	CUPE	UNION DUES TO JULY 31, 2013	\$2,520.11
73537	FOUNTAIN TIRE	NEW TIRES UNIT#134 LOADER - LANDFILL	\$11,212.88
73538	GRADWELL, RAYMOND	REIMBURSE HOSE REEL, PUMP PARTS, HOOK UNIT#99 1/2 TON	\$148.37
73539	KEYWAY SECURITY	REPAIR INSIDE REAR DOOR TOWN HALL	\$97.65
73540	MPE ENGINEERING	PROJ#21 WTP UPGRADE, PROJ#99 PUMP, PROJ#100 PIPELINE	\$57,182.59
73541	PC CORP	MARCH BACK UP MANAGER	\$393.75
73542	LAPP	LAPP CONTRIBUTIONS REGULAR PAY TO AUGUST 24, 2013	\$17,534.45
73543	REDCLIFF BAKERY	MPC LUNCH AUGUST 21, 2013	\$68.25
73544	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO AUGUST 24, 2013	\$28,511.13
73545	RED HAT COOPERATIVES	REFUND KEY & RENTAL DEPOSIT	\$225.00
73546	ROBERSTON IMPLEMENT	REAR WINDOW & GASKET UNIT# 121 TRACTOR	\$408.72
73547	ROSENAU TRANSPORT	FREIGHT OF HYPOCHLORITE - POOL	\$354.21
73548	STATEMENT ENTERPRISES	REPLACE CHEQUE 73322	\$4,462.50
73549	DIAMOND LINK FENCING	CHAIN LINK FENCING TENSION BARS, BANDS & TIES	\$176.35
73550	TERRED CONSTRUCTION	REPAIR FENCE - 9 RIVERVIEW	\$855.75
73551	TOWN OF REDCLIFF	COW SUPPER JULY 15, 2013 & AUG 19, 2013, TIE DOWNS & CHAIN UNIT#127, ETC	\$287.80
73552	TOWN OF REDCLIFF	REGULAR PAY TO AUGUST 24, 2013	\$78,927.32
	TOTAL CHEQUES: 109	AMOUNT OF CHEQUES:	\$1,405,431.82

**MINUTES OF THE REGULAR MEETING OF THE REDCLIFF TOWN COUNCIL
MONDAY, AUGUST 19, 2013 7:00 p.m.**

PRESENT: Mayor R. Hazelaar
Councillors C. Brown, C. Crozier,
E. Reimer, J. Steinke

Municipal Manager D. Wolanski
Manager of Legislative and S. Simon
Land Services
Manager of Engineering K. Minhas (arrived at 7:53 p.m.)
Acting Director of Public Services J. Garland (left at 7:10 p.m.; returned at 7:11 p.m.)
(left at 8:47 p.m.; returned at 8:48 p.m.)

ABSENT: Councillor D. Kilpatrick, E. Solberg
Director of Finance & R. Osmond
Administration

1. GENERAL

Call to Order **A)** Mayor Hazelaar called the regular meeting to order at 7:05 p.m.

Adoption of Agenda **B)** Councillor Crozier moved the Agenda be adopted as amended. – Carried Unanimously.

Accounts Payable **C)** Councillor Reimer moved the following 177 general vouchers in the amount of \$1,183,455.21 be received for information. – Carried Unanimously.

ACCOUNTS PAYABLE JULY 9, 2013 - AUGUST 6, 2013			
COUNCIL MEETING AUGUST 19, 2013			
73193	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$550.00
73194	BENCHMARK GEOMATICS	FOOTING CHECK	\$157.50
73195	THE BOLT SUPPLY HOUSE	PORTABLE CHOP SAW BLADE	\$101.85
73196	CIBC VISA	LONG SERVICE AWARDS, HOTEL CPA CONFERENCE K.DELL, ETC	\$7,267.67
73197	CANADIAN PACIFIC RAILWAY	JUNE FLASHER CONTRACT	\$667.24
73198	EPCOR ENERGY SERVICES	JUNE ELECTRIC UTILITY - LANDFILL	\$108.92
73199	FOCUS CORPORATION	PROFESSIONAL SERVICES FOR UTILITY RIGHT OF WAY NE1/4 6-13-6W4M	\$315.00
73200	GAR-TECH ELECTRICAL	REPAIR TO TOWN HALL DIMMER AND RCMP BALLAST	\$174.29
73201	GREYHOUND COURIER EXPRESS	FREIGHT OF PARTS FOR LANDFILL	\$19.09
73202	JOE JOHNSON EQUIPMENT	TROUBLESHOOT NOISE IN STEERING UNIT# 145 - MT6 TRACTOR	\$1,369.20
73203	LES'S DRAIN CLEANING SERVICE	ANNUAL SEWER MAINTENANCE	\$630.00
73204	LETHBRIDGE MOBILE SHREDDING	JUNE SHREDDING SERVICE	\$46.20
73205	MEDICINE HAT CO-OP	LATCHING SOLENOID	\$43.09
73206	SUNCOR	FUEL, CLEAR & DYED DIESEL - YARD, DYED DIESEL - LANDFILL	\$21,512.60
73207	PITNEY WORKS	JULY FOLDER/STUFFER CONTRACT	\$145.77
73208	SCHEFFER ANDREW	MAY PLANNING SERVICES	\$299.25
73209	TELUS COMMUNICATION	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$1,731.22
73210	TELUS MOBILITY	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$550.72
73211	MIKES ROADHOUSE	JUNE MEALS ON WHEELS	\$1,512.00
73212	GATEWAY MECHANICAL	REPAIR OVEN - SENIORS DROP IN	\$596.96
73213	WATSON POOLS	LITE SHOCK - POOL	\$3,906.00
73214	ANDERSON, RENEE	REFUND POOL RENTAL	\$50.00
73215	SLJIVIC, CRYSTAL	REFUND POOL RENTAL	\$40.00
73216	HAUSAUER, LAURIE	REFUND SWIM LESSON	\$21.00
73217	CHALKLEY, NIKKI	REFUND SWIM LESSON	\$21.00

73218	FORSYTH, NOREEN	REFUND SWIM LESSON	\$21.00
73219	TYCO INTEGRATED SECURITY	3RD QTR ALARM SERVICES - WTP	\$116.92
73220	XEROX CANADA	APRIL/MAY PRO232 COPIES	\$9.33
73221	CIBC	SUPPLEMENTAL PENSION TO JUNE 29	\$3,835.65
73222	RECEIVER GENERAL	STATUTORY DEDUCTIONS JULY COUNCIL PAY	\$629.52
73223	TOWN OF REDCLIFF	JULY COUNCIL PAY	\$7,207.22
73224	ACKLANDS - GRAINGER	MARKING PAINT	\$303.73
73225	ACTION PARTS	PRJ# 91 & 112 1/2 TON TRAILER HITCHES, U#136 FORD F150 HITCH, ETC	\$1,173.46
73226	THE BOLT SUPPLY HOUSE	BOLTS, NUTS & WASHERS	\$33.11
73227	BOSS LUBRICANTS	GEAR OIL, TRACTOR FLUID	\$2,116.76
73228	C & H IRRIGATION	TUBING, HOSE & CLAMP	\$508.26
73229	CBV COLLECTION SERVICES	JUNE COLLECTION FEES	\$29.90
73230	CANADIAN ARENA PRODUCTS	PRJ# 118 ICE RINK DEPOSIT	\$17,766.00
73231	C.E.M. HEAVY EQUIPMENT	FILTERS, ELEMENTS, WIPER BLADES UNIT#134 LOADER	\$747.71
73232	CITY OF MEDICINE HAT	JUNE UTILITIES	\$73,713.53
73233	CLEARTECH INDUSTRIES	ALUMINUM SULPHATE	\$3,759.79
73234	DAVIS PONTIAC BUICK GMC	LEAF SPRING ASSY & BUMPER, BRACKET UNIT#118 CHEV 3 TON	\$1,193.61
73235	DIAMOND MUNICIPAL SOLUTIONS	GP2010 UPGRADE	\$4,688.25
73236	DUNLOP STERLING	TIE ROD UNIT#94 GARBAGE TRUCK	\$74.41
73237	FISCHER, ROD	REFUND EMPLOYEE PROPERTY TAX PAYMENT	\$75.00
73238	FOUNTAIN TIRE	NEW TIRE UNIT#111 TORO MOWER	\$161.64
73239	GNJ LINE CONTRACTING	BORE WATER LINES AT 27 1 ST. S.W. AND WATERPARK	\$1,575.00
73240	REDCLIFF HOME HARDWARE	GAS CAPS, TRIMMER HEADS & HANDLE, LADDER, CHAIN OIL, ETC	\$559.30
73241	JOHN'S WATER HAULING	WATER DELIVERY TO LANDFILL	\$90.00
73242	PAD-CAR MECHANICAL	REPLACE SUMP PUMP TOWN HALL	\$4,112.19
73243	PC CORP	APRIL & JUNE INFORMATION SYSTEM SUPPORT	\$1,630.13
73244	PINNACLE INTERNATIONAL	GOVERNOR, AIR DRYER, CABIN AIR FILTER UNIT# 128 GARBAGE TRUCK	\$441.25
73245	ROSENAU TRANSPORT	FREIGHT OF CYLINDERS & DRUMS - WTP	\$933.16
73246	SALBRO CONSULTING SERVICES	2012 ANNUAL REPORTS - LANDFILL	\$23,762.83
73247	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$136.50
73248	STEEP ROCK	1" SCREENED ROCK	\$1,622.67
73249	STRUCK, WENDY	SUMMER ART PROGRAM MATERIALS	\$350.00
73250	GOYER, JIM	REFUND POOL RENTAL	\$50.00
73251	ELLE, CLIFFORD	REFUND KEY & RENTAL DEPOSIT	\$225.00
73252	TOWN OF REDCLIFF	NOZZLE, BATERIES, COFFEE, SWIMMERS, POOL SUPPLIES, ETC	\$174.90
73253	TOWN OF REDCLIFF - LANDFILL	JUNE LANDFILL TONNAGE	\$5,955.63
73254	XEROX CANADA	JULY WC7655 COPIER SERVICE, JUNE COPIES	\$496.80
73255	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$680.64
73256	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS TO JULY 13, 2013	\$17,677.07
73257	RECEIVER GENERAL	STATUTORY DEDUCTIONS REGULAR PAY TO JULY 13, 2013	\$36,513.05
73258	TOWN OF REDCLIFF	REGULAR PAY TO JULY 13, 2013	\$86,458.17
73259	A & B STEEL	12" CULVERTS & COUPLERS	\$887.96
73260	ACTION PARTS	WIPER BLADES U#121 TRACTOR, MIRRORS U#115 GMC 3500	\$67.18
73261	AMSC INSURANCE SERVICES	JUNE HEALTH SPENDING ACTIVITY, AUGUST EMPLOYEE BENEFITS	\$14,392.85
73262	BROWNLEE	PROFESSIONAL SERVICES - LOCAL IMPROVEMENT BYLAW REVIEW	\$12,194.94
73263	CARVER CONSTRUCTION	PROJ#99 RAW WATER PUMP STATION	\$310,483.28
73264	CLEAR SKY RADIO	ADVERTISING FOR REDCLIFF DAYS	\$420.00
73265	CLEARTECH INDUSTRIES	REPAIR CHLORINATOR - WTP	\$333.15
73266	CYPRESS COUNTY	2013 ANNEXATION PAYMENT	\$40,000.00
73267	CYPRESS GROUP	2ND QTR TOSHIBA & CANON COPIER SERVICE	\$3,992.49
73268	FINNING	FILTERS, OIL, OIL ANALYSIS KITS, AIR FILTERS UNIT#142 COMPACTOR	\$988.98
73269	FORTY MILE GAS CO-OP	JUNE GAS UTILITY - LANDFILL	\$67.03
73270	FOUNTAIN TIRE	TIRE REPAIR & NEW TIRES UNIT# 115 GMC 3500	\$487.02
73271	GRADWELL, RAYMOND	REIMBURSE FOR PUMP REPAIR PARTS UNIT#99 DODGE 1/2 TON	\$25.80
73272	GREYHOUND COURIER EXPRESS	FREIGHT OF PARTS FOR LANDFILL	\$62.31
73273	HARV'S JANITORIAL SERVICES	JUNE JANITORIAL SERVICES	\$3,386.25
73274	LETHBRIDGE HERALD	JUNE ADVERTISING	\$1,078.20
73275	LIFESAVING SOCIETY	CANADIAN LIFESAVING MANUAL - BRONZE MEDALLION BOOKS	\$233.94
73276	L.W. DENNIS CONTRACTING	PRJ#100 RAW WATER SUPPLY PIPELINE UPGRADE	\$172,024.21
73277	MACARTHUR, VICKI	EYEWEAR REIMBURSEMENT	\$200.00
73278	MEDICINE HAT MINOR SOFTBALL	REFUND BALL DIAMOND RENTAL	\$103.95

73279	SHAW CABLE	AUGUST INTERNET SERVICES	\$375.54
73280	PARK ENTERPRISES	JUNE PERMITS	\$439.03
73281	PC CORP	APRIL, MAY & JUNE BACK UP MANAGER	\$1,716.76
73282	SUNCOR	CLEAR DIESEL - PUMP HOUSE (FLOOD), DYED DIESEL - LANDFILL	\$7,380.49
73283	PINNACLE INTERNATIONAL	LATCH U#128 GARBAGE, POWER-STEERING RESERVOIR U#119 INTL	\$107.20
73284	PUROLATOR	FREIGHT OF CHLORINATOR - WTP	\$33.16
73285	REDCLIFF BAKERY	MPC LUNCH JULY 17, 2013	\$68.25
73286	SALBRO CONSULTING SERVICES	2011 GROUNDWATER REPORT	\$15,628.14
73287	STAPLES MEDICINE HAT	NAME TAG KITS - FLOOD	\$36.34
73288	TELUS COMMUNICATION	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$122.71
73289	TELUS MOBILITY	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$117.49
73290	KUYSTERMANS, ALEX	REFUND INACTIVE UTILITY ACCOUNT	\$22.06
73291	MEDICINE HAT AUTISM SUPPORT	REFUND KEY & RENTAL DEPOSIT	\$225.00
73292	DARKSIDE PROPERTY MGMT	REFUND INACTIVE UTILITY ACCOUNT	\$260.75
73293	DEBOLT, MICHELLE	REFUND KEY & RENTAL DEPOSIT	\$225.00
73294	MEXICANA	REFUND INACTIVE UTILITY ACCOUNT	\$87.47
73295	1083025 ALBERTA	REFUND PROPERTY TAX OVERPAYMENT	\$1,136.64
73296	TOWN OF REDCLIFF	COFFEE, ICE PACKS FOR SHIPPING WTP SAMPLES, FITTINGS, ETC	\$165.80
73297	WCB	MAY, JUNE, JULY PREMIUMS	\$3,963.99
73298	WE CARE HOME HEALTH CARE	JUNE HOMECARE	\$112.00
73299	A & B STEEL	REDI ROD, BOLT HOOKS	\$44.96
73300	ACTION PARTS	LED & PIVOT WORKLIGHTS	\$26.74
73301	BATTERY DIRECT	DISCOVER 6 VOLT BATTERY TOWN HALL	\$16.63
73302	CANSEL	REPAIRS TO HP PLOTTER - ENGINEERING	\$677.97
73303	DEL	AUTO CRANE REMOTE UNIT#115 GMC 3500	\$935.05
73304	CLEARTECH INDUSTRIES	ALUMINUM SULPHATE, CHLORINE - WTP	\$13,107.38
73305	EECOL ELECTRIC	RELAY	\$96.60
73306	ENSTEEL INDUSTRIES	3 CUBIC YARD EMCO STYLE GARBAGE BINS	\$45,570.00
73307	FARMLAND SUPPLY CENTER	INDUSTRIAL BLEACH, PUMP - POOL	\$330.75
73308	FOUNTAIN TIRE	TIRE REPAIR UNIT#108 01 BOBCAT, NEW TIRES UNIT#122 LOADER	\$905.40
73309	FOX ENERGY SYSTEMS	SIGN, CALIBRATE GAS DETECTOR, RESPIRATOR, RAIN JACKETS, ETC	\$664.92
73310	GRAND RENTAL STATION	CANADA DAY TENTS, PA SYSTEM, CANDY FLOSS MACHINE	\$1,155.00
73311	XYLEM WATER SOLUTIONS	INSPECT & REPAIR NW STORM POND	\$334.95
73312	KLEARWATER EQUIPMENT	ISOPAC	\$2,513.70
73313	MH CHAMBER OF COMMERCE	2013/14 MEMBERSHIP	\$409.50
73314	MEDICINE HAT CO-OP	QUICK CONNECT, CONNECTOR, VALVE BOX COVER	\$29.37
73315	MURRAY, CINDY	REIMBURSE CANADA DAY MUSIC, MOVIE RENTAL, PENNY CARNIVAL, ETC	\$1,591.50
73316	PAD-CAR MECHANICAL	REPLACE FLOAT IN SUMP PUMP AT PUBLIC SERVICES SHOP	\$468.55
73317	PC CORP	JULY INFORMATION SYSTEM SUPPORT	\$181.13
73318	PINNACLE INTERNATIONAL	THROTTLE LEVER & SPRINGS UNIT#93 3 TON, RUBBER HOSE	\$219.99
73319	ROBERTSON IMPLEMENT	WINDOWS, SEAL, SEAT BELT KIT, FUEL PUMP, ETC U#121 TRACTOR	\$736.98
73320	ROSENAU TRANSPORT	FREIGHT OF PUMP, CYLINDERS, FILTER FABRIC, HYPOCHLORITE	\$886.94
73321	SOUTH COUNTRY GLASS	REPAIR AUTOMATIC DOOR AT LIBRARY	\$454.13
73322	STATEMENT ENTERPRISES	MOVIE IN THE PARK - JULY 20, 2013	\$4,462.50
73323	WATSON POOLS	CHLOR OUT, ALGECIDE - POOL	\$431.34
73324	SLJIVIC, CRYSTAL	REFUND POOL RENTAL	\$10.00
73325	BREWMASTER WHOLESAL	STYROFOAM CONTAINERS & LIDS	\$61.06
73326	NATIONAL NEON DISPLAYS	MESSAGE BOARD REPAIR	\$231.00
73327	CHALKEY, NIKKI	REFUND SWIM LESSON	\$21.00
73328	AB MAINTENANCE ENFORCEMENT	GARNISHMENT OF WAGES	\$680.64
73329	PROVINCIAL TREASURER - LAPP	LAPP CONTRIBUTIONS TO JULY 27, 2013	\$17,575.97
73330	RECEIVER GENERAL	STATUTORY DEDUCTIONS TO JULY 27, 2013	\$30,310.48
73331	TOWN OF REDCLIFF	REGULAR PAY TO JULY 27, 2013	\$79,875.82
73332	A & B STEEL	SPRING LOCKING HOOKS, SCREW PIN ANCHOR SHACKLES, TUBING	\$56.09
73333	AL'S AUDIO	SCREEN - MUNICIPAL AFFAIRS MUNICIPAL INSPECTION PRESENTATION	\$36.75
73334	ATRON REFRIGERATION	SPRING HVAC MAINTENANCE AT LANDFILL, WTP, PS, POOL, LIBRARY, ETC	\$1,723.32
73335	BENCHMARK GEOMATICS	FOOTING CHECK 938 MANOR PLACE, GRADE PLAN 40 RIVERVIEW DR. SE	\$367.50
73336	C.E.M. HEAVY EQUIPMENT	TURBO CHARGER UNIT#134 LOADER	\$2,997.75
73337	CIBC VISA	POSTAGE, LANTERNS, EOC OPERATIONS MEALS, FILTER	\$4,000.95

		FABRIC, ETC	
73338	DB PERKS & ASSOCIATES	REPAIRS TO DOLPHIN VACCUUM - POOL	\$1,427.79
73339	FINNING	PRE-MIX COOLANT	\$136.08
73340	FOX ENERGY SYSTEMS	COVERALLS	\$52.24
73341	GAR-TECH ELECTRICAL	MESSAGE BOARD REPAIR	\$236.25
73342	HARV'S JANITORIAL SERVICES	JULY JANITORIAL SERVICES	\$3,386.25
73343	HYDRACO INDUSTRIES	HYDRAULIC CYLINDER REPAIR UNIT#128 GARBAGE TRUCK	\$9,550.00
73344	LES'S DRAIN CLEANING SERVICE	ANNUAL SEWER MAINTENANCE	\$126.00
73345	MEDICINE HAT LICENCE CENTRE	DUPLICATE REGISTRATION UNIT#104 DODGE 1/2 TON	\$22.45
73346	PARK ENTERPRISES	MARCH AND MAY PERMITS	\$1,601.78
73347	PINNACLE INTERNATIONAL	CUSHION, COLLAR, SPACER, PINS UNIT#132 KUBOTA SWEEPER/MOWER	\$93.79
73348	PITNEY WORKS	AUGUST FOLDER/STUFFER CONTRACT	\$145.77
73349	PRECISION GIANT SYSTEMS	WEIGH SCALE REPAIRS & CALIBRATION - LANDFILL	\$2,781.14
73350	ROSENAU TRANSPORT	FREIGHT OF HYPOCHLORITE SOLUTION - POOL	\$319.60
73351	SANATEC ENVIRONMENTAL	PUMP SEPTIC TANK - LANDFILL	\$136.50
73352	STEEP ROCK	3/4" ROADCRUSH, RIP RAP	\$3,903.48
73353	TELUS COMMUNICATION	JULY/AUG CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$1,618.36
73354	TELUS MOBILITY	JULY CELL PHONE, TELEPHONE, RADIO & PAGER CHARGES	\$36.28
73355	EXOVA	WATER ANALYSIS	\$169.75
73356	MIKES ROADHOUSE	JULY MEALS ON WHEELS, FOAM CONTAINERS	\$1,444.24
73357	WATSON POOLS	CYANURIC TABS - POOL	\$81.90
73358	BREWMASTER WHOLESALE	MEALS ON WHEELS CONTAINERS	\$67.88
73359	BARABE, TARA	REFUND SWIM LESSON	\$52.00
73360	PRAIRIE PRECAST	CONCRETE BARRIERS	\$3,622.50
73361	WAITES, JEFFERY	REFUND ART CLASS FEE	\$63.00
73362	PATTERSON, ANGIE	REFUND SWIM LESSON	\$21.00
73363	STUBBINS, CHRISTINA	REFUND SWIM LESSON	\$42.00
73364	MARTIN, BRANDI	REFUND SWIM LESSON	\$42.00
73365	MITCHELL, DERICE	REFUND KEY & RENTAL DEPOSIT	\$125.00
73366	FRANCHETTO, KAREN	REFUND SWIM LESSON	\$21.00
73367	GROVE, ROXANNE	REFUND ART CLASS FEES	\$58.80
73368	WOLANSKI, DAVID	REIMBURSE FOR RETIREMENT WATCH - V.MACARTHUR	\$452.81
73369	ZEP SALES & SERVICE	FORMULA 50 DEGREASER, TNT VEHICLE WASH SOAP	\$318.24
	TOTAL CHEQUES: 177	AMOUNT OF CHEQUES:	\$1,183,455.21

2. DELEGATION

Staff Sgt. Sean Maxwell, RCMP

A) Staff Sgt. Sean Maxwell was in attendance to introduce himself to Council.

J. Garland left at 7:10 p.m.; returned at 7:11 p.m.

Councillor Brown moved the verbal introduction of Staff Sgt. Sean Maxwell be received for information. - Carried

Staff Sgt. Maxwell left at 7:16 p.m.

3. PUBLIC HEARING

Bylaw 1755/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 39, Block 61, Plan 1310076 and Lot 47, Block 34, Plan 1212279 from H Horticultural to HC-RD Horticultural and Commercial Mixed Use Restricted District

A) Mayor Hazelaar called the Public Hearing for Bylaw 1755/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 39, Block 61, Plan 1310076 and Lot 47, Block 34, Plan 1212279 from H Horticultural to HC-RD Horticultural and Commercial Mixed Use Restricted District to order at 7:16 p.m.

No one was in attendance from the public.

Cypress County provided a written response advising that they had no concerns or comments for the proposed Bylaw.

Mayor Hazelaar declared the Public Hearing closed at 7:17 p.m.

4. MINUTES

Council meeting held July 15, 2013

A) Councillor Reimer moved the minutes of the Council meeting held July 15, 2013 be adopted as presented. – Carried Unanimously.

Special Council Meeting held July 30, 2013

B) Councillor Brown moved the minutes of the Special Council Meeting held July 30, 2013 be adopted as presented. – Carried Unanimously.

Committee of the Whole meeting held July 15, 2013

C) Councillor Crozier moved the minutes of the Committee of the Whole meeting held July 15, 2013 be received for information. – Carried Unanimously.

Redcliff Public Library Board meeting held May 28, 2013

D) Councillor Steinke moved the minutes of the Redcliff Public Library Board meeting held May 28, 2013 be received for information. – Carried Unanimously.

Economic Development Alliance board meeting held May 15, 2013

E) Councillor Crozier moved the minutes of the Economic Development Alliance board meeting held May 15, 2013 be received for information. – Carried Unanimously.

5. BYLAWS

Bylaw 1752/2013 Fees, Rates and Charges Bylaw

A) Councillor Reimer moved Bylaw 1752/2013 Fees, Rates and Charges Bylaw be given second reading as amended. – Carried Unanimously.

Councillor Steinke moved Bylaw 1752/2013 Fees, Rates and Charges Bylaw be given third reading. – Carried Unanimously.

Bylaw 1754/2013, Cemetery Bylaw

B) Councillor Crozier moved Bylaw 1754/2013 being the Cemetery Bylaw be given second reading. – Carried Unanimously.

Councillor Reimer moved Bylaw 1754/2013 being the Cemetery Bylaw be given third reading. – Carried Unanimously.

Bylaw 1755/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land

C) Councillor Brown moved Bylaw 1755/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 39, Block

Use District for Lot 39, Block 61, Plan 1310076 and Lot 47, Block 34, Plan 1212279 from H Horticultural to HC-RD Horticultural and Commercial Mixed Use Restricted District

61, Plan 1310076 and Lot 47, Block 34, Plan 1212279 from H Horticultural to HC-RD Horticultural and Commercial Mixed Use Restricted District be given second reading. – Carried Unanimously.

Councillor Crozier moved Bylaw 1755/2013 being a bylaw to amend Bylaw 1698/2011 being the Land Use Bylaw to amend the Land Use District for Lot 39, Block 61, Plan 1310076 and Lot 47, Block 34, Plan 1212279 from H Horticultural to HC-RD Horticultural and Commercial Mixed Use Restricted District be given third reading. – Carried Unanimously.

6. STAFF RECOMMENDATIONS

Assessment Services
Re: Proposals for the supply and delivery of assessment services

A) Councillor Brown moved that the Town of Redcliff have administration sign a contract with Benchmark Assessment Consultants Inc. for the property tax years January 1, 2013 to December 31, 2015 at the rates specified below:

July 2013 – June 2014 \$21.00 per parcel

July 2014 – June 2015 \$22.00 per parcel

July 2015 – June 2016 \$23.00 per parcel.

- Carried Unanimously.

Request to Reverse Penalty

B) Councillor Crozier moved that the Town of Redcliff reverse the penalty of \$1,353.86 levied July 1, 2013 on Tax Roll 0229500, Lot 13, Block 1, Plan 0411924. – Carried Unanimously.

Tax Recovery Auction
Re: Establish terms, conditions and reserve prices

C) Councillor Steinke moved that the Town of Redcliff offer the following property for sale at a public auction to be held on October 24, 2013 at 10:30 am. Meridian 4, Range 6, Township 13, Section 5 SE – reserve bid established at \$23,670.00. Further that the terms of the sale be cash or certified cheque and conditions of the sale be “This property is offered for sale on an ‘as is, where is’ basis and the Town of Redcliff makes no representations and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use district, buildings, and development conditions, absence or presence of environmental contamination, or the develop ability of the subject land for any intended use by the purchaser.” - Carried Unanimously.

MPE Engineering Additional fees for Raw Water Supply Project

D) Councillor Brown moved the Town of Redcliff accept the negotiated additional engineering fees requested by MPE in their letter dated July 24, 2013 with the amount of \$30,064.65 plus GST for Raw Water Pipeline Project. Further that the additional fee to be funded from Water System Reserve and Alberta Municipal Water/Wastewater Partnership (AMWWP) grant. - Carried Unanimously.

Municipal Inspection Recommendations	E) Councillor Reimer moved the Request for Decision dated August 19, 2013 regarding Municipal Inspection Recommendations be received for information. – Carried Unanimously.
Inspection Recommendation #2 That all of council and senior administration attend a roles and responsibilities workshop after the general election in October 2013.	Councillor Brown moved that Town Council and senior administration attend a roles and responsibilities training session in the City of Medicine Hat led by George Cuff on November 25, 2013 for a maximum cost of \$4,250. Further, that a roles and responsibilities training session be scheduled with Alberta Municipal Affairs following the municipal election for all of council and senior administration. – Carried Unanimously.
Inspection Recommendation #3 That a council orientation policy be developed for implementation following the October 2013 general election	Councillor Crozier moved that administration bring forward for consideration prior to the municipal election a policy detailing council orientation following an election. – Carried Unanimously.
Inspection Recommendation #8 That council discontinue the Committee of the Whole meetings and conduct all council matters at regular meetings of council	Councillor Brown moved that Committee of the Whole meetings be discontinued and council proceed with only having regular council meetings as per the current schedule and the Procedural Bylaw be brought forward with amendments reflecting the change. – Carried Unanimously.
Inspection Recommendation #10 That equal access to office space be provided for all of council	Councillor Brown moved administration bring forward for consideration a plan for additional or shared office space for all of council and an inclusive picture of all of council be included in the plans for council chambers and lobby renovations. – Carried Unanimously.
	K. Minhas arrived at 7:53 p.m.
Inspection Recommendation #13 That council include, in the Procedural Bylaw, specific criteria regarding delegations that wish to address council, that provides for a more inclusive and transparent process that removes discretionary authority from the Mayor and the CAO	Councillor Brown moved that the Procedural Bylaw be brought back to council for consideration and review of the process by which the public has access to council, prior to the 2013 municipal election. – Carried Unanimously. E. Reimer left the meeting at 8:03 p.m.

Inspection Recommendation #16
Administration should enroll in a workshop designed to develop minute taking skills

Councillor Crozier moved that minutes of council meetings include resolution numbers beginning September 9, 2013.

Councillor Crozier withdrew her motion.

E. Reimer re-joined the meeting at 8:06 p.m.

Councillor Steinke moved that minutes of council meetings include resolution numbers beginning January 1, 2014 – Carried Unanimously.

Inspection Recommendation #25
All of council and senior administration receive relevant FOIP training

Councillor Brown moved to direct administration to proceed with investigating required FOIP training, specifically the session from Service Alberta called FOIP General Awareness, for council and senior staff to be held in the Town of Redcliff for a cost of \$1,750.00 plus travel costs for the instructors. Further, that options for training dates following the 2013 municipal election be brought back to council for consideration. – Carried Unanimously.

Inspection Recommendation #26
That council direct administration to develop a policy on public engagement in accordance with Part 7 of the MGA, which could include the various ways council may seek input from the public

Councillor Reimer moved that a separate policy on public engagement be developed by administration and brought forward to council for consideration. – Carried Unanimously.

Inspection Recommendation #27
That council review the water rate bylaw and develop wording to clarify exactly how water is charged to the user

Councillor Steinke moved that the Water Rates Bylaw be reviewed during the normal annual review period. – Carried Unanimously.

Inspection Recommendation #29
That council re-consider the current structure of the land-use bylaw to meet best practice of detailing levels of discretion in the Development Authority section of the bylaw rather than separating discretionary uses in the land-use district

Councillor Steinke moved that the Land Use Bylaw relating to discretionary authority be reviewed by the Redcliff Planning Board and Municipal Planning Commission and recommendations and comments respectively, if any, be brought back to Council for their consideration and review. – Carried Unanimously.

Inspection Recommendation #32
That council re-consider its role as the subdivision approving authority and transfer the responsibilities for subdivision application decision making to the Municipal Planning Commission (MPC). As one alternative to correcting the Subdivision and Development Appeal Board (SDAB) composition issue, councillors would either sit on the Municipal Planning Commission or sit

Councillor Steinke moved that no changes to the subdivision approving authority for the Town of Redcliff be entertained at this time and that the issue will be reviewed in conjunction with the on-going review of bylaws, policies, and plans. – Carried.

on the Subdivision and Development Appeal Board, and the remaining councilor would sit as an alternate on the Subdivision and Development Appeal Board

Inspection Recommendation #34

That council reconsider the composition of the Redcliff Planning Board by removing council representation but retaining the technical and planning expertise of administration and the planning consultant. The Redcliff Planning Board would act as a resource and advisory body to each of the Town's planning authorities. Council may also wish to enhance the role and responsibilities of the Municipal Planning Commission in providing recommendations to council on planning matters to strengthen the contributions it can make to the community. The Redcliff Planning Board need not be established by bylaw as it is a non-statutory body.

Councillor Brown moved to direct administration to bring forward recommendations as to possible cancellation of Bylaw 1414/2005 and how to identify the Redcliff Planning Board, its composition without members of council, and its mandate. – Defeated

Councillor Crozier moved that no changes to the composition of the Redcliff Planning Board be considered at this time; however, that administration bring forward recommendations as to possible cancellation of Bylaw 1414/2005 and how to identify the Redcliff Planning Board, its composition, and its mandate. – Carried.

Inspection recommendation #35 and #36

Council should investigate alternate methods of dealing with costs of development.

Council explore the benefits of modifying their standard service agreement to include provisions for the recovery of a proportionate share of local improvement costs from benefiting lands when a developer is required to over-size a local improvement and/or front end those costs.

Councillor Reimer moved to direct administration to bring forward recommendations for a policy, including draft service agreements, on how a developer will cover the costs of required infrastructure. - Carried

Inspection recommendation #37

Council should consider adopting an off-site levy bylaw to pay for construction of new or expanded infrastructure

Councillor Crozier moved to direct administration to provide information related to the development of the infrastructure capacity fee policy as well as any new information or recommendations for change. – Carried Unanimously.

Inspection recommendation #39

Administration should provide quarterly reports to council which summarize financial activities and information

Councillor Steinke moved to direct administration to provide simplified quarterly financial summaries, as originally determined by the Director of Finance and Administration and Municipal Manager but subject to suggested changes from council, to council in regular council meeting packages. – Carried Unanimously.

7. CORRESPONDENCE

Alberta Justice and Solicitor General
Re: 2013-14 New Police Officer Grant
electronically transferred

A) Councillor Crozier moved correspondence dated July 8, 2013 from Alberta Justice and Solicitor General regarding 2013-14 New Police Officer Grant being electronically transferred be received for information. – Carried Unanimously.

J. Garland left at 8:47 p.m.; returned at 8:48 p.m.

Alberta Emergency Management
Agency
Re: Town of Redcliff Application for
Disaster Recovery Program

B) Councillor Steinke moved correspondence dated July 23, 2013 from Alberta Emergency Management Agency regarding Town of Redcliff Application for Disaster Recovery Program for flooding event from June 21 - 28, 2013 be received for information. – Carried Unanimously.

Roger and Merna Prevost
Re concern regarding overland flooding

C) Councillor Reimer moved correspondence dated August 3, 2013 from Roger and Merna Prevost regarding concern of overland flooding and other issues along with the Municipal Managers memo be received for information. Further that administration respond to Roger and Merna Prevost with the details included in the memo. - Carried Unanimously.

Redcliff Public Library 2012 Annual
Report

D) Councillor Steinke moved the 2012 Redcliff Public Library Annual Report be received for information. – Carried Unanimously.

Economic Development Alliance of
Southeast Alberta
Re: Economic Outlook Summit 2013

E) Councillor Steinke moved correspondence received from Economic Development Alliance of Southeast Alberta advising of Economic Outlook Summit 2013 to be held on October 30th, 2013 be received for information. – Carried Unanimously.

Councillor Steinke moved Town purchase a table (8 persons) for the Economic Outlook Summit 2013 at a cost of \$500.00 to be funded from operations. - Carried

Letter from D. Prpick

F) Councillor Brown moved correspondence dated August 13, 2013 from D. Prpick be received for information. – Carried Unanimously.

Alberta Culture
Re: 2013 Stars of Alberta Volunteer
Awards - Call for Nominations

G) Councillor Brown moved correspondence from Alberta Culture received on August 13, 2013 regarding 2013 Stars of Alberta Volunteer Awards – Call for Nominations be received for information. Further that the correspondence from Alberta Culture regarding 2013 Stars of Alberta Volunteer Awards – Call for Nominations be forwarded to Redcliff Family and Community Support Services board, Redcliff Lions Club, Redcliff Royal Canadian Legion, Redcliff and District Recreation Services Board and Redcliff Senior Citizens for their information– Carried Unanimously.

Alberta Municipal Affairs
Re: Initial inspection report prepared by
Activation Analysis Group Inc.

H) Councillor Steinke moved the letter dated August 14, 2013 from Alberta Municipal Affairs regarding initial inspection report prepared by Activation Analysis Group Inc. (AAGA) and submitted to the department in August 2012 be received for information. – Carried Unanimously.

8. OTHER

Municipal Manager's Report

A) Councillor Crozier moved the Municipal Manager's Report to Council dated August 19, 2013 be received for information. – Carried Unanimously.

Landfill Equipment Repairs

B) Councillor Crozier moved the memo dated August 19, 2013 from the Municipal Manager regarding repairs to Landfill Equipment be received for information. – Carried Unanimously.

Municipal Manager
Municipal Inspection Report to Minister
of Municipal Affairs

C) Councillor Steinke moved the Municipal Manager's memo to Council regarding the Municipal Inspection Report to the Minister of Municipal Affairs be received for information. – Carried Unanimously.

Regional Landfill Graphs to July 31,
2013

D) Councillor Reimer moved the Regional Landfill Graphs to July 31, 2013 be received for information. – Carried Unanimously.

9. ADJOURNMENT

Adjournment

Councillor Steinke moved to adjourn the meeting at 9:32 p.m. – Carried Unanimously.

Mayor

Manager of Legislative and Land Services

**MINUTES OF THE COMMITTEE OF THE WHOLE
MONDAY AUGUST 19, 2013, 5:30 P.M.
TOWN COUNCIL CHAMBERS**

PRESENT:	Mayor:	R. Hazelaar
	Councillors:	C. Brown, C. Crozier, E. Reimer, J. Steinke
	Municipal Manager	D. Wolanski
	Manager of Legislative and Land Services	S. Simon
ABSENT:	Councillors	D. Kilpatrick, E. Solberg
	Director of Finance & Administration	R. Osmond
	Public Services Director	D. Schaffer
	Manager of Engineering	K. Minhas

1. GENERAL

A) CALL TO ORDER

Mayor Hazelaar called the meeting to order at 5:36 p.m.

B) ADOPTION OF AGENDA

Councillor Brown moved the Agenda be adopted as presented. – Carried Unanimously.

2. MINUTES

Councillor Reimer moved the minutes of the Committee of the Whole meeting held July 15, 2013 be adopted as presented. – Carried Unanimously.

3. NEW BUSINESS

A) Bylaw 1756/2013, to amend Bylaw 1698/2011 being the Land Use Bylaw to regulate Recreational Vehicles

B) Bylaw 1757/2013, the Traffic Bylaw

Councillor Steinke moved to bring forward for 1st reading the bylaws as presented and establish, where necessary, a non-statutory public hearing to coincide with the public hearing related to Land Use Bylaw amendments.

Councillor Steinke withdrew his motion.

Councillor Brown moved to schedule an open house for public consultation to present concepts discussed on Land Use Bylaw and Traffic Bylaw to regulate recreational vehicles. – Carried Unanimously.

C) Policies**i) Policy 120, Social Media Policy**

Councillor Crozier moved to bring Social Media Policy 120 forward to a future Council meeting for consideration as presented. - Carried Unanimously.

ii) Policy 050, Smoking Policy

Councillor Crozier moved to bring forward Smoking Policy 050 to a future Council meeting for consideration of changes as presented. - Carried Unanimously.

D) Smart Meters

Councillor Reimer moved that information regarding Smart Meters be received for information. – Carried Unanimously.

E) Town Hall Meeting

Councillor Steinke moved to postpone the start of annual Town Hall meetings until early in 2014. – Carried Unanimously.

4. ADJOURN

Councillor Steinke moved the meeting be adjourned at 6.53 p.m. – Carried Unanimously.

Chairman

Manager of Legislative and Land Services

**REDCLIFF PLANNING BOARD MEETING
TUESDAY, AUGUST 20, 2013
TOWN OF REDCLIFF COUNCIL CHAMBERS AT 9:00 AM
MINUTES**

PRESENT:	Mayor	R. Hazelaar
	Manager of Legislative & Land Services	S. Simon
	Manager of Engineering	K. Minhas
	Planning Consultant	K. Snyder

ABSENT:	Municipal Manager	D. Wolanski
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1. CALL TO ORDER

Manager of Legislative & Land Services called the meeting to order at 9:14 a.m.

2. ADOPTION OF AGENDA

Agenda was adopted as presented.

3. PREVIOUS MINUTES

Minutes of the June 18, 2013 were accepted as presented.

4. NEW BUSINESS

A) Letter from Roger & Merna Prevost

Re: Concerns with Overland Flooding of Lot 46, Block 122 Plan 9811474

The Board received for information the letter from Roger and Merna Prevost dated August 3, 2013 regarding concerns with overland flooding of Lot 46, Block 122, Plan 9811474 (238 5th St. NW).

B) Proposed Bylaw 1756/2013 to amend Bylaw 1698/2011 being the Land Use Bylaw to regulate Recreational Vehicles.

The Board reviewed proposed bylaw 1756/2013, a bylaw to amend the Land Use Bylaw to add regulations for recreational vehicles. The Board was advised that Council passed a motion the previous evening that an open house be scheduled to solicit feedback from Redcliff residents on proposed changes. The Planning Consultant agreed that this would be a good step to include in the process, in addition to the required public hearing.

The Board discussed the proposed changes to the bylaw. Some inconsistencies with the wording and definitions were identified (ie: usage/definition of vehicle, motor vehicle & recreational vehicles). Also if the intent is to limit the number of recreational vehicles on property the term recreational vehicles should be clarified as a property owner may also have a boat trailer or a trailer to haul quads or sea doo's. The intent needs to be clarified if it will be limited to just one trailer or if it was meant to limit it to one trailer with sleeping accommodations.

K. Snyder questioned if the proposed .5 m setback from sidewalk, curb or roadway was meant to be from property line. Board members confirmed the intent was .5m from sidewalk, curb or roadway. K. Snyder also questioned the "corner visibility triangle" and if it applied to recreational vehicles.

The Board questioned if a sideyard setback should be applicable to recreational vehicles. The Board suggested that a 1m sideyard setback be included for a discussion item at the open house. As well as reference to the "corner visibility triangle" should be included in the proposed wording changes. Further that the wording be reviewed to ensure consistency between words & meanings.

The Board discussed timing of the open house and commented that delaying an open house until Spring 2014 may be better as elections are upcoming and additional time will allow the new council to review the issues. As well this would accommodate those people that may travel during the winter season with their RV's to have sufficient opportunity to provide comments. K. Snyder suggested that a questionnaire/survey may also be a good option to consider in the process for soliciting feedback.

5. FUTURE/ONGOING PROJECT LISTING

- A)** Subdivision Plan Lot 1, Block 8, Plan 0412179 (Future Protective Services Site)
- B)** I-XL Development
- C)** Engineering and Development Plan Review
- D)** River Terrace Area Structure Plan
- E)** Joint Area Structure Plan (ASP) with Cypress County

6. ADJOURNMENT

The meeting was adjourned at 10:15 p.m.

**MUNICIPAL PLANNING COMMISSION MEETING
WEDNESDAY, JULY 17, 2013 – 12:30 PM
TOWN OF REDCLIFF COUNCIL CHAMBERS**

MINUTES

PRESENT: Members: J. Beach, B. Duncan, L. Leipert,
B. Lowery, D. Schaffer, B. Vine, S. Wertypora
Planning Consultant: K. Snyder
Development Officer B. Stehr

1. CALL TO ORDER

B. Duncan called the meeting to order at 12:35 p.m.

2. ADOPTION OF AGENDA

S. Wertypora moved that the agenda be adopted as amended. - Carried.

3. PREVIOUS MINUTES

L. Leipert moved the minutes of the March 21, 2012 meeting be adopted as presented. – Carried.

4. LIST OF DEVELOPMENT PERMITS ADVERTISED

The Commission reviewed the development permits advertised in the Cypress Courier/40 Mile Commentator May 21, 2013 and June 4, 2013 and were advised that no appeals have been received.

5. DEVELOPMENT PERMIT APPLICATIONS APPROVED BY DEVELOPMENT OFFICER

- A)** Development Permit Application 13-DP-039
Doug Buchner
Lot 18-20, Block 19, Plan 3042AV (801 4 Street SE)
Approved: Hot Tub
- B)** Development Permit Application 13-DP-041
Darrell Schaffer
Lot 1-3, Block 81, Plan 755AD (605 Broadway Avenue E)
Approved: Permit to Stay
- C)** Development Permit Application 13-DP-043
Advance Design & Construction
Lot 6, Block 1, Plan 0012974 (1401 Dirkson Drive NE)
Approved: Interior Renovations
- D)** Development Permit Application 13-DP-044
Johan Geisbrecht
Lot 23-24, Block 83, Plan 1117V (21 5 Street NE)
Approved: Accessory Building – Detached Garage

- E) Development Permit Application 13-DP-045
Medicine Hat Signworks
Lot 12, Block 6, Plan 9811617 (1576 South Highway Drive)
Approved: Free Standing Sign

6. DEVELOPMENT PERMITS FOR MPC CONSIDERATION

- A) **Development Permit Application 13-DP-026**
TriVentures
Lot 47, Block 34, Plan 1212279 (221 8 Street NW)
Greenhouse Expansion

L. Leipert moved that Development Permit Application 13-DP-026 be lifted from the table.
- Carried

The Development Officer informed the Commission that TriVentures is in the process of removing the encroaching structure, and that the Commission could make a decision with the information at hand, or table the Application until the Applicant has had the opportunity to supply a new site drawing that shows no encroaching structures.

J. Beach moved that Development Permit Application be tabled until the next regular Municipal Planning Commission. – Carried

7. FOR COMMENT

- A) **Development Permit Application 13-DP-048**
Prairie Rose School Division No. 8
Lot 1-3, Block 108, Plan 1117V
Outreach School

Planning Consultant, K. Snyder, informed the commission that schools are typically built in residential districts. While there might be impact on the surrounding neighbourhood, a school is a good fit for this building.

Discussion ensued on the limited parking, and the use of a public park for the school. It was discussed if the Town could include the storage lot across the back alley for parking and playground area.

B. Lowery moved to advise Council of the following comments from the Municipal Planning Commission in regard to Development Permit Application 13-DP-048 for the change of use of the former RCMP building to an Outreach School and associated interior renovations Lot 1-3, Block 108, Plan 1117V (102 4 Street NE):

- That the adjacent storage yard at 117 5 St. NE (Lot 31-36, Block 108, Plan 1117V) be considered for parking and storage.
 - School Bus Loading and Unloading zone be clearly identified.
 - Adequate exterior lighting for loading and unloading zones be installed.
- Carried

8. ADJOURNMENT

D. Schaffer moved adjournment of the meeting at 1:05 p.m. – Carried.

Chairman

Secretary

MINUTES

- D)** Development Permit Application 13-DP-050
Brown & Associates
Lot 1, Block 1, Plan 0213698 (147 Highway Drive)
Approved: Drive through expansion
- E)** Development Permit Application 13-DP-052
Courtyard Law Centre
Lot 3-4, Block 77, Plan 1117V (7 – 5 Street SE)
Approved: Permit to Stay
- F)** Development Permit Application 13-DP-053
Danita Musfelt
Lot 3-4, Block 12, Plan 3042AV
Approved: Accessory Building – Detached Garage

6. DEVELOPMENT PERMITS FOR MPC CONSIDERATION

- A)** Development Permit Application 13-DP-026
TriVentures
Lot 47, Block 34, Plan 1212279 (221 8 Street NW)
Greenhouse Expansion

B. Vine moved that Development Permit Application 13-DP-026 be lifted from the table.
- Carried.

The Development Officer informed the Commission that the greenhouse is no longer encroaching onto Town property. However, the structure is still encroaching into the required setback more than is allowable under the MPC's authority to approve.

R. Wagenaar informed the Commission that he had removed one section of the greenhouse when his proposal to purchase a section of 2 Ave. SW was turned down by Town Council. To meet the necessary setback would require R. Wagenaar to remove another 24 foot "house" section of the greenhouse. R. Wagenaar thought that this was extreme measure to gain the extra .65 m (2.1') to meet the required setback considering that he has an agreement to purchase the greenhouse beside his, and the structure is in an unused Avenue.

K. Snyder informed the Commission that they do not have any further power to relax the setbacks other than the 10% as allowed by the Land Use Bylaw. The SDAB is a board that has the power to look at the cases on an individual basis, and on their own merits.

B. Lowery moved that Development Permit Application 13-DP-026, Lot 47, Block 34, Plan 1212279 (221 8 Street SW), for a greenhouse expansion be refused for the following reason:

- The proposed setback exceeds the minimum allowable side yard setback as per the Land Use Bylaw.
- Carried

R. Wagenaar left at 12:50 pm.

B) Development Permit Application 13-DP-054
Brian Dickson
Lot 50, Block 132, Plan 0613922 (326 2 Street NW)
Free Standing Deck

The Development Officer informed the Commission that B. Dickson has applied for a development permit to build an 8' x 48' free standing deck. The deck would encroach into the minimum setback of 1.5 m to 1.39 m. The Development Officer informed the Commission that this falls within the 10% variance power of the Commission.

L. Leipert moved that Development Permit Application 13-DP-054, Lot 50, Block 132, Plan 0613922 (326 2 Street NW), for a Free Standing Deck be approved with the following condition:

- Relocation of affected utility services to the satisfaction of all utility departments. Please be advised that relocation of services is at the applicant's expense. The Town has not confirmed utility locations and it shall be the responsibility of the applicant to ensure that the development does not interfere with the utilities, and utility right-of-way.
- Carried

C) Development Permit Application 13-DP- 055
1534860 Alberta Ltd.
Unit 4, Plan 9511217 (1681 Highway Avenue NE)
Shipping Containers

The Development Officer informed the Commission that J. Senior had applied to place five(5) – 8' x 48' Shipping Containers in the backyard of his property.

J. Senior told the Commission that he wanted the shipping containers to store equipment and parts. It was his intention to clean up the yard and generally make his storefront, and yard more attractive and presentable from the highway.

The Commission raised some concerns as to the number of shipping containers in the industrial section, if they were being taxed, and if they had to meet any building codes.

K. Snyder informed the Commission that while these are valid concerns, they are not up to the Commission to enforce. K. Snyder told the Commission that they are bound by the rules of the Land Use Bylaw, and that this application does meet the guidelines of the Land Use Bylaw.

K. Snyder informed the Commission that it was his opinion that the condition of "*Shipping Containers be maintained to the satisfaction of the Development Officer*" in the Development Officer's recommendation should be stricken as it is an ongoing condition. Further, K. Snyder said that there are sections of the Land Use Bylaw that would be better used to deal with the shipping containers should they become unsightly, or derelict.

J. Beach moved that Development Permit Application 13-DP-055, Unit 4, Plan 9511217 (1681 Highway Avenue NE), for Shipping Containers be approved with the condition:

- The Shipping Containers meet all requirements of the Town of Redcliff's Land Use Bylaw Section 79.1.a-f.
- Carried.

J. Senior left at 1:10 pm

**D) Development Permit Application 13-DP-056
Advance Design & Construction
Lot 6, Block 1, Plan 0012975 (2250 South Highway Drive SE)
Addition to Existing Building**

The Development Officer informed the Commission that Advance Design & Construction had applied for a development permit to build an addition on the east side of the existing building. Because of the uniqueness of the development there is no specific designated use under the Land Use Bylaw in the C-HWY zoning, and is being brought to the Commission as a Similar Use to an Automotive Sales and Rental for approval.

The proposed development would require a zero setback on the east side of the property line, and would exceed the variance power of the Commission.

B. Vine questioned why the Development Permit Application was accepted when it was incomplete.

The Development Officer informed the Commission that under the Land Use Bylaw Section 16.6 the Development Authority may deal with an application and make a decision thereon without all the information required under Section 16 if in its opinion, the nature of the development is such that a decision on the application can be properly made without such information.

Further the Development Officer informed the Commission that he had had conversations with the Applicant, and they were aware that while the Application had to go before MPC for proper process it was beyond the power of the Commission to allow a zero setback. The Applicant would have to appeal the zero setback to the SDAB.

B. Lowery moved that Development Permit Application 13-DP-056, Lot 6, Block 1, Plan 0012975 (2250 South Highway Drive SE), for an addition to existing building be refused for the following reasons:

- As per the Site Plan, the proposed site plan does not meet the minimum allowable side yard setback as per the Land Use Bylaw.
 - The Applicant has not included a parking plan that shows adequate parking for the new Development
 - The Applicant has not included a Site Drainage Plan to the satisfaction of the Manager of Engineering.
 - The Applicant has not provided a set of prints showing floor plans, elevations and perspectives of the proposed development.
 - Written proof of ownership and authority to apply for a Development Permit.
- Carried.

7. FOR INFORMATION

A) Letter from Roger and Merna Prevost

The Development Officer informed the Commission that the letter has been received by Town Council, and an official response is been forwarded to Roger and Merna Prevost.

B. Lowery made a motion to accept the letter for information only. -Carried.

8. FOR COMMENT**A) Bylaw 1756-2013 to amend bylaw 1698/2011 being the Land Use Bylaw to regulate Recreation Vehicles.**

K. Snyder informed the Commission that Town Council is looking for more input from the public before amending the Bylaw. An open house was proposed.

B. Duncan wondered if the Commission could give comments at the next regularly scheduled MPC. B. Duncan informed the Commission that he would like some more time to organize his thoughts and ideas before presenting comments to Town Council. The rest of the Commission agreed.

K. Snyder was unsure of Town Council's exact timeline in holding open houses, and any other public input forum.

J. Beach moved the MPC Discuss the proposed Bylaw 1756-2013 to amend bylaw 1698-2011 being the Land Use Bylaw to regulate Recreation Vehicles at its next regular scheduled MPC meeting. -Carried

9. ADJOURNMENT

B. Lowery moved adjournment of the meeting at 1:40 p.m. – Carried.

Chairman

Secretary

BYLAW NO. ~~1727/2012~~ 1756/2013
OF THE TOWN OF REDCLIFF
IN THE PROVINCE OF ALBERTA

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

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

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

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

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

INTERPRETATION AND DEFINITIONS

1. In this bylaw:

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

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

APPLICATION

2. This bylaw shall apply to all meetings of Council, ~~Committee of the Whole~~ and Council

Committees as identified.

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

ORGANIZATIONAL MEETING

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

MEETINGS

8. A quorum of Council shall be the majority of those members elected and serving on Council, including the Mayor.
9. In the case that neither the Mayor nor Deputy Mayor are in attendance within fifteen (15) minutes after the hour appointed, the next Deputy Mayor scheduled in the roster shall preside over the meeting as the Presiding Officer until the arrival of the Mayor or Deputy Mayor.
10. If there are changes to the date and time of regular Council ~~or Committee of the Whole~~ meetings, the municipality must give at least twenty-four (24) hours notice of the change to all members not present at the meeting at which the change was made and post the notice

in a public office. Posting a public notice on the board at Town Hall and on the Town's website constitutes sufficient notice to the public. Notice by electronic communications constitutes sufficient notice to all members of Council.

11. Adoption of the minutes of the previous meeting(s) shall immediately follow the adoption of the agenda except if there are presentations and/or Public Hearings. Councillors shall have the opportunity to note errors and omissions at that time. Clerical, typographical, grammatical errors in adopted minutes may be corrected by the Manager of Legislative and Land Services.
12. Special Meetings of Council may be called according to the provisions of the *Municipal Government Act*. Notice to the members of Council and the public for Special Meetings will follow the same guideline as in Section 10.

LOSS OF QUORUM

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

TIME OF ADJOURNMENT

16. On the day of a Council meeting, Town Council shall adjourn at 11:00 p.m. in the evening if in session at that hour, unless otherwise determined by a unanimous vote of the Councillors present.
17. When it is necessary to continue the meeting beyond 11:00 p.m., Council will decide one of the following:
 - a) to extend the time of the meeting;
 - b) to reconvene the meeting the following day;
 - c) to call a special meeting of Council on a specified day to attend to the unfinished business; or
 - d) to add the unfinished orders of business to the next regular Council meeting agenda;

by resolution passed unanimously by the Councillors present.

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

MEETING THROUGH ELECTRONIC COMMUNICATIONS

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

PREPARATION OF AGENDAS

26. The agenda for each regular or special meeting of Council ~~and Committee of the Whole~~ shall be prepared by the Manager of Legislative and Land Services in consultation with the Municipal Manager and the Mayor or Presiding Officer. This consultation is for the purposes of identifying administrative recommendations and information as well as preparing the Mayor or Presiding Officer to chair the upcoming meeting. Access to Council is dealt with in Sections 28 and 33-39.
27. The Manager of Legislative and Land Services shall endeavour to forward agendas and all

pertinent supporting information to each member of Council by 12:00 p.m. on the Friday preceding the meeting as outlined in Policy 37.

28. Any Council member, Town official, or any other person wishing to have an item of business placed on the agenda for a regular Council meeting, shall make the submission to the Manager of Legislative and Land Services not later than 12:00 p.m. on the Wednesday of the week prior to the meeting. The submission shall contain adequate information to the satisfaction of the Manager of Legislative and Land Services to enable the Council to deal with the matter.

29. Any item of business from the same individual or group that Council has dealt with in a final manner previously shall only be permitted to be placed on the agenda within six (6) months of the original decision with Council if the information to be presented is significant and/or new to that which was previously presented. If there is no new and/or significant information to be presented, the item of business cannot be considered until after six (6) months following the original decision.

30. Any late submissions to the agenda after the agenda has been established will require justification for the urgent nature of the late submission and will require the Municipal Manager's approval.

31. The Council shall consider no item of business unless the item has been placed on the agenda, either in the manner described above in Sections 26, 28, and 29 or as a modification to the agenda approved by a vote at the meeting.

32. The general order of business on the agenda shall be as follows; however, the actual order of conduct may be adjusted by Council as necessary:

1. General
 - A. Call to order
 - B. Adoption of Agenda
 - C. Accounts Payable
 - D. Bank Summary
2. Delegations
3. Minutes
 - A. Council
 - B. Committee of the Whole
 - C. Other
4. Bylaws
5. Staff Recommendations
6. Policies
7. Correspondence
8. Other
9. Recess
10. In Camera (if necessary)
11. Adjournment

PRESENTATIONS

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

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

CONDUCT OF A COUNCIL MEETING

- 40. The Mayor or Presiding Officer shall have authority to set a time limit and the number of times that a member may speak on the same motion, having due regard to the importance of the matter.
- 41. A motion submitted to Council does not require a seconder.
- 42. After a motion is accepted by the Mayor or Presiding Officer, it shall be deemed to be in possession of the Council; but, may be withdrawn at any time before a vote is taken or an amendment is made. A Councillor may ask questions of the Administration or other Councillors on any motion or amendment to a motion.
- 43. When a motion has been made and is being considered by the Council, no other motion may be made and accepted, except:
 - a) a motion to refer the main question to another person or group for consideration;
 - b) a motion to amend the main question;
 - c) a motion to table the main question;
 - d) a motion to postpone the main question to a future time;
 - e) a motion to adjourn the meeting, provided that a motion tabled shall not be debated except as to the time the matter shall again be considered.
- 44. A motion to reconsider a motion shall:
 - a) only be made at the same meeting the motion was decided;
 - b) only be made by a member who voted with the prevailing side on the motion involved;
 - c) not be proposed more than once at any one meeting of Council;
 - d) be decided by a majority of the members of Council present; and,
 - e) not be allowed on a motion of adjournment.
- 45. A motion to rescind or amend a previous motion of Council may:
 - a) be made by a member of Council; and
 - i. be offered at any time subsequent to the meeting at which the original motion was passed;
 - ii. be passed by:
 - 1. a vote of 2/3 of the members of Council when the motion is without notice; and
 - 2. a simple majority of the members of Council present when

notice has been given. Notice shall be inclusion of the item on an agenda delivered to the members of Council before the meeting, and

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

progress:

- a) the Councillor shall await acknowledgement of the Mayor or Presiding Officer before leaving; and
 - b) the time of the Councillor's departure and return shall be recorded in the minutes.
57. No Councillor shall leave the Council meeting after a question is put to a vote until the vote is taken, unless during this timeframe the Councillor becomes aware of a conflict of interest at which time the Councillor will declare the conflict of interest and leave the meeting.
58. The Mayor or Presiding Officer shall preserve order and decorum and shall decide questions of order subject to an appeal to Council by resolution. The decision of the Presiding Officer shall be final unless reversed or altered by a majority vote of members present.
59. When the Mayor or Presiding Officer is called on to decide a point of order or practice, it shall be done without argument or comment and shall state the rule of authority applicable to the case.
60. When a Council member has been warned about breaches of order but continues to engage in them, the Mayor or Presiding Officer may state their name and declare the offence. The Recording Secretary must note the offence in the minutes.
61. If a Council member who has been named apologizes and withdraws any objectionable statement, then the Council member may remain and continue participating in the meeting and the Mayor or Presiding Officer may direct that the notation of the offence be removed from the minutes.
62. If the Council member fails or refuses to apologize, then that Council member must immediately leave the Council Chambers and Council must vote on a motion to expel that Council Member. A motion to expel must be decided without debate.
63. If a Council member who has been expelled pursuant to this Section, refuses to leave the Council Chambers, the Mayor or Presiding Officer may request the Royal Canadian Mounted Police to remove the expelled Council member.
64. The Mayor or Presiding Officer may expel members of the public who are present for improper conduct and may follow the guidelines in Section 63 should the member of the public refuse to leave.
65. Council, under authority of the *Act* and the *Freedom of Information and Protection of Privacy Act*, may close all or part of their meetings to the Public by meeting "in camera". No motions may be made when Council is sitting in a closed session except a motion to return to an open session. Generally, the reasons Council may choose or be required to meet "in camera" fall under the categories of Land, Labour, and Legal.
66. Under the *Act*, Councillors are required to keep in confidence matters discussed in an "in camera" session.

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

PETITIONS

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

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

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

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

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

PUBLIC HEARINGS

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

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

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

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

75. Council may change the date, time, and place of a public hearing by resolution. If any of the date, time, or place is changed, the public hearing must be re-advertised.

76. Council may cancel a public hearing by resolution.

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

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

COMMITTEE OF THE WHOLE

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

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

PLACE OF MUNICIPAL OFFICE

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

EFFECTIVE DATE

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

REPEAL OF BYLAWS

101. Bylaw No. 977/92 1727/2012 is hereby repealed.

Read a first time this _____ day of _____ A.D, 2013.

Read a second time this _____ day of _____ A.D, 2013.

Read a third time this _____ day of _____ A.D, 2013.

SIGNED AND PASSED THIS _____ DAY OF _____, 2013.

Mayor

Manager of Legislative and Land Services

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 9, 2013

PROPOSED BY: Robert Osmond, Director of Finance & Administration

TOPIC: Audit Services

PROPOSAL: To consider proposals for the supply and delivery of audit services

BACKGROUND:

A Request for Proposal (RFP) for Audit Services for the Town of Redcliff, the Redcliff Cypress Regional Landfill, and the Redcliff Family Community Support Services was issued July 26, 2013 with a closing date of August 26, 2013 at 4:30 pm. The RFP was advertised on the website, social media, as well as on the provincial tender system, Alberta Purchasing Connection. For the year January 1, 2012 to December 31, 2012 the budget for all audit services by the current audit provider was \$36,000.00.

Four responses were received to deliver audit services. The four firms to respond to the proposal were BDO Canada LLP (Lethbridge), Ensminger Beck & Thompson Chartered Accountants (Medicine Hat), KPMG LLP Chartered Accountants (Lethbridge), and Meyers Norris Penny LLP (Medicine Hat).

All proposals were evaluated against the 5 criteria outlined in the RFP. These criteria were price, experience, methodology, references and value-added services. The total three-year costs ranged in each proposal from \$60,000.00 to \$109,500.00 and the highest evaluated proposal was from Ensminger, Beck & Thompson Chartered Accountants with a three year cost of \$60,000.00.

OPTIONS:

1. To direct Administration to sign a contract with Ensminger, Beck & Thompson Chartered Accountants for the audit years January 1, 2013 to December 31, 2015 at a total three-year cost of \$60,000.00.
2. To direct Administration to further investigate the provision of audit services.

RECOMMENDATION:

That Council considers Option #1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff have Administration sign a contract with Ensminger, Beck & Thompson Chartered Accountants for the audit years January 1, 2013 to December 31, 2015 at the total three-year cost of \$60,000.00.

1. Councillor _____ moved to direct Administration to further investigate the provision of audit services with additional consideration to the following:
- _____

SUBMITTED BY:



Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. **2013.**

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 9, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Backflow Preventers

PROPOSAL: To consider possibility of supporting or providing backflow preventers to residents

BACKGROUND:

As we are well aware, there has been a great deal of discussion in the last few months both within Redcliff and outside of our boundaries like in Medicine Hat and across Alberta about sewer back-up. For our residents, it was not the South Saskatchewan River flooding that caused some issues but rather the July 6, 2013 significant rain event.

Medicine Hat has recently made the decision to pay up to \$2000 for backflow preventers installed in homes that flooded, are likely to flood again, and are currently under renovation. The reporting of this decision has prompted a number of calls from our residents asking if the Town is considering a similar gesture.

While there has been no direction from Council in this regard administration felt it was important to provide information to Council regarding the numerous inquiries and seek further direction on the matter so that we are best able to answer resident's questions.

Without doing significant research into the issue until receiving further direction to do so, my initial thoughts are one of liability. With having the municipality pay for them does it create liability for the Town should something go wrong. Furthermore, it would be extremely difficult for Redcliff to come up with an eligibility criteria such as in Medicine Hat. We have learned from several sources that the July 6th event wasn't consistent in terms of areas/homes meaning that there might have been two homes that had back-up in a row and then a few that didn't and then more that did.

For these reasons, as well as the limitations financially it would be my recommendation to not proceed with investigating this further at this time.

OPTIONS:

1. Identify that Redcliff will not be proceeding or investigating any such program.
2. Direct administration to investigate the possibility of paying for back-flow preventers for residents bring forward information for Council to consider at a later meeting.

RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved not to proceed with investigation of a back-flow preventer subsidy program for residents.
2. Councillor _____ moved to direct administration to investigate a back-flow preventer subsidy program for residents and bring back to Council for consideration.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. **2013.**

TOWN OF REDCLIFF REQUEST FOR DECISION

DATE: September 12, 2013

PROPOSED BY: Robert Osmond, Director of Finance & Administration

TOPIC: Local Improvements

PROPOSAL: For final direction on a resolution regarding Local Improvements

BACKGROUND:

For most of the last year Administration has been working on a solution to change the way the Town of Redcliff uses local improvements to fund capital infrastructure in our community. Previous discussions looked at the estimated infrastructure gap of \$25 million and how a sustainable funding plan could not rely on debt based local improvements. In addition to the sustainability issues, local improvements are generally not well received by the public and the Town of Redcliff has received many requests to examine alternatives to the current funding strategy.

Consultations with Alberta Municipal Affairs and legal counsel are now complete and a process to transition to property taxes at large for the 30 local improvement projects identified as relating to existing infrastructure which affect nearly 1,100 properties (41%, but of this number 900 will expire within 10 years) with an average annual levy of \$220.00 (Minimum \$15, Maximum \$2,880) has been identified.

The transition would consist of a series of amendments to the 30 local improvement plans, 30 local improvement bylaws, more than 1,100 notices of amendments to property owners and various advertising requirements. In addition to that an intensive calculation will have to be done on each of 55 prepayments of taxes for prorated rebates, which may be further complicated by the limitations of historical records. This process is believed to be the most equitable although its complicated nature and the general taxation increase associated with it will make it difficult to explain to all property owners.

The Administration of the Town of Redcliff concurs with the conclusion of the municipal inspectors in that property taxation, through local improvements or general municipal taxes, is the only secure funding method for municipal infrastructure. Administration remains concerned about one aspect of the transition from local improvement taxes to property taxes at large and it was echoed by Alberta Municipal Affairs in the Redcliff Municipal Inspection Report:

“While this situation [*local improvements*] has reached a point where it must be addressed, the strategies to do so [*move from local improvements to tax at large*] may not be any more popular than the existing strategy.” (Pg. 55)

The concern is, that despite our efforts to find a transition strategy that would be the most equitable, the public perception may be that the process was excessively complicated, costly and did not bring substantial benefit to the community.

It may be prudent at this time to consider a second alternative that may be better received by the public, not overly complicated and less costly in implementation. The decision could be made that rather than transitioning local improvement projects identified as relating to existing infrastructure to taxes at large they could simply be left to run their course. Council could adopt a policy, as early as September 23rd, which would clearly outline the intention to limit mill rate increase for projects relating to existing infrastructure by prioritizing these projects for grant funding.

Although the requirements of sustainable infrastructure may necessitate increases in at large taxes, these increase would not be more significant than the property tax impact of the plan to amend certain local improvement projects identified as relating to existing infrastructure to taxes at large. This, second alternative, would be clearer for all and would be less onerous to 60% of our rate payers now, with this number climbing to 90% within ten years.

OPTIONS:

1. To direct Administration to amend policy #59 – Infrastructure Replacement to reflect Council's position on allowing current local improvements to run their course, prioritizing existing infrastructure for grant funding and the sustainable funding of infrastructure.
2. To direct Administration to proceed with the amendment of certain local improvement projects identified as relating to existing infrastructure to taxes at large as outlined by legal counsel. *This process would need to be completed in the current calendar year.*

RECOMMENDATION:

That Council considers Option #1.

SUGGESTED MOTION(S):

1. Councillor _____ moved that the Town of Redcliff direct Administration to amend policy #59 – Infrastructure Replacement to reflect Council's position on allowing current local improvements to run their course, prioritizing existing infrastructure for grant funding and the sustainable funding of infrastructure.
2. Councillor _____ moved that the Town of Redcliff direct Administration to proceed with the amendment of certain local improvement projects identified as relating to existing infrastructure to taxes at large as outlined by legal counsel.

SUBMITTED BY:


Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS _____ DAY OF _____ AD. 2013.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 9, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Shared Council office space plan

PROPOSAL: To shared office space for all members of Council

BACKGROUND:

As recommended in the Municipal Inspection report and passed in a motion at the Aug 19, 2013 Council meeting, administration was to investigate and bring forward a plan for shared office space for members of Council. A complete council photo will be implemented following the next election and as part of potential renovations to council chambers.

In looking at our current facility, as well as the use associated with the Mayor's current office, administration does not feel that additional space would need to be created within Town Hall and that the best course of action would be to detail a plan to share the existing space. Since each member of Council is provided a tablet for their Town business it would not be necessary to have computer access in the office since it is already provided to each through the tablet. The only requirement would be that booking of the room for Councillor business would need to be made through the Executive Assistant.

It was mentioned that members of Council may choose to have set hours communicated to the public where they would be available to listen to concerns or suggestions. While I don't believe this can be mandated, there is nothing saying that each member of Council can't do this, book the room, and promote those hours through our website and other engagement tools (social media, newsletters). Discussion would have to be held regarding potential access to the office after hours if it was needed.

OPTIONS:

1. Transform the current Mayor's office to a Mayor and Council office available to all by booking through the Executive Assistant.
2. Direct administration to investigate further options for separate offices for councillors.

RECOMMENDATION:

Option 1 is recommended.


SUGGESTED MOTION(S):

1. Councillor _____ moved to transform the current Mayor's office to a Mayor and Council office available to all members of Council by booking through the Executive Assistant.

2. Councillor _____ moved to direct administration to investigate further options for separate offices within Town Hall for councillors.

SUBMITTED BY:

Department Head



Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. **2013.**

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 9, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Smoking Policy

PROPOSAL: To adopt revised Smoking Policy

BACKGROUND:

As part of the on-going review of Town policies, and in light of a recent focus on the issue, administration brought forward the smoking policy for consideration on Aug 12. First of all, the policy is clearly directed by legislation (*Tobacco Reduction Act*) that says the same thing. As you can see from the attached policy, the Town prohibits smoking in all Town of Redcliff facilities and vehicles.

While legislation does cover certain aspects of smoking including public vehicles, this applies more to vehicles like buses and not necessarily municipal work vehicles which our policy covers. Town Council passed a motion at the Aug 12, 2013 COW meeting to bring forward the policy for adoption with no additional suggestions made.

OPTIONS:

1. Approve the policy as presented.
2. Make additional changes to smoking policy and approve.

RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt Smoking Policy 050 as presented.
2. Councillor _____ moved to adopt Smoking Policy 050 as amended.

SUBMITTED BY: _____
Department Head


Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.

Approved by Council: March 14, 2005

SMOKING POLICY

BACKGROUND

It has been determined that second-hand tobacco smoke (exhaled smoke and the smoke from idling cigarettes, cigars and pipes) is a health hazard for many inhabitants of the Town of Redcliff.

The Town of Redcliff considers it their responsibility to provide a clean and healthy environment to the staff and patrons of all Town of Redcliff Buildings, and the Town of Redcliff wishes to limit the possibility of damages to facilities due to burns or fires. Therefore, it is desirable in the interest of promoting the health, safety and welfare of the inhabitants of the Town of Redcliff to prohibit smoking in Town owned facilities and vehicles.

The *Tobacco Reduction Act* addresses this issue and takes precedence over any Town policy or Bylaw.

POLICY

The policy of the Town of Redcliff will be to prohibit smoking in all Town of Redcliff facilities and vehicles.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 9, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Social Media Policy

PROPOSAL: To establish a policy detailing guidelines for social media usage.

BACKGROUND:

Social media has become an amazing communication and engagement tool for organizations to promote and inform. We saw evidence of this during the flooding event.

Council has identified communication and engagement with residents as a priority and social media is a key component to that strategic direction. While we have made great efforts, such as with the website, we are continuing to look at more ways in which improvement can be made. While we have dipped our toe in the water so to speak with social media, administration feels it is extremely important for a policy to be developed by council in order to provide direction on this to employees and themselves, but also so that the public is aware of guidelines related to the use of social media by the Town.

Administration has researched legislative requirements, looked at many other examples of both policy and actual municipal social media sites, and has undergone several training seminars related to social media for public entities. Based on this work, and Council's motion at the Aug 19 COW meeting, administration is proposing the attached policy for consideration.

OPTIONS:

1. Approve Social Media Policy 120 as presented.
2. Discuss further changes and approve Social Media Policy 120 as amended.

RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt Social Media Policy 120 as presented.
2. Councillor _____ moved to adopt Social Media Policy 120 as amended.

SUBMITTED BY: _____
Department Head 
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.

Approved:

SOCIAL MEDIA POLICY**BACKGROUND**

Social media has become an engaging tool to provide additional communication for the purpose of sharing information and encouraging dialogue with citizens. The Town of Redcliff supports the use of social media to further the strategic direction and goals of the organization. Social media provides further tools and channels that can complement traditional communications and marketing methods and mediums that promotes the Town of Redcliff has a favourable place to live, work, and play.

The purpose of this policy is to establish guidelines for the Town of Redcliff's usage and work with social media for its employees, elected officials, and third parties working on behalf of the Town.

POLICY

1. "Social Media" refers to online e-technologies used to share opinions and information, promote discussion, and build relationships. There are a variety of different platforms and formats within social media including, but not limited to, the following:

1. Micro-blogging: Twitter
2. Blogging: Blogger, Wordpress, TypePad, and other non-branded platforms
3. Video sharing: Youtube
4. Photo sharing: Flickr, Picasa, Photobucket, Instagram
5. Document sharing: Google docs, Slideshare
6. Bookmarking: dig, reddit
7. Social Networking: Linkedin, Facebook, MySpace, Twitter
8. Forums
9. Wikipedia
10. Geo-mapping: Googlemaps, Bingmaps

2. Responsibilities

- a) Municipal Manager
 - i. Approves procedure
 - ii. Administers the policy and procedures; and
 - iii. Advises departments in the correct application of the policy and procedures.
- b) Department Managers/Directors
 - i. Ensures that all department employees are familiar with the policy;
 - ii. Administers the policy within the department;
 - iii. Recommends changes in policy and procedures.
- c) Moderator(s)
 - i. Ensures the use of social media complies will all approved policies and

procedures for the Town.

d) Employees

1. Ensures that their use of social media complies with all approved policies and procedures for the Town and is only used for the purposes of fulfilling job duties.

PROCEDURES

3. Social media channels will be populated and monitored by the forum moderator within the Finance and Administration Department.
4. Social media channels shall be used for business communication and for the purpose of fulfilling job duties in accordance with Town goals and objectives and not for personal use.
5. Social media channels will be monitored and populated on a daily basis during regular business hours. Messages posted will be simple, engaging, and link the reader to further information posted on the Town's website when possible.
6. The Town of Redcliff cannot commit to replying to every comment; however, the moderator will make every effort to respond to questions and comments as quickly as possible during regular business hours.
7. The moderator shall not comment on opinions offered by residents but reserves the right to respond to comments that are not factual.
8. The moderator shall not comment on decisions of Council, but rather direct social media users to use official correspondence methods.
9. Each social media channel will include an introductory statement confirming it is maintained by the Town and have appropriate contact information.
10. Each social media channel will include an introductory statement confirming the purpose and scope of the site as well as posting guidelines (where appropriate).
11. The Town of Redcliff website shall remain the primary web presence. Social media sites will be used in conjunction with the Town's website.
12. Posts and comments to and from the Town in connection with the transaction of public business, is subject to the Freedom of Information and Protection of Privacy Act and may be disclosed to third parties.
13. Employees interested in engaging in social media on behalf of the Town must make a request to their Department Manager/Director and outline the need and purpose of the request. The Manager/Director will evaluate all requests for usage, verify staff being authorized to use social media tools, and confirm completion of online training for social media use.

14. The moderator will be responsible for maintaining a list of all social networking application domain names in use, the names of all employee administrators of these accounts, as well as the associated user identifications and passwords currently active.

POSTING GUIDELINES

15. Direct messages and posts will not be considered official correspondence.
16. Direct messages and posts will not be considered official records of public opinion and will not be recorded as such. In some cases, comments may be forwarded to administration for information purposes.
17. The Town will not tolerate comments that are offensive to an individual or organization, rude in tone, or abusive as determined by the Town.
18. Content, comments or links containing any of the following will not be allowed on the Town's social media channels and the Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.
- Comments not topically related to the particular social medium article being commented on or to the social media site in general.
 - Slanderous or defamatory remarks, obscene language or sexual content.
 - Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.
 - Promotion of commercial services or products other than significant sponsors, affiliations or business partnerships.
 - Comments in support of or opposition to political campaigns.
 - Promotion of illegal activities.
 - Information that may compromise the safety or security of the public or public systems.
 - Content that violates a legal ownership interest of any other party.
 - Content written in a language other than the official languages of Canada.
 - Any other content that the moderator deems unsuitable for the social media site and does not add to the normal flow of information and debate.
19. Should a comment or post contravene any of the guidelines listed above, the moderator shall make a copy of the comment for the record and delete the post. The offending user may be blocked from the Town's social media channels at the discretion of the moderator in consultation with the Director of Finance and Administration and the Municipal Manager.
20. All content created by employees using Town social media channels must be professional, accurate, and consistent with the Town's policies and meet the Town's visual standards.
21. Employees representing the Town via social media are expected to conduct themselves at all times as a representative of the Town and in accordance with all Town policies. Employees found in violation of this policy may be subject to disciplinary action within appropriate legislated guidelines and collective bargaining agreements.

**TOWN OF REDCLIFF
REQUEST FOR DECISION**

DATE: September 9, 2013

PROPOSED BY: David Wolanski, Municipal Manager

TOPIC: Council orientation policy

PROPOSAL: To establish a policy detailing orientation for new Councillors

BACKGROUND:

As identified in the Municipal Inspection report, orientation for members of Council was only attended by new members following a municipal election. It was suggested that an orientation policy with detailed information and mandatory attendance would be in the best interests of the municipality as it would help ensure the new council is working together cohesively and on the same page with a review of important Town information.

It should be reiterated that the Town does have a procedure that details information provided to members of council; however, does not have a mandatory attendance or all of council participatory clause in this procedure. Redcliff Council passed on a motion on Aug 19 for administration to bring forward a council orientation policy, including mandatory attendance, for consideration by Council prior to the 2013 municipal election.

OPTIONS:

1. Approve Council Orientation Policy 121 as presented.
2. Approve Council Orientation Policy 121 as amended.

RECOMMENDATION:

Option 1 is recommended.

SUGGESTED MOTION(S):

1. Councillor _____ moved to adopt Council Orientation Policy 121 as presented.
2. Councillor _____ moved to adopt Council Orientation 121 as amended.

SUBMITTED BY: _____
Department Head 
Municipal Manager

APPROVED / REJECTED BY COUNCIL THIS ____ DAY OF ____ AD. 2013.

Approved:

COUNCIL ORIENTATION POLICY

BACKGROUND

The Town of Redcliff, under the direction of the Municipal Manager, provides an orientation for all Members of Council after every general municipal election, and for those who may be elected through a by-election held within a term. The orientation is provided to assist Members of Council in their governance roles, and provide them with information that may be useful for their reference.

PURPOSE

To establish guidelines for Council's orientation to ensure Members of Council have an overview of:

- their roles, responsibilities, and duties under the *Municipal Government Act*;
- their roles, responsibilities, and duties under The Town of Redcliff Procedure Bylaw;
- working relationships with Administration and The Town's governance structure;
- Town bylaws, Council policies, strategic plans, status of Town business and current issues facing The Town; and
- a framework to begin strategic planning in order to set direction, priorities, and corporate objectives for the term.

POLICY

The Town of Redcliff will provide an orientation for all Members of Council after every general municipal election, and for those who may be elected through a by-election held within a term.

RESPONSIBILITIES

The Municipal Manager will provide the Members of Council with a presentation and information including but not limited to:

- the *Municipal Government Act*;
- legal considerations related to the role of Members of Council;
- the purpose of a municipality;
- the role of the Municipal Manager;
- and an overview of the organizational structure, corporate focus and key contacts;
- legislative governance and Council's role in the process; and
- any other information related to the immediate status of Town business and current issues.

The Municipal Manager will also:

- coordinate the development and delivery of the components of the Orientation program by Administration;
- present an agenda prepared in coordination with the Manager of Legislative and Land Services to Council for approval before every general municipal election;

- assist with the transition of the Mayor and Council office into the Town Hall workplaces and making available information related to the functions of the Mayor as a Member of Council.

The Manager of Legislative and Land Services will provide the Members of Council with a presentation and information including but not limited to:

- The Town of Redcliff Procedure Bylaw;
- Freedom of Information and Protection of Privacy Act;
- the role of the Manager of Legislative and Land Services;
- the role of the Executive Assistant;
- a manual of policies; and
- a manual of commonly referenced bylaws.

The Director of Finance and Administration will provide the Members of Council with a presentation and information including but not limited to:

- The most recent Financial Statements of the Town;
- the most recent provincial financial indicator graphs; and
- Town budget processes.

Approved by Council: September 10, 2012

**CORRESPONDENCE FOR COUNCILLORS AND
DELIVERY OF INFORMATION PACKAGES TO COUNCILLORS**

BACKGROUND

The Town of Redcliff wishes to maximize efficiency in the way it provides general information and Council packages to Council members.

POLICY

1. CORRESPONDENCE

All correspondence is dated upon receipt. When in the opinion of the Mayor and/or Municipal Manager the correspondence is of general interest to Council members, this correspondence will be scanned and emailed to Council. If there is any correspondence that is deemed to be more appropriate to distribute other than by email it will be copied and put in Councillors mail.

Should any member of Council feel that action is required, they wish a copy of correspondence for their use or they wish to have an item of correspondence discussed at a Council or Committee Meeting; he/ she will request the Manager of Legislative and Land Services to place the item on the next Council or Committee agenda.

Correspondence the Mayor and/or Municipal Manager identifies as requiring consideration will be placed directly on the next Council or Committee agenda.

2. INFORMATION PACKAGES

Information packages for Councillors shall include agendas and any other information or documents to be considered by Councillors.

Information packages for all regular meetings including Council, Committees or Hearing will be emailed to Councillors by 12:00 pm on each Friday preceding the meeting. For any special meeting that has been called, staff will endeavour to email packages to Council as soon as possible, dependant on the circumstances and timing of the calling of the special meeting.

Councillors will receive quarterly financial statements summaries by email within their information packages after the following cut off dates: March 31, June 30, September 30 and December 31

AR69258

August 23, 2013

RECEIVED

AUG 30 2013

TOWN OF REDCLIFF

His Worship Robert Hazelaar
Mayor, Town of Redcliff
PO Box 40
Redcliff, AB T0J 2P0

Dear Mayor Hazelaar:

To assist in the restoration of your municipality, the Government of Alberta is committed to continuing to work with you to identify priority flood recovery projects.

Municipal Affairs will fund some projects through grants to your municipality under the Southern Alberta Flood Response Program in four broad categories: Community Stabilization, Interim Housing, Disaster Recovery Program, and Long-term Recovery.

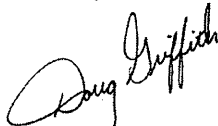
As mentioned in my previous letter dated August 15, 2013, the first type of project eligible for funding under the program will be property tax relief. Also available is support for additional staff to assist in your recovery. Any additional eligible project types will be communicated to you at a later date, as priorities are identified.

The funding process for these projects will be governed by a funding memorandum of agreement. The agreement, administrative guidelines explaining the application and funding process under the agreement, and the application forms will be provided to your Chief Administrative Officer.

I am committed to ensuring that this process is streamlined, responsive and flexible to your needs as you reach each stage of the recovery process, and I will continue to work with you to identify projects that will assist in your recovery.

Thank you for your vision and efforts in guiding the recovery of your community. If you have any questions about this process, please contact Marie Juengel, Director, Municipal Grants, toll-free at 310-0000, then 780-422-8105.

Sincerely,



Doug Griffiths
Minister

copy: David Wolanski, Municipal Manager, Town of Redcliff

Memo

To: Redcliff Council
From: David Wolanski, Municipal Manager
Date: September, 9, 2013
Re: Municipal Inspection – Minister Directives

Directive #1

I direct that Council direct administration to publish the Town of Redcliff Municipal Inspection Report May 2013 on the town website and to provide printed copies of the report on request subject to the town's fees for photocopying.

Already **COMPLETE** and reported previously as such.

Directive #2

Sections 153, 201, 207, and 208 of the Municipal Government Act (MGA) set out the respective roles and responsibilities of council and the CAO, and Section 203 of the MGA provides for the delegation of council powers, duties, or functions to the CAO. I direct Council and the CAO to review their practices in the context of these provisions to ensure that council is not considering or acting on matters that are the responsibility of the administration. I further direct that council revise their associated policies or bylaws accordingly where necessary.

As part of the "review" of these provisions I have included wording from the MGA and comments related to each. I would recommend Council members review these sections in detail on their own time as well; however, including them in this formal memo will enable us to quantify and report on this directive to the Minister.

Section 153

General duties of councillors

153 Councillors have the following duties:

- (a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;*
- (b) to participate generally in developing and evaluating the policies and programs of the municipality;*
- (c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;*
- (d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;*
- (e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;*
- (f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.*

I do not have any comments related to this section as I believe it is relatively straight forward and cannot think of any issues related to them and our practices. In doing an analysis, I do not believe that there are any “associated policies or bylaws” that would need revision from a review of this section.

Sections 201, 207, & 208

Council’s principal role in municipal organization

201(1) A council is responsible for

- (a) developing and evaluating the policies and programs of the municipality;*
- (b) making sure that the powers, duties and functions of the municipality are appropriately carried out;*
- (c) carrying out the powers, duties and functions expressly given to it under this or any other enactment.*

(2) A council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the chief administrative officer or a designated officer.

Chief administrative officer’s responsibilities

207 The chief administrative officer

- (a) is the administrative head of the municipality;*
- (b) ensures that the policies and programs of the municipality are implemented;*
- (c) advises and informs the council on the operation and affairs of the municipality;*
- (d) performs the duties and functions and exercises the powers assigned to a chief administrative officer by this and other enactments or assigned by council.*

Performance of major administrative duties

208(1) The chief administrative officer must ensure that

- (a) all minutes of council meetings are recorded in the English language, without note or comment;*
- (b) the names of the councillors present at council meetings are recorded;*
- (c) the minutes of each council meeting are given to council for adoption at a subsequent council meeting;*
- (d) the bylaws and minutes of council meetings and all other records and documents of the municipality are kept safe;*
- (e) the Minister is sent a list of the councillors and any other information the Minister requires within 5 days after the term of the councillors begins;*
- (f) the corporate seal, if any, is kept in the custody of the chief administrative officer;*
- (g) the revenues of the municipality are collected and controlled and receipts are issued in the manner directed by council;*
- (h) all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council;*
- (i) the accounts for authorized expenditures referred to in section 248 are paid;*
- (j) accurate records and accounts are kept of the financial affairs of the municipality, including the things on which a municipality’s debt limit is based and the things included in the definition of debt for that municipality;*
- (k) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;*
- (l) money invested by the municipality is invested in accordance with section 250;*
- (m) assessments, assessment rolls and tax rolls for the purposes of Parts 9 and 10 are prepared;*
- (n) public auctions held to recover taxes are carried out in accordance with Part 10;*
- (o) the council is advised in writing of its legislative responsibilities under this Act.*

(2) Subsection (1)(a) to (d) and (o) apply to the chief administrative officer in respect of council committees that are carrying out powers, duties or functions delegated to them by the council.

I have included these sections together as they are intertwined in terms of review and discussion on our practices, policies, bylaws. As you recall, the inspection report provided the example of Policy 69 and the setting of a salary range only by council for out of scope employees vs. dictating what each person would get. This is an “administrative” function which, under the *Act*, would be the responsibility of the CAO. In response to the inspector’s discussion with administration and council during the inspection process, Council made this shift in the recent 2013 adoption of Policy 69.

Another policy that was discussed with the inspectors was Policy 55: Personnel – Hiring. The inspectors indicated that this was also a violation of councillor duties and the *Act* by being involved in hiring other than the Municipal Manager. If you recall, this policy was discussed in 2011 where I brought forward my concerns related to this policy and violations of legislated roles and responsibilities. It was decided at that time to bring the policy forward with suggested changes and support for my position although initially the majority of council was not in favour of changes related to council hiring senior management. I believe there are several issues with the policy. Obviously, the most significant one deals with the establishment of a hiring committee for senior management positions other than the CAO that includes two members of council. Secondly, the policy discusses in detail, even for non-management positions, how those hiring for the positions should proceed through the process. These are both clearly “administrative” in nature. By including these provisions within a policy, which is council’s responsibility to develop, it does not remove the violation of legislated roles and responsibilities.

This policy includes several other sections and issues, such as Education reimbursement, that are within council’s role to set guidelines for. As I have related to council on a number of occasions, administration has been reviewing all HR policies in order to simplify and come up with an employee handbook so to speak that make the policies easy for all staff to understand and be aware of. This is sort of a one stop shop idea. This process will need to be fast tracked as the hiring aspect of the policy must be changed in order to meet this Minister Directive.

The one Bylaw that we will need to update is the Fire Department Bylaw. This was identified following the Fire Dept review as needing an update anyway due to its age. The issue related to this directive is that the bylaw indicates that council approves each fire dept member. That is again an administrative function. This has not been the practice for as long as I’ve been here, besides the fire chief, so I don’t believe that Council has violated any legislated roles in this regard; however, the bylaw indicates otherwise and needs to be revised.

In reviewing other policies, I believe there are a few others that need to be addressed, specifically Policy 86 (Computer Policy), Policy 108 (Fire Dept training requirements), and Policy 109 (Harassment). Policy 86 has a few policy ideas that are appropriate but then outlines administrative procedures. Policy 108 is administrative in nature in that it really is job description requirements vs. policy, especially when the training requirements are not mandatory at hiring but rather can be accomplished over time. Finally, Policy 109 is certainly important for Council to indicate that Harassment will not be tolerated in the municipality but the process for investigation, including “informing” council is an administrative function contrary to the *MGA*. These three policies were discussed with the inspectors who confirmed the need to change them in order to comply with the Minister Directive.

Due to time constraints, these policies/bylaws are not being brought forward at this time but will be as soon as possible, allowing for time to research appropriate wording and updates. As such, this directive will not be achieved until a later date.

Directive #3

I direct Council and Senior Administration to attend a roles and responsibilities workshop.

As passed at the last Council meeting, Council and Senior Administration will attend a workshop on November 25 presented by George Cuff. Council also wanted to add an additional workshop by Alberta Municipal Affairs staff.

I have contacted Municipal Affairs and they have indicated that they could do a session on the following dates:

November 28 – day or night
Dec 12 – day or night
Dec 17 – day or night

Council may choose to lock in one of these dates now or wait to check with the Council after the election.

Directive #4

Section 185 of the MGA sets out the process for requesting and documenting recorded votes. I direct Council to review and modify their practices in the context of these provisions to ensure that recorded votes are handled in accordance with the legislated requirements.

Section 185

Recording of votes

185(1) Before a vote is taken by council, a councillor may request that the vote be recorded.

(2) When a vote is recorded, the minutes must show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.

As I have mentioned in previous reports, I believe there have been no violations of this section by this or previous council's and as such there are no "practices" to be modified at this time. The instance pointed out in the inspection report was in fact not correct in that the process and minutes for the recorded vote were done correctly and the inspectors missed the minutes page which detailed the recorded vote. Having said that, the section is included for council's review.

To be clear, a council member must ask for a vote to be recorded prior to the Chief Elected Official calling for the vote and the vote taking place if that is their desire. The recorded vote does not have to be asked for prior to the motion as one would not necessarily know the motion that they may want to have a recorded vote on, or have heard any of the discussion on the issue. Also, a recorded vote is not required but "may" be requested by a councillor.

Following this review I believe this directive is now **COMPLETE**.

Directive #5

Section 180 of the MGA requires council to act only by resolution or bylaw. I direct Council to review the practices used to make decisions during council committee meetings in the context of this requirement to ensure that all actions are appropriately authorized by resolution. I further direct that Council revise their associated policies or bylaws accordingly where necessary.

Section 180

Methods in which council may act

180(1) A council may act only by resolution or bylaw.

(2) Where a council or municipality is required or authorized under this or any other enactment or bylaw to do something by bylaw, it may only be done by bylaw.

(3) Where a council is required or authorized under this or any other enactment or bylaw to do something by resolution or to do something without specifying that it be done by bylaw or resolution, it may be done by bylaw or resolution.

As reported previously by me and within the inspection report this directive came as a result of our Committee of the Whole meetings from spring 2011 until recently where we simply received “further direction” before passing an official motion later in Council on the issue. Almost all of the items came later for a motion and there were only a few of them that were not information items only. Following the inspectors visit and discussion with administration this was immediately changed and motions were passed for all items that previously did not have them. No outstanding decision of council exists without a motion and all further decisions will continue this.

This issue will also be further strengthened with the cancellation of COW meetings anyway, even though they had been taking place with motions for every decision since the inspectors identified this concern. With this information and review of this section and memo I believe this directive is also now **COMPLETE**.

Directive #6

Section 197 of the MGA requires that council and council committee meetings be conducted in public, subject to specific exceptions which include those set out in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act. I direct council to review their practices for in-camera meetings in the context of these provisions, and to ensure that any matters discussed in future in-camera meetings meet the legislated conditions. I further direct that council revise their associated policies or bylaws accordingly where necessary.

Section 197

Public presence at meetings

197(1) Councils and council committees must conduct their meetings in public unless subsection (2) or (2.1) applies.

(2) Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

(2.1) A municipal planning commission, subdivision authority, development authority or subdivision and development appeal board established under Part 17 may deliberate and make its decisions in meetings closed to the public.

(3) When a meeting is closed to the public, no resolution or bylaw may be passed at the meeting, except a resolution to revert to a meeting held in public.

Division 2 of Part 1 of the FOIP Act

This section is quite lengthy so I will not be including it in the report. I have included a link to the actual Act should councillors not have a copy so that they can review this section further. The link is:

http://www.qp.alberta.ca/1266.cfm?page=F25.cfm&leg_type=Acts&isbncln=97807797962071

This issue, as we know, has been brought up many times. It should be noted again that the inspectors did not identify any violations of legislation. It would be my opinion that a large part of the reason for this is that there weren't any violations of legislation. The confusion exists for some, including the inspectors, with the old terminology of “Committee of the Whole” to reference “in camera” sessions. This terminology may have been incorrect previously but the process and following the FOIP Act for exemptions to disclosure were not incorrect. I do not believe that there are any associated bylaws or policies that need to be revised.

While the inspectors identified the frequency for “in camera” meetings and the duration of some of them, they did indicate that both of those measurements were drastically reduced. I maintain that both the frequency and duration of “in camera” sessions in late 2010 and early 2011 were necessary due to several issues the municipality was facing and required action on. The drop in frequency and duration was not a result of changing any significant practice or fixing breaches of legislation but simply a result in our operations returning to more normal daily and monthly routine. Due to the perception issue of “in camera” meetings both council and administration has made efforts to simplify discussions during those sessions in order to get to the point as quickly as possible, while still giving the item its required attention, so that time spent in closed is minimized and thus the perception of lack of transparency is lessened.

Generally, the headings in the FOIP Act under Division 2 of Part 1 that are reasons council may choose or be required to close their meetings to the public are:

Division 2

Exceptions to Disclosure

16 Disclosure harmful to business interests of a third party

17 Disclosure harmful to personal privacy

18 Disclosure harmful to individual or public safety

19 Confidential evaluations

20 Disclosure harmful to law enforcement

21 Disclosure harmful to intergovernmental relations

22 Cabinet and Treasury Board confidences

23 Local public body confidences

24 Advice from officials

25 Disclosure harmful to economic and other interests of a public body

26 Testing procedures, tests and audits

27 Privileged information

28 Disclosure harmful to the conservation of heritage sites, etc.

29 Information that is or will be available to the public

Even more generally, we classify the reasons as the “three L’s”, namely Land, Labour, and Legal.

Once this report is reviewed, including councillor’s review of the legislation, this directive is **COMPLETE**.

Directive #7

Sections 169 to 173 of the MGA define and set out the requirements where councillors have pecuniary interests on matters that are before council. I direct Council to review their practices where pecuniary interests are involved to ensure that the legislated requirements are met. I further direct that Council revise their associated policies or bylaws accordingly where necessary.

Sections 169-173

Division 6

Pecuniary Interest of Councillors

Definitions

169 In this Division,

(a) “corporation”, “director”, “distributing corporation”, “officer”, “shareholder”, “voting rights” and “voting shares” have the meanings given to them in the Business Corporations Act;

(b) “councillor’s family” means the councillor’s spouse or adult interdependent partner, the councillor’s children, the parents of the councillor and the parents of the councillor’s spouse or adult interdependent partner;

(c) "spouse" means the husband or wife of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

Pecuniary interest

170(1) Subject to subsection (3), a councillor has a pecuniary interest in a matter if

- (a) the matter could monetarily affect the councillor or an employer of the councillor, or
- (b) the councillor knows or should know that the matter could monetarily affect the councillor's family.

(2) For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects

- (a) the person directly,
- (b) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,
- (c) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or
- (d) a partnership or firm of which the person is a member.

(3) A councillor does not have a pecuniary interest by reason only of any interest

- (a) that the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- (b) that the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- (c) that the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described in clause (b),
- (d) that the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- (e) that the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- (f) that a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- (g) that the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- (h) that the councillor or member of the councillor's family may have
 - (i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
 - (ii) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,
- (i) of the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
- (j) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
- (k) that a councillor may have by discussing or voting on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.

(4) Subsection (3)(g) and (h) do not apply to a councillor who is an employee of an organization, club or service referred to in those clauses.

Bylaw requiring statement of disclosure

171 A council may by bylaw

(a) require that each councillor file with a designated officer a statement of the name or names of

(i) the councillor's family,

(ii) the employers of the councillor,

(iii) each corporation, other than a distributing corporation, in which the councillor is a shareholder, director or officer,

(iv) each distributing corporation in which the councillor beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the councillor is a director or officer, and

(v) each partnership or firm of which the councillor is a member, and

(b) require the designated officer to compile a list of all the names reported on the statements filed with the officer and give a copy of the list to the employees of the municipality indicated in the bylaw.

Disclosure of pecuniary interest

172(1) When a councillor has a pecuniary interest in a matter before the council, a council committee or any other body to which the councillor is appointed as a representative of the council, the councillor must, if present,

(a) disclose the general nature of the pecuniary interest prior to any discussion of the matter,

(b) abstain from voting on any question relating to the matter,

(c) subject to subsection (3), abstain from any discussion of the matter, and

(d) subject to subsections (2) and (3), leave the room in which the meeting is being held until discussion and voting on the matter are concluded.

(2) If the matter with respect to which the councillor has a pecuniary interest is the payment of an account for which funds have previously been committed, it is not necessary for the councillor to leave the room.

(3) If the matter with respect to which the councillor has a pecuniary interest is a question on which, under this Act or another enactment, the councillor as a taxpayer, an elector or an owner has a right to be heard by the council,

(a) it is not necessary for the councillor to leave the room, and

(b) the councillor may exercise a right to be heard in the same manner as a person who is not a councillor.

(4) If a councillor is temporarily absent from a meeting when a matter in which the councillor has a pecuniary interest arises, the councillor must immediately on returning to the meeting, or as soon as the councillor becomes aware that the matter has been considered, disclose the general nature of the councillor's interest in the matter.

(5) The abstention of a councillor under subsection (1) and the disclosure of a councillor's interest under subsection (1) or (4) must be recorded in the minutes of the meeting.

(6) If a councillor has disclosed a pecuniary interest at a council committee meeting and council considers a report of the committee in respect of which the councillor disclosed a pecuniary interest, the councillor must disclose the pecuniary interest at the council meeting and subsection (1) applies to the councillor.

173 No agreement with a municipality under which a councillor of the municipality has a pecuniary interest is binding on the municipality unless

(a) the agreement is for work in an emergency,

(b) the agreement is

(i) for the sale of goods, or

(ii) for the provision of services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services that is incidental to or in the ordinary course of the business,

(c) the proposed agreement is approved by council before the agreement is signed by the municipality, or

(d) the agreement was entered into before the term of the councillor started.

I have also attached as an appendix to this memo, a report produced by Alberta Municipal Affairs called Municipal Councillors' Guidelines for Conflict of Interest. This should further solidify the required review.

As reported previously, I believe there have not been any violations related to pecuniary interest, especially in my tenure. The examples listed in the report did follow the provisions in the Act; however, the minutes did not reflect that the Council members in question left the room. This was a minute recording issue vs. a compliance issue and administration has now received feedback from Alberta Municipal Affairs on how to handle this in the minutes moving forward.

As such, this directive is **COMPLETE**.

Directive #8

Section 215 of the MGA prohibits agreements with municipal employees with the exception of employment agreements and for services or goods that are available to the public generally. Policy #042 – Computer Purchase Plan and Procedure 97-026 – Third Party Cheques contravene this requirement, and I therefore direct Council to cancel and discontinue them.

This directive is already **COMPLETE** and reported as such.

Directive #9

Section 70 of the MGA requires the advertisement of land sales that are for less than market value. I direct Council to review their Land Sales Policy to ensure that it is comprehensive and in alignment with the legislated requirements.

As you recall the Town identified that changes to the Land Sales Policy were required to detail lands/properties that some may offer to purchase that aren't necessarily listed. The Town simply cannot list all property owned on the Land Sales Policy. As such, we made changes to the policy in April 2013. These changes came after the inspectors visited the municipality and now deal with the concerns expressed in the Municipal Inspection report. I have had a verbal conversation with one of the inspectors who was pleased with the new wording and felt that it dealt with their concerns.

The wording now included in the Land Sales Policy that deal with those concerns is:

Lands Offered

The Town has ownership of lands, which may or may not include buildings, other than those outlined specifically in this policy. It is the consensus of Council that based on existing infrastructure development and the Redcliff Municipal Development Plan, lands other than those listed herein should not be marketed or offered for sale until further evaluation and servicing requirements are concluded.

Classification

Any requests/offers for lands not specifically outlined in this policy shall be directed to Council for evaluation of whether it is in the best interests of the municipal corporation to offer them for sale. If Council determines it is in the best interest of the municipality to offer properties for sale that are not identified in this policy, they will follow the guidelines identified in the Municipal Government Act. Also, Council will determine at that time the appropriate method for said sale (i.e. real estate listing, lottery, sealed bid, etc.).

Furthermore, should administration or Council consider that it would be in the best interest of the municipality to list lands contained within this policy on a residential or commercial real estate

listing serving (i.e. MLS) that it shall be brought forward to Council for evaluation and consideration.

Section 70

Disposal of land

70(1) If a municipality proposes to transfer or grant an estate or interest in

(a) land for less than its market value, or

(b) a public park or recreation or exhibition grounds, the proposal must be advertised.

(2) The proposal does not have to be advertised if the estate or interest is

(a) to be used for the purposes of supplying a public utility,

(b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or

(c) to be used by a non-profit organization as defined in section 241(f).

The Town maintains that they have always followed the provisions of this section and no violations were identified. It should be noted that the Act defines "market value" as "the amount that a property...might be expected to realize if it is sold on the open market by a willing seller to a willing buyer."

I believe that this directive is now **COMPLETE**.

Directive #10

I direct Council and Senior Administration to attend a Freedom of Information and Protection of Privacy training workshop.

At the Aug 19, 2013 meeting of Council a motion was passed to move forward with a FOIP training workshop and to bring suggested dates back to Council.

We have not been able to get possible dates confirmed as of yet and it might be beneficial to wait until after the election anyway.

Directive #11

I direct Council to review and amend Bylaw 1733/2013, the Subdivision and Development Appeal Board Bylaw, to ensure that the composition of the Board is in accordance with sections 627 and 628 and to limit the role of the Board pursuant to section 645 of the MGA.

This is already **COMPLETE** and has been reported as such.

Directive #12

Section 208 of the MGA requires that the CAO must ensure that the records and documents of the municipality are kept safe. I direct the CAO to take steps to ensure that records and documents presently stored in the basement of the Town office are adequately protected.

This is ongoing but we should have no issue with meeting this directive. If additional budget is required it may have to come to Council for a motion.

Directive #13

I direct council to provide a monthly report to me on the 10th of each month until January 10, 2014 regarding the progress the town has made with respect to completing the directives.

Obviously ongoing!

Municipal Affairs

Municipal Councillors’ Guidelines for Conflict of Interest

Alberta Municipal Affairs (2010) *Municipal Councillors' Guidelines for Conflict of Interest*
Edmonton: Alberta Municipal Affairs

For more information contact:

Advisory Resources and Capacity Building
Local Government Services
Alberta Municipal Affairs
17th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4L4
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Telephone: 1-780-427-2225

Toll Free: 310-0000 (in Alberta only)

Fax: 1-780-420 1016

Website: www.municipalaffairs.gov.ab.ca

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Municipal Councillors' Guidelines for Conflict of Interest

Alberta's municipal councillors have a strong record of public service to their communities. As a public servant, you are responsible for upholding the public interest ahead of any private interests you may have.

Read part 5 of the *Municipal Government Act (MGA)* to learn what is expected of you.

This document is only a guide to the legislation. Consult your solicitor for advice on specific situations.

Disqualification

Section 174 of the *MGA* describes the reasons for disqualification from council.

Nomination

First of all, if you never were, or cease to be qualified to be nominated as a candidate for council, then you are not qualified to remain a member of the council (see sections 21 to 23 and 47 of the *Local Authorities Election Act*).

To remain qualified you must:

- retain Canadian citizenship
- continue to reside in the municipality (and in a rural municipality, reside in electoral division)
- not be appointed as the auditor, an officer or employee of the municipality
- keep your tax and other accounts with the municipality paid up.

Attendance

Section 174 of the *MGA* says that if you are absent from all the regular meetings of the council for an eight-week period, you are not qualified to remain a member of council.

The council may approve your absence for a longer period of time. To do so, they must pass a resolution before the close of the last meeting in the eight-week period.

Suppose the first regular meeting which you missed was on the Tuesday of week one. Not later than the Tuesday of week eight, you would either have to attend a regular council meeting or arrange to have the council pass a resolution authorizing your absence. If, for any reason, the last regular meeting at which the resolution could be passed is not held, then the resolution may be passed at the next regular meeting of the council.

Participating in the decision-making process at council meetings is a very important part of your commitment. Your electors have a right to expect that you will attend council meetings, present your views, and vote.

Conviction for an Offence

Section 174 of the *MGA* states that if you are convicted of an offence punishable by imprisonment for five years or more, or an offence under section 123, 124 or 125 of the *Criminal Code* (Canada), you are not qualified to remain a member of the council.

Your electors have a right to expect that you will be a responsible member of society. If you are convicted of a serious offence, it may well raise questions about whether you can provide suitable representation for the municipality.

Municipal Councillors' Guidelines for Conflict of Interest

Pecuniary Interest

Definition

Section 170 of the *MGA* describes pecuniary interest as something which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse (in other words, your immediate family), or a business which employs you or in which you have an interest.

Specifically, pecuniary interest means an interest in a matter which could monetarily affect:

- you
- a corporation, other than a distributing corporation, in which you are a shareholder, director or officer
- a distributing corporation in which you beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer
- a partnership or firm of which you are a member.

This section also says that “a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor’s family.” You must decide when you have a pecuniary interest. Council cannot make the decision for you.

Section 172 of the *MGA* sets out the procedure you must follow if a matter in which you have

a pecuniary interest comes before any meeting in which you are taking part in your capacity as a member of council. Failure to follow these procedures could lead to your disqualification.

Exceptions

Several exceptions are listed in section 170(3) of the *MGA* so that an overly-restrictive interpretation of the provisions will not disrupt the affairs of the municipality or your function as a councillor. See the Appendix for section 170(3).

What to Do

Section 172 of the *MGA* says that you may not take part in the decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not discriminated either for or against by virtue of your membership on the council

If you have a pecuniary interest:

- you are to disclose that you have an interest and its general nature
- you are to abstain from any discussion of the matter and from voting
- you are to leave the room until the matter has been dealt with, and
- you should make sure that your abstention is recorded in the minutes.

For example, you might say “Mr. Mayor, I am abstaining on this matter because I am a shareholder in the company. I am leaving the room and I ask that my abstention be recorded.”

If the matter is one in which you, as an elector or property owner, have a right to be heard by

Municipal Councillors' Guidelines for Conflict of Interest

council (for example, a land use bylaw amendment, lane or street closure, etc.), you are to disclose your interest and abstain, but you may remain in the room to be heard by council in the same manner as any person who is not a member of the council. In this case, you should follow the procedure required of any other person to be placed on the list of delegations to be heard by the council. When the matter comes up for hearing, you might say "Madam Mayor, I am abstaining from this matter because I own the property affected. I ask that my abstention be recorded."

You should then leave the council table and go to the area where the public sits. The mayor should call you to make your presentation in the same manner as any other person. You should state your case, answer any questions that may be posed to you and then be seated for the remainder of the public hearing.

When the council debates the matter it would be advisable to leave the room during the decision-making process.

Temporary Absence

On occasion, you may be temporarily absent from a meeting when a matter in which you have an interest comes up for discussion. If so, upon returning to the meeting, or as soon as you discover that the matter was discussed, you are to disclose the general nature of your interest. Make sure that the secretary notes your disclosure in the minutes.

The purpose of this provision is to ensure that a member of council does not avoid disclosing an interest by simply leaving the meeting

before the matter is discussed and returning after the discussion is complete. If some matter is discussed by council while you are temporarily absent from a meeting, upon your return and as soon as you become aware of the matter, you should get the attention of the chair and say something like "Mr. Mayor, during my absence a matter was discussed in which I have an interest. I am disclosing that my husband is an employee of the company and I ask that my disclosure be recorded in the minutes."

All Meetings

The disclosure and abstention rules apply to every meeting of council and any of its committees. They also apply to you at a meeting of any board, committee or agency to which you are appointed as a representative of the council (section 172(6) of the *MGA*). In other words, any time that you are acting as a councillor, the disclosure and abstention rules apply to you.

It is important to remember to ask the secretary at any of these meetings to record your abstention and to check that it is actually included in the minutes.

Doing Business

Although there is no prohibition on doing business with the municipality when you are a member of council, every contract or agreement with the municipality in which you have an interest must be approved by council (section 173 of the *MGA*). So, if your council has delegated purchasing authority to the administration, it is important that those officials know of any business interests that

Municipal Councillors' Guidelines for Conflict of Interest

you have and that you make sure the council approves of any contract with your business. You cannot raise the matter in council, but, if you submit a bid or offer, you can note the matter must receive council approval. If it doesn't, you may be disqualified and the contract has no force or effect.

The following are the only exceptions:

- if the contract or agreement is for the performance of work or the provision of a service in the case of an emergency, or
- if the contract or agreement is for the sale of goods or services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services, that is incidental to, or in the ordinary course of business.

Disqualification

Section 174 of the *MGA* states in part you shall resign your seat if:

- you never were or cease to be qualified for nomination
- you violate the attendance requirements
- you are convicted of a relevant offence
- you do not abstain from voting if required to
- you become an employee of the municipality.

If you do not resign, then an elector of the municipality or the council may apply to a judge for an order determining whether or not you have disqualified yourself (section 175 of the *MGA*).

The judge may declare you to be disqualified and your seat to be vacated or that you are qualified to remain a member of the council. In certain instances, the judge may also dismiss the application if the judge is of the opinion that the disqualification arose inadvertently or as a result of a genuine error in judgment. If the disqualification is for using information that was used to gain a pecuniary benefit, the judge may order you to pay to the municipality, a sum of damages determined by the court.

If you are found to be disqualified for pecuniary interest disqualification, you may only be a candidate at the next general election if you are then qualified for nomination under the *Local Authorities Election Act* (see section 174(4) of the *MGA*).

List of Interests

If you have extensive business interests, it may be difficult for you to know when these businesses are dealing with your municipality. It may be even more difficult for purchasing agents to identify a contract which requires the approval of council because a member of council has an interest.

In such cases, it may help everyone involved – yourself included - if a listing of interests is available in the office. Therefore, provision is made for council, by bylaw, to require its members to file a statement with a designated officer showing the names of their immediate families and any business in which they have an interest (section 171 of the *MGA*).

Municipal Councillors' Guidelines for Conflict of Interest

The designated officer is to compile a list of all the names on the statements and provide it to the officials and employees of the municipality indicated in the bylaw.

This provision is permissive. This means the council has the power to pass such a bylaw if it thinks it is necessary. However, council is not required to do so.

These rules are designed to protect the public interest while ensuring that your ability to work is not adversely affected by your election to council.

In order that the public interest is served and seen to be served, it is important that you be open and honest about dealing with the municipality.

Be fair to yourself, your electors, and your municipality by keeping your private interests in harmony with the public interest.

Remember

- If you vote on a matter in which you have pecuniary interest, you are subject to disqualification, even if you vote against your interest.
- Ask to have your abstention recorded in the minutes and check the minutes to see that it actually has been recorded.
- The rules apply at all meetings of your council and its committees, and at the meetings of any board, commission, committee or agency to which you are appointed as a representative of the council.
- If your council passes a bylaw requiring a listing of interests, keep your list up-to-date by regularly informing the designated officer of additions or deletions.
- If you are in doubt as to whether you have a pecuniary interest, get a letter from your own solicitor giving advice to you.

This guide is an information summary only and has no legislative sanction. For certainty, refer to the *Municipal Government Act*. Copies can be purchased from **Alberta Queen's Printer Bookstore**:

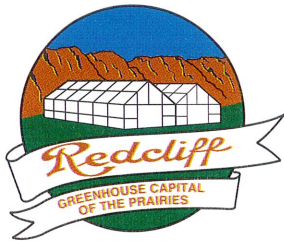
Main Floor, Park Plaza Building
10611 – 98 Avenue
Edmonton, Alberta T5K 2P7
Ph: (780) 427-4952

Appendix

Municipal Government Act Section 170(3)

“A councillor does not have a pecuniary interest by reason only of any interest

- (a) that the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- (b) that the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- (c) that the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described in clause (b),
- (d) that the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- (e) that the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- (f) that a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- (g) that the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- (h) that the councillor or member of the councillor's family may have
 - (i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
 - (ii) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,
- (i) of the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
- (j) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
- (k) that a councillor may have by discussing or voting on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.”



TOWN OF REDCLIFF

P.O. Box 40
Redcliff, Alberta T0J 2P0

Phone 548-3618

Fax 548-6623

Email redcliff@town.redcliff.ab.ca

Website www.town.redcliff.ab.ca

September 10, 2013

Honourable Doug Griffiths
Minister of Municipal Affairs
Legislature Office
#104 Legislature Building
10800-97 Avenue
Edmonton, AB
Canada T5K 2B6
Fax: 780-422-9550

Re: Ministerial Order No. L:112/13

Mr. Griffiths,

As per the above ministerial order and directive #13, I am providing a report on behalf of Council for the Town of Redcliff. Specifically, we are required to provide a monthly report on the 10th of each month.

I have attached a table below of each of the directives and the progress related to them. Subsequent reports will provide more detail, especially related to reviews of sections of the MGA and associated Town policies and bylaws.

As a summary, I can report that of the 13 directives, 8 have been completed as of September 9, 2013, 2 are being completed and should be done shortly (well within the deadline), 2 are training that cannot be completed until after the municipal election, and the last one is ongoing as it is monthly reports provided to you.

Directive #	Directive	Due Date	Corresponding Recommendation	Status
1	I direct that Council direct administration to publish the Town of Redcliff Municipal Inspection Report May 2013 on the town website and to provide printed copies of the report on request subject to the town's fees for photocopying.	Immediate	Ministry Recommended	Completed July 31, 2013


2	Sections 153, 201, 207, and 208 of the <i>Municipal Government Act (MGA)</i> set out the respective roles and responsibilities of council and the CAO, and Section 203 of the <i>MGA</i> provides for the delegation of council powers, duties, or functions to the CAO. I direct Council and the CAO to review their practices in the context of these provisions to ensure that council is not considering or acting on matters that are the responsibility of the administration. I further direct that council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	1	All sections were reviewed by Council during the Sept 9, 2013 regular meeting. Administration identified a few policies that need to be amended in order to align with the <i>MGA</i> in terms of ensuring that Council is not acting on matters that are the responsibility of administration. As those bylaws/policies are updated we will report on the progress and completion of this directive in future reports.
3	I direct Council and Senior Administration to attend a roles and responsibilities workshop.	31-Dec-13	2	Council has passed a motion to attend a roles and responsibilities training session along with the City of Medicine Hat on November 25th, 2013 conducted by George Cuff. Additionally, Council passed a motion to do another roles and responsibilities training session with Municipal Affairs staff and we are working at coordinating those dates. We will report on the completion of those training workshops.
4	Section 185 of the <i>MGA</i> sets out the process for requesting and documenting recorded votes. I direct Council to review and modify their practices in the context of these provisions to ensure that recorded votes are handled in accordance with the legislated requirements.	31-Dec-13	6, 15	Council reviewed this section and practices related to recorded votes at the September 9, 2013 regular council meeting. We have had discussions with the inspectors regarding the examples identified in the report and pointed out how those examples were indeed correct (verbally confirmed by inspector). For that reason, and the additional review, this directive is complete as of September 9, 2013.
5	Section 180 of the <i>MGA</i> requires council to act only by resolution or bylaw. I direct Council to review the practices used to make decisions during council committee meetings in the context of this requirement to ensure that all actions are appropriately authorized by resolution. I further direct that Council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	7	Completed as of March 11, 2013. This was corrected at the first Committee of the Whole meeting following the inspectors visit to the municipality in February. Furthermore, all actions in the past few years that did not have a motion during those meetings (9 motions) and did not later receive a motion at a Council meeting were made during the March 11, 2013 Council meeting. No outstanding decisions of Council exist without a motion. For further emphasis, council did review Section 180 further on Sept 9, 2013 to solidify understanding.

6	Section 197 of the MGA requires that council and council committee meetings be conducted in public, subject to specific exceptions which include those set out in Division 2 of Part 1 of the <i>Freedom of Information and Protection of Privacy Act</i> . I direct council to review their practices for in-camera meetings in the context of these provisions, and to ensure that any matters discussed in future in-camera meetings meet the legislated conditions. I further direct that council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	9	Council reviewed the legislation identified in the directive and our practices related to "in camera" meetings. No revision of associated practices, bylaws or policies are necessary. This issue will be dealt with also as part of directive #10; however, as of Sept 9, 2013 this directive (#6) is now complete.
7	Sections 169 to 173 of the MGA define and set out the requirements where councillors have pecuniary interests on matters that are before council. I direct Council to review their practices where pecuniary interests are involved to ensure that the legislated requirements are met. I further direct that Council revise their associated policies or bylaws accordingly where necessary.	31-Dec-13	12	Council reviewed sections in the MGA as well as the information report from Alberta Municipal Affairs (Municipal Councillors' Guidelines for Conflict of Interest) at their meeting on Sept 9, 2013. It should be noted that the examples in the inspection report did follow the provisions of the Act in terms of pecuniary interest; however, the minutes did not reflect this. It was a minute reporting issue vs. violations of legislation. We have confirmed with AMA staff on how to record this in future. This directive is now complete.
8	Section 215 of the MGA prohibits agreements with municipal employees with the exception of employment agreements and for services or goods that are available to the public generally. Policy #042 – Computer Purchase Plan and Procedure 97-026 – Third Party Cheques contravene this requirement, and I therefore direct Council to cancel and discontinue them.	31-Dec-13	18 and 19	Completed. Policy 042 was already cancelled on May 13, 2013 and Procedure 97-026 was cancelled on July 30, 2013.
9	Section 70 of the MGA requires the advertisement of land sales that are for less than market value. I direct Council to review their Land Sales Policy to ensure that it is comprehensive and in alignment with the legislated requirements.	31-Dec-13	20 and 21	Council reviewed Section 70 and their Land Sales Policy at the Sept 9, 2013 council meeting. It should be noted that the Town had actually reviewed and amended the Land Sales Policy following the visit from the inspectors. Those amendments, in speaking with the inspectors following the inspection report presentation, address the concerns they had identified in the report. As such, this directive is complete as of Sept 9, 2013.

10	I direct Council and Senior Administration to attend a Freedom of Information and Protection of Privacy training workshop.	31-Dec-13	25	Council passed a motion to comply with this directive and administration is working with Service Alberta to coordinate the workshop. We will report once complete.
11	I direct Council to review and amend Bylaw 1733/2013, the Subdivision and Development Appeal Board Bylaw, to ensure that the composition of the Board is in accordance with sections 627 and 628 and to limit the role of the Board pursuant to section 645 of the MGA.	31-Dec-13	30 & 31	Completed prior to inspection report on June 10, 2013.
12	Section 208 of the MGA requires that the CAO must ensure that the records and documents of the municipality are kept safe. I direct the CAO to take steps to ensure that records and documents presently stored in the basement of the Town office are adequately protected.	31-Dec-13	40	This is ongoing and we anticipate completion of this directive shortly and will report as such in future.
13	I direct council to provide a monthly report to me on the 10 th of each month until January 10, 2014 regarding the progress the town has made with respect to completing the directives.	Monthly	Ministry Recommended	Ongoing reporting to the Minister will take place as directed and will be included in Council meeting packages for the public to be aware of progress on directives.

Please do not hesitate to contact us should you require any further information or clarification.

Regards,


David Wolanski
Municipal Manager
Town of Redcliff

APPLICATION FOR SUBDIVISION

FOR OFFICE USE ONLY

DATE of receipt of Form A as completed

File No.

August 27/13

2013/14009

Fees Submitted: \$1,577.10

1. Name of registered owner (s) of the land to be subdivided
889479 Alberta Ltd.
- Address: #2, 1311 TransCanada Way SE
Medicine Hat, T1B 0H4
- Telephone: 403.548.1295
- Fax:
2. Name of Agent (authorized person acting on behalf of registered owner)
Benchmark Geomatics Inc., #105, 2201 Box Springs Blvd, NW, Medicine Hat, AB T1C 0C8
Phone: (403) 878-9483 Fax No.: (403) 527-3908
3. LEGAL DESCRIPTION AND AREA OF LAND TO BE SUBDIVIDED
LOT 11, BLOCK 2, PLAN 131 0439 - C.O.T. No: 131 037 567 (Net 51.71 Acres)
Area of the proposed subdivision 0.81 ha.
Municipal Address: N/A 2891 Box Springs Way NW
4. LOCATION OF LAND TO BE SUBDIVIDED
- a. The land is situated in the municipality of **Medicine Hat**.
- b. Is the land situated immediately adjacent to the municipal boundary? Yes ☐ No ☒
If "yes, the adjoining municipality is
- c. Is the land situated within 0.8 km of the right-of-way of a Highway? Yes ☒ No ☐
If "yes, the Highway is the Trans Canada Highway
- d. Does the proposed parcel contain or is it bounded by a river, stream, lake or other body of water or by a drainage ditch or canal? Yes ☐ No ☒ Name
- e. Is the proposed parcel within 1.5 km of a sour gas facility? Yes ☐ No ☒
5. EXISTING AND PROPOSED USE OF LAND TO BE SUBDIVIDED
- a. Existing use of the land: **Vacant**
- b. Proposed use of the land: **C3**
- c. The designated use of the land as classified under a land use bylaw: **C3**
6. PHYSICAL CHARACTERISTICS OF THE LAND TO BE SUBDIVIDED
- a. Describe the nature of the topography of the land (flat, rolling, steep, mixed)
Flat
- b. Describe the nature of the vegetation and water on the land (brush, shrubs, tree stands, woodlots, etc-sloughs, creeks, etc.)
Grass
- c. Describe the kind of soil on the land (sandy, loam, clay, etc.)
Sandy
7. EXISTING BUILDING(S) ON THE LAND PROPOSED TO BE SUBDIVIDED
Describe any buildings and any structures on the land and whether they are to be demolished or moved
NONE
8. WATER AND SEWER SERVICES
If the proposed subdivision is to be served by other than a water distribution system and a wastewater collection system, describe the manner of providing water and sewage disposal: **NA**

9. SITE INSPECTION

The Registered Owner or the person acting on behalf of the registered owner hereby grants consent to the approving authority or the referral agencies to carry out a site inspection, at a reasonable time, of the land that is the subject of the application.

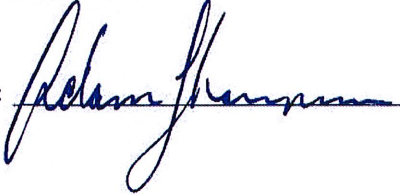
10. REGISTERED OWNER OR PERSON ACTING ON BEHALF OF THE REGISTERED OWNER

I, Adam Thompson, A.L.S., hereby certify that:

- ☐ I am the registered owner, or
☒ I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision.

Signed:



Date: AUGUST 6, 2013

REASONS FOR SUBDIVISION, and any other relevant information in support of Application.

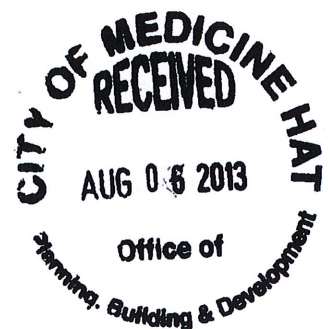
- To Prepare a Lot for a future business and building

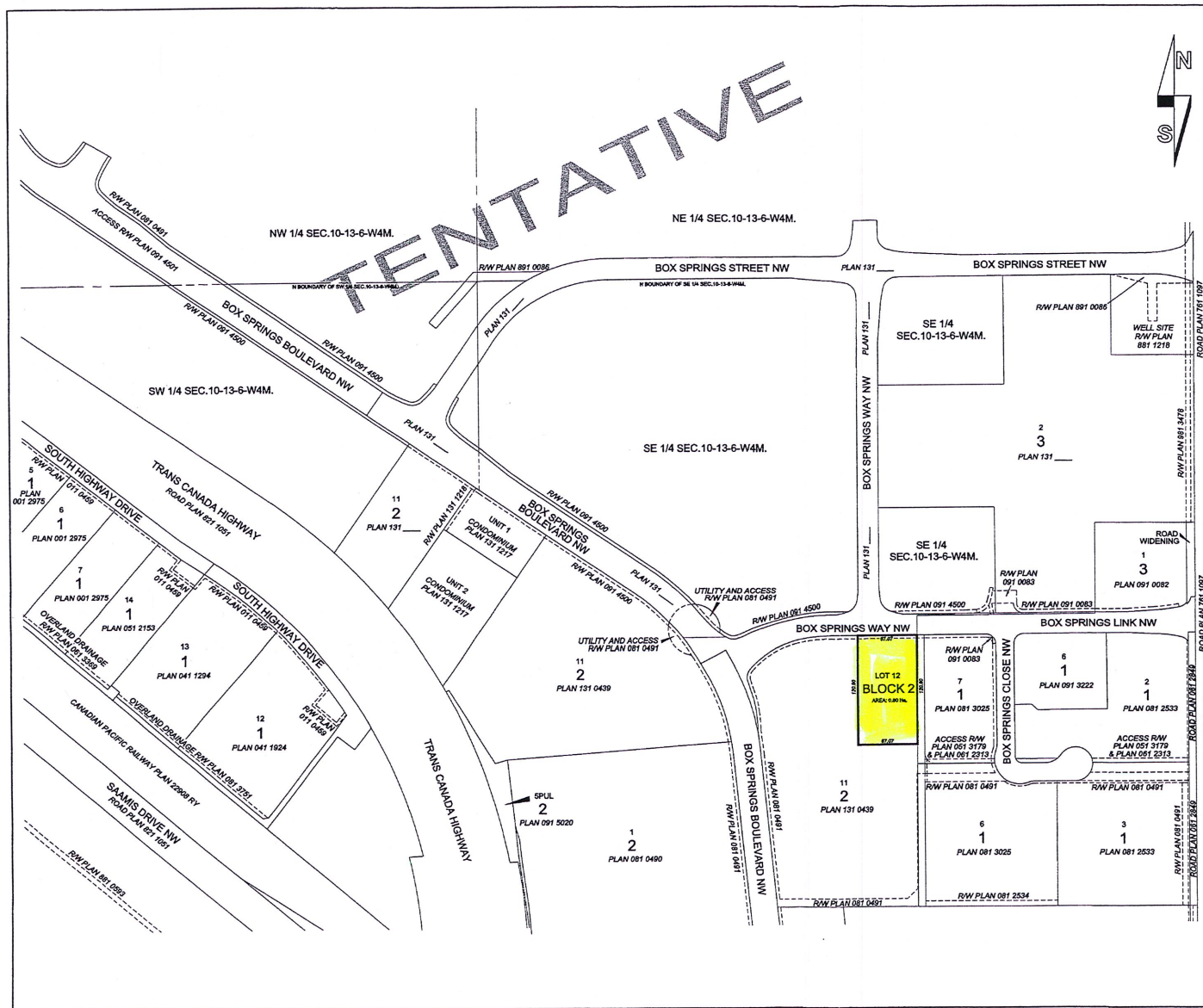
NOTE: There is no obligation upon the Subdivision Approving Authority to return to the applicant either a subdivision application or any Documentation accompanying it

The personal information on this form is being collected for the purpose of an Application for Subdivision Approval under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act, and is protected by the Act. If you have any questions about the information being collected, contact the City of Medicine Hat FOIP Head at 529-8234.



FILE NUMBER 12080462





REGISTRAR
LAND TITLES OFFICE

PLAN NO. _____

ENTERED AND REGISTERED
ON _____

INSTRUMENT NO.: _____

_____ A.D. REGISTRAR

**TENTATIVE PLAN
SHOWING SURVEY
OF
SUBDIVISION
OF A PORTION OF
LOT 11, BLOCK 2, PLAN 131 0439
IN
SE 1/4 SEC.10 TWP.13 RGE.6
W4M.**

0 20 40 60 80 100 200 metres

Scale 1:2000

CITY OF MEDICINE HAT

SURVEYOR:

Adam J.F. Thompson, A.L.S



FIELD SURVEY CONDUCTED BETWEEN THE DATES OF _____ AND _____ IN _____
ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT

SUBDIVISION AUTHORITY:
THE CITY OF MEDICINE HAT PLANNING, BUILDING &
DEVELOPMENT SERVICES
FILE NUMBER: _____



REGISTERED OWNER(S):
886479 ALBERTA LTD.

LEGEND


ALL DISTANCES ARE IN METERS AND DECIMALS THEREOF.



STATIONARY IRON POSTS PLAINLY MARKED SHOWN THUS:  SHOWN THUS:  AND ARE MARKED POST

STATIONARY IRON POSTS FOUND AT GROUP LEVEL UNLESS OTHERWISE INDICATED.


PORTION TO BE REGISTERED IS OUTLINED AS THUS:  AND CONTAINS  NO

BEARINGS SHOWN ARE GRID AND REFER TO THE COURSE BETWEEN ALBERTA SURVEY

ALBERTA SURVEY CONTROL MARKERS SHOWN THUS: 

HORIZONTAL DATUM:  AND  SURVEY PROJECTION

REFERENCE MERIDIAN: 111° WEST LONGITUDE

THE GEO-REFERENCED SURVEY IS A FOUND FROM SURVEY POST AND IS SHOWN THUS: 

ABBREVIATIONS THAT MAY APPEAR ON THIS PLAN:		PUL	Public Utility List
ALB	Alberta Land Surveyor	RAD	Radius
ASCM	Alberta Survey Control Monitor	Re-est.	Re-established
Col	Colony	Rgn	Range
Co	County	RP	One-Redundant Point
Co-Me	County Measure	RWH	Right of Way
Co-Me	County Measure	Sc	Section
E	East	S	Side
Est.	Established	S	Section
H	Hectare	Twp	Township
I	Intersection	W	West
Int	Intersection	WGL	West of the Fourth Meridian
LA	Left		
ML	Mark		
MVE	Measured		
MR	Metropolitan Reserve		
N	North		
Nth	North		

NOTE:
GEO REFERENCED POINT
- OBSERVED 3TH HAD 83 FORUMING
_____ P.H
_____ P.E

BENCHMARK GEOMATICS INC.
COMMON, 2251 BOX SPRINGS BOULEVARD NW
PHONE (403) 527-3970 FAX (403) 527-3968

SCALE 1/2"=1'-0"
DRAFTED BY: CUF
CHECKED BY: AJT

FILE NO. 13040187
DRAWING FILE NO. 13040187-TENT
DATE: JULY 31, 2013



Planning, Building & Development Services City of Medicine Hat

SUBDIVISION REVIEW REPORT

STATUTORY APPLICATION DATE: August 27, 2013

2013MH009

LOCATION: 2891 Box Springs Way NW

PROPOSAL: The subdivision of 1 lot from a multi-part parcel.

OWNER: 889479 Alberta Ltd.

APPLICANT: Benchmark Geomatics Inc. (#12080462)

LEGAL: Lot 11, Block 2, Plan 131 0439

TYPE OF SUBDIVISION: Commercial

EXISTING LAND USE DESIGNATIONS: Highway Commercial District (C-H)

PREVIOUS APPLICATION: BSBP (Consolidation of other parcels with quarter section.)

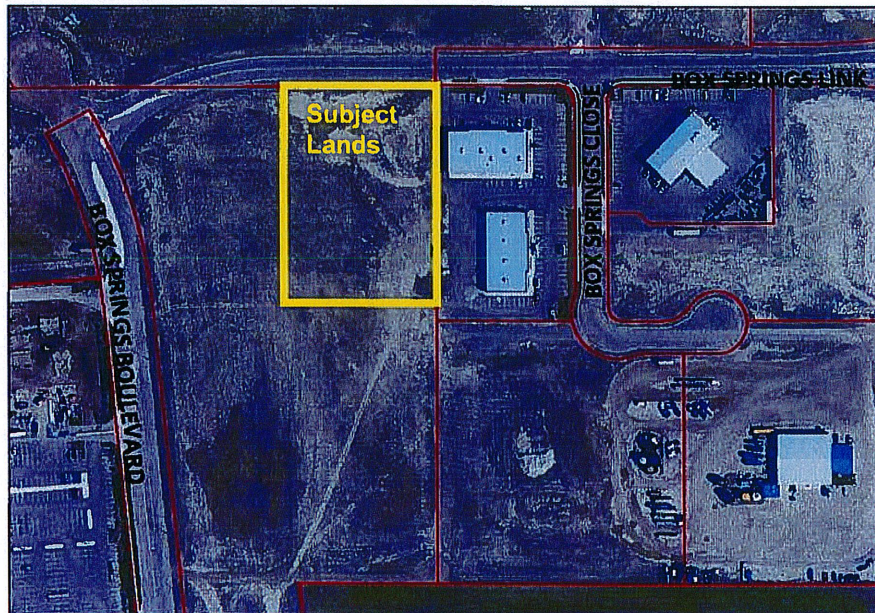
MUNICIPAL RESERVE STATUS: Required

OFF-SITE LEVIES: Required (Bylaw 3746)

SUBDIVISION BY: (X) Plan () Instrument

Prepared by: Robert Sissons

BACKGROUND



The proposal is to subdivide 0.80 hectares (ha) from a multi-part parcel of land to create a new commercial lot. No rezoning application is required as the subject site is currently zoned as Highway Commercial (C-H).

The subdivision proposal is compliant with the Land Use Bylaw #4168 requirements for a commercial lot in terms of site frontage and site area.

Off-site levies will be a condition of subdivision approval. Cash in lieu of Municipal Reserve will be a condition of subdivision approval.



August 28, 2013

File number: 283-62 1.4

Shanon Simon
Manager of Legislative and Land Services
#1 – 3rd Street NE, P.O. Box 40
Town of Redcliff, AB, T0J 2P0

Dear Shanon:

RE: Advisory Comments – Proposed Subdivision 2013MH009

The proposed subdivision is consistent with the Intermunicipal Development Plan. From an intermunicipal planning perspective, there are no foreseeable negative impacts to the Town of Redcliff, in the short or long-term, that will result from the City approval of subdivision application 2013MH009.

Yours truly,

Scheffer Andrew Ltd., Medicine Hat

Kent Snyder, RPP, MCIP
Branch Manager



Memo

To: Redcliff Council
From: Shanon Simon, Manager of Legislative & Land Services
Date: September 9, 2013
Re: 2013 Municipal Election – Candidate Training Session

The Society of Local Government Managers, on behalf of Alberta Municipal Affairs, will be conducting videoconference refresher training sessions for prospective candidates on Monday September 16, 2013 from 6:00 p.m. to 9:00 p.m. I have arranged for this session to be held at the Redcliff Public Library.

The videoconference will be presented as view-only, but participants can email any questions they have to municipal.elections@gov.ab.ca. Some questions will be answered during the session, but most will be answered by email or phone at a later time.

There is no charge to attend this session. Interested candidates are asked to contact me at 403-548-9247 to register for the session.